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MINUTES

Ordinary Meeting of Council

Tuesday 25 June 2024, 6:02 pm

in the Council Chamber,
48 Old Perth Road, Bassendean

1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer

The Presiding Member declared the meeting open at 6.02pm, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

2 Announcements by The Presiding Person Without Discussion

Nil

3 Attendances, Apologies and Applications for Leave of Absence

Present

Councillors

Cr Kathryn Hamilton, Mayor (Presiding Member)
Cr Paul Poliwka, Deputy Mayor
Cr Emily Wilding
Cr Jamayne Burke
Cr Ken John
Cr Jennie Carter
Cr Tallan Ames

Officers

Mr Paul White, Acting Chief Executive Officer
Ms Michelle Brennand, Director Community Planning
Mr Shane Asmus, Director Infrastructure and Sustainability
Ms Nicole Davey, Exec Manager Sustainability & Environment
Ms Joanne Burges, Manager Governance & Strategy
Ms Waruni De Silva, Acting Director Corporate Services
Ms Ana Fernandez, Minute Secretary

Public

Two members of the public were in attendance.

Apologies

Mr Cameron Woods, Chief Executive Officer

Leave of Absence - Council Resolution – Item 3.1

MOVED Cr Emily Wilding, Seconded Cr Tallan Ames

That Cr Paul Poliwka be granted a leave of absence from 3 July to 31 July 2024 (inclusive).

OCM 2024-06-25/1

CARRIED UNANIMOUSLY 7/0

4 Declarations of Interest

Nil

5 Presentations or Deputations

Nil

6 Statements by Members of the Public

Nil

7 Questions from Members of the Public

Nil

8 Petitions

Nil

9 Confirmation of Minutes

Council Resolution/Officer Recommendation – Item 9.1

MOVED Cr Ken John, Seconded Cr Jennie Carter

That the following minutes be received and confirmed as a true and correct record:

- Ordinary Council Meeting held on 28 May 2024;
- Special Council Meeting held 11 June 2024; and
- Special Council Meeting held 18 June 2024

OCM 2024-05-25/2

CARRIED UNANIMOUSLY 7/0

10 Business Deferred from Previous Meeting

Nil

11 External Committee Reports and Updates

Nil

12 Officer Reports

Council Resolution/Officer Recommendation – Item 12.1

MOVED Cr Tallan Ames, SECONDED Cr Paul Poliwka

That Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Agenda:

- 12.2 End of Year Closure
- 12.3 Bassendean Local Emergency Management Committee Meeting – 12 June 2024
- 12.4 Draft Amended Local Planning Policy No. 13 – Tree Retention and Provision
- 12.6 RFT 03/2024 Bassendean Town Centre Precinct Structure Plan
- 12.7 Accounts Paid – May 2024
- 12.8 Monthly Financial Report – May 2024

Council considered the balance of the Officer recommendations independently.

- 12.5 Audit and Governance Committee Meeting – 12 June 2024
- 12.9 Adoption of the 2024/25 Annual Budget
- 12.10 CEO Performance Review 2023-24

OCM 2024-06-25/3

CARRIED UNANIMOUSLY 7/0

12.2 End of Year Closure	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	CORM/POLCY/1
Directorate	Office of the CEO
Responsible Officer	Chief Executive Officer
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	Nil

Purpose

The purpose of this report is for Council to consider the Festive Season Closure for 2024/25

Council Resolution/Officer Recommendation – Item 12.2

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka

That Council,

In addition to and in alignment with the Festive Season Office (Administration) Closure Council Policy:

1. Approves the closing of the Customer Services Centre, Administration Building, Library, Wind in the Willows Early Childhood Education (Bassendean and Ashfield) and Depot as per the proposed Festive Season period outlined below;

Customer Services Centre, Administration Building and Depot – last day Friday 20 December 2024, reopening on Monday 6 January 2025;

Wind in the Willows – last day (for children) Friday 20 December 2024, reopening Monday 6 January 2025 (first day for children);

Library – closing at 1:00pm on Saturday 21 December 2024, reopening on Monday 6 January 2025.

2. Requests the Chief Executive Officer provides emergency contact details to the public for the Festive period; and
3. Requests the Chief Executive Officer to provide a skeleton staff during the agreed Festive Season closure period.

Voting requirements: Simple Majority

OCM 2024-06-25/4

CARRIED UNANIMOUSLY 7/0

12.3 Bassendean Local Emergency Management Committee Meeting - 12 June 2024	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/12
Directorate	Office of the CEO
Responsible Officer	Director Community and Place
Previous Reports	
Authority/Discretion	Information For the Council/Committee to note.
Attachments	1. BLEMCM Minutes 120624 [12.3.1 - 6 pages]

Purpose

The purpose of this report is for Council to receive the minutes of the Bassendean Local Emergency Management Committee (BLEMCM) Meeting held on 12 June 2024.

Strategic Implications

Performance Area 1: People

2.1 Create a safe town for everyone.

Comment

The Committee discussed the following items at the meeting:

- Update to the Local Emergency Management Arrangements
- Agency Member Reports (Round Table)

Statutory Requirements

Under sections 38 - 40 of the *Emergency Management Act 2005*, local governments are required to establish and carry out the functions of a Local Emergency Management Committee, which includes coordinating the development and submission of documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements.

Financial Considerations

Nil.

Risk Management Implications

No Risks Identified

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Council Resolution/Officer Recommendation – Item 12.3

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka

That Council

- Receives the minutes of the Bassendean Local Emergency Management Committee meeting of 12 June 2024, and
- Authorises the update to the Town's LEMA to reflect that the Local Recovery Coordinator role will be performed by the Town's Director Community and Place.

Voting requirements: Simple Majority

OCM 2024-06-25/5

CARRIED UNANIMOUSLY 7/0

12.4 Draft Amended Local Planning Policy No. 13 - Tree Retention and Provision	
File Reference	LUAP/POLCY/5
Directorate	Community and Place
Responsible Officer	Director Planning and Regulation
Previous Reports	23 June 2020 27 February 2024 26 March 2024
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	<ol style="list-style-type: none"> Existing Local Planning Policy 13 __ Tree Retention and Provision [12.4.1 - 4 pages] Draft Amended Local Planning Policy No. 13 - Tree Retention and Provision [12.4.2 - 8 pages] Draft Amended Local Planning Policy No.13 - Tree Retention and Provision - Tracked Changes [12.4.3 - 9 pages]

Report Summary

- The purpose of this report is for Council to consider a draft amended Local Planning Policy No. 13 – Tree Retention and Provision (LPP 13) for the purposes of advertising.
- The draft policy, if adopted, would identify 'tree damaging activities' as 'works' or 'development' that requires approval in some circumstances.
- Provisions of the draft policy also seek to vary deemed-to-comply requirements of Residential Design Codes – Volume 1, relating to tree provision for new developments, and will require the Western Australian Planning Commission (WAPC) support.
- The proposed amendments broadly align with the Western Australia Local Government Association (WALGA) model Tree Retention Policy.
- It is recommended that Council resolve to support the draft Local Planning Policy for the purposes of advertising for a period of 30 days.

Purpose

The purpose of this report is for Council to consider a draft amended Local Planning Policy No. 13 – Tree Retention and Provision (LPP 13) for the purposes of advertising.

Council Resolution/Officer Recommendation – Item 12.4

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka

That Council pursuant to Clause 5(1) and 4(1) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts draft amended Local Planning Policy No. 13 – Tree Retention and Provision for the purposes of advertising, and advertises the Policy for a period of not less than 30 days.

Voting requirements: Simple Majority

OCM 2024-06-25/6

CARRIED UNANIMOUSLY 7/0

12.5 Audit and Governance Committee Meeting - 12 June 2024	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/18
Directorate	Office of the CEO
Responsible Officer	Director Corporate Services
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. Audit and Governance Committee Minutes 120624 [12.5.1 - 7 pages] 2. Updated Town of Bassendean Audit Planning Memorandum 30 June 2024 [12.5.2 - 21 pages] 3. Audit Committee Charter - Final Draft 310524 [12.5.3 - 9 pages] 4. Draft Amended Record Keeping Policy - Tracked changes [12.5.4 - 4 pages] 5. Draft Amended Record Keeping Policy - Clean [12.5.5 - 4 pages] 6. Purchasing Policy - Marked up [12.5.6 - 10 pages] 7. Draft Amended Purchasing Policy - June 2024 [12.5.7 - 8 pages] 8. Purchasing Policy - LG Comparison - Purchase thresholds [12.5.8 - 2 pages] 9. CONFIDENTIAL - June 2024 Audit Findings Log [12.5.9 - 7 pages]

Purpose

The purpose of this report is for Council to consider the report and recommendations from the meeting of the Audit and Governance Committee held on 12 June 2024.

Council Resolution/Officer Recommendation – Item 12.5

MOVED Cr Emily Wilding, Seconded Cr Jamayne Burke

That Council:

1. Receives the Minutes of the Audit and Governance Committee of 12 June 2024.
2. Receives the RSM Audit Planning Memorandum for the audit of the Town's Financial Report for 2023/24, attached to this report.
3. Adopts the Audit and Governance Committee Charter for the Town of Bassendean, attached to this report.
4. Adopts the Record Keeping Policy, attached to this report.
5. Adopts the Purchasing Policy, attached to this report.
6. Receives the Audit Findings Log, attached to this report, and notes the action taken or proposed to address the recommendations.

Voting requirements: 1, 2, and 6: Simple Majority; 3, 4 and 5: Absolute Majority

OCM 2024-06-25/7

CARRIED UNANIMOUSLY 7/0

12.6 RFT 03/2024 Bassendean Town Centre Precinct Structure Plan	
File Reference	LUAP/TENDNG/9
Directorate	Corporate Services
Responsible Officer	Director Corporate Services
Previous Reports	Nil
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL - RFT 03 2024 EVALUATION REPORT - FINAL (Confidential) [12.6.1 - 13 pages]

Purpose

The purpose of this report is to present to Council a summary of tenders received for RFT 03/2024 Bassendean Town Centre Precinct Structure Plan for the Town of Bassendean and recommend appointment of the consultant considered to provide the best value for money to the Town.

Council Resolution/Officer Recommendation – Item 12.6

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka

That Council appoints the recommended tenderer, GHD Pty Ltd, as per the attached confidential tender Evaluation Report to provide a Bassendean Town Centre Precinct Structure Plan for the Town of Bassendean as specified in Tender 03/2024, for two (2) years, to commence upon Council Approval and Letter of Award.

Voting requirements: Simple Majority

OCM 2024-06-25/8

CARRIED UNANIMOUSLY 7/0

12.7 Accounts Paid - May 2024	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/CREDTS/4
Directorate	Corporate Services
Responsible Officer	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. List of Payments for May 2024 [12.7.1 - 20 pages]

Purpose

The purpose of this report is for Council to receive the list of accounts paid for May 2024.

Council Resolution/Officer Recommendation – Item 12.7

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka

That Council receives the list of accounts paid for May 2024.

Voting requirements: Simple Majority

OCM 2024-06-25/9

CARRIED UNANIMOUSLY 7/0

12.8 Monthly Financial Report - May 2024	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD/1
Directorate	Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Monthly Financial Statements May 2024 [12.8.1 - 11 pages]

Purpose

The purpose of this report is for the Council to receive the Monthly Financial Report for May 2024 which incorporates the Statement of Financial Activity.

Council Resolution/Officer Recommendation – Item 12.8

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka

That Council:

1. Notes the Explanation of Material Variances in the Statement of Financial Activity.
2. Receives the Monthly Financial Report for the period ending 31 May 2024, which incorporates the Statement of Financial Activity for the period to May 2024.
3. Notes the budget amendments shown in the Financial Considerations section of this report, to allocate \$80,000 from the Land and Building Infrastructure Reserve to the Retaining Wall for 122, Hamilton Street, Bassendean Budget.

Voting requirements: Simple Majority

OCM 2024-06-25/10

CARRIED UNANIMOUSLY 7/0

12.9 Adoption of the 2024/25 Annual Budget	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/BUGTG/1
Directorate	Corporate Services
Responsible Officer	Director Corporate Services
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. 2024-25 Town of Bassendean Statutory Budget [12.9.1 - 30 pages] 2. 2024-25 Proposed Fees and Charges [12.9.2 - 25 pages] 3. 2024-25 Operational Projects Listing [12.9.3 - 2 pages] 4. CONFIDENTIAL - 2024-25 Operational Projects - Summary CONFIDENTIAL [12.9.4 - 3 pages] 5. 2024-25 Capital Projects Listing [12.9.5 - 3 pages] 6. CONFIDENTIAL - 2024-25 Capital Projects - Summary CONFIDENTIAL [12.9.6 - 13 pages]

Purpose

The purpose of this report is to present the proposed 2024/25 Annual Budget for the Town of Bassendean, with supporting schedules, projects, and fees and charges, to Council for adoption.

The proposed 2024/25 Annual Budget is presented in its statutory form for Council adoption in accordance with the *Local Government Act 1995* (Act), the *Local Government (Financial Management) Regulations 1996* (Regulations) and Australian Accounting Standards (Standards).

The proposed 2024/25 statutory budget is at **Attachment 1**.

Council Resolution/Officer Recommendation – Item 12.9

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka

That Council:

1. 2024/25 Annual Budget

Adopts, pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and part 3 of the *Local Government (Financial Management) Regulations 1996* the Budget for the Town of Bassendean for the 2024/25 financial year, as contained in **Attachment 1**, which includes the following:

- a) Statement of Comprehensive Income showing a net surplus for the year of \$1,110,959
- b) Statement of Cash Flows showing cash at the end of the year of \$13,581,296
- c) Statement of Financial Activity showing the amount required to be raised from rates of \$16,305,035
- d) Notes to and Forming Part of the Budget
- e) Transfers to Reserve Accounts totaling \$1,185,122 and from Reserve Accounts totaling \$1,665,403
- f) Operational Projects - \$787,571, as detailed in **Attachment 4 (Confidential)**; and
- g) Capital Expenditure and New Initiatives - \$7,438,980, inclusive of Carried Forward Projects of \$1,433,277, as detailed in **Attachment 6 (Confidential)**.

Voting requirement: Absolute majority

OCM 2024-06-25/11

CARRIED UNANIMOUSLY 7/0

Council Resolution/Officer Recommendation – Item 12.9

MOVED Cr Tallan Ames, Seconded Cr Kathryn Hamilton

That Council:

2. Rates, Instalment Payment Arrangements, Administration Fees and Interest

- a. For the purpose of yielding the deficiency disclosed by the 2024/25 Annual Budget, pursuant to sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995*, imposes the differential rates and minimum payment for 2024/25 that were advertised by public notice on 21 May 2024, as follows:

Rating Category	Rate in Dollar in Cents	Minimum Payment (\$)
Improved – Residential	8.1758	1,183
Improved – Commercial and Industrial (GRV)	9.4021	1,183
Vacant Land – Residential, Commercial and Industrial (GRV)	12.2636	1,183

- b. Imposes the following service charge for properties in the Eden Hill NRUPP Underground Power Program:
- i. NRUPP – Consumer Mains Connection, \$2,910
 - ii. NRUPP – Cut and Cap Connection, \$1,455.

Determines that the amount of the service charge applicable for multi-unit developments within the NRUPP Underground Power Program for a 'parent' connection be shared equally among the property owners in the development according to the number of units owned.

- c. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for the payment of rates in full, and service charges by instalments:

Payment Option	Instalment No.	Due Date
Payment in full	1	28 August 2024
Two Instalments	1	28 August 2024
	2	8 January 2025
Four Instalments	1	28 August 2024
	2	29 October 2024

	3	8 January 2025
	4	14 March 2025

- d. Imposes, in accordance with section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, an instalment administration charge where the owner has elected to pay rates (or service charges) through an instalment option, of \$14 for each instalment after the initial instalment is paid.
- e. Imposes, in accordance with section 6.45(3) of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, an interest rate of 5.5% applicable to rate and service charge instalment arrangements.
- f. Imposes, in accordance with section 6.51(1) of the *Local Government Act 1995*, an interest rate of 11% applicable to overdue and unpaid rates and service charges.
- g. Waives 50% of the rates for 2024/25 payable by Westcare Incorporated in respect of its factory premises at 28 Hanwell Way Bassendean, in accordance with section 6.47 of the *Local Government Act 1995*.
- h. Grants a concession of \$500 against rates payable for 2024/25 in respect of a property selected at random, where the property owner has registered for eRates by 28 August 2024, pursuant to section 6.47 of the *Local Government Act 1995*.
- i. Grants a concession of \$1,000 against rates payable for 2024/25 in respect of a property selected at random, where the property owner has paid all amounts due and payable as shown on their 2024/25 Rates Notice by 28 August 2024.

Voting requirements: Absolute Majority

OCM 2024-06-25/12

CARRIED 6/1

For: Cr Kathryn Hamilton, Cr Tallan Ames, Cr Ken John, Cr Jamayne Burke, Cr Emily Wilding, Cr Jennie Carter

Against: Cr Paul Poliwka

Council Resolution/Officer Recommendation – Item 12.9

MOVED Cr Tallan Ames, Seconded Cr Emily Wilding

That Council:

3. Fees and Charges

Pursuant to section 6.16 of the *Local Government Act 1995*, section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and regulation 53(2) of the *Building Regulations 2012*, adopts the Fees and Charges included in the 2024/25 Annual Budget (**Attachment 2**) with the following amendment to the attachment:

- Removal of "and local residents" from large hall hire and small room hire.

Voting requirement: Absolute majority

OCM 2024-06-25/13

CARRIED UNANIMOUSLY 7/0

Council Resolution/Officer Recommendation – Item 12.9

MOVED Cr Jennie Carter, Seconded Cr Jamayne Burke

That Council:

4. Councillors fees and allowances

- a) Pursuant to section 5.99 (a) of the *Local Government Act 1995* and regulation 30 of the *Local Government (Administration) Regulations 1996*, adopts the following annual fees for payment of Councillors in lieu of individual meeting attendance fees:
 - i) Mayor \$27,425
 - ii) Councillors \$17,711.
- b) Pursuant to section 5.99A of the *Local Government Act 1995* and regulation 31 of the *Local Government (Administration) Regulations 1996*, adopts the Information and Communication Technology allowance of \$2,800 for Councillors.
- c) Pursuant to section 5.98(5) of the *Local Government Act 1995* adopts the annual local government allowance of \$39,988 to be paid to the Mayor in addition to the annual meeting allowance; and
- d) Pursuant to section 5.98A (1) of the *Local Government Act 1995*, adopts the annual local government allowance of \$9,997 to be paid to the Deputy Mayor in addition to the annual meeting allowance.

Voting requirement: Absolute majority

OCM 2024-06-25/14

CARRIED UNANIMOUSLY 7/0

Council Resolution/Officer Recommendation – Item 12.9

MOVED Cr Paul Poliwka, Seconded Cr Emily Wilding

That Council:

5. Reserves – Change in Purpose, Change in use of funds

Pursuant to section 6.11 of the *Local Government Act 1995*:

- a. Change the purpose of Urban Greening Reserve (formally Street Tree Reserve): *“To fund projects that improve urban canopy and greening to reduce the urban heat island effect”*.
- b. Change the purpose of Natural Area Reserve: *“To provide for the future restoration of natural areas including foreshore stabilisation”*.

Voting requirement: Absolute majority

OCM 2024-06-25/15

CARRIED UNANIMOUSLY 7/0

Council Resolution/Officer Recommendation – Item 12.9

MOVED Cr Ken John, Seconded Cr Emily Wilding

That Council:

6. Materiality

Adopts a material variance of \$15,000 or 10% of the appropriate base, whichever is the higher, for the 2024/25 Financial Activity Statement, for the purpose of reporting under regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality.

Voting requirement: Simple majority

OCM 2024-06-25/16

CARRIED UNANIMOUSLY 7/0

12.10 CEO Performance Review 2023-24	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/22
Directorate	Office of the CEO
Responsible Officer	Mayor
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL - Final Mills TRP Attachment 2 [12.10.1 - 2 pages]

Purpose

The purpose of this report is for Council to resolve the outcome and recommendations from the Annual CEO Performance Review Report (Report).

This is in line with Council's adopted 'Standards for CEO Recruitment, Performance and Termination' Policy and the *Local Government Act 1995*, s5.39A. Model standards for CEO recruitment, performance and termination.

Council Resolution - Close meeting to the Public

MOVED Cr Tallan Ames, Seconded Cr Ken John

That the meeting go behind closed doors, in accordance with Section 5.23 of the Local Government Act 1995, the time being 6:31 pm.

OCM 2024-06-25/17

CARRIED UNANIMOUSLY 7/0

Council Resolution/Officer Recommendation – Item 12.10

MOVED Cr Tallan Ames, Seconded Cr Emily Wilding

That Council

1. Endorse the CEO's performance review assessment for the 2023/24 period as per confidential Attachment One.
2. Endorse the 2024/25 CEO KPIs as contained in this report.
3. Endorse the 2024/25 Total Reward Package as per confidential attachment two, back dated to April 4th 2024, which reflects payment of 100% of the Band as determined by the Salaries and Allowances Tribunal.
4. Endorse attendance of the CEO at the LGCOG Forum in Kiama NSW in July 2024 and authorise expenditure of up to \$1500 for the airfares and accommodation.

Voting requirements: Absolute Majority

OCM 2024-06-25/18

CARRIED UNANIMOUSLY 7/0

Council Resolution - Open meeting to the Public

MOVED Cr Emily Wilding, Seconded Cr Tallan Ames

That the meeting come from behind closed doors, the time being 6:40 pm.

OCM 2024-06-25/20

CARRIED UNANIMOUSLY 7/0

13 Motions of which Previous Notice has been given

Nil

14 Announcements of Notices of Motion for the next meeting

Nil

15 Urgent Business

Nil

16 Confidential Business

Nil

17 Closure

There being no further business, the Presiding Member declared the meeting closed, the time being 6:43 pm.

East Metropolitan Zone Minutes

20 June 2024

**Hosted by the City of Belmont
Function Room, 215 Wright Street,
Cloverdale**

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PRIORITISATION FRAMEWORK

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

Impact on Local Government Sector - Without intervention	High	Medium	Low
Reach Number of member Local Governments affected	Sector-wide	Significant (multiple regions, Zones, or bands)	Few
Influence Capacity to influence decision makers	High	Medium	Low
Principles Alignment to core principles such as autonomy, funding, general competence	Strong	Partial	Peripheral
Clarity Policy change needed is clear and well-defined	Clear	Partial	Unclear
Decision-maker support Level of support among decision-makers (political and administrative)	High	Medium	Low
Public support Level of support among the public or other stakeholders	High	Medium	Low
Positive consequences for WALGA Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues.	High	Medium	Low
Negative consequences for WALGA Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders.	High	Medium	Low
Partnerships Potential for partnerships with other stakeholders	Yes (3+)	Possibly (1-2)	No (0)

ANNOUNCEMENTS

Zone Delegates were requested to provide sufficient written notice, wherever possible, on amendments to recommendations within the State Council or Zone Agenda to the Zone Chair and Secretariat prior to the Zone meeting.

Agenda Papers were emailed 7 days prior to the meeting date.

Confirmation of Attendance An attendance sheet was circulated prior to the commencement of the meeting.

ATTACHMENTS

1. Draft Minutes of previous meeting
2. June 2024 Update – Department of Local Government, Sports and Cultural Industries
3. Zone Status Report
4. President's Report
5. Zone Correspondence to Federal Treasurer, Jim Chalmers
6. Standing Orders

1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

The Chair opened the meeting at 6:33pm.

1.2 ATTENDANCE

MEMBERS	2 Voting Delegates from each Member Council
Town of Bassendean	Mayor Kathryn Hamilton
City of Bayswater	Cr Josh Eveson Cr Giorgia Johnson – Chair Mr Jeremy Edwards, Chief Executive Officer non-voting delegate
City of Belmont	Cr George Sekulla Cr Bernard Ryan Mr John Christie, Chief Executive Officer non-voting delegate
City of Kalamunda	Cr Dylan O'Connor Cr David Modolo Mr Anthony Vuleta, Chief Executive Officer non-voting delegate
Shire of Mundaring	President Paige McNeil Cr Trish Cook (Deputy) Mr Jason Whiteaker, Chief Executive Officer non-voting delegate
City of Swan	Cr Aaron Bowman Mr Stephen Cain, Chief Executive Officer

WALGA Secretariat	Mr Ian Duncan, Executive Manager Infrastructure Mr Willem Bouwer, Procurement Specialist
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Guest Speakers	Nil
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1.3 APOLOGIES

Town of Bassendean	Cr Emily Wilding Mr Cameron Woods, Chief Executive Officer non-voting delegate
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City of Kalamunda	Cr Brooke O'Donnell
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Shire of Mundaring	Cr John Daw
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City of Swan	Cr Haeden Miles
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2 ACKNOWLEDGEMENT OF COUNTRY

We, the Zone members acknowledge the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including Boorloo (Perth), on the land of the Whadjuk Noongar People, where this meeting is being held and we acknowledge and pay respect to Elders past and present.

3 DECLARATIONS OF INTEREST

Nil.

4 STATE COUNCILLOR REPRESENTATIVE – EXTRAORDINARY ELECTION

WALGA Secretariat assumed the Chair for the Election of State Council Representative.

4.1 ELECTION OF STATE COUNCIL REPRESENTATIVE

Following the recent resignation of Cr Emily Wilding as State Council Representative, nominations were sought from Zone Delegates for the extraordinary vacancy for one representative on the WALGA State Council from the East Metropolitan Zone.

A call for nominations was distributed to Zone Delegates via email on 14 June 2024.

The term of office for this position will commence immediately following this election and will conclude the day before the Ordinary Meeting of State Council in December 2025.

Nominations were taken from the floor.

In accordance with the guidelines endorsed by State Council, candidates were afforded the opportunity to make a two-minute election bid prior to the secret ballot being taken.

Nominations received prior to the meeting and from the floor are listed below.

- Cr Brooke O'Donnell City of Kalamunda
- Cr Aaron Bowman City of Swan

As more than one nomination was received, ballot papers were distributed, and a secret ballot was conducted.

DECLARATION

That Cr Aaron Bowman be elected as State Council Representative of the East Metropolitan Zone for the remaining term until December 2025.

5 DEPUTATIONS

Nil

6 AGENCY REPORTS

6.1 DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES REPRESENTATIVE UPDATE REPORT

The June 2024 report from the Department of Local Government, Sport and Cultural Industries (DLGSC) was provided as an attachment.

Noted

7 CONFIRMATION OF MINUTES

RESOLUTION

Moved: Cr George Sekulla
Seconded: President Paige McNeil

That the Minutes of the meeting of the East Metropolitan Zone held on 18 April 2024 be confirmed as a true and accurate record of the proceedings.

CARRIED (11/0)

8 BUSINESS ARISING

8.1 STATUS REPORT

A Status Report outlining the actions taken on the Zone's resolutions is enclosed as an attachment.

Noted

9 ZONE BUSINESS

9.1 TELECOMMUNICATIONS RESILIENCE

By Shire of Mundaring

BACKGROUND

Telecommunications services are vital during emergencies to keep communities safe, connected and informed. They are also crucial in coordinating response efforts to get timely information to emergency personnel during natural disasters. Modern telecommunications systems are critically dependent on power supplies which are frequently interrupted as a result of disasters.

East Metropolitan Zone members have been impacted by bushfires and storms that interrupted mobile and broadband services. Natural disasters are forecast to increase in frequency and intensity, so it is vital that telecommunications services are resilient to these impacts.

Telecommunications are a Federal Government responsibility. Advocacy has resulted in significant Government investment through programs including:

- Mobile Network Hardening Program;
- Peri-Urban Mobile Program;
- Telecommunications Disaster Resilience Innovation Program; and
- providing satellite connections to emergency services and evacuation centres.

However, much more needs to be done to provide both adequate coverage and resilience in the region. This will potentially be more effective if the case is developed and advocated across the impacted areas of peri-urban Perth, including the Cities of Swan, Kalamunda and the Shire of Mundaring.

A letter had been prepared in consultation with the Secretariat and is attached with the agenda (attachment 5).

RESOLUTION

Moved: President Paige McNeil

Seconded: Mayor Kathryn Hamilton

That the East Metropolitan Zone:

- (1) invites Boyd Brown, Telstra Area Manager WA to address the East Metropolitan Zone meeting on 15 August 2024 concerning resilience of mobile telecommunications services in the Perth Hills and Swan Valley, planned investments in coverage and resilience and critical issues to be resolved.**
- (2) write to the Federal Treasurer, Jim Chalmers to follow-up on the 2022 election commitments made in the Division of Hasluck in regard to Telecommunications issues in the East Metropolitan Zone.**

CARRIED (11/0)

9.2 ADVOCACY FOR AN IMMEDIATE REVIEW OF THE CAT ACT 2011

By the City of Bayswater

BACKGROUND

At the City of Bayswater Ordinary Council Meeting on 30 April 2024 Council resolved in part:

"Requests the WALGA East metropolitan Zone Members (Cr Eveson and Cr Johnson, or Deputy Members Cr Clarke and Mayor Piffaretti) to raise at the next WALGA East Metropolitan Zone meeting a motion seeking a more proactive and targeted approach to the advocacy work being undertaken by WALGA to support a review of the Cat Act 2011 and to develop a model Cat Local law."

The City of Bayswater commenced a review of the *Keeping and Control of Cats Local Law 2016* in early 2022 and invited the community to provide feedback on the proposed changes. As a result of this review, the local law was revised to include additional controls relating to the management of cats. The new local law *Keeping and Control of Cats Local Law 2022* promotes and encourages responsible cat ownership and provides a framework for the control of nuisance cats, cat management facilities and limitations to the number of household cats permitted.

Amongst the new controls, the revised local law introduced a list of 42 natural areas in the City, and the Bayswater Industrial area, where cats are now prohibited (43 areas in total). The natural areas were chosen based on environmental sensitivity and to meet community expectations for the protection of wildlife. These sites represent a total of approximately 200 hectares (5.7% of the total land area for the City of Bayswater) and include all foreshore reserves. This new requirement represented a significant change for the City.

The Council also sought to introduce a new requirement to require cats to be under "effective control" in public places, meaning the cat must be either held by a person who is capable of controlling the cat, securely tethered, secured in a cage or controlled by any other means to prevent escape. The clause that was included was based on a similar clause that both the Shire of Northam and the Shire of Narrogin successfully included within their Cat Local Laws.

However, the Joint Standing Committee of Delegated Legislation (JSCDL) found this clause included by the City of Bayswater to be inconsistent with the powers provided to local governments through the *Cat Act 2011*. The Council agreed to an undertaking to not enforce this clause in the new local law and initiated a process to amend the local law to remove this clause through the *Keeping and Control of Cats Amendment Local Law 2023*.

A number of other local governments including, Vincent, Gosnells, Bassendean, Kwinana and Fremantle have also tried to include a similar clause within their Cat Local Laws, however these have also been rejected by the JSCDL and they have been required to remove such a clause as part of an undertaking and amend their local laws.

The City of Bayswater Keeping and Control of Cats Amendment Local Law 2023 was made by the Council at its meeting of 22 August 2023. At the meeting, the Council expressed concern with the removal of the effective control clause and requested that the CEO commence a further review of the local law to see if any further provisions could be included for protection of native fauna and wildlife through the improved management of cats.

As part of the Council resolution from the April Ordinary Council Meeting the City of Bayswater is currently preparing a further draft amendment local law to again include a similar clause that the Shire of Northam has successfully used within their Cat Local Law, however use a different method of cross-reference, or incorporation by reference, to existing local laws (using section 82 of the *Cat Act 2011*, which allows local governments to adopt clauses from the Cat Local Laws of other local governments).

The City of Bayswater will continue to advocate with the State Government for a review of the *Cat Act 2011* to gauge a specific timeline, and educate and enforce existing measures already contained in the current *Keeping and Control of Cats Local Law 2022* including the protection and management of the 43 cat prohibited areas located in the City of Bayswater and promoting responsible cat ownership.

The City of Bayswater Council is seeking the support from WALGA to assist with this advocacy work.

SECRETARIAT COMMENT

The City's proposal aligns with WALGA's current advocacy on reviewing the *Cat Act 2011*.

Correspondence from the Minister for Local Government, Hon Hannah Beasley of May 2024 informed WALGA that a review of the *Cat Act* will be carried out in due course.

RESOLUTION

Moved: Cr Josh Eveson
Seconded: Cr Aaron Bowman

That the East Metropolitan Zone requests WALGA to continue to advocate for the State Government to support an immediate review of the *Cat Act 2011* and to develop a model Cat Local Law for use by Local Governments.

CARRIED (11/0)

Note: The meeting requested that WALGA advocacy address the need for an immediate review of the Cat Act 2011 and clarify the view of the Joint Standing Committee on Delegated Legislation regarding the ability of a Local Law to refer to other Local Laws.

9.3 REQUEST TO PRESENT

By Chantelle O'Brien, Zone Executive Officer

WALGA received a request from the Department of Communities, Acting Executive Director, Kathy Cokis seeking the Zone's support to provide a deputation on Homelessness. In particular, to provide an overview of the Office of Homelessness and the All Paths Lead to a Home strategy; priority work; and some data on homelessness.

RESOLUTION

Moved: Cr Giorgia Johnson
Seconded: Cr George Sekulla

That the East Metropolitan Zone supports a deputation from the Department of Communities on homelessness at the August 2024 Zone meeting.

CARRIED (11/0)

9.4 WALGA'S EFFORTS TO BECOME AN EMPLOYER ORGANISATION

By Tony Brown, Executive Director Member Services

EXECUTIVE SUMMARY

- As previously detailed in an item to all Zones in April, WALGA has been considering amending the Association Constitution to enable WALGA to become a registered employer organisation under section 54 of the *Industrial Relations Act 1979 (WA)* (IR Act).
- Despite advocacy efforts by WALGA since December 2022, the State Government has not agreed a pathway for WALGA to be provided with standing as an employer organisation by being named in the IR Act.
- Becoming an employer organisation would provide WALGA with more opportunity to modernise the Local Government State Awards, intervene in industrial matters concerning the Local Government sector, and generally better represent Members' views.
- Whilst the benefits of becoming an employer organisation are considerable, legal advice received by WALGA suggests that the constitutional amendments necessary for WALGA to comply with the requirements for registration are considerable and unachievable without wholesale changes to the governance structure of the Association.
- WALGA will continue to advocate to the State Government for WALGA to be named in the IR Act and given the status of an employer organisation, without needing to make constitutional amendments.

POLICY IMPLICATIONS

The existing [Advocacy Position](#) on WALGA's registration as an Employee Organisation is contained in position 2.8.3:

That WALGA advocate for amendments to the Industrial Relations Act 1979 (WA) (IR Act) for WALGA to be named in the IR Act like the Western Australian Branch of the Australian Medical Association Incorporated (AMA) at s.72B and given the status of an employer organisation, including to the Minister for Industrial Relations, the Minister for Local Government and the Department of Mines, Industry Regulation and Safety.

BACKGROUND

Currently, WALGA is a registered industrial agent under the [Industrial Relations Act 1979 \(WA\)](#) (IR Act). This status allows WALGA to:

- appear as an agent for a WA Local Government or Regional Council in the Western Australian Industrial Relations Commission (WAIRC) and Industrial Magistrate's Court or Industrial Appeal Court; and
- provide advice or other services to Local Governments in relation to 'industrial matters' as defined in section 7 of the IR Act.

Since the mandate for Local Governments¹ to operate in the State industrial relations system from 1 January 2023, unions have commenced various Local Government State awards variation claims in the WAIRC to amend industry employment conditions.

Currently, WALGA can intervene in award matters, but is unable to represent named employers and the broader Local Government sector in its own right.

WALGA has been advocating to the State Government since late 2022 to amend the IR Act and name WALGA as an employer organisation in the Act. These advocacy efforts have been unsuccessful to date.

Without being named in the IR Act, WALGA would need to comply with strict governance requirements to apply to become an employer organisation. This would require significant amendments to the Association Constitution, as well as endorsement by State Council and Members.

Even if these constitutional amendments were made and an application supported by State Council and the membership, the ultimate decision as to whether or not to register WALGA as an employer organisation rests with the WAIRC.

COMMENT

As foreshadowed in an Agenda item to Zones in April, WALGA has been looking to amend the Association Constitution to enable WALGA to apply to become a registered employer organisation under the IR Act.

WALGA has recently engaged lawyers, Jackson McDonald, to provide legal advice as to what constitutional amendments must be made to ensure WALGA is best placed to make a successful application for registration.

The advice received indicates that the changes required would be substantial, costly and potentially unwieldy, involving significant changes to the current governance structure and election processes of WALGA.

In particular, the following three changes required under the IR Act are considered to be untenable with the current structure of WALGA, and would therefore prohibit the Association from making a successful application for registration:

1. Secret Postal Ballot

Section 56 of the IR Act requires that elections for the holder of each office within the organisation must be conducted by way of secret postal ballot. Due to the broad definition of "office" and "officer" in the IR Act, WALGA office holders include every State Council representative, as well as the President and Deputy President.

Whilst conducting the elections for President and Deputy President via a secret postal ballot would be achievable, a postal voting system for the election of State Council representatives by Zone Delegates across 17 Zones would be unmanageable. As well as timing issues (see below), there would be significant costs involved in conducting elections in this manner, with no benefit to Members.

¹ With the exception of the Shires of Christmas Island and Cocos (Keeling) Islands

To accommodate an election of State Council representatives by secret postal ballot, the election cycle of WALGA would need to be changed. Currently, the terms of State Councillors run from the day of the first Ordinary State Council meeting immediately following the biennial Local Government elections (being the first week of December), to the day before the first Ordinary State Council meeting immediately following the next Local Government elections (2 years later). To allow for sufficient time for an election by postal ballot (an unavoidably slow process), the terms for State Councillors would need to be amended to commence at the next meeting (being March the year following the Local Government elections). In the meantime, the composition of State Council would be subject to the results of the Local Government elections (which may result in vacancies, with representatives needing to leave their State Council position due to no longer being on Council).

2. Independent Returning Officer

Section 56 of the IR Act requires that the rules of an employer organisation must provide for the conduct of every election to an office within the organisation by an independent returning officer, not being the holder of any other office in, and not being an employee of, the organisation. As described above, WALGA office holders include the President, Deputy President and State Councillors.

An independent returning officer could be engaged relatively easily for the election of President and Deputy President. However, engaging independent returning officers to conduct the election of State Council representatives at all 17 Zone meetings in the weeks following the biennial Local Government elections raises significant concerns in terms of cost, administrative burden and timing.

At present, the State Council elections are conducted in mid-November, about 4-5 weeks after the Local Government elections. In the interim, Councils are required to meet and elect or appoint their Zone Delegates. This leaves very little time for an independent returning officer to carry out a formal nomination and election process.

This difficulty would only be compounded if the postal voting requirement were also adopted for State Council elections.

The Commissioner must refuse an application for registration if they are not satisfied that the rules conform with the election requirements in section 56 (including secret postal ballot and independent returning officer).

3. Secretary

The IR Act requires the creation of a position of "Secretary". Under the current governance structure of WALGA, the functions of Secretary are held by the CEO. However, under the IR Act, the Secretary is considered an "office", meaning it is subject to the same election requirements as other offices. Therefore, on a strict view, the Secretary should be the President, Deputy President or a State Councillor, not the CEO.

Once again, this is a significant non-compliance risk that jeopardises the likelihood of WALGA's application for registration being successful.

NEXT STEPS

For the reasons described above, it is proposed that WALGA does not proceed with the original plan to amend the Association Constitution and apply for registration as an employer organisation under the IR Act.

Instead WALGA has the following options to seek standing to become a registered organisation of employers under the IR Act:

1. **Option 1** – Advocate to the Minister for Industrial Relations to either:
 - a. name WALGA in the IR Act as an employer organisation similar to the Western Australian Branch of the Australian Medical Association Incorporated under s. 72B; or
 - b. amend the IR Act provision to permit WALGA to register as an employer organisation without making modifications to its Constitution or governance model. This might be achieved by amending the provisions to permit dual registration of organisations or making modifications to the election procedures of organisations.
2. **Option 2** – Establish a new entity to apply for registration as an organisation of employers which will require separate management/committee, a motion approving an application for registration to the WAIRC under s. 54 of the IR Act and a Constitution which complies with all aspects of Part II, Division 4 of the IR Act.
3. **Option 3** - In the event that neither Option 1 or 2 are achieved or considered appropriate, the final option will be for WALGA to establish protocols with Member Local Governments to notify WALGA when new union claims are made and to work with Members to bring award variations in the names of Local Governments.

WALGA met with the Minister for Industrial Relations, Hon Simone McGurk MLA, on 13 June to again advocate for WALGA to be named in the IR Act. The importance of WALGA becoming an employer organisation was discussed, alongside the complexities of amending the Association Constitution to adhere to IR Act registration requirements (as detailed above).

WALGA will keep the Zones updated on any progress on this item.

Noted

10 STATE COUNCIL AGENDA – MATTERS FOR DECISION AND NOTING

Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council.

The full State Council Agenda can be found via link: [here](#)

The Zone can provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

STATE COUNCIL MATTERS FOR DECISION

10.1 CARAVAN PARK AND CAMPING GROUNDS REGULATIONS

EXECUTIVE SUMMARY

- Tiny Homes on Wheels (THOWs) are an emerging form of housing that offers an alternative and affordable housing option that can assist in addressing the current housing shortage.
- THOWs are classified as caravans under the *Caravan Parks and Camping Grounds Act 1995* (the Act) and the *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations).
- The Regulations restrict the length of occupation of THOWs.
- A new advocacy position proposes that the Regulations be amended to allow THOWs to be occupied for longer periods and for Local Governments to be able to establish policy to guide these longer approvals.
- The Environment Policy Team endorsed the draft advocacy position on 29 May 2024.

MOTION

Moved: Cr Josh Eveson
Seconded: Cr George Sekulla

WALGA RECOMMENDATION

That State Council endorse a new Caravan Park and Camping Grounds Regulations Advocacy Position:

Part 2 of the Caravan Parks and Camping Grounds Regulations 1997 should be amended to allow Local Governments to:

- 1. Consider camping on private property for a period of greater of three months.***
- 2. Establish policy to guide approvals beyond 3 months to ensure that camping is locally appropriate and provide for circumstances where caravans, predominantly in the form of tiny homes on wheels, can be occupied on a more permanent basis.***

AMENDMENT

Moved: Cr Aaron Bowman
Seconded: Mayor Kathryn Hamilton

To include "in caravans" after camping in point 1, so it would read:

- 1. Consider camping in caravans on private property for a period of greater of three months.***

THE AMENDMENT WAS PUT AND CARRIED (10/1)

THE SUBSTANTIVE MOTION NOW READS

Part 2 of the Caravan Parks and Camping Grounds Regulations 1997 should be amended to allow Local Governments to:

- 1. Consider camping in caravans on private property for a period of greater of three months.***
- 2. Establish policy to guide approvals beyond 3 months to ensure that camping is locally appropriate and provide for circumstances where caravans, predominantly in the form of tiny homes on wheels, can be occupied on a more permanent basis.***

CARRIED (10/1)

10.2 2024 AUDIT EXPERIENCE SURVEY RESULTS AND ADVOCACY POSITION

EXECUTIVE SUMMARY

- WALGA, in partnership with Local Government Professionals WA (LG Professionals), has recently conducted a survey of the Local Government sector to seek feedback on the annual audit process.
- The 2024 survey was based on the inaugural audit experience survey conducted last year, allowing for direct comparison of results over time.
- Five key emerging issues were identified following the 2023 survey, and these areas demonstrated varying levels of improvement this year:
 - timeframe and delays;
 - additional workload on Local Government staff;
 - cost;
 - inconsistent advice from contract Auditors and the Office of the Auditor General (OAG); and
 - asset valuation requirements.
- An outcome of advocacy efforts last year was the achievement of a review of the application of Fair Value principles, particularly as applied in audit related asset valuation.
- It is recommended that the WALGA Advocacy Position on Local Government Audit Process (position 2.2.2) be updated to reflect this achievement.
- An initial meeting with the OAG has recently been held to discuss the outcomes from the survey.
- WALGA and LG Professionals will continue to work with the OAG to reform the audit process in line with sector feedback, with a particular focus on those areas of concern identified in the 2024 survey results.
- This item was considered at the Governance Policy Team held on 15 May 2024, where the recommendation was supported.

WALGA RECOMMENDATION

That State Council:

1. **Note the Audit Experience Survey Results Summary; and**
2. **Amend Advocacy Position 2.2.2 *Local Government Audit Process* to remove point 7 as it has been achieved.**

RESOLUTION

That the East Metropolitan supports State Council agenda item 10.2 as above.

Moved: President Paige McNeil

Seconded: Cr George Sekulla

CARRIED (11/0)

10.2.1 Policy Team and Committee Reports

- 9.1 Environment Policy Team Report
- 9.2 Governance Policy Team Report
- 9.3 Infrastructure Policy Team Report
- 9.4 People and Place Policy Team Report
- 9.5 Municipal Waste Advisory Council (MWAC) Report

10.2.2 Matters for Noting/Information

- 10.1 2024-25 State and Federal Budget Update
- 10.2 Submission to the Commissioner for Children and Young People WA Priority Area Discussion Papers
- 10.3 Perth and Peel Urban Greening Strategy
- 10.4 Polyphagous Shot-Hole Borer Update
- 10.5 Flying Minute: Submission on Emergency Management Sector Adaptation Plan
- 10.6 Flying Minute: State Wage Case Submission
- 10.7 Flying Minute: Submission on the Inquiry into Local Government Sustainability
- 10.8 Flying Minute: Standardised Meeting Procedures Submission

RESOLUTION

Moved: Cr Aaron Bowman
Seconded: President Cr Paige McNeil

That the East Metropolitan Zone:

- 1. Supports, as amended all Matters for Decision and Policy Team recommendations as listed above in the July 2024 State Council Agenda, and**
- 2. Notes all Matters for Noting, other Policy Team and Committee Reports and Organisational Reports as listed in the July 2024 State Council Agenda.**

CARRIED (11/0)

11 OTHER BUSINESS

Cr Giorgia Johnson and Cr George Sekulla noted their appreciation for the WALGA Zone Chair Induction held in April 2024.

12 EXECUTIVE REPORTS

12.1 WALGA PRESIDENT'S REPORT

The President's Report was taken as read. The report was attached within the agenda.

Noted

12.2 STATE COUNCILLOR'S REPORT TO THE ZONE

WALGA State Councillor, President Paige McNeil, presented on the previous State Council meeting.

Noted

13 NEXT MEETING

The next meeting of the East Metropolitan Zone will be held on Thursday, 15 August 2024 at the City of Belmont commencing at 6:30pm.

14 CLOSURE

There being no further business the Chair declared the meeting closed at 7:24pm.

ABRIDGED MINUTES

D2024/17428

Ordinary Meeting of Council

27 June 2024

The unconfirmed full minutes of this meeting will be available on the EMRC's website

within 14 days after the meeting is held:

<https://www.emrc.org.au/council/council-and-committees/council-minutes.aspx>

EMRC Council Members

Cr Filomena Piffaretti	Chairperson	City of Bayswater
Cr Aaron Bowman	Deputy Chairperson	City of Swan
Cr Tallan Ames	EMRC Member	Town of Bassendean
Cr Paul Poliwka	EMRC Member	Town of Bassendean
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr Luke Ellery	EMRC Member	Shire of Mundaring
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Cr Jennifer Catalano	EMRC Member	City of Swan

EMRC Council Deputies

Cr Kathryn Hamilton	EMRC Deputy Member	Town of Bassendean
Cr Giorgia Johnson	EMRC Deputy Member	City of Bayswater
Cr John Daw	EMRC Deputy Member	Shire of Mundaring
Cr Ian Johnson	EMRC Deputy Member	City of Swan

Ordinary Meeting of Council Abridged Minutes

An ordinary Meeting of Council was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 on **Thursday 27 June 2024**. The meeting commenced at **6:02pm**.

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1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairperson opened the meeting at 6:02pm.

1.1 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson acknowledged the traditional custodians of the land, the Whadjuk people of the Noongar Nation, paid respects to elders past, present and emerging.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Councillor Attendance

Cr Filomena Piffaretti	Chairperson	City of Bayswater
Cr Aaron Bowman	Deputy Chairperson	City of Swan
Cr Kathryn Hamilton (deputising for Cr Ames)	EMRC Deputy Member	Town of Bassendean
Cr Paul Poliwka	EMRC Member	Town of Bassendean
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Cr Jennifer Catalano	EMRC Member	City of Swan

EMRC Council Deputies

Cr Giorgia Johnson	EMRC Deputy Member	City of Bayswater
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Apologies

Cr Tallan Ames	EMRC Member	Town of Bassendean
Cr Luke Ellery	EMRC Member	Shire of Mundaring
Cr John Daw	EMRC Deputy Member	Shire of Mundaring

EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Miss Carmen Sadleir	Chief Operating Officer
Mrs Wendy Harris	Chief Sustainability Officer
Mrs Angela Jehring	Manager Human Resources
Mrs Lee Loughnan	Personal Assistant to the Chief Financial Officer (Minutes)
Mrs Beatrice Genovesi	Personal Assistant to the Chief Financial Officer

EMRC Observers

Ms Kasa Nakhonthat	Manager Financial Services
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer
Mr Christopher Snook	Information Services Support Officer

Visitors

Dr Jude Balm

Managing Director

Infinity Training

3. DISCLOSURE OF INTEREST

3.1 MR MARCUS GEISLER – CHIEF EXECUTIVE OFFICER – INTERESTS AFFECTING FINANCIAL AND IMPARTIALITY

Item: 19.1
 Subject: Chief Executive Officer performance and salary review for 2023/2024 and objective setting for 2024/2025
 Nature of Interest: Due to the subject matter directly applies to the position of the CEO.

3.2 MRS ANGELA JEHRING MANAGER HUMAN RESOURCES - INTERESTS AFFECTING IMPARTIALITY

Item: 19.1
 Subject: Chief Executive Officer Performance and Salary Review For 2023/2024 And Objective Setting For 2024/2025
 Nature of Interest: Due to the reporting relationship to the position of CEO.

3.3 MR HUA JER LIEW – CHIEF FINANCIAL OFFICER – INTERESTS AFFECTING IMPARTIALITY

Item: 19.2
 Subject: Chief Executive Officer Recruitment – Job Description Form, Remuneration Package and Advertising Process
 Nature of Interest: Due to the reporting relationship to the position of CEO.

3.4 CR CATALANO – INTERESTS DUE TO PROXIMITY

Item: 14.6
 Subject: RFT 2024-002 Provision of Lateric Caprock Quarrying Service
 Nature of Interest: Extended family members

3.5 CR BOWMAN – INTERESTS AFFECTING IMPARTIALITY

Item: 19.3
 Subject: Appointment of an Independent Person to the CEORC
 Nature of Interest: Helen Hardcastle is contracted to the City of Swan to work on Stephen Cain's performance review (CEO)

3.6 CR PIFARRETI – INTERESTS AFFECTING IMPARTIALITY

Item: 19.3
 Subject: Appointment of an Independent Person to the CEORC
 Nature of Interest: Helen Hardcastle does work for the City of Bayswater

3.7 CR SUTHERLAND – INTERESTS AFFECTING IMPARTIALITY

Item: 19.3
Subject: Appointment of an Independent Person to the CEORC
Nature of Interest: Knows Mike Foley and Helen Hardcastle works for the City of Bayswater

4. ANNOUNCEMENTS BY THE CHAIRPERSON OR PRESIDING MEMBER

4.1 2023/2024 RELATED PARTY TRANSACTIONS AND DISCLOSURE

The 2023/2024 Related Party Transactions and Disclosure forms have been emailed to Councillors. These forms are due to be returned to the EMRC by no later than Thursday 11 July 2024. Councillors were requested to complete their form as a matter of priority after 30 June 2024 to assist with the finalisation of the audit of the 2023/2024 Annual Financial Report.

Please note, even if there is no disclosure, a signed “nil” return is still required to be submitted.

4.2 2023/2024 ANNUAL RETURN

Councillors were advised that the 2023/2024 Annual Returns have been distributed electronically.

As the annual return period does not conclude until 30 June 2024, it is important that the annual return is to be completed for the year ending 30 June 2024.

The completed forms are to be returned to the EMRC by no later than Monday, 26 August 2024.

Councillors were requested to complete their returns as a matter of priority. Failure to lodge the return is a serious breach of the *Local Government Act 1995*. If a relevant person does not lodge a completed return within the prescribed period for any reason, the breach under Part 5, Division 6 of the *Local Government Act 1995*, has to be reported under the legal duty and responsibility to report in accordance with Section 28 of the *Corruption, Crime and Misconduct Act 2003*.

7 APPLICATIONS FOR LEAVE OF ABSENCE

7.1 CR POLIWKA

THAT COUNCIL APPROVES THE APPLICATION FOR LEAVE OF ABSENCE FOR CR POLIWKA FROM 03 JULY 2024 TO 31 JULY 2024.

COUNCIL RESOLUTION

MOVED CR SUTHERLAND

SECONDED CR HAMILTON

CARRIED UNANIMOUSLY

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 23 MAY 2024

That the minutes of the Ordinary Meeting of Council held on 23 May 2024 which have been distributed, be confirmed

COUNCIL RESOLUTION

MOVED CR JEANS

SECONDED CR SUTHERLAND

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 23 MAY 2024 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

12 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC

NOTE: Section 5.23(2) of the *Local Government Act 1995*, details a number of matters upon which Council may discuss and make decisions without members of the public being present. These matters include: matters affecting employees; personal affairs of any person; contractual matters; legal advice; commercial-in-confidence matters; security matters; among others.

The following confidential reports are covered in Section 19 of this agenda.

- CHIEF EXECUTIVE OFFICER PERFORMANCE AND SALARY REVIEW FOR 2023/2024 AND OBJECTIVE SETTING FOR 2024/2025
- CHIEF EXECUTIVE OFFICER RECRUITMENT – JOB DESCRIPTION FORM, REMUNERATION PACKAGE AND ADVERTISING PROCESS
- APPOINTMENT OF AN INDEPENDENT PERSON TO THE CEORC
- EMRC SUPPORT FOR AUSTRALIAN RESEARCH COUNCIL RESEARCH HUB FOR VALUE-ADDED PROCESSING OF CARBON WASTE
- REVIEW OF SECONDARY WASTE CHARGE
- STRATEGIC DISCUSSION

The Chairperson advised to make the most of Dr Jude Balm's time, the Confidential Item 19.1 will be dealt with prior to Section 13 – Business Not Dealt with from a Previous Meeting.

The Chairperson request that Council resolve to change the order of business.

COUNCIL RESOLUTION

MOVED CR JEANS

SECONDED CR SUTHERLAND

THAT IN ACCORDANCE WITH CLAUSE 4.2 OF THE *EMRC MEETING PROCEDURE LOCAL LAWS 2023*, COUNCIL RESOLVES THE CONFIDENTIAL ITEM 19.1 BE DEALT WITH PRIOR TO SECTION 13 OF THE AGENDA.

CARRIED UNANIMOUSLY.

19 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

RECOMMENDATION (Closing Meeting to the Public)

That with the exception of, the meeting be closed to members of the public in accordance with Section 5.23(2) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

COUNCIL RESOLUTION

MOVED CR BOWMAN

SECONDED CR HAMILTON

THAT WITH THE EXCEPTION OF CHIEF EXECUTIVE OFFICER, DR JUDE BALM, MANAGER HUMAN RESOURCES, EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER, PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER (MINUTES), PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER (THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23(2) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

CARRIED UNANIMOUSLY

The Chief Operating Officer, the Chief Sustainability Officer, the Manager of Financial Services and Information Support Officer were requested to leave the meeting at 6:12pm to enable Councillors to have a discussion.

The doors of the meeting were closed at 6:12pm.

The Chief Executive Officer, Dr Jude Balm, Manager Human Resources, Executive Assistant to the Chief Executive Officer, Personal Assistant to the Chief Financial Officer (minutes) and Personal Assistant to the Chief Financial Officer remained in Council Chambers.

19.1 CHIEF EXECUTIVE OFFICER PERFORMANCE AND SALARY REVIEW FOR 2023/2024
AND OBJECTIVE SETTING FOR 2024/2025 (D2024/13792)

This item is recommended to be confidential because it contains matters affecting an employee and is to be treated as confidential in accordance with EMRC Policy 4.1 – Chief Executive Officer's Appointment, Performance Review and Termination Policy.

See Confidential Item circulated with the Agenda under Separate Cover.

The Chairperson requested a suspension of Standing Orders.

RECOMMENDATION [Meeting re-opened to the Public]

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR BOWMAN

THAT THE MEETING BE RE-OPENED, THE MEMBERS OF THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RECOMMENDATIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

CARRIED UNANIMOUSLY

The doors of the meeting were opened at 6:26pm.

Recording of the resolutions passed behind closed doors, namely:

COUNCIL RESOLUTION(S)

MOVED CR PIFFARETTI

SECONDED CR HAMILTON

THAT COUNCIL IN ACCORDANCE WITH CLAUSE 16.1 OF THE *EMRC MEETING PROCEDURE LOCAL LAWS 2023*, SUSPENDS THE STANDING ORDERS.

Discussion ensued

CARRIED UNANIMOUSLY

Standing Orders were suspended at 6:13pm.

COUNCIL RESOLUTION(S)

MOVED CR PIFFARETTI

SECONDED CR SUTHERLAND

THAT COUNCIL IN ACCORDANCE WITH CLAUSE 16.1 OF THE *EMRC MEETING PROCEDURE LOCAL LAWS 2023*, SUSPENDS THE STANDING ORDERS.

CARRIED UNANIMOUSLY

Standing Orders were reinstated at 6:20pm.

19.1 CHIEF EXECUTIVE OFFICER PERFORMANCE AND SALARY REVIEW FOR 2023/2024 AND OBJECTIVE SETTING FOR 2024/2025 (D2024/13792)

COUNCIL RESOLUTION(S)

MOVED CR PIFFARETTI

SECONDED CR SUTHERLAND

THAT:

1. COUNCIL ASSESSES THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE FOR THE PERIOD 2023/2024.
2. COUNCIL ADOPTS THE PERFORMANCE CRITERIA OUTLINED WITHIN THE REPORT FOR 2024/2025.
3. COUNCIL AUTHORISES INCREASING THE TOTAL REMUNERATION PACKAGE OF CEO BY 4% WITH AN ADDITIONAL 0.5% TO BE ADDED TO THE SG SUPERANNUATION PAYMENT AND AUTHORISES A VARIATION OF CONTRACT TO AFFECT THIS CHANGE.
4. THE REPORT AND ATTACHMENTS REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

MOTION CARRIED 6/1

For: Crs Piffaretti, Catalano, Jeans, Hamilton, Poliwka, Sutherland

Against: Cr Bowman

Following the conclusion of Item 19.1 Dr Jude Balm and the Manager Human Resources departed the meeting at 6:20pm.

13 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

The Review of Delegated Powers and Duties was adjourned from the 22 February 2024 Ordinary Meeting of Council. This was dealt with under Employee Report Item 14.5.

The Confidential Item Strategic Discussion that was deferred from the 23 May 2024 meeting was dealt with under Confidential Item 19.6.

14 EMPLOYEE REPORTS

- 14.1 LIST OF ACCOUNTS PAID DURING THE MONTH OF MAY 2024 (D2024/15411)
- 14.2 FINANCIAL REPORT FOR PERIOD ENDED 31 MAY 2024 (D2024/15412)
- 14.3 REVIEW OF COUNCIL POLICY 3.3 – MANAGEMENT OF INVESTMENTS POLICY (2024/16131)
- 14.4 REVIEW OF COUNCIL POLICY 5.1 – RED HILL WASTE MANAGEMENT FACILITY AND HAZELMERE RESOURCE RECOVERY PARK ENVIRONMENTAL POLICY (D2024/15432)
- 14.5 REVIEW OF DELEGATED POWERS & DUTIES (D2024/16136)
- 14.6 TENDER RFT 2024-002 PROVISION OF LATERIC CAPROCK QUARRYING SERVICE (D2024/16149)
- 14.7 WASTE AND RESOURCE RECOVERY CONFERENCE 2024 – SEPTEMBER 2024 (D2024/16400)
- 14.8 ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2024/15403)

The Chairperson invited members to withdraw any report items to be dealt with separately.

Cr Hamilton withdrew Item 14.2.

Cr Bowman withdrew Item 14.5.

The Chairperson withdrew Item 14.6 as Cr Catalano had declared a proximity interest and expressed her wish to depart the Chambers during the consideration by Council on the item.

The Chairperson withdrew Item 14.7 to allow Councillors to nominate their interest in attending the WA Waste and Resource Recovery Conference.

No Councillors nominated any further items to be withdrawn for discussion or debate.

RECOMMENDATION(S)

That with the exception of items....., which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Employee Reports (Section 14).

COUNCIL RESOLUTION(S)

MOVED CR POLIWKA

SECONDED CR JEANS

THAT WITH THE EXCEPTION OF ITEMS 14.2, 14.5, 14.6 AND 14.7, WHICH ARE TO BE WITHDRAWN AND DEALT WITH SEPARATELY, COUNCIL ADOPTS THE RECOMMENDATIONS IN THE EMPLOYEE REPORTS (SECTION 14).

CARRIED UNANIMOUSLY

14.2 FINANCIAL REPORT FOR PERIOD ENDED 31 MAY 2024

RECOMMENDATION(S)

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments, Statement of Financial Activity and the Investment Report for the period ended 31 May 2024.

The Chairperson called for a mover and seconder for the officer recommendation to allow for questions.

Cr Hamilton moved an amended motion and Cr Poliwka seconded.

Amended Motion:

That Council:

1. *Receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and investments, Statement of Financial Activity and the Investment Report for the period ended 31 May 2024.*
2. *By absolute majority declares a dividend of \$5m from the audited operating surpluses for 2023/24 financial year.*
3. *Authorises the payment of the dividend following the endorsement of the audited Annual Financial Report for 2023/2024 financial year and be based on the respective member Council equity shareholding.*

Rationale provided for the alternate motion

Given the reduction in EMRC project progression in the foreseeable future, Cr Hamilton stated that it would instead be highly advantageous to return funds derived from operating surplus in 2023/24, as a distribution to member Councils to enable the fast-tracking of member Council projects beneficial to local communities.

Cr Hamilton spoke to the motion, noting the 2023/24 financial year has generated a forecast surplus exceeding \$14m, a portion of these funds distributed to member Councils as a dividend could be put to good use immediately to progress the shovel ready projects of each member Council.

Cr Poliwka reserved his right to speak to the motion.

Cr Bowman queried whether this alternate motion was allowed under the Standing Orders. He suggested that this should have been treated as a notice of motion with a detailed financial report and was not relevant to Item 14.2.

The CFO advised that this item can be brought back to Council if required. However, the two additional limbs are consistent with the financial subject matter as the report deals with the operating surpluses for the year and the proposed financial distribution are from the operating surpluses. The CFO confirmed that this is consistent with the *EMRC Meeting Procedure Local Law 2023*.

Cr Bowman spoke against this motion and felt more detailed financial information is required before he can support this.

Cr Hamilton reminded Councillors that previous motions on dividend distribution have been tabled and were approved. She sought confirmation from the CFO.

The CFO confirmed that there have been distributions in the past.

Cr Poliwka spoke in support of the motion saying that these funds would be put to good use by individual member councils at this point in time.

At the conclusion of the debate, Cr Hamilton exercised her right of reply.

The Chairperson decided to deal with the amendment by putting to Council the motion in two parts. The officer recommendation (limb No. 1), and the amended motion by Cr Hamilton (limb No. 2 and limb No. 3).

Following discussion, the Chairperson put this to the vote.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR POLIWKA

THAT COUNCIL:

1. RECEIVES THE STATEMENT OF COMPREHENSIVE INCOME, CAPITAL EXPENDITURE STATEMENT, STATEMENT OF FINANCIAL POSITION, STATEMENT OF CASH AND INVESTMENTS, STATEMENT OF FINANCIAL ACTIVITY AND THE INVESTMENT REPORT FOR THE PERIOD ENDED 31 MAY 2024.

MOTION CARRIED 6/1

For: Crs Piffaretti, Bowman, Jeans, Hamilton, Poliwka, Sutherland

Against: Cr Catalano

2. BY ABSOLUTE MAJORITY DECLARES A DIVIDEND OF \$5M FROM THE AUDITED OPERATING SURPLUSES FOR 2023/24 FINANCIAL YEAR.
3. AUTHORISES THE PAYMENT OF THE DIVIDEND FOLLOWING THE ENDORSEMENT OF THE AUDITED ANNUAL FINANCIAL REPORT FOR 2023/2024 FINANCIAL YEAR AND BE BASED ON THE RESPECTIVE MEMBER COUNCIL EQUITY SHAREHOLDING.

MOTION CARRIED 5/2

For: Crs Piffaretti, Catalano, Hamilton, Poliwka, Sutherland

Against: Crs Bowman, Jeans

14.5 REVIEW OF DELEGATED POWERS AND DUTIES

RECOMMENDATION(S)

That:

1. Council reviews and endorses the delegations made to the Chief Executive Officer as detailed in the revised new EMRC Delegations Register forming Attachment 1 of this report.
2. The attachments to this report remain confidential and are certified by the EMRC Chairperson and the Chief Executive Officer.

The Chairperson called for a mover and seconder for the officer recommendation to allow for questions.

Cr Hamilton moved the motion and Cr Jeans seconded.

Cr Bowman proposed a motion to remove Delegation 1.1.2 – delegations for the Legal Committee. The rationale being this hasn't been previously used and it is of little benefit. A delegation to a Committee can create a lot of unnecessary issues.

Cr Hamilton asked for an update on the Legal Committee.

The CFO advised that the Legal Committee was established to deal with matters arising out of the Establishment Agreement, specifically when the City of Belmont lodged a notice of dispute. While the notice of dispute had been dealt with, the outstanding matter regarding the payout of the City of Belmont remains outstanding. With the valuation is close to finalisation, it is more efficient to organise a Legal Committee meeting than to call a meeting of the whole Council.

The Chairperson asked for a seconder to Cr Bowman's amendment. There being no seconder, the amendments lapsed.

The Chairperson put the original motion to the vote.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR JEANS

THAT:

1. COUNCIL REVIEWS AND ENDORSES THE DELEGATIONS MADE TO THE CHIEF EXECUTIVE OFFICER AS DETAILED IN THE REVISED NEW EMRC DELEGATIONS REGISTER FORMING ATTACHMENT 1 OF THIS REPORT.
2. THE ATTACHMENTS TO THIS REPORT REMAIN CONFIDENTIAL AND ARE CERTIFIED BY THE EMRC CHAIRPERSON AND THE CHIEF EXECUTIVE OFFICER.

CARRIED UNANIMOUSLY

14.6 TENDER RFT 2024-002 PROVISION OF LATERITIC CAPROCK QUARRYING SERVICE

RECOMMENDATION(S)

That:

1. Council awards Tender RFT 2024-002 Provision of Lateritic Caprock Quarrying Service to B&J Catalano Pty Ltd at the listed rates forming the Attachment 1 to this report, for the period 3 July 2024 to 2 July 2027, with an option for two (2) single year extensions, exercisable by the CEO subject to satisfactory performance.
2. The CEO be authorised to enter a contract with B&J Catalano Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and B&J Catalano Pty Ltd.
3. The contract rates for Tender RFT 2024-002 Provision of Lateritic Caprock Quarrying Service are adjusted annually at each anniversary of the contract based on the Consumer Price Index for Perth over the previous twelve months

Cr Catalano declared an interest on Item 14.6 relating to proximity interest and left the Council Chambers at 6:50pm.

The Chairperson called for a mover and seconder for the officer recommendation to allow for questions.

Cr Bowman moved the motion and Cr Jeans seconded.

No questions were put forward.

The Chairperson put the motion to the vote.

COUNCIL RESOLUTION(S)

MOVED CR BOWMAN

SECONDED CR JEANS

THAT:

1. COUNCIL AWARDS TENDER RFT 2024-002 PROVISION OF LATERITIC CAPROCK QUARRYING SERVICE TO B&J CATALANO PTY LTD AT THE LISTED RATES FORMING THE ATTACHMENT 1 TO THIS REPORT, FOR THE PERIOD 3 JULY 2024 TO 2 JULY 2027, WITH AN OPTION FOR TWO (2) SINGLE YEAR EXTENSIONS, EXERCISABLE BY THE CEO SUBJECT TO SATISFACTORY PERFORMANCE.
2. THE CEO BE AUTHORISED TO ENTER A CONTRACT WITH B&J CATALANO PTY LTD IN ACCORDANCE WITH THEIR SUBMITTED TENDER, SUBJECT TO ANY MINOR VARIATIONS THAT MAY BE AGREED ON BETWEEN THE CEO AND B&J CATALANO PTY LTD.
3. THE CONTRACT RATES FOR TENDER RFT 2024-002 PROVISION OF LATERITIC CAPROCK QUARRYING SERVICE ARE ADJUSTED ANNUALLY AT EACH ANNIVERSARY OF THE CONTRACT BASED ON THE CONSUMER PRICE INDEX FOR PERTH OVER THE PREVIOUS TWELVE MONTHS

MOTION CARRIED 6/0

Cr Catalano was absent for the vote, having declared an interest in the meeting

Following the Council's resolutions on Item 14.6, Cr Catalano re-entered the Council Chambers at 6:51pm.

14.7 WASTE & RESOURCE RECOVERY CONFERENCE 2024 – SEPTEMBER 2024

RECOMMENDATION(S)

That:

1. Councillors and Officers note the dates of 4 and 5 September 2024 for the 2024 WA Waste & Resource Recovery Conference.
2. Councillor(s) and the Chief Executive Officer be authorised to attend the WA Waste & Resource Recovery Conference 2024.
3. Two places to the 2024 WA Waste & Resource Recovery Conference be offered to the Waste Management Community Reference Group (WMCRG), in the event that some members may wish to attend.

The Chairperson invited Councillors to put their name forward to attend the Conference.

Crs Bowman, Ellery, Hamilton, Piffaretti and Sutherland put themselves forward to attend.

Councillors noted that if they were unable to attend the Conference then their pass may be shared.

COUNCIL RESOLUTION(S)

MOVED CR SUTHERLAND

SECONDED CR POLIWKA

THAT:

1. COUNCILLORS AND OFFICERS NOTE THE DATES OF 4 AND 5 SEPTEMBER 2024 FOR THE 2024 WA WASTE & RESOURCE RECOVERY CONFERENCE.
2. COUNCILLOR(S) BOWMAN, ELLERY, HAMILTON, PIFFARETTI, SUTHERLAND AND THE CHIEF EXECUTIVE OFFICER BE AUTHORISED TO ATTEND THE WA WASTE & RESOURCE RECOVERY CONFERENCE 2024.
3. TWO PLACES TO THE 2024 WA WASTE & RESOURCE RECOVERY CONFERENCE BE OFFERED TO THE WASTE MANAGEMENT COMMUNITY REFERENCE GROUP (WMCRG), IN THE EVENT THAT SOME MEMBERS MAY WISH TO ATTEND.

CARRIED UNANIMOUSLY

15 REPORTS OF COMMITTEES

15.1 AUDIT COMMITTEE MEETING HELD 06 JUNE 2024 (D2024/15449)

The minutes of the Audit Committee meeting held on 06 June 2024 accompany and form part of this agenda – (refer to section of 'Reports of Committees' for Council accompanying this Agenda).

QUESTIONS

The Chairperson invites general questions from members on the minutes of the Audit Committee.

RECOMMENDATION(S)

That with the exception of items, which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Audit Committee report (Section 15.1).

COUNCIL RESOLUTION(S)

MOVED CR JEANS

SECONDED CR SUTHERLAND

COUNCIL ADOPTS THE RECOMMENDATIONS IN THE AUDIT COMMITTEE REPORT (SECTION 15.1).

MOTION CARRIED 6/1

For: Crs Piffaretti, Bowman, Jeans, Hamilton, Poliwka, Sutherland

Against: Cr Catalano

CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**RECOMMENDATION (Closing Meeting to the Public)**

That with the exception of, the meeting be closed to members of the public in accordance with Section 5.23(2) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

COUNCIL RESOLUTION

MOVED CR JEANS

SECONDED CR BOWMAN

THAT WITH THE EXCEPTION OF THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER, PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER (MINUTES) AND PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER, THE MEETING CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23(2) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

CARRIED UNANIMOUSLY

The Chief Operating Officer, Chief Sustainability Officer and Manager Financial Services left the Council Chamber at 6:57pm.

The doors of the meeting were closed at 6:57pm.

The Chief Executive Officer, Chief Financial Officer, Personal Assistant to the Chief Financial Officer (minutes) and Personal Assistant to the Chief Financial Officer remained in Council Chambers.

19.2 CHIEF EXECUTIVE OFFICER RECRUITMENT – JOB DESCRIPTION FORM, REMUNERATION PACKAGE AND ADVERTISING PROCESS (D2024/16032)

This item is recommended to be confidential because it contains matters affecting an employee and is to be treated as confidential in accordance with EMRC Policy 4.1 – Chief Executive Officer's Appointment, Performance Review and Termination Policy.

See Confidential Item circulated with the Agenda under Separate Cover.

19.3 APPOINTMENT OF AN INDEPENDENT PERSON TO THE CEORC (D2024/10177)

This item is recommended to be confidential because it contains matters affecting an employee and is to be treated as confidential in accordance with EMRC Policy 4.1 – Chief Executive Officer's Appointment, Performance Review and Termination Policy.

See Confidential Item circulated with the Agenda under Separate Cover.

The Chief Operating Officer, Chief Sustainability Officer and Manager Financial Services were invited back into the Council Chamber at 7:12pm, following Council's deliberation of item 19.3.

The Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Chief Sustainability Officer, Manager Financial Services and Personal Assistant to the Chief Financial Officer (minutes) and Personal Assistant to the Chief Financial Officer remained in Council Chambers.

19.4 EMRC SUPPORT FOR AUSTRALIAN RESEARCH COUNCIL RESEARCH HUB FOR VALUE-ADDED PROCESSING OF CARBON WASTE (D2024/16032)

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

See Confidential Item circulated with the Agenda under Separate Cover

19.5 REVIEW OF SECONDARY WASTE CHARGE (D2024/16151)

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

See Confidential Item circulated with the Agenda under Separate Cover

19.6 STRATEGIC DISCUSSION (D2024/14289)

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

See Confidential Item circulated with the Agenda under Separate Cover.

RECOMMENDATION [Meeting re-opened to the Public]

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

COUNCIL RESOLUTION(S)

MOVED CR POLIWKA

SECONDED CR BOWMAN

THAT THE MEETING BE RE-OPENED, THE MEMBERS OF THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RECOMMENDATIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

CARRIED UNANIMOUSLY

The doors of the meeting were opened at 7:58pm.

The recording of the resolutions passed behind closed doors, namely:

19.2 CHIEF EXECUTIVE OFFICER RECRUITMENT – JOB DESCRIPTION FORM,
REMUNERATION PACKAGE AND ADVERTISING PROCESS (D2024/16032)

COUNCIL RESOLUTION(S)

MOVED CR BOWMAN

SECONDED CR SUTHERLAND

THAT:

1. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH CL.5 SCHEDULE 2 OF THE *LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS 2021* ENDORSES THE JOB DESCRIPTION FORM FOR THE POSITION OF CHIEF EXECUTIVE OFFICER FORMING ATTACHMENT 1 OF THIS REPORT.
2. COUNCIL APPROVES THE TOTAL REWARD PACKAGE FOR THE CHIEF EXECUTIVE OFFICER POSITION BEING SET IN THE RANGE OF \$228,973 TO \$356,181 PER ANNUM.
3. COUNCIL ENDORSES THE DRAFT ADVERTISEMENT FOR THE CHIEF EXECUTIVE OFFICER POSITION FORMING ATTACHMENT 2 OF THIS REPORT.
4. COUNCIL NOTES THE DRAFT ADVERTISEMENT FOR THE POSITION OF CHIEF EXECUTIVE OFFICER WILL BE PLACED IN THE 'WEST AUSTRALIAN' NEWSPAPER, AND OTHER MEDIA WITH APPLICATIONS FOR THE ROLE CLOSING ON WEDNESDAY 24 JULY 2024 AT 4.00PM WST.
5. THE REPORT AND ATTACHMENT 4 REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRPERSON AND CHIEF EXECUTIVE OFFICER.

CARRIED UNANIMOUSLY

19.3 APPOINTMENT OF AN INDEPENDENT PERSON TO THE CEORC (D2024/10177)

COUNCIL RESOLUTION(S)

MOVED CR BOWMAN

SECONDED CR JEANS

THAT:

1. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH S.5.10 OF THE *LOCAL GOVERNMENT ACT 1995*, APPOINTS JOHN MCNALLY AS THE INDEPENDENT MEMBER TO THE CHIEF EXECUTIVE OFFICER RECRUITMENT COMMITTEE.
2. THE REPORT AND ATTACHMENT REMAIN CONFIDENTIAL AND ARE CERTIFIED BY THE CHAIRPERSON AND CEO.

MOTION LOST 2/5

For: Crs Bowman, Jeans

Against: Crs Piffaretti, Catalano, Hamilton, Poliwka, Sutherland

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR POLIWKA

THAT:

1. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH S.5.10 OF THE *LOCAL GOVERNMENT ACT 1995*, APPOINTS HELEN HARDCASTLE AS THE INDEPENDENT MEMBER TO THE CHIEF EXECUTIVE OFFICER RECRUITMENT COMMITTEE.
2. THE REPORT AND ATTACHMENT REMAIN CONFIDENTIAL AND ARE CERTIFIED BY THE CHAIRPERSON AND CEO.

MOTION CARRIED 5/2

For: Crs Piffaretti, Catalano, Hamilton, Poliwka, Sutherland

Against: Crs Bowman, Jeans

19.4 EMRC SUPPORT FOR AUSTRALIAN RESEARCH COUNCIL RESEARCH HUB FOR VALUE-ADDED PROCESSING OF CARBON WASTE (D2024/16032)

COUNCIL RESOLUTION(S)

MOVED CR POLIWKA

SECONDED CR BOWMAN

THAT:

1. COUNCIL DOES NOT SUPPORT THE PARTICIPATION OF THE EMRC IN THE AUSTRALIAN RESEARCH COUNCIL RESEARCH HUB FOR VALUE-ADDED PROCESSING OF UNDERUTILISED CARBON WASTE TO THE VALUE INDICATED IN THE REPORT AT PARAGRAPH 12.
2. THE REPORT AND ATTACHMENT REMAIN CONFIDENTIAL AND ARE CERTIFIED BY THE CHAIRPERSON AND CEO.

CARRIED UNANIMOUSLY

19.5 REVIEW OF SECONDARY WASTE CHARGE (D2024/16151)

COUNCIL RESOLUTION(S)

MOVED CR JEANS

SECONDED CR POLIWKA

THAT:

1. COUNCIL RECEIVES THE REPORT ON THE REVIEW OF THE SECONDARY WASTE CHARGE.
2. COUNCIL, BY ABSOLUTE MAJORITY, IN ACCORDANCE WITH S.6.16 THE *LOCAL GOVERNMENT ACT 1995*, RESOLVES TO TEMPORARILY SUSPEND THE SECONDARY WASTE CHARGE FOR THE 2024/2025 FINANCIAL YEAR.
3. COUNCIL REQUESTS THE CEO TO PROVIDE A REPORT TO MEMBERS BY MARCH 2025 RE POTENTIAL VARIATIONS TO THE APPLICATION AND REINTRODUCTION OF THE SECONDARY WASTE CHARGE FOR THE 2025/26 FINANCIAL YEAR (SUBJECT TO COUNCIL APPROVAL).

CARRIED UNANIMOUSLY

19.6 STRATEGIC DISCUSSION (D2024/14289)

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR SUTHERLAND

THAT:

1. COUNCIL RECEIVES THE LETTER FORMING CONFIDENTIAL ATTACHMENT 1 OF THIS REPORT.
2. COUNCIL NOTES THE PRESENTATION PROVIDED, FORMING CONFIDENTIAL ATTACHMENT 2 OF THIS REPORT.
3. COUNCIL RESOLVES TO ADVISE THE CITY OF SWAN THAT:
 - A. THE EMRC NOTES THE CITY OF SWAN INTENDS TO INITIATE A REVIEW OF THE ALTERNATE WASTE DISPOSAL OPTIONS.
 - B. THE EMRC DOES NOT WISH TO PARTICIPATE IN THIS REVIEW.
 - C. THE DELOITTE'S VALUATION ON THE WITHDRAWAL OF THE CITY OF BELMONT IS A CONFIDENTIAL PROCESS AND THIS MATTER IS FOR THE EMRC COUNCIL.
 - D. ADVISE THE CITY OF SWAN THAT THE EMRC HAS COMMENCED THE RECRUITMENT OF A NEW CHIEF EXECUTIVE OFFICER AND A HR CONSULTANT HAS BEEN APPOINTED BY THE CEO RECRUITMENT COMMITTEE AS DIRECTED.
4. COUNCIL INSTRUCTS THE CHIEF EXECUTIVE OFFICER AS A PRIORITY TO:
 - A. UNDERTAKE A VALUATION OF THE EMRC AND ITS ASSETS TO INFORM COUNCIL OF THE CURRENT MARKET VALUE OF THE EMRC AS A GOING CONCERN; AND
 - B. IDENTIFY AND VALUE PORTIONS OF THE BUSINESS OPERATIONS AND/OR ASSETS THAT MAY BE SURPLUS TO THE PRIMARY OPERATIONS OF THE EMRC
5. COUNCIL INSTRUCTS THE CHIEF EXECUTIVE OFFICER AND CHAIRPERSON TO INVITE AND CHAIR A JULY 2024 JOINT MEETING OF MEMBER COUNCIL MAYORS, PRESIDENT, EMRC DEPUTY CHAIRPERSON AND CEOS TO DISCUSS PROCESSES THAT WILL DELIVER MAXIMUM RETURN ON INVESTMENT TO THE MEMBER COUNCILS.
6. COUNCIL ENDORSES THE DRAFT RESPONSE LETTER, AS AMENDED, FORMING ATTACHMENT 3 OF THIS REPORT WITH AMENDMENTS TO REFLECT THE INTENT OF PARTS 4 AND 5 OF THIS RESOLUTION OF COUNCIL.
7. THE REPORT AND ATTACHMENTS REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRPERSON AND THE CHIEF EXECUTIVE OFFICER.

MOTION CARRIED 5/2

For: Crs Piffaretti, Catalano, Hamilton, Poliwka, Sutherland

Against: Crs Bowman, Jeans

20 FUTURE MEETINGS OF COUNCIL

The next meeting of Council will be held on Thursday 25 July 2024 at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.

Future Meetings 2024

Thursday	25 July	(if required)	at	EMRC Administration Office
Thursday	22 August	(if required)	at	EMRC Administration Office
Thursday	26 September	(if required)	at	EMRC Administration Office
Thursday	24 October	(if required)	at	EMRC Administration Office
Thursday	28 November	(if required)	at	EMRC Administration Office

21 DECLARATION OF CLOSURE OF MEETING

The Chairperson expressed the Councils gratitude to Ms Lee Loughnan for her support and contributions as the minute taker and Council Support for Council over the past 4 years. Lee will be taking an extended period of leave to travel in July as her husband has decided to retire.

The Chairperson further advised that taking over Lee's role is Beatrice Genovesi who has joined the EMRC recently. Tonight, Beatrice is shadowing Lee and will be the minute taker for our next Meeting of Council.

The meeting closed at 7:57pm.

Have your say about bulk waste collection at the Town!

In response to community feedback, the Town is considering changing our bulk waste collection method from pre-booked skip bins to pre-booked verge collections.

We appreciate your input about your bulk waste collection preferences. Please review the details of the proposed service below and share your thoughts with us in the survey.

How would pre-booked verge collections work?

The proposed service would work as follows:

1. You (a resident) could book a collection online or by phone, after providing details of the property address, preferred dates, type of waste and location.
2. After confirming eligibility, the online system will advise of available dates for bulk general waste or green waste bookings. The collection will be available on a set weekday (e.g. Wednesday, but the day is yet to be confirmed), all year round.
3. You could place up to 3 cubic metres of bulk waste items or green waste (depending on booking type) on your verge up to 3 days before the scheduled collection. Bulk household items will need to be segregated on the verge according to collection instructions. As per current arrangements, e-waste will not be collected from the verge, it can be disposed of free of charge at the EMRC Baywaste Community Recycling Centre).
4. On your scheduled collection day, the service provider's vehicles (crane truck, trailer, and skid steer) would arrive and collect the bulk waste items on your verge.

Each residential property would be able to choose which booked collections they would like each financial year from the following options:

1. 1x general waste collection and 1x green waste collection.
2. 2x green waste collections.

What would the service collect?

The same items that can be collected with the current skip bin service would be able to be collected with the pre-booked bulk verge collection.

The current on-demand collection of up to 3 mattresses, fridge/freezers, or lounges will remain if the pre-booked bulk verge collection service is introduced.

Collection days

The proposed pre-booked bulk verge collection service would allow residents to book a collection on a specified weekday and place their items out on the verge up to 3 days prior.

The current skip bin service operates as follows:

General Waste skips:

Delivered Monday, collected Wednesday

Delivered Wednesday, collected Friday

Deliver Friday, collected Monday.

Green Waste skips:

Delivered Tuesday, collected Thursday

Delivered Thursday, collect Tuesday.

Benefits of the proposed pre-booked bulk verge collection service

The pre-booked bulk verge collection service would offer the following benefits:

- Allows residents the flexibility to dispose of their bulk waste at a time that is convenient for them.
- Increases accessibility, as residents will not need to lift their waste into a skip bin.
- Eliminates problems associated with misuse of skip bins.
- Allows residents to dispose of the same amount of waste as skip bins.
- Encourages the diversion of waste from landfill by providing opportunities to educate people about ways to reuse or recycle items in the local area during the booking process.
- Increases resource recovery after the items are collected, diverting them from landfill.
- Limits junk on the verge to selected residences, maintaining the appearance of the Town by avoiding numerous properties presenting material for collection for weeks at a time at scheduled bulk waste collections.
- Discourages unwanted behaviours and mess that can result from scavengers who don't do the right thing at scheduled bulk rubbish collections.
- Reduces the opportunity for residents from other areas to dump waste illegally at scheduled bulk waste collections.
- Reduces clean-up costs associated with clearing dispersed litter and illegally dumped items after scheduled bulk waste collections.

Learn more

Please visit the Recycling & Waste section of the website at tinyurl.com/bdf5dtwh to learn more about the Town's current waste services.

Survey

1. Do you think the Town should continue with the skip bin service, or change to a pre-booked bulk verge collection service? (please tick one)

- ☐ a. Skip bin service: _____ *go to question 2*
- ☐ b. Pre-booked verge collection service _____ *go to question 3*
- ☐ c. Unsure _____ *go to question 4*
- ☐ d. Other (please specify) _____ *go to question 4*

2. If you responded **a** to question **1**, please rank the following factors in order of their impact on your response (1 being most important and 6 being least important).

	Looks tidier
	Easier to fit items in skip bin
	Skip collection days, or the timeframe to place items in the skip is more convenient
	Reduces people rummaging through items on verge
	Skip bins prevent items being scattered in windy weather
	Other (please specify)

Please proceed to question 4.

3. If you responded **b** to question **1**, please rank the following factors in order of their impact on your response (1 being most important and 6 being least important).

	Opportunity to recycle or repurpose items left for verge collection
	There is insufficient space on my verge for a skip bin
	The problems associated with misuse of skip bins will be eliminated
	It's easier to place items on verge than to lift items into a skip bin
	Increased recycling and resource recovery once items are collected
	The timeframe to place items on verge is more convenient
	Other (please specify)

Please proceed to question 4.

4. Do you have any other comments about your response?

Thank you for completing this survey. To learn about the outcomes, please check the Town's website, follow the Town on Facebook or Instagram, or subscribe to the Town's Thrive email newsletter.

Questions

If you have questions about the current skip bin service or the proposed pre-booked bulk verge collection service, please contact the Town of Bassendean on (08) 9377 8095 or mail@bassendean.wa.gov.au.

Survey responses must be received by 5 pm on 26 June 2024. You can hand deliver or mail your completed survey as follows:

Hand deliver during business hours

Town of Bassendean Customer Service Centre
35 Old Perth Road, Bassendean.

Mail

Attention: Sustainability & Environment
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934

Council Plan Reporting—Quarter 4



- On track
- Off track
- Not started
- Monitor / Review
- Complete

Outcome 1. A connected community with a strong sense of identity and belonging.

Timing- X (Funded); O (Unfunded)

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
1.1 Grow recognition and respect for Noongar Boodjar (land), history, culture and people.	1.1.1 Finalise and implement the Reconciliation Action Plan 2024-2026.	EMSE	X	X					Review required due to resourcing requirements involved with facilitating external input into Reconciliation Action Plan development. Implementation of some individual actions from template actions in progress. Q4: Participated in National Reconciliation Week Street Banners Program, with cultural presentation held for staff. Aboriginal culture workshop held as part of the WA Tree Festival. Naidoc event held with SDFC. RAP moving to Community and Planning Directorate.
	1.1.2 Provide a design for the proposed historical and cultural space that will connect Bassendean Oval to the river, with interpretive signage, artwork, seating, shelters, and Indigenous landscaping.	DCP			X				This is a 2025/26 item
	1.1.3 Investigate options to partner with an Aboriginal Business or not-for-profit organisation, operated by Traditional Owners to help revegetate, maintain and promote Success Hill Reserve.	EMSE	X						Acceptance of quotation approved in March 2024, onground works to comments April 2024 Q4. Action completed, with ongoing maintenance occurring
	1.1.4 Display Whadjuk place and feature names of significance with advice from local Aboriginal representatives	DCP		X					To be included in the revised Reconciliation Action Plan
1.2 Promote and celebrate local history, heritage and cultural diversity.	1.2.1 Provide a heritage walk on Old Perth Road with points of interest on cultural and historical elements, extending from the RSL through to the new public open space and Swan River.	MCD					O		
	1.2.2. Investigate the potential for a Heritage Area to be designated over the Nurstead Avenue area.	DCP	X	X					Planning staff met with residents from Nurstead Avenue on the 19 March 2024 for the purpose of an information session on heritage. The Town then sought feedback from landowners/occupiers within the precinct on what they are specifically after. The Town then compiled the responses and workshop the matter with Council to determine the next steps. After discussing the matter with Council, staff recommended that this matter is pursued through the Precinct Structure Plan. GHD was the appointed consultant for the PSP.
	1.2.3. Erect interpretive signage at BIC Reserve to raise awareness of the site's history and heritage.	DCP					O		Opportunities to be explored during implementation of BIC Reserve Master Plan
	1.2.4 Ensure the condition of sale for the Pensioner Guard Cottage and Residence at 1 Surrey Street Bassendean are met by the Purchaser.	CEO		O					The CEO Office is in periodic contact with the MOP with regard progress updates. Note that there is no legal requirement for the MOP to provide updates.

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
1.3.Increase engagement in arts, culture, and community events.	1.3.1 Advocate for an artist hub with a gallery, café, studios and event space to bring local artists together to learn, collaborate and showcase talents across diverse artforms.	CEO		X					Initial discussions with Artsource WA have taken place with regard a joint advocacy approach to the State Government for the Parker St, DFES site.
	1.3.2 Facilitate an art exhibition or awards program to showcase and celebrate local artists.	MCD		X					Not included in 24/25 budget. To be reviewed for 25/26
	1.3.3 Facilitate the ongoing staging of markets and community cinemas within Bassendean Town Centre.	MCD	X						Deed of Agreement for the Markets has been executed A new licence agreement for the staging of community cinemas has been finalised with Ministers consent. Agreement can now be executed by both parties.
	1.3.4 Investigate options for multi-functional spaces for events and markets.	DCP		X					To be considered as part of ACE strategy review
	1.3.5 Restore the "Tree of Life" public artwork at Sandy Beach Reserve.	DCP		X					Consideration is being given to delivering this project in 23/24. Restoration of artwork completed by 30.06.2024 but will be re- installed in July 2024 in line with weather conditions.
	1.3.6 Use developer contributions to install public art in Council approved locations - Palmerston Square Reserve, Park Estate Reserve, Anzac Terrace Reserve, Success Hill Reserve, and Collier Road.	DCP		X					Inlcuded in 24/25 budget . A Project Plan is currently being developed.

Outcome 2. A safe, inclusive and healthy community.

Timing- X (Funded); O (Unfunded)

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
2.1. Create a safe town for everyone.	2.1.1 Develop an education campaign for local businesses and residents to raise awareness of local safety initiatives to combat crime, such as Cam-Map WA, family and domestic violence support services, and Neighbourhood Watch.	DCP		X					Funding options for this project are currently being considered
	2.1.2 Upskill staff in public facing roles to recognise and respond appropriately to homelessness and family and domestic violence, as well as provide informative resources to people experiencing homelessness in the Town of Bassendean with information on available support services	MPR	X						The Town provides a pamphlet of available services and informative services to those dealing with homelessness. The Town is also broadening its alliance in this space, and has joined the Midland Alliance to End Homlessness working group, which is led by the City of Swan. The TOB also has a SLA with City of Bayswater which provides additional after hours support.
2.2. Advance opportunities, community participation and quality of life for people of all ages and abilities.	2.2.1 Establish an Access and Inclusion Steering Group to assist in the creation of the new Access and Inclusion Plan.	DCP		X					Recommended in draft DAIP 2024 - 2028. To be enacted once adopted after public advertising. On schedule for October adoption.
	2.2.2 Conduct an audit of Town assets and prioritise a schedule of works to improve universal access to Council facilities and public open space.	DSE			X				Budget Workshop of 9 April 2024 requested to defer this action to 25/26, although will likley be an action/s within the adopted DAIP
	2.2.3 Develop the Access and Inclusion Plan 2025-29.	DCP		X					Project for an updated Plan is included in Budget considerations for 24/25 Draft document prepared
	2.2.4 Investigate alternative models of service provision for youth at risk.	MCD		X					On track for transfer of service to Swan Disticts Football Club within the next quarterly reporting period. TOB resources to be channeled to non youth at risk services.
	2.2.5 Collaborate with key stakeholders, such as HeadSpace, Helping Minds and YMCA, to promote and deliver mental health information and initiatives.	MCD		X					Project to be scoped out. Project delivery to likely include a combination of workshops/seminars, communications activities and leveraging from existing programs, ie. Relax.

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
	2.2.6 Trial a Volunteer Transport Service for seniors to assist with social connection and access to shopping, with a 12-month review.	MCD	X	X					The review of the Volunteer Transport Services is currently underway and a report will be presented to Council next quarterly reporting period.
	2.2.7 Develop and implement initiatives to build the capacity of community organisations to deliver local programs and services.	MCD			O				Ongoing
	2.2.8 Review format and continue to deliver an annual Thank a Volunteer Day event to show appreciation for local volunteers.	MCD	X	O	O	O			Planning underway for delivery in December 2024
2.3 Grow participation in sports and recreation.	2.3.1 Investigate options for new sporting and community facilities as part of a future Bassendean Oval redevelopment.	DCP		X					The development of a Feasibility Study is underway with a report to Council due later in the year.
	2.3.2 Review the Bassendean Oval licensing agreement and the Town's various turf management arrangements with clubs to ensure equitable and sustainable arrangements are in place.	CEO			X				
	2.3.3 Upgrade Ashfield Reserve lighting.	EMI	X						Project completed and commissioned
	2.3.4 Review the Jubilee Reserve Concept Master Plan and determine implementation stages.	DCP		X					Part implementation of the Jubilee Reserve Masterplan for 2024/24 includes: * Installation of 100 lux lighting across all playing fields at Jubilee Reserve. Includes upgrades of power supply. * Stan Moses Upgrades - Concept Design: Consultancy to investigate and compare demolition versus refurbishment options for Stan Moses Pavolion and an upgrade of the Caledonians facility at Jubilee Reserve.
	2.3.5 Develop a masterplan for Ashfield Reserve.	DCP							No year of implementation highlighted and there are no funds in operational/consultancies budget for 2024/25 for a plan to be developed. Timeline for implementation needs to be developed.
2.4. Encourage the responsible and safe ownership of pets.	2.4.1 Review areas designated as dogs prohibited, on-leash and off-leash dog exercise areas.	MPR		X					
	2.4.2 Review the provision of dog bag stands and bins throughout the district.	MPR	X	X					Review including the number of dog bag stands has occurred and been mapped. There are a total of 25 dog bag stands. Decision of Council to be made to increase, decrease or remain is to be made in the next financial year.
	2.4.3 Advocate for the State Government to introduce new cat containment laws, in collaboration with WALGA.	Council		X					A group of WA LGA have submitted updated Cat Local Laws and we are monitoring the outcome of these LL.
	2.4.4 Develop an educational resource around responsible pet ownership in the Town of Bassendean and provide awareness through the Town's various communication channels	MPR	O						Information Sheets on responsible dog and cat ownership are available on the Town's website. Facebook post on responsible cat ownership and cat prohibited areas, following sighting of a pet cat at Bindaring Park. Q4. Cat trapping undertaken at Bindaring Park. Educational information will continue to be provided through our various social media platforms.

Outcome 3. Healthy ecosystems.

Timing- X (Funded); O (Unfunded)

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
3.1 Conserve, protect and enhance the Swan River foreshore and nature reserves.	3.1.1 Review implementation of the Point Reserve Foreshore Plan.	EMSE		X					Q4. Bathymetry and site feature survey completed. Enquiries made with DPLH on potential funding available through the Area Assistance Grants. Planning underway for Bassendean Preservation Group planting days scheduled for August and October.
	3.1.2 Develop a Sandy Beach Reserve Foreshore Restoration Plan.	EMSE	X						Draft FRP due in April 2024 Q4. Draft FRP received and Riverbank Grant Application submitted for Stage 1 implementation.
	3.1.3 Develop the Success Hill foreshore stabilisation program.	EMSE	X	X	X				On hold as requires prior confirmation of option for action 3.3.2. Q4. Confirmation received from Riverbank of rollover of conditional grant approval to 2024/25
	3.1.4 Support the Department of Biodiversity, Conservation and Attractions to finalise the Ashfield Flats Master Plan.	EMSE	X						Steering Group meeting held 15 February to discuss outcomes of community consultation and updates required to Master Plan. Grant application submitted through the Urban Rivers and Catchments Program, seeking \$2 million for implementation over 3 years. Final Master Plan considered by Swan River Trust in March with DBCA to seek co-endorsement by Steering Group partner agencies. Q4. Master Plan endorsed by the Swan River Trust and Town of Bassendean Council
	3.1.5 Implement and annually review the 10 Year Management Plans for Natural Areas	EMSE	X	X	X	X			Ongoing process, 2024 Review of 10YMP has commenced
3.2 Increase the tree canopy cover to 30% by 2040.	3.2.1 Review the local planning scheme to investigate preservation of mature and significant trees on private property.	DCP			X				Whilst Scheduled for the 2025/2026 financial year, the Town adopted in June 2024, for the purposes of advertising a draft Local Planning Policy, which looks to encourage the preservation of mature and significant trees on private property.
	3.2.2 Develop and implement a Tree Management Plan to regularly assess the health of trees, as per the LGIS Tree Risk Mitigation Guide.	EMSE			X				
	3.2.3 Investigate partnerships with ECU to progress local tree canopy/centroids mapping to measure environmental conditions in locations lacking tree canopy together with land surface temperatures to analyse Urban Heat Island effect	EMSE	O						Proposal received and meeting arranged with ECU and WALGA Urban Forest Coordinator Q4. Feedback provided by WALGA and TOB, to broaden scope of project to include multiple local government partners. Circulated at 25 June WALGA Urban Forest Working Group to determine interest
	3.2.4 Develop a Tree Planting Guideline.	EMSE		X					
	3.2.5 Participate in the WA Tree Festival.	EMSE	X	X	X	X			Program of activities scheduled with local community groups invited to be involved, promotion commenced with launch event on 27 March Q4. Participation in th WA Tree Festival included fauna night walks, fauna nest box and waterwise verge garden workshops, a free movie screening of "The Lorax", Djurani Dreaming River Walk, ReMida Magical Tree Art activity and a tree-themed Library Storytime. Local community groups were encouraged to be involved and organise their own activities. Completed for 2024
	3.2.6 Update the Street Tree Inventory with the current height, canopy width, trunk diameter, condition, and estimated life range of trees, noting the presence of power lines.	EMSE				X			
	3.2.7 Identify potential tree planting locations on leased premises owned by the Town.	EMSE		X					

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
	3.2.8 Provide advice and incentives for tree planting within industrial properties.	EMSE		X					
	3.2.9 Implement the Lord Street Tree Planting Plan.	EMSE	X						Tree order placed and correspondence provided to adjacent residents/ property owners Q4. Trees delivered in June, planting will likely occur in July - August
	3.2.10 Ensure Biosecurity threats (such as polyphagous shot-hole borers) are considered and communicated.	EMSE	X	X	X	X			Information on detecting PSHP included in news article on the Town's website and social media post in February 2024. Information updated on Pests page of the Town's website. Q4. Information on staff training for PSHP detection circulated internally
3.3 Value, conserve and protect our water resources and waterways.	3.3.1 Implement the sports turf injection and eco-zoning projects, funded through the Ngarara Waterwise Councils Grant Program.	EMI	X	X	X				Bassendean Oval injection system listed in 2023/24 Capital Works program is complete. Used grant funding rather than Town funds
	3.3.2 Complete Success Hill stormwater drainage design, community engagement and construction.	EMI	X	O	O	O			Review of options underway Q4. Review of option to divert stormwater to Anzac Terrace outfall underway
	3.3.3 Identify priority locations to install gross pollutant traps.	EMSE				X			
	3.3.4 Review results of the Bassendean Drainage Network Sampling and Analysis Program and future methodology, to guide water quality improvement actions.	EMSE	X						Review in progress Q4. Draft report reviewed for 2021-2023 sampling results. Review of 2024 sampling and analysis program complete.
	3.3.5 Investigate alternative water saving initiatives including storm water harvesting and aquifer recharge systems	EMSE	O						Investigation commenced Q4. Investigations in progress, summary report not yet completed

Outcome 4. Environmental sustainability.

Timing- X (Funded); O (Unfunded)

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
4.1 Promote sustainable waste management practices, aiming for a 10% reduction in waste generated per capita and 70% material recovery by 2030.	4.1.1 Review Waste Authority Better Practice Guidelines relating to verge side and drop-off services and develop a costed action plan.	EMSE	X						Q4. Guidelines reviewed in considering content for the Verge Collection Survey, particularly regarding timeframes for placement of items prior to the pre-booked collection option. EMRC Proposal including cost estimates received for a pre-booked loose verge collection service, considered by Council in March 2024.
	4.1.2 Review service delivery options for FOGO, general waste and recycling kerbside waste collection services.	EMSE	X	X					EMRC Regional Waste Collection Service considered at 26 March 2024 Council meeting, with resolution "That Council does not support participation in the EMRC kerbside bin collection service at this time"
	4.1.3 Review service options for bulk hard waste and green waste verge collection services.	EMSE	X	X					EMRC Regional Waste Collection Service considered at 26 March 2024 Council meeting, with resolution "That Council provides in-principle support for commencement of a pre-booked bulk verge and on-demand collection service with EMRC from 1 July 2025, subject to prior community engagement and finalisation of a Participation Agreement, to be approved by Council" Q4. Verge Collection Survey open 30 April - 26 June
	4.1.4 Develop an Illegal Dumping and Litter Prevention Strategy.	EMSE	X	X					Template form developed and trialled. 28 recorded incidents in Q3, two involving hazardous waste and the remainder bulk/ dumped items. Q4. Due to staff vacancies in Rangers and Waste Services, form was not utilised in Q4 however individual incidents were recorded

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
4.2 Strive to be carbon neutral by 2030.	4.2.1 Review the Town's participation in WALGA's Sustainable Energy Project including purchase of 100% Renewable Electricity.	EMSE		X					
	4.2.2 Review the Town of Bassendean's Corporate Emissions Reduction Strategy to determine how Council can reduce emissions from its operations.	EMSE		X					
	4.2.3 Offset remaining Scope 1 and 2 emissions and those associated with Western Power streetlighting.	EMSE	X	O	O	O			Investigations underway of available offset providers and costs Q4. Carbon Offset costs included in Annual Budget 2024/25

Outcome 5. Sustainable population growth with responsible urban planning.

Timing- X (Funded); O (Unfunded)

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
5.1 Responsible planning and development, with population growth concentrated around the town centre, train stations and transport corridors.	5.1.1 Prepare a Precinct Structure Plan to coordinate the redevelopment of Bassendean Town Centre.	DCP	X	X	X				Tenders closed and evaluation occurred in May for presentation to June OCM. GHD Apointed by Council at the June Ordinary Council Meeting.
	5.1.2 Undertake master planning and preparation of a business case for the redevelopment of Bassendean Oval Precinct.	CEO	X	X	X				Tenders have closed, evaluation completed for presentation to April OCM. Project is included in Budget considerations for 24/25
	5.1.3 Undertake the Guildford Road Urban Corridor Study to review land uses and traffic management needs.	MPR			O	O			Not scheduled.
	5.1.4 Undertake the Ivanhoe Street Urban Corridor Study to review land uses and traffic management needs.	MPR			O	O			Not scheduled.
	5.1.5 Undertake the Lord Street Urban Corridor Study to review land uses and traffic management needs.	MPR			O	O			Not scheduled.
	5.1.6 Sell Town assets at 14 Iveson Place, 87 Whitfield Street and Lot 271 Hamilton Street in Bassendean.	DCP	X	X					14 Iverson sold. Lot 271 subdivision and retaining underway.

Outcome 6. Attractive and welcoming places.

Timing- X (Funded); O (Unfunded)

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
6.1 Provide underground power for improved street appearance, public safety and reliability.	6.1.1 Collaborate with Western Power to rollout underground power in Bassendean North.	EMI		X	X				Western Power progressing design. Q4 update - Commencement anticipated April 2025 (awaiting further details from WP)
	6.1.2 Support and enter into co-funding agreements with Western Power for the continued rollout of underground power throughout the district.	CEO/Mayor					O		
6.2 Enhance public open space and community facilities.	6.2.1 Develop a Public Open Space Strategy.	DCP	X						Draft POS strategy adopted by Council is under further review with a revised document to be finalised by mid August for council consideration in September.
	6.2.2 Develop and implement the BIC Reserve Master Plan.	DCP	X	X	O	O			Concept Plan adopted at April Ordinary Council Meeting and funds allocated in the 24/25 budget. The project plan is currently under development with work underway shortly to meet funding requirements.

Outcome 7. A town that is easy to get around safely and sustainably.

Timing- X (Funded); O (Unfunded)

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
7.1 Deliver an efficient, safe and sustainable transport network.	7.1.1 Collaborate with Main Roads to implement their Low-Cost Urban Road Safety Program at sites across the Town of Bassendean deemed to be high risk by Main Roads.	EMI	X	X	X				Was not included in 23/24 budget. Q4 - update - Council approved supporting the program and the income budget from MRWA is included in the 24/25 Budget
	7.1.2 Implement the Rights of Way Strategy.	EMI	O	O	O	O			Unfunded
	7.1.3 Review the Path Network Planning Policy and Guidelines.	EMI		X					Review programmed
	7.1.4 Implement planned improvements to footpaths and cycleways as listed in the Capital Works Program.	EMI	X	O	O	O			Works on track. Q4 update - path maintenance took place around the Town in 23/24

Outcome 8. A thriving economy with access to local jobs and life-long learning.

Timing- X (Funded); O (Unfunded)

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
8.1 Revitalise Bassendean town centre to support economic growth.	8.1.1 Investigate options to redevelop all or part of the site at 46-50 Old Perth Road, where the Town of Bassendean Council Offices are currently located, for the purposes of civic facilities, public open space and mixed-use development.	CEO	X	X					Project is included in Budget considerations for 24/25
	8.1.2 Investigate options to redevelop 35 Old Perth Road, the site where the Town of Bassendean's Customer Service Centre is currently located.	CEO		X			O		Project is included in Budget considerations for 24/25
	8.1.3 Promote the Bassendean Town Centre Precinct Structure Plan, once completed (See action 5.1.1).	DCP				X			Not scheduled.
8.2 Grow participation in life-long learning	8.2.1 As part of the Communications Plan (see action 10.1.2), determine how to reach and engage more people in Bassendean Library's life-long learning programs and activities.	CEO		X					

Outcome 9. Effective governance and financial sustainability.

Timing- X (Funded); O (Unfunded)

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	Comments
9.1 Continuously improve operational performance and service delivery.	9.1.1 Develop a Service Review Program with a prioritised list of services to review, clear objectives for each review, and regular updates to inform the community on progress.	CEO	X	X					Council has been provided with a draft Service Level Plan for all services provided by the organisation and has requested the administration provide further information to inform future Service Level Reviews.
	9.1.2 Review the Town of Bassendean boundaries and resource sharing opportunities to improve sustainability.	CEO	O	O	O	O			Motion carried at General Electors Meeting on 13 February 2024 became a Resolution of Council at 11 March 2024 SCM. Contact has been made with LGAB seeking guidance on process and the CEO has informed the City of Swan (12/03/2024) that the Town of Bassendean is a willing partner in boundary adjustment discussions.
	9.1.3 Review the Town's information technology systems and operating environments and provide a current state assessment.	DCS	X	X					The Town has commenced an Enterprise Architecture Review, and recruited a Business Analyst to assist project delivery.
	9.1.4 Determine future business requirements to inform specifications for a new Enterprise Resource Planning (ERP) system.	DCS		X	X				
	9.1.5 Acquire and implement a new ERP system to improve operational efficiencies and service delivery.	DCS				O			

Outcome 10. A well-informed and engaged community.

Timing- X (Funded); O (Unfunded)

Objectives	Actions	Lead	23/24	24/25	25/26	26/27	Future	Status	
10.1 Effectively inform and engage the community about local services and events, and Council matters.	10.1.1 Develop a Community Engagement Charter to set out how ratepayers and the community will be engaged about proposed policies, initiatives, and projects.	CEO		X					Various engagement mechanisms including Facebook posts providing meeting times and public participation opportunities and regular News Updates via the Town's website informing residents have been initiated. Charter is a requirement under the new LG Reforms and will be developed once model guidance is provided by the sector.
	10.1.2 Develop a Communication Plan to raise awareness of the Town's projects, facilities, services, events and other issues of importance, describing how the Town will use a combination of digital and non-digital communication channels to address different community needs.	CEO		X					
	10.1.3 Review the Town's website to update content and improve design and functionality.	DCS		O	O	O			Not Funded in 2024/25

Council Member Continuing Professional Development Policy

Objectives

To give effect to the Town of Bassendean's commitment to facilitate continuing professional development of Council Members, which enhances their knowledge and develops their skills, thus augmenting Council's capacity for well-informed decision-making and the provision of good government for our community.

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This policy provides a framework for ~~elected-council~~ members to meet their statutory obligations in relation to ~~Councillor-mandatory~~ training and to undertake continuing professional development.

Under This policy supports compliance with section 5.128 of the *Local Government Act 1995* (the Act), a-which require local governments ~~is required~~ to prepare and adopt a policy in relation to the continuing professional development of elected members; and 5.128.(5)(a) states that council 'must review of the policy after each ordinary election'.

Scope

This policy applies to ~~all-elected members~~ Council Member training and continuing professional development, including mandatory training required under s.5.126 of the Act.

Definitions

Mandatory training refers to the statutory training as set out in regulation 35 of the *Local Government (Administration) Regulations 1996*.

Professional development refers to the attendance or participation in training, conferences, workshops, courses, seminars or similar professional development, as a participant.

Regulations refers to the *Local Government (Administration) Regulations 1996*.

Policy Statement

The Town recognises the value of training and continuing professional development. It is expected that ~~elected-council~~ members will avail themselves of the opportunities afforded for the completion of continuing professional development in order for them

to build upon and add to their skills and expertise, and to assist them to fulfil their role as an ~~elected council~~ member.

1. Council Member Induction

Following each election, the Town will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and the Town's strategic direction. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

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4.2. Mandatory Training

In accordance with regulation 35 of the *Local Government (Administration) Regulations 1996*, a ~~elected council~~ member completes training for the purposes of section 5.126(1) of the Act if the council member passes the must complete the mandatory modules of the Council Member Essentials Course, unless exempt under regulation 36 of the Regulations.

The course consists of the following modules –

- a. Understanding Local Government;
- b. Serving on Council;
- c. Meeting Procedures;
- d. Conflicts of Interest, and;
- e. Understanding Financial Reports and Budgets

~~The training is valid for a period of five years. An elected member is only required to undertake the training at every second election.~~

Regulation 36 Exemption from Act s.5.126(1) requirement states:

(1) A council member is exempt from the requirement in section 5.126(1) if —

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(a) the council member passed any of the following courses within the period of 5 years ending immediately before the day on which the council member is elected —

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(i) the course of training specified in regulation 35(2);

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(ii) the course titled 52756WA — Diploma of Local Government (Elected Member):

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(iii) the course titled LGA50220 Diploma of Local Government - Elected Member:

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(iv) the course titled LGASS00007 Elected Member:

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or

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(b) the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.

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(2) A person who is a council member on the day on which the Local Government Regulations Amendment (Induction and Training) Regulations 2019 regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

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The Council Members Essentials Course ~~course~~ must be completed within 12 months beginning on the day on which the council member is elected. ~~of appointment to Council.~~

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Continuing Professional Development

The Town of Bassendean will allocate funds in its annual budget for the costs associated with professional development for elected-council members. ~~Elected Council~~ members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness as an elected-council member and address skill gaps.

2.2 Regional Intrastate, Interstate and Overseas

Elected-Council members seeking to nominate to attend regional intrastate, interstate and overseas professional development are required to make application through a notice of motion to Council.

Where an elected-council member seeks to apply to attend a training course that is held either intrastate (regional), interstate or overseas, and there is the option to participate in the course through an online remote learning format, an elected-council member is to attend online rather than travel to the course location.

Authorisation requires a resolution of Council and will be subject to –

- The relevance of the application to the elected-council member's professional development needs;
- The relevance of the professional development to the business of the Town of Bassendean; and
- C. The availability of funds.

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3. Access to professional development

3.1 General considerations

All booking arrangements associated with the professional development are to be made through the Office of the Chief Executive Officer.

(a) Registration

The Town will pay all normal registration costs for the elected council member that are relevant to the interests of the Town.

(b) Restriction

No council member is permitted to undertake professional development in the last three months of their term, unless otherwise determined by a resolution of Council.

(c) Cancellation and inability to attend

In circumstances where a council member is unable to attend an approved professional development course, and cancellation would result in a financial loss to the Town of Bassendean, the Chief Executive Officer is authorised to determine a substitute elected council member and/or officer to attend the professional development in lieu of the approved elected council member.

3.2 Travel

Where travel is involved, the travel is to be undertaken by the shortest, most practical route, to and from the professional development location and venue. All reasonable travel costs will be administered by the Chief Executive Officer in line with the adopted budget.

Car rental shall not be permitted without the prior approval of the Chief Executive Officer.

3.2.1 Private vehicle

Elected Council members, who use their private vehicle for conference travel, will be reimbursed for vehicle costs in accordance with section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2021. Where a vehicle is used instead of air travel, reimbursement will be to a maximum amount equivalent to what it would have cost to travel by air.

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3.2.2 Air travel

Where air travel is required, travel requests should be provided at least one month prior to the travel date to allow adequate time for bookings to be made. Where practicable, advantage should be taken of available discount fares.

All air travel is to be by Economy Class, and to be by the most direct route to and from the airport situated nearest to the professional development venue.

Elected Council members must not receive any personal frequent flyer loyalty points for air travel booked and paid for by the Town of Bassendean.

Airline tickets are to be insured to enable the ticket purchase price to be refunded.

3.3 Accommodation

The extent to which an elected council member will be reimbursed for travel and accommodation costs incurred in any of the circumstances referred to in regulation

32(1) of the *Local Government (Administration) Regulations 1996* is as set by the WA Salaries and Allowances Tribunal Determination for Local Government CEO's and Elected Members (the Determination).

Where appropriate, the Town will pay reasonable costs associated with an elected council member's accommodation.

Accommodation will be pre-booked via the Office of the CEO, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue.

Elected Council members must not receive any personal accommodation loyalty points for accommodation booked and paid for by the Town of Bassendean.

3.4 Meals and incidentals

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, and dinner where these are not provided at the event or in travel. The extent to which reimbursement for intrastate or interstate travel and accommodation costs are applied will be the same rate applicable to reimbursement of travel and accommodation costs in the same or similar circumstances under the State WA Public Service Award 1992.

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Incidental expenses are to be interpreted as reasonable expenses incurred by the elected member for telephone calls, public transport and sundry food and beverages.

3.5 Reimbursement for Child Care Costs

Reimbursement for child care expenses that result from an elected Council member's attendance at a training course will be reimbursed in accordance with the Town of Bassendean's Councillor Allowances and Expenses Policy Determination.

3.6 Claiming expenses

Expenditure incurred by an ~~elected-council~~ member in their private capacity will not be reimbursed. Only expenses incurred in an ~~elected-council~~ member's capacity to fulfil their role as a ~~councillor-council member~~ will be reimbursed.

Reimbursement of expenses is conditional upon adequate evidence of such expenditure in the form of invoices or receipts. All claims for reimbursement must be submitted to the CEO within two weeks of completion of the training. Final claims relating to the financial year must be submitted by ~~31 July~~ 0 June of that year.

3.7 Travel insurance

Travel insurance for Town of Bassendean related business trips including cover for expenses for overseas medical treatment, emergency medical evacuation, flight cancellations, lost baggage and personal effects will be paid for by the Town of Bassendean. ~~Elected-Council~~ members may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

4. Accompanying Person

An ~~elected-Council~~ member must declare in his or her application for attendance at a continuing training course, whether they intend to be accompanied by a partner. Where approval has been granted for a partner to accompany an ~~elected-council~~ member at a conference, all costs for or incurred by the accompanying person including, but not limited to travel, breakfast, meals, registration and/or participation in any conference program, are to be borne by the ~~Elected-council~~ member and not by the Town of Bassendean.

5. Accompanying carer

Where an ~~elected-council~~ member is attending professional development and has a disability as defined in the *Disability Services Act 1993*, the Town will meet the cost of a carer to accompany that ~~elected-council~~ member where that carer is a person who provides ongoing care or assistance.

The costs provided by the Town for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs that the ~~elected-council~~ member they are accompanying is attending.

6. Training register

In accordance with section 5.127 of the Act, the Town will publish a report on the Town's website within one month of the end of the financial year detailing the training completed by ~~elected-council~~ members.

In order to complete the register, elected-council members shall, following completion of the training, provide evidence of completion of the training to the CEO. Elected-Council members will be asked to confirm their completion or attendance as applicable prior to the publication of the register.

The register will state:

- a. Councillor-Council Member name;
- b. Each training course or module completed;
- c. The cost of training and any associated travel and accommodation paid for by the Town, and
- d. The training provider or conference name.

For reporting purposes, the costs of training completed as a group will be apportioned to each elected-council member that was registered to attend.

7. Reporting requirement**Report on Training**

An elected-council member who attends a conference, study tour, seminar, forum or workshop, is encouraged to share their learnings and insights from their training with the Council. Where an elected-council member does so, it will be included in the CEO Bulletin for the Council's information and records. -The report will include a summary of the event, points of interest and any recommendations as to the value of attendance at similar conferences.

8. Policy Review

In accordance with s.5.128 of the Act, this policy will be provided for Council's review following each ordinary election. The Town will ensure the policy review occurs within the first 12-months following each ordinary election.

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Document responsibilities:			
Owner:	Council	Owner Business Unit:	Office of the CEO
Inception date:	OCM 11/09/2020 Amended 14/12/2021	Decision maker:	Council
Review date:	July 2026 30/07/2024 <u>OCM</u>	Repeal and replace:	
<u>Review Frequency</u>	<u>Biennial</u>		
Compliance requirements:			
Legislation	Local Government Act 1995 Part 5, Division 10. Local Government (Administration) Regulations 1996 reg. 35 and 36.		

Council Member Continuing Professional Development Policy

Objectives

To give effect to the Town of Bassendean's commitment to facilitate continuing professional development of Council Members, which enhances their knowledge and develops their skills, thus augmenting Council's capacity for well-informed decision-making and the provision of good government for our community.

This policy provides a framework for council members to meet their statutory obligations in relation to mandatory training and to undertake continuing professional development.

This policy supports compliance with section 5.128 of the *Local Government Act 1995* (the Act), which require local governments to prepare and adopt a policy in relation to the continuing professional development of elected members; and 5.128.(5)(a) that council 'must review of the policy after each ordinary election'.

Scope

This policy applies to Council Member training and continuing professional development, including mandatory training required under s.5.126 of the Act.

Definitions

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Policy Statement

The Town recognises the value of training and continuing professional development. It is expected that council members will avail themselves of the opportunities afforded for the completion of continuing professional development in order for them to build upon and add to their skills and expertise, and to assist them to fulfil their role as a council member.

1. Council Member Induction

Following each election, the Town will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and the Town's strategic direction. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

2. Mandatory Training

In accordance with regulation 35 of the *Local Government (Administration) Regulations 1996*, a council member completes training for the purposes of section 5.126(1) of the Act if the council member passes the the mandatory modules of the Council Member Essentials Course, unless exempt under regulation 36 of the Regulations.

The course consists of the following modules –

- a. Understanding Local Government
- b. Serving on Council
- c. Meeting Procedures
- d. Conflicts of Interest, and
- e. Understanding Financial Reports and Budgets

Regulation 36 Exemption from Act s.5.126(1) requirement states:

(1) A council member is exempt from the requirement in section 5.126(1) if —

(a) the council member passed any of the following courses within the period of 5 years ending immediately before the day on which the council member is elected —

- (i) the course of training specified in regulation 35(2);
- (ii) the course titled 52756WA — Diploma of Local Government (Elected Member);
- (iii) the course titled LGA50220 Diploma of Local Government - Elected Member;
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or

(b) the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.

(2) A person who is a council member on the day on which the Local Government Regulations Amendment (Induction and Training) Regulations 2019 regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

The Council Members Essentials Course must be completed within 12 months beginning on the day on which the council member is elected.

Continuing Professional Development

The Town of Bassendean will allocate funds in its annual budget for the costs associated with professional development for council members. Council members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness as a council member and address skill gaps.

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Authorisation requires a resolution of Council and will be subject to –

- a. The relevance of the application to the council member's professional development needs
- b. The relevance of the professional development to the business of the Town of Bassendean, and
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3. Access to professional development

3.1 General considerations

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(b) Restriction

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(c) Cancellation and inability to attend

In circumstances where a council member is unable to attend an approved professional development course, and cancellation would result in a financial loss to the Town of Bassendean, the Chief Executive Officer is authorised to determine a substitute council member and/or officer to attend the professional development in lieu of the approved council member.

3.2 Travel

Where travel is involved, the travel is to be undertaken by the shortest, most practical route, to and from the professional development location and venue. All reasonable travel costs will be administered by the Chief Executive Officer in line with the adopted budget.

Car rental shall not be permitted without the prior approval of the Chief Executive Officer.

3.2.1 Private vehicle

Council members, who use their private vehicle for conference travel, will be reimbursed for vehicle costs in accordance with section 30.6 of the *Local Government Officers' (Western Australia) Award 2021*. Where a vehicle is used instead of air travel, reimbursement will be to a maximum amount equivalent to what it would have cost to travel by air.

3.2.2 Air travel

Where air travel is required, travel requests should be provided at least one month prior to the travel date to allow adequate time for bookings to be made. Where practicable, advantage should be taken of available discount fares.

All air travel is to be by Economy Class, and to be by the most direct route to and from the airport situated nearest to the professional development venue.

Council members must not receive any personal frequent flyer loyalty points for air travel booked and paid for by the Town of Bassendean.

Airline tickets are to be insured to enable the ticket purchase price to be refunded.

3.3 Accommodation

The extent to which a council member will be reimbursed for travel and accommodation costs incurred in any of the circumstances referred to in regulation

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Incidental expenses are to be interpreted as reasonable expenses incurred by the elected member for telephone calls, public transport and sundry food and beverages.

3.5 Reimbursement for Child Care Costs

Reimbursement for child care expenses that result from an Council member's attendance at a training course will be reimbursed in accordance with the Determination.

3.6 Claiming expenses

Expenditure incurred by a council member in their private capacity will not be reimbursed. Only expenses incurred in a council member's capacity to fulfil their role as a council member will be reimbursed.

Reimbursement of expenses is conditional upon adequate evidence of such expenditure in the form of invoices or receipts. All claims for reimbursement must be submitted to the CEO within two weeks of completion of the training. Final claims relating to the financial year must be submitted by 30 June of that year.

3.7 Travel insurance

Travel insurance for Town of Bassendean related business trips including cover for expenses for overseas medical treatment, emergency medical evacuation, flight cancellations, lost baggage and personal effects will be paid for by the Town of Bassendean. Council members may wish to obtain their own insurance cover, at

their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

4. Accompanying Person

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5. Accompanying carer

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The costs provided by the Town for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs that the council member they are accompanying is attending.

6. Training register

In accordance with section 5.127 of the Act, the Town will publish a report on the Town's website within one month of the end of the financial year detailing the training completed by council members.

In order to complete the register, council members shall, following completion of the training, provide evidence of completion of the training to the CEO. Council members will be asked to confirm their completion or attendance as applicable prior to the publication of the register.

The register will state:

- a. Council Member name
- b. Each training course or module completed
- c. The cost of training and any associated travel and accommodation paid for by the Town, and
- d. The training provider or conference name.

For reporting purposes, the costs of training completed as a group will be apportioned to each council member that was registered to attend.

7. Report on Training

A council member who attends a conference, study tour, seminar, forum or workshop, is encouraged to share their learnings and insights from their training with the Council. Where a council member does so, it will be included in the CEO Bulletin for the Council's information and records. The report will include a summary of the event, points of interest and any recommendations as to the value of attendance at similar conferences.

8. Policy Review

In accordance with s.5.128 of the Act, this policy will be provided for Council's review following each ordinary election. The Town will ensure the policy review occurs within the first 12-months following each ordinary election.

Document responsibilities:			
Owner:	Council	Owner Business Unit:	Office of the CEO
Inception date:	OCM 11/09/2020 Amended 14/12/2021	Decision maker:	Council
Review date:	30/07/2024 - OCM	Repeal and replace:	
Review Frequency:	Biennial		
Compliance requirements:			
Legislation	Local Government Act 1995 Part 5, Division 10. Local Government (Administration) Regulations 1996 reg. 35 and 36.		

Standards for CEO Recruitment, Performance and Termination Policy

Objectives

This Policy is adopted in accordance with section 5.39B-(2) of the *Local Government Act 1995* and *Schedule 2 of the Local Government (Administration) Regulations 1996*, and r18FB. and r18FC of the *Local Government (Administration) Regulations 1996*.

Scope

These are the adopted Town of Bassendean Standards for CEO Recruitment, Performance and Termination as per the prescribed regulations for Local Governments in relation to the following:

- a) The recruitment of CEOs;
- b) The review of the performance of CEOs; and
- c) The termination of the employment of CEOs.

Definitions

- 1) In this Policy:

Act means the *Local Government Act 1995*;

Additional performance criteria means performance criteria agreed by the Town of Bassendean and the CEO under clause 2.1 (1) (b);

Applicant means a person who submits an application to the Town of Bassendean for the position of CEO;

Contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

Contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

Job description form means the job description form for the position of CEO approved by the Town of Bassendean under clause 1.2 (2);

Local government means the Town of Bassendean;

The Town means the Town of Bassendean;

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Selection criteria means the selection criteria for the position of CEO determined by the Town of Bassendean under clause 1.2 (1) and set out in the job description form;

Selection panel means the selection panel established by the Town of Bassendean under clause 1.5 for the employment of a person in the position of CEO;

Review panel means ~~Councillors~~ Council Members participating in the CEO performance review process.

- 2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the ~~Act, unless~~ Act unless the contrary intention appears.

1. Standards of Recruitment of CEOs

This section sets out standards to be observed by the Town ~~of Bassendean~~ in relation to the recruitment of CEOs.

- 1) Except as provided in clause 1 (2), this section applies to any recruitment and selection process carried out by the Town ~~of Bassendean~~ for the employment of a person in the position of CEO.
- 2) This section does not apply –
 - a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 1.10.

1.2 Determination of Selection Criteria and Approval of Job Description Form

- 1) The Town ~~of Bassendean~~ must determine the selection criteria for the position of CEO, based on the Town's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of ~~a Local Government~~ the Town.
- 2) The Town ~~of Bassendean~~ must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out:-
 - a) the duties and responsibilities of the position; and
 - b) the selection criteria for the position determined in accordance with clause 1.2 (1).

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1.3 Advertising ~~Requests~~Requirements

- 1) If the position of CEO is vacant, the Town ~~of Bassendean~~ must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

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- 2) If clause 1.10 applies, the Town ~~of Bassendean~~ must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

1.4 Job Description Form

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If a person requests the Town ~~of Bassendean~~ to provide to the person a copy of the job description form, the Town must:

- a) ~~inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da)~~ or
- b) if the person advises the Town ~~of Bassendean~~ that the person is unable to access that website address:
 - i. email a copy of the job description form to an email address provided by the person; or
 - ii. mail a copy of the job description form to a postal address provided by the person.

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1.5 Establishment of Selection Panel for Employment of CEO

- 1) In this clause **independent person** means a person other than any of the following:
 - a) a council member;
 - b) an employee of the Town ~~of Bassendean~~;

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- c) a human resources consultant engaged by the Town of Bassendean.

- 2) The Town of Bassendean must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

- 3) The selection panel must comprise:
- a) council members (the number of which must be determined by the Town) and;
 - b) at least 1 independent person.

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1.6 Recommendation by Selection Panel

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- 1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

- 2) Following the assessment referred to in clause 1.6 (1), the selection panel must provide to the Town of Bassendean:

- a) a summary of the selection panel's assessment of each applicant; and
- b) unless clause 1.6 (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

- 3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the Local Government Town:

- a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
- b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

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- 4) The selection panel must act under clauses 1.6 (1), (2) and (3):-
 - a) in an impartial and transparent manner; and
 - b) in accordance with the principles set out in section 5.40 of the Act.

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- 5) The selection panel must not recommend an applicant to the Town of Bassendean under clause 1.6 (2) (b), unless the selection panel has:

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- a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

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- b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
- c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

- 7) The Town of Bassendean must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

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1.7 Application Where New Process Carried Out

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- 1) This clause applies if the Town of Bassendean accepts a recommendation by the selection panel under clause 1.6 (3) (a), that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

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- 2) Unless the Town of Bassendean considers that changes should be made to the duties and responsibilities of the position or the selection criteria:

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- a) clause 1.2 does not apply to the new recruitment and selection process; and
- b) the job description form previously approved by the Town of Bassendean under clause 1.2 (2) is the job description form for the purposes of the new recruitment and selection process.

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1.8 Offer of Employment in Position of CEO

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- 1) Before making an applicant an offer of employment in the position of CEO, the Town ~~of Bassendean~~ must, by resolution of an absolute majority of the council, approve:

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- a) the making of the offer of employment to the applicant¹⁷ and
- b) the proposed terms of the contract of employment to be entered into by the Town ~~of Bassendean~~ and the applicant.

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1.9 Variations to Proposed Terms of Contract of Employment

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- 1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 1.8 negotiates with the Town ~~of Bassendean~~ a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the Town ~~of Bassendean~~ under clause 1.8 (b).

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- 2) Before entering into the negotiated contract with the applicant, the Town ~~of Bassendean~~ must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

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1.10 Recruitment to be Undertaken on Expiry of Certain CEO Contracts

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- 1) In this clause **commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

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- 2) This clause applies if –

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- a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO:
 - i. the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day¹⁷ ~~and~~
 - ii. a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day¹⁷ and
- b) the incumbent CEO has notified the Town ~~of Bassendean~~ that they wish to have their contract of employment renewed upon its expiry.

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- 3) Before the expiry of the incumbent CEO's contract of employment, the Town must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

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- 4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in clause 1.10 (3) to be employed in the position of CEO.

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1.11 Confidentiality of Information

The Town of Bassendean must ensure that information provided to, or obtained by, the Town in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

The performance and remuneration package review will be conducted in accordance with the Chief Executive Officer's Contract of Employment.

1.12 Certification of compliance with adopted standards for CEO recruitment

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1) As soon as practicable after the person is employed in the position of CEO, the Town must, by absolute majority resolution, certify that the person was employed in accordance with the Town's adopted standards in relation to the recruitments of CEOs.

2) The Town's Office of the CEO will provide a copy of the resolution to the Department CEO within 14 days after the resolution is passed by the Town.

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2. Standards for Review of Performance of CEOs

This section sets out standards to be observed by the Town of Bassendean in relation to the review of the performance of CEOs.

2.1 Performance Review Process to be Agreed between Local Government and CEO

- 1) The Town of Bassendean and the CEO must agree on:-
- a) the process by which the CEO's performance will be reviewed; and
 - b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

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- 2) Without limiting clause 2.1 (1), the process agreed under clause 2.1 (1)(a) must be consistent with clauses 2.2, 2.3 and 2.4.

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- 3) The matters referred to in clause 2.1 (1) must be set out in a written document.

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2.2 Carrying Out a Performance Review

- 1) A review of the performance of the CEO by the Town of Bassendean must be carried out in an impartial and transparent manner.
- 2) The Town of Bassendean must:

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- a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
- b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

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2.3 Endorsement of Performance Review by Local Government

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Following a review of the performance of the CEO, the Town of Bassendean must, by resolution of an absolute majority of the council, endorse the review.

2.4 CEO to be Notified of Results of Performance Review

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After the Town of Bassendean has endorsed a review of the performance of the CEO under clause 2.3, the Town must inform the CEO in writing of:

- a) the results of the review; and
- b) if the review identifies any issues about the performance of the CEO — how the Town of Bassendean proposes to address and manage those issues.

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2.5 Annual Review

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The review must be conducted annually as follows:

- 1) At a time that is no later than 3 months after the anniversary of the Commencement Date; or
- 2) If otherwise agreed by the CEO and Council, should events or new priorities delay or alter this process, such as efforts redirected towards crisis management; and
- 3) Should this process be delayed as per 2.5 (2), the CEO anniversary date for the purposes of the annual review process will be adjusted for the remainder of the CEO employment contract.

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Interim quarterly reviews will also be undertaken by the Review Panel to discuss progress on the CEO's ~~targets~~ **Key Performance Indicators (KPI's)**, ~~and strategy objectives.~~

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2.6 Assessment Criteria

Town of Bassendean Policy

The performance of the CEO will be assessed against the following criteria:

- ◆ ~~Leadership and Strategic Management:~~ Provide inspirational and astute leadership which develops and drives innovative, strategies and best practice to assist in delivery of objectives in the Corporate Strategic Plan along with the vision and expectations of the Council and the Town. Provide exceptional management skills and strategy to build the capacity of the Town;
- ◆ ~~Organisational Culture:~~ Fosters a culture of innovation and excellence with an enabling can-do attitude. Engages with our diverse community by building and maintaining a highly responsive organisation committed to operational excellence and efficiency;
- ◆ ~~Key Objectives:~~ Ensures the efficient and timely delivery of all projects within budget. Oversees the reviews and improvements to all aspects of urban design and growth in the Town, with an emphasis on genuine community engagement to meet the challenges of growing the Town;
- ◆ ~~Collaboration:~~ Works in close collaboration with Council, the Mayor and the community to provide accurate and timely advice and information to ensure the key outcomes and objectives of the Town are met;
- ◆ ~~Governance:~~ Delivers the highest organisational integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness to all; and
- ◆ ~~Sustainability:~~ To provide responsible and sustainable management of the Town's financial resources, built and natural environment, infrastructure assets and staff.

2.7 Review Panel

The annual CEO performance review panel will consist of:

- The Mayor; and
- Six ~~Councillors~~ Council Members.

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The panel will be facilitated by an independent external facilitator.

The selection of facilitators will be in consultation and negotiation with the CEO.

The Mayor as the representative of Council, and the CEO, shall agree upon a shortlist of two or more candidates for the position of a facilitator. The shortlist of candidates will be presented to Council for its consideration. Council is to appoint by resolution of an absolute majority the independent facilitator from the shortlisted candidates provided.

~~Councillors~~ Council Members participating in the review process must:

- a) Understand the requirements and responsibilities of a performance ~~management~~ review process;
- b) Show an ability to be fair and objective;
- c) Provide feedback which is constructive, specific and ~~non-judgemental~~ non-judgmental;
- d) Be measured and unbiased in decision making;
- e) Use good communication and interpersonal skills to participate in a productive and meaningful process;
- f) Subjectively and effectively assess operational performance and strategy achievements; and
- g) ~~Encouraged to attend~~ Attend a WA Local Government Association (WALGA) 'CEO Performance ~~Appraisal~~ Review' training session.

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2.8 Review Process

~~The Manager Human Resources will be responsible for managing and implementing the process as outlined below:~~ A review of the performance of the CEO by the Town will be carried out in an impartial and transparent manner, including the

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~~Engagement of an independent external facilitator in consultation with the Mayor~~ 4) and CEO and in line with the Town's Procurement and Purchasing procedures.
~~The independent external facilitator will:~~

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- (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner, and
- (b) review the CEO's performance against the contractual performance criteria, based on that evidence.

The process may include:

- ~~2)1) a self-assessment by the CEO. Prior to the commencement of the review the CEO will provide a self-assessment of their performance against the relevant criteria to all~~ 1) a self-assessment by the CEO. Prior to the commencement of the review the CEO will provide a self-assessment of their performance against the relevant criteria to all ~~elected Council M~~ members.

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- ~~3)2) The independent facilitator will assist to seek feedback from the elected Council m~~ 2)2) The independent facilitator will assist to seek feedback from the elected Council m ~~Members (Review Panel), assess the performance and agreement~~ Members (Review Panel), assess the performance and agreement ~~on key focus areas for the review interview.~~

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~~4)3) an appraisal interview with the CEO by the~~ Review Panel with support of the independent facilitator ~~will conduct an appraisal interview with the CEO~~ with regard to:

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- a) Performance and Assessment Criteria;
- b) Any changes to the work values or responsibilities of the position;
- c) The hours worked, including hours in addition to normal working hours;
- d) The condition of the market and economy generally; and
- e) ~~The capacity of the Town to pay an increase~~ The experience of the CEO and the market conditions for Local Government CEO's.

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~~5)4) The CEO will be provided with an opportunity for the CEO to provide~~ comment.

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~~6)5) The independent facilitator will attending a full Council briefing~~ sessionWorkshop to discuss findings.

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~~7)6) The independent facilitator will provide Council and CEO with a full report to~~ the Council and CEO including recommendations:

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- a) Endorsement of the CEO's performance for the period under review;
- b) The CEO's remuneration for the next 12 months;
- c) If required, the extension or renewal of the CEO Contract;
- d) Determination of appropriate Key Performance Indicators for the next 12 months; and
- e) A professional development plan based on the above.

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2.9 Endorsement of performance review

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Following a review of the performance of the CEO, the Town must, by resolution of an absolute majority of the council, endorse the review.

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2.10 CEO to be notified of results of the performance review

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After the Town has endorsed a review of the performance of the CEO under clause 18, the Mayor must inform the CEO in writing of —

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(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

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3. Standards for Termination of Employment of CEOs

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This section sets out standards to be observed by the Town of Bassendean in relation to the termination of the employment of CEOs.

3.1 General Principles Applying to any Termination

- 1) The Town of Bassendean must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- 2) The Town must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including:
 - a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - b) notifying the CEO of any allegations against the CEO; and
 - c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - d) genuinely considering any response given by the CEO in response to the allegations.

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3.2 Additional Principles Applying to Termination for Performance Related Reasons

- 1) This clause applies if the Town of Bassendean proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- 2) The Town of Bassendean must not terminate the CEO's employment unless the Town has:
 - a) in the course of carrying out the review of the CEO's performance referred to in clause 3.2 (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
 - b) informed the CEO of the performance issues; and
 - c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - d) determined that the CEO has not remedied the performance issues to the satisfaction of the Town of Bassendean.
- 3) The Town of Bassendean must not terminate the CEO's employment unless the Town has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

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3.3 Decision to Terminate

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Any decision by the Town ~~of Bassendean~~ to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

3.4 Notice of Termination of Employment

- 1) If the Town ~~of Bassendean~~ terminates the employment of a CEO, the Town must give the CEO notice in writing of the termination.
- 2) The notice must set out the Town ~~of Bassendean's 's~~ reasons for terminating the employment of the CEO.

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Record Keeping

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Documents in relation to these standards must be registered on the Town ~~of Bassendean's 's~~ records management system and where applicable stored on the CEO's confidential personnel file.

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~~

Document responsibilities:			
Owner:	Council	Owner Business Unit:	Chief Executive Officer
Inception date:	Last Review Date (OCM- 16/5/21) Review Date OCM - 30/07/24	Decision maker:	Council
Review date:	May 2027	Repeal and replace:	
Compliance requirements:			
Legislation	<i>Local Government Act 1995</i>		

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Standards for CEO Recruitment, Performance and Termination Policy

Objectives

This Policy is adopted in accordance with section 5.39B. of the *Local Government Act 1995* and Schedule 2 of the *Local Government (Administration) Regulations 1996*, and r18FB. and r18FC of the *Local Government (Administration) Regulations 1996*.

Scope

These are the adopted Town of Bassendean Standards for CEO Recruitment, Performance and Termination as per the prescribed regulations for Local Governments in relation to the following:

- a) The recruitment of CEOs
- b) The review of the performance of CEOs, and
- c) The termination of the employment of CEOs.

Definitions

- 1) In this Policy:

Act means the *Local Government Act 1995*

Additional performance criteria means performance criteria agreed by the Town of Bassendean and the CEO under clause 2.1 (1) (b)

Applicant means a person who submits an application to the Town of Bassendean for the position of CEO

Contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO

Contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act

Job description form means the job description form for the position of CEO approved by the Town of Bassendean under clause 1.2 (2)

Local government means the Town of Bassendean

The Town means the Town of Bassendean

Selection criteria means the selection criteria for the position of CEO determined by the Town of Bassendean under clause 1.2 (1) and set out in the job description form

Selection panel means the selection panel established by the Town of Bassendean under clause 1.5 for the employment of a person in the position of CEO

Review panel means Council Members participating in the CEO performance review process.

- 2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act unless the contrary intention appears.

1. Standards of Recruitment of CEOs

This section sets out standards to be observed by the Town in relation to the recruitment of CEOs.

- 1) Except as provided in clause 1 (2), this section applies to any recruitment and selection process carried out by the Town for the employment of a person in the position of CEO.
- 2) This section does not apply –
 - a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act, or
 - b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 1.10.

1.2 Determination of Selection Criteria and Approval of Job Description Form

- 1) The Town must determine the selection criteria for the position of CEO, based on the Town's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the Town.
- 2) The Town must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out:
 - a) the duties and responsibilities of the position, and
 - b) the selection criteria for the position determined in accordance with clause 1.2 (1).

1.3 Advertising Requirements

- 1) If the position of CEO is vacant, the Town must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- 2) If clause 1.10 applies, the Town must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

1.4 Job Description Form

If a person requests the Town to provide to the person a copy of the job description form, the Town must:

- a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da), or
- b) if the person advises the Town that the person is unable to access that website address:
 - i. email a copy of the job description form to an email address provided by the person, or
 - ii. mail a copy of the job description form to a postal address provided by the person.

1.5 Establishment of Selection Panel for Employment of CEO

- 1) In this clause ***independent person*** means a person other than any of the following:
 - a) a council member
 - b) an employee of the Town,
 - c) a human resources consultant engaged by the Town.
- 2) The Town must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- 3) The selection panel must comprise:
 - a) council members (the number of which must be determined by the Town), and
 - b) at least 1 independent person.

1.6 Recommendation by Selection Panel

- 1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- 2) Following the assessment referred to in clause 1.6 (1), the selection panel must provide to the Town:
 - a) a summary of the selection panel's assessment of each applicant, and
 - b) unless clause 1.6 (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- 3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the Town:
 - a) that a new recruitment and selection process for the position be carried out in accordance with these standards, and
 - b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- 4) The selection panel must act under clauses 1.6 (1), (2) and (3):-
 - a) in an impartial and transparent manner, and
 - b) in accordance with the principles set out in section 5.40 of the Act.
- 5) The selection panel must not recommend an applicant to the Town under clause 1.6 (2) (b), unless the selection panel has:
 - a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria
 - b) verified any academic, or other tertiary level, qualifications the applicant claims to hold, and
 - c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- 6) The Town must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

1.7 Application Where New Process Carried Out

- 1) This clause applies if the Town accepts a recommendation by the selection panel under clause 1.6 (3) (a), that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- 2) Unless the Town considers that changes should be made to the duties and responsibilities of the position or the selection criteria:
 - a) clause 1.2 does not apply to the new recruitment and selection process' and
 - b) the job description form previously approved by the Town under clause 1.2 (2) is the job description form for the purposes of the new recruitment and selection process.

1.8 Offer of Employment in Position of CEO

- 1) Before making an applicant an offer of employment in the position of CEO, the Town must, by resolution of an absolute majority of the council, approve:
 - a) the making of the offer of employment to the applicant, and
 - b) the proposed terms of the contract of employment to be entered into by the Town and the applicant.

1.9 Variations to Proposed Terms of Contract of Employment

- 1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 1.8 negotiates with the Town a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the Town under clause 1.8 (b).
- 2) Before entering into the negotiated contract with the applicant, the Town must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

1.10 Recruitment to be Undertaken on Expiry of Certain CEO Contracts

- 1) In this clause **commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- 2) This clause applies if –
 - a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO:

- i. the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day
 - ii. a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day, and
 - b) the incumbent CEO has notified the Town that they wish to have their contract of employment renewed upon its expiry.
- 3) Before the expiry of the incumbent CEO's contract of employment, the Town must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- 4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in clause 1.10 (3) to be employed in the position of CEO.

1.11 Confidentiality of Information

The Town must ensure that information provided to, or obtained by, the Town in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

The performance and remuneration package review will be conducted in accordance with the Chief Executive Officer's Contract of Employment.

1.12 Certification of compliance with adopted standards for CEO recruitment

- 1) As soon as practicable after the person is employed in the position of CEO, the Town must, by absolute majority resolution, certify that the person was employed in accordance with the Town's adopted standards in relation to the recruitments of CEOs.
- 2) The Town's **Office of the CEO will provide** a copy of the resolution to the Department CEO within 14 days after the resolution is passed by the Town.

2. Standards for Review of Performance of CEOs

This section sets out standards to be observed by the Town in relation to the review of the performance of CEOs.

2.1 Performance Review Process to be Agreed between Local Government and CEO

- 1) The Town and the CEO must agree on:
 - a) the process by which the CEO's performance will be reviewed, and
 - b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- 2) Without limiting clause 2.1 (1), the process agreed under clause 2.1 (1)(a) must be consistent with clauses 2.2, 2.3 and 2.4.
- 3) The matters referred to in clause 2.1 (1) must be set out in a written document.

2.2 Carrying Out a Performance Review

- 1) A review of the performance of the CEO by the Town must be carried out in an impartial and transparent manner.
- 2) The Town of Bassendean must:
 - a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner, and
 - b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

2.3 Endorsement of Performance Review by Local Government

Following a review of the performance of the CEO, the Town must, by resolution of an absolute majority of the council, endorse the review.

2.4 CEO to be Notified of Results of Performance Review

After the Town has endorsed a review of the performance of the CEO under clause 2.3, the Town must inform the CEO in writing of:

- a) the results of the review, and
- b) if the review identifies any issues about the performance of the CEO — how the Town proposes to address and manage those issues.

2.5 Annual Review

The review must be conducted annually as follows:

- 1) At a time that is no later than 3 months after the anniversary of the Commencement Date, or

- 2) If otherwise agreed by the CEO and Council, should events or new priorities delay or alter this process, such as efforts redirected towards crisis management, and
- 3) Should this process be delayed as per 2.5 (2), the CEO anniversary date for the purposes of the annual review process will be adjusted for the remainder of the CEO employment contract.

Interim quarterly reviews will also be undertaken by the Review Panel to discuss progress on the CEO's Key Performance Indicators (KPI's).

2.7 Review Panel

The annual CEO performance review panel will consist of:

- the Mayor, and
- six Council Members.

The panel will be facilitated by an independent external facilitator.

The selection of facilitators will be in consultation and negotiation with the CEO.

The Mayor as the representative of Council, and the CEO, shall agree upon a shortlist of two or more candidates for the position of a facilitator. The shortlist of candidates will be presented to Council for its consideration. Council is to appoint by resolution of an absolute majority the independent facilitator from the shortlisted candidates provided.

Council Members participating in the review process must:

- a) Understand the requirements and responsibilities of a performance review process
- b) Show an ability to be fair and objective
- c) Provide feedback which is constructive, specific and non-judgmental
- d) Be measured and unbiased in decision making
- e) Use good communication and interpersonal skills to participate in a productive and meaningful process
- f) Subjectively and effectively assess operational performance and strategy achievements, and
- g) Attend a WA Local Government Association (WALGA) 'CEO Performance Review' training session.

2.8 Review Process

A review of the performance of the CEO by the Town will be carried out in an impartial and transparent manner, including the engagement of an independent external facilitator in consultation with the Mayor and CEO and in line with the Town's Procurement and Purchasing procedures.

The independent external facilitator will:

- (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner, and
- (b) review the CEO's performance against the contractual performance criteria, based on that evidence.

The process may include:

- 1) a self-assessment by the CEO of their performance against the relevant criteria to all Council Members
- 2) feedback from the Council Members (Review Panel), and agreement on key focus areas for the review interview
- 3) an appraisal interview with the CEO by the Review Panel with support of the independent facilitator with regard to:
 - a) Performance and Assessment Criteria
 - b) Any changes to the work values or responsibilities of the position
 - c) The hours worked, including hours in addition to normal working hours
 - d) The condition of the market and economy generally, and
 - e) The experience of the CEO and the Market conditions for Local Government CEO's.
- 4) an opportunity for the CEO to provide comment.
- 5) The independent facilitator attending a full Council Workshop to discuss findings
- 6) a full report to the Council and the CEO including:
 - a) Endorsement of the CEO's performance for the period under review
 - b) The CEO's remuneration for the next 12 months
 - c) If required, the extension or renewal of the CEO Contract
 - d) Determination of appropriate Key Performance Indicators for the next 12 months, and
 - e) A professional development plan based on the above.

2.9 Endorsement of performance review

Following a review of the performance of the CEO, the Town must, by resolution of an absolute majority of the council, endorse the review.

2.10 CEO to be notified of results of the performance review

After the Town has endorsed a review of the performance of the CEO under clause 18, **the Mayor** must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

3. Standards for Termination of Employment of CEOs

This section sets out standards to be observed by the Town in relation to the termination of the employment of CEOs.

3.1 General Principles Applying to any Termination

- 1) The Town must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- 2) The Town must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including:
 - a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process
 - b) notifying the CEO of any allegations against the CEO
 - c) giving the CEO a reasonable opportunity to respond to the allegations, and
 - d) genuinely considering any response given by the CEO in response to the allegations.

3.2 Additional Principles Applying to Termination for Performance Related Reasons

- 1) This clause applies if the Town proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- 2) The Town must not terminate the CEO's employment unless the Town has:
 - a) in the course of carrying out the review of the CEO's performance referred to in clause 3.2 (3) or any other review of the CEO's performance,

identified any issues (the performance issues) related to the performance of the CEO

- b) informed the CEO of the performance issues
 - c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues, and
 - d) determined that the CEO has not remedied the performance issues to the satisfaction of the Town.
- 3) The Town must not terminate the CEO's employment unless the Town has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

3.3 Decision to Terminate

Any decision by the Town to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

3.4 Notice of Termination of Employment

- 1) If the Town terminates the employment of a CEO, the Town must give the CEO notice in writing of the termination.
- 2) The notice must set out the Town's reasons for terminating the employment of the CEO.

Record Keeping

Documents in relation to these standards must be registered on the Town's records management system and where applicable stored on the CEO's confidential personnel file.

Document responsibilities:			
Owner:	Council	Owner Business Unit:	Chief Executive Officer
Inception date:	Last Review Date (OCM- 16/5/21) Review Date OCM - 30/07/24	Decision maker:	Council
Review date:	May 2027	Repeal and replace:	
Compliance requirements:			
Legislation	<i>Local Government Act 1995</i>		

Payments to Employees in Addition to Contract or Award Policy

Objectives

This policy sets out the circumstances in which the Town of Bassendean (the Town) will pay an employee who is ceasing employment at the Town, an amount in addition to any amount to which the employees is entitled to under a contract of employment, industrial instrument, or as ordered by a Court or Tribunal and the matter of assessment of the additional amount.

This Policy ensures compliance with Section 5.50 of the Local Government Act 1995, which requires all Local Governments to adopt a Policy relating to payment in addition to contract or award to employees who are leaving the Local Government.

Scope

This policy applies to all Town of Bassendean employees except the Chief Executive Officer.

Definitions

For the purpose of this policy —

Industrial Instrument means an instrument that has legal application with respect to minimum entitlements to those covered within its scope, including modern awards, industrial agreements and any instrument made under the industrial relations system.

Industrial Tribunals means any jurisdiction that hears and determine claims relating to employment matters.

Policy statement

1. When a payment made in accordance with this policy is permissible

Subject to the Chief Executive Officer's approval, and the employee agreeing to sign a Confidential Deed of Settlement and Release by resigning as an employee, the Town may initiate a settlement payment in accordance with the following circumstances:

- **Settlement of a Claim**

In settlement of a claim or dispute where the employee has or proposes to take action under the relevant industrial relations legislation, up to a maximum of 26 weeks.

- **Illness or Impairment**

To facilitate a situation where an employee is unable to perform their role due to illness or impairment and there has been mutual agreement that the employment must end, up to 26 weeks' pay.

- **Poor Performance/Conduct**

To facilitate a situation where the Town determines an employee is not performing to the satisfaction of the Town, and the Town proposes that it is beneficial to the Town to end the employment relationship by paying a settlement, up to 12 weeks' pay.

2. Manner of Assessment of the Payment

Where the settlement payment is based on the weekly pay, this is the normal ordinary pay (excluding overtime, vehicles or any other allowances or superannuation).

In assessing the payment, the following will be considered:

- The amount recommended by a Court or Tribunal to settle the matter
- The exposure to litigation and the strength of the respective cases
- The cost of legal services
- Disruption to operations
- Length of service and personal circumstances of the employee
- Position held by the employee

3. Other circumstances when a payment in accordance with this policy is permissible

Employees who have worked with the Town for a minimum of ten (10) years, and who have confirmed their intent to retire permanently from the workplace may receive a corporate gift to a maximum value up to \$500, subject to their being no recent performance or conduct concerns.

4. Ceasing Employment

The Town will not make payments of gratuities to employees upon retirement or resignation. In instances where an Employee has at least 10 years continuous service and resigns, the Town may make provision to a maximum of \$500 contribution for a leaving gift and meet the cost of an appropriate farewell celebration as determined by the CEO.

5. Reporting

Payments made under this policy are to be reported to the Audit and Governance Committee on a quarterly basis. Statistics on the number of payments made under this Policy are to be included in the Town's Annual Report.

DRAFT

Document responsibilities:			
Owner:	Council	Owner Business Unit:	CEO
Inception date:	OCM 30/07/ 2024 (clause) 30/07/24		Council
Review date:	July 2026	Repeal and replace:	
Review Frequency	Biennial		
Compliance requirements:			
Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996		

Council Delegates Policy

Objective

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:

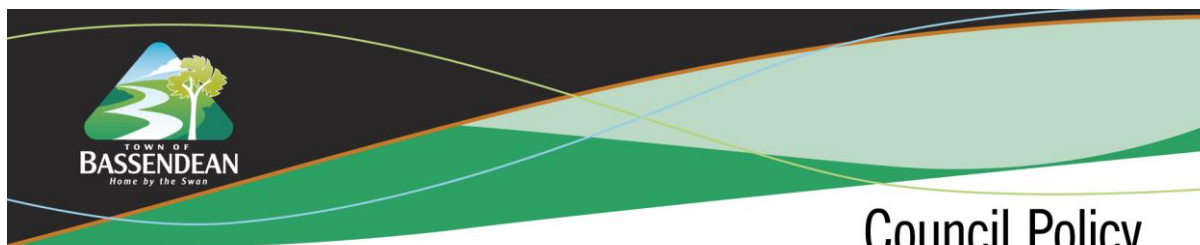
- Where the body/group/organisation represents state or regional interests that are likely to impact upon the Town of Bassendean;
- Where the body/group/organisation represents local interests and the Council has a direct financial interest in the affairs of that group; and
- Where the body/group/organisation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

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.

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.

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



Council Policy

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.

Where the Council appoints a Councillor to the EMRC, that Councillor will be entitled to the sitting fees as adopted annually by 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>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Chief Executive Officer and Director Corporate Services</p> <p>Last Review Date: September 2017</p> <p>Version 3</p> <p>Next Review due by: May 2020</p>
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**LIST OF PAYMENTS
FOR PERIOD
ENDED 30 JUNE 2024**

*Any questions relating to the List of Payments, please raise with Paul White,
Director Corporate Services, prior to Briefing Session.*

SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL		
EFT, Direct Debits and Payroll 01-30 June	52526-52710	2,431,390.45
Cheques Commonwealth 6100-1015-9128	N/A	1,376.37
Credit Card Payments		17,275.80
		<hr/>
		\$2,450,042.62
		<hr/> <hr/>

This list of payments, covering vouchers as above has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown have been paid.

TOWN OF BASSENDEAN
JUNE 2024 PAYMENTS (01/06/2024 - 30/06/2024)

Date	Name	Description	Amount
19/06/2024	A K PARSONS	Refund - Rates	-\$1,660.26
27/06/2024	A. M BOLTS & NUTS	Bolts and nuts supplies	-\$141.89
27/06/2024	ACCREDIT BUILDING SURVEYING & CONSTRUCTION SERVICES PTY LTD	Building surveying services - Hamilton Street	-\$495.00
27/06/2024	ALL FENCE U RENT PTY LTD	Temporary fence hire - James Street toilet block	-\$445.50
27/06/2024	ALLSPORTS LINEMARKING	Line Marking - Bassendean Oval	-\$220.00
19/06/2024	ALLSPORTS LINEMARKING	Line Marking - Bassendean Oval	-\$110.00
27/06/2024	ALSCO LINEN SERVICES PTY LTD	Hygiene services and supplies - various supplies	-\$4,847.44
19/06/2024	ALULITE ALUMINIUM SCAFFOLDING PTY LTD	Scaffold Hire - Street Art at Library	-\$441.00
19/06/2024	AMAZING BRICK PAVING	Pick up and relay paving, removal of tree roots and waste to Council Depot	-\$2,871.00
18/06/2024	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$304.30
04/06/2024	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$286.80
18/06/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$602.57
04/06/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$602.57
27/06/2024	ASPHALTECH PTY LTD	Asphalt supplies, profiling & sweeping and traffic management - Walter Road	-\$235,411.91
12/06/2024	ASPHALTECH PTY LTD	Asphalt supplies, profiling and sweeping and traffic management Broadway and Collier Road	-\$602,292.98
19/06/2024	AUSTRALIA POST	Postal charges	-\$246.09
27/06/2024	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD (AAS)	Quarterly air-conditioning inspections - various sites	-\$2,664.75
18/06/2024	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$620.04
04/06/2024	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$620.04
18/06/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$584.70
04/06/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$550.22
21/06/2024	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$132.50
05/06/2024	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$159.00
21/06/2024	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$95,312.00
05/06/2024	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$94,558.00
18/06/2024	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$8,614.15

Date	Name	Description	Amount
04/06/2024	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$9,122.30
18/06/2024	AWARE SUPERANNUATION	Superannuation contributions	-\$35,391.96
04/06/2024	AWARE SUPERANNUATION	Superannuation contributions	-\$35,210.45
19/06/2024	BASSEDEAN NEWSAGENCY	Selected periodical titles - Library	-\$107.81
27/06/2024	BASSEDEAN TENNIS CLUB	Grass Court maintenance 2023-24 April	-\$2,291.30
19/06/2024	BASSEDEAN TENNIS CLUB	Grass Court maintenance 2023-24 Feb	-\$2,291.30
19/06/2024	BCITF	Building & Construction Industry Training Fund - May 24	-\$891.75
27/06/2024	BEAVER TREE SERVICES	Supply and delivery of woodchip - West Street	-\$2,750.00
19/06/2024	BEAVER TREE SERVICES	Arbor services, traffic management, tree pruning and general site clean up	-\$17,255.48
27/06/2024	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$107.95
19/06/2024	BRADLEY AVON COLLINS	Refund - Cancelled Planning Application	-\$147.00
19/06/2024	BUDGET PEST CONTROL	Termite treatment - Oak on verge - West Road	-\$198.00
19/06/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$869.31
27/06/2024	BUTTERCUPS CHILDCARE PTY LTD	Refund - Rates	-\$5,716.85
19/06/2024	C J DOWN	Refund - CCTV Rebate Scheme	-\$200.00
27/06/2024	CAI FENCES	Replacement of two damaged gates - Library under croft carpark	-\$4,796.00
18/06/2024	CARE SUPER	Superannuation contributions	-\$844.44
04/06/2024	CARE SUPER	Superannuation contributions	-\$844.44
27/06/2024	CASA SECURITY PTY LTD	Monthly security guard call-outs	-\$2,992.00
27/06/2024	CITY OF BAYSWATER	LSL Recoup - Long Service Leave taken	-\$2,932.04
19/06/2024	CITY OF BAYSWATER	Mosquito control services - Ashfield Flats	-\$8,970.55
19/06/2024	CITY OF SOUTH PERTH	Impound Fees	-\$4,022.30
27/06/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$441.00
18/06/2024	COLONIAL FIRST STATE	Superannuation contributions	-\$1,412.43
04/06/2024	COLONIAL FIRST STATE	Superannuation contributions	-\$1,409.36
27/06/2024	COMPLETE CORPORATE HEALTH - ASCOT	Pre Employment Medical check	-\$569.36
19/06/2024	COMPLETE OFFICE SUPPLIES PTY LTD - COS	Office stationery supplies	-\$601.35
20/06/2024	CR EMILY WILDING	Elected Member - 4th quarter payment	-\$5,132.50
20/06/2024	CR JAMAYNE BURKE	Elected Member - 4th quarter payment	-\$5,132.50
20/06/2024	CR JENNIFER MARGARET CARTER	Elected Member - 4th quarter payment	-\$5,132.50
20/06/2024	CR KATHRYN HAMILTON	Elected Member - 4th quarter payment	-\$17,080.00

Date	Name	Description	Amount
20/06/2024	CR KENNETH PETER JOHN	Elected Member - 4th quarter payment	-\$5,132.50
20/06/2024	CR PAUL NICHOLI POLIWKA	Elected Member - 4th quarter payment	-\$7,535.50
20/06/2024	CR TALLAN JOHN MICHAEL AMES	Elected Member - 4th quarter payment	-\$5,132.50
19/06/2024	D N MCKENNA	Refund - Waste Education	-\$100.00
19/06/2024	D SMART	Refund - Waste Education	-\$100.00
19/06/2024	DAIMLER TRUCKS PERTH	Vehicle service	-\$1,304.74
19/06/2024	DALE ALCOCK HOMES	Refund - Building application	-\$1,170.65
27/06/2024	DATA3	IT infrastructure and equipment	-\$3,278.74
19/06/2024	DEPARTMENT OF COMMUNITIES	Recoup underspent funds - Thank a Volunteer Day outdoor movie night	-\$660.00
19/06/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy - May 24	-\$6,090.97
19/06/2024	DEPARTMENT OF PLANNING - DAP	Refund - DAP fees - West Road	-\$6,168.00
19/06/2024	DEPARTMENT OF TRANSPORT	Vehicle ownership check	-\$8.80
19/06/2024	DIAL A NAPPY (BUSICLEAN)	WIW Laundry items	-\$933.30
27/06/2024	DS WORKWEAR & SAFETY	Safety clothing	-\$485.70
27/06/2024	E FIRE & SAFETY (WA)	Replacement of 1kg fire extinguishers - operation vehicles	-\$570.90
19/06/2024	E R SOUTH	Refund - Waste Education	-\$100.00
27/06/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Processing of kerbside waste - domestic, FOGO, tip pass - mixed and green waste	-\$16,930.04
25/06/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Processing of kerbside waste - domestic, FOGO, tip pass - mixed and green waste and mattress collections	-\$884.91
27/06/2024	ECOJOBS - GREEN SKILL INC	Plant supplies and installation - Bassendean Principal Green Trail	-\$3,305.72
19/06/2024	ENGINEERING DESIGN CONSULTANCY PTY LTD	Structural engineering services site visit - report of inspection - Haig Street	-\$990.00
27/06/2024	ENVIRONMENT HOUSE INCORPORATED	Annual compost subsidies for Bassendean residents	-\$307.00
27/06/2024	ENVIROPATH PTY LTD	Town and Reserve Car Park street sweeping including Thompson and Lamb Streets - included blowing under fig tree	-\$9,478.70
19/06/2024	EXTERIA	4 x Vasse composite seats	-\$4,427.50
27/06/2024	EXTERIA	Vasse composite bench	-\$1,238.60

Date	Name	Description	Amount
19/06/2024	F R CULLIMORE	Refund - Rates	-\$2,000.00
19/06/2024	FLEXISTAFF	Contract staff expenses	-\$3,849.87
19/06/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$648.35
28/06/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$177.10
24/06/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$793.10
18/06/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$216.70
11/06/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$546.70
19/06/2024	G KENT	Dudley Robinson Youth Grant	-\$250.00
27/06/2024	GENTRONICS	Welding supplies	-\$1,907.61
19/06/2024	GFG TEMP ASSIST	Contract staff expenses	-\$7,025.38
19/06/2024	GK CREATIVE	200 x "Please slow down consider our kids' wheelie bin stickers	-\$450.00
19/06/2024	HATCHET PTY LTD	Website development for RYDE program	-\$561.00
27/06/2024	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Contract staff expenses	-\$5,771.96
18/06/2024	HESTA SUPER FUND	Superannuation contributions	-\$1,612.56
04/06/2024	HESTA SUPER FUND	Superannuation contributions	-\$1,537.26
18/06/2024	HOST PLUS	Superannuation contributions	-\$5,857.72
04/06/2024	HOST PLUS	Superannuation contributions	-\$5,689.31
27/06/2024	ILLION AUSTRALIA PTY LTD	D&B financial health checks	-\$507.87
19/06/2024	ILLION AUSTRALIA PTY LTD	D&B Financial health checks	-\$169.29
19/06/2024	INDIGENOUS TOURS WA	Indigenous Cultural session for staff	-\$550.00
27/06/2024	INLOGIK PTY LIMITED	Promaster - Monthly Hosting Fee - May 2024	-\$464.92
27/06/2024	JSM CONSTRUCTION WA	Carpentry work to Bill Walker Stand	-\$3,132.80
19/06/2024	K C BINITA	Cleaning services - ALF Faulkner Hall	-\$840.00
19/06/2024	K R JACKSON	Refund - Waste Education	-\$47.95
27/06/2024	KLEENIT PTY LTD	Line Marking - various sites	-\$357.50
19/06/2024	L RODENBURG	Refund - CCTV Rebate Scheme	-\$200.00
19/06/2024	L LANCE	Refund - Residential Crossover Contribution	-\$620.00
27/06/2024	L ROSSI SAINT	Refund - Residential Crossover Contribution	-\$275.00
19/06/2024	LANDGATE	Rates - Gross Rental Valuation	-\$6,400.13
21/06/2024	LGRCEU	Payroll deductions	-\$66.00
05/06/2024	LGRCEU	Payroll deductions	-\$66.00
19/06/2024	M LOWICK	Dudley Robinson Youth Grant	-\$250.00

Date	Name	Description	Amount
27/06/2024	MACKIE PLUMBING AND GAS PTY LTD	Plumbing materials	-\$664.37
18/06/2024	MACQUARIE SUPER ACCUMULATOR	Superannuation contributions	-\$1,023.13
04/06/2024	MACQUARIE SUPER ACCUMULATOR	Superannuation contributions	-\$1,023.13
04/06/2024	MAGICORP	On hold message charges	-\$138.80
18/06/2024	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$961.12
04/06/2024	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$1,095.95
19/06/2024	MARIA DANIELS	Extension activity - Samba and African drumming - Term 2 2024	-\$2,400.00
27/06/2024	MCLEODS & CO	Legal Professional Fees	-\$3,920.15
27/06/2024	MIDLAND MINICRETE	Concrete supplies for footpath repair - Anzac Terrace	-\$809.60
19/06/2024	MIDLAND MINICRETE	Concrete supplies for footpath repair - Parker Street	-\$657.80
27/06/2024	MIRIAM ATKINSON	Extension activity - Monet Paint and Sip with Miriam	-\$690.00
18/06/2024	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$289.44
04/06/2024	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$286.80
18/06/2024	MLC SUPER FUND	Superannuation contributions	-\$113.73
04/06/2024	MLC SUPER FUND	Superannuation contributions	-\$113.73
27/06/2024	MO HERBST	Dudley Robinson Youth Grant	-\$250.00
19/06/2024	MYXPLORE	Xplore Childcare & Education software - WIW - 29 Feb to 30 May 24	-\$1,973.40
19/06/2024	N RODGERS	Refund - Rates	-\$19.55
19/06/2024	NGALA BOODJA - ABORIGINAL LAND CARE	Bushland Management Program - Success Hill Reserve	-\$1,554.95
18/06/2024	NGS SUPER	Superannuation contributions	-\$411.39
04/06/2024	NGS SUPER	Superannuation contributions	-\$411.40
19/06/2024	OFFICEWORKS SUPERSTORES PTY LTD	Stationery supplies	-\$1,049.29
27/06/2024	PARAMOUNT ELECTRICAL SERVICES	Electrical services - Fluorescent light replacement - Ladies toilet at Community Hall	-\$468.60
19/06/2024	PARAMOUNT ELECTRICAL SERVICES	Electrical services - Sandy Beach - Directional drilling	-\$39,066.52
19/06/2024	PATRICIA FLETCHER	Extension activity - Zumba/Meta fit/Express circuit - Term 2	-\$4,250.00
21/06/2024	PAY@BILITY PTY LTD	Payroll deductions	-\$4,410.79
05/06/2024	PAY@BILITY PTY LTD	Payroll deductions	-\$3,172.43
27/06/2024	PEP TRANSPORT	Courier services	-\$21.54

Date	Name	Description	Amount
19/06/2024	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$193.60
19/06/2024	PROTECTION ENGINEERING PTY LTD	Refund - Double payment of infringement	-\$276.10
19/06/2024	R O'ROURKE	Refund - Waste Education	-\$65.00
19/06/2024	RAECO INTERNATIONAL PTY LTD	Stationery supplies - Duraseal Gloss - Library	-\$424.38
18/06/2024	REST SUPERANNUATION	Superannuation contributions	-\$2,039.40
04/06/2024	REST SUPERANNUATION	Superannuation contributions	-\$1,841.32
27/06/2024	REVIVE RESOURCES PTY LTD	Disposal and processing of drainage pit educting and cleaning waste - Depot	-\$3,168.00
14/06/2024	RICOH FINANCE AUSTRALIA PTY LTD	Lease photocopier/printer	-\$206.80
27/06/2024	SCM EARTHMOVING CONTRACTORS PTY LTD	Supply drainage crew for drainage upgrade - various sites	-\$13,376.00
27/06/2024	SEASHORE ENGINEERING PTY LTD	Sandy Beach foreshore plan	-\$29,924.40
19/06/2024	SEEK LIMITED	Job advertisement for 2023-2024	-\$291.50
17/06/2024	SG FLEET AUSTRALIA PTY LTD	SG Fleet - lease rental - May 24	-\$7,716.39
19/06/2024	SIFTING SANDS	Cleaning sandpit - WIW	-\$4,869.70
19/06/2024	SIGNING HANDS	Signing hands classes - May 24	-\$1,089.00
18/06/2024	SPACESHIP	Superannuation contributions	-\$277.80
04/06/2024	SPACESHIP	Superannuation contributions	-\$277.80
19/06/2024	STRATAGREEN	Tree pruning and maintenance supplies	-\$834.14
19/06/2024	SWAN DISTRICTS FOOTBALL CLUB	Refund - Building Application	-\$171.65
19/06/2024	SYNERGY	Power charges for various sites	-\$46,715.13
27/06/2024	TACTILE INDICATORS PERTH	Stikcrete hazard supplies	-\$4,032.00
27/06/2024	TELSTRA	Telephone charges	-\$1,632.42
27/06/2024	THE REFRIGERATION CO. PTY LTD	Fridge maintenance - various sites	-\$361.35
19/06/2024	THE SCIENCE MUM	Extension activity - Hands on stem with science mum - 5 sessions	-\$325.00
19/06/2024	TOP OF THE LADDER GUTTERMAN	Gutter and downpipe cleaning - various sites	-\$6,072.00
21/06/2024	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$275.00
05/06/2024	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$275.00
19/06/2024	TPG NETWORK PTY LTD	Telephone charges	-\$1,853.07
19/06/2024	UMESH THAPA	Cleaning services	-\$2,100.00

Date	Name	Description	Amount
18/06/2024	UNISUPER	Superannuation contributions	-\$190.85
04/06/2024	UNISUPER	Superannuation contributions	-\$209.37
19/06/2024	VAUGHN MCGUIRE	Cleaning services	-\$200.00
19/06/2024	VENUS PLUMBING	Excavation works - Sandy Beach Reserve	-\$880.00
27/06/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Waste Collection - Kerbside FOGO collections	-\$123,710.41
19/06/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Waste Collection - Green waste skip bin Depot	-\$671.81
19/06/2024	VIEWFINDER PHOTOGRAPHY	Event photography - Community Awards & Citizenship Ceremony	-\$600.00
19/06/2024	W BOLTON	Dudley Robinson Youth Grant	-\$250.00
19/06/2024	WATER CORPORATION	Water charges - various locations	-\$18,410.61
05/06/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan and interest payment	-\$7,918.44
28/06/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan and interest payment	-\$17,141.34
26/06/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan and interest payment	-\$103,203.85
27/06/2024	WESTON ROAD SYSTEMS	Line marking - Broadway and Walter Road	-\$1,210.00
27/06/2024	ZIRCODATA PTY LTD	Document storage expenses	-\$64.25
5/06/2024	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$297,839.97
19/06/2024	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$298,122.20
		TOTAL MUNICIPAL EFT PAYMENTS	-\$2,431,390.45

Date	Name	Description	Amount
25/06/2024	CITY OF NEDLANDS LIBRARY SERVICE	LSL Recoup - Long Service Leave taken	-\$955.17
25/06/2024	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Petty Cash Recoup - Library	-\$123.75
18/06/2024	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Petty Cash Recoup - Volunteer	-\$230.95
12/06/2024	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Petty Cash Recoup - Depot	-\$66.50
		TOTAL MUNICIPAL CHEQUES	-\$1,376.37
		GRAND TOTAL	-\$2,432,766.82

May Credit Card Expenditure 2024
Statement Period 03/05/2024 to 04/06/2024

Statement Date	Merchant Name	Line Description	Amount
3/05/2024	Subway Bassendean	Catering for Contiguous Local Authorities Group (CLAG) - Mosquito Management Meeting	\$ 69.00
3/05/2024	Simply Uniforms	6 X Town of Bassendean Polo Shirts for New Staff	\$ 278.03
3/05/2024	Bunnings 458000	Paint Roller	\$ 47.33
6/05/2024	Coles 0395	Catering for Verge Workshop	\$ 10.45
6/05/2024	Coles 0395	Catering for Verge Workshop	\$ 13.30
6/05/2024	Quality Picked Produce	Catering for Verge Workshop	\$ 19.99
6/05/2024	Big W Online	Simultaneous Story Time Books	\$ 34.00
6/05/2024	Daily Blooms	Flowers for Former Employee	\$ 178.95
7/05/2024	Arboline Pty Ltd	Tree Planters	\$ 825.00
7/05/2024	Company Director	Australian Institute of Company Directors (AICD) Membership for CEO	\$ 880.00
7/05/2024	Ida Street Supermarket	Milk For Depot	\$ 13.63
7/05/2024	Bunnings 458000	Paint Roller	\$ 18.07
7/05/2024	Coles 0395	Office Supplies - Spray & Wipe / Tissues	\$ 17.05
7/05/2024	Coles 0395	Office Supplies - Spray & Wipe / Tissues	\$ 1.75
8/05/2024	Avc Voucher Gpyf	Voucher - Fundraiser Staff Raffle	\$ 100.00
8/05/2024	Harvey Norman Online	Office Heaters	\$ 133.85
9/05/2024	Kink lizard espresso	Coffee Meeting - CEO 08/05/2024	\$ 18.37
9/05/2024	Kink lizard espresso	Coffee Meeting - CEO 08/05/2024	\$ 0.31
9/05/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
9/05/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
9/05/2024	Transmitsms.Com	IT Text Message Alerts	\$ 51.00
9/05/2024	Apollo Health Limited	Workers Claim Urgent Care Consultation	\$ 244.80
9/05/2024	Danish Patisserie	Catering For Procurement Training at Depot	\$ 52.00
10/05/2024	Officeworks 0609	Computer Cable	\$ 56.00
10/05/2024	Jay car Electronics	Switch Port For Engineering Works New Office	\$ 49.95
10/05/2024	St John Ambulance Aust	First Aid Essentials Training	\$ 75.00
10/05/2024	St John Ambulance Aust	First Aid Essentials Training	\$ 75.00
13/05/2024	Padbury's Cafe Restaurant	Coffee Meeting - CEO	\$ 16.50
13/05/2024	Bunnings 458000	Friends Group Equipment	\$ 136.38
13/05/2024	Total Water Suppl	IBC Tap	\$ 32.10
13/05/2024	Walter S Delights	Catering for WHS Training Morning Tea	\$ 75.00

Statement Date	Merchant Name	Line Description	Amount
13/05/2024	Coles 0330	Catering for Wind in the Willows Mother's Day Afternoon Tea	\$ 83.05
14/05/2024	Amazon Au Marketplace	IBC Cover	\$ 73.43
14/05/2024	St John Ambulance Aust	St John First Aid Training	\$ 125.00
14/05/2024	St John Ambulance Aust	St John First Aid Training	\$ 125.00
14/05/2024	Gilberts Fresh Midland	Catering for Council Workshop Dinner 15/05/2024	\$ 134.98
14/05/2024	Brothan Pty Ltd	Coffee Meeting Bassendean Oval Feasibility Group	\$ 26.00
14/05/2024	Appliances Online	Dishwasher Hr 19-2024	\$ 727.00
15/05/2024	Spotify	Youth Centre Spotify	\$ 23.99
15/05/2024	Ida Street Supermarket	HR - Training Supplies Stock Up	\$ 26.51
15/05/2024	Ida Street Supermarket	HR - Training Supplies Stock Up	\$ 0.25
15/05/2024	Coles 0363	HR Training Morning Tea Supplies	\$ 8.00
15/05/2024	Danish Patisserie	Catering for WHS Training Morning Tea	\$ 40.00
15/05/2024	Ezi*The Fruit Box Gro	CC Surcharge Milk for 48 Old Perth Road Office and Library	\$ 1.10
15/05/2024	Ezi*The Fruit Box Gro	Milk for 48 Old Perth Road Office and Library	\$ 83.76
15/05/2024	PDQ.Com	Patching Software Renewal	\$ 1,936.81
15/05/2024	Intnl Transaction Fee	International Transaction Fee For PDQ Transaction	\$ 48.42
16/05/2024	Shortpromoruns.Com.Au	Council Chamber Signage	\$ 488.07
16/05/2024	Swan Valley Fresh De	Catering for Council Workshop Dinner	\$ 10.35
16/05/2024	Danish Patisserie	Catering for All Staff Meeting Morning Tea	\$ 77.50
16/05/2024	Town Of Bassendean	Demolition Permit James Street Toilets	\$ 61.65
16/05/2024	Message net Pty Ltd	Public Internet for Library	\$ 121.20
16/05/2024	Modern Teaching Aids	Extension Activities for Library	\$ 94.22
17/05/2024	Aussie Broadband Limit	Youth Centre Internet	\$ 149.00
17/05/2024	Dominos Midland	Unauthorised Transaction - Invoiced	\$ 19.39
17/05/2024	Officeworks	Stationery for Library	\$ 491.86
17/05/2024	Humanconnection.Com.Au	Volunteer Program Pulse Check 01.05.2024 - Manager	\$ 352.00
20/05/2024	Dome Bassendean	Coffee Meeting 16/05/2024	\$ 16.75
20/05/2024	Bunnings 458000	Friends Group Equipment	\$ 202.15
20/05/2024	Istock.Com	Stock Photography Subscription	\$ 31.90
20/05/2024	St John Ambulance Aust	First Aid Essentials Training	\$ 75.00
20/05/2024	St John Ambulance Aust	First Aid Essentials Training	\$ 75.00
20/05/2024	St John Ambulance Aust	First Aid Essentials Training	\$ 75.00
20/05/2024	St John Ambulance Aust	First Aid Essentials Training	\$ 75.00
20/05/2024	St John Ambulance Aust	First Aid Essentials Training	\$ 75.00
20/05/2024	St John Ambulance Aust	First Aid Essentials Training	\$ 75.00
20/05/2024	The Reject Shop 6622	Non-Slip Mats For Networking Rollout	\$ 12.00

Statement Date	Merchant Name	Line Description	Amount
20/05/2024	Spotlight Pty Ltd	3X Salute Trestle Tablecloth (Black)	\$ 99.00
20/05/2024	Spotlight Pty Ltd	Refund of 3X Salute Trestle Tablecloth (Black)	-\$ 99.00
20/05/2024	Bigw Online	Table Cloths And Items For Community Awards	\$ 75.00
21/05/2024	Coles Online	Various Items for Council Pantry	\$ 45.98
21/05/2024	Coles Online	Various Items for Council Pantry	\$ 114.32
21/05/2024	Officeworks 0623	Monitor Arms and ICT Sundries	\$ 711.30
22/05/2024	Wex Australia Pty Ltd	Fuel For Ryde Vehicles	\$ 100.47
22/05/2024	Bunnings 458000	Material For Tree Guide Wire	\$ 23.41
22/05/2024	Zushi Zone	Catering for Council Dinner 21/05/2024	\$ 210.87
22/05/2024	Zushi Zone	Catering for Council Dinner 21/05/2024	\$ 3.35
23/05/2024	Coles 0363	Fundraiser Morning Tea - Cold Drinks	\$ 2.97
23/05/2024	Coles 0363	Fundraiser Morning Tea - Cold Drinks	\$ 4.83
23/05/2024	Wanewsdti	Newspaper Subscription - Library	\$ 48.01
23/05/2024	Wanewsdti	Newspaper Subscription - Admin	\$ 48.00
23/05/2024	Bunnings 458000	Plants For Conferees - Citizenship Ceremony May 2024	\$ 111.44
23/05/2024	Officeworks 0609	Paper Bags For Plants - Citizenship Ceremony May 2024	\$ 11.92
24/05/2024	Bakers Delight	WHS Committee Meeting - Supplies	\$ 8.03
24/05/2024	Bakers Delight	WHS Committee Meeting - Supplies	\$ 6.97
24/05/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
24/05/2024	Ida Street Supermarket	Milk For Depot	\$ 9.09
24/05/2024	Intertek Inform	SAI AS 55000-14 Download	\$ 163.44
24/05/2024	Officeworks	Materials for Library Extension Activities	\$ 105.93
24/05/2024	Gamesmen*Gamesmen Vcfu	Materials for Library Extension Activities	\$ 188.26
24/05/2024	Birchandbear.Com.Au	Materials for Library Extension Activities	\$ 110.50
24/05/2024	Green Living Australia	Library Extension Activities - Needle Felting Starter Kit	\$ 89.45
24/05/2024	Coles Online	Groceries - Community Awards & Citizenship Ceremony	\$ 47.52
24/05/2024	Coles Online	Groceries - Community Awards & Citizenship Ceremony	\$ 65.88
27/05/2024	Maxo.Com.Au	BYS Phone System	\$ 39.95
27/05/2024	Stockfeed West	Animal Feed, Hay, Wood Shavings for Wind in the Willows	\$ 67.00
27/05/2024	Adobe	Adobe Subscriptions	\$ 716.84
27/05/2024	Coles 0395	Stationery - AA Batteries	\$ 17.10
27/05/2024	The Reject Shop 6622	Materials for Citizenship and Awards Event May 2024	\$ 45.00
27/05/2024	Coles 0395	Drinks for National Volunteer Week Event May 2024	\$ 10.05
28/05/2024	Ezi*The Fruit Box Gro	Milk Order for 48 Old Perth Road 24/05/2024	\$ 0.88
28/05/2024	Ezi*The Fruit Box Gro	Milk Order for 48 Old Perth Road 24/05/2024	\$ 71.99

Statement Date	Merchant Name	Line Description	Amount
28/05/2024	Officeworks	Printer Toner	\$ 148.00
29/05/2024	Dome Bassendean	CEO Coffee Meeting	\$ 15.60
29/05/2024	8 Napkins Pty Ltd	Catering for Council Dinner 28/05/2024	\$ 247.93
29/05/2024	Ida Street Supermarket	Milk for Depot	\$ 13.63
29/05/2024	Magshoponline	Subscription - Belle Magazine (8 Issues)	\$ 78.00
30/05/2024	Bassendean Hotel	Bassendean Hotel Lunch 29/05/2024	\$ 55.61
30/05/2024	Bassendean Hotel	Bassendean Hotel Lunch 29/05/2024	\$ 55.61
30/05/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
30/05/2024	Department Of Communities	Annual Fees 24/25 for Wind in the Willows	\$ 852.00
30/05/2024	Zoho-Manage engine Ser	Helpdesk Subscription	\$ 867.01
30/05/2024	Sportrophy	Desk Plate And Council Board	\$ 179.96
30/05/2024	Sportrophy	Desk Plate And Council Board	\$ 3.64
31/05/2024	Tww Midland	Winter Clothing for Ranger	\$ 627.36
31/05/2024	Homecare pharm L0264	Childrens Medication for Wind in the Willows	\$ 38.06
31/05/2024	Homecare pharm L0264	Childrens Medication for Wind in the Willows	\$ 5.86
31/05/2024	Coles Online	Various Items for Council Pantry	\$ 74.47
31/05/2024	Coles Online	Various Items for Council Pantry	\$ 75.03
31/05/2024	Coles 0395	Catering for Reconciliation Week Staff Presentation	\$ 63.91
31/05/2024	Coles 0395	Catering for Reconciliation Week Staff Presentation	\$ 4.54
3/06/2024	Annual Fee	Annual Credit Card Fee (Pro-Rata)	\$ 23.33
3/06/2024	Annual Fee	Annual Credit Card Fee (Pro-Rata)	\$ 23.33
3/06/2024	Annual Fee	Annual Credit Card Fee (Pro-Rata)	\$ 23.33
3/06/2024	Bit warden	Password Management Subscription	\$ 546.45
3/06/2024	Intnl Transaction Fee	International Transaction Fee for Bit warden Payment	\$ 13.66
4/06/2024	West net	NBN for Wind in the Willows	\$ 69.99
4/06/2024	West net	Public Internet for Library	\$ 109.99
	TOTAL:		\$ 17,275.80



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED

30 June 2024

TOWN OF BASSENDEAN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) for the period ended 30 June 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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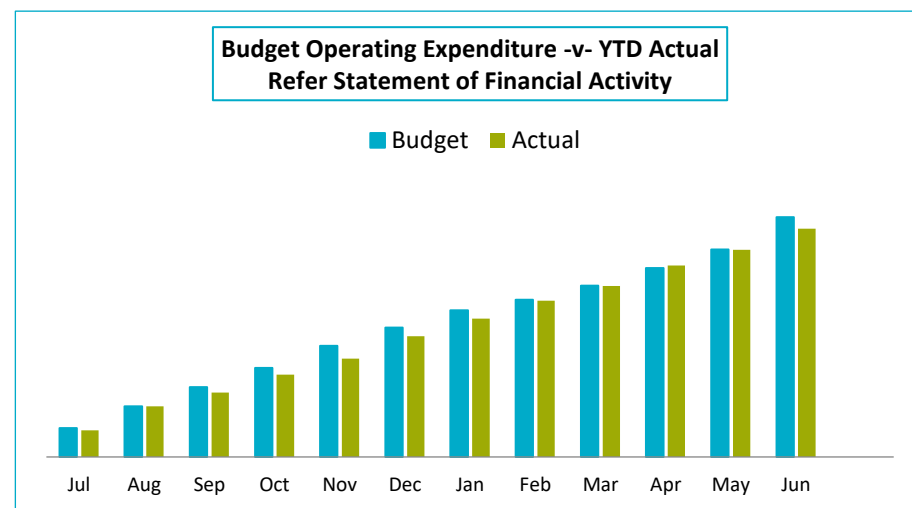
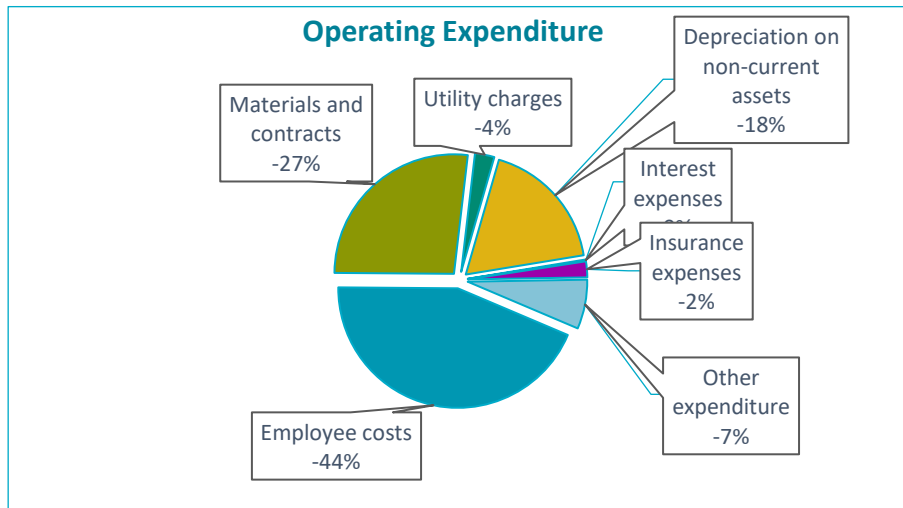
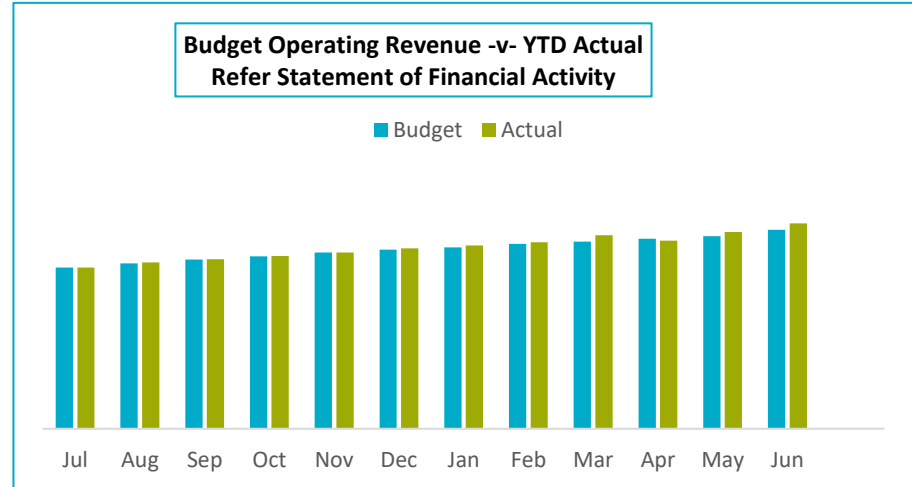
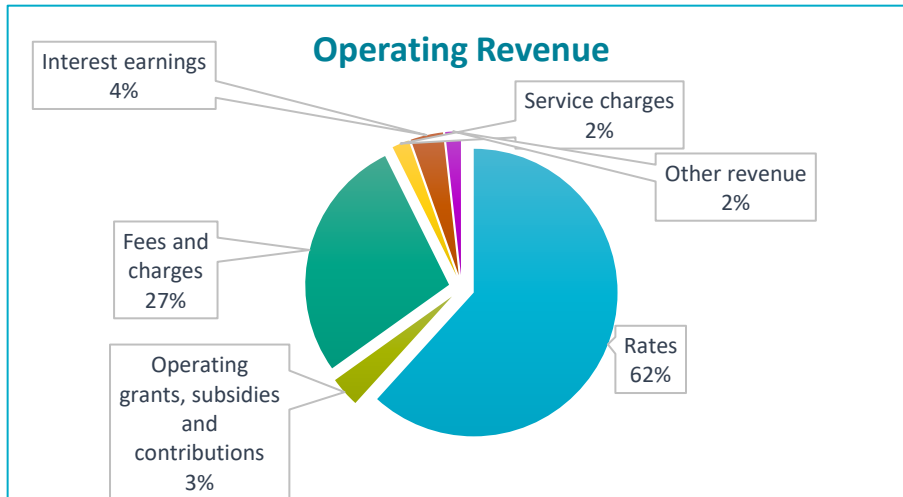
TOWN OF BASSENDEAN
STATEMENT OF COMPREHENSIVE INCOME
for the period ended 30 June 2024

	2023/24 Current Budget \$	2023/24 YTD Budget (a) \$	2023/24 YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) \$
Revenue					
Rates	15,428,187	15,428,187	15,421,649	(6,539)	(0%)
Operating grants, subsidies and contributions	639,573	639,573	848,967	209,394	33%
Fees and charges	6,900,231	6,900,231	6,878,934	(21,297)	(0%)
Service charges	481,780	481,780	481,737	(44)	(0%)
Interest earnings	554,828	554,828	914,812	359,984	65%
Other revenue	224,811	224,811	437,833	213,022	95%
	<u>24,229,410</u>	<u>24,229,410</u>	<u>24,983,932</u>	<u>754,522</u>	<u>3%</u>
Expenses					
Employee costs	(12,676,431)	(12,676,431)	(11,839,714)	836,717	(7%)
Materials and contracts	(7,658,016)	(7,658,016)	(7,237,157)	420,859	(5%)
Utility charges	(743,577)	(743,577)	(711,263)	32,314	(4%)
Depreciation on non-current assets	(4,942,471)	(4,942,471)	(4,855,706)	86,765	(2%)
Interest expenses	(41,808)	(41,808)	(43,800)	(1,992)	5%
Insurance expenses	(547,992)	(547,992)	(582,408)	(34,415)	6%
Other expenditure	(1,844,180)	(1,844,180)	(1,803,005)	41,175	(2%)
	<u>(28,454,475)</u>	<u>(28,454,475)</u>	<u>(27,073,053)</u>	<u>1,381,422</u>	<u>(5%)</u>
Subtotal	<u>(4,225,066)</u>	<u>(4,225,066)</u>	<u>(2,089,121)</u>	<u>2,135,944</u>	<u>(51%)</u>
Non-operating grants, subsidies and	2,321,030	2,321,030	1,165,461	(1,155,569)	(50%)
Profit on asset disposals	0	0	0	0	
Loss on asset disposals	(15,000)	(15,000)	(707)	14,293	(95%)
	<u>2,306,030</u>	<u>2,306,030</u>	<u>1,164,755</u>	<u>(1,141,275)</u>	<u>(49%)</u>
	<u>0</u>				
Net result	<u>(1,919,036)</u>	<u>(1,919,036)</u>	<u>(924,367)</u>	<u>994,669</u>	<u>(52%)</u>
Other comprehensive income					
Changes on revaluation of non-current assets	0	0	0	0	0%
Total other comprehensive income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total comprehensive income	<u>(1,919,036)</u>	<u>(1,919,036)</u>	<u>(924,367)</u>	<u>994,669</u>	<u>(52%)</u>

TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
for the period ended 30 June 2024

	2023/24 Current Budget \$	2023/24 YTD Budget (a)	2023/24 YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
OPERATING ACTIVITIES					
Net current assets at start of financial year - surplus/(deficit)	2,508,485	2,508,485	2,508,485	0	0%
Revenue from operating activities (excluding rates)	2,508,485	2,508,485	2,508,485	0	0%
Operating grants, subsidies and contributions	639,573	639,573	848,967	209,394	33%
Fees and charges	6,900,231	6,900,231	6,878,934	(21,297)	(0%)
Service charges	481,780	481,780	481,737	(44)	(0%)
Interest earnings	554,828	554,828	914,812	359,984	65%
Other revenue	224,811	224,811	437,833	213,022	95%
Profit on asset disposals	-	-	-	-	
	8,801,223	8,801,223	9,562,283	761,060	9%
Expenditure from operating activities					
Employee costs	(12,676,431)	(12,676,431)	(11,839,714)	836,717	(7%)
Materials and contracts	(7,658,016)	(7,658,016)	(7,237,157)	420,859	(5%)
Utility charges	(743,577)	(743,577)	(711,263)	32,314	(4%)
Depreciation on non-current assets	(4,942,471)	(4,942,471)	(4,855,706)	86,765	(2%)
Interest expenses	(41,808)	(41,808)	(43,800)	(1,992)	5%
Insurance expenses	(547,992)	(547,992)	(582,408)	(34,415)	6%
Other expenditure	(1,844,180)	(1,844,180)	(1,803,005)	41,175	(2%)
Loss on asset disposals	(15,000)	(15,000)	(707)	14,293	(95%)
	(28,469,475)	(28,469,475)	(27,073,760)	1,395,716	(5%)
Non-cash amounts excluded from operating activities	4,957,471	4,957,471	4,856,412	(101,059)	(2%)
Amount attributable to operating activities	(12,202,297)	(12,202,297)	(10,146,580)	2,055,717	(17%)
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	2,321,030	2,321,030	1,165,461	(1,155,569)	(50%)
Payments for property, plant and equipment	(1,123,523)	(1,123,523)	(662,859)	460,664	(41%)
Payments for construction of infrastructure	(4,579,451)	(4,579,451)	(2,539,424)	2,040,027	(45%)
Proceeds from disposal of assets	22,000	22,000	519,405	497,405	2261%
Proceeds from self-supporting loans	21,503	21,503	-	(21,503)	(100%)
Amount attributable to investing activities	(3,338,441)	(3,338,441)	(1,517,417)	1,821,024	(55%)
FINANCING ACTIVITIES					
Repayment of borrowings	(287,354)	(287,354)	(287,354)	-	0%
Principal elements of finance lease payments	(134,932)	(134,932)	(134,932)	-	0%
Proceeds from new borrowings	750,000	750,000	0	(750,000)	(100%)
Transfers to cash backed reserves (restricted assets)	(1,933,097)	(1,933,097)	(1,817,777)	115,320	(6%)
Transfers from cash backed reserves (restricted assets)	1,721,108	1,721,108	732,225	988,883	(57%)
Amount attributable to financing activities	115,725	115,725	(1,507,838)	(1,623,563)	(1403%)
Budgeted deficiency before general rates	(15,425,013)	(15,425,013)	(13,171,834)	2,253,179	(15%)
Estimated amount to be raised from general rates	15,428,187	15,428,187	15,421,649	(6,539)	(0%)
Net current assets at end of financial year - surplus/(deficit)	3,174	3,174	2,249,815	2,246,640	70776%

Town of Bassendean Information Summary For the Period Ended 30 June 2024



TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
for the period ended 30 June 2024

Note 1: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget, whichever is higher than \$15,000 or 10%.

😊 **More Revenue OR Less Expenditure**

☹ **Less Revenue OR More Expenditure**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
OPERATING ACTIVITIES					
Net current assets at start of financial year - surplus/(deficit)	0	0%			
Revenue from operating activities (excluding rates)					
Operating grants, subsidies and contributions	209,394	33%	😊	Permanent	Early receipt of Financial Assistance Grant - 1st payment for 2024/25
Fees and charges	(21,297)	(0%)	☹	Permanent	Aggregate result of minor variances in several business units
Interest earnings	359,984	65%	😊	Permanent	Increase in investment returns due to higher interest income received from Investments partially assisted by lower capital expenditure allowing for additional investments
Other revenue	213,022	95%	😊	Permanent	Reimbursements are higher including insurance claims
Profit on asset disposals	0				
	761,060	9%	😊		
Expenditure from operating activities					
Employee costs	836,717	(7%)	😊	Permanent	Pending EOY adjustments and vacant positions
Materials and contracts	420,859	(5%)	😊	Permanent	Road maintenance Expenses & Sanitisation expenses are under budget - pending EOY adjustments
Utility charges	32,314	(4%)	😊	Permanent	Aggregate result of minor variances in several business units
Depreciation on non-current assets	86,765	(2%)	😊	Permanent	Estimated as asset capitalisations for FY 23/24 are in progress
Interest expenses	(1,992)	5%	☹	Permanent	Within the reporting threshold
Insurance expenses	(34,415)	6%	☹	Permanent	Actual insurance cost is higher than the budgeted expenditure
Other expenditure	41,175	(2%)	😊	Permanent	Aggregate result of minor variances in several business units
Loss on asset disposals	14,293	(95%)	😊		
	1,395,716	(5%)	😊		
Non-cash amounts excluded from operating activities	(101,059)	(2%)	☹		
Amount attributable to operating activities	2,055,717	(17%)	😊		
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	(1,155,569)	(50%)	☹	Permanent	Variance is mainly due to receipts of capital grants related to various projects. Some grant-funded capital projects are marked as carry-forwards for 2024/25
Payments for property, plant and equipment	460,664	(41%)	😊	Timing	Capital projects are marked as carry-forwards for 2024/25
Payments for construction of infrastructure	2,040,027	(45%)	😊	Timing	Capital projects are marked as carry-forwards for 2024/25
Proceeds from disposal of assets	497,405	2261%	😊		
Proceeds from self-supporting loans	(21,503)	(100%)	☹		
Amount attributable to investing activities	1,821,024	(55%)	😊		
FINANCING ACTIVITIES					
Repayment of borrowings	0	0%			
Transfers to cash backed reserves (restricted assets)	115,320	(6%)	😊		
Transfers from cash backed reserves (restricted assets)	(988,883)	(57%)	☹		
Amount attributable to financing activities	(1,623,563)	(1403%)	☹		
Budgeted deficiency before general rates	2,253,179	(15%)	😊		
Estimated amount to be raised from general rates	(6,539)	(0%)	☹	Permanent	Within reporting threshold
Net current assets at end of financial year - surplus/(deficit)	2,246,640	70776%	😊		

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
for the period ended 30 June 2024

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Last Years Actual Closing 30 June 2023	Current 30 June 2024
	\$	\$
Current Assets		
Cash - Other	5,684,881	6,463,210
Cash Restricted - Reserves	9,596,927	10,682,477
Restricted Cash -Other	93,176	93,555
Rates Outstanding	230,796	257,202
Sundry Debtors	569,713	567,401
GST Receivable	6,171	196,205
Accrued Interest	171,305	-
Other receivables	168,383	
Prepayments	198,102	225,869
Inventories	6,624	23,787
	<u>16,726,079</u>	<u>18,509,708</u>
Less: Current Liabilities		
Sundry Creditors	(1,378,121)	(1,795,136)
Payroll Creditors	2,404	5,929
Accrued Interest on Borrowings	(2,159)	(1,548)
Accrued Salaries and Wages	(296,886)	-
Rates in Advance	(93,428)	(191,468)
Current Loan Liability	(287,354)	(231,091)
Hyde Retirement Village Bonds	(39,600)	(30,000)
Bonds and Other Deposits	(1,744,248)	(1,839,577)
Current Lease Liabilities	(99,738)	(99,738)
Contract liabilities	(185,022)	(95,022)
Deferred Revenue		
Current Employee Provisions	(2,107,920)	(2,504,251)
	<u>(6,232,072)</u>	<u>(6,781,903)</u>
Net Current Assets	<u>10,494,006</u>	<u>11,727,805</u>
Less: Cash Reserves	(9,596,927)	(10,682,477)
Less: SSL Borrowings Repayments	-	
Loan Liability - Current	287,354	231,091
Lease Liability - Current	99,738	99,738
Other Misc. Adjustments	(15,602)	-
Plus : Liabilities funded by Cash		
Backed Reserves	1,239,916	873,658
Net Current Funding Position	<u>2,508,485</u>	<u>2,249,815</u>

Town of Bassendean Monthly Investment Report As at 30 June 2024

Note 5 : CASH INVESTMENTS

Deposit Ref	Deposit Date	Maturity Date	S & P Rating	Institution	Term (Days)	Rate of Interest		Amount Invested (Days)				Total	Expected Interest
								Up to 30	30-59	60-89	90-120+		
Municipal													
13156679	6/06/2024	6/07/2024	A1	CBA	30	4.35%		1,015,594.74				1,015,594.74	3,631.09
4208296	5/06/2024	2/09/2024	A2	Suncorp	89	4.95%				3,000,000.00		3,000,000.00	36,209.59
								1,015,594.74	-	3,000,000.00	-	4,015,594.74	39,840.68
Restricted - Bonds and Deposits:													
56866	26/04/2024	26/07/2024	A2	IMB	91	4.80%					1,145,026.28	1,145,026.28	13,702.67
								-	-	-	1,145,026.28	1,145,026.28	13,702.67
								1,015,594.74	-	3,000,000.00	1,145,026.28	5,160,621.02	53,543.35
Restricted - Contract Liabilities/Deferred Revenue (Grants)													
Reserve													
90-060-8206	19/04/2024	18/07/2024	A1	NAB	90	5.00%					1,559,695.89	1,559,695.89	19,229.13
4207605	24/01/2024	22/07/2024	A1	Suncorp	180	5.11%					1,540,986.99	1,540,986.99	38,832.87
4449527	22/04/2024	22/07/2024	A2	Bendigo	91	5.00%					1,560,920.55	1,560,920.55	19,458.05
4468108	11/08/2023	12/08/2024	A2	Bendigo	367	5.15%					2,500,000.00	2,500,000.00	129,455.48
4208165	15/05/2024	13/08/2024	A1	Suncorp	90	4.97%					939,183.19	939,183.19	11,509.50
13156679	6/06/2024	6/07/2024	A1	CBA	30	4.35%		1,081,690.73				1,081,690.73	3,867.41
4468111	11/08/2023	12/08/2024	A2	Bendigo	367	5.15%					1,500,000.00	1,500,000.00	77,673.29
								1,081,690.73	-	-	9,600,786.62	10,682,477.35	300,025.73
75-536-5673	30/05/2024	26/11/2024	A1	NAB	180	5.15%					8,442.78	8,442.78	214.42
								1,081,690.73	-	-	9,609,229.40	10,690,920.13	300,240.15
Total								2,097,285.47	-	3,000,000.00	10,754,255.68	15,851,541.15	353,783.50

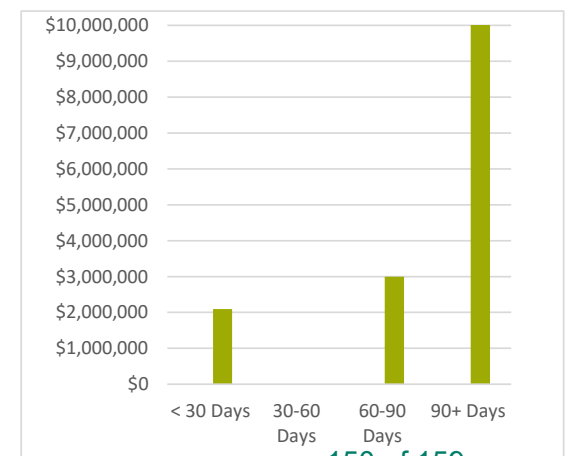
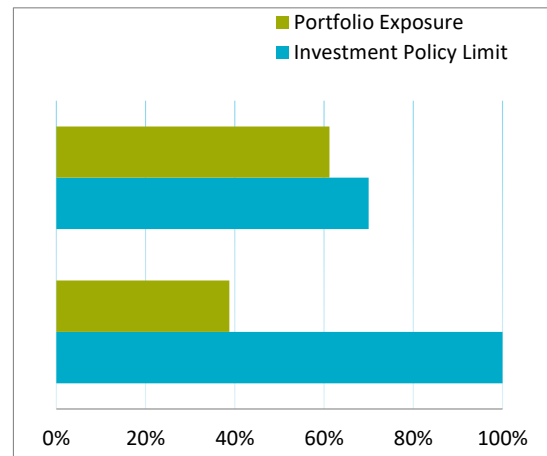
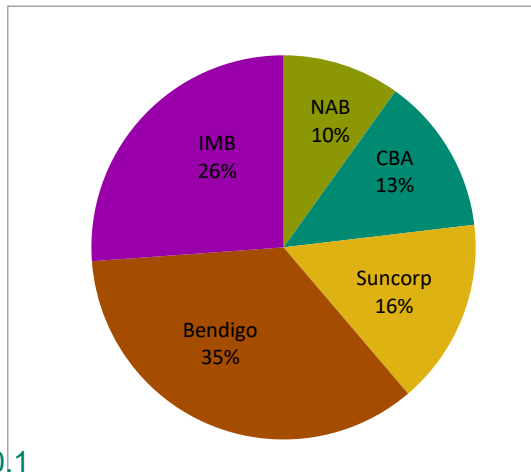
ENVIRONMENTAL COMMITMENT

INDIVIDUAL INSTITUTION EXPOSURE

TOTAL CREDIT EXPOSURE

TERM TO MATURITIES

Depositing Institution	Value Invested
Fossil Fuel Lending ADI	
NAB	1,568,138.67
CBA	2,097,285.47
	3,665,424.14
Non Fossil Fuel Lending ADI	
Suncorp	2,480,170.18
Bendigo	5,560,920.55
IMB	4,145,026.28
	12,186,117.01
Total Funds	15,851,541.15

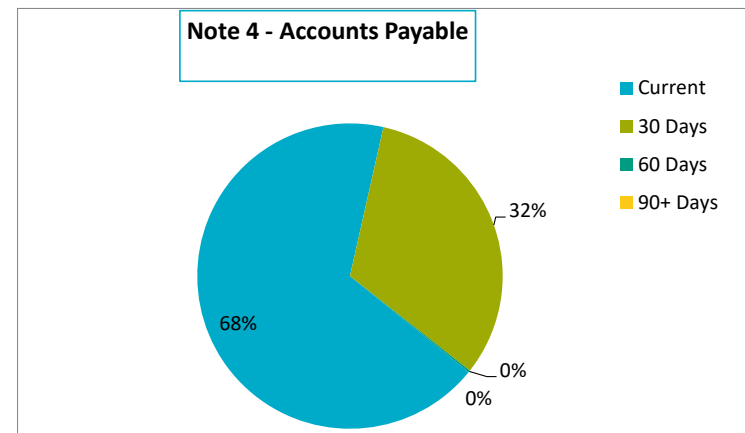
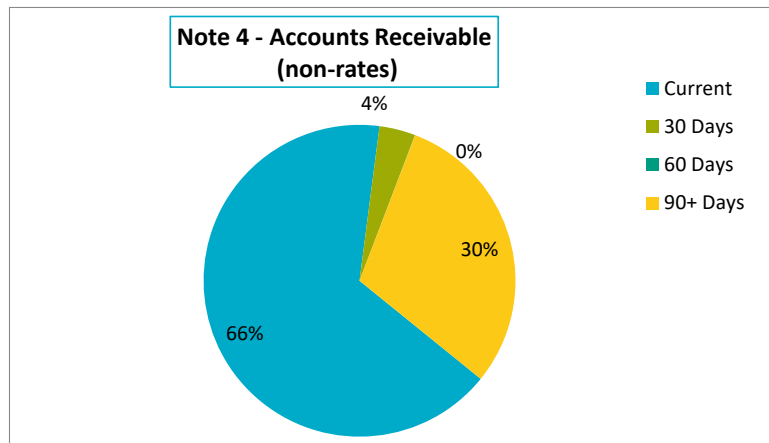


TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 4: Receivables and Payables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	99,106	5,579	30	44,949	149,664

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	774,172	367,350	(2,260)	0	1,139,263



Comments/Notes - Receivables General

The above amounts include GST where applicable.

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 5 - Capital Works Projects

CAPITAL PROJECTS									
for the period ended 30 June 2024									
Project Number	2023/24 Original Budget	Budget Amendments	2023/24 Current Budget	2023/24 YTD Budget	YTD Actual	Purchase Orders	Total Inc Purchase Orders	Budget Remaining	% Budget Remaining to Annual Budget
Property, Plant and Equipment									
LAND	\$100,000	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$100,000	100.0%
BUILDINGS	\$431,620	-\$98,181	\$333,439	\$333,439	\$199,081	\$85,007	\$284,088	\$49,351	14.8%
FURNITURE & EQUIPMENT	\$127,000	\$54,848	\$181,848	\$181,848	\$146,123	\$0	\$146,123	\$35,725	19.6%
PLANT AND EQUIPMENT	\$632,120	-\$123,884	\$508,236	\$508,236	\$317,655	\$26,600	\$344,255	\$163,981	32.3%
<i>Sub-total</i>	<i>\$1,290,740</i>	<i>-\$167,217</i>	<i>\$1,123,523</i>	<i>\$1,123,523</i>	<i>\$662,859</i>	<i>\$111,607</i>	<i>\$774,466</i>	<i>\$349,056</i>	<i>31.1%</i>
Infrastructure							\$0	\$0	
ROADS	\$1,510,965	\$73,872	\$1,584,837	\$1,584,837	\$1,376,635	\$0	\$1,376,635	\$208,202	13.1%
FOOTPATHS	\$245,579	-\$7,554	\$238,025	\$238,025	\$187,474	\$0	\$187,474	\$50,551	21.2%
DRAINAGE	\$45,000	\$2,006	\$47,006	\$47,006	\$32,007	\$0	\$32,007	\$14,999	31.9%
INFRASTRUCTURE ASSETS - PARKS & OVALS	\$2,418,394	\$291,188	\$2,709,582	\$2,709,582	\$943,308	\$10,800	\$954,108	\$1,755,474	64.8%
<i>Sub-total</i>	<i>\$4,219,938</i>	<i>\$359,513</i>	<i>\$4,579,451</i>	<i>\$4,579,451</i>	<i>\$2,539,424</i>	<i>\$10,800</i>	<i>\$2,550,224</i>	<i>\$2,029,227</i>	<i>44.3%</i>
TOTAL	\$5,510,678	\$192,295	\$5,702,973	\$5,702,973	\$3,202,283	\$122,407	\$3,324,690	\$2,378,283	41.7%

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
for the period ended 30 June 2024

Note 6: Proposed Budget Amendments

GL Account Code	Description	Current Budget \$	Amended Budget \$	Budget Movement \$	Reason

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 7: Disposal of Assets

Asset Class	Original Annual Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
					-	-		-
	-	-	-	-	-	-	-	-

TOWN of BASSENDEAN

COUNCIL MEETING PROCEDURES LOCAL LAW 2020

Clause 5.3 - NOTICE OF MOTION FOR CONSIDERATION

Clause 5.3 of the Council Meeting Procedures Local Law 2020 states:

“5.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this Local Law otherwise provide, a member may raise at a meeting –
 - (a) such business as he or she considers appropriate;*
 - (b) in the form of a motion;*
 - (c) of which notice has been given in writing to the CEO and which has been included on the agenda.**
- (2) A notice of motion under subclause (1) is to be given at least ten (10) clear working days before the meeting at which the motion is moved.*
- (3) A notice of motion is to relate to the good governance of the Local Government.*
- (4) The CEO –
 - (a) may, with the concurrence of the mayor, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of this Local Law or any other written law;*
 - (b) will inform members on each occasion that a notice has been excluded and the reasons for that exclusion;*
 - (c) may, after consultation with the member where this is practicable, make such amendments to the form, but not the substance, as will bring the notice of motion into due form; and*
 - (d) provide an officer report to accompany the notice of motion that has relevant and material facts and circumstances pertaining to the notice of motion on such matters as strategic direction within the Council’s adopted Strategic Plan, policy, budget and law.**
- (5) A motion of which notice has been given is to lapse unless –
 - (a) the member who gave notice of it, or some other member authorised by the originating member in writing, moves the motion when called on; or*
 - (b) the Council on a motion determines to defer consideration of the motion to a later stage or date.**
- (6) If a notice of motion is given and lost under subclause (5), a notice of a motion in substantially the same terms or of substantially the same effect is not to be given again for at least three months from the date of such lapse.*

NOTICE OF MOTION

I, Cr Kath Hamilton hereby give notice in writing to the CEO to have the following Notice of Motions listed on the agenda of Ordinary Council Meeting to be held on 30th of July 2024, at which it is proposed to be moved:

That Council supports the attached Notice of Motions to be submitted no later than August 23rd, for consideration at the WALGA Conference to be held on the 9th October 2024:

Motion 1. Advocacy for Legislative Reforms to counter Land-Banking

Town of Bassendean

OCM Date: 30th July 2024

Motion

That WALGA,

1. In line with its 2020-2025 Strategic Plan to provide a Sector Vision that enables Local Governments to be agile enhancing community wellbeing and economic prosperity, develops a draft Advocacy Position for Legislative Reforms to address Land-Banking practices including, but not limited to consideration of the following:

Prohibiting demolition of habitable housing until a Development Application (DA) has;

- a) been approved; and*
- b) development applications that result in the demolition of existing habitable housing be time limited so that reasonable time periods for project commencement and project completion are conditions of the development application.*
- c) provide Local Authorities with the ability to apply a “penalty fee” over and above any differential rating on vacant land, where the time conditions on the development application in (b) have not been met.*
- d) Development of a mandatory register of unoccupied residential properties, with the ability of local governments to apply rates or levies on long term unoccupied residential properties, which could increase incrementally over time.*

2. Distributes the draft “WALGA Advocacy Position for Legislative Reforms to counter Land-Banking” to all West Australian Local Authorities for comment, and that a subsequent report be provided for consideration by WALGA Zones.

Signed:  Dated: 16th of July, 2024

Cr Kath Hamilton

In Brief:

- * Land-banking reduces the availability of sites for development.;
- * Premature demolition of viable housing is unacceptable in what is a dire housing shortage for this nation;
- * Additional legislative changes are required to enable Local Authorities the flexibility to apply additional levies to long term unoccupied housing.

Member Comment:

The Victorian Government recently introduced the ability to tax long term unoccupied residential properties, (i.e. a residential property left vacant for six months or more in a year). Victorian Councils welcomed these changes to “*Vacant Residential Land Tax*” (VRLT) emphasising that it is a significant step forward in addressing longstanding land-banking issues that plague many municipalities.

Tighter controls that prevent the demolition of viable housing stock prior to Development Approvals assists in closing a loophole, that has to date, increased the numbers of long term unsightly vacant blocks negatively affecting the amenity of suburbs and towns. The introduction of a levy on long term unoccupied residential homes is designed to encourage occupation or rental of those homes. In turn DA approvals that subsequently require the demolition of viable housing stock should require commencement and completion of the new development within reasonable timelines.

This will alleviate the strain on the housing market by avoiding premature demolition with the intention to retain viable housing for occupancy for as long as possible, leading to a positive impact on rental availability and affordability. All of this can be accomplished without negatively affecting the development potential of a site.

Reference Documents:

Link to media “*New legislation to boost housing supply and combat land-banking*” by Shire of Maribyrnong: <https://www.maribyrnong.vic.gov.au/News/New-legislation-to-boost-housing-supply-and-combat-land-banking>

Link to media “How the world is tackling issue of empty homes” by The Guardian: <https://www.theguardian.com/society/2017/aug/02/how-the-world-is-tackling-issue-of-empty-homes> .

CEO Comment.

Noting this is an advocacy notice of motion addressing the financial sustainability and amenity of the Town, recommends Council support the NOM without the need for a further report.

Motion 2: Advocacy for Expansion of Differential Rating to include Long Term Unoccupied Commercial Buildings (Property Activation Levy)

Town of Bassendean

OCM Date: 30th July 2024

Motion

That WALGA,

1. *Explores expanding Item 2.1.8 Differential Rates of it's Advocacy Position Statement to consider inclusion of the following:*

a) *Advocating for Local Authorities to have the ability to apply a differential rate to long term unoccupied commercial buildings; and*

b) *Developing legislation that requires commercial property owners to demonstrate that In order to avoid the imposition of a differential rate on unoccupied commercial property the property;*

- *is commercially habitable with annual investment in maintenance*
- *remains connected to essential services*
- *is under going periodic compliance checks and,*
- *has a plan is in place to redevelop or make operational.*

c) *Develop legislation that enables local government to provide exemptions to the above differential rating based on an approved periodic activation program for the vacant commercial property by the local government.*

2. *That the draft expanded WALGA Advocacy Position for Differential Rates to counter long term unoccupied commercial buildings be provided to all West Australian Local Authorities for comment, and that a subsequent report be made available for consideration by WALGA Zones.*

In Brief:

The purpose of the levy is to encourage owners of unoccupied commercial buildings to activate and maintain their properties to improve commercial precincts with a focus on the following objectives:

- To improve the amenity of commercial precincts for residents, workers and visitors / tourists;
- Support adjoining business operators by encouraging activation of all commercial premises within precincts;
- Improve the liveability, attractiveness, safety and cultural activity of these precincts; Encourage the commercial precincts to thrive.

Member Comment:

The Northern Territory Government enabled Darwin to apply a “*Property Activation Levy*” to address long term vacant land or unoccupied commercial buildings, endeavouring to activate or beautify properties that generally have a negative impact the overall amenity and vibrancy of streetscapes. The Property Activation Levy incorporates the following:

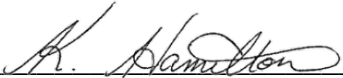
- Owners of unoccupied commercial property are provided a reasonable grace period to activate their property without incurring the levy.
- Any property meeting the minimum number of listed activation options does not incur the surcharge levy applicable only to long term unoccupied commercial buildings.
- Revenue raised from the “*Property Activation Levy*”, is used on revitalisation projects of public places and land.

Some of the suggested activation (that must include ongoing maintenance) for unoccupied commercial premises are listed below, noting this list is not exhaustive:

- Inset graphics, art displays or other visual installations on ground level external windows and walls;
- Repaint or retile and improve ground level frontage and associated awnings over the footpath;
- Include rotating shop displays (for example Christmas, Easter, local events) or community spaces, such as for group activities, classes or study areas;
- Where setback from the road reserve exists, undertake improved landscaping;

Reference Documents:

Link to the “*Property Activation Levy*” document is attached, and outlines a diverse number of suggested options for the activation and beautification of vacant land or unoccupied mixed use premises: https://treasury.nt.gov.au/data/assets/pdf_file/0010/901495/derelict-vacant-property-levy.pdf

Signed:  Dated: 16th of July, 2024
Cr Kath Hamilton

CEO Comment.

Noting this is an advocacy notice of motion addressing the financial sustainability and amenity of the Town, recommends Council support the NOM without the need for a further report.