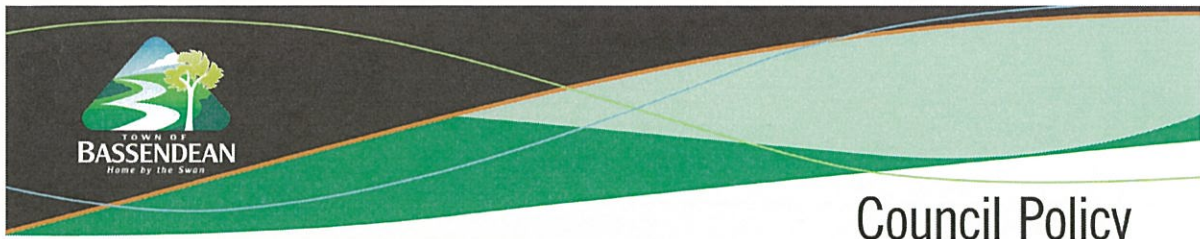


# **ATTACHMENT NO. 8**



# Council Policy

**Policy No: 6.25** [on the basis of repeal and replace existing]

**Title:** Electoral Caretaker Period Policy

## 1. Policy Objective

1. This Policy provides the requirements and protocols to avoid actual and perceived advantage or disadvantage to a candidate in a Local Government Election.
2. This includes actual and perceived advantage or disadvantage from the use of public resources or arising from decisions made by the Council, candidates or administration, on behalf of the Town of Bassendean (Town), during the Caretaker Period.

## 2. Policy Scope

1. This Policy repeals and replaces Council Policy 6.25 Election Caretaker Periods.
2. This policy applies during an Electoral Caretaker Period to Council Members, Candidates and Employees in relation to:
  - (a) Decisions made by the Council;
  - (b) Decisions made under delegated authority;
  - (c) Decisions made administratively;
  - (d) Promotional materials published by the Town;
  - (e) Discretionary community consultation;
  - (f) Events and functions, held by the Town or other organisations;
  - (g) Use of the Town's resources; and
  - (h) Access to information held by the Town.

### 3. Policy Statement

#### 1. Definitions

**Caretaker Period** means the period prior to an Election Day, specifically being the period from the close of nomination, 37 days prior to Election Day (pursuant to section 4.49(a), *Local Government Act 1995*) until 6.00 pm on Election Day.

**CEO** means the Chief Executive Officer of the Town of Bassendean.

**Election Day** means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election. **Election Day** meaning generally excludes an Extraordinary Election Day unless otherwise specified in this Policy.

**Electoral Material** includes any advertisement, handbill, pamphlet, notice, letter, email, social media post or article that is intended or calculated to affect an Election Day result, but does not include:

- (a) An advertisement in a newspaper announcing the holding of a meeting (section 4.87(3) of the *Local Government Act 1995*); or
- (b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
- (c) Any materials produced by the Town relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the returning officer for the purposes of conducting the election.

**Significant Local Government Decision** includes any decision:

- (a) Relating to the employment, remuneration or termination of the CEO or any other designated Senior Employee [section 5.37], other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;
- (b) Relating to a new decision for the Town entering into a sponsorship arrangement with a contribution that would constitute Significant Expenditure, unless the Council resolved 'in principle' support for the sponsorship prior to the Caretaker Period taking effect, and sufficient funds are allocated in the Annual Budget;
- (c) Relating to the Town entering into a new commercial enterprise as defined by s 3.59 of the *Local Government Act 1995*;

- (d) That would commit the Town to Significant Expenditure or actions that, in the CEO's opinion, are significant to the Local Government operations, strategic objectives or will have significant impact on the community;
- (e) To prepare a report, initiated by the Administration, a Council Member, candidate or member of the public that, in the CEO's opinion, may be perceived as or is actually an election campaign issue;
- (f) Initiated through a Notice of Motion by a Council Member, where the effect of that motion will change the status quo or, in the CEO's opinion, may be relevant to the circumstances described in sub-clauses (a) to (e) above;
- (g) That adopts a new, or significantly changes an existing policy, service or service level that incurs Significant Expenditure, unless the decision is necessary to comply with legislation;
- (h) That initiates or adopts a new Local Planning Scheme, amendment to a Local Planning Scheme or Planning Policy.
- (i) Significant Local Government Decision does NOT include any decision necessary in response to an Emergency, either declared by the State or Federal Government or by the Mayor or Presiding Officer in accordance with s 6.8(1)(c) of the *Local Government Act 1995*.

**Events and Functions** including gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration or promotion, of any matter relevant to the Town or its stakeholders. Events and Functions may take the form of conferences, workshops, forums, launches, promotional activities, dinners, receptions, or gatherings by the Town or by an external entity.

**Extraordinary Circumstances** includes a circumstance that requires the Council to make or announce a Significant Local Government Decision during the Caretaker Period because, in the CEO's opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to incur or increase legal, financial and/or reputational risk or cause detriment to the strategic objectives of the Town.

**Public Consultation** includes a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy which may be perceived as, or is

actually an electoral or campaign issue, but does not include statutory consultation or submission periods prescribed in a written law.

**Significant Expenditure** means expenditure that exceeds \$150,000 (excluding GST) and that has not been budgeted for in the Town's Annual Budget.

## **2. Caretaker Period Protocols - Decision Making**

The CEO will ensure that:

- (a) At least 30-days prior to a Caretaker Period, the CEO will advise Council Members and employees in writing of the dates that the Caretaker Period commences and concludes.
- (b) A copy of this Policy is provided to Candidates at the time of nomination for election.

## **3. Scheduling Significant Local Government Decisions**

During a Caretaker Period, unless Extraordinary Circumstances apply, the CEO will reasonably ensure that:

- (a) Council or Committee Agenda, do not include reports or recommendations that constitute Significant Local Government Decisions; and
- (b) Council Forums, Workshops or Briefings, do not list for discussions matters that relate to Significant Local Government Decisions.
- (c) The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Significant Local Government Decisions are either:
  - i. Considered by the Council prior to the Caretaker Period; or
  - ii. Scheduled for determination by the incoming Council.
- (d) The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Delegated Authority from the Council to the CEO or to a Committee is not exercised in circumstances where the exercise of that delegated authority relates to a Significant Local Government Decision or an election campaign issue.

#### 4. Council Reports Electoral Caretaker Period Policy Statement

##### Extraordinary Circumstances

- (a) **Council Reports:** Where the CEO determines that Extraordinary Circumstances apply the CEO may submit a report on a Significant Local Government Decision for Council's consideration.
- (b) The CEO report must include details of why Extraordinary Circumstances apply, stating reasons why a decision is necessary.
- (c) **Council Forums, Workshops or Briefings:** Where the CEO determines that Extraordinary Circumstances apply the CEO may include matters relating to a Significant Local Government Decision for Council Member discussion at Council Forums, Workshops or Briefings.
- (d) The CEO is required to provide Council with advice as to why Exceptional Circumstance apply.
- (e) CEO reports and advice regarding Extraordinary Circumstances is retained as a Local Government record.

#### 5. Managing CEO Employment

- (a) This Policy prohibits Significant Local Government Decisions relating to the employment, remuneration or termination of the CEO during a Caretaker Period.
- (b) The Council is required to fulfil its obligations as the CEO's employer regardless of a Caretaker Period.
- (c) Therefore, during a Caretaker Period, the Council may consider and determine:
  - I. CEO leave applications;
  - II. appointment of an Acting CEO;
  - III. suspension of the CEO, where appropriate and in accordance with the terms of the employment contract.
- (d) The Council may not initiate a CEO recruitment process, or initiate or undertake a CEO performance review process, during a Caretaker Period.

## **6. Delegated Authority Decision Making in Extraordinary Circumstances**

- (a) Employees who have Delegated Authority are required to consider if a proposed delegated authority decision may relate, or be subsidiary to, a Significant Local Government Decision or election campaign issue and if so, refer the matter to the CEO for review and consideration in accordance with clause 3.3(d) above.

## **7. Caretaker Period Protocols – Candidates**

- (a) Candidates, including Council Members who have nominated for re-election, relevant to an Election Day or Extraordinary Election Day, will be provided equitable access to the Town's public information in accordance with s 5.94 of the *Local Government Act 1995*.
- (b) The CEO will ensure the equal provision of assistance and advice to all candidates as part of the conduct of the election.
- (c) Council Members nominating for re-election, may access information and assistance regarding the Town's operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Councillor and limited to matters currently relevant to the Town. [refer section 5.92 of the *Local Government Act 1995*].
- (d) All election process enquiries from Candidates, or Council Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

## **8. Candidate Requests on behalf of Electors, Residents or Ratepayers**

- (a) Where a Candidate, or a Council Member who has nominated for re-election, requires assistance of the Administration to respond to a request made by an Elector, Resident or Ratepayer, the Administration will provide the response directly to the requesting Elector, Resident or Ratepayer and advise the Candidate of the outcome.

## **9. Candidate Campaign Electoral Materials**

- (a) The Town's official crest or logo may not be used in campaign Electoral Materials by Candidates, or Councillors nominating for re-election, without the expressed permission of the CEO.

## **10. Candidate attendance at Meetings**

- (a) The CEO will ensure that Candidates, who are not sitting Council Members, receive equal access to information about Council's decision-making during an Electoral Caretaker Period.
- (b) This includes information about public Ordinary and Special Council Meetings convened during a Caretaker Period.
- (c) Candidates will be provided a copy of the meeting agenda at the time it is distributed to Council Members.
- (d) For transparency and the benefit of the public gallery, Candidates are required to identify themselves as an election candidate prior to asking a question or making a statement at a public Council or Committee meeting.

## **11. Council Member Caretaker Period Protocols**

- (a) Access to Information and Advice:

- I. All Council Members will scrupulously avoid using or accessing Town information, resources or employee resources and expertise for the purpose of gaining electoral advantage or disadvantage relevant to the Council Member's candidacy or any other Candidates candidacy [refer s 5.93 of the Local Government Act 1995].

- II. The CEO will review all Council Member requests for information or advice, and where the subject of the information or advice is considered to relate to an election campaign issue, the CEO will:

- a. make a determination; or
- b. refer the request for Council's determination.

- III. Council's determination must consider whether the information or advice is:

- a. not to be provided; or



- b. provided to one candidate; or
- c. provided to all candidates, which includes candidates who are not current Council Members.

## **12. Media and Publicity**

- (a) The CEO will review all requests for media advice or assistance from Council Members, including Council Members who have nominated for re-election.
- (b) The CEO will only authorise Council Member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the Town's objectives or operations and not related to an election campaign purpose or issue or to the Council Member's candidacy or the candidacy of another person.

## **13. Council Member Business Cards, Printed Materials**

- (a) Council Members must ensure that the Town's business cards and Local Government printed materials are used only for purposes associated with the role as Councillor, pursuant to s 2.10 *Local Government Act 1995*.
- (b) Council Members are prohibited from using the Town's business cards or printed materials at any time, including times outside a Caretaker Period, for any election campaign purpose, to support candidacy or the candidacy of another person.

## **14. Council Member Participation in Events and Functions**

- (a) During a Caretaker Period Council Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.

## **15. Council Member Delegates to External Organisations**

- (a) At any time, including times outside of a Caretaker Period, Council Members who are the Council appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including; recruiting campaign assistance or to promote their own candidacy or the candidacy of another person.

## **16. Council Member Addresses or Speeches**

- (a) Excluding the Mayor and Deputy Mayor, when fulfilling their functions prescribed in sections 2.8 and 2.9 of the *Local Government Act 1995*, Council Members who have nominated for re-election, shall not be permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the Town, unless expressly authorised by the CEO.
- (b) In any case, the Mayor, Deputy Mayor and Council Members are prohibited from using an official speech or address during a Caretaker Period to promote an election campaign purpose.

## **17. Council Member Misuse of Local Government Resources**

- (a) This prohibition on misuse of Local Government Resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.
- (b) For clarity, Local Government resources includes, but is not limited to: employee time or expertise, Town's provided equipment, information and communication technologies, stationery, hospitality, images, communications, services, reimbursements and allowances provided by the Town.

## **18. Publicity, Promotional and Civic Activities**

- (a) Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:
  - I. Promoting the Town's services and activities, where such promotion do not relate to an electoral campaign issue and would otherwise be undertaken as part of normal operations; and
  - II. Conducting the Election and promoting Elector participation in the Election.
  - III. All other, publicity and promotional activities of Town initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Significant Local

Government Decisions, made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

- IV. The CEO may determine if Exceptional Circumstances apply and if a Significant Local Government Decision announcement is necessary during a Caretaker Period.

#### **19. Civic Events and Functions**

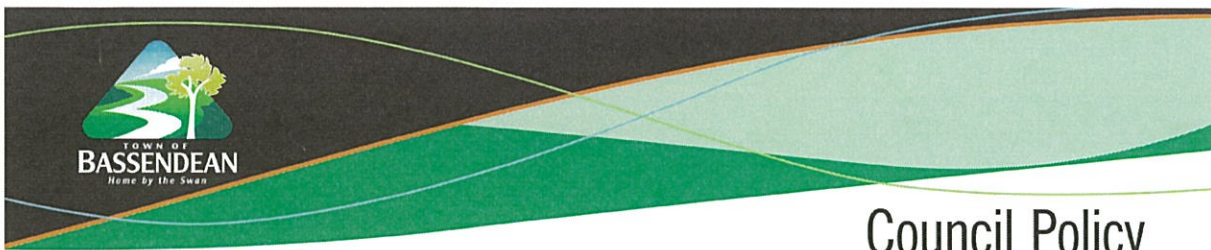
- (a) The Town will avoid the scheduling of Civic Events and Functions during a Caretaker Period, which may give rise to any actual or perceived electoral advantage to Council Members who have nominated for re-election.
- (b) Where the Town is required to schedule a Civic Event or Function during a Caretaker Period at which Council Members would usually be invited, all Candidates will also be invited to attend and will be acknowledged as candidates immediately following any acknowledgement provided to Council Members.
- (c) Candidates will be introduced at the function immediately following the introduction of Council Members.

#### **20. Publications and Communications**

- (a) Publications and communications distributed during a Caretaker Period must not include content that:
- I. may actually, or be perceived to, persuade voting in an election; or
  - II. is specific to a candidate or candidates, to the exclusion of other candidates;
  - III. draws focus to or promotes a matter which is a Significant Local Government Decision or which is an electoral campaign issue.
- (b) Publications and communications proposed to occur immediately prior to, throughout, or during, a Caretaker Period must be reviewed and approved by the CEO prior to publication or distribution.

<b>Document Control Box</b>			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Office of the Chief Executive Officer
<b>Inception Date:</b>	[Insert OCMXXXDate]	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	31 August 2020		
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1995</i></li> <li>▪ <i>Regulation 8 of the Local Government (Rules of Conduct) Regulations 1996</i></li> </ul>		

DRAFT WED 14 AUGUST 2019



## Council Policy

### 6.25 Election Caretaker Periods

#### OBJECTIVE

To ensure that the functions and responsibilities of the Town of Bassendean, and of the Councillors who are candidates in local government elections, are undertaken in a manner that supports a high standard of integrity during local government election periods.

#### POLICY STATEMENT

The primary purpose of the Policy is to avoid the Council making major decisions prior to an election that would bind an incoming Council, prevent use of public resources in ways that are seen as advantageous to or promoting the current elected members who are seeking re-election, and ensures that local government officers act impartially in relation to all candidates. Implementation of a Caretaker Election Period Policy would provide for better decision-making and greater transparency and accountability in Council, as prescribed by section 1.3 of the *Local Government Act 1995*.

The policy applies to the Caretaker Period to cover:

- decisions made by the Council;
- materials published by the local government
- attendance and participation in functions and events;
- use of the local government's resources; and
- access to local government information.

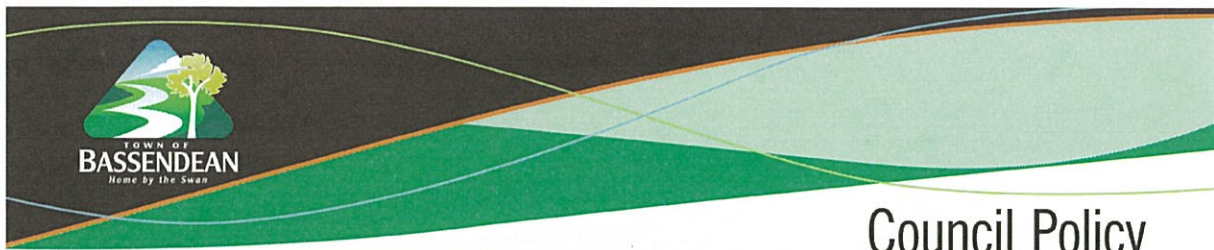
This Policy applies to Councillors, electoral candidates and employees of the Town of Bassendean.

#### Scheduling Consideration of Major Policy Decisions

No Ordinary Council Meeting shall occur during a caretaker period. Instead the Chief Executive Officer is to ensure that such decisions are either:

- a) Considered by the Council prior to the Caretaker Period; or
- b) Scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the Chief Executive Officer may submit a major policy decision to the Council in accordance with the provisions of this Policy.



## **Decisions Made Prior to a Caretaker Period**

This Policy only applies to actual decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins.

## **Role of the Chief Executive Officer in Implementing Caretaker Practices**

The role of the Chief Executive Officer in implementing the caretaker practices outlined in this policy is as follows:

The Chief Executive Officer will ensure, as far as possible, that all Councillors and staff are aware of the Caretaker Policy and practices 30 days prior to the start of the Caretaker Period.

The Chief Executive Officer will ensure, as far as possible, that any major policy or significant decisions required by the Council are scheduled for Council resolution prior to the Caretaker Period or deferred where appropriate for determination by the incoming Council.

The Chief Executive Officer will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period.

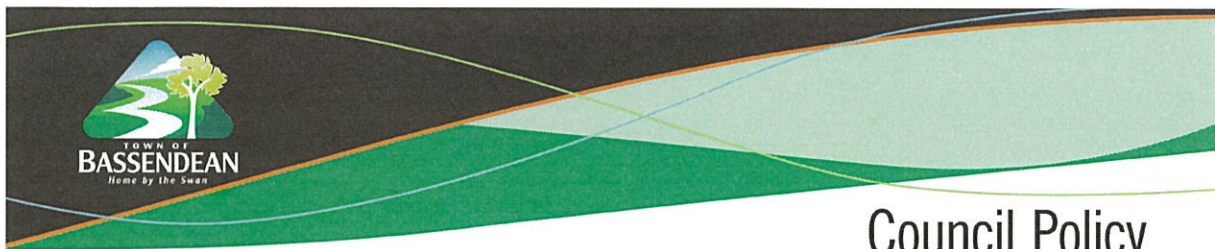
## **Extraordinary Circumstances**

The Chief Executive Officer may, where extraordinary circumstances prevail, permit a matter defined as a 'major policy decision' to be submitted to the Council. The Chief Executive Officer is to have regard to a number of circumstances, including but not limited to:

- a) Whether the decision is 'significant';
- b) The urgency of the issue (that is - can it wait until after the election);
- c) The possibility of legal and/or financial repercussions if it is deferred;
- d) Whether the decision is likely to be controversial; and
- e) The best interests of the Town of Bassendean.

## **Appointment or Removal of the Chief Executive Officer**

Whilst this policy establishes that a Chief Executive Officer may not be appointed or dismissed during a Caretaker Period, in the case of an emergency, the Council may act to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer



## Council Policy

(in accordance with the terms of their contract), pending the election, after which date a permanent decision can be made.

### **Prohibition on Publishing Electoral Material**

The Town shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the Town any advertisement, handbill, pamphlet or notice that contains 'electoral material' during the Caretaker Period.

Without limiting the generality of the definition of 'electoral material', material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to, or comment on:

- a) The election; or
- b) A candidate in the election; or
- c) An issue submitted to, or otherwise before, the voters in connection with the election.

### **Candidate and/or Councillor Publications**

Candidates and/or Councillors are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the Town.

### **Election Announcements**

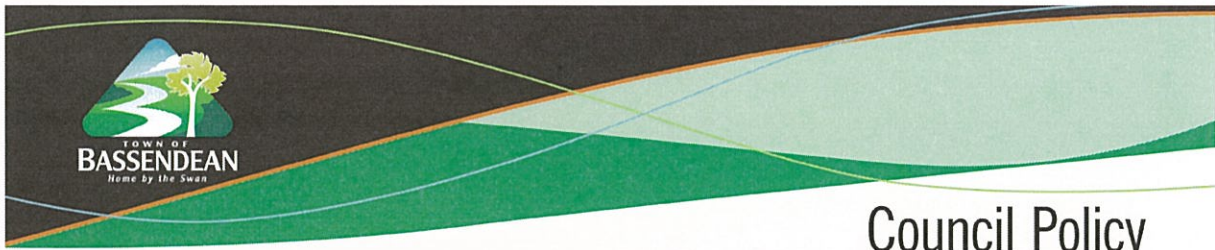
This policy does not prevent publications by the Town that merely announce the holding of the election, relate only to the election process itself, or encourage electors to participate in the election.

### **Town of Bassendean Publications**

Any reference to Councillors in the Town's publications printed, published or distributed during the Caretaker Period must not include promotional text. Any of the Town's publications that are potentially affected by this policy will be reviewed by the Chief Executive Officer to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be construed as 'electoral material'.

### **Town's Website and Social Media Formats**

During the Caretaker Period the Town's website and Social Media portals will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information about Councillors will be restricted to names, contact details, titles, membership of committees and other bodies to which they have been appointed to by the Council.



### **Councillor Business Cards**

During the Caretaker Period, Councillors shall ensure that their allocated business cards are used only for purposes associated with the normal role of a Councillor in servicing their electorate. Councillor Business Cards shall not be used in a manner that could be perceived as an electoral purpose. It should be noted that this prohibition on the use of the Town's resources for electoral purposes is not restricted to the Caretaker Period.

### **Public Consultation During the Caretaker Period**

It is prohibited under this Policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing), unless the consultation is a mandatory statutory process or prior approval is given by the Chief Executive Officer.

### **Attendance Public Events Hosted by External Bodies**

Councillors may continue to attend events and functions hosted by external bodies during the Caretaker Period.

### **Attendance at Town of Bassendean Organised Civic Events/Functions**

Civic events/functions organised by the Town and held during the Caretaker Period will be reduced to only those essential to the operation of the Town, and should not in any way be associated with any issues considered topical and relevant to the election. All known candidates are to be invited to civic events/functions organised by the Town during the Caretaker Period, however, only sitting Councillors will be formally acknowledged at such events/functions.

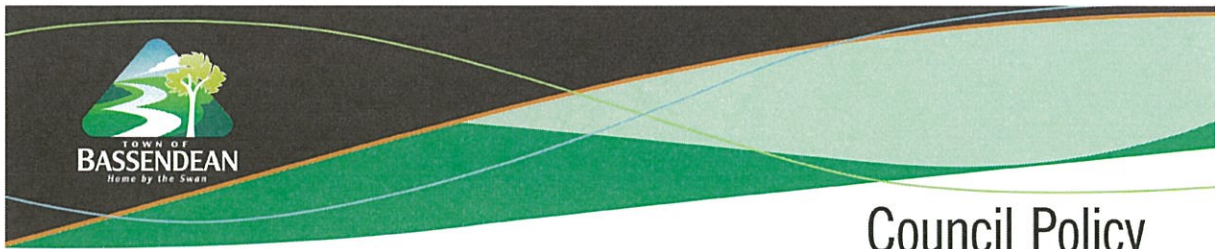
### **Addresses by Councillors**

Councillors who are also candidates should not, where possible, be permitted to make speeches or addresses at events/functions organised or sponsored by the Town during the Caretaker Period. Councillors may make short welcome speeches at events and functions organised or sponsored by the Town during the Caretaker Period, subject to prior approval of the Chief Executive Officer.

### **Community and Advisory Groups**

Councillors appointed to community groups, advisory groups, and other external organisations as representatives of the Town, shall not use their attendance at meetings of such groups to either recruit assistance with electoral campaigning or to promote their personal or other candidates' electoral campaigns.





## **Use of the Town's Resources**

The Town's Code of Conduct for Councillors, Committee Members and Employees prohibits the use of any of the Town's resources for partisan political purposes or for personal advantage or to the detriment of others. Such actions may also be a breach of the Local Government (Rules of Conduct) Regulations 2007.

The Town's staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Councillors in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Town's resources might be construed as being related to a candidate's election campaign, advice is to be sought from the Chief Executive Officer.

## **Councillor Access to Information**

During a Caretaker Period, Councillors are able to access Council information relevant to the performance of their functions as a Councillor. However, this access to information should be exercised with caution and limited to matters that the Council is dealing with within the objectives and intent of this policy. Any Council information so accessed must not be used for election purposes.

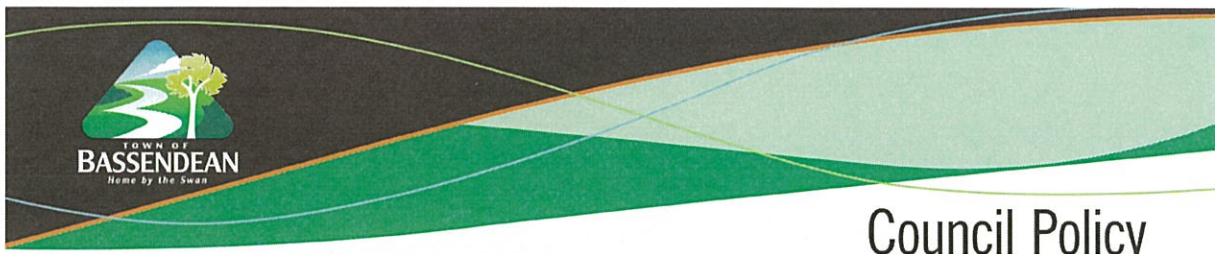
## **Councillor Access to Electoral Information and Assistance**

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls) and information relevant to their election campaigns from the Town's administration. Information, briefing material and advice prepared or secured by staff for a Councillor must be necessary to the carrying out of the Councillor's role and must not be related to election issues that might be perceived to be of an electoral nature.

Any assistance and advice provided to candidates as part of the conduct of the local government election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to candidates in advance. Types of assistance may include advice on manipulation of electoral roll data and interpretation of legislative requirements, amongst other matters.

## **Councillor Request for Media Advice**

Any requests for media advice or assistance from Councillors during the Caretaker Period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Councillors. If satisfied that advice sought by a Councillor during the Caretaker Period does not relate to the election or publicity involving any specific Councillor(s), the Chief Executive Officer may authorise the provision of a response to such a request.



## Publicity Campaigns

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Town activity it must be approved by the Chief Executive Officer. In any event, the Town's publicity during the Caretaker Period will be restricted to communicating normal Town activities and initiatives.

## Media Attention

Councillors will not use their position to access Town staff or resources to gain media attention in support of their or any other candidate's election campaign.

## Town Employees

During the Caretaker Period no Town employee may make any public statement that relates to an election issue unless the statements have been approved by the Chief Executive Officer.

## Election Process Enquiries

All election process enquiries from candidates, whether current Councillors or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the Chief Executive Officer.

## Relevant Delegations

The Chief Executive Officer has the delegated authority to determine those matters that may be considered by the Council during the designated Caretaker Period in accordance with the provisions of this Policy.

## DEFINITIONS:

**'Caretaker Period'** means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from the close of nominations, being 37 days prior to the Election Day in accordance with section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day.

**'Election Day'** means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election.

**'Electoral Material'** means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election, but does not include:

- a) An advertisement in a newspaper announcing the holding of a meeting in

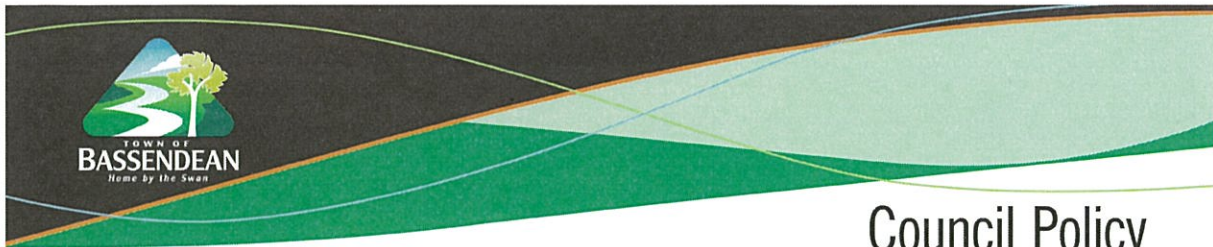
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Town of Bassendean Council Policy

Section 6: Leadership and Governance

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6.82



## Council Policy

accordance with section 4.87(3) of the *Local Government Act 1995*.

- b) Any materials exempted under Regulation 78 of the Local Government (Elections) Regulations 1997.
- c) Any materials produced by the Town relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

**'Events and Functions'** means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the Town and its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions.

**'Major Policy Decision'** means any:

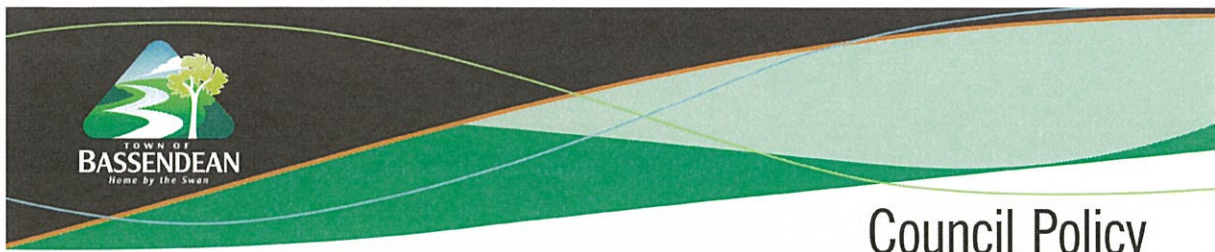
- a) Decisions relating to the employment, termination or remuneration of the Chief Executive Officer, or any other designated senior officer, other than a decision to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election.
- b) Decisions relating to the Town entering into a sponsorship arrangement with a total Town contribution value exceeding \$5,000 (excluding GST).
- c) Irrevocable decisions that commit the Town to substantial expenditure or significant actions, such as that which might be brought about through a Notice of Motion by a Councillor.
- d) Irrevocable decisions that will have a significant impact on the Town of Bassendean or the community.
- e) Reports requested or initiated by a Councillor, candidate or member of the public that, in the Chief Executive Officer's opinion, may be perceived within the general community as an electoral issue that reflects upon the Council's decision-making process, and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

**'Public Consultation'** means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

### RELATED LEGISLATION:

*Local Government Act 1995 Part 4*

*Local Government (Elections) Regulations 1996*



## Application

Responsibility for the implementation of this Policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Adopted:</b> OCM-24/05/18, <b>Version 1</b>
	<b>Next Review due:</b> May 2021

**ATTACHMENT NO. 9**



<b>Title</b>	<b>Employee Reward and Recognition Policy</b>
<b>Operational Policy Number[</b>	<b>[HRXXXX Insert number]</b>
<b>Inception Date</b>	<b>[Insert date XXX 2019]</b>
<b>Review Date</b>	<b>[insert date one year from date of approval]</b>
<b>Approval of this Policy</b>	Chief Executive Officer
<b>Policy Area</b>	Human Resources and Organisational Development
<b>This Policy Rescinds</b>	HR004 Staff Recognition Procedure [and related policies]

## 1. Introduction

- 1.1. The Town of Bassendean (Town) aims to foster a reputation as an employer of choice and of a Local Government organisation recognised for professionalism, excellence in customer service and committed to working in the best interests of our community.
- 1.2. To achieve our strategic priorities, harness and build the capacity of our workforce and establish ourselves as a leading employer of choice, the Town recognises that we must attract, maintain, develop and retain high quality staff. Staff who are committed to the values, objectives and workplace ethos of the Town.
- 1.3. Recognising and rewarding the performance of our employees is a key strategy for achieving the above objectives.

## 2. Policy Statement

- 2.1. This policy provides the requirements and minimum standards for reward and recognition of the Town of Bassendean employees.
- 2.2. This policy is supported by and must be read in conjunction with the Employee Code of Conduct.

## 3. Policy Objectives

- 3.1. The objectives of this policy include to:
  - 3.1.1. Foster and build a culture of strong performance;
  - 3.1.2. Promote and encourage positive workplace behaviours, aligned to the Code of Conduct and cultural values of the organisation;
  - 3.1.3. Reward or recognise noteworthy employee performance;
  - 3.1.4. Ensure that processes are transparent, and rewards and recognition are fairly and equitably applied;
  - 3.1.5. Recognise continuous service; and
  - 3.1.6. Motivate employee high performance.

#### **4. Application**

4.1. This policy applies to all employees of the Town of Bassendean.

#### **5. Legislation/Related Instruments**

- 5.1. Code of Conduct for Council, Committee Members and Employees
- 5.2. Town of Bassendean Enterprise Agreement 2017-2020 (AG201717/5040)
- 5.3. Town of Bassendean Asset Services Enterprise Agreement 2017-2020 (AG2018/3695)
- 5.4. Related Human Resource and Governance policies

#### **6. Employee Rewards and Benefits**

- 6.1. 17.5% Leave Loading; \*
  - 6.2. 24 hour confidential Employee Assistance Program;
  - 6.3. Matching Employer/Employee Contributions;\*
  - 6.4. Annual Influenza Vaccines;
  - 6.5. Annual Skin Cancer Screening;
  - 6.6. Approved Flexible Working Hours;\*
  - 6.7. Free parking is available within the Town area.
  - 6.8. Free participation to attend the Town's Relax Program;\*
  - 6.9. Purchased Leave Scheme; and
  - 6.10. Profession development opportunities.
- (\* = conditions apply)

#### **7. Employee Performance Appraisal Plan (PAP)**

- 7.1. Pursuant to section 5.38 of the *Local Government Act 1995*, the employee PAP is an annual requirement, providing for the development and review of the performance of every employee, including the Chief Executive Officer and senior officers.
- 7.2. The annual and regular review of staff performance under the PAP provides one essential mechanism for assessing the entitlement of an employee to be nominated for reward or recognition.
- 7.3. Any employee nominated or applying for formal reward or recognition is to have a current approved PAP.

#### **8. Reward and Recognition**

8.1. This policy provides for informal and formal mechanisms to reward and recognise employees.

##### **8.1.1. Informal Recognition**

- 8.1.1.1. All employees are encouraged to informally and regularly recognise the contributions made by colleagues.
- 8.1.1.2. Everyday actions, praise and acknowledgements, at all levels and dimensions of the organisation, such as offering thanks or appreciation, demonstrating positive workplace behaviours or taking time to 'lend a hand' to a colleague during peak work periods, are all informal ways to offer reward and recognition.
- 8.1.1.3. Peer to peer support, assistance and encouragement are proven beneficial to creating positive work environments and strengthening organisational wellbeing.
- 8.1.1.4. Reinforcing positive behaviour and work performance is a simple, cost free way to encourage and build confident employees.

- 8.1.1.5. Unstructured mentoring and coaching of colleagues by other colleagues and senior officers as important components of informal recognition.

### **8.1.2. Formal Recognition**

- 8.1.2.1. In addition to the annual PAP, opportunities for the formal reward and recognition of employees will occur in accordance with this policy and include opportunities for:
  - 8.1.2.1.1. Professional Development or Training;
  - 8.1.2.1.2. Conference or Seminar Attendance;
  - 8.1.2.1.3. Education and Study Assistance;
  - 8.1.2.1.4. Classification Level Incremental Progression;
  - 8.1.2.1.5. Higher Duties;
  - 8.1.2.1.6. Certificate of Appreciation Award;
  - 8.1.2.1.7. Annual Mayor Award; and
  - 8.1.2.1.8. Annual Chief Executive Officer Award;
- 8.1.2.2. Formal recognition of employees via the Awards mentioned above will occur on an annual basis at a function hosted by the Office of the Chief Executive Officer.
- 8.1.2.3. Nominations for formal reward and recognition will be set out in the application form [to be developed], and require the support of a line manager, Director, and for certain rewards or recognition, the Chief Executive Officer.

### **8.1.3. Professional Development or Training**

- 8.1.3.1. Opportunities to apply for professional development or training, will be made available to all employees.
- 8.1.3.2. Eligibility to apply will be on the basis of:
  - 8.1.3.2.1. Relevance to an employee's position description/role responsibilities;
  - 8.1.3.2.2. tied to the key objectives of the employee's PAP;
  - 8.1.3.2.3. the employee's tenure;
  - 8.1.3.2.4. completion of the 'Request for Professional Development or Training Application Form' [to be developed];
  - 8.1.3.2.5. support and approval from the employee's line manager; and
  - 8.1.3.2.6. consideration and endorsement of the Executive Management Team.
- 8.1.3.3. All applications for professional development or training are to be made prior to the commencement of the proposed program/training.
- 8.1.3.4. A register of employee approved and applied (ie not approved) for employee professional development or training will be established and maintained.
- 8.1.3.5. Monthly reports will be provided to the Executive Management Team for review and consideration.



#### **8.1.4. Conference or Seminar Attendance**

- 8.1.4.1. Opportunities to attend a conference or seminar, will be made available to all employees.
- 8.1.4.2. Eligibility to apply will be on the basis of:
  - 8.1.4.2.1. relevance to an employee's position description/role responsibilities;
  - 8.1.4.2.2. aligned with objectives outlined in the PAP;
  - 8.1.4.2.3. the employee's tenure;
  - 8.1.4.2.4. completion of the 'Request for Conference or Seminar Attendance Application Form' [to be developed];
  - 8.1.4.2.5. support and approval from the employee's line manager; and
  - 8.1.4.2.6. consideration and endorsement of the Executive Management Team.
- 8.1.4.3. All applications for professional development or training are to be made prior to the commencement of the proposed conference or seminar.
- 8.1.4.4. A register of approved and applied for employee conference or seminar attendance will be established and maintained.
- 8.1.4.5. Monthly reports will be provided to the Executive Management Team for review and consideration.

#### **8.1.5. Education and Study Assistance Program**

- 8.1.5.1. Employees may be eligible to apply under the terms and conditions of Policy HR013, Education and Study Assistance Program for support and assistance to access certain further education and study opportunities.
- 8.1.5.2. An application and approval process applies.

#### **8.1.6. Classification Level Incremental Progression**

At the conclusion of each twelve month period following appointment to a classification level or entry into a classification level, temporary and permanent employees shall be eligible for incremental progression if they have given satisfactory performance over the preceding twelve months. For the avoidance of doubt, this clause does not apply to progression between levels.

#### **8.1.7. Higher Duties**

- 8.1.7.1. Employees may be afforded opportunities, in accordance with the terms and conditions of Procedure HR018, Higher Duties Procedure, to undertake higher duties in a position of higher classification.
- 8.1.7.2. Higher duties provides an employee with the opportunity for professional development, including by undertaking duties of greater responsibility or which require an officer to expand thinking, knowledge or skills.

### **8.1.8. Additional Benefits for Employee Reward and Recognition**

8.1.8.1. In addition to the above informal and formal opportunities for reward and recognition of employees, certain employees may be eligible to apply for:

8.1.8.1.1. Professional Membership Fees Payment; or

8.1.8.1.2. Telecommuting or Working From Home.

#### **8.1.8.2. Telecommuting or Working From Home**

8.1.8.2.1. Employees may be eligible to apply under the terms and conditions of Policy OHS022, Working From Home, which provides for application to be considered, under certain conditions, for an employee to work from home or other location, other than the usual workplace.

#### **8.1.8.3. Professional Membership Fees Payment**

8.1.8.3.1. The payment of professional membership fees is an employee's personal expenditure, met by an employee.

8.1.8.3.2. There are two exceptions which apply to clause 8.1.8.3.1. These exceptions involve circumstances where:

8.1.8.3.2.1. in discharging the duties of the employee's role and responsibilities, an employee is required by law to be a member of a professional association; or

8.1.8.3.2.2. the Town imposes a mandatory requirement or specification on the employee, in an employment contract or role description, to be a member of a relevant professional association or body.

8.1.8.3.3. Payment of professional membership fees by the Town on behalf of an employee will only occur where an employee is eligible, in accordance with clauses 8.1.8.3.2.1 or 8.1.8.3.4, and an application [develop application form] is made prior to payment.

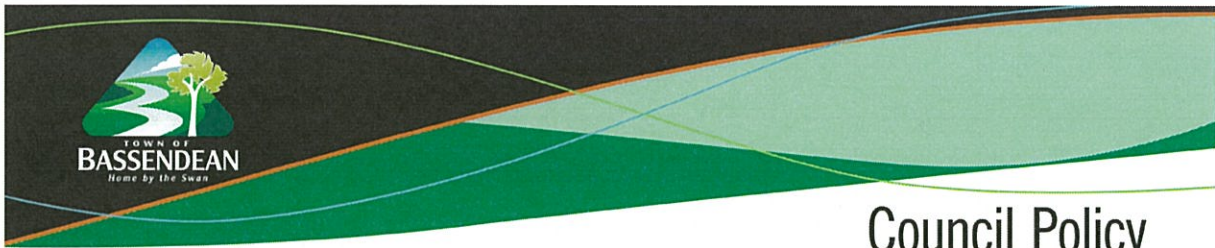
8.1.8.3.4. All applications for payment of professional membership fees will require the approval of the employee's line manager and Director.

8.1.8.3.5. For applications for payment of professional membership fees above five hundred dollars (\$500.00), approval of the Chief Executive Officer, in addition to the employee's line manager and director, will be required.

8.1.8.3.5.1. Where approved, payment of professional membership fees by the Town is made directly to the relevant association or body.

8.1.8.3.5.2. Employees will not be reimbursed by the Town for professional membership fees paid by the employee without the necessary prior approval.

8.1.8.3.5.3. Employees are not eligible to apply for personal taxation deduction for professional membership fees paid by the Town.



## Council Policy

### 6.19 Presentation to Staff Policy

*A review of this policy is currently being undertaken for consideration by Council in August 2019.*

#### Objective

The aim is to have a policy in place, to formally recognise and thank commendable employees for their service and contribution during their employment with the Town of Bassendean.

To have in place a policy, in accordance with Section 5.50 of the Local Government Act 1995 and Local Government (Administration) Regulation 1996, in particular Clause 19A (1) & (2), in relation to employees whose employment with the Town of Bassendean is finishing, setting out the circumstances in which the Council will pay an employee any amounts in addition to those which the employee is entitled under the terms of a contract or industrial award.

Benefits provided in accordance with this policy shall not apply where:

- Employment is terminated as a consequence of conduct that justifies dismissal, including misconduct, inefficiency or neglect of duty; or
- An employee is appointed as a casual, temporary employee or who was engaged for a specific time period or for a specific reason, task, project or program.

#### Strategy

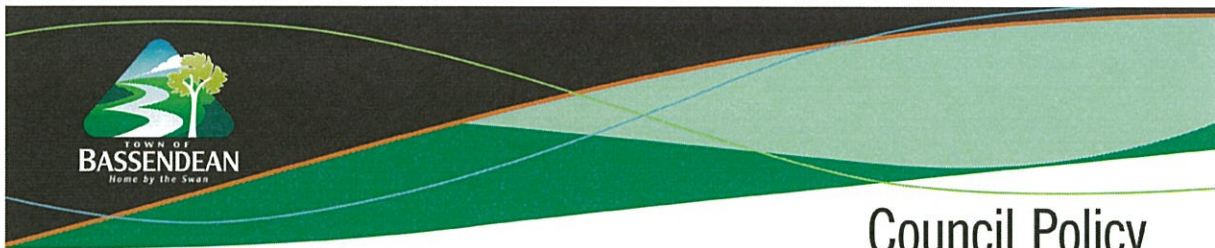
##### Resignation or Retirement

Council authorises a gift to the value of \$100 and a farewell function for employees who retire or resign from the Town of Bassendean after a period of employment of five years or more of continuous service. Where employees have served for ten or more years, the gift authorised is \$350.

##### Continuous Service Awards

Staff who work with the Town of Bassendean for a significant period of time will be recognised with a Service Award.

An employee is eligible for a gift in the form of a gift voucher - a payment can only be made directly to a retailer.



## Council Policy

After 5, 10, 15, 20 and then every 5 years after 20 years of continuous service, the Employee will be recognised as follows:

- 5 Years Service - Certificate of Service and \$100 gift/voucher;
- 10 Years Service - Certificate of Service and \$250 gift/voucher;
- 15 Years Service - Certificate of Service and \$400 gift/voucher;
- 20 Years Service – Certificate of Service and a gift/voucher (max value \$550); and
- Every 5 years after 20 years – Certificate of Service plus a gift/voucher (maximum value of \$750) and a dinner voucher for two (maximum \$200).

Certificates for 5 years service will be presented to employees by the Director of the Directorate. Where this is impractical the Supervisor may make the presentation.

Certificates for 10, 15, 20 and then every 5 years after 20 years of continuous service will be presented by the Chief Executive Officer at the following nominated functions, End of Financial Year and Christmas functions.

All certificates will be signed by the Chief Executive Officer and the Mayor.

## Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

<p><b>Policy Type:</b> Strategic Policy</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p>
<p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Last Review Date:</b> September 2017 <b>Version 2</b></p> <p><b>Next Review due by:</b> August 2019</p>

# **ATTACHMENT NO. 10**



TOWN OF  
**BASSENDEAN**  
*Home by the Swan*

**LOCAL GOVERNMENT ACT 1995**

*Town of Bassendean*  
**Council**  
**Meeting Procedures**  
**LOCAL LAW 2019**

**Adopted by Council [Insert date]**

**Gazetted [insert date]**

CONSULTATION DRAFT\_15.08.2019

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**LOCAL GOVERNMENT ACT 1995**

**Town of Bassendean**

**Standing Orders Local Law 2011**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Town of Bassendean resolved on 12 April 2011 to make the following local law.

**Part 1 – Preliminary**

**1.1 Citation**

This local law may be cited as the *Town of Bassendean Standing Orders Local Law 2011*.

**1.2 Commencement**

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

**1.3 Purpose and effect**

- (1) This local law is to provide the rules for the conduct of meetings of the Council, Committees and Electors.
- (2) This local law is intended to result in-
  - (a) better decision making by the Council and committees;
  - (b) the orderly conduct of meetings dealing with Council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at meetings.

**1.4 Application**

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the local law.

**1.5 Interpretation**

- (1) Unless otherwise defined in this local law, the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.
- (2) In this local law unless the context otherwise requires –

**75% majority** has the meaning given to it in the Act

**absolute majority** has the meaning given to it in the Act

**Act** means the *Local Government Act 1995*

**Administration regulations** means the *Local Government (Administration) Regulations 1996*

**CEO** means the Chief Executive Officer of the Town;

**committee** means a committee of the Council established under section 5.8 of the Act;

**committee meeting** means a meeting of a committee;

**Conduct regulations** means the *Local Government (Rules of Conduct) Regulations 2007*

**council** means the Council of the Town of Bassendean;

**mayor** means the mayor of the Town or other presiding member at a Council meeting under section 5.6 of the Act;

**meeting** means a meeting of the Council or a committee, as the context requires;

**member** has the meaning given to it in the Act;

**presiding member** means –

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**simple majority** means more than 50% of the members present and voting;

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion;

## 1.6 Repeal

The Town of Bassendean Standing Orders Local Law 2011, published in the Government Gazette on 21 April 2011 is repealed.

## 1.7 Provisions of the Act, Regulations and other legislation

- (1) Throughout this local law, provisions of the Act and Regulations, and provisions of other legislation, are reproduced in a boxed format.
- (2) The purpose of reproducing these provisions is to assist the reader by giving a fuller picture of related legislative provisions that also apply to meetings of the Council, committees and electors.
- (3) The reproduced provisions of the Act and Regulations and other legislation –
  - (a) are to be treated as footnotes and are not part of this local law (see section 32(2) of the *Interpretation Act 1984*); and
  - (b) reproduce only the provisions that were in force at the time that the Council resolved to adopt this local law and therefore may not necessarily be correct at a future date.

## **Part 2 – Establishment and membership of committees**

### **2.1 Establishment of committees**

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include –
  - (a) the terms of reference of the committee;
  - (b) the number of council members, officers and other persons to be appointed to the committee;
  - (c) the names or titles of the council members and officers to be appointed to the committee;
  - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
  - (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

### **2.2 Types of committees**

The types of committees are dealt with in the Act.

### **2.3 Delegation of some powers and duties to certain committees**

The delegation of some powers and duties to certain committees is dealt with in the Act.

### **2.4 Limits on delegation of powers and duties to certain committees**

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

### **2.5 Appointment of committee members**

The appointment of committee members is dealt with in the Act.

### **2.6 Tenure of committee membership**

Tenure of committee membership is dealt with in the Act.

### **2.7 Resignation of committee members**

The resignation of committee members is dealt with in the Regulations.

### **2.8 Register of delegations to committees**

### **2.9 Committees to report**

A committee –

- (a) is answerable to the Council; and
- (b) is to report on its activities when, and to the extent, required by the Council.

### **Part 3 – Calling and convening meetings**

#### **3.1 Ordinary and special Council meetings**

- (1) Ordinary and special Council meetings are dealt with in the Act.
- (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

#### **3.2 Calling Council meetings**

The calling of Council meetings is dealt with in the Act.

#### **3.3 Convening Council meetings**

- (1) The convening of a Council meeting is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5, in convening a special meeting of the Council.
- (3) Where, in the opinion of the mayor or at least one-third of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

#### **3.4 Calling committee meetings**

The CEO is to call a meeting of any committee when requested by the mayor, the presiding member of a committee or any 2 members of that committee.

#### **3.5 Public notice of meetings**

Public notice of meetings is dealt with in the Regulations.

### **Part 4 – Presiding member and quorum**

#### **Division 1 – Who presides**

##### **4.1 Who presides**

Who presides at a Council meeting is dealt with in the Act.

##### **4.2 When the deputy mayor can act**

When the deputy mayor can act is dealt with in the Act.

##### **4.3 Who acts if no mayor**

Who acts if there is no mayor is dealt with in the Act.

##### **4.4 Election of Presiding members of committees**

The election of presiding members of committees and their deputies is dealt with in the Act.

##### **4.5 Election of deputy presiding members of committees**



The election of Deputy presiding members of committees is dealt with in the Act.

**4.6 Functions of deputy presiding members**

The functions of deputy presiding members are dealt with in the Act.

**4.7 Who acts if no presiding member**

Who acts if no presiding member is dealt with in the Act.

**DIVISION 2 – QUORUM**

**4.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

**4.9 Reduction of quorum for Council meetings**

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

**4.10 Reduction of quorum for committee meetings**

The reduction of a quorum for committee meetings is dealt with in the Act.

**4.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

**4.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the presiding member is –

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, the presiding member is to adjourn the meeting to some future time or date.

**4.13 Names to be recorded**

At any meeting –

- (a) at which there is not a quorum present; or
- (b) which is adjourned for want of a quorum, the names of the members then present are to be recorded in the minutes.

At the resumption of an adjourned meeting the only business to be transacted is that which remains outstanding on the agenda of the adjourned meeting.

## **Part 5 – Business of a meeting**

### **5.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the presiding member or the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that—
  - (a) specified in the notice of the meeting which had been adjourned; and
  - (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

### **5.2 Order of business**

- (1) Unless otherwise decided by the presiding member, the order of business at any ordinary meeting of the Council is to be as follows:
  - (a) Declaration of opening; Acknowledgement to Country; Acknowledgement of Visitors; Disclaimer
  - (b) Announcements by the presiding person without discussion
  - (c) Attendances, apologies and applications for leave of absence
  - (d) Declarations of interest
  - (e) Public question time
  - (f) Statements by Members of the Public
  - (g) Petitions
  - (h) Presentations
  - (i) Confirmation of minutes
  - (j) Business deferred from previous meeting
  - (k) Committee Reports/Updates
  - (l) Reports
  - (m) Motions of which previous notice has been given
  - (n) Announcements of notices of motion for the next meeting
  - (o) Confidential business
  - (p) Urgent Business
  - (q) Closure

- (2) The items of business to be dealt with at an ordinary meeting of a committee are:
- (a) Declaration of opening/announcement of Visitors
  - (b) Public question time and statement by members of the Public
  - (c) Attendances, apologies and applications for leave of absence
  - (d) Deputations
  - (e) Confirmation of minutes
  - (f) Announcements by the presiding person without discussion
  - (g) Declarations of interest
  - (h) Business deferred from previous meeting
  - (i) Reports
  - (j) Motions of which previous notice has been given
  - (k) Announcements of notices of motion for the next meeting
  - (l) Confidential business
  - (m) Closure
- (3) The order of business at any special meeting of the Council or a committee shall be in the order in which it appears in the agenda.

### **5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or this local law otherwise provide, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 5 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the Local Government.
- (4) The CEO –
- (a) may, with the concurrence of the mayor, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of this local law or any other written law;
  - (b) will inform members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) will provide an Officer Report to accompany the notice of motion that has relevant and material facts and circumstances pertaining to the notice of motion on such matters as strategic

direction within the Council's adopted Strategic Plan, policy, budget and law.

- (5) A motion of which notice has been given is to lapse unless –
  - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the Council on a motion determines to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lost under subclause (5), a notice of a motion in substantially the same terms or of substantially the same effect is not to be given again for at least three months from the date of such lapse.

#### 5.4 Adoption by En Bloc Voting

- (1) In this clause ***adoption by en bloc voting*** means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), Council may pass an adoption by en bloc voting.
- (3) An adoption by en bloc voting may not be used for a matter –
  - (a) that requires a 75% majority or a special majority;
  - (b) in which an interest has been disclosed;
  - (c) that has been the subject of a petition or deputation;
  - (d) that is a matter on which a member wishes to make a statement; or
  - (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

#### 5.5 Urgent business

- (1) In accordance with 5.2(1)(p) a member may move a motion to consider an item of urgent business that is not included in the agenda for that meeting provided that –
  - (a) the presiding member has first consented to the business being raised;
  - (b) the presiding member considers that either –
    - i. the urgency of the business is such that the business cannot await inclusion in the agenda for the next meeting of the Council; or
    - ii. the delay in referring the business to the next meeting of the Council could have adverse legal, reputational or financial implications for the local government; and
    - iii. other than a motion to revoke a decision, the item of urgent business is presented in the form of a report generated by an

officer, a copy of which is to be provided to members prior to the commencement of the meeting.

- (2) Where the Council agrees to consider such item of urgent business, then it is to be dealt with in accordance with the order of business at clause 5.2(p) order of business.

## **Part 6 – Public participation**

### **6.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in the Act.

### **6.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in 1 or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried –
  - (a) the presiding member is to direct everyone to leave the meeting except –
    - (i) the members;
    - (ii) the CEO; and
    - (iii) any Officer or person specified by the presiding member; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the presiding member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 7.9 is to be suspended unless the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under subclause 5 may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is re-opened to members of the public, the presiding member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

### **6.3 Question time for the public**

Question time for the public is dealt with in the Act.

#### **6.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in the Regulations.

#### **6.5 Minimum question time for the public**

Minimum question time for the public is dealt with in the Regulations.

#### **6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

#### **6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that –
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to –
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (7) Questions to be considered by Council are to be respectful and temperate in language.
- (8) The presiding member may decide that a public question shall not be responded to where –
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the presiding member has taken all reasonable steps to assist the member of the public to

phrase the question in a manner that is not offensive or defamatory.

- (9) A member of the public shall have 2 minutes to submit a question.
- (10) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

#### **6.8 Statements by members of the public**

- (1) Each person wishing to statement the Council on items listed on the agenda will be invited by the presiding member to do so stating their name, address and to which item/s listed on the agenda for that meeting.
- (2) The presiding member may rule that the subject matter does not relate to the current agenda, and that the statement not be heard.
- (3) The presiding member will determine the order of speakers to address the Council.
- (4) The public statement session will be restricted to 15 minutes unless the Council, by resolution, decides otherwise.
- (5) Each person is restricted to a statement of up to 2 minutes unless the Council, by decision, determines that they may speak for no more than a further 2 minutes.
- (6) Statements to be considered by Council are to be respectful and temperate in language.
- (7) The presiding member may suspend or adjourn the statement session at any time, and any person addressing the Council will resume their seat when called upon to do so by the presiding member.
- (8) The presiding member shall suspend the public address session if the person making the statement resorts to personal denigration of any person or persons.
- (9) The presiding member may comment on the statement given or call upon a Councillor or Officer to comment. They may decline and if the subject matter of the statement has not been considered by the Council, no substantive comment shall be offered. Any comments shall not exceed 3 minutes.
- (10) Any breach of the standing orders may result in the person being prohibited from addressing the meeting at which the breach occurs.

#### **6.9 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council, the presiding member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

## 6.10 Deputations

- (1) Any person or group wishing to be received as a deputation by the Council is to either –
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the presiding member, at the meeting, address the Council.
- (2) The CEO may either –
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting –
  - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from members;
  - (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the presiding member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

## 6.11 Petitions

- (1) A petition is to –
  - (a) be addressed to the Mayor;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the legible names, addresses and signatures of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request;
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given; and
  - (f) be respectful and temperate in language; and
  - (g) comply with any prescribed form set by the Act or any other written law.
- (2) On presentation of a petition, the petition is to be received and referred for CEO report.
- (3) At any meeting, the Council is not to vote on a matter the subject of a petition, unless –



- (a) the matter is the subject of a CEO report included in the agenda; and
- (b) the Council has considered the issues raised in the petition.

#### **6.12 Presentations**

- (1) In this clause, a **presentation** means the acceptance of a gift or an award by the Council on behalf of the Town or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

#### **6.13 Participation at committee meetings**

- (1) In this clause a reference to a 'person' is to a person who—
  - (a) is entitled to attend a committee meeting;
  - (b) attends a committee meeting; and
  - (c) is not a member of that committee.
- (2) Without the consent of the presiding member, no person is to address a committee meeting.
- (3) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the presiding member is to cease that address immediately after being directed to do so by the presiding member.
- (5) A person who fails to comply with a direction of the presiding member under subclause (4) may, by order of the presiding member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

#### **6.14 Public Inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at the Administration Offices, Old Perth Road Bassendean, the Bassendean Library, and on the Town's website.

#### **6.15 Confidentiality of information withheld**

- (1) Information withheld by the CEO from members of the public under the Regulations is to be –
  - (a) identified in the agenda of a Council or committee meeting under the item "Matters for which meeting may be closed"; and
  - (b) marked "*Confidential*" in the agenda; and
  - (c) kept confidential by members and employees until the Council or Committee resolves otherwise.

- (2) A member or an employee who has –
- (a) confidential information under subclause (1); or
  - (b) information that is provided or disclosed for the purpose of or during a meeting, or part of a meeting, that is closed to the public, is not to disclose any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not prevent a member or employee from disclosing information –
- (a) at a closed meeting;
  - (b) to the extent specified by the Council and subject to such other conditions as the Council determines;
  - (c) that is already in the public domain;
  - (d) to an officer of the Department;
  - (e) to the Minister;
  - (f) to a legal practitioner for the purpose of obtaining legal advice
  - (g) if the disclosure is required or permitted by law

#### 6.16 Recording of proceedings

A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the presiding member. Council will record the meeting for minute taking purposes only and cannot guarantee the accuracy or the quality of this recording and it cannot be assumed to be a complete record of proceedings.

#### 6.17 Prevention of disturbance

- (1) A reference in this clause to a **person** is to a person other than a member.
- (2) A person addressing the Council must extend due courtesy and respect to the Council or the Committee and to the processes under which it operates, and must comply with any direction by the presiding member.
- (3) A person present at or observing a meeting must not create a disturbance at a meeting by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone, or any other audible device, is switched off and is not used during any meeting of the Council.
- (5) The presiding member may warn a person who fails to comply with this clause.
- (6) If, after being warned, the person –

- (a) again acts contrary to this clause, or to these standing orders; or
  - (b) refuses or fails to comply with a direction by the presiding member, the presiding member may expel the person from the meeting by ordering him or her to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding member, be removed from the meeting room and, if the presiding member orders, from the premises.

## **Part 7 – Conduct of members**

### **7.1 Members to be in their proper places**

- (1) At the first meeting held after each Election Day, the CEO is to draw lots for the seating arrangements of the Councillors in the Chambers.
- (2) Each member is to occupy his or her allotted position at each Council meeting.

### **7.2 Respect to the presiding member**

After the business of a Council has been commenced, a Member is not to enter or leave the meeting without first paying due respect to the presiding member.

### **7.3 Titles to be used**

A speaker, when referring to the mayor, deputy mayor or presiding member, or a Member or Officer, is to use the title of that person's office.

### **7.4 Advice of entry or departure**

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

### **7.5 Members to indicate their intention to speak**

A Member of the Council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council.

### **7.6 Priority of speaking**

- (1) Where two or more members indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.
- (2) A decision of the presiding member under subclause (1) is not open to discussion or dissent.
- (3) A member must cease speaking immediately after being asked to do so by the presiding member.

### **7.7 Presiding member may take part in debates**

The presiding member may take part in a discussion of any matter before the Council, subject to compliance with this local law.

## **7.8 Relevance**

- (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The presiding member, at any time, may –
  - (a) call the attention of the meeting to –
    - (i) any irrelevant, repetitious, offensive or insulting language by a Member; or
    - (ii) any breach of order or decorum by a Member; and
  - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member is to comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

## **7.9 Speaking twice**

A member is not to address the Council more than once on any motion or amendment except –

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

## **7.10 Duration of speeches**

- (1) A member is not to speak on any matter for more than 3 minutes without the consent of the Council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a member's total speaking time to exceed 5 minutes.

## **7.11 No speaking after conclusion of debate**

A member is not to speak on any motion or amendment –

- (a) after the mover has replied; or
- (b) after the motion has been put.

## **7.12 No interruption**

A member is not to interrupt another Member who is speaking unless –

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 7.13; or
- (d) to move a procedural motion that the Member be no longer heard (see clause 10.9).

## **7.13 Personal explanations**

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the presiding member his or her intention to make a personal explanation.
- (2) The presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

#### **7.14 No re-opening of discussion**

A member is not to re-open discussion on any Council decision, except to move that the decision be revoked or changed (see Part 15).

#### **7.15 Adverse reflection**

- (1) A member is not to reflect adversely on a decision of the Council or committee except on a motion that the decision be revoked or changed (see Part 15).
- (2) A member must not –
  - (a) reflect adversely on the character or actions of another member or officer; or
  - (b) impute any motive to a member or officer, unless the meeting resolves, without debate, that the matter then before the meeting cannot otherwise be adequately considered.

#### **7.16 Offensive Language**

- (1) A member must not use offensive or insulting expressions in reference to any member, officer or other person.
- (2) If a member or CEO specifically requests, immediately after the use, that any particular words used by a member that are in breach of this clause be recorded in the minutes, the member making the request is to provide the words to the meeting for verification and the presiding member is to cause the words used to be taken down and recorded in the minutes.

#### **7.17 Withdrawal of offensive language**

- (1) A member who, in the opinion of the presiding member, uses an expression which –
  - (a) reflects adversely on the character or actions of another member or officer; or
  - (b) imputes any motive to a member or officer;
  - (c) uses an expression that is offensive or objectionable, must, when directed by the presiding member, withdraw the expression and make a satisfactory apology.

- (2) If a member fails to comply with a direction of the presiding member under subclause (1), the presiding member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

## **Part 8 – Preserving Order**

### **8.1 Presiding member to preserve order**

- (1) The presiding member is to preserve order, and, whenever he or she considers necessary, may call any member to order.
- (2) When the presiding member speaks during a debate, any member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the presiding member may be heard without interruption.
- (3) Subclause (2) is not to be used by the presiding member to exercise the right provided in clause 8.7, but to preserve order.

### **8.2 Point of order**

- (1) A member may object, by way of a point of order, only to a breach of –
  - (a) any of this local law; or
  - (b) any other written law.
- (2) Despite anything in this local law to the contrary, a point of order –
  - (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

### **8.3 Procedures on a point of order**

- (1) A member who is addressing the presiding member is not to be interrupted except on a point of order.
- (2) A member interrupted on a point of order is to resume his or her seat until –
  - (a) the member raising the point of order has been heard; and
  - (b) the presiding member has ruled on the point of order, and, if permitted, the member who has been interrupted may then proceed.

### **8.4 Calling attention to breach**

A member may, at any time, draw the attention of the presiding member to any breach of this local law.

### **8.5 Ruling by the presiding member**

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.

- (2) A ruling by the presiding member on a point of order –
- (a) is not to be the subject of debate or comment; and
  - (b) is to be final unless the majority of members then present and voting on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that –
- (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a member is out of order, the presiding member may require the member to make an explanation, retraction or apology.

#### **8.6 Continued breach of order**

If a member –

- (a) persists in any conduct that the presiding member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the presiding member under clause 8.5(3), the presiding member may direct the member to refrain from taking any further part in that item other than by voting, and the member is to comply with that direction.

#### **8.7 Right of presiding member to adjourn**

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

### **Part 9 – Debate of Substantive Motions**

#### **9.1 Motions to be stated and in writing**

Any member who wishes to move a substantive motion or an amendment to a substantive motion –

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the presiding member, is to put the motion or amendment in writing.

## **9.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

## **9.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the presiding member may ask the meeting if any member opposes it.
- (2) If no Member opposes the motion, the presiding member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 15).

## **9.4 Only 1 substantive motion at a time**

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than 1 substantive motion at any time.

## **9.5 Order of call in debate**

The presiding member is to call speakers to a substantive motion in the following order:

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

## **9.6 Limit of debate**

The presiding member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all members may not have spoken.



**9.7 Member may require motion to be read**

A member may require the motion or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

**9.8 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

**9.9 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

**9.10 Form of an amendment**

An amendment must add, delete, or substitute words to the substantive motion.

**9.11 Amendment must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

**9.12 Relevance of amendments**

Each amendment is to be relevant to the motion in respect of which it is moved.

**9.13 Mover of motion may speak on amendment**

Any member may speak during debate on an amendment.

**9.14 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

**9.15 Withdrawal of motion or amendment**

(1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.

(2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

**9.16 Right of reply**

(1) The mover of a substantive motion has the right of reply.

(2) The right of the reply may only be exercised –

- (a) where no amendment is moved to the substantive motion—at the conclusion of the discussion on the motion; or
  - (b) where one or more amendments have been moved to the substantive motion—at the conclusion of the discussion on the substantive motion and any amendments.
- (3) After the mover of the substantive motion has commenced the reply
- (a) no other member is to speak on the motion;
  - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (4) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (5) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

## **Part 10 – Procedural motions**

### **10.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 9), a Member may move the following procedural motions –

- (a) that the meeting proceed to the next item of business;
- (b) that the debate be adjourned;
- (c) that the meeting now adjourn;
- (d) that the motion be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the presiding member be disagreed with;
- (g) that the meeting be closed to the public (see clause 6.2);
- (h) that the motion be deferred.

### **10.2 No debate**

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f), (g) or (h) of clause 10.1 may speak to the motion for not more than three minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

### **10.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

#### **10.4 Procedural motions – right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

#### **10.5 Meeting to proceed to the next business**

The motion “that the meeting proceed to the next item of business”, if carried, has the effect that –

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

#### **10.6 Debate to be adjourned**

A motion ‘that the debate be adjourned’ –

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

#### **10.7 Meeting now adjourn**

- (1) A member is not to move or second more than 1 motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the presiding member may seek leave of the Council to deal first with matters that may be the subject of an adoption by en bloc voting (see clause 5.4).
- (3) A motion “that the meeting now adjourn” –
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the presiding member or the Council determines otherwise.

#### **10.8 Motion to be put**

- (1) If the motion ‘that the motion be now put’, is carried during debate on a substantive motion without amendment, the presiding member is to offer the right of reply and then put the motion to the vote without further debate.

(2) If the motion 'that the motion be now put' is carried during discussion of an amendment, the presiding member is to put the amendment to the vote without further debate.

(3) This motion, if lost, causes debate to continue.

#### **10.9 Member to be no longer heard**

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

#### **10.10 Ruling of the presiding member to be disagreed with**

If the motion "that the ruling of the presiding member be disagreed with", is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

### **Part 11 – Disclosure of interests**

#### **11.1 Disclosure of interests**

Disclosure of interests is dealt with in the Act.

### **Part 12 – Voting**

#### **12.1 Motion – when put**

(1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the presiding member –

(a) is to put the motion to the Council; and

(b) if requested by any member, is to again state the terms of the motion.

(2) A member is not to leave the meeting when the presiding member is putting any motion.

#### **12.2 Voting**

Voting is dealt with in the Act and the Regulations.

#### **12.3 Majorities required for decisions**

The majorities required for decisions of the Council and committees are dealt with in the Act.

#### **12.4 Method of taking vote**

(1) In taking the vote on any motion or amendment the presiding member–

(a) is to put the motion, first in the affirmative, and then in the negative;

- (b) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on the voices or may require a show of hands; and,
  - (d) is, subject to this clause, to declare the result.
- (2) If a member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.

### **Part 13 – Minutes of meetings**

#### **13.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in the Act.

#### **13.2 Content of minutes**

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

#### **13.3 Public inspection of unconfirmed minutes**

The public inspection of unconfirmed minutes is dealt with in the Regulations.

#### **13.4 Confirmation of minutes**

- (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a member is dissatisfied with the accuracy of the minutes, the member may provide the Town with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
- (2) At the next ordinary meeting of the Council, the member who provided the alternative wording shall, at the time for confirmation of minutes –
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

### **Part 14 – Adjournment of meeting**

#### **14.1 Meeting may be adjourned**

The Council may adjourn any meeting –

- (a) to a later time on the same day; or

- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

#### 14.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this local law –

- (a) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 7.9 [speaking twice] apply when the debate is resumed.

### Part 15 – Revoking or changing decisions

#### 15.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in the Regulations.

#### 15.2 Limitations on powers to revoke or change decisions

- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision –
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 15.3 to implement the decision; or
  - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

#### 15.3 Implementing a decision

(1) In this clause –

- (a) **authorisation** means a licence, permit, approval or other means of authorising a person to do anything;
- (b) **implement**, in relation to a decision, includes –
  - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
  - (ii) take any other action to give effect to the decision; and
- (c) **valid notice of revocation motion** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the standing orders and may be

considered, but has not yet been considered, by the Council or a committee as the case may be.

- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until after 10.00am of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (4) A decision made at a meeting is not to be implemented by the CEO or any other person –
  - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
  - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation –
  - (a) is to take effect only in accordance with this clause; and
  - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

## **Part 16 – Suspension of standing orders**

### **16.1 Suspension of standing orders**

- (1) A member may at any time move that the operation of 1 or more of the provisions of this local law be suspended.
- (2) A member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is –
  - (a) seconded; and
  - (b) carried by an absolute majority, is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### **16.2 Where standing orders do not apply**

- (1) In situations where –
  - (a) 1 or more provisions of this local law have been suspended;or

- (b) a matter is not regulated by the Act, the Regulations or this local law, the presiding member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the presiding member under subclause (1) is final, except where a motion is moved and carried under clause 10.10.

### **16.3 Cases not provided for in standing orders**

The presiding member is to decide questions of order, procedure, debate, or otherwise in cases where this local law, the Act or the Regulations are silent. The decision of the presiding member in these cases is final, except where a motion is moved and carried under clause 10.10.

## **Part 17 – Meetings of Electors**

### **17.1 Electors' general meetings**

Electors' general meetings are dealt with in the Act.

### **17.2 Matters for discussion at electors' general meetings**

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

### **17.3 Electors' special meetings**

Electors' special meetings are dealt with in the Act.

### **17.4 Requests for electors' special meetings**

Requests for electors' special meetings are dealt with in the Regulations.

### **17.5 Convening electors' meetings**

Convening electors' meetings is dealt with in the Act.

### **17.6 Who presides at electors' meetings**

Who presides at electors' meetings is dealt with in the Act.

### **17.7 Procedure for electors' meetings**

(1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the presiding member is to have regard to this local law.

### **17.8 Participation of non-electors**

A person who is not an elector of the Town shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

### **17.9 Voting at electors' meetings**

Voting at electors' meetings is dealt with in the Regulations.



**17.10 Minutes of electors' meetings**

Minutes of electors' meetings are dealt with in the Act.

**17.11 Decisions made at electors' meetings**

Decisions made at electors' meetings are dealt with in the Act.

**Part 18 – Enforcement**

**18.1 Penalty for breach**

A person who breaches a provision of this local law commits an offence.

**Penalty – up to \$1,000**

**18.2 Who can prosecute**

Who can prosecute is dealt with in the Act.

CONSULTATION DRAFT – 15.08.2019

Dated \_\_\_\_\_

The Common Seal of the

**Town of Bassendean**

was affixed by resolution of the Council in the presence of –

\_\_\_\_\_

[Insert Mayor Name]

**MAYOR**

\_\_\_\_\_

[Insert CEO Name]

**CHIEF EXECUTIVE OFFICER**

CONSULTATION DRAFT - 15.08.2019



## Western Australian Current Acts

### LOCAL GOVERNMENT ACT 1995 - SECT 3.12 (extract)

#### 3.12 . Procedure for making local laws

(1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.

(2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

(3) The local government is to —

(a) give Statewide public notice stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

(3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

\* *Absolute majority required.*

(5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.

(6) After the local law has been published in the *Gazette* the local government is to give local public notice —

(a) stating the title of the local law; and

(b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and

(c) advising that copies of the local law may be inspected or obtained from the local government's office.

(7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

(8) In this section —

*making* in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

[Section 3.12 amended: No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23; No. 26 of 2016 s. 5.]

# **ATTACHMENT NO. 11**

# TOWN OF BASSENDEAN

## MINUTES

### TOWN ASSETS COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 10 JULY 2019, AT 10.15AM

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#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting, welcomed all those in attendance and conducted an Acknowledgement of Country.

#### 2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Cr Kathryn Hamilton  
Cr Jai Wilson  
Cr Renee McLennan

#### Staff

Peta Mabbs, CEO  
Phil Adams, A/Executive Manager Infrastructure  
Amy Holmes, Minute Secretary

#### 3.0 DEPUTATIONS

Nil

#### 4.0 CONFIRMATION OF MINUTES

##### 4.1 Town Assets Committee Meeting held on 19 June 2019

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Cr McLennan, Seconded Cr Hamilton, that the minutes of the Town Assets Committee meeting held 19 June 2019, be confirmed as a true record.

CARRIED UNANIMOUSLY 3/0

**5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

*The Presiding Member commended the Arbor Carbon report and asked that it be on the record.*

**6.0 DECLARATIONS OF INTEREST**

Nil

**7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

**8.0 REPORTS**

**8.1 Update - Tree Planting in the Town**

As per Council's direction, the Parks Department of the Town has purchased 200 trees to be incorporated into the Street Tree Planting Program. The species include:

- 10 Chinese Elm;
- 50 Flooded Gums;
- 50 Spotted Gum;
- 30 Claret Ash;
- 30 Chinese Pistachio; and
- 30 Royal Poinciana.

The planting program will commence on the 5 July 2019 and will run for approximately two weeks. Residents can nominate a location and choose from the species provided.

*Committee members made the following comments, for further discussion at a later date:*

- *Undergrounding of power to include greening.*
- *Need to start planning for 2020 planting season.*
- *Councillors to brainstorm ideas for tree planting.*
- *Process for procurement of trees needs to be reviewed - better value for money, good quality stock, long term planning.*
- *Explore the potential of EMRC having trees grown for the member Councils.*

- *All staff involved in the planting, care and maintenance of trees need to read the Arbor Carbon report and have a discussion with Councillors.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

**TAC - 1/07/19** MOVED Cr Hamilton, Seconded Cr McLennan, that the Town Assets Committee notes the update on tree planting in the Town.

CARRIED UNANIMOUSLY 3/0

**8.2 Tree Protection in the Town**

Officers are currently examining other jurisdictions and local governments in WA to assess what mechanisms they have in place to promote greater preservation of trees particularly on development sites.

A report and recommendations will be referred to the next meeting of the Town Assets Committee.

*Staff are currently rewriting the Tree Protection Policy.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

**TAC - 2/07/19** MOVED Cr Hamilton, Seconded Cr McLennan, that the information be received.

CARRIED UNANIMOUSLY 3/0

**8.3 Old Perth Road Street Tree Audit (Ref: GOVN/CCLMEET/1); Ken Cardy, Manager Asset Services)**

APPLICATION

The purpose of this report is to provide Arbor Carbon's audit finding to the Town's Asset Committee regarding, existing streetscape plantings in Old Perth Road, and identified areas to increase street tree canopy and greenness of the area.



COMMITTEE/OFFICER RECOMMENDATION — ITEM 8.3

**TAC - 3/07/19** MOVED Cr Hamilton, Seconded Cr McLennan, that the Asset Committee:

1. Receive the report findings from Arbor Carbon; and
2. Supports the consideration of options for increasing tree canopy as part of the future development of a precinct plan for the Town Centre.

CARRIED UNANIMOUSLY 3/0

**9.0 CLOSURE**

The next meeting is to be advised.

There being no further business, the Presiding Member declared the meeting closed at 11.25am.

# **ATTACHMENT NO. 12**

**TOWN OF BASSENDEAN**  
**MEETING OF THE DESIGN BASSENDEAN REFERENCE GROUP HELD IN**  
**THE IDEAS HUB, 31 OLD PERTH ROAD, BASSENDEAN**  
**ON WEDNESDAY 24 JULY 2019 AT 6:00PM**

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## **Meeting Notes**

### **1.0 DECLARATION OF OPENING**

The Town's Executive Officer to the Design Bassendean Reference Group Alex Snadden, opened the meeting, welcomed all those in attendance, and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

### **2.0 ATTENDANCES AND APOLOGIES**

#### **Attendances**

#### **Advisory Group Members**

Cr Renée McLennan, Mayor  
Cr Kathryn Hamilton, Presiding member  
Phil Burton,  
Jennie Collins  
Moss Johnson  
Ross Jutras-Minett

#### **Officers**

Ms Peta Mabbs, CEO  
Mr Anthony (Tony) Dowling, Director Strategic Planning  
Mr Brian Reed, Manager Development Services  
Mr Christian Buttle, A/Manager Development Services  
(Planning)  
Mr Cameron Hartley, Planning Officer  
Mr Alex Snadden, Planning Officer & Executive Officer to  
the Design Bassendean Reference Group

#### **Special Guests**

Allan Tranter – Founding Director of Creating Communities

#### **Apologies**

Caroline Easton, Community Member

In addition to an agreed concern about the impacts of proposed upgrades to Guildford Road, the group also agreed:

- To be successful at reducing the speed limit in the Town Centre and on local roads to a maximum of 40km/h, there would be a need to include traffic calming devices to promote safe active streets.
- There is a need for the Town to develop a parking strategy and a need to investigate parking ratios within the Town Centre and within close proximity to the three train stations.

The group, discussed at length issues with parking, providing excessive parking, and the 'dead spaces' they can create.

## **5.0 HOUSE KEEPING**

Alex Snadden advised the group the intention for the next meeting was to have Nigel Hindmarsh from the Department of Communities present to the group some of his findings from a recent study trip in Europe looking at Transit Orientated Development.

In addition to the presentation from Nigel, the group was advised by officers of the Town that the Town would be hoping to present policy work for discussion with the group to seek feedback.

Community member Phil Burton reiterated the need for the group to discuss at a future meeting the Eden Hill Shopping Centre Concept plan, previously raised to the group by Cr. Kathryn Hamilton in an email correspondence. The Executive Officer reiterated to the Group, it was the intention of staff to present the Concept Plan to the group at a later date, likely to coincide with the public consultation period of the concept plan (yet to be determined).

Moss Johnson requested the group at a later meeting discusses the preparation of an Urban Forrest Strategy/Policy. The Executive Officer noted the request and advised the group this can be accommodated, with officers of the Town to undertake some research into the matter and potentially arrange a presentation from an appropriate speaker.

## **6.0 CLOSURE**

The meeting closed at 7.50pm.

# **ATTACHMENT NO. 13**

# TOWN OF BASSENDEAN

## MINUTES

BASSENDEAN YOUTH ADVISORY COUNCIL MEETING  
HELD AT BASSENDEAN YOUTH SERVICES  
CORNER WEST AND GUILDFORD ROADS, BASSENDEAN  
**ON FRIDAY, 28 JUNE 2019 AT 5.11PM**

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### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Mr Matthew Pearson volunteered to be Chairperson. He declared the meeting open at 5:11pm, welcomed all those in attendance and conducted an Acknowledgement of Country.

### 2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

#### Present

Mr Matthew Pearson (Chairperson)  
Mr Andrew Harrison  
Mr Michael Young  
Mr Ethan Collins  
Mr Adam Foster  
Mr Peter Steed

#### Officers

Greg Neri, Manager Youth Services  
Ayden Mackenzie, Youth Development Officer

#### Members of the Public

Nil

### 3.0 DEPUTATIONS

Nil

#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Minutes of the Bassendean Youth Advisory Council meeting held on 29 March 2019**

###### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Ethan Collins, Seconded Michael Young that the minutes of the Bassendean Youth Advisory Council meeting held on 29 March 2019, be confirmed as a true record.

**CARRIED**

##### **4.2 Minutes of the Bassendean Youth Advisory Council meeting held on 31 May 2019**

###### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Michael Young, Seconded Ethan Collins that the minutes of the Bassendean Youth Advisory Council meeting held on 31 May 2019, be confirmed as a true record.

**CARRIED**

#### **5.0 WORKSHOP TOPIC**

##### **5.1 Keen on Halloween**

The Youth Advisory Council discussed Keen on Halloween and how they can grow the event further this year. It was agreed that the Spooky Letterbox Competition should continue, and the prize should still be an iPad.

The YAC discussed the idea of building on the website to include 'best visit times' and a page on Trick or Treat etiquette.

Officers suggested the idea of working with the Old Perth Road Collective, AshCAN and Eden Hill CAN to have some sort of street party or parade. YAC Members felt this was a good idea to help grow the event.

YAC Members were conscious of the potential wasteful nature of the Keen on Halloween with residents potentially using many single use plastics and felt it was important to emphasise the use of reusable or compostable decorations.

**6.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil.

**7.0 REPORTS**

Nil.

**8.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**9.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil.

**10.0 CLOSURE**

The meeting closed at 6.31pm.

The next meeting is to be held on Friday, 28 June 2019 at Bassendean Youth Services, corner Guildford & West Roads, Bassendean, commencing at 5.00pm.



# TOWN OF BASSENDEAN

## MINUTES

BASSENDEAN YOUTH ADVISORY COUNCIL MEETING  
HELD AT BASSENDEAN YOUTH SERVICES  
CORNER WEST AND GUILDFORD ROADS, BASSENDEAN  
**ON FRIDAY, 31 MAY 2019 AT 5.34PM**

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### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Mr Matthew Pearson volunteered to be Chairperson. The meeting was counted out due to a lack of quorum the time being 5.34pm

### 2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

#### Present

Mr Matthew Pearson (Chairperson)  
Mr Michael Young

#### Officers

Greg Neri, Manager Youth Services  
Ayden Mackenzie, Youth Development Officer

#### Members of the Public

Nil

# TOWN OF BASSENDEAN

## MINUTES

BASSENDEAN YOUTH ADVISORY COUNCIL MEETING  
HELD AT BASSENDEAN YOUTH SERVICES  
CORNER WEST AND GUILDFORD ROADS, BASSENDEAN  
**ON FRIDAY, 29 MARCH 2019 AT 5.03PM**

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### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Mr Matthew Pearson volunteered to be Chairperson. He declared the meeting open at 5:03pm, welcomed all those in attendance and conducted an Acknowledgement of Country.

### 2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

#### Present

Mr Matthew Pearson (Chairperson)  
Mr Michael Young  
Mr Ethan Collins  
Mr Andrew Harrison  
Mr Adam Foster  
Mr Peter Steed

#### Officers

Greg Neri, Manager Youth Services  
Ayden Mackenzie, Youth Development Officer

#### Members of the Public

Nil

### 3.0 DEPUTATIONS

Nil

#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Minutes of the Bassendean Youth Advisory Council meeting held on 30 November 2018**

##### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Ethan Collins, Seconded Michael Young that the minutes of the Bassendean Youth Advisory Council meeting held on 30 November 2018, be confirmed as a true record.

**CARRIED**

#### **5.0 WORKSHOP TOPIC**

##### **5.1 Gravit8 2019**

The Youth Advisory Council reviewed the 2019 Gravit8 Youth Festival. It was felt to aid in advertising the event should occur in on the 2<sup>nd</sup> Friday after school has returned rather than the first.

It was felt having the VMBs advertising the different aspects of the event was a great idea and should be continued in future years.

It was felt it would be better if the AV equipment was ready earlier so that is not a rush just before the start of the event.

The skate, scooter and BMX competitions were a success and the modified format allowed more people to participate and should be used for future events.

Positive comments were received from patrons about having no single use plastics as the event.

#### **6.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil.

#### **7.0 REPORTS**

Nil.

**8.0            MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**9.0            ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil.

**10.0          CLOSURE**

The meeting closed at 6.25pm.

The next meeting is to be held on Friday, 29 March 2019 at Bassendean Youth Services, corner Guildford & West Roads, Bassendean, commencing at 5.00pm.

# TOWN OF BASSENDEAN

## MINUTES

BASSENDEAN YOUTH ADVISORY COUNCIL MEETING  
HELD AT BASSENDEAN YOUTH SERVICES  
CORNER WEST AND GUILDFORD ROADS, BASSENDEAN  
**ON FRIDAY, 30 NOVEMBER 2018 AT 5.06PM**

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**1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Mr Matthew Pearson volunteered to be Chairperson. He declared the meeting open at 5:06pm, welcomed all those in attendance and conducted an Acknowledgement of Country.

**2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

Present

Mr Matthew Pearson (Chairperson)  
Mr Adam Foster  
Mr Peter Steed  
Mr Michael Young  
Mr Ethan Collins  
Mr Andrew Harrison

Officers

Greg Neri, Manager Youth Services  
Ayden Mackenzie, Youth Development Officer

Members of the Public

Nil

**3.0 DEPUTATIONS**

Nil

#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Minutes of the Bassendean Youth Advisory Council meeting held on 26 October 2018**

###### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Michael Young, Seconded Ethan Collins, that the minutes of the Bassendean Youth Advisory Council meeting held on 26 October 2018, be confirmed as a true record.

**CARRIED**

#### **5.0 WORKSHOP TOPIC**

##### **5.1 Gravit8 2019**

The Youth Advisory Council continued previous discussions about Gravit8 and agreed that the following activities should be included in the event, Skate, Scooter and BMX Comp, 3 on 3 basketball comp, DJ, bucking bull, temporary tattoos and VR experience.

The YAC also agreed that food should be free.

Some YAC Members volunteered to work with the Youth Development Officer on further planning the event.

#### **6.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil.

#### **7.0 REPORTS**

Nil.

#### **8.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

#### **9.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil.

**10.0**      **CLOSURE**

The meeting closed at 6.32pm.

The next meeting is to be held on Friday, 29 March 2019 at Bassendean Youth Services, corner Guildford & West Roads, Bassendean, commencing at 5.00pm.

# TOWN OF BASSENDEAN

## MINUTES

BASSENDEAN YOUTH ADVISORY COUNCIL MEETING  
HELD AT BASSENDEAN YOUTH SERVICES  
CORNER WEST AND GUILDFORD ROADS, BASSENDEAN  
**ON FRIDAY, 26 OCTOBER 2018 AT 5.08PM**

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**1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Mr Matthew Pearson volunteered to be Chairperson. He declared the meeting open at 5:08pm, welcomed all those in attendance and conducted an Acknowledgement of Country.

**2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

Present

Mr Matthew Pearson (Chairperson)  
Mr Peter Steed  
Mr Ethan Collins  
Mr Adam Foster  
Mr Andrew Harrison  
Mr Michael Young

Officers

Greg Neri, Manager Youth Services  
Ayden Mackenzie, Youth Development Officer

Members of the Public

Nil

**3.0 DEPUTATIONS**

Nil



#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Minutes of the Bassendean Youth Advisory Council meeting held on 31 August 2018**

##### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Peter Steed, Seconded Ethan Collins that the minutes of the Bassendean Youth Advisory Council meeting held on 31 August 2018, be confirmed as a true record.

**CARRIED**

#### **5.0 WORKSHOP TOPIC**

##### **5.1 Keen on Halloween**

The Youth Advisory Council discussed Keen on Halloween and what was planned for the night.

##### **5.2 Gravit8 2019**

The Youth Advisory Council started preliminary discussion about GRAVIT8 2019 and decided the date would be the 8<sup>th</sup> of February 2019. It was agreed that a Skate, Scooter and BMX Comp should be run again.

#### **6.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil.

#### **7.0 REPORTS**

Nil.

#### **8.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**9.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE  
NEXT MEETING**

Nil.

**10.0 CLOSURE**

The meeting closed at 6.32pm.

The next meeting is to be held on Friday, 30 November 2018 at Bassendean Youth Services, corner Guildford & West Roads, Bassendean, commencing at 5.00pm.

# TOWN OF BASSENDEAN

## MINUTES

BASSENDEAN YOUTH ADVISORY COUNCIL MEETING  
HELD AT BASSENDEAN YOUTH SERVICES  
CORNER WEST AND GUILDFORD ROADS, BASSENDEAN  
**ON FRIDAY, 31 AUGUST 2018 AT 5.02PM**

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**1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Mr Matthew Pearson volunteered to be Chairperson. He declared the meeting open at 5:02pm, welcomed all those in attendance and conducted an Acknowledgement of Country.

**2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

Present

Mr Matthew Pearson (Chairperson)  
Mr Ethan Collins  
Mr Andrew Harrison  
Mr Adam Foster  
Mr Michael Young  
Mr Peter Steed

Officers

Greg Neri, Manager Youth Services  
Ayden Mackenzie, Youth Development Officer

Members of the Public

Nil

**3.0 DEPUTATIONS**

Nil

**4.0 CONFIRMATION OF MINUTES**

**4.1 Minutes of the Bassendean Youth Advisory Council meeting held on 27 July 2018**

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Andrew Harrison, Seconded Ethan Collins that the minutes of the Bassendean Youth Advisory Council meeting held on 28 July 2018, be confirmed as a true record.

CARRIED

**5.0 WORKSHOP TOPIC**

**5.1 Keen on Halloween**

Those in attendance discussed the Keen on Halloween and what if anything would be done differently. After some discussion it was agreed that just running the spooky letterbox competition along with allowing for people to register themselves on the map.

**6.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil.

**7.0 REPORTS**

Nil.

**8.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**9.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil.

**10.0 CLOSURE**

The meeting closed at 6.12pm.

The next meeting is to be held on Friday, 26 October 2018 at Bassendean Youth Services, corner Guildford & West Roads, Bassendean, commencing at 5.00pm.

# **ATTACHMENT NO. 14**

# TOWN OF BASSENDEAN

## MINUTES

### AUDIT AND GOVERNANCE COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 7 AUGUST 2019, AT 5.30PM

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#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Acting Presiding Member opened the meeting, welcomed all those in attendance and conducted an Acknowledgement of Country.

#### 2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

##### Present

Cr Melissa Mykytiuk, Acting Presiding Member  
Cr Jai Wilson (from 5.45pm)  
Tom Klaassen  
Ian Walters

##### Staff/Consultants

Anne Cheng, Moore Stephens  
Ron Back, Financial Advisor  
Paul White, Director Corporate Services  
Natalie Ong, Manager Strategy and Governance  
Amy Holmes, Minute Secretary

##### Apologies

Cr Kathryn Hamilton  
Peta Mabbs, CEO

#### 3.0 DEPUTATIONS

Nil

#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Audit and Governance Meeting held on 5 June 2019**

###### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Cr Mykytiuk, Seconded Ian Walters, that the minutes of the Audit and Governance Committee meeting held on 5 June 2019, be confirmed as a true record.

CARRIED UNANIMOUSLY 3/0

#### **5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil

#### **6.0 DECLARATIONS OF INTEREST**

Nil

#### **7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

#### **8.0 REPORTS**

##### **8.1 Update on Internal Audit Activity from Anne Cheng, Moore Stephens (WA) Pty Ltd**

*Please note, this is a standing item on the Audit and Governance Committee Agenda, to enable updates from Council's Internal Auditor.*

###### **Audit Regulation 17 Review**

The Town of Bassendean engaged Moore Stephens to review the appropriateness and effectiveness of the Town of Bassendean's systems and procedures in relation to risk management, internal controls and legislative compliance ("Audit Regulation 17 Review").

Moore Stephens has completed the Audit Regulation 17 Review and provided its report to the CEO. The CEO has reviewed that report and provided management comments in terms of follow up actions.



These actions have been identified as part of a broader reform agenda being led by the CEO to include amongst other objectives, a strengthening of governance across the organisation.

*Local Government (Audit) Regulations 1996, Regulation 17, states:*

#### **17. CEO to review certain systems and procedures**

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:
  - (a) risk management;
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

Review of Risk Management, Legislative Compliance and Internal Controls, Moore Stephens, July 2019.

#### Assurance Plan for 2019-2020

The Proposed Assurance Plan for the current financial year is presented. The Assurance Plan was developed following the Audit Regulation 17 review to target areas based on exposure to financial and/or operational risk.

Town of Bassendean Assurance Plan for 2019-2020, Moore Stephens.

*Cr Jai Wilson joined the meeting at 5.45pm.*

#### ***The following points were raised:***

- ***Councillors' risk management - tolerance and attitude. Needs to be explored further.***
- ***Procurement Risk - Currently dealing with lapsed contracts and changes to administrative process.***
- ***Position Description for Manager Finance is being finalised and will be advertised next week.***

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

**AGC-1/08/19**

MOVED Tom Klaassen, Seconded Ian Walters, that the Audit and Governance Committee:

1. Receives the update on Audit Activity from Moore Stephens;
2. Recommends to Council that it receives the Audit Regulation 17 Review from Moore Stephens and associated management comments; and
3. Reviews the Assurance Plan for 2019-2020 and recommends its approval by Council.

CARRIED UNANIMOUSLY 4/0

**8.2 Audit Completion Report 2017-2018 – Identified Significant Adverse Trends (Ref: GOVN/CCLMEET/1 – Paul White, Director Corporate Services)**

APPLICATION

The purpose of this report is to inform Council, through the Audit and Governance Committee of the action the Town of Bassendean has taken, or intends to take, with respect to matters identified as significant by the Town's auditor, Macri Partners, in the Audit Completion Report for 2017-2018.

ATTACHMENTS

Audit Completion Report for the year ended 30 June 2018, Macri Partners

Department of Local Government, Sport and Cultural Industries letter to the Chief Executive Officer of the Town of Bassendean, 28 June 2019

Report to the Minister, Town of Bassendean External Audit Findings for 2017-2018.

BACKGROUND

Macri Partners conducted the audit of the Town of Bassendean's Annual Financial Statements for 2017-2018 in August 2018. Macri Partners provided its Audit Completion Report to the Audit and Governance Committee on 7 November 2018, which was received by Council on 27 November 2018.

Macri Partners provided an Unqualified Opinion but identified significant adverse trends in the financial position:

*“The Asset Sustainability Ratio and the Operating Surplus Ratio have been below the Department of Local Government, Sport and Cultural Industries standard for the last three years.”*

### STRATEGIC IMPLICATIONS

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.2 Ensure financial sustainability	Compliance Audit
	5.1.3 Strengthen governance, risk management and compliance	Risk Management Profile
	5.1.4 Improve efficiency and effectiveness of planning and services	Financial Ratio Benchmarked.
	5.1.5 Ensure optimal management of assets	Asset Ratio Benchmarked

### STATUTORY REQUIREMENTS

The *Local Government Act 1995*, section 7.12A, relevantly states:

- (4) *A local government must –*
- (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
  - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

## FINANCIAL CONSIDERATIONS

Funding to meet costs associated with improving both ratios will be required in the 2019-2020 Budget and beyond.

## COMMENT

The Department of Local Government, Sport and Cultural Industries wrote to the Town of Bassendean on 28 June 2019 and advised of the Town's obligation to prepare a report to address the matters raised in the Audit Completion Report which must be provided to the Audit and Governance Committee. The report must also be provided to the Minister for Local Government following endorsement by Council.

### Asset Sustainability Ratio

The Asset Sustainability Ratio is an approximation of the extent to which assets are being renewed or replaced as the assets reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to depreciation expense.

The Department of Local Government, Sport and Cultural Industries (DLGSC) standard is met if the Asset Sustainability Ratio is 0.90.

Macri Partners, in its Audit Completion Report for 2017-2018, reported that the Town of Bassendean's Asset Sustainability Ratio has been below the DLGSC standard for the last three years.

	Town of Bassendean			DLGSC Standard
	2018	2017	2016	
Asset Sustainability Ratio	0.48	0.42	0.65	0.90

The Asset Sustainability Ratio can be improved by:

- Increasing expenditure on capital renewal and replacement;
- Reviewing fair market value asset measurement; and
- Reviewing depreciation rates.

The Town of Bassendean has included significant expenditure in its Budget for 2019-2020 for capital upgrades to Town assets. Consequently, budgeted expenditure for 2019-2020 for capital asset renewal and replacement, is relatively low.

However, the Town of Bassendean will continue to identify funding opportunities for further capital renewal and replacement in future years.

The Town of Bassendean will review its fair value asset measurement and depreciation rates during 2019-2020.

### Operating Surplus Ratio

The Operating Surplus Ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes. It is calculated by measuring operating surplus (operating revenue minus operating expenses) relative to own source operating revenue. Own source operating revenue means revenue from rates, service charges, fees and user charges, reimbursements and recoveries, interest income and profit on disposal of assets.

The Department of Local Government, Sport and Cultural Industries (DLGSC) standard is met if the Operating Surplus is 0.01.

Macri Partners, in its Audit Completion Report for 2017-2018 reported that the Town of Bassendean's Operating Surplus Ratio has been below the DLGSC standard for the last three years.

	Town of Bassendean			DLGSC Standard
	2018	2017	2016	
Operating Surplus Ratio	-0.03	-0.05	-0.01	0.01

The Operating Surplus Ratio can be improved by increasing own source revenue and reducing expenditure.

The Town of Bassendean will introduce differential rating in its 2019-2020 budget, which is estimated to increase rates revenue by 0.7 per cent. The Town will explore further sources of own source revenue as part of its long-term financial planning. The Town intends to review its costing and pricing framework during 2019-2020 to assist with expenditure management.

It is worth noting that for the 2017-2018 financial year, only 40 per cent of local governments in Western Australia met the required standard for the Asset Sustainability Ratio and 20 per cent of local governments met the required standard for the Operating Surplus Ratio.

It is quite possible, however, that the ratios will remain at levels below the standard in the short-to-medium-term, due to cost pressures and limited revenue resources.

*The comment was made that these ratios are not necessarily meaningful and perhaps need to be reviewed, as a high percentage of local governments are not meeting them.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

**AGC-2/08/19**

MOVED Tom Klaassen, Seconded Ian Walters, that the Audit and Governance Committee recommends to Council that it:

1. Receives the officer's report;
2. Directs the CEO to:
  - a. Provide the Report to the Minister, attached to the Audit and Governance Committee Agenda of 7 August 2019, to the Minister for Local Government, The Hon. David Templeman MLA; and
  - b. Publish a copy of the Report to the Minister, attached to the Audit and Governance Committee Agenda of 7 August 2019, on the Town of Bassendean's official website.

CARRIED UNANIMOUSLY 4/0

**8.3 2018-2019 Interim Audit – Revised Interim Audit Report – Office of the Auditor General (Ref: FINM/AUD1 – Paul White, Director Corporate Services)**

APPLICATION

The purpose of this report is to provide Council, through the Audit and Governance Committee, with:

1. Details of the Revised Internal Audit Report for 2018-2019 furnished by the Office of the Auditor General; and
2. An update to management comments relating to finding number one by the Office of the Auditor General: Purchasing Policy.

ATTACHMENTS

Accounting for work bonds, building bonds and hire bonds, Office of the Auditor General, 1 July 2019.

2018-2019 Revised Interim Audit Report, Office of the Auditor General, 23 July 2019.

### BACKGROUND

The Auditor General was provided with the power to conduct performance audits and annual financial audits of Western Australian local governments in October 2017. The Auditor General adopted a program of gradual oversight of annual financial audits for local government entities, commencing with the 2017-2018 financial year. The Auditor General was responsible for the audit of the Town of Bassendean from 2018-2019.

In practice, Macri Partners will conduct the 2018-2019 annual financial audit for the Town of Bassendean, with oversight and final audit sign off by the Auditor General.

Macri Partners, conducted an interim audit of systems and processes in March 2019. The purpose of the interim audit of systems and processes was to evaluate the Town of Bassendean's internal control environment to obtain an understanding of key business processes, risks and internal controls. The interim audit of systems and processes provides a level of assurance to auditors, the CEO, the Audit and Governance Committee and Council as to the level of controls that are in place and adherence to those controls.

The Auditor General provided its interim audit results to the CEO of the Town of Bassendean on 30 May 2019. The Auditor General identified a number of deficiencies in internal controls and rated each deficiency as having significant, moderate or minor implication. The Interim Audit Report, with management comments that addressed the identified deficiencies, was presented to the Audit and Governance Committee for its meeting on 5 June 2019.

The Interim Audit Report identified a deficiency which the Auditor General described as having significant implication relating to Trust Fund Moneys. The Auditor General found that:

*“the Town has been holding Bond and Security deposit monies within its municipal fund and recognising an asset on the Statement of Financial Position along with a corresponding liability, interest earned on these funds has been retained by the Town.”*

The Auditor General made the following recommendation:

*"To facilitate accurate reporting for the 30 June 2019 the Town should:*

- *report bond/security monies as trust funds in the Notes to the financial report; and*
- *reliable estimate past interest earned that is payable to persons entitled to receive it."*

The Audit and Governance Committee disagreed and resolved to replace the management comment, which agreed with the Auditor General's recommendation to the following:

*"Disagree. Action will be taken to challenge the Office of the Auditor General's finding. Further advice is to be sought from the Western Australian Local Government Association (WALGA) and the Department of Local Government, Sport and Cultural Industries before the next Audit & Governance Committee meeting."*

Council received the Auditor General's Interim Audit Report, as amended, at its Ordinary Council Meeting on 25 June 2019.

### STRATEGIC IMPLICATIONS

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.2 Ensure financial sustainability	Compliance Audit
	5.1.3 Strengthen governance, risk management and compliance	Risk Management Profile
	5.1.4 Improve efficiency and effectiveness of planning and services	Financial Ratio Benchmarked.
	5.1.5 Ensure optimal management of assets	Asset Ratio Benchmarked

### STATUTORY REQUIREMENTS

The *Local Government Act 1995*, section 6.9 states:

(1) *A local government is to hold in the trust fund all money or the value of assets —*

*(a) that are required by this Act or any other written law to be credited to that fund; and*

*(b) held by the local government in trust.*



- (2) *Money or other property held in the trust fund is to be applied for the purposes of, and in accordance with, the trusts affecting it.*
- (3) *Where money or other property is held in the trust fund, the local government is to —*
  - (a) *in the case of money, pay it to the person entitled to it together with, if the money has been invested, any interest earned from that investment;*
  - (b) *in the case of property, deliver it to the person entitled to it.*
- (4) *Where money has been held in the trust fund for 10 years it may be transferred by the local government to the municipal fund but the local government is required to repay the money, together with any interest earned from its investment, from that fund to a person claiming and establishing a right to the repayment.*

#### FINANCIAL CONSIDERATIONS

Funding to meet the costs associated with the 2019 interim audit exists in the 2018-2019 budget.

#### COMMENT

The Office of the Auditor General published a position paper on accounting for work bonds, building bonds and hire bonds on 1 July 2019.

The Office of the Auditor General obtained independent legal advice and stated:

*“ ... unless agreements between developers/hirers and the entity require bond moneys to be held in the Trust Fund, they should not be held in the Trust Fund.*

*There are no provisions in the [Local Government] Act or any other written law that specify that work bonds, building bonds and hire bonds are to be credited to, or held in, the Trust Fund, and these moneys are not held in trust. Consequently, section 6.9 of the [Local Government] Act is not applicable to these funds, and they should be held in the Municipal Fund.*

*We recommend however that separate accounting records should be maintained for these moneys, as one of the control measures to ensure they are used for the correct purpose.*

*As section 6.9(3)(a) of the [Local Government] Act is only applicable to moneys held in the Trust Fund, any interest earned while the moneys are in the Municipal Fund, can be retained by the entity.”*

The Auditor General provided its revised interim audit results to the CEO of the Town of Bassendean on 23 July 2019. The revised interim audit results exclude the deficiency relating to Trust Fund Monies.

The Town of Bassendean can continue to hold bond and security deposits within its municipal fund and retain interest earned on those deposits, in the absence of any agreement for the deposit to be held in the Trust Fund.

#### Council Policy 6.14 - Purchasing Policy

The Auditor General's interim audit results included a deficiency described as having moderate implication relating to the Town of Bassendean's Purchasing Policy.

A revised Purchasing Policy was presented to the Audit and Risk Committee for its meeting on 5 June 2019. The Audit and Risk Committee recommended Council adopt the revised Purchasing Policy, with an amendment relating to local suppliers. Council endorsed the updates to the Purchasing Policy at its Ordinary Council Meeting on 25 June 2019.

The management comment responding to the Auditor General's interim audit results relating to the Purchasing Policy included the following:

*“In the longer term, the Town is committed to undertaking a more comprehensive review of procurement to move towards a centre-led model (under the Director Corporate Services) to strengthen oversight and minimise risk; and consider sustainability in procurement.”*

The Town of Bassendean plans to implement a procurement and contract management framework in 2020, following recruitment of a Procurement, Contracts and Leases Coordinator in late 2019. That position is a new position created as part of the Town of Bassendean's new organisational structure, endorsed by Council at a Special Council Meeting on 10 June 2019.

The Town of Bassendean's procurement and contract management framework will include a further review of Council Policy 6.14 – Purchasing Policy, as part of the development of a broader framework to develop principles, processes and procedures that will apply to all purchases of goods, services and works by the Town.

The procurement framework will aim to ensure the following fundamental principles are applied to every procurement at the Town of Bassendean:

- Value for money;
- Open and fair competition;
- Accountability;
- Risk management;
- Probity and transparency; and
- Sustainability.

The Town of Bassendean has adopted some interim measures to strengthen its procurement processes, pending development of the procurement and contract management framework, including:

- Reviewing its Purchasing Policy;
- Improving the quality and consistency of procurement documentation; and
- Revising procurement procedures and qualitative evaluation criteria.

The procurement and contract management framework will, once developed, be submitted to the Audit and Governance Committee for review, prior to provision to Council.

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

**AGC-3/08/19**

MOVED Cr Wilson, Seconded Tom Klaassen, that the Audit and Governance Committee:

1. Recommends to Council that it receives the Auditor General's revised Interim Audit Report, as attached to the Audit and Governance Committee Agenda of 7 August 2019.
2. Notes the administration's plan to develop a new procurement and contract management framework for future consideration by the Committee in 2020.

CARRIED UNANIMOUSLY 4/0

**8.4 Annual Closed Circuit Television (CCTV) Report (Ref: INFT/ACQ/1) – Sharna Merritt, Senior Ranger**

APPLICATION

The purpose of this report is to present the 2018/19 annual statistics for the Towns' existing CCTV systems, as per the requirements of the Closed Circuit Television (CCTV) Management & Operational Manual.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

**AGC-4/08/19** MOVED Ian Walters, Seconded Tom Klaassen, that the Audit and Governance Committee receives the CCTV Management and Operation Annual Report.  
CARRIED UNANIMOUSLY 4/0

**9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

**11.0 CONFIDENTIAL BUSINESS**

COMMITTEE RECOMMENDATION – ITEM 11.0(a)

**AGC-5/08/19** MOVED Cr Wilson, Seconded Cr Mykytiuk, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 6.20pm.  
CARRIED UNANIMOUSLY 4/0

*Mr Ron Back left the meeting at 6.20pm and did not return.*

**11.1 Update on Audit Activity from Anne Cheng, Moore Stephens (WA) Pty Ltd – Stan Moses Management Group Inc. – Moore Stephens Draft Report, June 2019**

Confidential Attachment - Agreed Upon Procedures – Stan Moses Management Group, Draft Report, Moore Stephens, June 2019

*This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (b) of the Local Government Act 1995, as the officer report discusses information of a personal nature.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 11.1

**AGC-6/08/19**

MOVED Cr Wilson, Seconded Tom Klaassen, that the Audit and Governance Committee receives the Stan Moses Management Group report from Moore Stephens and associated management comments, as attached to the Audit and Governance Agenda of 7 August 2019.

CARRIED UNANIMOUSLY 4/0

**11.2** Street Sweeping Contract – Legal Dispute (Ref: GOVN/CCLMEET/1 – Paul White, Director Corporate Services)

*This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (b) of the Local Government Act 1995, as the officer report discusses information of a personal nature.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 11.2

**AGC-7/08/19**

MOVED Cr Wilson, Seconded Tom Klaassen, that the Confidential Officer's report attached to the Audit and Governance Committee Agenda of 7 August 2019, be received.

CARRIED UNANIMOUSLY 4/0

**11.3** Payment of Superannuation on Annual Leave Loading (Ref: GOVN/CCLMEET/1) – Paul White, Director Corporate Services

*This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (b) of the Local Government Act 1995, as the officer report discusses information of a personal nature.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 11.3

**AGC-8/08/19**

MOVED Tom Klaassen, Seconded Cr Wilson, that:

1. The Officer's Report attached to the Audit and Governance Committee Agenda of 7 August 2019, be received; and
2. The Committee endorses the Point 2 listed in the Officer/Committee Recommendation and shown in the Confidential Minutes.

CARRIED UNANIMOUSLY 4/0

**12.0**

**CLOSURE**

The next meeting is to be held on Wednesday 13 November 2019, commencing at 5.30pm (subject to confirmation).

There being no further business, the Presiding Member closed the meeting at 7.20pm.

# **ATTACHMENT NO. 15**



## QUARTERLY REPORT

**PERIOD ENDING 30 JUNE 2019**



KPI'S	EVIDENCE
(a) Strategic regeneration of Town Centre redevelopment	<p>Consultants have been awarded a contract to design and deliver a Community Engagement and Stakeholder Strategy (CSES) to inform the planned new Local Planning Strategy (branded <i>BassenDream Our Future</i>). Community engagement activities planned as part of the CSES strategy include 2D/3D models of the Bassendean Town Centre and neighbourhoods for use by community members in generating their ideas and thoughts regarding future amenity, land use and development in Ashfield, Eden Hill and Bassendean.</p> <p>The former Bassendean Post Office has been established as an 'Ideas Hub' for 6 months to provide a place for members of the community to provide their input.</p> <p>The MOU with the Department of Communities (Housing) to explore the potential for future development (eg. mixed use, affordable housing) opportunities within the Town Centre, has been established.</p>
(b) Responsive to Councillor enquiries	<p>The Administration provides timely and comprehensive advice and responds to Councillors through workshops, briefings and inspections that were organised during the quarter under review to provide more detailed information for Councillors to assist with decision making. A number of workshops were held this quarter.</p>
(c) Increased focus on bike plan and streetscapes	<p>Focus on this area includes:</p> <ul style="list-style-type: none"> <li>• Whitfield Safe Active Street;</li> <li>• Success Hill Shared Path; and</li> <li>• Proposed Broadway Bike Plan.</li> </ul>
(d) Define KPIs together with the alignment of the Corporate Business plan in the current contract.	<p>New KPI's are to be established.</p>
(f) provide accurate and timely advice to the Council;	<p>Respond with timely and accurate advice to requests for advice from Council and Councillors.</p>

<p>(g) work in collaboration with the Council;</p>	<p>Monthly whole of staff and Councillor Briefings Sessions.  Mayor invited to weekly Corporate Management Committee Meetings.  New partnership approach between Council and Administration.</p>
<p>(h) provide innovative and visionary leadership;</p>	<p>Council has approved a new organisational structure which is capable of catalysing the leadership, culture, strategy and enabling capabilities in order to deliver greater value to the community.</p> <p>The benefits of a new organisational structure and other associated reforms are significant, including:</p> <ul style="list-style-type: none"> <li>• Making the top team more effective</li> <li>• Creating a more unified organisation</li> <li>• Transforming service quality and efficiency</li> <li>• Promoting a customer focus</li> <li>• Driving performance</li> <li>• Developing staff</li> <li>• Creating effective channels of communication</li> </ul>
<p>(i) Maintain a work environment that facilitates the development of people and encourages them to perform at a high level;</p>	<p><b><u>Corporate Training &amp; Development</u></b></p> <ul style="list-style-type: none"> <li>• CEO Briefing &amp; Networking Session 4 April 2019</li> <li>• CEO Briefing &amp; Networking Session 2 May 2019</li> <li>• CEO Briefing &amp; Networking Session 19 June 2019</li> </ul> <p><b><u>Wellbeing Events &amp; Initiatives</u></b></p> <p>The following staff wellbeing events and initiatives were held during this quarter:</p> <ul style="list-style-type: none"> <li>• Flu Vaccinations 14 May 2019 &amp; 21 May 2019</li> <li>• Hepatitis A &amp; B Vaccinations 31 May 2019 &amp; 6 June 2019</li> </ul>

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**Occupational Health and Safety**

- Dealing with Aggressive Behaviours Training 5 April 2019
- Hepatitis and Blood Borne Viruses Workshop 29 April 2019 & 1 May 2019
- OHS Committee Meeting 8 May 2019
- St John Safe Assessment 16 May 2019
- Fire Extinguisher Training 5 June 2019
- Load Restraint Training 23 & 30 May 2019 and 10 June 2019
- Emergency Response Drills June 2019
- OHS Committee Meeting 19 June 2019
- Fire Warden Training 26 June 2019

**Recruitment**

- Assistant In Home Nursing (Casual)
- Corporate Communications Coordinator (Temporary, Full-Time)
- Educator (Casual)
- Director Corporate Services
- Executive and Research Officer to CEO

**Achievements**

- New Way of Working including announcement of transformational change, conducting consultation and implementing new structure.
- Conducted CULTYR Employee Scorecard Survey

Completion of end of financial year payroll including successful implementation of Single Touch Payroll.

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Ongoing internal audit review of all processes continues, as per Department Guidelines.

(j) ensure the effective and accountable application of financial and physical resources;

<p>(k) develop and implement change management strategies to enhance service delivery; and</p>	<p>Review of Seniors and Disability Services including Hyde Retirement Village. Access and Inclusion Plan review completed and presented to Council.</p>
<p>(l) initiate the development, implementation and review of effective policies.</p>	<p>The following was adopted by Council this quarter:</p> <ul style="list-style-type: none"> <li>• New Policy 1.23 - Underground Power Policy;</li> <li>• New Policy 6.27 - Annual Performance Review – Chief Executive Officer</li> <li>• Policy 6.14 – Purchasing Policy. A number of amendments made, including the review date to Dec 2019.</li> <li>• Activities in Thorough Fares Local Law – Out for public consultation.</li> <li>• 1.9 - Verge Treatment Policy and Verge Maintenance Policy – out for public consultation and a workshop is to be held on Sunday the 26/8/19 with Josh Byrne and Associates.</li> </ul>

## MEASURES OF OUR SUCCESS (THE 2017/18 OUTCOMES OPERATE AS KPI'S)

### Strategic Priority 1. Social

#### OBJECTIVE: 1.1 - BUILD A SENSE OF PLACE AND BELONGING

Strategies <i>How we're going to do it</i>	Success Measures	Target	Projects <i>New projects that will be implemented</i>	4 <sup>th</sup> Quarter  (April to June)
1.1.1 <b>Facilitate engagement and empowerment of local communities</b>	Community / Stakeholder Satisfaction Survey  (Engagement and Participation)	Improved Community feedback (based on baseline data collected in year 1)  Completion of heritage architects plans and securing of the LotteryWest grant in Year 1	Facilitate community action driven Neighbourhood activation plans.	Support provided to various community groups to facilitate outcomes.
1.1.2 <b>Activate neighbourhood spaces to facilitate community gathering</b>			Develop revised Arts and Culture Plan.	Support provided to establish a new Town Team, 'Old Perth Road Collective'.  Arts and Culture Plan approved by Council.
1.1.3 <b>Ensure our unique culture and history are shared and celebrated</b>			Complete 1 Surrey Street restoration, reconstruction and refurbishment works and implement a management plan.	The Building Application has been submitted and is out for public consultation.  A video was developed to inform the community of 1 Surrey Street restoration and plans for a new Health Clinic.
1.1.4 <b>Continue to support and facilitate participation in the arts, community festivals and events</b>				

**OBJECTIVE 1.2 - ENSURE ALL COMMUNITY MEMBERS HAVE THE OPPORTUNITY TO BE ACTIVE, SOCIALISE AND BE CONNECTED**

<p><b>Strategies</b> <i>How we're going to do it</i></p>	<p><b>Success Measures</b></p>	<p><b>Target</b></p>	<p><b>Projects</b> <i>New projects that will be implemented</i></p>	<p><b>4<sup>th</sup> Quarter</b> <b>(April to June)</b></p>
<p><b>1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.</b></p>	<p>Community / Stakeholder Satisfaction Survey (Activity and connectivity)</p>	<p>Improved Community feedback (based on baseline data collected in year 1)</p>	<p>Nature-based Playground Facilities at Sandy Beach and Mary Cres Reserve</p>	<p>Council endorsed Concept Plan at April OCM.  Two blocks of land to fund a new playground have not been sold. A revised strategy to sell the blocks has been developed.</p>
<p><b>1.2.2 Provide life-long learning opportunities</b></p>			<p>Plan and build Men's Shed facility</p>	<p>Contract in the process of being awarded for the construction of a Men's Shed in Holman Drive.</p>
<p><b>1.2.3 Enhance partnerships with the local Noongar people</b></p>			<p>Develop a new Reconciliation Action Plan  Continue to provide inclusive opportunities for social connection</p>	<p>New Plan adopted by Council.  NAIDOC event organised for Thursday 11 July 2019.</p>
<p><b>1.2.4 Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life</b></p>	<p>Level of engagement of people with disability and those from diverse backgrounds</p>	<p>High level of engagement of people with disability and those from diverse backgrounds</p>	<p>Continue to implement the Bushcare Volunteers program</p>	<p>The Town provided support to Friends of Bindaring Wetland with their ongoing hand weeding of the wetland area, through supply of green waste bags and collection. The Town provided support with materials to the Bassendean Preservation Group to undertake planting along Iveson Place within the parkland.</p>

<p><b>1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive</b></p>	<p>Volunteer Rate</p>	<p>Increased Volunteer Participation</p> <p>Support and empower community groups</p>	<p>Volunteer participation with the Town</p> <p>Increase the promotion of volunteer opportunities</p> <p>Facilitate training events for community group to support development and growth</p>	<p>The RYDE Program has offered 2273 driving hours to disadvantaged young people through the engagement of 153 volunteer Mentors across five Programs.</p> <p>Volunteer Recognition celebration conducted on Thursday 23 May 2019.</p> <p>Arrange community workshop to undertake community-based Asset Development opportunities with Town staff, councillors and the community.</p>
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**OBJECTIVE 1.3 - PLAN FOR A HEALTHY AND SAFE COMMUNITY**

<p><b>Strategies</b> <i>How we're going to do it</i></p>	<p><b>Success Measures</b></p>	<p><b>Target</b></p>	<p><b>Projects</b> <i>New projects that will be implemented</i></p>	<p><b>4<sup>th</sup> Quarter</b> <b>(April to June)</b></p>
<p><b>1.3.1 Facilitate safer neighbourhood environments</b></p> <p><b>1.3.2 Promote and advocate community health and wellbeing</b></p>	<p>Community / Stakeholder Satisfaction Survey (Safety, Health and Wellbeing)</p>	<p>Improved Community feedback (based on baseline data collected in year 1).</p>	<p>Improve lighting along main pedestrian routes to public transport hubs</p>	<p>The lighting improvements around Success Hill Train Station has been put on hold pending the finalisation of Western Power's proposal for underground power in the vicinity.</p>
			<p>CCTV &amp; Security lighting in Jubilee and Mary Cr. Reserves &amp; advocate for installation in other identified crime hotspots</p>	<p>Quotes have been requested for lighting upgrades for Jubilee Reserve.</p> <p>CCTV systems have been installed at Jubilee Reserve. The cameras are positioned around the Stan Moses Pavilion, the kiosk and the Caledonian Soccer Clubroom. There are a total of 13 external cameras at these facilities.</p> <p>A CCTV system has been installed at Mary Crescent Reserve. The cameras are positioned around Alf Faulkner Hall. There are 6 external cameras in this location.</p> <p>Officers continue to seek suitable grant funding for potential further CCTV installations and upgrades.</p>



				<p>The Community Safety and Crime Prevention Taskforce is also able to identify hotspots within the Town that may benefit from CCTV installations.</p> <p>Officers have deployed the mobile CCTV camera to any identified hot spots as per the CCTV Management and Operational Manual guidelines and policies.</p>
			'Club Connect' initiative	<p>A second 'Starting the Conversation' session was planned for July, targeting winter sports clubs as well as the broader community. Officers once again engaged Mike Fitzpatrick from Youth Focus as the facilitator.</p> <p>As a follow up to these introductory sessions, local clubs have been contacted to identify their well-placed 'champions', who will be engaged directly by Youth Focus with the intention of offering more comprehensive mental health 'first aid' training and be promoted throughout their clubs as the designated 'Mental Health First Aider'.</p> <p>Youth Focus has identified opportunities within the Club hierarchies to pursue reform to club culture so that they might be able to develop greater capacity to respond to mental health issues experienced by youth members.</p>

				<p>Mental health support opportunities within local clubs are to be promoted at the NAIDOC Family Day with the aim of reducing barriers to participation, and will be a feature of the GRAVIT8 Youth Festival.</p> <p><u>Public Health complaints/requests:</u></p> <p>A total of 29 complaints were received in relation to health related matters (other than noise complaints which are reported separately). The majority were in relation to rats and poultry. The remainder were in relation to asbestos, odour and smoke.</p> <p><u>Noise Complaints:</u></p> <p>A total of 14 noise complaints were investigated during the quarter.</p> <p><u>Noise Management Plans:</u></p> <p>Five Noise Management Plans requesting approval to carry out construction works after hours (i.e 7pm to 7am) were received during the quarter.</p> <p>The plans were assessed and approvals issued. No complaints have been received in relation to these approvals.</p>
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				<p><u>Food Business Inspections:</u></p> <p>A total of 37 food business risk assessments were carried out during the quarter to ensure.</p> <p><u>Food Safety Audits:</u></p> <p>Five high risk food businesses (Child Care Centres/ aged care facilities) were audited during quarter, and Audit Reports were submitted to Health Services for assessment.</p> <p><u>Food Sampling</u></p> <p>Both microbiological food sampling and chemical food sampling were carried out this quarter. A total of 31 ready to eat foods were collected of food prepared within the Town and analysed to ensure pathogens such as Listeria, Salmonella, Staphylococcus and E. coli were not present.</p> <p><u>Temporary Food Businesses:</u></p> <p>A total of 4 applications for temporary food premises were received and assessed during the quarter. This is a substantial increase from last quarter, due to 2 large events being held within the Town during the quarter.</p> <p><u>Public Events</u></p> <p>Four application for public event approvals were issued by Health Services for this quarter.</p>
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				<ul style="list-style-type: none"> <li>• NAIDOC Family Day</li> <li>• Morley Baptist Church Fete</li> </ul> <p><u>Registrations</u></p> <p>Five food businesses registrations were issued during the quarter. These were in response to the establishment of new businesses and sale of existing businesses.</p> <p><u>Public Building Inspections:</u></p> <p>Five public buildings were inspected during the quarter to assess compliance with the Health (Public Buildings) Regulations 1992. Premises are inspected annually or biennially, depending on risk classification.</p> <p><u>Rat Bait:</u></p> <p>Approximately 1390 sachets of rat bait (Generation First Strike and Racumin) were issued during the quarter. This is consistent with last quarter, and significantly lower than the same period last year.</p> <p><u>Mosquito Control Program</u></p> <p>The content, design and printing of the new ESR mosquito pamphlet was completed during the quarter.</p> <p>Funding was granted by the Mosquito Control Advisory Committee (MCAC) - Dept of Health WA, for this new pamphlet.</p>
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				<p>SERCUL carried out their Mossie Wise incursion at St Michael's Primary School, which was well received by staff and students.</p> <p>The funding submission for the Mosquito Control Program commenced during the quarter, with the deadline for submissions to be made by 19 July 2019.</p> <p>The MOU with the Department of Health and CLAG was also reviewed during the quarter, and a revised MOU prepared.</p> <p><u>Industrial premises inspections</u></p> <p>Inspections of businesses in the industrial area commenced this quarter, with a total of 42 businesses being assessed. The purpose of the inspections is to ensure that businesses are not discharging wastes, chemicals etc into the environment via unsealed ground, stormwater drains, air etc.</p>
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**OBJECTIVE 1.4 - IMPROVE LIFESTYLE CHOICES FOR THE AGED, FAMILIES AND YOUTH**

<p><b>Strategies</b> <i>How we're going to do it</i></p>	<p><b>Success Measures</b></p>	<p><b>Target</b></p>	<p><b>Projects</b> <i>New projects that will be implemented</i></p>	<p><b>4<sup>th</sup> Quarter</b> <b>(April to June)</b></p>
<p><b>1.4.1 Facilitate healthy and active aging in place</b></p>	<p>Community / Stakeholder Satisfaction Survey (Aged, Families and Youth)</p> <p>Level of engagement of the aged community in their own care and wellbeing</p>	<p>Improved Community feedback (based on baseline data collected in year 1)</p> <p>High level of involvement and participation</p>	<p>Review Service delivery models for seniors including community care and Hyde Retirement Village.</p> <p>Continue to provide inclusive opportunities for social connection to encourage active ageing in place</p>	<p>Review completed initial discussions with council. Further work to be undertaken.</p> <p>'Your Move' program implemented in conjunction with Department of Transport to encourage alternative forms of transport other than by vehicle.</p>
<p><b>1.4.2 Partner with service providers to improve / expand access to services and facilities</b></p>			<p>Partner with alternative education provider to offer Yr. 9/10/11 equivalency program.</p>	<p>Delivering Cert I/II/III Mon-Thurs for disadvantaged cohort marginalised from mainstream education. 20 students enrolled. Rolling intake.</p>
<p><b>1.4.3 Enhance the wellbeing, and participation of our youth and children</b></p>			<p>Expand the RYDE Program to other Local Government areas</p> <p>Parenting support services and the Midvale Parenting Hub</p>	<p>'Re-Implemented' in Bunbury after a change of auspice. Second 'Shopfront' developed for Capel. City of Joondalup having some difficulties with setup costs.</p> <p>The development of Parenting programmes continues to grow.</p>

				<p>Parenting Champion, Lisa Armstrong will add a further course 'Protective Behaviours' to her repertoire next month being then 5 courses she is qualified to deliver and facilitate for families across the 4 LGO's.</p> <p>On average, we are able to release Lisa to deliver 2 programmes (these can be between 3 and 6 weeks) per semester.</p> <p>We do intend to develop a second champion in order to be able to sustain the programme long after Government funding ceases however, at this time are restricted by staffing and budget. The families of Wind in the Willows are funding the time of training and releasing educators currently for this initiative.</p>
			Crèche services to aid citizenry participation	<p>There are no further developments in this area, however Wind in the Willows is responsive to any requests (the citizenship ceremonies are 'child-friendly'.)</p>

## Strategic Priority 2. Natural Environment

### OBJECTIVE 2.1 - TO DISPLAY LEADERSHIP IN ENVIRONMENTAL SUSTAINABILITY

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Targets</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>4<sup>th</sup> Quarter</b> <b>(April to June)</b>
<b>2.1.1 Strengthen environmental sustainability practices and climate change mitigation</b>	Waste reduction ratio to population–  Carbon emissions (“Planet Footprint”)	Reduction in waste by tonnage per annum in relation to population  Reduction in Carbon Emissions	Develop and implement Environmental Community Education program	The Town of Bassendean is a member of the “Switch Your Thinking” program and ran an educational workshop on waste recycling, with another workshop planned for next quarter on Soil Science.
<b>2.1.2 Reduce waste through sustainable waste management practices</b>			Develop Local Planning Policies, promote and implement best practice renewable energy guidelines including sustainability initiatives	A review of all existing local planning policies commenced late in the quarter.
<b>2.1.3 Initiate and drive innovative Renewable Energy practices</b>			Develop Carbon Reduction plan and as funding permits progressively implemented carbon reduction projects	Council adopted the ‘One Planet Living’ sustainability framework. Officers and EMRC are retrofitting the emission reduction plan to achieve the newly endorsed target of net zero emissions by 2030.
			Investigate a 3 bin system for general, recyclable and green/putrescible waste collection	Design work undertaken on implementation of three bin system and introduction of FOGO. Community engagement program has commenced.
			Develop Local Planning Policies and Guidelines for sustainable design of buildings	An online community survey is underway was conducted to elicit information on built form which will inform the development of future built form guidelines.



**OBJECTIVE 2.2 - PROTECT OUR RIVER, BUSH LAND RESERVES, AND BIODIVERSITY**

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Targets</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>4<sup>th</sup> Quarter</b> <b>(April to June)</b>
<p><b>2.2.1 Protect and restore our biodiversity and ecosystems</b></p> <p><b>2.2.2 Sustainably manage significant natural areas</b></p> <p><b>2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river</b></p>	<p>Community / Stakeholder satisfaction Survey (River, Bushland and Reserves)</p> <p>Biodiversity and Bush Condition ("Keighery" Scale of bush condition) measurement</p>	<p>Improvement in community and stakeholder satisfaction survey (River, Bushland and Reserves).</p> <p>Achievement of an Ashfield Flats Management Plan by the end of 2018/19 financial year.</p>	<p>Undertake Natural Areas and River rehabilitation progressively in accordance with Department of Biodiversity, Conservation &amp; Attractions – Best Management practices for foreshore stabilisation.</p> <p>Advocate with relevant partners to collaborate on protection and rehabilitation.</p>	<p>Quarterly site maintenance visits were undertaken by the Town natural area contractor along with bi-annual progress reports. These reports feed in to the development of the actions plans and help track progress of the bushland conditions. Planned weed control was undertaken throughout the bushland reserves in accordance with best management practice.</p> <p>Officers have been collaborating with the Department of Biodiversity, Conservation and Attractions (DBCA), in particular Gavan McGrath who was engaged by DBCA to undertake a hydrology study. Officers have provided support with historical documents and with labour for the monitoring of the Hardy Road drainage outlet.</p>

**OBJECTIVE 2.3 - ENSURE THE TOWN'S OPEN SPACE IS ATTRACTIVE AND INVITING**

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	4 <sup>th</sup> Quarter <b>(April to June)</b>
<b>2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.</b>	Community / Stakeholder Satisfaction Survey (Open Space and use of Open Space)	Improvement in Community / Stakeholder Satisfaction (Open Space and use of Open Space, including community facilities, ovals and reserves)	Formulate Open Space Master Plans	Deferred due to requirement to consider as part of Local Planning Strategy.	
	Increase in Public Open Space			Develop an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan	No progress this quarter, Parks and Gardens supervisor is running the street tree planting program
<b>2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams</b>	Tree Canopy Area monitoring (Private and public realms)	2017 baseline tree canopy area maintained by ensuring the public realm increases excess the private realm losses. Annual monitoring of Water Quality.	Sustainable water sensitive urban designs incorporated within drainage networks.	No progress this quarter	
	Water Quality (entering the Swan River analysed in accordance with the Australian Government National Health and Medical Research Council Guidelines)			Water Quality monitoring	Annual drainage monitoring program commenced as per the sampling analysis plan
				Plan and convert drains to Living Streams	Scoping workshop for the design of a Living Stream in the Avenues
				Develop Swan River Precinct Plan.	No action this quarter.

## Strategic Priority 3. Built Environment

### OBJECTIVE 3.1 - PLAN FOR AN INCREASED POPULATION AND CHANGING DEMOGRAPHICS

Strategies <i>How we're going to do it</i>	Success Measure	Target	Projects <i>New projects that will be implemented</i>	4 <sup>th</sup> Quarter <b>(April to June)</b>	
3.1.1 Facilitate diverse housing and facility choices	The number of new dwelling approvals granted by the Town against the <i>Perth Peel @ 3.5 Million</i> planning framework target for Bassendean (4,150 new dwellings by 2050)	Average of 105 dwelling approvals per annum to achieve the 2050 year target	The target requires 26.25 dwellings to be built per quarter to meet the target.	Permits were issued for the construction of 9 new dwellings, and removal of 7 existing dwellings, in the reporting period.	
3.1.2 Implement sustainable design and development principles		Community Satisfaction with participation and engagement	Local Planning Strategy Review and Local Planning Scheme 10 Review.	<p><i>Local Planning Strategy Review</i></p> <p>Creating Communities Australia (CCA) - in association with Collaborative Place Design – commenced delivery/roll-out of the <i>BassenDream Our Future</i> community and stakeholder consultation program. This included opening of the Ideas Hub in the former Bassendean Post Office at 31 Old Perth Road; conducting stakeholder forums at Bassendean, Ashfield and Eden Hill and mobile hubs at Ashfield and Eden Hill; and roll-out of online polls (via Your Say Bassendean) and a community survey.</p> <p>During this period the CEO and Director, Strategic Planning met and separately briefed relevant Planning Minister's staff, and the WAPC Chairman and DPLH Director-General, on the <i>BassenDream Our Future</i> program and the development of a new local planning strategy.</p>	
3.1.3 Plan for local neighbourhoods and their centres		The level of community engagement and participation into Local Area Planning. (input into plans and policy development)			
3.1.4 Ensure infrastructure is appropriate for service delivery					

				<p><i>Bassendean Transport Study</i></p> <p>This study is an informing study for the new local planning strategy.</p> <p>A briefing by the study consultant (ARUP) on progress of the study and the development of the Town's draft <i>Local Integrated Transport Plan (LITP)</i> was provided to Councillors at its Concept Workshop held on 14 May 2019.</p> <p>Following feedback from Councillors the draft LITP was presented to Council at its June 2019 Ordinary Meeting whereby Council resolved to endorse the draft LITP for public advertising and comment (slated to commence in early July 2019).</p> <p><i>Local Planning Scheme 10 Review</i></p> <p>No action this quarter</p>
			Develop Local Planning Policies	No action this quarter.
			Prepare and develop Precinct/ Neighbourhood plans	No action this quarter.

**OBJECTIVE 3.2 - ENHANCE CONNECTIVITY BETWEEN PLACES AND PEOPLE**

Strategies	Success Measure	Target	Projects	4 <sup>th</sup> Quarter
<i>How we're going to do it</i>			<i>New projects that will be implemented</i>	<b>(April to June)</b>
<b>3.2.1 Connect the Town through a safe and inviting walking and cycling network.</b>	Community / Stakeholder Satisfaction Survey (roads, footpaths and cycle paths)	Improved community / stakeholders satisfaction (Roads, footpaths, Cycle paths)	Implement Bicycle Boulevards on Whitfield Street	Planning continued on: <ul style="list-style-type: none"> <li>- Broadway bike path</li> <li>- Success Hill Principal Shared Path</li> <li>- Whitfield Safe Active Street</li> </ul>
<b>3.2.2 Advocate for improved and innovative transport access and solutions.</b>	Community/ Stakeholder Satisfaction Survey (access to public transport both access to Town and within.)	Increased Community/ Stakeholder Satisfaction (access to public transport both access to Town and within.)		
<b>3.2.3 Enhance the liveability of local neighbourhoods.</b>				
<b>3.2.4 Enhance Road Safety through Design</b>				

## OBJECTIVE 3.3 - ENHANCE THE TOWN'S APPEARANCE

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measure</b>	<b>Target</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>4<sup>th</sup> Quarter</b> <b>(April to June)</b>
<b>3.3.1 Improve amenity and the public realm</b>  <b>3.3.2 Strengthen and promote Bassendean's unique character and heritage</b>  <b>3.3.3 Implement design policies and provisions of buildings and places</b>	Community / Stakeholder Satisfaction Survey (amenity and appearance)	Improved Community / Stakeholder Satisfaction against baseline.	Bassendean Built Form and Character Study (part of Local Planning Strategy Review)	No action this quarter [informing study for the new Local Planning Strategy]
			Preserve Heritage buildings with protection of the Local Planning Scheme	Work has been undertaken to develop a Heritage List to form a Schedule to the Local Planning Scheme No 10
			Winding up of Town Planning Scheme 4A.	Subject to discussion at a Concept Workshop on 9 April 2019, and to a report to the April Council meeting which resolved that planning staff prepare a further report for Council to examine alternative strategies to reduce the likely losses that Town Planning Scheme No. 4A is likely to make, if it were to be brought to finalisation.
			Establish a Design Advisory Panel	'Design Basso', a community reference group reestablished.
			Advocate for underground power and environmentally sustainable Lighting	Discussions with Western Power regarding proposal for underground power.
			Prepare streetscape policies for the Town	Verge policy developed. Work commenced on parking policy.
			Finalise and implement the Municipal Heritage Inventory	The Municipal Heritage Inventory was finalised last year.

## Strategic Priority 4. Economic

### OBJECTIVE 4.1 - BUILD ECONOMIC CAPACITY

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	4 <sup>th</sup> Quarter <i>(April to June)</i>	
4.1.1	<b>Encourage and attract new investment and increase capacity for local employment</b>	Economic and Commercial Activity	Increase in Economic and Commercial Activity against baseline data	Develop new Economic and Commercial Activity Strategy including: - Initiate industry Cluster Analysis during this financial year - Advocate and facilitate digital technology integration in to the Town over the four years of the plan - Place activation over the four years of the plan	Town Centre Activation project ongoing	
4.1.2	<b>Plan for and build capacity for Commercial and Industrial activities</b>	New businesses (including home based) granted development approval by the Town.	Increased number of new businesses from baseline data		Bassendean Festival of Local Business held 11-16 June.	
4.1.3	<b>Support and promote home based businesses</b>				OPR Market days held on 28th April, 26th May and 30th June 2019	
					Retail Needs Assessment (part of Local Planning Strategy Review) During this financial year	This has been completed and is incorporated in the <i>Local Economic Overview</i> (completed) and the research for the economic development strategy
					Establish baseline data for the achievement of nominal targets during this financial year	This will be reviewed in the context of the Town's new strategic direction.
				Investigate options and develop business case for potential future redevelopment of civic buildings during this financial year	A review of the Town's assets is underway to provide available options	

**OBJECTIVE 4.2 - FACILITATE LOCAL BUSINESS RETENTION AND GROWTH**

	<b>Success Measures</b>	<b>Targets</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>4<sup>th</sup> Quarter</b> <b>(April to June)</b>
<b>4.2.1 Strengthen local business networks and partnerships</b>	Number of local business and Stakeholder Survey (Engagement and Facilitation of local Business Networks)	Increase in engagement of local businesses.  Increasing recognition of Bassendean branding. (Baseline to be established in year one)	Establish local business group of operators within the Town and those utilising the Town over the four years of the plan	Engaged with Bassendean Business Association with a view of driving Council economic development initiatives through this group.
			Review & refresh Bassendean Means Business brand during this financial year	Completed
			Produce a survey for local business, to gauge their understanding and recognition of Bassendean Means Business brand over the four years of the plan	Engagement is ongoing with steady enrolments onto the directory.
<b>4.2.2 Continue the activation of Bassendean Town Centre</b>	Increase in the diversity and level of mixed uses, and increase in higher density residential dwellings	Baseline data to be established following completion and adoption of revised Local Planning Strategy and Bassendean Transit-oriented Development (TOD) plan	As per Local Planning Strategy Review and Local Planning Scheme 10 Review under Objective 3.1 during this financial year	See comments against objectives 3.1.2 – 3.1.4.  The Town has establishment a new Town Team known as the 'Old Perth Road Collective' to guide and assist in activating the Old Perth Road precinct.



<p><b>4.2.3 Enhance economic activity in neighbourhood centres</b></p>	<p>New local and neighbourhood centres</p>	<p>Baseline data to be established following completion of Retail Needs Assessment and completion and adoption of revised Local Planning Strategy and new Economic and Commercial Activity Strategy</p>	<p>As per aforementioned Retail Needs Assessment and new Economic and Commercial Activity Strategy during this financial year</p>	<p>Local Festival of Business delivered.</p> <p>CEO presented on economic development in the Town of Bassendean at State Conference.</p>
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## Strategic Priority 5. Good Governance

### OBJECTIVE 5.1 - ENHANCE ORGANISATIONAL ACCOUNTABILITY

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	4 <sup>th</sup> Quarter <b>(April to June)</b>
5.1.1	<b>Enhance the capability of our people</b>	Community / Stakeholder Satisfaction Survey (Governance)	Community stakeholders improvement on Year 1 baseline (Governance)	New Elected Member Training and Community Committee member orientation	Professional development opportunities offered to Councillors, including IAP2 Training.
5.1.2	<b>Ensure financial sustainability</b>			Review the Risk Management Framework	Organisational risk assessment undertaken.
5.1.3	<b>Strengthen governance, risk management and compliance</b>	Compliance Audit	100% Statutory Compliance met.	Continue the Internal Audit Project to ensure statutory compliance and reduction in Risk Management.	Audit regulation 19 undertaken to review compliance with legislation and controls.
5.1.4	<b>Improve efficiency and effectiveness of planning and services</b>	Risk Management Profile	100% Risk Mitigation as determined by insurer.		
5.1.5	<b>Ensure optimal management of assets</b>	Financial Ratio Benchmarked.	Asset Ratios met or Improved (intermediate level)	Review the Ratios that are currently not compliant with local government minimum standards	No action was taken during the quarter, however, a report was prepared for the Audit & Governance Committee meeting on 7 August 2019.
		Asset Ratio Benchmarked	Financial Ratios met or improved (intermediate level)		

**OBJECTIVE 5.2 - PROACTIVELY PARTNER WITH THE COMMUNITY AND OUR STAKEHOLDERS**

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Targets</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>4<sup>th</sup> Quarter</b> <b>(April to June)</b>
<b>5.2.1 Improve customer interfaces and service</b>	Community / Stakeholder Satisfaction Survey (Community engagement and participation)	Improvement in Community and Stakeholder Satisfaction (community engagement and participation)	Develop a new Community Engagement Strategy	Appointment of a Corporate Communications Coordinator. Provision of community engagement training to key staff to build capability.
<b>5.2.2 Engage and communicate with the community</b>			Develop a new Marketing Plan	Improvements to Town's website and social media presence implemented. New Town magazine/newsletter designed.
<b>5.2.3 Advocate and develop strong partnerships to benefit community</b>				

## OBJECTIVE 5.3 - STRIVE FOR IMPROVEMENT AND INNOVATION

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Targets</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>4<sup>th</sup> Quarter</b> <b>(April to June)</b>
<b>5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement</b>	Local Government Service Review Benchmarks.	Improved efficiency and effectiveness of services.	Adopt a formal service review program.	Review of Seniors Services completed.
	Percentage uptake of the community of Ecommerce applications	Increased E-commerce applications	E-commerce development through the Town's Website	In recognition of information technology as a business enabler, a scope of work for the review of the Town's Information Management requirement was undertaken.

Cash In Lieu Public Open Space Balance at 30 June 2019					
Trust ID	Subdivision	Cash In Lieu Public Open Space Balance at 30 June 2019	Project	Approved and Proposed Expenditure from this Trust	Balance Available in Trust after Completion of Projects based on no projects under budget
T1148 MINISTRY OF HOUSING	LOT 202 (#1) TROY STREET	\$ 73,524.33	Broadway Aboretum Stage 2	\$ 44,100.86	\$ -
			Sandy Beach Playground	\$ 29,423.47	\$ -
T1174 WESTCHOICE	1 ANZAC TERRACE	\$ 53,621.24	Sandy Beach Playground	\$ 53,621.24	
T1607 Danmar Homes	50 IVANHOE STREET - WAPC#951-11	\$ 130,000.00	Sandy Beach Playground	\$ 130,000.00	\$ -
T1803 Westfocus	92-96 FIRST AVE	\$ 97,000.00	Sandy Beach Public Conveniences	\$ 97,000.00	\$ -
T1946 PD Projects	141 FIRST AVE - WAPC REF 149585	\$ 85,311.75	Sandy Beach Public Conveniences	\$ 85,311.75	\$ -
T1992 Miluc Pty Ltd	LOT 3 MORLEY DRIVE WAPC # 146605		Sandy Beach Public Conveniences	\$ 45,000.00	\$ -
T 2045 PD Projects	# 137 First Ave Bassendean	\$ 70,000.00	Sandy Beach Public Conveniences	\$ 22,688.25	\$ 47,311.75
T2429 TIANYOU GU	80 SECOND AVE	\$ 61,000.00			\$ 61,000.00
T1400 Interest on POS		\$ 112,952.46	Sandy Beach Playground (\$25,655.29)	\$ 25,655.29	\$ 87,297.17
<b>TOTALS (includes completed projects)</b>		<b>\$ 728,409.78</b>		<b>\$ 532,800.86</b>	<b>\$ 195,608.92</b>
		\$ 728,409.78	<b>TOTAL in TRUST</b>		
		-\$ 44,100.86	<b>Less Approved Projects (Broadway Aboretum Stage 2)</b>		
		-\$ 238,700.00	<b>Less Approved Projects (Sandy Beach Playground )</b>		
		-\$ 250,000.00	<b>Less Unapproved Proposed Project (Sandy Beach Public Conveniences)</b>		
		\$ 195,608.92	<b>Available for additional projects</b>		

## GRANTS

30/06/2019	COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget	Budget Amendments	Current Budget
	122011	INCOME - SPORT & REC - GRANTS	11	Operating Grants	\$0.00	-\$4,792.00	-\$4,792.00
	182184	INCOME - PUBLIC EVENTS - AUSTRALIA DAY INCOME	11	Operating Grants	-\$10,000.00	\$0.00	-\$10,000.00
	212011	INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)	11	Operating Grants	-\$30,000.00	\$0.00	-\$30,000.00
	212161	INCOME - ROAD MAINT - CONTRIBUTIONS TO WORKS	11	Operating Grants	-\$120,000.00	\$0.00	-\$120,000.00
	322001	INCOME - GRANTS - ROADS GRANT	11	Operating Grants	-\$118,960.00	\$18,448.00	-\$100,512.00
	322002	INCOME - GRANTS - GENERAL PURPOSE GRANT	11	Operating Grants	-\$163,668.00	\$4,708.00	-\$158,960.00
	542013	INCOME - ES - GRANTS	11	Operating Grants	-\$45,000.00	\$0.00	-\$45,000.00
	762200	INCOME - SANITATION - GRANT INCOME WASTE AUTHORITY	11	Operating Grants	-\$28,000.00	\$28,000.00	\$0.00
	812014	INCOME - WIW - GRANTS & OTHER INCOME (NO GST)	11	Operating Grants	\$0.00	-\$7,195.00	-\$7,195.00
	872011	INCOME - BYS - DEPT CHILD PROTECTION GRANTS	11	Operating Grants	-\$91,292.00	\$0.00	-\$91,292.00
	902011	INCOME - VOLUNTEER - GRANTS	11	Operating Grants	-\$1,000.00	\$0.00	-\$1,000.00
	922001	INCOME - SDS - CHSP GRANTS	11	Operating Grants	-\$1,317,000.00	-\$45,426.00	-\$1,362,426.00
	942001	INCOME - SDS - HACC GRANTS	11	Operating Grants	-\$184,566.00	-\$1,531.50	-\$186,097.50
	952102	INCOME - SDS - HCP SUBSIDIES & SUPPLEMENTS	11	Operating Grants	-\$666,840.00	\$0.00	-\$666,840.00
	122011	INCOME - SPORT & REC - GRANTS	13	Non Operating Grants	-\$200,000.00	\$181,819.00	-\$18,181.00
	122015	INCOME - SPORT & REC - CAPITAL GRANT & POS(NO GST)	13	Non Operating Grants	-\$250,000.00	\$0.00	-\$250,000.00
	132015	INCOME - RESERVES - GRANT INCOME	13	Non Operating Grants	-\$326,600.00	\$326,600.00	\$0.00
	212001	INCOME - ROAD MAINT - CAPITAL GRANT NO GST(RTR)	13	Non Operating Grants	-\$45,261.00	\$0.00	-\$45,261.00
	212011	INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)	13	Non Operating Grants	-\$28,603.00	\$0.00	-\$28,603.00
	212103	INCOME - ROAD MAINT - GRANTS(OTHER)	13	Non Operating Grants	-\$1,300,000.00	\$445,714.00	-\$854,286.00
	762200	INCOME - SANITATION - GRANT INCOME WASTE AUTHORITY	13	Non Operating Grants	-\$232,500.00	\$139,500.00	-\$93,000.00