



City of Nedlands

AGENDA

Ordinary Council Meeting

Wednesday 24 June 2026

Notice of Meeting

An Ordinary Council Meeting of the City of Nedlands is to be held on Wednesday 24 June 2026 in the Council Chambers at 71 Stirling Highway, Nedlands commencing at 5:00 pm.

This meeting will be livestreamed [Livestreaming Council & Committee Meetings » City of Nedlands](#)

Arthur Kyron | Interim Chief Executive Officer
Friday, 19 June 2026



Information

Council Meeting Agenda are run in accordance with the City of Nedlands Standing Orders 2016. If you have any questions in relation to the agenda, procedural matters, addressing the Council or attending these meetings please contact the Governance Officer on 9273 3500 or governance@nedlands.wa.gov.au

Public Question Time

Public question time at an Ordinary Council Meeting is available for members of the public to ask a question about any items in relation to the City of Nedlands or items on the agenda. Questions asked by members of the public are not to be accompanied by any statement reflecting adversely upon any Council Member, Committee Member or Employee.

Questions should be submitted via the online form available on the City's website: [Public question time | City of Nedlands](#)

Questions may be taken on notice to allow adequate time to prepare a response and all answers will be published in the minutes of the meeting.

Addresses by Members of the Public

Members of the public may make presentations or ask questions on items contained within the agenda. Presentations are limited to 3 minutes. Members of the public must complete the online registration form available on the City's website: [Public Address Registration Form | City of Nedlands](#)

The Presiding Member will determine the order of speakers to address the Council, and the number of speakers is to be limited to 2 in support and 2 against any item on an Ordinary Council Meeting Agenda. The Public address session will be restricted to 15 minutes unless the Council, by resolution decides otherwise.

Disclaimer

Members of the public who attend Council Meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. For example, by reference to the confirmed Minutes of Council meeting. Members of the public are also advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

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1 DECLARATION OF OPENING

This item will be dealt with at this point.

2 PRESENT AND APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

This item will be dealt with at this point.

3 PUBLIC QUESTION TIME

This item will be dealt with at this point.

4 ADDRESSES BY MEMBERS OF THE PUBLIC

This item will be dealt with at this point.

5 REQUESTS FOR LEAVE OF ABSENCE

Any requests from Council Members for leave of absence will be dealt with at this point.

6 PETITIONS

Any petitions from members of the public will be dealt with at this point.

7 DISCLOSURES OF FINANCIAL INTEREST

Any disclosures of Financial Interest will be dealt with at this point.

8 DISCLOSURES OF INTERESTS AFFECTING IMPARTIALITY

Any disclosures of Interests Affecting Impartiality will be dealt with at this point.

9 DECLARATIONS BY MEMBERS THAT THEY HAVE NOT GIVEN DUE CONSIDERATION TO PAPERS

This item will be dealt with at this point.



10 CONFIRMATION OF MINUTES

10.1 Ordinary Council Meeting held Wednesday, 27 May 2026

Officer Recommendation

The Minutes of the Ordinary Council Meeting held Wednesday, 27 May 2026 are to be CONFIRMED.

10.2 Special Council Meeting held Wednesday, 20 May 2026

Officer Recommendation

The Minutes of the Special Council Meeting held Wednesday, 20 May 2026 are to be CONFIRMED.

11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Any written or verbal announcements by the Presiding Member to be tabled at this point.

12 MEMBERS ANNOUNCEMENTS WITHOUT DISCUSSION

Written announcements by Council Members to be tabled at this point.

13 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

For the convenience of the public, the following Confidential item is identified to be discussed behind closed doors, as the last item of business at this meeting.

- **Item 21.1: MRWC27 & Charles Court Reserve Lighting - Update**

14 MINUTES OF COUNCIL COMMITTEES AND ADMINISTRATIVE LIAISON WORKING GROUPS

Nil



15 DIVISIONAL REPORTS - CITY DEVELOPMENT AND REGULATORY SERVICES

15.1 Schedule of Strategic Planning Projects - June 2026

Report Number	DRS.07.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Authority/Discretion	Information
Contributing Officer	David Johnston - Strategic Planner
Responsible Officer	Casey Hill – Acting Manager Urban Planning and Development
Director	Bruce Thompson - Director City Development and Regulatory Services
Attachments	1. Strategic Planning Project Schedule - June 2026 [15.1.1]

Purpose

This report is presented to Council to outline the current and future strategic planning projects.

Officer Recommendation

That Council **RECEIVES** the Schedule of Strategic Planning Projects dated June 2026 (Attachment 1).

Background

Council resolved at the 27 August 2024 Ordinary Council Meeting that the strategic projects be listed at every Ordinary Council Meeting. Council then resolved at the 10 December 2025 Ordinary Council Meeting that the schedule should instead be presented to Council every six months.

Discussion

The current schedule of strategic planning projects can be found in **Attachment 1**. The schedule has been updated to reflect ongoing progress of projects.

Consultation

Nil



Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

Vision: Sustainable and responsible for a bright future

Place

6. Sustainable population growth with responsible urban planning.

Financial Implications

Nil. Budget and Financial Implications for each item will be provided in Council Reports when presented to Council.

Legislative and Policy Compliance

The [Planning and Development Act 2005](#) requires that the scheme and strategy be reviewed every 5 years, and that local planning policies be regularly reviewed.

Risk Considerations

Risk Category	Adopted Risk Appetite Rating	Comment on Risk
Service Delivery	Minimal	Some projects are resource dependant
Reputational	Cautious	Caution regarding content of Strategic Decisions and Consultation
Environment	Cautious	Urban Planning has the potential to make impactful decisions about the environment
Project Time	Risk Positive	Dates listed are indicative and may be subject to change and priority

Analysis and Conclusion

The report provides Council with an outline of the current and future strategic planning projects. It is recommended that Council note the Schedule of Strategic Projects.

Schedule of Strategic Projects – June 2026
Legend
COMPLETED
CONSULTATION / AWAITING DECISION
IN PROGRESS / UNDER ASSESSMENT
WORK NOT COMMENCED

Schedule of Strategic Planning Projects – June 2026			
Project	Summary	Status	Update
SCHEME AMENDMENTS			
1. Scheme Amendment 13: NSHAC	Zoning changes, vehicle access and built form requirements for properties along Striling Highway	COMPLETED	The City was advised on 10/02/26 of approval from the Minister. The approval was amended by the Minister prior to approval.
2. Scheme Amendment 14: Vehicle Access	Restricts vehicle access to a single crossover for corner lots in the R60 areas within the NSHAC Residential precinct.	COMPLETED	Scheme Amendment was refused by the Minister on the 06/03/2026. Submitters have been notified. No further actions are required.
3. Scheme Amendment 16: Fast Food	The proposed Scheme Amendment is to make 'Fast Food' an 'X' use within the City.	COMPLETED	Scheme Amendment recommendation to refuse was supported by the Minister on the 06/03/2026. Submitters have been notified. No further actions are required.
4. Scheme Amendment 19: Short-Term Rental Accommodation	The Scheme Amendment proposes to update LPS No.3 to introduce new and revised land use classes and general definitions to facilitate State	COMPLETED	The City was advised on the 10/02/26 of approval from the Minister and gazetted into the Scheme on 20/02/2026.

	Government reforms for short-term rental accommodation.		
5. Scheme Amendment No. 20: Rezoning of Lots 325-329 Bedford Street, Nedlands	Scheme Amendment No. 20: Rezoning of Lots 325-329 Bedford Street, Nedlands	Scheme Amendment is currently being advertised with consultation closing on the 09/06.	Consent to advertise obtained by WAPC April 2026.
STRATEGIC PROJECTS			
6. Local Planning Strategy and Scheme Review*	The Local Planning Strategy and LPS No.3 are required to be reviewed every 5 years as per State legislation. Substantial background reports will be required which include: <ul style="list-style-type: none"> - Housing Strategy - Public Open Space Strategy (Expand existing Policy to include all of the City). Look at green / walking trails as well potential to include POS Contributions. - Retail and Commercial Strategy 	Council resolution of August 2024 for strategy to commence in February 2025. Phase 1 'Scheme Review Report' has been drafted. Council Workshop is scheduled for 10/06 with community information sessions to follow later that month.	CDP Planning was appointed as the Consultant to undertake the strategy review. Progress to date includes meeting with CDP regularly, meeting with DPLH to update them on progress, conducting Councillor workshops and undertaking analysis of the current strategy and new ideas to be considered. The City will begin the first round of community consultation soon.
7. Local Heritage Survey and Heritage List review	The City's LHS and the Heritage List are required to be periodically reviewed.	Underway – Community Nominations	The City's heritage survey and list is currently under review by the consultant, Stephen Carrick Architects. Calls for nominations of places to the Survey and List are open from 8

			May to 8 June. Information Sessions about the project have been scheduled.
8. City of Nedlands Laneway Project	<p>Undertake the following:</p> <ul style="list-style-type: none"> - Audit of the City's laneways and develop concepts for each and costings. - Develop Cost Contribution Plan for laneways (includes scheme provisions, DCP Report and Cost Schedule) <p>Local Planning Policy to guide new development.</p>	Underway	<p>Information sessions have taken place, and a concept forum was held on 3 June 2026</p> <p>The consultant is still preparing draft recommendations for each laneway, and the administration is investigating how the potential works can be funded.</p> <p>Completion of Phase 1 of the project and the finalised recommendations expected in late 2026.</p>
9. Concept Plan for the Loretto Primary School	To develop a Concept Plan that will outline possible improvements and / or redevelopment of the site	The opportunity exists to explore possible public open space on site that could be incorporated into the local public open space network.	Council considered a report at its meeting on the 6 August 2025, and recommendations adopted to enable the City to progress discussions with proponent Hall and Prior on the future of the site.
10. UWA-QEII Improvement Plan	The City is working with the DPLH and City of Perth to create an Improvement Scheme for the area.	The City has liaised with the DPLH who have advised that they will engage with the City in due course.	The City has engaged with DPLH on multiple occasions and is awaiting formal communication when consultation may begin.

11. Sustainability Strategy	The City's Strategic Community Plan and Corporate Business Plan identifies an action for the City to develop a Sustainability Plan for the City of Nedlands.	Underway.	Project is on hold until further notice. Strategy and Performance previously confirmed that it was looking into a position to lead in the development of this Strategy. This may change the role of Planning in delivering the project.
12. Public Realm Plan for Nedlands / Dalkeith Town Centre	The preparation of a public realm concept plan and precinct plan to support the rejuvenation of the Nedlands Town centre. The project to include funding options.	Not yet commenced.	Project remains in the early stages of scoping.
13. Preparation of a Precinct Plan for the Mount Claremont Shopping Centre	The preparation of a public realm concept plan and precinct plan to support the rejuvenation of the shopping centre. The project to include funding options.	Not yet commenced.	Project to be scoped.
14. Waratah Village Precinct / Public Realm Plan	The preparation of a public realm concept plan and precinct plan to support the rejuvenation of the Waratah Village precinct. The project to include funding options.	Not yet commenced.	Project to be scoped.
15. City Asset Review	Assessing all the City's assets and making a business case on assets that present an opportunity to the City.	Underway	Another Internal workshop with City departments has been held where it went through all the City assets and discussed ideas for each asset. The Strategic Land and Property team is

			identifying possible opportunities, and further work will be undertaken by their team with some recommendations to feed into the Local Planning Strategy review.
LOCAL PLANNING POLICIES			
16. New LPP: Percent for Canopy	Council has requested that the City consider the preparation of a new Policy to seek developer contribution to expand the City's tree canopy.	COMPLETED	Resolution to discontinue adopted January. Concept will be considered as part of the Local Planning Strategy Review.
17. Substantial Commencement – Local Planning Policy	The preparation of a new LPP to provide a clear position on the City's application of Substantial Commencement	Currently being drafted.	Legal advice received regarding draft LPP. Report originally set for May Council meeting, but withdrawn until a later OCM.
18. Cash-in-Lieu Local Planning Policy	The preparation of the policy will allow the City to collect cash-in-lieu payments for parking through the planning framework. This requires supporting provisions within the upcoming Parking Strategy	Not yet commenced.	The policy is dependent on the contents of the City's upcoming Parking Strategy. This is currently being drafted by Technical Services with completion expected in December 2026. Planning will discuss progress with Technical Services.
19. Review of LPP 7.3 – Consultation Policy	The City is required to review is LPP 7.3.	Underway	LPP was advertised from 29/11/25 – 19/01/26. To be presented to Council at a

			Concept Forum in September with a view to considering adoption at the October OCM. There may be scope for this to be brought forward if necessary.
20. Review of LPP 7.2 DRP	The City is required to review its LPP 7.2 to make some minor edits in response to the DAP Regulation changes.	Not yet commenced.	Expected to commence in the second half of 2026.
21. LPP 3.2: Waste Management	The existing policy sets out waste criteria but is already covered by existing legislation. Policy will not be supported by the WAPC and is redundant. Policy will be revoked with technical specifications for development provided as a publicly available administrative document.	On hold	Expected to be presented to Council later in 2026 alongside Commercial LPP to revoke the Local Planning Policy. Commercial Waste Guideline to be integrated into the new LPP for Commercial Development. The Commercial LPP is currently on hold.
22. New LPP: Commercial	The preparation of a new policy setting out built form and other criteria for non-residential development.	Preliminary Review Underway.	The new policy is currently on hold but is expected to be presented to Council for a request to advertise for public comment in late 2026.
23. Review of LPP 1.3 Sustainable Design – Residential	Council has requested the review of the Policy to align with a similar Policy developed by the City of Subiaco.	The Policy has been reviewed to include assessment criteria that align with a similar policy	The policy was presented to Council on the 6 August 2025 and endorsed for public consultation for an

		developed by the City of Subiaco.	extended period of 42 days. Presentation to a Concept Forum is expected in August with a view to adopting the amended policy in September.
24. Review of Compliance LPP and processes	A review to the compliance LPP and processes is required to ensure matters are efficiently and effectively being actioned.	Yet to be Commenced	Expected to be presented to Council late 2026. A review of online processes will be conducted with the review of the City's Planning information on the City's website.
25. Review of Planning sections of the City's website	A review of the City's planning webpages and portals	Yet to be Commenced	The City's website will be reviewed and updated accordingly.
26. Review of SAT and Refund DA Fees LPP's	Routine review of policies. Both LPP's do not need to be a local planning policy and should be converted procedural documents.	Yet to be Commenced	Expected to be presented to Council late 2026.



15.2 2 Draper Street - Floreat Toy Library

Report Number	DRS.08.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Authority/Discretion	Legislative
Contributing Officer	Anita Stirrat - Coordinator Strategic Land and Property
Responsible Officer	Anita Stirrat - Coordinator Strategic Land and Property
Director	Bruce Thompson - Director City Development and Regulatory Services
Attachments	1. CONFIDENTIAL REDACTED - Floreat Toy Library Exclusive Licence Proposal to City of Nedlands Final [15.2.1]

Purpose

The purpose of this report is to seek support for an exclusive licence agreement between the City of Nedlands and Floreat Toy Library Incorporated (Floreat Toy Library Inc.) over the community facility located at 2 Draper Street in Floreat (Hackett Play Centre).

Officer Recommendation

That Council:

1. **REVOKES** decision CPS13.03.25;
2. **AUTHORISES** the Chief Executive Officer to negotiate the terms of a proposed new exclusive licence with Floreat Toy Library Inc. over 2 Draper Street in Floreat being Reserve 24029, being a portion of Lot 5543 on Deposited Plan 183807 being part of the land comprised in Crown Land Title Volume LR3022 Folio 654; and
3. **AUTHORISES**, subject to the Minister for Lands' consent pursuant to section 18 of the Land Administration Act 1997 (WA), the Chief Executive Officer and Mayor to affix the common seal of the City of Nedlands to the exclusive licence agreement pursuant to section 9.49A of the Local Government Act 1995 (WA).

Background

Land and Building

This report refers to a portion of land 'vested' in the City of Nedlands by a Management Order, which is located at the area known as Lawler Park in Floreat.

The Land:

1. Is comprised of one lot being Reserve 24029, being a portion of Lot 5543 on Deposited Plan 183807 being part of the land comprised in Crown Land Title Volume LR3022 Folio 654 as outlined in red below:

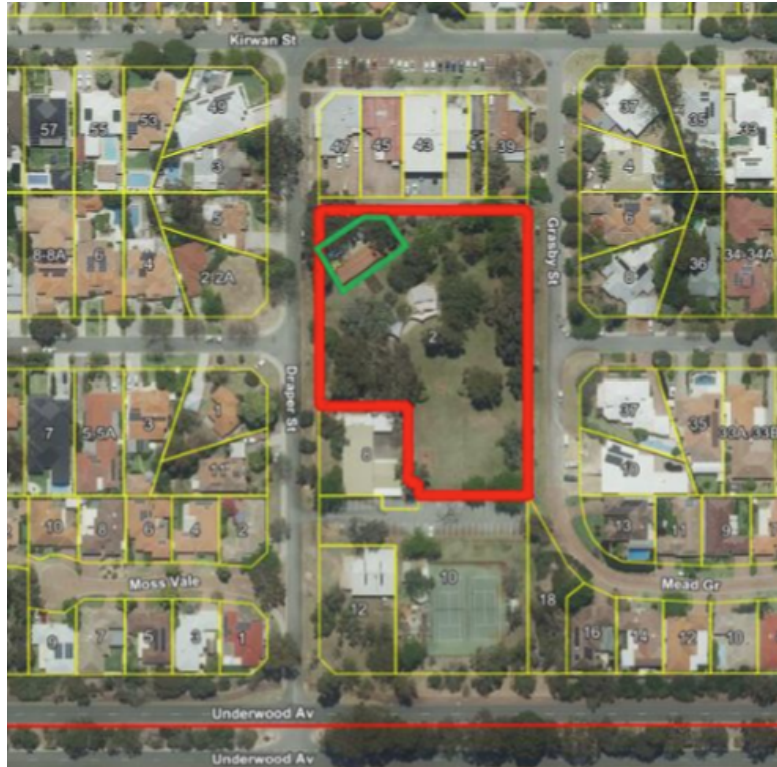


Figure 1- Lawler Park, 2 Draper Street

2. Is Crown Land as defined under the Land Administration Act 1997 (WA). (a) is owned by the State of Western Australia, subject to the interests and Status Orders below:

- (i) the City of Nedlands is the Primary Interest Holder in the Land.
- (ii) is a “Reserve under Management Order”, namely:
 - (A) the Reserve (Reserve);
 - (B) the Management Order which contains conditions to be observed with power to lease for any term subject to the consent of the Minister for Lands (Management Order).

History

At the Ordinary Council Meeting held on Wednesday 25 March 2025 administration recommendation was as follows:

1. *PROVIDE in Principle support to the proposed lease over 2 Draper Street in Floreat being Reserve 24029, being a portion of Lot 5543 on Deposited Plan 183807 being part of the land comprised in Crown Land Title Volume LR3022 Folio 654.*
2. *AUTHORISES the Chief Executive Officer to negotiate the terms of a proposed new lease with Floreat Toy Library Inc. over 2 Draper Street in Floreat being Reserve 24029, being a portion of Lot 5543 on Deposited Plan 183807 being part of the land comprised in Crown Land Title Volume LR3022 Folio 654.*



3. *AUTHORISE, subject to the Minister for Lands' consent pursuant to section 18 of the Land Administration Act 1997 (WA), the Chief Executive Officer and Mayor to affix the common seal of the City of Nedlands to the lease*

However, an alternative recommendation was moved at the meeting and Council d resolved as follows:

1. *PROVIDE in principle support to invite expressions of interest for operators to operate at 2 Draper Street in Floreat being Reserve 24029, being a portion of Lot 5543 on Deposited Plan 183807 being part of the land comprised in Crown Land Title Volume LR3022 Folio 654.*
2. *AUTHORISE the CEO to undertake an expression of interest process seeking proposals from suitably qualified operators over 2 Draper Street in Floreat being Reserve 24029, being a portion of Lot 5543 on Deposited Plan 183807 being part of the land comprised in Crown Land Title Volume LR3022 Folio 654.*

Administration had commenced preliminary steps to progress an Expression of Interest (EOI) process in accordance with Council's previous resolution. However, since that resolution, the Nedlands Toy Library has also closed, leaving t Floreat Toy Library Inc. as the only remaining operational toy library within the City.

In this context, proceeding with an EOI introduces an increased reputational risk, as it may be perceived as displacing a long-standing and valued community service that continues to demonstrate strong demand and community benefit – and being the only Toy Library provider in the area.

Accordingly, it is considered appropriate for Council to have the opportunity to further consider this matter in the light of this new information.

The Floreat Toy Library commenced operations more than 40 years ago from a storeroom attached to the former Hackett Playgroup building, under a shared City-issued licence arrangement.

In 2020, the building was closed following a sewage inundation incident, requiring extensive remediation works and resulting in the loss of property and prolonged closure. The building was later fully refurbished, including removal of asbestos.

In March 2021, the city invited both the Hackett Playgroup and Floreat Toy Library to return. The Hackett Playgroup elected not to return and has since ceased operating. Floreat Toy Library recommenced operations with limited remaining stock.

Current Operations and Community Benefit

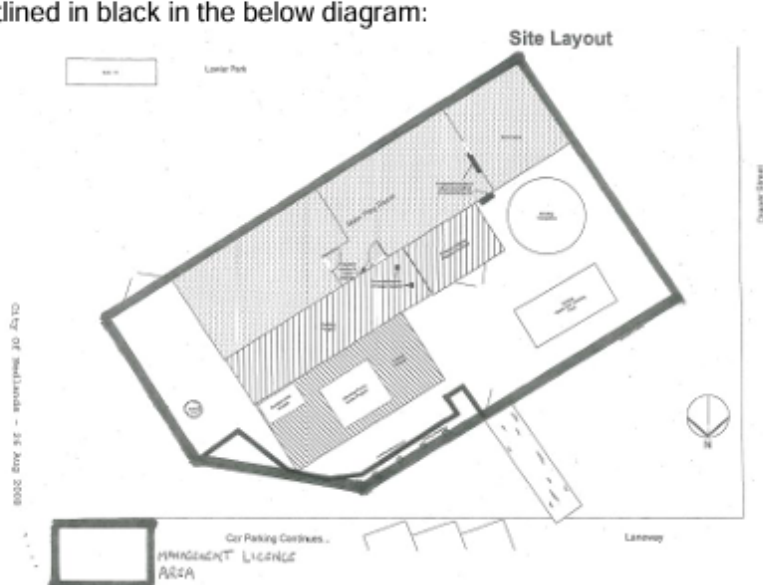
Since reopening in 2021, Floreat Toy Library has experienced consistent growth, with membership more than doubling and often operating a waiting list. Over the past five years, the Toy Library has expanded from partial to full occupation of the building. However, the lack of secure tenure has limited its ability to undertake long-term planning.



Floreat Toy Library is currently the only remaining operational toy library in the local area, with other not-for-profit services having ceased operations.

Previous and Existing Tenure Arrangements

Floreat Toy Library Inc. previously held a licence agreement dated 2010 over the Hackett Child Centre. As per below:

Term	Description
Licensors	City of Nedlands.
Licensee	Floreat Toy Library Incorporated ABN 44 034 825 832 / ACN
Licensed Area / Land	A portion of the Land as outlined in green in the above diagram and outlined in black in the below diagram: 
Use / Permitted Purpose	Toy Library.
Commencement Date	1 July 2010
Term	3 years.
Expiry Date	30 June 2013.
Agreed Hours	"Agreed Hours" means the hours agreed in advance with the City from time to time through the City's booking system." The Lessee only has use of the Licensed Area during the Agreed Hours, as modified from time to time, and must not obstruct any person or other organisation from using the Licensed Area outside the Agreed Hours.
Licence Fee	A minimum annual fee of \$360 per annum plus GST calculated on the nominal usage of 60 hours per year, and where use exceeds 60 hours per week \$12 per hour plus GST (community day rate) and \$13 per hour plus GST (community evening (5 pm to midnight) rate).

Floreat Toy library has requested renewal (as per Appendix 1) of tenure under a new exclusive licence with exclusive use of the premises. There are no other current users.

Proposed Exclusive licence Parameters

The proposed exclusive licence terms are summarised in Table 2 below:

Term	Description
Lessor	City of Nedlands



Lessee	Floreat Toy Library Incorporated (ABN 44 034 825 832)
Exclusive licenced Area	Whole of the building – exclusive use
Permitted Use	Toy Library
Commencement Date	Date of execution or Ministerial consent
Term	5 years
Rent	\$900 per annum plus GST
Rent Review	Fixed annual increase of 3%
Outgoings	Lessee responsibility

In accordance with the City’s Lease, Licence, Exclusive Licence and Hire of Community Facilities Policy, an exclusive licence is considered the most appropriate tenure arrangement for this facility as it provides an appropriate balance between operational certainty for the user and flexibility for the City.

While a lease would provide exclusive possession and a long-term interest in land with higher obligations placed on the tenant, an exclusive licence offers medium-term tenure without creating a proprietary interest, allowing the City to retain greater strategic control over the asset and respond to future community or service requirements.

This approach ensures the facility continues to be utilised for a defined community purpose while reducing long-term commitment risks for the city and maintaining flexibility in how the asset may be used in the future. At the same time, it provides Floreat Toy Library Inc., as a not-for-profit organisation, with sufficient tenure security to support its ongoing operations and service delivery, without imposing the full financial, maintenance and compliance responsibilities typically associated with a lease, particularly in relation to structural asset management.

Accordingly, an exclusive licence represents a pragmatic and proportionate tenure model that supports continued community benefit while ensuring appropriate stewardship and management of the City’s assets.

Valuation

A market valuation prepared by Burgess Rawson dated 9 May 2024 assessed the not-for-profit rental value of the premises at \$900 per annum plus GST.

Current Use

The City confirms that Floreat Toy Library Inc. is the sole user of the Hackett Child Centre.

Consultation

The City of Nedlands Community Engagement Policy was considered, and this application was assessed as not requiring community consultation.

Strategic Implications



This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

Vision: Sustainable and responsible for a bright future

People

3. A caring and supportive community for all ages and abilities.

Prosperity

10. Active participation in education and lifelong learning.

Financial Implications

If Council endorses the proposed new agreement between the City and Floreat Toy Library Inc., existing rental income will increase \$507.27 per annum plus GST to \$900 per annum, plus GST and outgoings. This will generate revenue over the course of the exclusive licence as follows:

Year	Term	Rent (ex GST)	Rent (inc. GST)	Fixed Rent Review
0	Commencement	\$900.00	\$990.00	3%
1	Term	\$927.00	\$1,019.70	3%
2	Term	\$954.81	\$1,050.29	3%
3	Term	\$983.45	\$1,081.80	3%
4	Term	\$1,012.96	\$1,114.25	3%
5	Term	\$1,043.35	\$1,147.68	
TOTAL		\$5,821.57	\$6,403.73	

The proposed exclusive licence provides a modest but appropriate financial return to the City, increasing annual income to \$900 plus GST with indexed growth over the term. This aligns with the Lease, Licence, Exclusive Licence and Hire of Community Facilities Policy, which seeks to balance financial return with the delivery of community benefit. Under this arrangement, the Toy Library will assume responsibility for day-to-day operational costs, utilities and aspects of maintenance associated with its use, while the City retains responsibility for structural asset management.

Importantly, the agreement ensures the continued activation of the facility, avoiding the financial risks associated with vacancy, including ongoing maintenance and security costs. While the financial return is relatively low, it is considered appropriate given the not-for-profit status of the organisation and the significant social benefit delivered to the community, consistent with the intent of Council policy.

It is acknowledged that the subject building presents an opportunity to generate commercial revenue, it is also important to acknowledge that the facility was originally purpose-built as a childcare centre, which inherently constrains its suitability for broader commercial uses and may limit the range and viability of submissions received through a public process. Furthermore, any transition to a commercial use must be



carefully considered in light of the potential community impacts, particularly where it may displace an established community organisation with strong local ties and longstanding use of the facility. This creates a level of sensitivity and potential controversy that requires balanced consideration of financial outcomes alongside community value and social cohesion when determining the most appropriate future use of the site.

Legislative and Policy Compliance

Floreat Toy Library Inc.

1. was incorporated as an association under the Associations Incorporation Act 2015 (WA) registered as association number A0824415D with the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) on 10 July 1989.
2. has a 2022 constitution which lists the objectives of the association as: “To establish and maintain a non-profit toy library for pre-school age children which will help to enrich their play and learning environment by providing a wide range of toys, puzzles, games and role play dress ups. To provide for the loan in the Toy Library, toys, puzzles, and games which meet the standard established by the Australian Standards Association. To provide an opportunity for members to exchange ideas about the range of toys, puzzles, games and role play dress ups available and their relevance to children of different age levels and needs.”
3. is a charity for the purposes of the Association Charities and Not-for-profit Commission Act 2012 (Cth) and is registered as a charity with the Australian and Not-for-Profit Commission (ACNC).
4. is a “Not-for-profit” as defined by the ACNC, as the property and income of its Toy Library must be applied solely towards the promotion of the objects of the Constitution and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member of the Toy Library.

Under section 3.58 of the LG Act the City may only dispose land pursuant to section 3.58 of the Local Government Act 1995 (WA) (LG Act). Section 3.58(5)(d) of the LG Act provides that the requirements under section 3.58 do not apply if the disposition is excluded by the regulations.

The proposed disposition of land by an exclusive licence to Floreat Toy Library Inc. is exempt under regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996 (WA)¹ which provides that a disposition is excluded from the application of section 3.58 of the LG Act where the objectives of the are charitable, educational and recreational and the members of the Club are not entitles or permitted to receive any pecuniary profit from the club’s transactions.

¹ *Section 3.58 of the local government act in accordance with Local Government (Functions and General) Regulations 1996 (WA) regulation 30(2)(B) states: (2) A disposition is exempt from disposition if

* The land is disposed of to a body, whether incorporated or not

* The objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature: and

* The members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions;



As the Floreat Toy library is a non-for-profit organisation administration has identified that under the regulations point 2 they are exempt from administration having to complete the following:

3.58. Disposing of property

- (1) *In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) *Except as stated in this section, a local government can only dispose of property to —*
- (a) the highest bidder at public auction; or*
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) it gives local public notice of the proposed disposition —*
 - (i) describing the property concerned; and*
 - (ii) giving details of the proposed disposition; and*
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
 - and*
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

As the Land is Crown land, the City must seek the consent of the Minister for Lands' consent to exclusive licence or licence the Land, pursuant to section 18 of the Land Administration Act 1997 (WA).

Risk Considerations

Risk Category	Adopted Risk Appetite Rating	Comment on Risk
Financial	Cautious	Land and Property has identified a potential financial risk should the recommendation not be approved, as this may result in the building remaining vacant, leading to a loss of revenue and ongoing holding and maintenance costs.
Service Delivery	Open	An unsuccessful outcome may negatively impact service delivery by limiting access to a well-utilised community facility. The Floreat Toy Library provides a valuable service to local families, and failure to support its continued operation may reduce community



		engagement and access to early childhood resources.
Compliance	Minimal	The proposal presents minimal compliance risk as it aligns with the Local Government Act 1995 (WA) and is exempt from section 3.58 pursuant to regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996 (WA), subject to Ministerial consent under the Land Administration Act 1997 (WA).
Reputational	Cautious	There is a reputational risk to the City if the report is unsuccessful, as the Floreat Toy Library is a well-established and valued community facility with strong membership growth and community reliance.
Property/ICT/Infrastructure	Cautious	If the recommendation is not approved, the building may remain vacant, increasing the risk of deterioration, vandalism, and underutilisation of a City asset. This may also result in increased maintenance and security costs.

Analysis and Conclusion

Floreat Toy Library Inc. represents a long-standing and established community use of the site, having operated from the facility for over 40 years and, since 2021, expanded to occupy the entire building with strong and growing demand. Membership has more than doubled and the service often operates with a waiting list, demonstrating clear community need.

The Toy Library delivers significant community benefit aligned with the City’s strategic objectives, including supporting early childhood development, fostering community connection, and promoting sustainable practices through reuse and reduced landfill.

The organisation is currently the sole user of the facility, and continuation of its tenure ensures the building remains actively used for a valued community purpose, avoiding the risks associated with vacancy, underutilisation, and increased maintenance costs.

The proposed licence reflects market value for a not-for-profit organisation and is compliant with relevant legislation, with the disposition exempt from section 3.58 requirements due to the Toy Library’s charitable status.

While Council previously resolved to undertake an EOI process, the presence of an established, high-performing operator already delivering strong community outcomes presents a lower-risk and higher-value option than seeking an alternative user.

Floreat Toy Library Inc. is proposing to enter into a new exclusive licence agreement over Hackett Play Centre in order to operate their toy library from the facility. The initial



term proposed is 5 five years, the proposed exclusive licence would generate an income of \$6,400 inclusive of GST over the course of the exclusive licence.

If the Council endorse an exclusive licence to Floreat Toy Library Inc. It provides a low-risk, efficient, and strategically aligned use of the asset, ensuring continued community benefit and activation of the facility.

If the Council supports the new proposed exclusive licence agreement between the City and Floreat Toy Library Inc., the City Administration will arrange to finalise the exclusive licence agreement.



15.3 Tom Fricker Cottage - Licence Proposals

Report Number	DRS09.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Authority/Discretion	Executive Legislative
Contributing Officer	Anita Stirrat - Coordinator Strategic Land and Property
Responsible Officer	Anita Stirrat - Coordinator Strategic Land and Property
Director	Bruce Thompson - Director City Development and Regulatory Services
Attachments	<ol style="list-style-type: none">1. CONFIDENTIAL REDACTED - MHBG - Letter to City of Nedlands - Tom Fricker Cottage Lease [15.3.1]2. CONFIDENTIAL REDACTED - MHBG - Letter of Support [15.3.2]3. CONFIDENTIAL REDACTED - MHBG - Djilba Newsletter (Aug-Sep 2025 Edition) [15.3.3]4. CONFIDENTIAL REDACTED - DWG - Letter to City of Nedlands - Tom Fricker Cottage Lease [15.3.4]5. CONFIDENTIAL REDACTED - DWG - Sponsorship Prospectus 2025 [15.3.5]

Purpose

The purpose of this report is to seek Council approval to enter into a licence arrangement for the occupation and activation of Tom Fricker Cottage located within the Allen Park Heritage Precinct.

This report provides an assessment of two proposals received from community organisations and recommends a preferred proponent based on demonstrated capability, alignment with community outcomes, and activation of the site.

Officer Recommendation

That Council:

1. **AUTHORISES** the Chief Executive Officer to negotiate with the Dieback Working Group Inc. for a licence of Tom Fricker Cottage on terms acceptable to the City; and finalise and execute a licence agreement; and
2. **AUTHORISES**, subject to the Minister for Lands' consent pursuant to section 18 of the Land Administration Act 1997 (WA), the Chief Executive Officer and Mayor to affix the common seal of the City of Nedlands to the lease agreement pursuant to section 9.49A of the Local Government Act 1995 (WA).



Background

Tom Fricker Cottage is a heritage-listed building constructed in 1909. It is a single-storey weatherboard structure with timber framing, an iron roof, a front veranda, and a rear porch. The property forms part of the Allen Park Heritage Precinct.

The land comprises Lot 128 and Lot 129 on Deposited Plan 222332, Wood Street, Swanbourne, contained in Certificate of Title Volume LR3000 Folio 469. The land is a Class A Reserve and has been vested with the City of Nedlands since 16 July 1926. The land is shown in Figure 1.

The cottage has been occupied by Leave No Trace Australia since December 2004. The lease expired on 30 September 2025 and was terminated by the City in January 2026.



Figure 1: 91 Wood Street

Concerns have been raised over a number of years regarding the limited activation and underutilisation of Tom Fricker Cottage, particularly given its location within the Allen Park Heritage Precinct and its potential to deliver broader community benefit.

Following these concerns, the City approached the CEO of the previous lessee, Leaving No Trace, who advised that he was also a board member of the Dieback Working Group (**DWG**) and requested that the lease be transferred to that organisation. At the same time, the City received enquiries from the Melon Hill



Bushland Group expressing interest in the site. In response, Administration adopted a transparent and equitable approach, inviting both organisations to submit formal proposals for consideration.

The City received two proposals from:

- Melon Hill Bushland Group (MHBG); (Attachment 1,2 and 3) and
- Dieback Working Group Inc. (DWG). (Attachment 4 and 5)

Consultation

Community consultation is not required due to non-for-profit organisations being exempt as per Regulation 30(2)(b) – Local Government (Functions and General) Regulations 1996 (WA). This provides exemption where:

- The tenant is a not-for-profit organisation;
- The organisation's objectives are charitable, environmental, educational, or similar; and
- Members do not receive pecuniary profit.

Internal stakeholder consultation with the City's Parks, Facility Maintenance and Community Development was completed and there were no objections received.

Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

Vision: Sustainable and responsible for a bright future

People

2. A healthy, active and safe community.

Prosperity

9. A vibrant local economy.

Financial Implications

The licence is proposed to be on a peppercorn basis or minimal fee, consistent with leasing/ licencing arrangements for not-for-profit organisations delivering community benefit as per the City's Lease, Licence, Exclusive Licence and Hire of Community Facilities policy.

Financial considerations to be included in the exclusive licence negotiations:

- Minor costs associated with building maintenance and insurance - seeking cost recovery for the City);
- Potential utility cost recovery depending on license terms;



Both proposals referenced modest operational costs, with occupants generally responsible for utilities and day-to-day management.

Legislative and Policy Compliance

The City may only dispose land pursuant to section 3.58 of the Local Government Act 1995 (WA) (LG Act). Section 3.58(5)(d) of the LG Act provides that the requirements under section 3.58 do not apply if the disposition is excluded by the regulations.

The proposed disposition of land by an exclusive licence to either MHBG or DWG is exempt under regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996 (WA) which provides that a disposition is excluded from the application of section 3.58 of the LG Act where the objectives of the organisation are charitable, educational and recreational and the members of the Club are not entitled or permitted to receive any pecuniary profit from the club’s transactions, as per below

Section 3.58 of the local government act in accordance with Local Government (Functions and General) Regulations 1996 (WA) regulation 30(2)(B) states: (2) A disposition is exempt from disposition if:

- The land is disposed of to a body, whether incorporated or not;
- The objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature: and
- The members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions.

As the Land is Crown land, the City must seek the consent of the Minister for Lands’ consent to exclusive licence or licence the Land, pursuant to section 18 of the Land Administration Act 1997 (WA).

Risk Considerations

Risk Category	Adopted Risk Appetite Rating	Comment on Risk
Financial	Cautious	There is a low but ongoing financial risk to the City associated with the proposed peppercorn or nominal licence fee arrangement, including potential costs relating to maintenance, insurance and utilities depending on the agreed terms. This risk is mitigated by the activation of an otherwise underutilised asset and the avoidance of vacancy-related costs.
Compliance	Minimal	Compliance risk is low, as the proposal satisfies the exemption requirements under Section 3.58 of the Local Government Act 1995 (WA) and Regulation 30(2)(b). Ministerial consent under the Land



		Administration Act 1997 (WA) will be required prior to execution of the licence. All statutory and governance requirements will be addressed through the formal agreement.
Reputational	Cautious	There is a moderate reputational risk to the City in relation to the selection of a preferred proponent and the ongoing use of a heritage community asset. This risk is mitigated through a transparent and merit-based assessment process, and through the selection of an established organisation with demonstrated capacity to deliver community and environmental benefits.
Property/ICT/Infrastructure	Cautious	There is a moderate risk associated with the ongoing management and maintenance of the heritage-listed cottage. This includes ensuring the asset is appropriately maintained, used in accordance with its heritage values, and protected from deterioration. These risks will be managed through clearly defined obligations within the licence agreement and ongoing monitoring.
Environment	Cautious	Environmental risk is considered low to moderate, given the location within the Allen Park Heritage Precinct. The proposed use of the facility supports positive environmental outcomes through education, biosecurity management and stewardship activities, which mitigates broader environmental risks and aligns with the City’s strategic objectives.

Analysis and Conclusion

Two proposals were received, each demonstrating community benefit and a commitment to environmental outcomes.

Melon Hill Bushland Group (MHBG)

MHBG demonstrated a strong history of local environmental stewardship within Allen Park, supported by a substantial volunteer base and community engagement. Their proposal emphasises flexibility and shared use of the facility, with a focus on supporting volunteer coordination and community-led environmental initiatives.

While MHBG’s strengths lie in its grassroots engagement and local presence, its proposal is primarily volunteer-driven and does not demonstrate the same level of organisational resourcing, program delivery structure, or long-term operational capacity required to ensure consistent and sustained activation of the site.



Dieback Working Group Inc. (DWG)

DWG is an established organisation with national recognition in biosecurity management and a demonstrated track record in delivering structured environmental programs. The organisation has secured significant external funding and operates with dedicated personnel, providing confidence in its financial sustainability and operational capability.

DWG's proposal includes the delivery of targeted environmental programs, such as dieback treatment initiatives, education programs, training, and community awareness activities. These initiatives directly align with the City's environmental management priorities and provide measurable outcomes beyond passive occupation of the facility.

Comparative Assessment and Rationale

While both proposals offer community benefit, the assessment places particular weight on the following key considerations:

- **Capacity for sustained activation**
DWG has demonstrated the ability to deliver ongoing, structured programming supported by staff and funding, reducing the risk of underutilisation. This directly addresses long-standing concerns regarding limited activation of the premises.
- **Organisational capability and governance**
DWG operates as a more mature organisation with established governance, funding streams, and operational systems, providing greater certainty that lease obligations and community outcomes will be met.
- **Alignment with strategic and environmental outcomes**
DWG's core focus on biosecurity and environmental management provides direct and tangible benefits to the City, including support for environmental asset protection, community education, and technical expertise for City staff.
- **Demonstrated ability to deliver measurable outcomes**
DWG's proposal includes defined programs and initiatives, ensuring that the occupation of the site will result in active use and clearly identifiable community and environmental benefits, rather than passive or intermittent use.
- **Continuity of use and transition certainty**
DWG has an existing operational presence at the site and has outlined a clear pathway to formalise and expand its use, providing a lower-risk transition from the current holdover arrangement.

On balance, DWG. represents the lowest risk and highest value outcome for the City, offering:

- Greater certainty of sustained activation
- Stronger organisational capability and resourcing
- Clear alignment with strategic environmental priorities
- Delivery of measurable and ongoing community benefits

Accordingly, DWG is recommended as the preferred proponent for the licence of Tom Fricker Cottage.



A shared-use arrangement may be explored during licence negotiations where appropriate; however, this should not dilute primary tenancy accountability or the ability to ensure consistent activation of the facility.

If approved, the City will begin licence negotiations with the approved Proponent.



16 DIVISIONAL REPORTS - CITY PERFORMANCE AND COMMUNITY DEVELOPMENT

16.1 Quarter 3 Performance Report - 2025/26

Report Number	PCD11.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Authority/Discretion	Executive
Contributing Officer	Thushara Wijesiri - Manager Financial Services
Responsible Officer	Noelene Jennings - Acting Director City Performance and Community Development
Director	Noelene Jennings - Acting Director City Performance and Community Development
Attachments	<ol style="list-style-type: none">1. Q 3- Actions Summary [16.1.1]2. CEO Directorate [16.1.2]3. City Development & Regulatory Services Directorate [16.1.3]4. City Infrastructure & Environment Directorate [16.1.4]5. Corporate Performance & Community Development Directorate [16.1.5]

Purpose

The purpose of this report is for Council to accept the 2025-26 Quarter 3 Corporate Performance Report.

Officer Recommendation

That Council ACCEPTS the Quarter 3 Corporate Performance Report as tabled in attachments 1- 5.

Background

The Council adopted the 2025-26 Corporate Business Plan (CBP) 2025/26-2028/29 at the 11 February 2026 Council Meeting.

The Corporate Business Plan is a companion plan to the Strategic Community Plan and together form the City's Plan for the future, the City of Nedland's Council Plan 2023-2033 (adopted November 2023).

The integrated Planning and reporting Framework and Guidelines emphasise regular monitoring and reporting on delivery focused plans applied by many local governments as best practice.



Consultation

The City's executive leadership team and management team have provided input through the City's performance reporting process.

Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

Vision: Sustainable and responsible for a bright future

Performance

11. Effective leadership and governance.

Financial Implications

There are no financial implications in relation to the progress update.

Legislative and Policy Compliance

There are no policy implications in relation to the progress update.

Risk Considerations

Risk Category	Adopted Risk Appetite Rating	Comment on Risk
Financial	Cautious	All items have a budget.
Reputational	Cautious	The Corporate Business Plan is a public document

Analysis and Conclusion

The attached Quarter 3 report (attachments 1-5) shows the progress of the CBP tasks. Some will start this quarter and flow through to the future CBP.

As can be seen by the table on page 1 of attachment 1, the number of items in progress or completed totals to 65%. Given that the Budget was not adopted until very late in August 2025, two months of the Financial Year had passed before the work commenced on both the development of the plan and the work on the various tasks.

Council Plan-CBP 2025/26: Quarter 2 Report - CBP Actions

Table 1: Council Plan CBP Actions 2025/26: Status at 31 March 2026

Status	%	#	People	Planet	Place	Prosperity	Performance
Complete	8%	6	0	1	4	0	1
On-Track	57%	45	15	3	13	4	10
Monitor	18%	14	2	0	0	1	11
Off-Track	0%	0	0	0	0	0	0
Not Commenced	10%	8	1	3	0	1	3
Planned Start Q3	0%	0	0	0	0	0	0
Planned Start Q4	8%	6	1	0	0	0	5
Total	100%	79	19	8	16	6	29

24% 10% 20% 8% 37%

Program/ Project Status Definition
 ● **Complete:** Action is complete
 ● **Not Commenced:** Action not started (explain reason in comments)
 ● **On-Track:** Action progressing as planned and milestones achieved for quarter
 ● **Monitor:** Action not progressing as planned, requires monitoring
 ● **Off-Track:** Action not progressing as planned, requires support and intervention

Status	%	Total	CEO	City Performance & Community Development	City Infrastructure and Environment	City Development & Regulatory Services
Complete	8%	6	0	1	2	3
On-Track	57%	45	5	16	11	13
Monitor	18%	14	2	10	0	2
Off-Track	0%	0	0	0	0	0
Not Commenced	10%	8	4	2	2	0
Planned Start Q3	0%	0	0	0	0	0
Planned Start Q4	8%	6	2	1	3	0
Total	100%	79				

Council Plan-CBP 2025/26: Quarter 2 Report - CBP Actions

Service Area #	CEO Office: Service Area	Strategic Pillar	Objective	Action #	Action Title	OUR PLAN FOR THE FUTURE- COUNCIL PLAN 2023-33 CBP Review 25-26 - Quarterly Report on Council Plan/ CBP Actions For 2025/26	Action End/ Continue FY	Report Q3: Actual Q3 % Complete	Report Q3 Status 25/26 Q3	Report Q3: Jan - Mar 2025 Due 7 April 2026 Comment 25/26 Q3 Note: if the Actions is 'monitor', 'off-track' or 'not commenced' please, briefly, outline the reason and the action being taken and/ or support needed. (Comments will be included in the Q report to ARIC) Confirm the Q3 25-26 report complete and endorsed for submission to ARIC: Add Date
S2.4	Sustainability	Planet	5.1	5.1.6	Service Review - Sustainability	Undertake a service review to evaluate purpose, scope and resourcing for the Sustainability Service Area.	25-26	0%	Not Commenced	
S5.2	Executive Leadership Services	Performance	11.1	11.1.5	Advocacy Plan	Develop and annually review an Advocacy Plan for the City to proactively partner with the State Government and other key stakeholders on issues of local significance.	Annual	60%	On-Track	Note: Remediation Plan Project 4.4
S5.2	Executive Leadership Services	Performance	11.1	11.1.9	Strategic Project Development Policy	Develop and review the Strategic Project Development Policy to guide the project inception and due diligence of City of Nedlands Strategic Projects.	26-27	N/A	Not Commenced	Status - as per Director Infrastructure & Environment
S5.3	Governance & Legal	Performance	11.1	11.1.1	LG Elections and Mandatory Councillor Training	Deliver CoN LG elections (in coordination with WAEC) and support new councillors with onboarding and the completion of mandatory councillor training (WALGA).	26-27	80%	On-Track	Elections have been conducted and a new Council appointed and sworn in. Statutory compliance requirements have been completed. A series of training induction training sessions have been run with Council members over the month of April. The Deputy Mayor election process has been carried out. Note: Remediation Plan Project 2.1
S5.3	Governance & Legal	Performance	11.1	11.1.2	Standardised Council Meeting Procedures	Provide standardised Council meeting procedures, in accordance with the Local Government Reform process.	26-27	5%	On-Track	Governance is continually monitoring the changes with the LG reforms. No further developments to date on meeting procedures, although they are still anticipated by the end of the year.
S5.3	Governance & Legal	Performance	11.1	11.1.4	Risk Management Framework	Review and update the Risk Management Framework	25-26	60%	On-Track	Report received from KPMG, and has been presented to ARIC (March 2026 meeting). KPMG report recognises the foundational status of the document, and improvements largely focused around embedding the approach into the culture and decision making of the organisation. Road map to be developed in accordance with the approach set out in the report to ARIC.
S5.3	Governance & Legal	Performance	11.1	11.1.10	Governance Framework	Review the Governance Framework	25-26	Select % Q3	Not Commenced	Work priorities and staff recruitment have meant that this project has not commenced.
S5.3	Governance & Legal	Performance	12.1	12.1.2	Communications Agreement	Develop a Communications Agreement (between the Council and CEO), in accordance with the LG Regulations (when promulgated). This agreement must address how council members may seek information and assistance from administration in carrying out their role.	26-27	5%	On-Track	Governance is monitoring the changes with the LG reforms. Waiting on further guidance from the Department.
S5.11	Corporate Communications	Performance	12.1	12.1.1	Community Engagement Charter	Develop a Community Engagement Charter in accordance with the Local Government Regulations (when legislated) and as part of an overall Community Engagement Framework.	26-27		Monitor	Note: Remediation Plan Project 4.6

Council Plan-CBP 2025/26: Quarter 2 Report - CBP Actions

S5.11	Corporate Communications	Performance	12.1	12.1.3	Communications Plan	Prepare a Communications Plan, as part of an overall Community Engagement Framework, to raise awareness of the City's projects, facilities, services, events and other issues of importance, with consideration for how to target communications to reach and engage different community groups.	26-27	Monitor	Note: Remediation Plan Project 4.6
S5.5	People & Culture	Performance	11.1	11.1.6	Workforce Plan	Review and update the Workforce Plan to ensure the City is sufficiently resourced to deliver the CoN Council Plan services and projects.	Annual	Planned Start Q4	Note: Some components part of Remediation Plan Project 5 (Staff Attraction and Retention)
S5.5	People & Culture	Performance	11.1	11.1.7	Employee Culture Survey	Undertake the Employee Culture Survey.	25-26	Not Commenced	Start Quarter 2 2026/27. Note: Remediation Plan Project 7.3
S5.5	People & Culture	Performance	11.1	11.1.11	Change Management Framework	Develop, document and establish a Change Management Framework and build internal capability to lead and sustain change.	25-26	Planned Start Q4	

Council Plan-CBP 2025/26: Quarter 2 Report - CBP Actions

Service Area #	Planning & Development: Service Area	Strategic Pillar	Objective	Action #	Action Title	OUR PLAN FOR THE FUTURE- COUNCIL PLAN 2023-33 CBP Review 25-26 - Quarterly Report on Council Plan/ CBP Actions	Action End/ Continue FY	Report Q3: Actual Q3 % Complete	Report Q3 Status 25/26 Q3	Report Q3: Jan - Mar 2025 Due 7 April 2026 Comment 25/26 Q3 Note: if the Actions is 'monitor', 'off-track' or 'not commenced' please, briefly, outline the reason and the action being taken and/ or support needed. (Comments will be included in the Q report to ARIC) Confirm the Q3 25-26 report complete and endorsed for submission to ARIC: Add Date
S1.4	Environmental Health	People	2.1	2.1.1	Local Public Health Plan	Review the Local Public Health Plan in accordance with statutory requirements in the Public Health Act 2016.	26-27	60%	On-Track	Meeting held with City's Public Health Plan Working Group on 20 February 2026, City's Communication and Engagement team on 16 March 2026. Reviewing State Public Health Plan and identifying gaps
S1.7	Ranger Services	People	2.4	2.4.1	Responsible Pet Ownership	Develop a community engagement program to promote and encourage responsible pet ownership, with consideration for new legislation in the Cat Local Law.	28-29	70%	On-Track	Rangers and Communications held a meeting on 04/03/2026 to discuss ideas that would contribute to a social media program relating to 'Meet your Ranger', 'Register Your Pet Day' and 'Short Lead Workshops' across the City's wards. Different 'themes of the week' were created and scheduled across the year that will be annualised moving forward. DLGIRS are seeking feedback for the Review of the Cat Act 2011, with submissions due before 31/08/2026. The City will monitor any proposed changes to the Act prior to considering the requirement of Cat Local Laws.
S1.7	Ranger Services	People	2.4	2.4.3	Process - Animal Management	Review and improve the process for raising and addressing animal complaints, mediating disputes, and enforcing regulations.	26-27	N/A	Monitor	OneCouncil has confirmed the termination of Module 3 (infringements, animal management) and that current systems such as Authority are being updated and improved in accordance with their use. OneCouncil are working with Communications to improve the website's customer enquiry portal in Q4
S1.7	Ranger Services	People	2.5	2.5.1	Community Awareness - Safety and Security Initiatives	Provide a campaign to improve community awareness of safety and security initiatives.	Annual	50%	On-Track	Meeting held with Rangers and Communications Officers on 04/03/2026 to identify initiatives and schedule a social media program that included 'themes of the week'. Rangers are proposing to upgrade their bodyworn cameras in the next financial year and plan to lodge a CCTV Grants Program application in Q4 to target neighbourhood crime and antisocial behaviour. Emergency Preparedness Meetings were held in March in preparation of storm events and the winter season, where key business units discussed areas of concern and each department's responsibility to improve infrastructure. Communications kept the community updated with actions taken during a storm event and rely on a 'Storm Season' social media program during the winter season.
S1.7	Ranger Services	Place	7.2	7.2.6	Karrakatta Cemetery - Safety and Amenity	Partner with the Metropolitan Cemeteries Board to investigate ways to improve amenities and safety around Karrakatta Cemetery, with consideration for security, parking, verges, lighting and visual screening planting.	28-29	25%	On-Track	First meeting held at Karrakatta on 17/02/2026 with key business units and members of MCB to formally meet and discuss areas of concern, key responsibilities and provisionally arrange a follow-up meeting.

Council Plan-CBP 2025/26: Quarter 2 Report - CBP Actions

S3.1	Strategic Urban Planning	People	1.3	1.3.1	Local Heritage Survey	Update the Local Heritage Survey and list of places the City deems are, or may become, of heritage significance.	26-27		On-Track	The City with consultant Stephen Carrick have been updating the existing 'place forms' for heritage properties and has started the preliminary engagement process with the community to seek new properties for inclusion into the revised Local Heritage Survey and Heritage List.
S3.1	Strategic Urban Planning	Place	6.1	6.1.1	Local Planning Framework	Review of the Local Planning Framework in collaboration with the community and State Government to agree on an approach for responsible and sustainable development that meets local community needs. When reviewing the framework consider Nedlands town centre, local community hubs, housing needs, appropriate sites for high-density dwellings, and green spaces.	27-28		On-Track	The City with consultant CDP Planning and Urban Design have completed preliminary investigations associated with the key subject areas of Housing, Retail and Commercial and POS. These are all in draft form and are subject to consultation with Elected Members and the community. Briefing to Elected members on the Local Planning Strategy has been completed (29 April 2026 Concept Forum). The next step is a Councillor Workshop scheduled for mid June 2026. In May / June the City will also start engagement with the community - 'briefing sessions' with the Community on the project.
S3.1	Strategic Urban Planning	Place	6.1	6.1.2	Scheme Amendment 103 - Stirling Highway (limits on building heights)	Progress Scheme Amendment 13 - Stirling Highway and related policies to introduce limits on building heights.	25-26	100%	Complete	The Minister for Planning in March 2026 approved Scheme Amendment No.13 to the City's Local Planning Scheme No.3. The City has updated its website, has published a notice and is the process of updating its Local Planning Scheme No.3.
S3.1	Strategic Urban Planning	Place	6.1	6.1.3	Local Planning Policy 1.3 - Sustainability Policy (Residential)	City's Local Planning Policy 1.3 - Sustainability Policy (Residential)	25-26	100%	Complete	Council at its meeting on the 27 February 2024 adopted the City's LPP 1.3 Sustainability Policy. The Policy is currently under review.
S3.1	Strategic Urban Planning	Place	6.1	6.1.4	Mt Claremont Masterplan	Prepare the Mt Claremont Masterplan to resolve land use within and surrounding the Subiaco Wastewater Treatment Plant odour buffer and Graylands Hospital.	25-26	100%	Complete	The Masterplan was adopted in August 2025.
S3.1	Strategic Urban Planning	Place	6.1	6.1.7	Developer Contribution Plan and Local Planning Policy - Upgrade Laneways	Prepare a Developer Contribution Plan and Local Planning Policy to upgrade the City's numerous laneways and guide development adjacent to the laneways.	26-27		On-Track	The City's consultant - TBB Planning has complete the review of all the City's laneways and has made a recommendation on their improvement and possible funding options. The next steps for the project are to present the findings to the Executive, then Council and then the Community. A report will be finalised and then formally presented to Council for consideration before the Report is then advertised for public comment and then returned to Council for final adoption.
S3.1	Strategic Urban Planning	Place	7.2	7.2.2	Public Open Space	Undertake a review of public open space requirements to meet current and future needs. Align recommendations with findings from the service mapping exercises for youth, families and seniors, and the review of the Disability Access and Inclusion Plan.	26-27		On-Track	The City and its consultant CDP Planning and Urban Design have completed the analysis and first recommendations for POS in the City, addressing the requirements put to the City by the WAPC. Next step is to present the information to the Elected Members, and Community.
S3.1	Strategic Urban Planning	Prosperity	9.1	(SP) 9.1.2	Place Vision-Nedlands Town Centre	Develop a Place Vision for the Nedlands Town Centre.	27-28		On-Track	Draft Scope of Work has been prepared. The City is now seeking a budget for a consultant to assist the City in completing the work.
S3.1	Strategic Urban Planning	Prosperity	9.1	(SP) 9.1.5	Place Plan-Mt Claremont Shopping Precinct	Develop a Place Plan for Mt Claremont Shopping Precinct to revitalise and activate the community hub.	27-28		On-Track	Draft Scope of Work has been prepared. The City is now seeking a budget for a consultant to assist the City in completing the work.
S3.1 S5.2	Strategic Urban Planning and Director	Prosperity	9.1	(SP) 9.1.1	UWA-QEII Precinct Plan	Partner with the State Government and City of Perth to prepare a UWA-QEII Precinct Plan.	27-28		Monitor	The City has been liaising with the WAPC on the status of this project. No further updates in terms of progress have been provided by the WAPC.

Council Plan-CBP 2025/26: Quarter 2 Report - CBP Actions

S3.1 S5.2	Strategic Urban Planning and Director	Prosperity	9.1	(SP) 9.1.3	Place Plans-Hampden Rd and Broadway	Create an agreement with the City of Perth to co-create Place Plans for Hampden Rd and Broadway to revitalise and activate shared village precincts.	27-28
S5.2	Director	People	1.3	1.3.4	Sunset Precinct, Jutland Parade	Advocate for heritage and activation works to be completed at the Sunset Precinct, Jutland Parade.	28-29
S5.7	Land & Property	Place	7.1	7.1.1	Land Asset Optimisation Strategy	Develop a Land Asset Optimisation Strategy to identify opportunities to improve, rationalise or share community assets to ensure sustainable and optimal use of Council assets and resources.	27-28

	On-Track	Draft Scope of Work has been prepared. The City is now seeking a budget for a consultant to assist the City in completing the work.
30%	On-Track	Concept presentation in progress, to be presented in a councillor concept forum in June 2026. The proposal for a design competition will be postponed until ratified by the new council. Preliminary concept discussed with the chair WAPC in April 2026 (possible meetings with DLGSC and Culture and the Arts)
40%	On-Track	24 march 26- RFQ scope of works drawn up and procurement process followed. Procurement has sent emails for submissions to be completed by 24 April 2026. Identified a cross over with the new Local Planning Strategy regarding data collection and potential double up of consultation work Note: Remediation Plan Project 1.3

Council Plan-CBP 2025/26: Quarter 2 Report - CBP Actions

Service Area #	Technical Services: Service Area	Strategic Pillar	Objective	Action #	Action Title	OUR PLAN FOR THE FUTURE- COUNCIL PLAN 2023-33 CBP Review 25-26 - Quarterly Report on Council Plan/ CBP Actions For 2025/26	Action End/ Continue FY	Report Q3:	Report Q3	Report Q3: Jan - Mar 2025 Due 7 April 2026 Comment 25/26 Q3
								Actual Q3 % Complete	Status 25/26 Q3 ● Complete ● Not Commenced ● On-Track ● Monitor ● Off-Track	Note: if the Actions is 'monitor', 'off-track' or 'not commenced' please, briefly, outline the reason and the action being taken and/ or support needed. (Comments will be included in the Q report to ARIC) Confirm the Q3 25-26 report complete and endorsed for submission to ARIC: Add Date
S2.1	Environmental Conservation	Planet	4.1	4.1.2	City Greenway Policy	Review and update the City Greenway Policy.	26-27	0%	Not Commenced	Council not yet formed. Staffing issues and new person acting in role.
S2.1	Environmental Conservation	Planet	4.1	4.1.3	Bushland Management Plans	Review and update bushland management plans for Shenton Bushland, Hollywood Reserve, Birdwood Parade, Point Resolution, Mt Claremont, and Allen Park. These plans aim to revegetate remnant bushland and wetlands to protect and enhance habitats for native flora and fauna, including black cockatoos.	26-27	0%	Not Commenced	Awaiting input of Mid Year Review funding.
S2.2	Arboriculture (Greening Services)	Planet	4.2	4.2.1	Urban Forest Strategy	Review and update the Urban Forest Strategy (2024-34). This plan will include a major audit of trees on City managed lands (parks, verges, etc), the establishment of a tree asset register that is maintained regularly, and development of a plant pathogen management plan. When developing this plan, the City will set realistic canopy targets and develop a costed Tree Planting Program, with consideration for financial sustainability and whole-of-life costings.	25-26	90%	On-Track	Consultant to convert to City of Nedlands Logo based document.
S2.2	Arboriculture (Greening Services)	Planet	4.2	4.2.2	Tree Planting Program	Implement the Tree Planting Program.	Annual	85%	On-Track	Due to re-commence in June-July 2026. 95 additional trees to be planted along with 550 usual amount as part of the WA Grant Round 1 Tree Recovery grant.
S2.3	Waste Minimisation	Planet	5.1	5.1.5	Waste Plan	Review Waste Plan and complete Annual Report in compliance with regulatory requirements (Waste Avoidance and Resource Recovery Act 2007, Section 44). Annual Report submitted to the Department of Water and Environmental Regulations (DWER).	Annual	100%	Complete	
S3.6	Asset Management	Place	7.1	7.1.4	Asset Management Plan - Buildings	Develop and review the Asset Management Plan - Buildings	25-26	50%	On-Track	Ongoing Note: Remediation Plan Project 6
S3.6	Asset Management	Place	7.2	7.2.7	Asset Management Plan - Parks	Develop and review the Asset Management Plan - Parks	25-26	50%	On-Track	Ongoing Note: Remediation Plan Project 6
S3.7	Building Maintenance	People	3.4	3.4.2	Access to Council facilities	Identify opportunities to improve universal access to Council facilities and reserves (i.e. self-opening doors, ramps, sealing footpaths and accessways, parking, beach and river access etc) and include specific actions when reviewing the Disability Access and Inclusion Plan and Capital Works Program.	Annual	0%	Planned Start Q4	There is no clarity on this action item
S3.8	Parks Services	Planet	5.1	5.1.3	Platinum Waterwise Status	Improve water management practices and strive to achieve Platinum Waterwise Status.	28-29	75%	On-Track	Advised confidentially that the City is a finalist for Waterwise Platinum. Winner announced 6/5/26
S3.8	Parks Services	Place	7.3	7.3.3	Urban Forest Strategy	Implement Actions in the Urban Forest Strategy for street trees.	28-29	90%	On-Track	Consultant to convert to City of Nedlands Logo based document.
S3.9	Transport & Development	Place	8.1	8.1.3	Long-term Cycle Network (LTCN)	Develop a Long-Term Cycle Network (LTCN) plan, an aspirational blueprint for infrastructure, for all ages and cycling abilities, and providing a framework for planning and funding decisions.	25-26	80%	On-Track	Report will go to Council in May or June.
S3.9	Transport & Development	Place	8.3	8.3.1	Traffic Model Development	Develop and maintain a traffic model to be used proactively to assess the traffic impacts of future developments.	25-26	100%	Complete	Completed.

Council Plan-CBP 2025/26: Quarter 2 Report - CBP Actions

Service Area #	Technical Services: Service Area	Strategic Pillar	Objective	Action #	Action Title	OUR PLAN FOR THE FUTURE- COUNCIL PLAN 2023-33 CBP Review 25-26 - Quarterly Report on Council Plan/ CBP Actions For 2025/26	Action End/ Continue FY	Report Q3: Actual Q3 % Complete	Report Q3 Status 25/26 Q3 ● Complete ● Not Commenced ● On-Track ● Monitor ● Off-Track	Report Q3: Jan - Mar 2025 Due 7 April 2026 Comment 25/26 Q3 Note: if the Actions is 'monitor', 'off-track' or 'not commenced' please, briefly, outline the reason and the action being taken and/ or support needed. (Comments will be included in the Q report to ARIC) Confirm the Q3 25-26 report complete and endorsed for submission to ARIC: Add Date
S3.9	Transport & Development	Place	8.4	8.4.1	Parking Strategy	Develop a Parking Strategy to manage growing demand and traffic congestion.	25-26	5%	On-Track	In progress.
S3.10	City Projects	Place	7.3	7.3.1 (SP)	Underground Power	Facilitate the installation of underground power in Hollywood East, Nedlands West and Nedlands North precincts.	27-28	75%	On-Track	Nedlands North completed and Nedlands West in progress and scheduled for completion in May/June 2026
S5.2 S3.9	Director and Transport & Development	Place	8.1	8.1.1	Advocacy - Stirling Highway	Continue to advocate and engage Main Roads regarding the construction of an at-grade signalised crossing on Stirling Highway (Smyth or Stanley).	27-28	10%	On-Track	It is raised at our regular meeting with Main Roads. They are currently at the planning stage.
S5.2 S3.9	Director and Transport & Development	Place	8.2	8.2.1	Advocacy - Public Transport Services	Advocate for improvements in public transport services and alternative transport options, and initiatives to increase commuter awareness and usage across the City of Nedlands.	28-29	10%	On-Track	Ongoing with DoT
S5.10	Fleet Management	Performance	11	11.1.17	Asset Management Plan - Fleet	Finalise and review the Asset Management Plan - Fleet	Annual	N/A	Planned Start Q4	No progress. Note: Remediation Plan Project 6
S5.2	Executive Leadership Services	Performance	11	11.1.9	Strategic Project Development Policy	Develop and review the Strategic Project Development Policy to guide the project inception and due diligence of City of Nedlands Strategic Projects.	26-27	N/A	Planned Start Q4	

Council Plan-CBP 2025/26: Quarter 2 Report - CBP Actions

Service Area #	Corporate & Community Services Service Area	Action -Type	Strategic Pillar	Objective	Action #	Action Title	OUR PLAN FOR THE FUTURE- COUNCIL PLAN 2023-33 CBP Review 25-26 - Quarterly Report on Council Plan/ CBP Actions For 2025/26	Action End/ Continue FY	Report Q3:	Report Q3	Report Q3: Jan - Mar 2026
									Actual Q3 % Complete	Status 25/26 Q3 ● Complete ● Not Commenced ● On-Track ● Monitor ● Off-Track	Due 7 April 2026 Comment 25/26 Q3 Note: if the Actions is 'monitor', 'off-track' or 'not commenced' please, briefly, outline the reason and the action being taken and/ or support needed. (Comments will be included in the Q report to ARIC) Confirm the Q3 25-26 report complete and endorsed for submission to ARIC: Add Date
S1.1	Community Programs & Events	BAU Annual Program	People	1.1	1.1.2	City Events Program	Complete a review of the City's Events Program to deliver recommendations to activate the foreshore and local parks with a range of family friendly, inclusive activities and events. Community suggestions for consideration include activities that celebrate local history and cultural diversity (i.e. First Nations, Chinese New Year, Eid and Diwali), music and wine festivals, markets, food trucks, outdoor films and sculpture trails.	Annual	75%	On-Track	
S1.3	Community Development	Strategy or Plan	People	1.2	1.2.1	Reconciliation Action Plan (RAP)	Develop and implement a Reconciliation Action Plan (RAP), in accordance with Reconciliation Australia's RAP Framework.	Annual	75%	On-Track	more than 50% of actions from curent RAP Reflect plan have been completed. Survey underway for community feedback on cultural awareness and Diversity
S1.3	Community Development	Strategy or Plan	People	2.1	2.1.2	Community Development Plan	Develop a Community Development Plan, to effectively respond to the needs of communities, and plan for a growing City of Nedlands population.	26-27	5%	Not Commenced	Will commence in Q4/Q1 of 26/27
S1.3	Community Development	Strategy or Plan	People	3.4	3.4.1	Disability Access and Inclusion Plan	Review and update the Disability Access and Inclusion Plan.	Annual	75%	On-Track	Annual reporting complete
S1.5	Sport & Recreation	Strategy or Plan	People	2.2	2.2.1	Strategic Active Sports Facilities Plan	Finalise the Strategic Active Sports Facilities Plan.	25-26	90%	On-Track	Planned presentation to OCM for June
S1.5	Sport & Recreation	Operating Program/ Project	People	2.2	2.2.4	Floodlighting at College Park	Support the Claremont Junior Football Club to apply for State Government funding to upgrade reserve floodlighting at College Park to cater for growing demand for Girls AFL games.	25-26	95%	On-Track	consultant to hand over As Con's by mid May
S1.5	Sport & Recreation	Capital Project	People	2.2	2.2.5	Floodlighting at David Cruickshank Reserve	Finalise options to upgrade reserve floodlighting at David Cruickshank Reserve.	25-26	90%	Monitor	Finance team is preparing a paymet plan for club to reimburse City for \$300k lighting project
S1.6	Volunteer Services	BAU Annual Program	People	2.3	2.3.1	Volunteer Opportunities	Advertise volunteer opportunities across a broader range of communication channels and platforms to attract more volunteers of all ages.	Annual	75%	On-Track	
S1.6	Volunteer Services	BAU Annual Program	People	2.3	2.3.2	Volunteer Appreciation	Provide an annual volunteer appreciation celebration to recognise and thank current volunteers.	Annual	75%	On-Track	
S1.6	Volunteer Services	Service or Process Review	People	2.3	2.3.3	Volunteer Services - Service Review	Complete a review of the City's volunteer programs to ensure a wholistic approach to the volunteer services provided by the City. This includes Policy and Procedure review for Friends of Bushland Groups, as well as city services facilitated by volunteers across business units.	26-27	20%	On-Track	Draft documents completed, consultation with peak bodies eg LGIS, VolWA, and other LG's
S1.8	Youth Development	Service or Process Review	People	3.1	3.1.1	Map Facilities, Services, Events, Activities: Children 0-14 years	Map existing facilities, services, events and activities for children aged 0-14 years, identify local needs and gaps, to inform recommendations for the annual program of events and activities. and update the Council Plan at the next review with agreed recommendations. When completing this review, include a review of College Park Family Centre to understand current and future needs among users of this facility.	28-29	40%	On-Track	
S1.8	Youth Development	Service or Process Review	People	3.2	3.2.1	Map Facilities, Services, Activities: Children 15-24 years	Map existing facilities, services, events, activities and volunteer opportunities for young people aged 15-24 years, identify local needs and gaps, and update the Council Plan at the next review with agreed recommendations. When completing this review, consider access to mental health services, and investigate demand for a Youth Centre, new or upgraded skate parks, bike and pump tracks, and playground equipment for teenagers.	28-29	15%	On-Track	

Council Plan-CBP 2025/26: Quarter 2 Report - CBP Actions

S4.1	Library Services	Service or Process Review	Prosperity	10	10.1.1	Service Review - Libraries	Undertake a review of the City's library services and propose a costed improvement program to meet current and future needs.	28-29	35%	On-Track	IT Upgrades finalised; room re-fitting completed; FTE allocation under review as current FTE is not at National Standards; Service planning to consider reducing open hours if no increase to FTE
TBC	Local Economic Development	Service or Process Review	Prosperity	9.1	9.1.6	Service Feasibility - Local Economic Development	Investigate the feasibility of providing a local economic development service, assess purpose, scope and resourcing requirements, for start in 2026/27.	26-27	5%	Not Commenced	Commence scoping in Q4 25/26
S5.4	Strategic Planning & Performance	Strategy or Plan-IPR	Performance	11	11.1.3	Council Plan (SCP and CBP)	Develop and review the Council Plan for the Future, in accordance with statutory requirements (Council Plan includes the Strategic Community Plan and Corporate Business Plan)	Annual	20%	Monitor	<ul style="list-style-type: none"> • CBP Review 2025/26 adopted at OCM on 11 February 2026. • Ongoing changes, catching up, complexity/ volume of work and under resourcing in Strategy & Performance and Budget service areas have resulted in delays and not progressing as planned. <p>Note: Remediation Plan Project 7.1-Develop City Vision</p>
S5.4	Strategic Planning & Performance	Operating Program/ Project	Performance	12	12.2.2	Service Plans (SP)	Coordinate the annual review of Service Plans to support continuous improvement, decision-making, and communicate service level commitments to customers and community.	Annual	30%	Monitor	<ul style="list-style-type: none"> • CBP Review 2025/26 adopted at OCM on 11 February 2026. • Ongoing changes, catching up, complexity/ volume of work and under resourcing in Strategy & Performance and Budget service areas have resulted in delays and not progressing as planned. • Service Plan 2026/27 templates prepared and communicated to Directors/ Managers (9 April 2026) with 1st draft planned for completion by 5 May 2026. <p>Note: Remediation Plan Project 1.8</p>
S5.8	Digital & Information Services	Strategic Corporate Initiative	Performance	11	11.1.8 (SP)	One Council Platform (centralise and integrate digital systems)	Implement the One Council Platform to centralise and integrate digital systems, improve business efficiencies, customer experiences, and timeliness of communication (i.e. providing improved access to time-sensitive, critical information relating to new developments).	26-27	60%	Monitor	Phase 3 of OneCouncil put on hold whilst we remediate existing modules already implemented.
S5.8	Digital & Information Services	Strategy or Plan-IPR	Performance	11	11.1.13	Digital Transformation Strategy	Develop a Digital Transformation Strategy that outlines the approach and program to modernises digital infrastructure, build capacity and support responsive, data-driven decision-making, streamlined operations and improve the delivery of City services.	Annual	100%	Complete	
S5.8	Digital & Information Services	Strategy or Plan	Performance	11	11.1.14	Business Continuity Plan	Review and Update the Business Continuity Plan.	Annual	80%	On-Track	Awaiting final review from governance.
S5.8	Digital & Information Services	Strategy or Plan	Performance	11	11.1.15	SharePoint Modernisation	Modernise SharePoint to improve and support effective knowledge management.	Annual	60%	On-Track	Sharepoint Engineer engaged. Priority workload migration commenced. Note: Remediation Plan Project 3.4
S5.8	Digital & Information Services	Operating Program/ Project	Performance	12	12.1.4	Online Project Mapping	Introduce a user-friendly online mapping tool to communicate the location and status of City projects (roads, parks, events, etc).	26-27	N/A	Planned Start Q4	
S5.9	Information & Records Management	Policy or Guideline	Performance	11	11.1.16	PRIS Regulations	Implement Privacy and Responsible Information Sharing Regulations (PRIS) as per PRIS Act 2024	27-28	50%	On-Track	Training being designed for staff and assignment of champions in each team.
S5.6	Financial Services	Strategy or Plan-IPR	Performance	11	11.1.18	Rating Strategy	Develop a Rating Strategy to ensure long term financial viability	Bi-annual	25%	On-Track	To be finalised in alignment with the Long Term Financial Plan Note: Remediation Plan Project 1.1
S5.6	Financial Services		Performance	11	11.1.12	Long-Term Financial Plan	Develop and review the Long-Term Financial Plan to ensure the long term viability and sustainability of the City and support the achievement of Council Plan.	Annual	5%	Monitor	Note: Remediation Plan Project 1.5

Council Plan-CBP 2025/26: Quarter 2 Report - CBP Actions

S5.6	Financial Services	Strategy or Plan-IPR	Performance	11	11.1.19	Reserves Strategy	Review Financial Reserves Strategy	Bi-annual	5%	Monitor	To be finalised in alignment with the Long Term Financial Plan
S5.6	Financial Services	Strategy or Plan-IPR	Performance	11	11.1.20	System Upgrades	Leadership role in the upgrade of the Revenue Application (Rates and other Revenue) to a contemporary cloud based solution	Annual	0%	Monitor	On Hold whilst system and Data remediation of current systems are under taken
S5.6	Financial Services	Strategy or Plan-IPR	Performance	11	11.1.21	Financial Policy Review	Review, amend, remove and add relevant financial procedures that are current with revised policies and meet current accounting standards, legislation and system requirements	Annual	5%	Monitor	In progress
S5.6	Financial Services	Strategy or Plan-IPR	Performance	11	11.1.22	Financial Procedure Review	Review, amend, remove and add relevant financial procedures that are current with revised policies and meet current accounting standards, legislation and system requirements	Annual	5%	Monitor	In progress
S5.6	Financial Services	Strategy or Plan-IPR	Performance	11	11.1.23	Audit Findings	Address and implement all agreed audit findings - identified by both Office of Auditor General and other Audit partners	Annual		On-Track	In progress
S5.12	Customer Services	Operating Program/Project	Performance	12	12.2.3	Customer Service Charter	Review the Customer Service Charter.	25-26	50%	Monitor	Customer Service Charter now forms part of the remediation programme and completion will be managed through this process. Note: Remediation Plan Project: 4.1



16.2 Monthly Financial Report - April 2026

Report Number	PCD12.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Authority/Discretion	Executive
Contributing Officer	Mark Ponton - Accountant
Responsible Officer	Thushara Wijesiri – Manager Financial Services
Director	Noelene Jennings - Acting Director City Performance and Community Development
Attachments	<ol style="list-style-type: none">1. Cover - Apr 2026 [16.2.1]2. Stmt of Financial Activity - Apr 2026 [16.2.2]3. Stmt of Financial Position - Apr 2026 [16.2.3]4. Note 1 Basis of Preparation - Apr 2026 [16.2.4]5. Note 2 Net Current Assets - Apr 2026 [16.2.5]6. Note 3 Reserve Accounts - Apr 2026 [16.2.6]7. Note 4 Borrowings - Apr 2026 [16.2.7]8. Note 5 Capital Works - Apr 2026 [16.2.8]

Purpose

Administration is required to provide Council with a monthly financial report in accordance with regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*. Material variances are highlighted to Council in the attached Monthly Financial Report.

Officer Recommendation

That Council RECEIVES the Monthly Financial Report for 30 April 2026.

Background

All opening positions from prior year are a preliminary result for the year ended 30 June 2025, as the Financial Statements 2024/25 are in the process of being reviewed by the Auditors.

Movements in the opening balance from prior months shown in the Statement of Financial Activity (**SOFA**), Statement of Financial Position (**SOFP**), and Reserve Movements reflect accounting adjustments posted in 2024/25 for the Final Audit. This monthly financial report has been prepared on the same basis as any other month in the reporting cycle and does not include any year end accounting adjustments. These accounting adjustments will be made in the accounting ledger in Period 13 which preserves the integrity of monthly reporting to Council within the current financial year.



The April 2026 Financial Statements report variances of actuals against the Amended budget which includes the Mid-Year Review approved at the Ordinary Council Meeting held on March 11, 2026.

The materials supporting the preparation of the approved budget were prepared on an aggregate basis which limits the ability to provide a detailed analysis of variances.

The monthly financial management report meets the requirements of regulation 34(1), 34(3), and 34(5) of the *Local Government (Financial Management) Regulations 1996*.

The attached report shows the month end position as at the end of April 2026.

The SOFA presents of municipal closing surplus as of 30 April 2026 is \$11,798,910 which is a \$5,989,105 favourable variance, compared to a budgeted surplus for the same period of \$5,089,805.

The SOFA reports operating revenue at the end of April 2026 as \$47,161,136 which represents a \$536,593 favourable variance compared to the year-to-date budget of \$46,624,543 primarily in Rates and Other Revenue.

The operating expense at the end of April 2026 was \$45,274,267 which represents a \$3,844,806 favourable variance compared to the year-to-date budget of \$49,119,073 primarily in Materials & Contracts.

The attached SOFA compares Actuals with Year to Date Amended Budget by Nature or Type as per regulation 34 (3) of the Local Government Financial Management Regulations 1996. Material variances from the budget as defined under Budget Implications are explained for revenue and expenditure.

Operating Activities

Other revenue

Favourable variance of \$247,897 primarily due to a catch up of re-imburement of utility charges from clubs invoiced in September 2025.

Profit/Loss on disposal of assets

Unfavourable variance of \$38,516 due to timings of Asset disposal.

Materials and contracts

Favourable variance of \$3,553,690 primarily due to the budgeted phasing of expenditure in Consultancy (\$1,154k), Contract Services (\$946k), Software Licences (\$518k) and Refuse Collection (\$493k), all of which are offset by current commitments not yet invoiced.

Utility charges

Favourable variance of \$100,107 due to the reversal of prior year accruals for energy costs in July, but no ongoing monthly accrual due to limitations in resources.

Insurance



Favourable variance of \$46,839 due to the increase in the Year to Date Amended Budget for which costs have not yet been received.

Investing Activities

Proceeds from capital grants, subsidies and contributions

Unfavourable variance of \$2,044,964 due to timing of grant and contribution receipts.

Acquisition of property, plant and equipment

Actual spend is lower than budget by \$1,019,128 due to timing of major projects including Replacement of Retaining Walls (\$279k), Network Equipment (\$250k) and fleet vehicles (\$233k), noting that this is offset by \$320k in current commitments not yet invoiced.

Acquisition of infrastructure

Actual spend is lower than budget by \$2,945,677 due to timing of major projects including multiple road projects (\$1,271k), College Park Floodlighting (\$292k) and Charles Court Reserve (\$622k), offset by \$1,700k in current commitments not yet invoiced.

Rates Receivable

Outstanding rates debtors (net of any rebates) are \$2,947,271 as of 30 April 2026 compared to \$815,597 for the same period in the prior year. This reflects the later striking of rates in the current year (4th and last instalment due date is the 11 May 2026 vs the 18 Apr 2025 for the previous financial year). Breakdown is as follows:

Receivable	30 April 2026 (\$)	30 April 2025 (\$)	Variance (\$)
Rates	2,947,271	815,597	2,131,674
Underground Power	729,876	7,286	722,589
Rubbish & Pool	138,850	125,859	12,991
Deferred (Pensioners)	344,373	379,232	(34,859)
ESL	136,434	97,411	39,023
Total	4,296,804	1,425,385	2,871,418

Consultation

The report has been prepared in consultation with relevant officers.

Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

Vision: Sustainable and responsible for a bright future



Performance

11. Effective leadership and governance.

Financial Implications

At the Special Council Meeting on 27 August 2025, item CPS47.08.25, Council adopted the following thresholds for the reporting of material financial variances in the monthly SOFA reports:

- a. Operating items – Greater than 10% and a value greater than \$20,000
- b. Capital items – Greater than 10% and a value greater than \$50,000

Legislative and Policy Compliance

Administration is required to provide Council with a monthly financial report in accordance with regulation 34(1) of the Local Government (Financial Management) Regulations 1996. Material variances are highlighted to Council in the attached Monthly Financial Report.

Risk Considerations

Risk Category	Adopted Risk Appetite Rating	Comment on Risk
Financial	Cautious	Monthly reporting is a key control in ensuring that the City prudently manages its financial position with due regard to anticipating and mitigating financial risks.

Analysis and Conclusion

The municipal surplus as of 30 April 2026 is \$11,798,910 which is favourable compared to a budgeted surplus for the same period of \$5,809,805.

The operating revenue at the end of April 2026 was \$47,161,136 which represents a \$536,593 favourable variance compared to the year-to-date budget of \$46,624,543 primarily in Rates and Other Revenue.

The operating expense at the end of April 2026 was \$45,274,267 which represents a \$3,844,806 favourable variance compared to the year-to-date budget of \$49,119,073 primarily in Materials & contracts, Utility charges and Insurance.

CITY OF NEDLANDS
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 April 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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CITY OF NEDLANDS
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

Note	Full Year Amended Budget (a)	YTD Amended Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
	\$	\$	\$	\$	%	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	29,821,188	29,621,188	29,813,440	192,252	0.65%	
Grants, subsidies and contributions	666,638	559,198	566,401	7,203	1.29%	
Fees and charges	9,476,058	8,728,884	8,759,505	30,621	0.35%	
Service charges	6,644,211	6,644,211	6,718,919	74,708	1.12%	
Interest revenue	1,042,514	798,367	820,795	22,428	2.81%	
Other revenue	194,233	164,445	412,342	247,897	150.75%	▲
Profit on asset disposals	108,250	108,250	69,734	(38,516)	(35.58%)	▼
	47,953,092	46,624,543	47,161,136	536,593	1.15%	
Expenditure from operating activities						
Employee costs	(21,630,766)	(16,579,351)	(16,547,697)	31,654	0.19%	
Materials and contracts	(17,899,167)	(14,422,574)	(10,868,884)	3,553,690	24.64%	▲
Materials and contracts Underground Power	(8,483,007)	(6,897,905)	(6,867,180)	30,725	0.45%	
Utility charges	(1,046,457)	(872,048)	(771,941)	100,107	11.48%	▲
Depreciation	(10,598,779)	(8,832,316)	(8,655,340)	176,976	2.00%	
Finance costs	(184,737)	(162,085)	(181,198)	(19,113)	(11.79%)	
Insurance	(502,104)	(413,419)	(366,580)	46,839	11.33%	▲
Other expenditure	(1,146,558)	(939,375)	(912,466)	26,909	2.86%	
Loss on Disposal of Assets	0	0	(102,981)	(102,981)	0.00%	
	(61,491,575)	(49,119,073)	(45,274,267)	3,844,806	7.83%	
Non cash amounts excluded from operating activities	2(c) 8,763,795	6,997,332	6,846,013	(151,319)	(2.16%)	
Amount attributable to operating activities	(4,774,688)	4,502,802	8,732,882	4,230,080	93.94%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	4,365,881	3,633,934	1,588,970	(2,044,964)	(56.27%)	▼
Proceeds from disposal of assets	108,250	108,250	69,734	(38,516)	(35.58%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	4,959	4,047	4,047	0	0.00%	
	4,479,090	3,746,231	1,662,751	(2,083,480)	(55.62%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	(1,630,904)	(1,470,146)	(451,018)	1,019,128	69.32%	▲
Acquisition of infrastructure	(8,031,427)	(6,632,800)	(3,687,123)	2,945,677	44.41%	▲
	(9,662,331)	(8,102,946)	(4,138,141)	3,964,805	48.93%	
Amount attributable to investing activities	(5,183,241)	(4,356,715)	(2,475,390)	1,881,325	43.18%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	535,500	0	0	0	0.00%	
Transfer from reserves	3,850,000	3,850,000	3,727,700	(122,300)	(3.18%)	
	4,385,500	3,850,000	3,727,700	(122,300)	(3.18%)	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(168,984)	(141,248)	(141,248)	0	0.00%	
Repayment of borrowings	(1,048,597)	(1,008,887)	(1,008,887)	0	0.00%	
Transfer to reserves	(1,000,000)	(1,000,000)	(1,000,000)	0	0.00%	
	(2,217,581)	(2,150,135)	(2,150,135)	0	0.00%	
Amount attributable to financing activities	2,167,919	1,699,865	1,577,565	(122,300)	(7.19%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,963,853	3,963,853	3,963,853	0	0.00%	
Amount attributable to operating activities	(4,774,688)	4,502,802	8,732,882	4,230,080	93.94%	▲
Amount attributable to investing activities	(5,183,241)	(4,356,715)	(2,475,390)	1,881,325	43.18%	▲
Amount attributable to financing activities	2,167,919	1,699,865	1,577,565	(122,300)	(7.19%)	
Surplus or deficit after imposition of general rates	(3,826,157)	5,809,805	11,798,910	5,989,105	103.09%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

CITY OF NEDLANDS
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2026

	Actual 30 June 2025	Actual as at 30 April 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	19,251,922	20,551,890
Trade and other receivables	1,771,932	5,611,865
Other financial assets	1,230,606	0
Inventories	4,937	4,937
Other assets	525,346	240,014
TOTAL CURRENT ASSETS	22,784,743	26,408,706
NON-CURRENT ASSETS		
Trade and other receivables	781,514	2,388,584
Other financial assets	159,239	159,239
Property, plant and equipment	99,900,160	97,735,330
Infrastructure	236,504,074	234,215,916
Right of use assets	311,817	158,672
TOTAL NON-CURRENT ASSETS	337,656,804	334,657,741
TOTAL ASSETS	360,441,547	361,066,447
CURRENT LIABILITIES		
Trade and other payables	5,097,362	2,688,131
Contract liabilities	138,386	30,000
Capital grant/contributions liabilities	629,167	1,125,001
Lease liabilities	170,163	112,941
Borrowings	1,008,888	928,367
Employee related provisions	2,100,459	2,326,983
TOTAL CURRENT LIABILITIES	9,144,425	7,211,423
NON-CURRENT LIABILITIES		
Lease liabilities	156,555	59,030
Borrowings	3,273,369	2,345,002
Employee related provisions	486,962	587,277
TOTAL NON-CURRENT LIABILITIES	3,916,886	2,991,309
TOTAL LIABILITIES	13,061,311	10,202,732
NET ASSETS	347,380,236	350,863,715
EQUITY		
Retained surplus	(69,370,026)	(75,581,204)
Reserve accounts	(10,850,921)	(8,123,222)
Revaluation surplus	(267,159,289)	(267,159,289)
TOTAL EQUITY	(347,380,236)	(350,863,715)

This statement is to be read in conjunction with the accompanying notes.

CITY OF NEDLANDS
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 28-May-2026

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

CITY OF NEDLANDS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Actual as at 30 June 2025	Actual as at 30 April 2026
Current assets	\$	\$
Cash and cash equivalents	19,251,922	20,551,890
Trade and other receivables	1,771,932	5,611,865
Other financial assets	1,230,606	0
Inventories	4,937	4,937
Other assets	525,346	240,014
	<u>22,784,743</u>	<u>26,408,706</u>
Less: current liabilities		
Trade and other payables	(5,097,362)	(2,688,131)
Contract liabilities	(138,386)	(30,000)
Capital grant/contributions liabilities	(629,167)	(1,125,001)
Lease liabilities	(170,163)	(112,941)
Borrowings	(1,008,888)	(928,367)
Employee related provisions	(2,100,459)	(2,326,983)
	<u>(9,144,425)</u>	<u>(7,211,423)</u>
Net current assets	13,640,318	19,197,283
Less: Total adjustments to net current assets	2(b) (9,676,465)	(7,398,373)
Closing funding surplus / (deficit)	3,963,853	11,798,910

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets		
Less: Reserve accounts	(10,850,921)	(8,123,222)
Less: Financial assets at amortised cost - self supporting loans	(4,595)	0
Add: Current liabilities not expected to be cleared at the end of the year		
- Current portion of lease liabilities	170,163	112,941
- Current portion of borrowings	1,008,888	928,367
- Current portion of Adjs		(316,459)
Total adjustments to net current assets	2(a) (9,676,465)	(7,398,373)

(c) Non-cash amounts excluded from operating activities

	YTD Budget Estimates 30 April 2026 \$	YTD Actual 30 April 2026 \$
Adjustments to operating activities		
Less: Profit on asset disposals	(108,250)	(69,734)
Add: Loss on asset disposals	0	102,981
Add: Depreciation	8,832,316	8,655,340
Non-cash movements in non-current assets and liabilities:		
- Pensioner deferred rates	0	(33,764)
- Employee provisions	0	(100,315)
- Deferred service charge - Underground Power	(1,726,734)	(1,708,495)
Total non-cash amounts excluded from operating activities	6,997,332	6,846,013

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

CITY OF NEDLANDS
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

3 RESERVE ACCOUNTS

Reserve account name	Amended Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation								
Cash-in-lieu of Public Open Space	519,817	0	0	519,817	368,333	0	0	368,333
Reserve accounts restricted by Council								
Plant Replacement	292,395	0	0	292,395	292,395	0	0	292,395
City Development	188,898	0	0	188,898	299,686	0	0	299,686
North Street	158,951	0	0	158,951	158,951	0	0	158,951
Welfare	208,248	0	0	208,248	369,884	0	0	369,884
Services	28,968	0	0	28,968	28,969	0	0	28,969
Insurance	67,939	0	0	67,939	67,939	0	0	67,939
Underground Power Projects	3,968,802	0	(3,850,000)	118,802	4,045,668	0	(3,727,700)	317,968
Waste Management	2,338,667	500,000	0	2,838,667	2,330,292	500,000	0	2,830,292
Building Replacement	623,747	0	0	623,747	955,315	0	0	955,315
Swanbourne Development	1,490	0	0	1,490	128,490	0	0	128,490
Public Art	47,334	0	0	47,334	47,334	0	0	47,334
Business System	113,143	0	0	113,143	114,143	0	0	114,143
All Ability Play Space	442,250	0	0	442,250	442,251	0	0	442,251
Major Projects	1,652,277	500,000	0	2,152,277	496,817	500,000	0	996,817
Riverwall Maintenance	100,000	0	0	100,000	104,454	0	0	104,454
Laneway Reserve	600,000	0	0	600,000	600,000	0	0	600,000
	11,352,926	1,000,000	(3,850,000)	8,502,926	10,850,921	1,000,000	(3,727,700)	8,123,222

Name of reserve account	Purpose of the reserve account
Restricted by legislation/agreement	
Cash-in-lieu of Public Open Space	To fund Public Open Space
Restricted by council	
Plant Replacement	To fund replacement of plant and equipment so the cost is spread over a number of years.
City Development	To fund improvement and purchases of property, plant and equipment and infrastructure.
North Street	To fund operational and capital costs of community and recreational facilities at Mt Claremont and Swanbourne, and infrastructure generally.
Welfare	To fund the operational and capital costs to welfare services.
Services	To fund purchase of property, purchase of land and for parking areas, expense of streets, depots, town planning schemes, valuation and legal costs, items of works of an urgent nature such as drainage.
Insurance	To fund any excess that may arise from having a performance based workers compensation premium.
Underground Power	To fund underground power projects.
Waste Management	To fund replacement of rubbish bin stock so that the cost is spread over a number of years.
Building Replacement	To fund the upgrade and/or replacement of council buildings.
Development - Swanbourne	To fund capital works in the Swanbourne area associated with the Swanbourne Masterplan. Set-up with proceeds of the insurance claim arising from the fire of council property in Swanbourne.
Public Art	To fund works of art in the City of Nedlands.
Business System	To fund councils business system.
All Ability Play Space	To fund the annual operating and maintenance cost of the All Abilities Play Space.
Major projects	To fund capital works from proceeds from sale of major assets.
Riverwall Maintenance	To fund riverwall capital and maintenance works.
Laneway	To fund laneway road projects.

4 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2025	New Loans		Principal Repayments		Principal Outstanding	
			Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	
Building Infrastructure	184	77,653	0	0	(77,653)	(77,653)	0	0
Building Infrastructure	185	36,752	0	0	(36,752)	(36,752)	1	1
Underground Power - West Hollywood	188	233,534	0	0	(75,503)	(75,503)	158,031	158,031
Underground Power - Alfred & Mt Clare	189	34,109	0	0	(11,028)	(11,028)	23,081	23,081
Underground Power - Alderbury	190	24,224	0	0	(7,832)	(7,832)	16,392	16,392
Underground Power - Nedlands North	191	3,871,937	0	0	(796,073)	(796,073)	3,075,864	3,075,864
Underground Power - Nedlands West	192	0	0	535,500	0	0	0	535,500
Self supporting loans								
Dalkeith Bowling Club	186	4,047	0	0	(4,047)	(4,047)	0	0
		4,047	0	0	(4,047)	(4,047)	0	0
Total		4,282,256	0	535,500	(1,008,887)	(1,008,887)	3,273,369	3,808,869
Current borrowings		1,008,887					928,367	
Non-current borrowings		3,273,369					2,345,002	
		4,282,256					3,273,369	

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

The City has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026
5 CAPITAL WORKS PROGRAM

Project Class	Full Year Amended Budget (a)	YTD Amended Budget (b)	YTD Actual (c)	Variance \$ (c)-(b)
	\$	\$	\$	\$
Buildings	611,004	509,137	126,205	(382,932)
TOTAL LAND AND BUILDINGS	611,004	509,137	126,205	(382,932)
Furniture and equipment	-	-	-	-
Computer equipment	438,000	438,000	102,473	(335,527)
Plant and equipment	307,890	256,575	181,829	(74,747)
Fleet	274,010	266,434	40,512	(225,922)
TOTAL PLANT AND EQUIPMENT	1,019,900	961,009	324,813	(636,196)
TOTAL BUILDINGS, PLANT AND EQUIPMENT	1,630,904	1,470,146	451,018	(1,019,128)
Roads	5,208,901	4,286,555	3,015,314	(1,271,241)
Other infrastructure	60,000	50,000	-	(50,000)
TOTAL INFRASTRUCTURE ROADS	5,268,901	4,336,555	3,015,314	(1,321,241)
Footpath	-	-	-	-
Drainage	703,050	580,042	216,047	(363,994)
Park development	2,059,476	1,716,204	455,762	(1,260,442)
TOTAL INFRASTRUCTURE OTHER	2,762,526	2,296,246	671,810	(1,624,436)
TOTAL INFRASTRUCTURE	8,031,427	6,632,800	3,687,123	(2,945,677)
Total Capital Works	9,662,331	8,102,946	4,138,141	(3,964,805)



16.3 Monthly Accounts Paid - May 2026

Report Number	PCD 13.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Authority/Discretion	Executive
Contributing Officer	Mark Ponton – Accountant
Responsible Officer	Thushara Wijesiri – Manager Financial Services
Director	Noelene Jennings - Acting Director City Performance and Community Development
Attachments	<ol style="list-style-type: none">1. List of Accounts Paid Council Report - May 2026 [16.3.1]2. Fuel Card Report - May 26 [16.3.2]3. Purchase card Report - May 26 [16.3.3]

Purpose

The purpose of this report is to consider a list of accounts paid for the month of May 2026, as detailed in this report.

Officer Recommendation

That Council RECEIVES the List of Accounts Paid Report for the month of May 2026.

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. This list is to include the following information:

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.

Consultation

Nil.

Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:



Vision: Sustainable and responsible for a bright future

Performance

11. Effective leadership and governance.

Financial Implications

Nil

Legislative and Policy Compliance

In accordance with regulation 13 of the Local Government (Financial Management) Regulations 1996 the administration is required to present the List of Accounts Paid to Council.

Risk Considerations

Risk Category	Adopted Risk Appetite Rating	Comment on Risk
Financial	Cautious	Monthly reporting is a key control in ensuring that the City prudently manages its financial position with due regard to anticipating and mitigating financial risks.

Analysis and Conclusion

That, in accordance with regulation 13 of the Local Government (Financial Management) Regulations 1996, Council RECEIVES the list of payments drawn for the month of May 2026, as detailed in this report.



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
Creditor EFT				4,147,065.52
114995	1/05/2026	12257	Cr J. Coleman	2,168.33
APRIL 2026	Councillor Allowances - April 2026			2,168.33
114996	7/05/2026	10001	Australian Taxation Office	161,000.00
FORTNIGHT 03/05/2026	Withholding Tax (PAYG)			149,520.00
FORTNIGHT 03/05/2026	Extra Tax			1,118.00
FORTNIGHT 03/05/2026	HELP			3,242.00
FORTNIGHT 03/05/2026	TSL			802.00
FORTNIGHT 03/05/2026	Withholding Tax (PAYG)			6,318.00
114997	7/05/2026	10002	Child Support Registrar	561.22
FORTNIGHT 03/05/2026	Child Support Agency			561.22
114998	7/05/2026	10003	Australian Services Union	181.50
FORTNIGHT 03/05/2026	Australian Services Union			181.50
114999	7/05/2026	10005	Easi	3,525.08
FORTNIGHT 03/05/2026	Novated Lease Easifleet - Pre Tax			2,313.80
FORTNIGHT 03/05/2026	Novated Lease Easifleet- Post Tax			1,211.28
115000	7/05/2026	10006	Westpac Banking Corporation	95,570.20
FORTNIGHT 03/05/2026	Employee Additional Contrib Pre Tax (\$)			2,739.00
FORTNIGHT 03/05/2026	Employee Additional Contrib Pre Tax (%)			8,710.68



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
FORTNIGHT 03/05/2026			Employee Additional Contrib Post Tax (%)	245.56
FORTNIGHT 03/05/2026			Employee Additional Contrib Pre Tax (%)	514.30
FORTNIGHT 03/05/2026			SGC Employer Contribution	3,255.07
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,002.21
FORTNIGHT 03/05/2026			SGC Employer Contribution	3,084.38
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,639.83
FORTNIGHT 03/05/2026			SGC Employer Contribution	832.25
FORTNIGHT 03/05/2026			SGC Employer Contribution	8,025.47
FORTNIGHT 03/05/2026			SGC Employer Contribution	484.42
FORTNIGHT 03/05/2026			SGC Employer Contribution	820.15
FORTNIGHT 03/05/2026			SGC Employer Contribution	923.08
FORTNIGHT 03/05/2026			SGC Employer Contribution	2,775.99
FORTNIGHT 03/05/2026			SGC Employer Contribution	2,205.06
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,003.27
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,298.47
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,848.16
FORTNIGHT 03/05/2026			SGC Employer Contribution	3,822.70
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,573.66
FORTNIGHT 03/05/2026			SGC Employer Contribution	365.85
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,319.24
FORTNIGHT 03/05/2026			SGC Employer Contribution	842.51
FORTNIGHT 03/05/2026			SGC Employer Contribution	568.94
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,394.67
FORTNIGHT 03/05/2026			SGC Employer Contribution	3,291.19
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,625.57
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,083.76



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
FORTNIGHT 03/05/2026			SGC Employer Contribution	2,174.86
FORTNIGHT 03/05/2026			SGC Employer Contribution	467.98
FORTNIGHT 03/05/2026			SGC Employer Contribution	3,340.35
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,804.21
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,217.82
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,820.09
FORTNIGHT 03/05/2026			SGC Employer Contribution	832.48
FORTNIGHT 03/05/2026			SGC Employer Contribution	2,390.73
FORTNIGHT 03/05/2026			SGC Employer Contribution	2,107.94
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,994.86
FORTNIGHT 03/05/2026			SGC Employer Contribution	5,848.76
FORTNIGHT 03/05/2026			SGC Employer Contribution	1,977.52
FORTNIGHT 03/05/2026			SGC Employer Contribution	2,746.67
FORTNIGHT 03/05/2026			SGC Employer Contribution	540.63
FORTNIGHT 03/05/2026			SGC Employer Contribution	985.48
FORTNIGHT 03/05/2026			SGC Employer Contribution	2,261.51
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	111.54
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	237.80
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	73.08
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	459.28
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	67.59
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	193.90
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	190.65
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	2.52
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	108.33
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	115.38



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	60.98
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	130.36
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	140.42
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	94.82
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	175.15
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	99.52
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	115.44
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	219.46
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	78.00
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	310.48
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	180.77
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	138.75
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	100.00
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	245.46
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	260.83
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	222.11
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	144.56
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	110.45
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	75.83
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	82.90
FORTNIGHT 03/05/2026			SGC Employer Contribution	587.56
FORTNIGHT 03/05/2026			SGC Employer Contribution	147.95
FORTNIGHT 03/05/2026			SGC Employer Contribution	108.00
FORTNIGHT 03/05/2026			SGC Employer Contribution	46.15
FORTNIGHT 03/05/2026			SGC Employer Contribution	204.26
FORTNIGHT 03/05/2026			Employer Contribution (Additional)	97.93



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
FORTNIGHT 03/05/2026	Employer Contribution (Additional)			24.66
115001	7/05/2026	10013	Alinta Energy	340.85
531000688	21 Jan 2026 to 21 Apr 2026			150.40
131998793	20 Jan 2026 to 21 Apr 2026			190.45
115002	7/05/2026	10019	Environmental Health Aust WA Inc	680.00
126047	EHA state conference			680.00
115003	7/05/2026	10028	Bunnings Group Limited	183.15
2404/00245383	Standing Order Bunnings Materials			183.15
115004	7/05/2026	10034	Chubb Fire & Security Pty Ltd	258.24
3819199	College Park Fire Pump Shed Maintenance			32.01
3819198	College Park Fire Pump Shed Maintenance			84.34
3819196	College Park Fire Pump Shed Maintenance			32.01
3819197	College Park Fire Pump Shed Maintenance			109.88
115005	7/05/2026	10070	J Blackwood & Son Ltd	29.04
SI14593834	PPE RESTOCK			29.04
115006	7/05/2026	10074	Kmart Innaloo	260.50
10042026	School Holiday Supplies and Prizes			260.50
115007	7/05/2026	10076	Kleenit Pty Ltd	143.00
186632	Graffiti removal - All Abilities Play			143.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115008	7/05/2026	10116	St John Ambulance Western Australia Li	881.10
KITSLS00037418	First Aid Kit Service 2026		230.01	
KITSLS00037410	First Aid Kit Service 2026		347.89	
KITSLS00037413	First Aid Kit Service 2026		180.25	
KITSLS00037420	First Aid Kit Service 2026		122.95	
115009	7/05/2026	10118	Sussex Industries	500.50
S21961	SAFETY BUNTING		500.50	
115010	7/05/2026	10136	Westbooks	55.97
355735	Nedlands Junior Local Stock Books		34.98	
355733	Nedlands Junior Local Stock Books		20.99	
115011	7/05/2026	10139	Western Metropolitan Regional Council	594.87
M-2604311	Council greenwaste disposal 2025/26		594.87	
115012	7/05/2026	10143	Zipform Pty Ltd	3,698.69
227111	2nd, 3rd, 4th Instalment Notices 2025/26		3,647.70	
227112	Postage of Unused Stock		50.99	
115013	7/05/2026	10183	Water Corporation	9,770.92
9001418629	Bill ID - 0162		884.22	
9001418688	Bill ID - 0141		511.18	
9001418733	Bill ID - 0158		247.75	
9001418928	Bill ID - 0131		67.18	



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
9001426506	Bill ID - 0157			193.98
9011838619	Bill ID - 0105			111.00
9012041505 - APRIL 2026	Bill ID - 0101			11.68
9014278979	Bill ID - 0093			23.37
9001436843	Invoice 0133			64.26
9025743346 (3)	Jenkins Avenue Water Main			7,656.30
115014	7/05/2026	10229	WALGA	6,182.00
SI-018246	Council Training (Finance and Budget)			5,500.00
SI-017753	State Employment Law Essentials Training			1,364.00
115015	7/05/2026	10282	Experian Australia Pty Ltd	8,250.00
39284	NEW SERVICES			8,250.00
115016	7/05/2026	10304	Synergy	17,748.10
801870080	3111000094			5,394.04
239411960	Invoice 2616006131			543.06
131596660	Invoice 2188525279			680.89
968214430	Invoice 2184530360			374.65
301696720	Invoice 2148518362			145.68
313447070 - APRIL 2026	Invoice 2720005111			58.01
380380410	Invoice 2284004287			2,387.28
380380790	Invoice 2284004288			994.10
392417010	Invoice 2724006151			3,383.21
443627070	Invoice 2684003968			475.16
331018820	Invoice 2368004778			166.23



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
338661010	Invoice 2684003625			450.73
338661150	Invoice 2684003626			2,041.78
342131310	Invoice 2648006519			653.28
115017	7/05/2026	10318	Perth Irrigation Centre	3,887.95
J2156	Irrigation Materials			3,887.95
115018	7/05/2026	10396	Lock Stock & Farrell Locksmith Pty Ltd	334.00
41327-1	Mayors office rekey			334.00
115019	7/05/2026	10409	First Five Minutes Pty Ltd	2,714.53
CONS047008	Fire & Emergency Response Apr - Jun 26			2,714.53
115020	7/05/2026	10456	G M S Security (WA) Pty Ltd	10,256.40
INV-22163	Service, maintenance, and guard callouts			1,258.40
INV-22179	Service, maintenance, and guard callouts			3,663.00
INV-22175	Service, maintenance, and guard callouts			1,749.00
INV-22180	Service, maintenance, and guard callouts			1,408.00
INV-22185	Service, maintenance, and guard callouts			748.00
INV-22047	Service and maintenance			858.00
INV-22050	Service and maintenance			253.00
INV-22048	Service and maintenance			319.00
115021	7/05/2026	10457	Instant Products Hire	210.55
227069	Toilet John 23rd yard			210.55



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115022	7/05/2026	10467	The Information Management Group Pty	1,515.95
94271436	Archive Record Storage & Digitisation		463.76	
94271435	Archive Record Storage & Digitisation		1,052.19	
115023	7/05/2026	10483	DFS Industrial & Environmental Services	30,775.39
00025556	Amendment for 25/26 EOFY		24,325.63	
00025421	Stormwater Maintenance		2,537.70	
00025582	Stormwater Maintenance		1,560.08	
00025358	Stormwater Maintenance		2,351.98	
115024	7/05/2026	10506	Dept of Planning, Lands and Heritage - I	11,226.00
774030	DAP Fees for 21 & 23 Louise St, Nedlands		11,226.00	
115025	7/05/2026	10518	Ms J Rogers	372.00
0036	TAC - Curatorial work - J Rogers		372.00	
115026	7/05/2026	10535	Adelphi Apparel	82.50
00080954	Embroidery Long Sleeve Shirts		82.50	
115027	7/05/2026	10549	JB Hi-Fi Group Pty Ltd	63.31
00127921	Cygnett TekView Case for Samsung Tab S11		63.31	
115028	7/05/2026	10553	Mr I De Souza	240.00
MT226_02	Life Models for Life Drawing Thursdays		240.00	
115029	7/05/2026	10574	GPS Linemarking	935.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
INV-006246	HIGHVIEW PK LINEMARKING			935.00
115030	7/05/2026	10599	Quik Impressions	303.60
124320	Pool inspection envelops			303.60
115031	7/05/2026	10617	Aus Chill Technical Services Pty Ltd	1,620.85
17006	Tresillian - evap controller			1,126.40
17005	Fridge and aircon repairs			494.45
115032	7/05/2026	10688	Officeworks Ltd	66.34
628878687	Stationery			66.34
115033	7/05/2026	10693	Boyan Electrical Services Boyan Electric	708.84
59965	PATH BOLLARD LIGHTING REPAIR SUNSETS PK			708.84
115034	7/05/2026	10704	Budo Group Pty Ltd	19,806.93
1635-01	Park playground equipment oiling			19,806.93
115035	7/05/2026	10718	Outback Imaging Pty Ltd	1,694.70
AU-IN20086	EZESCAN DM BUNDLE - Named Licence			1,694.70
115036	7/05/2026	10724	TechnologyOne	115,940.00
262424	Consulting services - System Upgrade			9,460.00
262423	GIS Consulting - 6 Months			4,730.00
262221	TechnologyOne AMS contract fee			101,750.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115037	7/05/2026	10925	Westend Plumbing & Gas	2,104.61
INV-16893	Westend Plumbing Harris Park Plumbing		1,389.61	
INV-16913	Emergency callout-6 Feb 2026 - Harris Pk		715.00	
115038	7/05/2026	11192	Veolia Recycling & Recovery Pty Ltd (Su	249,527.71
8101041293	bulk commercial bulk bins		650.07	
168196	Residential Waste collection		248,877.64	
115039	7/05/2026	11398	Totally Workwear Mt Hawthorn R & J Ma	163.00
0001-00025211	POLO BIZ RAZOR BIZCOOL SPORTS NAVY		163.00	
115040	7/05/2026	11532	Rent A Fence Pty Ltd	727.35
RF 847759	Security Fencing - 118 Woods St		211.76	
RF 847760	Security Fencing - 118 Woods St		515.59	
115041	7/05/2026	11620	AIT Specialists Pty Ltd	495.00
INV-14197	Fuel Tax Credit July25 - June26		165.00	
INV-14196	Fuel Tax Credit July25 - June26		165.00	
INV-14195	Fuel Tax Credit July25 - June26		165.00	
115042	7/05/2026	11630	Bobs Odd Jobs AU Pty. Ltd.	150.00
INV-0743	Illegal dumping		150.00	
115043	7/05/2026	11673	Nola Britton	180.00
194	Life Drawing Social		90.00	
193	Life Drawing Social		90.00	



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115044 00015477	7/05/2026 Catering TAC - 2026 A Natural Response	11737	BY WORD OF MOUTH 400.00	400.00
115045 202 201	7/05/2026 Life Drawing Social Life Drawing Social	11758	Cynthia Forrest 90.00 100.00	190.00
115046 3500946 3502005 3500495 3503976	7/05/2026 Weekly fruit and milk order Nedlands Library The Fruit Box 2/4/26 Nedlands Library The Fruit Box 2/4/26 Milk and Fruit for Depot: Standing Order	11773	The Fruit Box Group Pty Ltd 249.05 128.34 111.39 440.84	929.62
115047 INV-2668	7/05/2026 Filter Change, Rental & Maintenance	11805	Aqua Filtration Enterprises Pty Ltd 55.00	55.00
115048 0006703 0006704	7/05/2026 Provision of Cleaning Services Provision of Cleaning Services	11827	Brightmark Group Pty Ltd 28,017.76 6,067.41	34,085.17
115049 INV-1404 15373 9035 7600	7/05/2026 Traffic Management Plans - Generic City wide Traffic Control City wide Traffic Control City wide Traffic Control	11905	Luxworks Traffic Control and Managemen 1,140.34 1,003.40 687.62 1,481.03	5,185.13



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
7342	City wide Traffic Control			872.74
115050	7/05/2026	11930	Coles Supermarkets Australia Pty Ltd	215.60
252899089	Nedlands Library Coles Order 27 March		93.10	
254198171	Coles April Order		122.50	
115051	7/05/2026	11935	Miya Maeda	1,452.00
0015T2SHMM	TAC - Tutor Fees - Art Classes		1,452.00	
115052	7/05/2026	12010	ELM WA PTY LTD	7,733.96
INV-5502	ELM Monthly 2026 March		7,733.96	
115053	7/05/2026	12015	MT CLAREMONT NEWS RAMRAJ DISTR	231.60
338402	Mt Claremont newspaper delivery		231.60	
115054	7/05/2026	12022	YIDARRA GROUP PTY LTD	16,459.55
3299	Standing order		7,491.31	
3283	Standing order		3,188.63	
3736	Standing order		5,779.61	
115055	7/05/2026	12032	Driva Pty Ltd	758.67
FORTNIGHT 03/05/2026	Novated Lease Driva - Pre Tax		632.23	
23252026	Adjustment INV-6XDSCGEMW4		63.22	
PP22252026	Adjustment INV-AL6C9ODLSO		63.22	
115056	7/05/2026	12069	Resolve Legal Solutions	1,520.20



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
INV-0482	Retainer Agreement			1,520.20
115057	7/05/2026	12096	LOCAL COASTAL LANDSCAPING PTY L	4,345.00
INV-1661	TURF MAINTENANCE - 1/7/25 To 30/6/25			4,345.00
115058	7/05/2026	12122	Kyocera Leasing Account Kyocera Docu	479.60
INV-270328-B1L2K9	Principal repayment of lease - Plotter			479.60
115059	7/05/2026	12148	Estudio Ana DE SOUSA ROSA, ANA DUI	2,604.00
00017A	TAC - Tutor Fees - Ana de Sousa Rosa			2,604.00
115060	7/05/2026	12174	Benchmark Consulting WA	4,188.80
3364	Updating new Building AMP			4,188.80
115061	7/05/2026	12187	CRAYON AUSTRALIA PTY LTD	14,520.86
4403026930	ACROBAT PRO ENTERPRISE L4 100+GOVERNMENT			3,509.99
442001294	Standing Order Office E3 / E5			6,496.93
4403027218	Standing Order- MS Office E3 License			4,125.00
4403027166	Office 365 Extra File Storage -add 166GB			388.94
115062	7/05/2026	12220	REL Artizan Studio Robyn Eloise Laycoc	224.00
29042027	TAC - Tutor Fees S.H. T2 Program 2026			224.00
115063	7/05/2026	12227	Solas Solutions DRISCOLL, LORRAINE I	4,900.00
260403	Corporate Services Contract Work			4,900.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115075 54174	12/05/2026 FY25 Grant Acquittal Audit	10328	Macri Partners	880.00 880.00
115076 4092	12/05/2026 Allen Park Scoreboard	10719	Electronic Signage Australia	17,440.50 17,440.50
115077 7183297	14/05/2026 AIM COUNCIL TRAINING DAY	10020	AIM - Australian Institute of Managemen	5,250.66 5,250.66
115078 1014716836	14/05/2026 April 2026 Postage	10021	Australia Post	5,761.05 5,761.05
115079 4041627474	14/05/2026 Gas bottle lease	10025	Boc Limited	23.14 23.14
115080 2433/00804966 2433/01208207	14/05/2026 Standing Order Bunnings Materials Hardware and Consumables	10028	Bunnings Group Limited	105.25 68.31 36.94
115081 Z310773	14/05/2026 Hygiene supplies	10029	Bunzl Limited	4,951.54 4,951.54
115082 SI14682621	14/05/2026 HARDWARE SUPPLIES	10070	J Blackwood & Son Ltd	446.16 446.16
115083	14/05/2026	10093	LGISWA	36,889.07



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
100-163938			Local Government Special Risks	36,889.07
115084	14/05/2026	10116	St John Ambulance Western Australia Li	180.00
FAINV01405900			Apply First Aid - 1 Day	180.00
115085	14/05/2026	10120	Swanbourne Veterinary Centre	264.00
7983173			Standing Order - Animal Impounds 6 month	264.00
115086	14/05/2026	10136	Westbooks	2,711.97
356027			Mt Claremont Junior Local Stock Books	17.49
356025			Mt Claremont Junior Local Stock	307.13
356022			Mt Claremont Local Stock Item	31.50
356018			Nedlands Library Stock Book	25.89
356024			Nedlands Junior Local Stock Books	189.56
356026			Mt Claremont Junior Local Stock Books	81.85
356016			Nedlands Local Stock Item	1,526.78
356019			Local Stock Item	111.97
356017			Nedlands Local Stock	419.80
115087	14/05/2026	10230	McInerney Ford McInerney Sales Pty Ltd	631.00
1435848			Fleet 106 Service	631.00
115088	14/05/2026	10246	Bolinda Publishing Pty Ltd	846.45
365258			Nedlands Large Print Local Stock Item	846.45
115089	14/05/2026	10263	Planning Institute Australia WA	3,420.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
G62949	Planet WA Planning			3,420.00
115090	14/05/2026	10273	West Tip Waste Control Pty Ltd	669.46
27761	10m3 skip bin for Depot Clean Up			669.46
115091	14/05/2026	10302	Wilson Security	616.00
W00336571	opening and closing Swan beach			220.00
W00336209	opening and closing Swan beach			396.00
115092	14/05/2026	10304	Synergy	46,972.83
214579230	Invoice 2300006701			46,972.83
115093	14/05/2026	10329	Flexipole Industries Pty Ltd	3,186.81
00003097	Bollard installation at WA Bridge Club			550.00
00003099	Various repairs to City fencing/gates			1,190.20
00003098	Various repairs to City fencing/gates			1,446.61
115094	14/05/2026	10332	Natural Area Consulting Management	18,861.81
00028369	Pt. Resolution Maintenance			7,003.96
00028370	Hollywood Reserve Hand Weeding			7,460.63
00028371	Birdwood Pde. Maintenance			2,781.77
00028372	Eco-zone Management for 2025/26			894.22
00028397	Fence repairs			721.23
115095	14/05/2026	10374	Dept of Transport - Information Fees App	555.90
8094799	Dept of Transport - Information Fees App			555.90



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115096 00019151	14/05/2026 Gun Park low level fault	10402	DU Electrical Pty Ltd	187.00
115097 INV-3504 INV-3509	14/05/2026 Golden Crown Beard at various sites. Greenways Maintenance	10419	Sustainable Outdoors	17,477.56
115098 26147	14/05/2026 RUGBY GOALS & FOOTINGS	10422	Marindust Sales & Ace Flagpoles	38,973.00
115099 INV-22217 INV-22218	14/05/2026 Security Response Service Security Response Service	10456	G M S Security (WA) Pty Ltd	214.50
115100 00025458	14/05/2026 Stormwater Maintenance	10483	DFS Industrial & Environmental Services	1,247.95
115101 0035	14/05/2026 TAC - Tutor Fees - J Rogers	10518	Ms J Rogers	1,984.00
115102 TSA-17201	14/05/2026 AutoTURN TSL - MAP CONVERSION RENEWAL	10523	Transoft Solutions (Australia) Pty Ltd	748.00
115103 00138716	14/05/2026 Apple iPad Air 13-inch M4 256GB Wi-Fi	10549	JB Hi-Fi Group Pty Ltd	1,559.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115104 INV MT226_01	14/05/2026	10553	Mr I De Souza Life Models for Life Drawing Thursdays	240.00
115105 00431418 00431472	14/05/2026	10649	Ultimo Catering and Event P/L Leadership Fundamentals Program Catering AIM COUNCIL TRAINING	938.40 358.45 579.95
115106 5277W	14/05/2026	10654	Tree Care Machinery Bandit Tree Equipm Supply Knives for Bandit	573.28 573.28
115107 629089709 629050723	14/05/2026	10688	Officeworks Ltd Stationery April Order J.Burrows 14.1" Laptop Bag Black	636.21 285.21 351.00
115108 60081 59927 59847 59998 59763 60080 59770 60052 60122	14/05/2026	10693	Boyan Electrical Services Boyan Electric Street and Footpath Lighting COLLEGE PK TENNIS CTS FLOODLIGHT REPAIR Electrical repairs Electrical repairs Electrical repairs Electrical repairs ELECTRICAL POWER OUTLET REPAIR Emergency Light & RCD Testing FY2025/26 Night light audits July 25 to May 26	8,515.98 935.77 4,514.51 590.49 292.44 563.46 156.63 752.84 138.39 571.45



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115109 INV-10093755	14/05/2026 PLASTERERS SAND DELIVERED	10803	Carramar Resource Industries	1,138.50 1,138.50
115110 176	14/05/2026 TAC - Tutor Fees - Michelle Kelly	10983	Michelle Kelly	708.00 708.00
115111 INV-0929	14/05/2026 David Cruickshank Lighting Design	11203	Sage Consulting Engineers Pty Ltd	5,263.50 5,263.50
115112 440	14/05/2026 Gutter Cleaning FY25/26 City Wide	11214	Roof Checks W.A.	1,930.00 1,930.00
115113 INV-0604 INV-0605 INV-0606 INV-0607 INV-0608 NUMBER	14/05/2026 Stormwater Construction and Maintenance Stormwater Construction and Maintenance Stormwater Construction and Maintenance Stormwater Construction and Maintenance Stormwater Construction and Maintenance Stormwater Construction and Maintenance	11487	Comex Civil Pty Ltd	40,678.67 24,540.51 3,432.06 2,858.35 4,456.69 4,037.17 1,353.89
115114 149759	14/05/2026 LibraryCraft Subscription 25/26	11574	City of Fremantle	300.00 300.00
115115 INV-14214	14/05/2026 Fuel Tax Credit July25 - June26	11620	AIT Specialists Pty Ltd	165.00 165.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115116 87093 #7	14/05/2026 Parts for Chainsaw	11731	STIHL Shop Osborne Park	264.45
115117 3500474	14/05/2026 Weekly fruit and milk order	11773	The Fruit Box Group Pty Ltd	291.57
115118 152402	14/05/2026 EGO 56V 5.0Ah POWER+ Battery	11810	Total Tools Osborne Park Sheridan Robi	389.00
115119 35527	14/05/2026 Monthly Cash in Transit Services	11834	West-Sure Security	127.51
115120 29	14/05/2026 Period ending 8 May 2026	11862	Motorpass	15,382.89
115121 14807	14/05/2026 Contract Traffic Management	11905	Luxworks Traffic Control and Managemen	685.32
115122 256972177	14/05/2026 Nedlands Library Coles Order 7/5/26	11930	Coles Supermarkets Australia Pty Ltd	151.82
115123 151350	14/05/2026 McLeods Lawyers - Legal Advice	11931	McLeods Lawyers	642.40
115124 SI088290	14/05/2026 BROADACRE GYPSUM APPLICATIONS	11955	Australian Agribusiness (Holdings) Pty L	15,219.60



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115125	14/05/2026	11993	Office Solutions IT PTY LTD	19,281.85
178420	Standing Order OSIT		4,461.60	
178076	Project Labour		47.30	
178164	Dell Pro 14 Notebook		14,772.95	
115126	14/05/2026	12022	YIDARRA GROUP PTY LTD	6,162.20
3297	Standing order		6,162.20	
115127	14/05/2026	12045	Polla Posavec	1,240.00
PP26T1	TAC - Tutor Fees Polla Posavec		1,240.00	
115128	14/05/2026	12103	MACHINERY WEST PTY LTD	68,530.00
157902	SUPPLY AND DELIVER SQUIRREL EWP		68,530.00	
115129	14/05/2026	12109	PROFESSIONAL SEARCH GROUP PTY L	1,419.11
INV-28127	Agency Staff Salary - Relief FA		1,419.11	
115130	14/05/2026	12121	DEPARTMENT OF LOCAL GOVERNMEN	25,032.04
APRIL 2026	BSL Payment for April FY26		25,032.04	
115131	14/05/2026	12131	C Murphy Independent Member Colin M	3,060.00
AUG 2025 - NOV 2025	Amendment Payment Committee Meeting		3,060.00	
115132	14/05/2026	12135	Chris Adams Christoper Adams	5,805.00
MARCH 2026	Payment for Committee Meetings		1,215.00	



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
AUG 2025 - FEB 2026	Amendment Payment Committee Meetings			4,590.00
115133	14/05/2026	12150	Proarb WA Pty Ltd	11,841.50
3272	I Horizon Ct - Prune eucalypt			1,683.00
3273	9 Nidjalla Loop-Boundary prune banksia's			484.00
3261	64 Kingsway-Ficus. Boundary & crownlift.			726.00
3183	Rear 21 Chessington Gdns. Remove hangers			1,402.50
2968	Allen Park Bushland - Dismantle tuart			4,675.00
2980	College Park. Tree Removal and deadwood			2,376.00
2796	45 Boronia- prune euc from power line			495.00
115134	14/05/2026	12160	FUTURE INSTITUTE OF AUSTRALIA PTY	5,494.50
INV-2313	Leadership Fundamentals Program			5,494.50
115135	14/05/2026	12172	CDM Australia Pty Ltd	25,635.50
P13798	Lnovo ThinkPad T14s Gen6			25,635.50
115136	14/05/2026	12174	Benchmark Consulting WA	4,979.70
3235	Updating new Building AMP			4,979.70
115137	14/05/2026	12179	Goodchild Enterprises Queensway Pty L	96.80
763901	Supply Battery as per quote			96.80
115138	14/05/2026	12192	VERAISON WA PTY LTD	7,216.00
INV-1872	VERAISON - Council Training			7,216.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115139 25662	14/05/2026 Logitech MeetUp 4K ConferenceCam	12208	3 MONKEYS AUDIOVISUAL PTY LTD 2,079.00	2,079.00
115140 SG78423/01	14/05/2026 HARDWARE SUPPLIES	12219	Slater Gartrell Sports Midland Sports Wa 1,170.40	1,170.40
115141 2557	14/05/2026 RUGBY GOAL DISMANTLE & CARTING	12232	Holty's Hiab The Trustee for HOLT INVE 1,258.40	1,258.40
115142 769894	14/05/2026 Councillor Nomination Fee Refund	12249	Mayor L. Browner 100.00	100.00
115143 S3035828	14/05/2026 2 x Septem Benches supply and delivered	12263	Commercial Systems Australia Pty Ltd 3,386.90	3,386.90
115147 FORTNIGHT 17/05/2026 FORTNIGHT 17/05/2026 FORTNIGHT 17/05/2026 FORTNIGHT 17/05/2026	21/05/2026 Withholding Tax (PAYG) Extra Tax HELP TSL	10001	Australian Taxation Office 151,254.00 1,168.00 3,410.00 812.00	156,644.00
115148 FORTNIGHT 17/05/2026	21/05/2026 Child Support Agency	10002	Child Support Registrar 561.22	561.22
115149 FORTNIGHT 17/05/2026	21/05/2026 Australian Services Union	10003	Australian Services Union 181.50	181.50



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115150	21/05/2026	10005	Easi	3,525.08
FORTNIGHT 17/05/2026	Novated Lease Easifleet - Pre Tax			2,313.80
FORTNIGHT 17/05/2026	Novated Lease Easifleet- Post Tax			1,211.28
115151	21/05/2026	10006	Westpac Banking Corporation	94,717.86
FORTNIGHT 17/05/2026	Employee Additional Contrib Pre Tax (\$)			2,739.00
FORTNIGHT 17/05/2026	Employee Additional Contrib Pre Tax (%)			8,869.86
FORTNIGHT 17/05/2026	Employee Additional Contrib Post Tax (%)			245.56
FORTNIGHT 17/05/2026	SGC Employer Contribution			3,344.04
FORTNIGHT 17/05/2026	SGC Employer Contribution			1,406.24
FORTNIGHT 17/05/2026	SGC Employer Contribution			3,008.70
FORTNIGHT 17/05/2026	SGC Employer Contribution			1,586.69
FORTNIGHT 17/05/2026	SGC Employer Contribution			689.83
FORTNIGHT 17/05/2026	SGC Employer Contribution			7,465.73
FORTNIGHT 17/05/2026	SGC Employer Contribution			1,320.49
FORTNIGHT 17/05/2026	SGC Employer Contribution			820.15
FORTNIGHT 17/05/2026	SGC Employer Contribution			923.08
FORTNIGHT 17/05/2026	SGC Employer Contribution			2,818.96
FORTNIGHT 17/05/2026	SGC Employer Contribution			2,205.06
FORTNIGHT 17/05/2026	SGC Employer Contribution			1,003.27
FORTNIGHT 17/05/2026	SGC Employer Contribution			1,667.70
FORTNIGHT 17/05/2026	SGC Employer Contribution			1,754.07
FORTNIGHT 17/05/2026	SGC Employer Contribution			3,883.87
FORTNIGHT 17/05/2026	SGC Employer Contribution			1,573.66
FORTNIGHT 17/05/2026	SGC Employer Contribution			391.10



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	1,407.20
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	751.31
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	652.05
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	1,721.10
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	3,539.22
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	1,506.14
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	1,083.75
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	1,861.01
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	467.98
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	3,362.65
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	1,595.78
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	1,217.82
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	1,855.65
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	832.48
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	2,487.27
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	2,107.94
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	1,994.86
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	5,702.72
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	1,977.52
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	2,775.02
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	540.63
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	985.48
FORTNIGHT 17/05/2026	17/05/2026		SGC Employer Contribution	1,874.08
FORTNIGHT 17/05/2026	17/05/2026		Employer Contribution (Additional)	111.54
FORTNIGHT 17/05/2026	17/05/2026		Employer Contribution (Additional)	60.51
FORTNIGHT 17/05/2026	17/05/2026		Employer Contribution (Additional)	225.19



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	73.08
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	590.92
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	67.59
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	193.90
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	190.65
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	48.85
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	107.76
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	115.38
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	65.18
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	116.28
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	125.22
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	108.68
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	229.56
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	22.70
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	79.62
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	115.44
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	167.15
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	78.00
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	256.74
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	180.77
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	138.75
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	100.00
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	245.46
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	260.83
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	222.11
FORTNIGHT 17/05/2026			Employer Contribution (Additional)	144.56



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
FORTNIGHT 17/05/2026	Employer Contribution (Additional)			113.03
FORTNIGHT 17/05/2026	Employer Contribution (Additional)			75.83
FORTNIGHT 17/05/2026	Employer Contribution (Additional)			69.86
115152	21/05/2026	10034	Chubb Fire & Security Pty Ltd	183.47
3819452	Fire Panel Testing			69.26
3819371	Fire Panel Testing			69.26
3943906	College Park Fire Pump Shed Maintenance			44.95
115153	21/05/2026	10070	J Blackwood & Son Ltd	3,228.28
S114693541	Glasses work kits for friend's group's			2,611.07
S114712600	Secateurs friends group			246.40
S114716213	Safety vest			179.85
S114759917	Clipboard			63.36
S114770002	Pruning saw friends group work kit			127.60
115154	21/05/2026	10076	Kleenit Pty Ltd	682.00
186974	Graffiti on various playgrounds			682.00
115155	21/05/2026	10099	Optus Billing Services Pty Ltd	2,762.12
000571346661	Optus Mobile-Shared Data & Teams Calling			2,762.12
115156	21/05/2026	10136	Westbooks	1,585.04
356021	Nedlands Local Stock Item			20.65
356023	Nedlands Junior Local Stock Books			916.49
356265	Nedlands Local Stock Item			69.27



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
356266			Mt Claremont Local Stock Item	24.50
356261			Mt Claremont Junior Local Stock Books	16.09
356264			Nedlands Library Stock Book	43.38
356262			Nedlands Junior Local Stock Books	238.00
356259			Nedlands Junior Local Stock Books	11.19
356258			Nedlands Junior Local Stock Books	13.29
356260			Mt Claremont Junior Local Stock Books	16.09
356263			Nedlands Junior Local Stock Books	103.50
356257			Nedlands Junior Local Stock Books	112.59
115157	21/05/2026	10183	Water Corporation	478.57
9001453424 - MAY 2026	Bill ID - 0127			265.87
9016775055 - APRIL 2026	Bill ID - 0088			212.70
115158	21/05/2026	10280	GHD Pty Ltd	28,162.50
112-0278104	Jenkins–Bulimba–Taylor Drainage Upgrade			28,162.50
115159	21/05/2026	10302	Wilson Security	220.00
W00336648	opening and closing Swan beach			220.00
115160	21/05/2026	10304	Synergy	22,849.25
471871210	Invoice 2636006292			229.57
380380600	Invoice 2082637139			1,741.09
380380220	Invoice 2082637138			1,844.63
856995430 - MAY 2026	Invoice 2208528143			2,045.25
034081140	Invoice 2580007761			713.90



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
471871210 - MAY 2026	Invoice 2636006292			229.57
968214430	Invoice 2140522364			291.21
239411960	Invoice 2038666210			476.43
801340050	Invoice 3006000011			7,871.45
313447070 - MAY 2026	Invoice 2132516583			58.01
443627070	Invoice 2156522979			437.18
982976450	Invoice 2344008708			457.00
661436990	Invoice 2540010533			406.84
380380790	Invoice 2784008539			894.64
392417010	Invoice 2304006233			3,005.85
380380410	Invoice 2784008538			2,146.63
115161	21/05/2026	10402	DU Electrical Pty Ltd	58,830.75
00019018	Drill Groundwater bore at Nedlands Lib			58,830.75
115162	21/05/2026	10419	Sustainable Outdoors	10,209.85
INV-3513	Greenways Maintenance			10,209.85
115163	21/05/2026	10429	Sonic HealthPlus Pty Ltd	386.10
3952143	Pre-employment Medical Cost for 25/26 FY			386.10
115164	21/05/2026	10457	Instant Products Hire	525.84
226780	2026 Anzac Day Accessible Toilet Hire			525.84
115165	21/05/2026	10493	Randstad Pty Ltd	2,272.46
RA6274762	Contractor for Ranger services Admin			2,272.46



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115166	21/05/2026	10549	JB Hi-Fi Group Pty Ltd	266.05
00141385	ALOGIC Bolt Adjustable Laptop Stands			50.21
00142431	ALOGIC Bolt Adjustable Laptop Stands			215.84
115167	21/05/2026	10608	Corsign WA Pty Ltd	9,647.77
00103291	Signage city wide			2,666.40
00103439	Mt Claremont Signage			2,806.76
103291A	Signage city wide			1,487.86
00101184	Parking signs and stickers			176.00
00103972	Street Signage.			426.25
00104012	PLASTIC STAR PICKETS			2,084.50
115168	21/05/2026	10617	Aus Chill Technical Services Pty Ltd	874.72
17086	Tresillian - cafe fridge repairs			874.72
115169	21/05/2026	10735	WINC Australia Pty Ltd (Previous name	1,507.00
9050352398	Pc Locs Carrier 10 Charging Station			1,507.00
115170	21/05/2026	10795	TWEEDIE, STEVEN	2,750.00
2 - 2025/26	Councillor Training Fees			2,750.00
115171	21/05/2026	10925	Westend Plumbing & Gas	16,142.50
INV-16953	Plumbing repairs			12,633.50
INV-16954	Plumbing repairs			2,475.00
INV-16955	Plumbing repairs			451.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
INV-16956	Plumbing repairs			297.00
INV-16962	Plumbing repairs			286.00
115172	21/05/2026	11016	Cr R A Coghlan	100.00
770321	Councillor Nomination Fee Refund			100.00
115173	21/05/2026	11088	OtagoIT Pty Ltd	1,494.11
0000423	Tresillian Website Monthly 2025 - 2026			1,494.11
115174	21/05/2026	11124	Retech Rubber	7,800.18
00005823	RUBBER SOFTFALL WICKET COVERS			7,800.18
115175	21/05/2026	11193	Mercedes Benz Perth	1,000.00
DBCLD509069	Merc. Van Service			1,000.00
115176	21/05/2026	11215	Richard Read	603.00
RR T12601	TAC - Lecture Fees - Richard Read			603.00
115177	21/05/2026	11259	Chellew Hawley Pty Ltd T/S Sifting Sand	9,831.58
PO10009963	Sand cleaning playgrounds as per quoted			9,831.58
115178	21/05/2026	11409	Pipeline Irrigation	1,562.00
00006689	Irrigation Maintenance for Summer			1,562.00
115179	21/05/2026	11440	CS Legal	32.00
035733	2025/2026 Rates Debt Recovery			32.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115180 INV-0602	21/05/2026 Taylor Road Drainage Upgrade Project	11487	Comex Civil Pty Ltd	109,716.00
			109,716.00	
115181 INV-00652	21/05/2026 Engineering Design Standards Package	11525	Civil Sciences and Engineering	16,236.00
			16,236.00	
115182 3043361421 - APRIL 2026 4374343061 4374343061 - MARCH 2026 1315114130 - MARCH 2026	21/05/2026 Bill ID - T311 Bill ID T311 Bill ID - T311 Bill ID - T311	11639	Telstra Limited	640.00
			20.00	
			55.00	
			55.00	
			510.00	
115183 37227	21/05/2026 LSL Liability - Emp 286	11671	City of Joondalup	9,132.72
			9,132.72	
115184 195	21/05/2026 Life Drawing Social	11673	Nola Britton	110.00
			110.00	
115185 86631 #4	21/05/2026 Parts for various chainsaw	11731	STIHL Shop Osborne Park	732.10
			732.10	
115186 203	21/05/2026 Life Drawing Social	11758	Cynthia Forrest	110.00
			110.00	
115187	21/05/2026	11898	The Workers Shop	948.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
TWS - 104544	PPE and Uniforms			948.00
115188	21/05/2026	11931	McLeods Lawyers	5,231.60
151424	McLeods Lawyers - Legal Advice			3,190.00
151223	Legal Advice			2,041.60
115189	21/05/2026	12032	Driva Pty Ltd	632.23
FORTNIGHT 17/05/2026	Novated Lease Driva - Pre Tax			632.23
115190	21/05/2026	12062	Kalamunda Electrics Burgess Enterprise	37,289.33
KE6342	Lighting for David Cruikshank			37,289.33
115191	21/05/2026	12123	Auscorp IT The Trustee for THE MEHTA	5,137.26
INV-00042380	Dell Pro AIO 24in Touch QC24251			5,137.26
115192	21/05/2026	12136	Doug Buckley's Carpet Court The trustee	4,245.00
00034507	Tresillian -Language Room flooring			4,245.00
115193	21/05/2026	12142	Wolf & Swine Pty Ltd (Swan Event Hire)	2,199.60
INV-6259	2026 Anzac Day Marquee			2,199.60
115194	21/05/2026	12150	Proarb WA Pty Ltd	5,225.00
3248	Govt Rd-Remove dead trees & deadwood			2,805.00
3251	Hollywood tennis-Prune as per site meet			2,420.00
115195	21/05/2026	12158	Power Audio Visual Perth GWT Power M	1,086.80



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
PM09183	2026 Anzac Day AV			1,086.80
115196 34458	21/05/2026 CoN Laneway Audit	12199	TBB PLANNING PTY LTD	11,134.20
115197 25677	21/05/2026 E-Waste Disposal of existing display	12208	3 MONKEYS AUDIOVISUAL PTY LTD	3,680.88
115198 006518	21/05/2026 Referoo Subscription - 1 year	12240	REFEROO PTY LTD	4,237.20
115199 077742 078335	21/05/2026 2 contractors for Assets and Recons 2 contractors for Assets and Recons	12248	Mars Recruitment Mars Partnership Pty	8,940.76
115200 770307	21/05/2026 Councillor Nomination Fee Refund	12257	Cr J. Coleman	100.00
115201 INV-1844	21/05/2026 9m3 RUBBER RECYCLING SKIP BIN	12258	PERTH PLAYGROUND & RUBBER PTY L	1,430.00
115202 INV-14705	21/05/2026 Public Sector Comms Week Virtual	12261	Akolade Pty Ltd	1,648.90
115203 770308	21/05/2026 Councillor Nomination Fee Refund	12262	Cr C. Pan	100.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115207	28/05/2026	10013	Alinta Energy	200.00
977901950	11 Feb 2026 to 11 May 2026			87.85
441535710	11 Feb 2026 to 11 May 2026			112.15
115208	28/05/2026	10027	Construction Training Fund	1,291.75
INV-358967-S2M4J3	BCITF LEVY TAX INVOICE - APRIL 2026			1,291.75
115209	28/05/2026	10028	Bunnings Group Limited	605.62
2433/01209120	Standing Order Bunnings Materials			77.61
2433/01125506	General supplies			81.79
2433/01126683	Hardware and Consumables			446.22
115210	28/05/2026	10034	Chubb Fire & Security Pty Ltd	258.24
3943910	College Park Fire Pump Shed Maintenance			84.34
3943907	College Park Fire Pump Shed Maintenance			109.88
3943909	College Park Fire Pump Shed Maintenance			32.01
3943908	College Park Fire Pump Shed Maintenance			32.01
115211	28/05/2026	10043	Western Australia Police Force	70.40
127095739	2025/2026 Volunteer National Police			70.40
115212	28/05/2026	10046	Team Global Express Pty Ltd	613.25
P60854778	Team Global Express Monthly Invoice			613.25
115213	28/05/2026	10054	Ebsco Australia	3,506.80



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
81431001211			Library Local History eresource subscrip	3,506.80
115214	28/05/2026	10057	Elliotts Filtration (Previously	649.00
F36937			Filtration servicing -Dot Bennett	324.50
F36938			Filtration servicing - Montario	324.50
115215	28/05/2026	10067	Mrs B L Hunt	168.00
2026T2BHUNT			TAC - Tutor Fees - Mrs B L Hunt	168.00
115216	28/05/2026	10070	J Blackwood & Son Ltd	1,441.88
SI14781216			first aid kit	600.60
SI14783016			snake protect gator	608.96
SI14797064			tool box	77.44
SI14852829			tool box	154.88
115217	28/05/2026	10076	Kleenit Pty Ltd	847.00
187161			Graffiti removal	605.00
187248			Graffiti removal	242.00
115218	28/05/2026	10099	Optus Billing Services Pty Ltd	1,553.90
000571701810			Optus Mobile-Shared Data & Teams Calling	1,553.90
115219	28/05/2026	10116	St John Ambulance Western Australia L	180.00
FAINV01408027			Apply First Aid - 1 Day	180.00
115220	28/05/2026	10123	The Potters Market	102.48



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
FR-16625	The Potters Market			102.48
115221	28/05/2026	10136	Westbooks	563.34
356267	Local Stock Item			87.63
356256	Mt Claremont Junior Local Stock			475.71
115222	28/05/2026	10139	Western Metropolitan Regional Council	4,101.45
INV-81946	WMRC Participating Council (Dec-June 26)			4,101.45
115223	28/05/2026	10140	Western Power Corporation - Bills	5,722.74
CORPB0834215	Western Power -P/L vegetation clearance			1,425.51
CORPB0834218	Western Power -P/L vegetation clearance			2,340.34
CORPB0834214	Western Power -P/L vegetation clearance			1,956.89
115224	28/05/2026	10183	Water Corporation	547.42
9010249468	Bill ID - 0117			32.13
9001453379	Bill ID - 0141			58.42
9001444608	Bill ID - 0161			456.87
115225	28/05/2026	10185	Western Chainwire	1,848.00
00006556	Inspect and Repair Jo Wheatley gates			1,848.00
115226	28/05/2026	10229	WALGA	7,579.00
SI-018584	WALGA COUNCIL ETRAINING			7,579.00
115227	28/05/2026	10263	Planning Institute Australia WA	4,150.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
G65615	PIA Environmental Impact Assessment			3,460.00
63196	PLANET WA Planning for Elected Members			690.00
115228	28/05/2026	10304	Synergy	2,368.86
401930540	Invoice 2412010482			398.01
401930490	Invoice 2412010481			542.83
401930300	Invoice 2240008811			203.05
319160610	Invoice 2340008770			478.36
471871350	Invoice 2364008330			746.61
115229	28/05/2026	10318	Perth Irrigation Centre	1,174.10
J2538	Sprinklers for College Park			1,174.10
115230	28/05/2026	10332	Natural Area Consulting Management	1,644.69
00028368	Shenton Bushland Maintenance			1,644.69
115231	28/05/2026	10353	Western Power Corporation - Project	1,615,827.30
CORPB0850148	UGP Nedlands West Co-Funding Agreement			1,615,827.30
115232	28/05/2026	10385	Iris Consulting Group Pty Ltd	705.87
00002491	RM Training - 1x IM Officers			705.87
115233	28/05/2026	10407	Nu-Trac Rural Contracting	896.00
00003416	Beach cleaning- Swanbourne			896.00
115234	28/05/2026	10456	G M S Security (WA) Pty Ltd	418.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
INV-22049	Service and maintenance			418.00
115235	28/05/2026	10483	DFS Industrial & Environmental Services	994.61
00025778	Stormwater Maintenance			122.49
00025773	Amendment for 25/26 EOFY			872.12
115236	28/05/2026	10493	Randstad Pty Ltd	1,842.19
RA6289833	Contractor for Ranger services Admin			1,842.19
115237	28/05/2026	10521	Univerus Software Pty Ltd (AssetFinda)	880.00
PSI000028	Managed Service Agreement			880.00
115238	28/05/2026	10553	Mr I De Souza	240.00
INV MT226_03	Life Models for Life Drawing Thursdays			240.00
115239	28/05/2026	10574	GPS Linemarking	935.00
INV-006267	MELVISTA OVAL LINEMARKING			935.00
115240	28/05/2026	10628	Emerge Associates	5,500.00
31356	CWP 25/26 - Enviroscope Plans			5,500.00
115241	28/05/2026	10667	CTI Couriers Pty Ltd	680.53
CISC4887760	Library courier - six months			680.53
115242	28/05/2026	10718	Outback Imaging Pty Ltd	1,045.00
AU-IN20271	Ezescan Consultant Remote (Half Day)			1,045.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115243 9050368075	28/05/2026 Kitchen consumables	10735	WINC Australia Pty Ltd (Previous name 439.94	439.94
115244 IN000104571	28/05/2026 Promaster/ Expense Pro software	10766	Inlogik Pty Ltd 563.10	563.10
115245 20917	28/05/2026 Moving tap and boxing out Water meter	10977	Watertight Plumbing & Gas 968.00	968.00
115246 MAY 2026	28/05/2026 Councillor Allowance - May 2026	11016	Cr R A Coghlan 2,168.33	2,168.33
115247 5002-2600493	28/05/2026 TIMON model development - Stage 1	11052	Arup Australia Pty Ltd 12,976.83	12,976.83
115248 86347 #21	28/05/2026 Supply 2 x HT 135 Pole Saws	11087	Beacon Equipment 2,718.00	2,718.00
115249 8101101649 61757293 61761479 61710815	28/05/2026 bulk commercial bulk bins Waste Disposal - Res&comm Waste Disposal - Res&comm Waste Disposal - Res&comm	11192	Veolia Recycling & Recovery Pty Ltd (Su 700.02 46,020.90 3,316.49 49,068.05	97,538.64
115250	28/05/2026	11255	Simon Sherwood Anderson Trading As	2,475.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
37	Design Review Panel Member Fees			2,475.00
115251	28/05/2026	11268	Kyocera Document Solutions Pty Ltd	1,714.65
91458689	Kyocera Consultant for Ezescan migration		440.00	
91452769	Kyocera Extension		1,274.65	
115252	28/05/2026	11398	Totally Workwear Mt Hawthorn R & J Ma	73.50
0001-00027581	Tsunami Clear Safety Glasses		73.50	
115253	28/05/2026	11401	Strategy 8 Pty Ltd	350.00
INV-0443	Portrait Photos - Mayor and Deputy Mayor		350.00	
115254	28/05/2026	11532	Rent A Fence Pty Ltd	204.93
RF 856622	Security Fencing - 118 Woods St		204.93	
115255	28/05/2026	11543	John Paul	1,344.00
JPT22026A	TAC Tutor Fees John Paul		1,344.00	
115256	28/05/2026	11620	AIT Specialists Pty Ltd	330.00
INV-14245	Fuel Tax Credit July25 - June26		165.00	
INV-14244	Fuel Tax Credit July25 - June26		165.00	
115257	28/05/2026	11630	Bobs Odd Jobs AU Pty. Ltd.	297.00
INV-0758	Illegal dumping - Odern Cres. bushland		297.00	
115258	28/05/2026	11673	Nola Britton	90.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
196	Life Drawing Social			90.00
115259 INV-2725	28/05/2026 JUVE STREET TREE WATERING APRIL MAY 2026	11706	Baroness Holdings Pty Ltd t/as Tree Pla	53,873.32 53,873.32
115260 204	28/05/2026 Life Drawing Social	11758	Cynthia Forrest	90.00 90.00
115261 H6850	28/05/2026 Wages for Heinrich Praxmarer	11797	Helene Pty LTD T/AS Lo-Go Appointmen	3,297.28 3,297.28
115262 100001882280 (1) 100001889875	28/05/2026 Laptop Right of Use Purchase Laptop Right of Use Purchase	11798	HP Financial Services (Australia) Pty Ltd	15,325.20 1,277.10 14,048.10
115263 154668	28/05/2026 Batteries for Irrigation Tools	11810	Total Tools Osborne Park Sheridan Robi	575.10 575.10
115264 0006853 0006852 0006851	28/05/2026 BBQ cleaning january-june2026 Provision of Cleaning Services Provision of Cleaning Services	11827	Brightmark Group Pty Ltd	32,592.27 2,392.01 5,871.69 24,328.57
115265 00001388	28/05/2026 CoN Polo Tops	11841	PROMO FACTORY	269.94 269.94



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115266 INV-001391	28/05/2026 Diploma	11893	Global Training Institute Pty Ltd 9,500.00	9,500.00
115267 260040928 258799324 258484736	28/05/2026 Council Bus Trip Council Meeting OCMs Standing Food Order Coles Kitchen and Refresh Station Order	11930	Coles Supermarkets Australia Pty Ltd 127.30 97.14 416.38	640.82
115268 179070	28/05/2026 Azure Hosting Plan - Modern Commerce	11993	Office Solutions IT PTY LTD 158.82	158.82
115269 53442	28/05/2026 Quarterly Pest Control Checks FY25/26	11995	PERTH PEST CONTROL PTY LTD 1,243.00	1,243.00
115270 91455 91456 91473 91466	28/05/2026 BROADACRE MOWING PARK/TURF MAINTENANCE - Cut #14 APRIL 2026 PARK MOWING - SINGLE SERVICE BROADACRE MOWING CHARLES COURT RESERVE	12023	LOCHNESS LANDSCAPE SERVICES LL\$ 11,434.80 18,889.21 7,185.90 842.89	38,276.17
115271 PP24252026	28/05/2026 Adjustment INV-5VPRS2R9UA	12032	Driva Pty Ltd 63.22	63.22
115272 INV-0706 INV-0712	28/05/2026 CHARLES COURT PICKUP CRICKET WICKETS CHARLES COURT MARKUP 6 x RUGBY GOAL LOCs	12035	SurveyLine Consulting Surveyors PTY L 1,980.00 2,035.00	4,015.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115273 T18/115054	28/05/2026 Traffic Management Assessments	12059	CONTRA-FLOW PTY LTD 1,375.00	1,375.00
115274 INV-17373	28/05/2026 TRUCK & LOADER HIRE FOR WICKET COVERS	12063	Positively Green Pty Ltd 1,540.00	1,540.00
115275 1002512	28/05/2026 SOLID TINE CORING - Turf renovations	12107	GECKO CONTRACTING TURF AND LANI 22,669.15	22,669.15
115276 INV-10110	28/05/2026 Local Planning Strategy Review	12165	CD & P PTY LTD CDP Town Planning & I 29,293.00	29,293.00
115277 P14939	28/05/2026 Dell Pro AIO 24in x 2	12172	CDM Australia Pty Ltd 4,503.40	4,503.40
115278 00004159 00004160	28/05/2026 Lashing Gear as per Quote 00004159 Lashing Gear as per Quote 00004160	12175	Lifting & Rigging Solutions Frefax Pty Li 338.80 515.02	853.82
115279 181003	28/05/2026 Work place planning	12183	MARSHALL KUSINSKI DESIGN CONSUL 7,546.00	7,546.00
115280 001	28/05/2026 Nedlands Library - Thomas Wilson Writing	12193	Thomas Wilson 672.00	672.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115281 835558	28/05/2026 Transmission Service Kit	12195	Japanese Truck & Bus Spares Pty Ltd 129.50	129.50
115282 25697	28/05/2026 Yealink SmartVision 40 AIO	12208	3 MONKEYS AUDIOVISUAL PTY LTD 3,155.68	3,155.68
115283 22052026	28/05/2026 TAC - Tutor Fees Robyn Laycock	12220	REL Artizan Studio Robyn Eloise Laycoc 744.00	744.00
115284 078035 078144 078580 078598 078873	28/05/2026 2 contractors for Assets and Recons 2 contractors for Assets and Recons 2 contractors for Assets and Recons 2 contractors for Assets and Recons 2 contractors for Assets and Recons	12248	Mars Recruitment Mars Partnership Pty 4,967.09 7,385.28 8,169.57 4,999.78 4,561.89	30,083.61
115285 MAY 2026	28/05/2026 Mayor Allowance - May 2026	12249	Mayor L. Browner 8,820.08	8,820.08
115286 MAY 2026	28/05/2026 Councillor Allowance - May 2026	12250	Cr S.C. Kobelke 2,168.33	2,168.33
115287 MAY 2026	28/05/2026 Councillor Allowance - May 2026	12251	Cr R. M. Kristensen 2,168.33	2,168.33
115288	28/05/2026	12252	Cr J. Mathews	3,646.50



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
MAY 2026	Deputy Mayor Allowance - May 2026			3,646.50
115289 MAY 2026	28/05/2026 Councillor Allowance - May 2026	12253	Cr G.A. Ruscoe	2,168.33
115290 MAY 2026	28/05/2026 Councillor Allowance - May 2026	12256	Cr E. Clapin	2,168.33
115291 MAY 2026	28/05/2026 Councillor Allowance - May 2026	12257	Cr J. Coleman	2,168.33
115292 039	28/05/2026 Furniture Repairs - Jan-Mar 2026 audits	12259	BKCLN Family Trust The Trustee for BK	8,750.00
115293 MAY 2026	28/05/2026 Councillor Allowance - May 2026	12262	Cr C. Pan	2,168.33
115294 28658	28/05/2026 LSL liability payment	12286	City of Gosnells	13,138.80
Sundry EFT				15,620.48
115064 29042026	7/05/2026 Extra Baggage Allowance to transport	99998	E Hansen	170.00
115065	7/05/2026	99998	Manuel Manninici	1,919.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
773460	Refund majority DA Fee			1,919.00
115066 775162	7/05/2026 Candidate Nomination Fee Refund	99998	H J Grzyb	100.00
115067 770228	7/05/2026 Candidate Nomination Fee Refund	99998	G A Ruscoe	100.00
115068 770301	7/05/2026 Candidate Nomination Fee Refund	99998	H S Kemp	100.00
115069 769994	7/05/2026 Candidate Nomination Fee Refund	99998	S C Kobelke	100.00
115070 4052026	7/05/2026 Reimbursement Meeting	99998	A Kyron	27.38
115071 05052026	7/05/2026 Parking Reimbursement	99998	T Douglas	12.15
115072 01052026	7/05/2026 Parking Reimbursement	99998	S Amasi	12.12
115073 769036	7/05/2026 Swipe Card Bond Refund	99998	J Poon	55.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115074 765537	7/05/2026 Bond Refund	99998	J Poon	150.00
115144 REFUND2026-17	14/05/2026 Rates refund of credit at settlement	99998	Estate of F J Roberts	863.91
115145 30042026	14/05/2026 Community Grant	99998	National Seniors Perth	750.00
115146 5742	14/05/2026 Return of funds	99998	S Kilbane	546.30
115204 12052026	21/05/2026 Reimburse Food for Cancer Council	99998	K Richards	228.98
115205 692508	21/05/2026 Verge Bond Refund	99998	Carcione Nominees Pty Ltd	2,000.00
115206 770303	21/05/2026 Councillor Nomination Fee 2026 Refund	99998	F J Bennett	200.00
115295 15052026	28/05/2026 Reimbursement Parking	99998	C Hill	14.13
115296 19052026	28/05/2026 Community Grant	99998	Shenton College	1,000.00



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
115297 13052026	28/05/2026 Reimbursement	99998	W H Kwan	285.39
115298 638726	28/05/2026 Verge Bond Refund	99998	RSM Australia	1,700.00
115299 18052026	28/05/2026 Reimbursement Uber, Accommodation, WALGA	99998	J Fairweather	3,081.73
115300 REFUND2026-18	28/05/2026 Refund of extra rates payment	99998	Vicki Philipoff Settlements	2,204.39
Direct Debit				4,168.11
100717 MERCH FEES	1/05/2026 WESTPAC MERCHANT FEES	10141	Westpac Banking Corporation	2,520.08
100718 MFEEMAY26	4/05/2026 MERCHFEEEMAY26	11506	Commonwealth Bank Australia (CBA)	359.20
100719 ACTIVITY F	1/05/2026 ACTIVITY FEE - REFER ANALYSIS & FEE STM	10141	Westpac Banking Corporation	707.76
100720 BPOINT FEE	15/05/2026 BPoint transaction fees	11506	Commonwealth Bank Australia (CBA)	96.27



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
100721	27/05/2026	10133	West Australian Newspaper	102.60
				102.60
100722	6/05/2026	100722	West Australian Newspaper	382.20
				382.20
Cancelled Payments				0.00
0		0	0	0.00
Payroll				977,531.84
FORTNIGHT 03/05/2026	3/05/2026	109000900010010	City of Nedlands	494,760.57
FORTNIGHT 03/05/2026	Additional Bank 1		4,940.00	
FORTNIGHT 03/05/2026	Additional Bank 2		750.00	
FORTNIGHT 03/05/2026	Net Pay		471,341.03	
FORTNIGHT 03/05/2026	Net Pay		17,729.54	
FORTNIGHT 17/05/2026	17/05/2026	109000900010010	City of Nedlands	482,771.27
FORTNIGHT 17/05/2026	Additional Bank 1		5,482.45	
FORTNIGHT 17/05/2026	Additional Bank 2		750.00	
FORTNIGHT 17/05/2026	Net Pay		474,452.74	
FORTNIGHT 17/05/2026	Net Pay		2,086.08	
TOTAL PAYMENTS				5,144,385.95



City of Nedlands - List of Accounts Paid

For the Period 01-May-2026 to 31-May-2026

Payment Reference	Payment Date	Creditor Number	Creditor Name	Payment Amount
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Payments to Cash at Bank Reconciliation

Payment Type	Report	General Ledger	Variance
Cheque	0.00	0.00	0.00
EFT	4,162,686.00	(4,162,686.00)	0.00
Direct Debit	4,168.11	(4,168.11)	0.00
Credit Card Refunds	0.00	0.00	0.00
Payroll	977,531.84	(977,531.84)	0.00
Cancel Payment	0.00	0.00	0.00
Total	5,144,385.95	(5,144,385.95)	0.00



City of Nedlands - Fuel Card Report May 2026

For the Period 9 April 2026 to 8 May 2026

WEX Australia Pty Ltd ABN: 68 005 970 570

Transaction Date	Amount	Merchant Name	Card Description	Product Name
9/04/2026	3.36	BP ROSEGARDEN	SURCHARGE	FLEET 106
9/04/2026	210.38	BP ROSEGARDEN	ULS DIESEL	FLEET 106
9/04/2026	-1.28	BP ROSEGARDEN	DISCOUNT	FLEET 106
9/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 106
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 106
21/04/2026	2.82	BP ROSEGARDEN	SURCHARGE	FLEET 106
21/04/2026	176.87	BP ROSEGARDEN	ULS DIESEL	FLEET 106
21/04/2026	-1.26	BP ROSEGARDEN	DISCOUNT	FLEET 106
21/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 106
4/05/2026	2.32	BP ROSEGARDEN	SURCHARGE	FLEET 106
4/05/2026	145.43	BP ROSEGARDEN	ULS DIESEL	FLEET 106
4/05/2026	-1.15	BP ROSEGARDEN	DISCOUNT	FLEET 106
4/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 106
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 106
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 107
16/04/2026	4.96	BP ROSEGARDEN	SURCHARGE	FLEET 107
16/04/2026	310.59	BP ROSEGARDEN	ULS DIESEL	FLEET 107
16/04/2026	-1.94	BP ROSEGARDEN	DISCOUNT	FLEET 107
16/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 107
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 107
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 512
30/04/2026	0.76	BP ROSEGARDEN	SURCHARGE	FLEET 512
30/04/2026	48.03	BP ROSEGARDEN	REGULAR ULP	FLEET 512
30/04/2026	-0.51	BP ROSEGARDEN	DISCOUNT	FLEET 512
30/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 512
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 512
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 218
24/04/2026	2.06	BP ROSEGARDEN	SURCHARGE	FLEET 218
24/04/2026	128.92	BP ROSEGARDEN	ULS DIESEL	FLEET 218
24/04/2026	-0.98	BP ROSEGARDEN	DISCOUNT	FLEET 218
24/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 218
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 218
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 644
20/04/2026	3.44	BP ROSEGARDEN	SURCHARGE	FLEET 644
20/04/2026	215.01	BP ROSEGARDEN	ULS DIESEL	FLEET 644
20/04/2026	-1.45	BP ROSEGARDEN	DISCOUNT	FLEET 644
20/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 644
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 644
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1373
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1373
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 182
13/04/2026	3.52	BP ROSEGARDEN	SURCHARGE	FLEET 643
13/04/2026	220.51	BP ROSEGARDEN	ULS DIESEL	FLEET 643
13/04/2026	-1.38	BP ROSEGARDEN	DISCOUNT	FLEET 643
13/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 643
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 643
24/04/2026	3.16	BP ROSEGARDEN	SURCHARGE	FLEET 643
24/04/2026	198.00	BP ROSEGARDEN	ULS DIESEL	FLEET 643
24/04/2026	-1.50	BP ROSEGARDEN	DISCOUNT	FLEET 643
24/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 643
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 643
11/04/2026	175.39	REDDY EXPRESS	DIESEL	FLEET 201
11/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 201
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 201
22/04/2026	2.06	BP ROSEGARDEN	TRANSACTION FEE	FLEET 201
22/04/2026	128.75	BP ROSEGARDEN	SURCHARGE	FLEET 201
22/04/2026	-0.92	BP ROSEGARDEN	ULS DIESEL	FLEET 201
22/04/2026	0.83	WEX AUSTRALIA	DISCOUNT	FLEET 201
3/05/2026	87.89	BURK	TRANSACTION FEE	FLEET 201
3/05/2026	0.83	WEX AUSTRALIA	DIESEL	FLEET 201
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 201

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Transaction Date	Amount	Merchant Name	Card Description	Product Name
9/04/2026	3.36	BP ROSEGARDEN	SURCHARGE	FLEET 106
9/04/2026	210.38	BP ROSEGARDEN	ULS DIESEL	FLEET 106
9/04/2026	3.59	BP ROSEGARDEN	SURCHARGE	FLEET 868
9/04/2026	224.69	BP ROSEGARDEN	ULS DIESEL	FLEET 868
9/04/2026	-1.36	BP ROSEGARDEN	DISCOUNT	FLEET 868
9/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 868
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 868
20/04/2026	3.14	BP ROSEGARDEN	SURCHARGE	FLEET 868
20/04/2026	196.40	BP ROSEGARDEN	ULS DIESEL	FLEET 868
20/04/2026	-1.32	BP ROSEGARDEN	DISCOUNT	FLEET 868
20/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 868
4/05/2026	2.88	BP ROSEGARDEN	SURCHARGE	FLEET 868
4/05/2026	180.17	BP ROSEGARDEN	ULS DIESEL	FLEET 868
4/05/2026	-1.42	BP ROSEGARDEN	DISCOUNT	FLEET 868
4/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 868
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 868
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1375
12/04/2026	96.85	EG FUELCO	REGULAR ULP	FLEET 1375
12/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1375
23/04/2026	1.43	BP ROSEGARDEN	TRANSACTION FEE	FLEET 1375
23/04/2026	89.87	BP ROSEGARDEN	REGULAR ULP	FLEET 1375
23/04/2026	-0.96	BP ROSEGARDEN	DISCOUNT	FLEET 1375
23/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1375
6/05/2026	1.34	BP ROSEGARDEN	SURCHARGE	FLEET 1375
6/05/2026	84.13	BP ROSEGARDEN	REGULAR ULP	FLEET 1375
6/05/2026	-0.78	BP ROSEGARDEN	DISCOUNT	FLEET 1375
6/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1375
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1375
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	WORKSHOP
9/04/2026	95.14	EG FUELCO	REGULAR ULP	FLEET 1381
9/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1381
16/04/2026	74.04	EG FUELCO	REGULAR ULP	FLEET 1381
16/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1381
16/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1381
22/04/2026	77.14	EG FUELCO	REGULAR ULP	FLEET 1381
22/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1381
27/04/2026	63.76	EG FUELCO	REGULAR ULP	FLEET 1381
27/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1381
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1381
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 600
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 648
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 648
15/04/2026	1.11	BP ROSEGARDEN	SURCHARGE	FLEET 901
15/04/2026	69.39	BP ROSEGARDEN	ULS DIESEL	FLEET 901
15/04/2026	-0.43	BP ROSEGARDEN	DISCOUNT	FLEET 901
15/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 901
28/04/2026	22.83	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 901
30/04/2026	1.10	BP ROSEGARDEN	SURCHARGE	FLEET 901
30/04/2026	69.07	BP ROSEGARDEN	ULS DIESEL	FLEET 901
30/04/2026	-0.55	BP ROSEGARDEN	DISCOUNT	FLEET 901
30/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 901
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 901
9/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1600
17/04/2026	113.88	VIBE	PREMIUM ULP	FLEET 1600
17/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1600
30/04/2026	98.87	CALTEX	PREMIUM ULP	FLEET 1600
30/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1600
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1600
10/04/2026	196.88	7-ELEVEN	DIESEL	FLEET 200
10/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 200
16/04/2026	2.93	BP ROSEGARDEN	SURCHARGE	FLEET 200
16/04/2026	183.17	BP ROSEGARDEN	ULS DIESEL	FLEET 200
16/04/2026	-1.15	BP ROSEGARDEN	DISCOUNT	FLEET 200
16/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 200
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 200
28/04/2026	165.83	7-ELEVEN	DIESEL	FLEET 200
28/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 200
6/05/2026	2.02	BP ROSEGARDEN	SURCHARGE	FLEET 200
6/05/2026	126.35	BP ROSEGARDEN	ULS DIESEL	FLEET 200
6/05/2026	-1.01	BP ROSEGARDEN	DISCOUNT	FLEET 200
6/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 200
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 200

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Transaction Date	Amount	Merchant Name	Card Description	Product Name
9/04/2026	3.36	BP ROSEGARDEN	SURCHARGE	FLEET 106
9/04/2026	210.38	BP ROSEGARDEN	ULS DIESEL	FLEET 106
9/04/2026	0.77	BP ROSEGARDEN	SURCHARGE	FLEET 322
9/04/2026	48.73	BP ROSEGARDEN	ULS DIESEL	FLEET 322
9/04/2026	-0.30	BP ROSEGARDEN	DISCOUNT	FLEET 322
9/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 322
15/04/2026	1.71	BP ROSEGARDEN	SURCHARGE	FLEET 322
15/04/2026	106.91	BP ROSEGARDEN	ULS DIESEL	FLEET 322
15/04/2026	-0.67	BP ROSEGARDEN	DISCOUNT	FLEET 322
15/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 322
23/04/2026	1.69	BP ROSEGARDEN	SURCHARGE	FLEET 322
23/04/2026	105.64	BP ROSEGARDEN	ULS DIESEL	FLEET 322
23/04/2026	-0.80	BP ROSEGARDEN	DISCOUNT	FLEET 322
23/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 322
4/05/2026	1.18	BP ROSEGARDEN	SURCHARGE	FLEET 322
4/05/2026	73.88	BP ROSEGARDEN	ULS DIESEL	FLEET 322
4/05/2026	-0.58	BP ROSEGARDEN	DISCOUNT	FLEET 322
4/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 322
6/05/2026	1.00	BP ROSEGARDEN	SURCHARGE	FLEET 322
6/05/2026	63.07	BP ROSEGARDEN	ULS DIESEL	FLEET 322
6/05/2026	-0.50	BP ROSEGARDEN	DISCOUNT	FLEET 322
6/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 322
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 322
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1001
14/04/2026	108.65	BP ROSEGARDEN	REGULAR ULP	FLEET 1001
14/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1001
29/04/2026	111.77	BP ROSEGARDEN	REGULAR ULP	FLEET 1001
29/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1001
6/05/2026	107.65	BP ROSEGARDEN	REGULAR ULP	FLEET 1001
6/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1001
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1001
9/04/2026	5.93	BP ROSEGARDEN	SURCHARGE	FLEET 108
9/04/2026	370.68	BP ROSEGARDEN	ULS DIESEL	FLEET 108
9/04/2026	-2.25	BP ROSEGARDEN	DISCOUNT	FLEET 108
9/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 108
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 108
15/04/2026	5.76	BP ROSEGARDEN	SURCHARGE	FLEET 108
15/04/2026	360.21	BP ROSEGARDEN	ULS DIESEL	FLEET 108
15/04/2026	-2.25	BP ROSEGARDEN	DISCOUNT	FLEET 108
15/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 108
23/04/2026	6.41	BP ROSEGARDEN	SURCHARGE	FLEET 108
23/04/2026	400.65	BP ROSEGARDEN	ULS DIESEL	FLEET 108
23/04/2026	-3.04	BP ROSEGARDEN	DISCOUNT	FLEET 108
23/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 108
4/05/2026	3.69	WEX AUSTRALIA	SURCHARGE	FLEET 108
4/05/2026	231.15	BP ROSEGARDEN	ULS DIESEL	FLEET 108
4/05/2026	-1.82	BP ROSEGARDEN	DISCOUNT	FLEET 108
4/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 108
6/05/2026	3.96	BP ROSEGARDEN	SURCHARGE	FLEET 108
6/05/2026	247.65	BP ROSEGARDEN	ULS DIESEL	FLEET 108
6/05/2026	-1.98	BP ROSEGARDEN	DISCOUNT	FLEET 108
6/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 108
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 108
8/04/2026	1.16	BP ROSEGARDEN	SURCHARGE	FLEET 1374
8/04/2026	72.88	BP ROSEGARDEN	REGULAR ULP	FLEET 1374
8/04/2026	-0.61	BP ROSEGARDEN	DISCOUNT	FLEET 1374
8/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1374
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1374
17/04/2026	80.73	AMPOL	PREMIUM	FLEET 1374
17/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1374
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1374
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 190
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 190
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1371
10/04/2026	0.81	BP ROSEGARDEN	SURCHARGE	FLEET 1371
10/04/2026	50.95	BP ROSEGARDEN	REGULAR ULP	FLEET 1371
10/04/2026	-0.46	BP ROSEGARDEN	DISCOUNT	FLEET 1371
10/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1371
16/04/2026	1.01	BP ROSEGARDEN	SURCHARGE	FLEET 1371
16/04/2026	63.46	BP ROSEGARDEN	REGULAR ULP	FLEET 1371
16/04/2026	-0.62	BP ROSEGARDEN	DISCOUNT	FLEET 1371
16/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1371

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9/04/2026	3.36	BP ROSEGARDEN	SURCHARGE	FLEET 106
9/04/2026	210.38	BP ROSEGARDEN	ULS DIESEL	FLEET 106
29/04/2026	1.22	BP ROSEGARDEN	SURCHARGE	FLEET 1371
29/04/2026	76.61	BP ROSEGARDEN	REGULAR ULP	FLEET 1371
29/04/2026	-0.73	BP ROSEGARDEN	DISCOUNT	FLEET 1371
29/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1371
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1371
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	MINOR PLANT
16/04/2026	6.33	WEX AUSTRALIA	SURCHARGE	FLEET 505
16/04/2026	395.97	WEX AUSTRALIA	ULS DIESEL	FLEET 505
16/04/2026	-2.48	WEX AUSTRALIA	DISCOUNT	FLEET 505
16/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 505
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 505
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 505
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 137
15/04/2026	3.10	BP ROSEGARDEN	SURCHARGE	FLEET 137
15/04/2026	194.18	BP ROSEGARDEN	ULS DIESEL	FLEET 137
15/04/2026	-1.21	BP ROSEGARDEN	DISCOUNT	FLEET 137
15/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 137
24/04/2026	194.72	OTR	DIESEL	FLEET 137
24/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 137
6/05/2026	2.87	BP ROSEGARDEN	SURCHARGE	FLEET 137
6/05/2026	179.40	BP ROSEGARDEN	ULS DIESEL	FLEET 137
6/05/2026	-1.44	BP ROSEGARDEN	DISCOUNT	FLEET 137
6/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 137
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 137
20/04/2026	1.92	BP ROSEGARDEN	SURCHARGE	MINOR PLANT
20/04/2026	120.60	BP ROSEGARDEN	ULS DIESEL	MINOR PLANT
20/04/2026	-1.22	BP ROSEGARDEN	DISCOUNT	MINOR PLANT
20/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	MINOR PLANT
30/04/2026	2.97	BP ROSEGARDEN	SURCHARGE	MINOR PLANT
30/04/2026	185.89	BP ROSEGARDEN	REGULAR ULP	MINOR PLANT
30/04/2026	-1.98	BP ROSEGARDEN	DISCOUNT	MINOR PLANT
30/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	MINOR PLANT
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	MINOR PLANT
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1000
23/04/2026	1.79	BP ROSEGARDEN	SURCHARGE	FLEET 1000
23/04/2026	112.00	BP ROSEGARDEN	REGULAR ULP	FLEET 1000
23/04/2026	-1.10	BP ROSEGARDEN	DISCOUNT	FLEET 1000
23/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1000
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1000
8/04/2026	0.28	BP CONNECT	SURCHARGE	FLEET 1388
8/04/2026	18.00	BP CONNECT	CARWASH	FLEET 1388
8/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1388
13/04/2026	1.12	BP ROSEGARDEN	SURCHARGE	FLEET 1388
13/04/2026	70.60	BP ROSEGARDEN	REGULAR ULP	FLEET 1388
13/04/2026	-0.65	BP ROSEGARDEN	DISCOUNT	FLEET 1388
13/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1388
29/04/2026	75.97	AMPOL	REGULAR ULP	FLEET 1388
29/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1388
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1388
9/04/2026	123.53	AMPOL	REGULAR ULP	FLEET 1385
9/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1385
19/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1385
28/04/2026	99.78	AMPOL	REGULAR ULP	FLEET 1385
28/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1385
6/05/2026	0.99	BP ROSEGARDEN	SURCHARGE	FLEET 1385
6/05/2026	62.43	BP ROSEGARDEN	REGULAR ULP	FLEET 1385
6/05/2026	-0.58	BP ROSEGARDEN	DISCOUNT	FLEET 1385
6/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1385
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1385
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 616
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 616
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 109
14/04/2026	6.20	BP ROSEGARDEN	SURCHARGE	FLEET 109
14/04/2026	387.88	BP ROSEGARDEN	ULS DIESEL	FLEET 109
14/04/2026	-2.43	BP ROSEGARDEN	DISCOUNT	FLEET 109
14/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 109
17/04/2026	2.83	BP ROSEGARDEN	SURCHARGE	FLEET 109
17/04/2026	176.99	BP ROSEGARDEN	ULS DIESEL	FLEET 109
17/04/2026	-1.16	BP ROSEGARDEN	DISCOUNT	FLEET 109
17/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 109

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Transaction Date	Amount	Merchant Name	Card Description	Product Name
9/04/2026	3.36	BP ROSEGARDEN	SURCHARGE	FLEET 106
9/04/2026	210.38	BP ROSEGARDEN	ULS DIESEL	FLEET 106
5/05/2026	4.76	BP ROSEGARDEN	SURCHARGE	FLEET 109
5/05/2026	297.94	BP ROSEGARDEN	ULS DIESEL	FLEET 109
5/05/2026	-2.36	BP ROSEGARDEN	DISCOUNT	FLEET 109
5/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 109
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 109
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 113
4/05/2026	2.52	BP ROSEGARDEN	SURCHARGE	FLEET 113
4/05/2026	157.80	BP ROSEGARDEN	ULS DIESEL	FLEET 113
4/05/2026	-1.24	BP ROSEGARDEN	DISCOUNT	FLEET 113
4/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 113
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 113
15/04/2026	3.95	WEX AUSTRALIA	SURCHARGE	FLEET 191
15/04/2026	247.03	BP ROSEGARDEN	ULS DIESEL	FLEET 191
15/04/2026	-1.54	BP ROSEGARDEN	DISCOUNT	FLEET 191
15/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 191
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 191
7/05/2026	3.05	BP ROSEGARDEN	SURCHARGE	FLEET 191
7/05/2026	191.00	BP ROSEGARDEN	ULS DIESEL	FLEET 191
7/05/2026	-1.53	BP ROSEGARDEN	DISCOUNT	FLEET 191
7/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 191
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 191
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 136
12/04/2026	222.43	7-ELEVEN	DIESEL	FLEET 136
12/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 136
20/04/2026	2.25	BP ROSEGARDEN	SURCHARGE	FLEET 136
20/04/2026	140.88	BP ROSEGARDEN	DIESEL	FLEET 136
20/04/2026	-0.95	BP ROSEGARDEN	DISCOUNT	FLEET 136
20/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 136
24/04/2026	2.91	BP ROSEGARDEN	SURCHARGE	FLEET 136
24/04/2026	182.20	BP ROSEGARDEN	DIESEL	FLEET 136
24/04/2026	-1.38	BP ROSEGARDEN	DISCOUNT	FLEET 136
24/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 136
3/05/2026	178.83	7-ELEVEN	DIESEL	FLEET 136
3/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 136
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 136
10/04/2026	1.72	BP ROSEGARDEN	SURCHARGE	FLEET 100
10/04/2026	107.51	BP ROSEGARDEN	ULS DIESEL	FLEET 100
10/04/2026	-0.65	BP ROSEGARDEN	DISCOUNT	FLEET 100
10/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 100
17/04/2026	1.32	BP ROSEGARDEN	SURCHARGE	FLEET 100
17/04/2026	82.62	BP ROSEGARDEN	ULS DIESEL	FLEET 100
17/04/2026	-0.54	BP ROSEGARDEN	DISCOUNT	FLEET 100
17/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 100
1/05/2026	1.72	BP ROSEGARDEN	SURCHARGE	FLEET 100
1/05/2026	107.93	BP ROSEGARDEN	ULS DIESEL	FLEET 100
1/05/2026	-0.85	BP ROSEGARDEN	DISCOUNT	FLEET 100
1/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 100
7/05/2026	1.52	BP ROSEGARDEN	SURCHARGE	FLEET 100
7/05/2026	95.36	BP ROSEGARDEN	ULS DIESEL	FLEET 100
7/05/2026	-0.76	BP ROSEGARDEN	DISCOUNT	FLEET 100
7/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 100
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 100
29/04/2026	2.40	BP ROSEGARDEN	SURCHARGE	FLEET 500
29/04/2026	150.40	BP ROSEGARDEN	ULS DIESEL	FLEET 500
29/04/2026	-1.19	BP ROSEGARDEN	DISCOUNT	FLEET 500
29/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 500
4/05/2026	4.80	BP ROSEGARDEN	SURCHARGE	FLEET 500
4/05/2026	300.39	BP ROSEGARDEN	ULS DIESEL	FLEET 500
4/05/2026	-2.37	BP ROSEGARDEN	DISCOUNT	FLEET 500
4/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 500
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 500
8/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1372
8/04/2026	97.49	WEX AUSTRALIA	PREMIUM	FLEET 1372
8/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1372
8/04/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1372
24/04/2026	1.53	BP ROSEGARDEN	SURCHARGE	FLEET 701
24/04/2026	95.87	BP ROSEGARDEN	ULS DIESEL	FLEET 701
24/04/2026	-0.76	BP ROSEGARDEN	DISCOUNT	FLEET 701
24/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 701
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 701

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Transaction Date	Amount	Merchant Name	Card Description	Product Name
9/04/2026	3.36	BP ROSEGARDEN	SURCHARGE	FLEET 106
9/04/2026	210.38	BP ROSEGARDEN	ULS DIESEL	FLEET 106
24/04/2026	2.74	BP ROSEGARDEN	SURCHARGE	FLEET 646
24/04/2026	171.80	BP ROSEGARDEN	ULS DIESEL	FLEET 646
24/04/2026	-1.30	BP ROSEGARDEN	DISCOUNT	FLEET 646
24/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 646
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 646
13/04/2026	1.43	BP ROSEGARDEN	SURCHARGE	FLEET 1386
13/04/2026	89.71	BP ROSEGARDEN	REGULAR ULP	FLEET 1386
13/04/2026	-0.83	BP ROSEGARDEN	DISCOUNT	FLEET 1386
13/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1386
14/04/2026	0.64	BP CONNECT	SURCHARGE	FLEET 1386
14/04/2026	40.00	BP CONNECT	CARWASH	FLEET 1386
14/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1386
19/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1386
4/05/2026	1.42	BP ROSEGARDEN	SURCHARGE	FLEET 1386
4/05/2026	89.09	BP ROSEGARDEN	ULTRA PULP	FLEET 1386
4/05/2026	-0.87	BP ROSEGARDEN	DISCOUNT	FLEET 1386
4/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1386
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1386
9/04/2026	2.45	BP ROSEGARDEN	SURCHARGE	FLEET 202
9/04/2026	153.63	BP ROSEGARDEN	ULS DIESEL	FLEET 202
9/04/2026	-0.93	BP ROSEGARDEN	DISCOUNT	FLEET 202
9/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 202
22/04/2026	2.25	BP ROSEGARDEN	SURCHARGE	FLEET 202
22/04/2026	140.73	BP ROSEGARDEN	ULS DIESEL	FLEET 202
22/04/2026	-1.01	BP ROSEGARDEN	DISCOUNT	FLEET 202
22/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 202
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 202
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 111
9/04/2026	1.19	BP ROSEGARDEN	SURCHARGE	FLEET 1002
9/04/2026	74.51	BP ROSEGARDEN	REGULAR ULP	FLEET 1002
9/04/2026	-0.65	BP ROSEGARDEN	DISCOUNT	FLEET 1002
9/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1002
10/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1002
14/04/2026	1.21	BP ROSEGARDEN	SURCHARGE	FLEET 1002
14/04/2026	75.98	BP ROSEGARDEN	REGULAR ULP	FLEET 1002
14/04/2026	-0.72	BP ROSEGARDEN	DISCOUNT	FLEET 1002
14/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1002
21/04/2026	1.50	BP ROSEGARDEN	SURCHARGE	FLEET 1002
21/04/2026	94.07	BP ROSEGARDEN	REGULAR ULP	FLEET 1002
21/04/2026	-1.01	BP ROSEGARDEN	DISCOUNT	FLEET 1002
21/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1002
30/04/2026	1.58	BP ROSEGARDEN	SURCHARGE	FLEET 1002
30/04/2026	98.80	BP ROSEGARDEN	REGULAR ULP	FLEET 1002
30/04/2026	-1.05	BP ROSEGARDEN	DISCOUNT	FLEET 1002
30/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1002
5/05/2026	1.31	BP ROSEGARDEN	SURCHARGE	FLEET 1002
5/05/2026	82.01	BP ROSEGARDEN	REGULAR ULP	FLEET 1002
5/05/2026	-0.94	BP ROSEGARDEN	DISCOUNT	FLEET 1002
5/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1002
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1002
9/04/2026	1.41	BP CONNECT	SURCHARGE	FLEET 1003
9/04/2026	88.60	BP CONNECT	REGULAR ULP	FLEET 1003
9/04/2026	-0.77	BP CONNECT	DISCOUNT	FLEET 1003
9/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1003
21/04/2026	74.35	REDDY	REGULAR ULP	FLEET 1003
21/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1003
3/05/2026	70.54	REDDY	REGULAR ULP	FLEET 1003
3/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1003
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1003
17/04/2026	1.50	BP ROSEGARDEN	SURCHARGE	FLEET 1382
17/04/2026	94.08	BP ROSEGARDEN	REGULAR ULP	FLEET 1382
17/04/2026	-0.92	BP ROSEGARDEN	DISCOUNT	FLEET 1382
17/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1382
18/04/2026	9.08	WEX AUSTRALIA	ROADSIDE ASSIST	FLEET 1382
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1382
8/04/2026	87.50	AMPOL	REGULAR ULP	FLEET 1004
8/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1004
20/04/2026	1.01	BP ROSEGARDEN	SURCHARGE	FLEET 1004
20/04/2026	63.54	BP ROSEGARDEN	REGULAR ULP	FLEET 1004
20/04/2026	-0.65	BP ROSEGARDEN	DISCOUNT	FLEET 1004

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Transaction Date	Amount	Merchant Name	Card Description	Product Name
9/04/2026	3.36	BP ROSEGARDEN	SURCHARGE	FLEET 106
9/04/2026	210.38	BP ROSEGARDEN	ULS DIESEL	FLEET 106
20/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1004
28/04/2026	0.98	BP ROSEGARDEN	SURCHARGE	FLEET 1004
28/04/2026	61.76	BP ROSEGARDEN	REGULAR ULP	FLEET 1004
28/04/2026	-0.72	BP ROSEGARDEN	DISCOUNT	FLEET 1004
28/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 1004
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 1004
10/04/2026	1.32	BP ROSEGARDEN	SURCHARGE	FLEET 301
10/04/2026	82.77	BP ROSEGARDEN	ULS DIESEL	FLEET 301
10/04/2026	-0.50	BP ROSEGARDEN	DISCOUNT	FLEET 301
10/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 301
30/04/2026	1.02	BP ROSEGARDEN	SURCHARGE	FLEET 301
30/04/2026	63.78	BP ROSEGARDEN	ULS DIESEL	FLEET 301
30/04/2026	-0.50	BP ROSEGARDEN	DISCOUNT	FLEET 301
30/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 301
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 301
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 115
10/04/2026	2.32	BP ROSEGARDEN	SURCHARGE	FLEET 101
10/04/2026	145.42	BP ROSEGARDEN	ULS DIESEL	FLEET 101
10/04/2026	-0.88	BP ROSEGARDEN	DISCOUNT	FLEET 101
10/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 101
30/04/2026	1.64	BP ROSEGARDEN	SURCHARGE	FLEET 101
30/04/2026	102.65	BP ROSEGARDEN	ULS DIESEL	FLEET 101
30/04/2026	-0.81	BP ROSEGARDEN	DISCOUNT	FLEET 101
30/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 101
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 101
10/04/2026	0.40	BP ROSEGARDEN	SURCHARGE	FLEET 300
10/04/2026	25.47	BP ROSEGARDEN	ULS DIESEL	FLEET 300
10/04/2026	-0.15	BP ROSEGARDEN	DISCOUNT	FLEET 300
10/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 300
10/04/2026	1.72	BP ROSEGARDEN	SURCHARGE	FLEET 300
10/04/2026	107.68	BP ROSEGARDEN	ULS DIESEL	FLEET 300
10/04/2026	-0.65	BP ROSEGARDEN	DISCOUNT	FLEET 300
10/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 300
17/04/2026	1.54	BP ROSEGARDEN	SURCHARGE	FLEET 300
17/04/2026	96.82	BP ROSEGARDEN	ULS DIESEL	FLEET 300
17/04/2026	-0.63	BP ROSEGARDEN	DISCOUNT	FLEET 300
17/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 300
1/05/2026	0.64	BP ROSEGARDEN	SURCHARGE	FLEET 300
1/05/2026	40.52	BP ROSEGARDEN	ULS DIESEL	FLEET 300
1/05/2026	-0.32	BP ROSEGARDEN	DISCOUNT	FLEET 300
1/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 300
7/05/2026	0.86	BP ROSEGARDEN	SURCHARGE	FLEET 300
7/05/2026	54.00	BP ROSEGARDEN	ULS DIESEL	FLEET 300
7/05/2026	-0.43	BP ROSEGARDEN	DISCOUNT	FLEET 300
7/05/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 300
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 300
13/04/2026	1.60	BP ROSEGARDEN	SURCHARGE	FLEET 880
13/04/2026	100.10	BP ROSEGARDEN	ULS DIESEL	FLEET 880
13/04/2026	-0.63	BP ROSEGARDEN	DISCOUNT	FLEET 880
13/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 880
16/04/2026	1.84	BP ROSEGARDEN	SURCHARGE	FLEET 880
16/04/2026	115.52	BP ROSEGARDEN	ULS DIESEL	FLEET 880
16/04/2026	-0.72	BP ROSEGARDEN	DISCOUNT	FLEET 880
16/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 880
23/04/2026	1.86	BP ROSEGARDEN	SURCHARGE	FLEET 880
23/04/2026	116.85	BP ROSEGARDEN	ULS DIESEL	FLEET 880
23/04/2026	-0.89	BP ROSEGARDEN	DISCOUNT	FLEET 880
23/04/2026	0.83	WEX AUSTRALIA	TRANSACTION FEE	FLEET 880
8/05/2026	3.58	WEX AUSTRALIA	MANAGEMENT FEE	FLEET 880
\$	15,382.89			

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City of Nedlands - Purchasing & Credit Card Payments May 2026

For the Period 28 April 2026 to 27 May 2026

Date	Supplier	Description	AUD	Comment
14/05/2026	TAYLOR RD IGA	LHAAC food sampling program	75.55	
27/05/2026	CARD FEE	CARD FEE	5.00	
8/05/2026	DMIRS EAST PERTH	High Risk Licence renewal	44.00	
27/05/2026	CARD FEE	CARD FEE	5.00	
28/04/2026	BUNNINGS 483000	Power boards and extension cords - MtC Library	200.97	
30/04/2026	TAYLOR RD IGA	Consumables	4.59	
1/05/2026	CPP STATE LIBRARY	Parking for PLWA meeting	18.00	
1/05/2026	CPP STATE LIBRARY	Surcharge	0.17	
14/05/2026	DALKEITH VILLAGE NEWS	Stationery greeting card	36.95	
20/05/2026	SP JB HI-FI	Nedlands Library local stock DVD purchases	666.02	
20/05/2026	SP JB HI-FI	Shipping	55.94	
20/05/2026	AMAZON MARKETPLACE AU	Local stock purchases - Nedlands Library	96.44	
20/05/2026	AMAZON MARKETPLACE AU	Shipping	4.00	
21/05/2026	AMAZON MARKETPLACE AU	Local stock purchase	24.40	
21/05/2026	AMAZON MARKETPLACE AU	Shipping	2.90	
21/05/2026	AMAZON MARKETPLACE AU	Local Stock purchase - Nedlands Library	17.06	
27/05/2026	CARD FEE	CARD FEE	5.00	
29/04/2026	COLES 0299	Catering for Monthly All Staff BBQ for April 2026	229.60	
29/04/2026	COLES 0299	Catering for Monthly All Staff BBQ for April 2026	20.00	
29/04/2026	SMP*Dominos Nedlands	Catering for Depot Clean Up day - 29.4.26	257.45	
4/05/2026	TOTALLY WORKWEAR MT	Safety boots	199.00	
27/05/2026	CARD FEE	CARD FEE	5.00	
6/05/2026	HBF RUN FOR A REASON	Entry fee for employees for HBF Run for a Reason	128.00	
8/05/2026	LinkedIn Recruiter P30129	Monthly LinkedIn recruitment subscription	224.99	
15/05/2026	MISS MAUD	Catering for Leadership Program	292.80	
15/05/2026	SQ *LAWLEYS BAKERY CAFE	Meeting with Leadership program provider and member	28.91	
19/05/2026	HBF RUN FOR A REASON	Entry/participation fee for HBF Run for a reason	54.00	
19/05/2026	CPP MAYFAIR STREET	Parking for mediation training	23.22	
20/05/2026	CPP MAYFAIR STREET	Parking for mediation training	18.17	
27/05/2026	CARD FEE	CARD FEE	5.00	
29/04/2026	TWILIO INC	2026-April-Twilio	323.93	
29/04/2026	TWILIO INC	Foreign Transaction Fee	9.72	
1/05/2026	Google Workspace Nedlands	2026-May-Google Workspace	46.20	
9/05/2026	MICROSOFT#G157125431	2026-May-MS Azure Storage-G157125431	618.56	
9/05/2026	MICROSOFT#G157838539	2026-May-MS Azure Storage-G157838539	86.25	
13/05/2026	Intuit Mailchimp	2026-May-Mailchimp	104.59	
27/05/2026	CARD FEE	CARD FEE	5.00	
30/04/2026	COPYRIGHT AGENCY LTD	Statutory Education Licence submission copyright	290.00	
21/05/2026	Nespresso Australia	Nespresso Order	250.90	
21/05/2026	SP HOMECRAFTTEXTILES	20m Clear Plastic Tabling	214.79	
22/05/2026	COLES 0299	Milk	82.30	
22/05/2026	COLES 0299	Cleaning, tissues	70.45	
27/05/2026	CARD FEE	CARD FEE	5.00	
15/05/2026	A by Adina Canberra	The Planning Congress 2026 - Hotel	789.36	
27/05/2026	CARD FEE	CARD FEE	5.00	
27/05/2026	CARD FEE	CARD FEE	5.00	
27/05/2026	CARD FEE	CARD FEE	5.00	
29/04/2026	BUNNINGS 454000	Replacement BBQ	335.87	
29/04/2026	BUNNINGS 454000	Walkway step install materials	244.03	
5/05/2026	BUNNINGS 483000	Councillor Fridge padlocks and meeting room sign	50.47	
6/05/2026	BUNNINGS 309000	Stock replenishment for maintenance tasks	93.03	
7/05/2026	OFFICEWORKS 0602	Replacement remote for manager office	20.00	
7/05/2026	BUNNINGS 309000	BBQ wheel replacement depot	20.72	
13/05/2026	BUNNINGS 483000	Miscellaneous driver bits	51.90	
14/05/2026	BUNNINGS 483000	Insect baits	22.80	
14/05/2026	BUNNINGS 483000	Scoreboard metal prep materials	79.71	
19/05/2026	BUNNINGS 309000	Soap dispenser batteries	62.79	
20/05/2026	BUNNINGS 483000	Repair materials	197.45	
27/05/2026	CARD FEE	CARD FEE	5.00	
25/05/2026	ID SUPPLIES	Plastic swipe card protectors	281.60	
27/05/2026	CARD FEE	CARD FEE	5.00	
6/05/2026	GALVINS PLUMBING SUPPL	Brass fitting for workshop	3.52	
27/05/2026	CARD FEE	CARD FEE	5.00	
22/05/2026	POST NEDLANDS POST SHO	Tracking for Citizenship Ceremony paperwork	9.25	
27/05/2026	CARD FEE	CARD FEE	5.00	
27/05/2026	CARD FEE	CARD FEE	5.00	
29/04/2026	COLES 0299	Council Catering	78.65	
29/04/2026	LGPLANNERSASSOCIATION	LGPA Industry Breakfast	100.00	
30/04/2026	SP COMBICRAFT PTY LTD	Name Plates - Council Chambers	36.80	

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14/05/2026	TAYLOR RD IGA	LHAAC food sampling program	75.55
27/05/2026	CARD FEE	CARD FEE	5.00
8/05/2026	DMIRS EAST PERTH	High Risk Licence renewal	44.00
27/05/2026	CARD FEE	CARD FEE	5.00
6/05/2026	COLES 0299	Council Catering	67.72
6/05/2026	SOUL ORIGIN CLAREMONT	Council Catering	92.30
11/05/2026	LOCAL GOVERNEMENT MANA	Project Management Program - 2 day course LGPRO	1390.00
12/05/2026	THE HERDSMAN	Council Catering	174.00
19/05/2026	TAYLOR RD IGA	Council Catering	13.40
25/05/2026	Dominos Estore Nedlands	Staff Catering	305.25
27/05/2026	CARD FEE	CARD FEE	5.00
			\$ 9,421.44



17 DIVISIONAL REPORTS - CHIEF EXECUTIVE OFFICER

17.1 City of Nedlands - Improvement Plan

Report Number	CEO11.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Authority/Discretion	Information
Contributing Officer	Thalia Douglas - Manager Executive and Project Management Services
Responsible Officer	Arthur Kyron - Interim Chief Executive Officer
Director	Arthur Kyron - Interim Chief Executive Officer
Attachments	1. Improvement Plan - City of Nedlands [17.1.1]

Purpose

The purpose of this report is to provide Council with the City of Nedlands Improvement Plan, with each project stream established to address the findings identified by the Commissioners and Interim Chief Executive Officer. The report outlines the governance structure, project framework, current progress, and next steps associated with the Improvement Plan.

Officer Recommendation

That Council ENDORSES the continued implementation of the City of Nedlands Improvement Plan projects and associated actions.

Background

At the Special Council Meeting (SCM) held on 5 February 2026, Council considered the findings and recommendations relating to governance, financial management, organisational capability, infrastructure management and operational performance across the City. The document referred to as the Remediation Action Plan (as stated in the SCM 05 February 2026) has now been implemented as the Improvement Plan.

The Improvement Plan was subsequently developed to provide a coordinated framework to address the identified organisational issues and improvement opportunities.

The Improvement Plan identifies a structured and coordinated approach to address the issues facing the organisation through a project management framework based on Project Management Body of Knowledge (PMBOK), and PRINCE2 principles. The framework establishes governance oversight through Council, the Audit Risk and Improvement Committee (ARIC), the Project Board and dedicated Project Teams.



The Improvement Plan outlines seven key project streams designed to strengthen governance, culture, financial stability, organisational capability and community confidence over a multi-year implementation period. The seven project streams are:

1. City Finances and Cost Management Project
2. Elected Member Performance Optimisation Project
3. Knowledge Management Project
4. Customer Service, Stakeholder Advocacy, Communications and Engagement Project
5. Staff Attraction and Retention Project
6. City Infrastructure Project
7. City Vision, Values and Cultural Transformation Project

The Improvement Plan prioritises the projects across short, medium and long-term implementation timeframes to ensure a staged and achievable delivery approach.

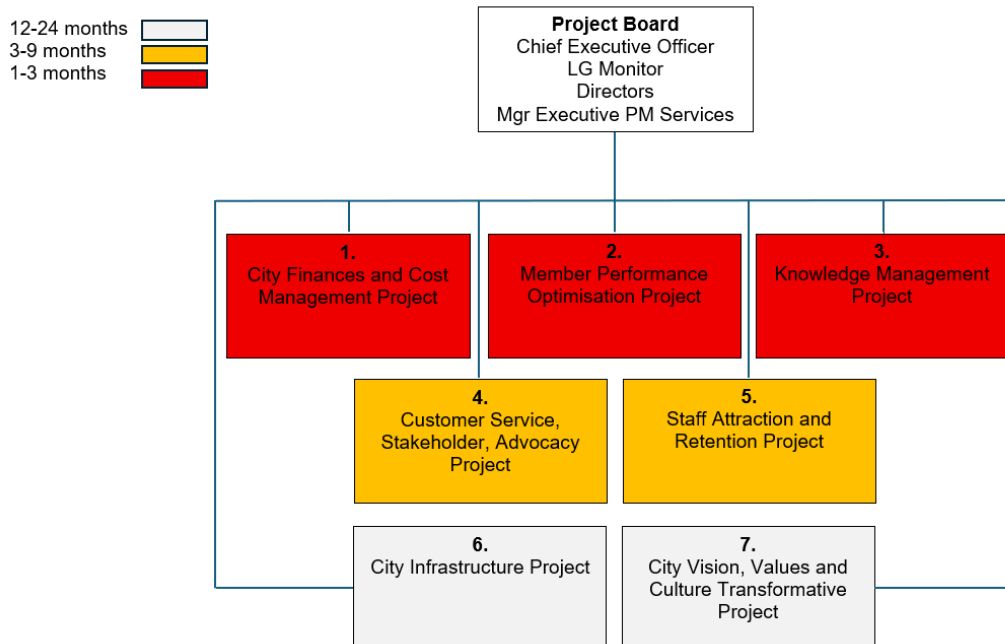
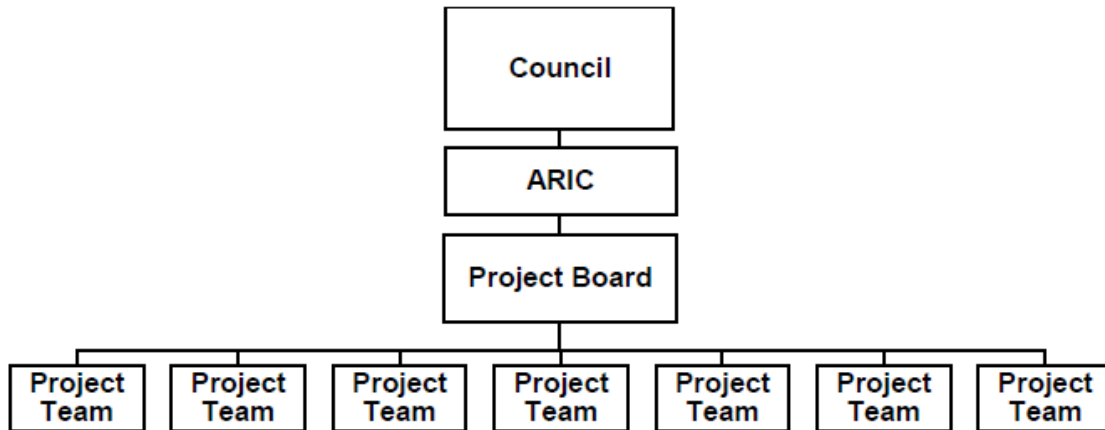


Figure 1 – Project diagram that set out the duration of the seven projects

Project teams have been established, with initial meetings completed and the sequencing of activities scheduled. Fortnightly meetings between the Interim Chief Executive Officer and Project Managers have been set, alongside monthly meetings between the Interim Chief Executive Officer and all Project Managers.

The project structure of the Improvement Plan is diagrammatically represented below.



Consultation

The Improvement Plan is intended to provide a structured program of organisational improvement and reform across the City of Nedlands. The implementation framework includes oversight and reporting mechanisms to ensure accountability, governance and transparency throughout the delivery of the projects.

The Project Board is responsible for overall direction, resourcing, communication and implementation oversight, while individual Project Managers and Project Teams are responsible for progressing the defined project deliverables and reporting outcomes.

The purpose of the Improvement Plan is to:

- strengthen governance and organisational capability;
- improve financial sustainability and operational performance;
- improve customer service and stakeholder engagement;
- strengthen workforce attraction and retention;
- improve infrastructure planning and asset management; and
- establish a renewed organisational culture, vision and values.

The Improvement Plan has been developed internally with input from the Interim Chief Executive Officer, Directors, Managers and relevant officers across the organisation. The implementation framework also includes oversight through the Audit Risk and Improvement Committee (ARIC), reporting to Council, the Project Board and dedicated Project Teams to ensure governance, accountability and transparency throughout the delivery of the projects.

Further consultation with stakeholders, community members and external consultants will occur as required throughout the implementation of individual project streams.

Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:



Vision: Sustainable and responsible for a bright future

Performance

- 11. Effective leadership and governance.
- 12. A happy, well-informed and engaged community.

Financial Implications

Implementation of the Improvement Plan will primarily be managed through existing operational resources, with some project streams requiring external specialist consultancy support and additional resourcing.

Any significant financial implications arising from individual project recommendations will be presented to Council for consideration through future budget review processes or separate Council reports where required.

Legislative and Policy Compliance

The Improvement Plan supports the City’s obligations under the:

- Local Government Act 1995;
- associated Local Government Regulations; and
- the City’s governance, risk management and organisational policies.

Risk Considerations

Risk Category	Adopted Risk Appetite Rating	Comment on Risk
Reputational	Cautious	The City acknowledges the reputational risks associated with the findings identified through the Commissioners’ inquiry and organisational review. A cautious approach is adopted to rebuild community confidence, stakeholder trust and organisational credibility.
Project Time	Risk Positive	The City acknowledges that accelerated implementation timeframes may be required to achieve remediation outcomes and organisational improvement objectives. Some schedule flexibility may be accepted to enable timely delivery of priority actions.
Project Cost	Risk Positive	The City recognises that investment may be required to implement remediation initiatives, including specialist consultancy support, systems improvements and organisational development activities, to



		achieve long-term operational and governance improvements.
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Analysis and Conclusion

The City of Nedlands Improvement Plan establishes a structured and coordinated approach to addressing the organisational issues identified by the Commissioners and Interim Chief Executive Officer.

The implementation of the seven project streams will support long-term organisational improvement, strengthen governance and operational performance, and assist in restoring community confidence in the City.

This report provides Council with an overview of the governance framework and progress of the project streams, with ongoing reporting to occur throughout the implementation period.



City of Nedlands

Improvement Plan

March 2026



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INTRODUCTION

The findings of the Commissioners and the Interim Chief Executive Officer of the City of Nedlands (Attachment 1), outline the significant breadth and depth of the issue facing the Council. These issues will require focused and sustained action over at least 5-years to be rectified. To do this, a project management structure is proposed.

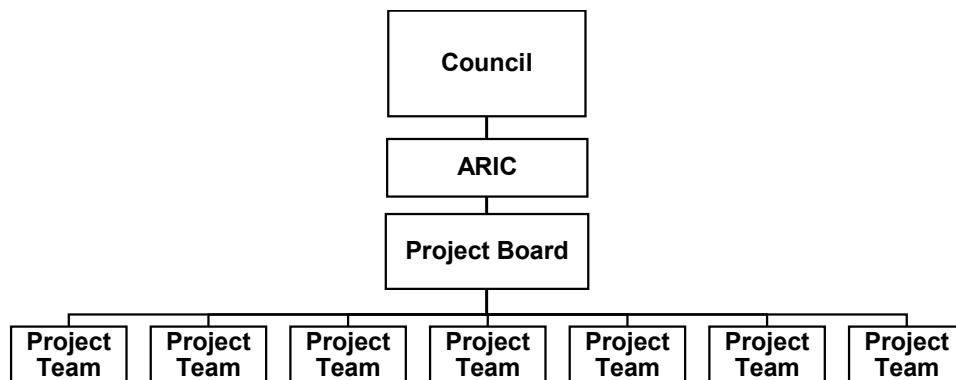
The many areas are best approached by utilising project teams that have defined foci, teams of reference and timetable.

PROJECT METHODOLOGY

The remediation of the issues facing the City will be managed by using elements of the PMBOK project management system. The system sets out the levels.

1. Council – Consists of the Mayor and Elected Members who will be responsible for endorsing the recommendations of the City’s final Improvement Plan.
2. Audit Risk and Improvement Committee (ARIC) - is a Council-appointed advisory body that provides independent oversight of financial reporting, risk, and compliance to support informed decision-making.
3. Project Board – Responsibility and authority for the Improvement Plan. Accountable for the success of the project; provide direction; authorising resources; communication.
4. Project Team – Work on the designated projects set by the Project Board. To ensure the project produces the required outputs.
5. Project Manager – Responsible for the day-to-day management of the Project Team. Keeps the team focused on delivering the output in accordance with time, cost, and quality. Communicates progress to The Project Board and manages the Project Team allocation of tasks.

PROJECT STRUCTURE





PROJECT PURPOSE

Strengthen governance, culture, financial stability and service delivery performance of the City's infrastructure assets to restore community confidence and organisational capability.

PROJECT CHARTER

The Charter for the City of Nedlands Improvement Plan is below.

Project Title	The City of Nedlands Improvement Plan
Project Sponsor & Approval	The City of Nedlands Council
Project Director	The City of Nedlands Chief Executive Officer
Project Date	26 February 2026
Project Customer	The City of Nedlands Council and Community
Project Purpose	<p>The report into the issues facing the City of Nedlands presents a clear and compelling case for change. There are clear focus areas for immediate attention to strengthen the City of Nedlands governance, culture, financial suitability and service delivery. Inaction on any of the problem area will further deteriorate the viability and reputation of the City.</p> <p>The resulting Improvement Plan that will be developed through the implementation of this project plan will include key recommendations for the Council to endorse and the City to implement moving forward across the key 8 areas identified in the Project Description.</p>
Project Description	<p>The project will focus on 7 areas.</p> <ol style="list-style-type: none"> 1. City Finances and Cost Management Project Terms of Reference: <ol style="list-style-type: none"> 1.1 Prepare a long-term rating strategy. 1.2 Develop revenue diversification strategies. 1.3 Develop a long-term Asset Optimisation Plan for the City's land and built assets to generate a better return on the assets. 1.4 Review the City's cash investments to derive a better return. 1.5 Develop a Long-Term Financial Plan (10+ years) aligned to infrastructure renewal demand and workforce projections. 1.6 Determine cost drivers. 1.7 Recommend cost reduction proposals. 1.8 Prepare cost reduction impacts on service levels and productivity. 2. Member Performance Optimisation Project Terms of Reference:



	<p>2.1 Develop a module approach to Elected Members performance optimisation (to encompass short term onboarding/optimisation and long-term professional development plan). To incorporate the following areas:</p> <ul style="list-style-type: none"> • Statutory role knowledge. • Process knowledge. • Meeting procedures. • EM Code of Conduct. • Judgement and decision making. • Dignified Council conduct. <p>3. Knowledge Management Project Terms of Reference:</p> <p>3.1 Determine key business processes. 3.2 Documentation of business processes. 3.3 Develop a meta-process for managing processes. 3.4 Develop a knowledge management system to retain access of corporate knowledge.</p> <p>4. Customer Service, Stakeholder, Advocacy Project, Communications and Engagement Terms of Reference:</p> <p>4.1 Review existing Customer Service Charter. 4.2 Review and develop Customer Service standards. 4.3 Develop a customer service model for the City based on analysis of the customer value proposition. 4.4 Develop an Advocacy Strategy focusing on positioning the City of Nedlands and Government, Government agencies and the Sector. 4.5 Develop a Stakeholder Management Plan. 4.6 Develop Communication and Engagement Strategy.</p> <p>5. Staff Attraction and Retention Project Terms of Reference:</p> <p>5.1 Review an update the City of Nedlands Working from Home Policy. 5.2 Determine factors, positive and negative, influences attraction and retention of staff. 5.3 Develop strategies to positively influence staff attraction and retention. 5.4 Determine the role of management and implement approaches to improve staff retention.</p> <p>6. City Infrastructure Project Terms of Reference:</p> <p>6.1 Prepare a “State of City Infrastructure Condition” Report.</p>
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	<p>6.2 Identify priority infrastructure works based on 6.1.</p> <p>6.3 Review community infrastructure and the level of provision for the population size and demographics of the City.</p> <p>6.4 Develop a 5-10-year Asset Management Plan.</p> <p>7. City Vision, Values and Cultural Transformation Projects</p> <p>Terms of Reference:</p> <p>7.1 Develop a new vision for the City</p> <p>7.2 Develop new corporate values and values-based behaviours.</p> <p>7.3 Implement an OCI/OEI survey to establish the cultural profile of the organisation.</p> <p>7.4 Subject to 7.3, prepare strategies to address key variables that influence organisational culture.</p>
<p>Project Priorities</p>	<p>The following chart sets out the priorities for the 7 projects. The project diagram is below:</p> <div data-bbox="571 1003 1273 1451" data-label="Diagram"> <p>The diagram shows a hierarchy starting with the Project Board (Chief Executive Officer, LG Monitor, Directors, Mgr Executive PM Services). Below it are three red boxes: 1. City Finances and Cost Management Project, 2. Member Performance Optimisation Project, and 3. Knowledge Management Project. Below these are two orange boxes: 4. Customer Service, Stakeholder, Advocacy Project and 5. Staff Attraction and Retention Project. At the bottom are two grey boxes: 6. City Infrastructure Project and 7. City Vision, Values and Culture Transformative Project.</p> </div> <p>The priorities in the red boxes require immediate action and implantation of output within 1-3 months:</p> <ol style="list-style-type: none"> 1. City Finances and Cost Management Project. 2. Elected Member Performance Optimisation Project. 3. Knowledge Management Project. <p>The priorities in the orange boxes require action and implementation of output in 3-9 months:</p> <ol style="list-style-type: none"> 4. Customer Service, Stakeholder Advocacy Project. 5. Staff Attraction and Retention Project. <p>The Priorities in the grey boxes require action and implementation over a 12–24-month timeframe:</p>



	<p>6. City Infrastructure Project.</p> <p>7. City Vision, Values and Cultural Transformation Projects.</p>
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STRUCTURE DEFINITION & RESOURCING

The following includes the definition and resourcing of each component of the project structure.

Council

The Council consists of the Mayor, Deputy Mayor and the Elected Members of the 4 Wards.

Audit Risk and Improvement Committee (ARIC)

The Audit, Risk and Improvement Committee (ARIC) is a Council-appointed advisory body that supports the Council in overseeing financial reporting, risk management, and compliance with relevant legislation. It operates without executive or management powers and provides independent advice and recommendations to assist informed Council decision-making.

Project Board

The Project Board will consist of the following:

- CEO (Chairperson & Project Director),
- Local Government Monito
- ARIC Independent Member
- Director City Performance and Community Development
- Director City Development and Regulatory Services
- Director City Infrastructure and Environment
- Manager Executive and Project Management Servies

Project Team

Participants for The Project Teams will be invited from across the organisation for all projects and where necessary some projects will require the engagement of specialist private consultants.

Each project team will have an assigned project manager which has been listed below for each of the project focus areas:

1. City Finances and Cost Management Project

- Project Manager and Advisory Consultant – L Driscoll
- Project Team – Acting Director City Performance and Community Development, Management Accountant, Acting Coordinator Accounting Services, Coordinator Strategic Strategy and Performance
- Advisory Consultant – NA

2. Member Performance Optimisation Project

- Project Manager – Manager Governance and Risk Management
- Project Team – Process and Organisational Improvement Analyst, Senior Governance Officer, Executive Assistant to CEO and Governance Support



- Advisory Consultants:
 - Steven Tweedie (Governance Consultant)
 - WALGA (Elected Members Direct Training)
 - TBA - Critical Thinking Modules

- 3. Knowledge Management Project**
 - Project Manager – Chief Information Officer
 - Project Team – Process and Organisational Improvement Analyst, SharePoint Support Engineer, IT & SharePoint Support Analyst, Change Manager
 - Advisory Consultant – NA

- 4. Customer Service, Stakeholder Advocacy Project**
 - Project Manager – Manager Executive and Project Management Services
 - Project Team – Coordinator Customer Service, Community Engagement and Stakeholder Relations Specialist, Multimedia and Marketing Specialist, Senior Customer Service Officer
 - Advisory Consultant – NA

- 5. Staff Attraction and Retention Project**
 - Project Manager – Chief People Officer
 - Project Team – People and Culture Business Partner, Change Manager, Coordinator Strategic Planning, Manager Engineering and Maintenance, Coordinator Communications
 - Advisory Consultant – NA

- 6. City Infrastructure Project**
 - Project Manager – Director Infrastructure and Environment
 - Project Team – Manager Parks and Environment, Manager Assets, Manager Engineering and Maintenance
 - Advisory Consultant – NA

- 7. City Vision, Values and Cultural Transformation Projects**
 - Project Manager – Organisational Development Business Partner
 - Project Team – Acting Coordinator Environment and Conservation, Ranger, Urban Planner, Manager Health and Compliance
 - Advisory Consultant – NA



17.2 Annual Review of the City of Nedlands Register of Delegations

Report Number	CEO12.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Authority/Discretion	Legislative
Contributing Officer	Jonathan Allen - Manager Governance and Risk Management
Responsible Officer	Jonathan Allen - Manager Governance and Risk Management
Director	Arthur Kyron - Interim Chief Executive Officer
Attachments	<ol style="list-style-type: none"> 1. CONFIDENTIAL REDACTED - Records of Exercise of Delegated Powers or Duties - 1 July 2025 to 2 June 2026 [17.2.1] 2. Draft - Delegations Register June 2026 (Tracked Change) [17.2.2]

Purpose

For Council to review and update the delegations that it has granted to administration, in accordance with the requirements in section 5.46(2) of the Local Government Act 1995 (the “Act”).

Officer Recommendation

That Council:

1. **ADOPTS** the Delegations Register with the amendments as shown in tracked change at Attachment 2; and
2. **AUTHORISES** the Chief Executive Officer to make administrative changes to the Delegations Register provided that such changes shall be limited to updating staff job title changes only

Background

The current Delegations Register is the version adopted by Council at the 27 May 2025 Ordinary Council Meeting (with a further additional amendment to delegation 9.2.1 approved by Council on the 28 January 2026). The Register is kept on the Council’s public website and can be seen via the following link - [City-of-Nedlands-Register-of-Delegated-Authority](#)

An annual review of the existing Register has been carried out, and a tracked change version of the document with recommend amendments is shown at Attachment 2.

Section 5.46(3) of the Act requires any person to whom a power or duty is delegated under the Act, to keep records of the exercise of the power or the discharge of the duty. The City uses the Attain software system to comply with this provision. A record



of the delegations recorded from the start of the financial year, until the 2 June 2026, is shown at Attachment 1.

Consultation

Nil

Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

Vision: Sustainable and responsible for a bright future

Performance

11. Effective leadership and governance.

Financial Implications

Nil

Legislative and Policy Compliance

The statutory powers relating to delegations from Council are set out in sections 5.42 to 5.46 of the Act. This includes the:

- power to delegate (s.5.42);
- limitations on those powers (s.5.43);
- power for the CEO to sub delegate certain powers (s.5.44);
- requirement to maintain a register of delegations s.5.46(1);
- requirement to review delegations once every financial year (s.5.46(2)); and
- for the recording of delegations exercised (s.5.46(3)).
 - See also Regulation 19 of the Local Government (Administration) Regulations 1996 which provides further details on how delegates are required to record the use of a delegated power or duty.

There is no preclusion on Council further reviewing the Delegations Register in the same financial year if required.

Risk Considerations

Risk Category	Risk Rating	Comment on Risk
Compliance	Minimal	Council is required to review delegations on an annual basis. Reviewing and adopting an



		updated version of the delegations register ensures that the City is in compliance with the provisions of section 5.46 of the Act. This approach is in accordance with the Council’s adopted risk rating on compliance issues.
Reputational	Cautious	Failure to meet compliance requirements would have a negative reputational impact. Further, ensuring that Council is up to date and content with the duties and powers delegated to the CEO (and staff) ensures a transparent approach to decision making process within the City.

Analysis and Conclusion

The changes included in this review are largely administrative, updating minor amendments to official staff job titles. These can be seen in tracked change in Attachment 2.

Delegation 1.1.22 - Defer, Grant Discounts, Waive or Write Off Debts

A substantive change has been made to Delegation 1.1.22. This delegation relates to the ability to waive a debt owed to the City; grant a concession in relation to money owed; and write off an amount of money owed (all of which are permitted by virtue of section 6.12 of the Act).

The ‘Conditions’ attached to the existing delegation require amendment, as their wording (as currently adopted) is unclear and difficult to interpret.

In addition, it is also suggested that the financial limit of that delegation (currently \$1,000) is set at a comparatively low level when compared with other local governments - many of which set a figure of between \$5,000 and \$10,000. A revised figure of \$5,000 has been proposed in the draft conditions, with an additional condition added that all sums above \$1,000 are to be reported to the Audit, Risk and Improvement Committee, to ensure appropriate Council oversight.

Administrative Changes

The Council is specifically asked to grant authority to the CEO to make administrative changes to the register, to allow for updating job titles in the future. Such a resolution avoids Council having to re-adopt the entire register, where there has only been a minor amendment to an employee's job title.

Further Review

Given a new Council has recently been elected, it is recommended that now would be an appropriate time for elected members and staff to conduct a wholesale review of the delegations register – to ensure the use of delegations is both efficient and proportionate.



It is proposed that workshops will be held with staff and Elected Members over the coming months, and an updated version of the delegations register be brought to Council before the end of the current calendar year.



City of Nedlands

City of Nedlands
Register of Delegated Authority

REVIEW

There are no reviews to display

DRAFT

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INTRODUCTION

Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government, Industry Regulations & Safety *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

- (a) A local government from performing any of its functions by acting through a person other than the CEO"; or
- (b) A CEO from performing any of the CEO's functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

Planning and Development Act 2005 and associated regulations
Dog Act 1976 and regulations;
Cat Act 2011 and regulations
Bush Fires Act 1954, regulations and local law created under that Act;
Litter Act 1979 and regulations
Local Government (Miscellaneous Provisions) 1960 as amended;
Caravan Parks and Camping Grounds Act 1995;
Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Building Act 2011

N.B. – This is not an exhaustive list.

DRAFT

DELEGATIONS

Delegation	1.1.1 Performing Functions Outside the District [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district
Function	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation, and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Director Corporate Services Director Planning and Development Director Technical Services
Subdelegate conditions	<ol style="list-style-type: none"> 1. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation, and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
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Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amendment as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.2 Compensation - Damage Incurred when Performing Executive Functions [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
Function	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Delegation is limited to settlements which do not exceed a material value of \$10,000. 2. Settlements under an insurance policy are not included. 3. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 4. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director Planning and Development Director Technical Services
Subdelegate conditions	<ol style="list-style-type: none"> 1. Delegation is limited to settlements which do not exceed a material value of \$10,000. 2. Exercise of delegation is subject to assessment of compensation by the Executive Management Team. 3. Settlements under an insurance policy are not included. 4. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 5. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.3 Powers of Entry [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	<ol style="list-style-type: none"> 1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director Planning and Development Director Technical Services Coordinator Development Compliance Coordinator Environmental Health Coordinator Rangers Manager Health and Compliance Manager Urban Planning and Development Senior Environmental Health Officer Senior Ranger
Subdelegate conditions	<ol style="list-style-type: none"> 1. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. 2. Subdelegates are subject to any conditions imposed by the CEO. 3. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 4. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.

<p>Statutory framework</p>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><u>Local Government Act 1995:</u> s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency</p>
<p>Record keeping</p>	<p>In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	Delegation amended to include the Manager Health and Compliance, the Senior environmental health officer, the Coordinator environmental health, the coordinator Rangers, the Coordinator Development and Compliance and the Manager Building Services.	---
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.1.4 Declare Vehicle is Abandoned Vehicle Wreck [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Function	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.5 Confiscated or Uncollected Goods or alternatively, referred for Council decision. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director Planning and Development Director Technical Services Manager Health and Compliance
Subdelegate conditions	<ol style="list-style-type: none"> 1. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.5 Confiscated or Uncollected Goods or alternatively, referred for Council decision. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.5 Confiscated or Uncollected Goods [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Local Government (Functions and General) Regulations 1996 r30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Director Corporate Services Director Planning and Development Director Technical Services Coordinator Rangers Manager Health and Compliance

Subdelegate conditions	<ol style="list-style-type: none"> 1. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Local Government (Functions and General) Regulations 1996 r30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995: Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.</p>
Record keeping	<p>In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	Delegation amended to include the Manager health and compliance and the Coordinator Rangers.	
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.1.6 Disposal of Sick or Injured Animals [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Director Corporate Services Director Planning and Development Director Technical Services Coordinator Rangers Manager Health and Compliance Senior Ranger
Subdelegate conditions	<ol style="list-style-type: none"> 1. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	Delegation amended to include the Manager Health and Compliance and the Coordinator Rangers.	
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.7 Close Thoroughfares to Vehicles [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ol style="list-style-type: none"> a. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and b. consider submissions relevant the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. 2. Maintain access to adjoining land [s.3.52(3)]. 3. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO) and in accordance with relevant Local Laws. 4. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	<p>Director City Infrastructure and Environment Director Technical Services Coordinator Transport and Development Manager Assets</p>

Subdelegate conditions	<ol style="list-style-type: none"> 1. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. 2. Maintain access to adjoining land [s.3.52(3)]. 3. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO) and in accordance with relevant Local Laws. 4. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	Amended to include Coordinator Transport and Development delegation from CEO.	
29 May 2024	Amended delegation	Sub-delegation to Manager Assets.	
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.1.8 Control Reserves and Certain Unvested Facilities [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the City that the City could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Infrastructure and Environment Director Technical Services
Subdelegate conditions	<ol style="list-style-type: none"> 1. Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.9 Obstruction of Footpaths and Thoroughfares [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). d. The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	<p>Director City Development and Regulatory Services Director City Infrastructure and Environment Director Planning and Development Director Technical Services Coordinator Development Compliance Coordinator Transport and Development Manager Assets Manager Health and Compliance</p>
Subdelegate conditions	<p>a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</p> <p>b. Permission may only be granted where, the proponent has:</p> <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. <p>c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO).</p> <p>d. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.</p>
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.2.2 – Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record keeping	<p>In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
8 Feb 2024	Amended delegation	A sub-delegation was approved by the CEO to the Coordinator Development and Compliance.	
29 May 2024	Amended delegation	Sub-delegation Manager Assets, Coordinator Transport and Development.	
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.1.10 Gates Across Public Thoroughfares [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996 (WA). b. Each approval provided must be recorded in the City's statutory Register of Gates in accordance with Local Government (Uniform Local Provisions) Regulations 1996 (WA) r8. c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). d. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director Planning and Development Director Technical Services
Subdelegate conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996 (WA). b. Each approval provided must be recorded in the City's statutory Register of Gates in accordance with Local Government (Uniform Local Provisions) Regulations 1996 (WA) r8. c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). d. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.

Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record keeping	<p>In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.11 Public Thoroughfare – Dangerous Excavations [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). d. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director Planning and Development Director Technical Services

<p>Subdelegate conditions</p>	<p>a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</p> <p>b. Permission may only be granted where, the proponent has:</p> <ul style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. <p>c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO).</p> <p>d. The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.</p>
<p>Statutory framework</p>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.2.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</p>
<p>Record keeping</p>	<p>In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.1.12 Crossing – Construction, Repair and Removal [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director Planning and Development Director Technical Services Coordinator Transport and Development Manager Assets
Subdelegate conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.

Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record keeping	<p>In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
29 May 2024	Amended delegation	Sub-delegation to Manager Assets and Coordinator Transport and Development.	
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.13 Private Works on, over or under Public Places
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
Function	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). d. The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.</p>
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
29 May 2024	Amended delegation	Revocation of sub-delegation to Director Planning and Development and Director Technical Services.	
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Function	Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [<i>ULP r.21(1)</i>].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 2. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director Planning and Development Director Technical Services Coordinator Development Compliance Manager Assets Manager Health and Compliance
Subdelegate conditions	<ol style="list-style-type: none"> 1. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 2. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995 City of Nedlands Site Erosion and Sand Drift Local Law 2014.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	Delegation amended to include Coordinator Development and Compliance.	
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements and adding subdelegate positions	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.15 Expressions of Interest for Goods and Services [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. b. Consideration of expressions of interest only, does not extend to the acceptance of an expression of interest. c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). d. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services Director Planning and Development Director Technical Services Coordinator Procurement and Contracts
Subdelegate conditions	<ol style="list-style-type: none"> a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. b. Consideration of expressions of interest only, does not extend to the acceptance of an expression of interest. c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). d. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures.
Policy	Council Policy: Procurement of Goods and Services Policy WALGA Subscription Service – Procurement Toolkit
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
24 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	---
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.16 Tenders for Goods and Services – Call Tenders [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Function	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Delegates	Chief Executive Officer
Conditions	<p>Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where:</p> <ol style="list-style-type: none"> i. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. <p>All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.</p>
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	<p>Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services Director Planning and Development Director Technical Services Coordinator Procurement and Contracts</p>
Subdelegate conditions	<p>Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.</p> <p>Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where:</p> <ol style="list-style-type: none"> i. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. <p>All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.</p>
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures.</p>
Policy	<p>Council Policy - Procurement of Goods and Services WALGA Subscription Service – Procurement Toolkit</p>
Record keeping	<p>In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
29 Aug 2024	Amended delegation	Coordinator Procurement and Contracts added as a subdelegate to the delegations	
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.1.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within \$350,000 (GST exclusive), detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority, because of the unique nature of the goods or services, or for any other reason, it is unlikely that there is more than one supplier, to determine a sole supplier arrangement. 7. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 8. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 9. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract and the revised contract value remains within the approved budget. [F&G r.21A(a)]. 10. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). 11. The CEO in consultation with the Mayor, may accept a tender to a maximum value of \$500,000 and may decline to accept any tender, from 27th December to 31 January during the yearly Council recess period.
Delegates	Chief Executive Officer

<p>Conditions</p>	<ul style="list-style-type: none"> a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: <ul style="list-style-type: none"> i. The total consideration under the resulting contract is \$350,000 (GST exclusive) or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. d. A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract. e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term. f. Shall report to Council at least six monthly on the exercise of this delegation. g. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). h. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
<p>Express power to subdelegate</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
<p>Subdelegates</p>	<p>Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services Director Planning and Development Director Technical Services Coordinator Procurement and Contracts</p>

<p>Subdelegate conditions</p>	<p>a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent’s position role and responsibilities.</p> <p>b. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>c. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ul style="list-style-type: none"> i. The total consideration under the resulting contract is \$350,000 (GST exclusive) or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). <p>d. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>e. A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>f. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor’s performance has been reviewed and the review evidences the rationale for entering into the extended term.</p> <p>g. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO).</p> <p>h. The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.</p>
<p>Statutory framework</p>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p>
<p>Policy</p>	<p>Procurement of Goods and Services Council Policy WALGA Subscription Service – Procurement Toolkit</p>
<p>Record keeping</p>	<p>In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise</p>

Amendments			
Date	Type	Amendment	References
28 Nov 2023	Amended delegation	The CEO in consultation with the Mayor, may accept a tender to a maximum value of \$500,000 and may decline to accept any tender, from 27th December to 31 January during the yearly Council recess period.	
29 Aug 2024	Amended delegation	Coordinator Procurement and Contracts added as a subdelegate to the delegations	
24 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	---
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.18 Tenders for Goods and Services - Exempt Procurement [DRAFT]												
Head of power	01 Local Government Act 1995												
Delegator	Local Government												
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO												
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (exemptions)												
Function	<ol style="list-style-type: none"> 1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)]. 												
Delegates	Chief Executive Officer												
Conditions	<p>a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum value specified for the following categories:</p> <table border="1"> <thead> <tr> <th>Category individual contracts</th> <th>Maximum Value for</th> </tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&G.r.11(2)(b) in F&G.r.11(2)(h)(ii)]</td> <td>\$250,000**as specified</td> </tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)] specified in F&G.r.11(2)(h)(ii)</td> <td><\$250,000* *as</td> </tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)] in F&G.r.11(2)(h)(ii)</td> <td>\$250,000* *as specified</td> </tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)] F&G.r.11(2)(h)(ii)</td> <td>\$250,000**as specified in</td> </tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority</td> <td></td> </tr> </tbody> </table>	Category individual contracts	Maximum Value for	WALGA Preferred Supplier Program [F&G.r.11(2)(b) in F&G.r.11(2)(h)(ii)]	\$250,000**as specified	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)] specified in F&G.r.11(2)(h)(ii)	<\$250,000* *as	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)] in F&G.r.11(2)(h)(ii)	\$250,000* *as specified	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)] F&G.r.11(2)(h)(ii)	\$250,000**as specified in	Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority	
Category individual contracts	Maximum Value for												
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Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)] specified in F&G.r.11(2)(h)(ii)	<\$250,000* *as												
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)] in F&G.r.11(2)(h)(ii)	\$250,000* *as specified												
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)] F&G.r.11(2)(h)(ii)	\$250,000**as specified in												
Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority													

	<p>Supplier Office Limited (T/as Supply Nation) AND where satisfied that the contract represents value for money. [F&G.r.11(2)(h)] in F&G.r.11(2)(h)(ii) \$250,000**as specified</p> <p>Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)] in F&G.r.11(2)(h)(ii) \$250,000* *as specified</p> <p>b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget.</p> <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the \$250,000 delegated above, the decision is to be referred to Council.</p> <p>All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.</p>
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services Director Planning and Development Director Technical Services Coordinator Procurement and Contracts</p>
Subdelegate conditions	<p>In addition to the Conditions specified above, each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent’s position role and responsibilities.</p>
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>WALGA Subscription Service – Procurement Toolkit.</p>
Policy	<p>Council Policy Procurement of Goods and Services Policy</p>
Record keeping	<p>In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
29 Aug 2024	Amended delegation	Coordinator Procurement and Contracts added as a subdelegate to the delegations	
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.20 Disposing of Property [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Function	<p>1. Authority to dispose of property to:</p> <ul style="list-style-type: none"> a. the highest bidder at public auction [s.3.58(2)(a)]. b. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] <p>2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</p> <p>3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58:</p> <ul style="list-style-type: none"> a. disposal of land to an adjoining owner, where the market value is less than \$5000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner. [F&G.r.30(2)(a)] b. disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&G.r.30(2)(d)]. c. disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land. [F&G.r.30(2)(e)] d. disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)]. e. disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)]. f. disposal of property, other than land / buildings, where the market value is determined as less than \$20,000. [F&G r.30(3)(a)] g. disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than \$75,000. [F&G.r.30(3)(b)]
Delegates	Chief Executive Officer

<p>Conditions</p>	<p>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</p> <p>b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$100,000 or less.</p> <p>c. When determining the method of disposal:</p> <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ◦ Reserve price has been set by independent valuation. ◦ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ◦ Negotiate the sale of the property up to a -10% variance on the valuation; and ◦ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. <p>d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal. <p>e. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO).</p> <p>f. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.</p>
<p>Express power to subdelegate</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
<p>Subdelegates</p>	<p>Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Director Corporate Services Director Planning and Development Director Technical Services</p>

Subdelegate conditions	<p>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</p> <p>b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$50,000 or less.</p> <p>c. When determining the method of disposal:</p> <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ◦ Reserve price has been set by independent valuation. ◦ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ◦ Negotiate the sale of the property up to a -10% variance on the valuation; and ◦ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. <p>d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal. <p>e. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO).</p> <p>f. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.</p>
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995 – s.3.58 Disposal of Property</p> <p>Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58</p>
Policy	Council Policy: Disposal and Acquisition of Land
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation functions and conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.1.21 Payments from the Municipal or Trust Funds [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Authority to make payments is subject to annual budget limitations. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	<p>Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services Director Planning and Development Director Technical Services Coordinator Accounting Services Management Accountant</p>
Subdelegate conditions	<ol style="list-style-type: none"> 1. Authority to make payments is subject to annual budget limitations. 2. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 3. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the Director Corporate Services, other Director or Manager only 4. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval. 5. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 6. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996
Policy	Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards. Department of Local Government, Sport and Cultural Industries: Accounting Manual.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
7 Aug 2024	Amended delegation	The delegation was amended to include a sub delegation to the Management Accountant.	---
8 Aug 2024	Amended delegation	The delegation was amended to include a sub delegation to the Coordinator Accounting Services.	---
25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	---
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.1.22 Defer, Grant Discounts, Waive or Write Off Debts [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Function	Authority to: 1. Waive a debt which is owed to the City [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the City [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the City [s.6.12(1)(c)]
Delegates	Chief Executive Officer
Conditions	<p>a. Write-off a rates or service charge debt up to \$1,000 in accordance with the Financial-Hardship Policy [s.6.12(1)(c) &(2)].-</p> <p>-</p> <p>A debt may only be waived where:</p> <p>b. it is only to charitable or not for profit community groups</p> <p>-</p> <p>A concession may only be granted where:</p> <p>c. it is only to charitable or not for profit community groups</p> <p>-</p> <p>d. A debt may only be written off where all necessary measures have been taken to locate /- contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the City.-</p> <p>e. Limited to individual debts valued below \$1,000, cumulative debts of a debtor valued below \$1,000. Write off of debts greater than these values must be referred for Council decision.-</p> <p>f. For the CEO to report to Council on the exercise of this delegation on an annual basis.-</p> <p>g. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO).-</p> <p>h. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.-</p> <p>a. <u>Section 6.12(2) of the Act which states that Section 6.12 (1)(b) "waive or grant concessions" does not apply to an amount of money owing in respect of rates and service charges.</u></p> <p>b. <u>The waiver, concession or write off of money owing not exceeding \$5,000.</u></p> <p>c. <u>All waivers, concessions or write offs of money owing greater than \$1,001 to be reported to the Audit and Risk Committee.</u></p> <p>d. <u>Reversals of incorrectly charged debts are not considered to be a write off.</u></p> <p>e. <u>All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO).</u></p> <p>f. <u>The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.</u></p>
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<p>Subdelegates</p>	<p>Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Chief Finance Officer Director Corporate Services Director Planning and Development Director Technical Services Manager Assets Manager Urban Planning and Development Manager Health and Compliance</p>
<p>Subdelegate conditions</p>	<p>May only do so for, or on:</p> <ol style="list-style-type: none"> 1. Extend time for payment of a modified penalty or to withdraw an infringement notice; 2. In relation to parking infringements, withdraw an infringement in the event of: <ol style="list-style-type: none"> a. Medical emergency; b. Vehicle broken down; c. Eastern States registration; d. No records held by Police Department if unregistered vehicle; e. Stolen vehicle; f. Error made by issuing officer; g. Vehicle towed away; or h. Other compassionate grounds. 3. Manager Health & Compliance may only waive fees and charges related to their operational responsibilities and where such waiver is to rectify a service failure on the part of the City of Nedlands limited to a value less than \$1,000 per customer within a financial year. 4. Directors may waive fees and charges related to their operational responsibilities where such waiver is either to: <ol style="list-style-type: none"> i. rectify a service failure on the part of the City limited to a value less than 1,000 per customer within a financial year; or ii. assist a not for profit community group or charitable entity in fulfilling a service, social or cultural outcome within the City. 5. Concessions may only be granted where it is only to charitable or not for profit community grants 6. Directors may only write off debts limited to a value of less than \$1,000 debtor within a financial year. 7. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO); 8. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise. <ol style="list-style-type: none"> 1. Director City Performance and Community Development: <ol style="list-style-type: none"> a. The waiver, concession or write off of money owing shall not exceed \$2,000. 2. Director City Development and Regulatory Services and Director City Infrastructure: <ol style="list-style-type: none"> a. may waive fees and charges related to their operational responsibilities where such waiver is either to: <ol style="list-style-type: none"> i. rectify a service failure on the part of the City limited to a value less than \$1,000 per customer within a financial year; or ii. assist a not for profit community group or charitable entity in fulfilling a service, social or cultural outcome within the City. b. may only write off debts limited to a value of less than \$1,000 per debtor within a financial year. c. may only grant concessions where it is only to charitable or not for profit community grants. 3. Manager Health & Compliance & Director City Development and Regulatory Services: <ol style="list-style-type: none"> a. may extend time for payment of a modified penalty or to withdraw an infringement notice;

	<p>b. <u>may only waive fees and charges related to their operational responsibilities and where such waiver is to rectify a service failure on the part of the City of Nedlands limited to a value less than \$1,000 per customer within a financial year.</u></p> <p>c. <u>In relation to parking infringements, withdraw an infringement in the event of:</u></p> <ul style="list-style-type: none"> i. <u>Medical emergency;</u> ii. <u>Vehicle broken down;</u> iii. <u>Eastern States registration;</u> iv. <u>No records held by Police Department if unregistered vehicle;</u> v. <u>Stolen vehicle;</u> vi. <u>Error made by issuing officer;</u> vii. <u>Vehicle towed away; or</u> viii. <u>Other compassionate grounds.</u> <p>4. <u>All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO).</u></p> <p>5. <u>The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.</u></p>
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>-</p> <p>Collection of Rates Debts – refer Delegations:</p> <p>1.1.25 Agreement as to Payment of Rates and Service Charges</p> <p>1.1.27 Recovery of Rates or Service Charges</p> <p>1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent</p> <p>1.1.29 Recovery of Rates Debts – Actions to Take Possession of the Land</p>
Policy	Council Policy: Hardships Policy
Record keeping	In accordance with r.19 <u>r.19</u> Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.1.23 Power to Invest and Manage Investments [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Function	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C, the adopted budget and Investments of Council Funds Council Policy. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit Risk and Improvement Committee at least once within every 3 financial years. [Audit r.17]. e. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). f. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services Coordinator Accounting Services

Subdelegate conditions	<ul style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C, the adopted budget and Investment of Council Funds Council Policy. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17] e. A decision to invest must be jointly confirmed by two Delegates. f. Investment decisions are limited to a maximum of \$4,000,000. g. Where exposure to a single market or investment type will exceed \$10,000,000. h. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). i. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)).</p>
Policy	<p>Council Policy: Investments of Council Funds</p>
Record keeping	<p>In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
6 Aug 2024	Amended delegation	The delegation was amended to include the Coordinator Accounting Services.	---
25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	---
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.1.24 Rate Record Amendment [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Function	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Delegates must comply with the requirements of s.6.40 of the Act. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services
Subdelegate conditions	<ol style="list-style-type: none"> 1. Sub-delegates must comply with the requirements of s.6.40 of the Act. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record.</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.</p>
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.25 Agreement as to Payment of Rates and Service Charges [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: s.6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> a. Decisions under this delegation must comply with Council Policy Hardship Provisions Policy. b. Agreements must be in writing and, subject to the Council Policy Hardship Provisions Policy must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). d. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services
Subdelegate conditions	<ul style="list-style-type: none"> a. Decisions under this delegation must comply with Council Policy Hardship Provisions Policy. b. Agreements must be in writing and, subject to the Council Policy Hardship Provisions Policy, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). d. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Council Policy: Hardship Provisions Policy
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	---
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.26 Determine Due Date for Rates or Service Charges [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Function	1. Authority to determine the date on which rates or service charges become due and payable to the City [s.6.50].
Delegates	Chief Executive Officer
Conditions	1. Delegation to be exercised in accordance with adopted budget. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services
Subdelegate conditions	1. Delegation to be exercised in accordance with adopted budget. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i> all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	---
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.27 Recovery of Rates or Service Charges [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Decisions under this delegation must comply with Council Policy Hardship Provisions Policy. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services
Subdelegate conditions	<ol style="list-style-type: none"> 1. Decisions under this delegation must comply with Council Policy Hardship Provisions Policy. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Council Policy: Hardship Provisions Policy
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	---
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Function	<ol style="list-style-type: none"> 1. Authority to 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 City [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Decisions under this delegation must comply with Council Policy Hardship Provisions Policy. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services
Subdelegate conditions	<ol style="list-style-type: none"> 1. Decisions under this delegation must comply with Council Policy Hardship Provisions Policy. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.
Policy	Council Policy: Hardship Provisions Policy
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	---
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the City [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. Decisions under this delegation must comply with Council Policy Hardship Provisions Policy b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>. d. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). e. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.
Policy	Council Policy: Hardship Provisions Policy

Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	---
27 May 2025	Amended delegation	Update to recording requirements and removal of subdelegates	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.30 Rate Record – Objections [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Function	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person who made the objection [s.6.76(5)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Performance and Community Development Manager Financial Services Chief Finance Officer Director Corporate Services
Subdelegate conditions	<ol style="list-style-type: none"> 1. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation. 2. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). 3. The exercise of delegated authority is to be recorded in the Local Government’s record management system for the records of exercise.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.31 Renewal or Extension of Contracts during a State of Emergency
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and • contracts formed through a public tender.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: <ol style="list-style-type: none"> i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is 250,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Mayor (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. e. This authority may only be exercised where the total consideration under the resulting contract is \$250,000 or less. f. The CEO cannot sub-delegate this authority. g. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). h. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Statutory framework	<i>Local Government (Functions and General) Regulations 1996</i>
Policy	Council Policy Procurement of Goods and Services Policy. WALGA Subscription Service – Procurement Toolkit.

Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.32 Procurement of Goods or Services required to address a State of Emergency
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Function	Authority, only to be exercised when a State of Emergency Declaration is in force pursuant to s56 Emergency Management Act 2005 and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value of \$250,000 or less are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Delegates	Chief Executive Officer
Conditions	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.
Statutory framework	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit
Policy	Council Policy: Procurement of Goods and Services Policy.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022

Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.1.33 Leases at the Tresillian Arts Centre
Head of power	01 Local Government Act 1995
Delegator	Councillor
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> s.3.58(3) and (4) Disposing of Property
Function	1. The CEO is authorised to accept and vary leases negotiated at Tresillian Arts Centre in accordance with section 3.58 of the Local Government Act 1995, up to an annual rental income of \$10,000. 2. Delegates authority to the CEO to sign the associated Deeds of Lease as a deed following a negotiation process in accordance with that noted in 1.
Delegates	Chief Executive Officer
Conditions	Up to an annual rental income of \$10,000.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	23 May 2023
Adoption references	Adopted by Council at 23 May 2023 OCM.
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.1.34 Execution of Documents [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s9.49A(4)
Express power or duty delegated	Local Government Act 1995 s9.49A(4)
Function	Authority to execute documents and/or apply the common seal in accordance with the Council Policy: Use of Cityof Nedlands Common Seal and Execution of Documents
Delegates	Chief Executive Officer Director Corporate Services Director Planning and Development Director Technical Services
Conditions	<ol style="list-style-type: none"> 1. The execution of documents must not be inconsistent with Council Policy or a Decision of Council. 2. Authorisation of the use of the common seal must be in accordance with the relevant Council Policy 3. The CEO is restricted to executing documents that are to a value of \$350,000 or less 4. The Director Planning and development, Director Technical Services and Director Corporate Services are restricted to executing documents: <ol style="list-style-type: none"> a. that are to a value of \$100,000 or less; and b. are within the scope of the activity of their Directorate
Statutory framework	<p>Local Government Act 1995: s9.49A (2)(4)(5) - (Execution of documents)</p> <p>Local Government (Functions and General) Regulations 1996: Reg.34 (Common seal, unauthorised use of)</p>
Policy	Council Policy: Use of Cityof Nedlands Common Seal and Execution of Documents
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Delegation	1.2.1 Determine if an Emergency for Emergency Powers of Entry [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.34(2) Entry in emergency
Function	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
Delegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Director Corporate Services Director Planning and Development Director Technical Services Manager Health and Compliance Manager Urban Planning and Development
Conditions	a. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). b. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	Delegation to Manager Building Services from CEO.	
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.1.9: <ol style="list-style-type: none"> 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)]. 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director Planning and Development Director Technical Services Coordinator Transport and Development Manager Assets
Conditions	<ol style="list-style-type: none"> a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.9 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. c. All action and/or delegation shall be in accordance with the relevant Council Policies (or Local Government Policies, where determined by the CEO). d. The exercise of delegated authority is to be recorded in the Local Government's record management system for the records of exercise.
Express power to subdelegate	Nil

Statutory framework	<p>This delegated authority is effective only in alignment with Delegated Authority 1.2.9 Obstructions of Footpaths and Thoroughfares.</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>
Record keeping	<p>In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
29 May 2024	Amended delegation	Delegation to Manager Assets and Coordinator Transport and Development.	---
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.1.11. <ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
Delegates	Director City Development and Regulatory Services Director Planning and Development
Conditions	<ol style="list-style-type: none"> a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.11 Public Thoroughfares – Dangerous Excavations. b. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.1.11 Public Thoroughfares – Dangerous Excavations. Local Government (Uniform Local Provisions) Regulations 1996 Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements and corresponding delegation reference numbers	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Function	<ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
Delegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director Planning and Development Director Technical Services Coordinator Transport and Development Manager Assets
Conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.1.13 Private Works on, over or under Public Places
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
29 May 2024	Amended delegation	Delegation to Manager Assets and Coordinator Transport and Development.	
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.2.5 Appoint Persons (other than employees) to Open Tenders [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Functions and Genera) Regulations 1996:</i> r.16(3) Receiving and opening tenders, procedure for
Function	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
Delegates	Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Director Corporate Services Director Planning and Development Director Technical Services Coordinator Procurement and Contracts
Conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11 Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Function	<ol style="list-style-type: none"> 1. Authority to decide whether or not the claimant is eligible under s.4.30 and accept or reject the claim accordingly [s.4.32(4)]. 2. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.4.32(5A)]. 3. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 4. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13 (2)]. 5. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 6. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 7. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 8. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 9. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].
Delegates	Director City Performance and Community Development Manager Governance and Risk Management Coordinator Governance Legal and Risk Director Corporate Services
Conditions	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32 and s.4.35.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation functions due to legislative changes and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.2.7 Destruction of Electoral Papers [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
Function	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Delegates	Director City Performance and Community Development Director Corporate Services
Conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.2.8 Appoint Authorised Persons
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Function	<p>1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:</p> <ul style="list-style-type: none"> a. <i>Local Government Act 1995</i> and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act. b. <i>Caravan Parks and Camping Grounds Act 1995</i>; c. <i>Cat Act 2011</i>; d. <i>Cemeteries Act 1986</i>; e. <i>Control of Vehicles (Off-road Areas) Act 1978</i>; f. <i>Dog Act 1976</i>; g. <i>Graffiti Vandalism Act 2016</i> – refer s.15; and h. any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>. <p>2. Authority to appoint authorised persons for the purposes of section 9.16 of the <i>Local Government Act 1995</i>, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i> and section 6(b) of the <i>Criminal Procedure Act 2004</i>.</p>
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> a. A register of Authorised Persons is to be maintained by the Local Government. b. Only persons who are appropriately qualified and trained may be appointed as Authorised Persons.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.</p>

Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to condition description and recording requirements	Amended as per council Resolution 27 May 2025

DRAFT

Delegation	1.2.9 Information to be Available to the Public [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Administration) Regulations 1996:</i> r.29 Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.5.95 Further provisions relating to right to inspect local government information
Function	<ol style="list-style-type: none"> 1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
Delegates	Director City Performance and Community Development Director Corporate Services
Conditions	Nil
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements and corrections to legislative references	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.2.10 Financial Management Systems and Procedures [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
Function	<ol style="list-style-type: none"> 1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> i. Collection of money owed to the City; ii. Safe custody and security of money collected or held by the City iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority 1.2.25 vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
Delegates	Director City Performance and Community Development Director Corporate Services
Conditions	<ol style="list-style-type: none"> a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17]
Express power to subdelegate	Nil
Subdelegates	Manager Financial Services Chief Finance Officer
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p>

Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
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Amendments			
Date	Type	Amendment	References
24 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	---
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.2.11 Audit – CEO Review of Systems and Procedures [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Audit) Regulations 1996:</i> r.17 CEO to review certain systems and procedures
Function	1. Authority to conduct the review of the appropriateness and effectiveness of the City's systems and procedures in relation to i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
Delegates	Director City Performance and Community Development Director Corporate Services
Conditions	a. Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
Express power to subdelegate	Nil
Subdelegates	Manager Financial Services Chief Finance Officer
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Audit) Regulations 1996
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
24 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	---
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	1.2.12 Infringement Notices
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice <i>Building Regulations 2012:</i> Regulation 70(1A), (1), (2) Approved officers and authorised officers
Function	<ol style="list-style-type: none"> 1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Delegates	Coordinator Building Approvals Coordinator Rangers Manager Health and Compliance Manager Urban Planning and Development
Conditions	<ol style="list-style-type: none"> a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. b. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with Building Regulation 70(1) for the purposes of the Criminal Procedure Act 2004 section 6(a) and Building Act 2011 Infringement Notices: <ul style="list-style-type: none"> • Manager Urban Planning and Development • Senior Building Surveyor <p><i>NOTE: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.</i></p>
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022

Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	Delegation amended to include Manager compliance and Coordinator Rangers.	
8 Feb 2024	Amended delegation	Revoked delegation to the Senior Building Surveyor. CEO delegation to Coordinator Building Services.	
27 May 2025	Amended delegation	Update to recording requirements and subdelegate positions	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	1.2.13 Authority to acknowledge receipt of Primary and Annual Returns [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Authority to acknowledge receipt of Councillors and officers Primary and Annual Returns on behalf of the Chief Executive Officer in accordance with section 5.77 of the Local Government Act 1995.
Express power or duty delegated	Section 5.77 Local Government Act 1995.
Function	Acknowledgement of receipt of a Primary and Annual Return.
Delegates	Manager Governance and Risk Management Coordinator Governance Legal and Risk
Conditions	Nil
Express power to subdelegate	Nil
Statutory framework	Local Government Act 1995.
Policy	Nil
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements and subdelegate positions	Amended as per Council Resolution 27 May 2025

Delegation	1.3.1 All Local Laws of the City of Nedlands [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	All the powers, duties, and responsibilities of the local government under all City of Nedlands Local Laws, viz: <ul style="list-style-type: none"> • Thoroughfares • Trading in Public Places • Standing Orders • Site Erosion and Sand Drift • Reserves, Foreshores and Beaches • Parking and Parking Facilities • Health • Dogs • Council Halls • Repeals Local Law 2016 • Waste
Function	<i>All the powers, duties, and responsibilities of the local government under all City of Nedlands Local Laws.</i>
Delegates	Chief Executive Officer
Conditions	In respect to the Parking and Parking Facilities Local Law, determination of parking stalls and parking stations. (Section 3.1): <ol style="list-style-type: none"> 1. Where the local government makes a determination of resolution under this clause, it shall erect signs to give effect to the determination or resolution; and 2. Delegation is to constitute, determine and vary and also indicate by signs, minor instances only of parking stalls and parking stations as described in clause 3.1 (1) of the Parking and Parking Facilities Local Law. <p>A decision made under Part 6- Permits of the Thoroughfares Local Law where the permit exceeds six months is to be referred to Council for consideration.</p>
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<p>Subdelegates</p>	<p>Director City Development and Regulatory Services Director City Infrastructure and Environment Director City Performance and Community Development Director Corporate Services Director Planning and Development Director Technical Services Coordinator Development Compliance Coordinator Environmental Health Coordinator Rangers Coordinator Transport and Development Manager Assets Manager Engineering and Maintenance Manager Health and Compliance Manager Urban Planning and Development Senior Environmental Health Officer Senior Ranger</p>
<p>Subdelegate conditions</p>	<p>In respect to the Parking and Parking Facilities Local Law, determination of parking stalls and parking stations. (Section 3.1):</p> <ol style="list-style-type: none"> 1. Where the local government makes a determination of resolution under this clause, it shall erect signs to give effect to the determination or resolution; and 2. Delegation is to constitute, determine and vary and also indicate by signs, minor instances only of parking stalls and parking stations as described in clause 3.1 (1) of the Parking and Parking Facilities Local Law.
<p>Statutory framework</p>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>A register of all special environmental areas must be maintained under cl.5.8 of the Activities in Thoroughfares and Public Places and Trading Local Law.</p> <p>Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with Regs 11 and 17 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – refer Delegations 1.1.11 and 1.1.13.</p> <p>Crossing permits are approved under Regulations 12 and 13 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – refer Delegation 1.1.12 Crossings – Construction, Repair and Removal.</p>
<p>Record keeping</p>	<p>In accordance with r19 Local Government (Administration) Regulations 1996 all exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	Delegation amended to include Coordinator development and compliance.	
29 May 2024	Amended delegation	Sub-delegation to Coordinator Transport and Development.	
27 May 2025	Amended delegation	Update to recording requirements and subdelegate positions	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	2.1.1 Grant a Building Permit
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Approvals Manager Urban Planning and Development
Statutory framework	<p><i>Building Act 2011</i> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor</p> <p><i>Building Regulations 2012</i> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011</i> – Section 7 <i>Home Building Contracts Act 1991</i> – Part 3A, Division 2 – Part 7, Division 2 <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i></p>

Record keeping	In accordance with s130 Building Act 2011, r12 <i>Building Regulations 2012</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
8 Feb 2024	Amended delegation	Revoked delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
27 May 2025	Amended delegation	Update to recording requirements and subdelegate positions	Amended as per Council Resolution 27 May 2025

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Delegation	2.1.2 Demolition Permits
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Approvals Manager Urban Planning and Development
Statutory framework	<i>Building Act 2011</i> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011</i> -- Part 7, Division 2 <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record keeping	In accordance with s130 Building Act 2011, r12 <i>Building Regulations 2012</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022

Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025

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Delegation	2.1.3 Occupancy Permits or Building Approval Certificates
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Approvals Manager Urban Planning and Development
Statutory framework	<u><i>Building Act 2011</i></u> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record keeping	In accordance with s130 Building Act 2011, r12 Building Regulations 2012 All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025

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Delegation	2.1.4 Designate Employees as Authorised Persons
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Function	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. <p>NOTE: An authorised person for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.</p>
Delegates	Chief Executive Officer
Conditions	a. Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Approvals Manager Urban Planning and Development
Subdelegate conditions	Nil
Statutory framework	<i>Building Act 2011:</i> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record keeping	In accordance with s130 <i>Building Act 2011</i> . All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025

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Delegation	2.1.5 Building Orders
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)] 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the Building Act 2011.
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Approvals Manager Urban Planning and Development
Subdelegate conditions	Nil

Statutory framework	<u>Building Act 2011:</u> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record keeping	In accordance with s130 Building Act 2011, r12 <i>Building Regulations 2012</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025

Delegation	2.1.6 Inspection and Copies of Building Records
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Function	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Approvals Manager Urban Planning and Development
Subdelegate conditions	Nil
Statutory framework	Building Act 2011 - s.146 Confidentiality
Record keeping	In accordance with s130 <i>Building Act 2011</i> , r12 <i>Building Regulations 2012</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025

Delegation	2.1.7 Referrals and Issuing Certificates
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.145A Local Government functions
Function	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the City's District [s.145A(2)].
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Approvals Manager Urban Planning and Development
Subdelegate conditions	In undertaking Function 2 of the Delegation, the sub-delegate must be appropriately qualified pursuant to r.5 of the <i>Building Regulations 2012</i> and must hold the appropriate registration in accordance with the <i>Building Services (Registration) Regulations 2011</i> .
Statutory framework	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Record keeping	In accordance with s130 <i>Building Act 2011</i> , r12 <i>Building Regulations 2012</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025

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Delegation	2.1.8 Private Pool Barrier – Alternative and Performance Solutions
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Function	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]. 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Approvals Manager Urban Planning and Development
Subdelegate conditions	In undertaking Function 2 of the Delegation, the sub-delegate must be appropriately qualified pursuant to r.5 of the <i>Building Regulations 2012</i> and must hold the appropriate registration in accordance with the <i>Building Services (Registration) Regulations 2011</i> .
Statutory framework	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Record keeping	In accordance with s130 Building Act 2011, r12 <i>Building Regulations 2012</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025

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Delegation	2.1.9 Smoke Alarms – Alternative Solutions
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Approvals Manager Urban Planning and Development
Subdelegate conditions	In undertaking Function 2 of the Delegation, the sub-delegate must be appropriately qualified pursuant to r.5 of the <i>Building Regulations 2012</i> and must hold the appropriate registration in accordance with the <i>Building Services (Registration) Regulations 2011</i> .
Statutory framework	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Record keeping	In accordance with s130 Building Act 2011, r12 <i>Building Regulations 2012</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025

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Delegation	2.1.10 Appointment of approved officers and authorised officers
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Function	<p>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). NOTE: <i>Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers"</i>.</p> <p>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). NOTE: <i>Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i></p>
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record keeping	In accordance with s130 <i>Building Act 2011</i> , r12 <i>Building Regulations 2012</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	3.1.1 Make Request to FES Commissioner – Control of Fire
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the City that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Delegates	Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fires Act 1954</i>
Record keeping	In accordance with s50 <i>Bush Fires Act 1954</i> All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	3.1.2 Prohibited Burning Times - Vary
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Chief Executive Officer
Conditions	Decisions under s,17(7) must be undertaken by the Chief Executive Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fire Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record keeping	In accordance with s50 <i>Bush Fires Act 1954</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Council Meeting 27 May 2025

Delegation	3.1.3 Prohibited Burning Times – Control Activities
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the City or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record keeping	In accordance with s50 <i>Bush Fires Act 1954</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

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Delegation	3.1.4 Restricted Burning Times – Vary and Control Activities
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<p><i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>

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Function	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the City or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record keeping	In accordance with s50 <i>Bush Fires Act 1954</i> All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.
Date adopted	27 September 2022

Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	3.1.5 Control of Operations Likely to Create Bush Fire Danger
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Delegates	Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record keeping	In accordance with s50 Bush Fires Act 1954 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	3.1.6 Burning Garden Refuse / Open Air Fires
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Function	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)] b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)] 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>

Record keeping	In accordance with s50 <i>Bush Fires Act 1954</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Formatting amendment	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	3.1.7 Firebreaks
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the City: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Express Power to Sub-Delegate: NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record keeping	In accordance with s50 <i>Bush Fires Act 1954</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)] 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the City [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record keeping	In accordance with s50 <i>Bush Fires Act 1954</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	3.1.9 Control and Extinguishment of Bush Fires
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	<p>1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)].</p> <p>a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].</p>
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fires Act 1954</i>
Record keeping	In accordance with s50 <i>Bush Fires Act 1954</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	3.1.10 Recovery of Expenses Incurred through Contraventions of this Act
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Function	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the City or those on behalf of the City to do [s.58].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fires Act 1954</i>
Record keeping	In accordance with s50 <i>Bush Fires Act 1954</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	3.1.11 Prosecution of Offences
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	<ol style="list-style-type: none"> 1. Authority to institute and carry-on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record keeping	In accordance with s50 <i>Bush Fires Act 1954</i> All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	4.1.1 Cat Registrations [DRAFT]
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Function	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the City's District [Regs. Sch. 3 cl.1(4)].
Delegates	Chief Executive Officer
Conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Coordinator Rangers Manager Health and Compliance
Subdelegate conditions	Nil
Statutory framework	<p>Cat Regulations 2012</p> <p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record keeping	In accordance with s47 <i>Cat Act 2011</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	4.1.2 Cat Control Notices [DRAFT]
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Function	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the City's District [s.26].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Coordinator Rangers Manager Health and Compliance
Subdelegate conditions	Nil
Statutory framework	<i>Cat Regulations 2012</i> – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record keeping	In accordance with s47 <i>Cat Act 2011</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	4.1.3 Approval to Breed Cats [DRAFT]
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>. b. Decisions will comply with City of Nedlands Local Laws
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Manager Health and Compliance
Subdelegate conditions	An exemption will not be granted unless it is demonstrated that the number of cats to be exempt will not be a nuisance or injurious or dangerous to health.
Statutory framework	<i>Cat Regulations 2012:</i> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record keeping	In accordance with s47 <i>Cat Act 2011</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	4.1.4 Recovery of Costs – Destruction of Cats [DRAFT]
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Function	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Manager Health and Compliance
Subdelegate conditions	Nil
Statutory framework	<i>Cat Act 2011</i>
Record keeping	In accordance with s47 <i>Cat Act 2011</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	4.1.5 Applications to Keep Additional Cats [DRAFT]
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	Chief Executive Officer
Conditions	Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Manager Health and Compliance
Subdelegate conditions	Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>
Statutory framework	<i>Cat Act 2011</i> <i>Cat (Uniform and Local Provisions) Regulations 2013</i>
Record keeping	In accordance with s47 <i>Cat Act 2011</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	4.1.6 Reduce or Waiver Registration Fee [DRAFT]
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Function	Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	Chief Executive Officer
Conditions	This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to <u>any class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Coordinator Rangers Manager Health and Compliance
Subdelegate conditions	Nil
Statutory framework	<i>Cat Act 2011</i>
Record keeping	In accordance with s47 <i>Cat Act 2011</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	4.2.1 Infringement Notices – Extensions and Withdrawals [DRAFT]
Head of power	04 Cat Act 2011
Delegator	Chief Executive Officer
Express power to delegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Function	<ol style="list-style-type: none"> 1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Delegates	Director City Development and Regulatory Services Director Planning and Development Manager Health and Compliance
Conditions	Nil
Express power to subdelegate	Nil.
Statutory framework	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
Record keeping	In accordance with s47 <i>Cat Act 2011</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons [DRAFT]
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Function	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$50 [s.10A(1)(a) and (3)] 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Coordinator Rangers Manager Health and Compliance
Subdelegate conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Record keeping	In accordance with s14 Dog Act 1976 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	5.1.2 Refuse or Cancel Registration [DRAFT]
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Function	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, <i>the Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the City's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Manager Health and Compliance

Subdelegate conditions	Nil
Statutory framework	<p><i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)</p>
Record keeping	<p>In accordance with s14 <i>Dog Act 1976</i> All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	5.1.3 Kennel Establishments [DRAFT]
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
Function	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	Chief Executive Officer
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the City of Nedlands Dogs Local Law.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Manager Health and Compliance
Subdelegate conditions	Nil
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s14 <i>Dog Act 1976</i> All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	5.1.4 Recovery of Moneys Due Under this Act [DRAFT]
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Function	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Manager Health and Compliance
Subdelegate conditions	Nil
Statutory framework	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record keeping	In accordance with s14 <i>Dog Act 1976</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	5.1.5 Dispose of or Sell Dogs Liable to be Destroyed [DRAFT]
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	Chief Executive Officer
Conditions	<p>a. The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.</p> <p>b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.</p>
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	<p>Director City Development and Regulatory Services Director Planning and Development Manager Health and Compliance</p>
Subdelegate conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Record keeping	In accordance with s14 <i>Dog Act 1976</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	5.1.6 Declare Dangerous Dog [DRAFT]
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Coordinator Rangers Manager Health and Compliance
Subdelegate conditions	Nil
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s14 <i>Dog Act 1976</i> All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
28 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke [DRAFT]
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Function	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. This sub-delegation is not the same position as authorised under Delegation Declaration of a dangerous dog
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Manager Health and Compliance
Subdelegate conditions	Nil
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s14 <i>Dog Act 1976</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice [DRAFT]
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Function	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: 1. notice declaring a dog to be dangerous; or 2. notice proposing to cause a dog to be destroyed.
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Manager Health and Compliance
Subdelegate conditions	Nil
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s14 <i>Dog Act 1976</i> All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	Delegation to remove Director Technical Services and to include Manager health and compliance.	
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration [DRAFT]
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> a. The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Delegation does not include s.33M(1)(b) as the setting of a fixed fee is recommended to occur by Council resolution in accordance with s.6.16 of the <i>Local Government Act 1995</i>.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Manager Health and Compliance
Subdelegate conditions	<ul style="list-style-type: none"> a. The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Delegation does not include s.33M(1)(b) as the setting of a fixed fee is recommended to occur by Council resolution in accordance with s.6.16 of the <i>Local Government Act 1995</i>.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s14 <i>Dog Act 1976</i> All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	6.1.1 Determine Compensation [DRAFT]
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Function	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	<p>Director City Development and Regulatory Services Director Planning and Development Chief Executive Officer Coordinator Environmental Health Manager Health and Compliance</p>
Conditions	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$1,000 compensation requests above this value are to be reported to Council.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s38 Food Act 2008 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
28 Nov 2023	Amended delegation	Amended condition b. from \$500 to \$1,000.	
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	6.1.2 Prohibition Orders [DRAFT]
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	Director City Development and Regulatory Services Director Planning and Development Chief Executive Officer Coordinator Environmental Health Manager Health and Compliance
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s38 Food Act 2008 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	6.1.3 Food Business Registrations [DRAFT]
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	<p>Director City Development and Regulatory Services Director Planning and Development Chief Executive Officer Coordinator Environmental Health Manager Health and Compliance Senior Environmental Health Officer</p>
Conditions	<p>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s38 Food Act 2008 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	6.1.4 Appoint Authorised Officers and Designated Officers [DRAFT]
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	Director City Development and Regulatory Services Director Planning and Development Chief Executive Officer Coordinator Environmental Health Manager Health and Compliance
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record keeping	In accordance with s38 Food Act 2008 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	6.1.5 Debt Recovery and Prosecutions [DRAFT]
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	<ol style="list-style-type: none"> 1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Delegates	Director City Development and Regulatory Services Director Planning and Development Chief Executive Officer Coordinator Environmental Health Manager Health and Compliance
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record keeping	In accordance with s38 Food Act 2008 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	6.1.6 Food Businesses List – Public Access [DRAFT]
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
Function	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	Director City Development and Regulatory Services Director Planning and Development Chief Executive Officer Coordinator Environmental Health Manager Health and Compliance
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record keeping	In accordance with s38 Food Act 2008 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	7.1.1 Give Notice Requiring Obliteration of Graffiti [DRAFT]
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Director City Infrastructure and Environment Director Technical Services Manager Assets
Subdelegate conditions	Nil
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s16 Graffiti Vandalism Act 2016 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	7.1.2 Notices – Deal with Objections and Give Effect to Notices [DRAFT]
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer is permitted to sub-delegate to employees {s.10AA(3)}.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Director City Infrastructure and Environment Director Technical Services Manager Assets
Subdelegate conditions	Nil
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s16 Graffiti Vandalism Act 2016 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	7.1.3 Obliterate Graffiti on Private Property [DRAFT]
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	Chief Executive Officer
Conditions	Subject to exercising Powers of Entry, see delegation 1.1.3.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Director City Infrastructure and Environment Director Technical Services Manager Assets
Subdelegate conditions	Nil
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s16 Graffiti Vandalism Act 2016 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	7.1.4 Powers of Entry [DRAFT]
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Function	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	Chief Executive Officer
Conditions	Subject to exercising Powers of Entry.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Director City Infrastructure and Environment Director Technical Services Manager Assets
Subdelegate conditions	Nil
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s16 Graffiti Vandalism Act 2016 All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)
Head of power	08 Public Health Act 2016
Delegator	Local Government
Express power to delegate	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express power or duty delegated	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Delegates	Chief Executive Officer
Conditions	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express power to subdelegate	Nil – the Health (Asbestos) Regulations 1992 do not provide a power to sub-delegate.
Statutory framework	<i>Criminal Procedure Act 2004</i> – Part 2
Record keeping	In accordance with s244 Public Health Act 2016 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	8.1.2 Enforcement Agency Reports to the Chief Health Officer
Head of power	08 Public Health Act 2016
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Function	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the City [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record keeping	In accordance with s244 Public Health Act 2016 All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	8.1.3 Designate Authorised Officers
Head of power	08 Public Health Act 2016
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 s.24(1) and (3) Designation of authorised officers
Function	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <p>i. The Public Health Act 2016 or other specified Act</p> <p>ii. Specified provisions of the Public Health Act 2016 or other specified Act</p> <p>iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act.</p> <p>Including:</p> <p>a. an environmental health officer or environmental health officers as a class; OR</p> <p>b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</p> <p>c. a mixture of the two. [s.24(1) and (3)].</p>
Delegates	Chief Executive Officer
Conditions	<p>a. Subject to each person so appointed being;</p> <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. <p>b. A Register (list) of authorised officers is to be maintained in accordance with s.27.</p>
Express power to subdelegate	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Statutory framework	<p><i>Public Health Act 2016</i></p> <p>s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016</i></p> <p><i>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</i></p>
Record keeping	<p>In accordance with s244 Public Health Act 2016 All exercises of delegated authority are to be recorded in the Local Government’s record management system for the records of exercise.</p>
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	8.1.4 Determine Compensation for Seized Items
Head of power	08 Public Health Act 2016
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.264 Compensation
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	Chief Executive Officer
Conditions	Compensation is limited to a maximum value of \$1,000 with any proposal for compensation above this value to be referred for Council's determination.
Express power to subdelegate	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with s244 Public Health Act 2016 All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	9.1.1 Illegal Development [DRAFT]
Head of power	09 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Function	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director City Development and Regulatory Services Director Planning and Development Coordinator Development Compliance Manager Health and Compliance Manager Urban Planning and Development
Subdelegate conditions	Nil
Statutory framework	Part 13 of the Planning and Development Act 2005
Record keeping	In accordance with s268A Planning and Development Act 2005 All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	Delegation amended to include Coordinator development and compliance.	
6 Aug 2024	Amended delegation	Delegation amended to include the Manager Urban Planning and Building.	---
27 May 2025	Amended delegation	Updates recording requirements and subdelegates	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	9.2.1 Planning and Development Delegations [DRAFT]
Head of power	09.2 Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015
Delegator	Local Government
Express power to delegate	Planning and Development (Local Planning Schemes) Regulations 2015 - Schedule 2, Part 10, Clause 82
Express power or duty delegated	Planning and Development (Local Planning Schemes) Regulations 2015: City of Nedlands Local Planning Scheme No.3 Metropolitan Region Scheme Shenton Park Improvement Scheme Development Assessment Panel Regulations 2011
Function	<p>Authority to exercise all powers and discharge all duties of the local government under the City of Nedlands Local Planning Scheme No.3 and associated legislation, including the Metropolitan Region Scheme (as delegated to Local Government), Shenton Park Improvement Scheme and the 'Deemed Provisions' Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015 and Development Assessment Panel Regulations 2011 (including all prescribed single house developments)</i> - EXCEPT FOR the following:</p> <p>a. <u>Development Applications</u></p> <ul style="list-style-type: none"> i. Where 10 objection(s) have been received on planning grounds and are not capable of being addressed by way of an amendment being made to the proposal and/or the recommendation of a planning condition imposed on the proposed development. ii. Change of Use applications which are classified as 'A' uses and 'uses not listed' where 10 objection(s) have been received on planning grounds and are not capable of being addressed by way of an amendment being made to the proposal and/or the recommendation of a planning condition imposed on the proposed development. iii. Applications for development approval involving expanding a non-conforming use, unless the application involves the cessation of that non-conforming use; iv. Reconsideration of applications pursuant to s31 of the State Administrative Tribunal Act 2004, where the application was originally determined by resolution of Council, excluding all prescribed single house developments and applications determined by the Development Assessment Panel and Significant Development Assessment Unit. v. A previous decision by Council, excluding all prescribed single houses, Development Assessment Panel and Significant Development assessment Unit applications. vi. Determination of applications where the shortfall of car parking bays is in total greater than ten (10) bays in addition to any existing car parking shortfall, as calculated in accordance with Council's Local Planning Policy 4.1– Non-Residential Parking and any other applicable planning instrument. <p>b. <u>Local Development Plans, Structure Plans/Activity Centre Structure Plans, Scheme Amendments, Local Planning Strategy and Local Planning Policies, Heritage, Local Planning Schemes, Developer Contribution Plans</u></p> <ul style="list-style-type: none"> i. A recommendation to the Western Australian Planning Commission on a proposed Structure Plan or Activity Centre Plan (Part 4 of Deemed Provisions).

	<ul style="list-style-type: none"> ii. The granting of development approval for the demolition of a building listed on the Heritage List or within a Heritage Area. iii. The adoption, revocation or amendment of a Local Planning Policy (Part 2, Division 2 of Deemed Provisions). iv. The entering, removal or modification of a place on the Heritage List (Part 2, Clause 8 – Deemed Provisions). v. The designation, removal or modification of a Heritage Area (Part 2, Clause 9 – Deemed Provisions). vi. The entering into a heritage agreement with an owner or occupier of land (Part 2, Clause 10 – Deemed Provisions). vii. The issuing, revoking or varying of a heritage conservation notice (Part 2, Clause 13 of Deemed Provisions). viii. The initiation, modification, refusal or approval of a Scheme Amendment to the Western Australian Planning Commission (Part 5 of P&D (Local Planning Scheme) Regulations 2015). ix. Recommend a Report of Review of a Local Planning Scheme to the Western Australian Planning Commission (Part 5, Clause 65 and 66 - P&D (Local Planning Scheme) Regulations 2015). x. Recommend refusal, modification or approval of a Local Planning Strategy to the Western Australian Planning Commission (Part 3 of P&D (Local Planning Scheme) Regulations 2015). xi. Recommend refusal, modification or approval of a Local Planning Scheme to the Western Australian Planning Commission (Part 4 of P&D (Local Planning Scheme) Regulations 2015). xii. Recommend refusal, modification or approval of a Developer Contribution Plan (Part 7 of P&D (Local Planning Scheme) Regulations 2015). <p>PROVIDED THAT where a development generates significant concern or could negatively impact on the amenity of the locality the matter may be referred to the Council:</p> <ul style="list-style-type: none"> i. At the discretion of the Director of Planning and Development services; or ii. On the written request of three or more Councillors
Delegates	Chief Executive Officer

<p>Conditions</p>	<ol style="list-style-type: none"> 1. The requirement and extent of advertising to be in accordance with the City's adopted Local Planning Policy 7.3 – Consultation of Planning Proposals. 2. For Development Applications determined by the Development Assessment Panel, the CEO is to provide Councillors with a notification following determination of the application outlining details of the application, including key issues, officer recommendation and determination of the application by the relevant authority. 3. When the property is within an area subject to clause 28 of the Metropolitan Region Scheme the matter to be determined by the Western Australian Planning Commission, with the City's recommendation delegated to the Delegate and Subdelegates. 4. When development is wholly within an area subject to Part 5 of the Swan and Canning Rivers Management Act 2006 the matter is to be determined by the Department of Biodiversity, Conservation and Attractions with the City's recommendation delegated to the Delegate and Subdelegates. <p>Notes:</p> <p>(a) Delegation extends to Part 10 Division 2 and 3 where administration is required to provide advice and recommendation on subdivision applications including conditions.</p> <p>(b) Delegation extends to Part 10 Division 6, Section 167 in relation to all matters relating to this section as part of the responsible authorities duties. Such duties will only be delegated to the CEO</p>
<p>Express power to subdelegate</p>	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015 - Schedule 2, Part 10, Clause 83</i></p>
<p>Subdelegates</p>	<p>Director City Development and Regulatory Services Director Planning and Development Coordinator Planning Approvals Coordinator Strategic Planning Manager Urban Planning and Development Senior Urban Planner</p>

<p>Subdelegate conditions</p>	<ol style="list-style-type: none"> 1. The delegated authority granted by Council to the CEO is sub-delegated/authorised to the Director Planning. 2. The delegated authority granted by Council to the CEO is subdelegated/authorised to the Manager Urban Planning and Development except for: <ol style="list-style-type: none"> a. The determination of a development application where a variation is sought to the 9m primary street front setback area under clause 26(1) of the City of Nedlands Local Planning Scheme No.3 and is varied under Local Planning Policy 1.1; and b. Taking any action to prosecute owners and occupiers of properties and determining applications. c. Applications involving the removal of a 'Regulated Tree (as defined in LPP 3.4: Tree Retention – R25 to R80) 3. The delegated authority granted by Council to the CEO is sub-delegated/authorised to the Coordinator Planning Approvals, Co-Ordinator Strategic Planning and Senior Urban Planner except for the following: <ol style="list-style-type: none"> a. Determine an application for development approval where submission(s) have been received, irrespective of the issues raised, unless the submission(s) received are in support and/ or neutral of the development without conditions; b. The determination of a development application where a variation is sought under clause 26(1) of the City of Nedlands Local Planning Scheme No.3; c. Determine an application for development approval involving a non-conforming use, unless the application involves the cessation of that non-conforming use; d. Temporary use for more than 12 months; e. Extension of time for more than 2 years from the original date; f. The determination of an application for development approval for unauthorised development where prosecution is recommended.
<p>Statutory framework</p>	<p>Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015</p>
<p>Record keeping</p>	<p>All exercises of delegated authority are to be recorded in the Local Government's record management system for the records of exercise.</p>

Amendments			
Date	Type	Amendment	References
6 Aug 2024	Amended delegation	The delegation was amended to include the Manager Urban Planning and Building and Coordinator Statutory Planning.	---
27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
3 Jul 2025	Amended delegation	Condition to subdelegates added as per direction from CEO	---
28 Jan 2026	Amended delegation	Updates and reworking of delegation functions and conditions	Ordinary Council Meeting 28 January 2026

Delegation	10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 of the <i>Environmental Protection Act 1986</i>
Express power or duty delegated	Instrument of Delegation — Government Gazette No. 47. pg. 919 - 19 March 2004 All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.
Function	All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.
Delegates	Chief Executive Officer
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to Delegator and simplify text	Amended as per Council Resolution 27 May 2025

Delegation	10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	<i>Section 20 Environmental Protection Act 1986</i>
Express power or duty delegated	<p>Instrument of Delegation - Government Gazette 232, Delegation No. 112 Pg. 6282 - 20 Dec 2013</p> <p>I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the Environmental Protection Act 1986 (“the Act”), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, my powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to—</p> <ul style="list-style-type: none"> a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— <ul style="list-style-type: none"> i. Subregulation 18(13)(b) is not delegated.
Function	<p>Any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, my powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to—</p> <ul style="list-style-type: none"> a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— <ul style="list-style-type: none"> i. Subregulation 18(13)(b) is not delegated.

Delegates	Chief Executive Officer
Conditions	Subregulation 18(13)(b) is not delegated.
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Nil	Review as per Council Resolution 27 May 2025

DRAFT

Delegation	10.1.3 Noise Management Plans – Construction Sites
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 <i>Environmental Protection Act 1986</i> [Government Gazette reference]
Express power or duty delegated	<p>I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—</p> <ul style="list-style-type: none"> a. Chief Executive Officer under the <i>Local Government Act 1995</i>; and b. to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act, all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.
Function	<p>I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—</p> <ul style="list-style-type: none"> a. Chief Executive Officer under the <i>Local Government Act 1995</i>; and b. to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act, all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.
Delegates	Chief Executive Officer Manager Health and Compliance
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Update to formatting	Amended as per Council Resolution 27 May 2025

Delegation	10.2.1 Planning and Development Act 2005 - Local Government CEOs - Sign Development Applications for Crown Land as Owner
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Minister for Lands
Express power to delegate	Section 267A <i>Planning and Development Act 2005</i>
Express power or duty delegated	Instrument of Delegation - www.dplh.wa.gov.au I, Donald Terrence Redman MLA, Minister for Lands, a body corporate continued by section 7(1) of the <i>Land Administration Act 1997</i> HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.
Function	I, Donald Terrence Redman IWLA, Minister for Lands, a body corporate continued by section 7 (1) of the <i>Land Administration Act 1997</i> HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.
Delegates	Chief Executive Officer
Conditions	See Column 3 of the Schedule
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Nil	Review as per Council Resolution 27 May 2025

Delegation	10.2.2 Development Control Powers – Powers of Local Governments and DOT - Metropolitan Region Scheme (DEL.2017/02) [DRAFT]
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Western Australian Planning Commission
Express power to delegate	s16 <i>Planning and Development Act 2005</i>
Express power or duty delegated	<p>Instrument of Delegation - 30 May 2017 GOVERNMENT GAZETTE, WA 2739</p> <p>Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function to an officer of a public authority or to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.</p>
Function	To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
Delegates	<p>Director City Development and Regulatory Services Director Planning and Development Chief Executive Officer Coordinator Planning Approvals Manager Urban Planning and Development Senior Urban Planner</p>
Conditions	Subject to the conditions set out in clauses 1 to 4 of Section B.
Statutory framework	<i>Planning and Development Act 2005</i>

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	The list of sub-delegates was amended.	
6 Aug 2024	Amended delegation	The list of sub-delegates was amended.	---
27 May 2025	Amended delegation	Updates to subdelegates	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	10.2.3 Instrument of Delegation 2020/01 Powers of Local Governments [DRAFT]
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Western Australian Planning Commission
Express power to delegate	Section 16 of the <i>Planning and Development Act 2005</i>
Express power or duty delegated	<p>On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—</p> <p>A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the Strata Titles Act 1985 as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;</p> <p>B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the Strata Titles Act 1985 as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;</p> <p>C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.</p>
Function	<p>1. Applications made under section 15 of the Strata Titles Act 1985 Power to determine applications under section 15 of the Strata Titles Act 1985, except those applications that—</p> <ol style="list-style-type: none"> a. propose the creation of a vacant lot; b. propose vacant air stratas in multi-tiered strata scheme developments; c. propose the creation or postponement of a leasehold scheme; d. propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the Strata Titles Act 1985); e. 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— <ol style="list-style-type: none"> i. a type of development; and/or ii. land within an area, 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. f. in the opinion of the relevant local government as notified to the WAPC in writing, propose. development of a type which the local government considers would warrant the imposition of a condition requiring the ceding of land for public open space or payment in lieu thereof. <p>2. Applications under sections 21 and 22 of the Strata Titles Act 1985 Power to determine applications under—</p> <ol style="list-style-type: none"> a. section 21 of the Strata Titles Act 1985; b. section 22 of the Strata Titles Act 1985 where the amendment or repeal of scheme by-laws requires the approval of the WAPC. <p>3. Reporting requirements</p> <p>A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.</p>

<p>Delegates</p>	<p>Director City Development and Regulatory Services Director Planning and Development Chief Executive Officer Coordinator Planning Approvals Manager Urban Planning and Development</p>
<p>Conditions</p>	<p>3. Reporting requirements A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.</p>

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	The delegation was amended to include sub-delegation.	
6 Aug 2024	Amended delegation	The delegation was amended to include the updated officer titles.	---
27 May 2025	Amended delegation	Updates to delegation conditions to reflect current gazette version and amend subdelegates	Amended as per Council Resolution 27 May 2025

Delegation	10.3.1 Traffic Management - Events on Roads
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) of the <i>Road Traffic Code 2000</i>
Express power or duty delegated	<p>Instrument of Delegation - Traffic Management for Events - CODE OF PRACTICE (Pg. 41)</p> <p>Local Government (Authorised Body”) by itself, its employees, consultants, agents and contractors (together “Representatives”) to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:</p> <ul style="list-style-type: none"> i. “event” subject to an order from the Commissioner of Police pursuant to Part VA of the Road Traffic Act 1974; ii. race meeting or speed test for which the Minister referred to in section 83 of the Road Traffic Act 1974 has, under that provision, temporarily suspended the operation of any provisions of the Road Traffic Act 1974 or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>; <p>or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction</p>
Function	<p>Local Government (Authorised Body”) by itself, its employees, consultants, agents and contractors (together “Representatives”) to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:</p> <ul style="list-style-type: none"> i. “event” subject to an order from the Commissioner of Police pursuant to Part VA of the Road Traffic Act 1974; ii. race meeting or speed test for which the Minister referred to in section 83 of the Road Traffic Act 1974 has, under that provision, temporarily suspended the operation of any provisions of the Road Traffic Act 1974 or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the Public Order in Streets Act 1984; <p>or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction</p>
Delegates	Chief Executive Officer

Conditions	<p>SUBJECT ALWAYS to the following terms and conditions:</p> <ul style="list-style-type: none"> a. the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Subdelegates	Coordinator Transport and Development Manager Assets
Policy	Traffic Management for Events CODE OF PRACTICE
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	The delegation was updated to include a sub-delegation.	
29 May 2024	Amended delegation	Sub-delegation to Manager Assets.	
27 May 2025	Amended delegation	Nil	Review as per Council Resolution 27 May 2025

Delegation	10.3.2 Traffic Management – Road Works [DRAFT]
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) of the <i>Road Traffic Code 2000</i>
Express power or duty delegated	Traffic Management for Works on Roads - CODE OF PRACTICE (Pg. 77) Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction
Function	Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction
Delegates	Chief Executive Officer
Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body must at all times observe, perform and comply with the provisions of the 'Traffic Management for Works on Roads Code of Practice' (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ('the Code') referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body must develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body must ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Subdelegates	Director City Infrastructure and Environment Director Technical Services Coordinator Transport and Development Manager Assets
Policy	Traffic Management for Works on Roads CODE OF PRACTICE (May 2025) Main Roads Code of Practice

Amendments			
Date	Type	Amendment	References
17 Jan 2024	Amended delegation	The delegation was amended to include a sub-delegation.	
29 May 2024	Amended delegation	Sub-delegation to Manager Assets.	
27 May 2025	Amended delegation	Updates to delegation conditions, subdelegates and policy	Amended as per Council Resolution 27 May 2025

DRAFT

Delegation	10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Transport
Express power to delegate	<i>Road Traffic (Vehicles) Regulations 2014 (WA)</i>
Express power or duty delegated	<p>Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:</p> <ul style="list-style-type: none"> a. the <i>Local Government Act 1995 (WA)</i>; b. regulations made under the <i>Local Government Act 1995 (WA)</i>; c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1976 (WA)</i>); or e. any combination of the above paragraphs (a) to (d).
Function	<p>To perform functions on its behalf under:</p> <ul style="list-style-type: none"> a. the <i>Local Government Act 1995 (WA)</i>; b. regulations made under the <i>Local Government Act 1995 (WA)</i>; c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1976 (WA)</i>); or e. any combination of the above paragraphs (a) to (d). <p>As special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the <i>Road Traffic (Vehicles) Regulations 2014 (WA)</i>, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327 (3)(b) of the <i>Road Traffic (Vehicles) Regulations 2014 (WA)</i>.</p>
Delegates	Chief Executive Officer

Conditions	<ol style="list-style-type: none"> 1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must: <ol style="list-style-type: none"> a. have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and b. where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle. <p>This condition 7 is not intended to prevent the use of additional words on the vehicle.</p>
Date adopted	27 September 2022
Adoption references	Adopted at Ordinary Council Meeting 27/09/2022
Last reviewed	27 May 2025

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Updates to delegation conditions	Amended as per Council Resolution 27 May 2025

AMENDMENTS

Delegation	Date	Type	Amendment	References
1.1.1 Performing Functions Outside the District	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amendment as per Council Resolution 27 May 2025
1.1.2 Compensation - Damage Incurred when Performing Executive Functions	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.3 Powers of Entry	17 Jan 2024	Amended delegation	Delegation amended to include the Manager Health and Compliance, the Senior environmental health officer, the Coordinator environmental health, the coordinator Rangers, the Coordinator Development and Compliance and the Manager Building Services.	Nil
1.1.3 Powers of Entry	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.5 Confiscated or Uncollected Goods	17 Jan 2024	Amended delegation	Delegation amended to include the Manager health and compliance and the Coordinator Rangers.	
1.1.5 Confiscated or Uncollected Goods	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.6 Disposal of Sick or Injured Animals	17 Jan 2024	Amended delegation	Delegation amended to include the Manager Health and Compliance and the Coordinator Rangers.	
1.1.6 Disposal of Sick or Injured Animals	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.7 Close Thoroughfares to Vehicles	17 Jan 2024	Amended delegation	Amended to include Coordinator Transport and Development delegation from CEO.	

Delegation	Date	Type	Amendment	References
1.1.7 Close Thoroughfares to Vehicles	29 May 2024	Amended delegation	Sub-delegation to Manager Assets.	
1.1.7 Close Thoroughfares to Vehicles	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.8 Control Reserves and Certain Unvested Facilities	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.9 Obstruction of Footpaths and Thoroughfares	8 Feb 2024	Amended delegation	A sub-delegation was approved by the CEO to the Coordinator Development and Compliance.	
1.1.9 Obstruction of Footpaths and Thoroughfares	29 May 2024	Amended delegation	Sub-delegation Manager Assets, Coordinator Transport and Development.	
1.1.9 Obstruction of Footpaths and Thoroughfares	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.10 Gates Across Public Thoroughfares	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.11 Public Thoroughfare – Dangerous Excavations	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.12 Crossing – Construction, Repair and Removal	29 May 2024	Amended delegation	Sub-delegation to Manager Assets and Coordinator Transport and Development.	
1.1.12 Crossing – Construction, Repair and Removal	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.13 Private Works on, over or under Public Places	29 May 2024	Amended delegation	Revocation of sub-delegation to Director Planning and Development and Director Technical Services.	
1.1.13 Private Works on, over or under Public Places	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	Date	Type	Amendment	References
1.1.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	17 Jan 2024	Amended delegation	Delegation amended to include Coordinator Development and Compliance.	
1.1.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements and adding subdelegate positions	Amended as per Council Resolution 27 May 2025
1.1.15 Expressions of Interest for Goods and Services	24 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	Nil
1.1.15 Expressions of Interest for Goods and Services	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.16 Tenders for Goods and Services – Call Tenders	29 Aug 2024	Amended delegation	Coordinator Procurement and Contracts added as a subdelegate to the delegations	
1.1.16 Tenders for Goods and Services – Call Tenders	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	28 Nov 2023	Amended delegation	The CEO in consultation with the Mayor, may accept a tender to a maximum value of \$500,000 and may decline to accept any tender, from 27th December to 31 January during the yearly Council recess period.	
1.1.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	29 Aug 2024	Amended delegation	Coordinator Procurement and Contracts added as a subdelegate to the delegations	
1.1.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	24 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	Nil

Delegation	Date	Type	Amendment	References
1.1.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.18 Tenders for Goods and Services - Exempt Procurement	29 Aug 2024	Amended delegation	Coordinator Procurement and Contracts added as a subdelegate to the delegations	
1.1.18 Tenders for Goods and Services - Exempt Procurement	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.20 Disposing of Property	27 May 2025	Amended delegation	Updates to delegation functions and conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.21 Payments from the Municipal or Trust Funds	7 Aug 2024	Amended delegation	The delegation was amended to include a sub delegation to the Management Accountant.	Nil
1.1.21 Payments from the Municipal or Trust Funds	8 Aug 2024	Amended delegation	The delegation was amended to include a sub delegation to the Coordinator Accounting Services.	Nil
1.1.21 Payments from the Municipal or Trust Funds	25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	Nil
1.1.21 Payments from the Municipal or Trust Funds	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.23 Power to Invest and Manage Investments	6 Aug 2024	Amended delegation	The delegation was amended to include the Coordinator Accounting Services.	Nil
1.1.23 Power to Invest and Manage Investments	25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	Nil

Delegation	Date	Type	Amendment	References
1.1.23 Power to Invest and Manage Investments	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.24 Rate Record Amendment	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.25 Agreement as to Payment of Rates and Service Charges	25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	Nil
1.1.25 Agreement as to Payment of Rates and Service Charges	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.26 Determine Due Date for Rates or Service Charges	25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	Nil
1.1.26 Determine Due Date for Rates or Service Charges	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.27 Recovery of Rates or Service Charges	25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	Nil
1.1.27 Recovery of Rates or Service Charges	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	Nil
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	25 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	Nil
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	27 May 2025	Amended delegation	Update to recording requirements and removal of subdelegates	Amended as per Council Resolution 27 May 2025

Delegation	Date	Type	Amendment	References
1.1.30 Rate Record – Objections	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.31 Renewal or Extension of Contracts during a State of Emergency	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.1.32 Procurement of Goods or Services required to address a State of Emergency	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
1.1.33 Leases at the Tresillian Arts Centre	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
1.2.1 Determine if an Emergency for Emergency Powers of Entry	17 Jan 2024	Amended delegation	Delegation to Manager Building Services from CEO.	
1.2.1 Determine if an Emergency for Emergency Powers of Entry	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	29 May 2024	Amended delegation	Delegation to Manager Assets and Coordinator Transport and Development.	Nil
1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	27 May 2025	Amended delegation	Update to recording requirements and corresponding delegation reference numbers	Amended as per Council Resolution 27 May 2025
1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	29 May 2024	Amended delegation	Delegation to Manager Assets and Coordinator Transport and Development.	

Delegation	Date	Type	Amendment	References
1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
1.2.5 Appoint Persons (other than employees) to Open Tenders	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll	27 May 2025	Amended delegation	Updates to delegation functions due to legislative changes and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.2.7 Destruction of Electoral Papers	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
1.2.8 Appoint Authorised Persons	27 May 2025	Amended delegation	Updates to condition description and recording requirements	Amended as per council Resolution 27 May 2025
1.2.9 Information to be Available to the Public	27 May 2025	Amended delegation	Update to recording requirements and corrections to legislative references	Amended as per Council Resolution 27 May 2025
1.2.10 Financial Management Systems and Procedures	24 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	Nil
1.2.10 Financial Management Systems and Procedures	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
1.2.11 Audit – CEO Review of Systems and Procedures	24 Sep 2024	Amended delegation	Added subdelegate Chief of Finance and Risk	Nil
1.2.11 Audit – CEO Review of Systems and Procedures	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
1.2.12 Infringement Notices	17 Jan 2024	Amended delegation	Delegation amended to include Manager compliance and Coordinator Rangers.	

Delegation	Date	Type	Amendment	References
1.2.12 Infringement Notices	8 Feb 2024	Amended delegation	Revoked delegation to the Senior Building Surveyor. CEO delegation to Coordinator Building Services.	
1.2.12 Infringement Notices	27 May 2025	Amended delegation	Update to recording requirements and subdelegate positions	Amended as per Council Resolution 27 May 2025
1.2.13 Authority to acknowledge receipt of Primary and Annual Returns	27 May 2025	Amended delegation	Update to recording requirements and subdelegate positions	Amended as per Council Resolution 27 May 2025
1.3.1 All Local Laws of the City of Nedlands	17 Jan 2024	Amended delegation	Delegation amended to include Coordinator development and compliance.	
1.3.1 All Local Laws of the City of Nedlands	29 May 2024	Amended delegation	Sub-delegation to Coordinator Transport and Development.	
1.3.1 All Local Laws of the City of Nedlands	27 May 2025	Amended delegation	Update to recording requirements and subdelegate positions	Amended as per Council Resolution 27 May 2025
2.1.1 Grant a Building Permit	8 Feb 2024	Amended delegation	Revoked delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
2.1.1 Grant a Building Permit	27 May 2025	Amended delegation	Update to recording requirements and subdelegate positions	Amended as per Council Resolution 27 May 2025
2.1.2 Demolition Permits	8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
2.1.2 Demolition Permits	27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025
2.1.3 Occupancy Permits or Building Approval Certificates	8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
2.1.3 Occupancy Permits or Building Approval Certificates	27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025

Delegation	Date	Type	Amendment	References
2.1.4 Designate Employees as Authorised Persons	8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
2.1.4 Designate Employees as Authorised Persons	27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025
2.1.5 Building Orders	8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
2.1.5 Building Orders	27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025
2.1.6 Inspection and Copies of Building Records	8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
2.1.6 Inspection and Copies of Building Records	27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025
2.1.7 Referrals and Issuing Certificates	8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
2.1.7 Referrals and Issuing Certificates	27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025
2.1.8 Private Pool Barrier – Alternative and Performance Solutions	8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	
2.1.8 Private Pool Barrier – Alternative and Performance Solutions	27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025
2.1.9 Smoke Alarms – Alternative Solutions	8 Feb 2024	Amended delegation	Revoked sub-delegation to Senior Building Surveyor, issued sub-delegation to Coordinator Building Services.	

Delegation	Date	Type	Amendment	References
2.1.9 Smoke Alarms – Alternative Solutions	27 May 2025	Amended delegation	Update to recording requirements and subdelegates positions	Amended as per Council Resolution 27 May 2025
2.1.10 Appointment of approved officers and authorised officers	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
3.1.1 Make Request to FES Commissioner – Control of Fire	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
3.1.2 Prohibited Burning Times - Vary	27 May 2025	Amended delegation	Update to recording requirements	Council Meeting 27 May 2025
3.1.3 Prohibited Burning Times – Control Activities	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
3.1.4 Restricted Burning Times – Vary and Control Activities	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
3.1.5 Control of Operations Likely to Create Bush Fire Danger	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
3.1.6 Burning Garden Refuse / Open Air Fires	27 May 2025	Amended delegation	Formatting amendment	Amended as per Council Resolution 27 May 2025
3.1.7 Firebreaks	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
3.1.9 Control and Extinguishment of Bush Fires	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	Date	Type	Amendment	References
3.1.10 Recovery of Expenses Incurred through Contraventions of this Act	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
3.1.11 Prosecution of Offences	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
4.1.1 Cat Registrations	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
4.1.2 Cat Control Notices	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
4.1.3 Approval to Breed Cats	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
4.1.4 Recovery of Costs – Destruction of Cats	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
4.1.5 Applications to Keep Additional Cats	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
4.1.6 Reduce or Waiver Registration Fee	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
4.2.1 Infringement Notices – Extensions and Withdrawals	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
5.1.2 Refuse or Cancel Registration	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	Date	Type	Amendment	References
5.1.3 Kennel Establishments	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
5.1.4 Recovery of Moneys Due Under this Act	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
5.1.6 Declare Dangerous Dog	28 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	17 Jan 2024	Amended delegation	Delegation to remove Director Technical Services and to include Manager health and compliance.	
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
6.1.1 Determine Compensation	28 Nov 2023	Amended delegation	Amended condition b. from \$500 to \$1,000.	
6.1.1 Determine Compensation	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	Date	Type	Amendment	References
6.1.2 Prohibition Orders	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
6.1.3 Food Business Registrations	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
6.1.4 Appoint Authorised Officers and Designated Officers	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
6.1.5 Debt Recovery and Prosecutions	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
6.1.6 Food Businesses List – Public Access	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
7.1.1 Give Notice Requiring Obliteration of Graffiti	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
7.1.2 Notices – Deal with Objections and Give Effect to Notices	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
7.1.3 Obliterate Graffiti on Private Property	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
7.1.4 Powers of Entry	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
8.1.2 Enforcement Agency Reports to the Chief Health Officer	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025

Delegation	Date	Type	Amendment	References
8.1.3 Designate Authorised Officers	27 May 2025	Amended delegation	Updates to recording requirements	Amended as per Council Resolution 27 May 2025
8.1.4 Determine Compensation for Seized Items	27 May 2025	Amended delegation	Update to recording requirements	Amended as per Council Resolution 27 May 2025
9.1.1 Illegal Development	17 Jan 2024	Amended delegation	Delegation amended to include Coordinator development and compliance.	
9.1.1 Illegal Development	6 Aug 2024	Amended delegation	Delegation amended to include the Manager Urban Planning and Building.	Nil
9.1.1 Illegal Development	27 May 2025	Amended delegation	Updates recording requirements and subdelegates	Amended as per Council Resolution 27 May 2025
9.2.1 Planning and Development Delegations	6 Aug 2024	Amended delegation	The delegation was amended to include the Manager Urban Planning and Building and Coordinator Statutory Planning.	Nil
9.2.1 Planning and Development Delegations	27 May 2025	Amended delegation	Updates to delegation conditions and clarification of recording requirements	Amended as per Council Resolution 27 May 2025
9.2.1 Planning and Development Delegations	3 Jul 2025	Amended delegation	Condition to subdelegates added as per direction from CEO	Nil
9.2.1 Planning and Development Delegations	28 Jan 2026	Amended delegation	Updates and reworking of delegation functions and conditions	Ordinary Council Meeting 28 January 2026
10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]	27 May 2025	Amended delegation	Updates to Delegator and simplify text	Amended as per Council Resolution 27 May 2025
10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	27 May 2025	Amended delegation	Nil	Review as per Council Resolution 27 May 2025

Delegation	Date	Type	Amendment	References
10.1.3 Noise Management Plans – Construction Sites	27 May 2025	Amended delegation	Update to formatting	Amended as per Council Resolution 27 May 2025
10.2.1 Planning and Development Act 2005 - Local Government CEOs - Sign Development Applications for Crown Land as Owner	27 May 2025	Amended delegation	Nil	Review as per Council Resolution 27 May 2025
10.2.2 Development Control Powers – Powers of Local Governments and DOT - Metropolitan Region Scheme (DEL.2017/02)	17 Jan 2024	Amended delegation	The list of sub-delegates was amended.	
10.2.2 Development Control Powers – Powers of Local Governments and DOT - Metropolitan Region Scheme (DEL.2017/02)	6 Aug 2024	Amended delegation	The list of sub-delegates was amended.	Nil
10.2.2 Development Control Powers – Powers of Local Governments and DOT - Metropolitan Region Scheme (DEL.2017/02)	27 May 2025	Amended delegation	Updates to subdelegates	Amended as per Council Resolution 27 May 2025
10.2.3 Instrument of Delegation 2020/01 Powers of Local Governments	17 Jan 2024	Amended delegation	The delegation was amended to include sub-delegation.	
10.2.3 Instrument of Delegation 2020/01 Powers of Local Governments	6 Aug 2024	Amended delegation	The delegation was amended to include the updated officer titles.	Nil
10.2.3 Instrument of Delegation 2020/01 Powers of Local Governments	27 May 2025	Amended delegation	Updates to delegation conditions to reflect current gazette version and amend subdelegates	Amended as per Council Resolution 27 May 2025
10.3.1 Traffic Management - Events on Roads	17 Jan 2024	Amended delegation	The delegation was updated to include a sub-delegation.	

Delegation	Date	Type	Amendment	References
10.3.1 Traffic Management - Events on Roads	29 May 2024	Amended delegation	Sub-delegation to Manager Assets.	
10.3.1 Traffic Management - Events on Roads	27 May 2025	Amended delegation	Nil	Review as per Council Resolution 27 May 2025
10.3.2 Traffic Management – Road Works	17 Jan 2024	Amended delegation	The delegation was amended to include a sub-delegation.	
10.3.2 Traffic Management – Road Works	29 May 2024	Amended delegation	Sub-delegation to Manager Assets.	
10.3.2 Traffic Management – Road Works	27 May 2025	Amended delegation	Updates to delegation conditions, subdelegates and policy	Amended as per Council Resolution 27 May 2025
10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles	27 May 2025	Amended delegation	Updates to delegation conditions	Amended as per Council Resolution 27 May 2025



17.3 Council Policy Amendments

Report Number	CEO13.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Authority/Discretion	Executive
Contributing Officer	Jonathan Allen - Manager Governance and Risk Management
Responsible Officer	Jonathan Allen - Manager Governance and Risk Management
Director	Arthur Kyron - Interim Chief Executive Officer
Attachments	Nil

Purpose

To seek Council approval for the Chief Executive Officer (CEO) to make minor administrative amendments to Council Policies without the requirement for those amendments to be reported to Council for adoption.

Officer Recommendation

That Council:

- 1. AUTHORISES the Chief Executive Officer to make minor administrative amendments to Council Policies where such amendments do not materially alter the intent, scope or effect of the Policy;**
- 2. NOTES that minor administrative amendments include formatting changes, template updates, grammatical corrections, typographical errors, legislative reference updates and position title changes;**
- 3. REQUIRES that any substantive amendments to Council Policies continue to be presented to Council for consideration and adoption; and**
- 4. REQUIRES that Council be informed by monthly Council Newsletter where any amendments have been made under this resolution**

Background

Council Policies should be periodically reviewed and updated to ensure they remain current, accurate and aligned with legislative requirements and organisational practices.

There is currently a large number of Council Policies that are past their due date for review, and bringing forward a policy review programme to bring all Council Policies up to date (and back onto a regular review cycle) is a high priority for the Governance and Risk Management Office.

In the interim and acknowledging that the backlog of policies means that it will take a number of years to carry out a full cycle review – there are numerous policies that



would benefit from minor administrative changes. For example formatting updates, grammatical corrections, job title changes and template amendments.

Currently any such changes are required to be presented to Council for formal consideration, however minor the change.

Consultation

Nil

Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

Vision: Sustainable and responsible for a bright future

Performance

11. Effective leadership and governance.

Financial Implications

Nil

Legislative and Policy Compliance

In accordance with the Local Government Act 1995, Council is responsible for the adoption of Council Policies.

The proposed amendment does not delegate authority for substantive policy changes and ensures that all material amendments to Council Policies continue to be considered by Council.

Risk Considerations

Risk Category	Risk Rating	Comment on Risk
Compliance	Minimal	Substantive policy amendments will continue to require Council approval. Allowing minor administrative changes will ensure that Policies can be updated quickly to deal with any changes in legislation, job title or administrative error that might otherwise void the intent of the relevant policy.
Reputational	Cautious	Clear governance processes will remain in place. Wherever a change is made, this will



		be recorded in the document history – so will be clearly visible to the public.
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Analysis and Conclusion

The current requirement for all policy amendments, including minor administrative changes, to be presented to Council can result in unnecessary administrative burden and delays. This is particularly pertinent given the number of substantive policy reviews that need to be brought forward to Council over the coming months.

The proposed resolution will enable the CEO to undertake minor administrative amendments to Council policies in a timely and efficient manner, while preserving Council's authority over substantive amendments.

All such amendments will continue to be recorded within the policy version history, ensuring transparency and visibility for the public. It is also proposed that where an amendment has been made under this resolution, Council will be provided with an update in the monthly Councillor Newsletter.

It is considered that this approach is consistent with good governance practices and supports efficient and responsive administration across the organisation.



17.4 Chief Executive Officer Recruitment and Selection Committee - Terms of Reference

Report Number	CEO14.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Authority/Discretion	Executive
Contributing Officer	Thalia Douglas - Manager Executive and Project Management Services
Responsible Officer	Julie Fairweather – Chief People Officer
Director	Arthur Kyron - Interim Chief Executive Officer
Attachments	<ol style="list-style-type: none"> 1. Chief Executive Officer Recruitment and Selection Committee - Terms of Reference - Tracked Changes [17.4.1] 2. Chief Executive Officer Recruitment and Selection Committee - Terms of Reference - Clean Version [17.4.2]

Purpose

The purpose of this report is to seek Council's endorsement and adoption of the updated Chief Executive Officer Recruitment & Selection Committee Terms of Reference (TOR) (see Attachment 2).

Officer Recommendation

That Council ADOPTS the Chief Executive Officer Recruitment & Selection Committee Terms of Reference (Attachment 2).

Background

At the Ordinary Council Meeting held on 22 April 2026 (CEO06.04.26), Council considered the establishment of a CEO Recruitment & Selection Committee to oversee the recruitment process for the appointment of a permanent CEO at the City of Nedlands.

Subsequent review of the Council resolution identified an administrative error in the recommendation presented to Council at the 22 April 2026 OCM, adopting the Terms of Reference.

Council had decided the following:

1. *That Council APPOINTS the Mayor and the following Councillors to the Chief Executive Officer Recruitment and Selection Committee as members:*
 - a) *Mayor Browner (Presiding Member)*
 - b) *Councillor Cr Rachel Kristensen (Hollywood Ward Member)*



- c) Councillor Cr Stephen Kobelke (Coastal Ward Member)
- d) Councillor Cr Jenny Mathews (Dalkeith Ward Member)
- e) Councillor Cr Julian Coleman (Melvista Ward Member)

At point four of the recommendation council decided:

4. *That Council ADOPTS the Terms of Reference – Chief Executive Officer Selection Panel (Attachment 1) which provides for a panel comprising all Councillors and an independent member, supported by the appointed recruitment consultant.*

Clearly this contradicts and confuses the process of the appointment of the Committee.

As a result, the new TOR (attachment 2) is being presented again for formal adoption. To ensure Council's intent is accurately reflected and that the Committee operates under an approved governance framework, several administrative changes have been made to the Terms of Reference. A tracked change version showing the changes are shown at Attachment 1.

The CEO Recruitment & Selection Committee has been established to assist Council in managing the recruitment and selection process for the permanent CEO position.

The updated TOR provides clarity regarding the Committee's role and responsibilities, including engagement with the appointed recruitment consultant, oversight of the recruitment process, candidate assessment and reporting to Council at key stages of the process.

Formal adoption of the TOR will ensure appropriate governance arrangements are in place and remove any ambiguity arising from the administrative error identified in the previous recommendation.

The committee is expected to conduct its requirements as set out in the TOR and to provide recommendations to Council following conclusion of interviews.

Consultation

Nil

Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

Vision: Sustainable and responsible for a bright future

Performance

11. Effective leadership and governance.



Financial Implications

Nil

Legislative and Policy Compliance

Local Government Act 1995

Local Government (Administration) Regulations 1996

Risk Considerations

Risk Category	Risk Rating	Comment on Risk
Reputational	Low	Adoption of the TOR ensures a clear and transparent governance framework for the CEO recruitment process.

Analysis and Conclusion

To rectify the administrative error and provide clarity regarding the operation of the CEO Recruitment & Selection Committee, Council is requested to adopt the attached TOR.

Chief Executive Officer Recruitment & Selection Committee

Purpose

The CEO Recruitment and Selection Committee is to be an interim Committee for the life of the CEO recruitment and selection processes.

The CEO Recruitment and Selection Committee will coordinate the end-to-end recruitment process, including working with an Executive Search ~~consultancy~~ Consultant as required to advertise for, ~~and~~ search and ~~select~~ recommend the appropriate candidates.

The Committee will act for and on behalf of the Council in accordance with the provisions of the Act, associated regulations, local laws and policies of the City of Nedlands, and this Terms of Reference.

Membership

1. The membership ~~of the committee~~ shall comprise the Mayor and four Councillors (one Councillor from each ward), appointed at a Council Meeting with a deputy member being appointed for each member with full voting rights.
2. ~~Council will appoint Deputy members are only required to attend and vote if the primary member is absent, an apology or on leave or has resigned.~~
2. The Committee must comprise of at least one independent person.
3. Council will appoint an Independent Executive Search & Recruitment Company/Consultant.
4. The presiding member shall be the Mayor.
5. Should the presiding member not be present during a meeting of the committee then a temporary presiding member will be elected from amongst the members of the committee.
- 3-6. If a vacancy on the committee occurs for whatever reason, then Council shall appoint a replacement in accordance with the same arrangements as for the original appointment.
4. ~~The CEO Recruitment and Selection Committee is to source independent advice from a human resources consultant, independent of the City (commonly an Executive Search & Recruitment company).~~
5. ~~The term of the presiding member and committee members will expire immediately following the appointment of a permanent CEO.~~
6. ~~The presiding member shall be determined by election from amongst the members of the committee.~~
7. ~~The election of the presiding member will take place at the first meeting.~~
8. ~~Should the elected presiding member not be present during a meeting of the committee then a temporary presiding member shall be elected in accordance with clause 6 above.~~
7. If a vacancy on the committee occurs for whatever reason, then Council shall appoint a replacement in accordance with the same arrangements as for the

~~original appointment.~~Members must always act;
 a. ~~in an impartial and transparent manner; and~~
 9. ~~in accordance with the principles set out in section 5.40 of the Local Government Act 1990.~~

b.

8. All members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates and must promptly disclose all interests.
9. The term of the presiding member and committee members will expire immediately following the appointment of a permanent CEO.

Operation

1. The Committee will operate in accordance with the model standards prescribed in the Local Government (Administration) Amendment Regulations 2021 and the Local government operational guidelines - Guidelines for Local Government CEO Recruitment and Selection, performance review and termination (effective ~~3 February 2024~~ May 2022).
- ~~2.~~ In the interests of professionalism for all parties and the reputation of the City, matters discussed and information relating to executive search companies that are commercial in confidence or relating to applicants and their details will be treated ~~with~~ the strictest confidence.
- ~~2.~~ are commercial in confidence or relating to applicants and their details will be treated ~~with~~ the strictest confidence.
- ~~3.~~ All ~~selection panel~~ Committee members, ~~Councillors,~~ staff and the Executive Search & Recruitment Company/Consultant dealing with the CEO recruitment and selection processes are to sign a confidentiality agreement.
- ~~3.~~

Meetings

1. The Committee will hold formal Committee meetings as required, operating under the City of Nedlands Standing Orders of Local Law.
2. The quorum for a meeting of the Committee will be 50% of the offices of the Chief Executive Officer's Recruitment & Selection Committee as per section 5.19 of the Local Government Act 1995.
3. The Committee may also meet outside of formal Committee meetings to undertake functions which inform their decision making e.g. workshops, ~~and~~ forums, ~~to discuss~~ interviews, assessments, shortlisting and verification checks.
- ~~1.~~ The CEO Recruitment & Selection Committee meetings will operate under the Councils Standing Orders of Local Law.
- ~~2.~~ The quorum for a meeting will be 50% of the offices of the Chief Executive Officer's Recruitment & Selection Committee as per section 5.19 of the Local Government Act 1995.

Administrative Support

1. ~~A City~~ administrator to the Committee will be appointed by the CEO or Acting CEO.
~~The administrator's responsibility is to serve as a secretariat to the Ceommittee by preparing~~
2. ~~agendas and minutes and ensuring timely distribution to all members; to ensure that meetings are effectively organised and recorded and to provide administrative and governance support for the purposes of the Committee.~~

Reporting to Council

1. ~~The CEO Recruitment and Selection Committee will report report back to Council to provide recommendations following the conclusion of interviews and a final decision at important points in the process as approved by Council and enable Council to make the final decision regarding on the selection and appointment of the interim CEO and the long term CEO permanent CEO.~~

Delegated Powers

- ~~The Committee does not have any delegated powers pursuant to section 5.17 of the Local Government Act 1995.~~
1. ~~Committee recommendations will not be binding on Council and must be endorsed by Council to take effect.~~
2. ~~(Adopted 31/10/2023)~~

Chief Executive Officer Recruitment & Selection Committee

Purpose

The CEO Recruitment and Selection Committee is to be an interim Committee for the life of the CEO recruitment and selection process.

The CEO Recruitment and Selection Committee will coordinate the end-to-end recruitment process, including working with an Executive Search Consultant as required to advertise for, search and recommend the appropriate candidate.

The Committee will act for and on behalf of the Council in accordance with the provisions of the Act, associated regulations, local laws and policies of the City of Nedlands, and this Terms of Reference.

Membership

1. The membership shall comprise the Mayor and four Councillors.
2. Council will appoint at least one independent person.
3. Council will appoint an Independent Executive Search & Recruitment Company/Consultant.
4. The presiding member shall be the Mayor.
5. Should the presiding member not be present during a meeting of the committee then a temporary presiding member will be elected from amongst the members of the committee.
6. If a vacancy on the committee occurs for whatever reason, then Council shall appoint a replacement in accordance with the same arrangements as for the original appointment.
7. Members must always act;
 - a. in an impartial and transparent manner; and
 - b. in accordance with the principles set out in section 5.40 of the Local Government Act 1995.
8. All members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates and must promptly disclose all interests.
9. The term of the presiding member and committee members will expire immediately following the appointment of a permanent CEO.

Operation

1. The Committee will operate in accordance with the model standards prescribed in the Local Government (Administration) Amendment Regulations 2021 and the Local government operational guidelines - CEO Recruitment and Selection, performance review and termination (effective May 2022).
2. In the interests of professionalism for all parties and the reputation of the City, matters discussed and information relating to executive search companies that are commercial in confidence or relating to applicants and their details will be treated with the strictest confidence.
3. All Committee members, staff and the Executive Search & Recruitment Company/Consultant dealing with the CEO recruitment and selection processes

are to sign a confidentiality agreement.

Meetings

1. The Committee will hold formal Committee meetings as required, operating under the City of Nedlands Standing Orders Local Law.
2. The quorum for a meeting of the Committee will be 50% of the offices of the Chief Executive Officer's Recruitment & Selection Committee as per section 5.19 of the Local Government Act 1995.
3. The Committee may also meet outside of formal Committee meetings to undertake functions which inform their decision making e.g. workshops, forums, interviews, assessments, shortlisting and verification checks.

Administrative Support

1. A City administrator to the Committee will be appointed by the CEO or Acting CEO.
2. The administrator's responsibility is to serve as a secretariat to the Committee by preparing agendas and minutes and ensuring timely distribution to all members; to ensure that meetings are effectively organised and recorded and to provide administrative and governance support for the purposes of the Committee.

Reporting to Council

1. The Committee will report to Council to provide recommendations following the conclusion of interviews and a final decision on the selection and appointment of the permanent CEO.

Delegated Powers

1. The Committee does not have any delegated powers pursuant to section 5.17 of the Local Government Act 1995.
2. Committee recommendations will not be binding on Council and must be endorsed by Council to take effect.



17.5 Audit, Risk and Improvement Committee - Terms of Reference

Report Number	CEO15.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Authority/Discretion	Executive
Contributing Officer	Laurence Williams - Process and Organisational Improvement Analyst
Responsible Officer	Jonathan Allen - Manager Governance and Risk Management
Director	Arthur Kyron - Interim Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Audit Risk and Improvement Committee Terms of Reference - Clean [17.5.1]2. Audit Risk and Improvement Committee Terms of Reference - Tracked Change [17.5.2]3. Terms of Reference Update - attachment [17.5.3]

Purpose

To present to the Council the recommendation made by the Audit Risk and Improvement Committee (ARIC) on 17 June 2026, being a recommendation to approve an update to the ARIC Terms of Reference.

Further, to recommend that Council reconfirms the remuneration of the Independent Presiding and Deputy Presiding Members of the ARIC, and delegates authority to the ARIC to meet with the City's auditor.

Officer Recommendation

That Council:

1. **ADOPTS** the Terms of Reference for the Audit, Risk and Improvement Committee (Attachment 1).
2. **APPROVES** the meeting attendance fee for Independent Audit, Risk and Improvement Committee members to be the maximum permitted rate as set by the Salary and Allowances Tribunal.
3. **DELEGATES** authority to the Audit, Risk and Improvement Committee to meet with the auditor of the local government in accordance with section 7.12A(2) Local Government 1995.

Background

Terms of Reference



On the 17 June 2026, the ARIC considered report Item 9.1 (see Attachment 2), which proposed an update to the ARIC Terms of Reference. At that meeting, ARIC resolved as follows²:

The Committee RECOMMENDS TO COUNCIL that the Audit, Risk and Improvement Committee Terms of Reference (Attachment 2) be adopted.

Moved: Mayor Leonie Browner Seconded: Jane Cutler

CARRIED UNANIMOUSLY 7-0

For: Chris Adams, Cr Charles Pan, Cr Glenn Ruscoe, Cr Julian Coleman, Cr Stephen Kolbelke, Jane Cutler and Mayor Leonie Browner

Against: Nil

Key changes to the Terms of Reference, as set out in in the analysis and conclusion section of Item 9.1, are:

- Amending cadence from monthly to at least quarterly. This allows for significant and impactful regular operational and strategic updates with ad hoc updates as necessary;
- Clear alignment with updated audit regulations and the Local Government Act 1995 as they relate to audit, risk and improvement; and
- Alignment to the City's Standing Orders Local Law Order of business, with scope to omit items as necessary to facilitate efficient meetings;
- Explicit reference now made to delegation to meet with auditors as per 17.1A of the Act; and
- Removal of the reference to regulation 5(2)(c) of the Financial Management Regulations to conduct a review of the local government's financial management systems, which is now incorporated into regulation 17 of the Local Government (Audit) Regulations 1996.

A tracked change version as compared with the current adopted Terms of Reference is shown at Attachment 3.

Remuneration entitlement for Presiding and Deputy Presiding Members

The meeting remuneration of the Presiding and Deputy Presiding Members for ARIC committees are required to be in the range set by the Salaries and Allowances Tribunal. The range from the 1 July 2026 is \$110 - \$1,215 per meeting for bands 1-4 (the City is a band 2 council).

The current rate set is the maximum amount allowable payable under Band 2, as determined by the Council on 30 July as follows:

² Please note that the minutes of the ARIC are yet to be confirmed, and so the resolution is taken from the unconfirmed minutes.



16.ASSIGN the Chief Executive Officer to pay Independent Members the maximum permitted allowance and reimbursements set by the Salary and Allowances Tribunal.

This rate was also previously included in the Terms of Reference for ARIC. The updated version of the Terms removes that reference, on the basis that it is considered appropriate that Council specifically make decisions on meeting fees. As such, and to avoid any confusion resulting from its removal – Council is asked to reconfirm the position on independent members meeting fees.

ARIC delegated authority to meet with Auditor

ARIC, can be delegated the authority to meet the City’s auditors to ensure effective oversight and fulfillment of any actions arising from such meetings. The requirement to meeting with the auditor of the City is a specific requirement under section 7.12A(2) of the Local Government Act 1995 (the “Act”).

This function is regularly delegated by Local Governments to the ARIC committee, as a practical way for Council to comply with its duties under section 7.12A(2).

The delegation is included within the Terms of Reference, as recommend to the Council by ARIC, but Council should make a specific decision by way of absolute majority in order to formally delegate that function.

Consultation

Nil

Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

Vision: Sustainable and responsible for a bright future

Performance

11. Effective leadership and governance.

Financial Implications

Nil

Legislative and Policy Compliance

The requirements to establish an ARIC, and related provisions, are contained in Part 7, Division 1A of the Act.



Further detail is set out in the Local Government (Audit) Regulations 1996. This includes the statutory functions of the ARIC, which are provided for at regulation 16.

The ability for Council to delegate powers and duties to a committee is set out in section 5.16 of the Act. This must be in writing and requires an absolute majority of Council.

Section 7.1C of the Act does place limitations on powers that can be delegated to ARIC, but the powers under 7.12A are specifically permitted.

Risk Considerations

Risk Category	Risk Rating	Comment on Risk
Compliance	Low	<p>The risk associated with ARIC terms of reference relates to our compliance with the Local Government Act 1995.</p> <p>The risk rating for this report is low. By introducing an updated terms of reference, the City is mitigating the risk of non-compliance.</p>

Analysis and Conclusion

Taking into account both the recommendation from ARIC and low-risk rating, it is recommended that Council approve the Terms of Reference.

Further, to provide both clarity and legislative compliance – following adoption of the Terms of Reference, Council should both reconfirm the current rate set for independent members and formally delegate the function of the Council to meet with the auditors, to the ARIC.



1. Purpose

The audit, risk and improvement committee (ARIC) is established by Council to support the Council in fulfilling its governance and oversight responsibilities as they relate to internal and external audit functions, risk management systems, financial reporting, internal control, and continuous improvement.

2. Authority

As prescribed in Regulation 16 of the *Local Government (Audit) Regulations 1996*, ARIC is to provide guidance and assistance to Council on matters relevant to its terms of reference.

ARIC is a formally appointed Committee of Council and is responsible to the Council.

ARIC does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer (CEO) has legislated responsibility, and it does not have any delegated financial responsibility, ARIC does not have management functions and cannot involve itself in management processes or procedures.

3. Membership

3.1. ARIC will consist of seven members. The membership shall consist of:

- a) A Presiding Member
- b) Deputy Presiding Member
- c) The Mayor
- d) Four Councillors

ARIC members must declare conflicts of interest in accordance with regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021*, in a written notice given to the CEO before the meeting or at the meeting immediately before the matter is discussed. All members of ARIC are bound by the Code of Conduct for Elected Members, Committee Members and Candidates.

3.2 Presiding and Deputy Presiding Member

Appointment of independent Presiding and Deputy Presiding Member will be made following a public advertisement. The evaluation of potential members will be reviewed by the CEO for recommendation to Council.

Appointments will be approved through absolute majority of Council based on the potential member's experience and qualifications in any or all the following:

- a) Internal and external audit
- b) Risk management



- c) Financial management/reporting
- d) Information and Systems Technology
- e) Audit Committee practices
- f) Understanding of complexities associated with the City.

A presiding or deputy presiding member cannot:

- a) Be a council member of the City or a council member of any other local government
- b) Be an employee of the City or someone who is nominated by, or is to be appointed to represent, any employee of the City
- c) Have any operating responsibilities with the City
- d) Provide paid services to the City either directly or indirectly in any other role

Per section 7.1B (3) of the Local Government Act 1995 (the Act), if the office of Presiding Member is vacant; or the Presiding Member is not available or is not able or unwilling to perform the functions of Presiding Member, then ARIC Members present at the meeting must choose the deputy of the Presiding Member, if present, to preside at the meeting.

3.3 Tenure

Members are appointed for up to two (2) year terms to coincide with the local government election cycle.

Council may terminate the appointment of any member prior to the expiry of their term if:

- a) Presiding Member considers that the member is not making a positive contribution to the committee
- b) The member is found to be in breach of the Council's Code of Conduct for Elected Members, Committee Members and Candidates or a serious contravention of the Act
- c) A member's conduct, action or comments bring the City into disrepute

4. Functions of ARIC

4.1 Review and report recommendations to Council on:

- a) audits under Part 7 of the Act
- b) compliance audits (including compliance audit return under Regulation 14 of Local Government (Audit) Regulations 1996)
- c) CEO reviews conducted under Regulation 17 of Local Government (Audit) Regulations 1996

4.2 Review and report to Council on the appropriateness and effectiveness of the City's:

- a) financial management systems and procedures
- b) legislative compliance systems and procedures
- c) risk management systems and procedures

4.3 Monitor and report to Council on improvements to, and implementation of



actions arising from:

- a) audits
- b) compliance audits
- c) reviews under Regulation 17 of Local Government (Audit) Regulations 1996
- d) any statutory audit or review recommendations (including Inspectors' reports)

- 4.4 Review the performance of the City and provide direction and input on efficiency and effectiveness in achieving outcomes from the Remediation Plan.
- 4.5 Consider (at least twice annually) reports in relation to the management of risk within the City and satisfy itself that appropriate controls and processes are in operation and are adequate for dealing with the risks that impact on the City. Address any specific requests referred to it from Council in relation to issues of risk and risk management.
- 4.6 Perform any function conferred by the Act, regulations or another written law.

5. Decisions of ARIC

- 5.1 A decision of ARIC is to be made by simple majority.

6. Staff

- 6.1 The following staff will usually attend ARIC meetings to provide technical support and advice:
 - a) Chief Executive Officer
 - b) Director, City Performance and Community Development
 - c) Manager, Governance and Risk Management Office
 - d) Other staff, when requested by the ARIC through the CEO
- 6.2 Where necessary the CEO or the CEO delegate will act as the independent observer for any secret ballots of the ARIC members.

7. Invitees/Attendees

- 7.1 The ARIC may invite non-voting external experts, community members, representatives of auditors and/or other relevant persons with appropriate qualifications to attend, address or advise the ARIC, within the ambit of its tasks.
- 7.2 The scope, duration and terms of external persons input will be determined by election amongst the members of ARIC and where necessary with the approval of Council (e.g. if authorisation of funding is required).

8. ARIC Meetings

- 8.1 The ARIC operates under the Council's Standing Orders Local Law. The order of business shall reflect that set out in 3.2 (1), with scope for items



k, l, m, n, p, and q to be excluded at the discretion of the CEO.

8.2 The ARIC shall formally meet at least quarterly. It is the responsibility of the presiding member to call the meetings of the ARIC.

8.3 The quorum for a meeting will be 50% of the members of the ARIC as per section 5.19 of the Act.

9. Delegation

9.1 The ARIC is delegated the authority to meet with the appointed external auditor, as required by section 7.12A (2) of the Act.

10. Reporting to the Council

10.1 All ARIC draft minutes are to be provided to Council.

Document Control box			
Document Responsibilities:			
Owner:	Council	Owner Business Unit:	CEO Office
Inception Date:		Decision Maker:	Council
Review Date:	November 2027	Repeal and Replace:	
Version history:	Approved OCM []		
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995 (WA)</i>		
Delegation:	The ARIC is delegated the authority to meet with the appointed external auditor, as required by section 7.12A (2) of the Act.		
Council Plan 2023 - 2033	Performance 11. Effective leadership and governance.		



1. Purpose

~~1.1.~~—The audit, risk and improvement committee (ARIC) is established by Council ~~in accordance with the Local Government Act 1995, part 7, to assist the Council under Regulation 16 of the Local Government (Audit) Regulations 1995 to discharge its responsibilities with regard to the exercise of due care, diligence and skill in relation to:~~

~~(a)~~—The reporting of financial information, the application of accounting policies, and the management of the financial affairs of the City;

~~(b)~~ The assessment of the adequacy of the management of risk to support the Council in fulfilling its governance and oversight responsibilities as they relate to internal and external audit functions, risk management systems, financial reporting, internal control, and continuous improvement.

2. Authority

As prescribed in Regulation 16 of the *Local Government (Audit) Regulations 1996*, ~~the committee~~ARIC is to provide guidance and assistance to Council on matters relevant to its terms of reference.

~~The Committee~~ARIC is a formally appointed Committee of Council and is responsible to the Council.

~~ARIC~~The ~~Committee~~ does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer (CEO) has legislated responsibility, and it does not have any delegated financial responsibility, ~~The committee~~ARIC does not have management functions and cannot involve itself in management processes or procedures.

3. Membership

3.1. ~~The Committee~~ARIC will consist of seven members. The membership shall consist of:

~~(a)~~a) A Presiding Member

~~(b)~~b) Deputy Presiding Member

~~(c)~~ Four Councillors

c) The Mayor

d) Four Councillors

~~(d)~~

~~Committee~~ARIC members must declare conflicts of interest in accordance with regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021*, in a written notice given to the CEO before the meeting or at the meeting immediately before the matter is discussed.

All members of ~~the Committee~~ARIC are bound by the Code of Conduct for Elected Members, Committee Members and Candidates.

3.2 Presiding and Deputy Presiding Member

Appointment of independent Presiding and Deputy Presiding Member will be made following a public advertisement. The evaluation of potential members will be reviewed by the CEO for recommendation to Council.

Appointments will be approved through absolute majority of Council based on the potential member's experience and qualifications in any or all the following:



- a) Internal ~~and external~~ audit;
- b) Risk management;
- c) Financial management/reporting;
- d) Information and Systems Technology;
- e) Audit Committee practices; ~~and~~
- f) Understanding of complexities associated with the City.

A presiding or deputy presiding member cannot:

- ~~i.a)~~ Be a council member of the City or a council member of any other local government; ~~ii.~~
- ~~ii.b)~~ Be an employee of the City or someone who is nominated by, or is to be appointed to represent, any employee of the City;
- ~~iii.c)~~ Have any operating responsibilities with the City; ~~or~~
- ~~iv.d)~~ Provide paid services to the City either directly or indirectly in any other role.

Per section 7.1B (3) of the Local Government Act 1995 (the Act), if the office of Presiding Member is vacant; or the Presiding Member is not available or is not able or unwilling to perform the functions of Presiding Member, then ~~the Committee~~ARIC Members present at the meeting must choose the deputy of the Presiding Member, if present, to preside at the meeting.

3.3 Tenure

~~Members are appointed for up to two (2) year terms to coincide with the local government election cycle. The tenure of all members' appointments to the Committee must be compliant with Section 5.11 of the Act, being up to two years terminating on the day of the Ordinary Council elections, at which time all members will be eligible for appointment.~~

Council may terminate the appointment of any member prior to the expiry of their term, if:

- a) ~~The Committee~~ARIC ChairpersonPresiding Member considers that the member is not making a positive contribution to the ~~C~~committee.



City of Nedlands

- b) The member is found to be in breach of the Council's Code of Conduct for Elected Members, Committee Members and Candidates or a serious contravention of the Act.
- c) A member's conduct, action or comments bring the City into disrepute.

3.4 Entitlements

~~The Presiding and Deputy Presiding Members will be entitled to a meeting fee at the maximum allowable under Band 2.~~



4. Functions of ARIC

4.1 Review and report recommendations to Council on:

- a) audits under Part 7 of the Act
- b) compliance audits (including compliance audit return under Regulation 14 of Local Government (Audit) Regulations 1996)
- c) CEO reviews conducted under Regulation 17 of Local Government (Audit) Regulations 1996

4.2 Review and report to Council on the appropriateness and effectiveness of the City's:

- a) financial management systems and procedures
- b) legislative compliance systems and procedures
- c) risk management systems and procedures

4.3 Monitor and report to Council on improvements to, and implementation of actions arising from:

- a) audits
- b) compliance audits
- c) reviews under Regulation 17 of Local Government (Audit) Regulations 1996
- d) any statutory audit or review recommendations (including Inspectors' reports)

4.4 Review the performance of the City and provide direction and input on efficiency and effectiveness in achieving outcomes from the Remediation Plan.

4.5 Consider (at least twice annually) reports in relation to the management of risk within the City and satisfy itself that appropriate controls and processes are in operation and are adequate for dealing with the risks that impact on the City. Address any specific requests referred to it from Council in relation to issues of risk and risk management.

4.6 Perform any function conferred by the Act, regulations or another written law.

- (a) — guide and assist the local government in carrying out —
 - (i) — its functions under Part 6 of the Act; and
 - (ii) — its functions relating to other audits and other matters related to financial management;
- (b) — to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) — to review a report given to it by the CEO under regulation 17(3) (the CEO's Report) and is to —



- ~~(i) — report to the council the results of that review; and~~
- ~~(ii) — give a copy of the CEO's report to the council;~~
- ~~(d) — to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —~~
 - ~~(i) — regulation 17(1); and~~
 - ~~(ii) — the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);~~
- ~~(e) — to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government; to oversee the implementation of any action that the local government —~~
 - ~~(i) — is required to take by section 7.12A(3); and~~
 - ~~(ii) — has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and~~
 - ~~(iii) — has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and~~
 - ~~(iv) — has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);~~
- ~~(f) — to perform any other function conferred on the audit committee by these regulations or another written law.~~



4.2 The ARIC shall have as its primary duties and responsibilities the following financial audit and risk management tasks;

- (i) To meet with the Council's internal and external auditors and review the Audit Management Plan prior to the conduct of the financial audits each year;
- (ii) To ensure that internal and external financial audits are conducted in accordance with the brief and the terms of appointment and that matters of concern to the Council and/or ARIC are being addressed;
- (iii) Ensure that the Council's financial affairs and systems and processes are being managed and reported in accordance with statutory requirements and Australian Accounting Standards;
- (iv) Ensure that relevant financial information is reported to Council in a form that meets the needs and expectations of Council, clearly setting out the key relevant financial data, such that the Council can confidently understand the financial performance of the Council's affairs;
- (v) Review the financial audit report and make appropriate recommendations to Council;

Where appropriate and with the approval of Council seek advice and/or assistance in relation to matters pertaining to the audit or financial affairs of the City;

- (vi) Monitor the implementation of the Audit Management Plan and
- (vii) To address any specific requests referred to it from Council in relation to issues of financial management.

5. Risk Management

6.

7. Monitor the implementation of the Strategic Risk Management Plan;

8. As a minimum twice yearly consider a report in relation to the management of risk within the City of Nedlands and satisfy itself that appropriate controls and processes are in operation and are adequate for dealing with the risks that impact on the City;

1. Address any specific requests referred to it from Council in relation to issues of risk and risk management.



~~10.~~ ~~Items to be determined by Council.~~

~~11.~~

~~5.~~ ~~Staff Decisions of ARIC~~

~~5.1~~ ~~A decision of ARIC is to be made by simple majority.~~

~~6.~~ ~~Staff~~

~~6.~~

~~6.1~~ The following staff will usually attend ARIC meetings to provide technical support and advice:

~~a)~~ Chief Executive Officer

~~b)~~ ~~Director of Corporate Service, City Performance and Community Developments~~

Manager, Governance and Risk Management Office

~~c)~~

~~d)~~ Other staff, when requested by the ARIC through the ~~Chief Executive Officer.~~

~~6.2~~ Where necessary the CEO or the CEO delegate will act as the independent observer for any secret ballots of the ARIC members.

~~12.7.~~ ~~Invitees/Attendees~~

~~7.1~~ ~~The ARIC may invite non-voting external experts, community members, representatives of auditors and/or other relevant persons with appropriate qualifications to attend, address or advise the ARIC, within the ambit of its tasks.~~

~~6.17.2~~ The scope, duration and terms of external persons input will be determined by election amongst the members of ~~the committee~~ ARIC and where necessary with the approval of Council (e.g. if authorisation of funding is required).

~~13.8.~~ ~~Audit Committee~~ ARIC Meetings



~~7.18.1~~ The ARIC operates under the Council's Standing Orders Local Law. ~~The order of business shall reflect that set out in 3.2 (1), with scope for items k, l, m, n, p, and q to be excluded at the discretion of the CEO.~~

~~7.28.2~~ The ARIC shall formally meet at least ~~monthly~~ quarterly. ~~A schedule of meetings will be developed and agreed to by the members. Additional meetings may be called by the presiding member.~~ It is the responsibility of the presiding member to call the meetings of the ARIC.

~~7.3~~ ARIC meetings will be guided by the model agenda provided in Attachment 4

~~8.3~~ The quorum for a meeting will be 50% of the members of the ARIC as per section 5.19 of the ~~Local Government Act 1995A~~.

9. Delegation

~~7.49.1~~ The ARIC is delegated the authority to meet with the appointed external auditor, as required by section 7.12A. (2) of the Act.

14.10. Reporting to the Council

~~10.1~~ All ARIC draft minutes are to be provided to Council ~~at the next Council meeting~~.



Document Control box			
Document Responsibilities:			
Owner:	Council	Owner Business Unit:	CEO Office
Inception Date:		Decision Maker:	Council
Review Date:	November 2027	Repeal and Replace:	
Version history:	Approved OCM 22 April 2026 CEO08.04.26[_____]		
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995 (WA)</i>		
Delegation:	NA		
Council Plan 2023 - 2033	Performance 11. Effective leadership and governance.		

Report Number	ARIC08.06.2026
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Authority/Discretion	Executive
Contributing Officer	Laurence Williams - Process and Organisational Improvement Analyst
Responsible Officer	Jonathan Allen - Manager Governance and Risk Management
Director	Arthur Kyron - Interim Chief Executive Officer
Attachments	{attachment-list}

Purpose

The purpose of this report is for the Audit Risk and Improvement Committee (ARIC) to consider proposed updates to its Terms of Reference (TOR), for subsequent presentation to Council.

Officer Recommendation

The Committee RECOMMENDS TO COUNCIL that the Audit, Risk and Improvement Committee Terms of Reference (Attachment 2) be adopted.

Background

The Western Australian local government sector is transitioning from traditional Audit Committees to Audit, Risk and Improvement Committees. This change stems from Sections 86 to 90 of the *Local Government Amendment Act 2024*, which officially commenced on 1 January 2026. Under these provisions, local governments are granted a strict six-month transitional window to achieve full compliance, making the hard deadline 30 June 2026.

In anticipation of the legislative change, the City of Nedlands transitioned to the ARIC format and adopted the TOR on 25 February 2026 (CPS07.02.25), and the ARIC TORs were confirmed as part of the appointment to Committees on the 22 April.

A further review of the TOR has been carried out by Administration to ensure legislative compliance and to suggest further improvements for ARICs consideration. A tracked change version of the TOR is shown at Attachment 1. The clean version, incorporating the suggested amendments, is shown at Attachment 2.

Consultation

Nil

Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

Vision: Sustainable and responsible for a bright future

Performance

11. Effective leadership and governance.

Financial Implications

Nil

Legislative and Policy Compliance

The requirements to establish an ARIC, and related provisions, are contained in Part 7, Division 1A of *Local Government Act 1995*.

Further detail is set out in the *Local Government (Audit) Regulations 1996*. This includes the statutory functions of the ARIC, which are provided for at regulation 16.

Risk Considerations

Risk Category	Risk Rating	Comment on Risk
Compliance	Low	By reviewing and continuing to ensure the TOR are aligned with the statutory provisions, the City is taking a positive approach to ensuring statutory compliance.

Analysis and Conclusion

Officers consider it appropriate for ARIC to review its own Terms of Reference, particularly given that a new committee group has been formed following a period of Commissioners. This will ensure members of ARIC have a clear scope and understanding of the committees role, and are able to input into its future direction and oversight.

As shown in the attachments, the following updates to the TOR have been proposed:

- Amending cadence from monthly to at least quarterly. This allows for significant and impactful regular operational and strategic updates with ad hoc updates as necessary;
- Clear alignment with updated audit regulations and the Local Government Act 1995 as they relate to audit, risk and improvement; and

- Alignment to the City's Standing Orders Local Law Order of business, with scope to omit items as necessary to facilitate efficient meetings;
- Explicit reference now made to delegation to meet with auditors as per 17.1A of the Act; and
- Removal of the reference to regulation 5(2)(c) of the Financial Management Regulations to conduct a review of the local government's financial management systems, which is now incorporated into regulation 17 of the Local Government (Audit) Regulations 1996.

It is recommended that ARIC endorse and recommend its TOR for Council approval.



18 DIVISIONAL REPORTS - CITY INFRASTRUCTURE AND ENVIRONMENT

Nil



**19 COUNCIL MEMBERS NOTICE OF MOTIONS OF WHICH
PREVIOUS NOTICE HAS BEEN GIVEN**

Nil



20 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION

This item will be dealt with at this point.



21 CONFIDENTIAL ITEMS

REASON FOR CONFIDENTIALITY

This Report is **CONFIDENTIAL** in accordance with Section 5.23(2), of the Local Government Act 1995 (LG Act) which provides that the Council may close to members of the public a meeting, or part of a meeting, if the meeting (or part meeting) deals with a matter identified in sub sections (a) – (h) of section 5.23(2). The reports listed below have been identified as confidential for the following reasons:

Item 21.1 - MRWC27 & Charles Court Reserve Lighting - Update

- Section 5.23(4)(h) information that is the subject of a direction given under section 5.23AA(2)

Members are reminded that, should Council resolve to close to members of the public that part of its meeting at which this Report and related documents is to be considered, then they are to ensure that the information remains **CONFIDENTIAL** and should not disclose the content of this Report or any related document to any other person. To do so may be an improper use of the information under section 5.93 of the LG Act.

Officer Recommendation

That Council, in accordance with Section 5.23(2) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to Section 5.23(4)(h) being information that is the subject of a direction given under section 5.23AA(2); declares the meeting closed to the public.



21.1 MRWC27 & Charles Court Reserve Lighting - Update

Report Number	PCD16.06.26
Applicant	City of Nedlands
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Authority/Discretion	Information
Contributing Officer	Ruth Macintyre - Community Development Project Manager
Responsible Officer	Lisa Macfarlane Reid - Manager Community Development
Director	Arthur Kyron - Interim Chief Executive Officer
Attachments	Nil

Officer Recommendation

That Council **RECEIVES** the update outlined in the confidential report.



22 DECLARATION OF CLOSURE

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