

ATTACHMENTS
BRIEFINGS SESSION AGENDA
8 OCTOBER 2019

Attachment No. 1:

- Community Benefit Sponsorship and Grants Sponsorship Application Form – Carols at the Oval;
- Grants Assessment Panel Report; and
- Community Benefit Sponsorship and Grants Guidelines 2019-2020.

Attachment No. 2:

CEO's 6 month highlights report

ATTACHMENT NO. 1



Community Benefit Sponsorship and Grant Guidelines

APPLICATION FORM

Round Timelines 2019-2020

Confirmation of Eligibility

This section of the application form is designed to help you, and the Town, understand if you are eligible for this funding opportunity.

Applicants, please note that prior to completing this application form, please ensure you have complied with the following:

- Discussed your project with the Recreation and Culture Team at the Town of Bassendean on 9377 8000 / sponsorshipandgrants@bassendean.wa.gov.au
- Read the **Community Benefit Sponsorship and Grant Guidelines** which are available [on the Town's website](#)
- Incomplete applications will not be considered.

I confirm that (Please tick)

- I have read and understood the funding guidelines;
- I'm a Group or Organisation as defined in the funding guidelines;
- I'm able to demonstrate the full cost of the proposal including own contribution and other funding sources.
- I have evidence of having obtained the relevant licences and insurances if applicable.
- I can submit the proposal within the advertised funding round and by the specified closing date.
- I can submit the proposal on the specified form and in accordance with published requirements and guidelines.

In addition, I confirm that I am not (Please tick)

- Representing the Commonwealth/State/Local or any Government Agency.
- An employee or immediate family members of employees.
- An applicant with outstanding debts to the Town of Bassendean.
- An applicant that has failed to provide satisfactory acquittal reporting for any previous Town of Bassendean approved sponsorship or grant.
- Lodging a proposal for a sponsorship or grant for an event or initiative outside of the Town of Bassendean local government area.

Applicant Details

| | |
|---|---|
| Event/Activity Name: | "Carols at the Oval" – Carols by Candlelight event |
| Name of Group//individual: | Bassendean Church of Christ |
| ABN: <i>(If no ABN, please complete "Statement by Supplier")</i> | 402 1167 0592 |
| Address: | 4 Ivanhoe Street Bassendean WA 6054 |
| Postal Address: | (As above) |
| Name of Contact Person: <i>(Must be over 18 years of age)</i> | Kerry Jacques |
| Position of Contact Person: | Administration |
| Daytime contact number: | 0437 056 879 |
| E-Mail: | admin@bassochurch.org.au |

| | Yes | No |
|---|-------------------------------------|-------------------------------------|
| Has the applicant applied for other funding from the Town of Bassendean or any other Funding Body for this project? | | |
| If yes: | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Name of funding body | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Amount | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Date application made here | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is the Applicant registered for GST? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is the Applicant Group Incorporated? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Does the Applicant Group have current public liability insurance (minimum of \$20,000,000)? Certificate attached. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Does the proposed event/activity require approval by the Town of Bassendean? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Does the proposed event/activity require ongoing funding from the Town of Bassendean? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Please indicate the Funding Round that you are applying for:

1. (Please refer to the table in 6. Funding Round Timelines 2019-2020 pg.3)

| Transitional Round | Please tick | Round Two | Please tick | Round Three | Please tick | Round Four | Please tick |
|---|-------------|--|-------------|---|-------------|---|-------------|
| For events or initiatives up to \$2,000 between 1 October 2019 – 31 December 2019 | ✓ | For events or initiatives up to \$2,000 between 1 January 2020 – 31 March 2020 | | For events or initiatives up to \$2,000 between 1 April 2020 – 30 June 2020 | | For events or initiatives up to \$2,000 between 1 July 2020 – 30 September 2020 | |

Brief background of organisation (Purpose, how long in operation, etc.):

The Bassendean Church of Christ has been a part of the community at Bassendean for over 100 years (since 1913). We are a protestant church that serves the community around us. To that end, we have a number of community-based activities running each week, including our Community Craft mornings, “The Carpenter Workshop” for men, Youth Groups, Sunday Schools, a Playgroup, and young mum’s support group. We also hold two major events annually, our Easter Fair event, and “Carols at the Oval”, a Carols by Candlelight event that has been run by our church with support from the Town of Bassendean, for the past 30 years, for the Bassendean community.

How have you identified the need for this event or initiative? (Community survey, current issue, current need in the community, etc.)

The Bassendean Church of Christ has been organising and running a Carols by Candlelight event for the community of Bassendean for 30 years. The inaugural event was held in December 1989, at Success Hill Reserve. The Carols event has always enjoyed the support of the Town of Bassendean, through direct funding, or the provision of support services.

The Carols event has been strongly supported by the local community, with good attendances over the years. Increasing attendances meant that we eventually outgrew the location at Success Hill Reserve, and in 2016, we made the decision to move the Carols to the iconic Steel Blue Oval, in the heart of Bassendean. This was the start of “Carols at the Oval”, a uniquely “Bassendean” Carols event.

Thirty years ago, we saw a need for a community Carols by Candlelight event in Bassendean, to bring the community together at Christmas time. The growing attendance of this event over the years is evidence for the ongoing community support, and need for the Carols at the Oval event.

Event / Initiative Description – Date/Time/Location *(Description of overall project)*

Carols at the Oval – Steel Blue Oval, Bassendean.

Sunday 15th December 2019. Gates open at 5pm, event starts at 7pm, finishing around 8.30pm. Entry is free.

The concept behind Carols at the Oval is to provide a family-friendly Carols by Candlelight event for the community. We encourage people to arrive early, and to enjoy a picnic on the lawns of the Steel Blue Oval. People can bring their own food, purchase from local food providers, or at the Food Trucks available onsite. We provide and encourage lawn games/activities before the event, to engage that family/community feeling.

During the event, we include performances by local Primary Schools, and offer a mix of popular and traditional Carols to sing together during the night.

Assessment Criteria

Applications for funding are to address the following assessment criteria **only where relevant or applicable. Please provide a brief comment only.**

Sustainability Principles *(Evidence of how the proposal addresses or achieve the One Planet Living*

The Carols at the Oval event links in to the One Planet Principles, by encouraging the community to come together in a shared experience. It promotes “health and happiness” by providing a range of active lawn games before the event, and engaging everyone in a time of communal singing.

This event has a distinctly “Bassendean” feel to it, with the event name, “Carols at the Oval” linking to the iconic Steel Blue Oval – a way of nurturing our local identity.

And we aim to follow the sustainability principles endorsed by TOB, by ensuring no single-use plastics are used by vendors/organisers of the event, and that appropriate ‘waste stations’ are established at the event.

principles <https://www.bioregional.com/one-planet-living>.)

Cultural Outcomes *(Extent to which the proposal will celebrate the cultural diversity and alignment to the Town's Arts and Cultural Plan 2019-2023 (include hyperlink). Proposal including a detailed plan for addressing cultural recognition will be viewed favourably)*

Christmas is a holiday time that brings the community together, and nothing is more "Christmassy" than singing carols by candlelight.

When considering the idea of Cultural "Belonging", we start to identify the value of honoring the heritage and traditions around Christmas; and how it is celebrated within the community. This is a favourite holiday time for the community in general, and with its traditional roots in Christianity, we see ourselves ideally placed as a Christian church, to present this event, honouring the heritage of Christmas for our community.

By holding the event at the iconic Steel Blue Oval, we bring our Carols into the heart of Bassendean, making an otherwise ubiquitous "Carols by Candlelight" event unique to our community, and engaging a sense of pride in Bassendean.

One of our aims for Carols at the Oval is to create an atmosphere of 'family' and 'community', by encouraging a shared experience before the event through picnicking on the Oval lawns, and lawn games for people to join in. By encouraging audience participation in carol singing, the community share an experience outside of the norm, a 'coming together' in the joy and wonder of Christmas time. All of this adds aesthetic enrichment to our diverse community.

The Carols programme aims not only to entertain, but to offer cultural insight into the Christian heritage of Christmas time. Christmas celebrations are sometimes criticised as being geared towards consumerism. We offer the opportunity to reflect on the traditional meaning of Christmas, and give people a space to wind down from the busyness of the season.

We are proud of having the engagement of local primary schools in the Carols programme. Two local schools have performed for a number of years at the Carols, allowing younger members of our community to display their talents, and engage meaningfully with the wider community.

All in all, we aim to create an event that welcomes and brings our whole community together, in a joyful celebration of Christmas time.

Social Outcomes *(The extent to which the proposal will provide opportunities for the local or greater community to connectedness and social inclusion)*

Our Carols programme seeks to include local performers where possible. Two of our local schools have been part of the Carols event for a number of years, and have expressed their excitement to showcase their choirs to the wider Bassendean community. The Combined Districts Concert Band has been an integral part of our Carols programme, drawing in youth from the local and surrounding communities.

We also look to engage a number of local food vendors at our event, by inviting vendors who frequent the Old Perth Road Bassendean Markets to provide food options at Carols.

An essential element of our Carols event is the support from our sponsors. In addition to the support received over the last 30 years from the Town of Bassendean, we have had many local businesses and individuals sponsor the Carols event. In recent years, Hawaiian Bassendean has joined us as a major sponsor of Carols, as this event links in with their desire to encourage community within Bassendean.

The scale of the event draws in support from many local organisations. The Bassendean State Emergency Services has been involved with our Carols event over the past 30 years, which helps raise local awareness of the great work they do. The local Youth Services and Swan Districts Football Club lend their involvement, through use of power, chairs, and footballs for the community to use before the event. The coming together of local groups in support of this event encourages community.

We offer Carols as a free event to the community, and disability access/services, to ensure no one is deprived of an opportunity to join in.

Civic Outcomes *(The extent to which the proposal will provide and promote experiences that are unique to the Town)*

By holding the event at the iconic Steel Blue Oval, we bring our Carols into the heart of Bassendean, making an otherwise ubiquitous "Carols by Candlelight" event unique to our community, and engaging a sense of pride in Bassendean.

Place Outcomes *(The extent to which the proposal will activate private or public spaces with vibrant activity)*

The Carols event makes good use of the Steel Blue Oval -- a place the community is used to sitting on the outside of as they watch the weekend football games. At Carols, they can enjoy a picnic on the Oval lawns, and kick a footy with others around them, before the official Carols programme commences.

Economic Outcomes *(The extent to which the proposal will stimulate the local economy and provide opportunities for local business to leverage the event)*

The Carols advertising encourages people to arrive early for a picnic on the Oval lawns. This encourages people to purchase food from local food providers in the area. We also invite food vendors who frequent the Old Perth Road Bassendean Markets to provide food options at Carols for people to purchase.

Sponsorship support of the Carols provides local businesses with the opportunity to financially support the Carols, and advertise their business at the event.

Safety Outcomes *(Submission of a risk assessment plan and evidence of the patron and community safety strategies that will be implemented. Every sponsorship or grant proposal is to include a detailed risk management plan)*

Please see attached Risk Assessment Plan.

As part of our planning process, we ensure the local Police and Town Rangers are aware of the event. We also have the SES controlling traffic movement and parking, and have two St Johns Ambulance event officers on site throughout the event.

The event is advertised as smoke-free, pet-free and alcohol-free.

Organisational Competency *(Evidence of, including a detailed implementation plan and budget, of the applicant's demonstrated capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal)*

Bassendean Church of Christ has planned and coordinated this event since 1989. Over this time we have worked with the Town of Bassendean to make sure we meet the appropriate regulations and expectations for an event of this size (2,000-3,000 in attendance).

Please see the proposed budget over the page.

Budget Details (GST Exclusive)

| INCOME | BUDGET (\$) | ACTUAL (\$) |
|---|--------------------|--------------------|
| Community Grant requested from Town of Bassendean | 2,000 | |
| Event Sponsors | 6,000 | |
| Food Vendor Attendance Fees | 200 | |
| Candle/Glowstick sales | 1,000 | |
| Sub-total | 9,200 | |
| IN KIND | | |
| Programmes (800, 20 page programmes) | 800 | |
| Event coordinators time (@ \$30/hr) | 3,000 | |
| Volunteers to set up (@ \$20/hr; 25 people) | 3,000 | |
| Volunteers to distribute flyers (@ \$20/hr) | 1,600 | |
| Volunteers setting up road signs (@\$20/hr) | 200 | |
| Choir coordinators time (@ \$30/hr) | 350 | |
| Performance volunteers (separate from guest artists) | | |
| Choirs (@ \$20/hr; 20 people) | 2,400 | |
| Puppets (@ \$20/hr; 3 people) | 600 | |
| Sub-Total | 11,950 | |
| Total Income | 21,150 | |
| EXPENDITURE | | |
| BUDGET (\$) | | ACTUAL (\$) |
| Performance Fees (Band/individual performers) | 2,650 | |
| Sound and Lighting | 3,600 | |
| Staging | 820 | |
| Toilet Hire (Nature Calls – 6 unisex, 1 disabled) | 960 | |
| Chair Hire | 200 | |
| Bin Hire (6 recycle bins for waste station) | 140 | |
| Candles/Glow Sticks | 800 | |
| Vincent Signs (update road signs) | 50 | |
| Production of fliers (10,000 fliers) | 460 | |
| State Emergency Services – donation for attendance | 500 | |
| St John Ambulance – attendance fee | 170 | |
| Sub-total | 10,350 | |
| IN KIND | | |
| Programmes (800, 20 page programmes) | 800 | |
| Event coordinators time (@ \$30/hr) | 3,000 | |
| Volunteers to set up (@ \$20/hr; 25 people) | 3,000 | |
| Volunteers to distribute flyers (@ \$20/hr) | 1,600 | |
| Volunteers setting up road signs (@\$20/hr) | 200 | |
| Choir coordinators time (@ \$30/hr) | 350 | |
| Performance volunteers (separate from guest artists) | | |
| Choirs (@ \$20/hr; 20 people) | 2,400 | |
| Puppets (@ \$20/hr; 3 people) | 600 | |
| Sub-Total | 11,950 | |
| Total Expenditure | 22,300 | |
| (Shortfall met by Bassendean Church of Christ) | Shortfall | \$1,150 |

Supporting Documents

Please attach all supporting documents in order for your grant application to be assessed, including:

- Most recent 12 month financial statements (income and expenditure and balance sheet) – **Please see attached income/expense figures for the 2018 Carols event.**
- If applicable, business plan or organisation’s minutes supporting the event – **Attached.**
- Auspice form/letter if not an incorporated body

Canvassing of Elected Members

If prior to the determination of funding by Council, an applicant (or any agent) canvasses any Elected Member of the Town of Bassendean, or attempts to provide additional information, either directly or indirectly, on any matter relating to the sponsorship or grant to an Elected Member, the person/organisation may be disqualified and the sponsorship or grant excluded from being considered for approval.

In the event supplementary information is requested to be provided to Elected Members, please contact you’re the Recreation and Culture Business Unit to directly to disseminate this.

I agree to these terms YES NO

Disability Access and Inclusion

Access and inclusion is about ensuring that all public services are available to all community members, including those who have a disability, so that they have the opportunity and choice to participate in all aspects of community life.

To the extent that it is practicable, the applicant is required to provide universal access to their event, as outlined in the Town of Bassendean’s *Disability Access and Inclusion Plan*. The applicant will need to be able to provide evidence of how their event complies with the *Disability Access and Inclusion Plan* for the sponsored event if requested.

You may be required to report on accessibility of your event on the conclusion of your project as part of the acquittal report.

A copy of the Disability Services Commission’s *Guide to Disability Access and Inclusion Plans for Local Government Contractors* is available for download at: <http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/>

I agree to these terms YES NO

Acceptance of Conditions

I have read and understand the conditions that apply to the *Major and Significant Events Sponsorship and Grant Guidelines*. I am authorised to accept them on behalf of the applicant group.

APPLICANT GROUP NAME:

Bassendean Church of Christ

Authorised Person (Print name): Ian Kirk

SIGNATURE OF APPLICANT:



DATE:

24th September 2019

Applicant Feedback

Thank You for your time and interest to complete this application for funding.

Before you review your application and lodge with the Town of Bassendean, please take a few moments to provide some feedback to the Town's Recreation and Culture Team so that we can continually improve our application form and process.

How did you hear about this funding program?

Through Salvatore Siciliano (TOB Manager Recreation and Culture).

How did you find completing this application for funding?

Given the transition by TOB to a new event support/funding application process, we had only a few working days from when the new application form was made available, to when it was due to be submitted. Whilst this was unavoidable, it has made the process difficult, given the level of detailed information required (including detailed risk management plan).

(Very easy, Easy, Neutral, Difficult, Very Difficult)

Carols - Income and Expenditure 2018

| | Comments | 2018 \$\$ | In Kind Contributions |
|---|-----------------------------------|------------------|--------------------------|
| INCOME | | | |
| Sponsorship Income | | 5,450 | |
| Other Income | | | |
| Candle Sales | | 954 | |
| Food Vendor Fees | | - | |
| Financial Contribution towards expenses from Town of Bassendean | | | |
| In direct payment of services | | 2,534 | |
| In Kind Contributions | | | |
| Programmes | 800, 20 page programmes | | 800 |
| Event coordinators time | \$30/hr | | 3,000 |
| Volunteers to set up | \$20/hr x 25 people | | 3,000 |
| Volunteers to distribute flyers | \$20/hr | | 1,600 |
| Volunteers setting up road signs | \$20/hr | | 200 |
| Choir coordinators time | \$30/hr | | 350 |
| Performance volunteers | | | |
| Choirs | \$20/hr x 20 people | | 2,400 |
| Puppets | \$20/hr x 3 people | | 600 |
| Advertising (LED Trailer) | Service provided by TOB | | |
| Provision of 200 chairs (at no cost) | Swan Districts Football Club | | |
| TOTAL INCOME | | \$ 8,938 | \$ 11,950 |
| EXPENSES | | | |
| PERFORMANCE FEES | | | |
| Combined Districts Concert Band | | 2,000 | |
| Song Leader/Performance Fee | | 250 | |
| Compere/Performance Fee | | 100 | |
| Other Performance Fees | | 300 | |
| | TOTAL PERFORMANCE FEES | 2,650 | - |
| OTHER EXPENSES | | | |
| Sound and Lighting | Ashton Admore | 3,572 | |
| State Emergency Services | | 500 | |
| Vincent Signs | One-off for new signage | 1,420 | |
| Banners | | 150 | |
| Candles | Safe Flame/Candle Light Co | 516 | |
| Decorations | | 90 | |
| | TOTAL OTHER EXPENSES | 6,248 | - |
| EXPENSES COVERED BY TOB | | | |
| Ashton Admore | Staging | 815 | |
| Printing of Carols fliers | Glide Print 10k A5 fliers | 462 | |
| St John Ambulance | 2 events officers attending | 168 | |
| Toilets | Nature Calls: 6 + 1 disabled | 953 | |
| Bins | Sewers - 6 recycling bins | 136 | |
| | TOTAL EXPENSES PAID BY TOB | 2,534 | |
| In Kind Contributions | | | |
| Programmes | 800, 20 page programmes | | 800 |
| Event coordinators time | \$30/hr | | 3,000 |
| Volunteers to set up | \$20/hr x 25 people | | 3,000 |
| Volunteers to distribute flyers | \$20/hr | | 1,600 |
| Volunteers setting up road signs | \$20/hr | | 200 |
| Choir coordinators time | \$30/hr | | 350 |
| Performance volunteers | | | |
| Choirs | \$20/hr x 20 people | | 2,400 |
| Puppets | \$20/hr x 3 people | | 600 |
| Advertising (LED Trailer) | Service provided by TOB | | |
| Provision of 200 chairs (at no cost) | Swan Districts Football Club | | |
| TOTAL EXPENSES | | \$ 11,432 | \$ 11,950 |

| | 2018 \$\$ | In Kind Contributions |
|-------------------------------------|------------------|--------------------------|
| PROFIT / LOSS SUMMARY | | |
| TOTAL SPONSORSHIP INCOME | \$ 5,450 | |
| TOTAL OTHER INCOME | \$ 954 | |
| TOTAL FINANCIAL CONTRIBUTION BY TOB | \$ 2,534 | |
| TOTAL IN-KIND CONTRIBUTIONS | | \$ 11,950 |
| TOTAL INCOME | \$ 8,938 | \$ 11,950 |
| TOTAL PERFORMANCE FEES | \$ 2,650 | \$ - |
| TOTAL OTHER EXPENSES | \$ 6,248 | \$ - |
| TOTAL EXPENSES PAID BY TOB | \$ 2,534 | |
| TOTAL IN-KIND CONTRIBUTIONS | | \$ 11,950 |
| TOTAL EXPENSES | \$ 11,432 | \$ 11,950 |
| PROFIT / LOSS | -\$2,494 | \$0 |

* Shortfall met by Bassendean Church of Christ

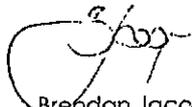
Extract of Minutes of Meeting held 29th July 2019

| | |
|------------------------------|---|
| <u>19:30 hrs.</u> | Bro. Brendan Jacques as Secretary opened the meeting with a session of prayer. |
| <u>Attendees</u> | Bro's Steve Borgogno, Craig Bruce, Ken Bruce, Colin Chapman, Brendan Jacques, Zalman Jacques, Ian Kirk, John Kirk, Rod Manton and Stuart MacDonald. |
| <u>Other Business</u> | <u>Carols</u> Carols meeting to be held next month — this year will be the 30th anniversary. |

Extract of Minutes of Meeting held 26th August 2019

| | |
|--|--|
| <u>19:40 hrs</u> | Bro. Steve Borgogno as Chairman opened the meeting with a session of prayer. |
| <u>Attendees</u> | Bro's Steve Borgogno, Ken Bruce, Colin Chapman, Peter Errington, Brendan Jacques, Graeme Jacques, Zalman Jacques, Ian Kirk, John Kirk, Stuart MacDonald, Rod Manton and Shaun Reichenbach. |
| <u>PASTOR'S REPORT: August 2019</u> | <ul style="list-style-type: none">• Carols is planned for Sunday evening the 15th December at Steel Blue oval. This will be our 30th Carols (what a milestone). |

I can confirm that these are true and correct extracts from Board meeting minutes held on the dates advised at the Church of Christ Bassendean, 4 Ivanhoe Street Bassendean WA 6054.


Brendan Jacodan
Jacques Church
Secretary

**Town of Bassendean
Sponsorship and Grants Policy**

Community Benefit Sponsorship and Grants Guidelines

Assessment Report

September 2019

Applicant: Bassendean Church of Christ

Event: Carols at the Oval (Carols by Candlelight)

Event Date: Sunday 15 December 2019

Event Location: Steel Blue Oval

Assessment Date: Friday 27 September 2019

Assessment Panel:

Mona Soliman, Acting Director Community Planning
Renata Piteracatella, Manager Library & Information Services
Shanel De Silva, Senior Community Development Officer

Notes from the Assessment Panel:

The application for funding from Bassendean Church of Christ was assessed by an independent panel approved by the CEO, against the Community Benefit Sponsorship and Grants Guidelines criteria, as follows:

Sustainability Principles: The application meets the One Planet Principles, the only exception being the use of glow sticks. It is therefore recommended that the use of glow sticks not be allowed at the event, to comply with the Town of Bassendean's no single use plastic policy.

Cultural Outcomes: The event revolves around the cultural significance of Christmas and the traditional celebrations, including the singing of carols that brings the whole community together signified by the increasing attendance numbers over past years. Recommendation is made to acknowledge traditional owners on the land.

Social Outcomes: A significant opportunity for the locals and wider community to enjoy a free inclusive event at a traditional time of goodwill. The event brings together various sections of the community for a picnic prior to the carols and also includes local organisations such as the SES, SDFC and participation of choirs from local schools.

Civic Outcomes: This is a well established event that has been held over some 30 years in Bassendean. The move in recent years to the iconic Steel Blue Oval makes it a unique event to the Bassendean community.

Place Outcomes: The event location of Steel Blue Oval makes use of community resources usually reserved for paying customers. Further the sponsorship by Hawaiian creates the unique opportunity for partnership with the community (SDFC) as well as local business (Hawaiian).

Economic Outcomes: Hawaiian and other local businesses are involved through sponsorship and the provision of food stalls, and donation. The involvement of other groups such as the SES and St John Ambulance, the choir and others will collectively provide economic benefit to the Town

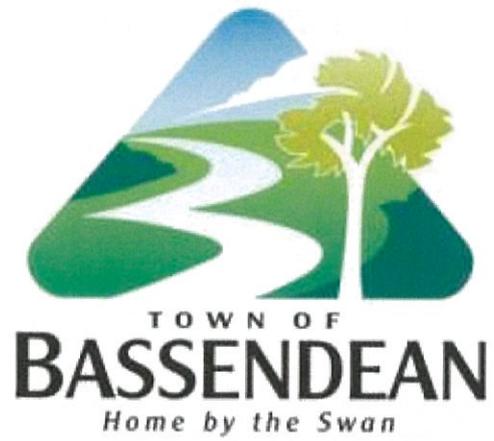
Safety Outcomes: A comprehensive Risk management plan was provided articulating various supports including Police, and first aid respondents which will be onsite during the event.

Organisational Competency: Given the event has been held for the past 30 years, there is a proven track record of the organisations capacity to undertake the event safely. They have also demonstrated financial competency.

Recommendations:

The Assessment Panel recommends the following:

1. Glow sticks not be sold at the event, due to single use plastic ban.
2. Acknowledgment of traditional owners be included at event commencement.
3. Given that the application addresses the assessment criteria, and is a valued event in the community. It is recommended that funding of the value of \$2000 be made.



**COMMUNITY BENEFIT
SPONSORSHIP AND GRANTS
GUIDELINES**

2019-2020

TITLE: Community Benefit Sponsorship and Grants Guidelines

1. Introduction

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

2. Scope

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

3. Definitions

3.1. Meaning of Community Project

- 3.1.1. A Community Project is one that:

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

3.2. Meaning of Group or Organisation

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

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

4. Eligibility

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

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

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

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

5. Ineligible Proposals

5.1. The Town will not consider proposals from:

5.1.1. Local, State or Commonwealth Government agencies.

5.1.2. Employees or immediate family members of employees.

5.1.3. An applicant with outstanding debts to the Town.

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

6. Funding Round Timelines 2019-2020

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

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

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

7. Funding Limits

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

8. In Kind or Non Cash Contributions

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

9. Assessment Criteria

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

10. Assessment

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

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

11. Approvals

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

12. Sponsorship and Grant Agreements

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

13. Duration of Sponsorship or Grant Agreement

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

14. Acquittal of Sponsorship or Grant Funding

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

15. Submitting Proposals

- 15.1. Proposals for sponsorship or grants funding are to be submitted by email to sponsorshipandgrants@bassendean.wa.gov.au

16. Canvassing of Elected Officials

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

17. Contacts

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

18. Submitting Proposals

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

ATTACHMENT NO. 2

10.9 **Chief Executive Officer's 6 Month Highlights Report (Peta Mabbs, Chief Executive Officer)**

APPLICATION

This is an update of progress following the appointment of a new Chief Executive Officer on 22 October 2019.

The purpose of this report is to highlight key progress made to improve organisational performance and deliver greater value for the community. This report is provided in the interests of transparency for Council and the community.

COMMENT

To meet contemporary community expectations, local governments need to ensure they have the right strategy, leadership, culture, structure and operating capabilities (i.e. policies, processes and systems) to ensure they are delivering value for their community. The Town of Bassendean (ToB) is no different.

With this in mind, the CEO has commenced a process of organisational transformation. The following components represent some of the key foundational elements. This report is not intended to provide an update on all the key projects being undertaken by the Town – these are captured in the Quarterly Reports to Council.

Identifying and Focussing on What's Important

Shortly after commencing, an environmental scan of the internal and external environment was undertaken in addition to consultation with staff, community members, councillors and other stakeholders (other local governments, state government, WALGA, LGIS, LGPro etc) to better understand the key drivers influencing the ToB. A "stock-take" of all the ToB's projects was undertaken in order to gain visibility of the work and the resources attributed to these and their strategic alignment to the goals and outcomes of the ToB. All projects were then prioritised by staff and then Councillors. The priority projects were subsequently translated into project management plans and are now subject to regular project status reporting and a new quarterly dashboard report in order to monitor progress. The priority projects will provide a substantial contribution towards a revised Corporate Business Plan for 2019/2020 and onwards. The development of a revised Corporate Business Plan is currently in progress in conjunction with the development of a proposed budget for 2019/2020.

These efforts have enabled greater visibility and alignment of effort and resources for the short to medium term.

The Importance of Communication and Engagement in Shaping Vision

Understanding the expectations of residents, the business community, the broader community and stakeholders is a critical input in shaping the future vision for the ToB. *BassenDream Our Future* is a new community engagement project launched in March 2019 at a community event with the Hon Simone McGurk MLA; Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services.

BassenDream Our Future will culminate in the ToB preparing a new Local Planning Strategy, Scheme and related planning policies. A new "Ideas Hub" in Old Perth Road has been established and is designed as a key component of the project, enabling the community to provide their thoughts, ideas and expectations. In September/October 2019, there will be a very clear and focused vision and a strong narrative for the future of Ashfield, Bassendean and Eden Hill.

At a tactical level, a review of internal and external communications has been undertaken which has revealed a number of opportunities for the ToB to improve the way in which it engages with, and communicates with the community.

As a start, "communication champions" have been identified within the organisation to invest in and build capability in community engagement. A new role of Corporate Communications Coordinator has been developed (utilising a recently vacated role) and following an extensive advertising and selection process, the successful candidate has now commenced.

The importance of communication and engagement cannot be under-estimated and research indicates a strong correlation with:

- making better decisions by testing assumptions, proposed solutions and minimising risks;
- developing community ownership of decisions by sharing information, having open dialogue and building trust; and
- driving cultural change by improving organisational transparency and responsiveness.

The foundations for a different and more authentic relationship with our community are being established and this work must continue if we are to be attuned to the needs of our community and delivering value.

Right Organisational Structure and Leadership

Good **leadership** is an important factor for making the ToB successful. Leadership transforms the potential into reality. The organisational structure provides clarity as to how the business is organised to achieve specific outcomes. Following a decision by Council in April 2019, an organisational restructure has commenced.

Based upon extensive consultation over the past six months, the CEO is confident that staff, Council and the community will benefit from the changes of a new organisational structure and other associated reforms. Such benefits will include:

- Making the top team more effective;
- Creating a more unified organisation;
- Transforming service quality and efficiency;
- Promoting a more citizen-centric focus;
- Driving performance;
- Developing staff;
- Creating effective channels of communication; and

These changes will effectively translate to greater value for the community.

Promoting a Performance Driven Culture

In May 2019, all staff were invited to participate in an organisational culture survey. Understanding the culture of the organisation is a key driver to understanding the capacity of the organisation to change and to deliver against the requirements of its authorising environment (i.e. Council, the community and other stakeholders). Importantly the culture survey provides a valuable baseline upon which to identify areas for further attention and improvement. Successive surveys (ideally every 2 years) will capture “shifts” in organisational culture.

Alongside the culture survey will be an organisational risk assessment. More specifically, one of the drivers for an organisational risk assessment is to further extend the organisations understanding of risk management beyond traditional areas of public liability and workplace health and safety, into areas such as internal governance, fraud risk and broader regulatory risk.

The organisational risk assessment will be undertaken by the ToB's Internal Auditors but importantly involve the staff in workshops so that risk management capability within the organisation further matures.

This work will be undertaken before the end of the financial year and will identify areas of risk in addition to the adequacy of the organisation's controls to manage and mitigate risk. This process will provide a "risk-driven" approach to addressing many of the ToB's policies, processes and systems in an order of priority. It will also provide a useful baseline as to the health of the organisation which can be used as a reference point for future measurement. Finally, the risk assessment will inform and drive the ToB's audit program, to enable a more targeted focus on areas of significance. (The combination of the employee culture survey and the organisational risk assessment will provide an evidence-based approach to improving organisational performance.)

Independent Oversight and Assurance

In February 2019, the Audit and Governance Committee considered a report from the CEO which addressed:

- the inclusion of Internal Audit (currently performed by Moore Stephens) on the Audit and Governance Committee; and
- the realignment of Internal Audit's reporting relationship to the Committee (previously to the Director Corporate Services) and the proposal for an extensive organisational risk assessment.

These initiatives are designed to further strengthen the oversight and independent assurance of the ToB and assist in further promoting a culture of continuous improvement.

New Council – New Direction

The formation of a new Council in 2017, has brought about a significant change and shift in focus and direction. By way of example, this is particularly evident in a drive to empower the community, working with them rather than for them; and a greater focus on sustainability in terms of preserving and regenerating the natural environment.

The recent work to identify Council's top priorities has aided in identifying and agreeing on the strategic priorities for the organisation in the next 12 months and beyond. This should assist in a "mini-review" of the Corporate Business Plan ahead of the next budget to be developed for 2019/20.

At a strategic level, the ToB has embarked upon a community engagement process to shape the future planning, land use,

development, access and amenity for Ashfield, Eden Hill and Bassendean. The output from this exercise will be a community-driven vision. The timing of this will coincide with the appointment of a new Council in October 2019 and will enable the consideration of a new Strategic Community Plan (SCP). This provides an opportunity to:

- improve the focus, alignment and performance of the ToB by translating the vision into a new SCP;
- develop a new set of Key Performance Indicators that genuinely reflect the outcomes and change the community is seeking; and
- ensure the essence of the SCP is cascaded through the ToB via the Corporate Business Plan (CBP), individual performance plans and budgets.

As an aside, consistent with internal culture of the ToB, the community should also be surveyed on a regular basis – at least once every 2 years. This will provide a realistic assessment of satisfaction with services and leadership. This is proposed to occur in 2019.

Conclusion

This report is not intended to be comprehensive i.e. a report on all matters addressed over the past 6 months but rather highlights indicative of the more fundamental “building blocks” or foundations upon which the ToB can re-orientate itself in line with Council and community expectations for the future.

STATUTORY REQUIREMENTS

| Objectives <i>What we need to achieve</i> | Strategies <i>How we're going to do it</i> | Measures of Success <i>How we will be judged</i> |
|---|---|--|
| 5.1 Enhance organisational accountability | 5.1.1 Enhance the capability of our people | Community / Stakeholder Satisfaction Survey (Governance) |
| | 5.1.2 Ensure financial sustainability | |
| | 5.1.3 Strengthen governance, risk management and compliance | Compliance Audit |
| | 5.1.4 Improve efficiency and effectiveness of planning and services | Risk Management Profile |
| | 5.1.5 Ensure optimal management of assets | Financial Ratio Benchmarked. Asset Ratio Benchmarked |
| 5.2 Proactively partner with the community and our stakeholders | 5.2.1 Improve customer interfaces and service | Community / Stakeholder Satisfaction Survey (Community engagement and participation) |
| | 5.2.2 Engage and communicate with the community | |
| | 5.2.3 Advocate and develop strong partnerships to benefit community | |

| | | |
|---|---|--|
| 5.3 Strive for Improvement and Innovation | 5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement | Local Government Service Review Benchmarks Percentage uptake of the community of Ecommerce applications |
|---|---|--|

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION – ITEM 10.9

That Council notes the CEO's 6 month progress report.

Voting requirement: Simple majority