



# Sub-delegations under the Dog and Cat Management Act 1995

1 October 2019

## INSTRUMENT OF SUBDELEGATION

On the 11<sup>th</sup> day of July 2017 the City of Holdfast Bay ("the Council") delegated certain powers and functions under the following Act:


- *Dog and Cat Management Act 1995*

to the person holding the position of Chief Executive Officer (the "Head Delegation") subject to the terms and conditions specified in the relevant resolution(s) or in the Schedule of Conditions (if any) in the Head Delegation.

In exercise of the powers under Section 101 of the *Local Government Act 1999* I, as Chief Executive Officer hereby:

- revoke all previous sub-delegations to the positions indicated below; and
- sub-delegate such of those powers and functions identified in the Head Delegation as are specified below to the person holding the positions specified below, on the terms and conditions specified below.

The sub-delegated powers and functions may be exercised individually by each sub-delegate in respect of any particular matter where the sub-delegate is required or proposing to act in the course of their duties.



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Signature

Roberto Bria  
**CHIEF EXECUTIVE OFFICER**

1 October 2019

## **CONDITIONS OF SUBDELEGATIONS MADE BY THE CHIEF EXECUTIVE OFFICER**

### **Conditions applying to all sub delegations**

Nil

### **Other Conditions**

Nil

## **POWERS AND FUNCTIONS SUBDELEGATED IN THIS INSTRUMENT**

### **Delegation Sources**

- Dog and Cat Management Act 1995

### **Titles**

- Administration Community Safety Officer/ Beach Patrol Community Safety Officer: Administration Community Safety Officer/ Beach Patrol Community Safety Officer - Cos Guglielmucci/ Danielle Giles/ Melissa Coonan
- Chief Executive Officer: Chief Executive Officer - Roberto Bria
- Community Safety Officer: Community Safety Officer - Peter Kempe/ Alan Stanley/ Peter O'Hare/ Kelly Haniford
- General Manager City Assets and Services: General Manager City Assets and Services - Howard Lacy
- Manager Regulatory Services: Manager Regulatory Services - Adrian Hill

## Instrument of Delegation under the Dog and Cat Management Act 1995

Dog and Cat Management Act 1995			
#	Item Delegated	Conditions and Limitations	Delegate
81982	<p>1. Appointment of Authorised Persons</p> <p>1.1 The power pursuant to Section 25A(1) of the Dog and Cat Management Act 1995 (the Act) to appoint suitable persons (other than members of the Council) to be authorised persons for the purposes of the Act.</p>		General Manager City Assets and Services, Manager Regulatory Services
82000	<p>1. Appointment of Authorised Persons</p> <p>1.2 The power pursuant to Section 25A(2) of the Act to make an appointment subject to conditions specified in the instrument of appointment.</p>		General Manager City Assets and Services, Manager Regulatory Services
82001	<p>1. Appointment of Authorised Persons</p> <p>1.3 The power pursuant to Section 25A(3) of the Act to, at any time, revoke the appointment of an authorised person, or vary or revoke the conditions of appointment of an authorised person.</p>		General Manager City Assets and Services, Manager Regulatory Services
81983	<p>2. Identification of Authorised Persons</p> <p>2.1 The power pursuant to Section 25B(1) of the Act to issue to an authorised person an identity card in a form approved by the Board.</p>		General Manager City Assets and Services, Manager Regulatory Services
81984	<p>2. Identification of Authorised Persons</p> <p>2.2 The power pursuant to Section 25B(2) of the Act, if the powers of the authorised person have been limited by conditions, to issue an identity card to the person containing a statement of those conditions.</p>		General Manager City Assets and Services, Manager Regulatory Services
81985	<p>3. Area Limitation on Authorised Persons Appointed by Councils</p> <p>3.1 The power pursuant to Section 25C(c) of the Act to arrange with another council for an authorised person appointed by the Council to exercise powers under the Act within the area of the other council.</p>		General Manager City Assets and Services, Manager Regulatory Services
81986	<p>4. Council Responsibility for Management of Dogs and Cats</p>		General Manager City Assets and Services, Manager

<b>Dog and Cat Management Act 1995</b>			
	4.1 The power pursuant to Section 26 of the Act to administer and enforce the provisions of the Act relating to dogs and cats within the Council area and for that purpose to:		Regulatory Services
160867	4. Council Responsibility for Management of Dogs and Cats 4.1.1 maintain a register of dogs containing information required by the Board (which may be kept in the form of a computer record); and		General Manager City Assets and Services, Manager Regulatory Services
160868	4. Council Responsibility for Management of Dogs and Cats 4.1.2 ensure that the Board is provided with information contained in the register as required by the Board from time to time; and		General Manager City Assets and Services, Manager Regulatory Services
160869	4. Council Responsibility for Management of Dogs and Cats 4.1.3 maintain such other registers as may be required by the Board; and		General Manager City Assets and Services, Manager Regulatory Services
160870	4. Council Responsibility for Management of Dogs and Cats 4.1.4 make the registers kept under the Act available for inspection by members of the public in accordance with any guidelines issued by the Board; and		General Manager City Assets and Services, Manager Regulatory Services
160871	4. Council Responsibility for Management of Dogs and Cats 4.1.5 if guidelines issued by the Board so require, limit inspection of a register or part of a register kept under the Act by members of the public; and		General Manager City Assets and Services, Manager Regulatory Services
160872	4. Council Responsibility for Management of Dogs and Cats 4.1.6 appoint a suitable person to be Registrar; and		Chief Executive Officer
160873	4. Council Responsibility for Management of Dogs and Cats 4.1.7 make satisfactory arrangements for issuing and replacing certificates of registration and registration discs; and		General Manager City Assets and Services, Manager Regulatory Services
160874	4. Council Responsibility for Management of Dogs and Cats 4.1.8 appoint at least 1 full time authorised person or make other satisfactory arrangements for the exercise of the functions and powers of authorised persons; and		Chief Executive Officer

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160875	4. Council Responsibility for Management of Dogs and Cats 4.1.9 make satisfactory arrangements for the detention of dogs seized under the Act (and make such arrangements for cats seized under the Act); and		General Manager City Assets and Services, Manager Regulatory Services
160876	4. Council Responsibility for Management of Dogs and Cats 4.1.10 make satisfactory arrangements for fulfilling other obligations under the Act.		General Manager City Assets and Services, Manager Regulatory Services
81987	4. Council Responsibility for Management of Dogs and Cats 4.2 The power pursuant to Section 26(1a) of the Act, to without limiting Section 26(2) of the Act, nominate a facility approved by the Board at which dogs or cats may be detained.		General Manager City Assets and Services, Manager Regulatory Services
81988	4. Council Responsibility for Management of Dogs and Cats 4.3 The power pursuant to Section 26(4) of the Act to keep separate accounts of money received under the Act and of money expended in the administration and enforcement of the provisions of the Act relating to dogs and cats.		General Manager City Assets and Services, Manager Regulatory Services
81989	4. Council Responsibility for Management of Dogs and Cats 4.4 The power pursuant to Section 26(5) of the Act to pay into the Fund the percentage fixed by regulation of the dog registration fees received by the Council.		General Manager City Assets and Services, Manager Regulatory Services
81990	4. Council Responsibility for Management of Dogs and Cats 4.5 The power pursuant to Section 26(6) of the Act to charge: 4.5.1 fees for the provision of extracts from registers kept under the Act; and 4.5.2 fees for the receipt and management of information relating to a register contemplated by Section 26(1)(ac) of the Act; and 4.5.3 fees which may be differential but which must not exceed an amount prescribed by the regulations for the purposes of paragraph (b) of Section 26(6) of the Act: 4.5.3.1 for the registration of dogs or businesses under Part 4 of the Act; and 4.5.3.2 for the late payment of registration fees; and 4.5.3.3 for meeting any other requirement imposed on the Council under the Act.		General Manager City Assets and Services, Manager Regulatory Services

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81991	<p>4. Council Responsibility for Management of Dogs and Cats</p> <p>4.6 The power pursuant to Section 26(7) of the Act, in the case of a standard dog or cat, to, provide for a percentage rebate of a fee that would otherwise be charged for the registration of a dog or cat under the Act.</p>		General Manager City Assets and Services, Manager Regulatory Services
81992	<p>5. Plans of Management Relating to Dogs and Cats</p> <p>5.1 The power pursuant to Section 26A(1) of the Act to in accordance with Sections 26A(2) and (3) of the Act, prepare a plan relating to the management of dogs and cats within the Council area.</p>		General Manager City Assets and Services, Manager Regulatory Services
81993	<p>5. Plans of Management Relating to Dogs and Cats</p> <p>5.2 The power pursuant to Section 26A(5) of the Act to amend a plan of management at any time during the course of the 5 year period covered by the plan, with the approval of the Board.</p>		General Manager City Assets and Services, Manager Regulatory Services
81994	<p>6. Rectification of Register</p> <p>6.1 The power pursuant to Section 39 of the Act upon application by any person aggrieved by an entry in the register, to rectify the register.</p>		General Manager City Assets and Services, Manager Regulatory Services
81995	<p>7. Destruction and Control Orders</p> <p>7.1 The power pursuant to Section 50(1) of the Act to, in accordance with Division 3 of Part 5 of the Act, make an order of any of the following classes in relation to a specified dog:</p> <p>7.1.1 a Destruction Order;</p> <p>7.1.2 a Control (Dangerous Dog) Order;</p> <p>7.1.3 a Control (Menacing Dog) Order;</p> <p>7.1.4 a Control (Nuisance Dog) Order;</p> <p>7.1.5 a Control (Barking Dog) Order.</p>		General Manager City Assets and Services, Manager Regulatory Services
81996	<p>7. Destruction and Control Orders</p> <p>7.2 The power pursuant to Section 50(2)(b) of the Act to approve some other place to the place specified in the order for a dog to be kept or detained until destroyed.</p>		General Manager City Assets and Services, Manager Regulatory Services
81997	<p>8. Grounds on Which Orders May be Made</p> <p>8.1 The power pursuant to Section 51 of the Act to make an order in relation to a dog under Division 3 of Part 5 of the</p>		General Manager City Assets and Services, Manager

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	<p>Act, if satisfied that:</p> <p>8.1.1 in the case of a Destruction Order:</p> <p>8.1.1.1 the dog is unduly dangerous; and</p> <p>8.1.1.2 the dog has attacked, harassed or chased a person or an animal or bird owned by or in the charge of a person in circumstances that would constitute an offence against the Act; or</p>		Regulatory Services
81998	<p>8. Grounds on Which Orders May be Made</p> <p>8.1.2 in the case of a Control (Dangerous Dog) Order:</p> <p>8.1.2.1 the dog:</p> <p>(a) is dangerous; and</p> <p>(b) has attacked, harassed or chased a person or an animal or bird, or is likely to do so, in circumstances that would constitute an offence against the Act or any other Act; or</p> <p>8.1.2.2 the dog is subject to an order made under a law of another jurisdiction that corresponds with a Control (Dangerous Dog) Order; or</p>		General Manager City Assets and Services, Manager Regulatory Services
81999	<p>8. Grounds on Which Orders May be Made</p> <p>8.1.3 in the case of a Control (Menacing Dog) Order:</p> <p>8.1.3.1 the dog:</p> <p>(a) is menacing; and</p> <p>(b) has attacked, harassed or chased a person or an animal or bird, or is likely to do so, in circumstances that would constitute an offence against the Act or any other Act; or</p> <p>8.1.3.2 the dog is subject to an order made under a law of another jurisdiction that corresponds with a Control (Menacing Dog) Order; or</p>		General Manager City Assets and Services, Manager Regulatory Services
157045	<p>8. Grounds on Which Orders May be Made</p> <p>8.1.4 in the case of a Control (Nuisance Dog) Order:</p> <p>8.1.4.1 the dog:</p> <p>(a) is a nuisance; and</p> <p>(b) has attacked, harassed or chased a person or an animal or bird, or is likely to do so, in circumstances that would constitute an offence against the Act or any other Act; or</p> <p>8.1.4.2 the dog is subject to an order made under a law of another jurisdiction that corresponds with a Control (Nuisance Dog) Order; or</p>		Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services



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157046	<p>8. Grounds on Which Orders May be Made</p> <p>8.1.5 in the case of a Control (Barking Dog) Order:</p> <p>8.1.5.1 the dog is a nuisance; and</p> <p>8.1.5.2 the dog has created noise by barking or otherwise in circumstances that would constitute an offence against the Act or any other Act.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>
157047	<p>9. Procedure for Making and Revoking Orders</p> <p>9.1 The power pursuant to Section 52(1) of the Act to:</p> <p>9.1.1 make an order under Division 3 of Part 5 of the Act on the Delegate's own initiative or on an application made in a manner and form determined by the Council or the Delegate; and</p> <p>9.1.2 to determine the manner and form of an application for an order under Division 3 of Part 5 of the Act.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>
157048	<p>9. Procedure for Making and Revoking Orders</p> <p>9.2 The power pursuant to Section 52(1) of the Act before making an order under Division 3 of Part 5 of the Act, to take reasonable steps:</p> <p>9.2.1 to ascertain all persons who own or are responsible for the control of the dog; and</p> <p>9.2.2 to give each of the persons so ascertained at least 7 days written notice:</p> <p>9.2.2.1 identifying the dog in relation to which is it is proposed that the order be made;</p> <p>9.2.2.2 setting out the terms of the proposed order; and</p> <p>9.2.2.3 inviting the owner or other person to make submissions to the Council or the Delegate in respect of the matter within 7 days or such longer period as is allowed by the Council or the Delegate.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>
157049	<p>9. Procedure for Making and Revoking Orders</p> <p>9.3 The power pursuant to Section 52(2) of the Act to:</p> <p>9.3.1 make an order in the manner and form required by the Board; and</p> <p>9.3.2 note an order in the register kept by the Council under the Act.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>

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157050	<p>9. Procedure for Making and Revoking Orders</p> <p>9.4 The power pursuant to Section 52(3) of the Act to take all reasonable steps to give a copy of the order to each person who owns or is responsible for the control of the dog.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>
157051	<p>9. Procedure for Making and Revoking Orders</p> <p>9.5 The power pursuant to Section 52(4) of the Act to revoke an order made by the Council by written notice to the person who owns or is responsible for the control of the dog.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>
157052	<p>9. Procedure for Making and Revoking Orders</p> <p>9.6 The power pursuant to Section 52(5) of the Act to enter a note of the revocation in the register kept by the Council under the Act.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>
157053	<p>9. Procedure for Making and Revoking Orders</p> <p>9.7 The power pursuant to Section 52(6) of the Act to, at the request of the Board, note in the register kept under the Act an order made by the Board.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>
157054	<p>10. Directions About How to Comply with Order</p> <p>10.1 The power pursuant to Section 53(1) of the Act to issue, from time to time, written directions to a person who owns or is responsible for the control of a dog subject to an order under Division 3 of Part 5 of the Act about how the order may be complied with in the area of the Council.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager</p>

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			Regulatory Services
157055	<p>11. Power of Court to Order Destruction or Control of Dog on Application</p> <p>11.1 The power pursuant to Section 59 of the Act to apply to the Magistrates Court for any order in relation to a dog that the Court could have made if the proceedings had been criminal proceedings under the Act.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>
157056	<p>12. Prohibition Orders</p> <p>12.1 The power pursuant to Section 59A(1) of the Act to, in accordance with Division 3 of Part 5 of the Act, make a Prohibition Order against a person.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>
157057	<p>12. Prohibition Orders</p> <p>12.2 The power pursuant to Section 59A(2)(b)(ii) of the Act to approve some other place to that specified in the order for a dog to be kept or detained until destroyed or disposed of.</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>
157058	<p>12. Prohibition Orders</p> <p>12.3 The power pursuant to Section 59A(3) of the Act upon the Delegate's own initiative or on application, to make a Prohibition Order against a person if satisfied that, subject to Section 59A(4) of the Act:</p> <p>12.3.1 while the person owned or was responsible for the control of a dog, the dog attacked, harassed or chased a person or animal or bird owned by or in the charge of a person in circumstances that would constitute an offence against the Act; and</p> <p>12.3.2 –</p> <p>12.3.2.1 the dog was already subject to a Destruction Order or a Control (Dangerous Dog) Order; or</p> <p>12.3.2.2 during the 5 years preceding the event referred to in Section 59A(3)(a) of the Act, a Destruction Order or a</p>		<p>Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services</p>

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	Control (Dangerous Dog) Order was made in relation to some other dog on grounds that arose while the person owned or was responsible for the control of that other dog.		
157059	<p>12. Prohibition Orders</p> <p>12.4 The power pursuant to Section 59A(3a) of the Act to, on the Delegate's own initiative or on application, make a Prohibition Order against a person if satisfied that the person is subject to a supervision order under Section 269O of the Criminal Law Consolidation Act 1935.</p>		Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services
157060	<p>12. Prohibition Orders</p> <p>12.5 The power pursuant to Section 59A(5) of the Act to:</p> <p>12.5.1 make an order in the manner and form required by the Board; and</p> <p>12.5.2 record the order in a manner and form approved by the Board, and keep the record readily available for public inspection.</p>		Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services
157061	<p>12. Prohibition Orders</p> <p>12.6 The power pursuant to Section 59A(6) of the Act to revoke an order made by the Council by written notice to the person against whom the order was made.</p>		Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services
157062	<p>12. Prohibition Orders</p> <p>12.7 The power pursuant to Section 59A(7) of the Act to enter a note of the revocation in the record kept by the Council under Section 59A of the Act.</p>		Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services
157063	<p>13. Procedure Following Seizure of Dog</p> <p>13.1 The power pursuant to Section 61(4) of the Act if a dog is seized in order to prevent or stop it attacking, harassing or chasing a person or an animal or bird because it is unduly dangerous, to as soon as practicable, proceed to consider making an order in relation to the dog or applying to the Magistrates Court for an order in relation to the dog.</p>		Administration Community Safety Officer/ Beach Patrol Community Safety Officer,

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			Community Safety Officer, Manager Regulatory Services
157064	<p>13. Procedure Following Seizure of Dog</p> <p>13.2 The power pursuant to Section 61(6) of the Act to recover the cost of taking action under Section 61(3) of the Act from the person who owns or is responsible for the control of the dog as a debt due to the Council.</p>		Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services
157065	<p>14. Power to Seize and Detain Cats</p> <p>14.1 The power pursuant to Section 64(2)(c) of the Act to nominate a facility at which cats may be detained.</p>		Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services
157066	<p>15. Certain Bodies May Microchip and Desex Detained Dogs and Cats</p> <p>15.1 The power pursuant to Section 64B(1) of the Act, despite any other provision of the Act, or any other Act or law, if the Council is detaining a dog or cat seized under the Act or any other Act, to, in accordance with any guidelines determined by the Board for the purposes of Section 64B of the Act, do 1 or more of the following:</p> <p>15.1.1 microchip the dog or cat;</p> <p>15.1.2 desex the dog or cat;</p> <p>15.1.3 cause the dog or cat to be microchipped or desexed or both.</p>		Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services
157067	<p>15. Certain Bodies May Microchip and Desex Detained Dogs and Cats</p> <p>15.2 The power pursuant to Section 64B(2) of the Act to recover the cost of taking action under Section 64B of the Act as a debt from a person who owns or is responsible for the control of the dog or cat.</p>		Administration Community Safety Officer/ Beach Patrol Community Safety Officer, Community Safety Officer, Manager Regulatory Services