

# **ATTACHMENT NO. 11**



<b>Title</b>	<b>Employee Reward and Recognition Policy</b>
<b>Operational Policy Number</b>	[HRXXXX Insert number]
<b>Inception Date</b>	[Insert date XXX 2019]
<b>Review Date</b>	[insert date one year from date of approval]
<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.
- 8.1.4.6. Following attendance, employees will present on learnings and how these will be applied in the work environment at a CEO Briefing Session, team meeting or other appropriate forum.

#### **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.

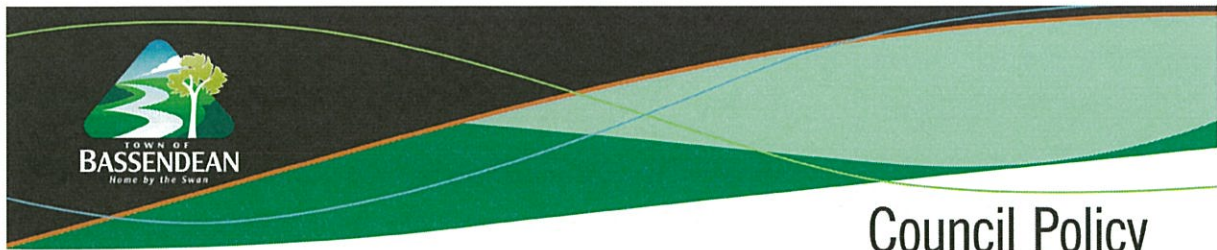
#### **8.1.7. Higher Duties**

- 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.

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## 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

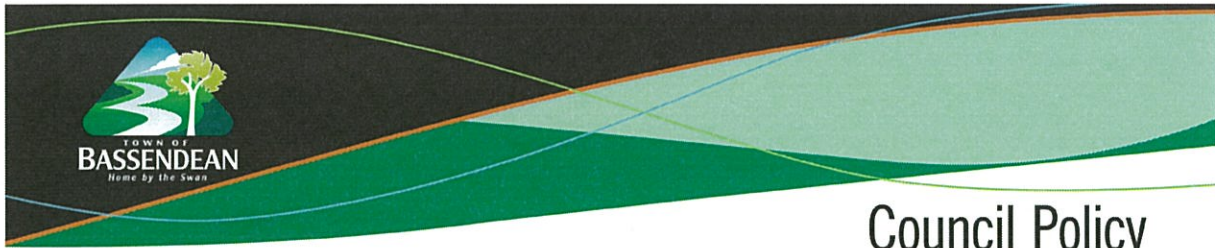
##### Resignation or Retirement

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. 12**



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 - REVISED - 21.08.2019

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CONSULTATION DRAFT – REVISED – 21.08.2019



**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) Presentations
  - (d) Attendances, apologies and applications for leave of absence
  - (e) Declarations of interest
  - (f) Statements by Members of the Public
  - (g) Public question time
  - (h) Petitions
  - (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) Urgent Business
  - (p) Confidential 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) Statements and public question time 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 10 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



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 or the CEO, 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.
- (3) In this clause, urgent business includes matters that have arisen after the preparation of the agenda that are considered by the Presiding Member or the CEO, or Member moving a motion referred to in clause 5.3 to be of such importance and urgency that such matters are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

## **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 1 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.  
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 – REVISED – 21.08.2019

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 - REVISED - 21.08.2019



## 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. 13**

# 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. 14**

**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

### **3.0 ALLAN TRANTER– INTERIM REPORT ON THE BASSENDREAM COMMUNITY CONSULTATION**

Allan Tranter provided a comprehensive overview of the BassenDream Community Engagement findings undertaken to date.

Allan outlined the following key themes had clearly come through as a result of the process to date:

- Desire for transit orientated development, shaded walkways and cycle paths;
- Desire for a link to the river;
- Desire to maintain the character of the area;
- Desire for a walkable hub for Eden Hill;
- Desire for shared spaces; and
- Desire for environmental sustainability.

Allan advised the group that whilst the community's voice was clearly understood, the response rate has not been at the level of engagement that was hoped for.

Members of the group took the opportunity to discuss with Allan the findings to date, what the lower than expected response rate could mean and ways that the participation levels could be improved.

Members of the group were informed about the upcoming the BassenDream Design Workshops, with members encouraged to attend to share their expertise and have their say.

### **4.0 DRAFT LOCAL INTEGRATED TRANSPORT PLAN (LITP)**

Tony Dowling, the Town's Director Strategic Planning, provided an overview of the key findings within the draft LITP. The draft plan provides a broad framework and recommended strategies about how the Town's movement network could evolve over time.

Tony advised the group that the LITP identified that there are no major transport issues within the Town.

Members of the group raised concern about the impacts of any proposed upgrades to Guildford Road, inducing sub-regional traffic through Bassendean and compromising opportunities for transit-orientated development.

Tony suggested the Town should be proactive in its approach to resisting any upgrades which may compromise transit orientated development, further suggesting the Town liaise with the City of Bayswater, City of Swan (Guildford Residents in particular) to look at the assessment of alternative treatments for Guildford Road & reiterate to Main Roads whom is the responsible authority for Guildford Road of the Town's desire for alternative approaches to be taken.



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. 15**

# 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 at 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. 16**

# 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 Klaasen, 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.

Town of Bassendean Internal Auditor's Report – Moore Stephens WA

1. Update on Audit Activity

Audit Regulation 17 Review - Complete

The Final Report has been discussed with the CEO and the Executive team. Management Comments have been incorporated within the Report.

Stan Moses Management Group (SMMG) Agreed Procedures - Complete

The Final report has been discussed with the CEO and the Executive team. Management Comments have been incorporated within the Report.

2. Audit Plan for 2019-2020

COMPLETED (since 2017)

- TENDER & CONTRACTS (MAY 2017)
- REVENUE & FEES (MARCH 2018)
- SMMG (JUNE 2019)
- AUDIT REGULATION 17 (JULY 2019)

RISK ADVISORY (2019)

Risk workshops - Management group (1), staff (x2) held in May 2019

PROPOSED ASSURANCE PLAN FOR 2019-2020

The proposed Assurance Plan for FY 2019-2020 is as follows:

- Follow up of previous audit recommendations to validate
  - implementation of the required actions
  - operational effectiveness of the current controls
- Payments Audit – end to end process review of the key controls and processes within Accounts Payable including authorization for purchases, legitimacy of payments and accuracy i.e. refunds, credit notes, etc.

The rationale for the above audit activities is to:

- establish whether previous audit recommendations have been dealt with appropriately;
- establish a baseline for the effectiveness of the control environment over a higher risk area such as Payments processing from beginning to end i.e. point of commitment to payment of invoice; and
- to identify opportunities to re-engineer existing controls to reduce manual handling and to implement more oversight and analytical controls.

A detailed Scope will be prepared for the above activities prior to commencement of the audit activity.



Certified Practising Accountants

## **Town of Bassendean**



Audit Completion Report to the  
Audit Committee  
For the Year Ended 30 June 2018

7 November 2018

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# 1. Executive Summary

Under the requirements of Australian Auditing Standard ASA 260: "*Communication with Those Charged with Governance*", we are required to communicate audit matters arising from the audit of financial statements to those charged with governance of an entity. This Annual Audit Completion Report together with our previous External Audit Plan discharges the requirements of the Auditing Standard.

This report has been prepared for the Council via its Audit Committee to summarise the significant matters that have arisen from our year-end audit of the Town of Bassendean for the year ended 30 June 2018.

## 1.1 Status of Audit

Our audit fieldwork at the Town of Bassendean for the financial year ended 30 June 2018 has been completed.

Before our Independent Auditor's Report is signed off and issued to the Council, the following outstanding matter is required to be attended to:

- Completion of audit procedures relating to Auditing Standard ASA 560 *Subsequent Events* to be performed up to the date of signing the Independent Auditor's Report.

## 1.2 Deliverables

Output	Timing
External Audit Plan	3 May 2018
Interim Audit Management Letter	10 May 2018
Present the Audit Completion Report to the Audit Committee	7 November 2018
Provide Independent Auditor's Report on the Financial Report	After recommendation of Financial Report by the Audit Committee

## 2. Financial Statements and Audit Opinion

### Audit Opinion

We have completed the audit of the Town of Bassendean's accounts in line with current Australian Auditing Standards and will give an **Unqualified Opinion** [subject to subsequent events procedures] that the financial report of the Town of Bassendean

- (i) gives a true and fair view of the financial position of the Town of Bassendean as at 30 June 2018 and of its financial performance for the year ended on that date; and
- (ii) complies with the *Local Government Act 1995* (as amended), the *Local Government (Financial Management) Regulations 1996* (as amended) and the Australian Accounting Standards.

Refer to **Appendix 1** for our Proposed Draft Independent Auditor's Report

## 3. Current Year Areas of Audit Focus

Our audit procedures were focused on those areas of Town of Bassendean' activities that are considered to represent the key audit risks identified in our external audit plan and through discussions with management during the course of our audit.

	Risk Area	Audit Response
1	Revaluation of - Parks and Ovals	<p>Regulation 17A (4) of the LG (Financial Management) Regulations 1996 requires Infrastructure assets to be measured at fair value for the year ended 30 June 2018. The Town of Bassendean's Parks &amp; Oval asset class was revalued at fair value by external valuers at 30 June 2018. Roads, Footpaths and Drainage asset classes were revalued in the year ended 30 June 2017 together with the Land and Buildings asset classes.</p> <p>Audit evaluated the professional competence and objectivity of the external valuers and the adequacy of the scope of their work. We are satisfied that the external valuers are suitably qualified, objective and experienced in undertaking this work.</p> <p>Audit procedures tested capital asset additions on a sample basis for accuracy to supporting documentation. Audit also reviewed the basis of the asset valuations (at fair value) undertaken and considered the judgements, assumptions and data used together with the reasonableness of any estimation techniques applied. Asset reconciliation schedules were verified against trial balance reported amounts.</p> <p>We have relied upon the values adopted by the external valuers.</p> <p>Results of the audit procedures conducted did not note any material misstatement of the Infrastructure asset classes.</p>



2	Revenue Recognition	<p>Accounting Standards for Revenue and Contributions recognition prevent Councils from recording unexpended untied grants as a liability instead of revenue (grants and contributions received in advance)</p> <p>Audit procedures included substantiation and verification of cut – off procedures and assessment of whether treatment of revenue is consistent with Accounting Standards AASB 118 <i>Revenue</i> and AASB 1004 <i>Contributions</i>.</p>
3	Contingent Liabilities	<p>Audit procedures included discussions with management, review of council minutes and solicitor's representation letters to identify the possible existence of contingencies which may require disclosure in the financial statements.</p> <p>At this date, we are satisfied with the current disclosure in the financial report.</p>
4	Related Party Disclosures	<p>AASB 2015-6 Amendments to Australian Accounting Standards – Extends Related Party Disclosures to Not – for – Profit Public Sector Entities. The objective of this Standard was to extend the scope of AASB 124 <i>Related Party Disclosures</i> to include not – for – profit sector entities.</p> <p>Audit procedures included discussions with management and review of related party disclosure forms completed by the key management personal which includes Councillors.</p>

We are satisfied that these key areas of focus have been addressed appropriately based on our audit procedures and are properly reflected in the Town of Bassendean's financial report.

#### 4. Assessment of Internal Controls

Our interim phase of the audit indicated that the current internal control systems and processes are reasonable. They are designed adequately for Town of Bassendean' current business operations.

However, a separate Interim Audit Management Letter has been provided to management following our interim audit which provides details of the internal control and compliance matters raised.

Our follow up indicates that the management comments for the interim audit visit conducted during the financial year ended 30 June 2018 have been fully implemented.

## 5. Key Findings during Final Phase of Audit

During our audit planning procedures and risk identification process, we identified a number of key focus areas as outlined in Section 3 above. In addition, during the course of our year-end fieldwork, other accounting and audit issues were noted. Our consideration of these matters is set out below.

We request that the Audit Committee review the matters below and satisfy themselves that:

- there are no other matters of which you are aware that would impact these issues;
- there are no other significant issues that ought to be considered before recommending the adoption of the financial statements to the Council; and
- you concur with the resolution of the issue as described below.

1	Area: Asset Management Plans
Recommendation	
	<p>Given the significant work undertaken in the revaluation of the Town of Bassendean' Infrastructure assets namely Parks &amp; Oval during the financial year ended 30 June 2018, we recommend that Asset Management Plans for each asset class be reviewed and updated with the most recently acquired data collected to ensure all future projections of required capital maintenance and upgrades remain reliable for strategic decision making purposes.</p> <p>Updated projections from the Asset Management Plans should be factored into the Town of Bassendean' Long Term Financial Plan estimates to ensure appropriate planning for future funding requirements are appropriately planned for and known.</p>

## 6. Specific Required Communications

The Australian Auditing Standard ASA 260: "Communication with Those Charged with Governance" requires the auditor to communicate certain matters to the Audit Committee that may assist them in overseeing management's financial reporting and disclosure process. Below we summarise these required communications as they apply to your organisation.

Reporting Requirement	Detailed Comments
Changes to Audit Approach Outlined in External Audit Plan	<ul style="list-style-type: none"> <li>➤ There were no changes to the audit approach outlined in the External Audit Plan.</li> </ul>
Significant accounting policies	<ul style="list-style-type: none"> <li>➤ Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Bassendean including new pronouncements adopted during the year, are described in notes to the financial statements.</li> <li>➤ There were no significant changes in the application of existing policies during the year ended 30 June 2018. The accounting policies adopted in the financial statements are appropriately disclosed.</li> </ul>
Sensitive Accounting Estimates and Disclosures	Refer to "Current Year of Audit Focus" section
Misstatements and significant audit adjustments	<ul style="list-style-type: none"> <li>➤ We are required to report to you all unadjusted misstatements which we have identified during the course of our audit, other than those of a trivial nature. In the context of the Town of Bassendean, we consider that amounts of a value less than \$ 9,800 should be considered trivial. This represents 5% of materiality.</li> <li>➤ A few disclosure adjustments to the financial statements have been discussed and amended during the course of our audit.</li> <li>➤ There were no uncorrected misstatements in the Annual Financial Statements.</li> </ul>
Significant Weaknesses in Internal Controls	<ul style="list-style-type: none"> <li>➤ No significant weaknesses in internal control were identified. Refer to our Interim Audit Management Letter.</li> </ul>
Disagreements with management	<ul style="list-style-type: none"> <li>➤ There have been no significant disagreements with management during the course of the audit.</li> </ul>
Serious Difficulties Encountered in Dealing with Management when Performing the Audit such as:	<ul style="list-style-type: none"> <li>➤ There were no serious difficulties encountered in dealing with management when performing the audit.</li> </ul>
<ul style="list-style-type: none"> <li>• Significant delays in</li> </ul>	

<p>management providing required information</p> <ul style="list-style-type: none"> <li>• An unnecessarily brief time within which to complete the audit</li> <li>• Extensive unexpected effort required to obtain sufficient appropriate audit evidence</li> <li>• The unavailability of expected information</li> <li>• Restrictions imposed on the auditor by management</li> </ul>	
<p>Fraud and Illegal Acts</p>	<ul style="list-style-type: none"> <li>➤ We are not aware of any matters that require communication.</li> <li>➤ We would request that the Audit Committee members raise with us any areas of risk not addressed in our communications and that they inform us of their knowledge of any actual or suspected fraud.</li> </ul>
<p>Compliance with laws and regulations</p>	<ul style="list-style-type: none"> <li>➤ In performing our audit procedures, we have not become aware of any non-compliance with applicable laws or regulations.</li> <li>➤ We have also received representations from management confirming that the Council is in compliance with all laws and regulations that impact the Council.</li> </ul>
<p>Threshold to Capitalise Assets</p>	<ul style="list-style-type: none"> <li>➤ Currently the Town of Bassendean's capitalisation threshold policy is to capitalise, all capital assets in excess of \$ 2000.</li> </ul> <p>However, with effect from 1 July 2018 in accordance with the amendment to the Local Government (Financial Management) Regulation 1996, which was gazetted on 26 June 2018, Council should capitalise assets in excess of \$ 5,000 only. Therefore, it needs to make a retrospective adjustment in the 2018/19 financial year in respect of capital assets costing less than \$ 5,000 which had been capitalised in the past as this change of accounting treatment results in a change in accounting policy.</p>
<p>Books and records and conduct of the audit</p>	<ul style="list-style-type: none"> <li>➤ We have been presented with all the necessary books and explanations requested of management to support the amounts and disclosures contained in the financial statements in a timely and efficient manner.</li> </ul>
<p>Other Information in Documents Containing Audited Financial Statements</p>	<ul style="list-style-type: none"> <li>➤ Our financial statement audit opinion relates only to the financial statements and accompanying notes.</li> <li>➤ However, we also review other information in the Annual Report, such as Management's Discussion and Analysis, for consistency with the audited financial statements. Once the annual report is prepared and provided to us, we will review the Annual Report for consistency between the audited financial statements and other sections of that document.</li> </ul>

Related Party Transactions	<ul style="list-style-type: none"> <li>➤ None of which we are aware other than what is disclosed in Note 20 to the financial statements.</li> </ul>
Major Issues Discussed with Management in Connection with Initial or Recurring Retention	<ul style="list-style-type: none"> <li>➤ Refer above.</li> </ul>
Going concern	<ul style="list-style-type: none"> <li>➤ As part of our audit, we have assessed and agreed with the conclusions reached by the management concerning the application of the going concern concept.</li> </ul>
Independence	<ul style="list-style-type: none"> <li>➤ We confirm that, as the date of this report, we are independent having regard to Macri Partners' policies, professional rules and relevant statutory requirements regarding auditor independence.</li> <li>➤ During the year ended 30 June 2018, Macri Partners has not provided any non-audit services to the Town of Bassendean.</li> </ul>

## 7. Disclaimer

This report has been prepared for the Audit Committee and management of Town of Bassendean only. It should not be quoted or referred to, in whole or in part, without our prior written consent. No warranty is given to, and no liability will be accepted from, any party other than the Town of Bassendean.

## 8. Appendix 1 - Proposed Audit Opinion

### INDEPENDENT AUDITOR'S REPORT

#### TO: RATEPAYERS OF TOWN OF BASSENDEAN

#### Report on the Financial Report

##### *Opinion*

We have audited the financial report of **Town of Bassendean** (the Council), which comprises the Statement of Financial Position as at 30 June 2018, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity and Statement of Cash Flows and Rate Setting Statement for the year then ended, and a summary of significant accounting policies and other explanatory information and Statement by Chief Executive Officer.

In our opinion, the annual financial report of the **Town of Bassendean** is:

- (i) Is based on proper accounts and records ; and
- (ii) fairly represents, in all material respects, the results of the operations of the Council for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not consistent with the Act, Australian Accounting Standards.

##### *Basis for Opinion*

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Council in accordance with the auditor independence and ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### *Emphasis of Matter – Basis of Accounting*

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. Our opinion is not modified in respect of this matter.

## **INDEPENDENT AUDITOR'S REPORT (Cont'd)**

### **Responsibilities of the Chief Executive Officer and Council for the Financial Report**

The Chief Executive Officer (CEO) of the Council is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Council.

The Council is responsible for overseeing the Council's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## INDEPENDENT AUDITOR'S REPORT (Cont'd)

### Report on Other Legal and Regulatory Requirements

In accordance with the *Local Government (Audit) Regulations 1996*, we also report that:

- (a) In our opinion, the following matter indicates significant adverse trends in the financial position or the financial management practices of the Council:

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. The financial ratios are reported at note 30 to the financial report.

- (b) In our opinion, the asset consumption ratio and the asset renewal funding ratio included in the annual financial report were supported by verifiable information and reasonable assumptions:
- (c) All required information and explanations were obtained by us.
- (d) All audit procedures were satisfactorily completed.

### Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the financial report of the **Town of Bassendean** for the year ended 30 June 2018 included on the Council's website. Management is responsible for the integrity of the Council's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

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MACRI PARTNERS  
CERTIFIED PRACTISING ACCOUNTANTS  
SUITE 2, 137 BURSWOOD ROAD  
BURSWOOD WA 6100

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A MACRI  
PARTNER

PERTH  
DATED THIS 7<sup>TH</sup> DAY OF NOVEMBER 2018.





Department of  
**Local Government, Sport  
and Cultural Industries**

Our ref           BS3-4#04 E1915183  
Enquiries       Stuart Fraser  
Phone           65521586  
Email           stuart.fraser@dlgsc.wa.gov.au

Ms Peta Mabbs  
Chief Executive Officer  
Town of Bassendean  
PO Box 87  
BASSENDEAN WA 6054

Dear Ms Mabbs

The Department of Local Government, Sport and Cultural Industries (the Department) has received the Town's 2017-18 Audit Report from Macri Partners dated 7 November 2018.

The Audit Report identifies matters as significant in regard to adverse trends, qualified audits and other matters. The following matter is identified as significant by the auditor:

- Significant adverse trends in the financial position: Asset Sustainability Ratio and Operating Surplus Ratio below the Department standard for the last three years.

Section 7.12A(4) of the *Local Government Act 1995* states that a local government must:  
*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.*  
*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.*

To date it appears that a report has not been received and has not been published on the Town's official website in accordance with Section 7.12A.

As a matter of priority the Town must prepare a report for its Audit Committee and seek council's endorsement before forwarding a copy to the Department at [audits@dlgsc.wa.gov.au](mailto:audits@dlgsc.wa.gov.au)

As this report is now overdue, the Department requires the local government to remedy this non-compliance within the next 60 days from the date of this letter.



Document #: ILET-15808519  
Date: 28.06.2019  
Officer: PETA MABBS  
File: FINM/AUD/7

Gordon Stephenson House, 140 William Street  
PO Box 8349 Perth Business Centre, WA 6849  
Telephone (08) 6552 7300  
Email [info@dlgsc.wa.gov.au](mailto:info@dlgsc.wa.gov.au)  
Web [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

For further information please review the Department's Circulars 05-2019 Local Government Auditing and 02-2018 Guide to Local Government Auditing Reforms (page 8) which are published on the Department's website.

Should you have any queries please contact the Department on the above email address or phone 65527300.

Yours sincerely



Narrell Lethorn  
Director Industry and Sector Regulation

28 June 2019

cc Cr Renée McLennan, Mayor, Town of Bassendean

## Report to Minister

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### **Town of Bassendean External Audit Findings for June 2017-2018**

This report is completed in line with Section 7.12A (4)(a) of the *Local Government Act 1995*. Macri Partners completed an independent audit of the Town of Bassendean's Annual Financial Report for 2017-2018. Council received the resulting unqualified independent auditor's report on 27 November 2018.

### **Significant Adverse Trends Reported**

It was reported by Macri Partners that in accordance with Local Government (Audit) Regulations 1996, the reported financial position of the Town of Bassendean indicated significant adverse trends. This related to the Asset Sustainability Ratio and the Operating Surplus Ratio being below the Department of Local Government, Sport and Cultural Industries standard for the past three years.

### **Action Plan**

The Town of Bassendean has identified a need to increase its own source revenue and decrease operating expenditure, and to direct additional available funds toward asset renewal and replacement spending.

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.

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 of Bassendean will explore further sources of own source revenue as part of its long-term financial planning and intends to review its costing and pricing framework during 2019-2020 to assist with expenditure management.

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.

# Accounting for work bonds, building bonds and hire bonds

Western Australia local government position paper 1

1 July 2019



Office of the Auditor General  
Serving the Public Interest

The purpose of this OAG position paper is to inform local government entities that moneys held as bonds, such as work bonds, building bonds and hire bonds should not, for accounting purposes, be regarded as Trust Fund moneys in terms of the *Local Government Act 1995* (Act). Consequently, these moneys should be held in the Municipal Fund, recognised on the statement of financial position in the annual financial report and interest, if any, earned on those moneys would therefore not need to be paid to the person entitled to the moneys in accordance with section 6.9(3)(a) of the Act.

## Summary of the issue

Since assuming responsibility for the annual financial audits of local government entities in accordance with the Local Government Amendment (Auditing) Act 2017, we have noted significant variation in the accounting treatment for bond moneys. These include:

- Some entities hold bond moneys in the Municipal Fund and therefore retain any interest income on those moneys.
- A small number of entities hold bond moneys in the Trust Fund and, in accordance with section 6.9(3)(a) of the Act, repay interest together with the principal amount to the developer/hirer.
- Some entities hold bond moneys in the Trust Fund but retain any interest earnings as revenue of the entity.
- Some entities hold bond moneys in the Trust Fund, and in a non-interest bearing account.

Section 6.9(1) of the Act states:

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.

Section 6.9(3)(a) states:

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.

## OAG position

We have obtained independent legal advice that, 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 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 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 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.



However, if entities have in the past held bond moneys (or any other moneys) in the Trust Fund, section 6.9(3)(a) of the Act applies. Therefore, if an entity has held moneys in the Trust Fund, invested it and not paid interest to the person entitled to it, the entity should assess:

1. whether it can practically identify past interest earned on the moneys, and who is owed that interest
2. whether it can practically pay those persons entitled to the interest, as required by section 6.9(3)(a) of the Act.

## **Cash in Lieu of Public Open Space**

By contrast to bonds, we have noted for example that section 154 of the *Planning and Development Act 2005* requires Cash in Lieu of Public Open Space to be held in the Trust Fund. Consequently, section 6.9 of the Act is applicable to any such moneys held by a local government. As a result, any interest earned on those moneys should be paid to the person entitled to it, in accordance with section 6.9(3)(a) of the Act.

## **Recognition in the annual financial report**

Because moneys held as bonds, such as work bonds, building bonds and hire bonds should be held in the Municipal Fund, they should be recognised as an asset (Cash and Cash Equivalents) in the Statement of Financial Position, with a corresponding liability to recognise that the moneys are owed to developers/hirers.

Interest earned on the work bonds, building bonds and hire bonds while the moneys are in the Municipal Fund, should be recognised as revenue in the Statement of Comprehensive Income.



# **ATTACHMENT NO. 17**



**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>

	<p><b><u>Occupational Health and Safety</u></b></p> <ul style="list-style-type: none"> <li>• Dealing with Aggressive Behaviours Training 5 April 2019</li> <li>• Hepatitis and Blood Borne Viruses Workshop 29 April 2019 &amp; 1 May 2019</li> <li>• OHS Committee Meeting 8 May 2019</li> <li>• St John Safe Assessment 16 May 2019</li> <li>• Fire Extinguisher Training 5 June 2019</li> <li>• Load Restraint Training 23 &amp; 30 May 2019 and 10 June 2019</li> <li>• Emergency Response Drills June 2019</li> <li>• OHS Committee Meeting 19 June 2019</li> <li>• Fire Warden Training 26 June 2019</li> </ul> <p><b><u>Recruitment</u></b></p> <ul style="list-style-type: none"> <li>• Assistant In Home Nursing (Casual)</li> <li>• Corporate Communications Coordinator (Temporary, Full-Time)</li> <li>• Educator (Casual)</li> <li>• Director Corporate Services</li> <li>• Executive and Research Officer to CEO</li> </ul> <p><b><u>Achievements</u></b></p> <ul style="list-style-type: none"> <li>• New Way of Working including announcement of transformational change, conducting consultation and implementing new structure.</li> <li>• Conducted CULTYR Employee Scorecard Survey</li> </ul> <p>Completion of end of financial year payroll including successful implementation of Single Touch Payroll.</p>
<p>(j) ensure the effective and accountable application of financial and physical resources;</p>	<p>Ongoing internal audit review of all processes continues, as per Department Guidelines.</p>

<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 <b>(April to June)</b>
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.  Support provided to establish a new Town Team, 'Old Perth Road Collective'.
1.1.2 <b>Activate neighbourhood spaces to facilitate community gathering</b>			Develop revised Arts and Culture Plan.	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.
1.1.4 <b>Continue to support and facilitate participation in the arts, community festivals and events</b>				A video was developed to inform the community of 1 Surrey Street restoration and plans for a new Health Clinic.

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

<b>Strategies</b>	<b>Success Measures</b>	<b>Target</b>	<b>Projects</b>	<b>4<sup>th</sup> Quarter</b>
<i>How we're going to do it</i>			<i>New projects that will be implemented</i>	<b>(April to June)</b>
<b>1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.</b>	Community / Stakeholder Satisfaction Survey (Activity and connectivity)	Improved Community feedback (based on baseline data collected in year 1)	Nature-based Playground Facilities at Sandy Beach and Mary Cres Reserve	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.
<b>1.2.2 Provide life-long learning opportunities</b>			Plan and build Men's Shed facility	Contract in the process of being awarded for the construction of a Men's Shed in Holman Drive.
<b>1.2.3 Enhance partnerships with the local Noongar people</b>			Develop a new Reconciliation Action Plan	New Plan adopted by Council.
<b>1.2.4 Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life</b>	Level of engagement of people with disability and those from diverse backgrounds	High level of engagement of people with disability and those from diverse backgrounds	Continue to provide inclusive opportunities for social connection  Continue to implement the Bushcare Volunteers program	NAIDOC event organised for Thursday 11 July 2019.  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><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

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</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>1.3.1 Facilitate safer neighbourhood environments</b>  <b>1.3.2 Promote and advocate community health and wellbeing</b>	Community / Stakeholder Satisfaction Survey (Safety, Health and Wellbeing)	Improved Community feedback (based on baseline data collected in year 1).	Improve lighting along main pedestrian routes to public transport hubs	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.
			CCTV & Security lighting in Jubilee and Mary Cr. Reserves & advocate for installation in other identified crime hotspots	<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**

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

				<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)	2017 baseline tree canopy area maintained by ensuring the public realm increases excess the private realm losses. Annual monitoring of Water Quality.	Formulate Open Space Master Plans	Deferred due to requirement to consider as part of Local Planning Strategy.
	<b>2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams</b>			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
Tree Canopy Area monitoring (Private and public realms)		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>	
<b>3.1.1 Facilitate diverse housing and facility choices</b>	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.	
<b>3.1.2 Implement sustainable design and development principles</b>			Community Satisfaction with participation and engagement	Local Planning Strategy Review and Local Planning Scheme 10 Review.	<i>Local Planning Strategy Review</i> 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.
<b>3.1.3 Plan for local neighbourhoods and their centres</b>		The level of community engagement and participation into Local Area Planning. (input into plans and policy development)	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.		
<b>3.1.4 Ensure infrastructure is appropriate for service delivery</b>					

				<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</i> (LITP) 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 <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>
<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

<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>4.1.1 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  Bassendean Festival of Local Business held 11-16 June.
<b>4.1.2 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	Retail Needs Assessment (part of Local Planning Strategy Review) During this financial year	OPR Market days held on 28th April, 26th May and 30th June 2019  This has been completed and is incorporated in the <i>Local Economic Overview</i> (completed) and the research for the economic development strategy
<b>4.1.3 Support and promote home based businesses</b>			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>
<p><b>5.2.1 Improve customer interfaces and service</b></p> <p><b>5.2.2 Engage and communicate with the community</b></p> <p><b>5.2.3 Advocate and develop strong partnerships to benefit community</b></p>	<p>Community / Stakeholder Satisfaction Survey (Community engagement and participation)</p>	<p>Improvement in Community and Stakeholder Satisfaction (community engagement and participation)</p>	<p>Develop a new Community Engagement Strategy</p> <p>Develop a new Marketing Plan</p>	<p>Appointment of a Corporate Communications Coordinator. Provision of community engagement training to key staff to build capability.</p> <p>Improvements to Town's website and social media presence implemented. New Town magazine/newsletter designed.</p>

**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

# **ATTACHMENT NO. 18**

## **DRAFT SPONSORSHIP AND GRANTS POLICY**

### **1. Policy Statement**

- 1.1. The Town of Bassendean (Town) recognises and respects the important contribution that local business and members of the community can make to developing and delivering a range of events and initiatives.
- 1.2. Community events and initiatives contribute to the vitality of the Town, the activation of spaces, a sense of community and to increased economic benefit.
- 1.3. The Town is committed to engaging and collaborating with the community in relation to the planning, development and delivery of a range of events and initiatives.
- 1.4. By hosting and encouraging local events and initiatives the Town aims to foster and promote a healthy, strong, vibrant and sustainable community, enhance wellbeing and promulgate community connectedness.
- 1.5. Local events and initiatives that foster social cohesiveness, and build cultural, civic, environmental and economic strengths, support the achievement of short, medium and longer term goals and priorities of the Town and of the Council.

### **2. Policy Context**

- 2.1. The policy provides the requirements and minimum standards for all sponsorship and grants for events or initiatives delivered by, or hosted in, the Town of Bassendean Local Government Area.
- 2.2. The policy is supported by a suite of related guidelines.
- 2.3. The related guidelines provide the process and requirements for application and assessment for sponsorship and grants for particular types of events or initiatives.
- 2.4. The guidelines are published on the Town's website.

### **3. Policy Objectives**

- 3.1. The objects of this policy are to:
  - 3.1.1. create a sense of ownership and empower individuals and groups by leveraging from existing capability and capacity of the existing community;
  - 3.1.2. establish an open, fair and defensible application and assessment process for awarding sponsorships and grants;

- 3.1.3. ensure integrity, accountability and transparency in decision-making in the allocation of sponsorships and grants;
- 3.1.4. align the allocation of sponsorships and grants with the key policy directions and strategic business priorities of Council;
- 3.1.5. maximise opportunities for the Town to sponsor, host or deliver a range of events and initiatives that reflect and are responsive to the diverse cultural, environmental and social perspectives and interests of the community; and
- 3.1.6. leverage from the policy to guide the Town in the planning, assessment and decision-making regarding its own events.

#### **4. Definitions**

##### **4.1. Meaning of Sponsorship**

- 4.1.1. Sponsorship is a commercial, negotiated agreement between the parties, in which the Town agrees to provide funding, through financial or in-kind (non-cash) sponsorship to an approved applicant.
- 4.1.2. Sponsorship is awarded on the basis of a documented terms of agreement between the parties.
- 4.1.3. Proposals for sponsorship are assessed and awarded in accordance with the fixed assessment criteria detailed at section 12 of this policy.
- 4.1.4. Additional assessment criteria may apply and will be included in the relevant guidelines for the particular type of event or initiative proposed.

##### **4.2. Meaning of Grants**

- 4.2.1. Grants mean funding provided to an approved applicant for a particular and specific purpose in accordance with the provisions of a documented terms of agreement between the parties.
- 4.2.2. A grant may also take the form of a small one-off donation and will be assessed on a case by case basis and dependent on the purpose for which the donation has been sought.
- 4.2.3. Proposals for grants are assessed and awarded in accordance with the published assessment criteria and any additional assessment criteria outlined in the relevant guidelines for the particular type of event or initiative proposed.

##### **4.3. Meaning of Event**

- 4.3.1. Events include major or significant events.
- 4.3.2. The definition of events is outlined in the relevant guidelines.



**Meaning of Initiative**

4.3.3. A proposal or strategy that is not considered an event and for which sponsorships or grants are sought.

**4.4. Meaning of In Kind or Non-Cash Contribution**

4.4.1. Provided by the Town as a contribution to an event or initiative and may include waiver of the cost of venue hire or staff resources.

4.4.2. The provision of equipment for use at no cost.

**5. Events and Initiatives to which Sponsorships and Grants Apply**

1. The sponsorship and grants portfolio incorporates a range of events and initiatives to be conducted within the Town of Bassendean Local Government Area.
2. This includes for example significant and major events or one-off community grants.
3. Awarding sponsorship and grants occurs within the context of financial considerations.
4. The implementation of this policy is supported by a suite of guidelines which provide for the proposal and assessment of:
  - 4.1. Major and Significant Events Sponsorship and Grants Guidelines [draft accompanies this policy];
  - 4.2. Community Benefit Sponsorship and Grants Guidelines [draft accompanies this policy];
  - 4.3. Business Development and Sponsorship Grants Guidelines [draft accompanies this policy]; and

**6. Advertising of opportunities**

6.1.1. All opportunities to apply for sponsorship or grants will be advertised on the Town's website in accordance with the funding rounds outlined at Section nine of this policy.

**7. Eligibility**

- 7.1. To be eligible to receive sponsorship and grants from the Town, applicants are required to:
  - 7.1.1. Be an Australian Legal Entity or possess an Australia Business Number.
  - 7.1.2. Demonstrate the full cost of the proposal including own contribution and other funding sources.
  - 7.1.3. Demonstrate evidence of having obtained the appropriate licences and insurances.

- 7.1.4. Submit the proposal within the advertised funding round and by the specified closing date.
- 7.1.5. Submit the proposal on the specified form and in accordance with the published requirements and guidelines.
- 7.1.6. Apply for sponsorship or grants for an event or initiative within the Town of Bassendean local government area. Proposals from outside the Bassendean local government area may be considered in exceptional circumstances.

## **8. Ineligible Proposals**

8.1. The Town will not consider proposals from:

- 8.1.1. Local, State or Commonwealth Government agencies.
- 8.1.2. Employees or immediate family members of employees.
- 8.1.3. An applicant with outstanding debts to the Town.
- 8.1.4. An applicant that has failed to provide satisfactory acquittal reporting for any previous approved sponsorship or grant.

## **9. Funding Round Timelines**

9.1. Two Funding Rounds will be advertised each financial year and the details and dates will be set out in the relevant guidelines.

## **10. Funding Limits**

- 10.1. Limits apply to all approved sponsorship and grants and will be determined on a case by case basis in accordance with the Town's Sponsorship and Grant Policy and other relevant financial considerations.
- 10.2. Cash contributions from the Town may apply and will be determined on a case by case basis as part of the application and assessment process.

## **11. In Kind or Non Cash Contributions**

11.1. The Town may make in-kind or non-cash contributions to approved sponsorship and grant applicants, which will be capped and determined in accordance with the Town's In-Kind and Non-Cash Policy [to be developed].

## **12. Assessment Criteria**

Proposals for major initiatives with the potential for greater community or economic impact are encouraged to address the below assessment criteria and demonstrate evidence, both quantitatively and qualitatively. It is not a requirement to meet ALL the assessment criteria.

Proposals for small grants only need to address where appropriate or applicable.

- 12.1.1. **Sustainability Principles:** Evidence of how the proposal addresses or achieves the One Planet Living principles [this will be hyperlinked to <https://www.bioregional.com/one-planet-living>].
- 12.1.2. **Cultural Outcomes:** The extent to which the proposal will celebrate the cultural diversity of the Town. Proposals including a detailed plan for addressing cultural recognition will be viewed favourably.
- 12.1.3. **Social Outcomes:** The extent to which the proposal will provide opportunities for social outcomes.
- 12.1.4. **Civic Outcomes:** The extent to which the proposal will provide and promote experiences that are unique to the Town.
- 12.1.5. **Place Outcomes:** The extent to which the proposal will activate private or public spaces with vibrant activity.
- 12.1.6. **Economic Outcomes:** The extent to which the proposal will stimulate the local economy and provide opportunities for local business to leverage the event.
- 12.1.7. **Safety Outcomes:** Submission of a risk assessment plan and evidence of the patron and community safety strategies that will be implemented. Every sponsorship or grant proposal is to include a detailed risk management plan.
- 12.1.8. **Organisational Competency:** Evidence of, including a detailed implementation plan and budget, of the applicant's demonstrated capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal.

### 13. Assessment

The assessment process may involve community participation in the review and selection of proposals for funding however the Town reserves the right to consider proposals separately independent of this process.

- 13.1.1. The Chief Executive Officer (CEO) is responsible for approving the composition of all Assessment Panels.
- 13.1.2. Assessment may be made by community members utilising online platforms, community gatherings and similar means.
- 13.1.3. Where Assessment Panels are utilised, they will comprise a minimum of three appropriately qualified and experienced officers.
- 13.1.4. The CEO retains the right to invite an external representative to participate as a member of an Assessment Panel.
- 13.1.5. Elected Officials are ineligible to participate on Assessment Panels.

### 14. Approvals

- 14.1.1. Following consideration of proposals, a report is to be submitted, with findings and recommendations, through the Chief Executive

Officer to Council for approval of the recommended proposal for a sponsorship or grant.

## **15. Evaluation Evidence and Reporting**

15.1 Every sponsorship or grant proposal is to include a plan for obtaining evidence, both qualitative and quantitative, to measure the key outcomes and achievements against the required assessment criteria.

## **16. Disability Access and Inclusion Plan**

16.1 Every sponsorship or grant proposal is to include a detailed plan for addressing disability access and inclusion where applicable.

## **17. Sponsorship and Grant Agreements**

17.1. All successful applicants will be required to enter into a written funding agreement with the Town, which includes terms and conditions pertaining to the approved funding.

17.2. Where an approved applicant is unable to implement a project in accordance with the approved funding agreement, the Town may consider and determine approval or refusal of a variation to the sponsorship and grant agreement.

## **18. Duration of Sponsorship or Grant Agreement**

18.1. Sponsorship and grant agreements are limited to a period no greater than twelve months within the current financial year.

## **19. Acquittal of Sponsorship or Grant Funding**

19.1. All sponsorships and grants are to be acquitted and reviewed within three months of the completion of the event or initiative.

## **20. Submitting Proposals**

20.1. Proposals for sponsorship or grants funding are to be submitted on the required proposal form by email to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au)

## **21. Canvassing of Elected Officials**

21.1. Applicants are discouraged from canvassing elected members of Council.

21.2. In the event elected members of Council have had an involvement in the proposal, they are to remove themselves from any decision making role.

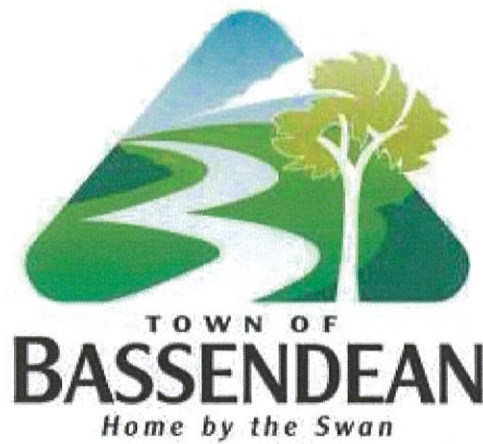
21.3. Any questions relating to this process should be directed to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au).

**Application**

Responsibility for the implementation of this policy rest with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed at the end of the 2019/20 financial year.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> 20 August 2019 <b>Version:</b> 1</p> <p><b>Next Review due by:</b> 30 June 2020</p>
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DRAFT V21819



**MAJOR AND SIGNIFICANT EVENTS  
SPONSORSHIP AND GRANTS  
GUIDELINES**

**2019-2020**

## **TITLE: Major and Significant Events Sponsorship and Grants Guidelines**

### **1. Introduction**

1.1. Major and significant events build the profile of the Town of Bassendean (Town), foster community cohesiveness and bring economic, social and reputational benefits for the Town.

### **2. Scope**

2.1. Underpinned by and applied in conjunction with the Town's Sponsorship and Grant Policy, the Major and Significant Events Sponsorship and Grants Guidelines (guidelines) provide for the application and assessment of major and significant events sponsorships and grants.

### **3. Definitions**

#### **3.1. Meaning of Significant or Major Event**

3.1.1. A significant or major event is one that:

- 3.1.1.1. is delivered or occurs within the Town of Bassendean Local Government area;
- 3.1.1.2. will, or has the potential to, generate significant interest, profile or visitation from outside of the Town;
- 3.1.1.3. reflects and celebrates the community and its culture and diversity, promotes social connection and fosters a sense of community pride;
- 3.1.1.4. generates significant economic, social or community benefit for the Town;
- 3.1.1.5. offers an element or elements that are unique to the Town and advances the Town's reputation; and
- 3.1.1.6. may be conducted on an annual basis, or on a one-off basis.

### **4. Eligibility**

4.1. To be eligible to receive a sponsorship or grant from the Town, applicants are to:

- 4.1.1. Be an Australian Legal Entity or possess an Australia Business Number.
- 4.1.2. Demonstrate the full cost of the proposal including own contribution and other funding sources.
- 4.1.3. Demonstrate evidence of having obtained the appropriate licences and insurances.
- 4.1.4. Submit the proposal within the advertised funding round and by the specified closing date.
- 4.1.5. Submit the proposal on the specified form and in accordance with the published requirements and guidelines.

#### **Ineligible Proposals**

4.2. The Town will not consider proposals from:

- 4.2.1. Local, State or Commonwealth Government agencies.
- 4.2.2. Employees or immediate family members of employees.
- 4.2.3. An applicant with outstanding debts to the Town.

4.2.4. An applicant that has failed to provide satisfactory acquittal reporting for any previous approved sponsorship or grant.

4.2.5. A proposal for a sponsorship or grant for an event or initiative outside of the Town of Bassendean local government area. Proposals from outside the Bassendean local government area may be considered in exceptional circumstances.

**5. Funding available**

5.1. Proposals may be fully or part funded by the Town. Proposals demonstrating capacity to provide monetary and/or in-kind co-contributions will be viewed favorably.

**6. Round Timelines 2019-2020**

6.1. All opportunities to apply for sponsorships or grants will be advertised on the Town's website in accordance with the below funding rounds.

**7. Financial Year Funding Round Timelines**

<b>Transitional Round</b>	<b>Round Two</b>	<b>Expression of Interest</b>
<b>For full/part funding of total cost of events or initiatives held between</b> 1 October 2019 – 30 June 2020	<b>For full/part funding of total cost of events or initiatives held between</b> 1 July 2020 – 31 December 2020	<b>For full/part funding of total cost of events or initiatives.</b> 1 January 2021 - 30 June 2021
<b>Applications Open</b> Wednesday 28 August 2019	<b>Applications Open</b> Friday, 14 February 2020	<b>Applications Open</b> Monday, 16 September 2020
<b>Applications Close</b> 4 pm, AWST, Friday, 27 September 2019	<b>Applications Close</b> 4pm, AWST, Friday, 6 March 2020	<b>Applications Close</b> 4pm, AWST, Friday, 25 October 2020
<b>Notification of Decision</b> No Later than 30 November 2019	<b>Notification of Decision</b> No Later than 30 May 2020	<b>Notification of Decision</b> No Later than 20 December 2020

**8. Funding Limits**

8.1. The Town may request monetary or in-kind a co-contribution towards the total cost of proposals.

8.2. Limits apply to all approved sponsorship and grants and will be determined on a case by case basis in accordance with the Town's Sponsorship and Grant Policy and other relevant financial considerations.

8.3. Cash contributions from the Town may apply and will be determined on a case by case basis as part of the application and assessment process.



## 9. In Kind or Non Cash Contributions

- 9.1. The Town may make in-kind or non-cash contributions to approved sponsorship and grant applicants, which will be capped and determined in accordance with the Town's In-Kind and Non-Cash Policy [to be developed].

## 10. Assessment Criteria

- 10.1. Proposals are to address the assessment criteria and demonstrate to a high standard evidence, both quantitatively and qualitatively, against the following criteria as they apply to the proposal.

It is not a requirement to meet all 8 criteria for a proposal to be successful.

- 10.1.1. **Sustainability Principles:** Evidence of how the proposal addresses or achieve the One Planet Living principles [this will be hyperlinked to <https://www.bioregional.com/one-planet-living>].
- 10.1.2. **Cultural Outcomes:** The extent to which the proposal will celebrate the cultural diversity and alignment to the Town's Arts and Cultural Plan. Proposal including a detailed plan for addressing cultural recognition will be viewed favorably. [this will be hyperlinked to the Town's Arts and Cultural Plan 2019-2023]
- 10.1.3. **Social Outcomes:** The extent to which the proposal will provide opportunities for the local or greater community social outcomes.
- 10.1.4. **Civic Outcomes:** The extent to which the proposal will provide and promote experiences that are unique to the Town.
- 10.1.5. **Place Outcomes:** The extent to which the proposal will activate private or public spaces with vibrant activity.
- 10.1.6. **Economic Outcomes:** The extent to which the proposal will stimulate the local economy and provide opportunities for local business to leverage the event.
- 10.1.7. **Safety Outcomes:** Submission of a risk assessment plan and evidence of the patron and community safety strategies that will be implemented. Every sponsorship or grant proposal is to include a detailed risk management plan.
- 10.1.8. **Organisational Competency:** Evidence of, including a detailed implementation plan and budget of, the applicant's demonstrated capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal.

## 11. Assessment

The assessment process may involve community participation in the review and assessment of proposals for funding however the Town reserves the right to consider proposals separately independent of this process.

- 11.1.1. In the event an Assessment Panel is utilised, it will comprise a minimum of three appropriately qualified and experienced individuals.
- 11.1.2. The Chief Executive Officer (CEO) is responsible for approving the composition of all Assessment Panels and retains the right to invite an external representative to participate as a member of an Assessment Panel.
- 11.1.3. Elected Officials are ineligible to participate on Assessment Panels.

## 12. Approvals

12.1. Following consideration of proposals, a report is to be submitted, with findings and recommendations, through the Chief Executive Officer to Council for consideration of the recommended proposal for a sponsorship or grant.

### **13. Evaluation Evidence and Reporting**

13.1. Every sponsorship or grant proposal is to include a plan for obtaining evidence, both qualitative and quantitative, to measure the key outcomes and achievements against the required assessment criteria.

### **14. Disability Access and Inclusion Plan**

14.1. Where applicable every sponsorship or grant proposal is to include a plan for addressing disability access and inclusion.

### **15. Sponsorship and Grant Agreements**

15.1. All successful applicants will be required to enter into a written funding agreement with the Town which includes terms and conditions pertaining to the approved funding.

15.2. Where an approved applicant is unable to implement a project in accordance with the approved funding agreement, the Town may consider and determine approval or refusal of a variation to the sponsorship and grant agreement.

### **16. Duration of Sponsorship or Grant Agreement**

16.1. Sponsorship and grants agreements are limited to a period no greater than twelve months within the current financial year.

### **17. Acquittal of Sponsorship or Grant Funding**

17.1. All sponsorships and grants are to be acquitted and reviewed within three months of the completion of the event or initiative.

### **18. Canvassing of Elected Officials**

18.1. Applicants are discouraged from canvassing elected members of Council.

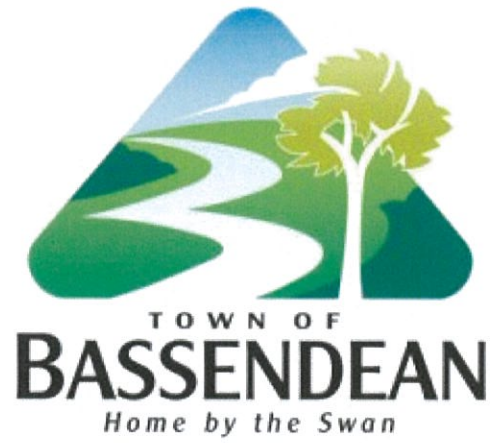
18.2. In the event elected members of Council have had an involvement in the proposal, they are to remove themselves from any decision making role.

### **19. Contacts**

19.1. For further information about the Town's sponsorships and grants, contact the members of the Recreation and Culture Team by email to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au)

### **20. Submitting Proposals**

20.1. Proposal for sponsorship or grants funding are to be submitted on the published and approved application form and emailed to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au)



**BUSINESS DEVELOPMENT  
SPONSORSHIP AND GRANTS  
GUIDELINES**

**2019-2020**

## **TITLE: Business Development Sponsorship and Grants Guidelines**

### **1. Introduction**

1.1. Business Development Sponsorship and Grants aim to foster a connected and vibrant economy that supports a prosperous and sustainable future to attract investment, development, visitors and people to the Town.

### **2. Scope**

2.1. Underpinned by and applied in conjunction with the Town's Sponsorship and Grants Policy, the Business Development Sponsorship and Grants Guidelines (guidelines) provide for the application and assessment of events or initiatives that contribute to stimulating the Town's economy and capitalising on the Town's natural and built environment.

### **3. Definitions**

#### **3.1. Meaning of Business Development Event or Initiative**

3.2. A Business Development Event or Initiative is one that:

- 3.2.1.1. is delivered or occurs within the Town of Bassendean local government area;
- 3.2.1.2. directly provides economic benefit to the Town's economy contributing to a sustainable and vibrant community;
- 3.2.1.3. will, or has the potential to, generate significant interest and attendance from the local and business community and beyond;
- 3.2.1.4. generates significant economic, social or community benefit for the Town; and
- 3.2.1.5. offers an element or elements that are unique to the Town and advances the Town's reputation as a vibrant place to work, live and visit.

#### **3.3. Meaning of Group or Organisation**

3.3.1. A group or organisation is one that comprises no fewer than five members and is:

- 3.3.1.1. a group of business owners within the Town of Bassendean local government area and/or;
- 3.3.1.2. a business association and/or;
- 3.3.1.3. a Body representing one or more of the Town's key industry sectors

### **4. Eligibility**

4.1. To be eligible to receive a Business Development Sponsorship and/or Grant from the Town, applicants are to:

- 4.1.1. Be a business owner or group of business owners located within the Town of Bassendean local government area. Apply for sponsorships or grants for an event or initiative within the Town of Bassendean local government

area. Proposals for sponsorships or grants from persons or entities outside the local government area may be considered where economic benefit to the local government area can be demonstrated.

- 4.1.2. Demonstrate the full cost of the proposal including own contribution and other funding sources.
- 4.1.3. Submit the proposal within the advertised funding round and by the specified closing date.
- 4.1.4. Submit the proposal on the specified form and in accordance with the published requirements and guidelines.

## 5. Ineligible Proposals

5.1. The Town will not consider proposals from:

- 5.1.1. Local, State or Commonwealth Government agencies.
- 5.1.2. Employees or immediate family members of employees.
- 5.1.3. An applicant with outstanding debts to the Town.
- 5.1.4. An applicant that has failed to provide satisfactory acquittal reporting for any previous approved sponsorship or grant.

## 6. Funding available

6.1. Proposals may be fully or partly funded by the Town. Proposals demonstrating capacity to provide monetary and/or in kind contribution will be viewed favorably.

## 7. Funding Round Timelines 2019-2020

7.1. All opportunities to apply for sponsorship or grants will be advertised on the Town's website.

<b>Round One</b>	<b>Round Two</b>
<b>For events or initiatives up to \$5,000 between</b> 1 January 2020 – 30 June 2020	<b>For events or initiatives up to \$5,000 between</b> 1 July 2020 – 31 December 2021
<b>Applications Open</b> Wednesday, 2 September 2019	<b>Applications Open</b> Friday, 14 February 2020
<b>Applications Close</b> 4pm, AWST, Friday, 27 September 2019	<b>Applications Close</b> 4pm, AWST, Friday, 6 March 2020
<b>Notification of Decision</b> No Later than 30 November 2019	<b>Notification of Decision</b> No Later than 30 May 2020

## 8. Funding Limits

- 8.1. The Town may request monetary or in-kind a co-contribution towards the total cost of proposals.
- 8.2. Limits apply to all approved sponsorships and grants and will be determined on a case by case basis in accordance with the Town's Sponsorship and Grant Policy and other relevant financial considerations.
- 8.3. Cash contributions from the Town may apply and will be determined on a case by case basis as part of the application and assessment process.

## 9. In Kind or Non Cash Contributions

- 9.1. The Town may make in-kind or non-cash contributions to approved sponsorship and grant applicants, which will be capped and determined in accordance with the Town's In-Kind and Non-Cash Policy [to be developed].

## 10. Assessment Criteria

- 1.1. Proposals for major initiatives with the potential for greater community or economic impact are encouraged to address the below assessment criteria and demonstrate to a high standard evidence, both quantitatively and qualitatively. Proposals for small grants only need to address where appropriate or applicable.
  - 1.1.1. **Sustainability Principles:** Evidence of how the proposal addresses or achieves One Planet Living principles. [This will be hyperlinked to <https://www.bioregional.com/one-planet-living>].
  - 10.1.1. **Cultural Outcomes:** The extent to which the proposal or initiative will celebrate the cultural diversity of the Town. Proposals including a detailed plan for addressing cultural recognition will be viewed favorably. (This will be hyperlinked to the Town's Arts and Cultural Plan 2019-2023)
  - 10.1.2. **Social Outcomes:** The extent to which the proposal or initiative will contribute to social outcomes.
  - 10.1.3. **Civic Outcomes:** The extent to which the proposal or initiative will provide and promote experiences that are unique to the Town.
  - 10.1.4. **Place Outcomes:** The extent to which the proposed event or initiative will activate private or public spaces with vibrant activity.
  - 10.1.5. **Economic Outcomes:** The extent to which the proposal or initiative will stimulate the local economy and provide opportunities for business to leverage the event or initiative.
  - 10.1.6. **Safety Outcomes:** Submission of a risk assessment plan and evidence of the patron and community safety strategies that will be implemented. Every sponsorship or grant proposal is to include a detailed risk management plan.
  - 10.1.7. **Organisational Competency:** Evidence of a detailed implementation plan and budget, including the applicant's demonstrated capacity and

financial viability to plan, deliver, manage and coordinate all aspects of the proposal or initiative.

## **11. Assessment**

The assessment process may involve community participation in the review and assessment of proposals for funding however the Town reserves the right to consider proposals separately independent of this process.

11.1.1. In the event a panel is convened it will comprise a minimum of three appropriately qualified and experienced individuals.

11.1.2. The Chief Executive Officer (CEO) is responsible for approving the composition of any Assessment Panels and retains the right to invite an external representative to participate as a member of an Assessment Panel.

11.1.3. Elected Officials are ineligible to participate on Assessment Panels.

## **12. Approvals**

12.1. Following consideration of proposals, a report is to be submitted, with findings and recommendations, through the Chief Executive Officer to Council for consideration of the recommended applicant for a sponsorship or grant.

## **13. Evaluation Evidence and Reporting**

13.1. Every sponsorship or grant proposal is to include a plan for obtaining evidence, both qualitative and quantitative, to measure the key outcomes and achievements against the required assessment criteria.

## **14. Disability Access and Inclusion Plan**

14.1. Where applicable sponsorship or grant proposals are to include a plan for addressing disability access and inclusion.

## **15. Sponsorship and Grant Agreements**

15.1. All successful applicants will be required to enter into a written funding agreement with the Town which includes terms and conditions pertaining to the approved funding.

15.2. Where an approved applicant is unable to implement a project in accordance with the approved funding agreement, the Town may consider and determine approval or refusal of a variation to the sponsorship and grant agreement.

## **16. Duration of Sponsorship or Grant Agreement**

16.1. Sponsorship and grants agreements are limited to a period no greater than twelve months within the current financial year.

## **17. Acquittal of Sponsorship or Grant Funding**

17.1. All sponsorships and grants are to be acquitted and reviewed within three months of the completion of the event or initiative.

### **18. Canvassing of Elected Officials**

18.1. Applicants are discouraged from canvassing elected members of Council.

18.2. In the event elected members of Council have had an involvement in the proposal, they are to remove themselves from any decision making role.

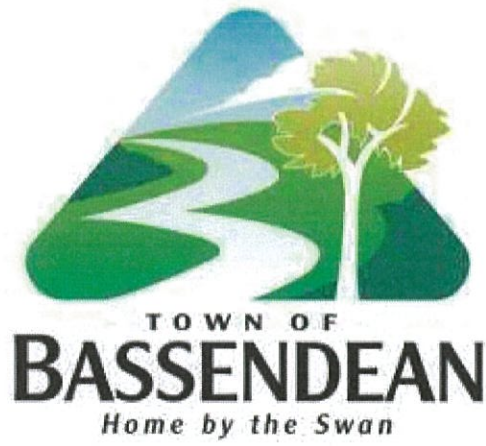
### **19. Contacts**

19.1. For further information about the Town's sponsorships and grants, contact the members of the Recreation and Culture Team by email to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au)

### **20. Submitting Proposals**

20.1. Proposals for sponsorship or grants funding are to be submitted on the published and approved application form by email to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au)





**COMMUNITY BENEFIT  
SPONSORSHIP AND GRANTS  
GUIDELINES**

**2019-2020**

## **TITLE: Community Benefit Sponsorship and Grants Guidelines**

### **1. Introduction**

1.1. Community Benefit Sponsorship and Grants help to foster community spirit and cohesiveness by bringing people together and/or activating places.

### **2. Scope**

2.1. Underpinned by and applied in conjunction with the Town's Sponsorship and Grants Policy, the Community Benefit Sponsorship and Grant Guidelines (guidelines) provide for the proposal and assessment of community projects or one-off initiatives.

### **3. Definitions**

#### **3.1. Meaning of Community Project**

3.1.1. A Community Project is one that:

- 3.1.1.1. is delivered or occurs within the Town of Bassendean Local Government area;
- 3.1.1.2. has direct benefits for the Community;
- 3.1.1.3. will, or has the potential to, generate significant interest and/or attendance from the local community;
- 3.1.1.4. reflects and celebrates the community and its culture and diversity, promotes social connection and fosters a sense of community pride;
- 3.1.1.5. generates economic, social or community benefit for the Town; and
- 3.1.1.6. offers an element or elements that are unique to the Town and advances the Town's reputation.

#### **3.2. Meaning of Group or Organisation**

3.2.1. A group or organisation is one that comprises no fewer than five members and is:

- 3.2.1.1. Formal or Informal;
- 3.2.1.2. Not-For-Profit;
- 3.2.1.3. A School Parents and Friends Association;
- 3.2.1.4. A Sporting Body; or
- 3.2.1.5. A Charitable Body.

### **4. Eligibility**

4.1. To be eligible to receive sponsorship and grants from the Town, applicants are to:

- 4.1.1. Apply for sponsorship or grants for an event or initiative within the Town of Bassendean local government area. Applicants outside the local government area may be considered in exceptional circumstances.
- 4.1.2. Demonstrate the full cost of the proposal including own contribution and other funding sources where applicable.

4.1.3. Submit the proposal within the advertised funding round and by the specified closing date.

4.1.4. Submit the proposal on the specified form and in accordance with the published requirements and guidelines.

**5. Ineligible Proposals**

5.1. The Town will not consider proposals from:

5.1.1. Local, State or Commonwealth Government agencies.

5.1.2. Employees or immediate family members of employees.

5.1.3. An applicant with outstanding debts to the Town.

5.1.4. An applicant that has failed to provide satisfactory acquittal reporting for any previous approved sponsorship or grant.

**6. Funding Round Timelines 2019-2020**

6.1. All opportunities to apply for sponsorship or grants will be advertised on the Town's website.

Transitional Round	Round Two	Round Three	Round Four
For events or initiatives up to \$2,000 between 1 October 2019 – 31 December 2019	For events or initiatives up to \$2,000 between 1 January 2020 – 31 March 2020	For events or initiatives up to \$2,000 between 1 April 2020 – 30 June 2020	For events or initiatives up to \$2,000 between 1 July 2020 – 30 September 2020
Expressions of interest accepted between 1 September and 30 October 2019.	Applications Open 30 September 2019	Applications Open 2 January 2020	Applications Open 30 March 2020
Notification of Decision Within 1 week after Council approval at the next available Ordinary Council Meeting.	Applications Close 4pm, AWST, Friday, 14 October 2019	Applications Close 4pm, AWST, Friday, 17 January 2020	Applications Close 4pm, AWST, 17 April 2020
	Notification of Decision No Later than 30 November 2019	Notification of Decision No Later than 28 February 2020	Notification of Decision No Later than 29 May 2020

**NOTE:** *Transitional Round timeline is deliberately shortened to ensure funding is made available under the new Community Benefit Sponsorship and Grant Guidelines without delay for the second quarter of 2019-2020.*

## 7. Funding Limits

- 7.1. Limits apply to all approved sponsorship and grant proposals and will be determined on a case by case basis in accordance with the Town's Sponsorship and Grant Policy and other relevant financial considerations.
- 7.2. Cash contributions from the Town may apply and will be determined on a case by case basis as part of the proposal and assessment process.

## 8. In Kind or Non Cash Contributions

- 8.1. The Town may make in-kind or non-cash contributions to approved sponsorship and grant applicants, which will be capped and determined in accordance with the Town's In-Kind and Non-Cash Policy [to be developed].

## 9. Assessment Criteria

- 9.1. Proposals are to address the following criteria only where appropriate or applicable.
  - 9.1.1. **Sustainability Principles:** Evidence of how the proposal addresses or achieves the One Planet Living principles [this will be hyperlinked to <https://www.bioregional.com/one-planet-living>].
  - 9.1.2. **Cultural Outcomes:** The extent to which the proposal will celebrate the cultural diversity of the Town. Proposals including a detailed plan for addressing cultural recognition will be viewed favorably.
  - 9.1.3. **Social Outcomes:** The extent to which the proposal will provide opportunities for social outcomes.
  - 9.1.4. **Civic Outcomes:** The extent to which the proposal will provide and promote experiences that are unique to the Town.
  - 9.1.5. **Place Outcomes:** The extent to which the proposal will activate private or public spaces with vibrant activity.
  - 9.1.6. **Economic Outcomes:** The extent to which the proposal will stimulate the local economy and provide opportunities for local business to leverage the event.
  - 9.1.7. **Safety Outcomes:** Submission of a risk assessment plan and evidence of the patron and community safety strategies that will be implemented. Every sponsorship or grant proposal is to include a detailed risk management plan.
  - 9.1.8. **Organisational Competency:** Evidence of, including a detailed implementation plan and budget, of the applicant's demonstrated capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal.

## **10. Assessment**

The assessment process may involve community participation in the review and assessment of proposals for funding however the Town reserves the right to consider proposals separately independent of this process.

- 10.1.1. The Chief Executive Officer (CEO) is responsible for approving the composition of all Assessment Panels.
- 10.1.2. In the event an Assessment Panel is utilised, it will comprise a minimum of three appropriately qualified and experienced individuals.
- 10.1.3. The CEO retains the right to invite an external representative to participate as a member of an Assessment Panel.
- 10.1.4. Elected Officials are ineligible to participate on Assessment Panels.

## **11. Approvals**

- 11.1. Following the assessment of proposals, a report is to be submitted, with findings and recommendations, through the Chief Executive Officer to Council for approval of any recommended applicants for a sponsorship or grant.

## **12. Sponsorship and Grant Agreements**

- 12.1. All successful applicants will be required to enter into a written funding agreement with the Town which includes terms and conditions pertaining to the approved funding.
- 12.2. Where an approved applicant is unable to implement a project in accordance with the approved funding agreement, the Town may consider and determine approval or refusal of a variation to the sponsorship and grant agreement.

## **13. Duration of Sponsorship or Grant Agreement**

- 13.1. Sponsorship and grants agreements are limited to a period no greater than twelve months within the current financial year.

## **14. Acquittal of Sponsorship or Grant Funding**

- 14.1. All sponsorships and grants are to be acquitted and reviewed within three months of the completion of the event or initiative.

## **15. Submitting Proposals**

- 15.1. Proposals for sponsorship or grants funding are to be submitted by email to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au)

## **16. Canvassing of Elected Officials**

- 16.1. Applicants are discouraged from canvassing elected members of Council.
- 16.2. In the event elected members of Council have had an involvement in the proposal, they are to remove themselves from any decision making role.

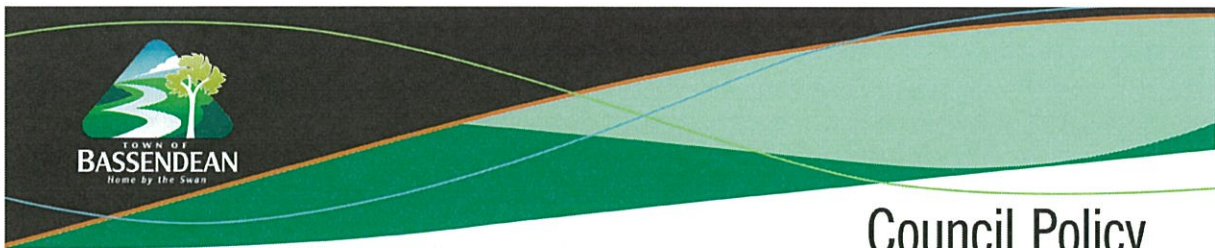
## **17. Contacts**

17.1. For further information about the Town's sponsorships and grants, or if you have questions about a proposal, contact the members of the Recreation and Culture Team by email to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au)

## **18. Submitting Proposals**

18.1. Proposals for sponsorship or grants funding are to be submitted on the published and approved application form to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au)

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## Council Policy

### 6.11 Donations, Sponsorships & Grants

#### Objective

To set criteria for the provision of donations and specific and non-specific sponsorship for charitable organisations, local schools P&C's, sporting clubs, community groups and disaster relief appeals.

#### Definitions

**Donations:** Financial assistance provided to individuals and Disaster Relief Appeals.

**Grants:** Financial assistance provided to not for profit, community groups, sporting organisations and charitable groups for purchase of equipment and to carry out approved minor capital works projects.

**Sponsorships:** Financial assistance provided to not for profit, community groups, sporting organisations, School P&C's and charitable groups for events and activities.

#### Strategy

##### Donations

The Town of Bassendean will consider applications for donations under one of the following categories:

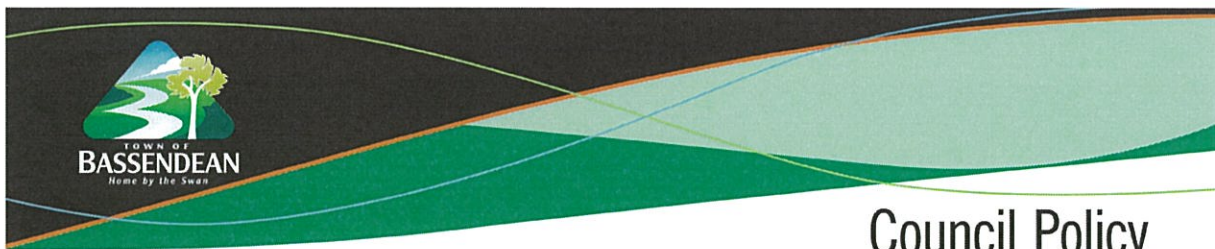
1. Individuals; and
2. Disaster Relief Appeals.

In considering all of the applications for funding, it needs to be clearly demonstrated that there is a direct benefit to the Town of Bassendean community.

The Town will not consider an application for donation whilst that individual or organisation has outstanding debts to the Town of Bassendean.

##### Donations to Individuals

- a) Donations will only be considered on receipt of a formal written application;
- b) Donations may be made to individuals who have excelled in an activity or endeavour that the Town wishes to recognise or those that provide a service to the residents of the Town or who officially represent the Town of Bassendean and can demonstrate that the Town will be recognized in such an event;



## Council Policy

- c) Be for a purpose/event in the future;
- d) Donation may be made to individuals to address disadvantage and ensure equity of access; and
- e) Contributions will be limited to \$200 per person per year.

### **Disaster relief assistance**

- a) Contributions in this area to be set at a maximum of \$1,000 to be determined by the extent of damage suffered; and
- b) The balance of funds available in the disaster relief section of the donations budget each year is to be transferred to a Disaster Relief Reserve Account for the purpose of funding larger contributions should the need arise.

### **Sponsorships and Grants**

The Town of Bassendean will consider applications for sponsorship under one of the following categories:

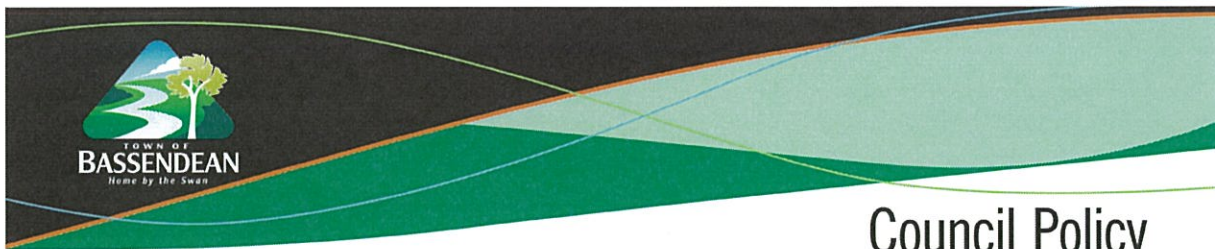
1. Community Group Fund; and
2. Old Perth Road Markets Community Fund (Equipment and Minor Capital Works Projects).

The Town will not consider an application for sponsorship or grant whilst that organisation has outstanding debts to the Town of Bassendean.

### **Community Group Fund**

- a) All sponsorships will only be considered on receipt of a formal written application and where requiring to be determined by Council, referred to the People Services Committee for recommendation of support/refusal;
- b) Applications will only be considered from not for profit community, sporting, School P&C's or charitable organisations that are located within the Town of Bassendean who can clearly demonstrate that there will be a direct benefit provided to the Bassendean community;
- c) Be for events and activities in the future; and
- d) Contributions are limited to a maximum of \$5,000 per organisation per year. Organisations may apply for funds for multiple events/activities/purposes in one application up to the annual sponsorship limit. Limits of \$3,000 apply to requests to fund recurring annual events and \$1,000 for incorporation/establishment costs. At least matching contributions (in kind or financial) apply. Organisations are eligible to receive funding from the Town once per year.





## **Old Perth Road Markets Community Fund**

### **Equipment**

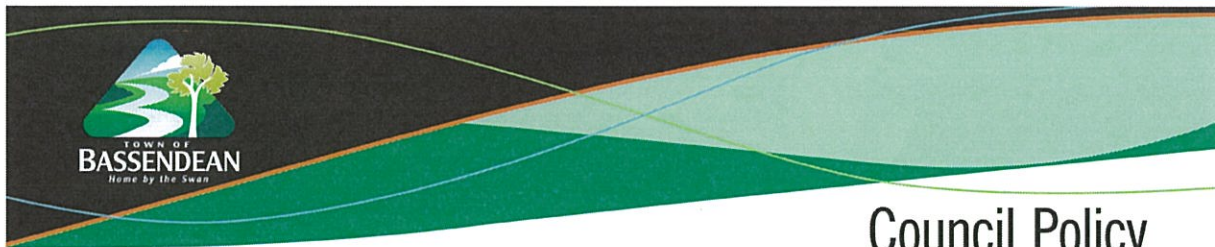
- a) All grants will only be considered on receipt of a formal written application and where requiring to be determined by Council, referred to the Markets Committee for recommendation of support/refusal;
- b) Applications will only be considered from not for profit community, sporting, or charitable organisations that are located within the Town of Bassendean who can clearly demonstrate there will be a direct benefit provided to the organisation, their members and the Bassendean community;
- c) Be for the future purchase of equipment and where the equipment is for community or member use, and be durable – must last over 12 months; and
- d) Contributions are limited to a maximum of \$3,000 per organisation per year. At least matching contributions (in kind or financial) apply. Organisations are eligible to receive funding from the Town once per year.

### **Minor Capital Works Projects**

- a) All grants will only be considered on receipt of a formal written application and where requiring to be determined by Council, referred to the Markets Committee for recommendation of support/refusal;
- b) Applications will only be considered from not for profit community, sporting or charitable organisations that are located within the Town of Bassendean who can clearly demonstrate that there will be a direct benefit from the project to the organisation, their members and the Bassendean community generally;
- c) Be for approved minor capital works to be conducted in the future to/within Town of Bassendean facilities; and
- d) Contributions are limited to a maximum of \$10,000 per organisation per year. At least matching contributions (in kind or financial) apply. Organisations are eligible to receive funding from the Town once per year.

### **Delegation to the Chief Executive Officer**

The Chief Executive Officer is authorised to assess and approve donations, sponsorships and grants in accordance with this policy (and refuse applications for donations, sponsorships and grants where they do not meet the requirements set down in this policy) to a \$200 limit for individual donations, \$500 sponsorship or grants for organisations and \$1,000 donations for disaster relief assistance. Council will be informed of the use of the delegation.



## Council Policy

As part of the budgetary process, Council may approve annual donations. The donation may be paid within the financial year on the authorisation of the Chief Executive Officer without further referral to Council.

### **Applications requiring to be determined by Council**

Any applications exceeding the limits of the delegation to the CEO, will be referred to Council for consideration.

Any applications not meeting the requirements of this policy are to be referred to Council for consideration if deemed to be worthy of Council's support under "extraordinary" circumstances. This may include applications for a donation that exceeds any of the policy limits (notably amount and frequency) and for retrospective applications for funding where extenuating circumstances did not allow consideration prior to the event.

### **Promotional opportunities**

Promotional opportunities for Council are to be considered in conjunction with all donations/ sponsorship/grants where appropriate maximising exposure for Council's support. This will be by the use of:

- Logos (on stickers, etc.);
- Banners;
- Signage;
- Merchandise;
- Press releases;
- Public relations opportunities for Mayor and Councillors; and
- The Town's Website.

## 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> Director Community Development</p>
<p><b>Link to Strategic Community Plan:</b> Arts, Heritage and Culture</p>	<p><b>Last Review Date:</b> October 2017 <b>Version 4</b></p> <p><b>Next Review due by:</b> May 2020</p>

# Old Perth Road Markets Equipment & Minor Capital Projects Fund Guidelines & Application Form

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## Background

The Old Perth Road Markets Community Fund was established soon after the commencement of the Old Perth Rd Markets in 2010. 35% of net revenue from stallholder fees are allocated to a trust account managed by the Town. In partnership with the Rotary Club of Swan Valley, funds are disbursed for the specific benefit of Town of Bassendean Community.

## Purpose

The Old Perth Road Markets Community Fund supports local community groups and organisations to provide equipment or approved minor capital works to Town facilities that benefit the group and residents of the town and the wider community.

Community fund is available to not-for-profit groups in the Town who:

- Serve the residents of Bassendean
- Can demonstrate a high level of community support
- Can demonstrate financial stability and sound project management.

## Who can apply?

Applications are invited from not-for-profit community-managed groups; welfare, education, arts/cultural, youth, seniors, children, ethnic, and related groups.

Unincorporated organisations must be supported by an auspicing\* organisation.

However, the Town will not consider any applications for grants whilst that entity has any outstanding debt to the Town of Bassendean.

\*Auspicing is when an incorporated organisation agrees to apply for a grant on behalf of an unincorporated, not-for-profit association or community organisation. The auspicing organisation will receive, hold and administer the funding for the applicant. Funding will be provided directly to the bank account of the auspicing organisation. The auspicing organisation must have a direct link to the purpose and function of the body for whom it is receiving and holding the funds for.

## What can I apply for?

Community fund can be used for a range of purposes including:

- Minor capital works
- Equipment

The project or activity must:

- Be of benefit to the local community and/or the Town of Bassendean generally
- Meet an identified need
- Not require commitment to ongoing funding from the Town.
- Not duplicate an activity already available in the local area.

## How much can I apply for?

The maximum funding available to any one group or organisation in the Equipment and Minor Capital Grant category will not exceed \$10,000 for minor capital projects and \$3,000 for equipment, however grants will generally be approved for a lesser amount.

## How to apply, the decision process and when to apply

Equipment & Minor Capital Fund applications are open throughout the year. Please complete the application form as fully as possible and email to both the Stallholder Coordinator and the Snr Economic Development Officer. Refer to contact information for details.

Applications received are considered by the Old Perth Rd Markets Committee. This committee meets once a month (except in January).

If the Markets Committee support the application it will be presented at the next Council Meeting for endorsement.

### **Please note**

Projects or events must not commence prior to approval of the application by the Markets Committee as funding cannot be awarded retrospectively. Processing of sponsorship/grant applications may take up to 8 weeks.

The Committee may request more information before making a decision on an application

The decision of the Markets Committee can be appealed before Council. The Council's decision is final.

### Selection Criteria:

- Serves residents of the Town.
- Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
- Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
- Must hold public liability insurance to a value as agreed with the Town.

### Evaluation Criteria

- Can demonstrate how project or activity outcomes will be of benefit to the local community and/or Town of Bassendean generally.
- Meets an identified need in line with one of the themes of the Town's Strategic Community Plan.
- The project does not duplicate an activity already available in the local area.
- The project will not require commitment to ongoing funding from Council.
- Applications demonstrate a financial or in-kind contribution of at least 50% or more. Applications that demonstrate funding from other sources will be favourably considered.
- As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded

- Funding will be granted on the quotes received and amounts applied for. If discounted goods are sourced, subsequent to the grant being given, the Town will meet expenses of up to 50% of the actual cost.

### Limitations and conditions

- Applicants must be based in the Town of Bassendean or be able to demonstrate that you serve the Bassendean community or looking to provide a service in Bassendean that will benefit the Bassendean community.
- Minor capital works projects are within a Town of Bassendean building or on Town of Bassendean property
- Applications must include a financial and/or in-kind contribution to the project of 50% or more.
- Applicants that have been successful in previous years are eligible to apply in the following financial year provided all previous funding has been satisfactorily acquitted.
- The successful request to the Equipment and Minor Capital Fund in any year does not imply any ongoing commitment of the same or similar contribution in following years.
- An applicant may apply for and receive funding once in a Financial Year.

#### Funding will not be provided:

- Retrospectively for any events or projects that have already occurred, or due to occur within 8 weeks of the application's lodgement.
- For any minor capital project that has not received all necessary approvals.
- To an organisation whilst that entity has any outstanding debt to the Town of Bassendean
- If you have not acquitted any previous Town of Town funding.
- To private or for-profit organisations.

The maximum grant available to any one group or organisation will not exceed \$10,000.

There are caps of:

- \$3,000 for equipment (equipment must not be for personal use, be accessible for community or member use, and be durable – must last over 12 months).
- \$10,000 for costs associated with approved minor capital works projects to Town of Bassendean facilities that will be of demonstrated benefit to the organisation and the community.

Elected Members will be informed of all applications received.

All successful grant applications are required to conform to the following conditions

- To display the Town of Bassendean logo, Old Perth Road Markets logo, Rotary Club of Swan valley logo. To acknowledge the support through public address announcements, and by displaying signage (supplied by Council) at the event – if appropriate.
- Be prepared to undertake joint media promotion with the Town, invite representatives from the Town of Bassendean and the Markets Management Group to the activity or event.

- To provide an acquittal report on the form provided within four (4) weeks of the project's completion.

### More information and contact

If any of this information is not understood, please do not hesitate to get in touch with either the Markets Stallholder Coordinator or the Senior Economic Development Officer below:

[info@oldperthroadmarkets.com.au](mailto:info@oldperthroadmarkets.com.au) or [wbarry@bassendean.wa.gov.au](mailto:wbarry@bassendean.wa.gov.au)



## APPLICATION FORM

Please complete this form to the best of your ability, detach from preceding information and email to Senior Economic Development Officer, William Barry [wbarry@bassendean.wa.gov.au](mailto:wbarry@bassendean.wa.gov.au)

PROJECT NAME:

NAME OF APPLICANT GROUP:

TYPE OF APPLICANT GROUP:

e.g.. Incorporated sporting/leisure/cultural organisation, Incorporated charitable (non profit) organisation, Incorporated community group, Educational institution

ADDRESS

POSTAL ADDRESS:

Name of contact person (must be over 18 years of age)

Position of contact person:

Best daytime contact number:

E-mail:

HAS THE APPLICANT APPLIED FOR OTHER FUNDING FROM COUNCIL OR ANY OTHER FUNDING BODY FOR THIS PROJECT?

YES  NO

If yes, please provide name of funding body, amount and date application made

IS THE APPLICANT GROUP REGISTERED FOR GST?

YES  NO

DOES THE APPLICANT GROUP HAVE AN AUSTRALIAN BUSINESS NUMBER (ABN)?

YES  NO

If Yes, please provide ABN:

If No, please complete the Statement by Supplier form attached

IS THE APPLICANT GROUP INCORPORATED?

YES  NO



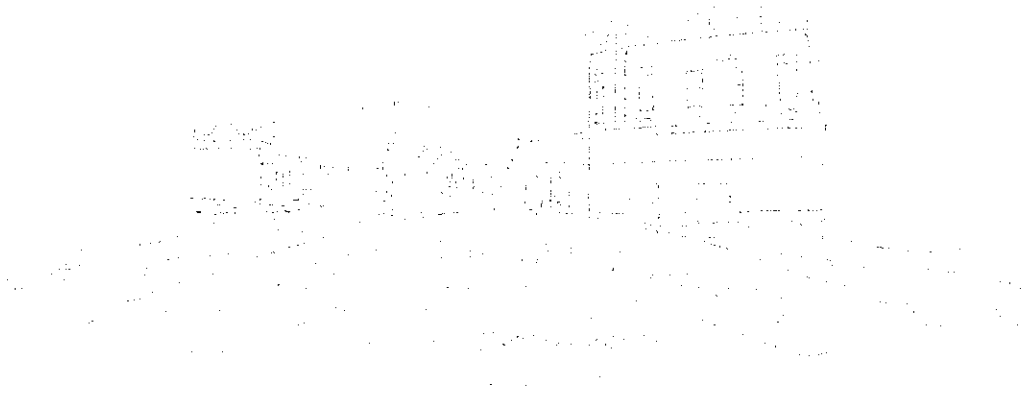
Incorporation number on top of incorporation certificate is:

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE?

YES

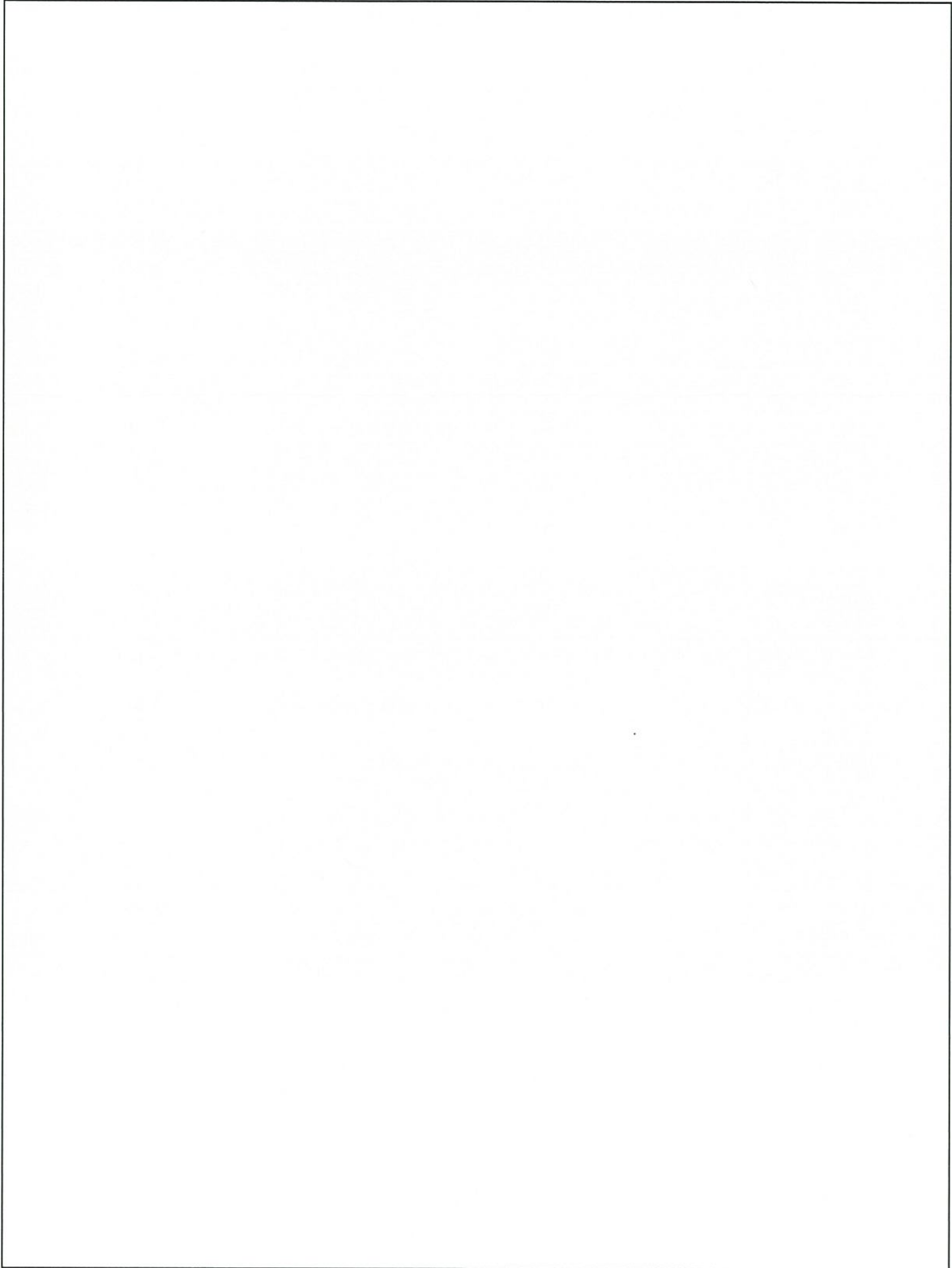
NO

If Yes, please attach a copy of your certificate of currency for public liability cover

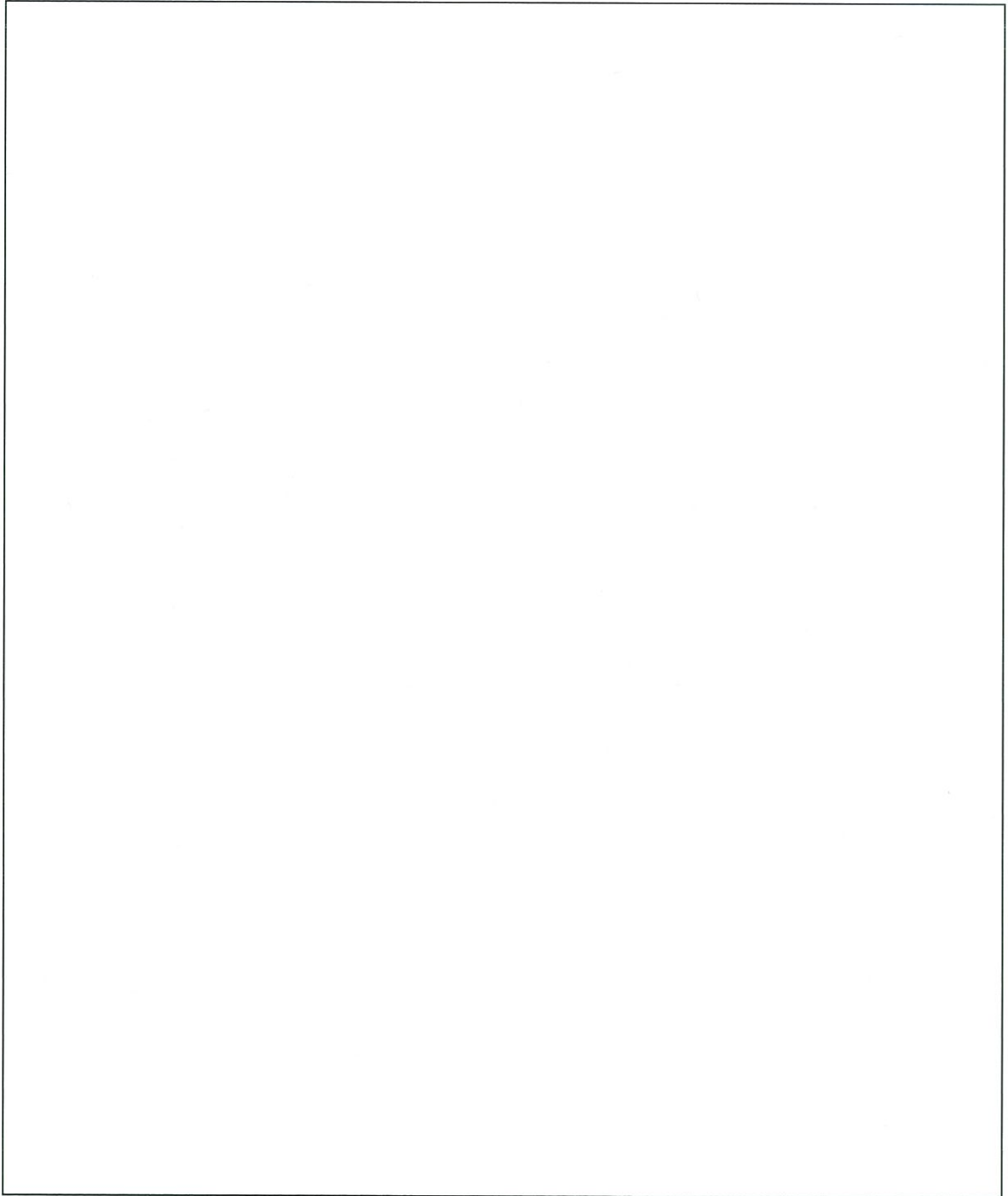


PROJECT DESCRIPTION (Brief description of overall project – 150 words max, including how the need for the project was identified – business or strategic plan, who was the project developed for):

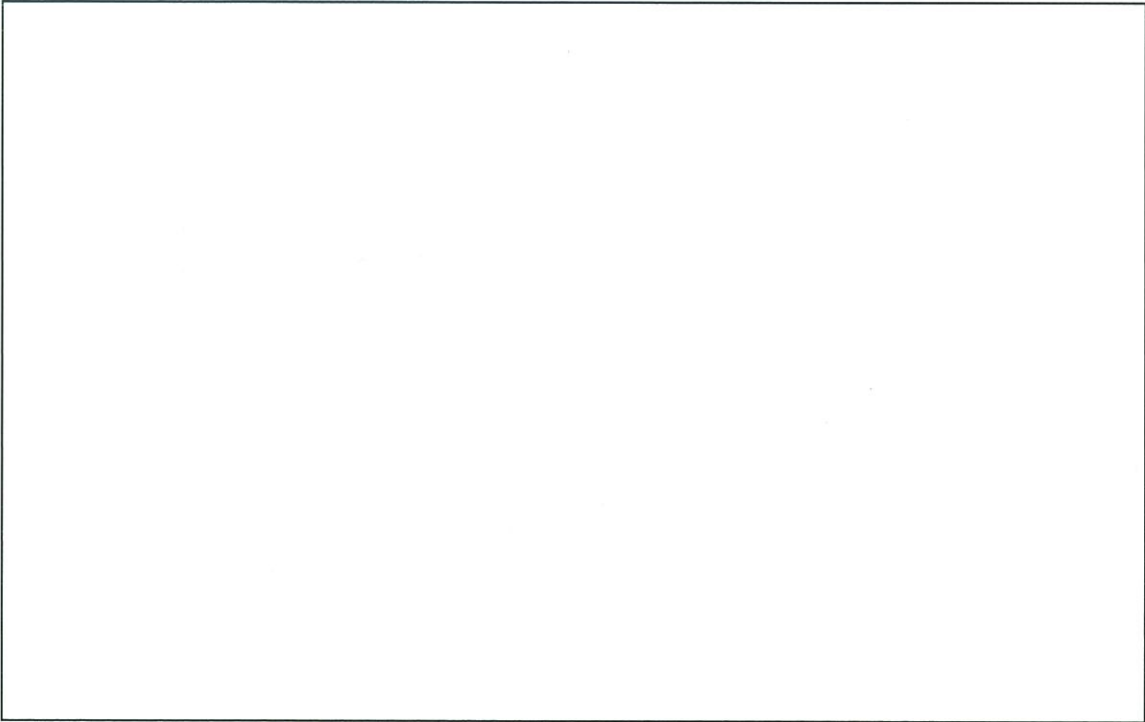
BRIEF BACKGROUND OF ORGANISATION (Purpose, how long in operation, etc. 150 words max.):



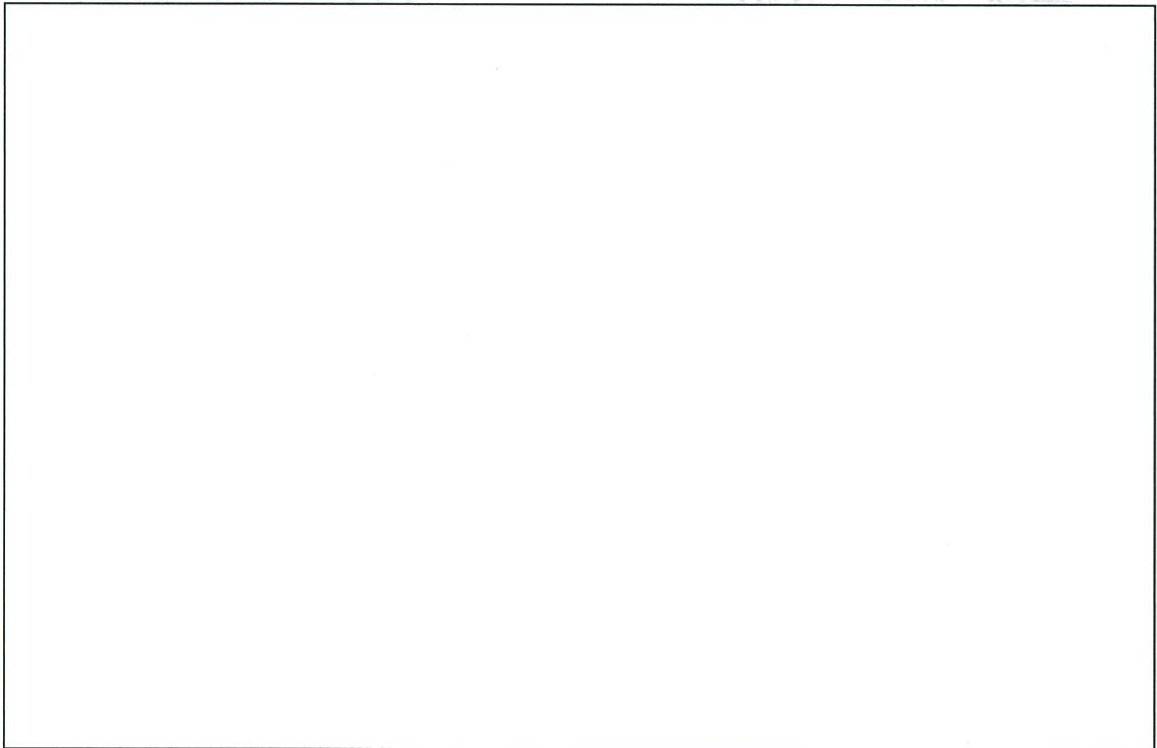
PROJECT OUTCOMES (Including benefit to your group and other residents in the Town, outside of your organisation's members, how many people you estimate will benefit from the project):

A large, empty rectangular box with a thin black border, intended for the user to write their project outcomes. The box is currently blank.

WHAT RELATIONSHIP DOES YOUR ORGANISATION HAVE WITH OTHER SERVICES WITHIN THE COMMUNITY AND ARE YOU WORKING WITH OTHER ORGANISATIONS TO DELIVER THE PROJECT?



HOW WILL YOU RECOGNISE AND PROMOTE COUNCIL SUPPORT?



## BUDGET DETAILS (Minor Capital Works)

GST EXCLUSIVE

<b>INCOME SOURCES</b>		
<b>Your organisation's contribution</b>		
Cash contribution		
<b>In-kind contribution – volunteer</b>		
Type of labour/task	Hours worked x hourly rate of \$25	Total
<b>In-kind contribution – professional</b>		
Type of labour/task	Hours worked x hourly rate of \$45	Total
<b>In-kind contribution – donation of goods and materials</b>		
Details of goods and materials	Number of items and cost per item	Total
<b>Other in-kind contribution (please list)</b>		
<b>Other grants/sponsorship</b>		
Organisation	Funding confirmed (Y or N)	Amount
<b>AMOUNT REQUESTED FROM TOWN OF BASSENDEAN</b>		
(Grant amount requested, maximum of \$50% of the total project cost - maximum \$10, 000)		
<b>TOTAL INCOME</b> (must equal or exceed total project expenses)		



## BUDGET DETAILS (Equipment)

GST EXCLUSIVE

<b>INCOME SOURCES</b>		
<b>Your organisation's contribution</b>		
Cash contribution		
<b>In-kind contribution – volunteer</b>		
Type of labour/task	Hours worked x hourly rate of \$25	Total
<b>In-kind contribution – professional</b>		
Type of labour/task	Hours worked x hourly rate of \$45	Total
<b>Other in-kind contribution (please list)</b>		
<b>Other grants/sponsorship</b>		
Organisation	Funding confirmed (Y or N)	Amount
<b>AMOUNT REQUESTED FROM TOWN OF BASSENDEAN</b>		
(Grant amount requested, maximum of 50% of the total project cost - maximum \$3,000)		
<b>TOTAL INCOME</b> (must equal or exceed total project expenses)		





## REQUIRED DOCUMENTATION:

- Most recent 12 month Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet)
- Business plan or club minutes supporting the project

### Acceptance of Conditions

I have read and understand the conditions that apply to the Community Fund. I am authorised to accept them on behalf of the applicant group.

APPLICANT GROUP NAME:

---

Authorised Person (Print name):

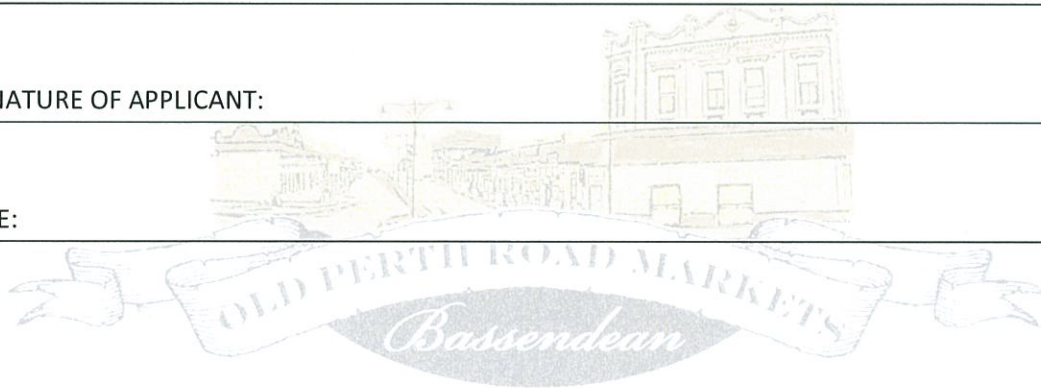
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SIGNATURE OF APPLICANT:

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DATE:

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# Community Groups Fund Guidelines & Application Form

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## Background

The Community Groups Fund has been established by Council in 2018/19 with a total funding pool of \$20,000 for the specific benefit of Town of Bassendean Community Groups.

## Purpose

The Community Groups Fund supports local community and sporting groups and organisations to provide projects, programs or activities that benefit residents of the town and the wider community.

Community fund is available to not-for-profit groups in the Town who:

- Primarily serve the residents of Bassendean
- Can demonstrate a high level of community support
- Can demonstrate financial stability and sound project management.

## Who can apply?

Applications are invited from not-for-profit community-managed groups; welfare, education, arts/cultural, youth, seniors, children, ethnic, and related groups. Unincorporated organisations must be supported by an auspicing\* organisation.

However, the Town will not consider any applications for grants whilst that entity has any outstanding debt to the Town of Bassendean.

**\*Auspicing** is when an incorporated organisation agrees to apply for a grant on behalf of an unincorporated, not-for-profit association or community organisation. The auspicing organisation will receive, hold and administer the funding for the applicant. Funding will be provided directly to the bank account of the auspicing organisation. The auspicing organisation must have a direct link to the purpose and function of the body for whom it is receiving and holding the funds for.

## What can I apply for?

Community Group Fund can be used for a range of purposes including:

- Events
- Pilot programs
- Activities
- Workshops
- Brochures/ pamphlets
- Art works
- Incorporation
- Promotion

Community Groups may make application for an annual program of events and activities.

The application must demonstrate:

- The project or activity is of benefit to the local community and/or the Town of Bassendean generally
- Community Group is meeting an identified need
- There is no required commitment to ongoing funding from the Town.
- The project or activity does not duplicate that which is already available in the local area.

## How much can I apply for?

The maximum funding available to any one group or organisation in the Community Group Fund is \$5,000, however grants will generally be approved for a lesser amount.

## How to apply, the decision process and when to apply

Community Group Fund applications are open throughout the year. Please complete the application form as fully as possible and email to the Town of Bassendean. Refer to contact information for details.

Applications received are considered by the People Services Committee. This Committee meets six times each year (alternate months).

The People Services Committee will make a recommendation that will be presented to the next Ordinary Council Meeting for determination.

### **Please note**

Projects or events must not commence within three months of the application, as funding cannot be awarded retrospectively.

The People Services Committee may request more information before making a recommendation on an application.

The recommendation of the People Services Committee can be appealed before Council. The Council's decision is final.

### Selection Criteria:

- Serve residents of the Town.
- Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
- Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
- Must hold public liability insurance to a value as agreed with the Town.

### Evaluation Criteria

- Can demonstrate how the project or activity outcomes will be of benefit to the local community and/or Town of Bassendean generally.
- Meets an identified need in line with one of the themes of the Town's Strategic Community Plan.
- The project does not duplicate an activity already available in the local area.
- The project will not require commitment to ongoing funding from Council.
- There is a financial contribution of at least 50% or more to the project or activity. Applications demonstrating funding is received from other sources will be favourably considered.
- As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded.

### Limitations and conditions

- Applicants must be based in the Town of Bassendean or be able to demonstrate that you serve the Bassendean community or looking to provide a service in Bassendean that will benefit the Bassendean community.
- Applicants must demonstrate at least a matching financial and/or in-kind contribution will be made to the project.
- Applicants that have been successful in previous years are eligible to apply in the following financial year provided all previous funding has been satisfactorily acquitted.
- The successful request to the Community Fund in any year does not imply any ongoing commitment of the same or similar contribution in following years.

- An organisation is eligible to receive funding from the Town once in a Financial Year.

Applications from School P&Cs/P&Fs must satisfy the following additional criteria:

- There is an identified community need for the project or activity.
- The project or activity is extra-curricular and accessible to the wider Bassendean community outside of school hours (clearly outside the Education Department's area of responsibility).

Funding will not be provided:

- Retrospectively for any events or projects that have already occurred, or due to occur within three months' of the application's lodgement.
- For any activity or event that will be divisive in communities by denigrating, excluding, or offending community groups.
- If your activity or event may present a hazard to the community or environment.
- If you have not acquitted any previous Town of Town funding.
- To private or for-profit organisations.
- For personal items such as uniforms, equipment or capital projects (see other funding categories).

**The maximum grant available to any one group or organisation will be \$5,000 per year.**

There are caps of:

- \$3,000 for recurring community events. Recurring community events are defined as types of events that have already been funded by Community Grants and are regularly applied for and funded, such as Christmas events etc.
- \$1,000 for costs associated with incorporation of a new organisation.

Elected Members will be informed of all applications received.

All successful grant applications are required to conform to the following conditions

- To display the Town of Bassendean logo. To acknowledge the support through public address announcements, and by displaying signage (supplied by Council) at the event – if appropriate.
- Be prepared to undertake joint media promotion with the Town, invite representatives from the Town of Bassendean to the activity/event and/or Groups' meetings.
- To provide an acquittal report on the form provided within four (4) weeks of the project's completion.

### For further information

If any of this information is not understood, please do not hesitate to get in touch with the Manager Recreation and Culture at:

[ssciliano@bassendean.wa.gov.au](mailto:ssciliano@bassendean.wa.gov.au)

## APPLICATION FORM

Please complete this form to your best ability. Detach from preceding information and email to Manager Recreation and Culture [ssiliano@bassendean.wa.gov.au](mailto:ssiliano@bassendean.wa.gov.au)

PROJECT NAME:

NAME OF APPLICANT GROUP:

TYPE OF APPLICANT GROUP:

e.g.. Incorporated sporting/leisure/cultural organisation, Incorporated charitable (non profit) organisation, Incorporated community group, Educational institution

ADDRESS

POSTAL ADDRESS:

Name of contact person (must be over 18 years of age)

Position of contact person:

Best daytime contact number:

E-mail:

HAS THE APPLICANT APPLIED FOR OTHER FUNDING FROM COUNCIL OR ANY OTHER FUNDING BODY FOR THIS PROJECT?

YES  NO

If yes, please provide name of funding body, amount and date application made

IS THE APPLICANT GROUP REGISTERED FOR GST?

YES  NO

DOES THE APPLICANT GROUP HAVE AN AUSTRALIAN BUSINESS NUMBER (ABN)?

YES  NO

If Yes, please provide ABN:

If No, please complete 'Statement by Supplier' form attached

IS THE APPLICANT GROUP INCORPORATED?

YES

NO

Incorporation number on top of incorporation certificate is:

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE (minimum of \$10,000,000)?

YES

NO

If Yes, please attach a copy of your certificate of currency for public liability cover

DOES THE EVENT/ACTIVITY REQUIRE APPROVAL BY THE TOWN OF BASSENDEAN?

YES

NO

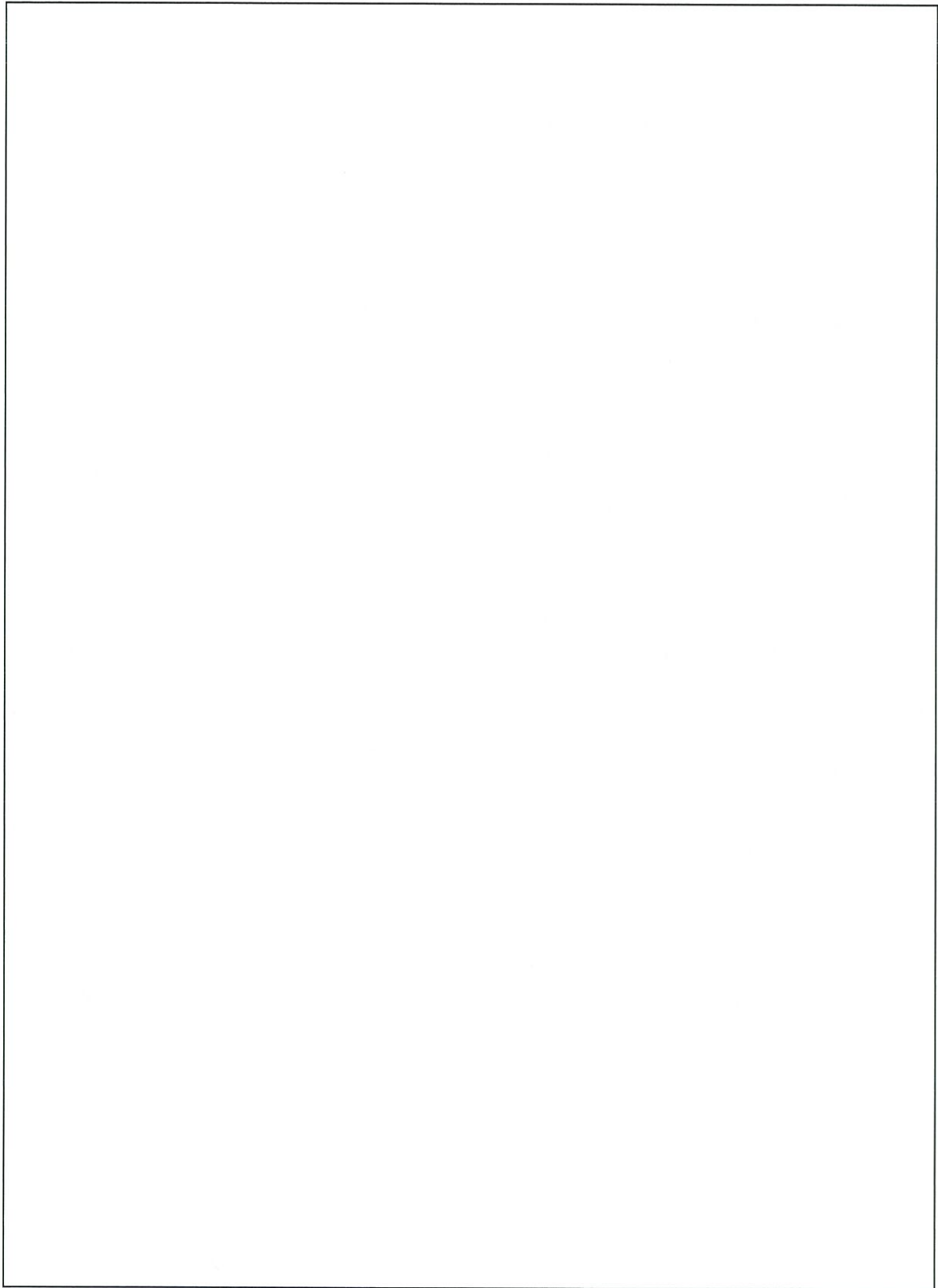
DOES THE EVENT/ACTIVITY REQUIRE ONGOING FUNDING FROM THE TOWN?

YES

NO



BRIEF BACKGROUND OF ORGANISATION (Purpose, how long in operation, etc. 150 words max.):

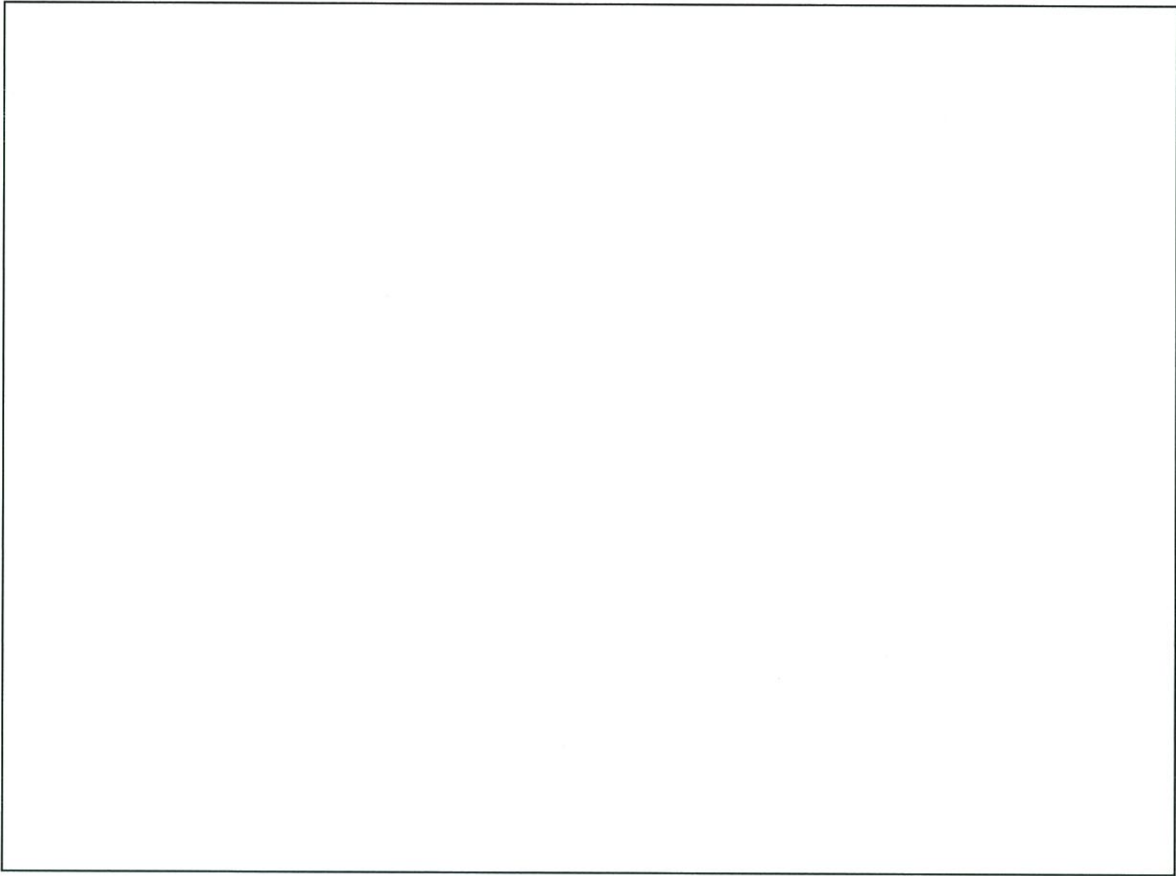


PROJECT/EVENT DESCRIPTION – Date/Time/Location  
(Description of overall project – 150 words max)

PURPOSE OF THE ACTIVITY/EVENT AND IDENTIFIED NEED IT MEETS IN THE WIDER COMMUNITY

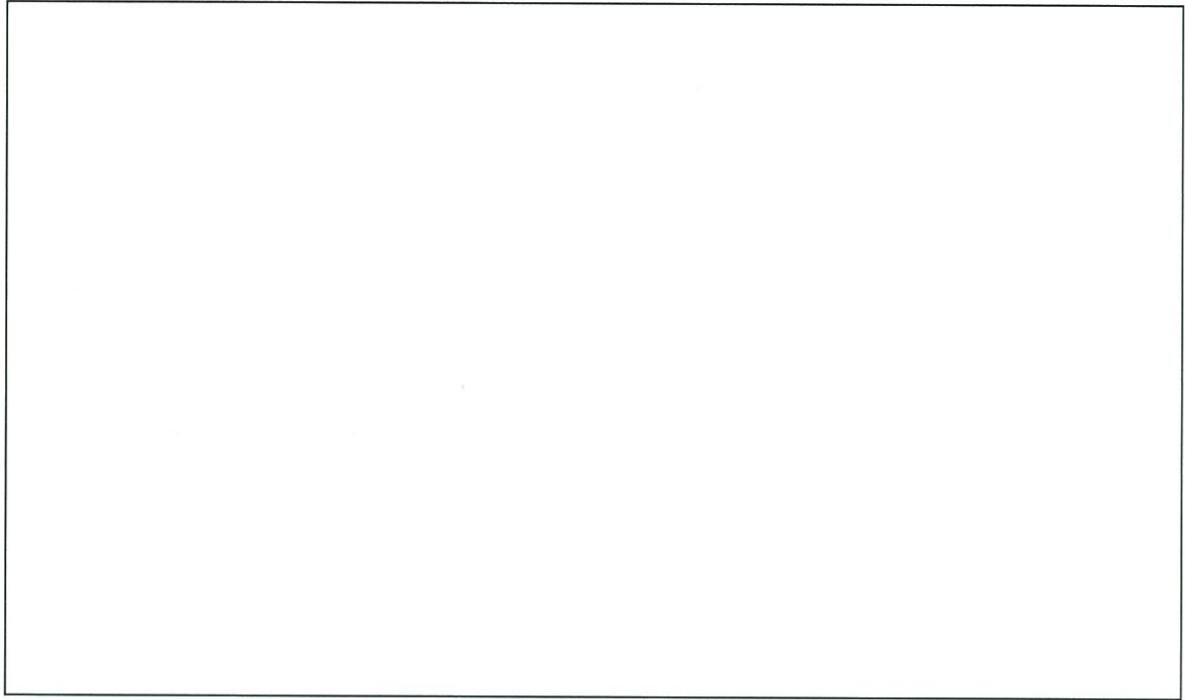
(Please address the objectives in the Town’s Strategic Community Plan – available at [https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Concept-Plans/TOB Strategic Community Plan 2017-27 A.pdf](https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Concept-Plans/TOB%20Strategic%20Community%20Plan%202017-27%20A.pdf)):

HOW HAVE YOU IDENTIFIED THE NEED FOR THIS PROJECT?

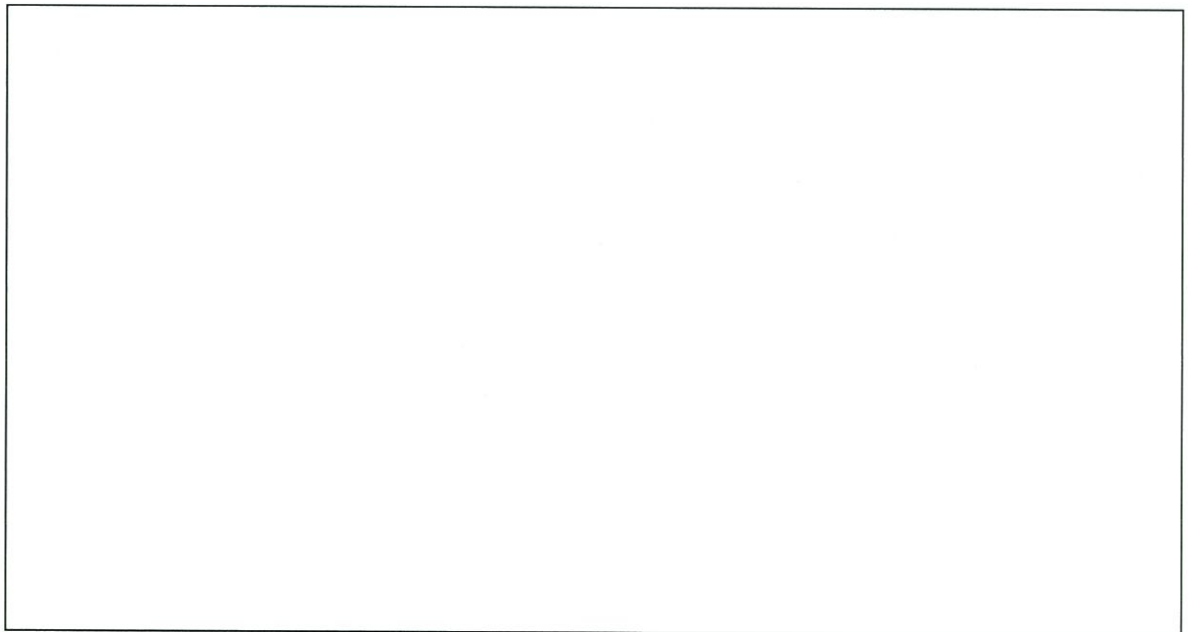


WHAT BENEFITS DO YOU SEE FOR YOUR GROUP FROM THIS PROJECT, TO THE LOCAL COMMUNITY AND THE TOWN OF BASSENDEAN GENERALLY?

(How many people are estimated to benefit from the project? Is there a target group this project is being developed for?)



WHAT RELATIONSHIP DOES YOUR ORGANISATION HAVE WITH OTHER SERVICES WITHIN THE COMMUNITY?



## REQUIRED DOCUMENTATION:

- Most recent 12 month Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet)
- Business plan or club minutes supporting the project
- Auspice form/letter if not an incorporated body

## BUDGET DETAILS

GST EXCLUSIVE

<b>INCOME SOURCES</b>		
<b>Your organisation's contribution</b>		
Cash contribution		
Ticket sales/merchandise sales		
<b>In-kind contribution – volunteer</b>		
Type of labour/task	Hours worked x hourly rate of \$25	Total
<b>In-kind contribution – professional</b>		
Type of labour/task	Hours worked x hourly rate of \$45	Total
<b>In-kind contribution – donation of goods and materials</b>		
Details of goods and materials	Number of items and cost per item	Total
<b>Other in-kind contribution (please list)</b>		
<b>Other grants/sponsorship</b>		
Organisation	Funding confirmed (Y or N)	Amount
<b>AMOUNT REQUESTED FROM TOWN OF BASSENDEAN</b>		
(Grant amount requested, <b>maximum</b> of 50% of the total project cost – cap of \$3,000 for recurring community events, \$1,000 for costs associated with incorporation of a new organisation and \$5000 for a range of activities)		
<b>TOTAL INCOME</b> (must equal or exceed total project expenses)		



Acceptance of Conditions

I have read and understand the conditions that apply to the Community Fund. I am authorised to accept them on behalf of the applicant group.

APPLICANT GROUP NAME:

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Authorised Person (Print name):

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SIGNATURE OF APPLICANT:

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DATE:

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