



City of Nedlands

Corporate & Strategy Reports

Committee Consideration – 13 June 2017
Council Resolution – 27 June 2017

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CPS15.17 List of Accounts Paid – April 2017	
Committee	13 June 2017
Council	27 June 2017
Applicant	City of Nedlands
Officer	Vanaja Jayaraman – Acting Manager Finance
Director	Lorraine Driscoll – Director Corporate & Strategy
Attachments	1. Creditor Payment Listing April 2017 2. Purchasing Card Payments April 2017 (29 th March – 28 th April)

Executive Summary

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

Recommendation to Committee

Council receives the List of Accounts Paid for the month of April 2017 (refer to attachments)

Discussion/Overview

Background

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

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

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.

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 Manager Finance and the Director Corporate and Strategy (or designated alternative officers).

Conclusion

The List of Accounts Paid for the month of April 2017 complies with the relevant legislation and can be received by Council (see attachments)

Consultation

Required by legislation:

Yes

No

Required by City of Nedlands policy:

Yes

No

Budget/Financial Implications

Nil.



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<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
NAB - Municipal Account						
CHEQUE						
60642	101 RESIDENTIAL PTY LTD	07/04/2017	-3,694.00	INV	RESEND- REFUND OF APPLICATION FEE SUBMITTED	3,694.00
60643	DAPHNE CATCHPOLE	07/04/2017	-203.50	INV	TRESILLIAN ARTS CENTRE - TERM 1 2017 COURSE REFUND	203.50
60644	WATER CORPORATION	12/04/2017	-3,643.47	INV	CAR PARK 15 HAMPDEN RD 7/1/17 TO 15/3/17	45.93
				INV	BOWLING CLUB SMYTH RD 17/01/17 TO 15/3/17	538.96
				INV	DRAPPER ST FLOREAT 24/01/17 TO 22/03/17	199.06
				INV	GARDEN 55 HAMPDEN RD 18/1/17 TO 16/3/17	15.31
				INV	ROUNDAABOUT CARRINGTON ST 17/1/17 TO 16/3/17	17.50
				INV	ROAD VERGE 17/1/17 TO 17/3/17	26.24
				INV	ROAD VERGE CNR CARRINGTON 17/1/17 TO 17/3/17	122.47
				INV	282 MARINE PARADE 27/1/17 TO 27/3/17	966.32
				INV	INFANT HALL CENTRE - 25/1/17 TO 25/3/17	173.22
				INV	CROQUET CLUB BRUCE ST 1/3/17 TO 30/4/17	159.26
				INV	1 FINCCHWAY 24/01/17-22/03/17	137.78
				INV	MONTGOMERY MOUNT CLAREMONT 24/01/17-22/03/17	273.87
				INV	CNR STIRLING DALKEITH ROADS 14/12/16-16/02/17	78.73
				INV	SPORTS GRND-282 MARINE PDE -27/01/17-27/03/17	133.41
				INV	ROAD VERGE 24 ALFRED - 23/01/17-23/03/17	179.33
				INV	ROAD VERGE 14 RINCE ALBERT RD -24/01/17-23/03/17	124.66
				INV	TENNIS COURTS 10 DRAPER ST -24/01/17-22/03/17	420.80
				INV	WATER FOR GARDEN AT R1 HAMPDEN RD 15/01-16/03	30.62
60645	CITY OF NEDLANDS - CASH CHEQUE / PE	20/04/2017	-1,002.05	INV	RECOUP PETTY CASH -PROCC	200.00
				INV	RECOUP PETTY CASH -ADMIN	228.45
				INV	RECOUP PETTY CASH NCC 190417	379.20
				INV	RECOUP PETTY CASH NCC POS AGE 190417	194.40
60646	WATER CORPORATION	20/04/2017	-5,242.75	INV	97A WARATAH DALKEITH 03/02/17-03/04/17	1,103.36
				INV	GROUNDS ESPLANANCE DALKEITH - 02/02/17-03/04/17	6.32
				INV	116 HACKETT RD DALKEITH 03/02/17-03/04/17	518.32
				INV	BEACH FACILITIES MARINE PDE SWNB 27/01/17-04/04/17	122.47
				INV	118 WOOD ST SWANBOURNE 27/01/17-04/04/17	181.52



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				INV	CHANGE ROOMS MARINE PDE -27/01/17-04/04/17	486.91
				INV	DAYCARE CENTRE 53 JUTLAND PDE -01/03/17-30/04/17	119.44
				INV	AMENITIES BROADWAY - 02/02/17-03/04/17	1,108.93
				INV	L792 ESPLANADE DALKEITH 02/02/17-03/04/17	10.94
				INV	HOUSE -110 SMYTH ROAD 17/01/17-17/03/17	219.64
				INV	YARD-1-15 CARRINGTON ST 17/01/17-17/03/17	254.59
				INV	OFFICES-69-71 STIRLING HWY17/01/17-17/03/17	533.28
				INV	INFANT HEALTH 24/01/17-22/03/17	44.18
				INV	VERGE 7A BROCKWAY RD 23/01/17-23/03/17	89.67
				INV	RESERVE 54 BIRDWOOD PDE -03/02/17-01/04/17	200.81
				INV	PARK KIRKWOOD RD SWANBOURNE -27/01/17-27/03/17	242.37
60647	MOHAMMAD SULTAN	20/04/2017	-30.00	INV	INCORRECT CHARGE FOR DALKEITH HALL HIRE OR#504854	30.00
60648	RACHEL- K LANG BEH	20/04/2017	-120.00	INV	TRESILLIAN ARTS CENTRE TERM2-STUDENT CLASS SWAP	120.00
60649	KAREN POLLARD	27/04/2017	-864.39	INV	PAYMENT FOR FOOD/DRINKS AT SPLASHFEST	864.39
60650	CHELSEA KELLY	27/04/2017	-122.61	INV	EARTH HOUR 2017 MATERIALS	122.61
60651	JUDY GRIFFITHS	27/04/2017	-71.45	INV	EARTH HOUR 2017 MATERIALS	71.45
60652	LEANNE TRENN	27/04/2017	-80.00	INV	REFUND INFRINGEMENT PAID TWICE BY PHONE	80.00
60653	CITY OF NEDLANDS - CASH CHEQUE / PE	27/04/2017	-530.75	INV	RECOUP PETTY CASH LIB 190417	224.65
				INV	RECOUP PCF DEPOT 26/04/17	306.10
60654	WATER CORPORATION	27/04/2017	-2,928.30	INV	YARD 1-15 CARRINGTON ST 17/1/17 TO 15/3/17	254.59
				INV	OFFICES AT 69-71 STIRLING HWY 17/1/17 TO 17/3/17	533.28
				INV	HOUSE AT 110 SMYTHRD 17/1/17 TO 17/3/17	219.64
				INV	AMENITIES AT MELVISTA AVCLAREMON 15/02/17-13/04/17	657.72
				INV	CENTRE AT 21-23 TYRELL ST 16/02/17-12/04/17	797.85
				INV	KINDERGARTE R1670 PRINCESS RD 15/02/17-13/04/17	170.78
				INV	HALL 62 SITRLING HWY NEDLANDS 16/02/17-12/04/17	294.44

Total CHEQUE

-\$18,533.27

EFT



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PY01-20	NAB - MUNICIPAL ACCOUNT	04/04/2017	-336,476.43			
PY99-21	NAB - MUNICIPAL ACCOUNT	07/04/2017	-4,089.29			
PY01-21	NAB - MUNICIPAL ACCOUNT	18/04/2017	-346,017.22			
921	EFT TRANSFER: - 07/04/2017	07/04/2017	-347,342.56			
17				921.10859-01	CSP Group Pty Ltd	
				INV	Repairs to Stihl Blower. Job No 31164. Fleet, etc.	67.70
				INV	Repairs to Stihl Blower. Job No 31164. Fleet, etc.	299.00
				INV	20 litre drums of Synth bar and cutter lube X 4.	510.00
				921.11062-01	Globe Australia Pty Ltd	
				INV	Supply only 4 x 200L 'Aquamizer' wetting agent	4,400.00
				INV	Highview Park - 1 x 25kg Bag of Triple Elite Rye	239.80
				921.11418-01	Harvey Norman Computer	
				INV	x1 upright fridge and x1 Upright freezer for PRCC	5,567.00
				921.11634-01	Ms N Horley	
				INV	Monthly Councillor Allowance 2016/17	2,208.33
				921.11795-01	Mr J Donaldson	
				INV	Swanbourne beach rubbish - March 2017	1,100.00
				INV	Collection of illegally dumped rubbish \$50.00	50.00
				921.12118-01	Councillor I Argyle	
				INV	Monthly Councillor Allowance 2016/17	2,208.33
				921.12120-01	Mr B G Hodsdon	
				INV	Monthly Councillor Allowance 2016/17	2,208.33
				921.12364-01	West Tip Waste Control Pty Ltd	
				INV	Delivery and disposal of 10m3 skip bin to Depot	320.00
				INV	Delivery and disposal of 10m3 skip bin to Depot	320.00
				921.12413-01	Cannon Hygiene Australia Pty Ltd	
				INV	Supply and service bins	1,389.89
				921.12427-01	R Hawker	
				INV	Volunteer vehicle reimbursement - 56 km@66c	36.96
				921.12456-01	WA Profiling	
				INV	Profile full width of Road by 30mm - Leon Road	1,155.83
				INV	Profile full width of Road by 30mm	11,471.72
				921.12544-01	Councillor T P James	
				INV	Monthly Councillor Allowance 2016/17	2,208.33



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				921.12682-01	Synergy	
				INV	Various locations	3,339.21
				921.1280-01	Chubb Fire & Security Pty Ltd	
				INV	Hydrant and fire equipment testing	918.17
				921.12841-01	Flexipole Industries Pty Ltd	
				INV	Bollard 200 x 50 x 1500	1,072.50
				921.12867-01	Natural Area Management & Services	
				INV	Variation for widening path to crown wall	4,992.90
				INV	Tender No. 2016/17.01 Nedlands Foreshore Claim 4	25,447.40
				921.12914-01	The Worm Shed	
				INV	Worm Farm order for 121 North Street, Swanbourne	247.00
				921.12985-01	Mr R M Hipkins	
				INV	Monthly Councillor Allowance 2016/17	5,172.35
				921.13042-01	Totally Workwear - Mount Hawthorn	
				INV	K54870 workcool 2 shirt non taped y/n large	229.53
				INV	Standing order for PPE - Greg Lightfoot	223.78
				921.133-01	Alinta Energy	
				INV	21 Tyrell st - 29/11/16 to 2/3/17	120.20
				INV	Unit B 60 Stirling Highway, 30/11/17 -7/3/17	38.70
				INV	Lot 123 Melvista Ave- 29/11/16 to 2/3/17	35.80
				INV	95 Waratah Av 7/12/16 to 13/3/17	39.70
				921.13306-01	Mr R M Binks	
				INV	Monthly Councillor Allowance 2016/17	2,208.33
				921.13327-01	By Word of Mouth Catering	
				INV	Catering for Council Meeting 28th March 2017	654.50
				INV	Provide catering for the WESROC	1,254.00
				921.13345-01	The Tylka Family Trust	
				INV	Combination spanners 17,18,19,24 mm 8" flat tip	552.74
				921.13365-01	Burgess Rawson	
				INV	Professional services to produce market valuation	1,650.00
				921.13412-01	Quick Corporate Australia	
				INV	Stationary suppliers - Tresillian arts centre	467.58
				921.13537-01	First Five Minutes Pty Ltd	
				INV	Fire and Emergency Response Procedures & Training	3,447.06
				921.13733-01	West Coast Spring Water P/L	
				INV	part payment - water	38.75
				921.13777-01	Covs Parts Pty Ltd	
				INV	Narva 56404, 56408, 62024 X 6, 5824-30TW, 52810,	34.65



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				INV	Narva 56404, 56408, 62024 X 6, 5824-30TW, 52810,	102.24
				INV	Narva 56404, 56408, 62024 X 6, 5824-30TW, 52810,	32.56
				INV	Narva 56404, 56408, 62024 X 6, 5824-30TW, 52810,	15.27
921.13857-01	Councillor L McManus					
				INV	Monthly Councillor Allowance 2016/17	2,208.33
921.13863-01	G M S Security (WA) Pty Ltd					
				INV	Security monitoring at council buildings	1,287.00
921.13872-01	The WRB & SV Hassell Superannuation					
				INV	Monthly Councillor Allowance 2016/17	2,916.66
921.14123-01	J D Wetherall					
				INV	Monthly Councillor Allowance 2016/17	2,208.33
921.14145-01	Mr F Tizon					
				INV	Vol vehicle reimbursement 203km@66 c	133.98
921.14164-01	Ms S Hibbert					
				INV	Tresillian Term 1 2017 Tutor Fees 3 Watercolour	1,696.00
921.14232-01	Mr G Hay					
				INV	Monthly Councillor Allowance 2016/17	2,208.33
921.14233-01	Ms K A Smyth					
				INV	Monthly Councillor Allowance 2016/17	2,208.33
921.14325-01	All Auds Super Fund					
				INV	Monthly Councillor Allowance 2016/17	2,208.33
921.14358-01	Ms N Butcher					
				INV	Tresillian Tutor Fees Term 1 2017 5 French class	4,160.00
921.14412-01	P V Hall					
				INV	Vol Vehicle reimbursement	120.12
921.14451-01	Cleandustrial Services Pty Ltd					
				INV	Cleaning services - February 2017	35,983.65
				INV	Periodic cleaning request for John Leckie	426.23
921.14768-01	WA Super (Indiv. Acct)					
				INV	Monthly Council Allowance	2,916.66
921.14826-01	Raymond David Haywood					
				INV	SharePoint Consultancy Services -1 Feb - 28 Feb 17	7,397.50
921.14832-01	A.S.B. Marketing Pty Ltd					
				INV	Corporate Uniforms - 10 x 3/4 sleeve shirt	2,352.13
921.14888-01	Corsign WA Pty Ltd					
				INV	street blade install 3/2/17	210.10
921.14905-01	Keen Bros WA Pty Ltd					
				INV	Driving test Chloe Curtin	500.00



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				921.14932-01	Aus Chill Technical Services Pty Lt	
				INV	Air conditioning maintenance- Admin	198.00
				INV	Air conditioning maintenance- Admin	297.00
				921.14952-01	Mr W R Hassell	
				INV	Monthly Councillor Allowance 2016/17	598.51
				921.14993-01	Marketforce	
				INV	Summer Concerts in the Park 2017 - multiple advert	998.13
				921.15000-01	SantePlus -Smith, Christine Denis A	
				INV	Yoga for Seniors in February 2017	240.00
				921.15045-01	AllPest WA	
				INV	Pest inspection and treatment - MTC oval Pavilion	143.00
				INV	Pest inspection and treatment - MTC playgroup	132.00
				INV	Pest treatment- public toilets	77.00
				INV	Pest inspection and treatment - MTC playground	77.00
				INV	Pest inspection and treatment - College Park	132.00
				921.15157-01	Civil Survey Solutions	
				INV	Civil Site Design Training	5,632.00
				921.15209-01	Mrs L Driscoll	
				INV	Internet charges - Dec 2016 to March 2017	199.80
				921.15224-01	Boyan Electrical Services - City BI	
				INV	Roundabout at Princess & Stanley Street - replace	232.60
				INV	Peace Memorial - repair damaged trip switch	90.88
				INV	Swanbourne Estate - check and repair playground	90.88
				INV	Princess & Taylor Roundabout - replace lamp and	393.60
				INV	Carrington & Dalkeith Roundabout - replace lamp,	534.34
				INV	Melvista Oval Carpark - replace 1 car park lamp	468.60
				INV	Caladenia Walkway - replace 1 lamp to bollard	108.48
				INV	Bruce & Melvista Roundabout - replace damage	90.88
				INV	switch College Park - repair damaged globes in	117.28
				INV	St Peters Square - Replace faulty lamp in bollard	185.48
				INV	Charles Court Carpark - reset RCD, repair PE	232.60
				INV	Cooper Street carpark - replace lamp and ballast	513.60
				INV	Harris Park - supply and replace cabling, PE	1,303.92
				INV	Electrical maintenance- admin	138.00
				INV	Electrical maintenance- admin	2,979.07
				921.15237-01	StrataGreen	
				INV	BRA6539 Alloy trimmer heads for brushcutters X 24	366.38
				921.15239-01	BallPoint Construction Group	



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				INV	Installation of Glass door and skirting	4,702.50
				INV	Partitioning and door frames and Labour	26,468.20
				921.15262-01	RMS Training	
				INV	Provision of on-site training 7/4/17	1,890.00
				921.1930-01	Dalkeith Tennis Club	
				INV	Final Payment - CSRFF grant for floodlight upgrade	20,926.40
				921.2262-01	Elliott's Irrigation Pty Ltd	
				INV	Dot Bennett Park - Iron filtration service 24/2/17	236.50
				921.2801-01	Glass's Guide	
				INV	Annual cost for Internet Auto Edge - PVG CVG & OC	833.80
				921.3173-01	Mrs B L Hunt	
				INV	Tresillian Term 1 2017 Tutor Fees: Weeks 5 -	384.00
				921.380-01	Australian Taxation Office	
				INV	Payroll Deduction	109,420.01
				INV	Payroll Deduction	1,391.09
				921.3910-01	Kleenit Pty Ltd	
				INV	Use of PDA charge for February 2017	453.20
				921.4370-01	Martineaus Patisserie	
				INV	catering for YAC meeting 08.03.17	80.00
				921.4500-01	McLeods Barristers & Solicitors	
				INV	Matter No. 40739,	308.31
				921.5850-01	Soundpack Solutions	
				INV	Nedlands Library: Audiobook and DVD cases, Mo, etc	366.32
				921.6800-01	Sussex Industries	
				INV	Leon Road - 50mm x 50mm x 300mm White Top pegs	549.57
				921.6820-01	Swanbourne Veterinary Centre	
				INV	Pound Fees - 9/3/17	136.40
				921.6892-01	Taman Tools	
				INV	Austsaw Root Master 14" Blade 355-RM350. Freight	379.50
				921.8110-01	Wattleup Tractors	
				INV	Toolbox for Ferguson tractor lock and keys.	146.15
					Fleet	
				921.8169-01	Westbooks	
				INV	Junior stock for Nedlands Library	20.97
				INV	Library stock adult Nedlands	23.09
				INV	Library stock adult for Mtc	23.09
				INV	Library stock adult Nedlands	60.85
				INV	Junior library stock for Nedlands	12.59
				INV	Library stock adult Nedlands	27.99



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				INV	Junior library stock for Nedlands	12.99
				INV	Library stock adult large print Nedlands	184.03
				INV	Library stock adult for Mtc	23.09
				INV	Library stock adult Nedlands	18.90
				921.8242-01	Western Metropolitan Regional Council	
				INV	SO council waste disposal	788.99
				INV	SO council waste disposal	477.69
				INV	SO council waste	675.97
				921.860-01	Bunnings Group Limited	
				INV	paint for goal poles football and rugby	138.52
				INV	1 x Makita 18v Cordless Blower I/N: 6240160 @ \$75	373.00
923	EFT TRANSFER: - 13/04/2017	13/04/2017	-268,711.45	923.100-01	Advantech Mobile Auto Electrics	
				INV	Remove temporary amber beacon, modify mount plate	165.00
				INV	De wire and remove failed amber strobe, reverse	105.50
				923.10731-01	Green Skills (Eco Jobs)	
				INV	MTClaremont Oval - 24/2/17	570.90
				INV	Weeding Swanbourne Estate- 22/02/17	277.20
				INV	Casual staff 23/0, 1/03, 1/03 2017	837.10
				923.11284-01	Australia Post	
				INV	Australia post bulk postage charges Mar 2017	5,591.18
				923.11410-01	Hays Specialist Recruitment Aust Pt	
				INV	PO for temp staff who is the Comms Officer/Graphic	982.25
				INV	PO for temp staff who is the Comms Officer/Graphic	2,193.69
				INV	Luke James - Works Coordinator - Wend 26 Marc, etc	2,334.14
				INV	Weekending 12/3/2017 Staff member - Mower, etc	1,359.49
				INV	Weekending 12/3/2017 Staff member - Mower O, etc	1,179.56
				INV	Weekending 19/3/2017 Staff member - Mower O, etc	1,359.49
				INV	Weekending 26/3/2017 Staff member - Mower, etc	1,359.49
				INV	Weekending 26/3/2017 Staff member - Mower O, etc	1,679.37
				INV	Weekending 19/3/2017 Staff member - Mower, etc Icon	1,679.37
				923.11559-01	Septech Pty Ltd	
				INV	422WLID - Universal Side Entry Lid - Leon Roa, etc	5,478.00
				INV	422WLID - Universal Side Entry Lid - Leon Roa, etc	13,827.00
				923.11760-01	Forcorp Pty Ltd	
				INV	258H8TCL-A amber LED rotating beacon X 2 off.	506.00
				923.11795-01	Mr J Donaldson	
				INV	Collection of recycling stations x 3	150.00
				INV	Removal of items at 3 x recycle station locations	150.00



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				923.11796-01	Kennards Hire Pty Ltd	
				INV	Generator for Splashfest	140.00
				923.12250-01	A P Constructions	
				INV	Installation of memorial seat complete	990.00
				923.12346-01	U N Dodds	
				INV	Tresillian Term 1 2017 Tutor Fees 4 Italian class	1,656.00
				923.12532-01	Total Eden Pty Ltd	
				INV	Cruickshank - Replacement due to electrical, etc	6,025.14
				INV	Irrigation Sprinklers for Paul Hasluck Reserve	1,058.84
				INV	Irrigation Parts for the new install along sunset	1,057.74
				923.12628-01	Diamond Hire	
				INV	Summer Concerts 2017- Generator Hire	440.00
				INV	Summer Concerts 2017- Generator Hire	440.00
				923.12644-01	Insight CCS	
				INV	After hours call service provider - February 2017	455.46
				923.12682-01	Synergy	
				INV	Electricity for Lot 368 Kirkwood 20/01-23/03	1,039.10
				923.12732-01	Mr N Collard	
				INV	Welcome to Country for AAPS Ground-breaking Ceremony	300.00
				923.12825-01	A Evans	
				INV	Tresillian Term 1 2017 Tutor Fees 2 Pilates clas	808.00
				923.12826-01	C Schilizzi	
				INV	Tresillian Term 1 2017 Tutor Fees: 9 French clas	3,816.00
				923.12918-01	GLG GreenLife Group Pty Ltd	
				INV	Standing Order for Verge Mowing Services prov, etc	7,809.44
				INV	Landscape Maintenance as per RFT 2013/14.21 -, etc	5,813.40
				INV	Landscape Maintenance as per RFT 2013/14.21 -, etc	5,813.40
				923.12985-01	Landscape Maintenance as per RFT 2013/14.21 -, etc	5,813.40
				INV	Mr R M Hipkins	175.05
				INV	Reimbursement parking, trust lecture,conference	43.13
				923.13006-01	Parking, legal seminar,Workshop	
				INV	Animal Pest Management Services	2,920.00
				923.13010-01	Roll out RHDV1 K5 virus to control wild rabbits	
				INV	Spot on Print	153.85
				923.13014-01	Name Badge for Rachel Birighitti - Tresillian, etc	
				INV	Nespresso Professional	620.00
				923.13042-01	10 x boxes Lungo Leggero (50 capsules per box)	
					Totally Workwear - Mount Hawthorn	



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				INV	2016 -17 Standing order for protective clothe, etc	827.40
923.13077-01					Filters Plus WA Pty Ltd	
				INV	B7441 Oil filters X 3. WA5207 Air filters X 3. Fi	84.48
923.13093-01					D & T Asphalt Pty Ltd	
				INV	Standing Order for Asphalt Repair	1,958.00
923.13095-01					Rentokil Initial Pty Ltd	
				INV	Interior plantscape rental - 01/04/17-30/04/17	282.67
923.13129-01					Quality Traffic Management Pty Ltd	
				INV	Traffic Management Services for City of Nedlands	448.98
				INV	Design of Traffic management plan and TCD's	715.00
923.13139-01					3 Monkeys Audio Visual	
				INV	Long Microphone for TS802 IR Conference System	1,459.52
923.13220-01					Lightning Towing	
				INV	STANDING ORDER - Abandoned Vehicle Towing - 6mnth	141.90
923.13267-01					Dept of Transport	
				INV	STANDING ORDER - DEPARTMENT OF TRANSPORT - Vehicle	573.65
923.133-01						
				INV	Alinta Energy	123.95
923.13316-01					Gas for Lot 2 Carrington form 22/12-27/03	
				INV	Safety World - Wangara	263.01
923.13384-01					Supply 6 x 765447DXL Mechanics Glove Gel Inse, etc	
				INV	Harvey Fresh	71.01
923.13403-01					Standing Order - Weekly Milk Delivery	
				INV	Bowden Tree Consultancy	2,909.50
923.13404-01					Supply visual inspection & report for 89 sig, etc	
				INV	Apple Pty Ltd	544.50
				INV	iPad mini 4 Wi-Fi 128GB - Space Grey MK9N2X/A Sal	3,710.30
923.13412-01					9.7-inch iPad Pro Wi-Fi 32GB - Space Grey	
				INV	Quick Corporate Australia	520.34
				INV	Stationery	105.45
				INV	Stationery - NCC	65.49
				INV	City of Nedlands, Tresillian Arts Centre - Stationery	196.08
				INV	Stationery	180.47
923.13576-01					City of Nedlands, Tresillian Arts Centre - Stationery	
				INV	Buddys Bouncy Castles Pty Ltd	880.00
923.13613-01					Summer Concerts 2017 - x4 events - Bouncy Castle	
				INV	Community West Inc	500.00
923.13625-01					Sparking connections through social support -, etc	
					Active Games & Entertainment	



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				INV	Hire Aqua Pool, Giant Water slide, Slip and slide	4,842.50
				923.13733-01	West Coast Spring Water P/L	
				INV	15L Cooler bottle water supply to NCC	41.80
				923.13750-01	Testo Pty Ltd	
				INV	3 x testo 104IR temperature probes, freight, etc	563.26
				923.13775-01	Australia Post - 604909	
				INV	Standing order - Reply Paid Letters - Small March 2	37.11
				923.13777-01	Covs Parts Pty Ltd	
				INV	Hella Firebolt Plus Amber beacons Part No 1657 X	414.63
				923.13802-01	Kool Digital Graphics	
				INV	Graphic design for Climate smart advert	165.00
				923.13840-01	H M Andresen	
				INV	Hire of cherry picker for removal and installation	374.00
				923.13863-01	G M S Security (WA) Pty Ltd	
				INV	Access control Nedlands Admin Building	1,056.00
				INV	Security upgrade Ncc	704.00
				INV	CCTV John Leckie Center system upgrade	5,940.00
				923.13869-01	Instant Products Hire	
				INV	On Going: Portable toilet hire for John 23rd Depot	137.40
				INV	3 x toilets and 1 x accessible toilets	889.90
				923.13937-01	Doghouse Media Pty Ltd	
				INV	Support retainer: quarterly billing, March - May	2,409.00
				923.13946-01	Plants and Garden Rentals	
				INV	Plant rental - April 2017	211.20
				923.13992-01	Get Wet Ponds & Aquariums	
				INV	Standing Order - Service for Aquariums	82.50
				923.14004-01	Drainflow Services Pty Ltd	
				INV	Standing order for Drainage Educting 2016/2017	13,978.80
				INV	Standing order for Drainage Educting- 298 pits	4,969.80
				923.14005-01	Perth Energy Pty Ltd	
				INV	Electricity for various locations 25/02-24/03	7,820.34
				923.14037-01	Beaver Tree Services Aust Pty Ltd	
				INV	Refer quote-# 92793. 9 Nidjalla loop Swanbourne.	847.00
				INV	Refer quote-# 92787. 37 & 39 Verdun St.	633.60
				INV	Refer quote-# 92791. Montgomery Ave & Mooro Dve.	508.20
				INV	Refer Job #43642. Emergency call out. Ranger Serv	834.90
				INV	Refer quote-# 92789. 49 Hobbs Ave. Prune eucalyp	622.60
				923.14165-01	Bridgestone Select Nedlands	



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				INV	Puncture repair internal patch. Ford ranger Fleet	25.00
923.14176-01					Advanced Consulting	
				INV	OSH Consultation Service - 03/04/17	1,894.75
923.14226-01					Feast Cafe	
				INV	Catering - Council Committee Dinner - 28 February	680.00
923.14241-01					King.S Contracting	
				INV	Restore any damage to vereges - Taylor Rd	4,388.34
				INV	Reticulation works - Gallop Road	1,825.34
				INV	Temporary relocation and reinstatement of reticul	452.21
923.14267-01					Eco Faeries	
				INV	Mermaid Kat, Roving faerie and craft assistant, a	1,100.00
923.14432-01					Ampac Debt Recovery	
				INV	Notice of Discontinuance	99.00
923.14462-01					Ms N Grant	
				INV	Tresillian Term 1 2017 Tutor Fees One Semi Abstr	636.00
923.14510-01					JB Hi-Fi Group Pty Ltd	
				INV	Huawei Mate 9 Handset (Mocha)	899.00
				INV	LENOVO YOGA910 13.9' i7 UHD GUN METAL	2,215.00
923.14518-01					Mr I De Souza	
				INV	Tresillian Term 1 2017 Tutor Fees: 3 art classes	4,197.00
923.14528-01					Ms S Macleay	
				INV	Tresillian Term 1 2017 Tutor Fees Needlecraft	384.00
923.14690-01					Swift Property Repairs	
				INV	Carry out repairs to lattice work and shade cloth	385.00
923.14693-01					Easifleet	
				INV	Payroll Deduction	722.78
				INV	Payroll Deduction	1,066.61
923.14703-01					A Anderson-Mayes	
				INV	Tresillian Tutor Fees term 1 2017 One Embroidery	1,272.00
923.14708-01					Express Test & Tag	
				INV	65 standards test & tag- Swanbourne Reserve	408.93
923.14714-01					On The Run Music	
				INV	PA and sound tech services at Splashfest	770.00
923.14732-01					Ms M Smith	
				INV	Tresillian Term 1 2017 Tutor Fees: Two Art Class	1,272.00
923.14744-01					The Trustee for The Lane Family Tru	
				INV	Initial line mark - Rugby field to Charles Cr, etc	1,540.00
923.14769-01					ATCO Gas Australia Pty Ltd	



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				INV	ATCO to perform residual gas check on abandoned	2,619.07
923.14786-01					Rubek Automatic Doors	
				INV	Six monthly servicing of Nedlands library au, etc	825.00
923.14816-01					Spotscreen Pty Ltd	
				INV	Executive Health Assessments and pathology blood	9,336.14
923.14885-01					Varidesk LLC	
				INV	Standing desk for Marion Granich	755.00
923.14888-01					Corsign WA Pty Ltd	
				INV	street blade repairs 22/2/17	598.51
923.14963-01					Byprogress Pty Ltd T/A Monsterball	
				INV	Hire Aqua rush, Pirate slide ship, ninja challenge	3,390.00
923.14964-01					Lenzo Plasterers	
				INV	Sand finish plaster in cream colour for PRCC store	1,375.00
923.15000-01					SantePlus -Smith, Christine Denis A	
				INV	Yoga for Seniors in March 2017	120.00
923.15045-01					AllPest WA	
				INV	Pest & insect treatment for NCC	132.00
923.15058-01					North Metropolitan TAFE	
				INV	Certificate IV in Project Management Andrew Bratle	3,400.00
923.15063-01					Food Technology Services Pty Ltd	
				INV	training on records for food safety plan	220.00
923.15155-01					Miss S Ammoun	
				INV	Summer Concerts in the Park 2017-Photographer	198.00
923.15159-01					Floral Image Perth	
				INV	Flowers Arrangement Rental - INV FIP37986	278.85
923.15193-01					Great Southern Fuel Supplies	
				INV	Bulk delivery of 11,008 litres diesel fuel to tan	13,210.69
				INV	Bulk fuel delivery of 4,195 litres unleaded to ta	4,980.42
				INV	Bulk fuel delivery of 4,199 litres diesel to tank	4,842.45
923.15199-01					Mr M Glover	
				INV	Reimburse internet Oct 16 -Feb 17	297.50
923.15209-01					Mrs L Driscoll	
				INV	Finance Team Lunch	338.00
923.15211-01					Officeworks Ltd	
				INV	Stationary Order- For Depot request	174.27
				INV	Office works - Laptop Mouse (Logitech T630 ultra	99.00
				INV	Stationary Order- For Depot request/ A4 paper ect	115.82
923.15213-01					TenderLink.com	



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				INV	Tenderlink upload RFT 16/17.12 AAPS - Irrigation	165.00
				923.15224-01	Boyan Electrical Services - City BI	
				INV	Install waterproof double GPO - Administration	318.77
				INV	Vincent & Jenkin Roundabout - replace weather	818.02
				INV	Vincent & Melvista Roundabout - replace weather	577.11
				INV	Swanbourne Beach Reserve - check and replace PE	235.70
				INV	Carrington & Loch Roundabout - replace lamp,	585.51
				923.15239-01	BallPoint Construction Group	
				INV	Supply of additional cabinets to PRCC	5,720.00
				923.15262-01	RMS Training	
				INV	Forklift courses 15/03/17 - cCurtin, D Blackwell	1,972.00
				923.15263-01	Ros Wothington Consulting Pty Ltd	
				INV	Subjects of Note author talk 14 March 2017	350.00
				923.15266-01	ASC Tech Holdings Pty Ltd	
				INV	4 x 25 litre containers of soil zyme. Enzyme used	3,960.00
				923.2048-01	Tillys Home Helpers	
				INV	Provision of Gardening Service to HACC Clients	1,237.50
				923.2075-01	Landgate	
				INV	City's Landgate search ownership enquiries, certi	124.25
				923.2622-01	Fuji Xerox Australia Pty Ltd	
				INV	EzeScan Doc Management Bundle for Records- Annual	1,430.00
				923.3050-01	Hollywood Primary School P & C	
				INV	School Pool Subsidy 2016/17	3,500.00
				923.3250-01	inet Ltd	
				INV	Westnet - Monthly Charges for SIP Trunk Group Ser	1,659.99
				923.360-01	Australia Post	
				INV	Australia postage fee March 2017	508.65
				923.3910-01	Kleenit Pty Ltd	
				INV	Removal of graffiti from 20-22 Stirling Highway	484.00
				923.4150-01	LO-GO Appointments	
				INV	Pay for Temp Staff - W/E 11/03/17	1,768.98
				INV	Pay for Temp Staff - W/E 18/03/17	2,211.22
				INV	Temp Staff parking w/e 25/03/17	2,211.22
				923.4500-01	McLeods Barristers & Solicitors	
				INV	STANDING ORDER - Legal Advice McLeods - 2016/17	246.11
				923.5080-01	Oce Australia Ltd	
				INV	SO Basic Charges for Admin OCE Colour Wave 550 Pri	196.35
				923.6395-01	Sebel Furniture Ltd	



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				INV	x100 chairs with hot stamping and chair trolley	7,098.70
				923.760-01	Brealey Plumbing Service	
				INV	Plumbing maintenance- PRCC	275.00
				923.7675-01	Landgate - GRV	
				INV	Interim Valuation Schedules - 2016-2017	353.12
				923.8010-01	Staples Australia Pty Ltd	
				INV	Schweppes Lemon lime & bitters 300ml bottle	99.00
				923.8169-01	Westbooks	
				INV	Junior library stock for Nedlands	24.49
				INV	Junior stock for Nedlands Library	62.22
				INV	Library stock adult Nedlands	213.40
				INV	Library stock adult Nedlands	20.99
				INV	Library stock adult Mt Claremont	83.26
				INV	Library stock adult large print Nedlands	34.99
				923.8242-01	Western Metropolitan Regional Council	
				INV	Mixed waste pass, Green waste March 2017	1,319.97
				923.880-01	Bunzl Limited	
				INV	Hygienic supplies for various buildings	1,489.33
924	EFT TRANSFER: - 21/04/2017	21/04/2017	-354,660.94	924.100-01	Advantech Mobile Auto Electrics	
17				INV	Directional warning arrow not working. Investigate	150.00
				INV	Water ingress on LH door electrics	155.00
				924.10786-01	Verti-Turf	
				INV	Turf renovation - College Pk (bottom), Turf r, etc	911.25
				INV	Turf renovation - College Pk (bottom), Turf r, etc	2,478.60
				INV	Turf renovation - College Pk (bottom), Turf r, etc	1,749.60
				924.11410-01	Hays Specialist Recruitment Aust Pt	
				INV	Works Coordinator - Wend 12 Marc, etc	2,849.02
				INV	Works Coordinator - Wend 12 Marc, etc	2,334.13
				INV	Works Coordinator - Wend 2 April, etc	2,334.13
				INV	Works Coordinator - Wend 2 April, etc	2,917.67
				924.11559-01	Icon Septech Pty Ltd	
				INV	409W1050 1050diam 200 Enc Flush Storm Cvc/w	1,606.00
				924.12295-01	Midalia Steel Pty Ltd	
				INV	8 metre length (cut to fit ute) 40mm x 40mm S	138.27
				924.12427-01	R Hawker	
				INV	Volunteer vehicle reimbursement 060417	14.52
				924.12532-01	Total Eden Pty Ltd	
				INV	Supply sprinklers, fittings and associated parts	2,111.95



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				924.12606-01	Western Resource Recovery Pty Ltd	
				INV	Emergency works for sewer at Beaton Park	4,260.00
				924.12628-01	Diamond Hire	
				INV	Hire of Petrol Pump and lay flat hoses for pumping	244.00
				924.12656-01	Copyright Agency Limited	
				INV	Tresillian Arts Centre - Annual Copyright Licence	638.00
				924.12735-01	Comfort Keepers	
				INV	Provision of domestic assistance to HACC	399.70
				INV	Provision of domestic assistance to HACC	253.18
				INV	Provision of domestic assistance to HACC	173.18
				INV	Provision of domestic assistance to HACC	369.79
				924.1280-01	Chubb Fire & Security Pty Ltd	
				INV	Fire Equipment servicing at Friends of Allen park	96.79
				924.12885-01	Raeco/CEI Pty Ltd	
				INV	Nedlands Library - Processing supplies, Mount, etc	583.14
				924.13042-01	Totally Workwear - Mount Hawthorn	
				INV	Lee Rodgers - Yearly allocation for Uniforms	354.53
				INV	Totally Work Wear Order - Depot High Vis vests	108.00
				924.13123-01	Toll Priority	
				INV	Toll Priority - 31/03/17	368.65
				924.13129-01	Quality Traffic Management Pty Ltd	
				INV	Supply 2No VMS signs for Taylor Road	2,142.80
				INV	Traffic Management Services for City of Nedlands-	701.53
				INV	Traffic Management Services for City of Nedlands-	1,966.37
				INV	traffic Mgmt Tyrell ST 02/03/17	561.22
				INV	21427 Stirling Hw/ Taylor Rd VMB's	4,004.00
				INV	Traffic Management Services for City of Nedlands-	729.59
				INV	Install, maintenance & removal of traffic -Leon Rd	18,093.38
				INV	Traffic Management Services for City of Nedlands-	2,136.60
				INV	21401 Core sampling	5,288.86
				924.133-01	Alinta Energy	
				INV	GAS L5837 Beatrice Rd-20/02/17-20/03/17	10.75
				924.13327-01	By Word of Mouth Catering	
				INV	Catering for Committee Meeting 11 April 2017	654.50
				924.13384-01	Harvey Fresh	
				INV	Standing Order - Weekly Milk Delivery	71.01
				924.13412-01	Quick Corporate Australia	
				INV	Stationery supplies	259.84



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				924.13428-01	Lock Stock & Farrell Locksmith Pty	
				INV	Rekeying of all locks for council buildings to up	246.85
				924.13437-01	Mowmaster Turf Equipment	
				INV	Pick up damaged edger, repair as per quote	1,132.95
				924.13487-01	Swanbourne Coastal Alliance	
				INV	Administrative assistance grant	420.00
				924.13741-01	Dave's Landscaping & Brickpaving	
				INV	Repair and level out slabbed path at Shirley	1,320.00
				924.13812-01	Mrs N M Ceric	
				INV	Mobile April 2017	43.00
				924.14037-01	Beaver Tree Services Aust Pty Ltd	
				INV	Refer quote-# 93330. Cnr of Melvista Ave & The A	458.70
				INV	Refer Quote #93339. Montgomery Ave-(rear 5 Limber	458.70
				INV	Refer job # 43981. 4 Landon Way. Remove large dec	957.00
				924.14052-01	Mr G K Trevaskis	
				INV	Home Internet Reimbursement April 2017	59.99
				924.14159-01	Unirack Australia Pty Ltd	
				INV	Long span heavy duty shelving for John XXiii Yard	3,119.55
				924.14165-01	Bridgestone Select Nedlands	
				INV	Bridgestone RD613 195R15C 8 ply tyres, strip	765.60
				924.14222-01	Converged Communication Network	
				INV	Phone system changes by CCNA change 3500 manu syst	1,324.95
				INV	Phone system changes by CCNA changes to phone conf	2,200.00
				924.14514-01	Valvoline Australia Pty Ltd	
				INV	Valpex EP 0707.82 450gm grease cartridges	963.97
				924.14526-01	Action Interiors	
				INV	Supply and install plasterboard lining - Admin	1,958.00
				924.14612-01	Unisite Pty Ltd	
				INV	Supply and deliver 2 x Decorative towel holders	6,226.00
				924.14693-01	Easifleet	
				INV	Payroll Deduction	722.78
				INV	Payroll Deduction	1,033.71
				924.14709-01	Swan Marquees and Party Hire	
				INV	Marques, tables, chairs etc for Splashfest	5,671.95
				924.14743-01	Bardfield Engineering	
				INV	Supply and Install - Soccer goals	4,180.00
				924.14764-01	Water Pump Services	
				INV	Emergency work at Beaton Park Sewer	858.00



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924.14802-01					Kwik Kopy Centre - Perth CBD	
				INV	50 A3 posters, colour, one side gloss coated	90.00
				INV	100 x DL invitations printed in full colour	77.33
924.14840-01					Domain Glass Pty Ltd	
				INV	Supply and fit glass screen for PRCC	473.00
924.14885-01					Varidesk LLC	
				INV	Cube Corner 48 - Black for Lisa Oliver	755.00
924.14932-01					Aus Chill Technical Services Pty Lt	
				INV	Air conditioning maintenance- Nedlands librar, etc	198.00
				INV	Air conditioning maintenance- Nedlands librar, etc	478.50
924.14972-01					Allwestplant hire Australia Pty Ltd	
				INV	RingNeck Laneway, Dalkeith; Drainage installa	12,148.40
				INV	Replacement of 3 SEP Lids along Townsend Dale	11,903.98
				INV	Replacement of damaged SEP system at #20 Tyre	3,509.00
				INV	Drainage installation and Laneway upgrade work	9,111.30
924.14987-01					Aquatrans	
				INV	Supply water truck for Splashfest	790.00
924.14999-01					All State Kerbing & Concrete	
				INV	Item 4: Semi-mountable SM2 - Leon Road, Item, etc	17,063.20
924.15005-01					Becarwise	
				INV	Payment of car lease 12/04/17	2,464.33
				INV	Novated car lease payment for Greg Trevaskis	1,114.30
924.15008-01					All Earth Group Pty Ltd	
				INV	Supply and Deliver Lawn Sand - John XXIII Depot	2,106.85
924.15019-01					Moore Stephens (WA) Pty Ltd	
				INV	Financial and Management Reporting Workshops Hassa	880.00
				INV	WALGA Tax FBT Workshop 2017 - 24 March 2017 - Van	660.00
				INV	Financial and Management Reporting Workshops Qurba	880.00
				INV	Financial and Management Reporting Workshops Danie	880.00
				INV	Financial and Management Reporting Workshops Vanaj	1,375.00
924.15074-01					Bandit Tree Equipment	
				INV	Locking pin assy for discharge chute on Bandit XP	100.36
924.15117-01					Sitech (WA) Pty Ltd	
				INV	2 X Double wound printer paper rolls. Volvo Loader	13.20
924.15125-01					Selectus Pty Ltd	
				INV	Novated car lease payment for Romaine	427.26
				INV	Novated car lease payment for Romaine	427.26
924.15167-01					Elmari Steyn Trading as Wonky Moon	



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				INV	Tresillian Term 1 2017 Tutor Fees: 2x Printmaking	480.00
				924.15211-01	Officeworks Ltd	
				INV	Office works stationary order as request from sta	203.13
				924.15217-01	Robertson Hayles Lawyers Pty Ltd	
				INV	Legal advice on employment matter	6,039.00
				924.15224-01	Boyan Electrical Services - City BI	
				INV	Electrical maintenance- Mt Claremont change r, etc	265.71
				INV	Highview Park - replace vandalised electrical, etc	1,298.03
				INV	Electrical works for capital project at PRCC	9,043.96
				INV	Electrical maintenance- Mt Claremont change r, etc	204.18
				INV	Electrical maintenance- Mt Claremont change r, etc	90.88
				INV	Highview Park - replace vandalised electrical	378.00
				INV	Brahea Place Mt Claremont - repower light pole	113.60
				INV	Birdwood Parade - Replace 3 up lights and cabling	6,919.00
				INV	Swanbourne Beach Reserve - reprogram 18 time	1,329.22
				924.15249-01	Cobblestone Concrete	
				INV	Item 4: Pram Ramp - MRWA Type A - Leon Road	23,366.20
				INV	Kerb Repair - Additional Leon Road	12,246.85
				924.15262-01	RMS Training	
				INV	Provision of onsite quickcut saw training 21/3/17	1,490.00
				INV	Provision of onsite delivery Roller course for sta	1,890.00
				924.15271-01	Quokka Garage Doors Pty Ltd	
				INV	Supply and Install New Roller Door at PROCC	790.00
				924.15289-01	Burn Professional Conveyancing	
				INV	Refund O & R fee not required	90.00
				924.15294-01	M Shand	
				INV	Rates Refund A170944	560.40
				924.2075-01	Landgate	
				INV	City's Landgate search ownership enquiries, certi	298.20
				924.2690-01	Galvins Plumbing Supplies	
				INV	Water filters - Depot instant hot water unit	576.99
				924.350-01	AIM - Australian Institute of Manag	
				INV	Annual membership- 2017	299.00
				924.380-01	Australian Taxation Office	
				INV	Payroll Deduction	112,562.24
				INV	Payroll Deduction	673.19
				924.3910-01	Kleenit Pty Ltd	
				INV	Removbed grffiti form Box Stubbs Terrace	60.50



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				INV	Removal of graffiti at multiple locations Esplanade	242.00
				INV	Removal of graffiti from Crn Mangler & Stubbs Ter	60.50
				INV	Removed graffiti from wall & Fence Swanbourne Wood	176.00
				924.4500-01	McLeods Barristers & Solicitors	
				INV	Invoice No. 97231 Matter No. 23606	3,052.77
				924.5682-01	WA Hino Sales & Service	
				INV	Oil, filters and consumables for 5,000 km 1st	348.05
				INV	Oil, filters and consumables for 5,000 km 1st, etc	480.05
				924.8010-01	Staples Australia Pty Ltd	
				INV	Cleaning and kitchen supplies	415.93
				INV	Kitchen supplies	153.52
				INV	Stationery supplies -March 2017	5.17
				INV	Nedlands Stationery March	282.36
				INV	Cleaning and kitchen supplies	174.24
				924.8169-01	Westbooks	
				INV	Library stock adult Mt Claremont	23.09
				INV	Library stock adult Mt Claremont	217.60
				INV	New junior stock for Mt Claremont Library	10.49
				INV	Junior stock for Nedlands Library	9.09
				INV	New junior stock for Mt Claremont Library	20.29
				INV	Library stock adult Nedlands	363.13
				INV	Junior stock for Nedlands Library	45.47
				INV	Library stock adult Mt Claremont	24.49
				INV	Library stock adult Nedlands	44.08
				INV	New junior stock for Mt Claremont Library	37.07
				INV	Library stock adult Mt Claremont	20.99
				INV	Junior Library Stock for Nedlands	40.58
				924.860-01	Bunnings Group Limited	
				INV	Building Supplies - PRCC Renovation	373.00
				INV	Shelving required for Allen park pavilion	124.24
				INV	Building supplies used for PROCC maintenance	48.15
				INV	Shelving required for Allen park pavilion	224.25
				924.880-01	Bunzl Limited	
				INV	Fuel Chafer 3 Hour Gel (Item Code: EHEOG02)	108.54
					Total EFT	-\$1,657,297.89
					TOTAL PAYMENTS	-\$1,675,831.16



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NAB - Trust Account						
CHEQUE						
13079	PROJEX MANAGEMENT & CONSTRUCTION	07/04/2017	-1,600.00	RFND	7 NIDJALLA LOOP - FOOTPATH REFUND	1,600.00
13080	G J BURGESS	07/04/2017	-1,650.00	RFND	27 WHITFIELD ST -FOOTPATH REFUND	1,650.00
13081	DALE ALCOCK HOMES PTY LTD	07/04/2017	-1,650.00	RFND	101 ALDERBURY AT - VERGE BOND	1,650.00
13082	COAST HOMES WA PTY LTD	07/04/2017	-1,650.00	RFND	7 LONERAGAN ST - VERGE BOND	1,650.00
13083	W N DISSANAYAKE	07/04/2017	-1,650.00	RFND	63A ALFRED RD - VERGE BOND	1,650.00
13084	MRS M E O'GRADY	07/04/2017	-1,650.00	RFND	133 CIRCLE CL - VERGE BOND (DEMO BOND)	1,650.00
13085	RAITH NOMINEES PTY LTD	07/04/2017	-5,500.00	RFND	7 NIDJALLA LOOP - VERGE BOND	5,500.00
13086	MR D B COX	12/04/2017	-1,560.00	RFND	57A WILLIAMS RD - FOOTPATH REFUND	1,560.00
13087	M M CHUNG	12/04/2017	-1,560.00	RFND	43 DOONAN RD - FOOTPATH REFUND	1,560.00
13088	D P RENOVATION CONCEPTS DESIGN & BU	12/04/2017	-1,650.00	RFND	61 CLIFTON ST - FOOTPATH REFUND	1,650.00
13089	E EVERINGHAM	12/04/2017	-1,650.00	RFND	35 ALEXANDER RD - FOOTPATH REFUND	1,650.00
13090	C J MURRAY	20/04/2017	-1,600.00	RFND	11 LISLE ST - FOOTPATH REFUND	1,600.00
13091	PINNACLE BUILDERS PTY LTD	20/04/2017	-1,650.00	RFND	11 LISLE ST - FOOTPATH REFUND	1,650.00
13092	WEBB & BROWN NEAVES	20/04/2017	-1,650.00	RFND	11 LISLE ST - FOOTPATH REFUND	1,650.00
13093	L YONG	27/04/2017	-1,600.00	RFND	19 LEURA ST - FOOTPATH REFUND	1,600.00
13094	L YONG	27/04/2017	-1,600.00	RFND	19 LEURA ST - FOOTPATH REFUND	1,600.00



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<u>Chg/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
13095	ALFRED DEVELOPMENTS PTY LTD	27/04/2017	-5,500.00	RFND	2 MILYARM RISE-LINING AND QUALITY DOC	5,500.00
13096	W S FULLERTON	27/04/2017	-1,650.00	RFND	3 MERIWA ST - FOOTPATH REFUND	1,650.00
13097	SWAN RIVER CONSTRUCTIONS	27/04/2017	-1,650.00	RFND	60 MERIWA ST - FOOTPATH REFUND	1,650.00
13098	C R HILL	27/04/2017	-1,650.00	RFND	58 KIRWAN ST - FOOTPATH REFUND	1,650.00
Total CHEQUE			-40,320.00			
EFT						
922	EFT TRANSFER: - 12/04/20 17	12/04/2017	-89,044.99	922.12228-01 INV	Dept of Commerce - Building Commiss Reconciliation and return for March2017	64,879.50
				922.12229-01 INV	Construction Training Fund Monthly reconciliation and return for March2017	22,515.49
				922.15290-01 fund	Sunwise Outdoor Living 47 STANLEY ST - FOOTPATH REFUND	1,650.00
Total EFT			-89,044.99			
TOTAL PAYMENTS			-129,364.99			

City of Nedlands**Purchasing Card Payments - Apr 2017 (Statement period 29th Mar 2017 to 28th Apr 2017)**

Date	Supplier	Description	AUD
29-Mar-17	Lizzi Bee	Sympathy flowers	60.00
29-Mar-17	Captain Stirling Iga	Milk for staff kitchen	13.14
29-Mar-17	Jb Hi Fi Claremont	Phone cover replacement - Jason Spyker iphone	168.01
29-Mar-17	Bunnings 483000	PPEs	38.78
30-Mar-17	Slimline Warehouse	IPad stand - display, mobile	397.53
30-Mar-17	Coles 0392	Catering for positive ageing activities	29.15
30-Mar-17	Coles 0392	Catering for positive ageing activities	9.95
30-Mar-17	Coles 0299	Refreshments for Monthly Staff Meeting	33.88
30-Mar-17	Coles 0299	Refreshments for Monthly Staff Meeting	58.35
30-Mar-17	Jb Hi Fi Claremont	Credit Jason Spyker Phone Cover	- 57.01
31-Mar-17	Woolworths 4358	Catering - refreshments	28.00
31-Mar-17	Maggie Dent	profession Development- educator resources	60.00
31-Mar-17	Coles Express 6914	Gas bottle for Pets at the Park	25.00
3-Apr-17	Woolworths 4358	Catering for DRC	49.83
3-Apr-17	Woolworths 4358	Catering for DRC	5.23
3-Apr-17	The Cheesecake Shop	Catering Admin Meeting - 3 April 2017	26.95
3-Apr-17	City Of Joondalup	Parking	4.10
3-Apr-17	Bookdepository.Com	Library stock adult Nedlands and Mt Claremont	40.28
3-Apr-17	Bookdepository.Com	Library stock adult Nedlands and Mt Claremont	40.28
3-Apr-17	Parker Black/forr	Privacy lock replacements	110.00
3-Apr-17	Coffee Club Claremon	Catering - meeting	16.70
3-Apr-17	Yabba Dabba Cafe&ktc	Catering -volunteer meeting	21.90
3-Apr-17	Woolworths 4303	Refreshments - catering	46.80
3-Apr-17	Coles 0302	Refreshments - catering for activitiy	18.00
3-Apr-17	Captain Stirling Iga	consumables - afternoon tea	1.98
3-Apr-17	Captain Stirling Iga	consumables - afternoon tea	25.00
3-Apr-17	Captain Stirling Iga	consumables - morning afternoon tea	12.87
3-Apr-17	Captain Stirling Iga	consumables - morning afternoon tea	32.92
3-Apr-17	Ikea Perth	minor equipment- floor resources	78.60
3-Apr-17	Red Dot	stationery- easter	59.99
3-Apr-17	Www.Istock.Com	istock credits for posters and flyers	136.40
4-Apr-17	Coles 0342	DAY CENTRE SUPPLIES	183.15
4-Apr-17	Coles 0342	DAY CENTRE SUPPLIES	124.05
4-Apr-17	Big W 0454	Minor equipment and catering items	23.00
4-Apr-17	Big W 0454	Minor equipment and catering items	195.00
4-Apr-17	Woolworths 4358	Groceries	17.47
4-Apr-17	Woolworths 4358	Groceries	9.99
5-Apr-17	Captain Stirling Iga	Milk for staff kitchen	10.95
5-Apr-17	Altoedge P/I	Foot pedal for transcriptions	218.31
5-Apr-17	Arcus Australia Pty	filters for depot drink fountains	189.20
5-Apr-17	Taylor Rd Iga	Refreshments - catering	18.95
5-Apr-17	Taylor Rd Iga	Refreshments - catering	18.15
5-Apr-17	Coles 0302	Consumables for Day Centre activities	27.10
5-Apr-17	Post West Leedervi	Postage returns of test and damaged equipment	8.80
6-Apr-17	J&k Hopkins Osborne P	Office chair for Daniel Lewis	239.00
6-Apr-17	Kailis Pty Ltd	Client's lunch	28.71
6-Apr-17	Woolworths 4313	consumables- morning tea	24.00
6-Apr-17	Captain Stirling Iga	Groceries	24.87
6-Apr-17	Captain Stirling Iga	Groceries	11.98

6-Apr-17	Captain Stirling Iga	Groceries	94.24
7-Apr-17	City Of Perth Park11	Parking	7.27
7-Apr-17	Officeworks 0602	stationary	11.64
7-Apr-17	The Coffee Club Florea	Refreshments - catering for meeting	10.40
10-Apr-17	City Of Joondalup	Parking	2.70
10-Apr-17	Coles 0392	catering for positive ageing activities	36.00
10-Apr-17	Bookdepository.Com	Library stock adult Mt Claremont and Nedlands	692.40
10-Apr-17	Bookdepository.Com	Library stock adult Mt Claremont and Nedlands	226.98
10-Apr-17	Coles 0306	Catering DRC	14.96
10-Apr-17	Coles 0306	Catering DRC	31.54
10-Apr-17	Woolworths 4313	entertainment - easter	40.00
10-Apr-17	City Of Perth Park11	Parking for PLWA meeting	14.54
11-Apr-17	Officeworks 0609	Photo Framing	11.10
11-Apr-17	Ikea Perth	minor equipment for the inside/outside	149.45
11-Apr-17	Ikea Perth	minor equipment- cot sheets, outside play mats	343.10
11-Apr-17	Coles 0299	consumables- morning afternoon tea	17.71
11-Apr-17	Coles 0299	consumables- morning afternoon tea	104.69
11-Apr-17	Wellington Surplus	Ranger PPE uniform socks	125.00
12-Apr-17	Stewart Fine Art Pic	Framing Photo - Cr Porter Farewell Gift	70.00
12-Apr-17	Officeworks 0609	Photo Frame Council Photo	15.00
12-Apr-17	Lizzi Bee	Flowers for staff	30.00
12-Apr-17	Captain Stirling Iga	Milk for staff kitchen	13.14
12-Apr-17	Bunnings 302000	Bank stabilisation materials for Birdwood Reserve	367.45
12-Apr-17	Martineaus Patisseri	Catering	92.40
13-Apr-17	Tarrod Enterprises P	Catering YAC meeting 12 April	75.00
13-Apr-17	Harvey Norman Av/it	Replacement oven - Dalkeith Hall Kitchen	599.00
13-Apr-17	Captain Stirling Iga	Refreshments - catering	8.97
18-Apr-17	Lizzi Bee	Farewell Flowers for Staff Member	40.00
18-Apr-17	Qantas Airwa0812470409004	Flights for conference	786.08
18-Apr-17	Microsoft1074audaudb2b	Microsoft Office 365 Licence	56.10
18-Apr-17	Lort Heights Nominee	Going Places Tour York Hotel Lunch	559.00
18-Apr-17	Captain Stirling Iga	Going Places Tour biscuits and ice	16.29
18-Apr-17	Captain Stirling Iga	consumables-morningafternoon tea	10.44
18-Apr-17	Captain Stirling Iga	Easter eggs for public	31.49
18-Apr-17	Balshaws Florist	Flowers for Michelle Newton	114.50
19-Apr-17	Artists Foundation W	Membership Associate - Artsource - Industry Advice	180.00
19-Apr-17	Coles 0299	Positive Ageing activities	4.50
20-Apr-17	Officeworks 0602	SD card reader and SD card case	25.75
20-Apr-17	Rebel Claremont	Heavy Duty Basketball Nets - Various parks	14.99
20-Apr-17	Rebel Claremont	Heavy Duty Basketball Nets - Various parks	14.99
20-Apr-17	Rebel Claremont	Heavy Duty Basketball Nets - Various parks	14.99
20-Apr-17	Rebel Claremont	Heavy Duty Basketball Nets - Various parks	14.99
20-Apr-17	Rebel Claremont	Heavy Duty Basketball Nets - Various parks	14.99
20-Apr-17	Cafe Zamia Kings Par	Catering	23.90
20-Apr-17	Www.Istock.Com	Stock images for revamping the waste website	71.50
21-Apr-17	Bunnings 725000	MtC school holiday activity supplies	10.40
21-Apr-17	Bunnings 483000	Potted annuals, snail pellets and fertiliser	43.14
21-Apr-17	Msy Technology Wa	8 X Wireless keyboard & mouse	234.78
21-Apr-17	Captain Stirling Iga	entertainment- mothers day	53.46
21-Apr-17	Captain Stirling Iga	entertainment- mothers day	57.39
21-Apr-17	Bunnings 456000	safety equipment	131.07
21-Apr-17	Kogan.Com Gy6zh3vv	Mobile phone	345.98

21-Apr-17	Realstores Pty Ltd	Kitchen supplies	290.85
24-Apr-17	Microsoft1074audaudb2b	Microsoft Azure Lice fee Monthly	122.10
24-Apr-17	Good Guys Osbourne	20l urn for the Zamia room at MCCC	286.00
24-Apr-17	Bunnings 483000	Tape for various maintenance tasks	32.88
24-Apr-17	Bunnings 483000	Materials for bank stabilisation at Birdwood	95.00
24-Apr-17	Stihl Shop / Atraes	Work tool	55.00
24-Apr-17	Paypal *measuretech	minor equipment- thermal indicator	35.13
24-Apr-17	Captain Stirling Iga	Catering	20.99
26-Apr-17	City Of Perth Car Park	EA Parking Fee for Course Attendance 24 April 2017	24.04
26-Apr-17	Coles 0299	Voucher for monthly Customer Service award	20.00
26-Apr-17	Captain Stirling Iga	Anzac Day additional morning tea items	37.57
26-Apr-17	Palace Cinema Nomine	Positive Ageing Activities	28.00
26-Apr-17	Coles 0392	Positive Ageing Activities	17.05
26-Apr-17	Coles 0392	Positive Ageing Activities	9.95
26-Apr-17	Bcf Bunbury	Leaving gift for Senior Customer Services Officer	350.00
26-Apr-17	V/cellars 5164	Refreshments Staff function & Councillor kitchen	419.82
26-Apr-17	M & B Sales Pty Ltd	Timber for maintenance supply shed	115.10
26-Apr-17	Totally Workwear Mt Ha	ppe safty glasses	39.95
26-Apr-17	Totally Workwear Mt Ha	Work clothes	219.73
26-Apr-17	Harvey Norman Av/it	stationery-instant film	56.00
27-Apr-17	Coles 0299	Refreshments for staff leaving event	47.96
27-Apr-17	Coles 0299	Refreshments for staff leaving event	10.04
27-Apr-17	Martineaus Patisseri	Cake for appreciation event	68.50
27-Apr-17	Good Guys Web	Vaccum for Nedlands Library	407.00
28-Apr-17	Bookdepository.Com	Junior stock for Nedlands Library	164.76
28-Apr-17	Woolworths 4350	Catering - April Staff Meeting	16.06
28-Apr-17	Woolworths 4350	Catering - April Staff Meeting	22.04
28-Apr-17	Act*australian Library	Conference	60.01
28-Apr-17	Woolworths 4392	Refreshments for staff leaving event	207.99
28-Apr-17	Trinity	CustomerService Team Training Room Hire & Catering	696.50
28-Apr-17	Atdec Pty Ltd	Monitor mounts - Library office fitout	2,162.90
28-Apr-17	Brightsky Nominees P	statioery	8.00
28-Apr-17	Captain Stirling Iga	consumables- mornig /afternoon tea & activites	44.11
28-Apr-17	Captain Stirling Iga	consumables- mornig /afternoon tea & activites	84.39
28-Apr-17	Liquorbaronsclaremont	Gifts for guest speakers - Apprecitation Event	33.00
28-Apr-17	Toolmart Australia P	Masonary blades for saw	45.90
			<u>15,395.01</u>

CPS16.17 Policy Reviews	
Committee	13 June 2017
Council	27 June 2017
Applicant	City of Nedlands
Officer	Pollyanne Fisher – Policy and Projects Officer
Director	Lorraine Driscoll – Director Corporate & Strategy
Attachments	1. Stormwater Policy

Executive Summary

All Council Policies are required to be reviewed regularly and approved by Council. This report contains Policies that have been reviewed and require formal Council adoption.

Recommendation to Committee

Council adopt the Stormwater Policy.

Discussion/Overview

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.

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; and
- 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 Stormwater Policy has been developed to ensure stormwater within the City is managed to protect environmental, social and economic values of the community.

Key Relevant Previous Council Decisions:

Nil.

Consultation

This policy was workshopped with Councillors on Tuesday 2 May 2017.

Budget/Financial Implications

Nil.



Stormwater Policy

KFA Natural and Built Environment

Status Council

Responsible Division Technical Services

Objective To ensure stormwater is managed to protect environmental, social and economic values of the community.

Context

The City will manage stormwater to protect the community and environment from damage in accordance with engineering standards.

The City will achieve this in consideration of water sensitive urban design principles.

Statement

The City is committed to improving the built environment optimising the use and management of stormwater resources, consistent with current best management practice.

City operations should be consistent with the objectives and principles of the following documents:

- Local Government Act 1995 (s3.51, Schedule 3.2 and 9.1)
- State Planning Policy 2.9: Water Resources (Western Australian Planning Commission 2006)
- Better Urban Water Management (Western Australian Planning Commission 2008)
- Stormwater Management Manual for Western Australia (Department of Water 2007)
- IPWEA Guidelines for Subdivisional Development (v2.3 2017)

Wherever practicable, the City will manage stormwater resources in a manner that protects the local environment, enhances social values and protects the built environment.



Management of Stormwater Resources:

The management of stormwater resources within the City will be in accordance with the following objectives outlined within the Stormwater Management Manual for Western Australia:

- a. Maintain or improve water quality of surface and groundwater resources.
- b. Maintain the total water cycle balance.
- c. Retain, use and infiltrate stormwater at source (retrofit to achieve retention of one in five-year storm event at 2 minute interval as part of City's road rehabilitation and drainage Capital Works projects).
- d. Conserve water through maximising the reuse of stormwater.
- e. Integrate stormwater treatment into the landscape.
- f. Retain natural drainage systems and protect ecosystem health.
- g. Implement stormwater management systems that are economically viable in the long term.
- h. Protect the built environment from flooding and water-logging (designed to protect up to one in hundred-year storm event).
- i. Ensure that social, health, aesthetic and cultural values are recognised and maintained when managing stormwater.
- j. Ensure the delivery of best practice stormwater management through planning and development.

Stormwater Drainage:

The disposal of stormwater into natural areas can be detrimental to the environmental values of the City and therefore stormwater drainage will not be permitted in the following areas without appropriate flow and pollutant controls:

- a. Wetlands classified within the Geomorphic Wetlands of the Swan Coastal Plain dataset, developed and updated by the Department of Parks and Wildlife.
- b. Lands classified under the Metropolitan Region Scheme as "Parks and Recreation".
- c. Coastal reserves and coastal foreshore.
- d. Any other land which, in the opinion of the Chief Executive Officer, is likely to suffer adverse environmental impact from the effects of stormwater drainage.



Stormwater Management Planning:

In order to ensure that development within the City integrates water cycle management and water sensitive urban design principles, planning and development should be in accordance with the principles of Better Urban Water Management.

No stormwater infiltration facilities are to be decommissioned unless alternative capacity is provided.

Related documentation

- State Planning Policy 2.9: Water Resources (Western Australian Planning Commission 2006)
- Better Urban Water Management (Western Australian Planning Commission 2008)
- Stormwater Management Manual for Western Australia (Department of Water 2007)
- IPWEA Guidelines for Subdivisional Development (v2.3 2017)

Related local law and legislation

- Local Government Act 1995 (s3.51, Schedule 3.2 and Schedule 9.1)
- Health Local Law 1997

Related delegation

Nil.

Review History

Date approved by Council

CPS17.17	Review of Council's Delegated Authorities
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Committee	13 June 2017
Council	27 June 2017
Applicant	City of Nedlands
Officer	Pollyanne Fisher – Policy and Projects Officer
Director	Lorraine Driscoll – Director Corporate & Strategy
Attachments	1. Review of Council's Delegated Authorities

Executive Summary

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

Recommendation to Committee

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

Absolute Majority Required

Discussion/Overview

Section 5.42 of the *Local Government Act 1995* sets out the local government's power to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties, with some exceptions as listed in Section 5.43. Delegation of certain powers is common across local governments and facilitates good governance.

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

At least once every financial year, delegations are to be reviewed (s. 5.46 (2)).

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

1. Page 62

Heritage of Western Australia Act 1990

Changes to the delegations as follows:

Proposed removal	<p>S23(4) Participation where appropriate with the Heritage Council where it is to consider giving advice to the Minister for Heritage with respect to 'interim' and 'permanent' entry of a place on the State Register of Heritage Places.</p> <p>Delegated to the CEO with the exception of the following: Does not apply where a formal request is made for a response from council regarding proposals for the entry of a place or places onto the State register of Heritage Places on an interim or permanent basis.</p>
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This delegation is proposed to be removed at the request of a Councillor. This is not a frequently used delegation and Administration does not consider its removal to impact on its ability to perform council business efficiently.

2. Page 86

Planning and Building Acts and Delegations

Changes to the delegations as follows:

Existing	<p>Where delegation to the CEO exists under the:</p> <ul style="list-style-type: none"> - Building Act 2011; and - Building Regulations 2012 <p>Delegate to the Manager Property Services and Senior Building Services</p> <p>With the exception of Section 59 and Section 99(3) of the Act; and Reg 132(3) of the Regulations.</p>
Proposed Replacement	<p>Where delegation to the CEO exists under the:</p> <ul style="list-style-type: none"> - Building Act 2011; and - Building Regulations 2012 <p>Delegate to the Manager Property Services and Senior Building Services</p> <p>With the exception of Section 99(3).</p>

A change to this delegation in the register is proposed to remove the exception relating to Section 59 of the Act and Reg 132(3) of the Regulations.

Section 59 relates to granting or modifying an occupancy permit or granting a building approval certificate within a specified time frame. The proposed change to the delegation register would allow for this activity to be delegated from the CEO to the Manager Property Services and Senior Building Services.

Regulation 132(3) does not exist and is presumed to be an error in the current register that should relate to Section 132(3) of the Act. Section 132(3) of the Act is to give the Building Commissioner prescribed information for inclusion in the annual report submitted under the *Financial Management Act 2006* Part 5. The proposed change to the register would allow this activity to be delegated from the CEO to the Manager Property Services and Senior Building Services.

Key Relevant Previous Council Decisions:

Nil.

Consultation

Nil.

Budget/Financial Implications

Nil.



City of Nedlands

Register of Delegations of Authority

As at XXXX 2017

Document Reference: PP-008172

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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.

Formatted: Justified

Recording Delegations

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

Exercising Delegated Authority

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

Review

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

Council's Ability to Make Decisions is not Limited

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

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

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

Acting Through

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

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

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

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

Legislative Authority

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

2. Delegations under the Local Government Act 1995Authority 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 Act</i>		
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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Subdivision 2 – Local laws made under any Act		
Section 3.12(3) Local government must give Statewide public notice (in relation to proposed local laws)	Suitable for Acting Through	
Section 3.12(4) May adopt a local law as proposed or that is not significantly different from what was proposed (absolute majority required)	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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16

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	28 June 2016 Report CPS18.16
Section 3.34(1) A local government may enter land in an emergency without notice or consent	CEO	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
Section 3.40(2) If a local government impounds a vehicle to remove and impound goods, it must allow the offender to resume control of the vehicle as soon as practicable after the goods have been removed	Suitable for Acting Through	
Section 3.40(3) If the person entitled to resume control of the vehicle is not present, the local government must give notice (to the holder of a license in respect of the vehicle, stating from where and when the vehicle may be collected)	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.40A(1) Local government may authorise a person to remove and impound an abandoned vehicle wreck	CEO	28 June 2016 Report CPS18.16
Section 3.40A(2) Local government to provide notice to the owner of a removed abandoned vehicle wreck, advising that the vehicle may be collected	Suitable for Acting Through	
Section 3.40A(4) Local government may declare that a vehicle is an abandoned wreck	CEO	28 June 2016 Report CPS18.16
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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.47(1) The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43	CEO	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.50(1a) and 3.50(4) A local government may, after providing public notice of its intention and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding 4 weeks	CEO	28 June 2016 Report CPS18.16
Section 3.50(6) An order to close a thoroughfare may be revoked by the local government	CEO	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
Section 3.52(2) Except it they are closed or have restricted use, local governments are to ensure that public thoroughfares are kept open for public use	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.52(3) When fixing, altering or realigning a public thoroughfare, the local government must ensure vehicle access to adjoining land is provided	Suitable for Acting Through	
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	
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	28 June 2016 Report CPS18.16
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 \$150,000 or more (Functions and General Regulation 11)	CEO	28 June 2016 Report CPS18.16

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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Functions and General) Regulations, reg.20(2) – if the successful tenderer does not want to accept the contract with the variation or the local government and the tenderer cannot reach agreement, the local government can select the next most appropriate tenderer	CEO	28 June 2016 Report CPS18.16
Local Government (Functions and General) Regulations, reg.21(1) – a local government may seek expressions of interest before entering the tender process	CEO	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
Local Government (Functions and General) Regulations, reg.24 – a local government must give each person who submitted an expression of interest written notice of the outcome of its decision	Suitable for Acting Through	
Local Government (Functions and General) Regulations, reg.24E(1) – where a local government intends to give a regional price preference the local government is to prepare a regional price preference policy	Suitable for delegation to CEO	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Functions and General) Regulations, reg.24E(4) – a local government cannot adopt a regional price policy until the local government has considered submissions received	Suitable for delegation to CEO	
Section 3.58(2) A local government can only dispose of property to the highest bidder at public auction or the most suitable public tender	CEO	28 June 2016 Report CPS18.16
Section 3.58(3) A local government can dispose of property by private treaty but must follow the process set out in section 3.58(3)	Suitable for delegation to CEO	
Local Government (Functions and General) Regulations, reg.30(2)(a)(ii) – a disposition of land is exempt of disposition if the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee	Suitable for delegation to CEO	
<p>Note: Under Subdivision 6 – Various Executive Functions 3.59 applies to commercial enterprises by local governments</p> <p>Section 3.59(2) A local government must prepare a business plan before it enters into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction</p>	Suitable for Acting Through	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.59(4) A local government must give Statewide public notice stating its proposal to enter into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction, where the plan may be inspected or obtained, and call for submissions on the plan within 6 weeks	Suitable for Acting Through	
Section 3.59(5) Must consider submissions and then decide whether to proceed with the major trading undertaking, major land transaction or land transaction that is preparatory to a major land transaction (absolute majority required)	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		
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		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
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	
Admin Regreg.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 Regreg.12(2) – A local government must give local public notice if any of the dates, times or places in the notice under regulation-reg.12(1) change	Suitable for Acting Through	
Admin Regreg.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 Regreg.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	28 June 2016 Report CPS18.16

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Subdivision 3 – Matters affecting council and committee meetings		
Note: Under Subdivision 3 – Regulations about council and committee meetings and committees 5.25 applies		
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 5.37(2) The CEO is to inform council of each proposal to employ or dismiss a senior employee, council may reject or accept a recommendation by the CEO to employ or dismiss a senior employee. If it rejects a recommendation it must provide the CEO with its reasons	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	
Section 5.38 The performance of each employee employed more than 1 year, needs to be reviewed	Suitable for Acting Through	
Admin Regreg .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 Regreg .18(D) – A local government is to consider, accept the review, with or without modification, or reject the 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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 5.50(2) A local government may make a payment to an employee whose employment is finishing, that is in addition to the amount set out in its policy, provided that local public notice of the payment is given	Suitable for delegation to CEO	
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	
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 reg.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		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
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	28 June 2016 Report CPS18.16
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))	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	28 June 2016 Report CPS18.16
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	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	28 June 2016 Report CPS18.16
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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 5.99A May decide that instead of reimbursing council members, under section 5.98(2), for all of particular type of expense, it will instead pay the prescribed minimum allowance for that type of expense or where it has set an allowance for that type of expense, that allowance. Only reimburse in excess of that allowance. (Absolute majority required).	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	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
Section 5.103(1) A local government must prepare or adopt a code of conduct to be observed by council members, committee members and employees	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	
Section 5.103(2) A local government must review its code of conduct within 12 months of every ordinary election day	Suitable for delegation to a 5.9(2)(a) committee or a 5.9(2)(b) committee (not currently delegated).	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
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 Regreg.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 reg.19(1) – A local government must establish and document internal control procedures to ensure control over investments	CEO	28 June 2016 Report CPS18.16
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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.2(1) Must adopt the budget prepared. (Absolute majority required).	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Section 6.3 A local government must prepare a budget if a general valuation or a rate or service charge is quashed by a court or the State Administrative Tribunal, or if it intends to impose supplementary general rate or specified area rate for the remainder of the financial year	Suitable for Acting Through	
Section 6.3 Must adopt the budget (for 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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Financial Management) Regulations, reg.34(2)(c) – each statement of financial activity is to be accompanied by documents containing such other supporting information as is considered relevant by the local government	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.34(1) – a local government must prepare monthly financial reports	Suitable for Acting Through	
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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.12(1)(a) May determine by absolute majority, when adopting the annual budget, grant a discount or an incentive for early payment of any money (subject to section 6.12(2))	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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
Section 6.12(3) A local government may determine what conditions apply to the granting of a concession	Suitable for delegation to CEO	
Section 6.13(1) May determine by absolute majority, resolve to apply interest to any money that it has been owed (subject to section 6.13(6), other than for rates and service charges.	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	28 June 2016 Report CPS18.16
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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.16(3) As well as imposing fees and charges when adopting the annual budget, may by absolute majority impose fees and charges during the year or amend, from time to time, fees and charges throughout the year	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	
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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
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	
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		
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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
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	
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	Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty	
Subdivision 3 – Imposition or rates and service charges		
Section 6.39(1) As soon as practicable after a local government resolves to impose rates, it must compile a record of all rateable land in the district and all land which has a service charge imposed	Suitable for Acting Through	

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

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 6.41(1) A local government must give a rate notice to the owner of rateable land and the owner or occupier (as the case requires) of land on which a service charge is imposed, containing the particulars required	Suitable for Acting Through	
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	
Section 6.46 May. When, 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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
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	28 June 2016 Report CPS18.16

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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
Section 6.64(2) A local government that takes possession of land, under section 6.64(1), must give the owner such notice as prescribed and then affix the notice to a conspicuous part of the land in the form prescribed	Suitable for Acting Through	

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

Section 6.74(1) A local government may apply in the prescribed form to the Minister to have land revested in the Crown if it is rateable vacant land and rates or service charges in respect of it have remained unpaid for at least 3 years	Suitable for delegation to CEO	
FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Financial Management) Regulations, reg.77(1) – before applying to have land revested under section 6.74, a local government must give notice to the owner of the land and any other interested persons and publish the notice in the Gazette	Suitable for Acting Through	
Local Government (Financial Management) Regulations, reg.77(3) – a local government must consider any objections it receives in relation to a revestment under regulation 77	Suitable for delegation to CEO	
Section 6.76(4) A local government may extend the time for a person to make an objection in relation to the rate record	Suitable for Acting Through	
Section 6.76(5) The local government must consider any objections to the rates record and may disallow or allow the objection either wholly or in part	CEO	28 June 2016 Report CPS18.16
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 section 5.16 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	
FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
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	
Division 3 – Conduct of audit		

<p>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</p>	<p>Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty</p>	
<p>Division 4 – General</p>		
<p>Section 7.12A(2) A local government must meet with its auditor at least once a year</p>	<p>Delegated to the Audit and Risk Committee</p>	<p>28 June 2016 Report CPS18.16</p>

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
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 advise of what it has done or will do to comply with an enquiry report from the Minister or a person authorised by the Minister, within 35 days of receiving the report	CEO	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16
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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 9.9(3) As soon as a decision under section 9.9(1)(b) is made, the local government must give the affected person written notice stating the reasons for the decision	Suitable for Acting Through	
Division 2 – Enforcement and legal proceedings		
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	28 June 2016 Report CPS18.16
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	
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		

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<i>Nil Schedule 1</i>		
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	
Schedule 2.2 – Provisions about names, wards and representation		
Clause 4(1) A local government must consider any submissions made under clause 3	Suitable for delegation to CEO	
Clause 4(2) If council believes that a submission is of a minor nature or one which would not require public submissions, may either propose (absolute majority required) to the Advisory Board that a submission be rejected or itself deal with it under clause 5(b)	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	

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<p>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 2.29(1), 2.39(3) 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</p>	<p>Delegation prohibited under the <i>Local Government Act 1995</i> and Council is to perform the power or duty</p>	
<p>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</p>	<p>Suitable for delegation to CEO</p>	
<p>Clause 7 A local government is to provide local public notice advising that it is about to review its wards and inviting submissions</p>	<p>Suitable for Acting Through</p>	
<p>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</p>	<p>Suitable for delegation to a 5.9(2)(a) committee (not currently delegated).</p>	
<p>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)</p>	<p>Suitable for delegation to a 5.9(2)(a) committee (not currently delegated).</p>	

Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by council		
Nil items in Schedule 2.3		
FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
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	28 June 2016 Report CPS18.16
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		
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	

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

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
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	
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	
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)	28 June 2016 Report CPS18.16

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	
<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		

3. Register of Delegations under the *Local Government (Uniform Local Provisions) Regulations 1996*

Authority to delegate: Section 5.17 of the *Local Government Act 1995*

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<p>Reg. 5(2) Serve written notice on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to—</p> <ul style="list-style-type: none"> (a) prevent damage to the footpath; or (b) prevent inconvenience to the public or danger from falling materials. 	<p>Suitable for Acting Through</p>	
<p>Reg. 6(3) Grant permission under this regulation to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare—</p> <ul style="list-style-type: none"> (a) in writing; and (b) must specify the period for which it is granted; and (c) must specify each condition imposed under subregulation (4); and (d) may be renewed from time to time; and (e) may be cancelled by giving written notice to the person to whom the permission was granted. 	<p>Suitable for Acting Through</p>	

<p>Reg. 6(4) Impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, any of the following —</p> <ul style="list-style-type: none"> (a) conditions relating to the erection of hoardings, fences, walkways or other structures for the protection of the public thoroughfare or public safety (protective structures); (b) conditions about the placement of things in the public thoroughfare including conditions about the depositing of building materials or waste, or storage or other facilities in the public thoroughfare; (c) a condition imposing a charge for any damage to the public thoroughfare resulting from the placement of a thing on the public thoroughfare; (d) a condition requiring the applicant to deposit with the local government a sum sufficient in the opinion of the CEO of the local government to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant. 	<p>Suitable for Acting Through</p>	
<p>Reg. 6(6) When renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.</p>	<p>Suitable for Acting Through</p>	

Reg. 6(8) Charge a person granted permission under this regulation a fee of not more than \$1.00 for each month or part of a month for each m2 of public thoroughfare that is enclosed by a hoarding or fence in accordance with the permission.	Suitable for Acting Through	
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4. 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	28 June 2016 Report CPS18.16
Section 123 An enforcement agency must provide each authorised officer appointed by the agency with a certificate of authority as an authorised officer	CEO	28 June 2016 Report CPS18.16

5. Register of Delegations under the *Dog Act 1976*

Authority to delegate: Section 10AA of the *Dog Act 1976*

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
All powers under the <i>Dog Act 1976</i>	CEO	28 June 2016 Report CPS18.16

6. Register of Delegations under the *Cat Act 2011*

Authority to delegate: Section 44 of the *Cat Act 2011*

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
All powers under the <i>Cat Act 2011</i>	CEO	28 June 2016 Report CPS18.16

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

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
<p>Town Planning Scheme No. 2</p> <p>Clause 6.7.1 The Council may either generally, or in a particular case by resolution delegated to a Committee of the Council or an officer of the Council, the authority to deal with an application for planning approval made under this Scheme.</p>	<p>CEO, except for the following:</p> <ul style="list-style-type: none"> a) Proposed and Retrospective developments and Change of Use applications which are classified IP, P or AA where after advertising, submissions have been received which raise objections in relation to the matter at hand which are not able to be rectified by way of negotiation and/or amendment(s) being made to the proposal; b) A change from one non-conforming use to another non-conforming use; c) Grouped and/or Multiple Dwelling developments involving five (5) or more dwellings; and d) Refusal of applications where discretion exists for Council to approve the variations under the City's Town Planning Scheme no. 2, policies and/or the Residential Design Codes. 	<p>28 June 2016 Report CPS18.16</p>

8. Register of Delegations - Planning and Development

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Planning and Development Act 2005 Authority to delegate: Part 10		
Part 10: Referrals to WAPC in respect of applications for subdivision (including amalgamations and boundary re-alignments) and/or strata subdivision approval is required to be determined by the Commission.	CEO	28 June 2016 Report CPS18.16
Clearance of conditions of subdivision (including amalgamations and boundary re-alignments), strata subdivision or amalgamation approval where the local government is identified as the responsible agency in the WAPC preliminary approval advice.	CEO	28 June 2016 Report CPS18.16

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Heritage of Western Australia Act 1990 Authority to delegate: S 23(4)		
S23(4): Participation where appropriate with the Heritage Council, where it is to consider giving advice to the Minister for Heritage with respect to 'interim' and 'permanent' entry of a place on the State Register of Heritage Places'.	GEO with the exception of the following: Does not apply where a formal request is made for a response from council regarding proposals for the entry of a place or places onto the State register of Heritage Places on an interim or permanent basis. No longer delegated.	28 June 2016 Report CPS18.16 (Adoption date to be entered here)

Commented [PF1]: Request from Cr Hassell that this delegation be removed. Administration supports this.

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FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Metropolitan Region Scheme Authority to delegate: DEL 2011/02, Government Gazette no. 248, 23 December 2011		
Clause 29(3) Forwarding an application to the Commission.	CEO	28 June 2016 Report CPS18.16
Clause 30 Exercising powers under the Planning & Development Act 2005 delegated by the WAPC to: <ul style="list-style-type: none"> - Determine applications; - Revoke applications; and - Limit time of approval. 	CEO with the exception of: Does not apply where objections are received on planning grounds and those objections are not capable of being addressed by way of the recommendation of a planning condition imposed on the proposed development.	28 June 2016 Report CPS18.16
Clause 31 Issue of decision in the form set out in Form 2 to this scheme: An application is deemed to be refused if a decision is not conveyed within 60 days of receipt of application.	CEO	28 June 2016 Report CPS18.16
Respond to the Western Australian Planning Commission, or authorities given delegation by the Minister for Planning, on applications made under the Metropolitan Region Scheme or the <i>Planning and Development Act, 2005</i>	CEO	28 June 2016 Report CPS18.16

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Strata Titles Act 1985 Authority to delegate: DEL 2009/03, Government Gazette no. 98, 9 June 2009		
Section 24 The local government may make a preliminary determination that the plans and specifications are of sufficient standard to be brought under this Act as a building in a strata scheme.	CEO	28 June 2016 Report CPS18.16
Section 25 Clause 1 Schedule 1 Power to determine applications for the issuing of a certificate of approval for a plan of subdivision, re-subdivision or consolidation, except those applications that: a) propose the creation of a vacant lot; b) propose vacant air stratas in multi-tiered strata scheme developments; c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to - i. a type of development; and/or ii. land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.	CEO on the condition that: A local government that exercises the power referred to in clause 1 is to provide the WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.	28 June 2016 Report CPS18.16

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Liquor Control Act 1988 Authority to delegate: Part 3 – S40		
Section 40 Issue certificates as to whether the use of premises complies with local planning laws.	CEO	28 June 2016 Report CPS18.16

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
9. Delegation to respond to external organisations Authority to respond to external organisations		
Respond to the State Administrative Tribunal on applications for review of planning decisions including consideration of referrals under section 31 the <i>State Administrative Tribunal Act 2004</i> ;	CEO with the exception of: Consideration of referrals under section 31 of the <i>State Administrative Tribunal Act 2004</i> where Council has determined the application.	28 June 2016 Report CPS18.16
Respond to the Swan River Trust on planning applications made under the <i>Swan and Canning Rivers Management Act 2006</i>	CEO	28 June 2016 Report CPS18.16
Respond to requests from public agencies on issues requiring or inviting comment by the City with regard to local, metropolitan, regional and/or strategic planning matters.	CEO	28 June 2016 Report CPS18.16

8. 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	CEO		28 June 2016 Report CPS18.16
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	CEO		28 June 2016 Report CPS18.16
Section 20 & 23 Grant a building permit	CEO		28 June 2016 Report CPS18.16
Section 20, 22(1) & (2), 23(3) Refuse to grant a building permit	CEO		28 June 2016 Report CPS18.16
Section 21 & 23(2) Grant a demolition permit	CEO		28 June 2016 Report CPS18.16
Section 21(2), 22(1) & (2), 23(3) Refuse to grant a demolition permit	CEO		28 June 2016 Report CPS18.16

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
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	CEO		28 June 2016 Report CPS18.16
Division 3 – Building or demolition permits			
Section 27(1) Impose conditions on the grant of a permit in addition to any provided for in the Regulations	CEO		28 June 2016 Report CPS18.16
Section 27(3) Add, vary or revoke conditions imposed under this section before the building work or demolition work is completed	CEO		28 June 2016 Report CPS18.16
Division 4 – Duration of building or demolition permits			
Section 32-(3) Extend the time during which a permit has effect	CEO		28 June 2016 Report CPS18.16

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
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	CEO		28 June 2016 Report CPS18.16
Section 55(2) Refuse to consider an application	CEO		28 June 2016 Report CPS18.16
Section 58(1) Grant or modify the occupancy permit or grant the building approval certificate	CEO		28 June 2016 Report CPS18.16
Section 58(2) & (3) Refuse to grant or modify the occupancy permit or grant the building approval certificate	CEO		28 June 2016 Report CPS18.16
Section 59 Grant or modify the occupancy permit or grant the building approval certificate within specified time frame	CEO		28 June 2016 Report CPS18.16

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
Section 59(3) Refund the fee that accompanied an application to the applicant if no decision made within the time.	CEO		28 June 2016 Report CPS18.16
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	CEO		28 June 2016 Report CPS18.16
Section 62(1) Impose conditions on the occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations	CEO		28 June 2016 Report CPS18.16
Section 62(3) Add, vary or revoke conditions while the occupancy permit or building approval certificate has effect	CEO		28 June 2016 Report CPS18.16

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 or review	CEO		28 June 2016 Report CPS18.16
Section 65(4) Extend the period in which the occupancy permit or modification to the building approval certificate has effect	CEO		28 June 2016 Report CPS18.16
Section 65 Refuse to extend the time during which an occupancy permit or a building approval certificate has effect or extend the permit or certificate for a shorter period than requested by the applicant and, if so, record the grounds on which a decision is based and the reasons for the decision together, and give written notice of the decision together with those grounds and reasons and the person's right of review	CEO		28 June 2016 Report CPS18.16
Part 6 – Work affecting other land			
Division 4 – Other boundary matters			
Section 88(3) Specify the way in which an outward facing side of a particular close wall must be finished	CEO		28 June 2016 Report CPS18.16

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
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	CEO		28 June 2016 Report CPS18.16
Section 96(6) Revoke a designation at any time	CEO		28 June 2016 Report CPS18.16
Section 97(1) Give an identity card to each person designated by it as an authorised person	CEO		28 June 2016 Report CPS18.16
Section 99(2) Limit the powers of an authorised person by imposing conditions on a person's instrument of designation or by written notice	CEO		28 June 2016 Report CPS18.16
Section 99(3) Revoke or vary a condition of an authorised person	CEO		
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; (b) Particular demolition work; (c) A particular building or incidental structure whether completed before or after commencement</p>	CEO		28 June 2016 Report CPS18.16
<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>	CEO		28 June 2016 Report CPS18.16
<p>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>	CEO		28 June 2016 Report CPS18.16
<p>Section 114(1) Serve a copy of the order on each person to whom the order is directed in accordance with s-section 76 of the <i>Interpretation Act 1994</i></p>	CEO		28 June 2016 Report CPS18.16

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	CEO		28 June 2016 Report CPS18.16
Section 118(2) If there is non-compliance with a building order, 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		28 June 2016 Report CPS18.16
Section 118(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		28 June 2016 Report CPS18.16
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	CEO		28 June 2016 Report CPS18.16

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	CEO		28 June 2016 Report CPS18.16
Section 129(1) Make the register available for inspection by members of the public during normal office hours	CEO		28 June 2016 Report CPS18.16
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	CEO		28 June 2016 Report CPS18.16
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 – a) An application for a building permit or demolition permit; or	CEO		28 June 2016 Report CPS18.16

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
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	CEO		28 June 2016 Report CPS18.16
Section 132(1) Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <i>Financial Management Act 2006</i> Part 5	CEO		28 June 2016 Report CPS18.16
Section 132(3) Give the Building Commissioner prescribed information or building record	CEO		28 June 2016 Report CPS18.16

9. 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
Part 2 – General matters			
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.ection 132(1)] and provide a record or information by the Building Commissioner	CEO		28 June 2016 Report CPS18.16
Part 3 – Building and demolition permits			
Reg.-15A (2) Provide the FES Commissioner a copy of any occupancy permit for a building in which plans where referred to FES Commissioner under regulation reg. 18B(1)	CEO		28 June 2016 Report CPS18.16
Reg.-15A (3) Provide the FES Commissioner a copy of any modified occupancy permit for a building in which plans where referred to FES Commissioner under regulation reg. 18B(1)	CEO		28 June 2016 Report CPS18.16
Reg. 23(3) Refuse to accept an application extend a permit	CEO		28 June 2016 Report CPS18.16
Reg.24(1) & (2) – Extend or refuse to extend the time during which a permit has effect and impose conditions on the extended permits	CEO CEO		28 June 2016 Report CPS18.16

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
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	CEO		28 June 2016 Report CPS18.16
Part 5 – Occupancy permits and building approval certificates			
Reg.40(2) Refuse to accept and application to extend the time during which an occupancy permit or a building approval certificate has effect	CEO		28 June 2016 Report CPS18.16
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	CEO		28 June 2016 Report CPS18.16
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	CEO		28 June 2016 Report CPS18.16
Reg.51(3) Approval of a door for the purposes of reg.50(4)(c)(ii)	CEO		28 June 2016 Report CPS18.16
Reg.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	CEO		28 June 2016 Report CPS18.16

FUNCTION	DELEGATION	CONDITIONS ON DELEGATION AND DURATION (INFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST AMENDED
monitoring whether the provisions in reg.50 and 52 of the Regulations are complied with			
Reg.53(3) Fix the charge to be imposed on each pool owner to meet the cost in that financial year of carrying out inspections	CEO		28 June 2016 Report CPS18.16
Division 3 – Smoke alarms			
Reg.61(1) Approve the use, in a dwelling or part of a dwelling, of a battery powered smoke alarm and give approval in relation to an alarm that was installed before the approval is to be given	CEO		28 June 2016 Report CPS18.16
Reg.61(2) Approve the use, in a dwelling or part of a dwelling, and give approval in relation to an alarm that was installed before the approval is to be given	CEO		28 June 2016 Report CPS18.16

10. 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	28 June 2016 Report CPS18.16
Section 18 The Council may approve an application for a permit subject to conditions	CEO	28 June 2016 Report CPS18.16
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	28 June 2016 Report CPS18.16

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

Local Government Act 1995 and Regulations

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 3.25(1) A local government may give an occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1. The local government must also inform the owner if the occupier is not the owner	Director Planning & Development Director Technical Services	28 June 2016 Report CPS18.16
Section 3.50(1) A local government may close a thoroughfare to vehicles, wholly or partially, for a period not exceeding 4 weeks	Director Technical Services	28 June 2016 Report CPS18.16
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-Reg.11)	Director Corporate & Strategy Director Planning & Development Director Technical Services	28 June 2016 Report CPS18.16
Local Government (Functions and General) Regulations, reg.14(2a) – where a local government is inviting tenders, the local government must determine in writing the criteria for accepting tenders	Director Corporate & Strategy Director Planning & Development Director Technical Services	28 June 2016 Report CPS18.16

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Local Government (Functions and General) Regulations, reg.21(1) – a local government may seek expressions of interest before entering the tender process	Director Corporate & Strategy Director Planning & Development Director Technical Services	28 June 2016 Report CPS18.16
Section 6.12(1)(c) A local government may write of any amount of money that is owed to the local government (subject to section 6.12(2))	Director Planning & Development Only delegated to: 1. Extend time for payment of a modified penalty or to withdraw an infringement notice; 2. In relation to parking infringements, withdraw an infringement in the event of: a. Medical emergency; b. Vehicle broken down; c. Eastern States registration; d. No records held by Police Department if unregistered vehicle; e. Stolen vehicle; f. Error made by issuing officer; g. Vehicle towed away; or h. Other compassionate grounds.	28 June 2016 Report CPS18.16
Section 6.14(1) A local government may invest money in its municipal or trust funds that is not being used, in accordance with Part III of the <i>Trustees Act 1962</i>	Director Corporate & Strategy	28 June 2016 Report CPS18.16

FUNCTION	DELEGATION	DATE ADOPTED/LAST REVIEWED
Section 6.56(1) A local government may recover an unpaid rate or service charge and the cost of proceedings in court of competent jurisdiction	Director Corporate & Strategy	28 June 2016 Report CPS18.16
Section 6.60(2) A local government may give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the local government in satisfaction of the rate or service charge	Director Corporate & Strategy	28 June 2016 Report CPS18.16
Section 6.60(3) If a local government gives notice to a lessee, under section 6.60(2), the local government must give a copy of the notice to the lessor	Director Corporate & Strategy	28 June 2016 Report CPS18.16
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	Director Corporate & Strategy	28 June 2016 Report CPS18.16

Food Act 2008

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

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Section 119 The CEO, after consultation with an enforcement agency (other than the CEO), may, in writing, impose conditions or limitations on the performance of functions under this Act by the enforcement agency	Director Planning & Development	28 June 2016 Report CPS18.16

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

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
To make decisions and coordinate applications under Sections 13, 15, 17, 18, 20, 23, 24, 25, 26, 27, 28, 30, 31, 41, 47, 48, 50 and 54	Manager Corporate Strategy & Systems Records Coordinator	28 June 2016 Report CPS18.16
To make decisions under Sections 20, 23, 24, 25, 30, 31, 41, 43, 48, 50 and 54	Director Corporate Strategy & Systems Director Technical Services Director Planning & Development Manager Corporate Strategy & Systems Records Coordinator	28 June 2016 Report CPS18.16

Planning and Building Acts and Delegations

FUNCTION	DELEGATION, CONDITIONS AND DURATION (INDEFINITE UNLESS OTHERWISE SPECIFIED)	DATE ADOPTED/LAST REVIEWED
Where delegation to the CEO exists under the: <ul style="list-style-type: none"> - Town Planning Scheme no. 2; - <i>Planning and Development Act 2005</i>; - <i>Heritage of Western Australia Act 1990</i>; - Metropolitan Region Scheme; - <i>Strata Titles Act 1985</i>; - <i>Liquor Control Act 1988</i>; and - Responding to external organisations. 	Director Planning and Development Manager Planning Services Coordinator Statutory Planning Senior Statutory Planning Officer	28 June 2016 Report CPS18.16
Where delegation to the CEO exists under the: <ul style="list-style-type: none"> - Building Act 2011; and - Building Regulations 2012. 	Manager Property Services Senior Building Services With the exception of: Section 59 and Section 99(3) of the Act; and Reg 132(3) of the Regulations.	28 June 2016 Report CPS18.16

CPS18.17 Corporate Business Plan – Quarter 3 2016/17	
Committee	13 June 2017
Council	27 June 2017
Applicant	City of Nedlands
Officer	Pollyanne Fisher – Policy and Projects Officer
Director	Lorraine Driscoll – Director Corporate and Strategy
Attachments	1. Q3 2016/17 Report

Executive Summary

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

The Quarter 3 2016/2017 Report is presented here for Council to receive. This report outlines what the City planned to achieve, and has achieved so far, for year four of its Corporate Business Plan.

Recommendation to Committee

Council receives the Quarter 3 2016/2017 report on progress towards “Nedlands 2023 – Making it Happen”, the Corporate Business Plan.

Discussion/Overview

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

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

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

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

1. Service Level Changes

The Plan identified a number of service level changes to be achieved by 2016/17. The attached report states progress towards each level of service change as at the end of Q3 2016/2017 (31 March 2017).

2. Operational Reviews

Operational reviews identified in the corporate business plan included traffic and transport planning, land use planning, access and inclusion, community recreation, consultation and engagement, planning and building control and compliance.

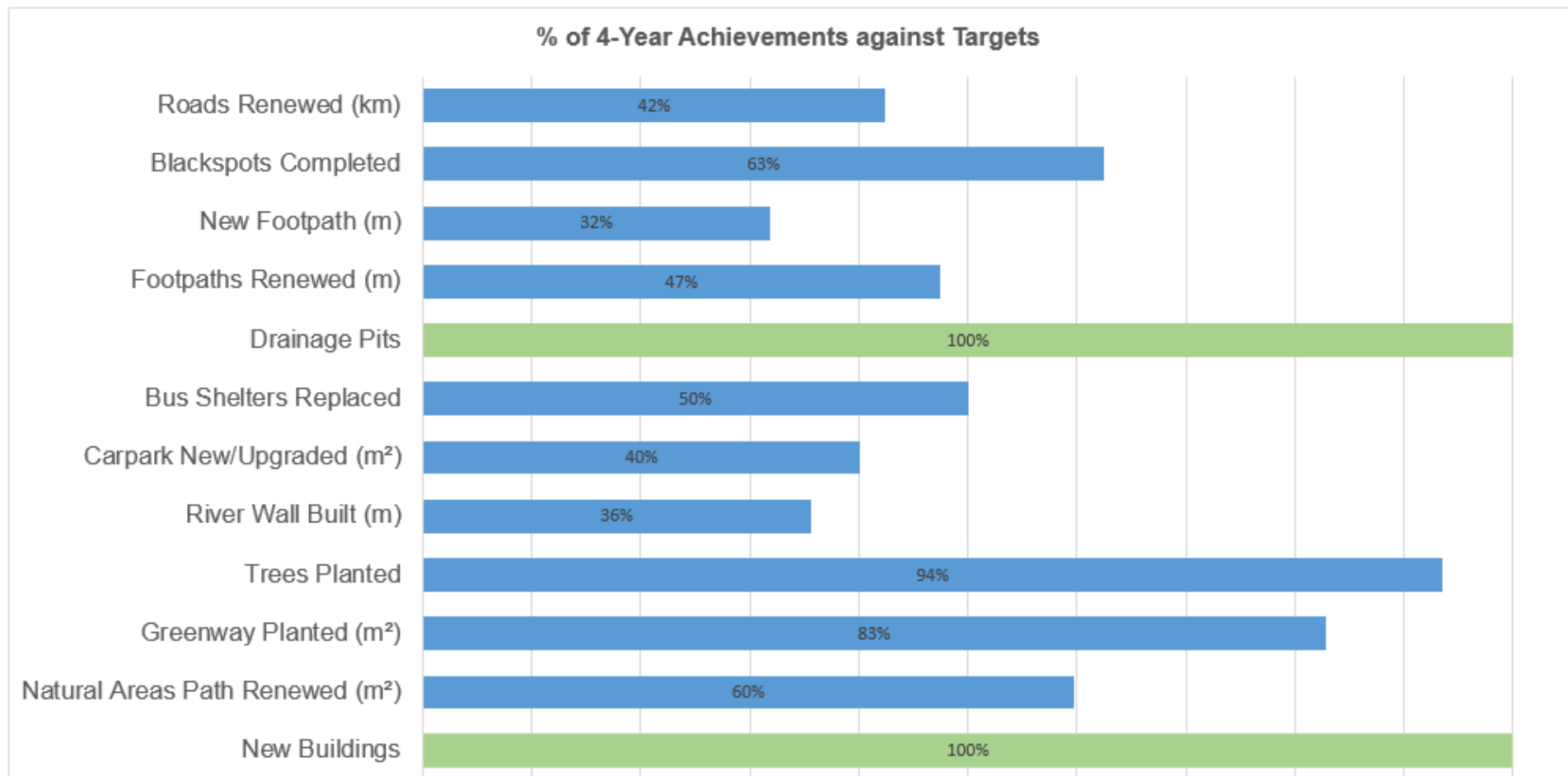
Reviews were completed by the Executive in March 2016 for presentation during the 2016/17 budget discussions with Councillors.

3. Delivery of increase in infrastructure expenditure

The Strategic Community Plan initially proposed a yearly 4% increase in rates above a balanced budget to be invested in the City's infrastructure. The City's Long Term Financial Plan is currently under review to effectively plan for future expenditure. Key deliverables of this Plan and achievements to date are included in the table over page. Initially the Strategic Community Plan has seen a focus on building renewals ahead of road infrastructure. A new focus on roads has accelerated overall road condition improvements.

Corporate Business Plan (CBP) 4-year targets		Accumulated Achievements —————→			Targets and Achievements for 2016/2017		
Description	Corporate Business Plan (CBP) 4-year target	Completed at end of 2013/2014 (Y1)	Completed at end of 2014/2015 (Y2)	Completed at end of 2015/2016 (Y3)	Target 2016/2017 (Y4)	Completed at Quarter 3 2016/2017 (Y4)	Comments
New Building Projects Completed	1	0	50%	1	1	1	Refurbishment and upgrade of the Allen Park Lower Pavilion has been completed.
Natural Areas Path Renewed (m²)	Renew 2,285 m ²	620 m ²	895 m ²	1,365 m ²	0 m ²	0 m ²	No pathways have been approved for upgrade in the 2016/2017 budget.
Greenway Planted (m²)	Plant 5,860 m ²	1,500 m ²	2,750 m ²	4,850 m ²	1,100 m ²	0 m ²	The next stage of the greenway due to commence in April 2017.
Number of Trees Planted	2,050	481	1,131	1,535	500	382	
River Wall Built (m)	281 m	0 m	0 m	0 m	100 m	100 m	River wall works (stage 1) commenced in February 2017 anticipated to complete April 2017.
Carpark new / upgraded (m²)	Upgrade or build 13,240 m ²	144 m ²	2,644 m ²	5,244 m ²	400 m ²	70 m ²	
Bus Shelters Replaced	16	5	5	7	2	1	
Drainage Pits Installed	100	23	42	106	30	76	

Footpath Renewed (m)	Renew 12,793 m	2492 m	3,084 m	4,198 m	500 m	1,874 m	Stirling Highway footpath program and as part of road rehabilitation program.
New Footpath (m)	1,223 m	360 m	360 m	380 m	80 m	9.5 m	
Blackspots Completed	8	3	4	5	2	0	Railway/Gugeri/Loch intersection and Brockway/Brookdale/Underwood intersection
Roads Renewed (km)	34.31 km	3.02 km	5.64 km	8.46 km	6.82 km	6.10 km	Increase in road renewals scheduled for 2016/17.



Key Relevant Previous Council Decisions:

The City's Corporate Business Plan "Nedlands 2023 – Making it Happen" was adopted by Council at its Special Council Meeting of 20 June 2013.

Consultation

Nil.

Budget/Financial Implications

Nil.

REPORTING Q3 2016-2017

Key	
SCP	Strategic Community Plan
CBP	Corporate Business Plan
SP	Strategic Priority

Planning and Development

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2017
A1.1 Natural Area Management				
Natural and Built Environment	SCP SP4 CBP SP4	Manage and improve the natural area and bio-diversity within the CoN.	<ul style="list-style-type: none"> ▪ Pathway upgrades – renew 2285 square metres of natural path (over four years) ▪ Additional tree injections (commencing 2013/14) ▪ Greenway development – 5860 square metres of greenway planted (over four years) ▪ Whadjuk Trails development (2013/14 -2014/15) 	<ul style="list-style-type: none"> ▪ Allen Park pathways complete 2015, Point Resolution path upgrades complete 2016 with one pathway to be decommissioned in 2017. ▪ 4850m2 greenways completed between 2013-2016 with stage 4 of the Railway Reserve Greenway due to commence in April 2017. ▪ Bush to Beach Trail launched. Wardun Beelie Trail launched 30 May 2014. Yange Kep Bidi launched November 2015. Karda Bidi launched November 2016. Karak Bidi launched November 2016. Bidi Bo Djinoong currently under development. Expected Completion June 2017. ▪ Natural Area Management Plans adopted by Council in March 2014. ▪ Tree injections completed in June and October 2014, April 2015; and May and December 2016.
A1.2 Sustainability and Capacity Building				
Natural and Built Environment	SCP SP1	Improve resource efficiencies within the CoN, so ensuring that they are used effectively.	<ul style="list-style-type: none"> ▪ Develop an Energy Efficiency Strategy (2013/14) ▪ Budget for and implement the Energy Efficiency Strategy (2013/14 forward) 	<ul style="list-style-type: none"> ▪ Development of Strategy completed and presented to Council. The strategy was not adopted by Council.
A1.7 Heritage Protection				
Natural and Built Environment	CBP SP4	Protect and enhance the character and heritage of the City of Nedlands	<ul style="list-style-type: none"> ▪ Updated Heritage Inventory (Annual update from 2013/14 and a review every four years thereafter) 	<ul style="list-style-type: none"> ▪ Update of Heritage Inventory in progress
A1.8 Landuse Planning				

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2017
Natural and Built Environment	SCP SP1 CBP SP1	Provide a well-functioning natural and built environment where landuses and spaces support each other.	<ul style="list-style-type: none"> An adequate suite of strategic documents to protect and enhance urban character to meet SCP outcomes (2013/14 forward) Proactive engagement and represent CoN interests on state initiatives (2013/14 forward) 	<ul style="list-style-type: none"> A number of strategic documents are being reviewed and/or developed, including the Local Planning Strategy (LPS) and Town Planning Scheme No.3. Ongoing review and comment on state planning initiatives.
A2.5 Parking Services				
Transport	CBP SP7	Manage Parking to maximise parking availability and maintain street amenity and safety	<ul style="list-style-type: none"> Increase in number of vehicles marked, to enforce parking restrictions as demand increases (2013/14 forward) 	<ul style="list-style-type: none"> Vehicle markings for 2016-2017 Q2 were 4,652. Parking infringement notices were also down from the previous year to 790. Rangers have specifically noted a significant reduction in vehicle traffic and parking around Nedlands this quarter. This may be a result of construction being finalised on Waratah Avenue and around Swanbourne Estate, and the implementation of the City of Perth Act resulting in several large parking facilities now enforced by the City of Perth.
A3.12 Emergency Management				
A3.13 Environmental Health Services				
Community Development	SCP SP1	Ensure public health is maintained within the CoN	<ul style="list-style-type: none"> Shenton bushland, Allen Park, Laneway asbestos survey (2013/14 and 2014/15) Additional well installation and maintenance of existing bores to ensure adequate environmental monitoring according to Department of Environment and Conservation requirements (2013/14 - 2014/15) Public Health Plan developed with introduction of impending legislation 	<ul style="list-style-type: none"> Laneway asbestos survey allocated funding in 2016/17 mid-year budget review. Shenton Bushland asbestos removal is ongoing. Currently finalising a draft report on how to best progress the groundwater monitoring program. Discussions will be held with the Department of Environmental Regulation. Public Health Plan not commenced as legislation requiring it has not been finalised. The Bill is currently before Parliament for consideration.
A3.15 Animal Management				
Community Development	CBP SP11	Protect health and safety of residents and animals through effective animal management.	<ul style="list-style-type: none"> Administration of the <i>Cat Act 2011</i>(November 2013/14 forward) Discontinue cat sterilisation subsidy (2013/2014 forward) 	<ul style="list-style-type: none"> Completed.

Technical Services

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2017
A1.3 Water Conservation and Management				
Natural and Built Environment		Improve water efficiencies within the CoN	<ul style="list-style-type: none"> All new irrigation systems designed and installed with hydro-zone and central control capability (2013/14 forward). Investigate and develop systems to capture and retain rainwater (2013/14 forward) 	<ul style="list-style-type: none"> Water efficiency action plan under development. Central control capability cabinets installed at all 62 parks irrigated by bores. Individual management strategies being developed for each public open space. No progress on rainwater capture
A1.5 Parks, Ovals and Reserves				
Natural and Built Environment	SCP SP1 CBP SP2	Enhance the city's green, leafy character and outdoor community spaces through planning, providing and managing high quality parks, sports facilities, playgrounds and open spaces.	<ul style="list-style-type: none"> Build an accessible play space at Beaton Park in partnership with Rotary WA (2014/15). Upgrade about 3 existing playgrounds per year to make them accessible, safe and shady (install shade sails) (2013/14 forward). Implement the Parks Asset Management Plan: <ul style="list-style-type: none"> Maintain all parks infrastructure in a safe and functional condition, upgrade existing non-compliant sports lighting to Australian standards for sporting codes Build 226m of riverwall (over four years) 	<ul style="list-style-type: none"> Construction of All Abilities Play Space commenced in February 2017, including site works to relocate sewer pump. Programmed playground upgrades completed each financial year. Parks assets being upgraded in line with budget. Riverwall: Swan River Trust funding contribution confirmed – approved by council. Works to reconstruct 100m of wall including rock revetment commenced from February 2017.
A1.6 Streetscape				
Natural and Built Environment	SCP SP1 CBP SP1	Maintain and enhance Nedlands' character through planning and managing streetscapes	<ul style="list-style-type: none"> Plant 2050 street and reserve trees (over four years) Increase the health of street and reserve trees (2013/14 forward) 	<ul style="list-style-type: none"> Street tree management plan completed. On track to meet planting targets.
A1.11 Underground Power				
Natural and Built Environment	CBP SP9	To advocate for and facilitate the under-grounding of the power network to improve the amenity of the area and to improve the reliability of power supply	<ul style="list-style-type: none"> Lobby state government for assistance/grants for underground power projects (2013/14 forward until achieved) Facilitate the undergrounding of the City's power network via Council's agreed arrangement (grant, user pays, City pays etc). (as applicable) 	<ul style="list-style-type: none"> Applications for state funding continue to be unsuccessful. Council resolved to obtained detailed design from Western Power including costs and for Community to be further surveyed in meantime. Detailed designs and cost estimates anticipated for March/April 2017.

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2017
A2.1 Roads				
Transport	CBP SP2	Efficiently refurbish and maintain roads to a safe standard, as per Main Roads Act and Australian Guide to Road Design. (safe standard - trafficable surfaces, safe and free from pot-holes, rutting and undulation with good skid resistance and low noise levels)	<ul style="list-style-type: none"> ■ 83% in a satisfactory condition <ul style="list-style-type: none"> - Renew 34.31 km of roads (over four years) ■ Upgrade or build 13240 square metres of carpark (over four years) 	<ul style="list-style-type: none"> ■ 11.98 km of road renewed. Increase in road renewals in 2016. ■ 5,314 m² of car park upgraded.
A2.2 Drainage				
Transport	CBP SP2	Install and maintain a safe, efficient and effective drainage system, that minimises the risk of flood damage, whilst minimising water pollution and replenishing groundwater.	<ul style="list-style-type: none"> ■ implement 10 year forward works program for renewal and upgrade of aging and inefficient drainage infrastructure (2013/14 forward) <ul style="list-style-type: none"> - 100 extra functional pits (over four years) 	<ul style="list-style-type: none"> ■ 210 new drainage pits installed. ■ Full drainage infrastructure audit undertaken.
A2.3 Paths (Footpaths, Dual-use Paths, Cycleways)				
Transport	CBP SP2	Efficiently re-furbish and maintain paths to a safe standard. Provide accessible paths that provide links to public facilities. (safe standard - footpaths which are easily accessed and trafficable and free from tripping hazards with good slip resistance).	<ul style="list-style-type: none"> ■ Implement 10 year forward works program for footpath renewal (2013/14 forward) ■ footpath audit (4-yearly) ■ renew 12793 m of path (over four years) ■ construct 1864 m of new paths (over four years) 	<ul style="list-style-type: none"> ■ Continuation of Stirling Highway Footpath Reconstruction in 2017. ■ Footpath audits undertaken for high priority areas. ■ 5,230 m of footpath renewed. Footpath renewals being completed in conjunction with road upgrade projects where required. ■ 389.5 m of new footpath constructed.
A2.4 Transport Planning and Management				
Transport	SCP SP1 CBP SP1	Plan and manage the Cities transport systems so it is easy to get around by the preferred mode of travel, whether by car, public transport, cycle or foot.	<ul style="list-style-type: none"> ■ complete 8 blackspots (over four years) ■ replace 16 bus shelters (over four years) 	<ul style="list-style-type: none"> ■ 5 blackspots completed with a further two to commence in 2017 - Railway/Gugeri/Loch intersection and Brockway/Brookdale/Underwood intersection. ■ 8 bus shelters replaced.

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2017
A3.17 Built Facilities - Provision				
Community Development		Manage, maintain and upgrade Council Buildings so that they are fit for purpose and available for agreed users.	<ul style="list-style-type: none"> ■ Complete DC Cruickshank and commence Highview (over four years) ■ Audit buildings and review maintenance program (2013/14-2014/15) 	<ul style="list-style-type: none"> ■ Upgrade of the David Cruickshank pavilion (renamed to Adam Armstrong Pavilion) complete as of October 2015. ■ Upgrade of the Allen Park Lower pavilion complete as of October 2016. ■ Buildings maintenance review completed. ■ Major Maintenance completed on Nedlands Library and Administration Building during 2013/2014. ■ General upgrades to buildings completed to meet required DAIP standards during 2013/2014
A4.8 Asset Management - Planning				
Governance	CBP SP2	Optimise the value and longevity of the City's assets through sustainable asset management.	<ul style="list-style-type: none"> ■ Proactive maintenance of assets to ensure a schedule of maintenance which will avoid dilapidated assets (2013/14 forward) ■ Implementation of asset management strategy (2013/14 forward) 	<ul style="list-style-type: none"> ■ Asset Management policy in place. ■ Asset Management strategy endorsed by Executive February 2014. ■ Asset Management planning project in progress. ■ Assetfinda software being populated with data.
A4.13 Fleet Management				
Governance		Provide for the acquisition, maintenance & replacement of vehicles, plant & machinery to meet the operational needs of the City & maintain standards that ensure outstanding customer service.	<ul style="list-style-type: none"> ■ Improved compliance with CoN's Purchasing Policy's sustainability principles (2013/14 forward) 	<ul style="list-style-type: none"> ■ Review of fit-for-purpose vehicles completed – downgrading of general purpose vehicles and commercial light vehicles. ■ Full Fleet Audit completed.

COMMUNITY DEVELOPMENT

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2017
A3.4 Libraries				
Community Development		Provide a library service with a wide range of services and resource to meet the recreational, educational and technological needs of the community.	<ul style="list-style-type: none"> ■ Install a new library management system in partnership with the Western Suburbs Regional Library Network to provide an improved, reliable and user friendly electronic library service (2013/14). ■ Improved program delivery (2013/14) 	<ul style="list-style-type: none"> ■ Completed. The Western Suburbs Library Group implemented a new Library Management System (Spydus) in December 2016. ■ Program delivery being developed and reviewed on an ongoing basis.

CEO, CORPORATE AND STRATEGY

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2017
A4.2 Communications				
Governance		Ensure that the community is well informed.	<ul style="list-style-type: none"> ■ Marketing for the Strategic Community Plan (2013/14) ■ Video information (2014/15) ■ Implement comprehensive communication plans for major events or campaigns (2014/15) 	<ul style="list-style-type: none"> ■ Full page advertisement "Your Strategic Community Plan in Action" released twice yearly. ■ Communications plans being developed for major events and campaigns. ■ City of Nedlands promotional video produced and now appears on the City's website homepage.
A4.5 Advocacy				
Governance	CBP SP9 SP10	Advocate on key issues of community interest.	<ul style="list-style-type: none"> ■ Key issues for advocacy (over four years): <ul style="list-style-type: none"> - underground power - transport (Stirling Highway and light rail) - metropolitan reform - Swan River issues 	<ul style="list-style-type: none"> ■ Underground Power: Investigation of funding options underway. ■ MAX light rail: In December 2013 the state government announced the deferral of the project to 2017. No further work required until the project recommences. ■ WESROC Regional Transport Working Group: City representatives attend regular meetings, ongoing work to complete group's initiatives.

SCP Key Focus Area	SP	Activity Objective	Level of Service Change over 4 years (13/14 - 16/17)	Progress as at 31 March 2017
A4.6 Regional Cooperation and Collaboration				
Governance	CBP SP8	Work with other local authorities in the region for the benefit of the Nedlands community	<ul style="list-style-type: none"> ■ Work with neighbouring local authorities for the benefit of the Community <ul style="list-style-type: none"> - light rail project (over four years) - greenways - project along railway (ongoing project commencing 2013/14) - replace libraries operating system (2013/14) 	<ul style="list-style-type: none"> ■ Further greenway development along the railway commencing in 2017. ■ MAX light rail: In December 2013 the state government announced the deferral of the project to 2017. No further work required until the project recommences. ■ WESROC Regional Transport Working Group: City representatives attend regular meetings, ongoing work to complete group's initiatives. ■ The Western Suburbs Library Group implemented a new Library Management System (Spydus) in December 2016.
A4.7 Corporate Planning				
Governance		Ensure that Council's decisions take community views into account and deliver the best results possible within available resources, through Integrated Planning and Reporting, in accordance with Act	<ul style="list-style-type: none"> ■ implement monitoring and performance management (2013/14 forward) ■ 'intermediate' or 'advanced' standard for Integrated Planning and Reporting (over four years) 	<ul style="list-style-type: none"> ■ Quarterly reports to Council are on track ■ Attending LGMA's Integrated Strategic Planner's networking meetings to remain informed on developments to IPR
A4.10 Human Resources				
Governance		Provide high performing human resources to deliver efficient, effective and legislatively compliant services to the City of Nedlands.	<ul style="list-style-type: none"> ■ Meet Increased requirements under the OHS Act (as required by impending legislation) 	<ul style="list-style-type: none"> ■ Meeting requirements.
A4.12 Information Technology and Records Management				
Governance		Manage the City's IT resources effectively to support the business systems of the CoN Provide IT services to visitors of the Cities main service centres (Nedlands Library, NCC and Administration Building)	<ul style="list-style-type: none"> ■ Selected staff to be provided with remote access to City's systems while on the road, so able to better respond to customer enquiries and complaints (Year 2) ■ WiFi to be established at main service centres (Year 2) 	<ul style="list-style-type: none"> ■ Completed. Remote access available to staff. ■ Completed. Public wifi at main service centres launched.

