



AGENDA

FOR RESOURCES AND GOVERNANCE COMMITTEE MEETING TO BE HELD ON

18 APRIL 2016 AT CONCLUSION OF BUDGET AND FINANCE COMMITTEE

IN COMMITTEE ROOM 1, 12 JAMES STREET, SALISBURY

MEMBERS

Cr B Vermeer (Chairman)
Mayor G Aldridge (ex officio)
Cr D Balaza
Cr S Bedford
Cr D Bryant
Cr L Caruso
Cr R Cook (Deputy Chairman)
Cr D Pilkington
Cr D Proleta

REQUIRED STAFF

General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
Manager Governance, Ms T Norman
Manager Communications and Customer Relations, Mr M Bennington

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Resources and Governance Committee Meeting held on 21 March 2016.

Presentation of the Minutes of the Confidential Resources and Governance Committee Meeting held on 21 March 2016.

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OTHER BUSINESS

CLOSE



**MINUTES OF RESOURCES AND GOVERNANCE COMMITTEE MEETING HELD IN
COMMITTEE ROOM 1, 12 JAMES STREET, SALISBURY ON**

21 MARCH 2016

MEMBERS PRESENT

Cr B Vermeer (Chairman)
Mayor G Aldridge (ex officio)
Cr D Balaza
Cr D Bryant
Cr L Caruso
Cr R Cook (Deputy Chairman)
Cr D Pilkington

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
Acting General Manager City Development, Mr G Ratsch
Manager Governance, Ms T Norman
Manager Communications and Customer Relations, Mr M Bennington

The meeting commenced at 10:20 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

APOLOGIES

An apology has been received from Cr D Proleta.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Cr D Balaza
Seconded Cr D Bryant

The Minutes of the Resources and Governance Committee Meeting held on 15 February 2016, be taken and read as confirmed.

CARRIED

REPORTS

Administration

3.0.1 Future Reports for the Resources and Governance Committee

Moved Cr D Pilkington
Seconded Cr D Balaza

1. The information be received.

CARRIED

Development Control Administration

3.2.1 Building Fire Safety Committee

Moved Cr D Pilkington
Seconded Cr R Cook

1. That the following persons be appointed to the City of Salisbury Building Fire Safety Committee for a period of three (3) years, concluding 31 March 2019:

Members

- Mr Jeff Shillabeer (City of Salisbury staff) –an accredited Building Surveyor;
- Mr Bahaa Tabet (City of Salisbury staff) – an accredited Building Surveyor;
- Mr Rene Arens – Member with specialist fire safety knowledge and an accredited Building Surveyor; and
- Mr David Kubler – Member nominated by the Chief Officer South Australian Metropolitan Fire Service.

Deputy Members

- Mr Andrew Sharred – Deputy for Mr Kubler nominated by the Chief Officer South Australian Metropolitan Fire Service.
2. That once established, the Building Fire Safety Committee appoint an appropriate Presiding Member (Chairperson) and Deputy Presiding Member, and review its *Terms of Reference* including where necessary alterations to the terms of reference to be consistent with the State Government's "*Guide to Council Building Fire Safety Committees*".

CARRIED

External Relations

3.4.1 Nominations Sought for the South Australian Public Health Council

Moved Cr D Balaza

Seconded Mayor G Aldridge

1. No nomination be made for the position of Local Government Member on the South Australian Public Health Council.

CARRIED

3.4.2 Nominations Sought for the Local Roads Advisory Committee

Moved Cr B Vermeer

Seconded Mayor G Aldridge

1. Cr D Pilkington and Cr B Vermeer be nominated as a Local Government representative on the Local Roads Advisory Committee.

CARRIED

Corporate Governance

3.6.1 Informal Gatherings Policy

Moved Cr D Pilkington

Seconded Mayor G Aldridge

1. The information be received.
2. The Informal Gatherings Policy, as set out in Attachment 1 to this report (Resources and Governance Committee, Item No. 3.6.1, 21/03/2016), be endorsed to take effect from the commencement of inserted provisions in section 90 of the *Local Government Act 1999* relating to the adoption of an *Informal Gatherings Policy*.

CARRIED

3.6.2 Summary of Attendance at Event - Cr Bryant - Public Speaking

Moved Cr D Bryant

Seconded Cr R Cook

1. The information be received.

CARRIED

3.6.3 Review of Transfer of Cemetery Licences Policy

Moved Cr D Pilkington

Seconded Cr R Cook

1. The Information be received.
2. The Transfer of Cemetery Licences Policy as set out in Attachment 1 to this report (Resources and Governance Committee, Item No. 3.6.3, 16/11/2015), be endorsed.

CARRIED

3.6.4 Review of 'City of Salisbury Code of Practice for Meeting Procedures'

Moved Cr D Pilkington

Seconded Cr D Balaza

1. The information be received.
2. The updated Code of Practice for Meeting Procedures (as set out in Attachment 1, Resources and Governance Committee, Item No. 3.6.4, 21/03/2016) and incorporating the following items:
 - a. *S.NOM – Member who places a notice of motion on Agenda Absent*
 - (1) *In circumstances where a Notice of Motion has been placed on the Council Agenda and the member who placed the Notice of Motion is not in attendance at the meeting the Notice of Motion will lapse.*
 - b. *S.MCT – Meeting Conclusion Time - no provision to be included in relation to the meeting conclusion time.*

be endorsed.

CARRIED

OTHER BUSINESS

Nil

CONFIDENTIAL ITEMS

3.8.1 Request for Extension of Confidentiality Order: Appeal Against ERD Court Decision - Old Spot Farmers Market

Mayor G Aldridge declared an interest on the basis of a family relationship with the appellant and left the meeting at 11:02 pm.

Moved Cr D Pilkington
Seconded Cr R Cook

1. *Pursuant to Section 90(2) and (3)(h) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to legal advice.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *non-disclosure will protect legal advice provided to Council under privilege*

*On that basis the public's interest is best served by not disclosing the **Request for Extension of Confidentiality Order: Appeal Against ERD Court Decision - Old Spot Farmers Market** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CARRIED

The meeting moved into confidence at 11:02 pm.

The meeting moved out of confidence and closed at 11:06 pm.

CHAIRMAN.....

DATE.....

ITEM	3.0.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	18 April 2016
HEADING	Future Reports for the Resources and Governance Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This item details reports to be presented to the Resources and Governance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Report authors and General Managers.
- 2.2 External
 - 2.2.1 Nil.

3. REPORT

3.1 The following table outlines the reports to be presented to the Resources and Governance Committee as a result of a Council resolution:

Meeting - Item	Heading and Resolution	Officer
22/06/2015 3.3.2 Due:	Amendments to the Dog and Cat Management Act 3. Council note that staff will review the need for a cat by-law 12 months after the implementation of the proposed Bill and provide a further report to Council. December 2016	John Darzanos
28/09/2015 3.6.1 Due:	Review of Provision of Elected Member IT Equipment 2. A revised Elected Member Allowances, Facilities and Support Policy be brought back to Council in July 2018. July 2018	Joy Rowett
23/11/2015 NOM2 Due:	Local Government Association of SA Governance Review and City of Salisbury Membership status 2. That the City of Salisbury write to the President and Chief Executive of the LGA: <ul style="list-style-type: none"> • Reaffirming its commitment to working with the LGA as the peak representative group for Local Government • Seeking confirmation that concerns raised by the City of Salisbury in relation to regional representation on the LGA Board will be incorporated within the Governance Review scope; • seeking the opportunity to actively participate in the Governance Review to provide a northern region perspective to the process; • requesting the attendance of the LGA President and CEO at an informal gathering to provide Elected Members with details on the scope, committee structure and timeframes for the Governance Review. with a further report to be presented to Council setting out the information provided in response to the above dot points. July 2016	Charles Mansueto
23/11/2015 NOM2 Due:	Local Government Association of SA Governance Review and City of Salisbury Membership status 3. That following release of the adopted recommendations of the LGA Governance Review, the City of Salisbury will consider the role it plays within the Local Government Association, including consultation with other Northern Region Councils on strategies to ensure appropriate representation of the region. July 2016	Charles Mansueto

14/12/2015 OB4	Civic Chain and Robes 1. Staff report back on the costs associated with: a. The design and production of a simple civic chain, bearing the City of Salisbury Crest, to be worn by the Deputy Mayor when representing the Mayor at formal ceremonies such as Citizenship Ceremonies; b. The modification of existing Elected Member robes to allow for some sort of fastening to be fitted to the front to assist with the way robes hang when worn. Due: May 2016	Joy Rowett
22/02/2016 OB9	Lost Dog and Cat Information 1. That staff report back on the number of stray and lost dogs and cats captured by Council over the last three financial years and how many of those animals were eventually euthanased. 2. The report to address potential strategies to reduce the number of captured animals that are euthanased and the potential for achieving a zero kill rate. Due: June 2016	John Darzanos
29/03/2016 NOM2	Variation to Part 2 of Council Resolution 0753/2015 dealing with elected member stationery 2. Staff report back with design options and costs for business cards, letterhead and other relevant stationery incorporating the Council Crest in place of the City of Salisbury logo to assist with identification of Elected Member correspondence and communication. Due: May 2016	Craig Treloar

4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Resources and Governance Committee have been reviewed and are presented to Council for noting.

CO-ORDINATION

Officer:	Executive Group	GMCID	GMBE	GMCD
Date:	11/04/2016	06/04/2016	07/04/2016	07/04/2016

ITEM	3.4.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	18 April 2016
HEADING	Nominations Sought for the Development Assessment Commission
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	The Department of Planning, Transport and Infrastructure has written to the Local Government Association (LGA) requesting nominations for a Local Government Member on the Development Assessment Commission commencing in early July 2016 and concluding in June 2018. Nominations must be forwarded to the LGA by COB Friday 13 May 2016.

RECOMMENDATION

1. Cr. _____ be nominated for the Development Assessment Commission.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Information for Persons Interested in Applying for Membership of the Development Assessment Commission
2. Part A - Selection Criteria - Development Assessment Commission

1. BACKGROUND

- 1.1 The LGA received a request on 1 April 2016 from the Department of Planning, Transport and Infrastructure seeking suitable candidates for membership of the Development Assessment Commission.
- 1.2 The Development Assessment Commission is established pursuant to the *Development Act 1993*.
- 1.3 The primary function of the Development Assessment Commission is to assess and determine development applications referred to it under the Act. The Commission has complete discretion in making decisions on applications, however in all other respects it is subject to the direction and control of the Minister for Planning. Attached is information for persons interested in applying for membership of the Development Assessment Commission.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal

2.1.1 Circular 15.3 dated 7 April 2016 from the LGA was emailed to the Executive Group, Elected Members and the Development Services Department on 8 April 2016.

2.1.2 At the time of preparation of this report nil interest had been registered.

2.2 External

2.2.1 Nil.

3. REPORT

3.1 Appointments to the Development Assessment Commission are usually for a period of two years and in this case the appointment is for the period commencing July and concluding June 2016. The LGA is currently represented by Mayor David O'Loughlin, of the City of Prospect. Mayor O'Loughlin's term on the Development Assessment Commission expires on 9 July 2016, and he is eligible for re-appointment.

3.2 The rate of remuneration for a member on the Development Assessment Commission is \$24,765 per annum.

3.3 The Development Assessment Commission meets on the second and fourth Thursday of each month, at a time to be advised, for approximately three to four hours per meeting. Meetings generally commence in the morning and are typically of four to six hours duration. The duration of meetings can vary depending on the number of applications, their complexity and the number of representors to be heard. Meetings are held at 28 Leigh Street, Adelaide. Additional meetings are scheduled from time to time as required.

3.4 LGA Nominations on outside bodies will, unless determined otherwise by the LGA Board or Executive Committee, be currently serving Council Members or Council Staff.

3.5 Nominations addressing the Selection Criteria (attached) for the Development Assessment Commission must be forwarded to the LGA by COB Friday 13 May 2016.

3.6 The LGA Board will consider nominations received at its meeting on Thursday 19 May 2016.

4. CONCLUSION / PROPOSAL

4.1 Council is asked to determine if a nomination is to be made for the Development Assessment Commission.

4.2 It should be noted that Council is not obliged to submit a nomination.

CO-ORDINATION

Officer: Executive Group
Date: 11/04/2016

EXPERIENCE, SKILLS AND QUALIFICATIONS

Membership in the Commission offers you a unique opportunity to help assess and make decisions related to a wide range of development proposals, Crown developments and infrastructure projects that are of regional and strategic importance to the state.

Expressions of interest are being sought for the following membership categories:

- a Presiding Member
- a Deputy Presiding Member
- a person with practical knowledge of, and experience in, urban or regional development, commerce or industry
- a person with practical knowledge of, and experience in, environmental conservation or management, or the management of natural resources
- a person with practical knowledge of, and experience in, the provision of facilities for the benefit of the community
- a person with practical knowledge of, and experience in, urban design, building safety or landscape design.

Both the Presiding Member and Deputy Presiding Member must possess qualifications and experience in urban and regional planning, building, environmental management or a related discipline that are, in the opinion of the Governor, appropriate to the functions and duties under the Development Act.

The Presiding Member and Deputy Presiding Member should also have demonstrated skills and experience in chairing formal meetings.

Related disciplines and skills could include, but are not limited to, the provision of utilities, services and urban infrastructure; transport; social housing; heritage architecture; planning law; property development and valuation.

An additional member representing the local government sector will be determined via a separate process, whereby the Minister selects a person with practical knowledge of, and experience in, local government from among three candidates put forward by the Local Government Association of South Australia,

ROLE OF THE COMMISSION

Sections 10 and 11 of the *Development Act 1993* set out the provisions that establish the Commission, its role and responsibilities. More information about the role of the Commission and a link to the Act and Regulations can be found on the Commission website www.dac.sa.gov.au.



EXPRESSION OF INTEREST

for the 2016 – 2018 term of membership of the DEVELOPMENT ASSESSMENT COMMISSION

INFORMATION TO APPLICANTS

The Minister for Planning is currently inviting expressions of interest from persons who have the drive, experience and qualifications to become a member of the Development Assessment Commission for the 2016 – 2018 term.

The term of membership of the Commission is two years, commencing from 9 July 2016 until 30 June 2018.

Expressions of interest should be forwarded to the following address by COB Tuesday 31 May 2016:

Ms C Longdon
DAC Secretariat
Department of Planning, Transport and
Infrastructure
GPO Box 1815, Adelaide SA 5001

Or via email to dacadmin@sa.gov.au.

Submissions not exceeding two pages should include the following information:

- The position (or positions) for which you are seeking appointment – you may nominate for more than one position category subject to your qualifications and experience.
- If nominating for Presiding Member or Deputy Presiding member – your experience in chairing meetings.
- Short form CV – highlighting your education and qualifications, professional appointments, professional affiliations, and any other relevant information in support of your nomination.
- Confirmation of your ability to meet the meeting preparation and attendance requirements outlined above.

CODE OF CONDUCT

The members of the Commission are bound by the Minister's Code of Conduct as set out in Sec 21A of the Act.

A link to the Code of Conduct can be found on the Members page of the Commission website.

DISCLOSURE OF FINANCIAL INTERESTS

Sec 11A and Schedule 2 of the Act set out provisions relating to disclosure of financial interests of members of the Commission. Schedule 26 of the Regulations set out the requirements for the Primary Return and Schedule 27 for the Ordinary Return.

Within 60 days of appointment members must provide a Primary Return. Within 60 days of 30 June in the following year, members must provide an Ordinary Return.

REMUNERATION

The current rates of remuneration for the Development Assessment Commission are as follows:

Presiding Member:	\$37,148 p.a.
Other Members:	\$24,765 p.a.

The rate of remuneration is currently under review and may be adjusted in the future.

MEETINGS – PROCEDURES AND AGENDAS

Other than as prescribed by legislation, the Commission may establish its operating procedures.

Regular Meetings

Meetings of the Commission are currently held on the second and fourth Thursday of each month at 28 Leigh Street, Adelaide. Additional meetings are scheduled from time-to-time.

Meetings generally commence in the morning and are typically of four to six hours duration. The commencement time can vary depending on the number of applications, their complexity and the number of representors to be heard.

Normal meetings include a light lunch for half an hour at 28 Leigh Street, Adelaide. Where site inspections are required, these will most likely occur on the morning of the meeting. Members can, if they wish, inspect sites individually but must ensure they remain compliant with the Code of Conduct.

There are occasions when the Commission needs to hold a special meeting or site inspection, at times in a regional location. Regional inspections and

hearings are generally a full day (but can also be overnight) and may not necessarily be on a regular Commission meeting day.

Agendas, including all documentation for meetings, are currently distributed to members via an iPad on the Friday afternoon before the meeting. An iPad is provided to members and maintained by the Department of Planning, Transport and Infrastructure for the duration of the membership.

Agenda items are made available to the public, including applicants and representors from the Monday preceding the meeting from the Planning and Assessment Branch counter, Level 5, 136 North Terrace, Adelaide and on the Commission website from 12 noon.

Examples of agendas and minutes are available on the Commission website.

It is an expectation that members are able to review the agenda papers, attend all meetings, site inspections and formal functions of the Commission where reasonable.

Matters that are normally dealt with at a meeting of the full Commission include applications where representors wish to appear before the Commission, where State agencies or Councils have opposing views, where applications are recommended for refusal, major and significant projects and matters referred to it by the Principal Planner.

Hearings and Representations

The Commission provides the opportunity for applicants to attend the meeting, even when there are no representors to be heard.

Although it is discretionary under the Act, it is current Commission policy to hear representors for Category 2 applications. If staff recommend that a Category 2 representor not be heard then an item is prepared for the Commission to make that decision. Crown development and Category 3 representors and applicants are also heard as required by the Act. The Commission can provide a telephone link for representors and applicants in regional areas.

For requests by Councils for concurrence, the Commission normally only considers the written advice and documentation provided by the Council. As the Council has made its decision, neither the applicant nor representors (who may already have exercised their right to attend a DAP meeting) are invited to ensure procedural fairness in the Commission's deliberations.

Major Developments

The role of the Commission in relation to major developments and projects is to determine whether the development will be subject to an Environmental Impact Statement (EIS), a Public Environment Report (PER) or a Development Report (DR) and then to formulate the guidelines

for the preparation of the relevant document. The Commission has no role in determining the application. The Governor is the relevant authority.

To determine the level of assessment (EIS or PER or DR) and the guidelines the Commission will usually set aside a day (not a regular Commission meeting) for a site inspection, presentation by the applicant and consideration of the recommendations from Department of Planning, Transport and Infrastructure staff, including draft guidelines.

Further information in relation to the Commissions role in Major Development Guidelines can be found on the website.

COMMISSION COMMITTEES

The Act can prescribe that the Commission establish certain committees, and the Commission can establish such committees as it thinks is necessary to assist it in its development assessment role where required.

The Inner Metropolitan Development Assessment Committee and Port Adelaide Development Assessment Committee are sub-committees of the Commission and all Commission members are also members of the sub-committees, together with a number of Local Government representatives. Further information in relation to the Committees can be found on the Commission website.

DELEGATIONS

To allow for more efficient operation, the Commission has delegated many of its decision making powers and administrative functions to relevant staff of the Strategic Assessment and Investment Branch of the Department of Planning, Transport and Infrastructure.

ROLE OF THE DEPARTMENT OF PLANNING, TRANSPORT AND INFRASTRUCTURE

While independent of the Government, the Commission is supported in its role by the Department of Planning, Transport and Infrastructure (Department).

The Department provides the required staffing and business support services necessary for discharging the duties of the Commission. This includes receiving, processing and assessing development applications, and liaising directly with applicants, State agencies, representatives, Councils and the public.

Investment Management officers provide professional research and advice to the Commission regarding applications and other matters. The Commission is also able to delegate extensive administrative and decision making responsibility, in particular for relatively simple matters, to officers of the Strategic Assessment & Investment Unit. The officers prepare reports and recommendations for determination by the Commission either under delegation or for consideration at a meeting of the full Commission.

The Strategic Assessment & Investment Unit has established a formal pre-lodgement process for the City of Adelaide and specific areas in the Inner Metropolitan area. During the pre-lodgement process the Commission has a pre-briefing on each project, where key issues are discussed. More information on this process is available at www.sa.gov.au/planning/adelaidecbdprelodgement

The Commission is supported by a dedicated Secretariat and the Principal Planner.

FOR FURTHER INFORMATION

For further information, please telephone Mr Mark Adcock, Unit Manager, Department of Planning, Transport and Infrastructure, on 7109 7068 or e-mail mark.adcock@sa.gov.au.

Representatives on Outside Bodies**PART A**

Name of Body	Development Assessment Commission (DAC)
Legal Status of Body	Body Corporate
Summary Statement	The DAC primarily deals with the assessment of development proposals at a State level. It also reports to the Minister on matters relevant to the development of land and makes recommendations as to the regulations that should be made under the Development Act.
<u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u> The following selection criteria must be addressed when completing Part B	
Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	No formal qualifications are required.
Industry Experience	<ul style="list-style-type: none"> • Practical knowledge of, and extensive experience in, Local Government. • Sound knowledge and understanding of the planning and development assessment system.
Board / Committee Experience	<ul style="list-style-type: none"> • Experience in working with intergovernmental boards or committees is desirable. • Familiarity with the DAC decision making processes is desirable.
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	<ul style="list-style-type: none"> • Knowledge and understanding of the Development Act and Regulations and the associated statutory framework including the Planning Strategy and Development Plans. • Sound knowledge of the matters against which a development must be assessed. • Considerable practical experience in development assessment.
<u>LIABILITY AND INDEMNITY COVER</u> The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis)	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are Valid & Current	Yes

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ITEM	3.5.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	18 April 2016
HEADING	Request to Attend Interstate Activity - National General Assembly of Local Government, Canberra
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	Paragraph E17 of the Elected Member Training and Development Policy requires that for all interstate activities, regardless of total costs, approval is required by Council. This report addresses that requirement.

RECOMMENDATION

1. Approval be given for Cr Betty Gill to attend Day 1 of the National General Assembly of Local Government on 20 June 2016.
2. Cr Gill be the City of Salisbury voting delegate at the National General Assembly of Local Government in Canberra while in attendance.
3. Council endorse:
 - a) The CEO and Mayor meet with the voting delegate and provide guidance on voting for NGA motions that is in the best interest of the City of Salisbury; - OR -
 - b) Council authorise the voting delegate to review the 2016 NGA motions and determine voting for each motion in the best interest of the City of Salisbury.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Provisional Program for the 2016 National General Assembly of Local Government

1. BACKGROUND

- 1.1 The National General Assembly (NGA) of Local Government will be held 19-22 June 2016 at the National Convention Centre in Canberra. The theme for the 2016 NGA is 'Partners in an Innovative and Prosperous Australia'. The provisional program is attached for information.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal

2.1.1 Advice was provided to all Elected Members on 23 March 2016 of the NGA and seeking registrations for attendance. Refer paragraph 3.1.

2.2 External

2.2.1 Nil.

3. REPORT

3.1 Elected Members were advised of the upcoming NGA via email on 23 March 2016 asking to register their interest in attending. Cr Betty Gill has expressed an interest in attending day 1.

3.2 Anticipated costs associated with attending the NGA from 19 to 22 June 2016 are broken down as follows:

Anticipated Costs – Full Registration

Anticipated costs	Registration (early bird rego req by 6/5)	\$ 929.00	\$1,029 if after 6/5
	Regional Cooperation and Development Forum (Sun 19/6)	\$ 225.00	if registered for NGA
	Welcome Reception (Sun 19/6)	\$ -	included in full rego
	ALGWA Breakfast (Mon 20/6)	\$ 75.00	if non member
	Buffet Dinner (Mon 20/6)	\$ 100.00	
	Regional Capitals Australia Networking Breakfast (Wed 22/6)	\$ 100.00	cost to be confirmed
	General Assembly Dinner (Tues 21/6)	\$ 130.00	
	Return airfare	\$ 500.00	approx
	Accommodation x 3	\$ 700.00	approx
	Meals + incidentals	\$ 150.00	approx
	CabCharge vouchers		?
		\$ 2,909.00	approx

3.3 Cr Gill has indicated she wishes to be registered to attend Day 1 only (Monday 20 June) as well as the ALGWA breakfast held on that morning.

3.4 Anticipated costs associated with attending the NGA and the ALGWA Breakfast on Monday 20 June 2016 are broken down as follows:

Anticipated Costs – Cr Gill Attendance for Day 1

Cr Gill	Day 1 Registration (Mon 20/6)	\$ 489.00	
	ALGWA Breakfast (Mon 20/6)	\$ 70.00	
	Return airfare	\$ 500.00	approx
	Accommodation x 1	\$ 200.00	approx
	Meals + incidentals	\$ 60.00	
	CabCharge	\$ 100.00	approx
		\$ 1,419.00	

Funding

3.5 Motions that are accepted and placed on the Agenda for the NGA will be debated throughout the Conference. Each Council is entitled to one voting delegate in the debating sessions. While it is not necessary for Council to advise the ALGA of the name of the voting delegate, it will be necessary for Council to appoint the voting delegate.

3.6 Should Council approve this registration, Council is also asked to appoint Cr Gill as its voting delegate for 20 June 2016.

- 3.7 As Voting Delegate, cost for attendance will be taken from the Council Delegate budget line, while costs for any other Elected Member attending will be taken from their individual training and development allocation.
- 3.8 Cr Gill currently has sufficient funds to cover the cost of her attendance if she is not appointed Voting Delegate (ie if another Elected Member is approved to attend the entire NGA, then it would be reasonable to appoint them as voting delegate).

Motions

- 3.9 The deadline for submitting motions to the NGA is 22 April 2016.
- 3.10 Once all motions have been received, they are reviewed by the National General Assembly Committee as well as by State and Territory Local Government Associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Committee considers the importance and relevance of the issue to local government. It should be noted that motions should not be prescriptive in directing how the matter should be pursued. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state/territory local government association, and will not be included in the Business Papers.

Voting on Motions

- 3.11 Based on the release of NGA Business papers last year, it is anticipated they will not be available until late May. This will not provide enough time for presentation of the motions to Council at the May Council meeting. The timing of the NGA also means that there is unlikely to be an opportunity to present the motions to the Resources and Governance Committee in June (Resources and Governance Committee meeting is scheduled for 20/06/2016) to enable Council to direct the voting delegate via that meeting.
- 3.12 There are four options available to Council in order to provide guidance to the voting delegate in relation to NGA motions:
 - 3.12.1 If the release of the Business Papers is prior to the June Informal Strategy Meeting, the motions could be reviewed by Members and guidance provided to the voting delegate in relation to Councils preferred voting strategy at the Informal Strategy Meeting. It is important to note that Informal Strategy sessions are not a formal decision making forum, therefore any advice provided to the voting delegate would not be by way of a Council resolution.
 - 3.12.2 The CEO and Mayor (and other relevant staff if required) could meet with the voting delegate and provide guidance on voting for NGA motions that is in the best interest of the City of Salisbury.
 - 3.12.3 Council could authorise the voting delegate to review the NGA motions and determine voting for each motion in the best interest of the City of Salisbury. This would enable the voting delegate to also give consideration to information provided by other delegates during any debate on the motions. The voting delegate may wish to seek guidance from the CEO in relation to the motions if this is Council's preferred option.

- 3.12.4 Council could determine that a Special Council Meeting be convened following receipt of the NGA business papers to enable Council to direct the voting delegate in relation to voting for each motion.

4. CONCLUSION / PROPOSAL

- 4.1 The NGA motions are intended to provide the basis of policy setting and representations to the Federal Government for the ALGA Board on issues of national significance to Local Government. They are not motions that, if passed, become binding on the ALGA Board.
- 4.2 On that basis, it does not seem necessary for a Special Council meeting to be convened as there is no direct negative consequence from Council not specifying how the voting delegate must vote.
- 4.3 The three remaining options all have merit and would all result in a City of Salisbury vote being cast at the NGA.
- 4.4 Given the non-binding nature of resolutions passed at the NGA staff recommend options 3.12.2 or 3.12.3 as the preferred approach for Council to provide guidance to the NGA voting delegate.

CO-ORDINATION

Officer:	Executive Group	MG
Date:	11/04/2016	07/04/2016



PROVISIONAL PROGRAM

PARTNERS IN AN INNOVATIVE AND PROSPEROUS AUSTRALIA

SUNDAY 19 JUNE		TUESDAY 21 JUNE		WEDNESDAY 22 JUNE	
5.00-7.00pm	Welcome Reception	9.00 am	Minister for Major Projects, Territories and Local Government, the Hon Paul Fletcher MP (invited)	9.00 am	Shadow Minister for Regional Development and Local Government, the Hon Julie Collins MP (invited)
MONDAY 20 JUNE		9.30 am	KEYNOTE SPEAKER Pip Marlow , Managing Director, Microsoft	9.30 am	Debate on Motions
9.00 am	Opening Ceremony	10.00 am	Speaker Q&A	10.30 am	MORNING TEA
9.20 am	Prime Minister, the Hon Malcolm Turnbull MP (invited)	10.30 am	MORNING TEA	11.00 am	PANEL SESSION Local Government's role in facilitating prosperity
10.00 am	KEYNOTE SPEAKER George Megalogenis	11.00 am	PANEL SESSION Digital transformation at the Local Government level	12.30 pm	KEYNOTE SPEAKER Robert de Castella AO MBE
10.30 am	MORNING TEA	12.30 pm	LUNCH	1.00 pm	LUNCH/CLOSE
11.00 am	PANEL SESSION The future of Local Government	1.30 pm	CONCURRENT SESSIONS • New approaches to improve your business • The infrastructure challenge • Innovative approaches to the environment • Northern Australia		
12.30 pm	LUNCH	3.00 pm	AFTERNOON TEA		
1.30 pm	PANEL SESSION Surfing the wave of disruption	3.30 pm	Leader of the Opposition, the Hon Bill Shorten MP (invited)		
2.30 pm	Leader of the Australian Greens, Senator Dr Richard Di Natale	4.00 pm	Debate on Motions		
3.00 pm	AFTERNOON TEA	5.00 pm	CLOSE		
3.30 pm	Debate on Motions				
5.00 pm	CLOSE				

SPONSORS



Australian Government
Department of Infrastructure
and Regional Development



PANEL SESSIONS

MONDAY 11.00-12.30PM

The future of Local Government

As the role of local government continues to change, anticipating the challenges of the next 20 years and determining how councils are best placed to respond is critical. As the level of government closest to Australians, local government must continue to provide high quality services and respond to the myriad of challenges faced by local communities. External factors such as rate capping, amalgamation processes, reductions in grant funding and changing expectations of local government's role are placing increasing pressure on councils' ability to perform. However, it is often under these conditions that innovation thrives as councils look to deliver more with less. How are councils responding to these challenges?

MONDAY 1.30-2.30PM

Surfing the wave of Disruption

Traditional service delivery and business models are changing – recently we've seen the rapid growth of AirBnB and Uber which are challenging how the hotel and the taxi industries operate. The capacity for organisations to accommodate change is increasingly becoming an important determinant of their success. As the pace of change increases and the length of time strategic planning activities can cover reduces, councils are being forced re-examine their planning processes, regulatory frameworks and their basic assumptions as well as their ability to respond to changes within the community.

TUESDAY 11.00-12.30PM

Digital transformation at the Local Government level

Local government has a long history of being an early-adopter of new technologies and of using its own resources to drive innovation based on local knowledge and expertise. Technology can improve collaboration between the public, private and the not-for profit sectors to drive innovation, solve complex problems, and enhance community engagement. How can technology be used to transform council businesses and enable innovation in your community?

WEDNESDAY 11.00-12.30PM

Local Government's role in facilitating prosperity

Strong leadership and the ability to access social and economic capital are crucial preconditions for prosperity. Local government strives, wherever possible, to assist communities to enhance their capacity to respond to challenges and identify opportunities to build resilience and increase overall prosperity. Being able to grow social capital, support entrepreneurs and attract investment are fundamental to the growth in local and regional productivity. What strategies can councils employ to foster prosperity in their community and region?

TUESDAY 1.30-3.00PM

CONCURRENT SESSIONS

New approaches to improve your business

Smart councils are required to use information and communication technologies to enhance quality services and infrastructure. The application of new information, data and knowledge generated through the application of new technologies will improve performance, interactivity with community and reduce costs. As our cities become smarter, councils need more careful consideration of three main areas: technologies; infrastructure and planning; and regulation and markets. In this session delegates will have the opportunity to explore the content covered in the Digital Transformation at the Local Government Level panel session and interact further with our highly experienced international colleagues from Boston.

The infrastructure challenge

Local government community infrastructure underpins and binds many communities. For many Australians, council managed facilities are where their club meets, their kids play and their families learn to swim. In addition to this it is well recognised that every journey starts and ends on a local road. In February Infrastructure Australia published the Australian Infrastructure Plan which sets out a blueprint for infrastructure development and priorities for the next 15 years. This session will provide the opportunity for delegates to explore the role of community infrastructure in supporting productivity, community development and in enhancing social cohesion. It will also examine the challenge we face in maintaining infrastructure at the local and national level.

NGA16

NATIONAL GENERAL ASSEMBLY CANBERRA 19-22 JUNE 2016

Innovative approaches to the environment

Managing climate change and the environment are some of the most significant issues many councils are facing. Developing appropriate strategies to reduce emissions at a local government level will be critical if Australia is to meet the global commitments reached in Paris in 2015. Reduction of emissions from council and community activities, improved design of cities and towns, buildings and facilities, transport systems, and the management of water resources and municipal waste are important considerations in reducing carbon emissions. In this session delegates will have access to key leaders in the field to explore innovative approaches to addressing climate change and improving environmental management.

Northern Australia

Advancing sustainable economic outcomes for communities in Northern Australia through existing programs and services, knowledge sharing and new business development opportunities is important not only for Northern Australia but for all of Australia. The session will address some of the many issues regarding economic development and opportunity in Northern Australia. It will also draw on the recent report of the Council of Australian Government's investigation into issues of importance to Indigenous communities, especially land administration. The report, among other things, addresses how the Indigenous land administration systems could effectively support Indigenous land owners and native title holders to leverage their land assets for economic development. This session will provide delegates with the opportunity to discuss and explore key issues facing Northern Australian and Indigenous communities.

ASSOCIATED EVENTS



Australian Local Government Women's Association Breakfast

MONDAY 20 JUNE 2016

7:30am-8:30am

The ALGWA National President is pleased to invite members, friends and colleagues to the 5th Annual Networking Breakfast as part of the National General Assembly.

The Breakfast will be held in the Murray Room on Monday 20 June from 7:30-8:30 am.

Seating is strictly limited, so book early. More details on www.algwa.net.au



Regional Capitals Australia Networking Breakfast

WEDNESDAY 22 JUNE 2016

7:00 am-8:45 am

Regional Capitals Australia (RCA) is an alliance of local government associations and councils from around Australia. The alliance is working to create a strong network of regional capitals that are at the forefront of federal policy and the national identity.

RCA will be holding a networking breakfast on Wednesday 22 June at the National Convention Centre during the ALGA conference. RCA's annual networking breakfast is a chance for attendees to hear directly from government and engage with their regional capitals colleagues from across Australia.

To register for the event and for enquiries about RCA, please contact:
Email secretariat@regionalcapitalsaustralia.org
Phone (03) 9614 7302

Visit our website at www.regionalcapitalsaustralia.org

ITEM	3.6.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	18 April 2016
HEADING	Variations to Delegations
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	<p>The Local Government Association (LGA) periodically distributes information relating to delegations that require changes to be actioned by Council. These changes are usually as a result of legislative amendment or to correct errors that have been identified.</p> <p>Norman Waterhouse has updated the delegations templates to reflect the commencement of the provisions in the <i>Local Government (Accountability and Governance) Act 2015</i> which provide for amendments to the <i>Local Government Act 1999</i> and repeal of the remaining provisions of the <i>Local Government Act 1934</i>. These amendments to Delegations are presented to Council for endorsement.</p>

RECOMMENDATION

1. Having conducted a review of Delegations in accordance with Section 44(6) of the *Local Government Act 1999*, the Council hereby revokes its previous delegations to the Chief Executive Officer, effective from 16 May 2016 of those powers and functions under the following:
 - 1.1 *Local Government Act 1999*
 - Sections 48(1), 50(4), 50(6), 90(8a)(a), 90(8c), 92(5), 123(5), 123(9), 132(3), 169(15)(b), 202(4), 219(7), 237(4), 270(a1) and 299
2. Council makes the following delegations under the Local Government Act 1999:
 - 2.1 In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Acts and Regulations and specified in the proposed 'Instruments of Delegation', are hereby delegated from Tuesday 17 May 2016 to the person occupying the office of Chief Executive Officer, subject to the conditions and or limitations specified within the Delegations Register.
 - 2.1.1 Local Government Act 1999
 - Sections 48(1), 50(4), 50(6), 90(8a)(a), 90(8c), 92(5), 123(5), 123(9), 132(3), 169(15)(b), 202(4), 219(7), 237(4), and 270(a1).
3. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation

unless otherwise indicated in the conditions and/or limitations specified in the Delegations Register.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. LGA Table of Updates for Delegations under the Local Government Act 1999 as at 31 March 2016
2. Changes as highlighted in the Local Government Act 1999 (LGA Template)

1. BACKGROUND

- 1.1 The LGA regularly advises Council of amendments to delegations due to changes in legislation as well as corrections to templates provided for recording the delegations.
- 1.2 New legislation changes came into effect from 31 March 2016 as a result of the commencement of the provisions in the *Local Government (Accountability and Governance) Act 2015* which provide for amendments to the *Local Government Act 1999* and repeal of the remaining provisions of the *Local Government Act 1934*. Subsequently the new and amended delegations under the *Local Government Act 1999* have been updated by Norman Waterhouse Lawyers in the Delegations Template.
- 1.3 The changes to the delegations based on the updated Local Government Act 1999 Template are highlighted in Attachment 2 to this report for ease of reference.

2. REPORT

- 2.1 Section 44 of the *Local Government Act 1999* provides Council may delegate a power or function vested or conferred upon by this or another Act. Such powers and functions may be further delegated by the person occupying the office of Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit. A delegation made pursuant to Section 44 of the *Local Government Act 1999* is revocable at will and does not prevent the Council from acting in a matter.

- 2.2 This report deals with variations to the Delegations as a consequence of:

2.2.1 **Review of Delegations Template by Norman Waterhouse in LGA Circular 12.3 dated 22 March 2016**

Due to legislative amendments, Norman Waterhouse conducted a review of relevant legislation which necessitated amendments to the Delegations Templates for the following Acts:

- *Local Government Act 1934* - repeal of remaining provisions. This does not require revocation by Council of delegations under this provision as it no longer exists.
- *Local Government Act 1999* - as per shaded areas in Instrument of Delegation contained within Attachment 1.

2.3 Process to be followed

- 2.3.1 In order for the statements contained in the Instruments of Delegations to come into effect, Council must first resolve to revoke the existing delegations that have been added or amended. Council then resolves to adopt the amended and new delegations contained in the highlighted sections of the Instruments of Delegation attached to this report.
- 2.3.2 Any sub-delegations that have been made in relation to the existing delegations become void as soon as the head delegation is revoked. In order to ensure that Council Officers have necessary powers to continue their duties, the resolution is worded so that the revocation of the existing delegations occurs on Monday 16 May 2016 and new delegations come into force from Tuesday 17 May 2016, to provide time for the new sub-delegations to be assigned and approved by the Chief Executive Officer. The new delegations will take effect immediately prior to the Chief Executive Officer's approval of the sub-delegations.
- 2.3.3 The exercise of powers and functions delegated by Council shall be undertaken in accordance with existing Council Policies. Even though Council may delegate its powers, functions and duties, this does not prevent the Council from acting on the same matters at any time should the need arise.

3. CONCLUSION / PROPOSAL

- 3.1 A review of Council delegations has been conducted following the commencement of the provisions in the *Local Government (Accountability and Governance) Act 2015* which provide for amendments to the *Local Government Act 1999* and repeal of the remaining provisions of the *Local Government Act 1934* and is present to Council for endorsement.

CO-ORDINATION

Officer:	Executive Group	MG
Date:	11/04/2016	08/04/2016

LOCAL GOVERNMENT ASSOCIATION
UPDATES OF DELEGATION TEMPLATE FOR THE LOCAL GOVERNMENT ACT 1999 ON WEBSITE

(Note: Paragraph references below refer to updated version – As at 31 March 2016)

Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
Instrument of Delegation under the Local Government Act 1934	All	-	Deletion of entire instrument	Legislative amendment	-	-
Instrument of Delegation under the Local Government Act 1999	14.1.2.1	48(1)	Amendment	Legislative amendment	31 March 2016	Use updated instrument at next review
	16.3.1	50(4)	Amendment	Legislative amendment		
	16.5.2	50(6)	Amendment	Legislative amendment		
	24.2	90(8a)(a)	Addition	Legislative amendment		
	24.3	90(8c)	Addition	Legislative amendment		
	26.4.1	92(5)	Amendment	Legislative amendment		
	34.2	123(5)	Amendment	Legislative amendment		
	34.4.3	123(9)	Addition	Legislative amendment		
	43.3	132(3)	Amendment	Legislative amendment		

under the
Local Government Act 1999 as at 31 March 2016

3.6.1 LGA Table of Updates for Delegations under the Local Government Act 1999 as at 31 March 2016

Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
	66.5	169(15)(b)	Amendment	Legislative amendment		
	94.3	202(4)	Amendment	Legislative amendment		
	107.8	219(7)	Amendment	Legislative amendment		
	120.1	237(4)	Amendment	Legislative amendment		
	135.00	270(a1)	Amendment	Legislative amendment		
	146	299	Deletion	Legislative amendment		

ATTACHMENT 1**INSTRUMENT OF DELEGATION UNDER THE
LOCAL GOVERNMENT ACT 1999****NOTES**

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Composition and Wards	
1.1	The power pursuant to Section 12(1) of the Local Government Act 1999 ('the Act') to, by notice in the Gazette, after complying with the requirements of Section 12 of the Act,
1.1.1	alter the composition of the Council;
1.1.2	divide, or redivide, the area of the Council into wards, alter the division of the area of the Council into wards, or abolish the division of the area of the Council into wards.
1.2	The power pursuant to Section 12(2) of the Act, also by notice under Section 12 of the Act, to
1.2.1	change the Council from a municipal council to a district council, or change the Council from a district council to a municipal council;
1.2.2	alter the name of:
1.2.2.1	the Council;
1.2.2.2	the area of the Council;
1.2.3	give a name to, or alter the name of, a ward, (without the need to comply with Section 13 of the Act).
1.3	The duty pursuant to Section 12(3) of the Act to, before publishing a notice, conduct and complete a review under Section 12 of the Act for

Item 3.6.1 - Attachment 2 - Changes as highlighted in the Local Government Act 1999 (LGA Template)

	the purpose of determining whether the Council's community would benefit from an alteration to the Council's composition or ward structure.
1.4	The power pursuant to Section 12(4) of the Act to review a specific aspect of the composition of the Council, or of the wards of the Council, or of those matters generally and the duty to ensure that all aspects of the composition of the Council, and the issue of the division, or potential division, of the area of the Council into wards, are comprehensively reviewed at least once in each relevant period that is prescribed by the regulations.
1.5	Deliberately left blank.
1.6	Deliberately left blank.
1.7	The duty pursuant to Section 12(5) of the Act to initiate the preparation of a representation options paper by a person who, in the opinion of the Delegate, is qualified to address the representation and governance issues that may arise with respect to the matters under review.
1.8	The duty pursuant to Section 12(7) of the Act to give public notice of the preparation of a representation options paper and notice in a newspaper circulating within the Council's area, and to ensure that the notice contains an invitation to interested persons to make written submissions to the Council or the Delegate on the subject of the review within a period specified by the Council or the Delegate, being a period of at least six weeks.
1.9	The duty pursuant to Section 12(8) of the Act to make copies of the representation options paper available for public inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council during the period that applies under Section 7(a)(ii).
1.10	At the conclusion of public consultation under Section 12(7)(a), the duty pursuant to Section 12(8a) of the Act to prepare a report that:
1.10.1	provides information on the public consultation process undertaken by the Council and the Council's or the Delegate's response to the issues arising from the submissions made as part of that process; and
1.10.2	sets out:
1.10.2.1	any proposals that the Council or the Delegate considers should be carried into effect under Section 12 of the Act; and
1.10.2.2	in respect of any such proposal - an analysis of how

	the proposal relates to the principles under Section 26(1)(c) of the Act and the matters referred to in Section 33 of the Act (to the extent that may be relevant); and
1.10.3	sets out the reasons for the Council's or the Delegate's decision insofar as a decision of the Council or the Delegate is not to adopt any change under consideration as part of the representation options paper or the public consultation process.
1.11	The duty pursuant to Section 12(9) of the Act to make copies of the report available for public inspection at the principal office of the Council and to give public notice, by way of a notice in a newspaper circulating in its area, informing the public of its preparation of the report and its availability and inviting interested persons to make written submissions on the report to the Council or the Delegate within a period specified by the Council or the Delegate, being not less than three weeks.
1.12	The duty pursuant to Section 12(10) of the Act to give any person who makes written submissions in response to an invitation under Section 12(9), an opportunity to appear personally or by representative before the Council or a Council committee or the Delegate and to be heard on those submissions.
1.13	The duty pursuant to Section 12(11) of the Act to finalise the report including recommendations with respect to such related or ancillary matters as it sees fit.
1.14	With respect to a proposal within the ambit of Section 12(11a), the power pursuant to Section 12(11b) of the Act:
1.14.1	insofar as may be relevant in the particular circumstances, to separate a proposal (and any related proposal), from any other proposal contained in the report; and
1.14.2	to determine to conduct the relevant poll in conjunction with the next general election for the Council or at some other time.
1.15	Where a poll is required under Section 12(11a) of the Act the duty pursuant to Section 12(11c)(b) of the Act to:
1.15.1	prepare a summary of issues surrounding the proposal to assist persons who may vote at the poll; and
1.15.2	obtain a certificate from the Electoral Commissioner that he or she is satisfied that the Council or the Delegate has taken reasonable steps to ensure the summary is a fair and comprehensive overview of the arguments for and against the proposal; and

1.15.3	after obtaining the certificate of the Electoral Commissioner, ensure that copies of the summary are made available for public inspection at the principle office of the Council, and on the internet and distributed in any other manner as may be directed by the Electoral Commissioner.
1.16	The duty pursuant Section 12(12) of the Act having then taken into account the operation of Section 12(11d) of the Act to refer the report to the Electoral Commissioner.
1.17	The duty pursuant to Section 12(12a) of the Act to send with the report copies of any written submissions received by the Council or the Delegate under Section 12(9) of the Act that relate to the subject matter of the proposal.
1.18	The power pursuant to Section 12(15)(b) of the Act to provide by notice in the <i>Gazette</i> , for the operation of any proposal that is recommended in the report, where a certificate is given by the Electoral Commissioner.
1.19	The power and duty pursuant to Section 12(16) of the Act to take such action as is appropriate in circumstances (including the power, as the Delegate thinks fit, to alter the report) where the matter is referred back to the Council by the Electoral Commissioner and the power to then refer the report back to the Electoral Commissioner.
1.20	Where the Council or the Delegate makes an alteration to the report under Section 12(16)(a) of the Act, the duty pursuant to Section 12(17) of the Act to comply with the requirements of Sections 12(9) and (10) of the Act as if the report, as altered, constituted a new report, unless the Council or the Delegate determines the alteration is of a minor nature only.
1.21	The duty pursuant to Section 12(24) of the Act to undertake a review of ward representation within a period specified by the Electoral Commissioner, where the Electoral Commissioner notifies the Council in writing that the number of electors represented by a councillor for a ward varies from the ward quota by more than 20%.
2. Status of a Council or Change of Various Names	
2.1	The power pursuant to Section 13(1) of the Act, to, by notice in the <i>Gazette</i> , after complying with the requirements of Section 13 of the Act:
2.1.1	change the Council from a municipal council to a district council, or change the Council from a district council to a municipal council;
2.1.2	alter the name of:

2.1.2.1	the Council;
2.1.2.2	the area of the Council;
2.1.3	alter the name of a ward.
2.2	The duty, pursuant to Section 13(2) of the Act, to, before publishing a notice, comply with the following requirements:
2.2.1	to give public notice of the proposal and invite any interested persons to make written submissions on the matter within a specified period, being no less than six weeks;
2.2.2	publish the notice in a newspaper circulating within the area; and
2.2.3	give any person who makes written submissions in response to the invitation an opportunity to appear personally or by representative before the Council, Council committee or the Delegate and be heard on those submissions.
3.	Deliberately left blank
	Deliberately left blank
4.	Deliberately left blank
	Deliberately left blank
5.	Council Initiated Proposal
5.1	Deliberately left blank
5.2	Deliberately left blank
5.2.1	Deliberately left blank
5.2.2	Deliberately left blank
5.2.3	Deliberately left blank
5.2.4	Deliberately left blank
5.3	The power pursuant to section 27(7) of the Act, to, in relation to the proposal submitted by the Council, request or consent to the Minister:
5.3.1	amending the proposal;
5.3.1	substituting an alternative proposal.
6.	Public Initiated Submissions

6.1	The power pursuant to Section 28(6) of the Act, on the receipt of a submission under Section 28(2) of the Act, to consider the issues determined by the Council or the Delegate to be relevant to the matter and to then decide whether or not it is willing to:
6.1.1	conduct a review in relation to the matter under Division 2 of Part 1 of the Act; or
6.1.2	formulate (or participate in the formulation of) a proposal in relation to the matter under Division 4 of Part 2 of the Act.
6.2	Where the Council is affected by a public initiated proposal under Chapter 3 of the Act, the duty to ensure that copies of the summary prepared by the Minister are made available for public inspection at the principal office of the Council and distributed to electors in accordance with the directions of the Minister, pursuant to Section 28(23)(f) and (g).
7. General Powers and Capacities	
7.1	The power pursuant to Section 36(1)(a)(i) of the Act to enter into any kind of contract or arrangement where the common seal of the Council is not required.
7.2	The power pursuant to Section 36(1)(c) of the Act to do anything necessary, expedient or incidental but within any policy or budgetary constraints set by the Council to perform or discharge the Council's functions or duties or to achieve the Council's objectives.
7.3	The power pursuant to Section 36(2) of the Act to act outside the Council's area:
7.3.1	to the extent considered by the Delegate to be necessary or expedient to the performance of the Council's functions; or
7.3.2	in order to provide services to an unincorporated area of the State.
7.4	The duty pursuant to Section 36(3) of the Act to take reasonable steps to separate the Council's regulatory activities from its other activities in the arrangement of its affairs.
8. Provision Relating to Contract and Transactions	
8.1	The power pursuant to Section 37(b) of the Act to authorise another officer, employee or agent of the Council to enter into a contract, on behalf of the Council, where the common seal of the Council is not required.
9. Committees	

9.1	The power pursuant to Section 41(1) and (2) of the Act to establish committees.
9.2	The power pursuant to Section 41(3) of the Act to determine the membership of a committee.
9.3	The power pursuant to Section 41(4) of the Act to appoint a person as a presiding member of a committee, or to make provision for the appointment of a presiding member.
9.4	The power pursuant to Section 41(6) of the Act to appoint the principal member of the Council as an ex officio member of a committee.
9.5	The power and duty pursuant to Section 41(8) of the Act, to, when establishing a committee, determine the reporting and other accountability requirements that are to apply in relation to the committee.
10. Delegations	
10.1	The duty pursuant to Section 44(6) of the Act to cause a separate record to be kept of all delegations under the Act.
10.2	The duty pursuant to Section 44(7) of the Act to make available the record of delegations for inspection (without charge) by the public at the principal office of the Council during ordinary office hours.
11. Principal Office	
11.1	The duty pursuant to Section 45(1) of the Act to nominate a place as the principal office of the Council for the purposes of the Act.
11.2	The power and duty pursuant to Section 45(2) of the Act to determine the hours the principal office of the Council will be open to the public for the transaction of business and the duty to keep the principal office of Council open to the public for the transaction of business during hours determined by the Delegate or the Council.
11.3	The power pursuant to Section 45(3) of the Act to consult with the local community in accordance with Council's public consultation policy about the manner, places and times at which the Council's offices will be open to the public for the transaction of business and about any significant changes to those arrangements.
12. Commercial Activities	
12.1	Subject to the Act, the power pursuant to Section 46(1) of the Act to, in the performance of the Council's functions, engage in a commercial activity or enterprise ('a commercial project').

12.2	The power pursuant to Section 46 (2) of the Act, to, in connection with a commercial project:
12.2.1	establish a business;
12.2.2	participate in a joint venture, trust, partnership or other similar body.
13. Interests in Companies	
13.1	The power pursuant to Section 47(2)(b) of the Act to participate in the formation of, or to become a member of a company limited by guarantee established as a national association to promote and advance the interests of an industry in which local government has an interest.
14. Prudential Requirements for Certain Activities	
14.00	The power and duty pursuant to Section 48(aa1) of the Act and in accordance with Section 48(a1) of the Act, to develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council -
14.00.1	acts with due care, diligence and foresight; and
14.00.2	identifies and manages risks associated with a project; and
14.00.3	makes informed decisions; and
14.00.4	is accountable for the use of Council and other public resources.
14.0	The duty pursuant to Section 48(a1) of the Act to ensure the prudential management policies, practices and procedures developed by the Council for the purposes of Section 48(aa1) of the Act, are consistent with any regulations made for the purposes of Section 48(a1) of the Act.
14.1	Without limiting Section 48(aa1) of the Act, the power and duty pursuant to Section 48(1) of the Act to obtain and consider a report, that addresses the prudential issues set out at Section 48(2) of the Act, before the Council:
14.1.1	Deliberately left blank.
14.1.2	engages in any project (whether commercial or otherwise and including through a subsidiary or participation in a joint venture, trust, partnership or other similar body) -
14.1.2.1	where the expected operating expenses calculated on

	an accrual basis of the Council over the ensuing five years is likely to exceed 20 per cent of the Council's average annual operating expenses over the previous five financial years (as shown in the Council's financial statements); or
14.1.2.2	where the expected capital cost of the project over the ensuing five years is likely to exceed \$4,000,000.00 (indexed); or
14.1.2.3	where the Council or Delegate considers that it is necessary or appropriate.
14.2	Deliberately left blank.
14.3	The power and duty pursuant to Section 48(5) of the Act to make a report under Section 48(1) of the Act available for public inspection at the principal office of the Council once the Council has made a decision on the relevant project (and the power to make the report available at an earlier time unless the Council orders that the report be kept confidential until that time).
15. Contracts and Tenders Policies	
15.0	The power and duty pursuant to Section 49(a1) of the Act to develop and maintain procurement policies, practices and procedures directed towards:
15.0.1	obtaining value in the expenditure of public money; and
15.0.2	providing for ethical and fair treatment of participants; and
15.0.3	ensuring probity, accountability and transparency in procurement operations.
15.1	Without limiting Section 49(a1) of the Act, the power and duty pursuant to Section 49(1) of the Act to prepare and adopt policies on contracts and tenders including policies on the following:
15.1.1	the contracting out of services; and
15.1.2	competitive tendering and the use of other measures to ensure that services are delivered cost effectively; and
15.1.3	the use of local goods and services; and
15.1.4	the sale or disposal of land or other assets.
15.2	The power and duty pursuant to Section 49(2) of the Act to ensure that any policies on contracts and tenders:

15.2.1	identify circumstances where the Council will call for tenders for the supply of goods, the provision of services or the carrying out of works, or the sale or disposal of land or other assets; and
15.2.2	provide a fair and transparent process for calling tenders and entering into contracts in those circumstances; and
15.2.3	provide for the recording of reasons for entering into contracts other than those resulting from the tender process; and
15.2.4	are consistent with any requirement prescribed by the regulations.
15.3	The power pursuant to Section 49(3) of the Act to, at any time, alter a policy under Section 49 of the Act, or substitute a new policy or policies (but not so as to affect any process that has already commenced).
15.4	The duty pursuant to Section 49(4) of the Act to make available for inspection (without charge) a policy adopted under this Section at the principal office of Council during office hours.
16. Public Consultation Policies	
16.1	The power and duty pursuant to Section 50(1) and (2) of the Act to prepare and adopt a public consultation policy which sets out the steps the Council will follow:
16.1.1	in cases where the Act requires the Council to follow its public consultation policy; and
16.1.2	in other cases involving Council decision making, if relevant.
16.2	The duty pursuant to Section 50(3) of the Act to include in the steps set out in the public consultation policy reasonable opportunities for interested persons to make submissions in cases where the Act requires the Council to follow its public consultation policy and to make other arrangements appropriate to other classes of decisions, within the scope of the policy.
16.3	The duty pursuant to Section 50(4) of the Act to ensure that the public consultation policy, in cases where the Act requires the policy to be followed, provides for:
16.3.1	the publication of a notice:
16.3.1.1	in a newspaper circulating within the area of the Council; and
16.3.1.2	on a website determined by the Chief Executive Officer,

	describing the matter under consideration and inviting interested persons to make submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and
16.3.2	the consideration of any submissions made in response to that invitation.
16.4	The power pursuant to Section 50(5) of the Act, to, from time to time, alter the Council's public consultation policy, or substitute a new policy.
16.5	Before the Council or the Delegate adopts a public consultation policy or alters, or substitutes a public consultation policy, the duty pursuant to Section 50(6) of the Act to:
16.5.1	prepare a document that sets out its proposal in relation to the matter; and
16.5.2	publish in a newspaper circulating within the area of the Council, a notice of the proposal inviting interested persons to make submissions on the proposal within a period stated in the notice, which must be at least one month;
16.5.3	consider any submissions made in response to an invitation made under Section 50(6)(d) of the Act.
16.6	The power pursuant to Section 50(7) of the Act to determine if the alteration of a public consultation policy is of minor significance that would attract little or no community interest.
16.7	The duty pursuant to Section 50(8) of the Act to ensure the public consultation policy is available for inspection (without charge) at the principal office of Council during ordinary office hours.
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17.4	Deliberately left blank
17.5	Deliberately left blank
18. Inspection of Register	
18.1	The duty pursuant to Section 70(1) of the Act to make available for inspection (without charge) the Register of Interests at the principal

office of the Council during ordinary office hours.	
19. Reimbursement of Expenses	
19.1	The power pursuant to Section 77(1)(b) of the Act to reimburse to members of the Council expenses of a kind prescribed for the purposes of Section 77(1)(b) of the Act and approved by the Council (either specifically or under a policy established by the Council for these purposes) incurred in performing or discharging official functions and duties.
19.2	The duty pursuant to Section 77(3) of the Act to make available for inspection (without charge) any policy of Council concerning these reimbursements at the principal office of the Council during ordinary office hours.
20. Register of Allowances and Benefits	
20.1	The duty pursuant to Section 79(3) of the Act to make available for inspection (without charge) the Register of Allowances and Benefits, at the principal office of the Council during ordinary office hours.
21. Insurance of members	
21.1	The duty pursuant to Section 80 of the Act to take out a policy of insurance insuring every member of the Council and a spouse, domestic partner or another person who may be accompanying a member of the Council, against risks associated with the performance or discharge of official functions and duties by members.
22. Training and Development	
22.1	The power and duty pursuant to Section 80A(1) of the Act to prepare and adopt a training and development policy in accordance with Section 80A(2) of the Act for the Council's members.
22.2	The duty pursuant to Section 80A(2) of the Act to ensure that the Council's training and development policy is aimed at assisting the Council's members in the performance and discharge of their functions and duties.
22.3	The power pursuant to Section 80A(3) of the Act to, from time to time, alter the Council's training and development policy or substitute a new policy.
22.4	The duty pursuant to Section 80A(4) and (5) of the Act to make available the training and development policy for inspection (without charge) at the principal office of the Council during ordinary office hours and for purchase (on payment of a fee fixed by the Council).

23. Committee Meetings	
23.1	The power pursuant to Section 87(1) of the Act and in accordance with Section 87(2) of the Act to determine the times and places of ordinary meetings of Council committees.
23.2	The duty pursuant to Section 87(2) of the Act in appointing a time for the holding of an ordinary meeting of a Council committee to take into account:
23.2.1	the availability and convenience of members of the committee; and
23.2.2	the nature and purpose of the committee.
24. Meetings To Be Held in Public Except in Special Circumstances	
24.1	The duty pursuant to Section 90(7) of the Act to make a note in the minutes of the making of an order under Section 90(2) of the Act and the grounds on which it was made.
24.2	The power pursuant to Section 90(8a)(a) of the Act to adopt a policy on the holding of informal gatherings or discussions subject to Section 90(8b) of the Act.
24.3	The power pursuant to Section 90(8c) of the Act, to, from time to time, alter the Council's policy or substitute a new policy.
25. Minutes and Release of Documents	
25.1	The duty pursuant to Section 91(3) to supply each member of the Council with a copy of all minutes of the proceedings of the Council or Council committee meeting, within 5 days after that meeting.
25.2	Subject to Section 91(7), the duty pursuant to Section 91(4) of the Act to place a copy of the minutes of a meeting of the Council on public display in the principal office of the Council within 5 days after the meeting and to keep those minutes on display for a period of 1 month.
25.3	Subject to Section 91(7) of the Act, the duty pursuant to Section 91(5) of the Act to make available for inspection, without payment of a fee, at the principal office of the Council:
25.3.1	minutes of the Council and Council committee meetings; and
25.3.2	reports to the Council or to a Council committee received at a meeting of the Council or Council committee; and
25.3.3	recommendations presented to the Council in writing and adopted by resolution of the Council; and

25.3.4 budgetary or other financial statements adopted by the Council.	
26. Access to Meetings and Documents – Code of Practice	
26.1	The power and duty pursuant to Section 92(1) of the Act, and subject to Section 92(4) of the Act, to prepare and adopt a Code of Practice relating to the principles, policies, procedures and practices that the Council will apply for the purposes of the operation of Parts 3 and 4 of Chapter 6 of the Act.
26.2	The power and duty pursuant to Section 92(2) of the Act to review the operation of the Council's Code of Practice within 12 months after the conclusion of each periodic election.
26.3	The power pursuant to Section 92(3) of the Act, to, at any time, alter the Council's code of practice or substitute a new code of practice.
26.4	The duty pursuant to Section 92(5) of the Act to ensure that before the Council or the Delegate adopts, alters or substitutes a code of practice that:
26.4.1	copies of the proposed code, alterations or substitute code (as the case may be) are made available for inspection or purchase at the Council's principal office and available for inspection on a website determined by the Chief Executive Officer; and
26.4.2	the relevant steps set out in the Council's Public Consultation Policy are followed.
26.5	The duty pursuant to Section 92(6) and (7) of the Act to ensure that the Code of Practice is available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of Council during ordinary office hours.
27. Meetings of Electors	
27.1	The power pursuant to Section 93(1) of the Act to convene a meeting of electors of the area or part of the area of the Council.
27.2	The duty pursuant to Section 93(11) of the Act to provide each member of the Council with a copy of the minutes of any meeting of electors within 5 days of that meeting.
27.3	The power pursuant to Section 93(14) of the Act to determine the procedure for the purposes of making a nomination under Sections 93(3)(a)(ii) or 93(3)(b)(ii).

28. Obstructing of Meetings
28.1 The power pursuant to Section 95 of the Act to take proceedings under the Act against a person who intentionally obstructs or hinders proceedings at a meeting of the Council or a Council committee or at a meeting of electors.
29. Register of Remuneration Salaries and Benefits
29.1 The duty pursuant to Section 105(3) of the Act to make available the Register of Salaries of employees of the Council for inspection by the public at the principal office of the Council during ordinary office hours.
30. Certain Periods Of Service To Be Regarded As Continuous
30.1 The duty pursuant to Sections 106(2) and 106(2a) of the Act to ensure any other council receives within one month of the Council having received written notice requiring payment, the appropriate contribution to an employee's service benefits.
30.2 The duty pursuant to Section 106(4) of the Act to supply to any other council, at its request, details of the service of an employee or former employee of the Council.
30.3 The duty pursuant to Section 106(5) of the Act to hold and apply a payment or contribution received by the Council under Section 106 in accordance with the Regulations.
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31.6 Deliberately left blank
32. Application of Division
32.1 The power pursuant to Section 111(b) of the Act to declare any other officer, or any other officer of a class, to be subject to the operation of Chapter 7, Part 4, Division 1 of the Act.

33. Certain Aspects of Strategic Management Plans	
33.1	The duty pursuant to Section 122(6) of the Act to develop a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the Council's development and review of its strategic management plans.
33.2	The duty pursuant to Section 122(7) of the Act to ensure that copies of the Council's strategic management plans are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.
34. Annual Business Plans and Budgets	
34.1	Before the Council adopts an annual business plan, the duty pursuant to Section 123(3) of the Act to, -
34.1.1	prepare a draft annual business plan; and
34.1.2	follow the relevant steps set out in the Council's public consultation policy, taking into account and complying with the requirements of Section 123(4) of the Act.
34.2	The duty pursuant to Section 123(5) of the Act to ensure that copies of the draft annual business plan are available at the meeting arranged pursuant to and in accordance with Section 123(4)(a)(i) and (4)(b) of the Act, and for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council and on the website at least 21 days before the date of that meeting.
34.3	The duty pursuant to Section 123(5a) of the Act to ensure that provision is made for:
34.3.1	a facility for asking and answering questions; and
34.3.2	the receipt of submissions,
	on the Council's website during the public consultation period.
34.4	After the Council has adopted an annual business plan and a budget, the duty, pursuant to Section 123(9) of the Act, to:
34.4.1	ensure:
34.4.1.1	that a summary of the annual business plan is prepared in accordance with the requirements set out at Sections 123(10), (11) and (12) of the Act, so as to assist in promoting public awareness of the nature of the Council's services and the Council's rating and financial management policies, taking into account its objectives and activities for the ensuing financial year;

and	
34.4.1.2	that a copy of the summary of the annual business plan accompanies the first rates notice sent to ratepayers after the declaration of the Council's rates for the financial year; and
34.4.2	ensure:
34.4.2.1	that copies of the annual business plan and the budget (as adopted) are available for inspection (without charge) or purchase (on payment of a fee fixed by the Council); and
34.4.2.2	that copies of the summary of the annual business plan are available for inspection and to take (without charge), at the principal office of the Council; and
34.4.3	ensure that electronic copies of the annual business plan and the budget (as adopted) are published on a website determined by the Chief Executive Officer.
35. Accounting Records to be Kept	
35.1	The duty pursuant to Section 124(1) of the Act to:
35.1.1	keep such accounting records as correctly and adequately record and explain the revenues, expenses, assets and liabilities of the Council;
35.1.2	keep the Councils accounting records in such manner as will enable:
35.1.2.1	the preparation and provision of statements that fairly present financial and other information; and
35.1.2.2	the financial statements of the Council to be conveniently and properly audited.
35.2	The power pursuant to Section 124(2) to determine the form or forms and the place or places (within the state) to keep the accounting records of the Council.
36. Internal Control Policies	
36.1	The duty pursuant to Section 125 of the Act to ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the Council to carry out its activities in

	an efficient and orderly manner, to achieve its objectives, to ensure adherence to management policies, to safeguard the Council's assets, and to secure (as far as possible) the accuracy and reliability of the Council's records.
37. Audit Committee	
37.1	The power and duty pursuant to Section 126(1) of the Act to appoint an audit committee in accordance with Section 126(2) of the Act.
37.2	If an audit committee is appointed by the Delegate or the Council, the power to determine the membership of any audit committee in accordance with Section 126(2) of the Act.
38. Financial Statements	
38.1	The duty pursuant to Section 127(1) of the Act to prepare for each financial year:
38.1.1	financial statements and notes in accordance with standards prescribed by the regulations; and
38.1.2	other statements and documentation referring to the financial affairs of the Council required by the Regulations.
38.2	The duty pursuant to Section 127(2) of the Act to ensure that the financial statements prepared for the Council pursuant to Section 127(1) of the Act:
38.2.1	are prepared as soon as is reasonably practicable after the end of the relevant financial year and in any event before the day prescribed by the Regulations; and
38.2.2	comply with standards and principles prescribed by the Regulations; and
38.2.3	include the information required by the Regulations.
38.3	The duty pursuant to Section 127(3) of the Act to submit for auditing by the Council's auditor the statements prepared for each financial year.
38.4	The duty pursuant to Section 127(4) of the Act to submit a copy of the auditor's statements to the persons or bodies prescribed by the Regulations on or before the day prescribed by the Regulations.
38.5	The duty pursuant to Section 127(5) of the Act to ensure that copies of the Council's audited statements are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.

39. The Auditor
39.1 The power and duty pursuant to and in accordance with Section 128(2), (3), (4), (4a), (5), (6), (7) and (8) of the Act to appoint an auditor on the recommendation of the Council's audit committee.
39.2 The duty pursuant to Section 128(8) of the Act to comply with any requirements prescribed by the Regulations with respect to providing for the independence of the auditor.
39.3 The duty pursuant to Section 128(9) of the Act to ensure that the following information is included in the Council's annual report:
39.3.1 information on the remuneration payable to the Council's auditor for work performed during the relevant financial year, distinguishing between:
39.3.1.1 remuneration payable for the annual audit of the Council's financial statements; and
39.3.1.2 other remuneration;
39.3.2 if a person ceases to be the auditor of the Council during the relevant financial year, other than by virtue of the expiration of his or her term of appointment and is not being reappointed to the office - the reason or reasons why the appointment of the Council's auditor came to an end.
40. Conduct of Audit
40.1 The duty pursuant to Section 129(9) of the Act to ensure the opinions under Section 129(3) of the Act provided to Council under Section 129 of the Act accompany the financial statements of the Council.
41. Other Investigations
41.1 The power, pursuant to and in accordance with Sections 130A(1) and (2) of the Act, as the Delegate thinks fit, to request the Council's auditor, or some other person determined by the Delegate to be suitably qualified in the circumstances, to examine and report on any matter relating to financial management, or the efficiency and economy with which the Council manages or uses its resources to achieve its objectives, that would not otherwise be addressed or included as part of an annual audit under Division 4 of Chapter 8 of the Act and that is considered by the Delegate to be of such significance as to justify an examination under this Section.
41.2 Unless Section 130A(7) of the Act applies, the duty pursuant to Section 130A(6) of the Act to place the report prepared pursuant to Section 130A(1) of the Act on the agenda for consideration:

41.2.1	unless Section 130A(6)(b) of the Act applies – at the next ordinary meeting of the Council in accordance with Section 130A(6)(a), of the Act;
41.2.2	if the agenda for the next ordinary meeting of the Council has already been sent to members of the Council at the time that the report is provided to the principal member of the Council – at the ordinary meeting of the Council next following the meeting for which the agenda has already been sent unless the principal member of the Council determines, after consultation with the Chief Executive Officer, that the report should be considered at the next meeting of the Council as a late item on the agenda in accordance with Section 130A(6)(b) of the Act.
42. Annual Report to be Prepared and Adopted	
42.1	The duty pursuant to Section 131(1) of the Act and in accordance with Sections 131(2) and (3) of the Act, to prepare and adopt on or before 30 November each year, an annual report relating to the operations of the Council for the financial year ending on the preceding 30 June.
42.2	The duty pursuant to Section 131(2) and (3) of the Act to include in that report the material, and include specific reports on the matters, specified in Schedule 4 as amended from time to time by regulation.
42.3	The duty pursuant to Section 131(4) of the Act to provide a copy of the annual report to each member of the Council.
42.4	The duty pursuant to Section 131(5) of the Act to submit a copy of the annual report to:
42.4.1	the Presiding Member of both Houses of Parliament; and
42.4.2	to the persons or body prescribed by the Regulations,
	on or before the date determined under the Regulations.
42.5	The power pursuant to Section 131(7) of the Act to provide to the electors for the area an abridged or summary version of the annual report.
42.6	The duty pursuant to Section 131(8) of the Act to ensure that copies of Council's annual report are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.

43. Access to Documents
43.1 The duty pursuant to Section 132(1) of the Act to ensure a member of the public is able:
43.1.1 to inspect a document referred to in Schedule 5 of the Act at the principal office of the Council during ordinary office hours without charge; and
43.1.2 to purchase a document referred to in Schedule 5 to the Act at the principal office of the Council during ordinary office hours for a fee fixed by the Council.
43.2 The power pursuant to Section 132(2) of the Act to make a document available in electronic form for the purposes of Section 132(1)(a).
43.3 The power and duty, pursuant to and in accordance with Section 132 (3) of the Act, to make the following documents available for inspection on a website determined by the Chief Executive Officer within a reasonable time after they are available at the principal office of the Council:
43.3.1 agendas for meetings of the Council or Council committees;
43.3.2 minutes of meetings of the Council or Council committees;
43.3.3 codes of conduct or codes of practice adopted by the Council under this Act or the Local Government (Elections) Act 1999;
43.3.4 the Council's contract and tenders policies, public consultation policy and order-making policies;
43.3.5 the Council's draft annual business plan, annual business plan (as adopted by the council) and the summary of the annual business plan required under Part 2 of this Chapter;
43.3.6 the Council's budget (as adopted by the Council for a particular year);
43.3.7 a list of fees and charges imposed by the Council under this Act;
43.3.8 by-laws made by the Council and any determination in respect of a by-law made under Section 246(3)(e) of the Act;
43.3.9 procedures for the review of decisions established by the Council under Part 2 of Chapter 13;
43.3.10 the audited financial statements of the Council;

43.3.11 the annual report of the Council;
43.3.12 the Council's most recent information statement under the Freedom of Information Act 1991, unless the Council provides it as part of the annual report of the Council.
44. Related Administrative Standards
44.1 The power and duty pursuant to Section 132A of the Act to ensure that appropriate policies, practices and procedures are implemented and maintained in order:
44.1.2 to ensure compliance with any statutory requirements; and
44.1.2 to achieve and maintain standards of good public administration.
45. Sources of Funds
45.1 Subject to the Act, the power pursuant to Section 133 of the Act to obtain funds as permitted under the Act or another Act and as may otherwise be appropriate in order to carry out the Council's functions under the Act or another Act.
46. Ability of a Council to Give Security
46.1 The power pursuant to Section 135(1) of the Act and subject to Section 135(2) of the Act to provide various forms of security, including:
46.1.1 guarantees (including guarantees relating to the liability of a subsidiary of the Council);
46.1.2 debentures charged on the general revenue of the Council (including to support a guarantee provided under Section 135(1) of the Act);
46.1.3 bills of sale, mortgages or other charges (including to support a guarantee provided under Section 135(1)(a) of the Act.
46.2 The power and duty pursuant to Section 135(2) of the Act, if the Council or the Delegate proposes to issue debentures on the general revenue of the Council to:
46.2.1 assign a distinguishing classification to the debentures to be included in the issue so as to distinguish them from those included or to be included in previous or subsequent issues; and
46.2.2 if the debentures are being offered generally to members of the public, appoint a trustee for the debenture holders.

47. Expenditure of Funds
47.1 Subject to the Act or another Act, the power pursuant to Section 137 of the Act to expend the Council's approved budgeted funds in the exercise, performance or discharge of the Council's powers, functions or duties under the Act or other Acts.
48. Investment Powers
48.1 The power pursuant to Section 139(1) of the Act to invest money under the Council's control.
48.2 The duty pursuant to Section 139(2) of the Act in exercising the power of investment, to:
48.2.1 exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and
48.2.2 avoid investments that are speculative or hazardous in nature.
48.3 The duty pursuant to Section 139(3) of the Act to take into account when exercising the power of investment, so far as is appropriate in the circumstances and without limiting the matters which may be taken into account, the following matters:
48.3.1 the purposes of the investment;
48.3.2 the desirability of diversifying Council investments;
48.3.3 the nature of and risk associated with existing Council investments;
48.3.4 the desirability of maintaining the real value of the capital and income of the investment;
48.3.5 the risk of capital or income loss or depreciation;
48.3.6 the potential for capital appreciation;
48.3.7 the likely income return and the timing of income return;
48.3.8 the length of the term of a proposed investment;
48.3.9 the period for which the investment is likely to be required;
48.3.10 the liquidity and marketability of a proposed investment during, and on determination of, the term of the investment;
48.3.11 the aggregate value of the assets of the Council;

48.3.12	the likelihood of inflation affecting the value of a proposed investment;
48.3.13	the costs of making a proposed investment;
48.3.14	the results of any review of existing Council investments.
48.4	Subject to the matters specified in Section 139(3) of the Act, the power pursuant to Section 139(4) of the Act, so far as may be appropriate in the circumstances, to have regard to:
48.4.1	the anticipated community benefit from an investment; and
48.4.2	the desirability of attracting additional resources into the local community.
48.5	The power pursuant to Section 139(5) of the Act to obtain and consider independent and impartial advice about the investment of funds or the management of the Council's investments from the person whom the Delegate reasonably believes to be competent to give the advice.
49. Review of Investment	
49.1	The duty pursuant to Section 140 of the Act to review the performance (individually and as a whole) of the Council's investments, at least once in each year.
50. Gifts to a Council	
50.1	Within the confines of Section 44(3) of the Act:
50.1.1	the power pursuant to Section 141(1) of the Act to accept a gift made to the Council;
50.1.2	the power pursuant to Section 141(2) of the Act to carry out the terms of any trust (if any) that affects a gift to Council;
50.1.3	the power pursuant to Section 141(3) of the Act to apply to the Supreme Court for an order varying the terms of a trust for which the Council has been constituted a trustee;
50.1.4	where a variation is sought in the terms of a trust, the duty pursuant to Section 141(4) of the Act to give notice describing the nature of the variation by public notice and in any other such manner as may be directed by the Supreme Court; and
50.1.5	the duty pursuant to Section 141(6) of the Act to publish a copy of any order of the Supreme Court to vary the terms of the trust, in the <i>Gazette</i> , within 28 days after that order is made.

51. Duty to Insure Against Liability
51.1 The duty pursuant to Section 142 of the Act to take out and maintain insurance to cover the Council's civil liabilities at least to the extent prescribed by the Regulations.
52. Writing off Bad Debts
52.1 The power pursuant to Section 143(1) of the Act to write off any debts owed to the Council:
52.1.1 if the Council has no reasonable prospect of recovering the debts; or
52.1.2 if the costs of recovery are likely to equal or exceed the amount to be recovered,
up to and including an amount of \$5,000.00 in respect of any one debt.
52.2 The duty pursuant to Section 143(2) of the Act to ensure that no debt is written off unless the Chief Executive Officer has certified:
52.2.1 reasonable attempts have been made to recover the debt; or
52.2.2 the costs of recovery are likely to equal or exceed the amount to be recovered.
53. Recovery of Amounts due to Council
53.1 The power pursuant to Section 144(1) of the Act to recover as a debt, by action in a Court of competent jurisdiction, any fee, charge, expense or other amount recoverable from a person or payable by a person under this or another Act.
53.2 The power pursuant to Section 144(2), (3) and (4) of the Act to recover any fee, charge, expense or other amount as if it were a rate declared on the property, after giving at least 14 days notice requiring payment, where the fee, charge, expense or other amount payable to the Council relates to something done in respect of rateable or other property.
54. Land Against Which Rates May be Assessed
54.1 The power and duty pursuant to Section 148(2) of the Act to make decisions about the division of land and the aggregation of land for the purposes of Section 148(1) of the Act fairly and in accordance with principles and practices that apply on a uniform basis across the area of the Council.

55. Basis of Rating	
55.1	Before the Council:
55.1.1	changes the basis of the rating of any land (including by imposing differential rates on land that has not been differentially rated in the preceding financial year, or by no longer imposing differential rates on land that has been differentially rated in the preceding financial year); or
55.1.2	changes the basis on which land is valued for the purposes of rating; or
55.1.3	changes the imposition of rates on land by declaring or imposing a separate rate, service rate or service charge on any land;
	the power and duty pursuant to Section 151(5)(d) and (e) of the Act to:
55.1.4	prepare a report on the proposed change in accordance with Section 151(6) of the Act; and
55.1.5	follow the relevant steps set out in its public consultation policy in accordance with Section 151(7) of the Act.
55.2	The duty pursuant to Section 151(8) of the Act to ensure that copies of the report required under Section 151(5)(d) of the Act are available at the meeting held under Section 151(7)(a)(i) of the Act, and for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council at least 21 days before the end of the period for public consultation.
56. General Rates	
56.1	The power pursuant to Section 152(2)(d) and (3) of the Act to determine, on application, if two or more pieces of rateable land within the area of the Council constitute a single farm enterprise.
57. Service Rates and Service Charges	
57.1	The duty pursuant to Section 155(6) of the Act, subject to Section 155(7) of the Act, to apply any amounts held in a reserve established in connection with the operation of Section 155(5) of the Act for purposes associated with improving or replacing Council assets for the purposes of the relevant prescribed service.
57.2	The power pursuant to Section 155(7) of the Act, if a prescribed service under Section 155(6) of the Act is, or is to be, discontinued, to apply any excess funds held by the Council for the purposes of the service (after taking into account any expenses incurred or to be incurred in

<p>connection with the prescribed service) for another purpose specifically identified in the Council's annual business plan as being the purpose for which the funds will now be applied.</p>
<p>58. Basis of Differential Rates</p>
<p>58.1 The power pursuant to Section 156(3), (9), (10), (11) of the Act to attribute the use of the land for any basis for a differential rate and to decide objections to any of those attributions.</p>
<p>58.2 The power and duty pursuant to Section 156(14a) of the Act, before the Council changes from declaring differential rates in relation to any land on the basis of a differentiating factor under either paragraphs (a), (b) or (c) of Section 156(1) of the Act to a differentiating factor under another of those paragraphs, to -</p>
<p>58.2.1 prepare a report on the proposed change in accordance with Section 156(14b) of the Act; and</p>
<p>58.2.2 follow the relevant steps set out in its public consultation policy in accordance with Section 156(14d) of the Act.</p>
<p>58.3 The duty pursuant to Section 156(14e) of the Act to ensure that copies of the report required under Section 156(14a)(a) of the Act are available at the meeting held under Section 156(14d)(a)(i); and for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council at least 21 days before the end of the period for public consultation.</p>
<p>59. Notice of Differentiating Factors</p>
<p>59.1 If the Council declares differential rates, the duty pursuant to Section 157 of the Act in each rates notice, to specify the differentiating factor or combination of factors that governs the calculation of rates on the land to which the account relates.</p>
<p>60. Preliminary</p>
<p>60.1 The power pursuant to Section 159(1) of the Act to determine the manner and form and such information as the Delegate may reasonably require, for a person or body to apply to the Council to determine if grounds exist for the person or body to receive a rebate of rates.</p>
<p>60.2 The power pursuant to Section 159(3) to grant a rebate of rates if satisfied that it is appropriate to do so (whether on application or on the Delegate's own initiative).</p>
<p>60.3 The power pursuant to Section 159(4) of the Act to increase the rebate on the Delegate's initiative, if a rebate specifically fixed by Division 5</p>

Chapter 10 of the Act is less than 100%.	
60.4	The power pursuant to Section 159(10) of the Act to determine, for proper cause, that an entitlement to a rebate of rates in pursuance of Division 5 no longer applies.
61. Rebate of Rates - Community Services	
61.1	The power pursuant to Section 161(1) and (3) of the Act to grant a rebate of more than 75% of the rates on land being predominantly used for service delivery or administration (or both) by a community service organisation, where that organisation:
61.1.1	is incorporated on a not-for-profit basis for the benefit of the public; and
61.1.27	provides community services without charge or for charge that is below the cost to the body of providing their services; and
61.1.3	does not restrict its services to persons who are members of the body.
62. Rebate of Rates - Educational Purposes	
62.1	The power pursuant to Section 165(1) and (2) of the Act to grant a rebate of rates at more than 75% on land:
62.1.1	occupied by a Government school under a lease or license and being used for educational purposes; or
62.1.2	occupied by non-Government school registered under the Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes; or
62.1.3	land being used by University or University College to provide accommodation and other forms of support for students on a not-for-profit basis.
63. Discretionary Rebates of Rates	
63.1	The duty pursuant to Section 166(1a) of the Act to take into account, in deciding an application for a rebate under Section 166(1)(d), (e), (f), (g), (h), (i) or (j):
63.1.1	the nature and extent of the Council's services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and
63.1.2	the community need that is being met by activities being carried

	out on the land for which the rebate is sought; and
63.1.3	the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons;
63.1.4	any other matter considered relevant by the Council or the Delegate.
63.2	The power pursuant to Section 166(1), (2) and (4) of the Act and taking into account Section 166(1a) of the Act and in accordance with Section 166(3b) of the Act to grant a rebate of rates or service charges on such conditions as the Delegate sees fit and such rebate may be up to and including 100% of the relevant rates or service charge, in the following cases:
63.2.1	where the rebate is desirable for the purpose of securing the proper development of the area or part of the area;
63.2.2	where the rebate is desirable for the purpose of assisting or supporting a business in the area;
63.2.3	where the rebate will be conducive to the preservation of buildings or places of historic significance;
63.2.4	where the land is being used for educational purposes;
63.2.5	where the land is being used for agricultural, horticultural or floricultural exhibitions;
63.2.6	where the land is being used for a hospital or health centre;
63.2.7	where the land is being used to provide facilities or services for children or young persons;
63.2.8	where the land is being used to provide accommodation for the aged or disabled;
63.2.9	where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Commonwealth) or a day therapy centre;
63.2.10	where the land is being used by an organisation which, in the opinion of the Delegate, provides a benefit or a service to the local community;
63.2.11	where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;

<p>63.2.12 where the rebate is considered by the Delegate to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to:</p>
<p>63.2.12.1 redistribution of the rates burden within the community arising from a change to the basis or structure of the Council's rates; or</p>
<p>63.2.12.2 change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations.</p>
<p>63.2.13 where the rebate is considered by the Delegate to be appropriate to provide relief in order to avoid what would otherwise constitute:</p>
<p>63.2.13.1 liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the Council in its annual business plan; or</p>
<p>63.2.13.2 liability that is unfair or unreasonable;</p>
<p>63.2.14 where the rebate is to give effect to a review of a decision of the Council under Chapter 13 Part 2; or</p>
<p>63.2.15 where the rebate is contemplated under another provision of the Act.</p>
<p>63.3 The power pursuant to Section 166(3) of the Act to grant a rebate of rates or charges for a period exceeding 1 year but not exceeding 10 years in the following cases:</p>
<p>63.3.1 where the rebate is desirable for the purpose of securing a proper development of the area or part of the area; or</p>
<p>63.3.2 where the rebate is desirable for the purpose of assisting or supporting a business in the area; or</p>
<p>63.3.3 where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment.</p>
<p>63.4 The power pursuant to Section 166(3a) of the Act to grant a rebate of rates or charges under Section 166(1)(l) of the Act for a period exceeding 1 year but not exceeding 3 years.</p>
<p>64. Valuation of Land for the Purposes of Rating</p>

64.1	The power pursuant to Section 167(1) of the Act to adopt valuations that are to apply to land within the Council's area, for rating purposes for a particular financial year.
64.2	For the purpose of adopting a valuation of land for rating, the duty pursuant to Section 167(2) of the Act and in accordance with Section 167(3), (4) and (5) of the Act, to adopt:
64.2.1	valuations made, or caused to be made, by the Valuer-General; or
64.2.2	valuations made by a valuer employed or engaged by the Council, or by a firm or consortium of valuers engaged by the Council;
	or a combination of both.
64.3	The duty pursuant to Section 167(6) of the Act to publish a notice of the adoption of valuations in the <i>Gazette</i> , within 21 days after the date of the adoption.
65. Valuation of Land	
65.1	The power pursuant to Section 168(1) of the Act to request the Valuer-General to value any land within the Council's area (being land that is capable of being separately rated).
65.2	The duty pursuant to Section 168(2) of the Act to furnish to the Valuer-General any information requested by the Valuer General for the purposes of valuing land within the area of the Council.
65.3	The power and duty pursuant to Section 168(3)(b) and (c) of the Act to enter a valuation in the assessment record, as soon as practicable after the valuation has been made and to give notice of the valuation to the principal ratepayer in accordance with the Regulations.
66. Objections to Valuations Made by Council	
66.1	The duty pursuant to Section 169(1), (2), (3), (4) and (5) of the Act to refer an objection to a valuation of land to the valuer who made the valuation and to request the valuer to reconsider the valuation, where:
66.1.1	the objection does not involve a question of law; and
66.1.2	the objection is made in writing (setting out a full and detailed statement of the grounds on which the objection is based); and
66.1.3	is made within 60 days after the date of service of the notice of the valuation to which the objection relates (unless the Delegate, in his/her discretion, allows an extension of time for

	making the objection).
66.2	The power pursuant to Section 169(3)(b) of the Act to grant an extension of time for making an objection to a valuation of land.
66.3	The duty pursuant to Section 169(7) of the Act to give the objector written notice of the outcome of the reconsideration of the objection.
66.4	The duty pursuant to and in accordance with Section 169(8) and (9) of the Act to refer the valuation to the Valuer-General for further review, if the objector remains dissatisfied with the valuation and requests such further review, provided the request is:
66.4.1	in the prescribed manner and form;
66.4.2	made within 21 days after the objector receives notice of the outcome of his or her initial objection; and
66.4.3	accompanied by the prescribed fee.
66.5	The power pursuant to Section 169(15)(b) of the Act to apply to SACAT for a review of the decision of a valuer after a further review on a request under Section 169(8) of the Act, in accordance with Section 169(15a) of the Act.
67. Notice of Declaration of Rates	
67.1	The duty pursuant to Section 170 of the Act to ensure the notice of declaration of a rate or service charge is published in the <i>Gazette</i> and in a newspaper circulating in the area within 21 days after the date of the declaration.
68. Alterations to Assessment Record	
68.1	The power pursuant to Section 173(3) and (5) of the Act to determine the procedure for a review of a decision by the Chief Executive Officer on an application for alteration of the assessment record.
68.2	The duty pursuant to Section 173(6) of the Act to give a person written notice of Council's decision on a review of a decision of the Chief Executive Officer concerning alteration of the assessment record.
69. Inspection of Assessment Record	
69.1	The duty pursuant to Section 174(1) and (2) of the Act to ensure that the assessment record is available for inspection and purchase of an entry (on payment of a fee fixed by the Council), by the public at the principal office of the Council during ordinary office hours.
70. Liability for Rates	

70.1	The power pursuant to Section 178(3) of the Act and subject to Section 178(9) of the Act to recover rates as a debt from:
70.1.1	the principal ratepayer; or
70.1.2	any other person (not being a principal ratepayer) who is an owner or occupier of the land; or
70.1.3	any other person who was at the time of the declaration of the rates an owner or occupier of the land.
70.2	The power pursuant to Section 178(4) of the Act by written notice to a lessee or a licensee of land in respect of which rates have fallen due, to require him or her to pay to the Council rent or other consideration payable under the lease or a licence in satisfaction of any liability for rates.
70.3	Where a notice under Section 178(4) of the Act is given to a lessee or a licensee of land, the power pursuant to Section 178(5) of the Act to make and give notice of an additional charge of 5% of the amount in arrears, as payable and recoverable as part of the debt for unpaid rates.
70.4	The power pursuant to Section 178(6) of the Act to remit the charge of 5% of the amount in arrears payable under the Act in whole or in part.
71.	Liability for Rates if Land is Not Rateable for the Whole of the Financial Year
71.1	The power pursuant to Section 179(2) of the Act to adopt a valuation of land that has become rateable after the adoption of valuations by the Council for the relevant financial year.
71.2	The duty pursuant to Section 179(5) of the Act to refund to the principal ratepayer an amount proportionate to the remaining part of the financial year, if land ceases to be rateable during the course of a financial year and the rates have been paid.
72.	Service of Rate Notice
72.1	The duty pursuant to Section 180(1) of the Act and in accordance with Section 180(2) of the Act to send to the principal ratepayer or, in the case of a service charge, the owner or occupier of the relevant land, a rates notice, as soon as practicable after:
72.1.1	the declaration of a rate; or
72.1.2	the imposition of a service charge; or
72.1.3	a change in the rates liability of land.

73. Payment of Rates – General Principles	
73.1	The power pursuant to Section 181(2) of the Act to determine the day on which each instalment of rates falls due in the months of September, December, March and June of the financial year for which the rates are declared.
73.2	If the Council declares a general rate for a particular financial year after 31 August in that financial year, the power, pursuant to Section 181(3) of the Act, to adjust the months in which instalments would otherwise be payable under Section 181(1) (taking into account what is reasonable in the circumstances).
73.3	The power pursuant to Section 181(4)(b) of the Act to agree with the principal ratepayer that rates will be payable in such instalments falling due on such days as may be specified in the agreement and in that event, the ratepayer's rates will then be payable accordingly.
73.4	The duty pursuant to Section 181(5) of the Act in relation to each instalment of rates to send a rates notice to the principal ratepayer shown in the assessment record in respect of the land setting out in accordance with Sections 181(6) and (7) of the Act:
73.4.1	the amount of the instalment; and
73.4.2	the date on which the instalment falls due, or in the case where payment is to be postponed under another provision of the Act, the information prescribed by the Regulations.
73.5	The power pursuant to Section 181(7a) of the Act where the Council has entered into an agreement with a principal rate payer under Section 181(4)(b) of the Act, as part of the agreement, to vary the periods for the provision of a notice under Section 181(7) of the Act.
73.6	The power pursuant to Section 181(9) of the Act to remit any amount payable under Section 181(8) of the Act in whole or in part.
73.7	The power pursuant to Section 181(11) of the Act to grant discounts or other incentives in order to encourage:
73.7.1	the payment of instalments of rates in advance; or
73.7.2	prompt payment of rates.
73.8	The power pursuant to Section 181(12)(b) of the Act to impose a surcharge or administrative levy not exceeding 1% of the rates payable in a particular financial year with respect to the payment of rates by instalments under Section 181(4)(b) of the Act.
73.9	The power pursuant to Section 181(13) and subject to Section 44(3)(b)

<p>of the Act in relation to the payment of separate rates or service rates, by written notice incorporated in a notice for the payment of those rates sent to the principal ratepayer shown in the assessment record in respect of the land at the address shown in the assessment record, at least 30 days before an amount is payable in respect of the rates for a particular financial year, to impose a requirement that differs from the requirements of Section 181 of the Act.</p>
<p>73.10 The power pursuant to Section 181(15) of the Act to decide that rates of a particular kind will be payable in more than 4 instalments in a particular financial year and in such case:</p>
<p>73.10.1 the instalments must be payable on a regular basis (or essentially a regular basis) over the whole of the financial year, or the remainder of the financial year depending on when the rates are declared; and</p>
<p>73.10.2 the Delegate must give at least 30 days notice before an instalment falls due.</p>
<p>74. Remission and Postponement of Payment</p>
<p>74.1 The power pursuant to Section 182(1) of the Act to decide on the application of a ratepayer that payment of rates in accordance with the Act would cause hardship and, if so, to:</p>
<p>74.1.1 postpone payment in whole or in part for such period as the Delegate thinks fit; or</p>
<p>74.1.2 remit the rates in whole or in part.</p>
<p>74.2 The power pursuant to Section 182(2) of the Act on a postponement of rates:</p>
<p>74.2.1 to grant the postponement on condition that the ratepayer pay interest on the amount affected by the postponement at a rate fixed by the Delegate (but not exceeding the cash advance debenture rate);</p>
<p>74.2.2 to grant the postponement on other conditions determined by the Delegate; and</p>
<p>74.2.3 to revoke the postponement, at the Delegate's discretion (in which case the Delegate must give the ratepayer at least 30 days written notice of the revocation before taking action to recover rates affected by the postponement).</p>
<p>74.3 The power pursuant to Section 182(3) of the Act to grant other or additional postponements of rates:</p>

74.3.1	to assist or support a business in the Council's area; or
74.3.2	to alleviate the affects of anomalies that have occurred in valuations under the Act.
74.4	The power pursuant to Section 182(4) of the Act to grant other or additional remissions of rates on the same basis as applies under the Rates and Land Tax Remission Act 1986, (such remissions will be in addition to the remissions that are available under that Act).
74.5	The power pursuant to Section 182(5) of the Act to require a ratepayer who claims to be entitled to a remission of rates by virtue of a determination under Section 182(4) of the Act to provide evidence to the satisfaction of the Delegate verifying that entitlement.
74.6	The power pursuant to Section 182(6) of the Act to revoke a determination under Section 182(4) of the Act at any time (but the revocation will not affect an entitlement to remission in relation to rates declared before the revocation takes effect).
75. Postponement of Rates - Seniors	
75.1	The power pursuant to Section 182A(2) of the Act to require that an application pursuant to Section 182A(1) of the Act be accompanied by such information as the Delegate may reasonably require.
75.2	The power pursuant to Section 182A(3) of the Act, on an application for a postponement of the payment of the prescribed proportion of rates for the current or future financial made in accordance with Sections 182A(1) and (2) of the Act to:
75.2.1	reject an application for the postponement of rates; or
75.2.2	impose conditions on the postponement of rates but only in accordance with the Regulations.
76. Application of money in respect of rates	
76.1	The power and the duty to apply monies received or recovered in respect of rates pursuant to and in accordance with Section 183 of the Act.
77. Sale of Land for Non-Payment of Rates	
77.1	The power pursuant to Section 184(1) of the Act to sell land, if an amount payable by way of rates in respect of the land, has been in arrears for 3 years or more.
77.2	The duty pursuant to Section 184(2) of the Act before selling land for non-payment of rates, to send a notice to the principal ratepayer at the

	address appearing in the assessment record:
77.2.1	stating the period for which the rates have been in arrears; and
77.2.2	stating the amount of the total liability for rates presently outstanding in relation to the land; and
77.2.3	stating that if that amount is not paid in full within 1 month of service of the notice (or such longer time as the Delegate may allow), the Council intends to sell the land for non-payment of rates.
77.3	The duty pursuant to Section 184(3) of the Act to send a copy of a notice sent to a principal ratepayer under Section 184(2) of the Act:
77.3.1	to any owner of the land who is not the principal ratepayer; and
77.3.2	to any registered mortgagee of the land; and
77.3.3	if the land is held from the Crown under a lease, licence or agreement to purchase, to the Minister who is responsible for the administration of the Crown Lands Act 1929.
77.4	If:
77.4.1	the Delegate cannot, after making reasonable enquiries, ascertain the name and address of a person to whom a notice is to be sent under Section 184(2) or (3) of the Act; or
77.4.2	the Delegate considers that it is unlikely that a notice sent under Section 184(2) or (3) of the Act would come to the attention of the person to whom it is to be sent,
	the power pursuant to Section 184(4) of the Act to effect service of the notice by:
77.4.3	placing a copy of the notice in a newspaper circulating throughout the State; and
77.4.4	leaving a copy of the notice in a conspicuous place on the land.
77.5	The power pursuant to Section 184(5) of the Act to proceed to have the land sold, if the outstanding amount of rates is not paid in full within the time allowed in the notice given to the ratepayer under Section 184(2) of the Act.
77.6	The duty pursuant to Section 184(6) and (7) of the Act to conduct the sale of land for non-payment of rates by public auction and the power to set the reserve price for the purposes of the auction, except in the case of land held from the Crown under a lease, licence or agreement to purchase, unless the Minister responsible for the administration of

the Crown Lands Act 1929 grants consent to sale by public auction.	
77.7	The duty pursuant to Section 184(8) of the Act to advertise the auction of land under Section 184 of the Act on at least 2 separate occasions in a newspaper circulating throughout the State.
77.8	The duty pursuant to Section 184(9) of the Act to call off the auction, if before the date of such an auction, the outstanding amount and the costs incurred by the Council in proceeding under this Section are paid to the Council.
77.9	The power pursuant to Section 184(10) of the Act to sell the land by private contract for the best price that can be reasonably obtained, if an auction fails or an auction is not held because the land is held from the Crown under a lease, licence or agreement to purchase.
77.10	The power and duty to apply monies received by the Council in respect of the sale of land for non-payment of rates pursuant to and in accordance with Section 184(11) of the Act.
77.11	The duty pursuant to Section 184(12) of the Act to make reasonable enquiries to find the owner of land to be sold for non-payment of rates and where the owner cannot be found, the power to deal with the amount payable to the owner as unclaimed money under the Unclaimed Moneys Act 1981.
78. Objection, Review or Appeal	
78.1	If an objection, review or appeal in respect of a valuation of land results in the alteration of a valuation or of a decision to attribute a particular land use to land, and a due adjustment is made, the power pursuant to Section 186(2) of the Act and subject to Section 186(3), (4) and (5) of the Act:
78.1.1	to refund or credit the overpaid amount against future liabilities for rates on the land subject to the rates; or
78.1.2	to recover an additional amount payable on account of an alteration of the value as arrears after at least 30 days have expired from the date on which notification of the alteration is given to the person who initiated the objection, review or appeal.
79. Certificate of Liabilities	
79.1	The power pursuant to Section 187(1) of the Act to issue a certificate, on application by or on behalf of a person who has an interest in land within the area, stating that:
79.1.1	the amount of any liability for rates or charges on the land imposed under Part 1 of Chapter 10 of the Act (including rates

	and charges under this Part that have not yet fallen due for payment, and outstanding interest or fines payable in respect of rates and charges under this Part); and
79.1.2	any amount received on account of rates or charges on the land imposed under this part, that is held in credit against future liabilities for rates or charges in relation to the land.
80. Investigation by Ombudsman	
80.1	The duty pursuant to Section 187B(6) of the Act if the Ombudsman's report prepared pursuant to Section 187B(3) of the Act makes any recommendations as to action that should be taken by the Council, to within 2 months after receipt of that report, provide a written response to:
80.1.1	the Ombudsman; and
80.1.2	if relevant, the person who made the complaint.
80.2	The power pursuant to Section 187B(7) of the Act to grant a rebate or remission of any rate or service charge, or of any charge, fine or interest under Part 1 of Chapter 10 of the Act, if the Ombudsman recommends that the Council do so on the ground of special circumstances pertaining to a particular ratepayer.
81. Fees and Charges	
81.1	The power pursuant to Section 188(1) and (2) of the Act to impose fees and charges:
81.1.1	for the use of any property or facility owned, controlled, managed or maintained by the Council;
81.1.2	for services supplied to a person at his or her request;
81.1.3	for carrying out work at a person's request;
81.2	The power pursuant to Section 188(3) of the Act to provide for:
81.2.1	specific fees and charges;
81.2.2	maximum fees and charges and minimum fees and charges;
81.2.3	annual fees and charges;
81.2.4	the imposition of fees or charges according to specified factors;
81.2.5	the variation of fees or charges according to specified factors in respect of fees and charges set under Section 188(1)(a) – (c) of the Act inclusive; and

81.2.6	the reduction, waiver or refund, in whole or in part, of any fees and charges.
81.3	The power pursuant to Section 188(5) of the Act to fix, vary or revoke those fees and charges set under Section 188(1)(a), (b) and (c) of the Act.
81.4	The duty pursuant to Section 188(6) of the Act to keep a list of fees and charges imposed under this Section on public display during ordinary office hours at the principal office of the Council.
81.5	The duty pursuant to Section 188(7) of the Act to, if the Council fixes or varies a fee imposed under this Section, up-date the list referred to in Section 188(6) of the Act and take reasonable steps to bring the fee or charge, or variation of the fee or charge, to the notice of persons who may be affected.
82. Acquisition of Land by Agreement	
82.1	The power pursuant to Section 190 of the Act to acquire land by agreement.
83. Compulsory Acquisition of Land	
83.1	The power pursuant to Section 191(1) of the Act to acquire land compulsorily, in circumstances which require the Minister's written approval, after the Council has obtained the Minister's approval.
83.2	The power pursuant to Section 191(2) of the Act to acquire land compulsorily for a purpose classified by the Regulations as an approved purpose.
84. Assumption of Care, Control and Management of Land	
84.1	The power pursuant to Section 192(1) of the Act to assume the care, control and management of land in the Council area that has been set aside for the use or enjoyment of the public or a section of the public under the circumstances specified in Section 192(1)(a) and (b) of the Act.
84.2	The duty pursuant to Section 192(4) of the Act to immediately cause a copy of a resolution under Section 192(1) of the Act to assume the care, control and management of land to be published in the <i>Gazette</i> .
85. Classification	
85.1	The duty pursuant to Section 193(6) of the Act to give notice in the <i>Gazette</i> of a resolution:
85.1.1	to exclude land from classification as community land under

Section 193(4) of the Act; or	
85.1.2	to classify as community land, land that had previously been excluded from classification as such under Section 193(5) of the Act.
86. Revocation of Classification of Land as Community Land	
86.1	The duty pursuant to Section 194(2) of the Act before the Council revokes the classification of land as community land to:
86.1.1	prepare and make publicly available a report on the proposal containing:
86.1.1.1	a summary of reasons for the proposal; and
86.1.1.2	a statement of any dedication, reservation or trust to which the land is subject; and
86.1.1.3	a statement of whether revocation of the classification is proposed with a view to sale or disposal of the land and, if so, details of any Government assistance given to acquire the land and the statement of how the Council proposes to use the proceeds; and
86.1.1.4	an assessment of how implementation of the proposal would affect the area and the local community; and
86.1.1.5	if the Council is not the owner of the land, a statement of any requirements made by the owner of the land as a condition of approving the proposed revocation of the classification; and
86.1.2	follow the relevant steps set out in the Council's public consultation policy.
86.2	After complying with the requirements of Section 194(2) of the Act, the duty pursuant to Section 194(3) of the Act to prepare a report on all submissions made on it as part of the public consultation process.
86.3	The power pursuant to Section 194(4) of the Act to consult with the Minister in relation to a regulation made under Section 194(1) over a specific piece of land.
87. Effect of Revocation of Classification	
87.1	If it appears from the Register Book that the land is subject to a dedication, reservation or trust, other than a dedication, reservation or trust under the Crown Lands Act 1929, the duty pursuant to Section 195(2) of the Act immediately after the revocation of the classification of the land as community land, to give notice of the revocation to the

Registrar-General in the manner and form approved by the Registrar-General.	
88. Management Plans	
88.1	The power and duty pursuant to and in accordance with Section 196(1), (2), (3) and (7) of the Act to prepare and adopt management plan or management plans for the Council's community land, for which a management plan must be prepared, that:
88.1.1	identifies the land to which it applies; and
88.1.2	states the purpose for which the land is held by the Council; and
88.1.3	states the Council's objectives, policies (if any) and proposals for the management of the land; and
88.1.4	states performance targets and how the Council proposes to measure its performance against its objectives and performance targets.
88.2	If a management plan relates to land that is not in the Council's ownership, the power and duty pursuant to Section 196(4) of the Act to consult with the owner of the land at an appropriate stage during the preparation of the plan and the plan must:
88.2.1	identify the owner of the land; and
88.2.2	state the nature of any trust, dedication or restriction to which the land is subject apart from the Act; and
88.2.3	contain any provisions that the owner reasonably requires and identify those provisions as provisions required by the owner.
88.3	The duty pursuant to Section 196(5) of the Act to ensure (as far as practicable) that the management plan is consistent with other relevant official plans and policies about conservation, development and use of the land and contains any special provisions required under the Regulations.
89. Public Consultation on Proposed Management Plan	
89.1	Before the Council adopts a management plan for community land, the duty to pursuant to Section 197(1) of the Act and subject to Section 197(2) of the Act:
89.1.1	make copies of the proposed plan available for inspection or purchase at the Council's principal office; and
89.1.2	follow the relevant steps set out in Council's public consultation

policy.
89.2 The duty pursuant to Section 197(3) of the Act to give public notice of the adoption of a management plan.
90. Amendment or Revocation of Management Plan
90.1 The power pursuant to Section 198(1) of the Act and in accordance with Section 198(2) and (3) of the Act to amend or revoke a management plan by the adoption of a proposal for its amendment or revocation.
90.2 The power pursuant to Section 198(2) and (3) of the Act to conduct public consultation prior to the Council or the Delegate adopting a proposal for amendment to or revocation of a management plan, unless in the opinion of the Delegate the amendment has no impact or no significant impact on the interests of the community.
90.3 The duty pursuant to Section 198(4) of the Act to give public notice of Council's or the Delegate's adoption of a proposal for the amendment or revocation of a management plan.
91. Effect of Management Plan
91.1 The duty pursuant to Section 199 of the Act to manage community land in accordance with any management plan for the relevant land.
92. Use of Community Land for Business Purposes
92.1 The power pursuant to Section 200(1), (2) and (3) of the Act to approve a person's use of community land for a business purpose, consistent with provisions of the management plan and on any conditions the Delegate considers appropriate.
93. Sale or Disposal of Local Government Land
93.1 The power pursuant to Section 201(1) of the Act to sell or otherwise dispose of an interest in land:
93.1.1 vested in the Council in fee simple; or
93.1.2 vested in the Council as lessee.
93.2 The power pursuant to Section 201(2) of the Act to:
93.2.1 grant an easement (including a right of way) over community land; and
93.2.2 grant an easement (excluding a right of way) over a road or part of a road.

94. Alienation of Community Land by Lease or Licence	
94.1	The power pursuant to Section 202(1) and (5) of the Act and subject to Section 202(7) of the Act to grant a lease or licence over community land (including community land that is, or forms part of, a park or reserve), for:
94.1.1	the erection or removal of buildings and other structures for the purpose of activities conducted under the lease or licence;
94.1.2	the exclusion, removal or regulation of persons, vehicles or animals from or on the land, and the imposition of admission or other charges (subject to the fixing or varying of the charge by Council, pursuant to Section 44(3)(j) of the Act);
94.1.3	any other matter relevant to the use or maintenance of the land.
94.2	The duty pursuant to Section 202(2) and (3) of the Act and subject to Section 202(7) of the Act before granting a lease or licence relating to community land to follow the relevant steps set out in Council's public consultation policy, unless:
94.2.1	the grant of the lease or the licence is authorised in an approved management plan for the land and the term of the proposed lease or licence is 5 years or less; or
94.2.2	the Regulations provide, in the circumstances of the case, for an exemption from compliance with the public consultation policy.
94.3	The power and duty pursuant to Section 202(4) of the Act and subject to Section 202(4a) and Section 202(7) of the Act to grant or renew a lease or a licence for a term (not exceeding 42 years) and to extend the term of the lease or licence but not so that the term extends beyond a total of 42 years.
94.4	The duty pursuant to Section 202(6) of the Act and subject to Section 202(7) of the Act to ensure that a lease or licence relating to community land is consistent with any relevant management plan.
95. Register	
95.1	The duty pursuant to Section 207(1) of the Act to keep a register of all community land in Council's area.
95.2	The duty pursuant to Section 207(2)(a) and (b) of the Act to ensure that the register:
95.2.1	contains the information required by the Regulations; and

95.2.2	contains copies of current management plans.
95.3	The power pursuant to Section 207(2)(c) of the Act to include in the register (if the Delegate so decides) a computer record of the relevant information.
95.4	The duty pursuant to Section 207(3) and (4) of the Act to make available the register of all community land in the Council's area for inspection (without charge) or purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council during ordinary office hours.
96. Ownership of Public Roads	
96.1	The duty pursuant to Section 208(4) of the Act to cause a copy of a resolution declaring a road or land to be a public road, or preserving an easement under Section 208(3), to be published in the <i>Gazette</i> .
97. Ownership of Fixtures and Equipment Installed on Public Roads	
97.1	The power pursuant to Section 209(3) of the Act to enter into an agreement with the provider of public infrastructure or the holder of an authorisation or permit under Section 209(1) and (2) of the Act which provides for the vesting of property in fixtures and equipment in the Council.
98. Conversion of Private Road to Public Road	
98.1	The duty pursuant to Section 210(1)(b) of the Act to make reasonable enquiries to find the owner of a private road which the Council is seeking to declare be a public road.
98.2	The duty pursuant to Section 210(2) of the Act at least 3 months before the Council makes a declaration under Section 210 of the Act to:
98.2.1	if the identity and whereabouts of the owner of the road are known to the Council, give written notice to the owner of land subject to the proposed declaration; and
98.2.2	if a person has some other form of registered legal interest over the road and the identity and whereabouts of that person are known to the Council – give written notice to the person of the proposed declaration; and
98.2.3	give public notice of the proposed declaration.
98.3	The duty pursuant to Section 210(5) to publish in the <i>Gazette</i> a declaration of the Council made in accordance with Section 210(1) of the Act.

98.4	The duty pursuant to Section 210(7) of the Act to furnish to the Registrar-General a copy of any declaration under Section 210 of the Act in a manner and form approved by the Registrar-General immediately after it is made.
99. Highways	
99.1	The power pursuant to Section 211(1)(a) of the Act to enter into an agreement with the Commissioner of Highways in order for the Council to exercise its powers under Part 2 of Chapter 11 of the Act in relation to a highway.
100. Power to Carry Out Roadwork	
100.1	The power pursuant to Section 212(1) of the Act to have road works carried out in the Council's area or, by agreement with another Council, in the area of another Council.
100.2	The power pursuant to Section 212(3) of the Act to do anything reasonably necessary for, or incidental, to roadwork pursuant to Section 212(2) of the Act, providing that:
100.2.1	the roadwork is carried out in compliance with any relevant requirement under the Road Traffic Act 1961; and
100.2.2	before carrying out roadwork in relation to a road that runs into or intersects with a highway (and that may have an effect on the users of that highway), consult with the Commissioner of Highways; and
100.2.3	the roadwork in relation to a private road is only carried out if:
100.2.3.1	the owner agrees; or
100.2.3.2	the Council has given the owner reasonable notice of the proposed roadwork and a reasonable opportunity to make representations and has considered any representations made in response to the notice; or
100.2.3.3	the identity or whereabouts of the owner is unknown; and
100.2.4	the roadwork on other private land is carried out with the agreement of the owner (unless otherwise provided in the Act).

101. Recovery of Cost of Roadwork
101.1 Where roadwork has been carried by agreement, the power pursuant to Section 213(1) of the Act to recover the whole of the cost or an agreed contribution determined by the Delegate under the terms of the agreement.
101.2 Where roadwork has been carried out to repair damage to a road, the power pursuant to Section 213(2) of the Act to recover the cost of carrying out the work, as a debt, from:
101.2.1 the person who caused the damage; or
101.2.2 in the case of damage caused by the bursting, explosion or fusion of any pipe, wire, cable, fitting or other object – the person who is the owner, or who has control of that infrastructure.
101.3 If the Council carries out roadwork on a private road, the power pursuant to Section 213(3) of the Act to recover the cost of the work or a contribution towards the cost of the work determined by the Delegate as a debt from the owner of the private road.
102. Contribution Between Councils where Road is on Boundary Between Council Areas
102.1 Where roadwork is a carried out on a road on the boundary between 2 Council areas, the power pursuant to Section 214(1) and (2) of the Act to recover a reasonable contribution from the other Council towards the cost of the work, being an amount agreed between the Councils or, in the absence of an agreement, an amount determined by the Court in which the action for contribution is brought.
103. Special Provisions for Certain Kinds of Roadwork
103.1 If the Council changes the level of a road, the duty pursuant to Section 215(1) of the Act to:
103.1.1 ensure that adjoining properties have adequate access to the road; and
103.1.2 construct any retaining walls, embankments or other structures necessary to provide protection required in consequence of the change of level.
103.2 The power pursuant to Section 215(2) of the Act to carry out road work to allow water from a road to drain into adjoining property if, in the Delegate's opinion:
103.2.1 there is no significant risk of damage to the adjoining property;

or
103.2.2 the road work does not significantly increase the risk of damage to adjoining property.
103.3 The duty pursuant to Section 215(4) of the Act to give reasonable notice of proposed action to drain water into land under Section 215(2) of the Act to the owner of the land, except in a case of urgency.
104. Power to Order Owner of Private Road to Carry out Specific Roadwork
104.1 The power pursuant to Section 216(1) of the Act to, by order in writing in accordance with Section 216(2) of the Act to the owner of a private road, require the owner to carry out specified roadwork to repair or improve the road.
104.2 The duty pursuant to Section 216(2) of the Act to apply Divisions 2 and 3 of Part 2 of Chapter 12 of the Act with respect to:
104.2.1 any proposal to make an order; and
104.2.2 if an order is made, any order,
under Section 216(1) of the Act.
105. Power to Order Owner of Infrastructure on Road to Carry Out Specified Maintenance or Repair Work.
105.1 The power pursuant to Section 217(1) of the Act by order in writing to the owner of a structure or equipment (including pipes, wires, cables, fittings and other objects) installed in, on, across, under or over a road, to require the owner:
105.1.1 to carry out specified work by way of maintenance or repair; or
105.1.2 to move the structure or equipment in order to allow the Council to carry out roadwork.
105.2 Where the order made pursuant to Section 217(1) of the Act is not complied with within a reasonable time fixed in the order, the power pursuant to Section 217(2)(a) of the Act to take action required by the order and to recover the cost of doing so as a debt from the owner.
106. Power to Require Owner of Adjoining Land to Carry Out Specific Work
106.1 The power pursuant to Section 218(1) of the Act to, by order in writing in accordance with Section 218(2) of the Act to the owner of land adjoining the road, require the owner to carry out specified work to construct, remove or repair a crossing place from the road to the land.
106.2 The duty pursuant to Section 218(2) of the Act to apply Divisions 2 and

3 of Part 2 of Chapter 12 of the Act with respect to:
106.2.1 any proposal to make an order; and
106.2.2 if an order is made, any order
under Section 218(1) of the Act.
107. Power to Assign a Name, or Change the Name, of a Road or Public Place
107.1 The power pursuant to Section 219(1) of the Act to assign a name to a public or private road, or to a public place, or change the name of a public or private road, or of a public place.
107.2 The duty pursuant to Section 219(1a) of the Act to assign a name to a public road created after the commencement of Section 219(1a) of the Act by land division.
107.3 Where it is proposed to change the name of a public road that runs into the area of an adjoining council, the duty pursuant to Section 219(2) of the Act to:
107.3.1 give the adjoining council at least 2 months notice of the proposed change; and
107.3.2 consider any representations made by the adjoining council in response to that notice.
107.4 The duty pursuant to Section 219(3) of the Act to:
107.4.1 immediately notify the Registrar-General, the Surveyor-General and the Valuer-General of the assignment of a name, or the change of a name, under Section 219 of the Act; and
107.4.2 on request by the Registrar-General, the Surveyor-General or the Valuer-General, provide information about the names of roads or public places in the Council's area.
107.5 The duty pursuant to Section 219(4) of the Act to give public notice of the assigning or changing of a name under Section 219(1) of the Act.
107.6 The power pursuant to Section 219(5) of the Act to prepare and adopt a policy relating to the assigning of names under Section 219 of the Act.
107.7 The power pursuant to Section 219(6) of the Act to, at any time, alter a policy or substitute a new policy.
107.8 The duty pursuant to Section 219(7) of the Act to publish notice of the adopting or altering of a policy under Section 219 of the Act:
107.8.1 in the Gazette; and

107.8.2 in a newspaper circulating in the area of the council; and
107.8.3 on a website determined by the Chief Executive Officer.
108. Numbering of Premises and Allotments
108.1 The power pursuant to Section 220(1) of the Act to adopt a numbering system for buildings and allotments adjoining a road.
108.2 The duty pursuant to Section 220(1a) of the Act to assign a number (as part of its primary street address) to all buildings or allotments adjoining a public road created after the commencement of Section 220(1a) of the Act by land division.
108.3 The duty pursuant to Section 220(1b) of the Act to ensure that an assignment under Section 220(1a) of the Act occurs within 30 days after the issue of certificate of title in relation to the relevant land division in accordance with any requirements prescribed by regulations made for the purposes of Section 220(1b) of the Act.
108.4 The power pursuant to Section 220(2) of the Act to, from time to time, alter a numbering system, or substitute a new numbering system, under Section 220 of the Act.
108.5 The duty pursuant to Section 220(3) of the Act to give public notice of the adopting, altering or substituting of a numbering system for a particular road.
108.6 The duty pursuant to Section 220(4) of the Act to notify the Valuer-General of the decision to adopt, alter or substitute a numbering system.
108.7 The power pursuant to Section 220(6) of the Act to request an owner of land to ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Delegate.
109. Alteration of Road
109.1 The power pursuant to Section to 221(1) and (2) of the Act to authorise a person (other than the Council or a person acting under some other statutory authority) to make an alteration to a public road, such as:
109.1.1 altering the construction or arrangement of the road to permit or facilitate access from an adjacent property; or
109.1.2 erecting or installing a structure (including pipes, wires, cables, fixtures, fittings and other objects) in, on, across, under or over the road; or
109.1.3 changing or interfering with the construction, arrangement or

materials of the road; or
109.1.4 changing, interfering with or removing a structure (including pipes, wires, cables, fixtures, fittings and other objects) associated with the road; or
109.1.5 planting a tree or other vegetation on the road, interfering with vegetation on the road or removing vegetation from the road.
109.2 Before authorising the erection or installation of a structure under Section 221(2)(b) of the Act the duty pursuant to Section 221(4) of the Act to give consideration as to whether the structure will:
109.2.1 unduly obstruct the use of the road; or
109.2.2 unduly interfere with the construction of the road; or
109.2.3 have an adverse effect on road safety.
109.3 The power pursuant to Section 221(6) of the Act to grant an authorisation under Section 221 of the Act:
109.3.1 for a particular act or occasion; or
109.3.2 for a term which is, subject to revocation for breach of a condition, to remain in force for a term (not exceeding 42 years) stated in the authorisation and, at the expiration of the term, the power to renew the term for a further term (not exceeding 42 years) fixed by the Delegate at the time of the renewal.
110. Permits for Business Purposes
110.1 The power pursuant to Section 222(1) of the Act to authorise a person to use a public road for business purposes and to give a permit to do so.
110.2 Subject to the Act, the power pursuant to Section 222(2) of the Act to issue a permit that grants rights of exclusive occupation in relation to part of a public road.
110.3 The power pursuant to Section 222(3) of the Act to issue a permit to use a public road for a particular occasion or for a term stated in the permit.

111. Public Consultation
111.1 The duty pursuant to Section 223(1) of the Act before granting the authorisation to alter a public road or the permit to use a public road for business purposes, to follow the relevant steps set out in Council's public consultation policy, if the Delegate proposes to grant an authorisation or permit:
111.1.1 that confers a right of exclusive occupation; or
111.1.2 that would have the effect of restricting access to a road; or
111.1.3 in relation to a use or activity for which public consultation is required under the Regulations.
111.2 The duty pursuant to Section 223(2) of the Act to give written notice of the proposal to agencies that are, under the Regulations, to be notified of the proposal to grant an authorisation to alter a public road or to permit the use of a public road for business purposes.
112. Conditions of Authorisation or Permit
112.1 The power pursuant to Section 224 of the Act to grant an authorisation or permit under Division 6 of Part 2, Chapter 11 on conditions the Delegate considers appropriate.
113. Cancellation of Authorisation or Permit
113.1 The power pursuant to Section 225(1) of the Act by notice in writing to the holder of an authorisation or permit, to cancel the authorisation or permit for breach of a condition.
113.2 The duty pursuant to Section 225(2) of the Act before cancelling an authorisation or permit, to:
113.2.1 give the holder of the authorisation or permit a written notice of the proposed cancellation stating the grounds on which the Delegate proposes to act and allowing the holder a reasonable period to make written representations to the Delegate on the proposed cancellation; and
113.2.2 consider any representations made in response to the notice.
113.3 The power pursuant to Section 225(3) of the Act to determine if a shorter period of notice should apply under Section 225(2)(a) of the Act, to protect the health or safety of the public, or otherwise to protect the public interest.

114. Register
114.1 The power and duty pursuant to Section 231(1) and (2) of the Act to keep a register of public roads in the Council's area, which:
114.1.1 includes the information required by regulation; and
114.1.2 may consist (if the Delegate so decides) of a computer record of the relevant information.
114.2 The duty pursuant to Section 231(3) and (4) of the Act to make the register available for public inspection (without charge) and purchase of extracts (upon payment of a fee fixed by the Council) at the principal office of the Council during ordinary office hours.
115. Trees
The power pursuant to Section 232 of the Act to plant vegetation or authorise or permit the planting of vegetation, on a road, only after complying with the following matters (in addition to complying with any other statutory requirement):
115.1 giving consideration to whether the vegetation is, on balance, appropriate to the proposed site taking into account -
115.1.1 environmental and aesthetic issues; and
115.1.2 the use and construction of the road (including the potential for interference with the construction of the road or with structures (including pipes, wires, cables, fixtures, fittings or other objects) in the road); and
115.1.3 road safety matters; and
115.1.4 other matters (if any) considered relevant by the Delegate; and
115.2 where the vegetation may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area, to follow the relevant steps set out in its public consultation policy.
116. Damage
116.1 The power pursuant to Section 233(1) and (2) of the Act to recover damages, in the same way as damages for a tort, where a person, without the Council's permission, intentionally or negligently damages a road or a structure (including pipes, wires, cables, fixtures, fittings and other objects) belonging to the Council associated with the road.
117. Council's Power to Remove Objects etc from Roads

117.1	The power pursuant to Section 234(1) of the Act to remove and dispose of any structure, object or substance from a road if:
117.1.1	it has been erected, placed or deposited on the road without the authorisation or permit required under Part 2 of Chapter 11 of the Act; or
117.1.2	an authorisation or permit has been granted but has later expired or been cancelled.
117.2	The power pursuant to Section 234(2) of the Act to recover the cost of acting under Section 234 of the Act as a debt from the person who erected, placed or deposited the structure, object or substance on the road.
117.3	Where, as a result of an accident involving a vehicle or vehicles, any wreckage, objects or materials are left on a road, the power pursuant to Section 234(3) of the Act to clear the area and to recover the cost from the driver of the vehicle or, if more than one vehicle was involved, the driver of any one of the vehicles.
118. Deposit of Rubbish etc	
118.1	The power pursuant to Section 235(1) of the Act to authorise or permit the following:
118.1.1	the deposit of rubbish on a public road or public place; or
118.1.2	the deposit of goods, materials, earth, stone, gravel, or any other substance on a public road or public place.
119. Abandonment of Vehicles and Farm Implements	
119.1	The power pursuant to Section 236(2) of the Act to seek an order from the court by which a person is convicted of an offence against Section 236(1) of the Act, that the convicted person pay to the Council any costs incurred by the Council in removing or disposing of a vehicle or farm implement abandoned on a public road or public place.
120. Removal of Vehicles	
120.1	The duty pursuant to Section 237(4) of the Act to ensure that the owner of the vehicle is notified of the removal of the vehicle:
120.1.1	by written notice in the prescribed form:
120.1.1.1	served on the owner personally; or
120.1.1.2	served on the owner by the use of person-to-person registered post,

as soon as practicable after the removal of the vehicle; or
120.1.2 if the owner is unknown or cannot be found – by public notice published in a newspaper circulating generally in the State within 14 days after the removal of the vehicle.
120.2 If the owner of a removed vehicle does not, within 1 month after service or publication of the notice, pay all expenses in connection with the removal, custody and maintenance of the vehicle, and of serving, publishing or posting the notice, and take possession of the vehicle, the power and duty pursuant to Section 237(5) of the Act to, subject to Section 237(6)(b) of the Act, offer the vehicle for sale by public auction or public tender.
120.3 The power pursuant to Section 237(6) of the Act to dispose of the vehicle in such manner as the Delegate thinks fit if:
120.3.1 the vehicle is offered for sale but not sold; or
120.3.2 the Delegate reasonably believes that the proceeds of the sale of the vehicle would be unlikely to exceed the costs incurred in selling the vehicle or the costs incidental to removing or holding the vehicle, or those costs combined.
120.4 The duty pursuant to Section 237(7) of the Act, where the vehicle is sold, to apply the proceeds of sale as follows:
120.4.1 firstly, in payment of the costs of and incidental to the sale;
120.4.2 secondly, in payment of the costs of and incidental to the removal, custody and maintenance of the vehicle and of the notice served, posted or published under Section 237 of the Act;
120.4.3 thirdly, in payment of the balance to the owner of the vehicle.
120.5 The duty pursuant to Section 237(8) of the Act to make reasonable inquiry to find the owner of the vehicle following sale and, if after that reasonable inquiry, the owner cannot be found, the duty to pay the balance of the proceeds of sale to the Council.
120.6 The duty pursuant to Section 237(9) of the Act to take reasonable steps to return property found in the vehicle, and where the property cannot be returned, the duty to deal with the property as unclaimed goods under the Unclaimed Goods Act 1987 as if the Council were the bailee of those goods.
121. Time Limits for Dealing with Certain Applications
121.1 Where the power to decide upon certain applications to which the

<p>Section applies has been delegated, the duty pursuant to Section 242(1) and (2) of the Act within two months after the relevant date, to make a decision in respect of the application and, if not so decided, it is taken to have been refused.</p>
<p>121.2 The duty pursuant to Section 242(3) of the Act to notify the applicant in writing as soon as practicable of a decision or presumptive decision on an application to which Section 242 of the Act applies.</p>
<p>122. Registrar-General to Issue Certificate of Title</p>
<p>122.1 The duty pursuant to Section 243(1) of the Act to apply to the Registrar-General for the issue of a Certificate of Title for the land under the Real Property Act 1896, where land vests for an estate in fee simple in the Council under this Act.</p>
<p>122.2 The duty pursuant to Section 243(2) of the Act to make such application to the Registrar-General for the issue of a Certificate of Title as follows:</p>
<p>122.2.1 in a manner and form approved by the Registrar-General; and</p>
<p>122.2.2 accompanied by:</p>
<p>122.2.2.1 unless otherwise required by the Registrar-General - the duplicate Certificate of Title for the land; and</p>
<p>122.2.2.2 any surveys of the land and other materials that the Registrar-General may reasonably require; and</p>
<p>122.2.2.3 a fee fixed by the Registrar-General.</p>
<p>123. Liability for Injury, Damage or Loss Caused by Certain Trees</p>
<p>123.1 The power and duty pursuant to Section 245 of the Act to take reasonable action in response to a written request by an owner or occupier of property adjacent to a road for the Council to take reasonable action to avert a risk of damage to property of the owner or occupier from a tree growing in the road (whether planted by the Council or not).</p>
<p>124. Council May Require Bond or Other Security in Certain Circumstances</p>
<p>124.1 Subject to Section 245A of the Act, if,</p>
<p>124.1.1 a person has approval to carry out development under the Development Act 1993; and</p>
<p>124.1.2 the delegate has reason to believe that the performance of work in connection with the development could cause damage to any local government land (including a road) within the</p>

vicinity of the site of the development,
the power, pursuant to Section 245A of the Act, to, by notice in writing serve on the person who has the benefit of the approval, require the person to enter into an agreement that complies with any requirements prescribed by the regulations so as to ensure that money is available to address the cost of any damage that may be caused.
124.2 The power pursuant to Sections 37(b) and 245A of the Act, where a person has approval to carry out development under the Development Act 1993 and a notice in writing has been served pursuant to Section 245A of the Act on the person who has the benefit of the approval, to enter into an agreement that complies with any requirements prescribed by the regulations so as to ensure that money is available to address the cost of any damage that may be caused.
125. Power to Make By-Laws
125.1 The duty pursuant to Section 246(4a) of the Act, if the Council makes a determination under Section 246(3)(e) of the Act, to ensure that notice of the determination is published in the Gazette and in a newspaper circulating in the area of the Council.
126. Passing By-Laws
126.1 If it is proposed that the Council make a by-law, then at least 21 days before the Council resolves to make the by-law, the duty pursuant to Section 249(1) of the Act to:
126.1.1 make copies of the proposed by-law (and any code, standard or other document proposed to be applied or incorporated by the by-law) available for public inspection, without charge and during ordinary office hours, at the principal office of the Council, and so far as is reasonable practicable on the Internet; and
126.1.2 by notice in a newspaper circulating in the area of the Council:
126.1.2.1 inform the public of the availability of the proposed by-law; and
126.1.2.2 set out the terms of the by-law, or describe in general terms the by-law's nature and effect.
126.2 Before the Council makes a by-law, the duty pursuant to Section 249(4) of the Act to obtain a certificate, in the prescribed form, signed by a legal practitioner certifying that, in the opinion of the legal practitioner:
126.2.1 the Council has power to make the by-law by virtue of a statutory power specified in the certificate; and

126.2.2 the by-law is not in conflict with the Act.
126.3 The duty pursuant to Section 249(5) of the Act to publish a by-law in the <i>Gazette</i> .
126.4 The duty pursuant to Section 249(7) of the Act to publish a notice of the making of a by-law under Section 249 of the Act in a newspaper circulating in the area of the Council.
127. Model By-Laws
127.1 The duty pursuant to Section 250(5) of the Act to publish the resolution adopting a model by-law or alteration made under Section 250 of the Act in the <i>Gazette</i> .
127.2 The duty pursuant to Section 250(7) of the Act to publish a notice of the adoption of a model by-law or alteration made under Section 250 of the Act in a newspaper circulating in the area of the Council.
128. Register of By-Laws and Certified Copies
128.1 The duty pursuant to Section 252(1) and (2) to cause a separate register to be kept of all by-laws made or adopted by the Council; such register to include a copy of any code, standard or other document referred to or incorporated in a by-law.
128.2 The duty pursuant to Section 252(3) and (4) of the Act to make available the register of by-laws for inspection or purchase an extract from the register (on payment of a fee fixed by the Council) by the public at the principal office of the Council during ordinary office hours.
128.4 The duty pursuant to Section 252(5) of the Act to make available, on payment of a fee fixed by the Council, a certified copy of a by-law of the Council in force at the particular time.
129. Power to Make Orders
129.1 The power pursuant to Section 254 of the Act to order a person to do or to refrain from doing a thing specified in Column 1 of the Table in Part 2 of Chapter 12, if in the opinion of the Delegate, the circumstances specified in Column 2 of the Table exist and the person is within the description in Column 3 of the Table.
130. Procedures to be Followed
130.1 The duty pursuant to Section 255(1) of the Act before taking action to make an order under Part 2 of Chapter 12 (but subject to this Section), to give the person to whom it is proposed that the order be directed a notice in writing:

130.1.1 stating the proposed action, including the terms of the proposed order and the period within which compliance with the order will be required; and
130.1.2 stating the reasons for the proposed action; and
130.1.3 inviting the person to show, within a specified time (being a reasonable period), why the proposed action should not be taken (by making representations to the Delegate).
130.2 If a notice of intention to make an order is directed to a person who is not the owner of the relevant land, the duty pursuant to Section 255(2) of the Act to take reasonable steps to serve a copy of the notice on the owner.
130.3 The power pursuant to Section 255(3) of the Act after considering representations made within the time specified under Section 255(1) of the Act:
130.3.1 to make an order in accordance with the terms of the original proposal; or
130.3.2 to make an order with modifications from the terms of the original proposal; or
130.3.3 to determine not to proceed with an order.
130.4 The power pursuant to Section 255(5) of the Act to:
130.4.1 include two or more orders in the same instrument;
130.4.2 direct two or more persons to do something specified in the order jointly.
130.5 The duty pursuant to Section 255(6) of the Act to ensure that the order:
130.5.1 subject to Section 255 of the Act, specifies a reasonable period within which compliance with the order is required; and
130.5.2 states the reasons for the order.
130.6 The duty pursuant to Section 255(7) of the Act to serve an order in accordance with Part 2 of Chapter 14 of the Act on the person to whom it is addressed.
130.7 If an order is directed to a person who is not the owner of the relevant land, the duty pursuant to Section 255(8) of the Act to take reasonable steps to serve a copy of the order on the owner.
130.8 The power pursuant to Section 255(11) of the Act at the request or with

the agreement of the person to whom an order is directed, to vary the order on the Delegate's own initiative, or to revoke an order if satisfied that it is appropriate to do so.
130.9 If the Delegate, in the circumstances of a particular case, considers:
130.9.1 that an activity constitutes, or is likely to constitute, a threat to life or an immediate threat to public health or public safety; or
130.9.2 that an emergency situation otherwise exists,
the Delegate has the power pursuant to Section 255(12) of the Act to:
130.9.3 Proceed immediately to make an order under this Section without giving notice under Section 255(1); and
130.9.4 require immediate compliance with an order despite Section 255(6)(a).
131. Rights of Review
131.1 The duty pursuant to Section 256(1) and (2) of the Act to ensure that an order made under Part 2 of Chapter 12 includes a statement setting out the rights of the person to appeal against the order under the Act, and to include the information specified by the Regulations to the Act.
132. Action on Non-Compliance
132.1 The power pursuant to Section 257(1) of the Act, where the requirements of an order are not complied with within the time fixed for compliance, or if there is an application for review, within 14 days after the determination of the review, to (subject to the outcome of any review) take the action required by the order.
132.2 The power pursuant to Section 257(2) of the Act to authorise an employee or another person to take action under Section 257(1) of the Act.
132.3 The power pursuant to Section 257(3) of the Act to take action to recover the reasonable costs and expenses incurred by the Council in taking action for the non-compliance with an order, as a debt from the person who failed to comply with the requirements of the order.
132.4 The power pursuant to Section 257(5) of the Act where an amount is recoverable from a person by the Council for action of non-compliance with an order, by notice in writing to the person, to fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid and, if the amount is not paid by the person within that period:
132.4.1 the person is liable to pay interest charged at the prescribed

rate per annum on the amount unpaid; and
132.4.2 if the person is the owner of the land to which the order relates – the power, in accordance with Schedule 6, to impose a charge over the land for the unpaid amount, together with interest.
133. Councils to Develop Policies
133.1 The power and duty pursuant to Section 259(1) of the Act to take reasonable steps to prepare and adopt policies concerning the operation of Part 2 of Chapter 12 of the Act.
133.2 The power and duty pursuant to Section 259(2) of the Act to:
132.2.1 prepare a draft of a Policy; and
133.2.2 by notice in a newspaper circulating in the area of the Council, give notice of the place or places at which copies of the draft are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) and invite interested persons to make written representations on the draft within a period specified by the Council or the Delegate (being at least four weeks).
133.3 The duty pursuant to Section 259(3) of the Act to consider any submission made on a proposed policy in response to an invitation under Section 259(2) of the Act.
133.4 The power pursuant to Section 259(4) of the Act to amend a policy at any time.
133.5 The duty pursuant to Section 259(5) of the Act before adopting an amendment to a policy, to take the steps specified in Section 259(2) and (3) (as if the amendment were a new policy), unless the Council or the Delegate determines the amendment is only of minor significance.
133.6 The duty pursuant to Sections 259(6) and (7) of the Act to make a policy available for inspection (without charge) and purchase (upon payment of a fee fixed by the Council) at the principal office of the Council during ordinary office hours.
133.7 The duty pursuant to Section 259(8) of the Act in considering whether to make an order under Part 2 of Chapter 12 of the Act, to deal with the particular case on its merits and the duty to take into account any relevant policy under Division 3 of Part 2, Chapter 12 of the Act.
134. Appointment of Authorised Persons
134.1 The power, pursuant to Section 260(1) of the Act by instrument in writing, to appoint a person (other than a member of the Council) to be

an authorised person.
134.2 The power pursuant to Section 260(2) of the Act to make an appointment of an authorised person subject to such conditions or limitations as the Delegate determines and specified in the instrument of appointment.
134.3 The power and duty pursuant to Section 260(3) of the Act to issue to an authorised person an identity card:
134.3.1 containing a photograph of the authorised person; and
134.3.2 identifying any conditions or limitations imposed under Section 260(2) of the Act.
134.4 The power pursuant to Section 260(5) of the Act to at any time revoke an appointment under Section 260 of the Act, or to vary or revoke a condition or limitation, or impose a further condition or limitation on the appointment.
135. Procedures for Review of Decisions and Requests for Services
135.00 The power and duty pursuant to Section 270(a1) of the Act and in accordance with Sections 270(a2) and (4a) of the Act, to develop and maintain policies, practices and procedures for dealing with:
135.00.1 any reasonable request for the provision of a service by the Council or for the improvement of a service provided by the Council; and
135.00.2 complaints about the actions of the Council, employees of the Council, or other persons acting on behalf of the Council.
135.0 The power and duty pursuant to Section 270(a2) of the Act to ensure the policies, practices and procedures required under Section 270(a1) of the Act, are directed towards:
135.0.1 dealing with the relevant requests or complaints in a timely, effective and fair way; and
135.0.2 using information gained from the Council's community to improve its services and operations.
135.1 Without limiting Sections 270(a1) and (a2) of the Act, the power and duty pursuant to Section 270(1) of the Act and in accordance with Sections 270(2) and (4a) of the Act, to establish procedures for the review of decisions of:
135.1.1 the Council;

135.1.2 employees of the Council;
135.1.3 other persons acting on behalf of the Council,
135.2 The duty pursuant to Section 270(2) of the Act to ensure that the procedures established under Section 270(1) of the Act address the following matters (and any other matters which the Delegate or the Council determines to be relevant):
135.2.1 the manner in which an application for review may be made;
135.2.2 the assignment of a suitable person to reconsider a decision under review;
135.2.3 the matters that must be referred to the Council itself for consideration or further consideration;
135.2.3A in the case of applications that relate to the impact that any declaration of rates or service charges may have had on ratepayers – the provision to be made to ensure that these applications can be dealt with promptly and, if appropriate, addressed through the provision of relief or concessions under the Act;
135.2.4 the notification of the progress and outcome of an application for review;
135.2.5 the timeframes within which notifications will be made and procedures on a review will be completed.
135.3 The power pursuant to Section 270(4) of the Act to refuse to consider an application for review of a decision under Section 270 of the Act, if:
135.3.1 the application was made by an employee of the Council and relates to an issue concerning his or her employment; or
135.3.2 it appears that the application is frivolous or vexatious; or
135.3.3 the applicant does not have a sufficient interest in the matter.
135.4 The power and duty pursuant to Section 270(5) of the Act to ensure that copies of a document concerning the policies, practices and procedures that apply under Section 270 of the Act are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.
135.5 The power pursuant to Section 270(6) of the Act to, from time to time, amend the policies, practices and procedures established under Section 270 of the Act.

135.6	The power and duty pursuant to Section 270(8) of the Act to, on an annual basis, initiate and consider a report that relates to:
135.6.1	the number of applications for review made under Section 270; and
135.6.2	the kinds of matters to which the applications relate; and
135.6.3	the outcome of applications under this Section; and
135.6.4	such other matters as may be prescribed by the Regulations.
135.7	The power pursuant to Section 270(9) of the Act on an application for the provision of some form of relief or concession with respect to the payment of those rates, to, if appropriate, in view of the outcome of the application, refund the whole or a part of any amount that has been paid.
136. Mediation, Conciliation and Neutral Evaluation	
136.1	The power pursuant to Section 271(1) of the Act as part of, or in addition to, the procedures established under Section 270 of the Act, to make provision for disputes between a person and the Council to be dealt with under a scheme involving mediation, conciliation or neutral evaluation.
136.2	The duty pursuant to Section 271(2) of the Act to provide for the constitution of panels of persons who are available to act as mediators, conciliators and evaluators, and for the selection of an appropriate mediator, conciliator or evaluator, if a dispute is to be dealt with under a Scheme established under Section 271(1) of the Act.
136A. Provision of Information to Minister	
136A.1	The power and duty, pursuant to Section 271A of the Act, to, at the request of the Minister, provide to the Minister specified information, or information of a specified kind, relating to the affairs or operations of the Council.
136A.2	The power pursuant to Section 271A(3) of the Act to, provide information in accordance with a request under Section 271A(1) of the Act, even if:
136AA.2.1	the information was given to the Council in confidence; or
136AA.2.2	is held on a confidential basis under Chapter 6 Part 4.
136B. Minister May Refer Investigation of Council to Ombudsman	

136B.1	The power pursuant to Section 272(3) of the Act, to, before the Minister refers a matter, explain the Council's actions and make submissions to the Minister.
136B.2	The power pursuant to Section 272(5) of the Act, to make submissions to the Minister in relation to the matter.
136C. Action on a Report	
136C.1	The power pursuant to Section 273(3) of the Act to make submissions to the Minister on the report on which the action is based.
136D. Deliberately left blank	
136D.1	Deliberately left blank
136D.2	Deliberately left blank
136E. Action on a Report	
136E.1	The power pursuant to Section 275(2) of the Act to make submissions to the Minister.
137. Special Jurisdiction	
137.1	The power pursuant to Section 276(1) and (2) of the Act to commence, defend or participate in the following proceedings before the District Court, on behalf of the Council:
137.1.1	proceedings to try the title of a member to an office;
137.1.2	proceedings to try the right of a person to be admitted or restored to an office;
137.1.3	proceedings to compel restoration or admission;
137.1.4	proceedings to compel the Council to proceed to an election, poll or appointment;
137.1.5	proceedings to try the validity of a rate or service charge;
137.1.6	proceedings to try the validity of a by-law;
137.1.7	proceedings to compel the production or delivery of any books, voting papers, or other documents or papers to the production or possession of which the Council or person is entitled under this Act.

138. Service of Documents by Councils etc
138.1 Where a document is required or authorised to be served on or given to a person by the Council, the power and duty to effect service in accordance with and pursuant to Section 279 of the Act.
139. Service of Documents on Councils
139.1 The power pursuant to Section 280(1)(c) and (d) of the Act to determine the means available for service of documents on the Council and the power to accept or authorise a person to accept documents on Council's behalf.
140. Recovery of Amounts from Lessees or Licensees
140.1 Where an owner of land is liable to pay an amount to the Council, the power pursuant to Section 281(1) of the Act by written notice to a lessee or licensee of the land, to require him or her to pay to the Council rent or other consideration payable under the lease or license in satisfaction of the liability to the Council.
141. Ability of Occupiers to Carry out Works
141.1 Where an owner of land fails to carry out work that the Council has required the owner to carry out under an Act, the power pursuant to Section 282(1) of the Act to give approval to the occupier of the land to cause the work to be carried out.
142. Power to Enter and Occupy Land in Connection with an Activity
142.1 The duty pursuant to Section 294(1a) of the Act and subject to Section 294(1b) of the Act, to give an owner or occupier of land at least 48 hours notice in writing of an intention to exercise a power under Section 294(1)(b) or (c) of the Act.
142.2 The duty pursuant to Section 294(3) of the Act:
142.2.1 to pay to the owner or occupier of the land rent on a quarterly or half-yearly basis, at a rate to be determined by agreement between the Council and the owner or occupier or, in default of agreement, by the Land and Valuation Court; and
142.2.2 to pay to the owner or occupier of the land within 1 month after occupying the land - reasonable compensation for damage caused to any crops on the land; and
142.2.3 within 6 months of ceasing to occupy the land:
142.2.3.1 remedy damage to land caused by the Council while in occupation of the land (to such extent as

this may be reasonably practicable); and
142.2.3.2 to pay to the owner or occupier of the land reasonable compensation for any other loss or damage caused by the Council, including the full value of any earth, minerals or resources taken from the land;
142.3 The duty pursuant to Section 294(5) of the Act, at the request of an owner of occupier of the land entered and occupied by Council, to erect a fence of reasonable quality and design between the occupied land and the adjoining land.
143. Reclamation of Land
143.1 Where the Council raises, fills in, improves, drains, levels or reclaims land in the area of the Council, the power pursuant to Section 296(1) of the Act to recover the whole or a proportion of the cost of the work from the owners of adjacent or adjoining rateable land improved by the performance of the work in proportion to additional value the work has added to the land.
143.2 The power pursuant to Section 296 (2) of the Act to appoint a valuer to determine the additional value added to the land by Council's activities, under Section 296(1) of the Act.
143.3 The duty pursuant to Section 296(3) of the Act to give notice of a valuation to the relevant owner under this Section of the Act.
143.4 The duty pursuant to Section 296(5) of the Act to conduct an objection or review in the same manner as an objection to or appeal against a valuation under Division 6 of Part 1, Chapter 10 of the Act.
144. Property in Rubbish
144.1 The power pursuant to Section 297 of the Act to sell or dispose of any rubbish that the Council collects within its area, as the Delegate thinks appropriate.
145. Power of Council to Act in Emergency
145.1 Where flooding in the area of the Council has occurred or is imminent and the Delegate is of the opinion that a situation of emergency has arisen in which there is danger to life or property, the power pursuant to Section 298(1) of the Act to order that action be taken as the Delegate thinks fit to avert or reduce the danger.

146. Deliberately left blank
146.1 Deliberately left blank.
146.2 Deliberately left blank.
147. Costs of Advertisements
147.1 The duty pursuant to Section 300(1) of the Act to pay the cost of an advertisement required by the Act, or where the Council or an employee of the Council takes any action that immediately necessitates the advertisement.
148. Whistleblowing
148.1 The duty pursuant to Section 302B of the Act to ensure that a member of staff of the Council who has the qualifications prescribed by the Local Government (General) Regulations 2013 is designated as the responsible officer for the Council for the purposes of the Whistleblowers Protection Act 1993.
149. Preparation of Stormwater Management Plans by Councils
149.1 The duty pursuant to Clause 13(4) of Schedule 1A of the Act to ensure that a stormwater management plan prepared by the Council or group of councils:
149.1.1 complies with the guidelines issued by the Authority; and
149.1.2 is prepared in consultation with the relevant regional NRM board or boards; and
149.1.3 is prepared in accordance with any other procedures or requirements prescribed by the regulations.
150. Authority May Require Preparation of Stormwater Management Plan
150.1 The duty pursuant to Clause 14 of Schedule 1A of the Act if the Authority, of its own motion or at the request of a regional NRM board, so requires by notice in the Gazette, to prepare a stormwater management plan.
151. Authority May Issue Order
151.1 The duty pursuant to Clause 16(4) of Schedule 1A of the Act to comply with an order served by the Authority on the Council under Clause 16(1) of Schedule 1A of the Act.
151.2 The power pursuant to Clause 16(5) of Schedule 1A of the Act to make submissions to the Authority in relation to the matter.

151.3 The power pursuant to Clause 16(6) of Schedule 1A of the Act, if costs and expenses are to be recovered from the Council as a debt, to enter into an agreement for the debt to be repaid over a period of time, subject to the payment by the Council of interest on the debt (at a rate agreed by the Authority and the Delegate).
152. Special Powers in Relation to Land
152.1 The power, pursuant to Clause 21(1) of Schedule 1A of the Act and in accordance with Clause 21(2) of Schedule 1A of the Act, for the purpose of taking action consistent with the provisions of an approved stormwater management plan or required by an order under Clause 16 of Schedule 1A of the Act, to:
152.1.1 enter and occupy any land; and
152.1.2 construct, maintain or remove any infrastructure; and
152.1.3 excavate any land; and
152.1.4 inspect, examine or survey any land and for that purpose: <ul style="list-style-type: none"> (a) fix posts, stakes or other markers on the land; and (b) dig trenches or sink test holes in the land to determine the nature of the top soil and underlying strata; and (c) remove samples for analysis; and
152.1.5 alter water table levels, stop or reduce the flow of water in a watercourse, divert water flowing in a watercourse to another watercourse or to a lake or control the flow of water in any other manner; and
152.1.6 hold water in a watercourse or lake or by any other means; and
152.1.7 divert water to an underground aquifer, dispose of water to a lake, underground aquifer or the sea, or deal with water in any other manner; and
152.1.8 deepen, widen or change the course of a watercourse, deepen or widen a lake or take action to remove any obstruction to the flow of water; and
152.1.9 undertake any other form of work (including work undertaken for the purposes of stormwater management or flood mitigation); and
152.1.10 undertake any testing, monitoring or evaluation; and
152.1.11 undertake any other activity of a prescribed kind.

152.2	The duty pursuant to clause 21(2) of Schedule 1A of the Act not to exercise a power under sub-clause 21(1)(b), (c), (h) or (i) of Schedule 1A of the Act to private land with the intention that any infrastructure will be permanent unless:
152.2.1	it is intended that the owner of the private land will undertake the care, control or management of any relevant infrastructure and the Delegate or the Authority (as the case may be) is acting with the agreement of the owner; and
152.2.2	the Council or the Authority (as the case may be) has first acquired an easement or other appropriate interest over the relevant land by agreement with the owner or in accordance with the Land Acquisition Act 1969 and any other applicable laws.
153. Entry and Occupation of Land Other Than Council Land	
153.1	The duty pursuant to Clause 22(2) of Schedule 1A of the Act and in accordance with Clauses 22(1) and 22(3) of Schedule 1A of the Act to give reasonable notice of an intention to enter, or to enter and occupy land in accordance with Clause 21 to the occupier of the land.
153.2	The duty pursuant to clause 22(3) of Schedule 1A of the Act to ensure that the period of the notice required by Clause 22(1) of Schedule 1A of the Act is at least 2 business days except:
153.2.1	where the occupier has given his or her consent; or
153.2.2	in an emergency in which case the Delegate must give such notice (if any) as the Delegate considers is reasonable in the circumstances.
153.3	The duty pursuant to Clause 22(4) of Schedule 1A of the Act, if the Delegate enters or occupies land to which Clause 22 applies, to:
153.3.1	cause as little harm and inconvenience as practicable; and
153.3.2	not occupy the land for any longer than is reasonably necessary; and
153.3.3	leave the land as nearly as possible in the condition in which the Delegate found the land; and
153.3.4	cooperate as far as practicable with any owner or occupier of the land.

SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

[Instructions for use: any conditions or limitations which apply to delegations under this Act should be inserted here – DELETE this note once conditions/limitations are entered. If no conditions apply insert 'NIL']

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations