



# **TOWN OF BASSENDEAN**

## **POLICY MANUAL**

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### **Section 6: Leadership and Governance**

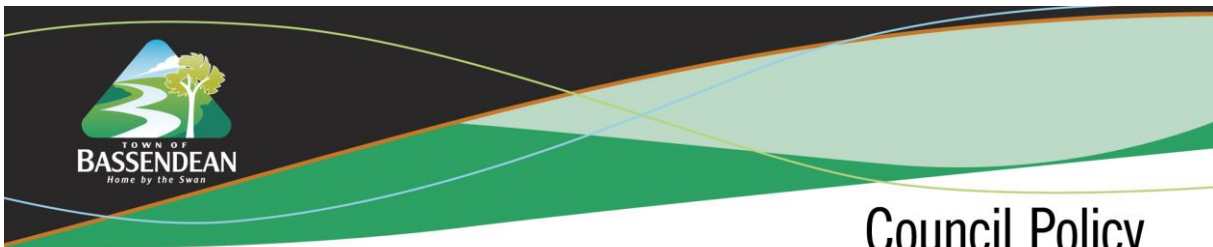
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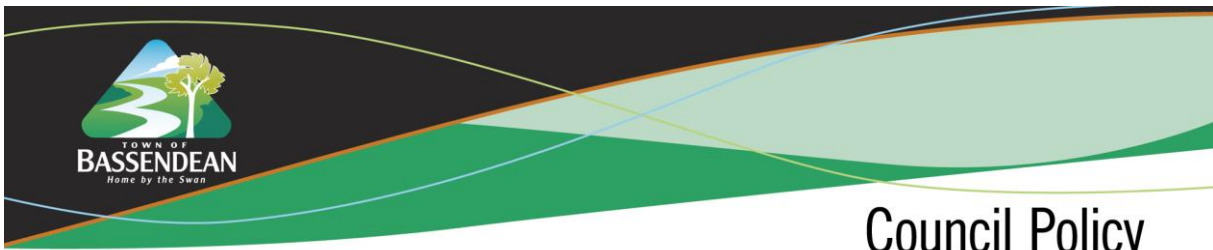
### Amendment Status

<b>Date</b>	<b>Amendment Details</b>	<b>Authorised</b>
OCM-22 April 2014	Policies revised to bring into line with Council's Strategic Community Plan 2013-2023	CEO
OCM-30/12/15	Policy 6.2 – Council Meeting Schedule amended to include Briefing Sessions being open to the public	CEO
OCM-25/3/16	Policy 6.18 – bullet point 4 (under the Objectives heading within the Policy) Investments amended to read: <i>“Preference will be given to invest in financial institutions who do not invest in or finance the fossil fuel industry.”</i>	CEO
OCM-29/5/16	Policy 6.2 – Council Meeting Schedule Amended to read: Briefing sessions to be held one week prior to the monthly Ordinary Council Meeting on the third Tuesday of the month commencing at 7.00pm, starting July 2016 for a trial period of six months to be reviewed in December 2016.	CEO
OCM-16/5/16	New Policy 6.25 - Councillors' Contact with Developers	CEO
OCM-13/12/16	Policy 6.2 – Council Meeting Schedule Amended to include Briefing Session/Council meeting to be held on the same day.	



# Council Policy

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## Council Policy

### 6.1 Council Delegates

#### Objective

Being a Council Delegate representing the Town of Bassendean is an important role and carries with it a high level of responsibility. It is important to ensure that the most appropriate person is appointed for a delegate position and that clear guidance is given as to the obligations of the role. This Policy will:

- Prescribe the manner by which delegates nominated by Council as members of external committees or organisations may fulfil their representative role;
- Provide guidance to Councillors and the CEO on the process to be used in selecting and appointing Councillors to committees and to external bodies; and
- Outline how appointments are to be made for some specific organisations.

Council will only consider the appointment of a delegate/s to another committee or group in the following circumstances:

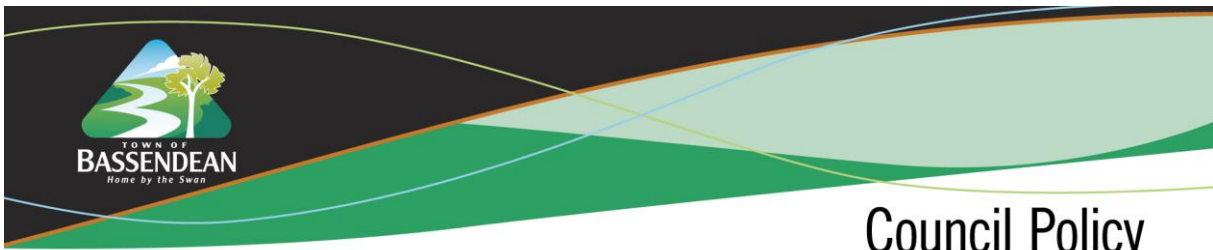
- Where the body/group/organisation represents state or regional interests that are likely to impact upon the Town of Bassendean;
- Where the body/group/organisation represents local interests and the Council has a direct financial interest in the affairs of that group; and
- Where the body/group/organisation represents local interests and the group occupies Council property.

#### Strategy

#### Delegate Role and Responsibilities

Where an officer or Councillor has been endorsed as Council's delegate for an external committee, body or organisation the delegate shall:

- Understand that their appointment / membership is as a representative of the Council and is by right of their position with Council; and
- Ensure their availability to attend scheduled meetings, and where they are unable to do so, provide prior apology to the respective Presiding Member. The delegate must also provide timely notice of anticipated absences to any deputy delegate where one is appointed;
- Ensure that in participating and contributing to decision making of the external organisation the delegate communicates and is cognisant of Council's determined position on matters before the external organisation;
- Perform the functions and duties of a delegate in accordance with the standards set out in the Town's Code of Conduct; and
- Keep Council informed of the activities and achievements of the external organisation in a timely manner.



## Council Policy

Where a delegate has failed to attend three successive external organisation meetings, with or without apology, during a period where leave of absence has not been granted, the Council shall consider appointing a replacement delegate to ensure that the purpose and integrity of Council's participation in the external organisation is maintained.

If a delegate is unable to fulfil their commitment to an external organisation then the delegate must advise the Chief Executive Officer so that Council's consideration of appointing a replacement delegate can be facilitated and subsequent formal advice to the external organisation attended to.

### **Method for Appointing Delegates**

At a meeting of the Council where a Councillor is to be appointed to a committee or to an external body (other than those positions specifically addressed in this policy) and there are more nominations than vacancies, the Chief Executive Officer is to conduct a secret ballot using the first past the post system to establish the preferred delegate or delegates to fill the position. In the event of a tied vote for a position, lots will be drawn by the Chief Executive Officer to determine the preferred delegate.

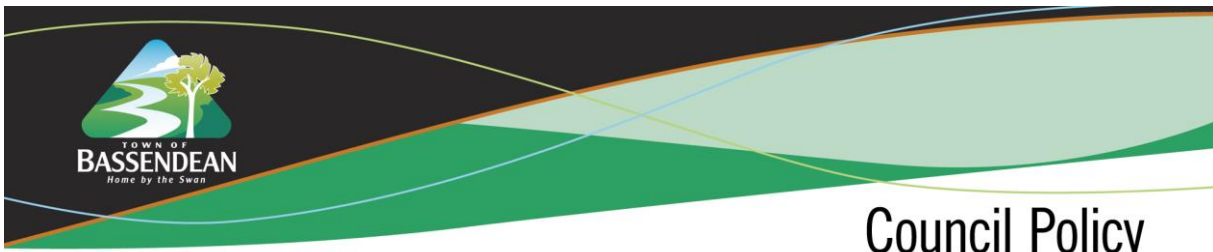
The Mayor or Presiding Member is then to call for a resolution of Council for the preferred delegate or delegates to be appointed to the vacant position and for the next preferred delegate to be appointed the deputy for the position to carry out the duties of the appointed Councillor in his or her absence when required.

Where a Councillor has indicated their desire to nominate for a delegate position and the time for acceptance of nominations closes prior to the next available Council meeting, the Chief Executive Officer is to forward the relevant nomination and subsequently advise Council of the nomination, so that it can be considered through the normal process. Where the number of nominations from Councillors exceeds the number of vacant positions, the Chief Executive Officer will consult with the Mayor and nominated Councillors to determine an order of preference.

### **Appointment as Delegate to Specific Organisations**

#### **Eastern Metropolitan Regional Council**

In keeping with the spirit of the Eastern Metropolitan Regional Council (EMRC) Establishment Agreement (Clause 7.1-4) the Mayor is to be appointed as one of the Town's delegate to the EMRC. At the meeting of the Council where an appointment to the Eastern Metropolitan Regional Council is to be made the Mayor must inform Council of their desire to be a delegate to the EMRC. Should the Mayor waive his/her right to be an EMRC delegate, Council will appoint a suitable delegate for the position.



# Council Policy

Appointments to the EMRC will normally be for a period expiring on the Friday prior to the Local Government election. Council has the right to change the delegates at any time should it not be satisfied with the performance of any delegate, or should it wish to provide another Councillor the opportunity to participate on the EMRC.

## Western Australian Local Government Association – Annual General Meeting: Voting Delegates

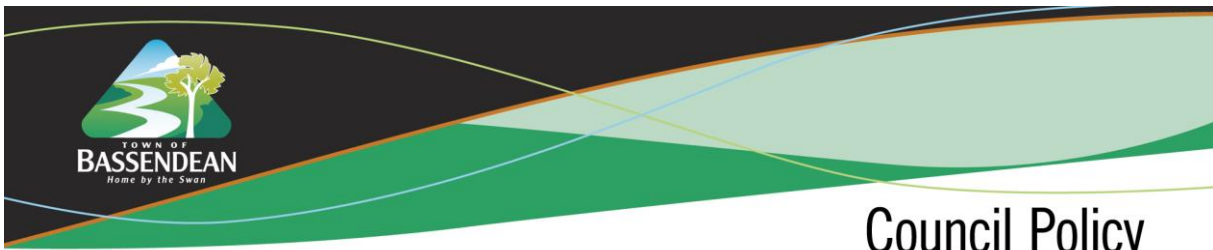
Council will appoint two voting delegates and a deputy delegate for the Annual General Meeting of the Western Australian Local Government Association (WALGA) when appointing the Town’s three delegates to the Eastern Zone of WALGA.

The Chief Executive Officer is to bring items requiring a vote at the WALGA Annual General Meeting to the July round of Council meetings in order for Council to discuss the items affecting the Town of Bassendean and to give direction to its voting delegates attending the Annual General Meeting.

### Application

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

<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> 24 April 2009 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 6.2 Council Meeting Schedule

### Objective

The objective of this Policy is to establish the timing for Town of Bassendean Council meetings.

### Strategy

To provide efficiency and timely effectiveness of the decision making process.

The agenda for the Briefing Sessions are to be made available in hard copy and electronically to Councillors and Staff only and on request to public members.

The agenda be made available on a Thursday prior to the Ordinary Council meeting to Councillors.

Council will hold a Council meeting on the fourth Tuesday of the month commencing at 7.00pm. Councillor Briefing Sessions will be held 2 hours prior to the Council meeting and will commence at 5.00pm.

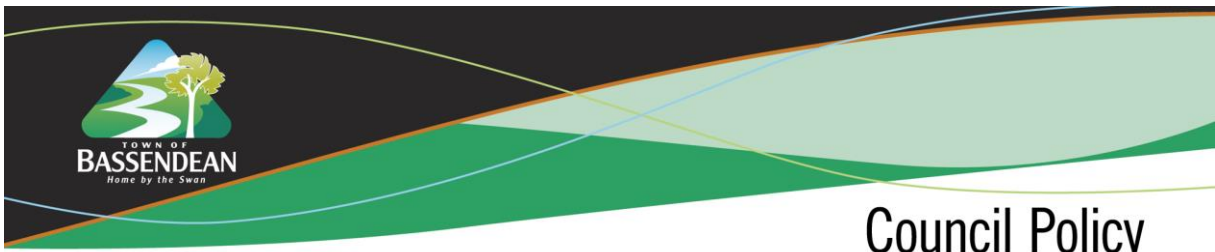
The Councillor Briefing Session has no delegated powers and provides the Chief Executive Officer the opportunity to inform Councillors of:

- Matters of strategic and important significance;
- Projects being progressed by the Town;
- Potential matters for future consideration by Council; and
- Matters in early development that need initial guidance.

Briefing Sessions are to be open for observation by members of the public (OCM 30/12/15).

Where a public holiday falls on a Tuesday the respective Briefing Session/Meeting of Council will be held on the following working day. Special Council Meetings will be scheduled as decided by the Mayor or Council.

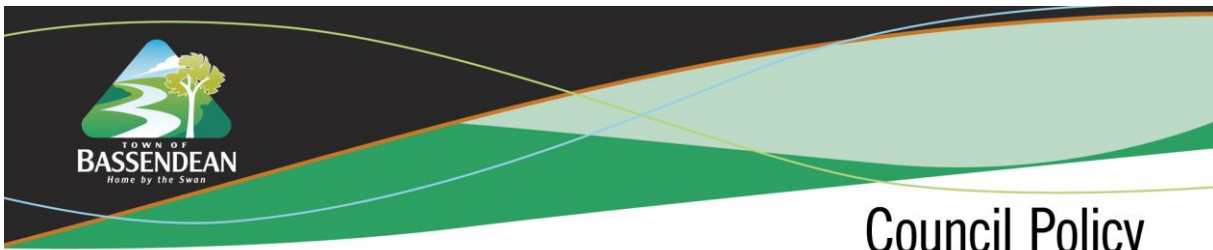




## Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 24 May 2016 <i>Amended December 2016</i>
	<b>Version 4</b>
	<b>Next Review due by:</b> December 2016



## 6.3 Council Protocols

### Objective

This Policy is to provide guidance in respect to matters of protocol pertaining to Council Official documentation, functions and regalia.

### Strategy

#### Use of the Mayoral Chain

The Mayoral Chain may be worn to enhance the dignity of the office of Mayor of the Town of Bassendean to recognise the special position bestowed upon the incumbent.

Occasions upon which the Mayoral Chain may be worn are –

- At Council meetings and on civic occasions in the Administration Centre;
- On occasions when the Mayor is officiating at ceremonies within the municipality such as the official opening of a Council facility; and
- On other major civic occasions at the discretion of the Mayor in office.

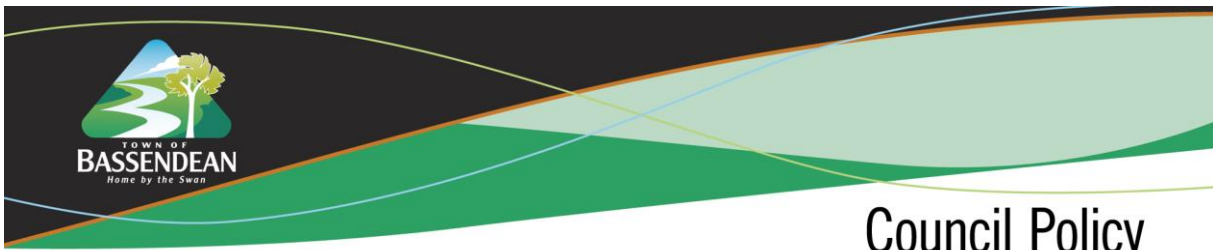
The Deputy Mayor may wear the Mayoral chain in accordance with this policy when acting on behalf of the Mayor.

The Mayor shall ensure the safe keeping of the Chain of Office and make it available to the Deputy Mayor under this policy.

#### Use of the Council Logo

The Council Logo is to be used for authorised purposes only. Council's logo is copyright and its use is restricted to bona fide Council situations. The logo is to be used in administrative situations as authorised by the Chief Executive Officer.

Candidates at elections are to be expressly advised that the Town's logo is not authorised to be used for electoral purposes.



## Council Policy

### **Order of Councillors on Printed Material**

To provide consistency in the presentation of printed Council material the following order is to be utilised –

- Mayor;
- Deputy Mayor; and
- All other Councillors in order of length of continuous service.

Where length of continuous service is the same, then by alphabetical sequence of surname.

### **Media Releases and Comments on Behalf of Council**

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the Mayor, or the Chief Executive Officer if the Mayor agrees.

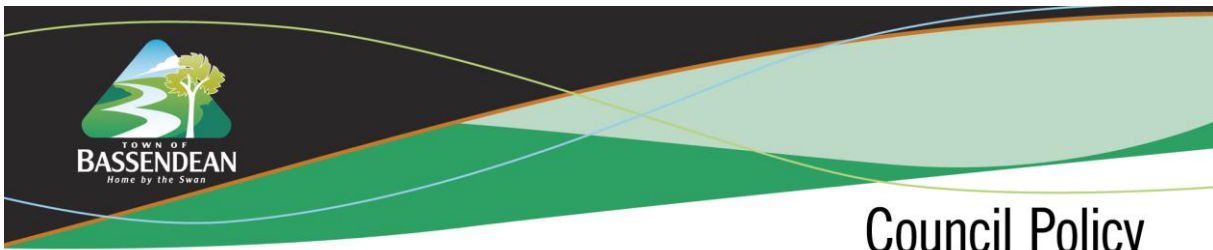
The Mayor, or the Chief Executive Officer if the Mayor agrees, may respond to questions from journalists but media releases should only be issued with the prior approval of the Mayor or the Chief Executive Officer. If the Chief Executive Officer is authorised to speak on behalf of the Town by the Mayor, the Chief Executive Officer may on-delegate this power to other staff members as required by the situation.

The Presiding Member and members of Council committees are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Mayor.

### **Citizenship Ceremonies**

Council will present citizenship certificates to applicants in a way that recognises both the solemnity and celebratory aspects of the occasion, Each person becoming a citizen will receive a small suitable gift from Council to commemorate the occasion. The type of gift to be at the discretion of the Mayor.

Council will adopt the protocol outlined in the Australian Citizenship Ceremonies Code issued by the relevant Government Department, and invited guests will be allowed to speak in accordance with those guidelines, but the speeches are to be evenly distributed throughout the ceremony.



## Council Policy

Wherever practical representatives of Federal and State Parliament, local religious groups as well as a representative of the local Police Emergency Service shall be invited to attend public citizenship ceremonies.

### Civic Functions

Council will hold civic receptions during the year if suitable occasions are identified.

The number and size of major civic receptions to be held will be established during budget deliberations. Minor functions may be authorised by the Mayor during the year as part of the Mayor's ceremonial function under the Local Government Act.

### Acknowledgement Functions

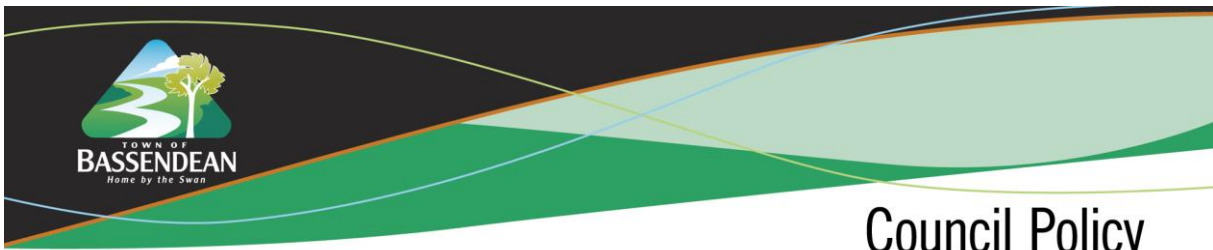
An appropriate function to acknowledge the contribution of Councillors, Executive Staff, Business Unit Managers and partners over the term of the Council prior to the Local Government Election will be held every two years immediately prior to the Local Government Election at a venue within or close to the Town of Bassendean.

The arrangements are to be finalised by the Chief Executive Officer in liaison with the Mayor, and sufficient funds included in the budget for the purpose.

### Application

Responsibility for the implementation of this policy rest 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>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> 24 April 2009 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## Council Policy

### 6.4 Councillor Allowances & Expenses

#### Objective

To provide Council members with an appropriate level of remuneration and reimbursement of expenses to ensure that they are able to effectively fulfil their role, this policy sets out the entitlements of Councillors to receive fees, allowances and reimbursement of expenses.

The policy complies with the requirements of the Local Government Act 1995 (“the Act”) and Local Government (Administration) Regulations 1996 (“the Regulations”).

#### Strategy

#### Fees and Allowances

##### Mayoral Allowance

*Section 5.98(1) of the Act and Administration Regulation 30*

The Mayor is entitled to be paid a Mayoral Allowance in accordance with the current determination of the Salaries and Allowances Tribunal.

The Mayoral Allowance to be paid quarterly in arrears.

##### Mayoral Sitting Fee

*Section 5.98(5) of the Act and Administration Regulation 33*

The Mayor is entitled to a Mayoral Sitting Fee in accordance with the current determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

##### Deputy Mayor Allowance

*Section 5.98A of the Act and Administration Regulation 33A*

The Deputy Mayor is entitled to a Deputy Mayoral allowance in accordance with the current determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

##### Annual Fee in Lieu of Sitting Fees

*Section 5.99 of the Act and Administration Regulation 34*

A Councillor is entitled to an Annual Fee in Lieu of Meeting Fees in accordance with the current determination of the Salaries and Allowances Tribunal to be paid quarterly in arrears.

## **Telecommunication/ Information Technology (ICT) Allowance**

*Section 5.99A of the Act and Administration Regulation 31*

A Councillor is entitled to an annual allowance in lieu of reimbursement of telecommunications expenses of in accordance with the current determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

The Telecommunications Allowance is an allowance in lieu of reimbursement. This Allowance covers the expenses incurred by Councillors in performing a function under the express authority of the Town or in performing a function in the Councillor's official capacity for:

- telephone rental charges;
- call charges;
- line rental;
- costs for installation of additional line (if required by the Councillor); and,
- service charges.

## **Information Technology for Councillors**

On request the Town of Bassendean provides Councillors with appropriate information technology to enable the distribution of Agendas and Minutes by electronic means, for email communication and for seeking information through the World Wide Web.

The equipment will remain the property of the Town of Bassendean and will be maintained by the Town unless the need for maintenance arises from the use of software or hardware that has not been installed by the Town.

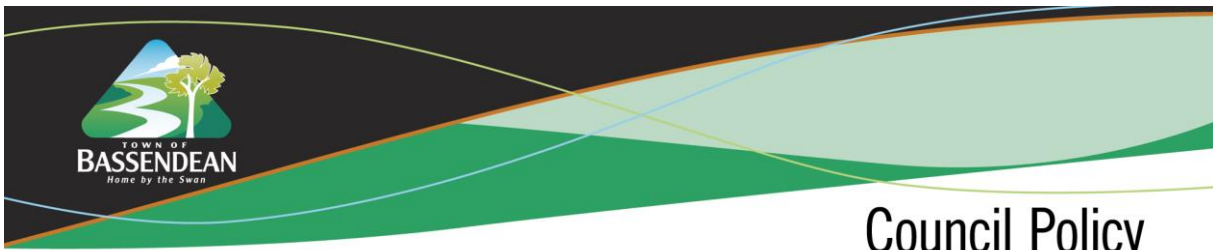
## **Information Technology Training for Councillors**

Appropriate training will be provided to Councillors to assist them in the effective and efficient use of the equipment and other information technology so that they may fulfil their role at Council and Committee meetings utilising the software provided.

Any Councillor leaving their position with Council shall return, within ten working days any computing equipment provided by the Council.

## **Business Cards**

Each Council member will be allocated sufficient business cards. The business cards will be printed in accordance with the Town's Corporate Style. Business cards must be used for Council business only and must not be used for electioneering purposes. The Business Card may include a passport size photo.



## Council Policy

### **Access to Council Chambers and Councillor Facilities**

A Councillor will be provided with an access key and security card providing access to the Councillor's Dining area and Council Chamber as soon as possible following election to office. The access is provided for the convenience of Councillors for meeting with their constituents and other Councillors during office hours. Any loss of access key or card is to be reported to the CEO as soon as practicable.

A Councillor must return their access key and security card within 5 working days of ceasing to be a Council member.

### **Handling of Councillor Addressed Correspondence**

The Town of Bassendean is required to comply with the State Records Act and Council's adopted Records Management Plan in relation to Councillor addressed and initiated correspondence.

Correspondence containing information about business activities of the Town in any format (e.g. by post, fax, e-mail, courier, hand-delivered) internal or external, are evidence of business activity in a court of law. Correspondence addressed to Elected Members and received at the Town Administration Offices is to be opened by designated officers, unless it is expressly marked Private, Confidential, Personal or Himself/Herself etc. If correspondence is expressly marked Private, Confidential, Personal or Himself/Herself the correspondence is to be forwarded unopened or if a facsimile placed in a sealed envelope to the Councillor.

### **Reimbursement of Expenses**

#### **Reimbursement for Statutory Child Care Expenses**

*Section 5.98(2) of the Act and Administration Regulation 31*

A Councillor has a statutory entitlement to be reimbursed for child care expenses incurred by the Councillor as a result of attendance at a Council meeting or a meeting of a committee of which he or she is member. The Town of Bassendean will reimburse child care expenses, verified by sufficient information, in accordance with a Councillor's statutory entitlement.

#### **Reimbursement of Statutory Travel Expenses**

*Section 5.98(2) of the Act and Regulation 31*

A Councillor has a statutory entitlement to be reimbursed for travel expenses incurred by the Councillor as a result of attendance at a council meeting or a meeting of a committee of which he or she is member. The Town of Bassendean will reimburse travel expenses, verified by sufficient information, in accordance with a Councillor's statutory entitlement.

## Reimbursement of Other Expenses

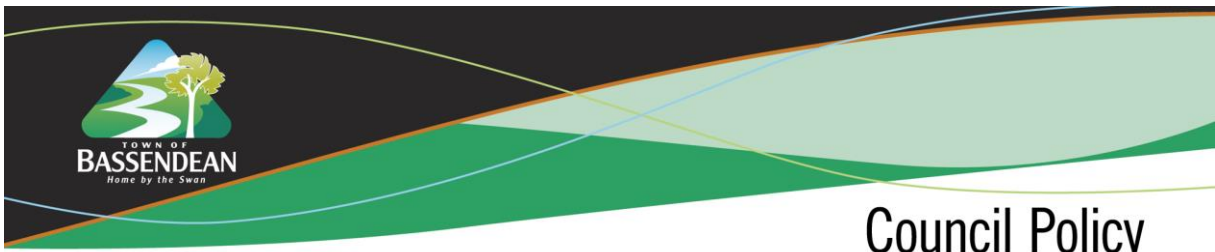
*Section 5.98(3) of the Act and Regulation 32*

A Councillor is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:

- in performing a function under the express authority of the Town of Bassendean;
  - by reason of being accompanied by no more than one other person while performing an official function where the Town considers it to be appropriate; or
  - in performing a function in the Councillor’s official capacity; and
- the expense is verified by sufficient information.

TYPE OF EXPENSE	EXTENT OF REIMBURSEMENT
Travelling Expenses and Child Care Costs not Covered By Statutory Entitlement Travelling expenses and child care costs incurred by a Council member travelling to and from or attending: <ol style="list-style-type: none"> <li>a. any conference,</li> <li>b. any official function that the Councillor is invited to attend in their capacity as a Councillor;</li> <li>c. any official function, meeting or event that the Council requests the Councillor to attend; or</li> <li>d. any meeting of a group or body on which the Council member is a delegate or representative.</li> </ol>	The actual expense incurred.
<b>Carer’s Costs</b> Where a Councillor personally cares for a person who has a disability, mental illness, chronic condition or who is frail aged, the costs of a replacement carer incurred by a Councillor from attending: <ol style="list-style-type: none"> <li>a. any Council or committee meeting;</li> <li>b. any official function that the Councillor is invited to attend in their capacity as a Councillor; or</li> <li>c. any official function, meeting or event that the Council requests the Councillor to attend;</li> </ol>	The actual expense incurred.
<b>SUNDRY CONFERENCE EXPENSES</b>	The actual expense incurred
Breakfast expenses	
Lunch expenses	
Dinner expenses	
Other conference expenses <b>not</b> reimbursed by Council Drinks Mini-bar Non business telephone calls Dry cleaning Personal grooming	





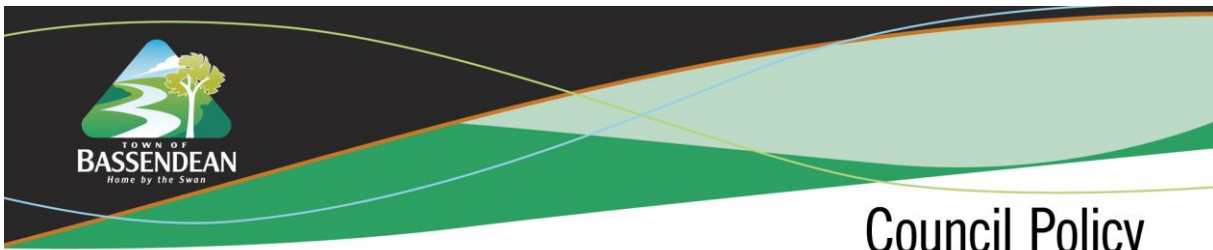
## Payment of Councillor Expenses

The Chief Executive Officer is delegated authority to approve reimbursements for actual expenses incurred upon the production of documentary substantiation of actual costs in accordance with this Policy.

## Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 24 April 2009 <b>Version 2</b>
	<b>Next Review due by:</b> December 2016



## Council Policy

### 6.5 Councillor Professional Development

#### Objective

To ensure that Councillors have equitable access to a range of relevant Councillor training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as elected members and to provide good governance to the Town.

#### Strategy

Council shall ensure adequate resources are allocated annually in the Town's budget to provide the opportunity for Councillors to participate in appropriate training and development. Each Councillor shall be entitled to claim an amount each year for professional development not exceeding the amount included in the adopted annual budget.

#### Authorised Training & Conferences

Councillors are encouraged to attend the following training and conferences (subject to funds being available in the individual Councillor's training budget) without requiring further Council authorisation:

- WALGA endorsed training courses;
- WALGA Annual Local Government Week Conference and associated training courses;
- Courses organized by the LGMA (WA Division); and
- Breakfast speakers identified by the Mayor in liaison with the CEO and advertised through the weekly Councillors' Bulletin.

#### Town of Bassendean's Councillor Induction Course

Newly elected Councillors are to receive a comprehensive induction training program involving the Mayor, CEO and key staff members based on the guidelines on the induction of newly elected members as distributed by the Department of Local Government and Communities.

**ALGA National Conference:** In addition to the above permitted training opportunities, the Mayor can choose, as Council's delegate, to attend the ALGA National Conference, or in the event that the Mayor is unable, or declines to attend, then Council be represented by the Deputy Mayor, or if the Deputy Mayor is unable, or declines to attend, then Council appoints a Councillor who is able to put forward the best case for attending.

## Interstate Training/Conference

Councillors wishing to attend interstate training and conferences will require the authority of Council and are required to provide written notice to the CEO with sufficient notice to allow consideration by Council prior to the close of registrations.

The following conference/training assessment matrix is to be completed by the Mayor and Deputy Mayor in consultation with the CEO and included in the report. A minimum of 18 points is required for the CEO to recommend that the Council approve Councillor attendance:

### Conference/Training Assessment Matrix

Criteria	1	2	3	4	5
Relevance to Councillors' governance role under LGA, as opposed to officers' operational role					
Value for Money & Cost/Benefit					
Alignment with Council's Strategic Plan and Current Priorities					
Lack of alternative training opportunities to gain same skills					
Level of quality networking opportunities with peers					

*Note: 1 equates to minimum relevance and 5 to maximum relevance*

Councillors may be eligible to attend interstate conferences provided the costs are within individual Councillor budgets or where the Councillor is prepared to reimburse any additional costs in excess of the individual Councillor budget allocation.

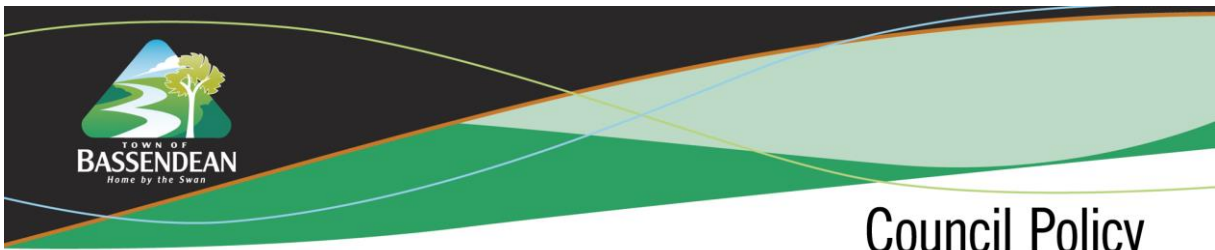
Councillors will be required to meet the costs of any additional accommodation and expenses incurred as the Town will not meet any costs for private travel over and above the number of nights' accommodation and expenses required to attend the conference.

The cost of the Councillor's partner's attendance at the Conference dinner, associated functions and partners' programs will be met by the Town, but not additional airfares, full conference registration, meals and travelling allowances.

## Other Matters

The CEO, in liaison with the Mayor, shall bring forward for Council consideration any proposals for "in-house" training and Councillor development opportunities to meet Council's strategic objectives and priorities or to meet perceived gaps in Councillor skill development.

Council will determine whether a Councillor shall be permitted to attend a conference six months prior to their term of office expiring.

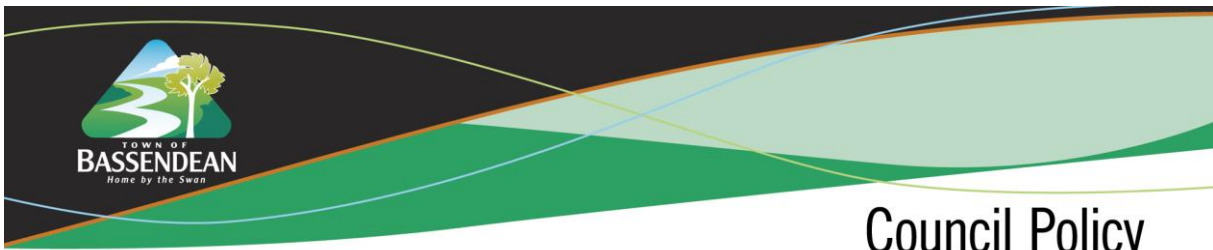


## Council Policy

### Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 24 April 2009 <b>Version 2</b>
	<b>Next Review due by:</b> December 2016



## Council Policy

### 6.6 Gifts to Departing Councillors

#### Objective

To establish a standard for Council recognition of the services of a retiring Councillor.

#### Strategy

On retirement a plaque with an inscription is to be presented to each Councillor who completes any term of office at the expiry of that term for which he or she is elected.

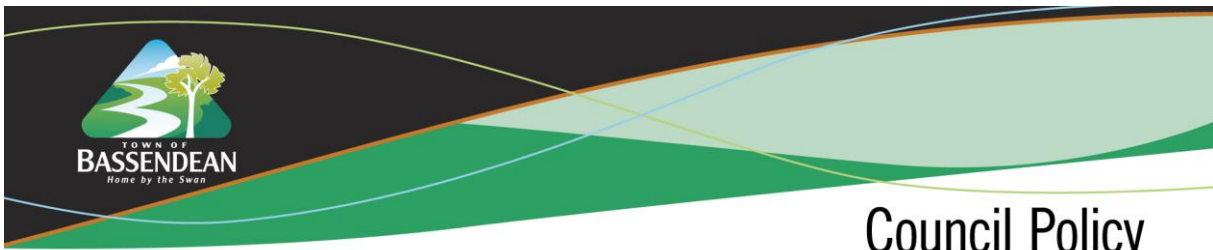
On retirement a plaque with an inscription and a gift with a value of up to \$350 is to be presented to each Councillor for continuous service of two terms of office.

On retirement a plaque with an inscription and a gift with a value of up to \$500 is to be presented to each Councillor for continuous service of 3 or more terms of office.

#### Application

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

<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> 24 April 2009 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## Council Policy

### 6.7 Electronic Recording of Council Meetings

#### Objective

The objective of this Policy is to:

- Outline the manner in which Council meetings shall be recorded and broadcast;
- Ensure consistency in the availability of Council meeting minutes; and
- Provide a process in which a Councillor may question the accuracy of minutes.

#### Strategy

##### Electronic Recording and Broadcasting of Meetings

Meetings of Council are to be recorded electronically to assist with the preparation of minutes.

With the exception of those matters discussed behind closed doors in accordance with Clause 27 of the Standing Orders, copies of electronic recordings of meetings, where taken, shall be made available to the public. Members of the public shall not make copies of recordings or any part thereof without the approval of the Council or tamper with them so as to produce a false record.

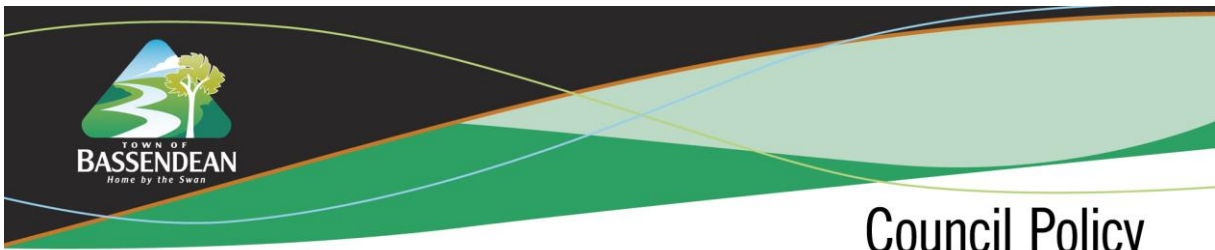
Members of the public may listen to a recording at the Council Library free of charge. Two working day's notice is to be given by members of the public who wish to listen to the recording at the Library.

Electronic recordings shall be in the custody of the Chief Executive Officer who may make recordings available to any Councillor or Officer in the course of Council business.

Electronic recordings are to be stored for long-term storage as a State Record in accordance with the requirements of the State Records Act.

#### Application

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



## Council Policy

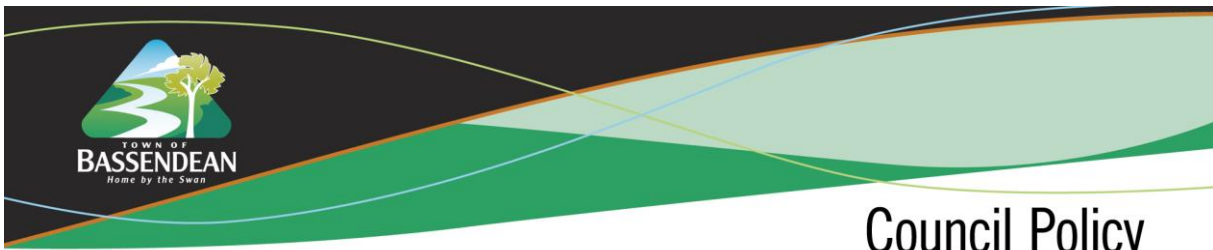
**Policy Type:** Strategic Policy

**Responsible Officer:** Chief Executive Officer

**Link to Strategic Community Plan:**  
Leadership and Governance

**Last Review Date:** 24 April 2009  
**Version 2**

**Next Review due by:** December 2016



### 6.8 Notices of Motions

#### Objective

To establish standard procedures for dealing with Notices of Motion and any written report provided by a Councillor to support a Notice of Motion.

#### Strategy

The Standing Orders provide (in part) that “A Member may bring forward business in the form of a written motion to the Chief Executive Officer at least 7 days before the meeting at which it is to be moved”.

When a Notice of Motion is delivered to the CEO in accordance with the Standing Orders, the CEO shall in the first instance discuss the proposed motion with the Councillor to assess if it is required, and if so place the motion on the agenda for the next available Council meeting.

The Notice of Motion will be considered under Motions of Which Previous Notice Has Been Given.

When a Notice of Motion is proposed and presented, a reasonable amount of supportive background information, including but not limited to drawings and/or pictures submitted by Councillors, be included with the Notice of Motion.

The maximum printed size of the motion and background material be limited to an A4 page document. Such supportive background information is not to be part of the body of the motion, unless so included.

If a motion proceeds, Council will decide if a report is to be prepared and allocate a priority/or timeline taking into account officer work loads.

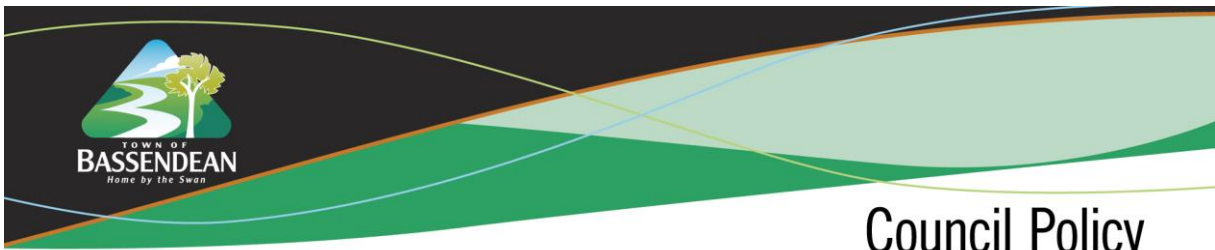
Notices of Motion for Consideration at the Following Meeting may be given at a meeting of Council, provided they are given in writing to the Presiding Member.

This policy does not apply to Notices of Motion to revoke a previous decision of the Council, as the procedure for dealing with such Notices is detailed in the Local Government Act and Standing Orders.

#### 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.





## Council Policy

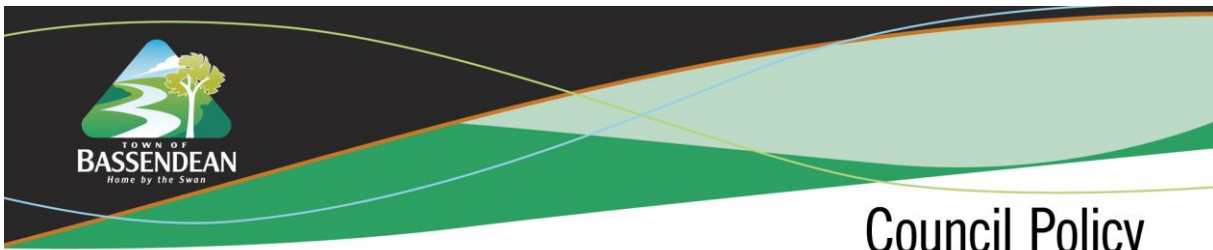
**Policy Type:** Strategic Policy

**Responsible Officer:** Chief Executive Officer

**Link to Strategic Community Plan:** Leadership and Governance

**Last Review Date:** 24 April 2009  
**Version 2**

**Next Review due by:** December 2016



## Council Policy

### 6.9 Publications by Individual Councillors

#### Objective

Council recognises the right of an individual Councillor to hold an opinion that is different from that of the majority of the Council. Council also recognises that any Councillor has a right to publish information.

The objective of this policy is to ensure that any document, which can be construed as being an official Council publication, contains accurate information that represents Council's corporate stance on any given issue.

The policy also aims to ensure that where an individual Councillor, or Councillors, has a contrary opinion to Council's corporate stance, the publication clearly identifies this to be the case. The overriding objective is to ensure that public confidence is not lost in the Town of Bassendean or local government in general.

#### Strategy

The Mayor and Chief Executive Officer shall approve any publication that purports to represent the corporate view of Council prior to release. It is recognised that the Local Government Act 1995 specifically empowers the Mayor and the Chief Executive Officer to speak on behalf of the Council.

Should an individual Councillor or group of Councillors wish to release a document that expresses an opinion that does not represent that of the Council then the publication shall clearly and prominently state this to be the case.

At all times documents shall be clear, unambiguous and accurate in terms of facts used. Where statements are presented as facts the source of the facts shall be acknowledged.

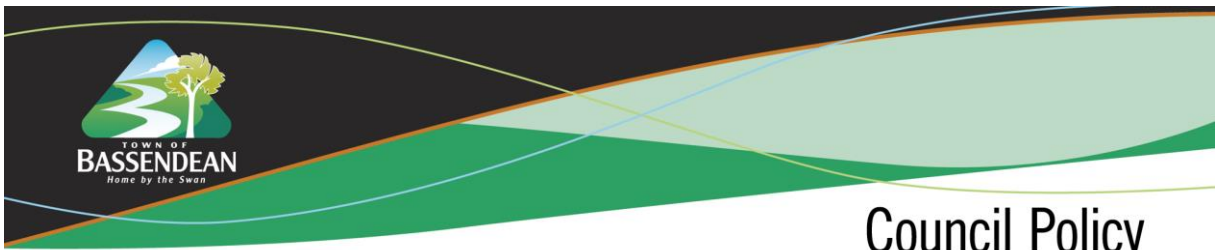
The document shall not reflect adversely on Council as a body corporate, an individual Councillor, an officer of Council, a member of the public or any other organisation.

#### Guidelines for Councillor Publications

All publications shall be duly authorised in accordance with the Local Government Act Electoral Provisions as though the publication were an election publication.

Publications shall not commit the Council to actions or obligations, which the Council as a body must decide.

All material distributed by a Councillor which seeks feedback from residents shall be directed to the private address of the Councillor unless authorised by the Chief Executive Officer to have responses forwarded to the Council Administration Office.



## Council Policy

To ensure that there are no defamatory or libellous statements in the publications, Councillors shall provide a copy of any publication to the Chief Executive Officer, prior to distribution of the publication for review and retention as a Council record..

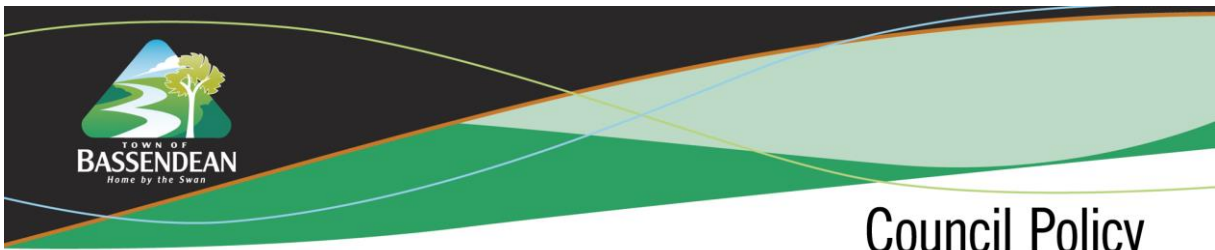
### Application

This policy has no effect to any publication associated with an election, which is covered by the Local Government Act.

This policy applies to all other publications including, but not limited to, printed material, newspaper, radio and television publications, social media and verbal presentations to community groups or meetings.

Responsibility for the implementation of this policy rest 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> 24 April 2009  <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>



## Council Policy

### 6.10 Recruiting Community Members on Council Committees

#### Objective

To attract diversified and broadly representative community members and local community groups to Council Committees.

Council recognizes the value to the community of decision making involving representatives of the community the decisions impact.

#### Strategy

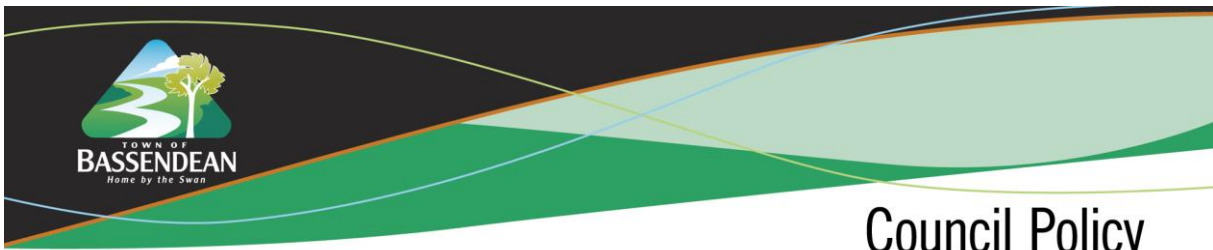
The following principles will be adhered to in order to attract suitable nominations to Committees from community members and community groups:

- Promotional strategies will be used that provide clear understanding and reasonable notice to all individuals or community groups who may wish to nominate for a vacancy on a Committee.
- Sufficient time will be provided to allow nominations to be made.
- Council will give preference to nominees who reside in the Town or are members of community groups that operate in the Town OR have appropriate expertise and knowledge that could be of benefit to the Committee.
- Where more than the required number of nominations is received, preference will be given to members of different local community groups.
- The process will be conducted fairly and without bias and Council will make appointments based on the quality of the nomination.

#### Application

Responsibility for the implementation of this policy rests with all staff facilitating Committees of Council, Committee members who are recommending on appointments and Councillors. The policy is to be reviewed every three years.

<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> 24 April 2009</p> <p><b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## Council Policy

### 6.11 Collection of Outstanding Rates and Charges

#### Objective

To provide guidance to the Chief Executive Officer in relation to his duty to collect rates on behalf of the Council.

#### Strategy

The collection of rates and charges is a responsibility vested in the Chief Executive Officer. The aim of the Council in relation to the collection of rates and charges is that they should be collected within the financial year they are levied. The Chief Executive Officer is requested to make necessary arrangements for procedures which will pursue this aim. An administration charge as adopted in the Annual Budget is to apply a penalty interest at Council's budgeted rate until the debt is cleared.

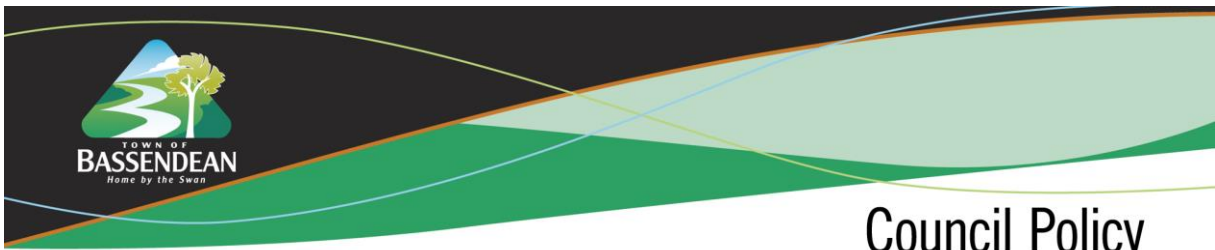
The Council supports the use of legal action where necessary.

Council approval shall be required prior to any action to sell property in order to recover unpaid rates noting that goods and land warrants can be initiated before three years rates are outstanding.

Where a ratepayer believes that a decision on the collection of their outstanding rates is unreasonable and in breach of legislation or Council policy, then the matter is to be referred to Council for consideration on receipt of a written request detailing the nature of their concern.

Due to privacy considerations, a ratepayer's or debtor written approval is required to enable Council officers to discuss any aspect of the ratepayer's or debtors account. This requirement applies to all queries relating to a specific account, including those made by a "partner/family member" contacting Council on behalf of a ratepayer or a body corporate.

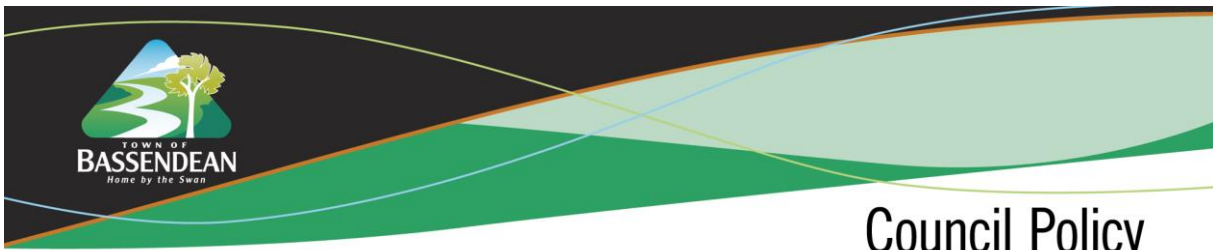
The Local Government Act prohibits the disclosure of any information relating to the Debtors and provides penalties in relation to the contravention of the Act.



## Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 7 July 2009 <b>Version 2</b>
	<b>Next Review due by:</b> December 2016



## Council Policy

### 6.12 Communication & Consultation, Community & Stakeholders

#### Objective

To foster and support a culture of communication and consultation that acknowledges and values the role of all stakeholders; keeps the community informed, promotes understanding and engages stakeholders to participate in and contribute to decision-making processes on identified matters of importance.

#### Strategy

The Town embraces a positive and proactive approach to communicating with our community and stakeholders; promoting understanding and involvement in decision-making in order to achieve the following principles of benefits:

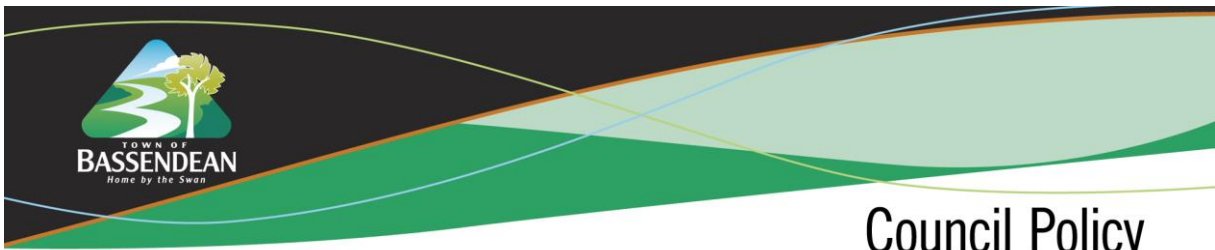
- Increased community satisfaction in services;
- Increased likelihood of policy/program acceptance;
- Reduced conflict;
- Improved relationships with the community;
- Improved public image;
- Stronger sense of community;
- Reinforced legitimacy in the decision making process;
- Actual or potential problems revealed;
- Excellence in the Town's planning outcomes; and
- Long term financial savings to the Council.

#### Outcomes

The Town will undertake the most appropriate levels of communication and consultation within the bounds of available resources, targeting as a priority those projects or decisions which demonstrate the greatest potential for impact on our community and stakeholders.

All communication and consultation will be designed to meet the needs of:

- The Community - keeping residents, ratepayers and community groups informed through Council's media; promote understanding and inclusion through consultation and involvement in Council events and activities, support and encourage opportunities for participation in and with the community at all levels;



## Council Policy

- The Town - through implementing processes that enable the Town to identify the type and extent of communication / consultation appropriate for each decision, Allocating resources as required and retaining a workable balance between addressing matters of importance and avoiding potential for intensive resource consumption on matters of insignificance or which have limited potential for effective community / stakeholder involvement;
- Town Staff - acknowledging that the needs of the community and the Town take precedence, it remains important that processes which drive communication and consultation enable staff to deliver a consistent approach which is cognisant of the requirements of this policy, statutory requirements and resource limitations;
- When Council intends to construct new facilities such as footpaths, road widening, kerbing , traffic management and drainage, the Director of operational services, is to be responsible for arranging advice to residents in the immediate vicinity and/or directly affected by the works and at least 7 days prior to the works commencing; and
- The Town of Bassendean will ensure that residents and business proprietors are informed regarding proposed major streetscape improvements.

### Working Briefs (Adopted OCM2 – 5/8/09)

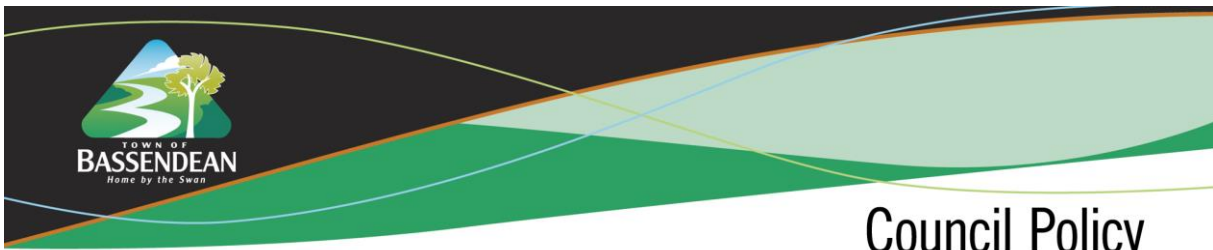
To ensure affected organisations, clubs and groups are kept informed on the progress of key projects, the Town will provide an appropriate number of working briefs to relevant members of those groups during the conduct of the project. The briefs shall include information on changes to project timeframes, any significant changes to the scope of works, and any other information deemed relevant.

## 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>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing</p>	<p><b>Responsible Officer:</b> Director Community Development</p> <p><b>Last Review Date:</b> 7 July 2009 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## Council Policy

### 6.13 Donations – Financial Assistance

#### Objective

To set criteria for the provision of specific and non-specific donations and financial assistance for charitable organisations, assistance to local schools, sporting clubs, community groups and disaster relief appeals.

#### Strategy

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

1. Individuals; and
2. Community non profit organisations and charities.

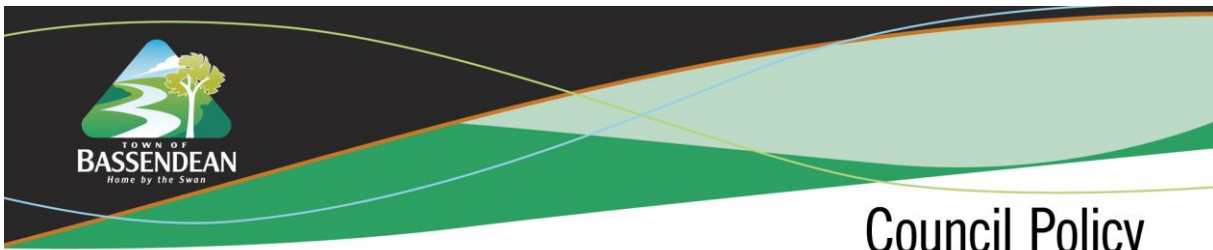
In considering all of the applications for funding, it needs to be clearly demonstrated that there is a direct benefit to the Town of Bassendean community.

#### 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 recognize 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;
- 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.

#### Donations to not for profit organisations and local schools

- a) All donations will only be considered on receipt of a formal written application;
- b) Donations will only be considered from 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 a purpose/event in the future; and
- d) Contributions are limited to a maximum of \$500 per organisation per year.



## Council Policy

### **Disaster relief assistance**

- a) Council to consider the provision of funds towards appeals where natural disasters have occurred;
- b) Contributions in this area to be set at a maximum of \$1,000 to be determined by the extent of damage suffered; and
- c) 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.

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

The Chief Executive Officer is authorised to assess and approve donations in accordance with this policy and refuse applications for donations and financial assistance where they do not meet the requirements set down in this policy.

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

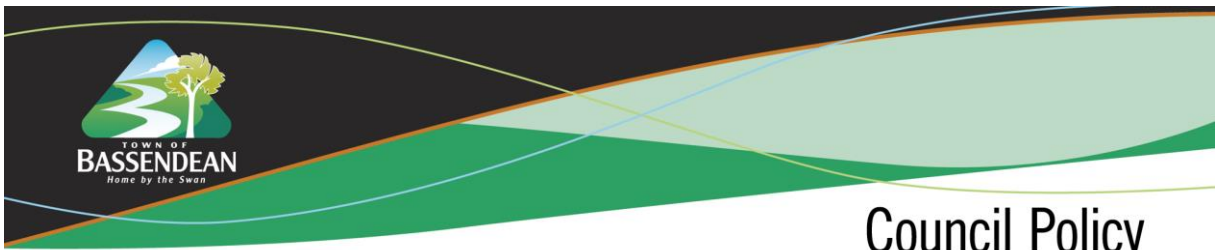
### **Applications requiring to be determined by Council**

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 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.

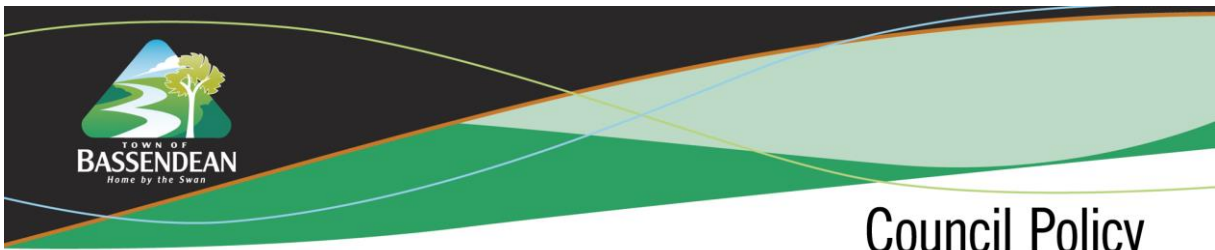


## Council Policy

### Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Director Community Development
<b>Link to Strategic Community Plan:</b> Arts, Heritage and Culture	<b>Last Review Date:</b> May 2015 <b>Version 3</b>
	<b>Next Review due by:</b> December 2016



## 6.14 Festive Season Office Closure

## Council Policy (Administration)

### Objective

To establish a Council Policy on the closure of the Administration Office during the Festive Season (Christmas to New Year).

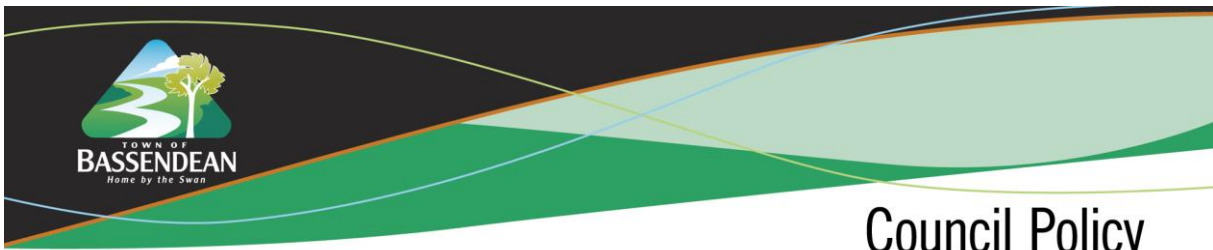
### Strategy

As a family-friendly Council, the Administration Office will be closed during the Festive Season (Christmas to New Year). The Chief Executive Officer is required to advise staff of the dates of the office closure by 1 July that year and ensure that the Town is able to respond to emergencies or urgent issues.

### Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 7 July 2009 <b>Version 2</b>
	<b>Next Review due by:</b> December 2016



## Council Policy

### 6.15 Financial Sustainability Policy

#### Objective

To strengthen the Town's financial sustainability by continuously improving the Town's financial performance and position both in the short term and long term.

#### Strategy

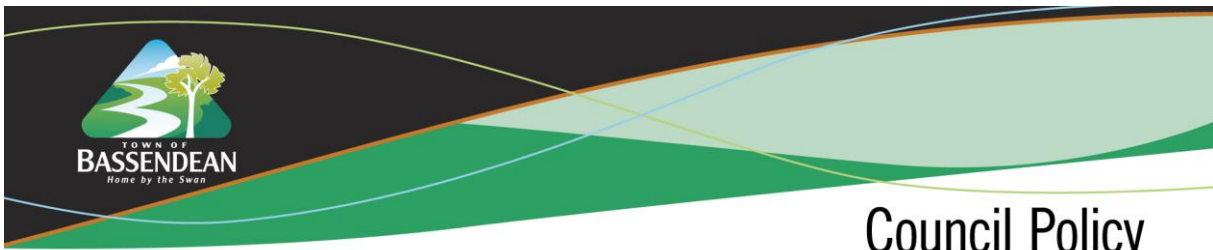
In carrying out its functions, the Town of Bassendean is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity. (Section 1.3 of the Local Government Act). This requires prudent financial management to achieve sustainable outcomes for the community.

The Town of Bassendean's long term financial performance and position will be sustainable where:

1. continuation of the Council's present spending and funding policies;
2. likely developments in the Council's revenue raising capacity and in the demand for and costs of its services and infrastructure;
3. normal financial risks and financial shocks; and
4. altogether are unlikely to necessitate substantial increases in Council rates or alternatively disruptive service cuts. (Ref: SA Inquiry Report 2005).

In accordance with the Intergovernmental Agreement on Cost Shifting (IGA) signed by the three tiers of government in 2006 the Town of Bassendean commits to sound public governance through:

1. Good fiscal management by working towards:
  - a. prudent management of assets and liabilities;
  - b. ensuring that revenue and spending decisions have regard to their effect on future generations and ongoing financial sustainability;
2. Ensuring that its decisions on service delivery and the provision and maintenance of infrastructure are made with due regard to available, existing and anticipated future financial resources and competing priorities;

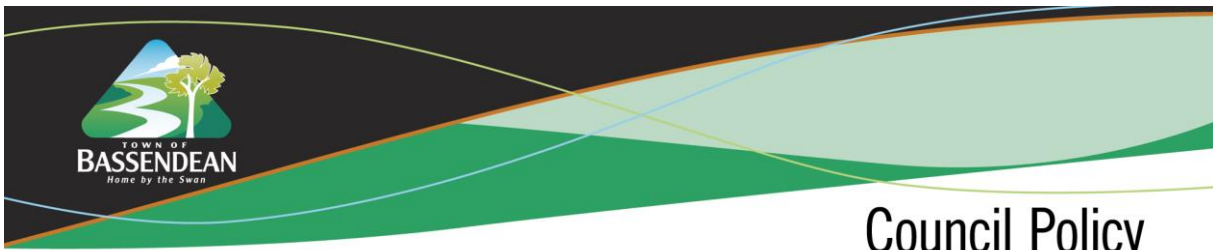


## Council Policy

3. Improving its practices including strategic planning at local and regional levels, prudent borrowing and appropriate pricing regimes;
4. Being responsible for funding functions it chooses to undertake in an area of responsibility of other spheres of government, in addition to funding its existing core functions.

To achieve improved financial sustainability the following principles guiding financial management are to be followed:

1. Undertake long term planning and funding of infrastructure, services and land use in close consultation with the community so as to prioritise Council spending, manage public expectations and achieve financial viability.
2. Implement and maintain asset management systems to achieve “whole of life” planning for asset and infrastructure maintenance and renewal.
3. Develop and maintain a “Plan for the Future” based on a ten year time frame and underpinned by a Strategic Financial Management Plan as well as a longer term Vision 2030 Plan.
4. Avoid taking on additional responsibilities for asset maintenance and infrastructure renewal and expansion from the State Governments without a commensurate allocation of capital and recurrent funding, eg, Swan River foreshore and wetlands;
5. Seek to provide fewer and better quality facilities by rationalising its assets and infrastructure through the sale of surplus land, closing ageing facilities where appropriate and not duplicating facilities and services provided by the private sector and other non-profit bodies.
6. Maximise external funding opportunities for capital projects and where possible services provided to the residents of the Town of Bassendean.
7. Not undertake services or functions, which duplicate to the extent considered inappropriate those provided by other tiers of government, the private or non-profit sector.
8. Conduct rolling reviews of services based on a sustainable best value analysis to ensure that services continue to meet community needs as strategic priorities for the Town, are run effectively and efficiently and do not duplicate services provided by other providers.
9. Adopt appropriate industry standards for all services and functions undertaken, benchmark services to the community against other local governments and the private sector to ensure that they are competitive and use resource sharing where efficiencies and/or service delivery improvements can be made.



## Council Policy

10. Ensure that any functions undertaken by local government on behalf of other tiers of government are appropriately funded to meet increasing compliance costs such as industry accreditation. Additionally where the nature of the Function precludes the Local Government from recouping the cost, the Town will make every effort to identify it as cost shifting or an unfunded mandate.
11. Use the Internal audit process and the Australian Business Excellence Framework to identify process improvements.
12. Improve its collection of data on Key Performance Indicators and report on the achievement of financial performance targets through the quarterly reports and Annual Report.
13. Develop an acceptable and sustainable borrowing and debt management program to fund infrastructure needs on an intergenerational basis.
14. Support WALGA efforts to obtain developer contributions for new development infrastructure in a similar fashion as in NSW and Victoria.
15. Support WALGA efforts to claw back rate exemptions to charitable and non-profit organizations and resist any moves to expand the scope of exemptions.
16. Work with the Western Australian Local Government Association and other Local Governments to levy income from Commercial Government Enterprises infrastructure on Local Government land.
17. Ensure the comprehensive induction and ongoing training for Councillors and staff to increase the understanding of sustainability principles and increase financial and asset management skills.

### 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</p>
<p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Last Review Date:</b> 7 July 2009  <b>Version 2</b>   <b>Next Review due by:</b> December 2016</p>

## 6.16 Purchasing Policy

### Objective

This policy:

1. Meets the requirements of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* to establish a framework of operational standards for contracts to purchase goods and services;
2. Sets out the requirements for acceptable forms of quotation, and the recording of documents and information, for contracts to purchase goods and services;
3. Is designed to ensure that the Town receives value for money as a result of its purchasing activities; and
4. Aims to deliver a high level of accountability whilst providing a flexible, efficient and effective and transparent procurement framework.

### Strategy

Staff have developed a procurement manual that provides an effective 'how to' framework for Town of Bassendean contracting for goods and services. Understanding and adhering to the procedures within the manual, will help ensure good purchasing outcomes.

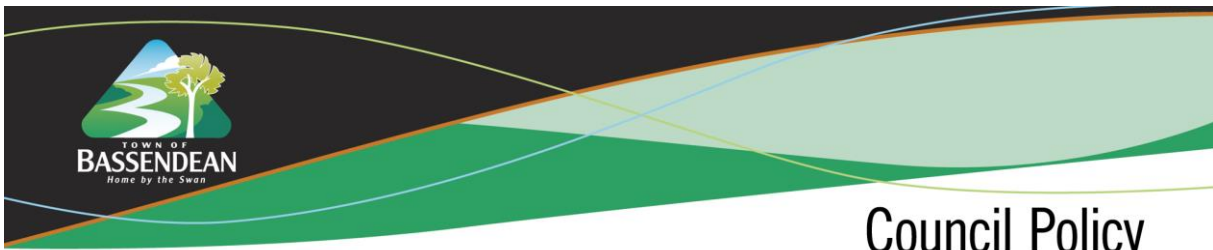
The Manual and associated Council policies provide a purchasing and contracting framework that reflects the principles and arrangements fundamental to efficient and effective purchasing and contracting.

These procedures apply to all methods of procurement, including e-commerce methods.

In undertaking any procurement activity, authorized Council purchasing officers, and any private sector organisations purchasing on the Town's behalf, must understand and comply with the policy requirements outlined in Council policies.

In the event of any inconsistency between these Procedures and Council policies, compliance with the policies takes precedence.





# Council Policy

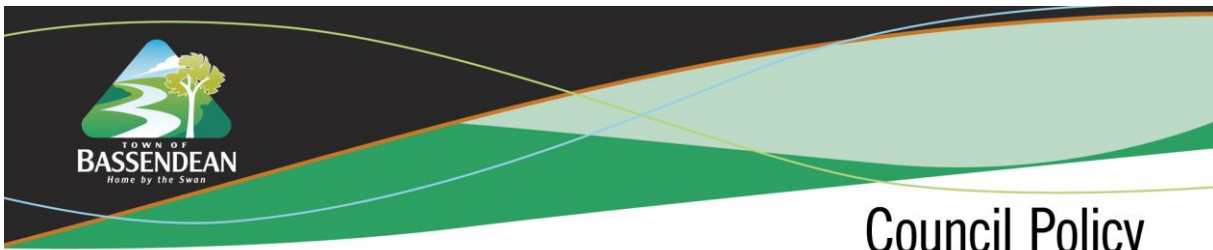
Key outcomes that Council wishes to achieve are:

- ensuring value for money in Town of Bassendean contracting and purchasing;
- ensuring there is transparency in Town of Bassendean contracting and purchasing;
- minimising the risk to the Town of Bassendean from purchasing and contracting through the application of a robust risk management mechanism ensuring that the products and services it purchases are in line with the Town’s objectives for a sustainable future and that can support markets for environmentally preferred products and services, support products with minimum packaging and contribute to improved environmental quality and progress towards sustainability
- Ensure that the purchasing framework promotes the sustainable use of resources and reduce negative impacts.
- To efficiently manage the replacement of the Town of Bassendean’s vehicle fleet

## 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</p>
<p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Last Review Date:</b> 7 July 2009  <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>



### 6.17 Risk Management Policy

#### Objective

To develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects within the Town and to reduce the potential costs of risk through the implementation of an organisation wide risk management framework.

*Reference: Australian and New Zealand standard AS/NZS 4360:2004*

#### Strategy

The Town of Bassendean is committed to managing risk and will do so by maintaining a Risk Management framework in accordance with the Risk Management Standard AS/NZS 4360:2004. The framework will include systems to identify, evaluate, treat, monitor, review and report risks.

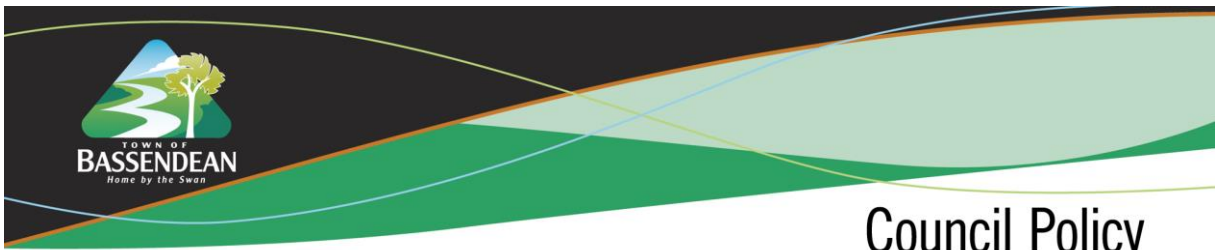
#### Policy Aims

- To implement Risk Management across the Council in accordance with the Standard AS/NZS 4360:2004; and
- To develop a risk management plan which is owned and managed by the Town of Bassendean staff and is aligned to the strategic planning process and the achievement of the Town's vision and values.

#### Policy Scope

This policy covers:

- All activities of the Town from Strategic Planning and Corporate Governance to operational activities and specific projects;
- Employees identifying and assessing potential risks in all areas of responsibility;
- The development of risk mitigation plans and the implementation of risk reduction strategies; and
- Ensuring that potential and existing risks are reported to the Management and allocating of risk management responsibilities to staff.



## Council Policy

The Risk Management Manual covers risk control as well as some risk financing requirements. These guidelines can be applied to various risk/loss exposures, including those relating to:

- The community;
- The workforce;
- Vehicles and plant;
- Buildings and similar property;
- Revenue streams;
- Legal liability;
- Electronically stored information;
- Intellectual property;
- Environmental damage;
- Contractors;
- Fraud; and
- Reputation.

### 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 Operational Services</p>
<p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Last Review Date:</b> 7 July 2009  <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>

## 6.18 Investment Policy

### Objective

To invest funds to ensure the maximisation of returns with due consideration of the associated risks, whilst protecting the initial capital investment and future cash flows.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment.

Investments are to be made in accordance with legislative requirements of the Local Government Act and the associated Regulations.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be undertaken and in a manner that ensures security and safeguard the Town's Investment Portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a yield that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.
- Preference will be given to invest in financial institutions who do not invest in or finance the fossil fuel industry.

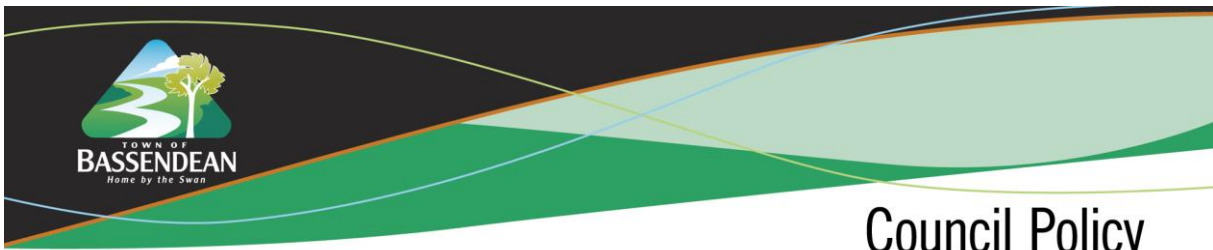
### Legislative Requirements

All investments are to comply with the following:

- Local Government Act (WA) 1995 (As Amended as at November 2015)
- Trustees Act (WA) 1962 (As amended as at the 16 January 2013)
- Local Government (Financial Management) Regulations 1996 (As amended as at June 2013)

### Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer (CEO) in accordance with the Local Government Act 1995.



## Council Policy

(Section 6.14 of the Local Government Act 1995 & Section 19 of the Local Government (Financial Management) Regulations 1996).

### Ethics and Conflicts of Interest

In accordance with the Town's Code of Conduct, Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. All disclosures are to be in accordance with the Town's Code of Conduct.

A local government officer must act with the care, prudence, skill and diligence that a prudent person acting in like capacity under similar circumstances would act.

### Authorised Institution Investments

This policy authorises investment of the Town's funds, including surplus funds, with an Authorised Deposit-taking Institution as defined in the *Banking Act 1959* (Commonwealth) section 5.

Investments are limited in accordance with the requirements of the Local Government Act (Financial Management) Regulations 19C which provides:

#### 19C. Investment of money — Restrictions on Act S6.14(2)(a)

(1) *In this regulation —*

**authorised institution** means —

- (a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
- (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*

**foreign currency** means a currency except the currency of Australia.

(2) *When investing money under section 6.14(1), a local government may not do any of the following —*

- (a) *deposit with an institution except an authorised institution;*
- (b) *deposit for a fixed term of more than 12 months;*
- (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
- (d) *invest in bonds with a term to maturity of more than 3 years;*
- (e) *invest in a foreign currency.*

## Overall Portfolio Limits

To control the Credit quality on the entire portfolio, a global credit framework will apply to limit the percentage of the portfolio exposed to any particular rating category as outlined below.

The maximum available limits in each category are as follows:

<b>S &amp; P Short Term Rating</b>	<b>Direct Investment Maximum %</b>
A-1	100%
A-2	60%

## Counterparty Credit Limit

All investments made on behalf of the Town of Bassendean will comply where applicable, with the credit guidelines based on the S&P ratings for each institution. Exposure to an individual institution will be restricted, where applicable, by their S&P rating so that single entity exposure is limited, as detailed in the table below:

<b>S &amp; P Short Term Rating</b>	<b>Direct Investment Maximum %</b>
A-1	50%
A-2	30%

## Investment Advisor

The Town may appoint an investment advisor who must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended in accordance with the terms and conditions of this policy.

## Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio and maturity date.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

For Audit purposes, certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

## **GLOSSARY OF TERMS**

### **Local Government Act 1995**

Section 6.14 of the Local Government Act 1995 provides that “subject to regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by a local government for any other purpose may be invested in accordance with “Part III of the Trustees Act 1962” (Trustees Act)”

### **Local Government (Financial Management) Regulations 1996**

Regulation 19 of the Local Government (Financial Management) Regulations 1996 states a local government is to “establish and document internal control; procedures to be followed by employees to ensure control over investments”

Regulation 19C provides for the definition of the authorised institution, and the limitation of the investment funds.

Regulation 28 and 49 prescribe the disclosure requirements for investment in the Annual Budget and Annual Financial Report respectively. Additional disclosure requirements are also provided under the Australian Accounting Standards.

As part of the reporting requirement under Regulation 34 Financial Activity Statement Report, each local government is to include in its monthly statement of financial activity any supporting information considered relevant by the local government. This should include a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the investment policy.

### **Preservation of Capital**

Preservation of capital refers to an investment strategy with the primary goal of preventing losses in an investment portfolio’s total value.

### **Prudent Person Rule**

Investments will be managed with the care, diligence and skill that a prudent person will exercise. Delegated Officers are to manage the Investment Portfolio to safeguard the portfolios in accordance with the spirit of this investment policy, and not for speculative purposes.

## Trustees Act 1962

Section 17 of the Trustees Act 1962, states “a trustee may, unless expressly prohibited by the instrument creating the trust -

- (a) invest trust funds in any form of investment; and
- (b) at any time, vary an investment or realise an investment of trust funds and reinvest money resulting from the realisation on any form of investment”.

## INVESTMENT DEFINITIONS

**Authorised institution** means —

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

**Foreign currency** means a currency except the currency of Australia.

*Reference – Local Government Act (Financial Management) Regulations*

### Bonds

Bonds are financial securities issued by the Commonwealth, State or Territory government authorities as a means of raising funds. These securities are restricted to maturity of less than 3 years.

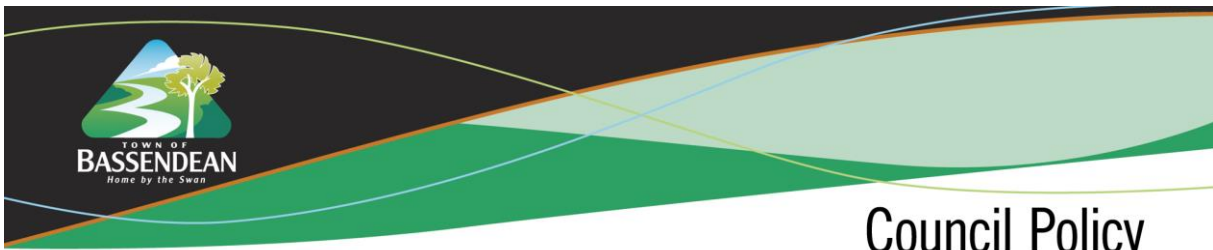
### Security investments

Security investments (also known as ‘negotiable certificates of deposit’ or ‘bills of exchange’ accepted or endorsed by Australian banks) are ‘discount securities’ because they are sold at a discount to their face value. The difference between the purchase price (amount invested) and the face value (amount at maturity) represents the interest earned.

### Term deposit

A Term Deposit is an investment where the interest rate is guaranteed not to change for the whole of the nominated term. It provides the security of knowing that interest income is protected from fluctuations in investment markets.





# Council Policy

## S&P Credit Ratings

S&P stands for Standard and Poors, which is a globally accredited professional organisation that provides analytical services. An S&P credit rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment;
- Nature and provisions of the obligation; and
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganization or other laws affecting creditors' rights.

The issue rating definitions are expressed in terms of default risk.

### *S&P Short Term Credit Rating A-1*

This is the highest short term category used by S&P. The institutions capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

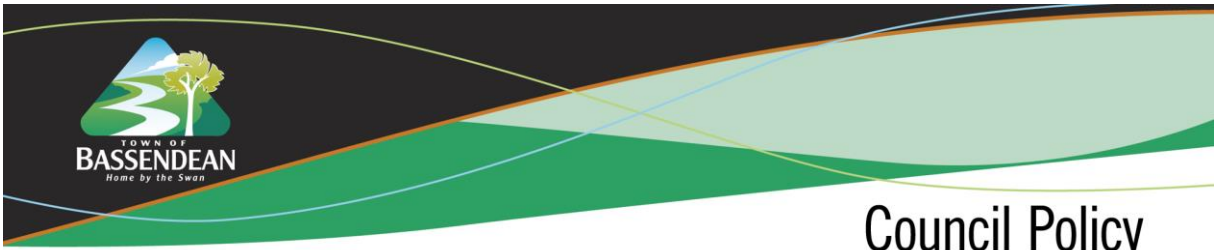
### *S&P Short Term Credit Rating A-2*

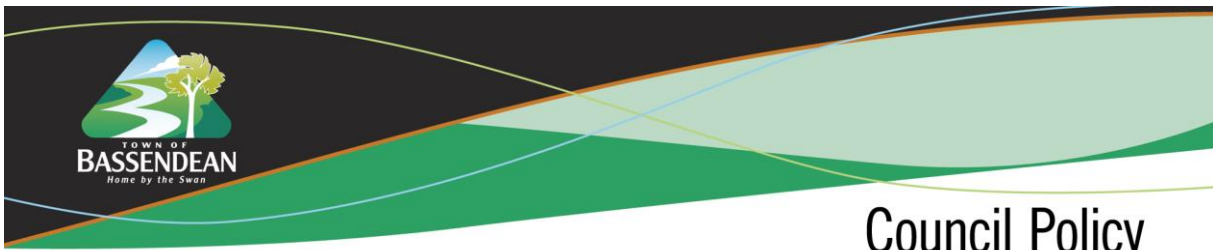
A short term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the institutions capacity to meet its financial commitment on the obligation is satisfactory.

## Application

Responsibility for the implementation of this policy rest with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Policy is to be reviewed every three years or as required in the event of legislative changes.

<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</p> <p><b>Delegated Authority:</b> Director Corporate Services Manager Corporate Services</p> <p><b>Last Review Date:</b> March 2016</p> <p><b>Next Review due by:</b> December 2016</p>
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## Council Policy

### **6.19 Chief Executive Officer and Executive Officers Employment Policy**

#### **Objective**

To establish Executive Officers of the Council under a corporate management structure who can efficiently and effectively carry out their duties on behalf of the Town

#### **Strategy**

##### Chief Executive Officer

The Chief Executive Officer is the chief non-elected executive officer of the Council appointed by Council in accordance with the Local Government Act.

##### Executive Officers

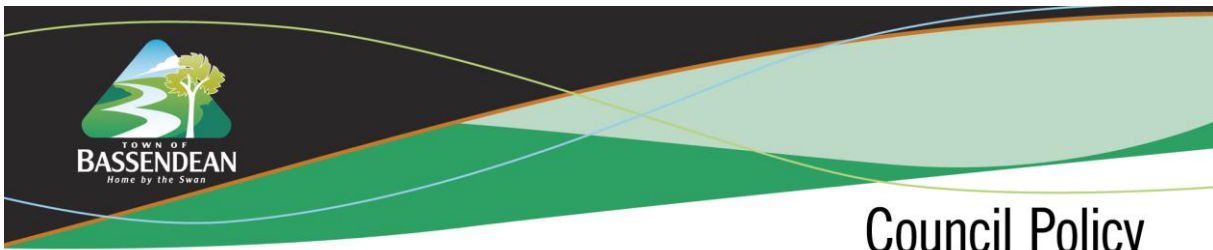
Under the corporate structure other Executive Officers are the Director Operational Services, the Director Community Development and the Chief Executive Officer.

##### Acting Chief Executive Officer

The Council will appoint an Acting Chief Executive Officer to fulfil the duties and exercise the powers of the Chief Executive Officer in periods of annual leave and during periods of unforeseen prolonged absence (exceeding 5 working days) of the Chief Executive Officer. The appointment will be made from the Executive Officers of the Council on a rotational basis.

##### Setting Executive Salaries

It is Council policy that guidelines are provided for the CEO in setting executive salaries to ensure that executive salaries are fair and reasonable, are competitive with local governments of a similar size and complexity and are financially sustainable in the context of the Town's rate base.



## Council Policy

Annual Director salary negotiations are to be entered into by the CEO based on the following framework:

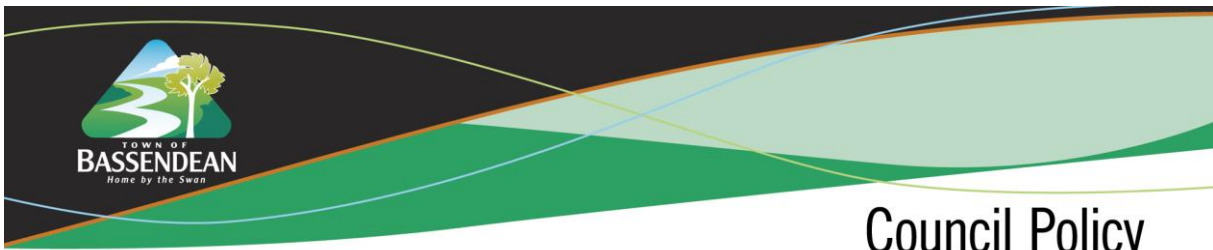
<b>SALARY INCREASE</b>	<b>JUSTIFICATION</b>
Maximum of 6% pa up to a ceiling of 80% of the Salaries and Allowances Tribunal midpoint in the range for CEO's salaries of level 5 Councils.	Any increases over and above the CPI needs to be justified to the CEO's satisfaction on completion of the Director's agreed KPIs and in particular the overall contribution to the Town, acknowledgement of any additional outstanding contributions, comparisons with industry benchmarks with other local governments and advice from WALGA's Workplace Solutions Unit.
CPI Increase	An automatic CPI increase will apply for satisfactory performance over the reporting year. CPI will be calculated on the previous 12 months' figures.
No increase	An increase will not automatically flow in the event of unsatisfactory performance.

### Application

This policy is to be applied by the CEO following the completion of the annual performance review of the Directors.

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 8 November 2009 <b>Version 2</b>
	<b>Next Review due by:</b> December 2016



## Council Policy

### 6.20 Employment Related Benefits with the Town of Bassendean Policy

#### Objective

To establish a policy on the employment benefits provided to employees in accordance with the Enterprise Bargaining Agreements and with regards to the following:

- Superannuation and Salary Sacrifice;
- Education and Study Assistance;
- Employment Training and Development; and
- Use of Council Equipment for private purposes.

#### Strategy

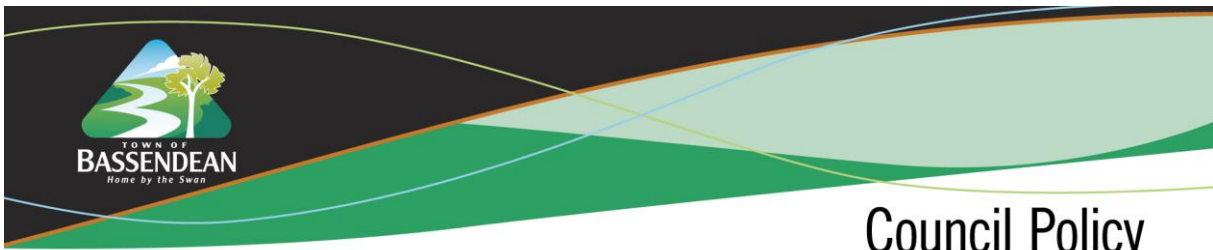
##### 1. Superannuation and Salary Sacrifice

Council will provide employees the option of salary sacrifice of their superannuation and in addition to the Superannuation Guarantee Contribution (SGC), a superannuation co-contribution scheme is accessible to all employees based on the agreed Enterprise Bargaining Agreement but no less than the following table:

Employee Contribution	Employer Contribution	Total (not including SGC)
1%	1%	2%
2%	2%	4%
3%	3%	6%
3.5%	3.5%	7%
4%	4%	8%
4.5%	4.5%	9%
5%	5%	10%

Employees' contributions are unlimited to a superannuation fund of choice.

Procedures have been established to provide guidance to all employees wishing to access the superannuation co-contribution scheme. Employees will be required to adhere to the procedures to qualify for the superannuation scheme contributions.



## Council Policy

### 2. Education and Study Assistance

Council will provide employees with the opportunity to pursue studies relevant to their position and to local government in accordance with the relevant clauses in the Enterprise Bargaining Agreements.

Employees may be assisted to undertake courses of study at tertiary education institutions such as universities, technical colleges, accredited Local Governments and private companies.

The pre-requisites for assistance are:

- That the course(s) complement the Local Government's goals and strategies; and
- Are relevant to the work of the employee.

Procedures have been established to provide guidance to all employees wishing to access the Education and Study Assistance. Employees will be required to adhere to the procedures to qualify for the Education and Study Assistance.

### 3. Employment Training and Development

Council will provide all employees with the opportunity to participate in training and development programs at the Local Government's expense where training/development complements the Town of Bassendean's goals and strategies, and is consistent with the skills identified at the staff development process.

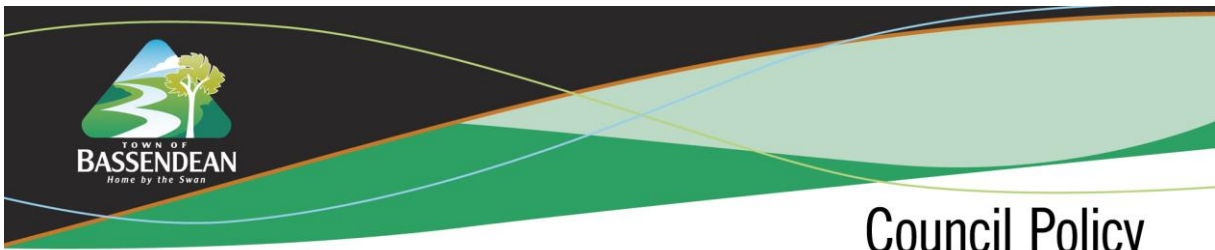
Procedures have been established to provide guidance to all employees on the Town of Bassendean's training and development processes. Employees will be required to adhere to the procedures to qualify to the training and development process.

### 4. Use of Council Equipment for Private Purposes

Employees may only use Council equipment for private purposes on an employee's own residential property for non-commercial and non-routine reasons.

Equipment *excluded* from loan is:

- a) Chainsaws, workshop tools, major plant such as skidsteer loader, four wheel drive loader, trucks, tractors, backhoe and wood chipper, welding equipment, 5KVA generators and above, power tools, other than drills, grinders and cutters.
- b) Equipment that is felt to be unsafe when used by an inexperienced operator.



## Council Policy

- c) Any equipment, the removal of which, will cause disruption to Council's operations.

Equipment loaned must be returned the following working day.

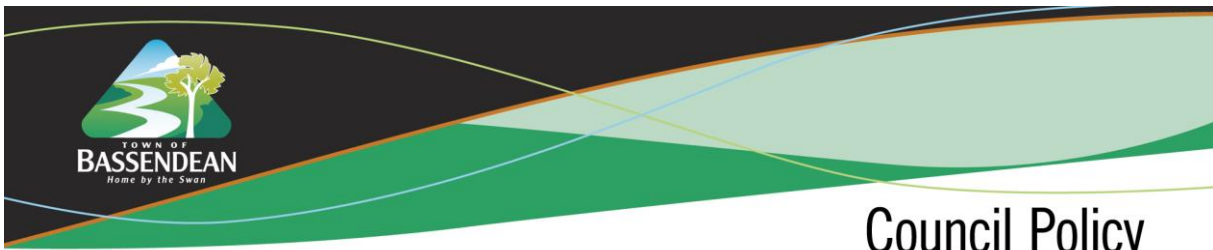
Any costs related to loss or damage to items that are borrowed will be charged to the employee concerned. Employees are to complete a disclaimer form exonerating Council of liability in case of accident with the equipment.

The Depot Manager must approve all borrowing of equipment, or in his absence the Director Operational Services.

### 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>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> 16 June 2012 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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### 6.21 Presentation to Staff Policy

#### 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

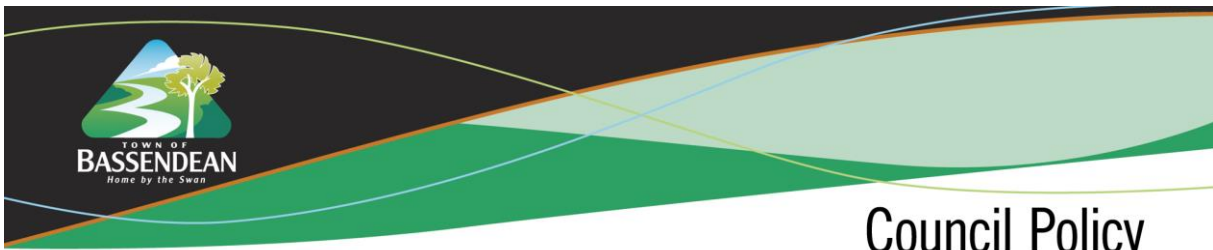
Council authorises a gift to the value of \$200 and a farewell function for employees who retire or resign from the Town of Bassendean after a period of employment of five years or more of continuous service. Where employees have served for ten or more years, the gift authorised is \$350.

##### 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 & Bottle of Wine;
- 15 Years Service - Certificate of Service and \$400 gift/voucher & Bottle of Wine;
- 20 Years Service – Certificate of Service and a gift/voucher (maximum value \$550) & Bottle of Wine; and
- Every 5 years after 20 years – Certificate of Service + gift/voucher (maximum value of \$750) + dinner for two (maximum value of \$200) & Bottle of Wine.

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.

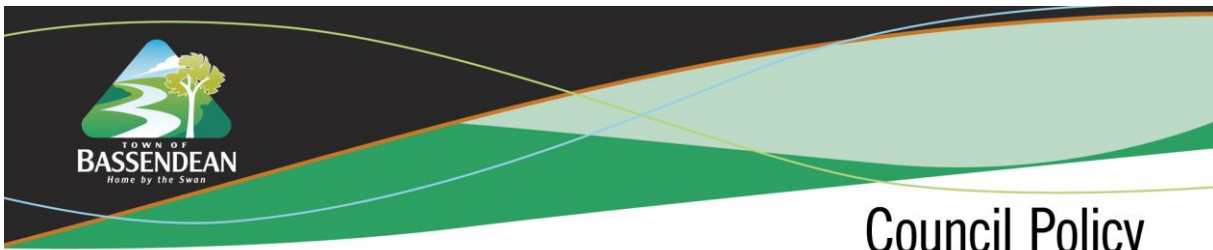
### Local Government Structural Reform

If an employee's position is made redundant as a result of an order given by the Governor in accordance with Section 2.1 of the Local Government Act, that employee shall be entitled to the redundancy entitlements as provided by Schedule 2.1, Clause 11 (4) and (5) of the Local Government Act.

### 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> 8 November 2009 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>



## Council Policy

### 6.22 Councillor Contact with Administration Policy

#### Objective

To enable honest and open communication between the Councillors and the Chief Executive Officer, underpinned by the operational responsibility of the Chief Executive Officer and avoid potential conflict by recognising the respective roles of Councillors and the Chief Executive Officer.

#### Strategy

In line with the separation of roles in the Local Government Act 1995, it is not the role of Councillors to approach employees to discuss operational or other staff matters with them. Councillors are to limit their direct contact to the Chief Executive Officer or the Town's Directors. Any staff concerns should however, be directed to the Chief Executive Officer only.

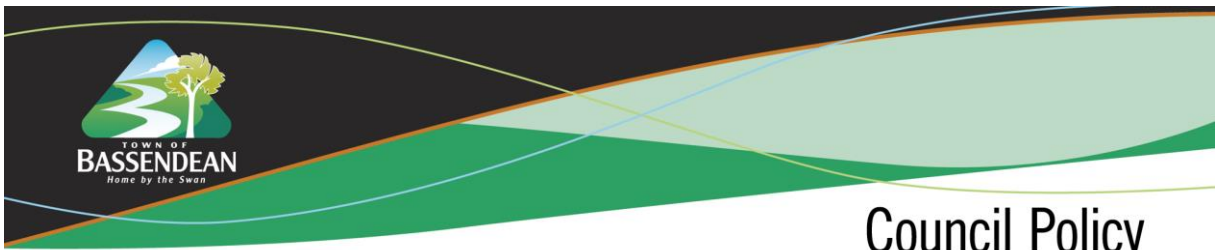
The Chief Executive Officer will liaise with the Mayor on a regular and as needed basis and is also available to Councillors during the day other than when prior commitments make this impossible. Where Councillors have a particular need to see the Chief Executive Officer or a Director then an appointment can be made. The Chief Executive Officer is to ensure that (where appropriate) the emails of Councillors are passed on to other Councillors and the Corporate Management Team.

Other than as mentioned above, employees are not to approach Councillors directly about operational or staff related matters and the Chief Executive Officer is to take steps to ensure that all staff know the correct grievance procedure to follow.

If a Councillor is approached by an employee who wishes to raise a staff matter, then the Councillor should point out that the employee's concerns will be referred to the Chief Executive Officer and the Councillor will as soon as practicable advise the Chief Executive Officer of the matter raised so that the issue may be addressed.

#### Application

Responsibility for the implementation of this policy rest with all Councillors and staff of the Town of Bassendean. The Policy is to be reviewed every three years.



## Council Policy

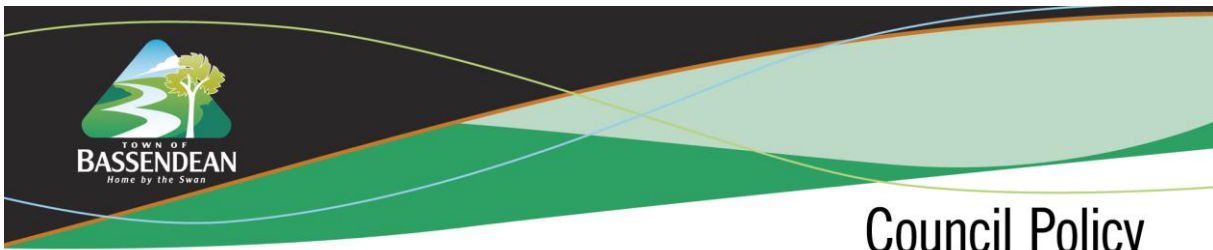
**Policy Type:** Strategic Policy

**Responsible Officer:** Chief Executive Officer and Director Corporate Services

**Link to Strategic Community Plan:** Leadership and Governance

**Last Review Date:** 8 November 2009  
**Version 2**

**Next Review due by:** December 2016



### 6.23 Record Keeping Policy

#### Objectives

To ensure compliance with the requirements of the State Records Act 2000 and the Local Government Act 1995. To ensure recordkeeping is undertaken in a manner that provides for adequate storage and retrieval of information required for the conducting of business, and allows for fast and efficient service of all the organisations' stakeholders.

#### Scope

This policy is relevant to the whole organisation of the Town of Bassendean, including Councillors, those officers in remote locations, and all contractors employed by the Town of Bassendean to fulfil specific business functions.

#### Definitions

**Government records** – are records created or received by a government organisation or a government organisation employee or contractor in the course of work for the organisation.

**Record** – means any record of information however recorded and includes:

- Anything on which there is writing or Braille;
- A map, plan diagram or graph;
- A drawing, pictorial, or graphic work, or photograph;
- Anything on which there are figures, marks, perforations, or symbols  
Having meaning for persons qualified to interpret them;
- Anything from which images, sounds or writing can be reproduced  
With or without the aid of anything else; and
- Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

#### Source:

State Records Act 2000

State Records Commission Standard 1 – Government Recordkeeping.

## Relevant Laws and Publications

- State Records Act 2000;
- Local Government Act 1995;
- State Archives of Western Australia Policies & Standards Manual for Records Management;
- State Records Office of Western Australia General Disposal Authority for Local Government Records;
- AS ISO 15489; and
- Freedom of Information Act 1992.

## Delegation

It is the function of the Chief Executive Officer, under the Local Government Act, to “ensure that records and documents of the local Government are properly kept for the purposes of this Act and any other written law”

The Act also states that “A CEO may delegate to any employee of the Local government the exercise of any of the CEO’s duties under this Act other than this power of delegation”.

Under legislation, the Chief Executive Officer delegates to the Records Management the authority to carry out his function as it relates to recordkeeping, under the Local Government Act, and in line with the requirements of the State Records Act 2000.

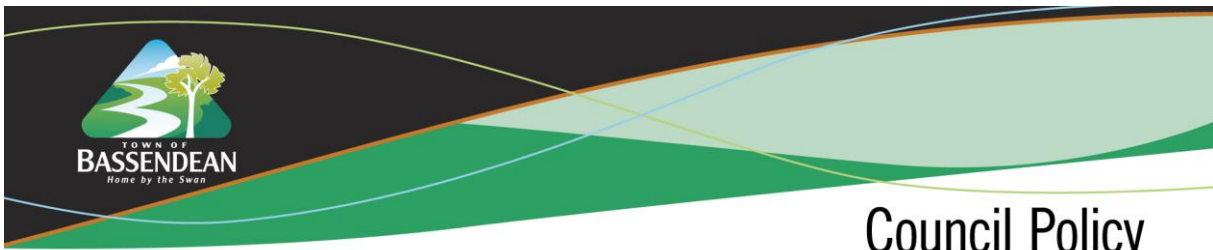
## Asset and Disclosure

All records received by Council employees in the course of business, regardless of format, are considered to be an asset of the Town.

All records received that are an indication of the Town’s business activities must be either registered in the Central records System or sent to Records Management for processing in the appropriate manner

## Capture & Creation

All records received by the Town’s employees are to be registered in the Records Management system I. All records created by officers on behalf of the Town are to be captured at the point of creation regardless of format within the electronic recordkeeping system. No officer, excepting the Records Management staff, will undertake the storage of any record, regardless of perceived importance or content, . No officer, excepting the Records Management staff, will undertake the disposal of any record, regardless of content and perceived importance.



## Council Policy

Disposal will at all times be undertaken in accordance with the requirements of the State Records Office of Western Australia General Disposal Authority for Local Government (1999).

### **Control, Security & Protection**

All files/records are assigned a designated security level at the point of creation subject to their sensitivity and adequately secured and protected from violation, unauthorised access or destruction.

Any file/record checked out from records is to remain within the Town's offices.

No officer may remove files/records from the Town's offices without authority from the CEO

Access to the Town's records will be in accordance with designated and approved access and security classifications.

General Public access to the Town's records will be in accordance with the Local Government Act 1995 and the Freedom of Information Act 1992.

### **Appraisal, Retention and Disposal of Records**

All records maintained by the Town of Bassendean are to be disposed of in accordance with the State Records Office's General Disposal Authority (GDA) for Local Government Records.

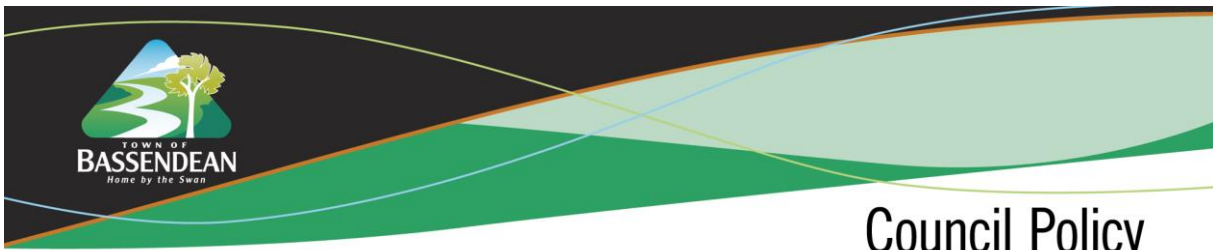
All records retained for more than 20 years and Retain Permanent State Records with exception of Human Resources are stored in acid free boxes and are to be stored in the Town's approved off site storage facility.

All temporary records retained for less than 20 years are to be stored in years of destruction in acid free boxes within the Town's on site archive facility and destroyed at the end of the destruction year.

### **Roles and Responsibilities**

#### **Chief Executive Officer:**

The Chief Executive Officer is to ensure that there is a system for the maintenance and management of records that is compliant with relevant legislation, including but not limited to State Records Act 2000, this Policy and Best Practice Standards.



# Council Policy

## Directors and Managers:

Directors and Managers have a responsibility to ensure all new employees are inducted and trained as to their record keeping responsibilities. They must ensure records created under their control and direction is recorded in the Town’s corporate record keeping systems.

## All Employees and Contractors:

All employees, including contractors to the Town, are to create, collect and retain records relating to the business activities they perform. They are to identify records, ensuring records are captured into the record keeping system and that all records are handled in a manner commensurate with statutory requirements and the Town’s policies and procedures for record keeping.

## Elected Members:

Elected members **must** create and keep records of communications or transactions, which convey information relating to the Town of Bassendean’s functions. These records should be forwarded to the Chief Executive Officer for capture into the official recordkeeping system.

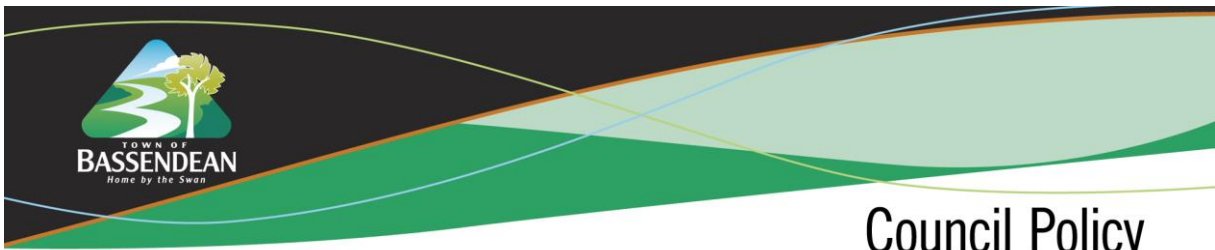
The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the:

*"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."* This policy applies regardless of a record's format or where it was received.

See table below for definitions of Elected Member Records.

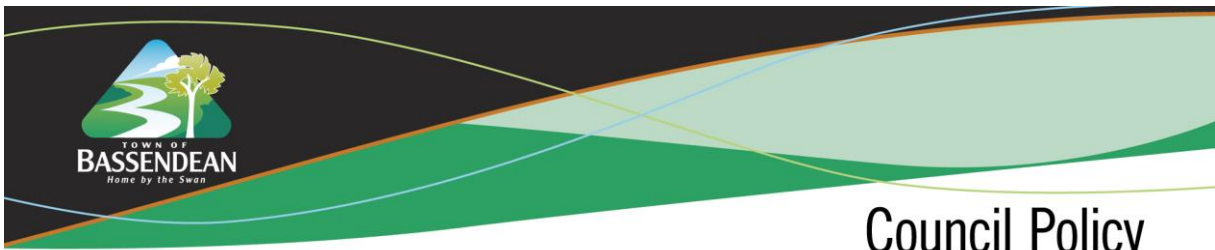
## Which records should be captured?

Yes – Forward to Chief Executive Officer: Communication from Ratepayers	No – Do not forward to Chief Executive Officer
<b>Such as:</b> <ul style="list-style-type: none"> <li>• Complaints &amp; compliments;</li> <li>• Correspondence concerning corporate matters;</li> <li>• Submissions, petitions &amp; lobbying;</li> <li>• Information for Council’s interest relating to local government business activity &amp; functions.</li> </ul>	Duplicate copies – of Council Meeting agenda, minutes & papers.  Draft documents or working papers -which are already captured by records management
<b>Telephone, meetings &amp; other verbal Conversations</b> – between an elected member and another party, regarding Town of Bassendean projects or business activities.	Publications – such as newsletters circulars and journals.
<b>Work diaries</b> – containing information that may be significant to the conduct of the elected member on behalf of the Town of Bassendean.	Invitations – to community events where an elected member is <u>not</u> representing Council or the Town of Bassendean.



<p><b>Presentations and Speeches</b></p> <p>Delivered as part of an elected members' official duties.</p>	<p>Telephone, meetings &amp; other verbal conversations which: convey routine information only: or do not relate to the Town of Bassendean's business or functions</p>
	<p>Electioneering – or party political information.</p>
	<p>Personal records – not related to an elected members' official duties.</p>





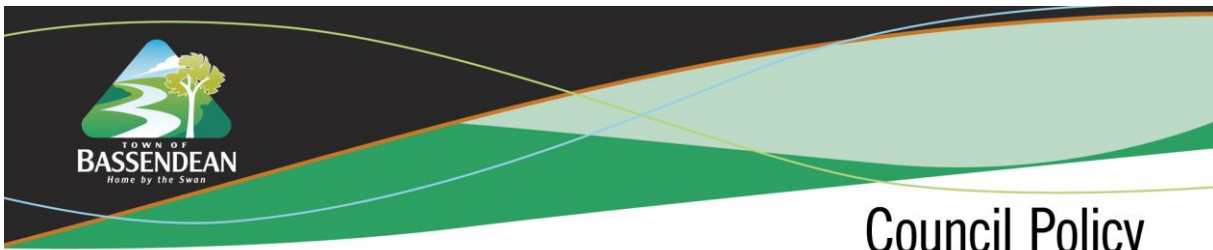
## Council Policy

**Destruction of Records:** all records are to be returned to the Town of Bassendean for authorised and legal destruction.

### Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 8 November 2009 <b>Version 2</b>
	<b>Next Review due by:</b> December 2016



### 6.24 Asset Management Policy

#### Objective

The Policy provides clear direction in the provision and management of all Council's assets. It seeks to ensure that assets support Council's strategic vision and objectives, deliver sustainable service outcomes and are provided at appropriate levels of service for present and future stakeholders.

#### Strategy

Council recognises the strategic importance of maintaining and replacing assets in a sustainable manner in order to achieve our vision as a highly accessible, cohesive, vibrant and diverse community within a high quality built and natural environment.

In order to achieve the vision within the Strategic Community Plan, the Town will provide and manage assets that support the delivery of services inline with its Strategic Vision (Strategic Community Plan). Through a commitment to continuous improvement in its organisational asset management, the Town will develop and implement a Vision, a Strategy and Plans.

The Town will manage its assets in a whole-of-life and economically, environmentally, culturally and socially sustainable manner.

Asset management decisions will consider other key Town policies and priority will be given to existing assets and services to ensure that the Town's existing assets are maintained in order to maximise the whole-of-life opportunity before embarking on additional or expanded services or the acquisition of new assets.

#### SCOPE

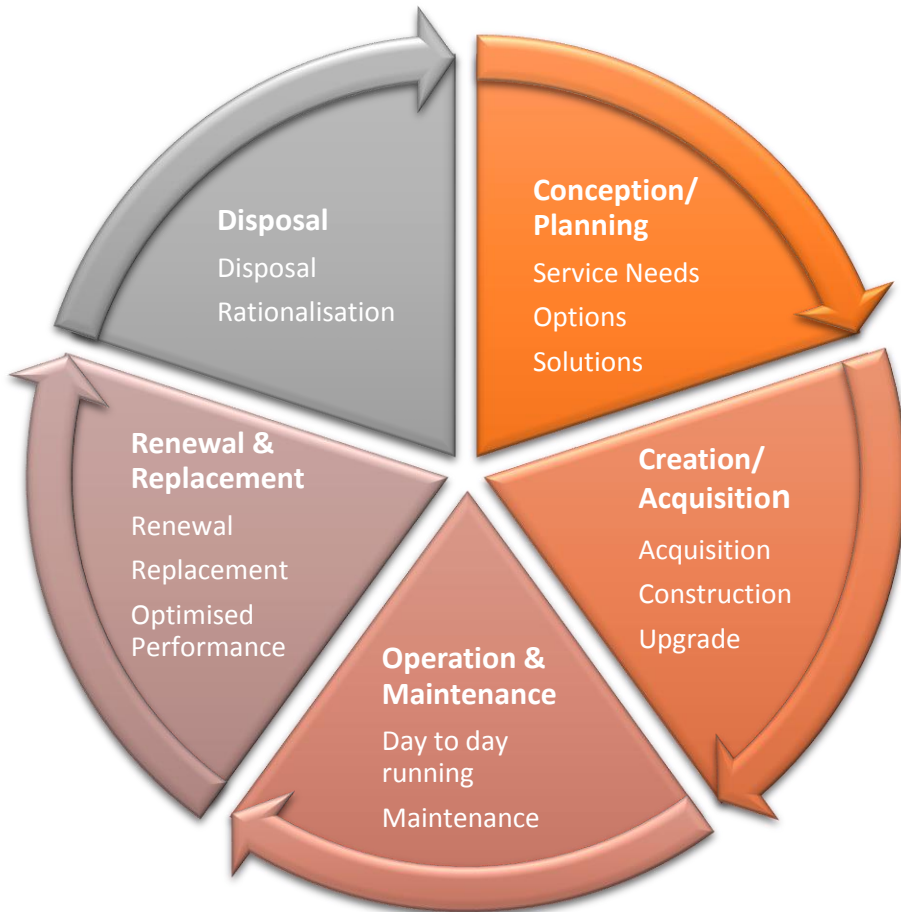
The Town considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

- Property;
- Recreation;
- Transport;
- Plant & Equipment; and
- Information Technology.

This Policy applies to all assets which are required to be managed by the Town, where their components have a useful life of more than one year and a replacement cost greater than \$5,000.

## ASSET LIFE CYCLE (Whole of Life)

For clarity, the following describes the Town’s definition of its Assets’ Lifecycles. Lifecycle asset management involves the decisions made at each stage of an asset’s life, from conception to disposal. The decisions made at one stage may affect the asset’s performance and cost in others.



### Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Policy Owner:</b> Director Operational Services</p> <p><b>First Adopted:</b> OCM-27/06/05</p> <p><b>Last Reviewed:</b> March 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 6.25 Councillors' Contact with Developers

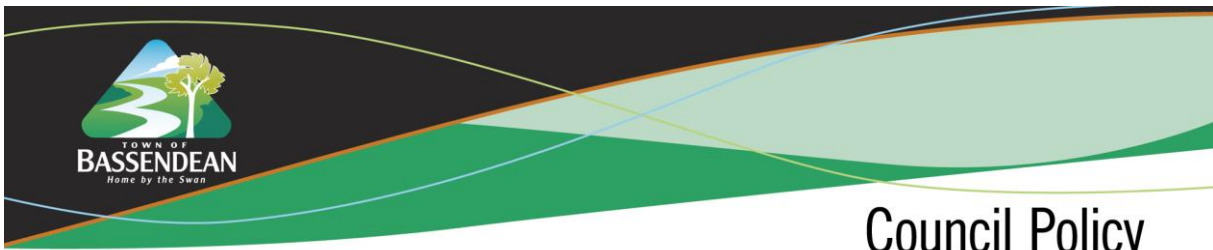
### Objective

This Policy provides guidance on the recording of prescribed contact between Council Members and developers

### Strategy

The role of Council in Town Planning is a vital one and the community and applicants should expect the highest standards of objectivity and transparency from all Councillors when dealing with development applications. The Department of Local Government and Communities provides a Guideline to Councillors with respect to their dealings with developers and it is expected that all councillors will familiarise themselves with this document. The following expectations of Councillors' behaviour in support of this policy have been extracted from that Guideline:

- *Any involvement that an elected member has with a development application during its assessment has the potential to damage the integrity of the final determination. It is therefore important that elected members refrain from public comments that could be construed as support or opposition of an application. Similarly, during the public comment period of a development application, elected members should not be seen to be trying to influence the public by commenting on the application or signing petitions.*
- *Lobbying on the merits and benefits of a proposal are all part of the healthy democratic process. However, problems arise when an elected member is lobbied to consider factors other than the relevant factors they should appropriately consider when determining the application as a decision-maker. Elected members need to understand the difference between appropriate and inappropriate lobbying and the risks associated if they fail to resist inappropriate lobbying.*
- *Elected members must not, when lobbied, commit their vote on the proposal. Members may offer support or otherwise but as decision-makers they are obliged to consider all relevant facts, including the debate at the meeting, prior to making their decision. Elected members who commit their vote may be faced with claims of perceived bias.*
- *The occasion may arise when two or more elected members are approached by a developer or applicant to meet in an informal manner to discuss the proposal and gauge their reaction to certain aspects of the development. Such meetings risk the independence of those elected members as impartial decision-makers and can lead to the developer or applicant adopting the view that what was agreed at the meeting had the approval of council. Modifications "agreed" to at*



## Council Policy

*such meetings can form part of the process for determining the application thus allowing for the impartiality of the elected members at the meeting to be questioned and hence the integrity of the final determination of council to be challenged. Information gained by the elected members at such meetings should be made available to the professional staff and other members as soon as practicable. To use such information in a way designed to compromise the debate or contradict staff reports would be improper and could jeopardise the eventual decision.*

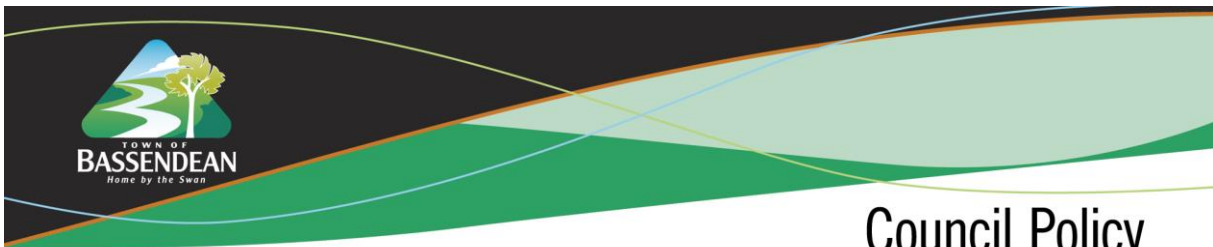
- *Elected members may wish to attend meetings between professional staff and developers. Attendance by members at such meetings could be considered highly inappropriate and entail an improper incursion by the elected members into the role of the Chief Executive Officer (CEO) and his or her professional staff. Approval of elected members attending such meetings needs to be at the discretion of the CEO as the CEO is best placed to determine whether their attendance compromises his or her legislative role of providing advice and information to council.*
- *Elected members should refuse an invitation they receive from developers to attend meetings between professional staff and the developer. Although the developer may suggest that it is an opportunity for them to see what the issues are and they may say little or nothing, the mere presence of an elected member puts implied pressure on staff and otherwise inhibits a free and frank discussion with the developer. The presence of elected members at such meetings may raise expectations on the part of the developer for approval and result in unnecessary later conflicts.*
- *The integrity of a local government will be improved where the role of the professional staff in assessing an application is clearly separated from the council's role of determining the application.*

(Source: Local Government Operational Guidelines No. 12 – Elected Members' Relationship with Developers).

## Definitions

**Contact:** Means any communication or conversation between a Council Member and Developer, regardless of whether it is foreseen, planned, solicited or reciprocated, and includes but is not limited to the following methods of communication – telephone, electronic mail (e-mail), short message service (SMS), multimedia messaging service (MMS), web-based networking platform, written mail, face-to-face and the like.

**Developer:** Means an individual, body corporate or company engaged in a business that:



## Council Policy

- (a) regularly involves the making of relevant planning applications in connection with the residential or commercial development of land, with the ultimate purpose of the sale or lease of the land for profit; and
- (b) includes any consultant, lobbyist, advisor, agent, representative or person closely associated with a Developer and who is appointed to promote or advocate for the Developer's interests or proposal.

(Derived from: *Election Funding, Expenditure and Disclosures Act 1981 (NSW)*, s.96GB)

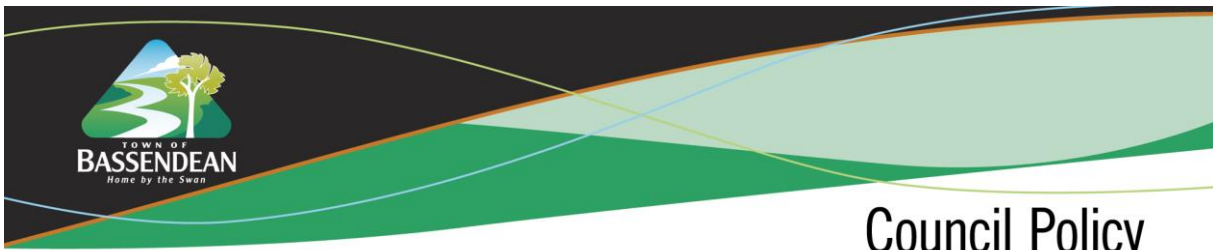
**Exempt Contact:** Means any contact which:

- (i) is in the form of a public statement made at a Council Forum, Council Briefing or Council Meeting; or
- (ii) does not involve the Council Member engaging in any discussion or communication with the developer on the planning or development proposal.

**Planning or Development Proposal:** Means and includes:

- (i) a proposed Local Planning Policy or amendment to a Local Planning Policy under the Town's operative Town Planning Scheme;
- (ii) a proposed amendment to the Town's operative Town Planning Scheme;
- (iii) an application under the Town's operative Town Planning Scheme or the Metropolitan Region Scheme for approval of the use or development of land and which is currently before or at the time of contact known to require determination by Council or the Joint Development Assessment Panel.

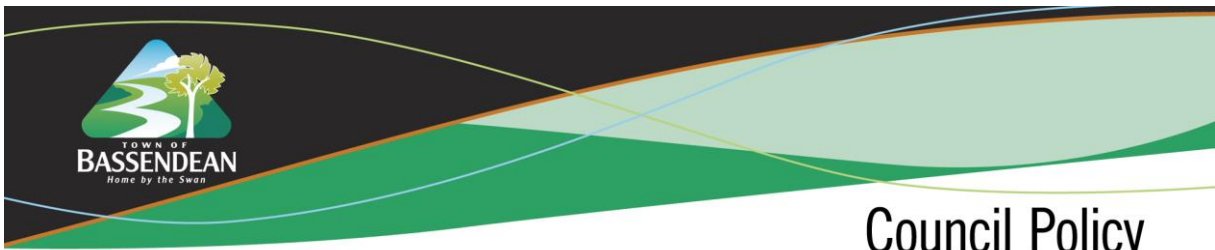
**Prescribed Contact:** Means any contact relating to a planning or development proposal, excluding any exempt contact.



# Council Policy

## Scope

1. Subject to clause 2 below, Council Members shall:
  - (a) In writing, record every instance of Prescribed Contact with a developer by noting the:
    - Developer's name
    - Date and time of contact
    - Type of contact
    - Property or properties within the Town of Bassendean to which the contact related
    - Nature of the issue covered in the contact
    - Council Member response
  - (b) Subject to sub-clause (c) below, not more than 7 days after contact with the Developer, provide to the Town's Chief Executive Officer the details referred to in sub-clause (a) above.
  - (c) Where the Prescribed Contact occurs with a Council Member while he/she is on Approved Leave of Absence, then that Council Member shall provide the information referred to in sub-clause (a) above to the Town's Chief Executive Officer within 7 days of the last day of their Approved Leave of Absence.
  - (d) Where Prescribed Contact occurs in the form of a group email or other correspondence to all Council Members, then the Office of the Mayor shall provide a copy of the same to the Chief Executive Officer for the purpose of compliance with clauses 2 and 3 below.
2. This Policy does not require Council Members to record contact defined as Exempt Contact. Notwithstanding, all written communication to and from Council Members relating to Council business is deemed to be a corporate record which may be accessible under the *Local Government Act 1995* and *Freedom of Information Act 1992*.
3. The Chief Executive Officer shall create and thereafter maintain a register of all Council Member contact with Developers, incorporating the details referred to in sub-clauses 1(a) and (d) above. Such register shall be made publicly available in an electronic format on the Town's website.
4. The Chief Executive Officer shall ensure the public register referred to in 3 above is updated on a monthly basis.



## Application

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

*(The Town acknowledges the use of content from the policy developed by the City of Vincent.)*

<b>Policy Type:</b> Strategic Policy <b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Responsible Officer:</b> Chief Executive Officer a <b>Last Review Date:</b> <b>Version 1</b> <b>Next Review due by:</b> December 2016
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