



City of Nedlands

# Corporate & Strategy Reports

**Committee Consideration – 9 June 2015**


**Council Resolution – 23 June 2015**

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<b>CPS13.15</b>	<b>List of Accounts Paid – April 2015</b>
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<b>Committee</b>	09 June 2015
<b>Council</b>	23 June 2015
<b>Applicant</b>	City of Nedlands
<b>Officer</b>	Rajah Senathirajah – Manager Finance
<b>Director</b>	Michael Cole – Director Corporate & Strategy
<b>Director Signature</b>	
<b>File Reference</b>	Fin/072-17
<b>Previous Item</b>	Nil

## Executive Summary

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* Administration is required to present the List of Accounts Paid for the month to Council.

## Recommendation to Committee

**Council receives the List of Accounts Paid for the month of April 2015 (Refer to Attachment).**

## Strategic Plan

KFA: Governance and Civic Leadership

This report will ensure the City meets its statutory requirements.

## Background

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid to be prepared each month showing each account paid since the last list was prepared:

1. the payee's name;
2. the amount of the payment;
3. the date of the payment; and
4. sufficient information to identify the transaction.

The list is to be presented to the Council at the next ordinary meeting of the Council after the list is prepared and recorded in the Minutes of that meeting.

## Consultation

Required by legislation:

Yes

No

Required by City of Nedlands policy:

Yes

No

## Legislation / Policy

This report meets the requirements of *Regulation 13 of the Local Government (Financial Management) Regulations 1996*.

## Budget/Financial Implications

Not applicable.

## Risk Management

The Accounts Payable procedures ensure that no fraudulent payments are made by the City, and these procedures are strictly adhered to by the officers. These include the final vetting of approved invoices by the Finance Manager and the Director of Corporate Services (or designated alternative officers).

## Discussion

The list of accounts paid for April 2015 is attached and is presented to Council.

## Conclusion

The list of accounts paid for the month of April 2015 complies with the relevant legislation and can be received by Council.

## Attachments

1. List of Accounts Paid – April 2015; and
2. Purchasing Card Expenses – April (Statement period 28th March 2015 – 27<sup>th</sup> April March 2015).



# CITY OF NEDLANDS

## All Payments 1/04/2015 to 30/04/2015

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<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
<b>NAB - Municipal Account</b>						
<b>CHEQUE</b>						
59889	COMMISSIONER OF STATE REVENUE	03/04/2015	-88.17	INV	RATES RFUND A192302 GRV REDUCED FRM 32240 TO 29120	88.17
59890	WATER CORPORATION	03/04/2015	-4,253.38	INV	WATER USAGE 010315 TO 300415	89.41
				INV	WATER USAGE FOR 69-71 STIRLIN 01/03/15 TO 30/04/15	452.76
				INV	110 SMYTH RD 01/03/15 TO 30/04/15	210.29
				INV	42 LEURA ST 01/03/15 TO 30/04/15	335.28
				INV	1 HAMPDEN 01/03/15 TO 30/04/15	30.48
				INV	55 HAMPDEN RD - 01/03/15 TO 30/04/15	10.16
				INV	1 HAMPDEN RD 01/0315 TO 30/04/15	164.59
				INV	ALFRED RD - 01/03/15 TO 30/04/15	2.03
				INV	BAIRD AV 01/0315 TO 30/0415	170.69
				INV	1 FINCH WAY - 01/03/15 TO 30/04/15	251.97
				INV	MONTGOMERY AV - 01/03/15 TO 30/04/15	238.20
				INV	STIRLING HWY - 01/03/15 TO 30/04/15	26.42
				INV	1-15 CARRINGTON ST - 01/03/15 TO 30/04/15	300.20
				INV	R24029 DRAPER ST 01/03/15 TO 30/05/15	2.03
				INV	R37093 DRAPER ST 01/03/15 TO 30/04/15	220.18
				INV	R28416 DRAPER ST 01/03/15 TO 30/04/15	454.64
				INV	CARRINGTON ST 01/03/15 TO 30/04/15	28.45
				INV	R15752 SMYTH RD - 01/03/15 TO 30/04/15	581.87
				INV	HALLS AT 45 MONASH AV 01/03/15 - 30/04/15	683.73
59891	THAR ENGINEERING	03/04/2015	-1,184.16	INV	REFUND OF PLANNING FEES PAID TWICE	1,184.16
59892	R LEIGHTON	03/04/2015	-150.00	INV	REFUND PARK BOOKING FEE	150.00
59893	SONLIFE CHURCH	03/04/2015	-1,100.00	INV	COMMUNITY GRANT FUND	1,100.00
59894	I.FRESH STRATA	03/04/2015	-975.00	INV	50% CONTRIBUTION TO REPLACEMNT OF DIVIDED FENCE	975.00
59895	MS LORETTA HOLLAND	03/04/2015	-106.25	INV	TERM 1/2015 WITHDRAWN FRM ITALIAN ABSOLUTE BEGINNE	106.25
59896	CITY OF NEDLANDS - CASH CHEQUE	10/04/2015	-640.20	INV	RECOUP PETTY CASH 090415	222.50
				INV	RECOUP PETTY CASH	267.70



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## All Payments 1/04/2015 to 30/04/2015

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				INV	RECOUP PETTY CASH	150.00
59897	HARVEY NORMAN COMPUTER	10/04/2015	-1,149.00	INV	SUPPLY BOSCH SM63M28AU DISHWASHER FOR NCC	1,149.00
59898	WATER CORPORATION	10/04/2015	-1,276.73	INV	BROCKWAY RD 01/03/15 TO 30/04/15	95.50
				INV	ALFRED RD 01/03/15 TO 30/04/15	44.70
				INV	PARK AT DRIFTWOOD 01/03/15 TO 30/04/15	4.06
				INV	DRINKING TAP SMYTH RD 01/03/15 TO 30/04/15	2.03
				INV	498 SALTSPRAY CT 01/03/15 TO 30/04/15	14.25
				INV	118 WOOD ST LOT 368 RES 7804	134.11
				INV	CHANGE ROOM AT MARINE PDE SWANBOURNE LOT RES 23729	365.68
				INV	ROUNDAABOUT AT NORTH ST SWANBOURNE	24.38
				INV	BEACH FACILITIES AT MARINE PDE SWANBOURNE	65.02
				INV	25 STRICKLAND ST MT CLAREMONT LOT 254	68.82
				INV	PARK AT KIRKWOOD RD SWANBOURNE LOT 368 RES 7804	277.33
				INV	GARDEN AT R WILLIAMS RD NEDLANDS	152.40
				INV	ROAD VERGE AT R 9999 HAMPDEN RD NEDLANDS	28.45
59899	***** CANCELLED *****	17/04/2015	0.00			
59900	***** CANCELLED *****	17/04/2015	0.00			
59901	***** CANCELLED *****	17/04/2015	0.00			
59902	***** CANCELLED *****	17/04/2015	0.00			
59903	***** CANCELLED *****	17/04/2015	0.00			
59904	***** CANCELLED *****	17/04/2015	0.00			
59905	***** CANCELLED *****	17/04/2015	0.00			
59906	***** CANCELLED *****	17/04/2015	0.00			
59907	***** CANCELLED *****	17/04/2015	0.00			
59908	***** CANCELLED *****	17/04/2015	0.00			
59909	***** CANCELLED *****	17/04/2015	0.00			
59910	***** CANCELLED *****	17/04/2015	0.00			
59911	I M WATSON	17/04/2015	-54.19	RFND	OVERPAYMENT REFUND	54.19
59912	MAURANT BUSINESS ASSOCIATES	17/04/2015	-100.00	INV	LAUGHTER LEADER TRAINING 28&29 MARCH15	100.00



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59913	NEIL BARCLAY	17/04/2015	-116.36	INV	REFUND OF PLANING APPLICATION FEE	116.36
59914	KELVIN BOAR	17/04/2015	-74.00	INV	REFUND OF KEY BOND	74.00
59915	MS CASSANDRA CHINKIN	17/04/2015	-48.00	INV	TERM 2 2015 COURSE CANCELLED	48.00
59916	MS LISA PILLER	17/04/2015	-42.00	INV	TERM 2 2015 COURSE CANCELLED	42.00
59917	MS NICOLE HARPER	17/04/2015	-25.00	INV	TERM 2 2015 COURSE SWAP REFUND OF DIFFERENCES IN F	25.00
59918	MS OLIVIA BURRIDGE	17/04/2015	-47.00	INV	TERM 2 2015 COURSE CANCELLED FEES	47.00
59919	MS KATE BUCHANAN	17/04/2015	-280.00	INV	TERM 1 2015 WITHDRAWL DUE TO FAMILY CIRCUMSTANCES	280.00
59920	HOLLY ROSE	17/04/2015	-250.00	INV	2014/15 YOUTH GRANTS FUND	250.00
59921	LUCAS TRIGLAVCANIN	17/04/2015	-250.00	INV	2014/15 YOUTH GRANTS FUND	250.00
59922	MS SORA LEE	17/04/2015	-26.00	INV	TERM 1 2015 SCHOOL HOLIDAY CANCELLED DUE O LACK OF	26.00
59923	CITY OF NEDLANDS - CASH CHEQUE / PE	17/04/2015	-639.00	INV	RECOUP PETTY CASH NCC	486.20
				INV	RECOUP PETTY CASH ENV HLTH	152.80
59924	FINES ENFORCEMENT REGISTRY	17/04/2015	-1,398.00	INV	LODGEMENT OF UNPAID INFRINGEMENT	1,398.00
59925	PORTFOLIO CARE SUPER	17/04/2015	-1,745.32	INV	5 - 5-15-18-21-5	1,745.32
59926	WATER CORPORATION	17/04/2015	-1,768.02	INV	INFANT HEALTH CENTRE AT R24029 DRAPER ST FLOREAT	40.37
				INV	CENTRE AT ADDERLEY ST MT CLAREMONT	1,085.88
				INV	CLUB AT 282 MARINE PDE SWANBOURNE	641.77
59927	PRITCHARD FRANCIS ASSOCIATES	24/04/2015	-1,100.00	INV	NEDLANDS BRIDGE CLUB ACCESSIBLE ACCESS (STAGE 1)	1,100.00
59928	WATER CORPORATION - LEEDERVILLE	24/04/2015	-3,130.56	INV	REINSTATEMENT COST FOR HYDRANT WORKS	3,130.56
59929	WATER CORPORATION	24/04/2015	-3,076.01	INV	WATER BILL INFANT HEALTH 97A WARATAH 09/02-07/04	871.70
				INV	NARDINA CR DALKEITH 09/02-07/04	384.93
				INV	RESERVE AT L 792 ESPLANADE DALKEITH 09/02-08/04	38.61
				INV	AMENITIES AT BROADWAY NEDLANDS 09/02-08/04	605.07
				INV	BEATRICE RD 01/03/15 TO 30/04/15	455.93
				INV	ROUNDABOUT AT ADERDARE RD 01/03/15 TO 30/04/15	36.58
				INV	GARDENAT R VIX ST 01/03/15 TO 30/04/15	12.19







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				INV	COUNCILLORS ALLOWANCE APRIL 15	2,180.00
<b>766.12120-0</b>	<b>Mr B G Hodsdon</b>			INV	COUNCILLORS ALLOWANCE APRIL 15	2,180.00
<b>766.12350-0</b>	<b>Capital Recycling</b>			INV	STANDING ORDER - Cartage of Concrete Waste fom	5,037.12
<b>766.12413-0</b>	<b>Cannon Hygiene Australia Pty Ltd</b>			INV	supply and service sanitary bins and nappy	1,220.45
<b>766.12532-0</b>	<b>Total Eden Pty Ltd</b>			INV	Gear drive Sprinklers for Swanbourne Reserve	2,054.52
<b>766.12544-0</b>	<b>Councillor T P James</b>			INV	COUNCILLORS ALLOWANCE APR15	2,180.00
<b>766.12628-0</b>	<b>Diamond Hire</b>			INV	Summer Concerts 2015- Generator Hire	385.00
<b>766.12642-0</b>	<b>Domain Catering</b>			INV	Catering for Sunday 1 March (Clean Up Australia	170.00
<b>766.12648-0</b>	<b>Mt Claremont Newsround</b>			INV	Mt Claremont Newspaper delivery	228.16
<b>766.12677-0</b>	<b>Wilson Security</b>			INV	Unlock and lower bollards at Swanbourne Beach	248.50
				INV	Mt Claremont Library mobile security patrol	224.99
				INV	Nedlands Library mobile security patrol services	366.61
<b>766.12753-0</b>	<b>Urban Development Institute of Aust</b>			INV	Urban Development Institute of Australia -	1,088.00
<b>766.12765-0</b>	<b>Perthwaste Pty Ltd</b>			INV	april 2015 prepayment	90,100.00
<b>766.12777-0</b>	<b>Perth Irrigation Centre</b>			INV	Pipes and fittings for David Cruickshank	994.35
				INV	12 Hunter i20 ultra sprinklers for Pine Tree Park	673.20
				INV	Hunter node solenoid, nozzles and batterys for	401.33
<b>766.12914-0</b>	<b>The Worm Shed</b>			INV	Worm farm for (Chan) 30 Robinson Street Nedlands	247.00
<b>766.12975-0</b>	<b>Innova Group Pty Ltd</b>			INV	SPARE PARTS	467.50
<b>766.12985-0</b>	<b>Mr R M Hipkins</b>			INV	REIMBURSEMENT OF PARKING AND LAUNCH	198.70
<b>766.13010-0</b>	<b>Quick Colourprint</b>			INV	Name Badge	108.95
<b>766.13095-0</b>	<b>Rentokil Initial Pty Ltd</b>					



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## All Payments 1/04/2015 to 30/04/2015

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				INV	Interior plantscape rental	349.57
<b>766.13123-0</b>	<b>Toll Priority</b>			INV	Standing Order - Toll Priority	364.29
<b>766.13306-0</b>	<b>Mr R M Binks</b>			INV	COUNCILLORS ALLOWANCE APR 15	2,180.00
<b>766.13369-0</b>	<b>Data#3 Limited</b>			INV	Nvidia Grid K1 Graphics accelerator	7,469.00
<b>766.13402-0</b>	<b>Wavesound Pty Ltd</b>			INV	Audiobooks	521.40
				INV	Audiobooks	351.45
<b>766.13404-0</b>	<b>Apple Pty Ltd</b>			INV	iMac 27-inch with Retina 5K display (Z0QX) - For	3,100.90
<b>766.13412-0</b>	<b>Quick Corporate Australia</b>			INV	STANDING ORDERS	97.67
<b>766.13537-0</b>	<b>First Five Minutes Pty Ltd</b>			INV	Fire & Emergency Response Procedures and Training	3,399.47
<b>766.13769-0</b>	<b>CEO Specialists Pty Ltd</b>			INV	Grievance Officer Training x 3 participants -	3,280.50
<b>766.13803-0</b>	<b>Snap Printing - Northbridge</b>			INV	2000 A5 Booklets 24pp + cover. Cover printed 2	2,869.00
				INV	2000 xThe Buzz 140gsm uncoated Eco Star, folded	870.00
<b>766.13846-0</b>	<b>Councillor N W Shaw</b>			INV	COUNCILLORS ALLOWANCE APRIL 15	2,180.00
<b>766.13856-0</b>	<b>Councillor J Porter</b>			INV	COUNCILLORS ALLOWANCE APRIL 15	2,180.00
<b>766.13857-0</b>	<b>Councillor L McManus</b>			INV	COUNCILLORS ALLOWANCE APRIL 15	2,180.00
<b>766.13872-0</b>	<b>The WRB &amp; SV Hassell Superannuation</b>			INV	COUNCILLORS ALLOWANCE APRIL 15	3,427.50
<b>766.13905-0</b>	<b>Marketforce Express Pty Ltd</b>			INV	Summer Concerts 2015 - Advertising - multiple	1,026.25
				INV	10x3 ad in both The Post and Western Suburbs	715.44
				INV	Summer Concerts 2015 - Advertising - multiple	1,025.15
				INV	Summer Concerts 2015 - Advertising - multiple	1,026.25
				INV	Summer Concerts 2015 - Advertising - multiple	1,026.25
				INV	Seek 10 job ad pack	34.74
<b>766.13935-0</b>	<b>Pronto Gourmet Deli</b>			INV	Catering for Councillor Briefing	364.98



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## All Payments 1/04/2015 to 30/04/2015

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766.13936-01	Tenderlink.com			INV	Placing of the City's RFT for the City' s	165.00
766.13937-01	Doghouse Media Pty Ltd			INV	Quarterly hosting of City's website from March -	1,749.00
				INV	Work done to help us know how to place an image	445.50
766.13938-01	MAS Earthmoving			INV	Lid Replacement for 106 Victoria Av	1,853.50
				INV	Drainage supervision - Rene Road	11,242.00
766.13949-01	Marketintel			INV	Employee Engagement Survey 2014	11,715.00
766.13992-01	Get Wet Ponds & Aquariums			INV	Fish Tank Servicing - City of Nedlands Front	77.00
766.14005-01	Perth Energy Pty Ltd			INV	Group electricity 25/02/15 to 24/03/15	8,298.07
766.14037-01	Beaver Tree Services Aust Pty Ltd			INV	Refer quote-# 85168. 71 Minora cnr Hynes	382.80
766.14102-01	WA Hockey Club			INV	Kidsport - Royce Mathews	200.00
766.14105-01	Picture of Health Personal Training			INV	Exercise Sessions for DRC Clients on 4/3, 25/3	120.00
766.14123-01	D Wetherall			INV	COUNCILLORS ALLOWANCE APRIL 15	2,180.00
766.14176-01	Advanced Consulting			INV	Ashley Cole - OSH Consultation Service - 10/3 -	2,298.91
766.14232-01	Mr G Hay			INV	Councillors allowance April 2015	2,180.00
766.14233-01	Ms K A Smyth			INV	Councillors allowance April 2015	2,180.00
766.14266-01	Denver Technology			INV	Task/Ticket: Client Request - Networking	396.00
766.1427-01	City of Stirling			INV	Payment for lost item (â A flower thatâ s free	11.00
766.14393-01	Hudson & Hughie Pty Ltd			INV	Catering for Access Working Group meeting - Feb	110.00
766.145-01	Protector Alsafe Pty Ltd			INV	SAFETY CLOTHING	427.63
766.14502-01	Subiaco Basketball Club			INV	Kidsport- Tim Gummer	200.00



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766.14621-01	Ms T V Mercea			INV	refund of travel expenses as volunteer for	89.70
766.14707-01	Australian Institute of Technolgy			INV	OSH Representative Training - Oakes, Lorraine	550.00
766.14738-01	Brandconnect Australia			INV	Event merchandise - yo yos	929.50
766.14746-01	Cutting Edge Kerbs			INV	Install approximately 40 metres of grey concrete	2,156.00
766.14748-01	System Maintenance			INV	12 Month service and continuing monthly services	2,473.79
766.14749-01	McCorkell Constructions Pty Ltd			INV	Construction of Collegians Football Club Rooms	128,254.17
766.14753-01	Astro Synthetic Turf Pty Ltd			INV	Repairs to Leslie Graham Reserve soft fall rubber	495.00
766.14755-01	Red Hot Design			INV	YAC tshirts	170.50
766.1700-01	Community Newspaper Group Ltd			INV	Summer Concerts 2015 -9,000 flyer inserts in the	534.60
766.1900-01	Dalkeith Nedlands Bowling Club			INV	Electricity 13/12/14-17/2/15	689.00
766.2801-01	Glass's Guide			INV	SUBSCRIPTIONS	833.80
766.3250-01	linet Ltd			INV	WIFI HARDWARE AND INSTALL	8,139.00
766.4120-01	Lightning Laundry			INV	February laundry	378.00
766.4370-01	Martineaus Patisserie			INV	catering YAC meeting 04.03.15	75.00
766.6600-01	St John Ambulance Western Australia			INV	Applied first aid course - Clare Norelli	160.00
766.741-01	Boyan Electrical Services			INV	College Park - Replace 2 faulty lamps and ignitor	374.55
				INV	Electrical Maintenance- Dalkeith hall	457.05
				INV	Electrical Maintenance- Administration	287.10
				INV	Electrical Maintenance- Administration	94.60
				INV	Replace existing floodlight for gazebo with 50W	315.15
766.7675-01	Landgate - GRV			INV	GRV Interim valuation metro shrd and FESA	549.72



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				766.7900-01	<b>WA Limestone Co</b>	
				INV	SAND/SOIL	926.66
				766.8010-01	<b>Staples Australia Pty Ltd</b>	
				INV	Nedlands stationery	181.57
				INV	Green tea bags box 500	59.78
				INV	STATIONERY	138.38
				INV	STATIONERY	255.71
				INV	STATIONERY	27.23
				INV	STATIONERY	98.86
				766.8169-01	<b>Westbooks</b>	
				INV	VARIOUS BOOKS	291.76
				INV	VARIOUS BOOKS	459.71
				INV	VARIOUS BOOKS	137.67
				766.8450-01	<b>Wurth Australia Pty Ltd</b>	
				INV	VEHICLE PARTS	270.25
767	EFT TRANSFER: - 07/04/2015	05/04/2015	-25,014.50	767.7990-01	<b>WA Treasury Corporation</b>	
				INV	Loan#178 Repayment April 2015	25,014.50
768	EFT TRANSFER: - 10/04/2015	10/04/2015	-290,202.94	768.10099-01	<b>Water Filter Warehouse</b>	
				INV	Counter Top Service	55.00
				768.10731-01	<b>Green Skills (Eco Jobs)</b>	
				INV	HIRE OF ECOJOBS CASUAL STAFF	1,299.98
				768.10859-01	<b>CSP Industries Pty Ltd</b>	
				INV	BG86CE Blowers as per quotation #1938, trading 1	1,217.00
				768.10895-01	<b>State Library of WA</b>	
				INV	Lost Books	58.30
				INV	Lost Books	15.40
				768.113-01	<b>Air &amp; Power</b>	
				INV	Scheduled service to workshop air compressor, and	326.70
				768.11410-01	<b>Days Specialist Recruitment Aust Pt</b>	
				INV	Extension of Engineering Technical Officer	406.34
				768.11689-01	<b>AFTC Publishing Pty Ltd</b>	
				INV	Renewal to Australian Family tree Connections	74.00
				768.11796-01	<b>Kennards Hire Pty Ltd</b>	
				INV	6.5KVA inverter generator. Drop off Sunday 9.30am	625.80
				768.12026-01	<b>Bolinda Publishing Pty Ltd</b>	
				INV	MTC Library stock	153.41
				INV	MTC Library stock	722.21



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					<b>768.12317-01 Techsand Pty Ltd</b>	
				INV	Concrete median Islands with a red herringbone	45,630.00
				INV	12 metres of concrete cutting to footpath network	12,184.00
					<b>768.12427-01 R Hawker</b>	
				INV	Vol Vehicle Reimbursement	71.61
				INV	Milage claim for Library Volunteers	40.81
					<b>768.12472-01 WA Events &amp; Projects</b>	
				INV	Summer Concerts 2015 - Denyse McClements - Event	11,021.00
					<b>768.12532-01 Total Eden Pty Ltd</b>	
				INV	Sprinklers and nozzles for Paul Hasluck Reserve	1,058.03
				INV	electrical conduit for Hamilton Park invoice	299.45
					<b>768.12546-01 Greenway Enterprises</b>	
				INV	Supply 6 x 'Solo' brass adjustable spray nozzle	161.57
					<b>768.12644-01 Insight CCS</b>	
				INV	Afterhours call service - July 2014 to December	179.10
					<b>768.12682-01 Synergy</b>	
				INV	ELECTRICITY	6,979.50
					<b>768.12735-01 Comfort Keepers</b>	
				INV	Provision of domestic assistance to HACC clients	108.81
				INV	Provision of domestic assistance to HACC clients	467.40
					<b>768.12833-01 Macri Partners</b>	
				INV	Audit of the Statement of Income and Expenditure	880.00
				INV	Audit of the Statement of Income and Expenditure	880.00
					<b>768.12864-01 Friends of Hollywood Reserve</b>	
				INV	Administrative assistance Grant	380.00
					<b>768.12918-01 LG GreenLife Group Pty Ltd</b>	
				INV	Landscape maintenance	7,433.49
				INV	Landscape maintenance as per RFT 2013/14.21-	7,433.49
					<b>768.12964-01 Barrie's Driving Academy</b>	
				INV	Driving tests for volunteers from November 2014 -	176.00
					<b>768.13129-01 Quality Traffic Management Pty Ltd</b>	
				INV	Design of Traffic management plan and TCD's, as	561.00
					<b>768.13139-01 Monkeys Audio Visual</b>	
				INV	Suppl 1 x Epson MeetingMate EB-1430Wi interactive	3,144.16
					<b>768.133-01 Alinta Energy</b>	
				INV	GAS CHARGES	107.70
					<b>768.13382-01 M &amp; L Glass</b>	
				INV	Supply and fit new windscreen to Parks Hino Truck	330.00



**CITY OF NEDLANDS**  
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<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
768.13384-01	<b>Harvey Fresh</b>					
INV					Standing Order - Weekly Milk Delivery	71.01
INV					Standing Order - Weekly Milk Delivery	71.01
768.13403-03	<b>Bowden Tree Consultancy</b>					
INV					Supply visual inspection & report for 90	2,354.00
768.13412-01	<b>Quick Corporate Australia</b>					
INV					WEB ORDER NO 637730	191.10
INV					WEB ORDER NO 637730	534.18
INV					5	58.63
INV					Reflex White Paper Standing Order	115.72
INV					Stationery for Depot (web Order No. 632685)	324.10
768.13473-03	<b>Statewide Vehicle Hoist Service WA</b>					
INV					Scheduled service on workshop Molnar 4 post	88.00
768.13480-01	<b>DU Electrical Pty Ltd</b>					
INV					Brockman Reserve - supply and install complete	1,981.43
768.13534-01	<b>Nu-Trac Rural Contracting</b>					
INV					Swanbourne Beach Reserve - Beach cleaning for	2,716.00
768.13536-01	<b>Recovre Pty Ltd</b>					
INV					Ergonomic Assessment - Environmental Health	591.25
768.13625-01	<b>Active Games &amp; Entertainment</b>					
INV					Activities for Splashfest	4,031.00
768.13713-03	<b>Sonic HealthPlus Pty Ltd</b>					
INV					Pre-employment medicals	148.50
768.13733-01	<b>West Coast Spring Water P/L</b>					
INV					15L Cooler bottle water supply to NCC	23.25
INV					15L Cooler bottle water supply to NCC	38.75
INV					15L Cooler bottle water supply to NCC	15.50
INV					prcc water ( 6 months) July- dec 2014)	23.25
INV					15L Cooler bottle water supply to NCC	57.30
768.13930-01	<b>OTC Drainage WA Pty Ltd</b>					
INV					Universal Side entry pit lid	2,772.00
768.13959-01	<b>Manheim Pty Ltd</b>					
INV					STANDING ORDER - Storage fees abandoned vehicles	110.00
768.14080-01	<b>Randstad</b>					
INV					relief staff ( Sarah week ending 8/5/15)	1,236.99
768.14165-03	<b>Bridgestone Select Nedlands</b>					
INV					Bridgestone 195/85/16 steel truck radial tyres,	630.00
768.14190-01	<b>Leda Security Products</b>					



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## All Payments 1/04/2015 to 30/04/2015

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Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
				INV	Servicing to motorized front gate. twice yearly	338.80
<b>768.14310-01</b>	<b>The Butcher Shop</b>			INV	2015 Bike Breakfast badges - 35mm	440.50
<b>768.14469-01</b>	<b>Hodge Collard Preston Architects</b>			INV	Architect fees for Collegians Football Club Rooms	10,180.50
<b>768.1447-01</b>	<b>CJD Equipment Pty Ltd</b>			INV	Repairs as required to Volvo L50F wheel loader	2,485.51
<b>768.14627-01</b>	<b>Peter Delle Coste</b>			INV	Social Support Activity	150.00
<b>768.14660-01</b>	<b>Treiberg Office Solutions</b>			INV	Supply, deliver and setup Executive Board room	10,274.00
<b>768.14688-01</b>	<b>Supreme Shades</b>			INV	Repair 2 x shade sails damaged at Masons Gardens,	795.00
				INV	Repair damaged shade sail at 25 Strickland Street	350.00
<b>768.14693-01</b>	<b>Basifleet</b>			INV	Car lease Paul Busby	469.76
<b>768.14695-01</b>	<b>Kevin's Water Cartage</b>			INV	water tank for Splashfest	660.00
<b>768.14708-01</b>	<b>Express Test &amp; Tag</b>			INV	Splashfest - tagging and testing	234.69
<b>768.14709-01</b>	<b>Swan Marquees and Party Hire</b>			INV	marquee, tables and chairs for Splashfest	2,327.00
				INV	4 market umbrellas, 1 BBQ, 1 6x3m marquee, 1 x	938.59
<b>768.14710-01</b>	<b>Accord Security</b>			INV	Security for Splashfest	338.80
<b>768.14714-01</b>	<b>On The Run Music</b>			INV	PA and sound tech services at Splashfest	500.00
<b>768.14733-01</b>	<b>Childcare Experts</b>			INV	EYLF training 12/3/15	330.00
<b>768.14754-01</b>	<b>Mad Cow Entertainment</b>			INV	mechanical surfboard for Splashfest.	520.00
<b>768.14763-01</b>	<b>St Catherine's College</b>			INV	Leadership/Managers' Workshop - 12/3/2015	1,078.40
<b>768.14768-01</b>	<b>WA Super (Indiv. Acct)</b>			INV	M Hipkins Client No 40448/ member no. 006031	7,814.58
<b>768.1700-01</b>	<b>Community Newspaper Group Ltd</b>			INV	9000 inserts in Western Suburbs Weekly	534.60
<b>768.1955-01</b>	<b>David Gray &amp; Co Pty Ltd</b>					





# CITY OF NEDLANDS

## All Payments 1/04/2015 to 30/04/2015

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				INV	materials for Bushcare	414.70
<b>768.350-01</b>	<b>AIM - Australian Institute of Manag</b>			INV	Conflict Resolution Course for Stacey Gibson (2	890.00
<b>768.380-01</b>	<b>Australian Taxation Office</b>			INV	Payroll Deduction	3,085.00
				INV	Payroll Deduction	94,575.25
<b>768.4020-01</b>	<b>L &amp; T Venables Pty Ltd</b>			INV	EXPENDABLE STORES	435.60
<b>768.4150-01</b>	<b>LO-GO Appointments</b>			INV	Weekending 28/02/15, J Britton, Labourer parks	1,458.60
				INV	Weekending 28/02/15, J Render, Labourer parks and	1,569.81
				INV	Weekending 07/03/15, J Render, Labourer parks and	1,194.93
				INV	Weedending 21/2/15, J Britton, Labourer parks	1,801.80
<b>768.4370-01</b>	<b>Martineaus Patisserie</b>			INV	Catering for Volunteer's farewell	119.90
<b>768.4500-01</b>	<b>McLeods Barristers &amp; Solicitors</b>			INV	Food Act Prosecution - Charlies Garden Coffee	853.09
				INV	STANDING ORDER - Legal Advice McLeods - 2014/2015	1,127.27
				INV	Matter 36167 Five Start Pools 1 Leura St unlawful	2,648.28
<b>768.4945-01</b>	<b>Sheppard's Newsround</b>			INV	NEWSPAPER DELIVERY	93.80
<b>768.5080-01</b>	<b>Oce Australia Ltd</b>			INV	SO 2015 Basic Charges for OCE Color Wave 550	187.00
				INV	SO 2015 Basic charges OCE Color Wave 550 Printer	187.00
<b>768.6600-01</b>	<b>St John Ambulance Western Australia</b>			INV	First aid for Splashfest	266.46
<b>768.7280-01</b>	<b>Total Turf</b>			INV	2 x Boxes of 20 of Copper Sulphate Trough Blocks	888.59
<b>768.741-01</b>	<b>Boyan Electrical Services</b>			INV	Electrical maintenance - MCC	236.78
				INV	Meeting room upgrades	6,628.88
				INV	Beaton Park - Replace faulty lamp-holder and lamp	336.33
				INV	Labour	89.10
				INV	Lawler Park - Test gazebo lights	89.10
				INV	Dalkeith Bowling Club - Street light repairs -	570.90
				INV	LARoundabout Alfred & Brockway - replace faulty PE	138.60
				INV	Electrical maintenance admin	94.60
				INV	Charles Court Reserve - Bollard light irreparable	330.28



# CITY OF NEDLANDS

## All Payments 1/04/2015 to 30/04/2015

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Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
				INV	Sunset Foreshore - reported burnt out switchboard	89.10
				<b>768.8010-01</b>	<b>Staples Australia Pty Ltd</b>	
				INV	STATIONERY	134.62
				INV	Ginger Beer Ctn 24	47.50
				INV	STATIONERY	8.12
				<b>768.8169-01</b>	<b>Westbooks</b>	
				INV	VARIOUS BOOKS	13.96
				INV	VARIOUS BOOKS	356.59
				<b>768.860-01</b>	<b>Bunnings Group Limited</b>	
				INV	BUILDING SUPPLIES	128.85
				INV	BUILDING SUPPLIES	14.52
				INV	BUILDING SUPPLIES	66.14
				INV	BUILDING SUPPLIES	121.15
				INV	BUILDING SUPPLIES	189.04
				INV	Hand tools, cordless impact drill and pipe probe	806.71
				<b>768.9872-01</b>	<b>Civica Pty Ltd</b>	
				INV	Business Process Services - Authority Support	3,223.00
				<b>768.9876-01</b>	<b>Priestman &amp; Sharp</b>	
				INV	Panel and paint repairs as per quotation # 15250.	1,267.03
770	EFT TRANSFER: -	17/04/2015	-482,930.66	<b>770.100-01</b>	<b>Advantech Mobile Auto Electrics</b>	
				INV	VEHICLE REPAIRS	863.00
				INV	VEHICLE REPAIRS	297.00
				INV	VEHICLE REPAIRS	254.00
				INV	VEHICLE REPAIRS	99.00
				<b>770.11284-01</b>	<b>Australia Post</b>	
				INV	Standing Order - Bulk Mail	3,491.09
				<b>770.11559-01</b>	<b>Icon Septech Pty Ltd</b>	
				INV	Universal side entry lid - Joyce Street	2,490.24
				INV	Universal side entry frame - Langham Street	4,441.75
				<b>770.11795-01</b>	<b>Mr J Donaldson</b>	
				INV	RUBBISH COLLECTION	150.00
				<b>770.11954-01</b>	<b>Carealot Home Health Services Pty L</b>	
				INV	Casual Domestic Assistance to HACC clients	354.50
				<b>770.12079-01</b>	<b>Complete Pest Management Services</b>	
				INV	Pest treatment- Admin	195.00
				INV	Termite inspection- Mt Claremont changerooms	195.00
				INV	Termite inspection- Drabble house	195.00
				INV	Inspection of termites at Council buildings	518.00



# CITY OF NEDLANDS

## All Payments 1/04/2015 to 30/04/2015

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Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
				INV	Spider treatment	195.00
				INV	Inspection of termites at council buildings	190.00
					<b>770.12098-01 All Surface Restorations</b>	
				INV	Reseal Showers in Maisonettes - Units 2 & 4	880.00
					<b>770.12222-01 Conservation Volunteers Australia</b>	
				INV	Two weeks Conservation Volunteer work Nedlands	4,125.00
					<b>770.12232-01 Dymocks Claremont</b>	
				INV	Library Stock	645.89
					<b>770.12317-01 Techsand Pty Ltd</b>	
				INV	Reinstate 3m of footpath at the corner of Leura	680.00
					<b>770.12628-01 Diamond Hire</b>	
				INV	Summer Concerts 2015- Generator Hire	385.00
				INV	Summer Concerts 2015- Generator Hire	385.00
					<b>770.12644-01 Insight CCS</b>	
				INV	Afterhours call service - July 2014 to December	282.83
					<b>770.12682-01 Synergy</b>	
				INV	Electricity auxillary/total UMS 28/01-27/02	1,393.30
				INV	ELECTRICITY	195.60
				INV	368 Kirkwood road, Swanbourne 17/01-19/03	1,101.75
				INV	Electricity street lights 2314 from 25/02-24/03	36,758.82
				INV	ELECTRICITY 2314 street lights 25/01-24/20/15	40,697.25
					<b>770.12765-01 Perthwaste Pty Ltd</b>	
				INV	Waste Disposal Residential & Commercial	35,297.72
				INV	Waste Disposal - Aprill 2015	30,012.00
					<b>770.1280-01 Chubb Fire &amp; Security Pty Ltd</b>	
				INV	Fire appliance testing- admin	332.31
					<b>770.12890-01 Mr M R Cole</b>	
				INV	Broadbend Reimbursement - 07/0215 to 06/03/15	69.95
					<b>770.129-01 Allen Park Tennis Club</b>	
				fund	Refund of Overpayment made on 12 February 2014	268.49
					<b>770.12985-01 Mr R M Hipkins</b>	
				INV	Reimbursement for PIA 2015 Congress Registration	1,270.00
					<b>770.13384-01 Harvey Fresh</b>	
				INV	Standing Order - Weekly Milk Delivery	71.01
					<b>770.13402-01 Wavesound Pty Ltd</b>	
				INV	Audiobooks for Nedlands Library	1,138.50
					<b>770.13412-01 Quick Corporate Australia</b>	
				INV	Reflex White Paper Standing Order	115.72



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## All Payments 1/04/2015 to 30/04/2015

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Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
				INV	Stationery order for the Depot (web order number	27.78
				INV	Stationery order for the Depot (web order number	128.52
				INV	Web order no 639405	220.09
				INV	STANDING ORDER	262.28
					<b>770.13480-00 DU Electrical Pty Ltd</b>	
				INV	supply and installed a pressure switch for	561.00
				INV	attended to electrical fault at asquith reserve,	132.00
					<b>770.13619-01 The Poster Girls</b>	
				INV	Summer Concerts 2015 - Poster Girls -	55.44
					<b>770.13713-03 Sonic HealthPlus Pty Ltd</b>	
				INV	Pre-employment medicals	148.50
				INV	Medical assessment for Works Operator Carlo Lafac	1,610.40
					<b>770.13775-04 Australia Post - 604909</b>	
				INV	Reply pad letters-small	4.59
					<b>770.13803-05 Snap Printing - Northbridge</b>	
				INV	Printing Waterwise Garden Competition 2015 entry	1,000.00
					<b>770.13813-06 Ms J A Heyes</b>	
				INV	Reimbursement December 2015 to March 2015	273.93
					<b>770.13863-07 M S Security (WA) Pty Ltd</b>	
				INV	Mt Claremont library replacement of security	383.90
				INV	Mt Claremont library replacement of transformer	280.50
				INV	Alarm maintenance and programming of controllers	2,920.00
				INV	Annual maintenance to alarm systems at council	4,166.00
				INV	Install door release button and break glass at	775.50
					<b>770.13887-08 Shamrock Tyres</b>	
				INV	Bore water stain removal Hackett Hall	800.00
					<b>770.13905-09 Marketforce Express Pty Ltd</b>	
				INV	Fremantle Gazette Advertisement Tuesday	2,328.98
				INV	Employment advertisement - Home Maintenance	384.88
				INV	Seek 10 job ad pack	1,469.60
					<b>770.13935-07 Pronto Gourmet Deli</b>	
				INV	Catering for the following Councillor Briefing	357.33
					<b>770.13944-08 Ergolink</b>	
				INV	CHAIR GR TIN-ML - LARGE SEAT MEDIUM INCA BACK NO	447.15
					<b>770.13946-09 Plants and Garden Rentals</b>	
				INV	Three month hire & maintenance FEB, MARCH, APRIL	281.60
				INV	Three month hire & maintenance FEB, MARCH, APRIL	281.60



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## All Payments 1/04/2015 to 30/04/2015

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Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
					<b>770.13992-01 Get Wet Ponds &amp; Aquariums</b>	
				INV	Fish Tank Servicing - City of Nedlands Front	77.00
					<b>770.14004-01 Drainflow Services Pty Ltd</b>	
				INV	Standing Order Educting Services	330.00
				INV	Standing Order Educting Services	440.00
				INV	Standing Order Educting Services	1,886.50
				INV	Standing Order Educting Services	440.00
				INV	Standing Order Educting Services	1,701.70
				INV	Standing Order Educting Services	808.50
					<b>770.14052-01 Mr G K Trevaskis</b>	
				INV	INTERNET REIMBURSEMENT 08/04/15 to 08/05/15	59.95
					<b>770.14090-01 Western Technical Services</b>	
				INV	Supply and install Humidifier to the Nedlands	18,085.32
				INV	replace faulty timer switch at MCC	661.10
				INV	supply and install evaporative cooler to rear of	3,725.33
					<b>770.14101-01 Ms J Eyre</b>	
				INV	Social Support Activity	36.50
					<b>770.14153-01 Anne Yardley</b>	
				INV	Support for Local Studies Oral history project	360.00
					<b>770.14176-01 Advanced Consulting</b>	
				INV	Standing Order - Ashley Cole - OSH Consultant	2,106.50
					<b>770.14241-01 King.S Contracting</b>	
				INV	Reticulation - cut / cap and repair - Carroll	1,151.26
				INV	Reticulation - cut / cap and repair - Joyce Stree	996.38
				INV	Reticulation - cut / cap and repair - Rene Road	913.55
				INV	Reticulation - Cut, temporarily relocate and	4,357.15
					<b>770.1427-01 City of Stirling</b>	
				INV	Meals to be delivered to Nedlands Day Centre in -	749.25
				INV	Delivered meals subsidies for the City of	355.50
					<b>770.14280-01 Total Print</b>	
				INV	6 x promotional pavement 'stickers' 525mm x 750mm	533.50
					<b>770.14444-01 BDO Audit (WA) Pty Ltd</b>	
				INV	Internal audit - interim invoice Capital Works	3,300.00
				INV	Internal audit: Interim invoice - Procurement and	2,200.00
					<b>770.14468-01 Ricoh Australia Pty Ltd</b>	
				INV	LEASE 1/11/14 TO 30/11/14	4,857.02
				INV	IEASE 1/11/14 TO 30/11/14	4,312.02
					<b>770.1447-01 CJD Equipment Pty Ltd</b>	



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## All Payments 1/04/2015 to 30/04/2015

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				INV	VEHICLE PARTS	559.01
<b>770.145-01</b>	<b>Protector Alsafe Pty Ltd</b>			INV	SAFETY CLOTHING	23.30
<b>770.14526-01</b>	<b>Action Interiors</b>			INV	SUPPLY AND INSTALL SUSPENDED CEILING	2,160.57
<b>770.14681-01</b>	<b>Internode Pty Ltd</b>			INV	internode IBC Access and Hardware management &	9,245.00
<b>770.14684-01</b>	<b>B Hi Fi Claremont</b>			INV	DVDs and CDs for Mt Claremont library	896.46
				INV	DVDs and CDs for Nedlands Library	903.43
<b>770.14690-01</b>	<b>Swift Property Repairs</b>			INV	Install Flexipole and Ringlock fence around	7,500.00
<b>770.14743-01</b>	<b>Bardfield Engineering</b>			INV	Supply and install 1 heavy duty Basketball Unit	2,310.00
<b>770.14749-01</b>	<b>McCorkell Constructions Pty Ltd</b>			INV	Construction of Collegians Football Club Rooms	184,776.94
<b>770.14750-01</b>	<b>Play Check</b>			INV	Consultation on inspection of Nature Play	495.00
<b>770.14756-01</b>	<b>Embles Photography</b>			INV	photography at Splashfest	220.00
<b>770.14762-01</b>	<b>Beyond IQ Pty Ltd</b>			INV	HR workshop	825.00
<b>770.14765-01</b>	<b>Westside Sound and Image</b>			INV	Supply and fit new reversing camera and mirror	550.00
<b>770.14781-01</b>	<b>Suburban Lions Hockey Club</b>			INV	Kidsport	400.00
<b>770.14783-01</b>	<b>Mr S Anderson</b>			INV	One day monitoring @ Watikins Rd Dalkeith	450.00
<b>770.2048-01</b>	<b>Tillys Home Helpers</b>			INV	Provision of Gardening Service to HACC Clients in	1,955.25
<b>770.360-01</b>	<b>Australia Post</b>			INV	POSTAGE	45.05
<b>770.3840-01</b>	<b>Kenyon &amp; Company Pty Ltd</b>			INV	VEHICLE PARTS	251.90
				INV	VEHICLE PARTS	419.10
<b>770.4500-01</b>	<b>McLeods Barristers &amp; Solicitors</b>			INV	Food Act Prosecution - Cimbalino	1,573.34
<b>770.5716-01</b>	<b>Professional PC Support</b>					



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				INV	COMPUTER EQUIPMENT/MTCE	960.64
				INV	COMPUTER EQUIPMENT/MTCE	956.93
				<b>770.6820-01</b>	<b>Swanbourne Veterinary Centre</b>	
				INV	STANDING ORDER - Pound Fees 2014-2015	132.00
				<b>770.6892-01</b>	<b>Taman Tools</b>	
				INV	MINOR TOOLS	990.00
				<b>770.741-01</b>	<b>Boyan Electrical Services</b>	
				INV	Electrical maintenance - Tresillian	903.93
				INV	Disconnect old light hanging by cable and replace	222.75
				INV	Electrical maintenance - Depot	93.50
				INV	Electrical maintenance - Nedlands library	1,551.00
				INV	Mason Gardens - Replace 3 pole lamps	415.80
				INV	Allen Park - Training light repairs - replaced 2	1,739.93
				<b>770.760-01</b>	<b>Brealey Plumbing Service</b>	
				INV	lumbing Maintenance- Dalkeith hall	341.00
				INV	Plumbing Maintenance- Maisonettes	110.00
				INV	Plumbing maintenance- Tresillian	121.00
				INV	Plumbing maintenance- Lawler park public toilets	154.00
				INV	Plumbing Maintenance- Drabble house	253.00
				INV	Plumbing Maintenance- Tresillian	151.80
				INV	Plumbing maintenance- depot	121.00
				<b>770.7675-01</b>	<b>Landgate - GRV</b>	
				INV	GRV int Vals metro shrd and FESA 21501-100000	213.78
				<b>770.8010-01</b>	<b>Staples Australia Pty Ltd</b>	
				INV	STATIONERY	197.81
				INV	STATIONERY	277.20
				<b>770.8169-01</b>	<b>Westbooks</b>	
				INV	VARIOUS BOOKS	383.76
				INV	VARIOUS BOOKS	13.99
				INV	VARIOUS BOOKS	541.46
				<b>770.8170-01</b>	<b>Westcare Industries</b>	
				INV	printing 12000 A5 flyers for Splashfest	669.90
				INV	100 x Citizenship Booklet for Citizenship	282.70
				<b>770.8242-01</b>	<b>Western Metropolitan Regional Council</b>	
				INV	WASTE DISPOSAL	1,283.94
				<b>770.860-01</b>	<b>Bunnings Group Limited</b>	
				INV	building products and materials- admin	19.39
				INV	building products and materials- NCC	55.51



# CITY OF NEDLANDS

## All Payments 1/04/2015 to 30/04/2015

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Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
				INV	building products and materials- admin	36.70
				INV	building products and materials- admin	7.14
				INV	Building products- depot	89.83
				INV	supply of building products and materials	153.83
				INV	supply of building products and materials	21.85
				INV	supply of building products and materials	69.92
				<b>770.9872-01</b>	<b>Civica Pty Ltd</b>	
				INV	Authority Managed Services MS - DR, Admin	10,054.00
772	EFT TRANSFER: - 24/04/2015	24/04/2015	-532,567.54	<b>772.100-01</b>	<b>Advantech Mobile Auto Electrics</b>	
				INV	VEHICLE REPAIRS	462.00
				<b>772.10056-01</b>	<b>City of Nedlands - Social Club</b>	
				INV	Payroll Deduction	220.00
				<b>772.10428-01</b>	<b>Roads 2000</b>	
				INV	ROAD/FOOTPATH MTCE/CONSTRUCTION	31,281.18
				<b>772.10787-01</b>	<b>Downer EDI Works Pty Ltd</b>	
				INV	Semi mountable kerbing, SM1 - Carroll Street	7,651.76
				INV	Concrete kerb make ups - Joyce Street	906.12
				INV	Semi mountable kerbing, SM1 - Rene Road	7,278.52
				INV	Concrete kerb make ups - Carroll Street	2,338.52
				INV	Semi mountable kerbing, SM1 - Joyce Street	6,097.96
				<b>772.10859-01</b>	<b>CSP Industries Pty Ltd</b>	
				INV	Stihl supercut self adjusting brushcutter heads	123.00
				INV	Oregon Hydraulic assist bench grinder for saw	870.00
				INV	Repairs to MS 200T chain saw. 20 l 50:1 2 stroke	500.20
				<b>772.10895-01</b>	<b>State Library of WA</b>	
				INV	Damaged Book	12.10
				<b>772.11268-01</b>	<b>City of Joondalup</b>	
				INV	500 red public library bags	500.00
				<b>772.11410-01</b>	<b>Days Specialist Recruitment Aust Pt</b>	
				INV	Joseph Cheong Week Ending	313.32
				<b>772.11559-01</b>	<b>Icon Septech Pty Ltd</b>	
				INV	1800 x 1200 soakwells - Langham Street	8,885.80
				<b>772.11602-01</b>	<b>Arrow Pressure Wash</b>	
				INV	Scheduled service and safety inspection of	132.00
				<b>772.11795-01</b>	<b>Mr J Donaldson</b>	
				INV	RUBBISH COLLECTION	800.00
				INV	RUBBISH COLLECTION	100.00
				<b>772.12026-01</b>	<b>Bolinda Publishing Pty Ltd</b>	





**CITY OF NEDLANDS**  
**All Payments 1/04/2015 to 30/04/2015**

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<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	MTC Library stock - Talking books	381.16
				INV	Nedlands Library stock - Large print	814.41
				INV	Nedlands Library stock - Large print	57.42
					<b>772.12250-0A P Constructions</b>	
				INV	construction of viewing platform at Masons	770.00
					<b>772.12350-0C Capital Recycling</b>	
				INV	25 tonnes of grade 1 road base for Broome st Depo	370.66
					<b>772.12451-0G GHD Pty Ltd</b>	
				INV	Waratah Ave Placemaking Strategy - Progress claim	8,041.00
					<b>772.12456-0WA Profiling</b>	
				INV	Profile road by 20mm - Langham Street	9,479.58
					<b>772.12580-0IG NET</b>	
				INV	Employment advertismment-Environmental	165.00
					<b>772.12628-0D Diamond Hire</b>	
				INV	500kg Compactor for Langham St	203.50
					<b>772.12682-0S Synergy</b>	
				INV	ELECTRICITY Lot 8001 Aberdare rd 13/02 to 15/04/15	798.70
					<b>772.12735-0C Comfort Keepers</b>	
				INV	Provision of domestic assistance to HACC clients	426.89
				INV	Provision of domestic assistance to HACC clients	267.85
					<b>772.12765-0P Perthwaste Pty Ltd</b>	
				INV	May 2015 Waste prepayment	45,000.00
				INV	May 2015 prepayment	90,100.00
					<b>772.12773-0T Tassie Devil Line Marking</b>	
				INV	Line marking at Beatrice Rd Reserve U-Ball	467.50
					<b>772.12914-0T The Worm Shed</b>	
				INV	Wonders of Worm Farming workshop Thursday 19	385.00
					<b>772.13010-0Q Quick Colourprint</b>	
				INV	DFGD	162.80
					<b>772.13014-0N Nespresso Professional</b>	
				INV	eggero coffee capsules	597.06
					<b>772.13093-0D &amp; T Asphalt Pty Ltd</b>	
				INV	Supply and lay black asphalt to crossover at 12	951.50
					<b>772.13121-0U Urban Technology Pty Ltd</b>	
				INV	Planning Consultant Fees - Short term contract -	4,218.50
					<b>772.13123-0T Toll Priority</b>	
				INV	Standing Order - Toll Priority	364.29
					<b>772.13129-0Q Quality Traffic Management Pty Ltd</b>	



# CITY OF NEDLANDS

## All Payments 1/04/2015 to 30/04/2015

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Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
				INV	Installation, maintenance and removal of traffic	4,659.73
				INV	Installation, maintenance and removal of traffic	32,264.08
				INV	Installation, maintenance and removal of traffic	8,808.59
				INV	Design of Traffic management plan and TCD's, as	841.50
				INV	Design of Traffic management plan and TCD's, as	1,122.00
				INV	Installation, maintenance and removal of traffic	20,334.29
				INV	Installation, maintenance and removal of traffic	8,461.19
				INV	Installation, maintenance and removal of traffic	19,818.29
				INV	Design of Traffic management plan and TCD's, as	841.50
<b>772.13243-01</b>	<b>Tactile Indicators Perth Pty Ltd</b>					
				INV	Install Tactile Indicators at - Bus stop 11517	5,718.00
<b>772.13249-01</b>	<b>Envision Ware Pty Ltd</b>					
				INV	Event Booking system for the library	1,581.25
<b>772.13290-01</b>	<b>Mr V R Senathirajah</b>					
				INV	Internet and Mobile reiebursement March 15	115.67
<b>772.133-01</b>	<b>Alinta Energy</b>					
				INV	GAS CHARGES Shann st 05/01/2015-08/04/2015	36.45
<b>772.13369-01</b>	<b>Data#3 Limited</b>					
				INV	Additional LG Thin Clients	8,976.00
				INV	L10922 - 102x/49/1 Plain D/ Thermal Roll Perm	74.25
<b>772.13384-01</b>	<b>Harvey Fresh</b>					
				INV	Standing Order - Weekly Milk Delivery	71.01
<b>772.13402-01</b>	<b>Wavesound Pty Ltd</b>					
				INV	Audiobooks for Mt Claremont library	544.50
<b>772.13404-01</b>	<b>Apple Pty Ltd</b>					
				INV	iPhone 6 16GB Space Grey MG472X/A - Nalin Dias	999.00
<b>772.13412-01</b>	<b>Quick Corporate Australia</b>					
				INV	STANDING ORDER	6.44
				INV	WEB ORDER NO 640459	82.58
				INV	WEB ORDER NO 641258	226.15
				INV	Reflex White Paper Standing Order	115.72
				INV	WEB ORDER NO 642195	281.09
<b>772.13480-01</b>	<b>DU Electrical Pty Ltd</b>					
				INV	replace flow switch at college park bore pump	479.60
<b>772.13750-01</b>	<b>Testo Pty Ltd</b>					
				INV	Health purchase 2 x testo 104-IR infrared and	436.70
<b>772.13842-01</b>	<b>Tree Amigos Tree Surgeons Pty Ltd</b>					
				INV	Pine Tree Park- Remove dead pine tree, grind	1,286.34



# CITY OF NEDLANDS

## All Payments 1/04/2015 to 30/04/2015

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	<b>772.13863-06 M S Security (WA) Pty Ltd</b>					
	INV				Alarm system management and maintenance required	704.00
	<b>772.13888-07 Pacific Brands Workwear Group Pty L</b>					
	INV				Customer Svs Staff Uniform	213.40
	INV				Customer Svs Staff Uniform	266.20
	INV				Customer Svs Staff Uniform	246.40
	INV				Customer Svs Staff Uniform	210.10
	INV				Customer Svs Staff Uniform	205.70
	INV				Customer Svs Staff Uniform	253.00
	<b>772.13895-08 Ms M B Hulls</b>					
	INV				50% payment for mobile phone charges for March 15	97.33
	<b>772.13905-09 Marketforce Express Pty Ltd</b>					
	INV				Community Grants program - advertising in WSW	289.71
	INV				Order No. 000192 Advertising - Caption heading	1,281.39
	INV				Going Places Tour - Mandurah Dolphin Tour - POST	832.65
	<b>772.13927-00 Miss Maud</b>					
	INV				Morning Tea, Lunch and Afternoon Tea for the	180.73
	INV				Morning Tea, Lunch and Afternoon Tea for the	162.28
	<b>772.13938-01 HAS Earthmoving</b>					
	INV				Shortfall from P/O - 519527. Agreed additional	28,113.80
	<b>772.14037-02 Beaver Tree Services Aust Pty Ltd</b>					
	INV				Refer quote-# 86075. 2 Odern Cres. Prune 4 agonis	743.60
	INV				Refer quote-# 86064. 4 Watkins Rd (in Watkins	633.60
	INV				Refer quote-# 85920. Park Rd, Prune Ficus from	1,969.00
	INV				Refer quote-# 85404- Elizabeth St cnr Webster St-	398.20
	INV				Refer quote-# 86070. 13 Haldane St. Remove large	1,540.00
	INV				Refer quote-# 85924. 60 Bruce St. Remove Qld Box	284.90
	INV				Refer quote-# 85679. 75 Rosedale St	574.20
	INV				Refer quote # 85685. 14 Wattle Ave.(In Allenby	475.20
	INV				Refer quote-# 85925. 42 St Johns Wood Bvd. Prune	739.75
	INV				Refer Quote #85683.Point Resolution Res.Annual	765.60
	INV				Refer quote # 86069. Collect and dispose of	275.00
	INV				Refer quote # 86068. Collect and dispose of	275.00
	<b>772.14045-03 Toyota Material Handling Australia</b>					
	INV				500 Hour scheduled service on site for Toyota	631.15
	<b>772.14080-04 Randstad</b>					
	INV				relief staff week ending 29/3/15	985.41
	INV				relief staff week ending 15/3/15	1,610.40



# CITY OF NEDLANDS

## All Payments 1/04/2015 to 30/04/2015

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				INV	relief staff week ending 22/3/15	1,509.75
<b>772.14090-01</b>	<b>Western Technical Services</b>			INV	maintenance of evaporative water pump at Mt	503.80
<b>772.14093-01</b>	<b>Western Glass Pty Ltd</b>			INV	Splash back required for admin councillors	616.00
<b>772.14165-03</b>	<b>Bridgestone Select Nedlands</b>			INV	Firestone 235/75/R15 8 ply steel radial tyres,	638.00
<b>772.14176-01</b>	<b>Advanced Consulting</b>			INV	Standing Order - Ashley Cole - OSH Consultant	2,134.00
<b>772.14230-03</b>	<b>Stickers And Labels</b>			INV	"City of Nedlands" vehicle logos 325 x 190mm in	489.50
				INV	"City of Nedlands" vehicle logos 480 X 300 mm in	797.50
<b>772.14258-03</b>	<b>Bluebox Solutions Pty Ltd</b>			INV	Support Agreement - 3 Hours City of Nedlands -	544.50
<b>772.1447-01</b>	<b>CJD Equipment Pty Ltd</b>			INV	VEHICLE PARTS	315.35
<b>772.14515-07</b>	<b>Programmed Integrated Workforce</b>			INV	Weekending 5/4/15, L Pinca, Labourer parks and	1,021.31
				INV	Weekending 29/3/15, L Pinca, Labourer parks and	660.85
<b>772.14693-03</b>	<b>Basifleet</b>			INV	Car Lease Paul Busby EMP NO 335	469.76
<b>772.14707-01</b>	<b>Australian Institute of Techonlogy</b>			INV	Yuka Hashimoto - PRCC - Health and Safety	550.00
<b>772.14761-01</b>	<b>Mandurah Cruises &amp; Gift Shop</b>			INV	Going Places Tour - Mandurah Dolphin Cruise and	841.20
<b>772.14764-01</b>	<b>Water Pump Services</b>			INV	Maintenance and inspection to the Beaton sewer	627.00
<b>772.3250-01</b>	<b>linet Ltd</b>			INV	COMPUTER NETWORK FEES-SIP Trunk group service	1,127.89
				INV	Annual Charges for SIP Trunk Group Services Calls	3,901.28
				INV	Charges for Business Cloud 4 23/10/2014-23/11/2014	341.36
<b>772.380-01</b>	<b>Australian Taxation Office</b>			INV	Payroll Deduction	96,115.24
<b>772.3840-01</b>	<b>Kenyon &amp; Company Pty Ltd</b>			INV	VEHICLE PARTS	165.00
<b>772.400-01</b>	<b>Australian Services Union</b>			INV	Payroll Deduction	116.00
<b>772.4150-01</b>	<b>LO-GO Appointments</b>					



# CITY OF NEDLANDS

## All Payments 1/04/2015 to 30/04/2015

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				INV	Weekending 14/3/15, B Dunne , labourer parks and	1,544.04
				INV	Weekending 21/3/15, B Dunne , labourer parks and	1,567.06
				INV	Weekending 28/3/15, B Dunne , labourer parks and	1,175.30
				INV	Weekending 21/3/15, J Render , labourer parks and	1,968.12
				INV	Weekending 28/3/15, J Render , labourer parks and	1,593.24
				INV	Weekending 14/3/15, J Render , labourer parks and	1,593.24
					<b>772.5850-01 Soundpack Solutions</b>	
				INV	Nedlands Library Stationary Order	247.78
					<b>772.6983-01 Telstra Corporation Ltd</b>	
				INV	PHONE CHARGES 13/03/15 TO 13/04/15	366.29
				INV	PHONE CHARGES SERVICE AND EQUIPMENT RENTAL	89.95
					<b>772.741-01 Boyan Electrical Services</b>	
				INV	replaced faulty lamp and ignite on flood light	887.70
				INV	replace underground cable pit near car park with	312.95
				INV	replace faulty pe cell, igniter ,ballast and lamp	501.05
				INV	Electrical Maintenance- Nedlands Library	798.60
				INV	Electrical Maintenance- Admin	93.50
					<b>772.8010-01 Staples Australia Pty Ltd</b>	
				INV	Stationery	544.55
				INV	STATIONERY	136.10
					<b>772.8110-01 Wattleup Tractors</b>	
				INV	Iseki Mower blades. 349550M4. 12 sets (36 blades	899.70
					<b>772.8165-01 West Australian Cricket Association</b>	
				INV	Supply 1 x 1 ton bulka bags of wicket soil to	2,130.00
					<b>772.8169-01 Westbooks</b>	
				INV	VARIOUS BOOKS	315.90
				INV	VARIOUS BOOKS	125.17
					<b>772.860-01 Bunnings Group Limited</b>	
				INV	BUILDING SUPPLIES	50.06
				INV	BUILDING SUPPLIES	61.71
					<b>772.9872-01 Civica Pty Ltd</b>	
				INV	Authority eTutorials access for Finance from	4,143.01
					<b>772.9876-01 Priestman &amp; Sharp</b>	
				INV	Panel and paint repairs as per quotation # 15224.	874.01
				INV	Panel and paint repairs as per quotation Nos15208	1,428.30
					<b>Total EFT</b>	
						<b>-\$2,374,181.74</b>



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<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
<b>TOTAL PAYMENTS</b>			<b><u><u>-\$2,400,286.76</u></u></b>			
<b>NAB - Trust Account</b>						
<b>CHEQUE</b>						
12445	CAMBUILD	17/04/2015	-1,500.00	RFND	13 KINGSTON - FOOTPATH REFUND	1,500.00
12446	N FAHIMIAN	17/04/2015	-1,600.00	RFND	44 VIKING RD - FOOTPATH REFUND	1,600.00
12447	B K FORBES	17/04/2015	-150.00	RFND	KEY BOND2 DAV CRUIKSHANK/COLLEGE PK	150.00
12448	F SUNDERMAN	17/04/2015	-1,600.00	RFND	11 ARCHDEACON ST - FOOTPATH REFUND	1,600.00
12449	HIGGINS COOPER	17/04/2015	-1,500.00	RFND	87 VICTORIA AV - FOOTPATH REFUND	1,500.00
12450	MR R I BANNERMAN	17/04/2015	-1,600.00	RFND	13 MARITA RD - FOOTPATH REFUND	1,600.00
12451	WEBB&BROWN-NEAVES	17/04/2015	-1,500.00	RFND	12 BETTY ST - FOOTPATH REFUND	1,500.00
12452	ASSETBUILD DEVELOPERS & BUILDERS PT	17/04/2015	-1,560.00	RFND	17 CIRCE CIRCLE - FOOTPATH REFUND	1,560.00
12453	K T HOGAN	17/04/2015	-1,560.00	RFND	14 WALBA WAY - FOOTPATH REFUND	1,560.00
12454	APG HOMES	17/04/2015	-1,560.00	RFND	27 BIRRIGON LOOP - FOOTPATH REFUND	1,560.00
12455	ACANTHUS GREEN	17/04/2015	-1,600.00	RFND	31 STANLEY ST- FOOTPATH REFUND	1,600.00
12456	MRS F FURNESS	17/04/2015	-1,600.00	RFND	69 ARCHDEACON ST - FOOTPATH REFUND	1,600.00
12457	C K LU	17/04/2015	-1,500.00	RFND	2 EDWARD ST - FOOTPATH REFUND	1,500.00
12458	PETER STANNARD HOMES PTY LTD	17/04/2015	-1,560.00	RFND	2 EDWARD ST - FOOTPATH REFUND	1,560.00
12459	C K LU	17/04/2015	-60.00	RFND	2 EDWARD ST - FOOTPATH REFUND	60.00
12460	MR D G MANUEL	17/04/2015	-800.00	RFND	46 WELD ST - FOOTPATH REFUND	800.00
12461	M K HELLER	17/04/2015	-1,560.00	RFND	75 ALDERBURY ST - FOOTPATH REFUND	1,560.00
12462	DA WILLIS NOMINEES PTY LTD	17/04/2015	-1,560.00	RFND	VERGE BOND RETURN-20 MOUNTJOY	1,560.00
12463	WEST COAST CONSTRUCTION AND DEMOLIT	17/04/2015	-1,600.00	RFND	221 STUBBS ST - FOOTPATH REFUND	1,600.00
12464	PETER STANNARD HOMES PTY LTD	17/04/2015	-1,560.00	RFND	26 SUTCLIFFE ST - FOOTPATH REFUND	1,560.00
12465	KERSHAW CONSTRUCTION WA PTY LTD	17/04/2015	-1,560.00	RFND	UNIT 2/14 ZAMIA ST - FOOTPATH REFUND	1,560.00
<b>Total CHEQUE</b>			<b><u><u>-\$29,090.00</u></u></b>			



# CITY OF NEDLANDS

## All Payments 1/04/2015 to 30/04/2015

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<b>EFT</b>						
769	EFT TRANSFER: - 10/04/2015	10/04/2015	-26,785.96	769.12228-0	Dept of Commerce - Building Commiss	
				INV	Reconciliation and Return February 2015	6,145.46
				769.12229-0	Construction Training Fund	
				INV	Reconciliation and Return February 2015	20,640.50
771	EFT TRANSFER: - 23/04/2015	24/04/2015	-40,460.32	771.12193-0	City of Nedlands - Payment to Muni	
				fund	Should be Tres facility hire fees.	252.00
				771.12228-0	Dept of Commerce - Building Commiss	
				INV	Reconciliation and Return 2015	15,552.86
				771.12229-0	Construction Training Fund	
				INV	Reconciliation and return March 2015	23,155.46
				771.14790-0	M B Jacobsen	
				fund	71 ALFRED RD - FOOTPATH REFUND	1,500.00
	<b>Total EFT</b>		<b>-\$67,246.28</b>			
<b>TOTAL PAYMENTS</b>			<b>-\$96,336.28</b>			






City of Nedlands

Purchasing Card Payments - April 2015 (Statement period 28th Mar 2015 to 27th Apr 2015)

Date	Supplier	Description	AUD
30-Mar-15	Kmart 1052	hair Dryers	32.00
30-Mar-15	Nedlands Supa Iga	Staff entertainment/refreshments	18.58
30-Mar-15	The Reject Shop 6617	other	14.50
31-Mar-15	Bcf Australia	Card Tables	59.98
31-Mar-15	Coles 0299	refreshments	11.99
31-Mar-15	Coles 0299	refreshments	50.93
1-Apr-15	Nedlands Supa Iga	DRC supplies	35.97
1-Apr-15	Nedlands Supa Iga	DRC supplies	9.44
1-Apr-15	Kirkwood Deli Swa	Refreshments for Volunteers	34.82
1-Apr-15	Martineaus Patisseri	Catering for staff meeting	43.40
2-Apr-15	Bunnings 306000	minor equipment	39.22
2-Apr-15	Bookdepository.Com	Nedlands Library local stock purchases	393.39
2-Apr-15	Martineaus Patisseri	Catering	55.80
7-Apr-15	Captain Stirling Iga	Catering	9.95
7-Apr-15	Captain Stirling Iga	Catering	33.86
7-Apr-15	Brightsky Nominees Pl	stationery	10.00
8-Apr-15	Forces War Records - Init	one month's subscription to Forces War Records dat	9.93
8-Apr-15	Facebk *d36cy723m2	Facebook advertising for the Great Idea Competitio	10.43
8-Apr-15	Paypal *graphity	printing and stationery	66.00
9-Apr-15	Captain Stirling Iga	consumables for Good Company Group presentation ,p	58.63
9-Apr-15	Captain Stirling Iga	consumables for Good Company Group presentation ,p	23.66
10-Apr-15	Eb Visions Of Vincent	Photgraphy training - MNewton and BNiMhiuneachain	44.38
10-Apr-15	Qantas Airways	Flight to Sydney for conference	4.96
10-Apr-15	Qantas Airways	Flight to Sydney for conference	577.00
10-Apr-15	Stk*shutterstock, Inc.	Monthly shutterstock subscription	49.00
13-Apr-15	Bookdepository.Com	Local Stock purchase junior Nedlands Lib	109.89
13-Apr-15	Spotlight Innaloo	minor equipment	11.77
14-Apr-15	Woolworths 4372	DRC BBQ	35.81
14-Apr-15	Woolworths 4372	DRC BBQ	10.01
14-Apr-15	The Naked Fig	Refreshments for volunteers	21.30
14-Apr-15	M & B Sales Pty Ltd	Doors	519.75
15-Apr-15	Cathedral Office Pro	pinboard at admin	377.30
15-Apr-15	Country Kitchen Cate	Catering Council meeting dinner 14th April 2015	831.00
15-Apr-15	Bookdepository.Com	Refund local stock purchase junior Nedlands lib	(7.83)
15-Apr-15	Work Clobber	Uniform Environmental Conservation Coordinator	287.30
16-Apr-15	City Of Perth Park11	Parking SLWA	6.80
16-Apr-15	Big W 0444	Hardware - Power cables for Asset equipment	48.00
16-Apr-15	Royal Western Australian	book - Henry Prinsep's Empire	33.00
16-Apr-15	Yabba Dabba Cafe&ktch	Coffees at Operational Plan meeting	16.50
16-Apr-15	Ati Mirage	LG Writing Training Course for Natasha	341.00
16-Apr-15	Tnt Australia Pty Lt	Freight for signage delivery	71.29
16-Apr-15	Nespresso Australia	Staff amenities - kitchen supplies	150.50
16-Apr-15	Nespresso Australia	Staff amenities - kitchen supplies	150.50
17-Apr-15	Woolworths 4358	Social support function	101.97
17-Apr-15	Woolworths 4358	Social support function	39.14

20-Apr-15	Dominos Nedlands	Pizza's for Social Support Activity Night	73.80
20-Apr-15	Red Dot	Friday night Social support function	52.93
20-Apr-15	Pld Organisation Pty Ltd	stationery	51.92
20-Apr-15	Pld Organisation Pty Ltd	stationery	126.72
20-Apr-15	Brightsky Nominees Pl	staionery	62.00
20-Apr-15	Coles 0298	refreshments	10.40
20-Apr-15	Alltools Wa Pty Ltd	Lazer level equipment	149.40
21-Apr-15	Dick Smith 8980	digital time clocks for fire pumps shed.	59.96
21-Apr-15	Sai Global Limited	Reference Document	137.38
21-Apr-15	Super Cheap Auto	Traile plug adapter	27.49
21-Apr-15	Alltools Wa Pty Ltd	Lazer level	400.00
22-Apr-15	Bookdepository.Com	Library Stock	480.46
22-Apr-15	Next Byte Nedlands	Covers for iphone and ipad	99.90
22-Apr-15	Msy Technology Wa	Lenovo notebook for Health Dep	717.06
22-Apr-15	Educational Art	DRC art supplies	32.85
22-Apr-15	Bunnings 306000	Parts for irrigation trucks	225.31
22-Apr-15	Bunnings 306000	consumables	31.23
22-Apr-15	Coles 0299	refreshments	8.47
22-Apr-15	Coles 0299	refreshments	4.68
23-Apr-15	Surveymonkey.Com	Survey Monkey Subscription 5/6/2015 - 4/6/2016	300.00
23-Apr-15	Bookdepository.Com	Local stock purchases - Nedlands and Mt Claremont	117.37
23-Apr-15	Bookdepository.Com	Local stock purchases - Nedlands and Mt Claremont	117.37
23-Apr-15	Captain Stirling Iga	Catering Subjects of Note talk	12.40
24-Apr-15	City Of Perth Park11	Parking SLWA	15.30
24-Apr-15	Bookdepository.Com	Local stock junior Mtc library	152.11
24-Apr-15	Bookdepository.Com	Mtc library local stock purchase junior	140.51
24-Apr-15	Bookdepository.Com	Mtc local stock purchase junior	251.33
24-Apr-15	Captain Stirling Iga	Refreshments for Audit & Risk Committee Meeting	11.99
24-Apr-15	Captain Stirling Iga	Refreshments for Audit & Risk Committee Meeting	53.97
24-Apr-15	Jacks Wholefoods And Groc	refreshments	25.82
24-Apr-15	Officeworks Online	Printing labels	236.29
24-Apr-15	Officeworks Online	Printing labels	23.63
27-Apr-15	Nextdc Limited	Failed purchase at a vending Machine -	6.52
27-Apr-15	Nedlands Supa Iga	ANZAC Day - Catering IGA Taylors	236.50
27-Apr-15	Nedlands Supa Iga	ANZAC Day - Catering IGA Taylors	138.53
27-Apr-15	Paypal *mammonnomin	Building plans for admin	324.24
28-Apr-15	Martineaus Patisseri	Waratah Walkers 6 yrs Walking	3.52
28-Apr-15	Martineaus Patisseri	Waratah Walkers 6 yrs Walking	65.48
28-Apr-15	Officeworks Online	Labels	58.83
28-Apr-15	Officeworks Online	Labels for Brother printer	(160.00)
28-Apr-15	Officeworks Online	Labels	93.86
			<u>9,830.35</u>

<b>CPS14.15</b>	<b>Policy Review</b>
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<b>Committee</b>	09 June 2015
<b>Council</b>	23 June 2015
<b>Applicant</b>	City of Nedlands
<b>Officer</b>	Michael Cole – Director Corporate & Strategy
<b>Director</b>	Michael Cole – Director Corporate & Strategy
<b>Director Signature</b>	
<b>File Reference</b>	Policy & Projects
<b>Previous Item</b>	Nil

## Executive Summary

All Council Policies are required to be reviewed regularly and approved by Council. The Policies contained in this report have been reviewed.

## Recommendation to Committee

**That Council:**

1. **Approves the following policies:**
  - a) **Illegal clearing of vegetation; and**
  - b) **Capital Grants to Sporting Clubs**
  - c) **Requirement for a Section 70a Notification on the Title of Land**

## Strategic Plan

KFA: Governance and Civic Leadership

Under the *Local Government Act 1995* section 2.7, one of the roles of Council is to:

- (2)(b) Determine the local government's policies.

## Background

Council commenced the policy review process in December 2009. Council policies are now continuously reviewed to ensure they reflect the strategic nature and responsibilities of Council and are kept up to date.

### Key Relevant Previous Council Decisions:

Not applicable.

## Discussion

The procedure for policy review is as follows:

- Policies will be discussed at Councillor Briefings prior to presentation to Council;
- Where a number of policies have common themes, these policies will be combined to establish a new policy. The old policies will be revoked, and the new replacement policy will be adopted;
- Administration may at times recommend a policy be revoked with no Council Policy to replace it. This may occur when it has been identified that the policy is operational or covered under legislation and/or the responsibility of the Chief Executive Officer.

Policy statements should provide guidance for decision making by Council and demonstrate the transparency of the decision making process.

The following policies are presented for approval:

- Illegal clearing of vegetation
  - Workshopped with Council on Tuesday 7 April 2015;
  - This policy was last reviewed in 2012 and only minor changes to wording are recommended.
- Capital Grants to Sporting Clubs
  - Workshopped with Council on Tuesday 7 April 2015;
  - This policy was last reviewed in 2012
  - At the workshop, there was a suggestion to exclude projects located on private property. However, on review the policy only covers incorporated sporting clubs and projects based on a reserve vested in the City of Nedlands. Accordingly, such a change is not necessary.
  - No and no changes are proposed.
- Requirement for a Section 70a Notification on the Title of Land
  - Workshopped with Council on Tuesday 7 April 2015
  - This policy was last reviewed in 2012
  - At the workshop, a more detailed explanation as to the circumstances when and why such notification is required was sought. The policy has been amended accordingly.
  -

## Consultation

Required by legislation:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Required by City of Nedlands policy:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

The draft policies were workshopped with Councillors on Tuesday 7 April 2015.

## Legislation / Policy

*Local Government Act 1995*  
*Disability Services Act 1994 (as amended in 2004)*

## Budget/Financial Implications

Within current approved budget:

Yes

No

Requires further budget consideration:

Yes

No

## Risk Management

Risk management processes are built into operational guidelines where appropriate.

Regularly reviewing and updating Council Policies reduces risk to Council and the City.

## Conclusion

Council policy is continuously reviewed to ensure policies are current and that effective service delivery and organisational performance is maintained.

Once approved by Council, the appropriate procedures will be updated or developed by Administration to reflect the new policies.

## Attachments

1. Illegal clearing of vegetation
2. Capital Grants to Sporting Clubs
3. Requirement for a Section 70a Notification on the Title of Land



# Illegal Clearing of Vegetation

KFA Natural and Built Environment

Status Council

Responsible

Division Planning & Development Services

**Objective** To provide a clear direction as to the appropriate response by the City in the event of illegal vegetation damage on Council Reserves, particularly in respect to riparian or coastal foreshore areas.

### Context

The City is committed to the effective management and protection of vegetation. Illegal damage to vegetation on public land occurs from time to time particularly along foreshore and coastal areas. Vegetation is damaged for a number of reasons, ranging from random vandalism to deliberately planned acts, which may be occurring for private benefit such as the enhancement of views. This policy aims to discourage Unauthorised removal of vegetation through the use of signage.

Vegetation within the City is of high importance and is significant in terms of:

- Conservation values such as habitat;
- Erosion prevention;
- Visual amenity;
- Landscape protection;
- Shade provision;
- Wind buffer for resident and users of foreshore and coastal reserves;
- Cultural and historical significance; and
- Verge streetscape.

### Statement

#### General

- The City may prosecute where an offender is identified who has caused illegal damage to vegetation on public land;
- The City will provide a mechanism to encourage community members to report illegal damage to vegetation on public land; and
- The City will provide a significant deterrent against future illegal damage to vegetation on public land.
- The City will pursue, in conjunction with a prosecution, any replacement costs for the vegetation and in the case of trees, their value in accordance with the City's Tree Register.

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### Related documentation

Nil

**Related Local Law/legislation**

- Local Government Act 1995
- Local Government Property Local Law 2010
- Regulation No.5 of Local Government (Uniform Local Provisions)
- Regulations (1996)
- Environmental Protection Act (1986)

**Related delegation**

Nil

**Review History**

26 June 2012 (CP27.12)



## Capital Grants to Sporting Clubs

**KFA** Community Development

**Status** Council

**Responsible  
division** Community Development

**Objective** To provide guidelines for the grants Council provides to sporting clubs to develop or upgrade sporting facilities.

### Context

Council supports community wellbeing by partnering with local sporting clubs to provide sporting facilities.

The intent of this policy is to achieve the following in relation to local sporting facilities:

- Ensure maximum usage of facilities;
- Improve the standard of sporting facilities;
- Ensure the City's recreational infrastructure meets the current and future needs of the local community;
- Target Council funds to avoid unnecessary duplication of facilities and achieve maximum community benefit;
- To fund facility development that is planned, equitable, consistent and responsive to changing trends in recreation;
- To support the financial sustainability of local sporting clubs.

### Scope

This policy applies only to the provision of grants to sporting clubs for capital purposes (i.e. to develop or upgrade their facilities).

This policy does not apply to the tenancy of Council owned facilities by sporting clubs. A separate policy, Use of Council Facilities for Community Purposes, governs the hire or lease of Council facilities by sporting clubs.

### Eligibility

To be eligible to apply for a sporting club capital development grant, the applicant must be:

- An incorporated sporting club;
- Based on a reserve vested in the City. While Council may provide in principle support to applications for projects based on reserves that are *not* managed by the City, no Council grant funding will be provided to these projects.
- Viable: the applicant club must be able to demonstrate that it is well-managed, has a sustainable membership level and is able to fund its share of the project.

Eligible projects must:

- Be for capital development of a sporting facility (i.e. a building, grounds or infrastructure such as sports lighting). Grants will not be provided for maintenance or operational purposes.
- Support participation in physical activity;
- Provide basic sporting facilities. For clarity, facilities such as playing surfaces, sports lighting, toilets, change-rooms and basic level club-rooms are considered to be basic sporting facilities. Bars and function rooms are *not* considered to be basic sporting facilities, nor are any part of a facility used for profit making purposes. While sporting clubs may include non-basic level facilities such as bars and function rooms in their planned development, Council will not contribute to these aspects of the facility.

To maximise opportunity to attract state government funding and to ensure equity of opportunity for sporting clubs, applications for Council support will only be considered as part of the Community Sport and Recreation Facilities Fund (CSRFF) process.

### **Priorities**

To ensure the financial support it provides to sporting clubs is effectively targeted to achieve maximum community benefit, Council will consider the following key priorities:

1. *Multi-use*: priority will be given to developing facilities that will be used by more than one sporting club or type, particularly where such clubs are not yet sharing facilities. This is to facilitate the intent of maximising efficiencies and encouraging clubs to share some facilities while still retaining each club's separate management and identity.

2. *Recreation Plan rating*: priority will be given to supporting sports identified as a high priority in the City's Strategic Recreation Plan. The Strategic Recreation Plan provides a rating for each sport type, based on two factors: the demand to play that sport type and the facilities already provided for that sport type. These two factors result in a rating for each sport type as high, medium or low priority for facility development. Sport types with a high level of demand (growing membership) and a low level of existing facilities receive the highest rating.

3. *Other funding*: priority will be given to projects that are eligible for funding for other government bodies such as the Department of Recreation's Community Sport and Recreation Development Fund (CSRFF) or LotteryWest funding. This is to facilitate the overall financial viability of the project and contribute most effectively to the upgrade of community facilities.

4. *Level of community benefit*: priority will be given to projects that demonstrate a high level of benefit to the local City of Nedlands community. This will include, but is not limited to, City of Nedlands resident membership of the applicant

sporting club (total and proportional), support for junior sport and the level of community access (i.e. by non club members and by community groups and organisations).

### **Council Support**

Council may endorse a sporting club's capital development project without providing funding support. Council may also provide funding support.

If Council provides funding support, it will generally be on the basis of providing a grant of up to 1/3 of the cost of providing the basic funding facilities included in the project.

### **Related documentation**

Procedure – Capital Grants to Sporting Clubs.

### **Related Local Law/legislation**

Nil

### **Related delegation**

Nil

### **Review History**

26 June 2012 (Report CP27.12)  
27 March 2007 (Report CM6.07)  
13 December 2005 (Report CP36.05)  
23 November 2004 (Report C67.04)  
25 November 2003 (Report C70.03)



## Requirement for a Section 70a Notification on the Title of Land

<b>KFA</b>	KFA 3 Built Environment
<b>Status</b>	Council
<b>Responsible division</b>	Planning & Development Services
<b>Objective</b>	To notify prospective purchasers of restriction of use on residential development over two stories.

### Context

1.1 This policy applies to all residential properties within the City.

**Deleted:** To provide that prospective purchasers are notified of any restrictions there may be on the use of residential properties over two storeys in height.¶

1.2 For the purpose of this Policy a 'storey' is deemed to be any area part of a dwelling which is roofed fully or partially, either below, at or above natural ground level.

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### Statement

3.1 Clause 5.11 (Maximum Building Height) of the City's Town Planning Scheme No. 2 stipulates the following:

**Deleted:** Where residential development over two stories in height is approved, Council requires that a notification is registered under Section 70a of the Transfer of Land Act 1893, restricting the uses of the third story to the uses indicated on the approved plans.

*"No site shall be developed or building constructed:*

**Deleted:** ¶

*i) to contain more than two storeys directly above each other in the case of residential use or three storeys in the case of other uses, excluding areas for plant and equipment, storage, toilets and the parking of wheeled vehicles."*

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3.2 Where residential development over two stories in height is approved, Council requires a notification to be registered on the property's Title under Section 70a of the Transfer of Land Act 1893 to restrict the areas used for plant and equipment, storage, toilets and the parking of wheeled vehicles to such purposes.

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3.3 All costs of and incidental to fulfilment of this requirement must be paid by the landowner including, without limitation, the City's legal costs and all registration fees and stamp duty (if any).

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### Related documentation

Nil

### Related Local Law/legislation

Town Planning Scheme No. 2 Clause 5.11 (i)

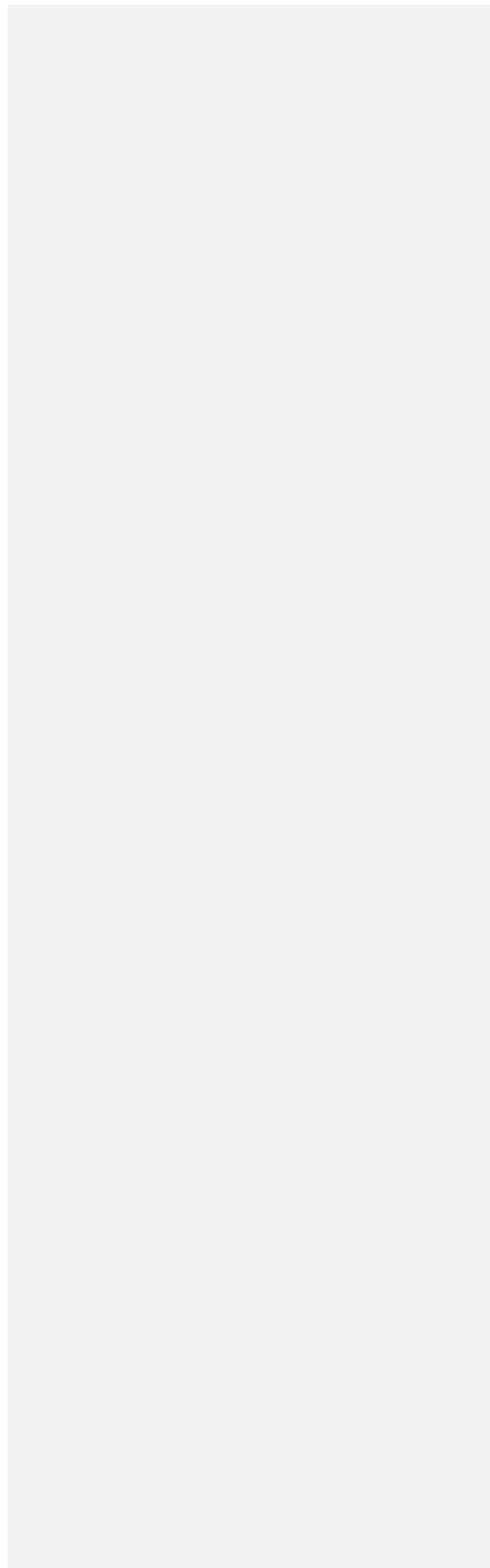
**Related delegation**

Nil


**Review History**

28 February 2012 (Report CM12.12)

22 November 2005 (Report CP 35.05)



<b>CPS15.15</b>	<b>Corporate Business Plan – Quarter 3 2014/15</b>
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<b>Committee</b>	09 June 2015
<b>Council</b>	23 June 2015
<b>Applicant</b>	City of Nedlands
<b>Director</b>	Michael Cole, Director Corporate & Strategy
<b>Director Signature</b>	
<b>File Reference</b>	Corporate Strategy & Systems
<b>Previous Item</b>	Nil

## Executive Summary

By regularly reporting to Council on progress towards the Corporate Business Plan, the City ensures that it is meeting the requirements of the Department's Integrated Planning & Reporting Framework as well as the expectations of its community.

The Quarter 3 2014/2015 Report is presented here for Council to receive. This report outlines what the City plans to achieve in year 2 of its Corporate Business Plan, and progress towards that as at end of December 2014.

## Recommendation to Council

**Council receives the Quarter 3 2014/2015 report on progress towards “Nedlands 2023 – Making it Happen”, the Corporate Business Plan.**

## Strategic Plan

KFA: Governance and Civic Leadership

All local governments in Western Australia are required to have a Strategic Community Plan and a Corporate Business Plan, and to work towards achieving these. By reporting to Council quarterly regarding progress, the City's Council and Administration can ensure that the targets are being met.

## **Background**

Council adopted the City's inaugural Strategic Community Plan "Nedlands 2023" at its meeting of 11 December 2012. The plan was based on extensive community consultation including precinct-based workshops, open days, online and hard-copy surveys and a community conference. "Nedlands 2023" identified that the community is concerned about the City's deteriorating assets, and that urgent corrective action must take place to ensure the community's vision of a thriving, liveable Nedlands can be realised.

### **Key Relevant Previous Council Decisions:**

The City's Corporate Business Plan "Nedlands 2023 – Making it Happen" was adopted by Council at its Special Council Meeting of 20 June 2013. This plan contained a number of service level changes to be achieved by 2016/17.

## **Discussion**

The City's Corporate Business Plan "Nedlands 2023 – Making it Happen" was developed to meet the expectations and commitments identified in the City's Strategic Community Plan. Deteriorating assets and infrastructure was a key concern for the community during the community consultation process.

The Plan assumes a 4% rates increase year-on-year above a balanced budget (assumed to be 4% per year above CPI) which will fund the implementation of "Nedlands 2023". The Plan also commits administration to ongoing efficiency-seeking to reduce administrative costs where at all possible.

### **1. Service Level Changes**

The Plan identified a number of service level changes to be achieved by 2016/17. The attached report states progress towards each level of service change as at the end of Q3 2014/2015 (31 March 2015).

### **2. Operational Reviews**

Operational reviews scheduled for 2014/2015 include traffic and transport planning, land use planning, access & inclusion, community recreation, consultation & engagement, planning & building control and compliance. Reviews were completed by the Executive in March 2015 for presentation during the 2015/16 Budget discussions with Councillors.

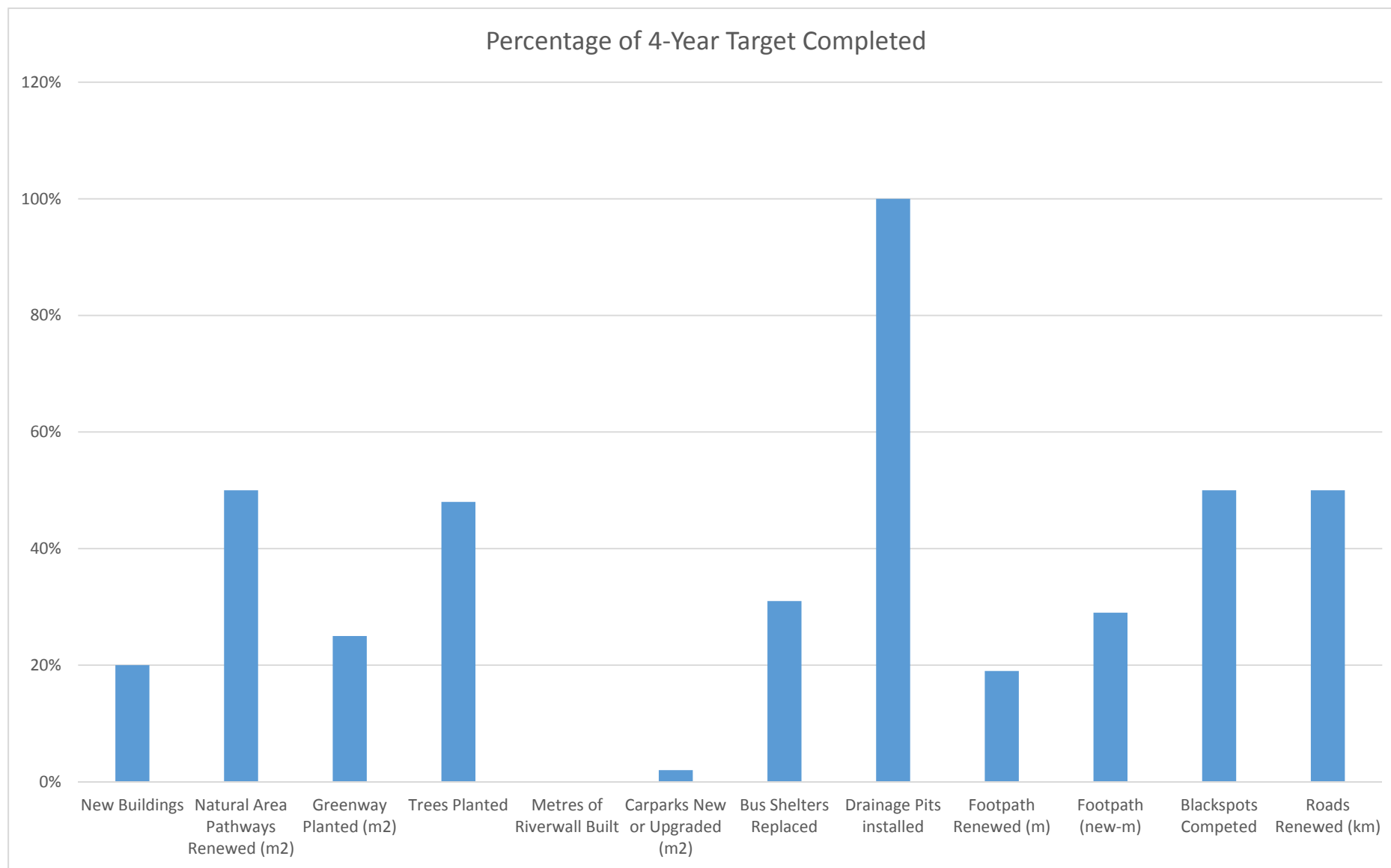
### **3. Delivery of increase in infrastructure expenditure**

The Strategic Community Plan proposed a yearly 4% increase in rates above a balanced budget to be invested in the City's infrastructure. Key deliverables of this Plan and achievements to date are included in the table over page.



<b>CITY OF NEDLANDS CAPITAL WORKS TARGETS</b>						
<b>DESCRIPTION</b>	<b>Corporate Business Plan (CBP) 4-year target</b>	<b>Completed 2013/2014</b>	<b>2014/2015 End of year target</b>	<b>Progress as at 31 December 2014</b>	<b>Progress as at 31 March 2015</b>	<b>Comments</b>
<b>NEW BUILDING PROJECTS COMPLETED</b>	David Cruickshank completed	0	1	0	20%	Project currently ahead of schedule with completion date of 23 October
<b>SQUARE METRES OF NATURAL AREAS PATH RENEWED</b>	Renew 2285 m <sup>2</sup>	620 m <sup>2</sup>	550 m <sup>2</sup>	0	50%	Allen Park completed mid to late May, Pt Resolution design is appointed and estimated to be completed in June 2015
<b>SQUARE METRES OF GREENWAY PLANTED</b>	Plant 5860 m <sup>2</sup>	1500 m <sup>2</sup>	1500 m <sup>2</sup>	0	0	To commence in May to be completed by 30 June 2015
<b>NUMBER OF TREES PLANTED</b>	2050 street/ reserve trees	481	650	287	287	On track
<b>METRES OF RIVER WALL BUILT</b>	281 m	0	0	0	0	Awaiting approvals and grant funding application to Swan River Trust
<b>SQUARE METRES OF CARPARK NEW OR UPGRADED</b>	Upgrade or build 13240 m <sup>2</sup>	144 m <sup>2</sup>	2500 m <sup>2</sup>	0 m <sup>2</sup>	0 m <sup>2</sup>	Proposed upgrade of Swanbourne Bridge Club to be completed prior to June 30 2015
<b>NUMBER OF BUS SHELTERS REPLACED</b>	16	5	2	0	0	Project deferred until 15/16 budget
<b>NUMBER OF PITS INSTALLED</b>	20	23	20	11	18	Exceeding target
<b>METRES OF FOOTPATHS RENEWED</b>	Renew 12793 m	2492m	200m	0m	0	Consultation in progress for Stirling Highway footpath
<b>METRES OF NEW PATH</b>	1223m	360m (Karrakatta)	600m	0m	0	Nothing on 2014/15 programme

<b>NUMBER OF BLACKSPOTS COMPLETED</b>	8	3	0	1	1	On track
<b>KILOMETRES OF ROADS RENEWED</b>	34.31 km	3.02km	3.58 km	0.9km	2.0km	On track



## Consultation

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

## Legislation / Policy

Under the *Local Government Act 1995*, s5.56:

- (1) A local government is to plan for the future of the district;
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Under the *Local Government (Administration) Regulation 1996*, regulation 19DA:

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

## Budget/Financial Implications

Within current approved budget: Yes  No   
Requires further budget consideration: Yes  No

## **Risk Management**

By regularly reporting to Council on progress towards the Corporate Business Plan, the City ensures that it is meeting the requirements of the Department's Integrated Planning & Reporting Framework as well as the expectations of its community.

## **Conclusion**

The City's Corporate Business Plan "Nedlands 2023 – Making it Happen" contains a number of service level changes to be achieved by 2016/17. This report advises Council and the community of the City's progress towards these changes as at 31 March 2015.

## **Attachments**

1. Q3 2014/2015 Report



## REPORTING Q3 2014-2015

<b>Key</b>	
SCP	Strategic Community Plan
CBP	Corporate Business Plan
SP	Strategic Priority

### Planning and Development

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2015
<b>A1.1 Natural Area Management</b>				
Natural and Built Environment	SCP SP4 CBP SP4	Manage and improve the natural area and bio-diversity within the CoN.	<ul style="list-style-type: none"> <li>Pathway upgrades – renew 2285 square metres of natural path (over four years)</li> <li>Additional tree injections (commencing 2013/14)</li> <li>Greenway development – 5860 square metres of greenway planted (over four years)</li> <li>Whadjuk Trails development (2013/14 -2014/15)</li> </ul>	<ul style="list-style-type: none"> <li>Allen Park pathways completed May 2015, Pt Resolution estimated to be completed by 30 June 2015</li> <li>Tree injections completed December 2014</li> <li>1500m2 greenways completed 2013-2014. Planting to recommence in April 2015</li> <li>Bush to Beach Trail launched. Wardun Beelie Trail launched 30 May 2014. Yange Kep Bidi trail marking underway to be completed in June 2015.</li> <li>Natural Area Management Plans adopted by Council in March 2014</li> </ul>
<b>A1.2 Sustainability and Capacity Building</b>				
Natural and Built Environment	SCP SP1	Improve resource efficiencies within the CoN, so ensuring that they are used effectively.	<ul style="list-style-type: none"> <li>Develop an Energy Efficiency Strategy (2013/14)</li> <li>Budget for and implement the Energy Efficiency Strategy (2013/14 forward)</li> </ul>	<ul style="list-style-type: none"> <li>Development of Strategy completed and presented to Council. The strategy was not adopted by Council.</li> </ul>
<b>A1.7 Heritage Protection</b>				
Natural and Built Environment	CBP SP4	Protect and enhance the character and heritage of the City of Nedlands	<ul style="list-style-type: none"> <li>Updated Heritage Inventory (Annual update from 2013/14 and a review every four years thereafter)</li> </ul>	<ul style="list-style-type: none"> <li>Update of Heritage Inventory in progress</li> <li>Introduction of incentives not supported in 2014/15 budget</li> </ul>
<b>A1.8 Landuse Planning</b>				
Natural and Built Environment	SCP SP1 CBP SP1	Provide a well-functioning natural and built environment where landuses and spaces support each other.	<ul style="list-style-type: none"> <li>An adequate suite of strategic documents to protect and enhance urban character to meet SCP outcomes (2013/14 forward)</li> <li>Proactive engagement and represent CoN interests on state initiatives (2013/14 forward)</li> </ul>	<ul style="list-style-type: none"> <li>A number of strategic documents are being reviewed and/or developed, including the Local Planning Strategy (LPS), Town Planning Scheme No.2 amendment and Town Planning Scheme No.3;</li> <li>Ongoing review and comment on state planning initiatives.</li> </ul>
<b>A2.5 Parking Services</b>				

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2015
Transport	CBP SP7	Manage Parking to maximise parking availability and maintain street amenity and safety	<ul style="list-style-type: none"> <li>Increase in number of vehicles marked, to enforce parking restrictions as demand increases (2013/14 forward)</li> </ul>	<ul style="list-style-type: none"> <li>Vehicles marked 1/1/15-31/03/15 – 6080 (down from 9624 in (2014). During this period we have had a Full time Ranger Coordinator on extended leave, where the position has been filled by a Ranger, and the Ranger Parking has been on sick leave. This has had a significant operational impact. The backfilling of positions is now complete and I expect these numbers to now improve.</li> </ul>
<b>A3.12 Emergency Management</b>				
<b>A3.13 Environmental Health Services</b>				
Community Development	SCP SP1	Ensure public health is maintained within the CoN	<ul style="list-style-type: none"> <li>Shenton bushland, Allen Park, Laneway asbestos survey ( 2013/14 and 2014/15)</li> <li>Additional well installation and maintenance of existing bores to ensure adequate environmental monitoring according to Department of Environment and Conservation requirements (2013/14 - 2014/15)</li> <li>Public Health Plan developed with introduction of impending legislation</li> </ul>	<ul style="list-style-type: none"> <li>Laneway asbestos survey was not allocated funding, so not completed. Shenton Bushland asbestos removal is being undertaken at the moment and will be completed in the coming weeks.</li> <li>Budget was not allocated to the well installation project and will not go ahead. Budget allocation is being sought for next financial year.</li> <li>Public Health Plan not commenced as legislation requiring it has not been finalised. The Bill is currently before Parliament for consideration.</li> </ul>
<b>A3.15 Animal Management</b>				
Community Development	CBP SP11	Protect health and safety of residents and animals through effective animal management.	<ul style="list-style-type: none"> <li>Administration of the <i>Cat Act 2011</i>(November 2013/14 forward)</li> <li>Discontinue cat sterilisation subsidy (2013/2014 forward)</li> </ul>	COMPLETED

## Technical Services

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2015
<b>A1.3 Water Conservation and Management</b>				
Natural and Built Environment		Improve water efficiencies within the CoN	<ul style="list-style-type: none"> <li>All new irrigation systems designed and installed with hydro-zone and central control capability (2013/14 forward).</li> <li>Investigate and develop systems to capture and retain rainwater (2013/14 forward)</li> </ul>	<ul style="list-style-type: none"> <li>Central control capability solution implemented as per forward works program (completed setup of PC Central Control software to control cabinets; completed implementation of Smartphone Irrigation Apps to allow for remote management of irrigation controllers; completed</li> </ul>



				<p>installation of 33 x modems in control cabinets; 33 x control cabinets central control capable at present representing 69% of controllers); Completed upgrade of irrigation system with hydrozoning at Hollywood Reserve as per forward works program; Completed upgrade of 2 bores and associated pumping infrastructure (Melvista Oval and College Park)</p> <ul style="list-style-type: none"> <li>No progress on rainwater capture</li> </ul>
SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2015
<b>A1.5 Parks, Ovals and Reserves</b>				
Natural and Built Environment	SCP SP1 CBP SP2	Enhance the city's green, leafy character and outdoor community spaces through planning, providing and managing high quality parks, sports facilities, playgrounds and open spaces.	<ul style="list-style-type: none"> <li>Build an accessible play space at Beaton Park in partnership with Rotary WA (2014/15).</li> <li>Upgrade about 3 existing playgrounds per year to make them accessible, safe and shady (install shade sails) (2013/14 forward).</li> <li>Implement the Parks Asset Management Plan: <ul style="list-style-type: none"> <li>Maintain all parks infrastructure in a safe and functional condition,</li> <li>upgrade existing non-compliant sports lighting to Australian standards for sporting codes</li> </ul> </li> <li>Build 226m of riverwall (over four years)</li> </ul>	<ul style="list-style-type: none"> <li>6 x playground upgrade projects; Completed replacement of wooden park name signs with metal standard parts at 4 locations; Completed replacement of drinking fountains at 6 locations; Completed replacement of BBQs at 3 locations; Completed refurbishment of gazebos at 3 locations; Completed resurfacing of 2 x tennis courts (Lawler Park); Completed installation of accessible path and stairs at Swanbourne Beach Reserve;</li> <li>Riverwall: Swan River Trust funding contribution confirmed – approved by council.</li> </ul>
<b>A1.6 Streetscape</b>				
Natural and Built Environment	SCP SP1 CBP SP1	Maintain and enhance Nedlands' character through planning and managing streetscapes	<ul style="list-style-type: none"> <li>Plant 2050 street and reserve trees (over four years)</li> <li>Increase the health of street and reserve trees (2013/14 forward)</li> </ul>	<ul style="list-style-type: none"> <li>Completed audit of street tree planting opportunities and planting plan for Dalkeith Ward, progressing development of street tree management plan.</li> <li>Total 768 street and reserve trees planted 1/7/13-30/9/14</li> </ul>
<b>A1.11 Underground Power</b>				
Natural and Built Environment	CBP SP9	To advocate for and facilitate the under-grounding of the power network to improve the amenity of the area and to improve the reliability of power supply	<ul style="list-style-type: none"> <li>Lobby state government for assistance/grants for underground power projects (2013/14 forward until achieved)</li> <li>Facilitate the undergrounding of the City's power network via Council's agreed arrangement (grant, user pays, City pays etc). (as applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Liaison with Western Power has indicated that grant success is highly unlikely;</li> <li>Survey results were issued to councillor Briefing – Investigations are ongoing as per council direction.</li> <li>The outcome of the Survey were published on the website.</li> <li>Further action requires budget consideration.</li> </ul>
SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2015

A2.1 Roads				
Transport	CBP SP2	Efficiently refurbish and maintain roads to a safe standard, as per Main Roads Act and Australian Guide to Road Design. (safe standard - trafficable surfaces, safe and free from pot-holes, rutting and undulation with good skid resistance and low noise levels)	<ul style="list-style-type: none"> <li>■ 83% in a satisfactory condition <ul style="list-style-type: none"> <li>- Renew 34.31 km of roads (over four years)</li> </ul> </li> <li>■ Upgrade or build 13240 square metres of carpark (over four years)</li> </ul>	<ul style="list-style-type: none"> <li>■ Total 4.6km of road renewed 1/7/13-31/03/15 (additional 0.65 since Jan 2015)</li> <li>■ Total 144 m<sup>2</sup> new or upgraded car park 1/7/13-24/12/14.</li> <li>■ 2500m<sup>2</sup> of car-park upgrade scheduled for 2014/15</li> <li>■ Bridge Club Swanbourne car park resurfacing June 2015</li> </ul>
A2.2 Drainage				
Transport	CBP SP2	Install and maintain a safe, efficient and effective drainage system, that minimises the risk of flood damage, whilst minimising water pollution and replenishing groundwater.	<ul style="list-style-type: none"> <li>■ implement 10 year forward works program for renewal and upgrade of aging and inefficient drainage infrastructure (2013/14 forward) <ul style="list-style-type: none"> <li>- 100 extra functional pits (over four years)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ 19 pits upgraded and 18 new pits constructed in Q1-Q3 2014/15;</li> <li>■ Key recommendations on Carrington Catchment upgrades received, completion of budgeted recommendations by end of 2014/15.</li> </ul>
A2.3 Paths (Footpaths, Dual-use Paths, Cycleways)				
Transport	CBP SP2	Efficiently re-furbish and maintain paths to a safe standard. Provide accessible paths that provide links to public facilities. (safe standard - footpaths which are easily accessed and trafficable and free from tripping hazards with good slip resistance).	<ul style="list-style-type: none"> <li>■ Implement 10 year forward works program for footpath renewal (2013/14 forward)</li> <li>■ footpath audit (4-yearly)</li> <li>■ renew 12793m of path (over four years)</li> <li>■ construct 1864m of new paths (over four years)</li> </ul>	<ul style="list-style-type: none"> <li>■ 360m of new footpath alongside Karrakatta Cemetery</li> <li>■ Stirling Highway Footpath Reconstruction issued for construction</li> </ul>
A2.4 Transport Planning and Management				
Transport	SCP SP1  CBP SP1	Plan and manage the Cities transport systems so it is easy to get around by the preferred mode of travel, whether by car, public transport, cycle or foot.	<ul style="list-style-type: none"> <li>■ complete 8 blackspots (over four years)</li> <li>■ replace 16 bus shelters (over four years)</li> </ul>	<ul style="list-style-type: none"> <li>■ Total 4 blackspots completed 1/7/13 – 31/03/15</li> <li>■ Hampden/Broadway/Stirling being completed by PTA under PTA bus-lane project.</li> <li>■ North Street Mast Arms now completed by MRWA</li> </ul>
SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2015

<b>A3.17 Built Facilities - Provision</b>				
Community Development		Manage, maintain and upgrade Council Buildings so that they are fit for purpose and available for agreed users.	<ul style="list-style-type: none"> <li>■ Complete DC Cruickshank and commence Highview (over four years)</li> <li>■ Audit buildings and review maintenance program (2013/14-2014/15)</li> </ul>	<ul style="list-style-type: none"> <li>■ DC Cruickshank project underway – contract awarded to McCorkell for construction commencement in February project is 20% complete target date for completion is 23 October 2015.</li> <li>■ Buildings maintenance review completed.</li> <li>■ Major Maintenance completed on Nedlands Library and Administration Building during 2013/2014.</li> <li>■ General upgrades to 5 other buildings completed to meet required DAIP standards during 2013/2014</li> <li>■ Building Audit completed. Currently programming Forward Works Programme for Building Maintenance.</li> </ul>
<b>A4.8 Asset Management - Planning</b>				
Governance	CBP SP2	Optimise the value and longevity of the City's assets through sustainable asset management.	<ul style="list-style-type: none"> <li>■ Proactive maintenance of assets to ensure a schedule of maintenance which will avoid dilapidated assets (2013/14 forward)</li> <li>■ Implementation of asset management strategy (2013/14 forward)</li> </ul>	<ul style="list-style-type: none"> <li>■ Asset Management policy in place;</li> <li>■ Asset Management strategy endorsed by Executive February 2014</li> <li>■ Asset Management planning project due for completion by end 2014/2015</li> </ul>
<b>A4.13 Fleet Management</b>				
Governance		Provide for the acquisition, maintenance & replacement of vehicles, plant & machinery to meet the operational needs of the City & maintain standards that ensure outstanding customer service.	<ul style="list-style-type: none"> <li>■ Improved compliance with CoN's Purchasing Policy's sustainability principles (2013/14 forward)</li> </ul>	<ul style="list-style-type: none"> <li>■ Fleet review ongoing</li> <li>■ Review of fit-for-purpose vehicles completed – downgrading of general purpose vehicles and commercial light vehicles</li> </ul>

## COMMUNITY DEVELOPMENT

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2015
<b>A3.4 Libraries</b>				
Community Development		Provide a library service with a wide range of services and resource to meet the recreational, educational and technological needs of the community.	<ul style="list-style-type: none"> <li>Install a new library management system in partnership with the Western Suburbs Regional Library Network to provide an improved, reliable and user friendly electronic library service (2013/14).</li> <li>Improved program delivery (2013/14)</li> </ul>	<ul style="list-style-type: none"> <li>After renewed support from WESROC to revisit this project – the Western Suburbs Library Group are developing a Business Case to progress the selection and implementation of a new LMS – which will be presented to WESROC in the next couple of months with the intent to have a new system ready for 1 July 2015.</li> <li>Program delivery being developed and reviewed on an ongoing basis</li> </ul>


## CEO, CORPORATE AND STRATEGY

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2015
<b>A4.2 Communications</b>				
Governance		Ensure that the community is well informed.	<ul style="list-style-type: none"> <li>Marketing for the Strategic Community Plan (2013/14)</li> <li>Video information (2014/15)</li> <li>Implement comprehensive communication plans for major events or campaigns (2014/15)</li> </ul>	<ul style="list-style-type: none"> <li>Full page advertisement “Your Strategic Community Plan in Action”</li> <li>2 Large signs were developed for the Collegians Amateur Football Club upgrade which also promoted the Strategic Community Plan.</li> <li>Draft Communications plans have been developed for major events and campaigns. They will be finalised by June 2015.</li> <li>City of Nedlands promotional video produced and now appears on the City’s website homepage.</li> </ul>
<b>A4.5 Advocacy</b>				

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2015
Governance	CBP SP9 SP10	Advocate on key issues of community interest.	<ul style="list-style-type: none"> <li>■ Key issues for advocacy (over four years):               <ul style="list-style-type: none"> <li>- underground power</li> <li>- transport (Stirling Highway and light rail)</li> <li>- metropolitan reform</li> <li>- Swan River issues</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Underground Power: a community survey has been undertaken, with an investigation of funding options underway</li> <li>■ MAX light rail: In December 2013 the state government announced the deferral of the project to 2017. No further work required until the project recommences.</li> <li>■ WESROC Regional Transport Working Group: City representatives attend regular meetings, ongoing work to complete group's initiatives</li> <li>■ Swan River Foreshore Management Plan is with the Swan River Trust for approval.</li> </ul>
<b>A4.6 Regional Cooperation and Collaboration</b>				
Governance	CBP SP8	Work with other local authorities in the region for the benefit of the Nedlands community	<ul style="list-style-type: none"> <li>■ Work with neighbouring local authorities for the benefit of the Community               <ul style="list-style-type: none"> <li>- light rail project (over four years)</li> <li>- greenways - project along railway (ongoing project commencing 2013/14)</li> <li>- replace libraries operating system (2013/14)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Stage 1 of greenways project complete</li> <li>■ MAX light rail: In December 2013 the state government announced the deferral of the project to 2017. No further work required until the project recommences.</li> <li>■ WESROC Regional Transport Working Group: City representatives attend regular meetings, ongoing work to complete group's initiatives</li> <li>■ Western Suburbs Library Group are developing a Business Case to progress the selection and implementation of a new Libraries Management System – which will be presented to WESROC in the next couple of months with the intent to have a new system ready for 1 July 2015.</li> </ul>
<b>A4.7 Corporate Planning</b>				
Governance		Ensure that Council's decisions take community views into account and deliver the best results possible within available resources, through Integrated Planning and Reporting, in accordance with Act	<ul style="list-style-type: none"> <li>■ implement monitoring and performance management (2013/14 forward)</li> <li>■ 'intermediate' or 'advanced' standard for Integrated Planning and Reporting (over four years)</li> </ul>	<ul style="list-style-type: none"> <li>■ Quarterly reports to Council are on track</li> <li>■ "Intermediate" and "advanced" standards not yet released by Department of Local Government</li> <li>■ Attending LGMA's Integrated Strategic Planner's networking meetings to remain informed on developments to IPR</li> </ul>
<b>A4.10 Human Resources</b>				

Governance		Provide high performing human resources to deliver efficient, effective and legislatively compliant services to the City of Nedlands.	<ul style="list-style-type: none"> <li>■ Meet Increased requirements under the OHS Act (as required by impending legislation)</li> </ul>	<ul style="list-style-type: none"> <li>■ Meeting requirements.</li> </ul>
<b>A4.12 Information Technology and Records Management</b>				
Governance		<p>Manage the City's IT resources effectively to support the business systems of the CoN</p> <p>Provide IT services to visitors of the Cities main service centres (Nedlands Library, NCC and Administration Building)</p>	<ul style="list-style-type: none"> <li>■ Selected staff to be provided with remote access to City's systems while on the road, so able to better respond to customer enquiries and complaints (Year 2)</li> <li>■ WiFi to be established at main service centres (Year 2)</li> </ul>	<ul style="list-style-type: none"> <li>■ Remote access available to staff;</li> <li>■ Public wifi at main service centres launched.</li> </ul>

<b>CPS16.15</b>	<b>Review of Council’s Delegated Authorities</b>
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<b>Committee</b>	09 June 2015
<b>Council</b>	23 June 2015
<b>Applicant</b>	City of Nedlands
<b>Officer</b>	Michael Cole – Director Corporate & Strategy
<b>Director</b>	Michael Cole – Director Corporate & Strategy
<b>Director Signature</b>	
<b>File Reference</b>	PP-2334
<b>Previous Item</b>	Nil

## Executive Summary

At least once every financial year, delegations are to be reviewed (s. 5.46(2) of the *Local Government Act 1995*). The City’s Delegated Authority manual is now due for its annual review.

## Recommendation to Committee

**Council approves the Register of Delegations of Authority as per Attachment 1.**

## Strategic Plan

KFA: Governance and Civic Leadership

At least once every financial year, delegations are to be reviewed (s. 5.46 (2) of the *Local Government Act 1995*).

## Background

Under section 5.42 of the *Local Government Act (1995)*, the Council may delegate certain functions to the CEO. Under section 5.44, the CEO may also delegate some of his powers and duties to other employees. This delegation must be in writing, and any decision to amend the delegation is to be by an absolute majority (s. 5.45). At least once every financial year, delegations are to be reviewed (s. 5.46 (2)).

**Key Relevant Previous Council Decisions:**

NIL

**Consultation**

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

**Legislation / Policy**

*Local Government Act 1995*

**Budget/Financial Implications**

Within current approved budget: Yes  No   
 Requires further budget consideration: Yes  No

**Risk Management**

The annual review of delegated authority is a statutory requirement and addresses the risk that organisational changes are reflected in the register and that delegations remain current.

**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.

Administration has reviewed the Register of Delegations and is recommending the following amendments:

1. Page 25 Regulation 18(D) – wording amended to reflect wording in the *Local Government (Administration) Regulations 1996*



## 2. Pages 55 to 67

## Planning and Development

- i) Reformatting to be in-line with remainder of delegations register.
- ii) Adding non-conforming use to existing delegation under TPS2 as it was missing from existing delegation. A non-conforming use is a use that was permitted prior to TPS2 being gazetted and is no longer permitted under TPS2. Applications are sometimes received for upgrading and/or changing of these uses.
- iii) Current planning functions added that were missing from original delegation register. Although these functions have been accepted as delegated in the past, recent model delegation information indicates it is best practice to add them to the register. They include functions under the Metropolitan Region Scheme, Heritage Act, Strata Titles Act, Liquor Control Act and State Tribunal Act.

## 3. Pages 68 to 82

## Building Act 2011 and Building Regulations 2012

Various changes to delegations under the Building Act 2011 and Building Regulations 2012 as follows:

## Building Act 2011

Delete	Section 23(1)&(2) – not relevant to delegations
Separate Act from Regulation	Section 27(1) Remove details relating to Reg 88(3) from Act section and insert in the Regulation section for clarity.
Amend	Section 27(3) amended to same wording in the Act.
Separate Act from Regulation	Section 32 Remove details relating to Reg.24(1) & (2) and insert in the Regulation section for clarity.. Move information relating to Reg.24(1) and insert in the Regulation section for clarity. Move information relating to Reg.26(3) & (4) and insert in the Regulation section for clarity.
New Entry	Add delegation for the following – Section 59(3) Refund the fee that accompanied an application to the applicant if no decision made within the time
Separate	Section 65 Move information relating to Reg.40(2) and 40(5) and insert in the Regulation section for clarity. Page 61 of the register has entries for both the Act and Regulations mixed together. They should be separated for clarity into each relevant part where they belong.
Delete	Section 112(3)(c) not relevant to delegations

Separate	Section 132 Delete information relating to Reg.14 and insert in the Regulation section for clarity.
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## Building Regulations 2012

New Entry	Add delegation for the following – Reg. 15A (2) Provide the FES Commissioner a copy of any occupancy permit for a building in which plans were referred to FES Commissioner under regulation 18B(1) Reg. 15A (3) Provide the FES Commissioner a copy of any modified occupancy permit for a building in which plans were referred to FES Commissioner under regulation 18B(1) Reg. 23(3) Refuse to accept an application extend a permit
Amend wording	Change to the following register entry to show regulation separately for clarity <i>Currently reads as follows: Reg.60(1) &amp; (2) Approve the use, in a dwelling or part of a dwelling, of a battery powered smoke alarm and give approval in relation to an alarm that was installed before the approval is to be given</i> Amend to read as– Reg.61(1) Approve the use, in a dwelling or part of a dwelling, of a battery powered smoke alarm and give approval in relation to an alarm that was installed before the approval is to be given Reg.61(2) Approve the use, in a dwelling or part of a dwelling, and give approval in relation to an alarm that was installed before the approval is to be given
Remove transitional provisions as no longer applicable	<i>Part 9 – Transitional provisions relating to Local Government (Miscellaneous Provisions) Act 1960 – Regulations 64 to 67</i>

## Conclusion

At least once every financial year, delegations are to be reviewed (s. 5.46 (2)). The City's Delegated Authority Manual is due for its next review.

## Attachments

1. City of Nedlands Register of Delegations of Authority, with proposed changes



City of Nedlands

# *Register of Delegations of Authority*

As at 26 August 2014

M13/23481

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## 1. Preamble

### 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 1995* 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.

### Limits on Delegation to the Chief Executive Officer

- a) There are some powers and duties that a Council cannot delegate. They are specified where applicable.

### 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 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.

### 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 delegation under the City of Nedlands Town Planning Scheme No. 2 can only be for a maximum period of 12 months
- b) Any decision by Council to revoke or amend a delegated authority must be passed by an absolute majority.

### 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 (this register);
- c) Any delegation by Council to a committee must also be in writing.

### 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:
  - i. how the person exercised the power or discharged the duty;
  - ii. when the person exercised the power or discharged the duty; and; and
  - iii. 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.

### Review

At least once every financial year, delegations from the *Local Government Act 1995* and the City of Nedlands Town Planning Scheme No. 2 are to be reviewed by the delegator, either Council or the Chief Executive Officer.

### **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.

"A delegation does not strip the person making the delegation of the right to exercise the delegated power or discharge the delegated duty".

(Government of Western Australia, Department of Local Government, Local Government Operational Guidelines Number 17 January 2007)

### **Acting Through**

In addition to delegations, the *Local Government Act 1995* introduces the concept of "acting through". Where a person is "acting through", they have no discretion in carrying out the function. This could be the City performing administrative functions on behalf of the council, or implementing policies adopted by the council. This differs to a delegate who exercises the decision making function in his or her own right.

As per the *Local Government Act 1995* section 5.51, the CEO's functions are to

- a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- b) ensure that advice and information is available to the council so that informed decisions can be made; and
- c) cause council decisions to be implemented; and
- d) manage the day to day operations of the local government; and
- e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- f) speak on behalf of the local government if the mayor or president agrees; and
- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Any function in the *Local Government Act 1995* which the CEO would carry out administratively (based on the above) can be done so via "acting through", unless the Council has an overriding policy which would require the Council to delegate that function back to the CEO formally.

### **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.
- c) Legislative powers to delegate relate only to the Act in which they are contained. It is not possible to, for example, rely on section 5.42(1) of the *Local Government Act 1995* to delegate any of a local government's powers under another Act. Any delegation by a local government of its powers under another Act can only be delegated by the delegation provisions of that Act.



**1. Delegations under the Local Government Act 1995**Authority to delegate: Sections 5.42 and 5.44 of the *Local Government Act 1995*

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Part 1 – Introductory Matters</b>		
Nil items in Part 1		
<b>Part 2 – Constitution of Local Government</b>		
<b>Division 1 – Districts and wards</b>		
Nil items in Division 1		
<b>Division 2 – Local governments and councils of local governments</b>		
Nil items in Division 2		
<b>Division 3 – How offices on the Council are filled</b>		
Section 2.11(2) May change the method of filling the office of mayor from the election by the Council to the election by the electors method (special majority required)	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 2.12A(1)(b) May by motion passed by it, proposes to change the method of filling the office of mayor	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
2.12A(1)(c) Local government to give public notice of proposal to change method of filling office of mayor or president	Suitable for Acting Through	
<b>Division 4 – Membership and size of Council</b>		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 2.17(3) A council with 15 councillors may retain those 15 even if a decision is made to elect the mayor by the electors	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 5 – Qualifications for holding office on the council</b>		
Section 2.25(1) May by resolution grant leave of absence to a member	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 6 – Terms of office on the council and vacation of office</b>		
Nil items in Division 6		
<b>Division 7 – Commissioners</b>		
Nil items in Division 7		
<b>Division 8 – Local Government Advisory Board</b>		
Nil items in Division 8		
<b>Part 3 – Functions of Local Governments</b>		
<b>Division 1 – General</b>		
Nil items in Division 1		
<b>Division 2 – Legislative functions of local governments</b>		
<b>Subdivision 1 – Local laws made under <i>this Act</i></b>		
Section 3.5(1) May make local laws to perform any of its functions under the Act	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 3.6(1) With the Governor's approval, can apply a local law to an area that is not in its district	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Subdivision 2 – Local laws made under any Act</b>		
Section 3.12(3) Local government must give Statewide public notice (in relation to proposed local laws)	Suitable for Acting Through	
Section 3.12(4) May adopt a local law as proposed or that is not significantly different from what was proposed (absolute majority required)	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 3.12(5) Local government must publish the adopted local law in the Government Gazette	Suitable for Acting Through	
Section 3.12(6) Local government must give local public notice that a local law has been adopted	Suitable for Acting Through	
Section 3.15 A local government must ensure that people of its district are informed of the purpose and effect of all its local laws	Suitable for Acting Through	
Section 3.16(1) Within 8 years from the day a local law commences, a local government must review the operation of each local law following the process set out in section 3.16	Suitable for Acting Through	
Section 3.16(2) Local government must give Statewide public notice in relation to the review of its local laws	Suitable for Acting Through	
Section 3.16(3) After the last day for submissions in relation to the review of its local laws, a local government must consider submissions and cause a report to be submitted to council	Suitable for Acting Through	
Section 3.16(4) May determine whether or not it considers that any of its local laws should be repealed or amended	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Division 3 – Executive functions of local governments</b>		
<b>Subdivision 1 – Performing executive functions</b>		
Section 3.21 In performing its executive function, the local government must ensure that the obligations set out in section 3.21 are complied with	Suitable for Acting Through	
Section 3.22(1) A local government that causes damage through the performance of its function must pay compensation to the owner or occupier	CEO	24 September 2013 Report CPS29.13
<b>Subdivision 2 – Certain provisions about land</b>		
Section 3.25(1) A local government may give an occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1. The local government must also inform the owner if the occupier is not the owner	CEO	24 September 2013 Report CPS29.13
Section 3.26(2) In order to make a person comply with a notice, a local government may do anything it considers necessary to achieve the purpose for which the notice was given	Suitable for Acting Through	
Section 3.26(3) A local government may continue to undertake works that are not carried out by the owner or occupier and recover the costs as a debt	CEO	24 September 2013 Report CPS29.13
Section 3.27(1) A local government may go onto private land in the circumstances prescribed in Schedule 3.2 and carry out works, even if it does not have the consent of the owner	CEO	24 September 2013 Report CPS29.13

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Subdivision 3 – Powers of entry</b>		
Section 3.31(2) After a local government has given notice, it may authorise a person to enter land, premises or thing without consent, unless the owner or occupier has objected to the entry	CEO	24 September 2013 Report CPS29.13
Section 3.34(1) A local government may enter land in an emergency without notice or consent	CEO	24 September 2013 Report CPS29.13
Section 3.34(5) A local government must give notice to the owner or occupier of an intended entry in an emergency whenever it is practical	Suitable for Acting Through	
Section 3.36(3) A local government may make an opening in a fence to do works on a property subject to providing the owner or occupier with 3 days written notice	CEO	24 September 2013 Report CPS29.13
<b>Subdivision 4 – Impounding abandoned vehicle wrecks and goods involved in certain contraventions</b>		
Section 3.39 Local government may authorise an employee to remove and impound any goods	CEO	24 September 2013 Report CPS29.13
Section 3.40(2) If a local government impounds a vehicle to remove and impound goods, it must allow the offender to resume control of the vehicle as soon as practicable after the goods have been removed	Suitable for Acting Through	
Section 3.40(3) If the person entitled to resume control of the vehicle is not present, the local government must give notice (to the holder of a license in respect of the vehicle, stating from where and when the vehicle may be collected)	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.40A(1) Local government may authorise a person to remove and impound an abandoned vehicle wreck	CEO	24 September 2013 Report CPS29.13
Section 3.40A(2) Local government to provide notice to the owner of a removed abandoned vehicle wreck, advising that the vehicle may be collected	Suitable for Acting Through	
Section 3.40A(4) Local government may declare that a vehicle is an abandoned wreck	CEO	24 September 2013 Report CPS29.13
Section 3.42(1) If a local government impounds non-perishable goods, it must either begin a prosecution against the offender or give them a notice stating from where and when the goods may be collected	Suitable for Acting Through	
Section 3.44 Where non-perishable goods have been removed and impounded and a prosecution instituted, if the offender is not convicted or is convicted but it is not ordered that the goods be confiscated, the local government must give the alleged offender notice stating from where and when the goods may be collected	Suitable for Acting Through	
Section 3.46(1) A local government may refuse to allow goods impounded under sections 3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid	Suitable for Acting Through	
Section 3.46(2) A local government may refuse to allow goods removed under sections 3.40 or 3.40A to be collected until the costs of removing and keeping them have been paid	Suitable for Acting Through	

## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.47(1) The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43	CEO	24 September 2013 Report CPS29.13
Section 3.47(2) The local government may sell or otherwise dispose of any vehicle that has not been collected within 2 months of a notice having been given under section 3.40(3) or 7 days of a declaration being made that a vehicle is an abandoned vehicle wreck	CEO	24 September 2013 Report CPS29.13
Section 3.47(2a) The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in section 3.47(2b) of the date a notice is given under sections 3.42(1)(b) or 3.44	CEO	24 September 2013 Report CPS29.13
Section 3.47A(1) If an impounded animal is ill or injured to such an extent that treating it is not practicable, the local government may humanely destroy the animal and dispose of the carcass	CEO	24 September 2013 Report CPS29.13
Section 3.48 If goods are removed or impounded under section 3.39 and the offender is convicted, the local government may recover any expenses incurred in removing and impounding the goods	CEO	24 September 2013 Report CPS29.13
<b>Subdivision 5 – Certain provisions about thoroughfares</b>		
Section 3.50(1) A local government may close a thoroughfare to vehicles, wholly or partially, for a period not exceeding 4 weeks	CEO	24 September 2013 Report CPS29.13

## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.50(1a) and 3.50(4) A local government may, after providing public notice of its intention and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding 4 weeks	CEO	24 September 2013 Report CPS29.13
Section 3.50(6) An order to close a thoroughfare may be revoked by the local government	CEO	24 September 2013 Report CPS29.13
Section 3.50(8) If a thoroughfare is closed without local public notice, the local government must give such notice as soon as practicable after its closure	Suitable for Acting Through	
Section 3.50A A local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare	CEO	24 September 2013 Report CPS29.13
Local Government (Functions and General) Regulations, reg.6(3) – a local government may, by local public notice, revoke an order under regulation 6(1) that closed a thoroughfare or alter it to make it less restrictive	CEO	24 September 2013 Report CPS29.13
Section 3.51(3) Before fixing, altering or realigning a public thoroughfare or draining water onto adjoining land, the local government must give notice of its proposal, invite submissions and consider those submissions	CEO	24 September 2013 Report CPS29.13
Section 3.52(2) Except it they are closed or have restricted use, local governments are to ensure that public thoroughfares are kept open for public use	Suitable for Acting Through	



FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.52(3) When fixing, altering or realigning a public thoroughfare, the local government must ensure vehicle access to adjoining land is provided	Suitable for Acting Through	
<b>Subdivision 6 – Various executive functions</b>		
Section 3.53(3) If an unvested facility lies within 2 or more districts, the local governments concerned can agree on its control and management	Suitable for delegation, not currently delegated	
Section 3.54(1) A local government may do anything it could do under the <i>Parks and Reserves Act 1895</i> if it were a board appointed under that Act, to control and manage any land reserved under the <i>Land Act 1933</i> and vested in or placed under the control and management of the local government	CEO	24 September 2013 Report CPS29.13
Note: Under <b>Subdivision 6 – Various Executive Functions 3.57</b> applies to tenders for providing goods or services, i.e. is required to invite tenders before it enters in to a contract of a prescribed kind under which another person is to supply goods or services	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 3.57(1) A local government must invite tenders before it enters into a contract for goods or services with a value of \$100,000 or more (Functions and General Regulation 11)	CEO	24 September 2013 Report CPS29.13

## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Functions and General) Regulations, reg.14(2a) – where a local government is inviting tenders, the local government must determine in writing the criteria for accepting tenders	CEO	24 September 2013 Report CPS29.13
Local Government (Functions and General) Regulations, reg.11(2)(d) – tenders do not have to be publicly invited if the contract is to be entered into by auction after being expressly authorised by a resolution of the council	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Local Government (Functions and General) Regulations, reg.14(4)(a) – such information that council decides should be disclosed to those interested in submitting a tender	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Local Government (Functions and General) Regulations, reg.18(4) and (5) – a local government must consider any tender that has not been rejected and decide which one to accept. It may decline to accept any tender.	CEO	24 September 2013 Report CPS29.13
Local Government (Functions and General) Regulations, reg.19 – a local government must give each tenderer written notice stating the successful tender or advising that no tender was accepted.	Suitable for Acting Through	
Local Government (Functions and General) Regulations, reg.20 – a local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer.	CEO	24 September 2013 Report CPS29.13

## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Functions and General) Regulations, reg.20(2) – if the successful tenderer does not want to accept the contract with the variation or the local government and the tenderer cannot reach agreement, the local government can select the next most appropriate tenderer	CEO	24 September 2013 Report CPS29.13
Local Government (Functions and General) Regulations, reg.21(1) – a local government may seek expressions of interest before entering the tender process	CEO	24 September 2013 Report CPS29.13
Local Government (Functions and General) Regulations, reg.21(3) – a local government must give Statewide public notice that it seeks expressions of interest before entering the tender process	Suitable for Acting Through	
Local Government (Functions and General) Regulations, reg.23(3) – a local government must consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services	CEO	24 September 2013 Report CPS29.13
Local Government (Functions and General) Regulations, reg.24 – a local government must give each person who submitted an expression of interest written notice of the outcome of its decision	Suitable for Acting Through	
Local Government (Functions and General) Regulations, reg.24E(1) – where a local government intends to give a regional price preference the local government is to prepare a regional price preference policy	Suitable for delegation to CEO	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Functions and General) Regulations, reg.24E(4) – a local government cannot adopt a regional price policy until the local government has considered submissions received	Suitable for delegation to CEO	
Section 3.58(2) A local government can only dispose of property to the highest bidder at public auction or the most suitable public tender	CEO	24 September 2013 Report CPS29.13
Section 3.58(3) A local government can dispose of property by private treaty but must follow the process set out in section 3.58(3)	Suitable for delegation to CEO	
Local Government (Functions and General) Regulations, reg.30(2)(a)(ii) – a disposition of land is exempt of disposition if the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee	Suitable for delegation to CEO	
<p>Note: Under <b>Subdivision 6 – Various Executive Functions 3.59</b> applies to commercial enterprises by local governments</p> <p>Section 3.59(2) A local government must prepare a business plan before it enters into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction</p>	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.59(4) A local government must give Statewide public notice stating its proposal to enter into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction, where the plan may be inspected or obtained, and call for submissions on the plan within 6 weeks	Suitable for Acting Through	
Section 3.59(5) Must consider submissions and then decide whether to proceed with the major trading undertaking, major land transaction or land transaction that is preparatory to a major land transaction (absolute majority required)	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 4 – Regional local governments</b>		
Nil items in Division 4		
<b>Part 4 – Elections and other polls</b>		
<b>Division 1 - Preliminary</b>		
Nil items in Division 1		
<b>Division 2 – Inaugural elections</b>		
Nil items in Division 2		
<b>Division 3 – Ordinary elections</b>		
Nil items in Division 3		
<b>Division 4 – Extraordinary elections</b>		
Section 4.9(1) If the mayor has not already done so, council at a meeting held within one month after the vacancy occurs, must fix the day on which a poll is held for an extraordinary election	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 5 – Other elections</b>		
Nil items in Division 5		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Division 6 – Postponement and consolidation of elections</b>		
Section 4.16(4) Council may decide, with the Electoral Commissioner's approval, that the election day for a vacancy that has occurred under section 2.32 <b>after</b> the third Saturday in January in an election year <b>but</b> before the third Saturday in July in that election year to be on the ordinary election day for that year	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 4.17(2) Council may decide, with the Electoral Commissioner's approval, that a vacancy may remain unfilled if it occurred under section 2.32 after the third Saturday in January in the election year but before the third Saturday in July in that election year in which the term would have ended under the Table to section 2.28 (terms of office). In that case the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 7 – Provisions about electoral officers and the conduct of elections</b>		
Section 4.20(2) May with the approval of the person concerned and the Electoral Commissioner, appoint a person as the returning officer instead of the CEO (Absolute majority required)	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 4.20(4) May with the Electoral Commissioner's agreement, declare the Electoral Commissioner to be responsible for the conduct of an election and appoint a person to be the returning officer.	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 8 – Eligibility for enrolment</b>		
Nil items in Division 8		
<b>Division 9 – Electoral process</b>		
Section 4.57(3) May appoint an eligible person (who is willing to accept the appointment) to any unfilled office if, at the close of nominations for an extraordinary elections, under section 4.57(1) or (2), the number of candidates is less than the number of offices. (Absolute majority required).	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 4.61 May decide to use postal voting for an election. (Absolute majority required)	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Elections reg.9(1) – the fees to be paid to an electoral officer for conducting an election are those agreed between the local government and the electoral officer	Suitable for Acting Through	
Elections reg.28(1b)(b) – if a candidate's deposit has not been refunded within 28 days after notice is given of the result of the election, the local government is to credit that amount to a fund of the local government	Suitable for Acting Through	
<b>Division 10 – Validity of elections</b>		
Nil items in Division 10		
<b>Division 11 – Electoral offences</b>		
Nil items in Division 11		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Division 12 – Polls and referendums</b>		
Nil items in Division 12		
<b>Part 5 - Administration</b>		
<b>Division 1 - Introduction</b>		
Section 5.2 Must ensure there is an appropriate structure for administering the local government	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 2 – Council meetings, committees and their meetings and electors’ meetings</b>		
<b>Subdivision 1 – Council meetings</b>		
Section 5.3(1) Must hold ordinary meetings and may hold special meetings	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.4 The Mayor or at least 1/3 of councillors or decided by council may decide to hold an ordinary or special meeting	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Subdivision 2 – Committees and their meetings</b>		
Section 5.8 May establish committees of 3 or more people to assist council in exercising its powers and duties. (Absolute majority required).	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.15 May reduce the quorum for a committee meeting. (Absolute majority required)	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	



FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 5.16(1) May delegate to a committee, under and subject to section 5.17, any of its powers and duties other than this power of delegation. (Absolute majority required)	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.18 A local government must keep a register of all delegations made to a committee at least once each financial year	Suitable for Acting Through	
Section 5.18 A local government must review all delegations made to a committee	Suitable for delegation to CEO	
Admin Reg.12(1) – At least once every financial year a local government must give local public notice of the date, time and place of all its ordinary council meetings and any committee meetings that must or are proposed to be open to the public, that are to be held in the next 12 months	Suitable for Acting Through	
Admin Reg.12(2) – A local government must give local public notice if any of the dates, times or places in the notice under regulation 12(1) change	Suitable for Acting Through	
Admin Reg.12(3) – A local government must give local public notice of the date, time and place of a special meeting of council that must be open to the public	Suitable for Acting Through	
Admin Reg.14(1) – A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents tabled at the meeting or which have been produced for presentation at the meeting are made available to the public at the same time as they are available to council and committee members	CEO	24 September 2013 Report CPS29.13

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Subdivision 3 – Matters affecting council and committee meetings</b>		
Note: Under <b>Subdivision 3 – Regulations about council and committee meetings and committees 5.25 applies</b>		
Local Government (Administration) Regulations, reg. 14A(1)(c) – a person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if council has approved of the arrangement by absolute majority	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 3 – Acting for the mayor or president</b>		
Nil items in Division 3		
<b>Division 4 – Local government employees</b>		
Section 5.27(2) General meeting of electors to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year	CEO	24 September 2013 Report CPS29.13
Section 5.36(1) Must employ a CEO	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.36(4) If the position of CEO becomes vacant, a local government must advertise the position in the manner and containing such information as prescribed	Suitable for Acting Through	
Section 5.37(1) A local government may designate any employee to be a senior employee	CEO	24 September 2013 Report CPS29.13

## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 5.37(2) The CEO is to inform council of each proposal to employ or dismiss a senior employee, council may reject or accept a recommendation by the CEO to employ or dismiss a senior employee. If it rejects a recommendation it must provide the CEO with its reasons	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.37(3) If the position of a senior employee becomes vacant, a local government must advertise the position in the manner and containing such information as prescribed	Suitable for Acting Through	
Section 5.38 The performance of each employee employed more than 1 year, needs to be reviewed	Suitable for Acting Through	
Admin Reg.18(c) – A local government is to approve a process for section and appointment of the CEO	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	
Admin Reg.18(D) – A local government is to consider, accept <u>the review, with or without modification</u> , or reject <u>the</u> review of the CEO's performance	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	
Section 5.42(1) & 5.43 May delegate to the CEO any of its powers and duties under this Act except those in section 5.43	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.50(1) A local government must prepare a policy for employees whose employment is finishing, setting out the circumstances in which the local government would pay a gratuity and how that gratuity would be assessed, and give local public notice of the policy	Suitable for delegation to CEO	

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## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 5.50(2) A local government may make a payment to an employee whose employment is finishing, that is in addition to the amount set out in its policy, provided that local public notice of the payment is given	Suitable for delegation to CEO	
<b>Division 5 – Annual reports and planning</b>		
Section 5.53(1) A local government must prepare an annual report	Suitable for Acting Through	
Section 5.54(1) Must accept the annual report by 31 <sup>st</sup> December after that financial year. (Absolute majority required)	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.56 A local government is to prepare a Plan for the Future	Suitable for delegation to CEO	
Admin reg.19C(4) A local government is to review its current plan for the future every 2 years	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	
Admin reg.19C(7) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a plan for the future and when preparing any modifications of a plan	Suitable for Acting Through	
Admin re.19D(1) After a plan for the future, or modifications to a plan, are adopted a local government is to give local public notice	Suitable for Acting Through	
Admin reg.19D(5) A Council is to adopt a plan for the future	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 6 – Disclosure of financial interests</b>		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Nil items in Division 6		
<b>Division 7 – Access to information</b>		
Admin reg29A(2) Information prescribed as confidential but that, under 5.95(7), may be available for inspection if a local government so resolves	CEO	24 September 2013 Report CPS29.13
<b>Division 8 – Fees, expenses and allowances</b>		
Section 5.98(1)(b) May set a fee, within the prescribed range, to be paid to a council member who attends a council or committee meeting	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.98(2)(b) A local government may approve expenses which are to be reimbursed to its councillors, provided that the expenses are of the kind prescribed as those which the local government can approve for reimbursement (subject to section 5.98(3))	CEO	24 September 2013 Report CPS29.13
Section 5.98(4) A local government may approve the reimbursement to a council member of an approved expense, either generally or in a particular case	CEO	24 September 2013 Report CPS29.13
Section 5.98A May decide to pay its deputy mayor an allowance of up to the prescribed percentage of the annual local government allowance to which the mayor is entitled under section 5.98(5). (Absolute majority required).	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.99 May decide to pay council members attending council and committee meetings a prescribed minimum annual fee or where it has set a fee, that fee. (Absolute majority required).	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 5.99A May decide that instead of reimbursing council members, under section 5.98(2), for all of particular type of expense, it will instead pay the prescribed minimum allowance for that type of expense or where it has set an allowance for that type of expense, that allowance. Only reimburse in excess of that allowance. (Absolute majority required).	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.100(2) A local government may decide to reimburse expenses to committee members who are not council members or employees	CEO	24 September 2013 Report CPS29.13
Section 5.101(2) A local government may reimburse an employee for an expense that was incurred in relation to a matter affecting the local government	CEO	24 September 2013 Report CPS29.13
<b>Division 9 – Conduct of certain officials</b>		
Section 5.102 A local government may make a cash advance to a person for an expense which can be reimbursed	CEO	24 September 2013 Report CPS29.13
Section 5.103(1) A local government must prepare or adopt a code of conduct to be observed by council members, committee members and employees	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	
Section 5.103(2) A local government must review its code of conduct within 12 months of every ordinary election day	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Part 6 – Financial Management</b>		
<b>Division 1 - Introduction</b>		
Financial Management reg.8(1) – A local government must maintain separate accounts for monies required to be held in the municipal fund, the trust fund, the reserve accounts, or monies relating to major land or major trading undertakings that will or are expected to span more than 2 financial years	Suitable for Acting Through	
Financial Management reg.11(1) – A local government must develop procedures for cheques, credit cards, computer encryption devices and passwords, purchasing cards and petty cash systems	Suitable for Acting Through	
Financial Management Reg.11(2) – A local government must develop procedures for the approval of accounts	Suitable for Acting Through	
Financial Management reg.13(2) – A list of accounts for approval to be paid must be prepared for each month, including the date of the meeting of council to which the list is presented	Suitable for Acting Through	
Financial Management re.19(1) – A local government must establish and document internal control procedures to ensure control over investments	CEO	24 September 2013 Report CPS29.13
<b>Division 2 – Annual budget</b>		
Section 6.2(1) A local government must prepare by 31 August in each financial year, an annual budget for its municipal fund for the next financial year	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.2(1) Must adopt the budget prepared. (Absolute majority required).	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.3 A local government must prepare a budget if a general valuation or a rate or service charge is quashed by a court or the State Administrative Tribunal, or if it intends to impose supplementary general rate or specified area rate for the remainder of the financial year	Suitable for Acting Through	
Section 6.3 Must adopt the budget (for <b>other</b> circumstances) prepared. (Absolute majority required).	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 3 – Reporting on activities and finance</b>		
Note: Under <b>Division 3 – Reporting on activities and finance, section 6.4</b> financial report applies		
Section 6.4(1) A local government must prepare an annual financial report for the preceding financial year and such other reports as are required	Suitable for Acting Through	
Section 6.4(3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor the accounts of the local government and the annual financial report	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.33A(3) – council is to consider a budget review submitted to it and is to determine by absolute majority whether or not to adopt the review, any parts of the review or any recommendations made in the review	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	



FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Financial Management) Regulations, reg.34(2)(c) – each statement of financial activity is to be accompanied by documents containing such other supporting information as is considered relevant by the local government	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.34(1) – a local government must prepare monthly financial reports	Suitable for Acting Through	
<b>Division 4 – General financial provisions</b>		
Section 6.9(3) A local government must pay or deliver to the person entitled to it any money and its interest and any property	Suitable for Acting Through	
Section 6.9(4) A local government may transfer money held in trust for 10 years to its municipal fund, but must repay to a person who establishes a right to the repayment, together with any interest earned on the investment	Suitable for Acting Through	
Section 6.11(1) A local government must establish and maintain a reserve account for each purpose for which it wishes to set aside money	Suitable for Acting Through	
Section 6.11(2) May determine by absolute majority to change the purpose of a reserve account or use money held in a reserve account for another purpose	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.11(2) A local government must give one month local public notice of a proposal to change the purpose of a reserve account or use money held in a reserve account for another purpose	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.12(1)(a) May determine by absolute majority, when adopting the annual budget, grant a discount or an incentive for early payment of any money (subject to section 6.12(2))	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.12(1)(b) A local government may waive or grant concessions in relation to any amount of money that is owed to the local government (subject to section 6.12(2))	CEO	24 September 2013 Report CPS29.13
Section 6.12(1)(c) A local government may write off any amount of money that is owed to the local government (subject to section 6.12(2))	CEO	24 September 2013 Report CPS29.13
Section 6.12(3) A local government may determine what conditions apply to the granting of a concession	Suitable for delegation to CEO	
Section 6.13(1) May determine by absolute majority, resolve to apply interest to any money that it has been owed (subject to section 6.13(6), other than for rates and service charges.	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.14(1) A local government may invest money in its municipal or trust funds that is not being used, in accordance with Part III of the <i>Trustees Act 1962</i>	CEO	24 September 2013 Report CPS29.13
<b>Division 5 – Financing local government activities</b>		
<b>Subdivision 1 – Introduction</b>		
Nil items in subdivision 1		
<b>Subdivision 2 – Fees and charges</b>		
Section 6.16(1) May impose, by absolute majority, a fee or charge for any goods or services it provides, except for a service for which a service charge has been imposed	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

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FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.16(3) As well as imposing fees and charges when adopting the annual budget, may by absolute majority impose fees and charges during the year or amend, from time to time, fees and charges throughout the year	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.19 If a local government wishes to impose a fee or charge under Part 6 Division 5 Subdivision 2 after the annual budget has been adopted, it must provide local public notice of its intention to do so and the date from which the amended fees or charges will be imposed	Suitable for Acting Through	
<b>Subdivision 3 – Borrowings</b>		
Section 6.20(1) May borrow or re-borrow money, obtain credit or extend its financial accommodation in other ways to perform its functions	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.20(2) If a local government proposes to exercise its power to borrow but it is not budgeted for, unless the proposal is of a prescribed kind, it must give one month public notice of the proposal	Suitable for Acting Through	
Section 6.20(2) If it proposes to exercise its power to borrow but it is not budgeted for, it must make the resolution to do so by absolute majority	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.20(3)(a) and (b) If it exercises its power to borrow and then decides not to proceed with the proposal or it does not use all of the money, credit or financial accommodation, after giving one month local public notice it may by absolute majority resolve to use it for another purpose	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.20(3) One month's public "notice" must be given	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Division 6 – Rates and service charges</b>		
<b>Subdivision 1 – Introduction and the basis of rating</b>		
Section 6.26(3) If Co-operative Bulk Handling Ltd and a local government cannot reach an agreement, under section 6.26(2)(i), the local government may refer the matter to the Minister for determination	Suitable for delegation to CEO	
Section 6.29(2) Must impose a rate on the basis of unimproved value to any tenement, license or permit that is located in a district for which only rates on the basis of gross rental value apply	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Subdivision 2 – Categories of rates and service charges</b>		
Section 6.32(1) When adopting the annual budget, may in order to make up a budget deficiency, by absolute majority impose a general rate on rateable land within its district, and may be imposed uniformly or differentially a specified area rate or minimum payment on rateable land within its district, and may impose a service charge on land within its district.	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.32(3) May in an emergency after rates in a financial year have been imposed, by absolute majority impose a supplementary general rate or a specified area rate for the unexpired portion of the current financial year, and to impose a new general rate, specified area rate or services charge if a court or the State Administrative Tribunal quashes a general valuation, rate or service charge	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.33(1) May impose differential general rates	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.35(1) May impose on any rateable land in its district a minimum payment	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.36(1) A local government must give local public notice of its intention to impose any differential general rates or minimum payment applying to a differential rate category under section 6.35(6)(c)	Suitable for Acting Through	
Section 6.37(1) May impose a specified area rate on rateable land for specific work, service or facility	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Note: Under <b>Division 6 – Rates and service charges, subdivision 2 categories of rates and service charges, section 6.38(1)</b> the Local Government (Financial Management) Regulations, reg.54 applies and council may impose a service charge on owners or occupiers to meet the cost of providing television and radio rebroadcasting, underground electricity, property surveillance and security and water	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Subdivision 3 – Imposition or rates and service charges</b>		
Section 6.39(1) As soon as practicable after a local government resolves to impose rates, it must compile a record of all rateable land in the district and all land which has a service charge imposed	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.39(2) A local government must, from time to time, amend the current rate record to ensure it is accurate and correct and may amend the rate record for the 5 years preceding the current financial year	Suitable for Acting Through	
Section 6.40(1) If the rateable value, rateability or the rate imposed on any land is amended in the rate record, under section 6.39(2), the local government must reassess the rates payable and give notice to the owner of the land of any change in the amount of rates payable	Suitable for Acting Through	
Section 6.40(2) If a service charge on any land is amended in the rate record, under section 3.39(2), the local government must reassess the service charge and give notice to the owner of the land of any change of the amount of service charge payable	Suitable for Acting Through	
Section 6.40(3) If rates are reduced, under section 6.40(1), a local government must refund the owner of the land on request or credit the amount for rates or service charges	Suitable for Acting Through	
Section 6.40(4) If a service charge is reduced, under section 6.40(2), and the service charge had already been paid by the owner, the owner may request and then the local government must pay the overpaid amount to the owner or, alternatively, the overpaid portion is credited against any future amounts payable. If the service charge was paid by the occupier, the local government must pay the overcharged portion to the person who paid it	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.41(1) A local government must give a rate notice to the owner of rateable land and the owner or occupier (as the case requires) of land on which a service charge is imposed, containing the particulars required	Suitable for Acting Through	
<b>Subdivision 4 – Payment of rates and service charges</b>		
Note: Under <b>Division 6 – Rates and service charges, subdivision 4 payment of rates and service charges, section 6.45(1)</b> the Local Government (Financial Management) Regulations, reg.64(2) applies, when adopting the annual budget, must determine the due date for payment of instalments after the first instalment	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Note: Under <b>Division 6 – Rates and service charges, subdivision 4 payment of rates and service charges, section 6.45(3)</b> the Local Government (Financial Management) Regulations, reg.67 applies council may impose an additional charge (including by way of interest) where payment of a rate or service is by instalments and have regard to the additional costs of administration and consider the additional charge as a full or partial reimbursement of those costs and not for the purpose of making a profit.	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.46 May, . When imposing a rate or service charge, by absolute majority resolve to grant a discount or incentive for its early payment	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

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Section 6.47 May, when imposing rates and service charges, by absolute majority resolve to waive a rate or service charge or grant a concession	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.49 A local government may make an agreement with a person to pay their rates and service charges	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.66(2) – if an instalment remains unpaid after the day on which the next instalment becomes due the local government may revoke the ratepayer's right to pay by instalments	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.66(3)(b) – the local government must in writing immediately notify the ratepayer of the revocation	Suitable for Acting Through	
Section 6.50(1) and (2) A local government may determine the due date that rates and charges become due, but which date cannot be sooner than 35 days after the date noted on the rate notice	Suitable for Acting Through	
Note: Under <b>Division 6 – Rates and service charges, subdivision 4 payment of rates and service charges, section 6.51(1)</b> the Local Government (Financial Management) Regulations, reg.70 applies, council may by absolute majority resolve to impose interest (not to exceed 11%) on a rate and service charge	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.56(1) A local government may recover an unpaid rate or service charge and the cost of proceedings in court of competent jurisdiction	CEO	24 September 2013 Report CPS29.13



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FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.60(2) A local government may give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the local government in satisfaction of the rate or service charge	CEO	24 September 2013 Report CPS29.13
Section 6.60(3) If a local government gives notice to a lessee, under section 6.60(2), the local government must give a copy of the notice to the lessor	CEO	24 September 2013 Report CPS29.13
Section 6.60(4) If a local government gives notice to a lessee, under section 6.60(2), and the lessee fails to pay rent to the local government, the local government may recover the rate or service charge as a debt from the lessee	CEO	24 September 2013 Report CPS29.13
Section 6.61(1) A local government may request an occupier, an agent or the person who receives the rent of a property, to give the name and address of the owner to the local government	Suitable for Acting Through	
Section 6.64(1) If any rates or service charges have remained unpaid for at least 3 years, a local government may take possession of the land and hold the land against a person having an estate or interest in the land, and may lease or sell the land or transfer it to the Crown or itself	CEO	24 September 2013 Report CPS29.13
Section 6.64(2) A local government that takes possession of land, under section 6.64(1), must give the owner such notice as prescribed and then affix the notice to a conspicuous part of the land in the form prescribed	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.64(3) A local government may lodge a caveat in respect of any land for which rates and service charges are outstanding	Suitable for Acting Through	
Section 6.69(2) A local government may accept payment of any outstanding rates or service charges on such terms and conditions as are agreed between the parties, up to the time of actual sale of the relevant land but not more that 7 days prior to same	Suitable for Acting Through	
Section 6.69(3) If a local government accepts payment of outstanding rates or service charges, under sections 6.69(1) or 6.69(2), the local government is required to make such notifications and take such measures as are prescribed to cancel the proposed sale	Suitable for Acting Through	
Section 6.71(1) If a local government is unable to sell land under Part 6 Division 6 within 12 months, it may transfer the land to the Crown or itself	Suitable for delegation to CEO	
Section 6.71(3) If a local government transfers land to itself, under section 6.71(1)(b), it must pay any sum owed under a mortgage, lease, tenancy, encumbrance or charge in favour of the Crown in right of the State or a department, agency or instrumentally of the Crown	Suitable for Acting Through	
Section 6.74(1) A local government may apply in the prescribed form to the Minister to have land revested in the Crown if it is rateable vacant land and rates or service charges in respect of it have remained unpaid for at least 3 years	Suitable for delegation to CEO	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Financial Management) Regulations, reg.77(1) – before applying to have land revested under section 6.74, a local government must give notice to the owner of the land and any other interested persons and publish the notice in the Gazette	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.77(3) – a local government must consider any objections it receives in relation to a revestment under regulation 77	Suitable for delegation to CEO	
Section 6.76(4) A local government may extend the time for a person to make an objection in relation to the rate record	Suitable for Acting Through	
Section 6.76(5) The local government must consider any objections to the rates record and may disallow or allow the objection either wholly or in part	CEO	24 September 2013 Report CPS29.13
Section 6.76(6) The local government is to provide the person with notice of its decision	Suitable for Acting Through	
<b>Part 7 - Audit</b>		
<b>Division 1 - Introduction</b>		
Nil items in Division 1		
<b>Division 1A – Audit Committee</b>		
Section 7.1A(1)(2) By absolute majority establish an audit committee, appoint members to the committee with a minimum of 3 members and a majority of which are council members	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 7.1B Despite s5.16 by absolute majority council can delegate to an audit committee only those powers and duties contained in Part 7 other than this power of delegation	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Division 2 – Appointment of auditors</b>		
Section 7.1(1)(2) By absolute majority must appoint a person or persons on the recommendation of the audit committee, to be its auditor	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 7.6(2)(f) A local government may terminate the appointment of an auditor by written notice	Suitable for delegation to the Audit Committee (not currently delegated)	
Audit reg.8(1) – where a local government has terminated an agreement with its auditor, it must give notice and reasons for the termination to the Executive Director within 30 days	Suitable for Acting Through	
Section 7.6(3) If the auditor's registration as a company auditor is suspended or the auditor is unable or unwilling to carry out their duties, must appoint a person to conduct or complete its audit	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 3 – Conduct of audit</b>		
Note: Under <b>Division 3 – Conduct of audit, section 7.9</b> Local Government (Audit) Regulations, reg.14(3), a compliance audit return must be presented to the council at a meeting of the council, adopted by council and recorded in the minutes of the meeting at which it is adopted	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Division 4 – General</b>		
Section 7.12A(2) A local government must meet with its auditor at least once a year	Delegated to the Audit and Risk Committee	25 March 2014 Report CPS12.14

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Section 7.12A(3) A local government is to examine the auditor's report, under section 7.9(1) and any report under section 7.9(3), and must determine if any matters raised by the report require action and ensure that appropriate action is taken	Suitable for delegation to the Audit Committee (not currently delegated)	
Section 7.12A(4) A local government must prepare a report on any action taken in response to an auditor's or section 7.9(3) report, and provide it to the Minister	Suitable for delegation to the Audit Committee (not currently delegated)	
Audit reg.14(1) A local government must carry out a compliance audit for the period 1 January to 31 December in each year	Suitable for Acting Through	
Audit reg.14(3) A compliance audit return must be presented to the council at a meeting of the council, adopted by the council and recorded in the minutes of the meeting at which it is adopted	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
<b>Part 8 – Scrutiny of the Affairs of Local Governments</b>		
<b>Division 1 – Inquiries by the Minister or an authorised person</b>		
Section 8.2(2) Upon receiving a request from the Minister for information, a local government must provide the information to the Minister within the specified time of the notice	Suitable for Acting Through	

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Section 8.14(3) A local government must give the Minister advise of what it has done or will do to comply with an enquiry report from the Minister or a person authorised by the Minister, within 35 days of receiving the report	CEO	24 September 2013 Report CPS29.13
<b>Division 2A – Council may be peremptorily suspended or required to undertake remedial action</b>		
Nil items in Division 2A		
<b>Division 2 – Inquiries by Inquiry Panels</b>		
Section 8.23(4) A local government must give the Minister advice of what things it has done, or will do, to comply with an Inquiry Panel's report within 35 days of receiving the report, or give its comment on a recommendation to dismiss the council	CEO	24 September 2013 Report CPS29.13
<b>Division 3 – General provisions about suspension and dismissal of councils</b>		
Nil items in Division 3		
<b>Division 4 – Misapplication of funds and property</b>		
Nil items in Division 4		
<b>Part 9 – Miscellaneous Provisions</b>		
<b>Division 1 – Objections and review</b>		
Section 9.6(1) An objection under Part 9 is to be dealt with by council or a committee authorised by council to deal with it	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 9.6(5) The local government must give the person who made the objection notice of how it was disposed of and reasons why	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 9.9(3) As soon as a decision under section 9.9(1)(b) is made, the local government must give the affected person written notice stating the reasons for the decision	Suitable for Acting Through	
<b>Division 2 – Enforcement and legal proceedings</b>		
Section 9.10(1) and (2) The local government may appoint persons or classes of persons to be authorised to perform certain functions and must issue them with a certificate stating they are authorised	CEO	24 September 2013 Report CPS29.13
<b>Division 3 – Documents</b>		
Nil items in Division 3		
<b>Division 4 – Protection from liability</b>		
Nil items in Division 4		
<b>Division 5 – Associations of local government</b>		
Nil items in Division 5		
<b>Division 6 – Regulations, directions and orders</b>		
Section 9.60(4) A local government is to administer any regulation made under section 9.60 as if it were a local law	Suitable for Acting Through	
Section 9.63(1) If a dispute has arisen between 2 or more local governments, a local government may refer the matter to the Minister to resolve	Suitable for delegation to CEO	
<b>Division 7 – Other miscellaneous provisions</b>		
Section 9.68(5) A local government may recover accruing rates from a principal or agent who has failed to give a notice to the local government in accordance with section 9.68	Suitable for Acting Through	
<b>Division 8 – Amendments to 1960 Act and transitional provisions</b>		
Nil items in Division 8		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<i>Nil Schedule 1</i>		
<b>Schedule 2.1 – Provisions about creating, changing the boundaries of, and abolishing districts</b>		
Clause 11(2) Any local governments affected by an order made under clause 2.1 are to negotiate any adjustment or transfer between them of property, rights and liabilities	Suitable for delegation to CEO	
<b>Schedule 2.2 – Provisions about names, wards and representation</b>		
Clause 4(1) A local government must consider any submissions made under clause 3	Suitable for delegation to CEO	
Clause 4(2) If council believes that a submission is of a minor nature or one which would not require public submissions, may either propose (absolute majority required) to the Advisory Board that a submission be rejected or itself deal with it under clause 5(b)	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Clause 4(3) It is council's opinion that a submission is substantially similar to a submission in respect of which a decision was made in the last two years, or the majority of affected electors who made the submission no longer support it, council may reject the submission	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Clause 4(4) Unless council decides to deal with a submission under clause 5(b) or rejects it or proposes to reject it under clauses 4(1) or 4(2), must carry out a review as to whether or not the order sought should be made	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	



## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Clause 5 Whether or not it has received a submission, council may carry out a review as to whether or not an order under clauses 2.2, 2.3(3) or 2.18 should in council's opinion be made or propose (absolute majority required) to the Advisory Board the making of an order under clauses 2.291), 2.393) or 2.18(3) if in the opinion of council the proposal is of a minor nature or one which would not require public submissions or propose (absolute majority required) to the Minister the making of an order changing the name of a district or ward	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Clause 6 A local government must carry out a review of its ward boundaries and the number of councillors per ward every 8 years or as directed by the Advisory Board	Suitable for delegation to CEO	
Clause 7 A local government is to provide local public notice advising that it is about to review its wards and inviting submissions	Suitable for Acting Through	
Clause 8 The council must have regard to community of interests, physical and topographical features, demographic trends, economic factors and the ratio of councillors to electors in respect of considerations about wards	Suitable for delegation to a 5.9(2)(a) committee (not currently delegated).	
Clause 9 When a ward review is complete, the local government must prepare a report for the Advisory Board and may propose the making of an order under clauses 2.2(1), 2.3(3) or 2.18(3)	Suitable for delegation to a 5.9(2)(a) committee (not currently delegated).	
<b>Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by council</b>		
Nil items in Schedule 2.3		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Schedule 2.4 – Provisions about Commissioners</b>		
Nil items in Schedule 2.4		
<b>Schedule 2.5 – Provisions about the Local Government Advisory Board</b>		
Nil items in Schedule 2.5		
<b>Schedule 3.1 – Powers under notices to owners or occupiers of land</b>		
Regulation 7A <i>Local Government (Uniform Local Provisions) Regulations 1996</i> A person who is the owner or occupier of land must, when requested by the Local Government to do so, remove any thing that – a. Has fallen from the land, or from anything on the land; and b. Is obstructing a public thoroughfare	CEO	24 September 2013 Report
<b>Schedule 3.2 – Particular things local governments can do on land even through it is not local government property</b>		
Nil items in Schedule 3.2		
<b>Schedule 4.1 – How to conduct votes and ascertain the result of an election</b>		
Nil items in Schedule 4.1		
<b>Schedule 5.1 – Provisions about standards panels</b>		
Nil items in Schedule 5.1		
<b>Schedule 6.1 – Provisions relating to the phasing in of valuations</b>		
Clause 1(1) When imposing general rates, with respect to gross rental value, may resolve that a general valuation, which results in an increase, can be phased in over 3 years	<b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<p>Clause 1(5) If a local government makes a resolution, under clause 1(1), it must request the Valuer General, at the same time as the Valuer General determines an interim valuation that will come into force in the district during the first 2 years of the phasing in period, to determine a valuation under subclause (6). The local government must give the Valuer General immediate written notice when the valuation is no longer required.</p>	<p>Suitable for Acting Through</p>	
<p>Clause 2(1) When imposing general rates and changing from valuations on unimproved value to valuations on gross rental value, may resolve that gross rental valuations can be phased in over 3 years</p>	<p><b>Delegation prohibited</b> under the <i>Local Government Act 1995</i> and Council is to perform the power or duty</p>	
<p>Clause 2(5) If a local government makes a resolution under clause 2(1), it must request the Valuer General, at the same time as the Valuer General determines an interim valuation that will come into force in the district during the first 2 years of the phasing in period, to determine a valuation under subclause (6). The local government must give the Valuer General immediate written notice when the valuation is no longer required.</p>	<p>Suitable for Acting Through</p>	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<b>Schedule 6.2 – Provisions relating to lease of land where rates or service charges unpaid</b>		
Clause 1(1) A local government may lease the land with any conditions for a term that does not exceed 7 years	Suitable for delegation to CEO	
<b>Schedule 6.3 – Provisions relating to sale or transfer of land where rates or service charges unpaid</b>		
Clause 1(1) Before exercising its power of sale, a local government must give the owner, or any other person who has a recorded interest in the land, opportunity to pay the rates or service charges. It must send them notice by certified mail and place a notice with the contents prescribed in clause 1(2) on its notice board for a minimum of 35 days	Suitable for Acting Through	
Clause 1(3) A local government must give local public notice if the owner or other interested parties do not have a recorded address	Suitable for Acting Through	
Clause 1(4) The local government must appoint a time at which the land may be offered for sale by public auction, not less than 3 months and not more than 12 months from the service of the notice under clauses 1(1) or 1(2)	Suitable for delegation to CEO	
Clause 2(1) The local government must give Statewide public notice of the sale	Suitable for Acting Through	
Clause 2(3) The local government must give the Registrar of Titles or the Registrar of Deeds a memorial of the Statewide notice	Suitable for Acting Through	
Clause 4(1) A local government may transfer or convey to the purchaser of the land an indefeasible estate in fee simple	CEO subject to 5.43(d)	24 September 2013 Report CPS29.13

Clause 7(2) If the land has not been sold within 12 months, the local government may begin the process again in accordance with this Schedule	Suitable for Acting Through	
<b>Nil Schedule 7</b>		
<b>Schedule 8.1 – Provisions about Inquiry Panels</b>		
Nil items in Schedule 8.1		
<b>Schedule 9.1 – Certain matter for which Governor may make regulations</b>		
Nil items in Schedule 9.1		
<b>Nil Schedule 9.2</b>		
<b>Schedule 9.3 – Transitional provisions</b>		
Nil items in Schedule 9.3		

**2. Register of Delegations under the *Food Act 2008***Authority to delegate: Section 118 of the *Food Act 2008*

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 122 (1) An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act	CEO	24 September 2013 Report CPS29.13
Section 123 An enforcement agency must provide each authorised officer appointed by the agency with a certificate of authority as an authorised officer	CEO	24 September 2013 Report CPS29.13

**3. Register of Delegations under the *Dog Act 1976***Authority to delegate: Section 10AA of the *Dog Act 1976*

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
All powers under the <i>Dog Act 1976</i>	CEO	10 December 2013 Item 13.3

**4. Register of Delegations under the *Cat Act 2011***Authority to delegate: Section 44 of the *Cat Act 2011*

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
All powers under the <i>Cat Act 2011</i>	CEO	10 December 2013 Item 13.3



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Authority to delegate: *City of Nedlands Town Planning Scheme 2 Section 6.7 ¶*

Function: **Section 6.7.1**, the Council may either generally, or in a particular case by resolution delegate to a Committee of the Council or an officer of the Council the authority to deal with an application for planning approval made under this Scheme¶

Delegation: ¶

Director Planning & Development¶

Manager Planning¶

Senior Statutory Planning Officer (for categories 1b), 1e), 1f), 1g), 1h), 3) and 4)¶

Senior Strategic Planning Officer (for categories 1c) and 1d) )¶

Planning Officer (for categories 1b), 1e), 1f), 1g) (single storey developments only) and 1h) (single storey developments only))¶

¶

Conditions on Delegation:¶

Determine planning applications in the following categories:¶  
Developments, including retrospective developments, which are classified 'P' in the Use Class Table and AA use where after advertising no valid objections relating to the proposal were received¶

Developments, including retrospective developments, involving uses which are incidental to the predominant uses already existing¶

Developments in accordance with the R-codes, involving subdivision in accordance with zoning, or amalgamations, and any recommendations made to the Western Australian Planning Committee of such subdivisions and amalgamations, provided that a copy of comments be made available to Elected Members as they are made to the WAPC¶

Clearance of conditions for all subdivisions and amalgamations¶

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<u>FUNCTION</u>	<u>DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)</u>	<u>DATE ADOPTED/LAST REVIEWED</u>
<u>Town Planning Scheme No. 2</u>		

<p><u>Clause 6.7.1</u>  <u>The Council may either generally, or in a particular case by resolution delegated to a Committee of the Council or an officer of the Council, the authority to deal with an application for planning approval made under this Scheme.</u></p>	<p><u>CEO, except for the following:</u></p> <ul style="list-style-type: none"> <li>a) <u>Proposed and Retrospective developments and Change of Use applications which are classified IP, P or AA where after advertising, submissions have been received which raise objections in relation to the matter at hand which are not able to be rectified by way of negotiation and/or amendment(s) being made to the proposal;</u></li> <li>b) <u>A change from one non-conforming use to another non-conforming use;</u></li> <li>c) <u>Grouped and/or Multiple Dwelling developments involving five (5) or more dwellings; and</u></li> <li>d) <u>Refusal of applications where discretion exists for Council to approve the variations under the City's Town Planning Scheme no. 2, policies and/or the Residential Design Codes.</u></li> </ul>	<p><u>26<sup>th</sup> August 2014</u></p>
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<u>FUNCTION</u>	<u>DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)</u>	<u>DATE ADOPTED/LAST REVIEWED</u>
<p><b>Planning and Development Act 2005</b>  <u>Authority to delegate: Part 10</u></p>		
<p>Part 10:  <u>Referrals to WAPC in respect of applications for subdivision (including amalgamations and boundary re-alignments) and/or strata subdivision approval is required to be determined by the Commission.</u></p>	<p><u>CEO</u></p>	<p><u>Nil.</u></p>
<p><u>Clearance of conditions of subdivision (including amalgamations and boundary re-alignments), strata subdivision or amalgamation approval where the local government is identified as the responsible agency in the WAPC preliminary approval advice.</u></p>	<p><u>CEO</u></p>	<p><u>Nil.</u></p>

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FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<p><b>Heritage of Western Australia Act 1990</b>                      Authority to delegate: S 23(4)</p>		
<p>S23(4):                      Participation where appropriate with the Heritage Council, where it is to consider giving advice to the Minister for Heritage with respect to 'interim' and 'permanent' entry of a place on the State Register of Heritage Places'.</p>	<p><b>CEO with the exception of the following:</b>                       Does not apply where a formal request is made for a response from council regarding proposals for the entry of a place or places onto the State register of Heritage Places on an interim or permanent basis.</p>	<p>Nil.</p>

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## Register of Delegations of Authority and Authorisations

<u>FUNCTION</u>	<u>DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)</u>	<u>DATE ADOPTED/LAST REVIEWED</u>
<b>Metropolitan Region Scheme</b> <u>Authority to delegate: DEL 2011/02, Government Gazette no. 248, 23 December 2011</u>		
<u>CI 29(3)</u> <u>Forwarding an application to the Commission.</u>	<b><u>CEO</u></b>	<u>Nil.</u>
<u>CI 30</u> <u>Exercising powers under the Planning &amp; Development Act 2005 delegated by the WAPC to:</u> <ul style="list-style-type: none"> <li>- <u>Determine applications;</u></li> <li>- <u>Revoke applications; and</u></li> <li>- <u>Limit time of approval.</u></li> </ul>	<b><u>CEO with the exception of:</u></b>  <u>Does not apply where objections are received on planning grounds and those objections are not capable of being addressed by way of the recommendation of a planning condition imposed on the proposed development.</u>	
<u>CI 31</u> <u>Issue of decision in the form set out in Form 2 to this scheme:</u> <u>An application is deemed to be refused if a decision is not conveyed within 60 days of receipt of application.</u>	<b><u>CEO</u></b>	

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<p><u>Respond to the Western Australian Planning Commission, or authorities given delegation by the Minister for Planning, on applications made under the Metropolitan Region Scheme or the <i>Planning and Development Act, 2005</i></u></p>	<p><u>CEO</u></p>	<p><u>Nil.</u></p>
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<u>FUNCTION</u>	<u>DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)</u>	<u>DATE ADOPTED/LAST REVIEWED</u>
<p><b>Strata Titles Act 1985</b>  <u>Authority to delegate: DEL 2009/03, Government Gazette no. 98, 9 June 2009</u></p>		
<p><u>S24</u>  <u>The local government may make a preliminary determination that the plans and specifications are of sufficient standard to be brought under this Act as a building in a strata scheme.</u></p>	<p><b>CEO</b></p>	<p><u>Nil.</u></p>

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<p><u>S25</u>  <u>Clause 1 Schedule 1</u>  <u>Power to determine applications for the issuing of a certificate of approval for a plan of subdivision, re-subdivision or consolidation, except those applications that:</u>  <u>a) propose the creation of a vacant lot;</u>  <u>b) propose vacant air stratas in multi-tiered strata scheme developments;</u>  <u>c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to -</u>  <u>    i. a type of development; and/or</u>  <u>    ii. land within an area,</u>  <u>which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.</u></p>	<p><u>CEO on the condition that:</u>  <u>A local government that exercises the power referred to in clause 1 is to provide the WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.</u></p>	<p><u>Nil.</u></p>
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<u>FUNCTION</u>	<u>DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)</u>	<u>DATE ADOPTED/LAST REVIEWED</u>
<p><u>Liquor Control Act 1988</u></p> <p><u>Authority to delegate: Part 3 – S40</u></p>		
<p><u>S40</u></p> <p><u>Issue certificates as to whether the use of premises complies with local planning laws.</u></p>	<p><u>CEO</u></p>	<p><u>Nil.</u></p>

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<u>FUNCTION</u>	<u>DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)</u>	<u>DATE ADOPTED/LAST REVIEWED</u>
<b><u>5. Delegation to respond to external organisations</u></b> <u>Authority to respond to external organisations</u>		
<u>Respond to the State Administrative Tribunal on applications for review of planning decisions including consideration of referrals under s31 the <i>State Administrative Tribunal Act 2004</i>;</u>	<b><u>CEO with the exception of:</u></b>  <u>Consideration of referrals under s31 of the <i>State Administrative Tribunal Act 2004</i> where Council has determined the application.</u>	<u>Nil.</u>
<u>Respond to the Swan River Trust on planning applications made under the <i>Swan and Canning Rivers Management Act 2006</i></u>	<b><u>CEO</u></b>	<u>Nil.</u>
<u>Respond to requests from public agencies on issues requiring or inviting comment by the City with regard to local, metropolitan, regional and/or strategic planning matters.</u>	<b><u>CEO</u></b>	<u>Nil.</u>

**Register of Delegations from the Chief Executive Officer to other staff members**

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<u>FUNCTION</u>	<u>DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)</u>	<u>DATE ADOPTED/LAST REVIEWED</u>
<p><u>Where delegation to the CEO exists under the:</u></p> <ul style="list-style-type: none"> <li>- <u>Town Planning Scheme no. 2;</u></li> <li>- <u>Planning and Development Act 2005;</u></li> <li>- <u>Heritage of Western Australia Act 1990;</u></li> <li>- <u>Metropolitan Region Scheme;</u></li> <li>- <u>Strata Titles Act 1985;</u></li> <li>- <u>Liquor Control Act 1988;</u> and</li> <li>- <u>Responding to external organisations.</u></li> </ul>	<p><u>Director Planning and Development</u>  <u>Manager Planning Services</u>  <u>Coordinator Statutory Planning</u>  <u>Senior Statutory Planning Officer</u></p>	<p><u>26<sup>th</sup> August 2014</u></p>

### 1. Register of Delegations under the *Building Act 2011*

Authority to delegate: Section 127 of the *Building Act 2011*

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
<b>Part 2 – Building and demolition permits</b>			
<b>Division 2 – Application for building or demolition permits</b>			
Section 17.1 Refer an uncertified application to a building surveyor	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 18(1) Require the applicant to provide any document or information that it requires to determine the application and to verify the information by statutory declaration	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 20 & 23 Grant a building permit	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 20, 22(1) & (2), 23 Refuse to grant a building permit	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 21 & 23 Grant a demolition permit	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13

## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED	
Section 21, 22(1) & (2), 23 Refuse to grant a demolition permit	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13	
				<p><b>Deleted:</b> Section 23(1) &amp; (2) and 23(4) Refund the fee that accompanied an application to the applicant if no decision made within the time</p> <p><b>Deleted:</b> Manager Property Services Senior Building Surveyor</p>
Section 24 Record the grounds on which a decision to refuse to grant a building permit or demolition permit is based on and the reasons for the decision and give to the person whom the decision relates written notice of the decision together with those grounds and reason and the person's right of review	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13	<p><b>Deleted:</b></p> <p><b>Deleted:</b> 24 September 2013 Report CPS29.13</p> <p><b>Formatted Table</b></p>
<b>Division 3 – Building or demolition permits</b>				
Section 27(1) Impose conditions on the grant of a permit in addition to any provided for in the Regulations	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13	<p><b>Deleted:</b> &amp; 88(3)</p> <p><b>Deleted:</b> , including specifying the way in which an outward facing side of a particular close wall must be finished</p>
Section 27(3) <u>Add, vary or revoke conditions imposed under this section before the building work or demolition work is completed</u>	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13	<p><b>Deleted:</b> Refuse to accept an application to extend the time during which a permit has effect made after the expiry day for the permit</p>
<b>Division 4 – Duration of building or demolition permits</b>				

Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 32 & Reg.24(1) & (2) Extend the time during which a permit has effect and impose conditions on the extended permits	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
<b>Part 4 – Occupancy permits and building approval</b>			
<b>Division 3 – Making and dealing with applications for occupancy permits and building approval certificates</b>			
Section 55(1) Require the applicant of an occupancy permit or building approval certificate to provide any document or information that it requires to determine the application and to verify the information by statutory declaration	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 55(2) Refuse to consider an application	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13

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Senior Building Surveyor

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Senior Building Surveyor

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FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 55(1) and 59 Grant or modify the occupancy permit or grant the building approval certificate	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 58(2) & (3) Refuse to grant or modify the occupancy permit or grant the building approval certificate	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
<a href="#"><u>Section 59(3) Refund the fee that accompanied an application to the applicant if no decision made within the time.</u></a>			
Section 60 Record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 62(1) Impose conditions on the occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13



## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 62(3) Add, vary or revoke conditions while the occupancy permit or building approval certificate has effect	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 62(4) & (5) Give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right or review	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 65(4) Extend the period in which the occupancy permit or modification to the building approval certificate has effect	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13

Deleted: Reg.40(2) Refuse to accept and application to extend the time during which an occupancy permit or a building approval certificate has effect

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Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 65, Refuse to extend the time during which an occupancy permit or a building approval certificate has effect or extend the permit or certificate for a shorter period than requested by the applicant and, if so, record the grounds on which a decision is based and the reasons for the decision together, and give written notice of the decision together with those grounds and reasons and the person's right of review	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
<b>Part 6 – Work affecting other land</b>			
<b>Division 4 – Other boundary matters</b>			
Section 88(3) Specify the way in which an outward facing side of a particular close wall must be finished	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
<b>Part 8 - Enforcement</b>			
<b>Division 2 – Authorised persons</b>			
Section 96(3) Designate a person employed by the local government under section 5.36 under the <i>Local Government Act 1995</i> as an authorised person for the purposes of this Act in relation to building and incidental structures located or proposed to be located in the district of the local government	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13

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FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 96(6) Revoke a designation at any time	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 97 Give an identity card to each person designated by it as an authorised person	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 99(2) & (3) Limit the powers of an authorised person by imposing conditions on a person's instrument of designation or by written notice	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
<b>Division 5 – Building orders</b>			
Section 110(1) Make an order in respect of one or more of the following –  (a) Particular building work; (b) Particular demolition work;  (c) A particular building or incidental structure, whether completed before or after commencement day	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13

## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 111(1) Before making a building order, give each person to whom the order is proposed to be directed written notice of the terms of the proposed order and the reasons for it and advise each person of time in which they may make submissions and consider each submission received	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 117(2) Decide whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving notification	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 114(1) Serve a copy of the order on each person to whom the order is directed in accordance with s.76 of the <i>Interpretation Act 1994</i>	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 117(1) Revoke a building order at any time	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 118(2) Cause an authorised person to –  a) Take any action specified in the order; or	CEO Manager Property Services		24 September 2013 Report CPS29.13

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FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
b) To commence or complete any work specified in the order; or  c) If any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease	Senior Building Surveyor		
Section 118(2) & (3) Recover as a debt from a person who has been served with a copy of a building order the reasonable costs and expenses incurred	CEO Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
<b>Part 11 – Building information</b>			
Section 128(1) & (2) Keep a register of all building permits, demolition permits, occupancy permits and building approval certificates granted by it and all building orders made by it, in an approved manner and form	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 128(3) Amend the register to reflect the variation or revocation of a condition of, or any other change reflecting to that effect of, a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order resulting from a decision of the permit authority or information given to the permit authority	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 129(1) Make the register available for inspection by members of the public during normal office hours	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 129(2) On application by any person and on payment of the prescribed fee, if any, provide to the person a copy of a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order that is kept in the register	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 130 Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure that is the subject of –	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
a) An application for a building permit or demolition permit; or			
b) An application of a kind mentioned in Part 4 Division 2; or c) An inspection of a prescribed kind			

## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 131(2) Allow an interested person to inspect a building record and provide to the interested person a copy of the building record	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13
Section 132(3) Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <i>Financial Management Act 2006</i> Part 5 by the accountable authority [s.132(1)] and provide a record or information by the Building Commissioner	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13

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**2. Register of Delegations under the *Building Regulations 2012***

Authority to delegate: Section 127 of the *Building Act 2011*

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
<b>Part 2 – General matters</b>			
<u>Reg.14 Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <i>Financial Management Act 2006</i> Part 5 by the accountable authority [s.132(1)] and provide a record or information by the Building Commissioner</u>	<u>Manager Property Services</u> <u>Senior Building Surveyor</u>	-	<u>24 September 2013 Report CPS29.13</u>
<b>Part 3 – Building and demolition permits</b>			
<u>Reg. 15A (2) Provide the FES Commissioner a copy of any occupancy permit for a building in which plans where referred to FES Commissioner under regulation 18B(1)</u>	<u>Manager Property Services</u> <u>Senior Building Surveyor</u>		
<u>Reg. 15A (3) Provide the FES Commissioner a copy of any modified occupancy permit for a building in which plans where referred to FES Commissioner under regulation 18B(1)</u>	<u>Manager Property Services</u> <u>Senior Building Surveyor</u>		
<u>Reg. 23(3) Refuse to accept an application extend a permit</u>	<u>Manager Property Services</u> <u>Senior Building Surveyor</u>		
<u>Reg.24(1) &amp; (2) – Extend the time during which a permit has effect and impose conditions on the extended permits</u>	<u>Manager Property Services</u>		

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Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
	<a href="#">Senior Building Surveyor</a>		
<a href="#">Reg.24(1) Refuse to extend the time during which a permit has effect</a>	<a href="#">Manager Property Services Senior Building Surveyor</a>		<a href="#">24 September 2013 Report CPS29.13</a>
<a href="#">Reg.26(3) &amp; (4) Approve a new person to be named as the builder on the building permit and amend the details set out in the permit accordingly</a>	<a href="#">Manager Property Services Senior Building Surveyor</a>		<a href="#">24 September 2013 Report CPS29.13</a>
<b>Part 5 – Occupy permits and building approval certificates</b>			
<a href="#">Reg.40(2) Refuse to accept and application to extend the time during which an occupancy permit or a building approval certificate has effect</a>	<a href="#">Manager Property Services Senior Building Surveyor</a>	-	<a href="#">24 September 2013 Report CPS29.13</a>
<a href="#">Reg.40(5) Refuse to extend the time during which an occupancy permit or a building approval certificate has effect or extend the permit or certificate for a shorter period than requested by the applicant and, if so, record the grounds on which a decision is based and the reasons for the decision together, and give written notice of the decision together with those grounds and reasons and the person's right of review</a>	<a href="#">Manager Property Services Senior Building Surveyor</a>	-	<a href="#">24 September 2013 Report CPS29.13</a>
<b>Division 2 – Private swimming pools</b>			
<a href="#">Reg.51(2) Approval alternative requirements to reg.50(4)(b) if satisfied that the alternative requirements will restrict access by young children to the swimming pool as</a>	<a href="#">Manager Property Services Senior Building Surveyor</a>		<a href="#">24 September 2013 Report CPS29.13</a>

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## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED	
effectively as if there were compliance with Australian Standard AS1926.1				<b>Deleted:</b> Reg.60(1) & (2) Approve the use, in a dwelling or part of a dwelling, of a battery powered smoke alarm and give approval in relation to an alarm that was installed before the approval is to be given
Reg.50, 52 & 53(1) Arrange for an authorised person to inspect the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in reg.50 and 52 of the Regulations are complied with	Manager Property Services Senior Building Surveyor		24 September 2013 Report CPS29.13	<b>Deleted:</b> Manager Property Services[ Senior Building Surveyor
<b>Division 3 – Smoke alarms</b>				<b>Deleted:</b>
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<u>Reg.61(1) Approve the use, in a dwelling or part of a dwelling, of a battery powered smoke alarm and give approval in relation to an alarm that was installed before the approval is to be given</u>	<u>Manager Property Services Senior Building Surveyor</u>			<b>Deleted:</b> <b>Part 9 – Transitional provisions relating to Local Government (Miscellaneous Provisions) Act 1960</b>
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<u>Reg.61(2) Approve the use, in a dwelling or part of a dwelling, and give approval in relation to an alarm that was installed before the approval is to be given</u>	<u>Manager Property Services Senior Building Surveyor</u>			<b>Deleted:</b> Reg.64(3) Grant a license for the deposition of materials on streets, subject to such conditions as reasonably required
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▼ ----- ▼ ----- ▼ ----- ▼ -----				<b>Deleted:</b> Reg.64(4) Charge a license fee
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▼ ----- ▼ ----- ▼ ----- ▼ -----				<b>Deleted:</b> Reg.64(5) Require the applicant of a license to deposit a sum sufficient to cover the cost of repairing damage caused by the licensee to the street, footpath or kerb
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**3. Register of Delegations under the City of Nedlands Local Law Relating to Reserves, Foreshores and Beaches**

Authority to delegate: Section 24 The City of Nedlands may delegate any of the powers, functions and duties in this Local Law to the Chief Executive Officer

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 17 (1) The Council may- c. Approve an application for a permit unconditionally or subject to any conditions; or d. Refuse to approve an application for a permit (6) Notwithstanding a decision to approve an application for a permit made under this clause, the Council may at any time cancel or vary the permit	CEO	24 September 2013 Report CPS29.13
Section 18 The Council may approve an application for a permit subject to conditions	CEO	24 September 2013 Report CPS29.13
Section 19 The Council may set fees as it determines from time to time for – a. The hire of a reserve or foreshore; b. A bond for the restoration of the reserve or foreshore to its condition prior to hire and may use all or any of the bond to carry out such work as it deems necessary.	CEO	24 September 2013 Report CPS29.13

#### 4. Register of Delegations from the Chief Executive Officer to other staff members

##### *Local Government Act 1995 and Regulations*

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.25(1) A local government may give an occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1. The local government must also inform the owner if the occupier is not the owner	Director Planning & Development Director Technical Services	19 December 2013
Section 3.50(1) A local government may close a thoroughfare to vehicles, wholly or partially, for a period not exceeding 4 weeks	Director Technical Services	19 December 2013
Section 3.57(1) A local government must invite tenders before it enters into a contract for goods or services with a value of \$100,000 or more (Functions and General Regulation 11)	Director Corporate & Strategy Director Planning & Development Director Technical Services	19 December 2013
Local Government (Functions and General) Regulations, reg.14(2a) – where a local government is inviting tenders, the local government must determine in writing the criteria for accepting tenders	Director Corporate & Strategy Director Planning & Development Director Technical Services	19 December 2013

## Register of Delegations of Authority and Authorisations

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Functions and General) Regulations, reg.21(1) – a local government may seek expressions of interest before entering the tender process	Director Corporate & Strategy Director Planning & Development Director Technical Services	19 December 2013
Section 6.12(1)(c) A local government may write of any amount of money that is owed to the local government (subject to section 6.12(2))	Director Planning & Development Only delegated to: <ol style="list-style-type: none"> <li>1. Extend time for payment of a modified penalty or to withdraw an infringement notice;</li> <li>2. In relation to parking infringements, withdraw an infringement in the event of: <ol style="list-style-type: none"> <li>a. Medical emergency;</li> <li>b. Vehicle broken down;</li> <li>c. Eastern States registration;</li> <li>d. No records held by Police Department if unregistered vehicle;</li> <li>e. Stolen vehicle;</li> <li>f. Error made by issuing officer;</li> <li>g. Vehicle towed away; or</li> <li>h. Other compassionate grounds.</li> </ol> </li> </ol>	19 December 2013
Section 6.14(1) A local government may invest money in its municipal or trust funds that is not being used, in accordance with Part III of the <i>Trustees Act 1962</i>	Director Corporate & Strategy	19 December 2013
FUNCTION	DELEGATION	DATE ADOPTED/LAST REVIEWED

Section 6.56(1) A local government may recover an unpaid rate or service charge and the cost of proceedings in court of competent jurisdiction	Director Corporate & Strategy	19 December 2013
Section 6.60(2) A local government may give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the local government in satisfaction of the rate or service charge	Director Corporate & Strategy	19 December 2013
Section 6.60(3) If a local government gives notice to a lessee, under section 6.60(2), the local government must give a copy of the notice to the lessor	Director Corporate & Strategy	19 December 2013
Section 6.60(4) If a local government gives notice to a lessee, under section 6.60(2), and the lessee fails to pay rent to the local government, the local government may recover the rate or service charge as a dept from the lessee	Director Corporate & Strategy	19 December 2013

**Food Act 2008**

Authority to delegate: Section 117 of the *Food Act 2008* only for sections 119, 122(2), 123, Part 4, Part 7 Division 3, Part 7 Division 4, Part 8)

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 119 The CEO, after consultation with an enforcement agency (other than the CEO), may, in writing, impose conditions or limitations on the performance of functions under this Act by the enforcement agency	Director Planning & Development	19 December 2013



***Freedom of Information Act 1992***Authority to Delegate: Section 100(1)(b) of the *Freedom of Information Act 1992*

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
To make decisions and coordinate applications under Sections 13, 15, 17, 18, 20, 23, 24, 25, 26, 27, 28, 30, 31, 41, 47, 48, 50 and 54	Manager Corporate Strategy & Systems Records Coordinator	19 December 2013
To make decisions under Sections 20, 23, 24, 25, 30, 31, 41, 43, 48, 50 and 54	Director Corporate Strategy & Systems Director Technical Services Director Planning & Development Manager Corporate Strategy & Systems Records Coordinator	19 December 2013