



City of Nedlands

Corporate & Strategy Reports

Committee Consideration – 10 September 2013

Council Resolution – 24 September 2013

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CPS27.13	List of Accounts Paid – July 2013
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Committee	10 September 2013
Council	24 September 2013
Applicant	City of Nedlands
Officer	Rajah Senathirajah – Manager Finance
Director	Michael Cole – Director Corporate & Strategy
Director Signature	
File Reference	Fin/072-17
Previous Item	Nil

Executive Summary

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

Recommendation to Committee

Council receives the List of Accounts Paid for the month of July 2013 (Refer to Attachment).

Strategic Plan

KFA: Governance and Civic Leadership

This report will ensure the City meets its statutory requirements.

Background

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

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

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

Discussion

The list of accounts paid for July 2013 is attached and is presented to Council.

Consultation

Required by legislation:

Yes ☐

No ☒

Required by City of Nedlands policy:

Yes ☐

No ☒

Legislation / Policy

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

Budget/Financial Implications

Not applicable.

Risk Management

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

Conclusion

The list of accounts paid for the month of July 2013 complies with the relevant legislation and can be received by Council.

Attachments

1. List of Accounts Paid – July 2013



CITY OF NEDLANDS

All Payments 1/7/2013 to 31/7/2013

Database: LIVE

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Chq/Ref	Pavee	Date	Amount	Tran	Description	Amount
NAB - Municipal Account						
CHEQUE						
58729	CITY OF NEDLANDS PETTY CASH	05/07/2013	-1,130.20	INV	WELL AGED PETTY CASH RECOUP 25/06/13	170.85
				INV	PROCC PETTY CASH RECOUP 20/06/13	126.80
				INV	NCC PETTY CASH RECOUP 02/07/13	478.70
				INV	NEDLANDS LIBRARY PETTY CASH RECOUP 01/07/13	104.95
				INV	ADMIN PETTY CASH RECOUP 02/07/13	248.90
58730	FRIENDS OF ALLEN PARK BUSHLAND	05/07/2013	-1,000.00	INV	LOTTERYWEST GRANT	1,000.00
58731	MARY E HOPKINS	05/07/2013	-73.94	INV	REFUND OF INFRINGEMENT PAID TWICE	73.94
58732	PATRICIA HALL	05/07/2013	-87.57	INV	VOLUNTEER VEHICLE REIMBURSEMENT	87.57
58733	MUI LIM & ANGELINE TAN	05/07/2013	-425.00	INV	CROSSOVER SUBSIDY - 45 WEBSTER ST NEDLANDS	425.00
58734	TRIBAL ENTERPRISES PTY LTD	05/07/2013	-82.17	RFND	OVERPAYMENT REFUND	82.17
58735	OFFICE OF STATE REVENUE	05/07/2013	-516.12	INV	REFUND OF REBATE CLAIMED INCORRECTLY	516.12
58736	S M & J J KINDER	05/07/2013	-6,000.00	RFND	OVERPAYMENT REFUND	6,000.00
58737	SWANBOURNE ESTATE DEVELOPMENT PTY L	05/07/2013	-481.27	RFND	OVERPAYMENT REFUND	481.27
58738	ARIYASENA ARIYARATNE	05/07/2013	-13.50	INV	OVERPAYMENT OF INFRINGEMENT 3003546	13.50
58739	APPLE PTY LTD	11/07/2013	-1,588.00	INV	MD522X/A IPAD WI-FI CELLULAR 32GB BLACK-AUS	789.00
				INV	IPHONE 5 FOR SHELLEY METTAM	799.00
58740	CITY OF NEDLANDS	11/07/2013	-737.61	INV	CR BINKS JULY13 ALLOWANCE CONTRA AGAINST RATES	737.61
58741	CITY OF NEDLANDS PETTY CASH	11/07/2013	-477.10	INV	NCC PETTY CASH RECOUP 09/07/13	254.50
				INV	ADMIN PETTY CASH RECOUP 09/07/13	222.60
58742	DEPT OF TRANSPORT	11/07/2013	-18,922.15	INV	ANNUAL BULK REGISTRATION FEES FROM 1/8/13-31/7/14	18,922.15
58743	COUNCILLOR B G HODSDON	11/07/2013	-737.61	INV	COUNCILLORS ALLOWANCE JULY 2013	737.61
58744	IINET LTD	11/07/2013	-559.80	INV	MONTHLY BROADBAND CHARGES FOR 20/7/13-20/8/13	559.80
58745	WATER CORPORATION	11/07/2013	-2,735.10	INV	GARDEN 1 CAMPSIE ST USAGE (14/09/12-20/03/13)	1,334.80
				INV	REINSTATEMENT COSTS DUE TO HYDRANT WORKS - 21	1,400.30



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58746	CAMERON BUNNEY	11/07/2013	-250.00	INV	2013/2014 SPONSORSHIP OF YOUTH INITIATIVES FUND	250.00
58747	LACHLAN BUNNEY	11/07/2013	-250.00	INV	2013/2014 SPONSORSHIP OF YOUTH INITIATIVES FUND	250.00
58748	A D GEORGE	11/07/2013	-40.00			
58749	ASETTS	11/07/2013	-54.00	INV	REFUND FOR HALL HIRE FEE	54.00
58750	NICOLE SHARRIN	11/07/2013	-84.00	INV	COURSE REFUND	84.00
58751	MS SARAH CLANCY	11/07/2013	-94.00	INV	COURSE REFUND	94.00
58752	SETIA KURNIAWAN	11/07/2013	-28.00	INV	RETURNING GREENWASTE BAGS NOT REQUIRED	28.00
58753	ALINTA GAS	18/07/2013	-123.90	INV	GAS LT 2 CARRINGTON ST (2/4/13-28/6/13)	101.95
				INV	SHANN ST FLOREAT (8/4/13-8/7/13)	21.95
58754	ALLTOOLS WA PTY LTD	18/07/2013	-99.00	INV	MAKITA BL1830 18 VOLT 3AH LXT LITHIUM-ION BATTERY	99.00
58755	CITY OF NEDLANDS PETTY CASH	18/07/2013	-286.95	INV	TRESILLIAN PETTY CASH RECOUP 11/07/13	286.95
58756	HARVEY NORMAN - PEPPERMINT GROVE	18/07/2013	-182.95	INV	SAMSUNG MICROWAVE FOR NCC	182.95
58757	BRUCE GRAHAM MCGEORGE	18/07/2013	-40.00	INV	REPLACEMENT OF CHQ 58748 DUE TO WRONG NAME	40.00
58758	ELMAR'S IN THE VALLEY	18/07/2013	-1,165.50	INV	CHRISTMAS IN JULY TOUR- LUNCH PAYMENT	1,165.50
58759	JEREMY NIXON	18/07/2013	-250.00	INV	2013/14 SPONSORSHIP OF YOUTH INITIATIVES FUND	250.00
58760	LILLY TINAPPLE	18/07/2013	-250.00	INV	2013/14 SPONSORSHIP OF YOUTH INITIATIVES FUND	250.00
58761	MADELEINE NAYLOR-PRATT	18/07/2013	-250.00	INV	2013/14 SPONSORSHIP OF YOUTH INITIATIVES FUND	250.00
58762	BENJAMIN STONE	18/07/2013	-250.00	INV	2013/14 SPONSORSHIP OF YOUTH INITIATIVES FUND	250.00
58763	TIM WILLIAMSON	18/07/2013	-80.00	INV	REFUND OF OVERPAYMENT OF INFRINGEMENT 3006176	80.00
58764	PATRICIA QUINLIVAN	18/07/2013	-67.00	INV	CANCELLATION FOR CHRISTMAS IN JULY TOUR	67.00
58765	JUDITH BROWN	18/07/2013	-67.00	INV	CANCELLATION OF CHRISTMAS IN JULY TOUR	67.00
58766	AVILA DEN OUDEN	18/07/2013	-250.00	INV	2013/14 SPONSORSHIP OF YOUTH INITIATIVES FUND	250.00
58767	AUSTRALIA POST - NEDLANDS	24/07/2013	-603.80	INV	MAIL REDIRECTIONS FOR CHEQUES (12 MONTHS)	603.80
58768	CITY OF NEDLANDS PETTY CASH	24/07/2013	-516.55	INV	ADMIN PETTY CASH RECOUP 17/7/13	242.25
				INV	NCC PETTY CASH RECOUP 23/7/13	274.30



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58769 MS H J DEAN		24/07/2013	-491.00	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	75.00
				INV	TUTOR FEES TERM 3 2013 SCHOOL HOLIDAY CLASSES X 2	416.00
58770 WATER CORPORATION		24/07/2013	-751.14	INV	ADMIN BUILDING USAGE TO 17/7/13	540.79
				INV	110 SMYTH RD USAGE TO 17/7/13	210.35
58771 MS G HAYLES		24/07/2013	-10.00	fund	REFUND	10.00
58772 J J PYRIS		24/07/2013	-949.06	INV	RETURN OF RATES PAYMENT	949.06
58773 OFFICE OF STATE REVENUE		24/07/2013	-949.07	INV	REBATE CLAIM REFUND	949.07
58774 DIANNE THORLEY		24/07/2013	-180.00	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	180.00
58775 JUDY VALENTINO		24/07/2013	-195.00	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	195.00
58776 ANNE GILKES		24/07/2013	-300.00	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	300.00
58777 LEANNA TAYLOR		24/07/2013	-296.25	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	296.25
58778 MICHELLE DE BRUIN		24/07/2013	-187.50	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	187.50
58779 ALIX KORTE		24/07/2013	-510.00	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	510.00
58780 TOM HOGG		24/07/2013	-622.50	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	622.50
58781 JILL BRYANT		24/07/2013	-375.00	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	375.00
58782 MYLENE DROUARD		24/07/2013	-105.00	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	105.00
58783 HELEN RODDA		24/07/2013	-225.00	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	225.00
58784 KRIS KEEN		24/07/2013	-90.00	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	90.00
58785 MS LILY TAN		24/07/2013	-132.00	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	132.00
58786 MS MARGARET SHUGG		24/07/2013	-144.00	INV	ITEMS SOLD DURING EXHIBITION LESS 25% COMMISSION	144.00
58787 ALINTA GAS		31/07/2013	-60.90	INV	66 MELVISTA AVE (2/4/13-17/6/13)	60.90



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58788	CITY OF NEDLANDS	31/07/2013	-27,700.00	INV	2013/2014 RUBBISH BIN CHARGES	27,700.00
58789	CITY OF NEDLANDS PETTY CASH	31/07/2013	-1,034.70	INV	NEDLANDS LIBRARY PETTY CASH 26/7/13	310.85
				INV	NCC PETTY CASH RECOUP 30/7/13	340.75
				INV	ADMIN PETTY CASH RECOUP 30/7/13	383.10
58790	FINES ENFORCEMENT REGISTRY	31/07/2013	-9,030.00	INV	LODGE MENT OF UNPAID FINES FOR ENFORCEMENT	9,030.00
58791	WATER CORPORATION	31/07/2013	-2,305.80	INV	RD VERGE SMYTH RD USAGE TO 15/7/13	77.55
				INV	CAR PARK 15 HAMPDEN RD USAGE TO 15/7/13	49.00
				INV	GARDEN 55 HAMPDEN RD USAGE TO 15/7/13	38.80
				INV	GARDEN 1 HAMPDEN RD USAGE TO 15/7/13	67.35
				INV	RESERVE 42 LEURA ST USAGE TO 15/7/13	57.15
				INV	GARDEN WILLIAMS RD USAGE TO 15/7/13	146.95
				INV	BOWLING CLUB SMTH RD USAGE TO 15/7/13	555.84
				INV	HALL R37093 DRAPER ST USAGE TO 17/7/13	257.84
				INV	FLATS 67 STIRLING HWY USAGE TO 17/7/13	829.56
				INV	108 SMYTH RD WATER USAGE/ SERVICE CHARGES 31/8/13	225.76

Total CHEQUE **-\$87,493.71**

EFT

PY01-01	NAB - MUNICIPAL ACCOUNT	02/07/2013	-287,678.93			
PY01-02	NAB - MUNICIPAL ACCOUNT	16/07/2013	-290,355.16			
PY99-02	NAB - MUNICIPAL ACCOUNT	16/07/2013	-0.03			
PY01-03	NAB - MUNICIPAL ACCOUNT	30/07/2013	-282,737.79			
625	EFT TRANSFER: - 05/07/2013	05/07/2013	-352,412.04	625.100	Advantech Mobile Auto Electronics	
				INV	Investigate non cranking, supply and fit Delkor	324.50
				625.10731	Green Skills (Eco Jobs)	
				INV	Bushcare staff Swanbourne Dunes	5,084.75
				625.10855	PALM DOCTOR	
				INV	Treatment of Plants	1,170.00
				625.10895	State Library of WA	
				INV	Recoveries of Lost and Damaged Books	30.80
				INV	Recoveries of Lost and Damaged Books	5.50
				625.11078	HAEFELI-LYSNAR	
				INV	Surveying Equipment	1,634.60



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625.11192					Batteries Plus Technologies	
INV					Supply four boxes of A23 12v batteries	200.20
625.11255					Tim Eva's Nursery	
INV					PURCHASE OF VARIOUS PLANTS	1,903.00
625.11272					FURNACE TECHNOLOGIES PTY LTD	
INV					Kiln shelves and props	903.36
625.11410					Hays Specialist Recruitment (Aust)	
INV					Week Ending 07/06/2013 - Chalk, Roger -	1,160.15
INV					Week Ending 14/06/2013 - Chalk, Roger -	1,983.63
INV					Michael Italiao Week Ending 21/06/13	2,485.96
625.11421					COOL CLEAR WATER GROUP LTD	
INV					Water Services Feb 13	502.70
625.11565					WELLINGTON SURPLUS STORES (PERTH)	
INV					Boots - Daniel Sharples	185.00
625.11602					Arrow Pressure Wash	
INV					Scheduled service on Workshop Jetwave high	121.00
625.11804					West Australian Local Government As	
INV					employment advertisement - The West Australian	569.68
INV					Policy Writing course 25-26 September 2013	869.00
INV					employment advertisement - West Australian	704.61
INV					Nedlands News - May 2013	1,961.16
INV					Attendance at WALGA Meet the Minister Breakfast -	192.00
INV					Parking Local Law Advertisment / Public Notice in	337.92
INV					West Australian Ad - Proposed Parking and	1,014.97
INV					Advertising for Youth Grants	555.80
INV					Post Advert 3 insertions for Affinity Club	404.00
INV					Introduction to Supervision coarse WALGA - Elle	869.00
625.11954					Carealot Home Health Services Pty L	
INV					Domestic Assistance to HACC clients -	690.00
625.11975					JLR Pumps	
INV					Pumpworks on Pump at Daran Park - Mt Claremont	3,811.50
INV					Works on Pulse and Flow metres at Beatrice Rd	1,127.50
625.12026					Bolinda Publishing Pty Ltd	
INV					Standing Order - Nedlands Large print and Audio	54.23
INV					Standing Order - Nedlands Large print and Audio	54.23
625.12079					COMPLETE PEST MANAGEMENT SERVICES	
INV					internal spray of rooms for spiders at mount	300.00
625.12232					Dymocks Claremont	



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				INV	Local Stock books for Mt Claremont	309.55
				INV	Local Stock books for Nedlands.	361.73
				INV	Standing Order - Mt Claremont Adult local stock	131.92
				INV	Standing Order - Nedlands Adult local stock	65.54
				625.12235	Lovegrove Turf Services Pty Ltd	
				INV	Supply and apply Fusilade	440.00
				625.12317	TECHSAND PTY LTD	
				INV	Repair footpath between Verdun St & Monash Ave	1,354.32
				625.12357	Nedlands Newspaper Delivery	
				INV	Newspapers for Nedlands library June	242.76
				625.12401	MICROCHIPS AUSTRALIA PTY LTD	
				INV	GR251 - Universal Multireader	1,718.20
				625.12427	ROD HAWKER	
				INV	Volunteer Vehicle Reimbursement	85.50
				625.12459	Western Suburbs Building & Landscap	
				INV	one and half cubic metre of vegetable and flower	166.00
				625.12468	West Coast Shade	
				INV	Removal of Shade sails	3,910.50
				625.12504	PLANNING INSTITUTE OF AUSTRALIA	
				INV	Highlights of Congress - Planning Practice	160.00
				INV	Planning Institute Membership - Manager Stutory	590.00
				625.12546	Greenway Enterprises	
				INV	150 JTS50501800 - Pointed Jarrah Stakes	856.35
				INV	Greenstock and jute matting for planting and	777.04
				625.12551	Weston Road Systems	
				INV	Line Marking Services - Montgomery Ave MRRG	6,132.50
				INV	Line Marking Services on Dalkeith Bowling Club	2,692.80
				INV	Line Marking Services - City-Wide	935.00
				INV	Line Marking Services - City-Wide	858.00
				INV	Line Marking Services - City-Wide	884.40
				INV	Line Marking Services - City-Wide	231.00
				INV	Line Marking Services - City-Wide	511.50
				INV	Line Marking Services - City-Wide	273.90
				INV	Line Marking Services - City-Wide	528.00
				INV	Line Marking Services - City-Wide	303.60
				INV	Line Marking Services - City-Wide	356.40
				INV	Line Marking Services on Underwood and Stevenson	3,894.00
				INV	Line Marking Services on Princess / Florence	2,377.65



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625.12620					Lloyd Acoustics	
INV					acoustic consultant attendance at caf�� to verify	3,663.00
625.12622					Charles Service Company	
INV					CLEANING SERVICES May 2013	11,331.58
625.12682					SYNERGY	
INV					Electricity 13/5/13-13/6/13 56 Smyth Rd	446.00
INV					U A Lot 3128 Esplanade 22/05/13-24/06/13	325.80
625.12735					COMFORT KEEPERS	
INV					Provision of domestic assistance to HACC clients	651.95
INV					Provision of domestic assistance to HACC	833.19
625.12749					Australian Native Nurseries Group	
INV					Plant stock	5,077.60
625.12777					PERTH IRRIGATION CENTRE	
INV					modem for central control systems at Allen Park	882.09
INV					battery operated soleniod valves for hampton rd	387.70
INV					modem for central control systems at melvista ova	882.09
INV					irrigation parts for Paiera Park emergency stock	58.20
625.12885					Raeco/CEI Pty Ltd	
INV					Book covering materials	673.02
625.12890					Mr M R Cole	
INV					Home Broadband 07/05/13-06/06/13	69.95
625.12960					Atlantic Therapy Services	
INV					Assist in Day Respite Centre at NCC on 27 May 201	416.19
625.12970					Cardno (WA) Pty Ltd	
INV					Council Depot Site Audit and Traffic Management	1,320.00
625.13010					Quick Colourprint	
INV					Name Badge - Charlotte - Administration Officer	17.95
INV					Name Badge - Chris - Library Customer Service	17.95
INV					Name Badge/ 1 x Set of Business Cards	134.90
625.13015					Austral Mercantile Collections Pty	
INV					Charge for Means Inquiry to be served on Debtor	372.05
625.13042					TOTALLY WORKWEAR	
INV					Work safety gear - boots, wet weather jackets,	783.35
625.13081					Green Steam Australia Pty Ltd	
INV					Thermal weed control as per RFT 2011/12.13 fora	5,090.97
INV					Thermal weed control as per RFT 2011/12.13 for	6,779.24
625.13243					TACTILE INDICATORS (PERTH) PTY LTD	
INV					Supply and Installation of Tactile Pavers on Pram	1,776.00



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625.13254					Murphy Painting & Decorating	
INV					Painting of office area in Depot - Managers office	740.00
INV					Paint new office area, doors and trim at Depot	1,000.00
625.13277					City of Kwinana	
INV					Authority Animals & Infringements Development	1,625.62
625.13327					By Word of Mouth Catering	
INV					Catering for Nedlands Volunteer Services Training	195.25
625.13369					DATA#3 LIMITED	
INV					ZEBRA GC420 Label Writer for NCC 100MM X 60MM	379.50
INV					D-Link DES 1005D - switch - 5 ports - unmanaged -	55.00
625.13382					H & L GLASS	
INV					Replace chipped windscreen on Nissan X Trail	242.00
625.13412					QUICK CORPORATE AUSTRALIA	
INV					Web Order 484330	263.62
INV					Web Order 484541	96.36
INV					Standing Order- White A4 Printing Paper -	173.58
625.13692					Cutting Edges Equipment Parts Pty L	
INV					Bolt on Cutting Edge plus hardware and delivery	455.27
625.13713					Kinetic Health Group Pty Ltd	
INV					pre-employment medical - Ranger (parking) -	156.20
625.13777					Covs Parts Pty Ltd	
INV					Oil,air,fuel filters, crc, penetrene as per quote	288.70
INV					Oil,air,fuel filters, crc, penetrene as per quote	125.61
625.13812					Nicole Ceric	
INV					Reimbursement Mobile June 2013	60.00
625.13824					ALS Library Services Pty Ltd	
INV					Standing Order - Childrens local stock books	45.40
INV					Standing Order - Nedlands Childrens local stock	66.38
625.13842					Tree Amigos Tree Surgeons Pty Ltd	
INV					Annual Programmed Maintenance-Beatrice Rd	1,845.25
INV					89 Birdwood Pde (quoted as 2 Nardina Cres)	479.33
625.13860					REmida Perth Inc	
INV					Annual membership for 2013	286.00
625.13863					G M S Security (WA) Pty Ltd	
INV					supply and instal Secuirty panels to Depot and	3,294.00
INV					supply and instal Secuirty panels to Depot and	2,881.00
INV					supply and instal Secuirty panels to Depot and	4,218.00
625.13902					Plantrite	



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				INV	Plant stock	4,390.10
				INV	Plants	621.94
625.13935					Pronto Gourmet Deli	
				INV	Catering for ISP workshop 6 June	304.25
625.13942					B & B Stephens Pty Ltd	
				INV	170m of temporary fencing along Beecham Rd, Mt	935.00
625.13944					Ergolink	
				INV	Corner Desk footstool	233.30
625.13961					Mark Brendon Wheeler	
				INV	Ongoing Updates to Intranet	1,144.00
625.14005					Perth Energy Pty Ltd	
				INV	Electricity 25/05/13-24/6/13	10,890.39
625.14014					The Kirkwood Deli	
				INV	Food for planting day at Hollywood Reserve	235.75
625.14037					Beaver Tree Services Aust Pty Ltd	
				INV	Dalkeith Rd, between Carrington and Karella,	5,775.00
625.14083					J.Z Bosveld	
				INV	Supply and deliver new trophy cabinet/ Records	7,018.00
625.14090					Western Technical Services	
				INV	repair aircon at admin building	187.00
625.14136					C-Wise	
				INV	Mulch for greenway development Railway Reserve	3,960.00
625.14149					Warner Books	
				INV	One year renewal of Who else write like	385.00
625.14153					Anne Yardley	
				INV	2 oral histories - interviewer Anne Yardley	1,500.00
625.145					PROTECTOR ALSAFE PTY LTD	
				INV	Supply Jacket - Flying CWIN0051DN REF YE/NA 102	37.99
				INV	SAFETY CLOTHING	50.12
				INV	SAFETY CLOTHING	589.82
				INV	SAFETY CLOTHING	251.60
				INV	SAFETY CLOTHING	176.66
				INV	SAFETY CLOTHING	96.73
				INV	SAFETY CLOTHING	248.28
				INV	SAFETY CLOTHING	45.01
625.2075					Landgate	
				INV	Online Transactions May 2013	240.00
625.210					Apace Aid Inc	



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				INV	Plant stock Aberdare Road Greenway	1,875.00
			625.2240		EDUCATIONAL ART SUPPLIES COMPANY	
				INV	Craft material for Story time @ Nedlands library	298.29
			625.2558		FLEXIBLE DRIVE AGENCIES	
				INV	Windscreen washer satchets (200) plus delivery.	113.30
			625.380		Australian Taxation Office	
				INV	Payroll Deduction	82,662.53
			625.4150		LO-GO Appointments	
				INV	W De Costa Week Ending 01/06/13	1,797.18
				INV	W De Costa Week Ending 08/06/13	1,069.75
				INV	W De Costa Week Ending 15/06/13	1,797.18
				INV	Weekending 15/6/13, J.Jones, labourer parks and	1,797.18
				INV	Weekending 15/6/13, R.Jones, labourer parks	1,797.18
			625.4527		MEN OF THE TREES	
				INV	Plant Stock Railway Reserve	3,054.00
			625.5080		OCE AUSTRALIA LTD	
				INV	Standing Order - Printing Charge -June	117.59
			625.5405		PEERLESS JAL PTY LTD	
				INV	1x metal handled scissor mop 1x dustpan and	236.37
			625.5592		PLACER MANAGEMENT GROUP	
				INV	Julie O'Regan Week Ending 30/06/13	1,492.43
			625.640		Benara Nurseries	
				INV	PURCHASE OF VARIOUS PLANTS	649.00
			625.6820		Swanbourne Veterinary Centre	
				INV	STANDING ORDER - Pound Fees May	264.00
			625.6983		TELSTRA CORPORATION LTD	
				INV	BigPond Internet access at Mt Claremont Library	59.95
			625.741		Boyan Electrical Services	
				INV	Electrical maintenance - Depot	204.60
				INV	Electrical maintenance - Depot	754.60
			625.760		Brealey Plumbing Service	
				INV	Replace Down Pipe@ackett/ Clear Blockage @Drabble	484.00
				INV	fix blocked urinal at portable toilets at j.l.p.	126.50
				INV	replace hot water system at PROCC as previous one	748.00
			625.7990		WA TREASURY CORPORATION	
				INV	Loan 178 July 2013 Repayment	25,014.50
			625.8010		Staples Australia Pty Ltd	
				INV	STATIONERY	88.83



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				INV	Foam Board	113.52
				INV	Contact, soy milk	38.74
			625.8110		Wattleup Tractors	
				INV	Iseki blades (6) Air Filters (2) Hyd Filter (1)	810.85
			625.8170		Westcare Industries	
				INV	Binding of Council Minutes - Red Spine Library	269.50
			625.8240		Western Maze Pty Ltd	
				INV	SO 2012/13 Bulk Rubbish Collection 11 Areas - 1	12,469.53
				INV	SO 2012/13 Bulk Rubbish Collection 11 Areas - 1	13,521.15
			625.8242		West Metro Regional Council	
				INV	WASTE DISPOSAL	34,174.80
			625.8450		Wurth Australia Pty Ltd	
				INV	Scraper blades, scraper holders, mounting tape,	133.00
			625.860		Bunnings Group Limited	
				INV	Barricade Mesh Fencing Heavy Duty 50m	104.50
				INV	2 x energizer batteries	6.76
			625.897		Cabcharge Australia Limited	
				INV	3 x Cabcharge Vouchers - Mayor Hipkins	130.19
			625.9996		ROTAFORM PTY LTD	
				INV	30x200L Black Compost bins	1,499.85
626 EFT TRANSFER: - 11/07/2013		11/07/2013	-238,315.91	626.10024	Lawn Doctor	
				INV	LAWNMOWING	3,728.71
				626.10627	Aust Library & Information Associat	
				INV	Institutional subscription to ALIA July 13 to	1,448.00
				626.10895	State Library of WA	
				INV	Recoveries of Lost and Damaged Books	24.20
				626.11062	GLOBE AUSTRALIA PTY LTD	
				INV	FERTILISER	13,160.40
				626.11410	Hays Specialist Recruitment (Aust)	
				INV	Michael Italiano Week Ending 28/6/13	1,514.21
				626.11634	Councillor N Horley	
				INV	Councillors Allowance July 2013	737.61
				626.11693	Landmark Engineering & Design	
				INV	1.8m Parkway Seat, Dark Green Frame, Clear	1,347.50
				626.11975	JLR Pumps	
				INV	service irrigation pumps at Daran park. transfer	5,776.10
				626.12079	COMPLETE PEST MANAGEMENT SERVICES	
				INV	Quarterly pest inspections - PROCC 2013/14	190.00



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				INV	Quarterly termite inspection Drabble house 2013/	498.00
				INV	Quarterly pest inspections - Hackett playgroup	190.00
			626.12118		Councillor I Argyle	
				INV	Councillors Allowance July 2013	737.61
			626.12222		Conservation Volunteers Australia	
				INV	Conservation Volunteer Work 04/06/13-07/06/13	2,640.00
			626.12232		Dymocks Claremont	
				INV	Standing Order - Nedlands Childrens local stock	148.56
				INV	Standing Order - Mt Claremont Childrens local	336.10
			626.12235		Lovegrove Turf Services Pty Ltd	
				INV	Carry out Foliar Turf Fertilising (Ferros-cious	1,100.00
			626.12317		TECHSAND PTY LTD	
				INV	Footpath Construction Services	17,026.69
			626.12355		Data Diction Pty Ltd	
				INV	WESROC subscription to LINC'S community database	4,400.00
			626.12371		Lamp Replacements Australia Pty Ltd	
				INV	Various styles of lights for particular buildings	398.20
			626.12427		ROD HAWKER	
				INV	Volunteer Mileage Claim	25.50
			626.12544		Councillor T P James	
				INV	Councillors Allowance July 2013	737.61
			626.12546		Greenway Enterprises	
				INV	Greenstock and jute matting for planting and	277.20
				INV	Greenstock for planting	1,251.36
			626.12551		Weston Road Systems	
				INV	Walpole St and North St - 80m x Yellow Line - 4 x	594.00
				INV	Linemarking Stephenson Cycle Way - 10sqm x green	4,537.50
				INV	Monash Ave - No Parking Linemarking	273.90
				INV	Monash Ave - 837m x Yellow Line - 27 x No	4,587.00
				INV	Asquith and Stickland - 60m x Yellow Line - 2 x	462.00
				INV	Hardy and Clifton - 80m x Yellow Line - 8 x No	726.00
				INV	Karella - 190m x Yellow Line - 8 x No Stopping	1,089.00
				INV	Nedlands Tennis Club - 1sqm x Grinding arrow	302.50
				INV	Stubbs Tce - 40 x Carbays - 3 x No Stopping - 1 x	539.00
				INV	Hampden - 220m x Yellow Line - 13 x No Stopping -	2,966.70
				INV	Waratah Ave - 330m x White Line - 23 x No	4,452.80
				INV	Whitfield - 170m x Yellow Line - 12 x No Stopping	1,254.00
				INV	Croyden (Asquith Road Rehab) - 140m x Yellow Line	928.40



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				INV	Montgomery Ave - 13 x Carbays (thermo) - 150m x	4,606.80
				INV	Swanbourne Carpark - 290m x Yellow Line - 17 x No	4,705.80
				INV	Elizabeth and Florence - 15m x Stop Line (thermo)	693.00
				INV	Spotting for Kerb Set Out - 5hrs x T/C	1,182.50
626.12628					DIAMOND HIRE	
				INV	Hire 2 sets of tower lights for night works -	158.40
626.12644					Insight CCS	
				INV	After Hours Call Centre Service for May 2013	323.88
626.12648					Mt Claremont Newsround	
				INV	Newspapers for Mt Claremont June 2013	101.68
626.12682					SYNERGY	
				INV	Group Electricity 10/4/13-18/6/13	15,928.55
				INV	108 Smyth Rd (7/2/13-13/6/13)	236.40
626.1280					Chubb Fire & Security Pty Ltd	
				INV	fire appliance testing - Drabble House	127.05
				INV	fire appliance testing - Administration	269.50
626.13014					NESPRESSO PROFESSIONAL	
				INV	Coffee - 450 Capsules - Lungo Leggero Coffee -	419.74
626.13081					Green Steam Australia Pty Ltd	
				INV	Thermal weed control as per RFT 2011/12.13 for	7,656.10
626.13178					OCLC (UK) Ltd	
				INV	Syndetics subscription for 9 July 2013 - 8 July	1,365.55
				INV	Amlib annual maintenance and licences for	8,572.30
626.13218					FAST FINISHING SERVICES	
				INV	Binding Council Minutes - Blue Spine	302.50
626.13247					TOLL TRANSPORT PTY LTD	
				INV	Transport for nursery stock.	137.03
626.13251					NINDETHANA SEED SERVICE PTY LTD	
				INV	everlasting seed for greenway development	1,640.00
626.13267					Dept of Transport	
				INV	Vehicle Search Fees May 2013	489.80
626.13290					Mr V R Senathirajah	
				INV	Mobile Phone Reimbursement for June 2013	68.64
626.13305					Councillor K E Collins	
				INV	Councillors Allowance July 2013	1,615.82
626.13307					M L Somerville-Brown	
				INV	Councillors Allowance July 2013	737.61
626.13384					Harvey Fresh	



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				INV	Weekly Milk Delivery - July to December 2013	69.39
				INV	Weekly Milk Delivery - July to December 2013	69.39
				626.13412	QUICK CORPORATE AUSTRALIA	
				INV	Standing Order- White A4 Printing Paper -	173.58
				INV	Web Order 486198	522.59
				INV	Web Order 484330	9.82
				626.13450	Swan Office Interiors	
				INV	Design and construct new office for reticulation	7,645.00
				626.13480	DU Electrical Pty Ltd	
				INV	Rewire pump start, remove relay cube and test	115.50
				INV	Attend to fault on siteand test existing	154.00
				INV	Attend to fault on site at Brockman Reserve.	380.60
				INV	Install modem and pressure tranducer at Melvista	602.80
				626.13537	FIRST FIVE MINUTES PTY LTD	
				INV	Annual Service Fee - 2013/2014 - Mt Claremont	471.04
				INV	Annual Service Fee - 2013/2014 - Nedlands Library	471.04
				INV	Annual Service Fee - 2013/2014 - Depot	471.04
				INV	Annual Service Fee - 2013/2014 - Administration	471.04
				INV	Annual Service Fee - 2013/2014 - Tresillian Centr	471.04
				INV	Annual Service Fee - 2013/2014 - Nedlands	471.04
				INV	Annual Service Fee - 2013/2014 - PROCC	471.04
				626.13652	Sustainable Outdoors	
				INV	Greenway maintenance	2,897.00
				INV	Spraying, rotary hoe and bobcat work for Railway	451.00
				INV	Green Waste Removal, bobcat and rotary hoe	6,055.61
				INV	Maintenance work for greenway development	5,052.25
				626.13693	Elan Media Partners Pty Ltd	
				INV	Standing Order - Mt Claremont DVDs and CDs July -	305.21
				INV	Standing Order - Mt Claremont DVDs and CDs July -	31.17
				INV	Standing Order - Mt Claremont DVDs and CDs July -	31.17
				626.13713	Kinetic Health Group Pty Ltd	
				INV	Pre-employment medical - Parks Coordinator	156.20
				626.13733	West Coast Spring Water P/L	
				INV	PROCC Cooler Rental	55.00
				INV	15L Cooler bottle water supply to NCC	36.25
				626.13734	Purple Pig (Australia) Pty Ltd	
				INV	Water delivery hose, 2" inside dia, 5 metres	86.93
				626.13803	Snap Printing Northbridge	



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				INV	Printing of The Buzz Winter Edition 2013, A3-A6,	1,194.00
			626.13812		Nicole Ceric	
				INV	Mobile Reimbursement July 2013	60.00
			626.13824		ALS Library Services Pty Ltd	
				INV	Standing Order - Nedlands Childrens local stock	21.27
				INV	Standing Order - Nedlands Childrens local stock	79.98
			626.13846		Councillor N W Shaw	
				INV	Councillors Allowance July 2013	737.61
			626.13856		Councillor J Porter	
				INV	Councillors Allowance July 2013	737.61
			626.13857		Councillor L McManus	
				INV	Councillors Allowance July 2013	737.61
			626.13872		The WRB & SV Hassell Superannuation	
				INV	Councillors Allowance July 2013	737.61
			626.13882		Commercial Cleaning Services (WA) P	
				INV	Cleaning services to various council locations	7,227.00
			626.13967		Brightsolid Online Publishing	
				INV	Renewal of Find my past online databases	1,584.00
			626.13977		Engineering Approvals	
				INV	Engineering DCU Consultancy Services - STANDING	280.00
			626.14007		Aden Wholesale Pty Ltd T/A City Sub	
				INV	Oil filters (4) Air filters (2) sump washers (4).	167.02
			626.14017		Mr M Goodlet	
				INV	Reimbursement of Engineers Australia Membership	611.60
			626.14052		Mr G K Trevaskis	
				INV	Reimbursement of Printer	113.00
				INV	Reimbursement Home Internet 8/7/13-8/8/13	59.95
			626.14105		Picture of Health Personal Training	
				INV	Exercise Sessions for DRC Clients on 5/6, 12/6,	180.00
			626.14123		J D Wetherall	
				INV	Councillors Allowance July 2013	737.61
			626.14126		AccountAbility	
				INV	Yvone Quill Week Ending 30/06/13	2,572.71
				INV	Yvone Quill Week Ending 16/6/13 & 23/6/13	3,731.61
			626.14136		C-Wise	
				INV	Mulch for Aberdare Greenway	1,980.00
				INV	mulch for greenway and garden bed maintenance	1,980.00
			626.14151		Netplus Micro Computers	



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				INV	LCD Screen for Tony Fawcett - Viewsonic	603.00
			626.14152		Dummies WA	
				INV	Dummies for Student & Tutor Exhibition	129.00
			626.14158		Useful Inc.	
				INV	Set up for bundles, Garage sale for Tresillian	84.80
			626.1427		City of Stirling	
				INV	Delivered meals subsidies for the City of	1,748.40
			626.145		PROTECTOR ALSAFE PTY LTD	
				INV	Supply of PPE for James Pascoe	171.07
			626.2075		Landgate	
				INV	Digital Imagery	462.00
			626.210		Apace Aid Inc	
				INV	Plant stock Swanbourne Estate	311.85
			626.2262		Elliott's Irrigation Pty Ltd	
				INV	Irrigation Repair Services - Alexander Rd -	4,059.18
			626.4040		The Lane Bookshop	
				INV	Standing Order - Mt Claremont Adult local stock	90.34
				INV	Local Stock books for Nedlands.	23.99
			626.4200		Lullfitz Nursery	
				INV	Purchase of Plants	953.71
			626.4500		McLeods Barristers & Solicitors	
				INV	Matter 33962 Development within Controlled	2,855.53
				INV	Short Term Accomodation - Legal Advice	2,801.37
				INV	Matter No. 31229 City of Nedlands Advice -	2,142.32
				INV	Matter No. 18746 City of Nedlands Standard Lease	1,073.57
			626.5716		Professional PC Support	
				INV	July â September 2013 WSLG Amlib library	3,080.64
				INV	July â September 2013 WSLG Amlib library	2,881.91
			626.6600		St John Ambulance Association in	
				INV	First Aid Course for Chris Hammond	82.50
				INV	First Aid Course for Andrew Melville	82.50
				INV	First Aid Course for Shannon Berdall	82.50
				INV	First Aid Course for Katie Trevaskis	82.50
			626.6620		Stamp-It Rubber Stamp Co	
				INV	Stationery Mt Claremont	46.43
			626.741		Boyan Electrical Services	
				INV	Reset timeclock and investigate electrics at	88.00
				INV	Inspect and repair Melvista Oval lights	2,940.30



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				INV	Supply and installation of light fixtures,	4,882.90
				INV	Supply and Install Sub Meter for Function Room in	5,946.60
				INV	electrical maintenace - Hackett Kindy	486.20
				INV	electrical maintenace - Nedlands Library	719.40
				INV	electrical maintenace - Admin	88.00
				INV	Replace faulty time clock on sporting light at	233.20
				626.8010	Staples Australia Pty Ltd	
				INV	Diet Ginger Beer - ctn (For councillors fridge)	46.62
				INV	Depot workshop office supplies	72.45
				INV	STATIONERY	141.20
				626.8358	WALGS PLAN	
				INV	Mayoral Allowance July 2013	4,833.37
				626.860	Bunnings Group Limited	
				INV	BUILDING SUPPLIES	202.46
				INV	BUILDING SUPPLIES	25.28
				626.8639	Aged & Community Services WA Inc	
				INV	2013-2014 Membership Renewal	1,283.56
				626.880	Bunzl Limited	
				INV	Supply of paper products and cleaning supplies	1,559.32
				626.9872	Civica Pty Ltd	
				INV	Performance Manager Assistance 27-31 May 2013	5,445.00
627 EFT TRANSFER: - 18/07/2013		18/07/2013	-496,904.99	627.100	Advantech Mobile Auto Electronics	
				INV	VEHICLE REPAIRS	383.00
				INV	Fit and wire new reverse warning beeper to Hino	149.00
				INV	Investigate safety buzzer for side lift platform	135.00
				627.10210	EDUCATIONAL EXPERIENCE PTY LTD	
				INV	Toys & Equipment for Playcentre	487.75
				INV	PLAYGROUND EQUIPMENT	12.56
				627.10405	White Eagle Commercial Cleaning	
				INV	Cleaning for Nedlands Library July 2013	2,070.30
				627.10428	ROADS 2000	
				INV	Supply and Lay of Asphalt (Night Works)- Stirling	3,465.18
				627.10548	Poppy Florist	
				INV	3 Bouquets flowers for exiting tenants. Student	180.00
				627.10731	Green Skills (Eco Jobs)	
				INV	Natural Area Maintenance staff	10,237.43
				627.10859	CSP Industries Pty Ltd	
				INV	Safety equipment for chainsaw, pruning etc	287.00



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627.10895					State Library of WA	
INV					Recoveries of Lost and Damaged Books	84.70
INV					Recoveries of Lost and Damaged Books	37.40
627.11078					HAEFELI-LYSNAR	
INV					Robotic Total Station System Hardware - Extended	1,944.80
627.11182					Toolmart Australia Pty Ltd	
INV					Supply lazer level machine for building	699.40
627.11284					Australia Post	
INV					Standing order bulk postage June 2013	3,111.34
627.11565					WELLINGTON SURPLUS STORES (PERTH)	
INV					4 x Husky Hi-Vis Jackets for Rangers	408.60
627.11602					Arrow Pressure Wash	
INV					Supply of 60 metres of drain cleaning hose c/w	924.00
627.11710					North City Holden	
INV					Throttle body and injector clean on Holden Cruze	385.00
627.11954					Carealot Home Health Services Pty L	
INV					Domestic Assistance to HACC clients	690.00
627.11985					Budget Kerbing WA	
INV					110m of kerbing at Carrington Park	2,167.00
627.12079					COMPLETE PEST MANAGEMENT SERVICES	
INV					Spraying of ants - Depot	265.00
627.12179					Records & Information Mngmnt	
INV					Attendance for Susan Sodsai to Attend the RIMPA	15.00
627.12232					Dymocks Claremont	
INV					Local Stock books for Nedlands.	398.03
INV					Local Stock books for Mt Claremont	322.12
627.12256					Planning Institute Australia WA	
INV					Planning Conference - Elle/Christie/Jennifer	2,700.00
INV					Planning Conference - Peter/ Gabriela	1,900.00
INV					Planning Conference - Michael/Jason/Matt	2,850.00
INV					Planning Conference C.Downie 26/6	99.00
627.12358					SORENSEN SHORT & ASSOC	
INV					Underwood Avenue/Minora Road Survey	5,830.00
627.12507					Carpet Force (Commercial) Pty Ltd	
INV					Supply and install new range of vinyl tiles with	3,256.00
627.12532					TOTAL EDEN PTY LTD	
INV					Upgrade Irrigation at Carrington Park and Depot	31,559.00
627.12546					Greenway Enterprises	



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				INV	6 tubs of teracottem for greenway planting	3,102.00
				INV	Greenstock and jute matting for planting and	481.80
				627.12551	Weston Road Systems	
				INV	Linemark intersection corners. Dalkeith primary	1,892.00
				627.12552	ESRI AUSTRALIA	
				INV	10 ArcGIS for Desktop Basic SU (Pri) For	1,199.00
				627.12580	LG NET	
				INV	Employment Advertisement - Manager Technical	132.00
				INV	Employment Advertisement - Engineering Survey	132.00
				627.12622	Charles Service Company	
				INV	CLEANING SERVICES June 2013	11,353.60
				INV	CLEANING SERVICES Tresillian June 2013	1,538.87
				627.12642	Domain Catering	
				INV	Catering for business sundowner June 2013	495.00
				627.12677	Wilson Security	
				INV	Random Patrols - MTC Oval/Swanbourne Hospital	1,421.97
				INV	Nedlands Library mobile security patrol services	318.91
				INV	Mt Claremont Library mobile security patrol	204.37
				627.12682	SYNERGY	
				INV	Street Light Tariff Charges 25/5/13-24/6/13	41,159.75
				INV	Auxillary Lighting Charges 28/5/13-27/6/13	1,492.20
				INV	34 Verdun St (7/6/13-4/7/13)	641.35
				INV	Moss Vale Floreat (10/5/13-8/7/13)	49.00
				INV	Grasby St Floreat (10/5/13-8/7/13)	98.25
				627.12735	COMFORT KEEPERS	
				INV	Provision of domestic assistance to HACC clients	359.44
				INV	Provision of domestic assistance to HACC clients	622.57
				627.12749	Australian Native Nurseries Group	
				INV	Plant stock Allen Park	121.00
				627.12754	Armaguard	
				INV	Jun 2013 - Daily Banking Pickup	1,191.86
				627.12755	IRRIGATION AUSTRALIA LTD	
				INV	Renewal of Irrigation Australia Membership	656.02
				627.12762	Assa Abloy Entrance Systems Aust Pt	
				INV	Emergency repairs to front door. Would not open	508.75
				627.1280	Chubb Fire & Security Pty Ltd	
				INV	FIRE EQUIPMENT / SERVICES	313.50
				INV	Monitoring and servicing of Fir indication panels	313.50



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				INV	fire appliance testing - 118 Wood St	91.85
				INV	fire appliance testing - Tresillian	872.96
				INV	fire appliance testing - Allen Park Pavillion	327.80
				INV	fire appliance testing - Hackett playgroup	327.80
				INV	fire appliance testing - Nedlands Library	337.37
				INV	fire appliance testing - John Leckie	503.58
				INV	fire appliance testing - Rose gardens/public	101.75
				INV	fire appliance testing - Point Resolution Child	104.50
				INV	fire appliance testing - Nedlands community care	397.21
				INV	fire appliance testing - Dalkeith Hall	141.35
				INV	fire appliance testing -- College Park Family	104.50
				INV	fire appliance testing -- College Park Family	104.50
				INV	fire appliance testing - Mt Claremont playcentre	317.90
				627.12833	MACRI PARTNERS	
				INV	Interim Audit Fee Year Ended 30/6/13	6,600.00
				627.12918	GLG GreenLife Group Pty Ltd	
				INV	Standing Order for Verge Mowing Services provided	6,977.78
				627.12944	Reliance Petroleum	
				INV	Fuel - Diesel	6,015.24
				627.12960	Atlantic Therapy Services	
				INV	Assist in Day Respite Centre at NCC on 2nd & 4th	257.85
				627.12982	Bandit Sales & Service	
				INV	700 hour scheduled service and full safety	1,266.48
				627.13010	Quick Colourprint	
				INV	Name Badge - Patricia/ Phoebe	33.90
				INV	Name Badge / Courier	365.95
				INV	Business Cards - Mike Fletcher - Manager	116.95
				627.13016	OPUS INTERNATIONAL CONSULT (PCA) LT	
				INV	Nedlands Road Reserve Asset Data Collection -	41,042.93
				627.13042	TOTALLY WORKWEAR	
				INV	supply of safety clothing and boots	425.50
				INV	workwear and safety equipment for building	779.10
				627.13060	DVA FABRICATIONS	
				INV	1 x Double Adult Fiction Spinner - 450008	1,438.00
				627.13095	Rentokil Initial Pty Ltd	
				INV	Ambius Indoor Plant Hire - Administration July	332.72
				627.13129	Quality Traffic Management Pty Ltd	
				INV	Installation, maintenance and removal of traffic	1,730.25



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				INV	Installation, maintenance and removal of traffic	4,838.03
				INV	Traffic Management on Hollywood Avenue and John	791.82
				627.13170	Paperbark Technologies	
				INV	Supply Arborist	715.00
				627.13243	TACTILE INDICATORS (PERTH) PTY LTD	
				INV	Install TGSI to various locations on Alexander Rd	1,152.00
				627.13274	SYRINX ENVIRONMENTAL PTY LTD	
				INV	Foreshore and embankment restoration Point	35,019.60
				627.13290	Mr V R Senathirajah	
				INV	Reimbursement of Airfare to Attend LG Financial	521.00
				627.13347	SPEEDY HIRE	
				INV	Portable Toilet Hire at John XXIII Depot June	188.56
				627.13384	Harvey Fresh	
				INV	Weekly Milk Delivery - July to December 2013	69.39
				627.13397	Sladana Knezevic	
				INV	Term2 tutor payment	376.00
				627.13412	QUICK CORPORATE AUSTRALIA	
				INV	Web Order 486198	38.90
				INV	Web Order 490045	236.13
				INV	Web Order 490045	5.42
				INV	Standing Order- White A4 Printing Paper -	173.58
				INV	Web Order 488364	77.23
				INV	Web Order 488144	21.38
				INV	Web Order 488144	200.65
				INV	Standing Order- White A4 Printing Paper -	173.58
				627.13437	MOWMASTER TURF EQUIPMENT	
				INV	Service and repairs to Mowmaster Edger. Fleet No	241.30
				INV	Service and repairs to Honda HRU216 rotary mower	222.20
				627.13499	Perth Dishwashers	
				INV	dishwasher to be repaired in councillors kitchen	121.00
				627.13508	Jude Ewen	
				INV	TUTOR FEES Term 3 2013 School Holiday classes. x	423.00
				627.13568	Digital Mapping Solutions	
				INV	Graffiti Inspection Application DMS Technical	933.90
				627.13628	Liquor Barons Dalkeith	
				INV	5 X Red wine, 5 X white wine, 5 X Sparkling	159.00
				627.13713	Kinetic Health Group Pty Ltd	
				INV	pre-employment medical Murray, Rohan - Tresillian	156.20



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627.13775					Australia Post - 604909	
INV					Standing Order - Reply Paid Letters June 2013	7.65
627.13788					Localise Pty Ltd	
INV					Strategic Planning consultancy for ISP process	12,325.50
627.13803					Snap Printing Northbridge	
INV					1500 A5 24pp (inc cover) Landscape Booklets.	3,064.00
INV					Printing of 2000 Emerge Youth Art Awards	732.00
INV					Waratah DL brochure print	283.00
627.13813					Ms J A Heyes	
INV					Reimbursement Mobile June 2013	65.00
627.13865					Expect Australia Pty Ltd	
INV					Nicole Archer 24/6/13-28/6/13	1,366.37
INV					Anika Brown Week Ending 17/06/13	245.09
627.13868					The Hidden Pantry	
INV					Catering for the Bag It screening 27th June 2013.	717.00
627.13874					Environmental Health Aust (NSW) Inc	
INV					"I'M ALERT" food safety training program	550.00
627.13887					Shamrock Tyres	
INV					Bore stain removal to nedlands Library	1,001.00
627.13926					Vikki Antcliff	
INV					Reimbursement of Accommodation for Conference	600.00
627.13929					Planet Footprint Pty Ltd	
INV					Planet Footprint subscription 2013/14, inc	7,095.00
627.13932					Information Management Group Pty Lt	
INV					Standing order for Archive storage	758.89
627.13959					Manheim Pty Ltd	
INV					STANDING ORDER - Storage fees abandoned vehicles	660.00
627.13976					Morrison Low Consultants Pty Ltd	
INV					Workforce Planning consultancy as per quotation	5,126.00
627.13977					Engineering Approvals	
INV					Engineering DCU Consultancy Services - STANDING	332.50
INV					Engineering DCU Consultancy Services - STANDING	280.00
627.13992					Get Wet Ponds & Aquariums	
INV					Service aquariums	77.00
627.14014					The Kirkwood Deli	
INV					Food for planting day at Shenton Bushland	159.80
INV					Food for community events - Allen Park	296.20
627.14033					Digital Impressions	



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				INV	Two new signs - Events	517.00
627.14053					Claremont Cellars	
				INV	Drinks for Business Sundowner June 2013	232.00
627.14055					Rena Coles	
				INV	Artwork Proposal for Children's Sculpture Project	350.00
627.14056					Shred-X Pty Ltd	
				INV	Shred-X Secure Document Destruction Agreement	150.02
627.14074					Neri Roofing Contractors	
				INV	Replace roof sheeting and flashings at Nedlands	10,560.00
627.14080					RANDSTAD	
				INV	Michelle Reilly Week Ending 23/6/13	286.63
627.14083					J.Z Bosveld	
				INV	Extensions to new kitchen	495.00
627.14101					Ms J Eyre	
				INV	Social Support Activity Reimbursement	47.00
627.14144					Ms P Bustamante	
				INV	Term2 tutor payment	658.00
627.14155					Miss D Andree	
				INV	Term2 tutor payment	752.00
627.14157					Bolinda Digital	
				INV	Bolinda Borrow Box eaudio and ebook solution	8,567.90
627.14159					Unirack	
				INV	Supply of shelving system for Nedlands council	1,100.25
				INV	isupply & install shelving at john leckie	1,705.00
627.14163					Western Sheds	
				INV	Supply and install new 6m x 6m Storage and Green	14,860.00
627.14164					Ms S Hibbert	
				INV	Term2 tutor payment	752.00
627.1427					City of Stirling	
				INV	Delivered meals subsidies for the City of	651.00
				INV	Meals to be delivered to Nedlands Day Centre in	937.50
627.1900					DALKEITH NEDLANDS BOWLING CLUB	
				INV	PROCC Electricity 13/4/13-17/6/13	717.00
627.2048					TILLYS HOME HELPERS	
				INV	Provision of Gardening Service to HACC Clients in	1,180.30
627.210					Apac Aid Inc	
				INV	Native Plant Subsidy Scheme	4,149.00
				INV	Plant Stock Shenton Bushland	784.30



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627.350					AIM Aust Institute of Management	
INV					Training - Applied Project Management - Daniel	1,270.00
627.360					Australia Post	
INV					Postage A/C 9484754 June 2013	16.62
627.3615					JJ CLEANING PTY LTD	
INV					Cleaning of Nedlands Community Care June	1,996.00
627.3616					J & K HOPKINS	
INV					x3 star corkboards 600 W x 900 H	117.00
627.380					Australian Taxation Office	
INV					Payroll Deduction	81,562.30
627.4040					The Lane Bookshop	
INV					Local Stock books for Mt Claremont	362.03
INV					Local Stock books for Nedlands.	312.61
627.4150					LO-GO Appointments	
INV					Week Ending 22 June 2013 - W. DeCosta,	1,454.86
INV					S Baulch Week Ending 06/07/13	1,372.80
627.4370					Martineaus Patisserie	
INV					Catering For HACCC Meeting on 19 June 2013	455.00
627.4500					McLeods Barristers & Solicitors	
INV					Construction of Climbing Frame at 119 Rochdale	305.80
INV					SAT Reviews for Strata Lots 4 & 5 at 64 Jutland	536.80
INV					Melvista Lodge - Multiple Dwellings	152.19
INV					55 Carrington Street, Nedlands - Unlawful Works	3,498.54
INV					Clearing of subdivision Conditions	1,776.06
627.4782					LGIS INSURANCE BROKING	
INV					Contract Works Insurance Renewal for 30/06/2013-	825.00
INV					Journey Injury Insurance Renewal for 30/06/2013-	481.25
INV					Personal Accident Insurance Renewal for 30/6/13-	1,980.00
627.5080					OCE AUSTRALIA LTD	
INV					CW300 XL Combi 2xBlack 400ml 1xPrinthead	412.51
627.540					Baileys Fertilisers	
INV					FERTILISER	2,194.50
627.5592					PLACER MANAGEMENT GROUP	
INV					Julie O'Regan Week Ending 07/07/13	668.25
627.5682					WA HINO SALES & SERVICE	
INV					Air, oil and filter kit. fuel filter assy. Hino	509.59
INV					Hino drivers side electric window switch cluster	516.54
627.6153					Royal WA Historical Society	



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				INV	Subscription 2013 / 2014 CR6153	85.00
627.6892					TAMAN TOOLS	
				INV	Diamond coring drill, 125mm, for Works coring	242.00
				INV	Heavy duty water swivel for Core cutter BT45.	214.50
627.6983					TELSTRA CORPORATION LTD	
				INV	Mobile Phone Charges to 01/07/13	2,308.02
627.711					Boc Limited	
				INV	Annual container service charge from 1/07/2013 to	622.51
627.741					Boyan Electrical Services	
				INV	Smyth & Aberdare Street Roundabout - replace	244.20
				INV	Jones Park - replace faulty lamp in park -	107.80
				INV	North Street blister island - replace ignitor and	347.60
				INV	North & Marine street roundabout. Replace	854.70
				INV	Dalkeith & Carrington Street Roundabout - replace	1,013.10
				INV	Gun Park - replace 2 lamps and one bollard.	344.30
				INV	Rose Garden - Replace faulty lamp. Invoice No:	445.50
				INV	St Peters Square - Replace faulty lamp. Invoice	181.50
				INV	Alfred & Brockway roundabout - Replaced pe cell &	3,174.60
				INV	Cruikshank Oval - replace pe cell. Invoice No	336.60
				INV	Foreshore 3 - Replace faulty lamp. Invoice No:	181.50
				INV	Beaton Park - replaced pe cell and one light.	275.00
				INV	Electrical maintenance - Depot	886.60
				INV	Replaced ballast, capicator, ignitor and lamp.	418.00
				INV	Roundabout at Princess & Dalkeith - Attended to	727.10
				INV	Princess & Stanley Roundabout - Replaced faulty	295.90
				INV	Esplanade blister island roundabout - Repalced	501.60
				INV	Adelma & Waratah Roundabout - replaced terminal	491.70
				INV	Princess & Vincent Street roundabout - checked	468.60
				INV	Cruikshank changeroom - dangerous wires	93.50
				INV	Remove GPO at tresillian	93.50
627.760					Brealey Plumbing Service	
				INV	- joined pipes together so water could be	572.00
627.7675					Landgate - GRV	
				INV	GRV valuations 8/6/13-21/6/13	372.14
627.8010					Staples Australia Pty Ltd	
				INV	Kitchen and stationary supplies for depot and	136.87
627.8240					Western Maze Pty Ltd	
				INV	SO 2012/13 e-waste Bulk rubbish collection 11	8,002.84



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				INV	SO 2012/13 e-waste Bulk rubbish collection 11	9,284.13
			627.860		Bunnings Group Limited	
				INV	BUILDING SUPPLIES	57.94
				INV	BUILDING SUPPLIES	160.95
			627.880		Bunzl Limited	
				INV	Supply of cleaning and paper products for council	8,508.96
				INV	Cleaning supplies Nedlands Library	46.41
				INV	Cleaning supplies Nedlands Library	207.05
			627.9876		PRIESTMAN & SHARP	
				INV	Panel and paint repairs as per Quotation No 12819	1,807.71
628	EFT TRANSFER: - 25/07/2013	25/07/2013	-608,129.96	628.100	Advantech Mobile Auto Electronics	
				INV	Supply and fit 2 new Delkor Silver calcium	528.00
				INV	Supply and fit new delkor silver calcium battery	568.00
				INV	Trace electrical short in L.H. rear indicator	99.00
			628.10731		Green Skills (Eco Jobs)	
				INV	Conservation staff	9,587.46
				INV	Natural Area Maintenance Work	12,397.28
			628.10843		VOLUNTEERING WA	
				INV	Training for Volunteer Coordinators	330.00
			628.11410		Hays Specialist Recruitment (Aust)	
				INV	Michael Italiano Week Ending 05/07/13	2,018.94
				INV	Michael Italiano Week Ending 12/07/13	2,557.32
				INV	Week Ending 28 June 2013 - Chalk Roger	1,987.00
				INV	Week ending 12 July 2013 - Roger Chalk, Civil	1,987.00
				INV	Week Ending 21 June 2013 - Chalk Roger,	2,020.04
				INV	Week ending 5 July 2013 - Roger Chalk, Civil	1,549.48
			628.11421		COOL CLEAR WATER GROUP LTD	
				INV	Water (Filtered) Svces July 2013	546.70
			628.11565		WELLINGTON SURPLUS STORES (PERTH)	
				INV	Huskie softshell Hi-vis small/Side zip boot/Ecor	500.30
			628.11717		APRA - Australian Performing Rights	
				INV	APRA Licence Fees - 2013-2014 period- Various	477.91
			628.11781		Dept of Premier & Cabinet	
				INV	Printing of Dogs Amendment Local Law 2013 in	160.20
			628.11804		West Australian Local Government As	
				INV	Employment Advertisement - Engineering Survey	644.54
				INV	Employment Advertisement - Manager Technical	3,151.43
				INV	UWA Biological Support ODP Advertising - POST	168.96



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				INV	Advertisment for Scheme Amendment No. 200 Post	364.99
				INV	Notice of Special Council Meeting to adopt Corp	172.27
				INV	Going Places Tour July 2013 - Advertising-	656.33
				INV	June Nedlands News	1,961.16
				INV	Garage sale add	299.95
628.11954					Carealot Home Health Services Pty L	
				INV	Personal Care Assistance to HACC clients -	299.00
628.12090					Action Glass Pty Ltd	
				INV	supply & install window at depot	1,540.00
628.12250					A PAOLINO	
				INV	Install library banner poles as per quote 225	1,265.00
628.12284					Pusey's Puffs	
				INV	Catering	80.50
628.12292					CHARLES & VERONICA SOTO	
				INV	Catering for term volunteers June 2013	239.00
				INV	Catering for term volunteers May 2013	202.20
				INV	Catering for term volunteers February, March and	71.20
				INV	Catering for term volunteers February, March and	44.50
				INV	Catering for term volunteers February, March and	97.90
628.12317					TECHSAND PTY LTD	
				INV	Repair tree damaged path in Godetta Gdns	1,197.12
				INV	Repair damaged footpath at 20 Walpole, Swanbourne	1,795.68
				INV	Installation of concrete pram ramps - Alfred Road	1,215.64
628.1235					CBCA WA Branch Inc	
				INV	promotional merchandise for children's book week	87.50
628.12371					Lamp Replacements Australia Pty Ltd	
				INV	x1 box of PLC1804 PH light globes for Nedlands	44.00
628.12466					Soil Aint Soils	
				INV	Limestone spools for railway edging.	481.50
628.12580					LG NET	
				INV	Employment Advertisement - Engineering Technical	132.00
628.12620					Lloyd Acoustics	
				INV	acoustic consultant attendance at caf�� to verify	9,141.00
628.12682					SYNERGY	
				INV	Lt 368 Kirkwood Rd (19/5/13-18/7/13)	407.00
				INV	Lt 1 Odern Cres (19/5/13-16/7/13)	1,881.35
				INV	108 Smyth Rd (14/6/13-18/7/13)	72.80
628.12735					COMFORT KEEPERS	



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				INV	Provision of domestic assistance to HACC clients	841.47
628.12755					IRRIGATION AUSTRALIA LTD	
				INV	Delegate Registration for Waterwise Irrigation	330.00
628.12765					PERTHWASTE PTY LTD	
				INV	SO 2012/13 Residential Services	33,437.71
628.12810					PLAYMASTER PTY LTD	
				INV	Please supply Safety Stairs 800mm as per	605.00
628.12890					Mr M R Cole	
				INV	Broadband Reimbursement 7/6/13-6/7/13	69.95
628.12914					The Worm Shed	
				INV	Worm Farm for 63 Hardy Road, Nedlands (Blesing)	217.00
628.12933					Ms M Granich	
				INV	Reimbursement of Tuition Fees	584.80
628.12951					Rainbow Mulch Australia	
				INV	Please supply 20 cubes of 'Fire Chief Red' mulch.	2,000.00
628.13010					Quick Colourprint	
				INV	Name Badge - Craig -	71.80
				INV	Business Cards - Patricia Panayotou /Phoebe	188.00
628.13123					TOLL PRIORITY	
				INV	Outgoing Collection Mail June 2013	344.11
628.13129					Quality Traffic Management Pty Ltd	
				INV	Traffic Management Services Aberdare Road	461.43
				INV	Traffic Management Services Underwood & Brockway	906.05
				INV	Traffic Management Services Railway Rd	609.12
628.13267					Dept of Transport	
				INV	Vehicle Search Fees June 2013	1,512.80
628.13268					PPC WORLDWIDE PTY LTD	
				INV	Employee Assistance Program - 1/7/2013 to	6,710.00
628.13412					QUICK CORPORATE AUSTRALIA	
				INV	Standing Order- White A4 Printing Paper -	173.58
				INV	Web Order 491407	46.49
628.13476					ROAD SIGNS AUSTRALIA PTY LTD	
				INV	Supply and Installation of street & parking signs	1,855.37
628.13480					DU Electrical Pty Ltd	
				INV	Rewire Switchboard for Allen Park Truck Fill	1,507.00
				INV	Supply and install remote operation at Allen	564.30
				INV	Paul Hasluck Reserve - Pump start fault - find	115.50
				INV	Daran Park - check and test aerator and	308.00



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628.13652					Sustainable Outdoors	
INV					Greenway Maintenance	4,018.00
INV					Greenway maintenance Underwood Avenue, Stubbs	2,025.37
628.13697					Super Sealing Pty Ltd	
INV					Crack Sealing	35,222.00
628.13713					Kinetic Health Group Pty Ltd	
INV					pre-employment medical - unqualified childcare	156.20
628.13798					Aloma Berg	
INV					Items Sold During Exhibition Less 25% Commission	262.50
628.13803					Snap Printing Northbridge	
INV					1100 Clare McCarthy Invitations DL 2013 (300gsm)	396.00
628.13877					47 On Kirwan	
INV					Catering for Project Team Meeting - 12/6/13	247.50
628.13931					Enviro Sweep	
INV					City Wide Scheduled Street Sweeping in accordance	16,225.00
INV					City Wide Additional Street Sweeping in	3,432.00
628.13944					Ergolink	
INV					MOUSE GOLDTOUCH LEFT HAND	71.60
628.13977					Engineering Approvals	
INV					Engineering DCU Consultancy Services - STANDING	385.00
628.13990					Vehequip	
INV					Supply and fit new hands free phone kit to suit	532.40
INV					Supply and fit new hands free phone kit to suit	532.40
INV					Supply and fit hands free phone kit for Rangers	532.40
INV					Supply and fit new cradle for HTC Rangers phone.	185.90
INV					Supply and fit full hands free kit for new	532.40
628.13992					Get Wet Ponds & Aquariums	
INV					Fish Tank Servicing - City of Nedlands Front	77.00
628.14017					Mr M Goodlet	
INV					Reimbursement of Fees and Books	1,131.75
628.14071					M Devine	
INV					Tutor payment School Holiday Cartoons Term 3 2013	240.00
628.14075					Austin Computers	
INV					Supply of Two 24in Monitors, graphics cards and	986.00
628.14090					Western Technical Services	
INV					inspect ,de-gas aircon, remove & re-install	929.50
628.14105					Picture of Health Personal Training	
INV					Exercise Sessions for DRC Clients on 10/7, 17/7,	120.00



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			628.14126	AccountAbility		
			INV		Yvonne Quill Week Ending 14/7/13	2,233.72
			628.14136	C-Wise		
			INV		Supply Moisture Mulch	1,980.00
			INV		Supply Moisture Mulch	1,980.00
			628.14142	Ms E Pearce		
			INV		Author Talk	350.00
			628.14165	Bridgestone Select Nedlands		
			INV		Supply, fit, balance and env disposal 2 Steel	690.00
			628.14166	Department of Lands		
			INV		Payment of Lease (Naked Fig Cafe) 6 months	9,058.38
			628.145	PROTECTOR ALSAFE PTY LTD		
			INV		Supply 1 x Jacket BTH A/S F/R+REF CWWB0060 YE 117	146.41
			INV		Supply Resp Disp 3M 8812 P1 V	91.89
			INV		Supply Wipes Lens Cleaner Prosafe UWIFE01 500	242.00
			628.2075	Landgate		
			INV		Online Transactions June 2013	588.00
			628.2600	FORPARK AUSTRALIA		
			INV		12 x Bridge Board Timber 870 (7163) 24 x	501.60
			628.2987	Hewlett-Packard Australia Pty Ltd		
			INV		Trim Annual Maintenance - 140 Licenses - HP	14,495.55
			628.345	Environmental Health Aust (WA) Inc		
			INV		Enviornmental Health Australia- EHA Seminar/	265.00
			628.3580	JASON SIGNMAKERS		
			INV		RFQ Supply & Installation of Signage	363.00
			INV		RFQ Supply & Installation of Signage	19,297.85
			628.3910	KLEENIT PTY LTD		
			INV		City Wide Graffiti Removal - Standing Order till	1,192.57
			628.4120	Lightning Laundry		
			INV		PROCC June 2013 laundry	384.00
			628.4150	LO-GO Appointments		
			INV		S. Baulch Week Ending 13/7/13	1,716.00
			INV		Weekending 22/6/13, J.Jones, labourer parks and	1,454.86
			INV		Weekending 22/6/13, R.Jones, labourer parks and	1,454.86
			INV		Weekending 29/6/13, J.Jones, labourer parks and	1,797.18
			INV		Weekending 29/6/13, R.Jones, labourer parks and	1,797.18
			628.4500	McLeods Barristers & Solicitors		
			INV		Matter No 33309 24-38 Nidjalla Loop unlawful	1,493.90



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				INV	Matter No. 33361 136 Victoria Avenue, Dalkeith	4,223.75
				INV	Matter No. 33361 136 Victoria Avenue -	959.75
			628.4660		MODERN TEACHING AIDS PTY LTD	
				INV	office and art and craft	499.95
			628.4782		LGIS INSURANCE BROKING	
				INV	Motor Vehicle Insurance Renewal for 30/06/2013 to	78,714.10
				INV	Councillors and Officers Liability Insurance	10,038.67
			628.4783		LGISWA	
				INV	Non Attendance Charge for Screening	58.85
				INV	Casual Hirers Liability Insurance Renewal for	3,927.00
				INV	Public Liability and Products Liability Insurance	84,604.43
				INV	Fidelity Guarantee Insurance Renewal 30/06/2013	1,933.43
				INV	Workers Compensation Cover Insurance Renewal for	106,461.22
				INV	LGIS Protection Policy Insurance Renewal for	64,768.64
			628.5120		Office Line	
				INV	Supply of 4 new workstations at various sizes and	327.80
			628.5682		WA HINO SALES & SERVICE	
				INV	Air, oil and filter kit. fuel filter assy. Hino	233.13
			628.6600		St John Ambulance Association in	
				INV	2 Day Apply First Aid - Shaun Fletcher- Claremont	199.00
				INV	2 Day Apply First Aid - Faith Taylor- Claremont	199.00
				INV	Mark Harman First Aid Course	137.50
			628.741		Boyan Electrical Services	
				INV	Princess Roundabout - Check emergency lighting.	88.00
			628.8010		Staples Australia Pty Ltd	
				INV	STATIONERY	452.24
629	EFT TRANSFER: - 31/07/2013	31/07/2013	-459,577.71	629.100	Advantech Mobile Auto Electrics	
				INV	VEHICLE REPAIRS	233.75
				629.10516	Giant Autos (1997) Pty Ltd	
				INV	75892 JG30A Front Guard, 74815 JG00A LH floor	205.99
				629.10687	Advanced Spatial Technologies Pty L	
				INV	AutoCAD Subscription Renewal: 3xAutodesk	4,720.76
				629.11804	West Australian Local Government As	
				INV	Post Advert 3 insertions for Affinity Club	668.58
				INV	Local Biodiversity Program 2013/14 subscription	1,710.50
				INV	Association Membership Subscripton for 2013/14	18,689.20
				INV	WALGA Tax Service 2013/14 Subscription	2,013.00
				INV	Roman II Pavement Management Services	7,097.20



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				INV	Employee Relations Service (Workplace Solutions)	8,145.50
				INV	UWA Biological Support ODP Advertising - POST	379.78
				629.12180	Artist's Chronicle	
				INV	Advertising for Emerge Youth Art Awards to appear	570.00
				629.12357	Nedlands Newspaper Delivery	
				INV	Newspaper Delivery to Nedlands July 2013	242.76
				629.12447	Repeat Plastics WA	
				INV	Directional bollards black (125mm sq x 1.5m) -	521.40
				629.12507	Carpet Force (Commercial) Pty Ltd	
				INV	Spare carpet tiles for depot	275.00
				629.12514	PUBLIC LIBRARIES AUSTRALIA	
				INV	Renewal of Public Libraries Australia Membership	385.00
				629.12580	LG NET	
				INV	LG net Employment Advertisement - Senior	165.00
				629.12644	Insight CCS	
				INV	CONTRACT CA0126 A/HRS CALL SVCE	210.67
				629.12656	COPYRIGHT AGENCY LIMITED	
				INV	Service contract line(s) included in: Licence:	3,003.83
				629.12677	Wilson Security	
				INV	JLP Patrol June 2013	224.38
				629.12682	SYNERGY	
				INV	U A Lt 3128 Esplanade 25/6/13-19/7/13	254.65
				INV	U TS Lt 11694 Montgomery Ave 22/5/13-16/7/13	865.50
				INV	61 Clement St (19/5/13-16/7/13)	318.85
				629.12735	COMFORT KEEPERS	
				INV	Provision of domestic assistance to HACC clients	256.74
				629.12765	PERTHWASTE PTY LTD	
				INV	Prepayment for August 2013	90,100.00
				629.12773	Tassie Devil Line Marking	
				INV	Mark out bay and stencil 600mm Keep Clear at	330.00
				629.1280	Chubb Fire & Security Pty Ltd	
				INV	fire appliance testing - Claremont community	248.60
				629.12847	LANIER (AUSTRALIA) PTY LTD	
				INV	Copiers/ Leases for June 2013	7,846.08
				629.12902	Tomomi Yamamoto	
				INV	Tutor payment Term 3 2013 School Holidays Origami	94.00
				629.12929	EMERSON NETWORK POWER AUST P/L	
				INV	servicing of humidifier at nedland library	422.40



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629.12960					Atlantic Therapy Services	
INV					Assist in Day Respite Centre at NCC on 2nd & 4th	268.16
629.13081					Green Steam Australia Pty Ltd	
INV					Carry out 1 complete Laneway Slashing round	6,377.67
629.13290					Mr V R Senathirajah	
INV					Reimbursement Broadband 08/07/13-08/08/13	59.95
629.13384					Harvey Fresh	
INV					Weekly Milk Delivery - July to December 2013	69.39
629.13412					QUICK CORPORATE AUSTRALIA	
INV					Web Order 493567	146.38
INV					Standing Order- White A4 Printing Paper -	173.58
629.13480					DU Electrical Pty Ltd	
INV					Mason Park - Install new SDS 50 controller.	588.50
629.13713					Kinetic Health Group Pty Ltd	
INV					pre-employment medical Prawina Hunton - Community	156.20
629.13733					West Coast Spring Water P/L	
INV					15L Cooler bottle water supply to NCC	27.00
INV					15L Cooler bottle water supply to NCC	21.75
INV					15L Cooler bottle water supply to NCC	14.50
629.13777					Covs Parts Pty Ltd	
INV					Navra battery switches,(2) lockout kit (2)	59.90
INV					Navra battery switches,(2) lockout kit (2)	416.02
629.13802					Kool Digital Graphics	
INV					Waste Management Guide - for Chaminda Mendis	6,303.00
629.13824					ALS Library Services Pty Ltd	
INV					Standing order for Adult Library Stock Nedlands	18.39
629.13886					Allspray Equipment	
INV					Predator, Root mulcher and Golden Drain cleaner	995.00
629.13895					Ms M B Hulls	
INV					Reimbursement Mobile for June 2013	125.26
629.13937					Doghouse Media Pty Ltd	
INV					VPS with Support retainer: City of Nedlands VPS	1,650.00
629.13938					HAS Earthmoving	
INV					Storm Water Pipe Installation Services	3,603.99
629.13977					Engineering Approvals	
INV					Engineering DCU Consultancy Services - STANDING	385.00
629.14074					Neri Roofing Contractors	
INV					Supply and install cliplock roof to Allen Park	9,790.00



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629.14075					Austin Computers	
INV					Netgear WN3500RP Universal Dual Band WiFi Range	263.00
629.14080					RANDSTAD	
INV					Michelle Reilly Week Ending 7/7/13	861.18
629.14090					Western Technical Services	
INV					Supply and install split Daikin unit to new Retic	2,084.50
629.14126					AccountAbility	
INV					Yvonne Quill Week Ending 21/7/13	2,076.04
629.14139					PERTH ASBESTOS REMOVAL COMPANY	
INV					REMOVAL & DISPOSAL OF DUMPED ASBESTOS SHEETING -	198.00
629.14159					Unirack	
INV					x1 long span shelf (2012-8) x1 long span shelf (565.00
629.14167					CLE Town Planning & Design	
INV					Breakfast- CLE Town Planning meet - Andrew	92.00
629.14175					RGM Artists Pty Ltd	
INV					Stefania Muscara Book Launch	175.00
INV					Daniela Pirone Book Launch	175.00
629.2558					FLEXIBLE DRIVE AGENCIES	
INV					Trico TB 550 Wiper blade assemblies (6off). Plus	192.06
629.3616					J & K HOPKINS	
INV					x3 star corkboards 600 W x 900 H	117.00
629.4040					The Lane Bookshop	
INV					Standing order for Library Stock Nedlands from	15.96
INV					Standing order for Library Stock Nedlands from	82.33
629.4150					LO-GO Appointments	
INV					S Baulch Week Ending 20/07/2013	1,670.24
629.4500					McLeods Barristers & Solicitors	
INV					Matter No. 34047 Swimming pool inspections	739.20
629.4788					LGISWA - Workcare	
INV					Additional Contribution for Workers Compensation	5,490.10
INV					Additional Contribution for Workers Compensation	107,298.40
629.5120					Office Line	
INV					Suppl of 4 new workstations at various sizes and	1,113.20
629.6030					Richgro Gardening Products	
INV					Supply 20 x 500ml Lime Sulfur Pesticide for Rose	117.70
629.6100					JARAM FLEET EQUIPMENT	
INV					Materials and Labour for fitting out of Hyundai I	7,805.32



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				629.6560	Southern Scene Pty Ltd	
				INV	pack of 50 headphones for Playaways at Nedlands	49.50
				629.6600	St John Ambulance Association in	
				INV	Apply First Aid Course - Glen Carroll	199.00
				629.6983	TELSTRA CORPORATION LTD	
				INV	Landline Charges to 13/7/13 Equipment to 13/8/13	5,091.51
				INV	BigPond Internet access at Mt Claremont Library	59.95
				INV	July 2013 Telstra Mntly internet data, Line and	11,690.97
				629.741	Boyan Electrical Services	
				INV	Electrical maintenance - Depot	181.50
				INV	Electrical maintenace - Nedlands Library	682.00
				INV	Replace burnt out flood light - Invoice No: 17790	710.60
				INV	Charles Court Reserve - Check Flood lights -	88.00
				INV	Bruce Street Roundabout - Found burnt out power	88.00
				629.760	Brealey Plumbing Service	
				INV	fix toilet & leaking handbasin at foreshore rugby	247.50
				INV	unblock drain at tressilian	253.00
				INV	new tapware at john leckie pavillion	154.00
				INV	unblock staff female toilets at nedlands library	198.00
				629.7675	Landgate - GRV	
				INV	Gross Rental Valuations - GRV Schedules	165.14
				629.8010	Staples Australia Pty Ltd	
				INV	Kitchen and stationary supplies for depot and	309.57
				INV	Kitchen and stationary supplies for depot and	22.53
				INV	Kitchen and stationary supplies for depot and	526.02
				INV	STATIONERY	189.59
				INV	Kitchen and stationary supplies for depot and	262.13
				INV	Monitor supports - item code 87070186	542.67
				629.8242	West Metro Regional Council	
				INV	WASTE DISPOSAL	29,592.52
				INV	WASTE DISPOSAL	32,752.02
				629.9872	Civica Pty Ltd	
				INV	Authority Annual Licence Renewal fee August 2013	41,937.50
				INV	Authority managed services implementation Aug 13	9,350.00
				INV	Authority managed services July 2013	9,350.00
				INV	Annual Licence Fee Renewal Integration - QAS	2,304.50
630 EFT TRANSFER: - 31/07/2013		31/07/2013	-191,261.68	630.11944	COMMUNICATIONS AUSTRALIA PTY LTD	
				INV	Jul-Sep 2013 Comms Australia PABX /Telephone	1,511.32



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			630.12826		Catherine Schilizzi	
			INV		TERM 3-2013 TUTOR FEES FRENCH CLASS x 9 2013	7,488.00
			630.14126		AccountAbility	
			INV		Yvonne Quill Week Ending 7/7/13	1,997.20
			INV		Yvonne Quill Week Ending 28/7/13	2,076.04
			630.14155		Miss D Andree	
			INV		Term 3 Tutor payment 2013 Intro to sewing cont.	752.00
			630.14170		Civcon Civil & Project Management	
			INV		Hot Asphalt Road Resurfacing - Adams Road Civil	134,491.49
			630.14173		Miss J R Mitchell	
			INV		Term 3 Tutor payment school holiday Fimo 2013	141.00
			630.14174		Sally Watts	
			INV		Term 3 tutor payment school holiday Paper Mache x	891.00
			630.8242		West Metro Regional Council	
			INV		WASTE DISPOSAL	20,963.12
			INV		WASTE DISPOSAL	20,950.51

Total EFT -\$3,207,374.20

TOTAL PAYMENTS

-\$3,294,867.91

NAB - Trust Account

CHEQUE

11729	***** CANCELLED *****	11/07/2013	0.00			
11730	***** CANCELLED *****	11/07/2013	0.00			
11731	***** CANCELLED *****	11/07/2013	0.00			
11732	***** CANCELLED *****	11/07/2013	0.00			
11733	***** CANCELLED *****	11/07/2013	0.00			
11734	***** CANCELLED *****	11/07/2013	0.00			
11735	CONCERTWORKS	11/07/2013	-170.00	RFND	REFUND HALL & KEY BOND DRABBLE HOUSE	170.00
11736	M N TRAN	11/07/2013	-1,500.00	RFND	56 MERIWA ST - FOOTPATH REFUND	1,500.00
11737	J C WRIGHT	11/07/2013	-1,500.00	RFND	36 MAYFAIR ST - FOOTPATH REFUND	1,500.00
11738	M W CLAYDON	11/07/2013	-1,500.00	RFND	19 ROCKTON ROAD - FOOTPATH REFUND	1,500.00
11739	B G MCGEORGE	11/07/2013	-1,500.00	RFND	2 RENE ROAS - FOOTPATH REFUND	1,500.00



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11740	M E STANBOROUGH	11/07/2013	-1,500.00	RFND	98 DALKEITH RD - FOOTPATH REFUND	1,500.00
11741	CONSTRUCTION TRAINING FUND	18/07/2013	-19,705.15	INV	RECONCILIATION AND RETURN JUNE 2013	19,705.15
11742	DEPT OF COMMERCE- BUILDING COMMISSI	18/07/2013	-6,222.14	INV	RECONCILIATION AND RETURN JUN 13	6,222.14
11743	R J SMITH	18/07/2013	-71.00	RFND	REFUND KEY BOND LAWLER PARK TENNIS COURT	71.00
11744	H SAKARAPANI	18/07/2013	-1,500.00	INV	REPLACEMENT LOST CHEQUE 11709	1,500.00
11745	MS S MACLEAY	18/07/2013	-153.00	RFND	TRESILLIAN STUDIO BOND RETURN - MACLEAY	153.00
11746	MS C ROCCHI	18/07/2013	-55.00	RFND	TRESILLIAN STUDIO KEY BOND	55.00
11747	MS K ELDER	18/07/2013	-55.00	RFND	TRESILLIAN STUDIO & KEY BOND	55.00
11748	MS K ELDER	18/07/2013	-200.00	RFND	TRESILLIAN STUDIO & KEY BOND	200.00
11749	D DRAKE-BROCKMAN	18/07/2013	-250.00	RFND	TRESILLIAN STUDIO & KEY BOND	250.00
11750	MS E RICHARDS	18/07/2013	-55.00	RFND	TRESILLIAN STUDIO & KEY BOND	55.00
11751	WEBB&BROWN-NEAVES	18/07/2013	-1,500.00	RFND	33 VAN KLEEF CIRCUIT - FOOTPATH REFUND	1,500.00
11752	DELTA GROUP	18/07/2013	-1,500.00	RFND	37 LEMNOS ST - FOOTPATH REFUND	1,500.00
11753	MR R SZKLARZ	18/07/2013	-1,500.00	RFND	85 VICTORIA AVENUE - FOOTPATH REFUND	1,500.00
11754	T CHAN	18/07/2013	-205.00	RFND	TRESILLIAN KEY & HIRE BOND	205.00
11755	J C POLE	25/07/2013	-1,500.00	RFND	41 WEBSTER ST - FOOTPATH REFUND	1,500.00
11756	MR W B LONG	25/07/2013	-1,500.00	RFND	35 MENGLER AVE - FOOTPATH REFUND	1,500.00
11757	APG HOMES	25/07/2013	-1,500.00	RFND	36 MAYFAIR STREET - FOOTPATH REFUND	1,500.00
Total CHEQUE			-45,141.29			
TOTAL PAYMENTS			-45,141.29			

CPS28.13 Policy Review

Committee	10 September 2013
Council	24 September 2013
Applicant	City of Nedlands
Officer	Phoebe Huigens, Policy & Projects Officer
Director	Michael Cole, Director Corporate & Strategy
Director Signature	
File Reference	CRS/065/02
Previous Item	

Executive Summary

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

Recommendation to Committee

Council:

1. approves the following policies:
 - a. Non Grant Financial Support to Community Organisations
 - b. Insurance
 - c. Legal Representation for Elected Members and Employees
 - d. Management of Information for Elected Members
 - e. Rights of Way – Maintenance
 - f. Encroachments on to Rights of Way
 - g. Bee Keeping
 - h. Assignment of House Numbers
 - i. Staff Superannuation Contributions

2. revokes the following policies:
 - a. Community Engagement

Strategic Plan

KFA: Governance and Civic Leadership

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

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

Background

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

Key Relevant Previous Council Decisions:

Not applicable.

Discussion

The procedure for policy review is as follows:

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

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

The following policies were last reviewed in 2010 and are therefore due for review. They were supported at the Councillor Briefing of 20 August 2013 and no changes are proposed:

- Non Grant Financial Support to Community Organisations
- Insurance
- Legal Representation for Elected Members and Employees
- Management of Information for Elected Members

- **Rights of Way – Maintenance**
This policy was last reviewed in 2010 and is therefore due for review. This policy has been redrafted to reflect that generally Council will maintain, but not upgrade, rights of way. It was supported at the Councillor Briefing of 20 August 2013.
- **Encroachments on to Rights of Way**
This is a new policy to deal with instances where structures are encroaching on to public rights of way (laneways). It was supported at the Councillor Briefing of 20 August 2013.
- **Bee Keeping**
This is a new policy developed in response to an application received by Council in February 2012 to keep a hobby bee hive at a residence in the City of Nedlands. It was supported at the Councillor Briefing of 20 August 2013.
- **Assignment of House Numbers**
This is a new policy to replace the existing delegation. Administration has identified that Administration can administer Council's policy without the need for a delegation, therefore the policy is presented here for adoption. It was supported at the Councillor Briefing of 20 August 2013.
- **Staff Superannuation Contributions**
The Staff Superannuation Contributions Policy has been amended to recognize the increase in employer contributions over coming years. Instead of expressing a fixed percentage of 11%, the policy has been amended to reflect an additional 2% above the superannuation guarantee rate (currently 9.25%, increasing yearly by 0.5% up to 12% by the year 2019/20).
- **Community Engagement**
The Community Engagement policy was developed in 2010 following a poor result attained by the City in the Community Perception Survey for keeping the community informed. Since that time, community engagement has become standard practice at the City of Nedlands, and it is therefore felt that it is no longer required as a Council Policy. Administration proposes the revocation of the Community Engagement policy, to be replaced by a Community Engagement Administrative Protocol instead.

Consultation

Required by legislation:

Yes ☐

No ☒

Required by City of Nedlands policy:

Yes ☐

No ☒

The draft policies were workshopped with and supported by elected members at the Councillor briefing of Tuesday 20th August 2013.

Legislation / Policy

Local Government Act 1995

Budget/Financial Implications

Within current approved budget:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Requires further budget consideration:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Risk Management

Risk management processes are built into operational guidelines where appropriate.

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

Conclusion

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

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

Attachments

- 1. Non Grant Financial Support to Community Organisations**
- 2. Insurance**
- 3. Legal Representation for Elected Members and Employees**
- 4. Management of Information for Elected Members**
- 5. Rights of Way – Maintenance**
- 6. Encroachments on to Rights of Way**
- 7. Bee Keeping**
- 8. Assignment of House Numbers**
- 9. Staff Superannuation Contributions**
- 10. Community Engagement**

Non Grant Financial Support to Community Organisations for Capital Works

KFA	KFA area
Status	Council
Responsible division	Community Development
Objective	To provide guidelines for Council's consideration of applications from Community Organisations for non grant financial support in the form of guarantees, loan funds or similar for capital works.

Context

From time to time Community organisations and sporting clubs approach the City for financial support which is not in the form of a grant or subsidy.

Statement

1. Council may consider applications from community organisations or sporting clubs for the non-grant financial support of capital works on land leased from Council, in the form of a guarantee or a loan.
 2. It is Council's preference that community organisations and sporting clubs proposing to undertake capital works attempt to source funding elsewhere (including subsidies and donations available under Council Policy "Council Provided Grants, Subsidies and Donations") before making application for non-grant financial support from Council
 3. In determining any application Council will have regard for the interests of the community as a whole as well as those of the community organisation or sporting club seeking support.
-

Related documentation

Nil

Related Local Law/legislation

Nil

Related delegation

Nil

Issued

24 July 2001 (Report C79.01)
10 December 2002 (Report C99.02)

Amendments

10 December 2002 (Report C99.02)
25 November 2003 (Report C75.03)
14 December 2004 (Report C75.04)
22 November 2005 (Report CP35.05)

Insurance

KFA	KFA 5 Governance
Status	Council
Responsible Division	Corporate & Strategy
Objective	To ensure that provision is made for the adequate insurance cover of Council's assets and insurable risks including Elected Members and staff.

Context

As part of the City's Risk Management Strategy, insurance cover is sought to offset the financial risks arising from loss, theft or accidental damage.

Statement

- 1) Council requires the Chief Executive Officer to ensure that adequate insurance cover is in place at all times.
- 2) Council requires that each year prior to the expiry of the existing insurance, the Chief Executive Officer shall invite Council's insurers to meet prior to the end of the financial year to discuss and review Council's annual insurance requirements and that the Chief Executive Officer, or their nominee, is to provide a report to Council advising of the insurance cover (and associated costs) put in place following the expiry of the existing insurance policies as soon as practicable after the budget is adopted.
- 3) Council supports the Local Government industry initiatives to reduce insurance premiums through the self insurance schemes for workers compensation and public liability (the City of Nedlands was a foundation member of both schemes). Notwithstanding, the interests of the City of Nedlands are paramount and the choice of insurer for all forms of cover shall be that determined to be in the City of Nedlands best interests.
- 4) For the purposes of Industrial Special Risks insurance cover the Chief Executive Officer shall ensure that adequate provision for the value of buildings is reflected in the policy at each annual renewal.
- 5) The Chief Executive Officer may engage the services of a broker or seek other professional advice to source insurance and to obtain competitive premiums.

Related Documentation

Nil

Related Local Law / Legislation

Local Government Act 1995

Related Delegation

Nil

Issued

26 October 2010 (Report CM26.10)

Amendments

Nil

Legal Representation for Elected Members and Employees

KFA	KFA 5 Governance
Status	Council
Responsible Division	Corporate & Strategy
Objective	To determine when it is appropriate to pay legal representation costs for elected members or employees.

Context

The policy sets the parameters and conditions for payment of legal representation for Elected Members and Employees.

There are four major criteria for determining whether the City of Nedlands will pay the legal representation costs of an elected member or employee. These are:

- the legal representation costs must relate to a matter that arises from the performance, by the elected member or employee, of his or her functions;
- the legal representation costs must be in respect of legal proceedings that have been, or may be commenced;
- in performing his or her functions, to which the legal representation relates, the elected member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- the legal representation costs do not relate to a matter that is of a personal or private nature.

Definition

Approved lawyer is to be:

- a 'certified practitioner' under the *Legal Practice Act 2003*;
- from a law firm on the City of Nedlands panel of legal service providers, if relevant, unless the Council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
- approved in writing by the Council or the Chief Executive Officer under delegated authority.

Elected member or employee means an elected member of the Council of the City of Nedlands or an employee of the City of Nedlands.

Legal proceedings may be civil, criminal or investigative.

Legal representation is the provision of legal services, to or on behalf of an elected member or employee, by an approved lawyer that are in respect of:

- a matter or matters arising from the performance of the functions of the elected member or employee; and
- legal proceedings involving the elected member or employee that have been, or may be, commenced.

Legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

Legal services includes advice, representation or documentation that is provided by an approved lawyer.

Payment by the City of Nedlands of legal representation costs may be either by:

- a direct payment to the approved lawyer (or the relevant firm); or
- a reimbursement to the elected member or employee.

Statement

Examples of legal representation costs that may be approved

The City of Nedlands may approve the payment of legal representation costs for the following reasons:

- where proceedings are brought against an elected member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the elected member or employee; or
- to enable proceedings to be commenced and/or maintained by an elected member or employee to permit him or her to carry out his or her functions – for example where an elected member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the elected member or employee; or
- in the event of a local government enquiry or complaint lodged against an elected member or employee, to permit him or her to provide a proportionate response – for example when questioned by a member of the legal profession; and
- where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about elected members or employees.

The City of Nedlands will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by an elected member or employee.

Application for payment

An elected member or employee who seeks assistance under this policy is to make an application(s), in writing, to the Chief Executive Officer.

For payment to be made, the written application for payment of legal representation costs is to give details of:

- the matter for which legal representation is sought;
- how that matter relates to the functions of the elected member or employee making the application;
- the lawyer (or law firm) who is to be asked to provide the legal representation;
- the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
- an estimated cost of the legal representation; and
- why it is in the interests of the City of Nedlands.

The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

As far as possible the application is to be made before commencement of the legal representation to which the application relates.

The application is to be accompanied by a signed written statement by the applicant that he/she:

- has read, and understands, the terms of the policy;
- acknowledges that any approval of legal representation costs is conditional on the repayment provisions and any other conditions to which the approval is subject; and
- undertakes to repay to the City of Nedlands any legal representation costs.

When a person is to be in receipt of such monies the person should sign a document which requires repayment of that money to the local government as may be required by the local government and the terms of the policy.

An application is also to be accompanied by a report prepared by the Chief Executive Officer or where the Chief Executive Officer is the applicant by an appropriate employee.

Legal representation costs – Limit

The Council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

An elected member or employee may make a further application to Council in respect of the same matter.

Council's powers

The Council may:

- refuse;
- grant; or
- grant subject to conditions;

an application for payment for legal representation costs.

Conditions may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the City of Nedlands' elected members or employees insurance policy or its equivalent.

The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

The Council may determine that an elected member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:

- not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- given false or misleading information in respect of the application.

If a determination is made by the Council it can only be on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

Where the Council makes a determination, the legal representation costs paid by the City of Nedlands are to be repaid by the elected member or employee.

Delegation to Chief Executive Officer

In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the Chief Executive Officer may exercise, on behalf of the Council, approval to a maximum of \$10,000 in respect of each application.

An application approved by the Chief Executive Officer is to be submitted to the next ordinary meeting of the Council. Council may exercise any of its powers under this policy.

Repayment of legal representation costs

An elected member or employee whose legal representation costs have been paid by the City of Nedlands is to repay the City of Nedlands:

- all or part of those costs in accordance with a determination by the Council;
- as much of those costs as are available to be paid by way of set-off – where the elected member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the City of Nedlands paid the legal representation costs.

The City of Nedlands may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

Related documentation

Nil

Related Local Law / Legislation

Sections 3.1, 6.7(2) and 9.56 of the Local Government Act 1995

Related delegation

Nil

Issued

24 August 2010 (Report CM21.10)

Amendments

Nil

Rights of Way **Upgrading**

KFA	KFA 1 Infrastructure
Status	Council
Responsible Division	Technical Services
Objective	To establish a program for the upgrading of all public Rights-of-Way.

Context

Council will maintain ~~a programme for the upgrading of~~ rights of way to provide a safe environment for pedestrians and a trafficable surface for motorists that will be of benefit to the general community and reduce the City's public liability risk.

Statement

The priority for the construction of rights of way will be established on the basis of vehicle and pedestrian usage, existing surface condition, drainage and the condition of private fencing.

Council is responsible for the general maintenance of, but not the upgrading, of rights of way. Upgrades will be undertaken by the City on a cost-recovery basis at the cost of adjoining land owners.

Where ratepayers have vehicle access to their property from the right of way, the ratepayer will pay for the section of the upgrade leading in to their property.

Where a right of way upgrade forms part of a Development Application, the ratepayer whose Development Application it is will pay for the upgrade of the right of way for the full length of their property, and the full width of the right of way.

Related documentation

Rights of Way – Upgrading Procedure

Related Local Law / Legislation

Local Government Act 1995 : Sections 3.54, 6.11 and 6.16

Related delegation

Nil

Issued

Nil

Amendments

27 October, 1998 (Report T54.98)
24 April 2001 (Report T20.01)
28 October 2003 (Report T29.03)
23 November 2004 (Report T34.04)
13 December 2005 (Report CP36.05)

Management of Information for Elected Members

KFA	KFA 5 Governance
Status	Council
Responsible Division	Corporate & Strategy
Objective	To provide for the compliance by Elected Members with the <i>State Records Act 2000</i> .

Context

Elected Members may during the course of their duties create records that are required to be retained.

Statement

Council will file and archive any public record created or received by Elected Members in the course of their duties that is required by the *State Records Act 2002* to be retained.

Related Documentation

Nil

Related Local Law / Legislation

State Records Act 2002

Related Delegation

Nil

Issued

14 December 2010 (Report CM29.10)

Amendments

Nil

Encroachments on to Rights of Way

KFA	KFA 3: Built Environment
Status	Council
Responsible division	Planning & Development
Objective	To allow for consistent decision-making in relation to development encroaching on to rights of way.

Context

The City is responsible for the control and management of public rights of way (laneways) within the locality.

The City has become aware of structures which are encroaching into rights of way. Examples of encroaching structures include fences, retaining walls and outbuildings. The City has also received development applications which propose the construction of new or replacement of existing structures which are located wholly or partly within a right of way.

This policy is to provide clarity and to outline a consistent approach to dealing with encroachments on to rights of way.

Statement

Development Applications

1. Council will not approve any development applications proposing development which is located wholly or partially within a right of way.
2. Where a development application is received and it is established that there are existing structure/s located wholly or partially on the right of way, Council will not grant retrospective approval for the encroaching structure/s.

Removal of Existing Encroaching Structures

1. The City will require the removal of the encroaching structure/s by the landowner/s, in the following circumstances:
 - a. Where a utility provider or other public authority requires access to the right of way, and it is established that an encroaching structure/s restricts such access;
 - b. Where the City is repairing, undertaking maintenance and/or upgrading the right of way and it is established that there are existing structure/s located

wholly or partially in the right of way which impedes such works being carried out; or

- c. If it is established that there are existing structure/s located wholly or partially in the right of way and the City considers that the encroaching structure/s will adversely impact a neighbouring property and/or the locality.
2. For the purposes of this policy, where a structure is partially within a right of way the term 'landowner/s' refers to the owner/s of the private land; and where a structure is wholly within a rights of way the term ' landowner/s' refer to the owner/s of the property immediately adjacent to the encroaching structure.

Related documentation

Nil

Related Local Law/legislation

City of Nedlands Town Planning Scheme No.2
City of Nedlands Thoroughfares Local Law
Council Policy 4.8 Rights of way - Upgrading

Related delegation

Nil

Issued

Date approved by Council

Amendments

Nil

Bee Keeping

KFA	Community Development
Status	Council
Responsible division	Planning & Development
Objective	To allow the keeping of bees within the City of Nedlands subject to appropriate management to avoid nuisance.

Context

On 28 February 2012 Council approved the retention of a hobby bee hive at a residence in the City of Nedlands. Conditional to this approval Council resolved that the City's Administration prepare a report outlining conditions under which approval for similar applications can be assessed under delegations by Administrative staff.

Statement

Honeybees possess a sting and therefore require proper and responsible management so they do not create a problem for neighbouring properties. The City notes that whilst bees exist in the natural environment, there are residents who enjoy keeping bees for recreation. There are occasions where the keeping of bees may be in conflict with those who have allergies or experience nuisance as a result of the keeping of bees. Effective management has been demonstrated to minimise adverse consequences that may result from keeping bees in a residential environment. The following items address essential considerations for keeping bee hive(s) in the City of Nedlands:-

1. Hive density
 - As per direction from the WA Department of Agriculture and Food, two or less hives are suitable for being kept within a single lot in a suburban metropolitan area.
2. Hive Placement
 - Bee hive(s) should not be positioned in the front yard of suburban residence
 - Where possible, bee hive(s) should be positioned out of sight of the public
 - Where practical the entrance of the hive(s) is to be located in such a direction that bees fly across the property allotment.
3. Barriers
 - Flight path barriers are recommended to be above 2m when crossing property boundaries. This may be achieved by using screens, shrubs, walls, hedges, fences, etc., thereby encouraging bees to fly at a height.
4. Lights

- It is recommended that a physical barrier, screen or similar is provided between the hive entrance and light sources from immediate properties.
5. Docile bees
 - The applicant is to monitor the hive to maintain a docile strain of bees.
 6. Hive management
 - The applicant must be able to justify that they have sufficient knowledge, expertise or experience to manage a bee hive and are capable of identifying problems that may arise, particularly in relation to swarm control, temperament of the colony, disease management and prevention, and maintenance of safety to nearby properties
 7. Notification to immediate residences
 - A City of Nedlands representative will advise immediate neighbours following receipt of an application to keep a bee hive(s)
 - Neighbours will be provided with 10 working days to comment in writing to the application.
 - If an objection is received the application for keeping bees is to be determined by the Chief Executive Officer
 8. Approval for the keeping of bees can be revoked at any time by the Chief Executive Officer. In the event that approval is revoked, the applicant has 21 days to remove all bees and hives from the property.

Related documentation

Nil

Related Local Law/legislation

City of Nedlands Health Local Laws 1997 Division 7 - Bee Keeping

Western Australian Beekeepers Act 1963

Related delegation

Nil

Issued

Date approved by Council

Amendments

Dates amendments approved by Council

Assignment of House Numbers

KFA	Natural and Built Environment
Status	Council
Responsible division	Planning and Development
Objective	To ensure proper and orderly property addressing

Context

Council supports the proper and orderly addressing of properties for both street addressing and postal addressing purposes, to ensure ease of property identification and to maintain orderly addressing throughout the City. This is achieved through reference to Australia New Zealand Standard for addressing (AS/NZS 4819:2011) and liaison with Landgate, as well as consultation with property owners where necessary.

Statement

House numbers will be assigned according to the following:

- a. Lots created within an established street which have previously been numbered, shall be assigned a whole number if available, but where this is not available, an (a) shall be assigned to the lot whose driveway next follows the consecutive numbering, a (b) shall be assigned to the lot whose driveway next follows the consecutive numbering
- b. Where an existing lot is subdivided in to two or more lots, the owner has the option to retain the original number for one lot, and subsequent lots shall be numbered in accordance with the provisions of this policy
- c. Where a new subdivision creates more than one new lot, street numbers shall be assigned in ascending order to the east and south sides of street and odd numbers to the west and north sides of the streets
- d. When it is found that an existing street numbering is causing problems for deliveries of mail or goods, the Chief Executive Officer will seek unanimous agreement of affected persons and adjust the numbering to remove the problem. When agreement cannot be achieved the matter shall be determined by the CEO
- e. Should an owner of a corner lot request a street number in the secondary street, this may be assigned if a whole number is available. A suffix to a number assigned to an adjoining house shall not be assigned without the written consent of the adjoining house
- f. Where changes to street numbers are proposed, priority will be given to allowing existing residents to retain their existing street numbers where possible

- g. Where a property is determined to require a secondary address for purposes of ease of identification, the City will allocate such an address in accordance with the provisions of this policy.

The Chief Executive Officer or Manager Property Services may write to or advise persons where street numbers issued are not readily legible or displayed requiring them to provide an adequate size numeral not less than 75mm high and fix it in a prominent place, preferably near the street boundary and entry to the property.

Related documentation

Nil

Related Local Law/legislation

Nil

Related delegation

Nil

Issued

Date approved by Council

Amendments

Dates amendments approved by Council

Staff Superannuation Contributions

KFA	Governance and Civic Leadership
Status	Council
Responsible division	Office of the Chief Executive Officer
Objective	To establish employer and employee superannuation contributions

Context

This policy sets out the criteria for the payment of government guaranteed superannuation to employees as well as additional superannuation contributions to employees where employees elect to make a voluntary contribution.

Statement

Council will contribute an additional amount to superannuation schemes for its staff at the levels provided for in the procedure associated with this policy to a maximum of 2% above the guaranteed superannuation rate.

For the Council to contribute the additional 2% to an employee's superannuation, the employee must become a full contributory member of the Local Government Superannuation Scheme.

Related documentation

Staff Superannuation Contributions Procedure

Related Local Law/legislation

Nil

Related delegation

Nil

Issued

27 April 1999 (Report C43.99)
23 November 2004 (report C65.04)
22 November 2005 (Report CP35.05)

Amendments

Nil

Community Engagement

KFA KFA 6 Community Engagement

Status Council

Responsible Division CEO Office

Objective To provide principles of community engagement to encourage greater community participation and aid the Council in its decision making process.

Context

Community Engagement and consultation refers to a broad range of tools and methodologies which are designed to encouraging community participation and help the City in its decision making

Principles of Community Engagement and Consultation.

The City is committed to undertaking robust and comprehensive engagement and consultation with its community to facilitate a dialogue on key decisions and projects.

To enable the Council to engage or consult with the community on any matter in a way that is open, transparent and accountable, the City must;

- Ensure that significant policies and programs submitted to Council detail community inputs regarding the social, economic and environmental impact on the community.
- Ensure that the community is adequately informed of City plans and the rationale for Council decisions.
- Apply community engagement and consultation methodologies or tools appropriate to the circumstance.
- Ensure that all community engagement programs include a feedback mechanism and consistent communication to all stakeholders involved and also the wider community.
- Ensure Community Engagement Plans are formulated for all community engagement or consultation undertaken.
- Ensuring adequate Timeframes for an consultation undertaken, including the opening and closing dates stated. A minimum of 10 working days should be allowed for a engagement or consultation period, unless otherwise stipulated by legislation.
- Ensure engagement and consultation are not to be conducted during the Summer School Holiday, unless otherwise stipulated by Council.
- Not undertake community engagement where a decision has been made, where the community or the City cannot effectively influence a decision to be made by another party, or where there is insufficient time to consult, due to legislative or legal constraints.
- Ensure information, advice, opinions and recommendations obtained from community engagement activities initiated by the City are freely available to the public unless specifically designated as confidential.

- Ensure that all community engagement and consultation is accessible to the community including holding events in locations that is accessible by all and providing information in alternative formats.

Statement

The City will undertake community engagement for the following purposes:

Site Specific	Matters about a particular site, such as a change in use.
Area Improvement	Matters or construction changes that affect people in a neighbourhood or suburb eg traffic management.
Service Planning	To develop or change a service. The service could have an impact across the whole local government
Policy Development	To develop or improve policies for Council's position on particular matters.
Key strategic issues/Major Projects	Projects of such a size that they impact on the future of the whole local government area.
Strategic Plan review and Development	Establishing the decision-making framework for Council and future planning for the City.
Legislative Requirement	Where required under the <i>Local Government Act</i> , <i>Planning and Development Act</i> and <i>Town Planning Scheme</i>

The City will use four different levels of community engagement adapted from the International Association for Public Participation (IAP2) Public Participation Spectrum. The level will be identified when completing a community engagement plan.

Inform	Informing the community of decisions and services	To provide the community with information to assist them in understanding the problems, alternatives and/or solutions. Keep the community informed of the issue and decision.
Consult	Consulting the community as part of a process	To obtain public input on issues and/or decisions; to acknowledge and consider public concerns.
Involve	Involving the community through a range of mechanisms	To work directly with the community to determine public concerns and opinions and ensure that these are directly reflected in the alternatives developed and decision made.

Collaborate	Collaborating with the community by developing partnerships	To work in partnership with the community on each aspect of the decision making process, including understanding of the issues, developing alternatives and identifying the solution.
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The City will apply community engagement methodologies appropriate to the circumstances and desired outcomes of any specific engagement.

Some of the tools which will be used in community engagement programs include but are not limited to:

- Letter
- Letterbox drop
- Survey
- Advertisements in local newspapers
- Task force/working group
- Media
- Newsletter
- Special publications
- Briefings
- Focus Groups
- Signs
- Meeting called by the community
- Public Meeting
- Website
- E-consultation
- Community Feedback Register
- Community information sessions
- Notice boards and information posters
- Attendance at community group meetings
- Open House

Council approval will be required for community engagement strategies and plans for activities that meet any one of the following criteria:

- Projects with Medium to High political sensitivity (i.e. significant impact on residents across the City)
- Projects with High complexity (i.e. multiple issues or options)
- Projects that require legislative changes

This policy will be implemented through a series of administration guidelines, toolkits and programs developed for: specific community engagement events, ongoing community engagement processes and specific community engagement methodologies.

Related documentation

Community Engagement Strategy
Community Engagement Plan

Related Local Law / Legislation

Nil

Related delegation

Nil

Issued

27 April 2010 (Report CM06.10)

Amendments

Nil

CPS29.13 Register of Delegations of Authority and Authorisations
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Committee	10 September 2013
Council	24 September 2013
Applicant	City of Nedlands
Officer	Phoebe Huigens, Policy & Projects Officer
Director	Michael Cole, Director Corporate & Strategy
Director Signature	
File Reference	CRS/073
Previous Item	NIL

Executive Summary

Administration has undertaken a comprehensive review of the City's existing Delegated Authority Manual, in conjunction with the Department of Local Government's "Delegations" Local Government Operating Guidelines.

Administration presents here the newly drafted Register of Delegations of Authority and Authorisations.

Recommendation to Committee

Council:

1. Approves the Register of Delegations of Authority as per Attachment 1 which replaces the City's Delegations of Authority Manual.

Strategic Plan

KFA: Governance and Civic Leadership

Background

Under section 5.42 of the *Local Government Act (1995)*, the Council may delegate certain functions to the CEO. These delegations must be in writing, and any decision to amend the delegation is to be by an absolute majority (s. 5.45). Under section 5.44, the CEO may also delegate some of his or her powers and duties to other employees.

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

Administration has undertaken a comprehensive review of the City’s existing Delegated Authority Manual, in conjunction with the Department of Local Government’s “Delegations” Local Government Operating Guidelines. The Department recommends a tabular format, and clarifies the issue of “acting through”, which results in fewer required delegations of authority.

Administration presents here the newly drafted Register of Delegations of Authority and Authorisations. Included in the new Register is delegations under other Acts.

At least once every financial year, delegations are to be reviewed (s. 5.46 (2)). This review will be the City’s review of delegations for the 2013/14 financial year, although delegations may be amended by Council during the year if considered necessary.

Key Relevant Previous Council Decisions:

NIL

Discussion

Administration has undertaken a comprehensive review of the City’s existing Delegated Authority Manual, in conjunction with the Department of Local Government’s “Delegations” Local Government Operating Guidelines. The Department also advised the City that they regard the City of Subiaco’s Register to be an example of “best practise”. The City has therefore used the Guideline, and the City of Subiaco’s Register, to guide the development of this new register.

There are fewer delegations in the new Register than were present in the old Delegations of Authority Manual. This is due to the assessment of each existing “delegation” and confirming that many were either suitable for “acting through”, or were in fact policy statements rather than delegations of specific functions of Council.

The new Register also contains delegations from other Acts. It is important to note that it is not possible to use section 5.42(1) of the *Local Government Act 1995* to delegate function of Council under other Acts, to the CEO. The other Act must have a delegation clause within it to be able to delegate any function within it.

Each function of Council under the *Local Government Act 1995* is listed in the Register. Each function is then either listed as “suitable for delegation”, “delegation

prohibited”, “suitable for acting through” or “delegated”, either to the CEO of a Committee. Conditions of delegation, if any, are also recorded. This new format allows Council and Administration clear understanding of current delegations of authority.

There are a number of functions which are possible to delegate to the CEO which have not been previously delegated. These are indicated in the attachment, either with the notation “No delegation proposed” or “NEW DELEGATION PROPOSED”. The new delegations which are being proposed are itemised below:

Local Government Act 1995

- Section 3.22(1) A local government that causes damage through the performance of its function must pay compensation to the owner or occupier
- Section 3.58(2) A local government can only dispose of property to the highest bidder at public auction or the most suitable public tender
- Admin Reg.14(1) – A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents tabled at the meeting or which have been produced for presentation at the meeting are made available to the public at the same time as they are available to council and committee members
- Section 5.27(2) General meeting of electors to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year
- Section 5.37(1) A local government may designate any employee to be a senior employee
- Admin reg29A(2) Information prescribed as confidential but that, under 5.95(7), may be available for inspection if a local government so resolves
- Section 5.98(2)(b) A local government may approve expenses which are to be reimbursed to its councillors, provided that the expenses are of the kind prescribed as those which the local government can approve for reimbursement (subject to section 5.98(3))
- Section 5.98(4) A local government may approve the reimbursement to a council member of an approved expense, either generally or in a particular case
- Section 5.100(2) A local government may decide to reimburse expenses to committee members who are not council members or employees
- Section 5.101(2) A local government may reimburse an employee for an expense that was incurred in relation to a matter affecting the local government
- Section 5.102 A local government may make a cash advance to a person for an expense which can be reimbursed
- Financial Management re.19(1) – A local government must establish and document internal control procedures to ensure control over investments

- Section 6.76(5) The local government must consider any objections to the rates record and may disallow or allow the objection either wholly or in part
- Section 8.14(3) A local government must give the Minister advise of what it has done or will do to comply with an enquiry report from the Minister or a person authorised by the Minister, within 35 days of receiving the report
- Section 8.23(4) A local government must give the Minister advice of what things it has done, or will do, to comply with an Inquiry Panel's report within 35 days of receiving the report, or give its comment on a recommendation to dismiss the council
- Clause 4(1) A local government may transfer or convey to the purchaser of the land an indefeasible estate in fee simple

Food Act 2008

- Section 122 (1) An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act
- Section 123 An enforcement agency must provide each authorised officer appointed by the agency with a certificate of authority as an authorised officer

City of Nedlands Local Law Relating to Reserves, Foreshores and Beaches

- Section 17
(1) The Council may-
 - a. Approve an application for a permit unconditionally or subject to any conditions; or
 - b. Refuse to approve an application for a permit
- (6) Notwithstanding a decision to approve an application for a permit made under this clause, the Council may at any time cancel or vary the permit
- Section 18 The Council may approve an application for a permit subject to conditions
- Section 19 The Council may set fees as it determines from time to time for –
 - a. The hire of a reserve or foreshore;
 - b. A bond for the restoration of the reserve or foreshore to its condition prior to hire and may use all or any of the bond to carry out such work as it deems necessary.

Consultation

Required by legislation:

Yes ☐

No ☒

Required by City of Nedlands policy:

Yes ☐

No ☒

Legislation / Policy

Local Government Act 1995

Budget/Financial Implications

Within current approved budget:
Requires further budget consideration:

Yes ☒ No ☐
Yes ☐ No ☒

Risk Management

Adopting “best practice” for the City’s Register of Delegations of Authority ensures that in the event of a legal matter, the City can be assured that all relevant delegations were lawful and documented.

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

Conclusion

Administration has undertaken a comprehensive review of the City’s existing Delegated Authority Manual, in conjunction with the Department of Local Government’s “Delegations” Local Government Operating Guidelines.

Administration presents here the newly drafted Register of Delegations of Authority and Authorisations. Included in the new Register is delegations under other Acts.

Attachments

1. Register of Delegations of Authority as at 24 September 2013.



City of Nedlands

Register of Delegations of Authority and Authorisations

As at 24 September 2013

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1. Preamble

Introduction

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

Limits on Delegation to the Chief Executive Officer

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

Delegations to Committees

- a) Council may delegate its powers and duties to committees comprising only of Council members except –
 - i. any power or duty that requires a decision of an absolute majority of the local government; and any other power or duty that is prescribed; or
 - ii. the power of delegation.
- b) Council may delegate to a committee comprising of council members and employees, any of the local government's powers or duties that can be delegated to the Chief Executive Officer.
- c) Council may delegate to a committee comprising staff members or members of the public any of the local government's powers and duties necessary or convenient for the proper management of:
 - i. the local government's property; or
 - ii. an event in which the local government is involved.

- d) No delegations may be made to committees on which there are no elected members or members of staff.

Period of Any Delegation

- a) A delegation of authority has effect for the period of time specified in the instrument of delegation or where no period of time is specified, indefinitely.
- b) Any delegation under the City of Nedlands Town Planning Scheme No. 2 can only be for a maximum period of 12 months
- b) Any decision by Council to revoke or amend a delegated authority must be passed by an absolute majority.

Recording Delegations

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

Exercising Delegated Authority

- a) After either the CEO (or any other employee) has exercised a delegated authority the following information must be recorded in writing:
 - i. how the person exercised the power or discharged the duty;
 - ii. when the person exercised the power or discharged the duty; and;
 - iii. the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Review

At least once every financial year, delegations from the *Local Government Act 1995* and the City of Nedlands Town Planning Scheme

No. 2 are to be reviewed by the delegator, either Council or the Chief Executive Officer.

Council's Ability to Make Decisions is not Limited

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

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

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

Acting Through

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

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

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

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

Legislative Authority

- a) The following sections of the *Local Government Act 1995* provide for delegation of authority:
 - i. s.5.16 to s.5.18 (delegations to Committees)
 - ii. s.5.42 to s.5.46 (delegations to CEO and other employees).
- b) The *Local Government (Administration) Regulations* s.19 expands upon s.5.45(3) of the Act.
- c) Legislative powers to delegate relate only to the Act in which they are contained. It is not possible to, for example, rely on section 5.42(1) of the *Local Government Act 1995* to delegate any of a local government's powers under another Act. Any delegation by a local government of its powers under another Act can only be delegated by the delegation provisions of that Act.

1. Delegations under the Local Government Act 1995

Authority to delegate: Sections 5.42 and 5.44 of the *Local Government Act 1995*

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

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 2.17(3) A council with 15 councillors may retain those 15 even if a decision is made to elect the mayor by the electors	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Division 5 – Qualifications for holding office on the council		
Section 2.25(1) May by resolution grant leave of absence to a member	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Division 6 – Terms of office on the council and vacation of office		
Nil items in Division 6		
Division 7 – Commissioners		
Nil items in Division 7		
Division 8 – Local Government Advisory Board		
Nil items in Division 8		
Part 3 – Functions of Local Governments		
Division 1 – General		
Nil items in Division 1		
Division 2 – Legislative functions of local governments		
Subdivision 1 – Local laws made under <i>this</i> Act		
Section 3.5(1) May make local laws to perform any of its functions under the Act	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 3.6(1) With the Governor's approval, can apply a local law to an area that is not in its district	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Subdivision 2 – Local laws made under <i>any</i> Act		
Section 3.12(3) Local government must give Statewide public notice (in relation to proposed local laws)	Suitable for Acting Through	

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

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Division 3 – Executive functions of local governments		
Subdivision 1 – Performing executive functions		
Section 3.21 In performing its executive function, the local government must ensure that the obligations set out in section 3.21 are complied with	Suitable for Acting Through	
Section 3.22(1) A local government that causes damage through the performance of its function must pay compensation to the owner or occupier	CEO	NEW DELEGATION PROPOSED
Subdivision 2 – Certain provisions about land		
Section 3.25(1) A local government may give an occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1. The local government must also inform the owner if the occupier is not the owner	CEO	25 June 2013 Report CPS21.13
Section 3.26(2) In order to make a person comply with a notice, a local government may do anything it considers necessary to achieve the purpose for which the notice was given	Suitable for Acting Through	
Section 3.26(3) A local government may continue to undertake works that are not carried out by the owner or occupier and recover the costs as a debt	CEO	25 June 2013 Report CPS21.13
Section 3.27(1) A local government may go onto private land in the circumstances prescribed in Schedule 3.2 and carry out works, even if it does not have the consent of the owner	CEO	25 June 2013 Report CPS21.13

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Subdivision 3 – Powers of entry		
Section 3.31(2) After a local government has given notice, it may authorise a person to enter land, premises or thing without consent, unless the owner or occupier has objected to the entry	CEO	25 June 2013 Report CPS21.13
Section 3.34(1) A local government may enter land in an emergency without notice or consent	CEO	25 June 2013 Report CPS21.13
Section 3.34(5) A local government must give notice to the owner or occupier of an intended entry in an emergency whenever it is practical	Suitable for Acting Through	
Section 3.36(3) A local government may make an opening in a fence to do works on a property subject to providing the owner or occupier with 3 days written notice	CEO	25 June 2013 Report CPS21.13
Subdivision 4 – Impounding abandoned vehicle wrecks and goods involved in certain contraventions		
Section 3.39 Local government may authorise an employee to remove and impound any goods	CEO	25 June 2013 Report CPS21.13
Section 3.40(2) If a local government impounds a vehicle to remove and impound goods, it must allow the offender to resume control of the vehicle as soon as practicable after the goods have been removed	Suitable for Acting Through	
Section 3.40(3) If the person entitled to resume control of the vehicle is not present, the local government must give notice (to the holder of a license in respect of the vehicle, stating from where and when the vehicle may be collected)	Suitable for Acting Through	
Section 3.40A(1) Local government may authorise a person to remove and impound an abandoned vehicle wreck	CEO	25 June 2013 Report CPS21.13
Section 3.40A(2) Local government to provide notice to the owner of a removed abandoned vehicle wreck, advising that the vehicle may be collected	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.40A(4) Local government may declare that a vehicle is an abandoned wreck	CEO	25 June 2013 Report CPS21.13
Section 3.42(1) If a local government impounds non-perishable goods, it must either begin a prosecution against the offender or give them a notice stating from where and when the goods may be collected	Suitable for Acting Through	
Section 3.44 Where non-perishable goods have been removed and impounded and a prosecution instituted, if the offender is not convicted or is convicted but it is not ordered that the goods be confiscated, the local government must give the alleged offender notice stating from where and when the goods may be collected	Suitable for Acting Through	
Section 3.46(1) A local government may refuse to allow goods impounded under sections 3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid	Suitable for Acting Through	
Section 3.46(2) A local government may refuse to allow goods removed under sections 3.40 or 3.40A to be collected until the costs of removing and keeping them have been paid	Suitable for Acting Through	
Section 3.47(1) The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43	CEO	25 June 2013 Report CPS21.13
Section 3.47(2) The local government may sell or otherwise dispose of any vehicle that has not been collected within 2 months of a notice having been given under section 3.40(3) or 7 days of a declaration being made that a vehicle is an abandoned vehicle wreck	CEO	25 June 2013 Report CPS21.13
Section 3.47(2a) The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in section 3.47(2b) of the date a notice is given under sections 3.42(1)(b) or 3.44	CEO	25 June 2013 Report CPS21.13

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.47A(1) If an impounded animal is ill or injured to such an extent that treating it is not practicable, the local government may humanely destroy the animal and dispose of the carcass	CEO	25 June 2013 Report CPS21.13
Section 3.48 If goods are removed or impounded under section 3.39 and the offender is convicted, the local government may recover any expenses incurred in removing and impounding the goods	CEO	25 June 2013 Report CPS21.13
Subdivision 5 – Certain provisions about thoroughfares		
Section 3.50(1) A local government may close a thoroughfare to vehicles, wholly or partially, for a period not exceeding 4 weeks	CEO	25 June 2013 Report CPS21.13
Section 3.50(1a) and 3.50(4) A local government may, after providing public notice of its intention and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding 4 weeks	CEO	25 June 2013 Report CPS21.13
Section 3.50(6) An order to close a thoroughfare may be revoked by the local government	CEO	25 June 2013 Report CPS21.13
Section 3.50(8) If a thoroughfare is closed without local public notice, the local government must give such notice as soon as practicable after its closure	Suitable for Acting Through	
Section 3.50A A local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare	CEO	25 June 2013 Report CPS21.13
Local Government (Functions and General) Regulations, reg.6(3) – a local government may, by local public notice, revoke an order under regulation 6(1) that closed a thoroughfare or alter it to make it less restrictive	CEO	25 June 2013 Report CPS21.13

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.51(3) Before fixing, altering or realigning a public thoroughfare or draining water onto adjoining land, the local government must give notice of its proposal, invite submissions and consider those submissions	CEO	25 June 2013 Report CPS21.13
Section 3.52(2) Except it they are closed or have restricted use, local governments are to ensure that public thoroughfares are kept open for public use	Suitable for Acting Through	
Section 3.52(3) When fixing, altering or realigning a public thoroughfare, the local government must ensure vehicle access to adjoining land is provided	Suitable for Acting Through	
Subdivision 6 – Various executive functions		
Section 3.53(3) If an unvested facility lies within 2 or more districts, the local governments concerned can agree on its control and management	Suitable for delegation, not currently delegated	No delegation proposed
Section 3.54(1) A local government may do anything it could do under the <i>Parks and Reserves Act 1895</i> if it were a board appointed under that Act, to control and manage any land reserved under the <i>Land Act 1933</i> and vested in or placed under the control and management of the local government	CEO	25 June 2013 Report CPS21.13
Note: Under Subdivision 6 – Various Executive Functions 3.57 applies to tenders for providing goods or services, i.e. is required to invite tenders before it enters in to a contract of a prescribed kind under which another person is to supply goods or services	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 3.57(1) A local government must invite tenders before it enters into a contract for goods or services with a value of \$100,000 or more (Functions and General Regulation 11)	CEO	25 June 2013 Report CPS21.13

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Functions and General) Regulations, reg.14(2a) – where a local government is inviting tenders, the local government must determine in writing the criteria for accepting tenders	CEO	25 June 2013 Report CPS21.13
Local Government (Functions and General) Regulations, reg.11(2)(d) – tenders do not have to be publicly invited if the contract is to be entered into by auction after being expressly authorised by a resolution of the council	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Local Government (Functions and General) Regulations, reg.14(4)(a) – such information that council decides should be disclosed to those interested in submitting a tender	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Local Government (Functions and General) Regulations, reg.18(4) and (5) – a local government must consider any tender that has not been rejected and decide which one to accept. It may decline to accept any tender.	CEO	25 June 2013 Report CPS21.13
Local Government (Functions and General) Regulations, reg.19 – a local government must give each tenderer written notice stating the successful tender or advising that no tender was accepted.	Suitable for Acting Through	
Local Government (Functions and General) Regulations, reg.20 – a local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer.	CEO	25 June 2013 Report CPS21.13
Local Government (Functions and General) Regulations, reg.20(2) – if the successful tenderer does not want to accept the contract with the variation or the local government and the tenderer cannot reach agreement, the local government can select the next most appropriate tenderer	CEO	25 June 2013 Report CPS21.13

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Functions and General) Regulations, reg.21(1) – a local government may seek expressions of interest before entering the tender process	CEO	25 June 2013 Report CPS21.13
Local Government (Functions and General) Regulations, reg.21(3) – a local government must give Statewide public notice that it seeks expressions of interest before entering the tender process	Suitable for Acting Through	
Local Government (Functions and General) Regulations, reg.23(3) – a local government must consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services	CEO	25 June 2013 Report CPS21.13
Local Government (Functions and General) Regulations, reg.24 – a local government must give each person who submitted an expression of interest written notice of the outcome of its decision	Suitable for Acting Through	
Local Government (Functions and General) Regulations, reg.24E(1) – where a local government intends to give a regional price preference the local government is to prepare a regional price preference policy	Suitable for delegation to CEO	No delegation proposed
Local Government (Functions and General) Regulations, reg.24E(4) – a local government cannot adopt a regional price policy until the local government has considered submissions received	Suitable for delegation to CEO	No delegation proposed
Section 3.58(2) A local government can only dispose of property to the highest bidder at public auction or the most suitable public tender	CEO	NEW DELEGATION PROPOSED
Section 3.58(3) A local government can dispose of property by private treaty but must follow the process set out in section 3.58(3)	Suitable for delegation to CEO	No delegation proposed

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Functions and General) Regulations, reg.30(2)(a)(ii) – a disposition of land is exempt of disposition if the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee	Suitable for delegation to CEO	No delegation proposed
Note: Under Subdivision 6 – Various Executive Functions 3.59 applies to commercial enterprises by local governments Section 3.59(2) A local government must prepare a business plan before it enters into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction	Suitable for Acting Through	
Section 3.59(4) A local government must give Statewide public notice stating its proposal to enter into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction, where the plan may be inspected or obtained, and call for submissions on the plan within 6 weeks	Suitable for Acting Through	
Section 3.59(5) Must consider submissions and then decide whether to proceed with the major trading undertaking, major land transaction or land transaction that is preparatory to a major land transaction (absolute majority required)	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Division 4 – Regional local governments		
Nil items in Division 4		
Part 4 – Elections and other polls		
Division 1 - Preliminary		
Nil items in Division 1		
Division 2 – Inaugural elections		
Nil items in Division 2		
Division 3 – Ordinary elections		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Nil items in Division 3		
Division 4 – Extraordinary elections		
Section 4.9(1) If the mayor has not already done so, council at a meeting held within one month after the vacancy occurs, must fix the day on which a poll is held for an extraordinary election	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Division 5 – Other elections		
Nil items in Division 5		
Division 6 – Postponement and consolidation of elections		
Section 4.16(4) Council may decide, with the Electoral Commissioner's approval, that the election day for a vacancy that has occurred under section 2.32 after the third Saturday in January in an election year but before the third Saturday in July in that election year to be on the ordinary election day for that year	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 4.17(2) Council may decide, with the Electoral Commissioner's approval, that a vacancy may remain unfilled if it occurred under section 2.32 after the third Saturday in January in the election year but before the third Saturday in July in that election year in which the term would have ended under the Table to section 2.28 (terms of office). In that case the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Division 7 – Provisions about electoral officers and the conduct of elections		
Section 4.20(2) May with the approval of the person concerned and the Electoral Commissioner, appoint a person as the returning officer instead of the CEO (Absolute majority required)	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

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

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

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 5.16(1) May delegate to a committee, under and subject to section 5.17, any of its powers and duties other than this power of delegation. (Absolute majority required)	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.18 A local government must keep a register of all delegations made to a committee at least once each financial year	Suitable for Acting Through	
Section 5.18 A local government must review all delegations made to a committee	Suitable for delegation to CEO	No delegation proposed
Admin Reg.12(1) – At least once every financial year a local government must give local public notice of the date, time and place of all its ordinary council meetings and any committee meetings that must or are proposed to be open to the public, that are to be held in the next 12 months	Suitable for Acting Through	
Admin Reg.12(2) – A local government must give local public notice if any of the dates, times or places in the notice under regulation 12(1) change	Suitable for Acting Through	
Admin Reg.12(3) – A local government must give local public notice of the date, time and place of a special meeting of council that must be open to the public	Suitable for Acting Through	
Admin Reg.14(1) – A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents tabled at the meeting or which have been produced for presentation at the meeting are made available to the public at the same time as they are available to council and committee members	CEO	NEW DELEGATION PROPOSED
Subdivision 3 – Matters affecting council and committee meetings		
Note: Under Subdivision 3 – Regulations about council and committee meetings and committees 5.25 applies		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Administration) Regulations, reg. 14A(1)(c) – a person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if council has approved of the arrangement by absolute majority	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Division 3 – Acting for the mayor or president		
Nil items in Division 3		
Division 4 – Local government employees		
Section 5.27(2) General meeting of electors to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year	CEO	NEW DELEGATION PROPOSED
Section 5.36(1) Must employ a CEO	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.36(4) If the position of CEO becomes vacant, a local government must advertise the position in the manner and containing such information as prescribed	Suitable for Acting Through	
Section 5.37(1) A local government may designate any employee to be a senior employee	CEO	NEW DELEGATION PROPOSED
Section 5.37(2) The CEO is to inform council of each proposal to employ or dismiss a senior employee, council may reject or accept a recommendation by the CEO to employ or dismiss a senior employee. If it rejects a recommendation it must provide the CEO with its reasons	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.37(3) If the position of a senior employee becomes vacant, a local government must advertise the position in the manner and containing such information as prescribed	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 5.38 The performance of each employee employed more than 1 year, needs to be reviewed	Suitable for Acting Through	
Admin Reg.18(c) – A local government is to approve a process for section and appointment of the CEO	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	
Admin Reg.18(D) – A local government is to consider, accept or reject a review of the CEO's performance	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	
Section 5.42(1) & 5.43 May delegate to the CEO any of its powers and duties under this Act except those in section 5.43	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.50(1) A local government must prepare a policy for employees whose employment is finishing, setting out the circumstances in which the local government would pay a gratuity and how that gratuity would be assessed, and give local public notice of the policy	Suitable for delegation to CEO	No delegation proposed
Section 5.50(2) A local government may make a payment to an employee whose employment is finishing, that is in addition to the amount set out in its policy, provided that local public notice of the payment is given	Suitable for delegation to CEO	No delegation proposed
Division 5 – Annual reports and planning		
Section 5.53(1) A local government must prepare an annual report	Suitable for Acting Through	
Section 5.54(1) Must accept the annual report by 31 st December after that financial year. (Absolute majority required)	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.56 A local government is to prepare a Plan for the Future	Suitable for delegation to CEO	No delegation proposed

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Admin reg.19C(4) A local government is to review its current plan for the future every 2 years	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	
Admin reg.19C(7) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a plan for the future and when preparing any modifications of a plan	Suitable for Acting Through	
Admin re.19D(1) After a plan for the future, or modifications to a plan, are adopted a local government is to give local public notice	Suitable for Acting Through	
Admin reg.19D(5) A Council is to adopt a plan for the future	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Division 6 – Disclosure of financial interests		
Nil items in Division 6		
Division 7 – Access to information		
Admin reg.29A(2) Information prescribed as confidential but that, under 5.95(7), may be available for inspection if a local government so resolves	CEO	NEW DELEGATION PROPOSED
Division 8 – Fees, expenses and allowances		
Section 5.98(1)(b) May set a fee, within the prescribed range, to be paid to a council member who attends a council or committee meeting	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.98(2)(b) A local government may approve expenses which are to be reimbursed to its councillors, provided that the expenses are of the kind prescribed as those which the local government can approve for reimbursement (subject to section 5.98(3))	CEO	NEW DELEGATION PROPOSED

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 5.98(4) A local government may approve the reimbursement to a council member of an approved expense, either generally or in a particular case	CEO	NEW DELEGATION PROPOSED
Section 5.98A May decide to pay its deputy mayor an allowance of up to the prescribed percentage of the annual local government allowance to which the mayor is entitled under section 5.98(5). (Absolute majority required).	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.99 May decide to pay council members attending council and committee meetings a prescribed minimum annual fee or where it has set a fee, that fee. (Absolute majority required).	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.99A May decide that instead of reimbursing council members, under section 5.98(2), for all of particular type of expense, it will instead pay the prescribed minimum allowance for that type of expense or where it has set an allowance for that type of expense, that allowance. Only reimburse in excess of that allowance. (Absolute majority required).	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 5.100(2) A local government may decide to reimburse expenses to committee members who are not council members or employees	CEO	NEW DELEGATION PROPOSED
Section 5.101(2) A local government may reimburse an employee for an expense that was incurred in relation to a matter affecting the local government	CEO	NEW DELEGATION PROPOSED
Division 9 – Conduct of certain officials		
Section 5.102 A local government may make a cash advance to a person for an expense which can be reimbursed	CEO	NEW DELEGATION PROPOSED
Section 5.103(1) A local government must prepare or adopt a code of conduct to be observed by council members, committee members and employees	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 5.103(2) A local government must review its code of conduct within 12 months of every ordinary election day	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	
Part 6 – Financial Management		
Division 1 - Introduction		
Financial Management reg.8(1) – A local government must maintain separate accounts for monies required to be held in the municipal fund, the trust fund, the reserve accounts, or monies relating to major land or major trading undertakings that will or are expected to span more than 2 financial years	Suitable for Acting Through	
Financial Management reg.11(1) – A local government must develop procedures for cheques, credit cards, computer encryption devices and passwords, purchasing cards and petty cash systems	Suitable for Acting Through	
Financial Management Reg.11(2) – A local government must develop procedures for the approval of accounts	Suitable for Acting Through	
Financial Management reg.13(2) – A list of accounts for approval to be paid must be prepared for each month, including the date of the meeting of council to which the list is presented	Suitable for Acting Through	
Financial Management re.19(1) – A local government must establish and document internal control procedures to ensure control over investments	CEO	NEW DELEGATION PROPOSED
Division 2 – Annual budget		
Section 6.2(1) A local government must prepare by 31 August in each financial year, an annual budget for its municipal fund for the next financial year	Suitable for Acting Through	
Section 6.2(1) Must adopt the budget prepared. (Absolute majority required).	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.3 A local government must prepare a budget if a general valuation or a rate or service charge is quashed by a court or the State Administrative Tribunal, or if it intends to impose supplementary general rate or specified area rate for the remainder of the financial year	Suitable for Acting Through	
Section 6.3 Must adopt the budget (for other circumstances) prepared. (Absolute majority required).	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Division 3 – Reporting on activities and finance		
Note: Under Division 3 – Reporting on activities and finance, section 6.4 financial report applies		
Section 6.4(1) A local government must prepare an annual financial report for the preceding financial year and such other reports as are required	Suitable for Acting Through	
Section 6.4(3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor the accounts of the local government and the annual financial report	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.33A(3) – council is to consider a budget review submitted to it and is to determine by absolute majority whether or not to adopt the review, any parts of the review or any recommendations made in the review	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Local Government (Financial Management) Regulations, reg.34(2)(c) – each statement of financial activity is to be accompanied by documents containing such other supporting information as is considered relevant by the local government	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.34(1) – a local government must prepare monthly financial reports	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Division 4 – General financial provisions		
Section 6.9(3) A local government must pay or deliver to the person entitled to it any money and its interest and any property	Suitable for Acting Through	
Section 6.9(4) A local government may transfer money held in trust for 10 years to its municipal fund, but must repay to a person who establishes a right to the repayment, together with any interest earned on the investment	Suitable for Acting Through	
Section 6.11(1) A local government must establish and maintain a reserve account for each purpose for which it wishes to set aside money	Suitable for Acting Through	
Section 6.11(2) May determine by absolute majority to change the purpose of a reserve account or use money held in a reserve account for another purpose	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.11(2) A local government must give one month local public notice of a proposal to change the purpose of a reserve account or use money held in a reserve account for another purpose	Suitable for Acting Through	
Section 6.12(1)(a) May determine by absolute majority, when adopting the annual budget, grant a discount or an incentive for early payment of any money (subject to section 6.12(2))	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.12(1)(b) A local government may waive or grant concessions in relation to any amount of money that is owed to the local government (subject to section 6.12(2))	CEO	25 June 2013 Report CPS21.13
Section 6.12(1)(c) A local government may write off any amount of money that is owed to the local government (subject to section 6.12(2))	CEO	25 June 2013 Report CPS21.13
Section 6.12(3) A local government may determine what conditions apply to the granting of a concession	Suitable for delegation to CEO	No delegation proposed

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.13(1) May determine by absolute majority, resolve to apply interest to any money that it has been owed (subject to section 6.13(6), other than for rates and service charges.	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.14(1) A local government may invest money in its municipal or trust funds that is not being used, in accordance with Part III of the <i>Trustees Act 1962</i>	CEO	25 June 2013 Report CPS21.13
Division 5 – Financing local government activities		
Subdivision 1 – Introduction		
Nil items in subdivision 1		
Subdivision 2 – Fees and charges		
Section 6.16(1) May impose, by absolute majority, a fee or charge for any goods or services it provides, except for a service for which a service charge has been imposed	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.16(3) As well as imposing fees and charges when adopting the annual budget, may by absolute majority impose fees and charges during the year or amend, from time to time, fees and charges throughout the year	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.19 If a local government wishes to impose a fee or charge under Part 6 Division 5 Subdivision 2 after the annual budget has been adopted, it must provide local public notice of its intention to do so and the date from which the amended fees or charges will be imposed	Suitable for Acting Through	
Subdivision 3 – Borrowings		
Section 6.20(1) May borrow or re-borrow money, obtain credit or extend its financial accommodation in other ways to perform its functions	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.20(2) If a local government proposes to exercise its power to borrow but it is not budgeted for, unless the proposal is of a prescribed kind, it must give one month public notice of the proposal	Suitable for Acting Through	
Section 6.20(2) If it proposes to exercise its power to borrow but it is not budgeted for, it must make the resolution to do so by absolute majority	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.20(3)(a) and (b) If it exercises its power to borrow and then decides not to proceed with the proposal or it does not use all of the money, credit or financial accommodation, after giving one month local public notice it may by absolute majority resolve to use it for another purpose	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.20(3) One month's public "notice" must be given	Suitable for Acting Through	
Division 6 – Rates and service charges		
Subdivision 1 – Introduction and the basis of rating		
Section 6.26(3) If Co-operative Bulk Handling Ltd and a local government cannot reach an agreement, under section 6.26(2)(i), the local government may refer the matter to the Minister for determination	Suitable for delegation to CEO	No delegation proposed
Section 6.29(2) Must impose a rate on the basis of unimproved value to any tenement, license or permit that is located in a district for which only rates on the basis of gross rental value apply	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Subdivision 2 – Categories of rates and service charges		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.32(1) When adopting the annual budget, may in order to make up a budget deficiency, by absolute majority impose a general rate on rateable land within its district, and may be imposed uniformly or differentially a specified area rate or minimum payment on rateable land within its district, and may impose a service charge on land within its district.	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.32(3) May in an emergency after rates in a financial year have been imposed, by absolute majority impose a supplementary general rate or a specified area rate for the unexpired portion of the current financial year, and to impose a new general rate, specified area rate or services charge if a court or the State Administrative Tribunal quashes a general valuation, rate or service charge	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.33(1) May impose differential general rates	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.35(1) May impose on any rateable land in its district a minimum payment	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.36(1) A local government must give local public notice of its intention to impose any differential general rates or minimum payment applying to a differential rate category under section 6.35(6)(c)	Suitable for Acting Through	
Section 6.37(1) May impose a specified area rate on rateable land for specific work, service or facility	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<p>Note: Under Division 6 – Rates and service charges, subdivision 2 categories of rates and service charges, section 6.38(1) the Local Government (Financial Management) Regulations, reg.54 applies and council may impose a service charge on owners or occupiers to meet the cost of providing television and radio rebroadcasting, underground electricity, property surveillance and security and water</p>	<p>Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty</p>	
Subdivision 3 – Imposition or rates and service charges		
<p>Section 6.39(1) As soon as practicable after a local government resolves to impose rates, it must compile a record of all rateable land in the district and all land which has a service charge imposed</p>	Suitable for Acting Through	
<p>Section 6.39(2) A local government must, from time to time, amend the current rate record to ensure it is accurate and correct and may amend the rate record for the 5 years preceding the current financial year</p>	Suitable for Acting Through	
<p>Section 6.40(1) If the rateable value, rateability or the rate imposed on any land is amended in the rate record, under section 6.39(2), the local government must reassess the rates payable and give notice to the owner of the land of any change in the amount of rates payable</p>	Suitable for Acting Through	
<p>Section 6.40(2) If a service charge on any land is amended in the rate record, under section 3.39(2), the local government must reassess the service charge and give notice to the owner of the land of any change of the amount of service charge payable</p>	Suitable for Acting Through	
<p>Section 6.40(3) If rates are reduced, under section 6.40(1), a local government must refund the owner of the land on request or credit the amount for rates or service charges</p>	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.40(4) If a service charge is reduced, under section 6.40(2), and the service charge had already been paid by the owner, the owner may request and then the local government must pay the overpaid amount to the owner or, alternatively, the overpaid portion is credited against any future amounts payable. If the service charge was paid by the occupier, the local government must pay the overcharged portion to the person who paid it	Suitable for Acting Through	
Section 6.41(1) A local government must give a rate notice to the owner of rateable land and the owner or occupier (as the case requires) of land on which a service charge is imposed, containing the particulars required	Suitable for Acting Through	
Subdivision 4 – Payment of rates and service charges		
Note: Under Division 6 – Rates and service charges, subdivision 4 payment of rates and service charges, section 6.45(1) the Local Government (Financial Management) Regulations, reg.64(2) applies, when adopting the annual budget, must determine the due date for payment of instalments after the first instalment	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Note: Under Division 6 – Rates and service charges, subdivision 4 payment of rates and service charges, section 6.45(3) the Local Government (Financial Management) Regulations, reg.67 applies council may impose an additional charge (including by way of interest) where payment of a rate or service is by instalments and have regard to the additional costs of administration and consider the additional charge as a full or partial reimbursement of those costs and not for the purpose of making a profit.	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.46 May, When imposing a rate or service charge, by absolute majority resolve to grant a discount or incentive for its early payment	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.47 May, when imposing rates and service charges, by absolute majority resolve to waive a rate or service charge or grant a concession	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.49 A local government may make an agreement with a person to pay their rates and service charges	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.66(2) – if an instalment remains unpaid after the day on which the next instalment becomes due the local government may revoke the ratepayer's right to pay by instalments	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.66(3)(b) – the local government must in writing immediately notify the ratepayer of the revocation	Suitable for Acting Through	
Section 6.50(1) and (2) A local government may determine the due date that rates and charges become due, but which date cannot be sooner than 35 days after the date noted on the rate notice	Suitable for Acting Through	
Note: Under Division 6 – Rates and service charges, subdivision 4 payment of rates and service charges, section 6.51(1) the Local Government (Financial Management) Regulations, reg.70 applies, council may by absolute majority resolve to impose interest (not to exceed 11%) on a rate and service charge	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.56(1) A local government may recover an unpaid rate or service charge and the cost of proceedings in court of competent jurisdiction	CEO	25 June 2013 Report CPS21.13

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.60(2) A local government may give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the local government in satisfaction of the rate or service charge	CEO	25 June 2013 Report CPS21.13
Section 6.60(3) If a local government gives notice to a lessee, under section 6.60(2), the local government must give a copy of the notice to the lessor	CEO	25 June 2013 Report CPS21.13
Section 6.60(4) If a local government gives notice to a lessee, under section 6.60(2), and the lessee fails to pay rent to the local government, the local government may recover the rate or service charge as a debt from the lessee	CEO	25 June 2013 Report CPS21.13
Section 6.61(1) A local government may request an occupier, an agent or the person who receives the rent of a property, to give the name and address of the owner to the local government	Suitable for Acting Through	
Section 6.64(1) If any rates or service charges have remained unpaid for at least 3 years, a local government may take possession of the land and hold the land against a person having an estate or interest in the land, and may lease or sell the land or transfer it to the Crown or itself	CEO	25 June 2013 Report CPS21.13
Section 6.64(2) A local government that takes possession of land, under section 6.64(1), must give the owner such notice as prescribed and then affix the notice to a conspicuous part of the land in the form prescribed	Suitable for Acting Through	
Section 6.64(3) A local government may lodge a caveat in respect of any land for which rates and service charges are outstanding	Suitable for Acting Through	
Section 6.69(2) A local government may accept payment of any outstanding rates or service charges on such terms and conditions as are agreed between the parties, up to the time of actual sale of the relevant land but not more than 7 days prior to same	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.69(3) If a local government accepts payment of outstanding rates or service charges, under sections 6.69(1) or 6.69(2), the local government is required to make such notifications and take such measures as are prescribed to cancel the proposed sale	Suitable for Acting Through	
Section 6.71(1) If a local government is unable to sell land under Part 6 Division 6 within 12 months, it may transfer the land to the Crown or itself	Suitable for delegation to CEO	No delegation proposed
Section 6.71(3) If a local government transfers land to itself, under section 6.71(1)(b), it must pay any sum owed under a mortgage, lease, tenancy, encumbrance or charge in favour of the Crown in right of the State or a department, agency or instrumentally of the Crown	Suitable for Acting Through	
Section 6.74(1) A local government may apply in the prescribed form to the Minister to have land revested in the Crown if it is rateable vacant land and rates or service charges in respect of it have remained unpaid for at least 3 years	Suitable for delegation to CEO	No delegation proposed
Local Government (Financial Management) Regulations, reg.77(1) – before applying to have land revested under section 6.74, a local government must give notice to the owner of the land and any other interested persons and publish the notice in the Gazette	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.77(3) – a local government must consider any objections it receives in relation to a revestment under regulation 77	Suitable for delegation to CEO	No delegation proposed
Section 6.76(4) A local government may extend the time for a person to make an objection in relation to the rate record	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.76(5) The local government must consider any objections to the rates record and may disallow or allow the objection either wholly or in part	CEO	NEW DELEGATION PROPOSED
Section 6.76(6) The local government is to provide the person with notice of its decision	Suitable for Acting Through	
Part 7 - Audit		
Division 1 - Introduction		
Nil items in Division 1		
Division 1A – Audit Committee		
Section 7.1A(1)(2) By absolute majority establish an audit committee, appoint members to the committee with a minimum of 3 members and a majority of which are council members	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 7.1B Despite s5.16 by absolute majority council can delegate to an audit committee only those powers and duties contained in Part 7 other than this power of delegation	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Division 2 – Appointment of auditors		
Section 7.1(1)(2) By absolute majority must appoint a person or persons on the recommendation of the audit committee, to be its auditor	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 7.6(2)(f) A local government may terminate the appointment of an auditor by written notice	Suitable for delegation to the Audit Committee (not currently delegated)	
Audit reg.8(1) – where a local government has terminated an agreement with its auditor, it must give notice and reasons for the termination to the Executive Director within 30 days	Suitable for Acting Through	
Section 7.6(3) If the auditor's registration as a company auditor is suspended or the auditor is unable or unwilling to carry out their duties, must appoint a person to conduct or complete its audit	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	

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

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 8.14(3) A local government must give the Minister advice of what it has done or will do to comply with an enquiry report from the Minister or a person authorised by the Minister, within 35 days of receiving the report	CEO	NEW DELEGATION PROPOSED
Division 2A – Council may be peremptorily suspended or required to undertake remedial action		
Nil items in Division 2A		
Division 2 – Inquiries by Inquiry Panels		
Section 8.23(4) A local government must give the Minister advice of what things it has done, or will do, to comply with an Inquiry Panel's report within 35 days of receiving the report, or give its comment on a recommendation to dismiss the council	CEO	NEW DELEGATION PROPOSED
Division 3 – General provisions about suspension and dismissal of councils		
Nil items in Division 3		
Division 4 – Misapplication of funds and property		
Nil items in Division 4		
Part 9 – Miscellaneous Provisions		
Division 1 – Objections and review		
Section 9.6(1) An objection under Part 9 is to be dealt with by council or a committee authorised by council to deal with it	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 9.6(5) The local government must give the person who made the objection notice of how it was disposed of and reasons why	Suitable for Acting Through	
Section 9.9(3) As soon as a decision under section 9.9(1)(b) is made, the local government must give the affected person written notice stating the reasons for the decision	Suitable for Acting Through	
Division 2 – Enforcement and legal proceedings		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 9.10(1) and (2) The local government may appoint persons or classes of persons to be authorised to perform certain functions and must issue them with a certificate stating they are authorised	CEO	25 June 2013 Report CPS21.13
Division 3 – Documents		
Nil items in Division 3		
Division 4 – Protection from liability		
Nil items in Division 4		
Division 5 – Associations of local government		
Nil items in Division 5		
Division 6 – Regulations, directions and orders		
Section 9.60(4) A local government is to administer any regulation made under section 9.60 as if it were a local law	Suitable for Acting Through	
Section 9.63(1) If a dispute has arisen between 2 or more local governments, a local government may refer the matter to the Minister to resolve	Suitable for delegation to CEO	No delegation proposed
Division 7 – Other miscellaneous provisions		
Section 9.68(5) A local government may recover accruing rates from a principal or agent who has failed to give a notice to the local government in accordance with section 9.68	Suitable for Acting Through	
Division 8 – Amendments to 1960 Act and transitional provisions		
Nil items in Division 8		
Nil Schedule 1		
Schedule 2.1 – Provisions about creating, changing the boundaries of, and abolishing districts		
Clause 11(2) Any local governments affected by an order made under clause 2.1 are to negotiate any adjustment or transfer between them of property, rights and liabilities	Suitable for delegation to CEO	No delegation proposed
Schedule 2.2 – Provisions about names, wards and representation		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Clause 4(1) A local government must consider any submissions made under clause 3	Suitable for delegation to CEO	No delegation proposed
Clause 4(2) If council believes that a submission is of a minor nature or one which would not require public submissions, may either propose (absolute majority required) to the Advisory Board that a submission be rejected or itself deal with it under clause 5(b)	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Clause 4(3) It is council's opinion that a submission is substantially similar to a submission in respect of which a decision was made in the last two years, or the majority of affected electors who made the submission no longer support it, council may reject the submission	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Clause 4(4) Unless council decides to deal with a submission under clause 5(b) or rejects it or proposes to reject it under clauses 4(1) or 4(2), must carry out a review as to whether or not the order sought should be made	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Clause 5 Whether or not it has received a submission, council may carry out a review as to whether or not an order under clauses 2.2, 2.3(3) or 2.18 should in council's opinion be made or propose (absolute majority required) to the Advisory Board the making of an order under clauses 2.291, 2.393) or 2.18(3) if in the opinion of council the proposal is of a minor nature or one which would not require public submissions or propose (absolute majority required) to the Minister the making of an order changing the name of a district or ward	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Clause 6 A local government must carry out a review of its ward boundaries and the number of councillors per ward every 8 years or as directed by the Advisory Board	Suitable for delegation to CEO	No delegation proposed

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Clause 7 A local government is to provide local public notice advising that it is about to review its wards and inviting submissions	Suitable for Acting Through	
Clause 8 The council must have regard to community of interests, physical and topographical features, demographic trends, economic factors and the ratio of councillors to electors in respect of considerations about wards	Suitable for delegation to a 5.9(2)(a) committee (not currently delegated).	
Clause 9 When a ward review is complete, the local government must prepare a report for the Advisory Board and may propose the making of an order under clauses 2.2(1), 2.3(3) or 2.18(3)	Suitable for delegation to a 5.9(2)(a) committee (not currently delegated).	
Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by council		
Nil items in Schedule 2.3		
Schedule 2.4 – Provisions about Commissioners		
Nil items in Schedule 2.4		
Schedule 2.5 – Provisions about the Local Government Advisory Board		
Nil items in Schedule 2.5		
Schedule 3.1 – Powers under notices to owners or occupiers of land		
Regulation 7A <i>Local Government (Uniform Local Provisions) Regulations 1996</i> A person who is the owner or occupier of land must, when requested by the Local Government to do so, remove any thing that – a. Has fallen from the land, or from anything on the land; and b. Is obstructing a public thoroughfare	CEO	24 September 2013 Report
Schedule 3.2 – Particular things local governments can do on land even though it is not local government property		
Nil items in Schedule 3.2		
Schedule 4.1 – How to conduct votes and ascertain the result of an election		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Nil items in Schedule 4.1		
Schedule 5.1 – Provisions about standards panels		
Nil items in Schedule 5.1		
Schedule 6.1 – Provisions relating to the phasing in of valuations		
Clause 1(1) When imposing general rates, with respect to gross rental value, may resolve that a general valuation, which results in an increase, can be phased in over 3 years	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Clause 1(5) If a local government makes a resolution, under clause 1(1), it must request the Valuer General, at the same time as the Valuer General determines an interim valuation that will come into force in the district during the first 2 years of the phasing in period, to determine a valuation under subclause (6). The local government must give the Valuer General immediate written notice when the valuation is no longer required.	Suitable for Acting Through	
Clause 2(1) When imposing general rates and changing from valuations on unimproved value to valuations on gross rental value, may resolve that gross rental valuations can be phased in over 3 years	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Clause 2(5) If a local government makes a resolution under clause 2(1), it must request the Valuer General, at the same time as the Valuer General determines an interim valuation that will come into force in the district during the first 2 years of the phasing in period, to determine a valuation under subclause (6). The local government must give the Valuer General immediate written notice when the valuation is no longer required.	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Schedule 6.2 – Provisions relating to lease of land where rates or service charges unpaid		
Clause 1(1) A local government may lease the land with any conditions for a term that does not exceed 7 years	Suitable for delegation to CEO	No delegation proposed
Schedule 6.3 – Provisions relating to sale or transfer of land where rates or service charges unpaid		
Clause 1(1) Before exercising its power of sale, a local government must give the owner, or any other person who has a recorded interest in the land, opportunity to pay the rates or service charges. It must send them notice by certified mail and place a notice with the contents prescribed in clause 1(2) on its notice board for a minimum of 35 days	Suitable for Acting Through	
Clause 1(3) A local government must give local public notice if the owner or other interested parties do not have a recorded address	Suitable for Acting Through	
Clause 1(4) The local government must appoint a time at which the land may be offered for sale by public auction, not less than 3 months and not more than 12 months from the service of the notice under clauses 1(1) or 1(2)	Suitable for delegation to CEO	No delegation proposed
Clause 2(1) The local government must give Statewide public notice of the sale	Suitable for Acting Through	
Clause 2(3) The local government must give the Registrar of Titles or the Registrar of Deeds a memorial of the Statewide notice	Suitable for Acting Through	
Clause 4(1) A local government may transfer or convey to the purchaser of the land an indefeasible estate in fee simple	CEO subject to 5.43(d)	NEW DELEGATION PROPOSED
Clause 7(2) If the land has not been sold within 12 months, the local government may begin the process again in accordance with this Schedule	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<i>Nil Schedule 7</i>		
Schedule 8.1 – Provisions about Inquiry Panels		
Nil items in Schedule 8.1		
Schedule 9.1 – Certain matter for which Governor may make regulations		
Nil items in Schedule 9.1		
<i>Nil Schedule 9.2</i>		
Schedule 9.3 – Transitional provisions		
Nil items in Schedule 9.3		

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

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

3. Register of Delegations under *City of Nedlands Town Planning Scheme 2*

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

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

Delegation:

Conditions on Delegation:

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

but where, after advertising no objections have been received, or where two (2) or less submissions are received relating to the development (which are not specifically related to a variation to the Council's Town Planning Scheme, policies and/or the Acceptable Development Criteria of the Residential Design Codes), or where objections have been satisfactorily overcome by negotiation

- i) Events, including indoor events not likely to create a noise disturbance to neighbours or not involving the use of fireworks.
- 2. Refuse planning applications that do not comply with the Council's Town Planning Scheme and the Residential Design Codes – Acceptable Development Criteria where no discretion exists for Council to approve the variations
- 3. Enforce and implement the conditions of planning approval and to ensure that the works required are carried out satisfactorily to the City's standards and specifications
- 4. Shall have effect for a period no longer than 12 months (**Delegation prohibited** for a period longer than 12 months as per section 6.7.3).

4. Register of Delegations under the *Building Act 2011*

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

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Part 2 – Building and demolition permits			
Division 2 – Application for building or demolition permits			
Section 17.1 Refer an uncertified application to a building surveyor	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 18(1) Require the applicant to provide any document or information that it requires to determine the application and to verify the information by statutory declaration	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 20 & 23 Grant a building permit	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 20, 22(1) & (2), 23 Refuse to grant a building permit	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 21 & 23 Grant a demolition permit	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 21, 22(1) & (2), 23 Refuse to grant a demolition permit	Manager Property Services		25 June 2013 Report CPS21.13

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
	Senior Building Surveyor		
Section 23(1) & (2) and 23(4) Refund the fee that accompanied an application to the applicant if no decision made within the time	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 24 Record the grounds on which a decision to refuse to grant a building permit or demolition permit is based on and the reasons for the decision and give to the person whom the decision relates written notice of the decision together with those grounds and reason and the person's right of review	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Division3 – Building or demolition permits			
Section 27(1) & 88(3) Impose conditions on the grant of a permit in addition to any provided for in the Regulations, including specifying the way in which an outward facing side of a particular close wall must be finished	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 27(3) Refuse to accept an application to extend the time during which a permit has effect made after the expiry day for the permit	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Division 4 – Duration of building or demolition permits			

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 32 & Reg.24(1) & (2) Extend the time during which a permit has effect and impose conditions on the extended permits	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.24(1) Refuse to extend the time during which a permit has effect	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.26(3) & (4) Approve a new person to be named as the builder on the building permit and amend the details set out in the permit accordingly	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Part 4 – Occupancy permits and building approval			
Division 3 – Making and dealing with applications for occupancy permits and building approval certificates			
Section 55(1) Require the applicant of an occupancy permit or building approval certificate to provide any document or information that it requires to determine the application and to verify the information by statutory declaration	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 55(2) Refuse to consider an application	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 55(1) and 59 Grant or modify the occupancy permit or grant the building approval certificate	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 58(2) & (3) Refuse to grant or modify the occupancy permit or grant the building approval certificate	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 60 Record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 62(1) Impose conditions on the occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 62(3) Add, vary or revoke conditions while the occupancy permit or building approval certificate has effect	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 62(4) & (5) Give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 65(4) Extend the period in which the occupancy permit or modification to the building approval certificate has effect	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.40(2) Refuse to accept and application to extend the time during which an occupancy permit or a building approval certificate has effect	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 65 & Reg.40(5) Refuse to extend the time during which an occupancy permit or a building approval certificate has effect or extend the permit or certificate for a shorter period than requested by the applicant and, if so, record the grounds on which a decision is based and the reasons for the decision together, and give written notice of the decision together with those grounds and reasons and the person's right of review	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Part 6 – Work affecting other land			
Division 4 – Other boundary matters			

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 88(3) Specify the way in which an outward facing side of a particular close wall must be finished	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Part 8 - Enforcement			
Division 2 – Authorised persons			
Section 96(3) Designate a person employed by the local government under section 5.36 under the <i>Local Government Act 1995</i> as an authorised person for the purposes of this Act in relation to building and incidental structures located or proposed to be located in the district of the local government	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 96(6) Revoke a designation at any time	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 97 Give an identity card to each person designated by it as an authorised person	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 99(2) & (3) Limit the powers of an authorised person by imposing conditions on a person's instrument of designation or by written notice	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Division 5 – Building orders			

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
<p>Section 110(1) Make an order in respect of one or more of the following –</p> <p>(a) Particular building work;</p> <p>(b) Particular demolition work;</p> <p>(c) A particular building or incidental structure, whether completed before or after commencement day</p>	<p>Manager Property Services Senior Building Surveyor</p>		<p>25 June 2013 Report CPS21.13</p>
<p>Section 111(1) Before making a building order, give each person to whom the order is proposed to be directed written notice of the terms of the proposed order and the reasons for it and advise each person of time in which they may make submissions and consider each submission received</p>	<p>Manager Property Services Senior Building Surveyor</p>		<p>25 June 2013 Report CPS21.13</p>
<p>Section 112(3)(c) & Section 117(2) Decide whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving notification</p>	<p>Manager Property Services Senior Building Surveyor</p>		<p>25 June 2013 Report CPS21.13</p>
<p>Section 114(1) Serve a copy of the order on each person to whom the order is directed in accordance with s.76 of the <i>Interpretation Act 1994</i></p>	<p>Manager Property Services Senior Building Surveyor</p>		<p>25 June 2013 Report CPS21.13</p>

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 117(1) Revoke a building order at any time	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 118(2) Cause an authorised person to – a) Take any action specified in the order; or b) To commence or complete any work specified in the order; or c) If any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease	CEO Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 118(2) & (3) Recover as a debt from a person who has been served with a copy of a building order the reasonable costs and expenses incurred	CEO Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Part 11 – Building information			
Section 128(1) & (2) Keep a register of all building permits, demolition permits, occupancy permits and building approval certificates granted by it and all building orders made by it, in an approved manner and form	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 128(3) Amend the register to reflect the variation or revocation of a condition of, or any other change reflecting to that effect of, a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order resulting from a decision of the permit authority or information given to the permit authority	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 129(1) Make the register available for inspection by members of the public during normal office hours	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 129(2) On application by any person and on payment of the prescribed fee, if any, provide to the person a copy of a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order that is kept in the register	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 130 Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure that is the subject of –	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
a) An application for a building permit or demolition permit; or b) An application of a kind mentioned in Part 4 Division 2; or c) An inspection of a prescribed kind			
Section 131(2) Allow an interested person to inspect a building record and provide to the interested person a copy of the building record	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Section 132(3) & Reg.14 Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <i>Financial Management Act 2006</i> Part 5 by the accountable authority [s.132(1)] and provide a record or information by the Building Commissioner	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13

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

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

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Division 2 – Private swimming pools			
Reg.51(2) Approval alternative requirements to reg.50(4)(b) if satisfied that the alternative requirements will restrict access by young children to the swimming pool as effectively as if there were compliance with Australian Standard AS1926.1	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.50, 52 & 53(1) Arrange for an authorised person to inspect the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in reg.50 and 52 of the Regulations are complied with	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Division 3 – Smoke alarms			
Reg.60(1) & (2) Approve the use, in a dwelling or part of a dwelling, of a battery powered smoke alarm and give approval in relation to an alarm that was installed before the approval is to be given	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Part 9 – Transitional provisions relating to <i>Local Government (Miscellaneous Provisions) Act 1960</i>			
Reg.64(3) Grant a license for the deposition of materials on streets, subject to such conditions as reasonably required	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.64(4) Charge a license fee	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Reg.64(5) Require the applicant of a license to deposit a sum sufficient to cover the cost of repairing damage caused by the licensee to the street, footpath or kerb	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.64(6) Undertake repair work and deduct the cost from the deposit of the repair work or, if the deposit is insufficient to meet the cost, apply the deposit in part payment of the cost, and recover the balance in a court of competent jurisdiction	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.65(e) Fill in an excavation on land abutting or adjoining a street, way or other public place unless excavation is securely fenced off	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.65(f) Pull down hoarding, fence, scaffold or enclosure erected otherwise than as permitted by a license	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.65(g) Remove materials comprising a hoarding, fence, scaffold or enclosure or any stone, bricks, mortar, lime or other building materials contained within the enclosure or deposited in or on the street, way or other public place other than as permitted by a license and deposit the materials in such place as the local government thinks fit	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.65(h) Serve a written notice on a person to pay the expenses incurred under reg.65(e)-(g) and recover the expenses in a court of competent jurisdiction	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13


FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Reg.66(2)(a) Cause repairs and reinstatements to be done to a footpath roadway, kerb, water table or drain damaged under reg.66(1)	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.66(2)(b) Serve a written notice on a person to pay to the local government the expenses incurred under reg.66(2)(a) and recover the expenses in a court of competent jurisdiction	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13
Reg.67(1) Serve a written notice requiring a person to cover a footpath to prevent inconvenience to the public or danger from falling materials during periods set out in reg.67	Manager Property Services Senior Building Surveyor		25 June 2013 Report CPS21.13

6. Register of Delegations under the City of Nedlands Local Law Relating to Reserves, Foreshores and Beaches

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

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

CPS30.13 Standing Orders Amendment Local Law

Committee	10 September 2013
Council	24 September 2013
Applicant	City of Nedlands
Officer	Phoebe Huigens, Policy & Projects Officer
Director	Michael Cole, Director Corporate and Strategy
Director Signature	
File Reference	C13/109
Previous Item	Nil

Executive Summary

This report seeks to gain Council's approval to advertise the proposed City of Nedlands Standing Orders Amendment Local Law 2013 in accordance with the requirements of the *Local Government Act 1995*.

Please note that under section 3.12(2) of the *Local Government Act 1995*, the Presiding Member is to read aloud the purpose and effect of the proposed local law.

The purpose of the local law amends the principal City of Nedlands Standing Orders Local Law 2009. The purpose of the principal local law is to allow for the orderly conduct of meetings of the Council and Committees.

The effect of the local law is to ensure that all Council and Committee meetings are to be governed by the Standing Orders unless otherwise provided for in the *Local Government Act 1995* or Regulations.

Recommendation to Committee

Council advertises the proposed City of Nedlands Standing Orders Amendment Local Law 2013 as contained in Attachment 1 for public comment.

ABSOLUTE MAJORITY REQUIRED

Strategic Plan

Governance and Civic Leadership

Regular review of the City's local laws ensures that they remain relevant and meaningful to the local community. An efficient local law system ensures proper governance within the City.

Background

Following a workshop with Councillors, a number of minor amendments to the City's Standing Orders local law are required. These amendments are contained in the attached Standing Orders Amendment Local Law 2013.

Key Relevant Previous Council Decisions:

Nil

Consultation

Required by legislation:

Yes ☒

No ☐

Required by City of Nedlands policy:

Yes ☒

No ☐

Legislation / Policy

Part 3 Subdivision 2 of the *Local Government Act 1995* stipulates the procedure for making and reviewing local laws.

Budget/Financial Implications

Within current approved budget:

Yes ☒

No ☐

Requires further budget consideration:

Yes ☐

No ☒

Risk Management

Regular review of the City's local laws and the invitation to the residents of the City to comment on the proposed laws reduces the risk of the local laws being out of date and not meeting community requirements.

Discussion

Council requested some amendments to its Standing Orders Local Law 2009. Proposed amendments were discussed at the Councillor Briefing of Tuesday 6 August 2013. Councillors raised a number of items, some of which were resolved at the briefing. Other issues do require changes and are listed below:

1. Part 2 amended

The following amendment is proposed to correct an error in drafting the Principal local law in 2009:

Delete the title “Part 2 – Calling Meetings” and insert the title “Part 2 – Calling and Convening Meetings”

2. Clause 2.3 amended

Clause 2.3 is misleading due to it making reference to special committee meetings, when in fact no such meeting exists. Amendment are proposed:

In clause 2.3 delete “Calling committee meetings and special committee meetings” and insert “Council and committee meetings”

In clause 2.3 after “A meeting of” insert “Council or”

In clause 2.3(a) after “Presiding member of the” insert “Council or”

In clause 2.3(b) after “1/3 of the members of” insert “Council or”

3. Clause 3.12 amended

An amendment is proposed to allow the CEO, or the Mayor in consultation with the CEO, can decide that a matter should be dealt with in confidence and treated as a confidential matter:

In clause 3.12(1) after “which Council” insert “, the CEO, or the Mayor in consultation with the CEO”

4. Clause 9.6 amended

An amendment is proposed to allow an employee answer questions if called upon to do so:

In clause 9.6 insert “The Presiding Member and the CEO retain the right to answer any question arising in the first instance, and an employee will assist with a response when called upon to do so”.

5. Clause 10.1A amended

The following amendment is proposed to prevent amendments and alternative resolutions to recommendations which conflict with the stated purpose of a Special Council Meeting:

In clause 10.1A insert “Such material amendments and alternative resolutions shall not conflict with the stated purpose of a Special Council Meeting”.

6. Clause 10.7 amended

The following amendment is proposed to correct an error in drafting the Principal local law in 2009:

In clause 10.7(b) after “motion” delete “unless the seconder reserves the right to speak later in the debate”

In clause 10.7(d) after “motion” insert “unless the seconder reserves the right to speak later in the debate”

7. Clause 17.3 amended

Clause 17.3 is amended to require that Committee recommendations are moved first:

In clause 17.3 after “recommendations of the committee is to be” insert “first”

Clause 17.3(b) is amended to reflect the fact that no Committee exists where there is not at least one member of Council on the Committee:

In clause 17.3(b) delete “is not a Council member, or”

In addition to the above, Administration is also proposing two other minor amendments to improve the efficiency of meetings and to allow more discussion on items at Committee meetings.

8. Clause 3.4 amended

Clause 3.4 is amended to allow any person to address the Council, rather than only electors of the City of Nedlands.

In clause 3.4(1) delete “Unless Council decides otherwise, only electors of the City of Nedlands” and insert “Any person”

9. Clause 17.6 amended

Clause 17.6(d) is added “clause 10.7(g), in respect to order of call in debate. Other speakers, if any, may speak.”.

The draft City of Nedlands Standing Orders Amendment Local Law 2013 will be advertised for public submissions for a period of no less than six weeks in accordance with the *Local Government Act 1995*. After this time, submissions (if any) will be considered and a final draft Local Law will be presented to Council for adoption.

Conclusion

Council is recommended to advertise the draft City of Nedlands Standing Orders Local Law 2013 for a period of not less than six weeks in accordance with section 3.12 of the *Local Government Act 1995*.

Attachments

1. City of Nedlands Standing Orders Amendment Local Law 2013

LOCAL GOVERNMENT ACT 1995

CITY OF NEDLANDS

STANDING ORDERS AMENDMENT LOCAL LAW 2013

Under the powers of the *Local Government Act 1995* and by all other powers, the Council of the City of Nedlands resolved on xx xxxxx 2013 to make the following local law.

1. Citation

This local law may be cited as the *City of Nedlands Standing Orders Amendment Local Law 2013*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal Local Law

In this local law, the *City of Nedlands Standing Orders Local Law 2009* as published in the *Government Gazette* on 13 May 2009 is referred to as the principal local law. The principal local law is amended.

4. Part 2 amended

Delete the title “Part 2 – Calling Meetings” and insert the title “Part 2 – Calling and Convening Meetings”

5. Clause 2.3 amended

In clause 2.3 delete “Calling committee meetings and special committee meetings” and insert “Council and committee meetings”

In clause 2.3 after “A meeting of” insert “Council or”

In clause 2.3(a) after “Presiding member of the” insert “Council or”

In clause 2.3(b) after “1/3 of the members of” insert “Council or”

6. Clause 3.4 amended

In clause 3.4(1) delete “Unless Council decides otherwise, only electors of the City of Nedlands” and insert “Any person”

7. Clause 3.12 amended

In clause 3.12(1) after “which Council” insert “, the CEO, or the Mayor in consultation with the CEO”

8. Clause 9.6 amended

In clause 9.6 insert “The Presiding Member and the CEO retain the right to answer any question arising in the first instance, and an employee will assist with a response when called upon to do so”.

9. Clause 10.1A amended

In clause 10.1A insert “Such material amendments and alternative resolutions shall not conflict with the stated purpose of a Special Council Meeting”.

10. Clause 10.7 amended

In clause 10.7(b) after “motion” delete “unless the seconder reserves the right to speak later in the debate”

In clause 10.7(d) after “motion” insert “unless the seconder reserves the right to speak later in the debate”

11. Clause 17.3 amended

In clause 17.3 after “recommendations of the committee is to be” insert “first”

In clause 17.3(b) delete “is not a Council member, or is absent”

12. Clause 17.6(d) is added

Clause 17.6(d) is added: “clause 10.7(g), in respect to standing orders in view”.

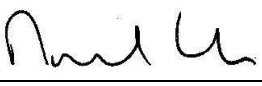
Dated _____ 2013

The Common Seal of the)
City of Nedlands was affixed by)
authority of a resolution)
of the Council in the)
presence of -)

Chief Executive Officer
Greg Trevaskis

Mayor
Max Hipkins

CPS31.13	Local Government Property Local Law
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Committee	10 September 2013
Council	24 September 2013
Applicant	City of Nedlands
Officer	Phoebe Huigens, Policy & Projects Officer
Director	Michael Cole, Director Corporate and Strategy
Director Signature	
File Reference	C13/109
Previous Item	Nil

Executive Summary

The City's Local Law Relating to Reserves, Foreshores and Beaches and the City's Local Law Relating to Council Halls are both overdue for review. Administration recommends that the attached Local Government Property Local Law 2013 be advertised to invite public submissions, with the intent that this new local law replaces the two existing laws which would be repealed upon adoption of the new local law.

Please note that under section 3.12(2) of the *Local Government Act 1995*, the Presiding Member is to read aloud the purpose and effect of the proposed local law.

The purpose of the local law is to provide for the regulation, control and management of local government property and activities conducted on local government property.

The effect of the local law is to establish a system regulating activities on council property with which persons wishing to conduct such activity must observe.

Recommendation to Committee

Council advertises the proposed City of Nedlands Local Government Property Local Law 2013 as contained in Attachment 1 for public comment.

ABSOLUTE MAJORITY REQUIRED

Strategic Plan

Governance and Civic Leadership

Regular review of the City's local laws ensures that they remain relevant and meaningful to the local community. An efficient local law system ensures proper governance within the City.

Background

Section 3.16 of the *Local Government Act 1995* requires periodic reviews of the City's local laws. The Local Government is to carry out a review within 8 years from the day each local law commenced. The Local Government is to determine whether or not it considers that the law should remain unchanged, be repealed or be amended.

The City's Local Law Relating to Reserves, Foreshores and Beaches was gazetted on 19 March 2001, and is therefore overdue for review. The City's Local Law Relating to Council Halls was gazetted on 1 September 2000, and is therefore also overdue for review.

At its meeting of 11 December 2012, Council authorised administration to undertake a review of these local laws. In the time since these two local laws came in to effect in 2000 and 2001, WALGA has developed a model Local Government Property Local Law. Administration has determined that this model law, with some variations, is suitable to replace the City's existing Local Law Relating to Reserves, Foreshores and Beaches, and the City's Local Law Relating to Council Halls. Upon adoption of a proposed Local Government Property Local Law, these two local laws would be repealed.

Key Relevant Previous Council Decisions:

Nil

Consultation

Required by legislation:

Yes ☒

No ☐

Required by City of Nedlands policy:

Yes ☒

No ☐

At its meeting of 11 December 2012, Council authorised administration to undertake a review of its Local Law Relating to Reserves, Foreshores and Beaches and its Local Law relating to Council Halls.

Administration advertised a public submission period from 26 January 2013 to 28 March 2013. Public Notice of this consultation period was advertised in both the West Australian newspaper and the POST newspaper on Saturday 26th January, and on the City's notice boards and website for the duration of the consultation period.

No submissions were received.

Legislation / Policy

Part 3 Subdivision 2 of the *Local Government Act 1995* stipulates the procedure for making and reviewing local laws.

Budget/Financial Implications

Within current approved budget:
Requires further budget consideration:

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Risk Management

Regular review of the City's local laws and the invitation to the residents of the City to comment on the proposed laws reduces the risk of the local laws being out of date and not meeting community requirements.

Discussion

The proposed City of Nedlands Local Government Property Local Law 2013 is attached. It has been drafted based on the City's existing Local Law Relating to Reserves, Foreshores and Beaches, and the City's Local Law Relating to Council Halls, WALGA's model Local Government Property Local Law, and the Shire of Brookton's Local Government Property Local Law which was published in the Government Gazette on 6 March 2012.

In the time since City's Local Law Relating to Reserves, Foreshores and Beaches and the City's Local Law Relating to Council Halls came in to effect in 2001 and 2000 respectively, WALGA has developed a Local Government Property Local Law. Administration has determined that this model law, with some variations, is suitable to replace the City's existing Local Law Relating to Reserves, Foreshores and Beaches, and the City's Local Law Relating to Council Halls.

Upon adoption of a proposed Local Government Property Local Law, these two existing local laws would be repealed.

The City is required to give Statewide and local public notice stating that it proposes to make the local law. A public submission period of no less than 6 weeks is required.

Conclusion

Council is recommended to advertise the draft City of Nedlands Local Government Property Local Law 2013 for a period of not less than six weeks in accordance with section 3.12 of the *Local Government Act 1995*.

The draft City of Nedlands Local Government Property Local Law 2013 is intended to replace the City's existing Local Law Relating to Reserves, Foreshores and Beaches and the City's Local Law Relating to Council Halls. Upon adoption of a new Local Government Local Law, the City would repeal these existing local laws.

Attachments

1. City of Nedlands Local Government Property Local Law 2013

Local Government Act 1995

**CITY OF NEDLANDS
LOCAL GOVERNMENT PROPERTY
LOCAL LAW 2013**

CITY OF NEDLANDS LOCAL GOVERNMENT PROPERTY LOCAL LAW 2013

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Local Government Act 1995

[1]

LOCAL GOVERNMENT PROPERTY LOCAL LAW

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the *[insert name of local government]* resolved on *[insert date]* to make the following local law.

PART 1 - PRELIMINARY

Citation

1.1 This local law may be cited as the City of Nedlands Local Government Property Local Law 2013.

Commencement

1.2 This local law comes in to operation 14 days after the date of its publication in the *Government Gazette*.

Purpose and Effect

1.3 (1) The purpose of this local law is to provide for the regulation, control and management of activities conducted on council property throughout the District.

(2) The effect of this local law is to establish a system regulating activities on council property with which persons wishing to conduct such activity must observe.

Application

1.4 (1) This local law applies throughout the district and in the sea adjoining the district for a distance of 200 metres seawards from the low water mark at ordinary spring tides.

(2) Notwithstanding anything to the contrary in this local law, the local government may -

- (a) hire local government property to any person; or
- (b) enter into an agreement with any person regarding the use of any local government property.

Definitions

1.5 In this local law unless the context otherwise requires -

Act means the *Local Government Act 1995*;

Applicant means a person who applies for a permit under clause 3.2;

Authorised person means a person authorised by the local government under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

Boat means any ship, vessel or structure capable of being used in navigation by water, however propelled or moved, and includes a jet ski;

Building means any building which is local government property and includes a –

- (a) hall or room;
- (b) corridor, stairway or annexe of any hall or room; and
- (c) jetty;

CEO means the chief executive officer of the local government;

Commencement day means the day on which this local law comes into operation;

Council means the council of the local government;

Date of publication means, where local public notice is required to be given of a matter under this local law, the date on which notice of the matter is published in a newspaper circulating generally throughout the district;

Determination means a determination made under clause 2.1;

District means the district of the local government;

Function means an event or activity characterised by all or any of the following –

- (a) formal organisation and preparation;
- (b) its occurrence is generally advertised or notified in writing to particular persons;
- (c) organisation by or on behalf of a club;
- (d) payment of a fee to attend it; and
- (e) systematic recurrence in relation to the day, time and place;

Liquor has the same meaning as is given to it in section 3 of the *Liquor Licensing Act 1988*;

Local government means the City of Nedlands;

Local government property means anything except a thoroughfare –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

Manager means the person for the time being employed by the local government to control and manage a pool area or other facility which is local government property and includes the person's assistant or deputy;

nuisance means –

- (a) An activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) An unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or
- (c) Interference which causes material damage to land or other property on the land affected by the interference;

Permit means a permit issued under this local law;

Permit holder means a person who holds a valid permit;

Person does not include the local government;

Pool area means any swimming and wading pools and spas and all buildings, structures, fittings, fixtures, machinery, chattels, furniture and equipment forming part of or used in connection with such swimming and wading pools and spas which are local government property;

Regulations means the *Local Government (Functions and General) Regulations 1996*;

Sign includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;

Trading means the selling or hiring, or the offering for sale or hire of goods or services, and includes displaying goods for the purpose of –

- (a) offering them for sale or hire;
- (b) inviting offers for their sale or hire;
- (c) soliciting orders for them; or
- (d) carrying out any other transaction in relation to them; and

Vehicle includes –

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
- (b) an animal being ridden or driven,

but excludes –

- (c) a wheel-chair or any device designed for use, by a physically impaired person on a footpath;
- (d) a pram, a stroller or a similar device; and

- (e) a boat.

Interpretation

1.6 In this local law unless the context otherwise requires a reference to local government property includes a reference to any part of that local government property.

Repeal

1.7 (1) The following local laws are repealed –

City of Nedlands Local Law Relating to Council Halls, Gazetted on 1 September 2000

City of Nedlands Local Law Relating to Reserves, Foreshores and Beaches, Gazetted on 19 March 2001.

(2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.

(3) The Council may resolve that notwithstanding subclause (2), specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

Overriding power to hire or agree

1.8 Despite anything to the contrary in this local law, the local government may-

- (a) Hire local government property to any person; or
- (b) enter into an agreement with any person regarding the use of any local government property.

Delegation

1.9 The local government may delegate any of the powers, functions and duties in this Local Law to the CEO.

PART 2 - DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY

Division 1 - Determinations

Determinations as to use of local government property

- 2.1(1) The local government may make a determination in accordance with clause 2.2 –
- (a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;
 - (b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;
 - (c) as to the matters in clauses 2.7(2) and 2.8(2); and
 - (d) as to any matter ancillary or necessary to give effect to a determination.
- (2) The determinations in Schedule 2 –
- (a) are to be taken to have been made in accordance with clause 2.2;
 - (b) may be amended or revoked in accordance with clause 2.6; and
 - (c) have effect on the commencement day.

Procedure for making a determination

- 2.2 (1) The local government is to give local public notice of its intention to make a determination.
- (2) The local public notice referred to in subclause (1) is to state that –
- (a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;
 - (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
 - (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to –
- (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
 - (b) amend the proposed determination, in which case subclause (5) will apply; or
 - (c) not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c) the Council is to –

- (a) consider those submissions; and
 - (b) decide –
 - (i) whether or not to amend the proposed determination; or
 - (ii) not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, it is to give local public notice –
- (a) of the effect of the amendments; and
 - (b) that the proposed determination has effect as a determination on and from the date of publication.
- (6) If the Council decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.
- (7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).
- (8) A decision under subclause (3) or (4) is not to be delegated by the Council.

Discretion to erect sign

2.3 The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

Determination to be complied with

2.4 A person shall comply with a determination.

Register of determinations

2.5 (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.

(2) Sections 5.94 and 5.95 of the Act are to apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

Amendment or revocation of a determination

2.6 (1) The Council may amend or revoke a determination.

(2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.

(3) If the Council revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

Division 2 - Activities which may be pursued or prohibited under a determination

Activities which may be pursued on specified local government property

2.7 (1) A determination may provide that specified local government property is set aside as an area on which a person may –

- (a) bring, ride or drive an animal;
- (b) take, ride or drive a vehicle, or a particular class of vehicle;
- (c) fly or use a motorised model aeroplane;
- (d) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;
- (e) launch, beach or leave a boat;
- (f) take or use a boat, or a particular class of boat;
- (g) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;
- (h) play or practice –
 - (i) golf or archery;
 - (ii) pistol or rifle shooting, but subject to the compliance of that person with the *Firearms Act 1973*; or
 - (iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
- (i) ride a bicycle, a skateboard, rollerblades, a sandboard or a similar device; and
- (j) wear no clothing.

(2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular –

- (a) the days and times during which the activity may be pursued;
- (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
- (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
- (d) may limit the activity to a class of vehicles, boats, equipment or things, or may extend it to all vehicles, boats, equipment or things;
- (e) may specify that the activity can be pursued by a class of persons or all persons; and
- (f) may distinguish between different classes of the activity.

Activities which may be prohibited on specified local government property

2.8 (1) In this clause—

premises means a building, stadium or similar structure which is local government property, but not an open space such as a park or a playing field.

(2) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property—

- (a) smoking on premises;
- (b) riding a bicycle, a skateboard, rollerblades, a sandboard or a similar device;
- (c) taking, riding or driving a vehicle on the property or a particular class of vehicle;
- (d) riding or driving a vehicle of a particular class or any vehicle above a specified speed;
- (e) taking or using a boat, or a particular class of boat;
- (f) the playing or practice of -
 - (i) golf, archery, pistol shooting or rifle shooting; or
 - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
- (g) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property; and
- (h) the traversing of sand dunes or land which in the opinion of the local government has environmental value warranting such protection, either absolutely or except by paths provided for that purpose.

(3) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (1) and, in particular –

- (a) the days and times during which the activity is prohibited;
 - (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is prohibited in respect of a class of vehicles, boats, equipment or things, or all vehicles, boats, equipment or things;
 - (d) that an activity is prohibited in respect of a class of persons or all persons; and
 - (e) may distinguish between different classes of the activity.
- (3) In this clause –

premises means a building, stadium or similar structure which is local government property, but not an open space such as a park or a playing field.

Division 3 - Transitional

Signs taken to be determinations

2.9 (1) Where a sign erected on local government property has been erected under a local law of the local government repealed by this local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.

- (2) Clause 2.5 does not apply to a sign referred to in subclause (1).

PART 3 - PERMITS

Division 1 - Preliminary

Application of Part

3.1 This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government to do so.

Division 2 - Applying for a permit

Application for permit

3.2 (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).

(2) An application for a permit under this local law shall -

- (a) be in the form determined by the local government;
- (b) be signed by the applicant;
- (c) provide the information required by the form; and
- (d) be forwarded to the CEO together with any fee and/or deposit imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.

(4) The local government may require an applicant to give local public notice of the application for a permit.

(5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

Decision on application for permit

3.3 (1) The local government may –

- (a) approve an application for a permit unconditionally or subject to any conditions; or
- (b) refuse to approve an application for a permit.

(2) If the local government approves an application for a permit, it is to issue to the applicant, a permit in the form determined by the local government.

(3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.

Division 3 - Conditions

Conditions which may be imposed on a permit

3.4 (1) Without limiting the generality of clause 3.3(1)(a), the local government may approve an application for a permit subject to conditions relating to -

- (a) the payment of a fee;
- (b) compliance with a standard or a policy of the local government adopted by the local government;
- (c) the duration and commencement of the permit;
- (d) the commencement of the permit being contingent on the happening of an event;
- (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (f) the approval of another application for a permit which may be required by the local government under any written law;
- (g) the area of the district to which the permit applies;
- (h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
- (i) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government.

(2) Without limiting clause 3.3(1)(a) and subclause (1), the following paragraphs indicate the type and content of the conditions on which a permit to hire local government property may be issued –

- (a) when fees and charges are to be paid;
- (b) payment of a bond against possible damage or cleaning expenses or both;
- (c) restrictions on the erection of material or external decorations;
- (d) rules about the use of furniture, plant and effects;
- (e) limitations on the number of persons who may attend any function in or on local government property;
- (f) the duration of the hire;

- (g) the right of the local government to cancel a booking during the course of an annual or seasonal booking, if the local government sees fit;
- (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the *Liquor Licensing Act 1988*;
- (i) whether or not the hire is for the exclusive use of the local government property;
- (j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer; and
- (k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

Imposing conditions under a policy

3.5 (1) In this clause –

policy means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 3.3(1)(a).

(2) Under clause 3.3(1)(a) the local government may approve an application subject to conditions by reference to a policy.

(3) The local government shall give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 3.3(2).

(4) An application for a permit shall be deemed not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.

(5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy shall be deemed to be information within section 5.94(u)(i) of the Act.

Compliance with and variation of conditions

3.6 (1) Where an application for a permit has been approved subject to conditions, the permit holder shall comply with each of those conditions.

(2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

Division 4 - General

Agreement for building

3.7 Where a person applies for a permit to erect a building on local government property the local government may enter into an agreement with the permit holder in respect of the ownership of the materials in the building.

Duration of permit

3.8 A permit is valid for one year from the date on which it is issued, unless it is –

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 3.12.

Renewal of permit

3.9 (1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.

(2) The provisions of this Part shall apply to an application for the renewal of a permit *mutatis mutandis*.

Transfer of permit

3.10 (1) An application for the transfer of a valid permit is to -

- (a) be made in writing;
- (b) be signed by the permit holder and the proposed transferee of the permit;
- (c) provide such information as the local government may require to enable the application to be determined; and
- (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

(3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by an endorsement on the permit signed by the CEO.

(4) Where the local government approves the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

Production of permit

3.11 A permit holder is to produce to an authorised person her or his permit immediately upon being required to do so by that authorised person.

Cancellation of permit

3.12 (1) Subject to clause 8.1, a permit may at any time prior to the commencement of the period of hire be cancelled by the local government. If a fee was paid to the local government the fee so paid shall be forthwith refunded by the local government to the person paying the same. The local government shall not be liable to pay any compensation or damages by reason of such cancellation.

(2) When a permit is cancelled by the permit holder, the permit holder -

- (a) shall return the permit as soon as practicable to the CEO; and
- (b) is to be taken to have forfeited any fees paid in respect of the permit.

Division 5 - When a permit is required

Activities needing a permit

3.13 (1) A person other than an employee of the Council executing their normal duties shall not without a permit –

- (a) subject to subclause 3, hire local government property;
- (b) advertise anything by any means on local government property;
- (c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on local government property;
- (d) teach, coach or train, for profit, any person in a pool area or an indoor recreation facility which is local government property;
- (e) plant any plant or sow any seeds on local government property;
- (f) carry on any trading on local government property unless the trading is conducted -
 - (i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or
 - (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;
- (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose -
 - (i) drive or ride or take any vehicle on to local government property; or
 - (ii) park or stop any vehicle on local government property;
- (h) conduct a function on local government property ;
- (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
- (j) light a fire on local government property except in a facility provided for that purpose;
- (k) parachute, hang glide, abseil or base jump from or on to local government property;
- (l) fly any model aeroplane whether mechanically operated or otherwise;
- (m) erect, install, operate or use any broadcasting, public address system, loudspeaker or other device for the amplification of sound on local government property;
- (n) distribute or exhibit any printed or written pamphlet, hand bill, placard or notice on any matter whatsoever;

- (o) erect a building or a refuelling site on local government property;
- (p) deposit or store any thing on local government property;
- (q) make any excavation on or erect or remove any fence on local government property;
- (r) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person;
- (s) drive or ride or bring a vehicle onto a reserve or foreshore or permit to drive or ride or bring any vehicle onto a reserve or foreshore except on or over such parts of the reserve or foreshore as are set aside as roads or driveways or vehicle parking or as access to areas set aside for the use of the vehicle;
- (t) park or stand any vehicle on a reserve except in an area set aside for that purpose;
- (u) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property; or
- (v) conduct or take part in any gambling game or contest or bet, or offer to bet, publicly.

(2) The local government may exempt a person from compliance with subclause (1) on the application of that person.

(3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

Permit required to camp outside a facility

3.14 (1) In this clause –

facility has the same meaning as is given to it in section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*.

(2) This clause does not apply to a facility operated by the local government.

(3) A person shall not without a permit –

- (a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property; or
- (b) erect any tent, camp, hut or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day.

(4) The maximum period for which the local government may approve an application for a permit in respect of paragraph (a) or (b) of subclause (3) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.

Permit required for possession and consumption of liquor

3.15 (1) A person, on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless –

(a) that is permitted under the *Liquor Licensing Act 1988*; and

(b) a permit has been obtained for that purpose.

(2) Subclause (1) does not apply where the liquor is in a sealed container.

Division 6 - Responsibilities of permit holder

Responsibilities of permit holder

3.16 (1) A holder of a permit shall in respect of local government property to which the permit relates -

(a) ensure that an authorised person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;

(b) leave the local government property in a clean and tidy condition after its use;

(c) place all food scraps, waste and rubbish in the bags or other waste receptacle provided;

(d) be responsible for the setting up of trestles, furniture etc. And removing and storing of the same;

(e) report any damage or defacement of the local government property to the local government; and

(f) prevent the consumption of any liquor on the local government property unless the permit allows it and a licence has been obtained under the *Liquor Licensing Act 1988* for that purpose.

(2) A holder of a permit, in respect of local government property to which the permit relates, shall not –

(a) erect any internal or external decorations without written permission from the CEO;

(b) interfere with or cover any light or light fixture without written permission from the CEO;

(c) use candles within the local government property without written permission from the CEO;

(d) bring or use confetti;

(e) attach tacks, screws or other fixtures to any woodwork or walls of buildings;

(f) cause nuisance or annoyance to owners or occupiers of property within the vicinity of the local government property; and

- (g) remove any property, chattels, equipment, fixtures or fittings from the local government property.

PART 4 - BEHAVIOUR ON ALL LOCAL GOVERNMENT PROPERTY

Division 1 - Behaviour on and interference with local government property

Behaviour which interferes with others

- 4.1 A person shall not in or on any local government property behave in a manner which -
- (a) is likely to interfere with the enjoyment of a person who might use the property;
 - (b) interferes with the enjoyment of a person using the property; or
 - (c) creates a nuisance.

Behaviour detrimental to property

4.2 (1) A person shall not behave in or on local government property in a way which is or might be detrimental to the property.

(2) In subclause (1) –

'detrimental to the property' includes –

- (a) removing any thing from the local government property such as a rock, a plant or a seat provided for the use of any person; and
- (b) destroying, defacing or damaging any thing on the local government property, such as a plant, a seat provided for the use of any person or a building.

General Prohibitions

4.3 (1) In or on local government property, a person shall not -

- (a) drive or take any bathing appliance or boat into any place where persons are bathing, in such a manner as to cause annoyance or injury to any person bathing or about to bathe;
- (b) pry, or loiter in or around any lavatory, change room or other similar building;
- (c) bathe, swim, wade, sun bathe or wander unless properly clothed unless under the age of 5 years old;
- (d) bathe, swim or wade in any sump, drain, fountain, pond or lake;
- (e) operate any musical instrument or amplifying equipment or other sound producing, enhancing or amplifying device at such volume as to cause a nuisance to other persons;
- (f) other than a gas-fuelled barbeque, light a fire or dispose of any incendiary material;

(2) The provisions of this clause shall not apply to an authorised person acting in the course of his or her duty.

Taking or injuring any fauna

4.4 (1) A person shall not, take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorised under a written law to do so.

(2) In this clause –

animal means any living thing that is not a human being or plant; and

fauna means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal –

- (a) any class of animal or individual member;
- (b) the eggs or larvae; or
- (c) the carcass, skin, plumage or fur.

Intoxicated persons not to enter local government property

4.5 A person shall not enter or remain on local government property while under the influence of liquor or a prohibited drug.

No prohibited drugs

4.6 A person shall not take a prohibited drug on to, or consume or use a prohibited drug on, local government property.

Animals

- 4.7 (1) A person must not –
- (a) tether any animal to a tree, shrub, tree guard, wall or fence; or
 - (b) permit any animal to enter upon or into any local government property, unless authorised by a permit
- (2) The CEO of an authorised person may, by the placement of an approved sign, prohibit dogs from being in a children’s playground or in the vicinity of a children’s playground.
- (3) This clause does not apply to a guide dog used for the assistance of visually impaired persons and is subject to the provisions of section 8 of the Dog Act 1976 and section 66J of the Equal Opportunity Act 1984.

Waste

- 4.8 (1) A person must not deposit or discard waste on local government property except – in a place or receptacle set aside by the CEO or an authorised person for that purpose and subject to any conditions that may be specified on the receptacle or a sign, such as a condition in relation to the type of waste that may be deposited; or

Refusal of Entry to Local Government Property

- 4.9 (1) An authorised person may refuse to allow entry, or suspend admission, to any local government property by any person who he or she believes has behaved or is likely to behave in a manner contrary to the provisions of this Part.
(2) This refusal or suspension can be for any period of up to 12 months as decided by that authorised person.
(3) A decision made under this clause is a decision to which clause (8) applies.

Division 2 - Signs

Signs

- 4.10 (1) A local government may erect a sign on local government property specifying any conditions of use which apply to that property.
- (2) A person shall comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is –
- (a) not to be inconsistent with any provision of this local law or any determination; and
 - (b) to be for the purpose of giving notice of the effect of a provision of this local law.

PART 5 – MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY

Division 1 - Beaches

Powers of surf life saving club members

5.1 (1) Subject to subclause (2), the local government may authorize under section 9.10 of the Act the members of a surf life saving club to perform all or any of the following functions in relation to a beach -

- (a) patrol any beach;
 - (b) carry out any activity on any beach;
 - (c) erect signs designating bathing areas and signs regulating, prohibiting or restricting specified activities on the whole or any part of a beach or in or on the water adjacent to the beach and to direct persons on the beach or in or on the water to comply with such signs;
 - (d) take onto any beach any life saving gear including vehicles or boats that are used for life saving activities;
 - (e) close any beach or part of any beach during any period of potential dangerous conditions or sighting of a shark;
 - (d) temporarily enclose any area with rope, hessian, wire or any other means for the conduct of surf life saving club activities; and
 - (e) direct persons to leave the water, or if necessary physically remove any person from the water, adjacent to a beach during dangerous conditions or if a shark is suspected of being in the vicinity of a beach.
- (2) Under subclause (1), the local government shall authorize only those members who have been recommended by the surf life saving club as competent to perform the functions referred to in that subclause in respect of which they are authorised.
- (3) Under subclause (1), the local government may authorize members generally, or in relation to particular times, days or months.
- (4) When any beach or part of any beach is closed in accordance with clause 5.3(1)(e) an authorised person or patrol captain of a surf life saving club shall advise the Chief Executive Officer of the local government as soon as is practicable.
- (5) A patrolling member of a surf life saving patrol on duty at any beach shall wear a red and yellow quartered swimming cap and bathers, in accordance with the Surf Life Saving Australia Inc Patrol Uniform Policy, for the time they are on patrol.
- (6) A person who is not a patrolling member of a surf life saving patrol on duty shall not wear a red and yellow quartered swimming cap and bathers or give the impression they are a patrolling member of a surf life saving patrol on duty.

Authorising other persons

- 5.2 (1) A local government may authorize, under section 9.10 of the Act, a person to perform all or any of the functions referred to in clause 5.3(1) in relation to a beach.
- (2) Under subclause (1), the local government shall authorize only those persons who, in the reasonable opinion of the local government, are competent to perform the functions referred to in clause 5.3(1) in respect of which they are authorised.
- (3) Under subclause (1), the local government may authorize a person generally, or in relation to particular times, days or months.
- (4) Where the local government has authorised members of a surf life saving club under clause 5.2(1) and a person under subclause (1) in relation to the same beach, so that they can perform all or any of the functions referred to in clause 5.3(1) contemporaneously, the local government is to specify which authorization is rendered ineffective when both are exercised.

Persons to comply with signs and directions

5.3 A person shall -

- (a) not act in contravention of any sign erected on a beach under clause 5.3(1)(c);
- (b) not enter an area which has been temporarily closed with rope, hessian, wire or any other means for the conduct of surf life saving club activities, unless he or she is a member of the club or has obtained permission to enter from the club; and
- (c) comply with any direction given under clause 5.3(1)(c) or 5.3(1)(e),

notwithstanding that the sign or the direction was erected or given, as the case may be, by a person referred to in clause 5.4(1).

Division 2 - Foreshores

Launching and retrieval of boats and storing of other watercraft

- 5.4 (1) A person must not take onto, launch from, retrieve a boat from, or store any other form of water craft on local government property except where a permit or a determination specifies a particular local government property unless -
- (a) the person is a City employee or authorised person;
 - (b) the person is a contractor engaged by the City to provide a service or making a delivery in connection with the local government property;
 - (c) the person is in charge of a boat engaged in rescue services or dealing with an emergency; or
 - (d) the local government is a boat ramp located within an area leased for the purposes of a Yacht Club (those portions of Reserve 17391).

Division 3 - Fenced or closed property

No entry to fenced or closed local government property

5.5 A person must not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorised to do so by the local government.

Division 4 - Toilet blocks and change rooms

Only specified gender to use entry of toilet block or change room

5.6 Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by –

- (a) females, then a person of the male gender shall not use that entry of the toilet block or change room; or
- (b) males, then a person of the female gender shall not use that entry of the toilet block or change room.
- (c) families—then, where the toilet block or change room is being used by a family, only an immediate member of that family may use that entry of the toilet block or change room.

Use of shower facilities

- 5.7 A person may use a shower facility in change rooms only on condition that—
- (a) the facilities must be used by the person only for the purposes of cleansing and washing themselves;
 - (b) use of the facilities must be restricted to a maximum period of 15 minutes, or such lesser time as required by an attendant; or
 - (c) the facilities must not be used for the purposes of laundering or washing any clothing or other articles.

Division 5 – Golf Courses

Interpretation

5.8 In this Division –

controller means the person appointed by the local government to direct, control and manage a golf course;

golf course means that portion of a golf course reserve which is laid out as a golf course and includes all tees, fairways, greens, practice tees, practice fairways, practice greens and any driving range; and

golf course reserve means the local government property described in Schedule 3 and includes all buildings, structures, fittings, fixtures and equipment on that land.

Observance of special conditions of play

5.9 While on a golf course, every player shall observe and comply with a –

- (a) direction of a controller in respect of any special conditions of play; and
- (b) requirement of any notice erected to direct or control play.

PART 6 - FEES FOR ENTRY ON TO LOCAL GOVERNMENT PROPERTY

No unauthorised entry to function

6.1 (1) A person shall not enter local government property on such days or during such times as the property may be set aside for a function for which a charge for admission is authorised, except –

- (a) through the proper entrance for that purpose; and
 - (b) on payment of the fee chargeable for admission at the time.
- (2) The local government may exempt a person from compliance with subclause (1)(b).

PART 7 - JETTIES

Division 1 - Preliminary

Interpretation

7.1 (1) This Part only applies to bridges and jetties which are local government property.

(2) In this Part –

jetty means any jetty, pier, wharf or landing place which is local government property; and

Division 2 - Consents and fees

Application for consent and application fee

7.2 (1) Where a person is required to obtain the consent of the local government under this Part, the person is to apply for that consent in the manner required by the local government.

(2) The local government may require an application for consent made under subclause (1) to be accompanied by a fee.

(3) If an application for consent is not made in the manner required by the local government or the fee which is to accompany that application is not paid, the local government may refuse to consider the application for consent.

(4) The local government shall give its decision on an application for consent, in writing to the person who applied for that consent.

(5) Where a fee is referred to in this Part, the fee must be imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

Division 3 – Prohibitions on use of jetty

When use of jetty is prohibited

7.3 A person shall not land at, use or go on any part of a jetty which is -

(a) under construction or repair; or

(b) closed,

unless that person has first obtained the consent of the local government.

Division 4 - Mooring boats to jetties

Method of mooring boat

7.4 A person in control of a boat shall not moor or make fast the boat to a jetty, or to any part of the jetty, except to such mooring piles, ring bolts or other fastenings as are provided.

Division 5 - When boats may remain at jetty

When boat may remain moored

7.5 A person in control of a boat shall not moor or make fast the boat to a jetty unless –

- (a) the boat is in distress and then only to effect the minimum repairs necessary to enable the boat to be moved elsewhere;
- (b) the embarking or disembarking of passengers is in progress, and then not for a consecutive period exceeding 2 hours without the prior consent of the local government;
- (c) the loading or discharging of cargo or other goods is in progress in accordance with Division 7; or
- (d) where the boat is used at that time for commercial purposes, the person has first paid the fee (if any) for such mooring or making fast to the local government.

Authorised person may order removal of boat

7.6 Notwithstanding anything to the contrary in this Part, a person in control of a boat moored or fastened to or alongside a jetty shall remove it immediately upon being directed to do so by an authorised person.

Division 6 - Launching of boats

Restrictions on launching

7.7 A person shall not launch a boat from or over any jetty (other than a boat ramp) unless she or he has first obtained the consent of the local government.

Division 7 - Polluting surrounding area

Polluting surrounding area

7.8 A person shall not tip or deposit anything on to a jetty so as to pollute the surrounding area.

Division 8 - Fishing

Limitations on fishing

7.9 A person shall not -

- (a) fish from a jetty or a bridge so as to obstruct or interfere with the free movement of a boat approaching or leaving the jetty or the bridge or so as to unreasonably interfere with the use of the jetty or the bridge by any other person;
- (b) fish in any area where fishing is prohibited and the prohibition is designated by signs;
- (c) fish in any area set aside by an authorised person or member of a surf life saving patrol as a designated permitted bathing area;
- (d) clean fish or cut bait on any seat or handrail;
- (e) leave or deposit fish offal on land or in the sea within 200m of any part of the beach;
- (f) fish for sharks within 200m of any part of a beach; or
- (g) hang or spread a fishing net from, on or over any part of a jetty or a bridge.

PART 8 - OBJECTIONS AND REVIEW

Application of Division 1, Part 9 of the Act

8.1 When the local government makes a decision as to whether it will -

- (a) grant a person a permit or consent under this local law; or
- (b) renew, vary, or cancel a permit or consent that a person has under this local law,

the provisions of Division 1 of Part 9 of the Act and regulations 33 and 34 of the Regulations apply to that decision.

PART 9 - MISCELLANEOUS

Authorised person to be obeyed

9.1 A person on local government property shall obey any lawful direction of an authorised person and shall not in any way obstruct or hinder an authorised person in the execution of her or his duties.

Persons may be directed to leave local government property

9.2 An authorised person may direct a person to leave local government property where she or he reasonably suspects that the person has contravened a provision of any written law.

Disposal of lost property

9.3 An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the local government in any manner it thinks fit.

Liability for damage to local government property

9.4 (1) In this clause—

costs of the local government includes its administrative costs.

(2) Where a person unlawfully damages local government property, the local government may by notice in writing to that person require that person within the time required in the notice to, at the option of the local government, pay the costs of—

- (a) reinstating the property to the state it was in prior to the occurrence of the damage; or
- (b) replacing that property.

(3) On a failure to comply with a notice issued under subclause (2), the local government may recover the costs referred to in the notice as a debt due to it.

PART 10 - ENFORCEMENT

Division 1 - Notices given under this local law

Offence to fail to comply with notice

- 10.1 Whenever the local government gives a notice under this local law requiring a person to do any thing, if a person fails to comply with the notice, that person commits an offence.

Local government may undertake requirements of notice

- 10.2 Where a person fails to comply with a notice referred to in clause 11.1, the local government may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

Division 2 - Offences and penalties

Subdivision 1 - General

Offences and general penalty

- 10.3 (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

Subdivision 2 - Infringement notices and modified penalties

Prescribed offences

- 10.4 (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.
- (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that –
- (a) commission of the prescribed offence is a relatively minor matter; and
 - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

Form of notices

10.5 (1) For the purposes of this local law -

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (a) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

(2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

Division 3 – Evidence in legal proceedings

Evidence of a determination

10.6 (1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.

(2) It is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.

(3) Subclause (2) does not make valid a determination that has not been properly made.

SCHEDULE 1
PRESCRIBED OFFENCES

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
2.4	Failure to comply with determination	125
3.6	Failure to comply with conditions of permit	125
3.13(1)	Failure to obtain a permit	125
3.14(3)	Failure to obtain permit to camp outside a facility	125
3.15(1)	Failure to obtain permit for liquor	125
3.16	Failure of permit holder to comply with responsibilities	125
4.2(1)	Behaviour detrimental to property	125
4.4	Under influence of liquor or prohibited drug	125
4.6(2)	Failure to comply with sign on local government property	125
5.2	Consuming food or drink in prohibited area	125
5.5	Failure to comply with sign or direction on beach	125
5.6	Unauthorised entry to fenced or closed local government property	125
5.7	Gender not specified using entry of toilet block or change room	125
5.10	Failure to comply with direction of controller or notice on golf course	125
6.1(1)	Unauthorised entry to function on local government property	125
7.3	Unauthorised use of any part of jetty which is closed or under repair or construction	125
7.4	Mooring of boats in unauthorised manner	125
7.5	Unauthorised mooring of a boat to jetty	125
7.6	Failure to remove moored boat on direction of authorised person	125

7.7	Launching of boat from jetty without consent	125
7.8	Mooring when not ready to load or discharge cargo, at times not permitted or for longer than permitted	125
7.9	Unlawful storing of goods on jetty	125
7.10	Removing goods from jetty during other than permitted hours	125
7.11	Failure to remove cargo on jetty on direction of authorised person	125
7.12	Unauthorised deposit of bulk cargo on jetty	125
7.14	Fishing from jetty or bridge so as to obstruct a boat or another person	125
11.1	Failure to comply with notice	250

SCHEDULE 2

DETERMINATIONS

The following determinations are to be taken to have been made by the local government under clause 2.1.

PART 1 – PRELIMINARY

Definitions

1.1 In these determinations unless the context otherwise requires –

Local law means the *Local Government Property Local Law* made by the local government;

Interpretation

1.2 Unless the context otherwise requires, where a term is used but not defined in a determination and that term is defined in the local law then the term shall have the meaning given to it in the local law.

PART 2—APPLICATION

Vehicles on local government property

- 2.1 (1) Unless authorised by a permit or determination, a person must not take or cause a vehicle to be taken onto or drive on local government property unless—
- (a) subject to subclause (3), the local government property is clearly designated as a road, access way or car park;
 - (b) the vehicle is driven by a local government employee, authorised person or contractor engaged by the local government, who is engaged in—
 - (i) providing a service or making a delivery in connection with the local government property; or
 - (ii) maintaining the local government property;
 - (c) the person is driving an emergency vehicle in the course of his or her duties; or
 - (d) the vehicle is a motorised wheel chair, and the driver of that vehicle is a disabled person.
- (2) A person must not drive a vehicle or allow a vehicle to be driven on local government property at a speed exceeding 10 kilometres per hour, or in such a manner as to cause danger, inconvenience or annoyance to any person;
- (3) Other than in accordance with paragraphs (b), (c) or (d) of subclause (1), a person must not drive a vehicle on local government property or part of it that is being used for a function for which a permit has been

Activities prohibited on local government property

- 2.2 (1) A person must not play or practise archery, pistol or rifle shooting on local government property except on land which is reserved by the Local government for that purpose, or as otherwise provided by a determination or permit.
- (2) A person must not, on any local government property, use or ride a bicycle or wheeled recreational device, or skateboard—
- (a) inside or on the curtilage to, a building;
 - (b) in a pool area;
- (3) Unless authorised by a permit or by an authorised person, a person must not take a glass container—
- (a) within 5m of the edge of a swimming pool on local government property;
 - (b) on to a children's playground; or
 - (c) within any area of local government property where a sign prohibits glass containers.

SCHEDULE 3

GOLF COURSE RESERVES

Cottesloe Golf Course Alfred Road, Swanbourne
Lot 502 on Deposited Plan 62731

Nedlands Golf Course Melvista Avenue, Nedlands
That Part of Class 'A' Reserve No. 1669 as identified in red on the plan
annexed herto as 'Annexure A' and the whole of Class 'B' Reserve No.
7223.

Dated _____ 2013

The Common Seal of the)
City of Nedlands was affixed by)
authority of a resolution)
of the Council in the)
presence of -)

Chief Executive Officer
Greg Trevaskis

Mayor
Max Hipkins