

# **ATTACHMENTS**

**SPECIAL COUNCIL MEETING**

**20 AUGUST 2019**

# **ATTACHMENT NO. 1**



## Corporate Business Plan Minor Review – August 2019

*The Town of Bassendean completes an annual review of our Corporate Business Plan. This is part of the 4-year planning document as required by the State Government Integrated Planning and Reporting Framework.*

### Introduction

The *Local Government (Administration) Regulations 1996* requires each local government to adopt a Strategic Community Plan and a Corporate Business Plan. To identify, plan and deliver our short-term priorities and objectives, the Town has carried out a *minor review* of the Corporate Business Plan.

In 2017, the Town of Bassendean adopted the overarching 'Strategic Community Plan 2017-2027'. A review is scheduled later in 2019 to check that, 2 years after its adoption, its direction remains current. We want to hear from our community about how we're doing, where we can improve and what the Town's priorities should be in the future. To help us understand what is most important, consolidate work already being delivered and support new priorities, the Town will embark on various engagement initiatives and a new planning process.

### BassenDream Our Future

In March 2019, the Town launched BassenDream Our Future, a community engagement process to shape the future planning, land use, development, access and amenity for Ashfield, Eden Hill and Bassendean. By October 2019, the Town will have clarity around the community's aspirations for the future. This will shape a new vision and strategic outlook.

So far, through the BassenDream Our Future process we have heard from the community about what makes Ashfield, Bassendean and Eden Hill so great:

- The abundance of vegetation, trees, green space and open spaces
- The sense of community, friendliness and welcoming attitude

- The connection to the rich history and heritage of the place
- The unique location alongside the Swan River and connected to other areas of Perth by accessible public transport

A few key ideas that many people agree could make Ashfield, Bassendean and Eden Hill continue to be great places into the future are:

- Protecting green space and focusing on the natural environment
- Encouraging more vibrancy and activity in the Bassendean town centre, and in Ashfield and Eden Hill
- Retaining the welcoming and inclusive community feel
- As the population grows, having more people living closer to train stations and the town centre

### Community Satisfaction Survey

Later in 2019, as a pre-requisite to creating a new Strategic Community Plan, performance will be captured through a 'Community Satisfaction Survey' to gauge the level of community perception with a range of the Town's services, activities and facilities. The survey will be used to inform the future provisioning of services. This will help drive performance along with enabling benchmarking with other local government authorities, in addition to future self-assessment.

## One Planet Living

We want to be a leader in the transformation of how we live and use our resources into the future along with recognising our passionate and engaged community who demand strong action to meet sustainability challenges.

In June 2019, the Town of Bassendean became only the second local government in Western Australia to adopt the One Planet Living sustainability framework.

The Town will set targets in line with the 10 principles that cover all aspects of social, environmental and economic sustainability. A detailed strategy and action plan will be developed to support staff, local business, industry and residents to strive towards a one-planet lifestyle and guide progress towards meeting corporate and community targets. The One Planet principles will feature heavily in our new strategic plan and promote the Town's commitment to lead the way.



*The ten simple principles that cover all aspects of social, environmental and economic sustainability.*

## Bassendean at a Glance

Distance from Perth: 10km

Geographic Area: 11 square kms

Population: 15,092

River Frontage: 7 kms

## The Council of Town of Bassendean

<i>Insert photo</i>	Cr. Renee McLennan Mayor 0411 091 667 <a href="mailto:crmclennan@bassendean.wa.gov.au">crmclennan@bassendean.wa.gov.au</a> f: @CrReneeMcLennan
<i>Insert photo</i>	Cr. Bob Brown Deputy Mayor 0448 160 000 <a href="mailto:crbrown@bassendean.wa.gov.au">crbrown@bassendean.wa.gov.au</a>
<i>Insert photo</i>	Cr. John Gangell 0403 726 607 <a href="mailto:crgangell@bassendean.wa.gov.au">crgangell@bassendean.wa.gov.au</a>
<i>Insert photo</i>	Cr. Melissa Mykytiuk 0413 894 125 <a href="mailto:crmykytiuk@bassendean.wa.gov.au">crmykytiuk@bassendean.wa.gov.au</a> f: @CrMelissaMykytiuk
<i>Insert photo</i>	Cr. Jai Wilson 0427 690 053 <a href="mailto:crwilson@bassendean.wa.gov.au">crwilson@bassendean.wa.gov.au</a> f: @jaiwilson.com
<i>Insert photo</i>	Cr. Sarah Quinton 0439 439 233 <a href="mailto:crquinton@bassendean.wa.gov.au">crquinton@bassendean.wa.gov.au</a> f: @councillorsarahforbassendean t: @SarahQuintonWA
<i>Insert photo</i>	Cr. Kath Hamilton 0408 725 555 <a href="mailto:crhamilton@bassendean.wa.gov.au">crhamilton@bassendean.wa.gov.au</a> f: @CrKathHamilton t: @KathHamiltonWA

## Our Services

The Town of Bassendean delivers an array of service functions to our community.

- Infrastructure and property services, including local roads, bridges, footpaths, drainage, waste collection and management
- Provision of recreation facilities, such as parks, sports fields and stadiums, sport centres and halls
- Health services such as water and food inspection, toilet facilities, noise control, meat inspection and animal control
- Building services, including inspections, licensing, certification and enforcement
- Planning and development approval
- Administration of facilities, such as parking facilities and street parking

We also choose to offer a number of unique and exclusive services to the public.

- **Bassendean Youth Services** offers a range of structured and unstructured programs for young people in the 12 - 25 age range. These include recreational activities, support services, and referral to specialist agencies.
- The Town of Bassendean **Seniors & Disability Services** is a small service offering personalised Home Care to support independence and the wellbeing of seniors, frail aged and people with disability.
- The **Bassendean Volunteer Centre** is an initiative of the Town of Bassendean to support volunteering.
- **Wind in the Willows Childcare** is a community based, not-for-profit service that operates over two locations, providing high quality care and early childhood education for children aged 0 - 5 years.
- The **Library & Information Services'** provides high-quality, customer-driven Library & Information Services.

## A New Way of Working

The Town of Bassendean is undergoing a change with a bigger focus on governance, place making, infrastructure and the community. In April 2019, Council asked the Chief Executive Officer to deliver an appropriate organisational structure for administering the Town of Bassendean which reflects the community aspirations, workforce resources and systems required to meet future challenges. The new structure endorsed in June 2019, is designed to be cost-neutral whilst delivering improved outcomes.

Re-shaping the organisational structure is only one part of the process. A holistic review of the way we work is fundamental to how we 'reset' the organisation for the future.

Accompanying a new organisational structure, is a new business model designed to:

- position the organisation for the future;
- improve organisational performance; and
- deliver greater value to the community.

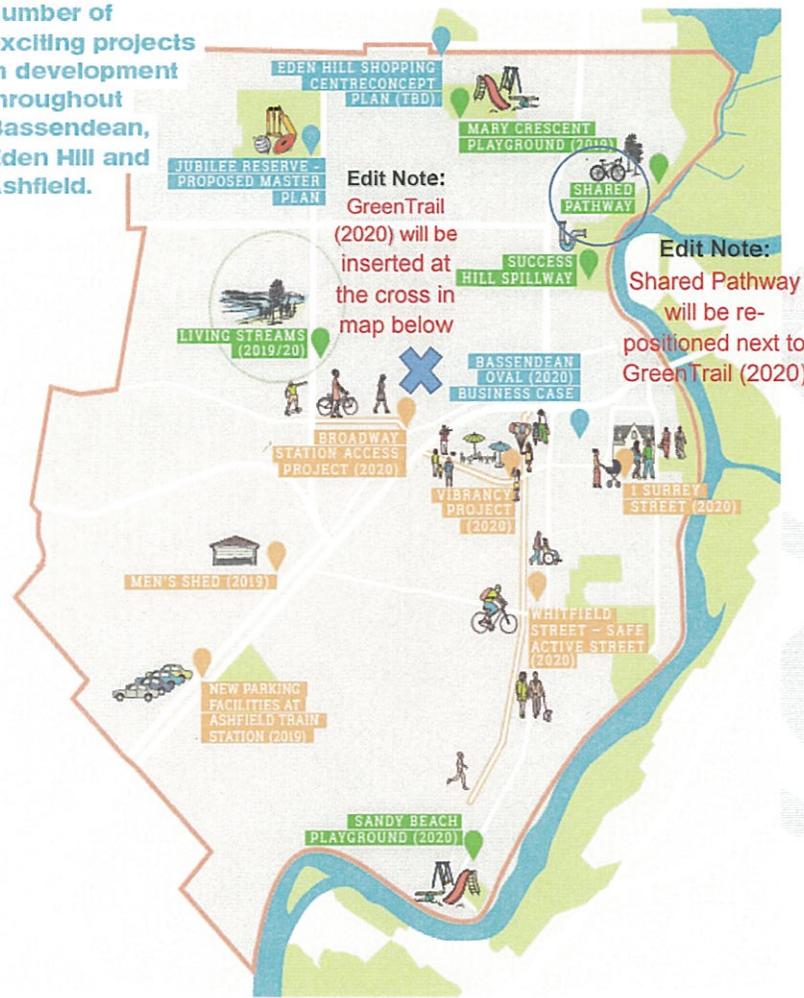
Other factors and considerations in achieving our broader reform program and improved organisational performance include;

- ✓ Regular service reviews and having in place a robust costing and pricing framework.
- ✓ Understanding other services, networks and skills within our community and building and nurturing strong relationships with other providers and state government agencies.
- ✓ Reinforcing the importance of leadership behaviours.
- ✓ Driving a constructive and high-performing culture.
- ✓ Improving business processes.
- ✓ Building our project management capability.
- ✓ Defining quality and standards of service.
- ✓ Driving a whole of organisational approach to public relations and community engagement.

Further input and key information to shape business planning and organisational redesign are included in the Town's 2019 Workforce Plan Review.

<b>Chief Executive Officer</b>	Governance Strategic & Corporate Planning Risk Management Corporate Communications Performance Reporting Project Management Organisational Development Human Resources Council Support
<b>Director Corporate Services</b>	Customer Service Information Management & Technology Procurement, Contracts & Leases Financial Management Long-Term Financial Planning Budget Management Annual Reporting Strategic Asset Planning
<b>Director Community Planning</b>	Strategic Town Planning Community Development Sustainability & Environment Place Planning Economic Development Compliance – Planning & Development, Health and Rangers
<b>Executive Manager Infrastructure</b>	Asset Management Waste & Recycling Fleet Services Street Improvement Technical Services Infrastructure, Streets and Parks Operations

There are a number of exciting projects in development throughout Bassendean, Eden Hill and Ashfield.



## Key projects in the town

## Measuring Key Project Progress

The strategic direction of the Town is translated into services and projects that are delivered to our community through the Corporate Business Plan. The Town's current key projects are real actions to measure performance and captured in the project lifecycle chart to demonstrate our progress along with financial commitments resourced in the 2019/2020 budget.

### Project Lifecycle Legend

1. **Concept** – Identified project need or objective
2. **Planning** – Development of project scope
3. **Execution** – Work of project is progressed
4. **Close** – Project complete and deliverables met



# Strategic Priority Areas

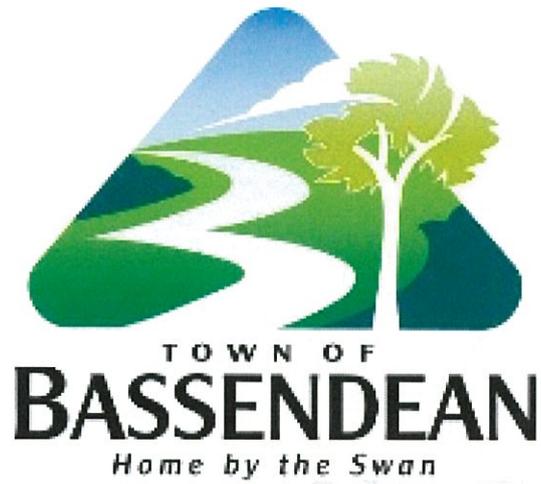
Outlined below the five Strategic Priority Areas of the Town's 'Strategic Community Plan 2017-2022' featuring our current aligned priority projects.

	1. Social	2. Natural Environment	3. Built Environment	4. Economic	5. Good Governance
Objectives	<ul style="list-style-type: none"> <li>Build a sense of place and belonging</li> <li>Ensure all community members have the opportunity to be active, socialise and be connected</li> <li>Plan for a healthy and safe community</li> <li>Improve lifestyle choices for the aged, families and youth</li> </ul>	<ul style="list-style-type: none"> <li>To display leadership in environmental sustainability</li> <li>Protect our river, bushland reserves and biodiversity</li> <li>Ensure the Town's open space is attractive and inviting</li> </ul>	<ul style="list-style-type: none"> <li>Plan for an increased population and changing demographics</li> <li>Enhance connectivity between places and people</li> <li>Enhance the Town's appearance</li> </ul>	<ul style="list-style-type: none"> <li>Build economic capacity</li> <li>Facilitate local business retention</li> </ul>	<ul style="list-style-type: none"> <li>Enhance organisational accountability</li> <li>Proactively partner with the community and our stakeholders</li> <li>Strive for improvement and innovation</li> </ul>
Strategies (How we're going to do it)	<ul style="list-style-type: none"> <li>Facilitate engagement and empowerment of local communities</li> <li>Activate neighbourhood spaces to facilitate community gathering</li> <li>Ensure our unique culture and history are shared and celebrated</li> <li>Continue to support and facilitate participation in the arts, community festivals and events</li> <li>Provide accessible facilities that support leisure, learning and recreation for people of all ages</li> <li>Provide life-long learning opportunities</li> <li>Enhance partnerships with the local Noongar people</li> <li>Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life</li> <li>Support our volunteers and community groups to remain empowered, dynamic and inclusive</li> <li>Facilitate safer neighbourhood environments</li> <li>Promote and advocate community health and wellbeing</li> <li>Facilitate healthy and active aging in place</li> <li>Partner with service providers to improve/expand access to services and facilities</li> <li>Enhance the wellbeing and participation of our youth and children</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen environmental sustainability practices and climate change mitigation</li> <li>Reduce waste through sustainable waste management practices</li> <li>Initiate and drive innovative renewable energy practices</li> <li>Protect and restore our biodiversity and ecosystems</li> <li>Sustainably manage significant natural areas</li> <li>Partner with stakeholders to actively protect, rehabilitate and enhance access to the river</li> <li>Enhance and develop open spaces and natural areas to facilitate community use and connection</li> <li>Sustainably manage ground water and facilitate the conversions of drains to living streams</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate diverse housing and facility choices</li> <li>Implement sustainable design and development principles</li> <li>Plan for local neighbourhoods and their centres</li> <li>Ensure infrastructure is appropriate for service delivery</li> <li>Connect the Town through a safe and inviting walking and cycling network</li> <li>Advocate for improved and innovative transport access and solutions</li> <li>Enhance the liveability of local neighbourhoods</li> <li>Enhance road safety through design</li> <li>Improve amenity and the public realm</li> <li>Strengthen and promote Bassendean's unique character and heritage</li> <li>Implement design policies and provisions of buildings and places</li> </ul>	<ul style="list-style-type: none"> <li>Encourage and attract new investment and increase capacity for local employment</li> <li>Plan for and build capacity for commercial and industrial activities</li> <li>Support and promote home-based businesses</li> <li>Strengthen local business networks and partnerships</li> <li>Continue the activation of Bassendean Town Centre</li> <li>Enhance economic activity in neighbourhood centres</li> </ul>	<ul style="list-style-type: none"> <li>Enhance the capability of our people</li> <li>Ensure financial sustainability</li> <li>Strengthen governance, risk management and compliance</li> <li>Improve efficiency and effectiveness of planning and services</li> <li>Ensure optimal management of assets</li> <li>Improve customer interfaces and service</li> <li>Engage and communicate with the community</li> <li>Advocate and develop strong partnerships to benefit community</li> <li>Adopt and measure against best practices ensuring a focus on continuous improvement</li> </ul>
Aligned Key Projects	<ul style="list-style-type: none"> <li>1 Surrey Street Redevelopment</li> <li>Arts &amp; Culture Plan</li> <li>Community Safety &amp; Crime Prevention Taskforce</li> <li>Open Space Development Framework</li> <li>Sandy Beach Playground &amp; Ablutions</li> <li>Suicide Prevention Working Group</li> <li>Men's Shed</li> </ul>	<ul style="list-style-type: none"> <li>Emissions Reduction Action Plan</li> <li>Living Streams</li> <li>Street Tree Planting</li> <li>Success Hill Spillway</li> <li>Waste &amp; FOGO Strategy</li> <li>Weed Management Strategy</li> <li>Green Trail</li> </ul>	<ul style="list-style-type: none"> <li>Bassendean Oval Redevelopment Business Case</li> <li>Broadway Station Access Project</li> <li>Development Contribution Plan</li> <li>Local Planning Strategy</li> <li>Local Planning Policy – Built Form Guidelines</li> <li>Whitfield Street – Safe Active Street</li> <li>Vibrancy Project</li> </ul>	<ul style="list-style-type: none"> <li>Bassendean Town Centre Activity Plan</li> </ul>	<ul style="list-style-type: none"> <li>Implement New Organizational Structure</li> <li>Develop Costing and Pricing Framework</li> <li>Improve Business Processes</li> <li>Undertake Information Management Review</li> <li>Build Community Engagement</li> <li>Implement Risk Management Framework</li> </ul>

## Resourcing

Projected four-year financials for each Strategic Priority Area of the Town's 'Strategic Community Plan 2017-2022'.

Financial Commitments	2019/20	2020/21	2021/22	2022/23
<b>Built Environment</b>				
Capital Expenditure	\$ 2,646,212	\$ 1,746,607	\$ 2,101,748	\$ 2,143,783
Operating Expenditure	\$ 7,020,358	\$ 7,367,687	\$ 7,469,287	\$ 7,618,673
Operating Income	-\$ 1,069,067	-\$ 2,755,706	-\$ 2,762,545	-\$ 2,817,796
	<b>\$ 8,597,503</b>	<b>\$ 6,358,588</b>	<b>\$ 6,808,490</b>	<b>\$ 6,944,660</b>
<b>Economic</b>				
Capital Expenditure	-	\$ 305,673	\$ 282,980	\$ 288,639.60
Operating Expenditure	\$ 371,007	\$ 364,180	\$ 372,601	\$ 380,053.02
Operating Income	-\$ 345,430	-\$ 387,380	-\$ 389,281	-\$ 397,066.62
	<b>\$ 25,577</b>	<b>\$ 282,473</b>	<b>\$ 266,300</b>	<b>\$ 271,626</b>
<b>Good Governance</b>				
Capital Expenditure	\$ 12,000	-	-	
Operating Expenditure	\$ 1,669,751	\$ 1,751,895	\$ 1,808,462	\$ 1,844,631
Operating Income	-\$14,291,073	-\$16,362,580	-\$16,518,586	-\$ 16,848,958
	<b>-\$12,609,322</b>	<b>-\$14,610,685</b>	<b>-\$14,710,124</b>	<b>-\$ 15,004,326</b>
<b>Natural Environment</b>				
Capital Expenditure	\$ 239,161	\$ 2,003,856	\$ 1,936,648	\$1,975,380.96
Operating Expenditure	\$ 6,297,845	\$ 6,826,054	\$ 6,943,809	\$7,082,685.18
Operating Income	-\$ 2,745,865	-\$ 3,337,879	-\$ 3,426,540	-\$ 3,495,071
	<b>\$ 3,791,141</b>	<b>\$ 5,492,031</b>	<b>\$ 5,453,917</b>	<b>\$ 5,562,995</b>
<b>Social</b>				
Capital Expenditure	\$ 3,207,578	-	\$ 35,000	\$ 35,700
Operating Expenditure	\$10,291,263	\$10,434,292	\$10,685,898	\$ 10,899,616
Operating Income	-\$ 6,466,868	-\$ 6,169,459	-\$ 6,231,316	-\$ 6,355,942
	<b>\$ 7,031,973</b>	<b>\$ 4,264,833</b>	<b>\$ 4,489,582</b>	<b>\$ 4,579,374</b>



# *Workforce Plan Review*

## *2019*

## *Monitoring and Evaluation*

In accordance with the Integrated Planning and Reporting Framework, the Town reviews its Workforce Plan annually to, ensure information remains relevant and current, make adjustments to plans and strategies and address any new workforce and organisational issues which might have arisen.

The Workforce Plan 2017 to 2021 is an evolving document and the monitoring and review process enables the Town of Bassendean to consider a variety of information including analysis of workforce data, workforce risk profile and progress on planned actions and strategies.

## **Organisational Transformational Change**

In the past, the Town's Workforce Plans and reviews were predominately about workforce adjustments to cater for projects and/or operational pressures. The Town's Plans did not focus largely on transformational change to drive organisational performance and ultimately improve public value. The focus of this year's Workforce Plan Review is to acknowledge and respond to our organisations challenges and opportunities to improve performance and deliver greater value for the community.

In October 2018, a new Chief Executive Officer (CEO) commenced at the Town of Bassendean and on 26 March 2019, Council endorsed the CEO's Performance Agreement which included the requirement for the CEO to:

- deliver an organisational structure and workforce to reflect future needs;
- deliver agreed projects and outcomes on time, within budget and Community and Council expectations; and
- develop better practice processes, structures and systems.

As part of a broader transformational change program designed to build the leadership, culture, strategy and enabling capabilities necessary to achieve these objectives, on 23 April 2019 Council endorsed the CEO to commence a process to identify opportunities for organisational structural change at the Town of Bassendean.

During April and May 2019 communication, consultation and support was provided to all employees about the proposed transformational change. This included communications, workshops and information sessions along with providing an on-site employee assistance program. On the 10 June 2019 via a Special Meeting of Council, a report titled 'A New Way of Working – through Organisational Redesign' was supported. Council resolved to authorise for the Chief Executive Officer to deliver and implement the proposed organisational structure as per the noted rationale provided in the report and proposed organisational structure chart.

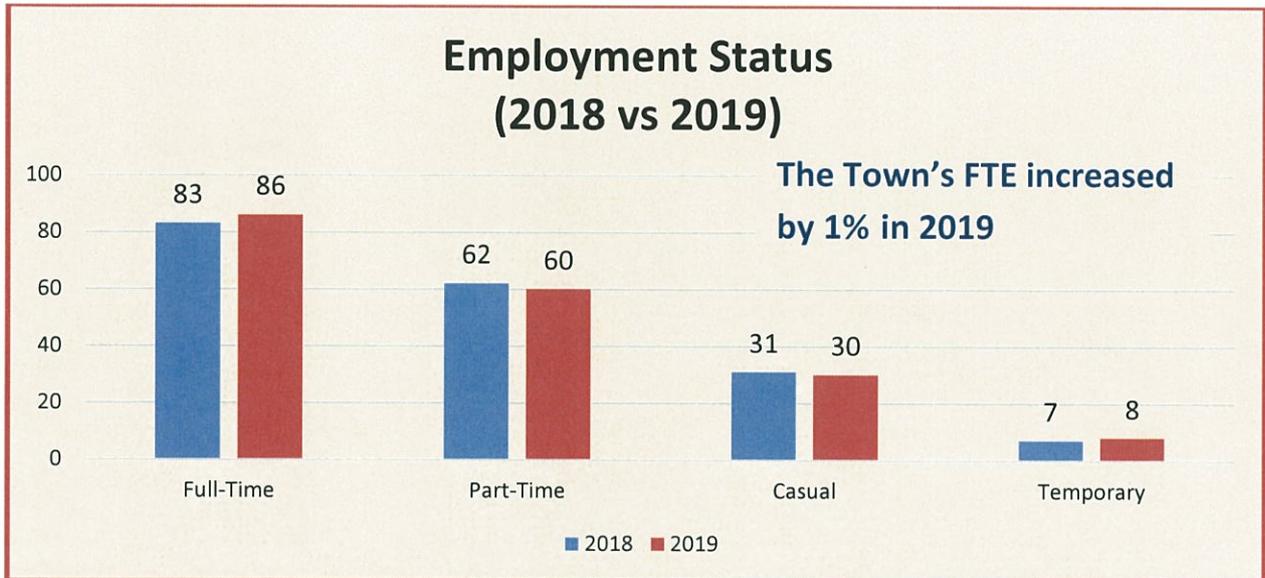
This report is attached and provides further details about the internal environment and transformational roadmap along with the new structure.

## *Analysis of Workforce Data*

Whilst the predominant focus of this review is around the organisational transformational change, included is the monitoring of relevant workforce data to understand what the current workforce looks like compared to previous years and if there are any emerging risks which require consideration or action.

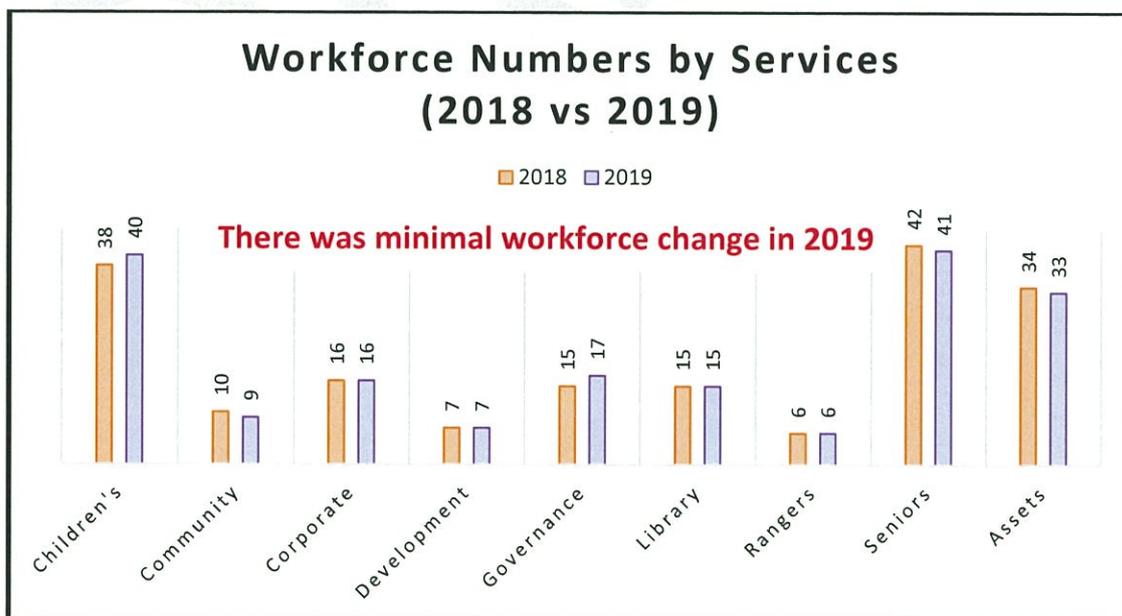
## Current Employment Status

As of April 2018, the Town of Bassendean employed 183 people (136 Full Time Equivalents) compared to April 2019 where the Town employed 184 people (138 Full Time Equivalents). Whilst in total there was only one additional employee in 2019, the overall FTE was greater due to a decrease in part-time to full-time.



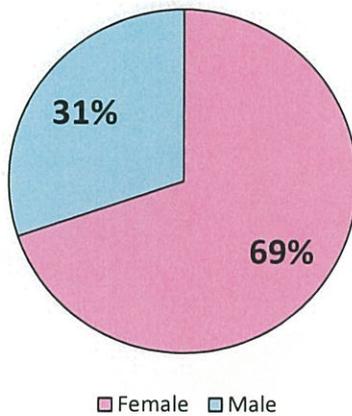
There were minimal changes to workforce numbers over the 12 month period.

- Children's Services increased due to meeting child/educator ratios as approved in the 2018 Workforce Plan.
- Resourcing organisational development projects (finite periods) increased FTE in Governance.
- Asset Services decreased due to retirement of two part-time employees.
- Community Development and Seniors & Disability Services also decreased due to variances in casual staff required to meet In Home Care needs and alternative resourcing at events.



## Workforce by Gender

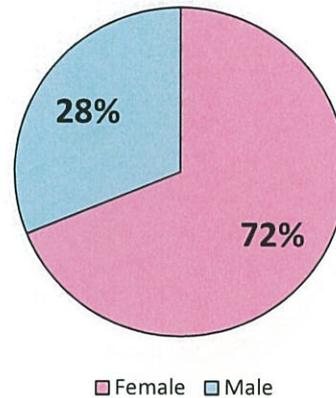
2017/18



The gender statistics are largely dictated by the nature of some roles within the Town's Services, such as Senior's and Disability Services and Children's Services. As these services expand requiring additional resourcing, the number of females continue to lead the majority.

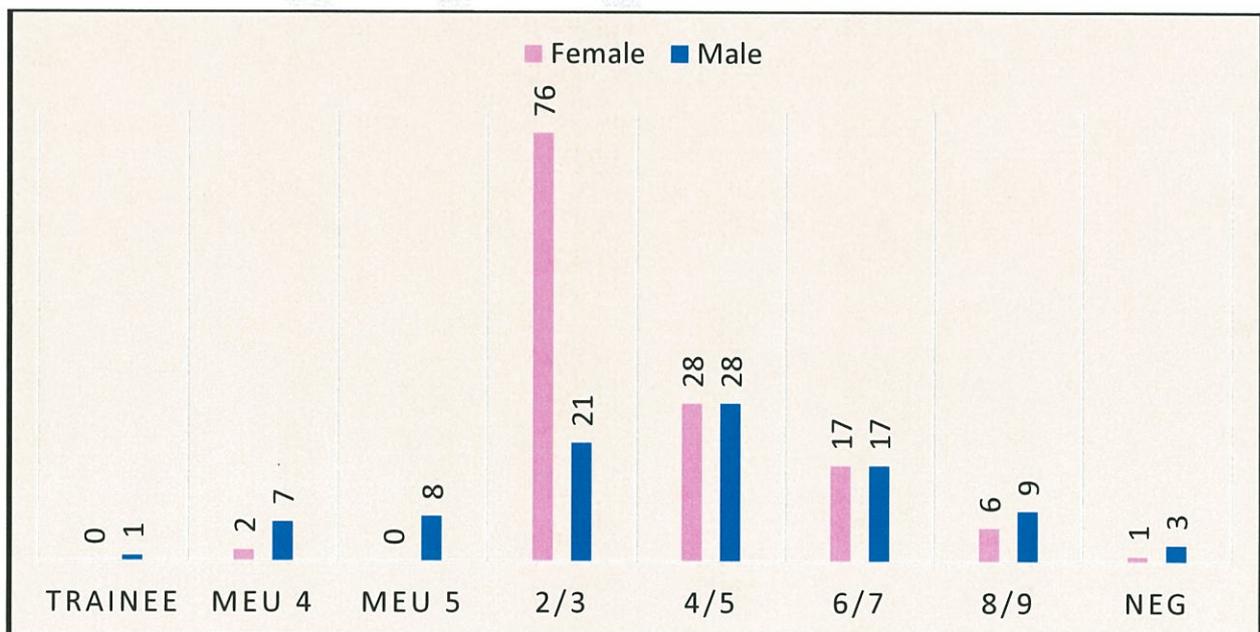
Since 2013, we have seen a continual rise in female representation (14% increase over 6 years)

2018/19



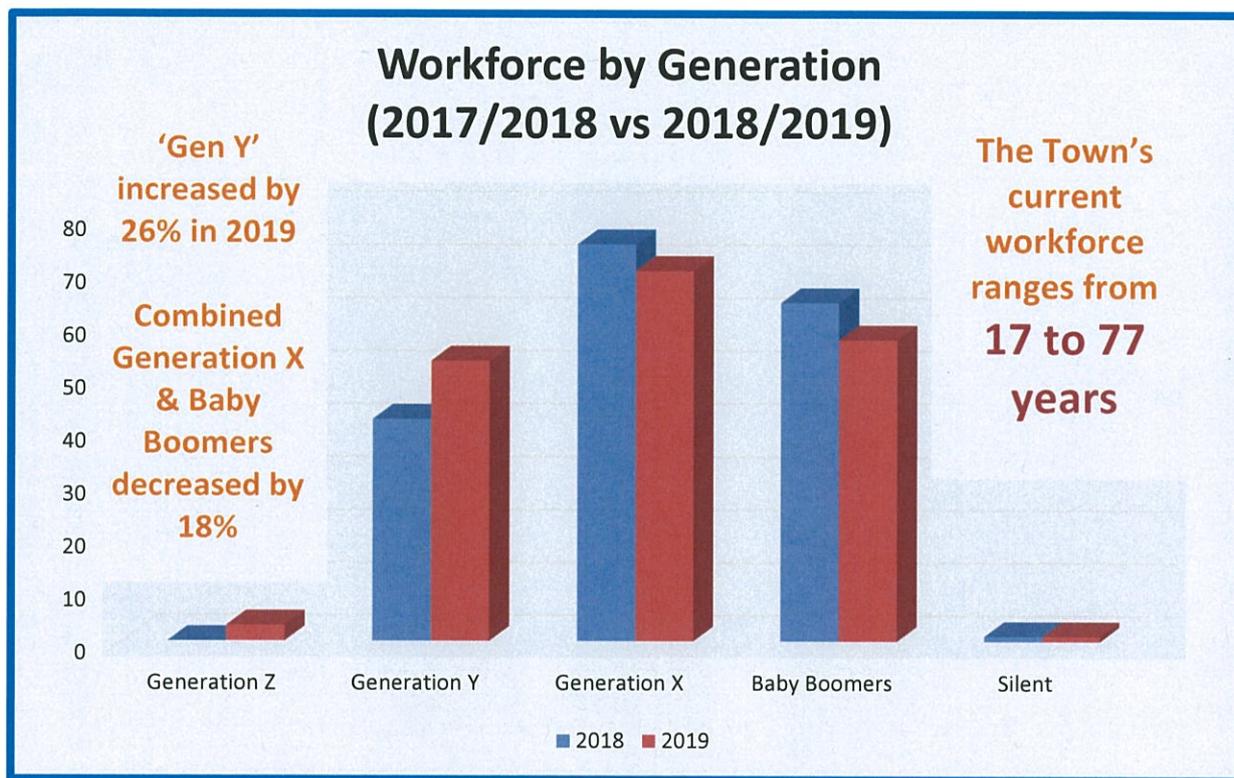
## Workforce Gender by Position Levels

The largest proportion of female employees is spread across fixed classification levels 2/3. These comprise positions predominately located in service delivery areas of Seniors & Disability Services and Children's Services.

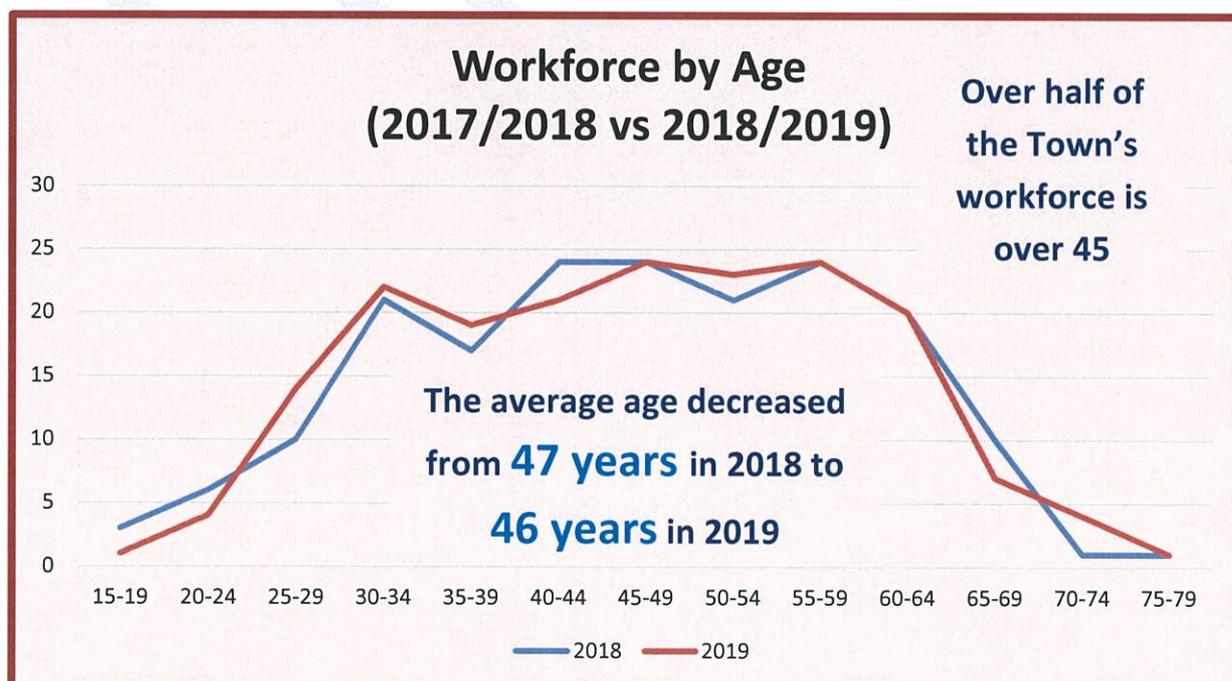


## Age of our Workforce

As older workers transition and depart for retirement, our ageing workforce has reduced which has seen a boost in younger workers this year.

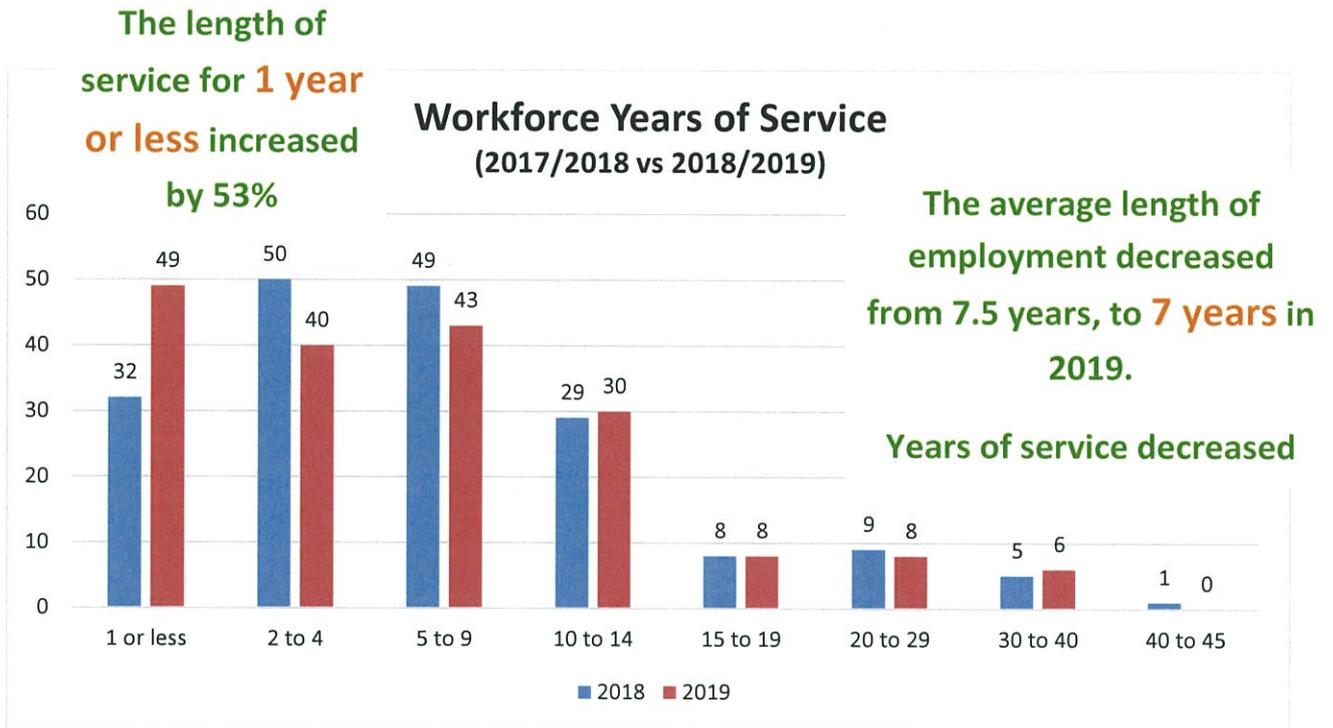


Whilst the Town's workforce age has decreased in 2019, over half remains over 45. Trends in Australia, estimate one in three Australians will be aged over 55 by the end of the next decade. To manage the inevitable changes to Australia's demographics, strategies to promote skill transfer and retention of corporate knowledge between younger and older generations is an important consideration for all employers.



## Length of Service

In 2018/2019, several departures were long serving employees (over 10 years or more) and impacted the overall average length of employment. Over half of those were due to retirement. The increased engagement and transitional nature of casual employees also contributed to a small decline in our years of service.

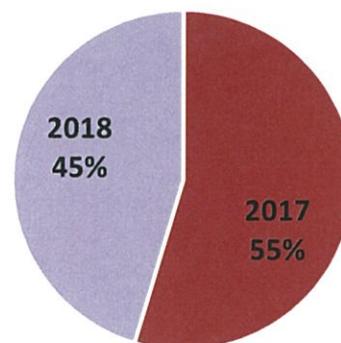


## Recruitment & Selection

**Advertised vacancies decreased by 17% in 2018, largely due to steady retention rates and a buoyant job market.**

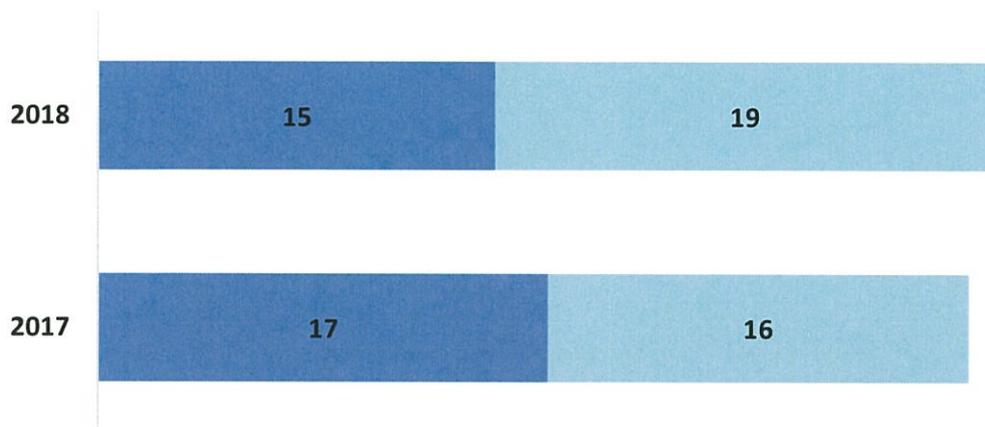
**The Town has attracted high quality candidates, appointed suitably qualified and skilled workers along with minimising the need to re-advertise positions.**

### Advertised Vacancies (2017 to 2018) Full-Time, Part-Time, Temporary & Casual



## Workforce Separations (2017 to 2018)

■ Full-Time or Part-Time ■ Casual



The Town's turnover rate for 2018 (full-time and part-time) was **8%**.

The 30 June 2018 median employee turnover rate reported for WA Local Government was **18.2%**

Turnover in 2018 compared to 2017 was insignificant. Over 50% of separations were casual employees engaged on an as-needed basis. Whilst a casual workforce provides the Town with the ability to increase staffing levels to meet service demands and operational flows, there is also risk of higher turnover due to the changeable circumstances of employees engaged in casual employment.

## ***Current Workforce Risk Profile***

Based on the data and information obtained in relation to the Town's past reviews, the Town identified a number of workforce challenges and strategies in order to meet service delivery and expectations.

These existing challenges (as identified in the Workforce Plan 2017 to 2021) are included below along with additional barriers identified in recent environmental scans and the commencement of the transformational change program.

### **1. Ageing Workforce**

Whilst the Town's workforce age has traditionally increased over the past 5 years, the average age for 2018/19 decreased from to 46 years. There was also a large increase seen in the age bracket 24 to 39 years 'Generation Y'. Due to a number of pending staff retirements, it is also anticipated the Town's overall workforce age will continue to drop over the coming twelve months as older workers depart and are replaced by younger workers.

The Town does faces the current challenge of maintaining corporate knowledge in an environment where there are not strong systems, processes or documentation. Further succession planning through reporting on employee age groups will support future resourcing needs and encourage strategies for transfer of skills and knowledge.

The Town continues to endorse flexible work options for a number of employees who wish to transition to retirement along with accommodating physical restraints and job-share arrangements. More than ever before, we are also seeing multi-generational teams across the organisation and encouraging employees to embrace and appreciate differing work values is important to supporting effective workplace relationships.

### **2. Gender Balance & Equality**

The Town of Bassendean's recruitment and selection procedures are underpinned by the EEO Policy and Management Plan, and are designed to provide equal opportunity for employment to all people.

Currently, the Town employs 72% females and 28% males. The current workforce saw an increase in female employees compared to male employees in 2019. The ratio in men and women in senior officer and leadership positions (level 7 and above) has increased in 2018/19 to 50/50 (15 officers in each gender group).

It is important the Town continues to embed long term cultural change through innovative and flexible work practices to drive and sustain gender equality. Successful change will involve men and women being seen equally as capable leaders, openly flexible work arrangements for both men and women without risk of career progression and overcoming outdated assumptions about gender roles. Supporting gender equality is about ensuring every employee has the ability to access opportunities equally. Developing actions towards gender equality will enable the Town to encourage new talent, identify employees for further development and be competitive in the recruitment market to attract a diverse range of potential candidates.

To promote and support gender equality, a number of actions are proposed including reviewing policies and procedures relating to flexible work arrangements and adopting a flexible approach across the organisation, ensure gender equality and flexibility is promoted in job vacancy

advertisements and mixed gender interview panels, consider flexibility arrangements in job design, identify resources and tools to assist the Town build understanding of gender equality and use of role models and case studies to promote gender equality.

### **3. Finance**

The cost of human capital is a constant challenge. These costs are not limited to employing more people to provide services to the community but also include operating expenses and resources as well as the need to upgrade systems, procedures and software.

Many organisations are now operating towards a more 'contingent workforce' and accommodation to enable surge capacity when needed. This also allows for temporary resources to be directed towards specific finite projects that align with Council's objectives. Historically, senior positions within the Town were employed on a 'permanent contract' basis, however contemporary practices throughout Local Government are engaging leaders on 'fixed term contract' arrangements. This allows a platform for flexibility and ability for the organisation to meet changing priorities and demands along with re-aligning workforce around community needs and council vision. The new CEO has adopted this practice and any new leadership positions will be subject to contract (up to 5 years).

### **4. Attraction and Retention**

The Town has continued to see positive statistics in relation to the current length of service of our employees along with lower than average retention rates.

As the Town works towards creating a high performing organisation, the way in which we recruit new employees will be vital to attract candidates who possess core capabilities and leadership qualities to increase performance, innovation and work in highly effective teams. Engaging a workforce who are adaptable, performance-driven and possess people leadership skills requires a selection process to align with these values along with ensuring investment to meet market salaries and conditions. It is recommended in the attached 'A New Way of Working through Organisation Re-Design' report the Town adopts a Leadership Capability Profile similar to that established by the WA Public Sector Commission.

It would be expected during this period of transformational change staff turnover may increase over the next 12 months. Ensuring employees feel valued, supported and challenged is an important driver to retaining high performing and skilled workers. As part of the change process, providing employees with the expected skills and behaviours while complementing individual skills and professional development will contribute to a high functioning and harmonious workforce and ultimately drive a successfully performing local government authority.

The Town through its renewed leadership focus will be well positioned to attract candidates who are aligned to the ethos and philosophy of the CEO and Council. The Town's commitment for example to 'One Planet Living' Framework reinforces the Town as an 'Environmentally Friendly Workplace' for employees to be part of sustainability management solutions, not only in the workplace but to make a difference in our community.

### **5. Technology**

The current IT environment has limitations and for a number of business areas, it does not have the capability to meet user needs. Increased advances in technology presents opportunities to improve accessibility and the delivery of the services Council provides. Due to the current state of technology, the Town has not been able to fully harness opportunities for efficiencies and effective practices. This

has meant it is exposed to an increased risk profile due to poor controls but also inhibits our internal and external communications and workforce productivity.

As outlined in the 'A New Way of Working through Organisation Re-Design' report, the Town will commence an internal 'Information Services Review' to map and analyse our current IT, information and systems. This will provide the organisation with an understanding and 'road map' of the current environment and where there are delays, bottlenecks, processing inefficiencies and poor IT capability. The recommendations and priorities about how to improve operations along with what future investment is required to address those challenges will provide a plan for the short and longer term future and investment.

## **6. Staff Accommodation**

A number of workplaces have reached full capacity, particularly the Customer Service Centre and Administration Centre. With potential staff increases over a number of years along with the deterioration of building facilities, those workplaces have become increasingly poor and no longer fit for purpose.

Whilst consideration needs to be given to longer-term solutions, in the short-term it is of priority to review current and potential work spaces to determine an improved layout which is cost effective and utilises existing facilities and opportunities. The structural review will also have influence in regards to appropriate locations and spaces to better promote team collaboration, communication and reporting lines.

## **7. Safety, Health and Wellbeing**

With a focus on increasing workplace safety, and ensuring that the Town meets all of our legislative requirements, the Town continues to develop and implement our Health and Safety Management System and processes.

The 'Organisational Risk Management' audit completed in May 2019, identified limited workforce resourcing dedicated to Occupational Health and Safety. Currently, the Town employs one Workplace Health and Safety Officer for 20 hours per week to implement legislative requirements and continue to target best practice. This allocation is not sufficient to develop, implement and improve the OHS systems and requires consideration of additional resources to ensure the Town's due diligence and compliance with Acts and Standards.

The above audit also references the Town's current health and safety culture, most importantly the priority and modelled behaviour demonstrated by our leaders to ensure accountability and responsibility of their team. A cultural shift is required to change the way our officers and leaders think about health and safety in the workplace and how they contribute to ensuring controls and measures are put in place to reduce or eliminate potential risks.

In late July 2019, an audit was undertaken by LGIS in relation to Workplace Occupational Health and Safety (as part of a three year audit cycle). These results are expected in late August 2019.

To address these key themes and findings from the above highlighted audits, Human Resources will develop an action plan by the end of 2019, to identify strategies and improvements to further develop our systems and plan key milestones for implementation.

## 8. Volunteers

The Town's Volunteer Services continue to support the Town's paid workforce to deliver a quality service to our community and are critical to the success of our events and programs.

On a broader scale, the role of the Town's community groups and their volunteers is an essential link between the Town and the community we serve. The Town has a range of community groups who have a sense of place and belonging, hold similar interests and share connections whilst all working for a common goal or agenda. It has become increasingly important for local governments to empower these groups of people by providing them with the skills, knowledge, support and where needed facilitation to effect change in their community. Utilising the power and resources of these groups to deliver activities, events, projects and the like provides a shared outcome and community connection for the Town.

A good example of where the Town has recently worked collaboratively with a Community Group is the establishment of the Town Team Movement. This group is empowered by the Town to improve the Town's main street – Old Perth Road. This aligns with the Town's Vibrancy Project and is a positive relationship to achieve similar objectives.

Further skills are required to build officer capacity to connect, nurture, collaborate and empower stakeholder and community groups. In late March 2019, key officers attended 'Essential Foundations' of the IAP2 model of Community Engagement. Further champions have been identified throughout the organisation to complete the remaining four-day course along with the development of a Community Engagement Framework.

## 9. Capacity Building

Capacity building is maximising the potential of our organisation which involves enhancing the effectiveness of individuals and teams, their interactions, and the organisation as a whole to achieve its full potential. Contingencies need to be put in place so that the Town builds and maintains its workforce capacity to ensure the continuity of service delivery.

Over the past six months, the Chief Executive Officer has undertaken an environmental scan along with various other forms of analysis, feedback, reviews and audits. Some of the identified risks and opportunities have been captured above however, there are a number of other key areas which are outlined in the 'A New Way of Working through Organisation Re-Design' report as listed below:-

- Financial Sustainability
- Strong Relationships
- Leadership
- Driving a Constructive and High-Performing Culture
- Tenure of Senior Appointments
- Improving Business Processes
- Strategic Asset Planning versus Asset Management
- Project Management
- Customer Service
- Corporate Systems
- Public Relations and Media
- Good Governance
- Budgeting Process and Controls
- Increased Focus of Sustainability
- Place-Making
- Accommodation

## Appendix One

### Review of Workforce Plan Actions

Below are the identified emerging workforce risks and actions to support the Town continue to build a strong, capable and stable workforce into the future. Included in these actions are the emerging challenges and future needs identified in the 'A New Way of Working through Organisation Re-Design' report.

Strategy	Action	Resources Required	Timeline	2019 Update
<p><b>Employee Culture Survey</b> The Town of Bassendean will consider results of survey conducted in 2019 and will use this valuable information to improve our organisation</p>	<ul style="list-style-type: none"> <li>• Training will be organised that addresses bullying, harassment and inappropriate behaviour in the workplace for the whole organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Funds allocated for training in 19/20</li> <li>• Employee Cultural Survey to be conducted in 2 years to monitor change strategies and culture.</li> </ul>	August 2019	<ul style="list-style-type: none"> <li>• Employee Cultural Survey undertaken in May 2019 to baseline current culture. Results and Action Plan to be delivered to all staff in August 2019</li> <li>• Workplace Bullying &amp; Harassment Training scheduled for August 2019</li> <li>• Code of Conduct and Accountable and Ethical Decision Making to be arranged for all staff by end of 2019.</li> </ul>
<p><b>Ageing Workforce</b> The Town of Bassendean acknowledges that with an ageing workforce, strategies for the management and planning of our workforce are required</p>	<ul style="list-style-type: none"> <li>• Engage in the sharing and subsequent retention of corporate knowledge</li> <li>• Actively engaging older employees in the workplace</li> <li>• Providing youth development, support and career opportunities</li> <li>• Encouraging knowledge sharing through investment in coaching and mentoring relationships</li> <li>• Supporting workforce flexibility to meet the ongoing needs of both the Town and the future workforce</li> </ul>	<ul style="list-style-type: none"> <li>• In- Kind (Human Resources and Management Group)</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Included in the new organisational structure are two new trainee positions located within Asset Services to support the outside workforce and build capacity</li> <li>• Explore mentoring opportunities and program for employees</li> <li>• Developing policies, processes and systems for knowledge sharing</li> </ul>

Strategy	Action	Resources Required	Timeline	2019 Update
<p><b>Gender Balance</b> Recognise the unique skills and different styles that male and female workers can bring to all industries, and develop strategies to attract all genders to these roles</p> <p>Primary focus needs to be around having women involved in decision-making (i.e. At least 50% representation at CMC)</p>	<ul style="list-style-type: none"> <li>• Target recruitment at different gender workers</li> <li>• Consider and develop strategies to attract different genders across all roles</li> </ul>	<ul style="list-style-type: none"> <li>• In-Kind (Human Resources and Management Group)</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Reviewing policies and procedures relating to flexible work arrangements</li> <li>• Promote in job vacancy advertisements</li> <li>• Wherever possible mixed gender interview panels</li> <li>• Consider flexibility arrangements in job design</li> <li>• Identify resources and tools</li> <li>• Use of role models and case studies</li> </ul>
<p><b>Attraction and Retention</b> The Town aims to attract and retain an agile, engaged and high performing workforce, and wishes to be an employer of choice where people are proud to serve our community</p>	<ul style="list-style-type: none"> <li>• Attract the best available people using best practice merit based employment strategies that are responsive to business needs and labour market changes</li> <li>• Develop and implement robust and fit for purpose recruitment techniques and strategies</li> <li>• Embed our values into all aspects of employment</li> <li>• Onboard employees into the Town and engage them in our values and culture</li> <li>• Increase community awareness of the diversity of functions, jobs and opportunities within local government</li> <li>• Conduct exit interviews to gain valuable insight into working conditions and job satisfaction</li> <li>• Promote Council as an agile, high performing and engaging Employer of Choice</li> </ul>	<ul style="list-style-type: none"> <li>• In-Kind (Human Resources)</li> <li>• Consultant engaged to complete review of Position Descriptions</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Establish Leadership Capability Profiles and embed within updated Position Descriptions and Performance Plans</li> <li>• Market our unique value proposition including promoting 'One Planet Living Sustainability' Framework in attraction strategies once implemented within the organisation</li> <li>• All new senior officer appointments will be subject to up to 5 year employment contracts</li> <li>• Driving performance with a leadership profile to shape the organisation's culture and identity</li> </ul>

Strategy	Action	Resources Required	Timeline	2019 Update
<p><b>Technology</b> The Town recognises that current hardware, software and information management practices have limitations and may not be sustainable with workforce growth. Increased advances in technology presents opportunities for the Town</p>	<ul style="list-style-type: none"> <li>• The Town consider technology solutions strategies to ensure that the Town has a robust platform to support business needs with the expectation of continued growth</li> </ul>	<ul style="list-style-type: none"> <li>• Information Management Review Consultant cost included in 19/20 budget</li> </ul>	<p>August to November 2019</p>	<ul style="list-style-type: none"> <li>• Review undertaken of how the Town creates, identifies, collects, organises, governs, secures, disseminates, exchanges, maintains and disposes information as a starting point to support future investment</li> </ul>
<p><b>Staff Accommodation</b> With a number of workplaces reaching full capacity, particularly the Administration Building and Customer Service Centre, consideration will need to be given to a longer term solution to meet future growth</p>	<ul style="list-style-type: none"> <li>• Consideration to be given to longer term accommodation strategies to accommodate future growth</li> </ul>	<ul style="list-style-type: none"> <li>• Review and cost for small modifications/re-design included in 19/20 budget</li> </ul>	<p>By December 2019</p>	<ul style="list-style-type: none"> <li>• To reinforce the value of new organisational structure and business model, it is proposed that a review of current accommodation to be undertaken in Old Perth Road</li> </ul>
<p><b>Safety, Health and Wellbeing</b> Continue to develop the Town's Occupational Health and Safety Management System in order to create a work environment and culture where employees feel safe and supported</p>	<ul style="list-style-type: none"> <li>• Cultural shift to change the way our officers and leader think about H&amp;S</li> <li>• Continue to progress the Audit Action Plan, with a particular focus on Hazard and Contractor Management</li> <li>• Enhance safety through continued implementation of safety systems and processes</li> <li>• Facilitate the resolution of OHS issues in a timely and effective manner</li> <li>• Continue to reduce the risk of key areas, identified through the annual OHS report</li> <li>• Actively manage OHS risks through hazard management</li> </ul>	<ul style="list-style-type: none"> <li>• In-Kind (Human Resources)</li> </ul>	<p>By March 2020</p>	<ul style="list-style-type: none"> <li>• Establish actions to improve safety culture and empower leaders to pro-actively role model and demonstrate due diligence within their roles and responsibilities</li> <li>• Ensure greater awareness of how they contribute to ensuring controls and measures are put in place to reduce or eliminate potential risks</li> <li>• Incorporate Safety KPI's in to individual performance plans</li> <li>• Develop Action Plan following recommendations of OR &amp; OHS Audits</li> </ul>

Strategy	Action	Resources Required	Timeline	2019 Update
<p><b>Volunteers</b> Continue to engage and retain valuable volunteers to assist the Town's workforce to continuously deliver quality and meaningful services in the future</p>	<ul style="list-style-type: none"> <li>Continue to initiate retention strategies for volunteers</li> <li>Empower community groups of people by providing them with the skills, knowledge, support and where needed facilitation to effect change in their community.</li> </ul>	<ul style="list-style-type: none"> <li>In-Kind - All Staff, Human Resources, Corporate Communications Coordinator &amp; Community Development</li> </ul>	By September 2019	<ul style="list-style-type: none"> <li>Develop Community Engagement Framework and implement within organisation</li> <li>Development and endorsement of Community Grants &amp; Sponsorship Policy</li> </ul>
<p><b>Financial Sustainability</b> Ensuring the right blend of services are delivered, in the right way, to the right level, needs to be an ongoing focus to ensure value is delivered to the community.</p>	<ul style="list-style-type: none"> <li>The Town considers the importance of regular service reviews to ensure finite resources are most appropriately allocated to areas of greatest need.</li> </ul>	<ul style="list-style-type: none"> <li>In-Kind (Director Corporate Services &amp; Human Resources)</li> </ul>	By February 2020	<ul style="list-style-type: none"> <li>Review undertaken to ensure the Town has a robust costing and pricing framework</li> <li>Consider shared service models and service reviews to ensure future sustainability</li> </ul>
<p><b>Strong Relationships</b> Requirement to consider other services provided by not-for-profits, other tiers of government and private sector to ensure that these are appropriately leveraged and coordinated, to avoid duplication by LGs.</p>	<ul style="list-style-type: none"> <li>The Town understands other services, networks and skills within the community and ensure we are appropriately positioned.</li> </ul>	<ul style="list-style-type: none"> <li>In-Kind (All Corporate Management Team, Leaders and key officers within the organisation)</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Building and nurturing strong relationships with other providers (including other LG's) and state government agencies to identify and participate in joint advocacy, resource sharing and shared services to improve value of services provided to the community</li> </ul>

Strategy	Action	Resources Required	Timeline	2019 Update
<p><b>Leadership</b> Executive team to devote time to setting the tone for the organisation, building a high performing and constructive culture, shaping and managing strategy, driving continuous improvement and building and nurturing strategic relationships.</p>	<ul style="list-style-type: none"> <li>The Town acknowledges the importance of leadership, not just in the organisations top team, but also throughout the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Consultant PD Review cost included in 19/20 budget</li> <li>In-Kind (Organisational Development &amp; Human Resources)</li> </ul>	By November 2019	<ul style="list-style-type: none"> <li>Review and adopt a Leadership Capability Profile which is embedded within Position Descriptions and Performance Plans</li> <li>Senior Officer appointments subject to up to 5 year employment contracts which will be linked to agreed outcomes</li> </ul>
<p><b>Improving Business Processes</b> Develop a program of efficiency reviews driven by a business process re-engineering approach</p>	<ul style="list-style-type: none"> <li>Significant opportunity to increase efficiency and effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>In-Kind (Executive Leadership Team)</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Identify and develop a program for improving business processes to determine allocation of additional priority costings for mid-year reviewing and 20/21 Financial Year</li> </ul>
<p><b>Strategic Asset Planning versus Asset Management</b> Need for the Town to improve coordination, clarify accountabilities and tighten linkages with the long term financial sustainability &amp; community needs regarding infrastructure and amenity.</p>	<ul style="list-style-type: none"> <li>A centre-led approach is recommended linking strategic asset planning, financial investment and community need. Bring together the disciplines of strategic planning, financial planning and infrastructure planning.</li> </ul>	<ul style="list-style-type: none"> <li>In-Kind (Director Corporate Services)</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Operational Support to manage day to day, short term asset management. Corporate Services to drive medium to long term planning.</li> <li>Included in structure re-design and appointment of new positions.</li> <li>Stocktake of Town Assets to be undertaken in 2019/2020</li> </ul>
<p><b>Project Management</b> Efficiency of the work is traditionally assessed using time, quality and cost where effectiveness is on how well the work meets the intended purpose and goals.</p>	<ul style="list-style-type: none"> <li>The Town needs good project management skills and processes.</li> </ul>	<ul style="list-style-type: none"> <li>Support and training in Project Management – cost allocated in Training 19/20 budget</li> <li>In-Kind – Organisational Development</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Recent work has occurred to create a PM framework and project planning. More investment is required to build project management capability by providing training to project leaders and the implementation of framework.</li> </ul>

Strategy	Action	Resources Required	Timeline	2019 Update
<b>Customer Service</b> Information and support systems to support staff ability to provide quality customer service	<ul style="list-style-type: none"> <li>Staff at all levels need to understand the ToB's expectations about the quality and standard of customer service.</li> </ul>	<ul style="list-style-type: none"> <li>In-Kind – Organisational Development &amp; Human Resources</li> </ul>	By August 2019	<ul style="list-style-type: none"> <li>Work is underway to develop a new Customer Service Charter to define service standards and a customer complaint/feedback system</li> </ul>
<b>Public Relations &amp; Media</b> How the Town is perceived by the community can be greatly influenced by how we approach our public relation and engage with the media.	<ul style="list-style-type: none"> <li>A whole of organisation approach to public relations is required and appropriate policies and practices implemented</li> </ul>	<ul style="list-style-type: none"> <li>In-Kind – Corporate Communications Coordinator</li> </ul>	By December 2019	<ul style="list-style-type: none"> <li>Develop a whole of organisation approach to communications and public relations</li> <li>Improve the image of the ToB through standardised branding and pro-active strategies</li> <li>Further improve and leverage the ToB's relationship with the community, media and other stakeholders</li> </ul>
<b>Good Governance</b> A key consideration in re-designing the organisational structure is minimising risk and promoting good governance.	<ul style="list-style-type: none"> <li>In order to promote good governance and optimise organisational spend through strategic sourcing, a move to a centre-led approach is proposed</li> </ul>	<ul style="list-style-type: none"> <li>In-Kind – Organisational Development &amp; Governance</li> </ul>	By June 2020	<ul style="list-style-type: none"> <li>Review and development of the organisation's corporate governance (processes, policies and systems)</li> </ul>
<b>Budgeting Processes and Controls</b> The development of processes and practices to engage earlier to drive budget planning, development, monitoring and cost control	<ul style="list-style-type: none"> <li>Council is seeking greater involvement, earlier engagement and increased transparency in the budgeting process</li> </ul>	<ul style="list-style-type: none"> <li>In-Kind – Director Corporate Services</li> </ul>	By next budget process for 2020/21	<ul style="list-style-type: none"> <li>New services and capital expenditure built into long-term financial plan</li> <li>Review of budgeting timelines and early engagement with key officers</li> </ul>
<b>Increased Focus on Sustainability</b> Sustainability is a philosophy that must run strong throughout the organisation	<ul style="list-style-type: none"> <li>Capacity and capability to support an increased focus on sustainability needs to be reflected in the new structure and better integrated into the ToB's business model, planning, thinking and decision making</li> </ul>	<ul style="list-style-type: none"> <li>Information Program cost allocated in 19/20 budget</li> <li>In-Kind – Organisational Development &amp; Governance</li> </ul>	January 2020	<ul style="list-style-type: none"> <li>One day program (via One Planet Living) scheduled for key officers and elected members in August 2019</li> <li>Development of new Strategic Community Plan</li> </ul>

Strategy	Action	Resources Required	Timeline	2019 Update
<p><b>Place-making</b> A place-making philosophy is a key feature of the proposed new business model and structure</p>	<ul style="list-style-type: none"> <li>This is a new discipline and way of working for the ToB but one that will pay strong dividends in delivering impactful and integrated outcomes for the community.</li> </ul>	<ul style="list-style-type: none"> <li>In-Kind – All Leaders</li> <li>IAP2 Accreditation Training Costs allocated in 19/20 budget</li> </ul>	<p>Ongoing Training arranged for July and August 2019</p>	<ul style="list-style-type: none"> <li>New leadership capabilities need to be acquired to drive this approach through training and support</li> <li>Key Officers attending IAP2 Accreditation Training</li> <li>New Executive Manager Place Planning to build model</li> </ul>

## Appendix Two

### Structural Changes

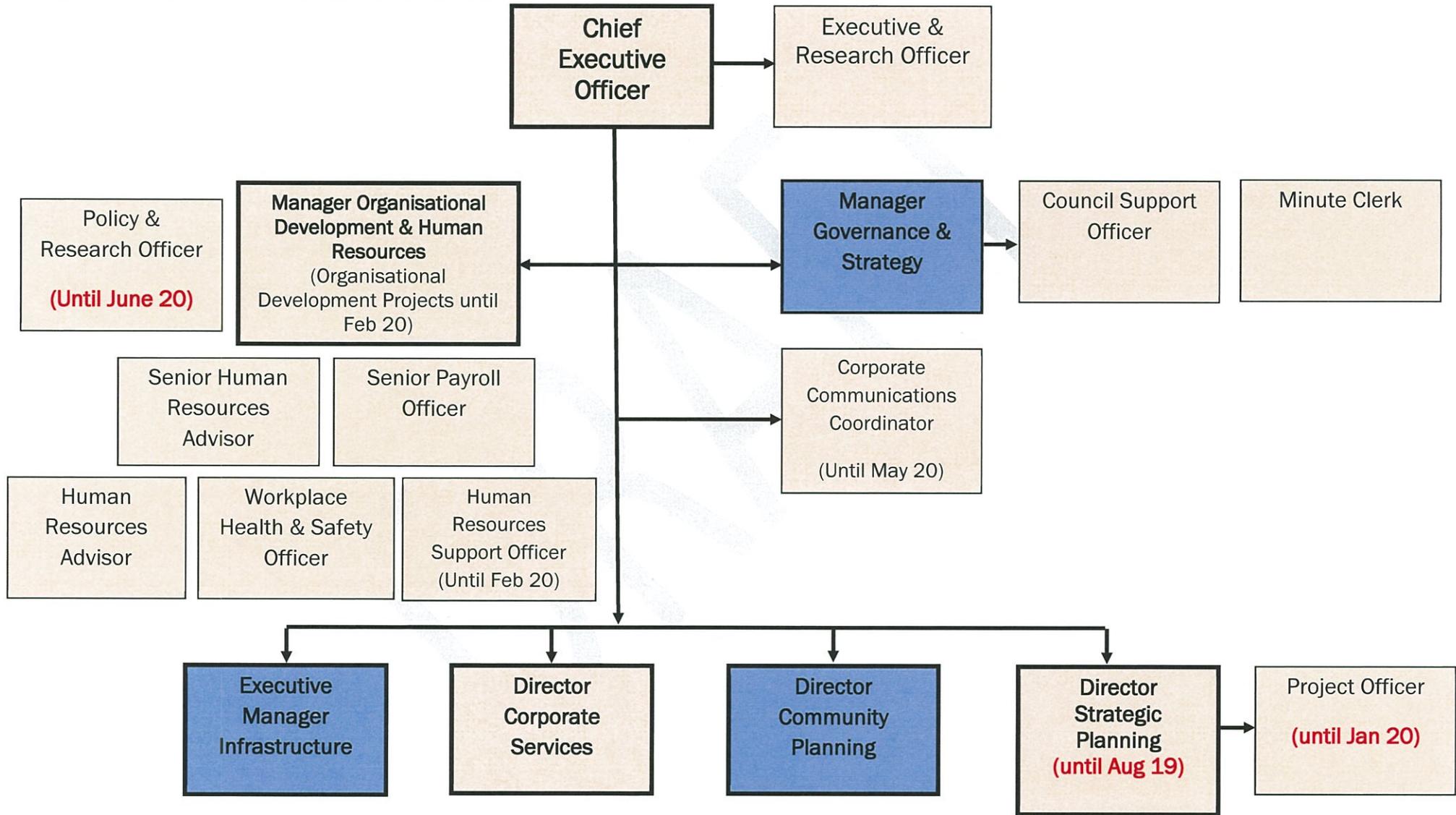
Following Council's endorsement of a 'New Way of Working through Organisation Redesign' report, implementation of the Town's new organisational structure has commenced. Following further review and classification of the proposed positions, in addition to a market search, an adjustment to salaries for some roles was required to attract candidates with the qualities and experience needed to drive the transformational change agenda and achieve high performance within the organisation. The overall salaries and wages budget will be cost neutral in 2019/2020 and there will continue to be longer-term savings generated in other operational areas such vehicles, decrease in use of consultants and centre-led procurement and purchases.

Below is a summary of the structural changes. Full cost allocations are included in the 2019/2020 salaries and wages budget.

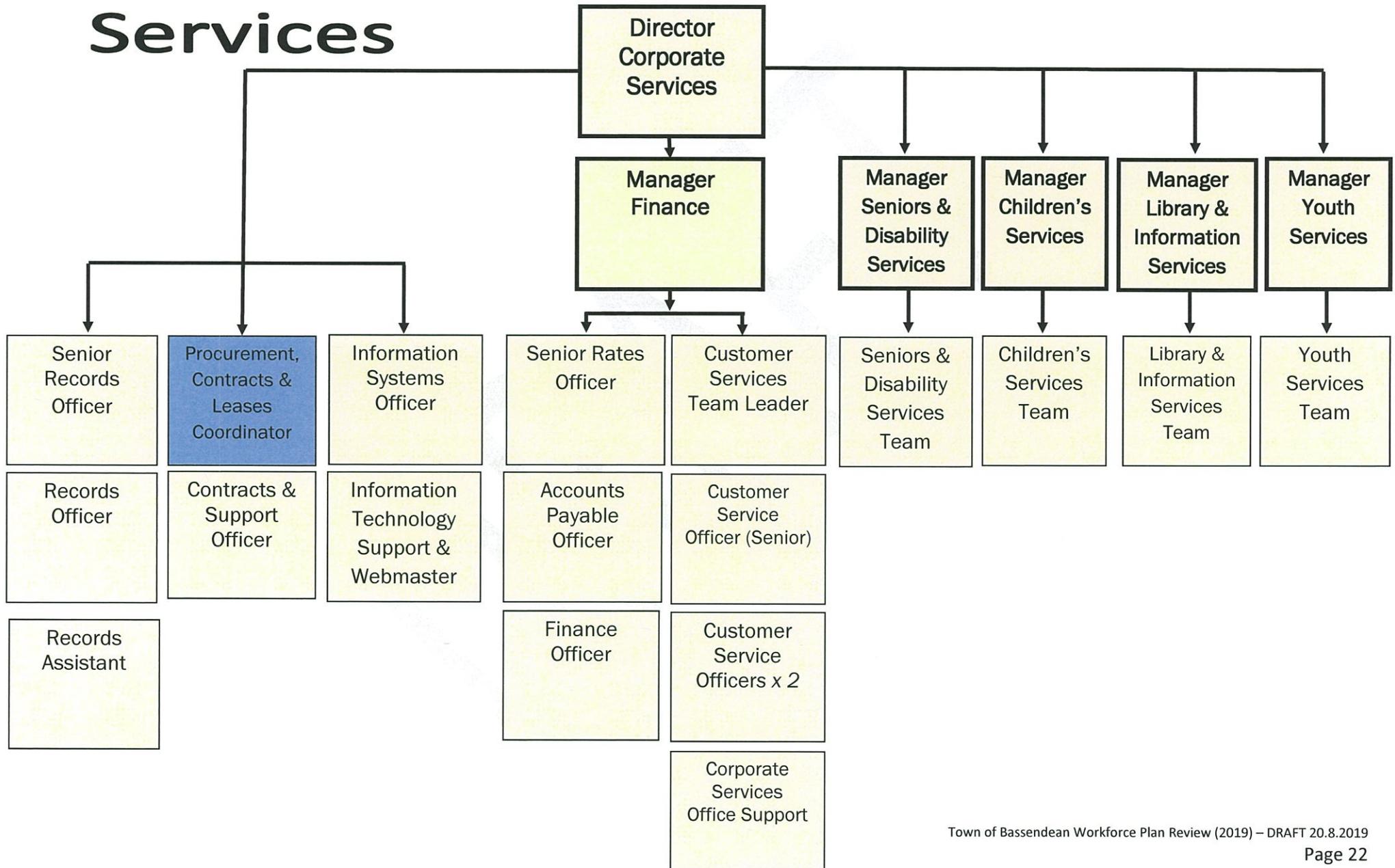
<b>New Positions &amp; Structural Changes</b>	<b>Employment Conditions</b>	<b>Status (as of August 2019)</b>	<b>Additional Comments</b>
<b>Director Operational Services</b>	Permanent, Negotiated, private use of vehicle	Redundancy paid in 19/20 financial year	Position abolished in new structure
<b>Director Community Development</b>	Permanent, Negotiated, private use of vehicle	Redundancy paid in 19/20 financial year	Position abolished in new structure
<b>Senior Economic Development Officer</b>	Permanent, level 8	Redundancy paid in 19/20 financial year	Position abolished in new structure
<b>Manager Asset Services</b>	Level 9, private use of vehicle	Position vacant as of August 2019	Not replaced within new structure
<b>Senior Accountant</b>	Level 8	Position vacant as of June 2019	Not replaced within new structure
<b>Director Community Planning</b>	Fixed-Term Up to 5 Years, Negotiated	Recruitment in progress, internal acting arrangement in place	New position identified in structure
<b>Executive Manager Place Planning</b>	Fixed-Term Up to 5 Years, Negotiated	Recruitment in progress	New position identified in structure
<b>Executive Manager Infrastructure</b>	Fixed-Term Up to 5 Years, Negotiated	Recruitment in progress, contractor acting arrangement in place	New position identified in structure

<b>New Positions &amp; Structural Changes</b>	<b>Employment Conditions</b>	<b>Status (as of August 2019)</b>	<b>Additional Comments</b>
<b>Manager Governance &amp; Strategy</b>	Fixed-Term Up to 5 Years, Negotiated	Expression of Interest posted - temporary placement filled until permanent position advertised	New position identified in structure
<b>Recycling &amp; Waste Coordinator</b>	Fixed-Term Up to 5 Years, Negotiated	Expression of Interest posted - temporary placement filled until permanent position advertised	New position identified in structure
<b>Procurement &amp; Leases Coordinator</b>	Level 8, permanent	To be advertised	New position identified in structure
<b>Engineering Project Officer</b>	Level 7, permanent	To be advertised	New position identified in structure
<b>Development Compliance Officer</b>	Level 6, permanent	To be advertised	New position identified in structure
<b>Urban Forest/Bushcare Officer</b>	Level 5, permanent or temporary	To be advertised	New position advertised in 18/19 however not yet filled. Further review required of position to determine duties and responsibilities
<b>Asset Services Trainees x 2</b>	Trainee Rate, 12 month traineeship	To be advertised	New positions identified in structure - awaiting structure to settle
<b>Engineering Works Team Leader</b>	MEU Level 5, permanent	To be advertised internally as permanent position	Permanent position already in structure – has been filled on a higher duties basis following retirement of previous incumbent in 2018
<b>Senior Ranger</b>	Annualised Salary Level 5	Annualised salary arrangement and classification requires review and amendment	Position works ordinary hours and does not attract penalty rates as per the annualised salary rates. Change to salary structure and employment contract to reflect current working hours. No additional costing.
<b>Human Resources &amp; Organisational Development</b>	FTE 5.2	Review of business unit to meet current and future operational demands and lead transformational change projects across the organisation.	Reclassify work value of Workplace Health & Safety Officer due to increased responsibilities. Extend Policy & Research Officer temporary contract as already flagged in the 'A New Way of Working through Organisational Redesign' Report'. Increase of FTE (working hours) across the business unit from current 5.2 to 5.6 FTE.

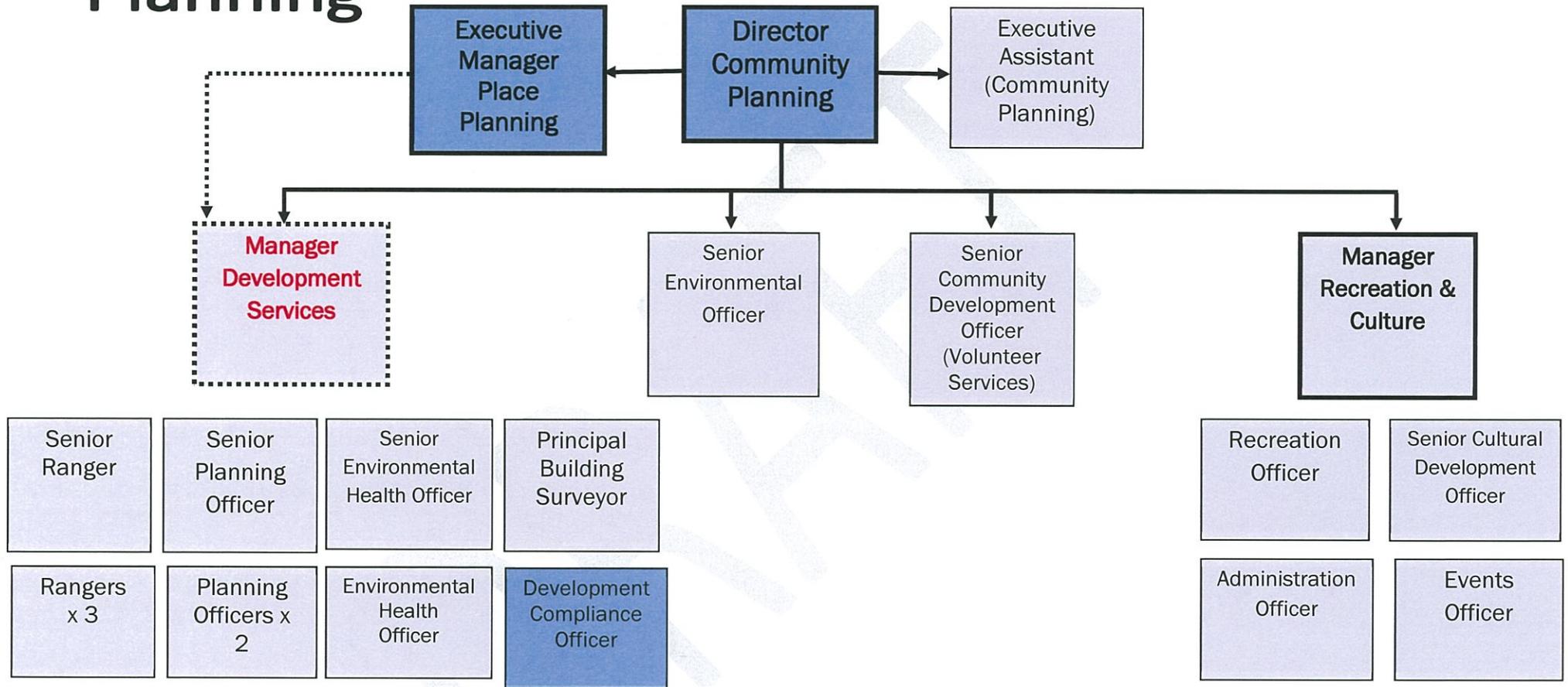
# Governance



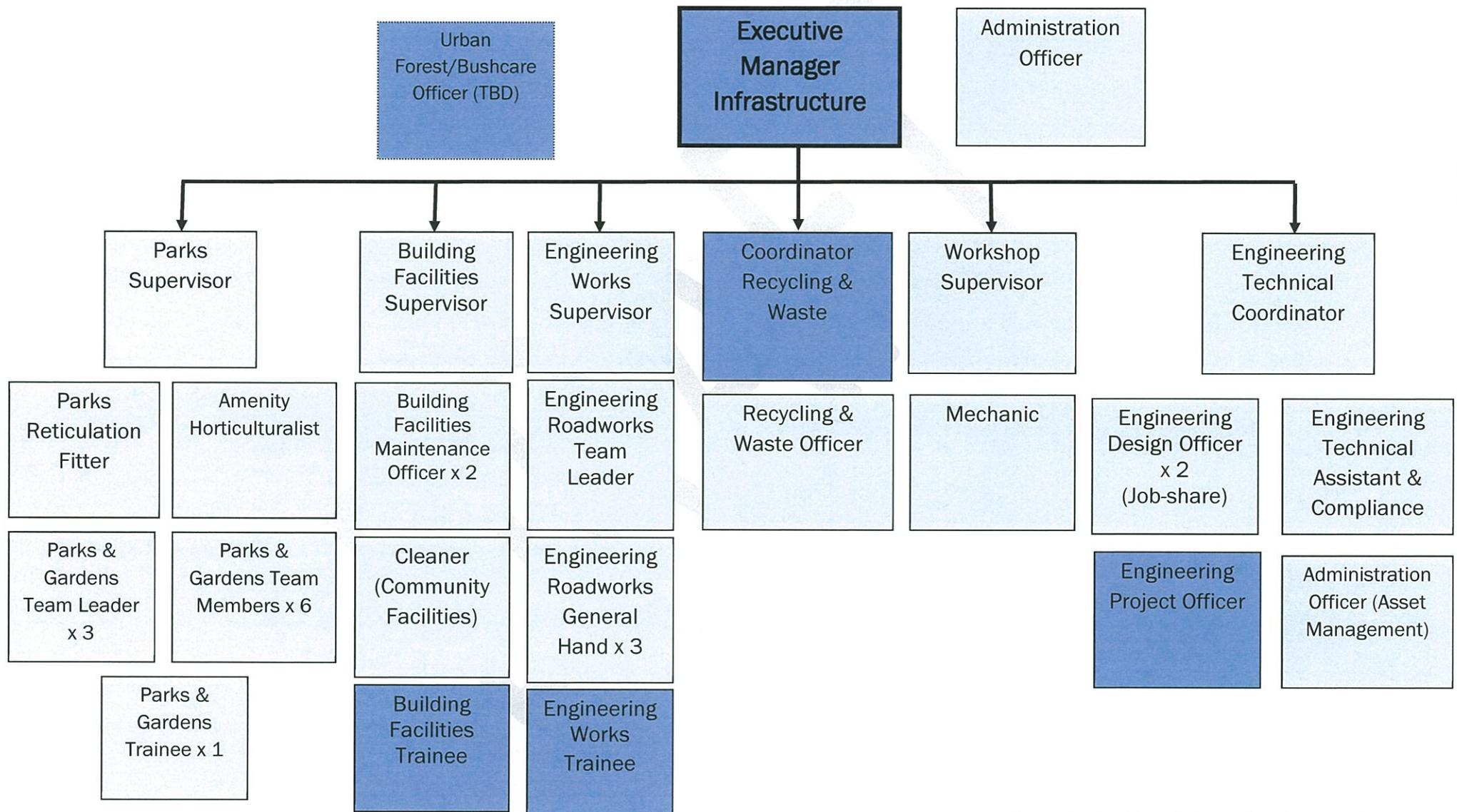
# Corporate Services



# Community Planning



# Infrastructure



## *Appendix Three*

### *A New Way of Working Through Organisation Re-design*

## **Introduction**

Local government makes a big difference in the everyday lives of communities. They provide services and infrastructure - supporting local economies, businesses and the environment. They have an important role supporting the community, including vulnerable people and must carefully balance these competing priorities.

Each local government is unique and like their communities, are increasingly diverse and face complex issues – such as, managing an aging population, providing safe and inclusive public spaces and delivering high quality services and infrastructure. To meet contemporary community expectations, local governments need to ensure they have the right leadership, strategy, culture, structure and operating capabilities (i.e. policies, processes and systems) to ensure they are addressing the needs and delivering value for their community. This is also referred to as the organisation's business model.

On 26 March 2019, the Town of Bassendean (ToB) Council endorsed the Chief Executive Officer's (CEO's) Performance Agreement which included a requirement for the CEO to:

- deliver an organisational structure and workforce to reflect future needs;
- deliver agreed projects and outcomes on time, within budget and Community and Council expectations; and
- develop better practice processes, structures and systems.

On 23 April 2019, the ToB Council:

- noted the rationale (provided at the time by the CEO) for organisational structural change at the ToB; and
- endorsed the CEO to undertake organisational structural change at the ToB.

Since then, all employees have been advised of the decision to change the organisational structure, the rationale for change and the timeframes for change. Significantly affected employees have been advised of the likelihood of their position being significantly impacted. Ongoing communication, consultation and support has been provided to all employees, including access to a culture survey to understand the current culture to assist in designing change strategies into the future.

**The purpose of this report is to outline the new organisational structure, supported by a revised business model which will evolve over time, positioning the organisation for the future, delivering improvements in organisational performance and greater value to the community.**

## **New Council – New Direction**

Accompanying the opportunity to create a new organisational structure, is the opportunity to also create a new Strategic Community Plan, shaped by the community and Council. A new structure and new strategic direction will provide the clarity and focus to reorientate and reinvigorate the organisation towards achieving improved organisational performance and greater value for our community.

The current structure must be changed to deliver the improvements required. A new structure is necessary to build-in the necessary capacity and capability to meet the future challenges. Whilst savings are not a key driver, it is none the less an opportunity to create greater value by delivering more with the same or more with less.

A change at the top will lead to the results required – it will enable the CEO and the Executive Team to assume a different role within the organisation – to give more attention to strategic delivery of services and guiding and improving culture within the organisation.

More importantly, it will require middle management to take on increased responsibility for service reviews and service delivery. The role and responsibilities of the management tiers need to be redefined to reinforce the necessary leadership capabilities in order for this to occur.

For the changes to work, it is important to acknowledge that there is a period of time required for the changes to be brought into effect. Support will also be required by the CEO and Executive team to implement the changes.

Based upon consultation with staff over the past seven months, the CEO is confident that staff, Council and the community are seeking changes and that this is the time for changes to be initiated.

The benefits of a new organisational structure and other associated reforms are significant including:

- Improving the lot for citizens
- Making the top team more effective
- Creating a more unified organisation
- Transforming service quality and efficiency
- Driving performance
- Strengthening governance
- Developing staff
- Creating effective channels of communication

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

### **Setting the Scene**

Addressing organisational structure without reference to the business model will not achieve the outcomes required to deliver greater value and position the organisation for the future.

The following factors have been taken into consideration in developing a new organisational structure and business model.

#### **a) Financial Sustainability**

The financial health of local governments has been high on the agenda in the past few years. Sustainability is the key requirement in achieving a strong and viable local government. This is particularly important in terms of "own source revenue". The expectation from State Government is that local governments collect income from their communities efficiently and effectively and maximise different funding sources.

A sustainable local government will be one that is on top of the asset management challenge. It will be one where there are sufficient resources being directed toward maintaining to a standard acceptable to its community, those assets for which the local government is custodian. At the same time, it will be meeting other service delivery challenges in its Strategic Community Plan. It may be that local governments are required to reduce its expenditures or seek scale economies through shared service models to ensure future sustainability.

Additionally, being attuned to community needs and changes in expectations around the types of services and standard of delivery is a priority requirement for local governments to ensure finite resources are most appropriately allocated to areas of greatest need.

The ToB like most local governments, provides a range of statutory and non-statutory (or discretionary) services. Ensuring the right blend of services are delivered, in the right way, to the right level, needs to be an ongoing focus to ensure value is delivered to the community. Noting the ToB is a smaller local government in the metropolitan region, the commissioning and

contestability of services is paramount to ensure value for money is properly considered and the ToB is optimally positioned in the marketplace.

The importance of regular **service reviews** and having in place a robust **costing and pricing framework** cannot be understated. ToB Councillors reaffirmed these as priorities in a workshop with the CEO in early 2019.

#### **b) Strong Relationships**

With the Integrated Planning and Reporting reforms, local governments are required to have strategic planning, asset planning, workforce planning and long-term financial planning established. Under the *Local Government Act*, there is a requirement to also consider other services provided by not-for-profits, other tiers of government and the private sector to ensure that these are appropriately leveraged and coordinated, to avoid duplication by local governments. This highlights the need for local governments to **understand other services, networks and skills within their community** and ensure they are appropriately positioned. **Building and nurturing strong relationships** with other providers (including other local governments) and state government agencies is a necessary ingredient to identifying and participating in these opportunities. These opportunities and a preparedness for joint advocacy, resource sharing and shared services will improve the value of services provided to the community.

#### **c) Leadership**

There is a requirement for the Executive team to devote their time to setting the tone for the organisation; building a high performing and constructive culture; shaping and managing strategy; driving continuous improvement; and building and nurturing strategic relationships.

Desired leadership behaviours are not well articulated or promoted at present through the organisation's artefacts or culture. It must be acknowledged **the importance of leadership**, not just in the organisation's top team, but also **throughout the organisation at every level**.

The WA Public Sector Commission has established a Leadership Capability Profile (LCP) for application across the state public sector. The LCP creates a common understanding of the leadership skills required for high performance and is built around five core competencies:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively.

The LCP recognises that agencies are unique with particular roles, structures, and contexts. It is not job specific and is a cumulative model – the behaviours identified at one level become the 'floor level' for the levels above. The LCP does not contain any mandatory requirements but is a tool to assist agencies and individuals to reinforce desired leadership behaviours, develop succession management planning strategies and support, undertake workforce planning, identify development needs and options and assist with career planning.

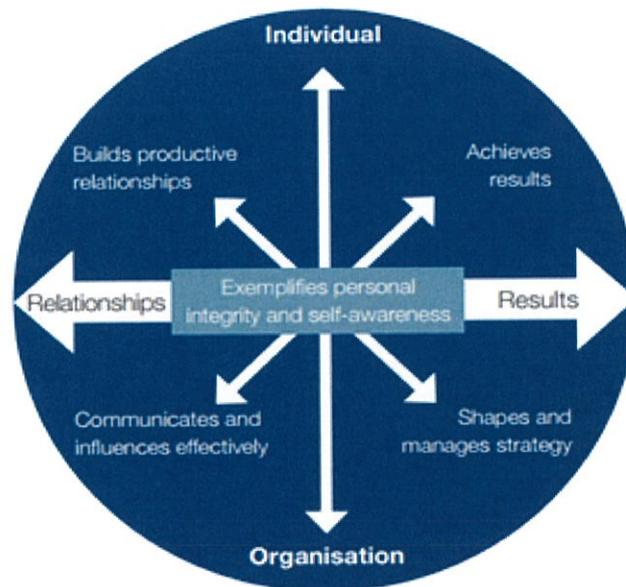


Figure 1: Leadership capability profile

It is proposed that the ToB adopts a similar leadership profile to reinforce the importance of leadership behaviours and skills not just at an individual level but importantly in shaping the organisation's culture and style.

**d) Driving a Constructive and High-Performing Culture**

The creation of the right culture is a priority. As a first step, a culture survey was undertaken in May to baseline current culture. The results will provide a starting point (or baseline) to build a high-performing culture and will ensure appropriate change strategies are deployed to support other reforms.

**e) Tenure of Senior Appointments**

To drive a high performing culture, all new senior officer appointments will be subject to 5 year employment contracts linked to agreed outcomes (or less depending upon requirements). It is proposed that vehicles which have been part of senior officer remuneration packages no longer apply. This is being role modelled from the top by recent senior appointments, namely the CEO and Director Corporate Services (to commence on 17 June 2019). This also reinforces the Town's commitment to reducing its vehicle fleet and carbon emissions.

**f) Improving Business Processes**

There is a significant opportunity to increase efficiency and effectiveness. Once a new Executive leadership team is established, a program of efficiency reviews driven by a business process re-engineering approach is proposed. This vital area of activity will require some short, specialist resource, but the ongoing financial dividend should be significant.

**g) Strategic Asset Planning versus Asset Management**

Asset management and planning is an important focus for all local governments. Going forward there is a need for the ToB to improve coordination, clarify accountabilities and tighten linkages with the ToB's long term financial sustainability and community needs regarding infrastructure and amenity. **A centre-led approach** is recommended linking strategic asset planning, financial investment and community need. This also includes lease arrangements to avoid a disparate approach and to ensure the necessary controls are in place to manage and oversight. A complete inventory of Council owned and controlled property should be developed (including the status of leases and licences affecting the property) and a plan initiated to identify the properties that should be reviewed in priority order based on return on investment expected.

The ToB has a portfolio of asset infrastructure that is ageing. Having in place a strategy around the longer term intent for each asset will inform the investment approach to assets in the short to medium term. The benefits of a collaborative approach to the shorter term asset management and planning along with the longer term strategic asset planning, bringing together the disciplines of strategic planning, financial planning and infrastructure planning needs to be optimised. This requires the operational support area of the business to manage the day-to-day, short term asset management and the Corporate Services Division to drive the medium to longer term planning with a view to the ToB's financial sustainability. The partnership between these two parts of the business is paramount,

h) **Project Management**

The ToB **needs good project management skills and processes** as many of the benefits provided through projects are dependent on efficiency and effectiveness. Efficiency of the work is traditionally assessed using time, quality and cost where effectiveness is on how well the work meets the intended purpose and goals. Without good project management, outcomes can be unpredictable and reflect badly on the organisation. This is particularly important in the design and construction of substantial public infrastructure. There has been some recent work over the past few months to create a project management framework to gain in the first instance "visibility of the work" of staff and then secondly, to "scope and create project plans" for priority projects. This provides a useful first step but **more investment is required to build project management capability.**

i) **Customer Service**

The work of customer service staff can be grouped generally into 3 main categories: providing information; receiving requests for service; and processing applications. In each case, customer service officers need information and systems to support these categories of work. A customer making an enquiry should be able to be provided with an answer the first time. This however relies on accurate information being made available to staff so they can make a 'first time' response. This information needs to be in a Customer Request Management System or in the intranet so it is available to everyone in-house, or on the internet so the customer can access the information 24/7 without having to telephone or speak to someone. Systems to support staff responding to customers in a timely manner are sub-optimal and impact the ToB's ability to provide quality customer service.

The ToB's document management system, Synergy, is causing frustration. There appears a lack of rigour or discipline around how the system is used which creates problems when searching and trying to locate information.

Staff at all levels in the organisation **need to understand the ToB's expectations about the quality and standard of customer service.** At the same time, customers should be able to expect a particular standard of service and be appropriately informed of the standard of service the ToB will deliver. Unless this standard is documented and well understood, staff will do what they think is appropriate and the customer may not have their expectations met.

Work is underway to develop a new Customer Service Charter to define service standards and a customer complaint/feedback system.

j) **Corporate Systems**

The issue of information management and systems is a broader issue than that described above. This is a matter that requires further analysis before any significant investment is made to ensure there is an appreciation of the actual information requirements of the organisation and the underpinning architecture. Local governments are required to deliver the same statutory services so the opportunity to share any significant IT investment should be explored. However, to understand the current state it is important to **undertake an information management review.** This will highlight the way in which the ToB creates, identifies, collects, organises, governs,

secures, disseminates, exchanges, maintains and disposes of its information. This is an important starting point to developing an information, communications and technology roadmap to support future investment. To date, it is evident that corporate system improvement has not been adequately funded and/or prioritised. An information management review is proposed to be undertaken early in the new financial year to enable consideration of a future IT investment roadmap. The timing of this is important so priority items can be considered as part of the 2019/2020 mid-year review budget process.

**k) Public Relations and Media**

How we are perceived by the community can be greatly influenced by how we approach our public relations and engage with the media. As such, a **whole of organisation approach** to public relations is required and appropriate policies and practices implemented. The ToB has an opportunity to promote ToB messages on a pro-active basis.

Recently the ToB advertised for a Corporate Communications Coordinator (for an initial period of 12 months using a vacant position) in order to:

- develop a whole of organisation approach to communications and public relations;
- improve the image of the ToB through standardised branding and pro-active strategies; and
- further improve and leverage the ToB's relationship with the community, media and other stakeholders.

An in-house communications specialist will also have responsibility for promoting more effective internal communication and this will greatly assist in breaking down silo culture and promoting a one organisation approach. The Corporate Communications Coordinator commenced in May 2019 for an initial period of 12 months.

**l) Good governance**

A key consideration in redesigning the organisational structure is minimising risk and promoting good governance and optimising outcomes.

By way of example, a significant risk across the local government sector is procurement and contract management. Currently the ToB has a decentralised approach to both. In order to promote good governance and optimise organisational spend through strategic sourcing, a move to a centre-led approach is proposed. Greater coordination, rigor and consistency through the appropriate controls will achieve improved outcomes, visibility of activity and spend analysis.

A similar approach can be applied to lease arrangements on community infrastructure with various clubs and community groups. A centre-led approach is recommended and provision for this has been made in the proposed new structure. Whilst this may be seen as a cost, the value of the role will provide significant returns through a greater focus on spend analysis, opportunities for strategic sourcing and a reduction in disparate and isolated spend that is not only costly but has limited strategic coordination and oversight.

A recent risk assessment has highlighted the organisation's **lack of maturity in its organisational processes, policies and systems**. There is much work to be done in **developing the organisation's corporate governance** to strengthen its foundation.

**m) Budgeting Processes and Controls**

Council is seeking greater involvement, earlier engagement and increased transparency in the budgeting process than has been current practice. The development of processes and practices to engage earlier to drive budget planning, development, monitoring and cost control will facilitate this. Additionally, greater transparency throughout the year of proposed and actual budget adjustments and variances is required and a corporate view provided to Council.

Additionally, in every new service or capital expenditure proposal submitted to the Council, consideration of the recurrent funding implications of each proposal needs to be considered and built into the long-term financial plan to ensure the ToB can meet its ongoing funding commitments.

**n) Increased Focus on Sustainability**

Governments and businesses are under growing pressure to act more responsibly towards society and the environment. The ToB has an enlightened and sustainability-focussed Council. This focus is only likely to increase based upon external drivers including community expectations. Sustainability is not the job of one or two officers but rather a commitment and focus that must run strong throughout the ToB. **The capacity and capability to support an increased focus on sustainability needs to be reflected in the new organisational structure and better integrated into the ToB's strategic planning, business model, operations, thinking and decision-making.**

Additionally, more impactful outcomes could be achieved through the strategic adoption of one of the handful of sustainability frameworks available. "One Planet Living" has been identified as one of the frameworks more suitable to local governments. It is proposed when the ToB commences the preparatory work to develop its new Strategic Community Plan, consideration be given to the adoption of the "One Planet Living" framework.

A one-day program will be arranged early in 2019/20 for key staff and interested Councillors to assess and understand the feasibility of applying a sustainability lens (via One Planet Living) to the ToB's business model and planning approach.

**o) Place-making**

*"Place-making is a people-centred approach to the planning, design and management of public spaces. Put simply, it involves looking at, listening to, and asking questions of the people who live, work and play in a particular space, to discover needs and aspirations. This information is then used to create a common vision for that place. The vision can evolve quickly into an implementation strategy, beginning with small-scale, do-able improvements that can immediately bring benefits to public spaces and the people who use them."*

(Reference: [placemaking.chicago.com](http://placemaking.chicago.com))

The emergence of placemaking in local governments is growing strong, now providing a more integrated response to community needs through a 'joined-up' approach to service provision. The role of Place-makers in local government is to provide the 'organisational glue' overcoming the traditional silos to service delivery.

Place-makers are generalists with strong capabilities in leadership, relationship building, urban design, place governance, economic development, strategic planning and transport. Their responsibilities include: place governance, place measurement (understanding the data), new/strategic capital works program, planning framework, events (strategic) and destination marketing and investment attraction (strategic). Place-makers are responsible for leadership at a place or precinct level and ensuring all plans and strategies are coordinated and consolidated into a Place Plan.

This is a new discipline and way of working for the ToB but one that will pay strong dividends in delivering impactful and integrated outcomes for the community.

**A place-making philosophy is a key feature of the proposed new business model and structure.** It is a discipline that can draw on many of the ToB's existing resources but requires a clear framework and guidance to embrace and embed this new way of working. In a delivery sense, this is one of the most significant changes proposed from the current to the proposed new

structure. It will take some time to evolve and the new leadership capabilities to drive this approach will need to be acquired.

**p) Accommodation**

Currently administration staff are spread across two buildings both of which are not complementary to **cooperative working arrangements**. To reinforce the value of a new organisational structure and business model, it is proposed that a review of current accommodation be undertaken in Old Perth Road.

Whilst not exhaustive, the above factors have influenced the design of the new organisational structure.

**Organisational Structure**

In order to respond to emerging challenges and future needs, it is imperative that the ToB review its organisational structure on a periodic basis to ensure that it can deliver the desired strategic outcomes.

In accordance with the Integrated Planning and Reporting Framework, local governments are required to review their workforce annually so as to have a draft organisation structure ready for review and consideration by Council prior to the new financial year. This practice has been embraced by the ToB but the focus for the past few years has been more on incremental adjustments to cater for new projects and/or operational pressures, rather than transformational change to drive organisational performance and ultimately improved public value.

The existing structure for the organisation is outlined below.

**Current Organisational Structure**



### A Proposal for a New Structure

There is no right organisational structure. Local governments can be structured a number of ways, dependent on strategy, objectives and culture.

A proposed new structure will aim to maximise efficiency and success and facilitate working relationships between various sections of the ToB. It will promote clarity in terms of leadership whilst promoting flexibility and creativity. A new structure as a principle must be able to accommodate cross-functional work teams which bring together employees who report to different parts of the organisation in order to complete a particular project. One of the advantages of this approach is that it encourages multi-functional collaboration often required to tackle complex projects. Whilst there is potential for “leadership drift”, the capability of the second tier needs to be strong.

It is also important to reinforce that changing the structure alone will not achieve the desired outcomes. Clarity in vision, the right leadership, a high performing and constructive culture and the enabling infrastructure (i.e. policies, processes and systems) are equally important ingredients otherwise the benefits of change will be hampered.

As a pre-requisite to a new organisational structure, the following functions have been grouped in a manner designed to achieve:

- Improved community outcomes
- Improved governance and minimisation of risks
- A better handle on costs
- Greater coordination and collaboration internally

The broad functional areas comprise:

Functional Groupings	Functions include:
People and Culture	Employment relations; training and development; recruitment and selection; payroll; OHS
Governance and Strategy	Strategic and corporate planning; organisational performance and reporting; council support; governance compliance including risk management; business improvement; project management office; and audit
Corporate Communications	Communication and engagement; stakeholder and community relations
Corporate Services	Finance (incl. LTFP, budget, rates, costing and pricing framework); customer service; information technology; records management; procurement, contracts and leases; strategic asset planning
Business Services	Youth services; seniors services; library; children services
Community Planning	Place planning and management; sustainability; strategic town planning; community development (incl. culture and arts, healthy community and volunteers)
Compliance	Planning and development; health; and ranger services
Infrastructure	Asset management planning; fleet services; environment; street improvement; and technical services; infrastructure operations; street operations; waste services; and parks operations

How these functions then translate across to a structure is depicted in Attachment 2.

## **Transitioning to the New Structure – the Change Process**

Following support for the new structure, there is a process for change addressing how employees will be treated in transitioning from the old structure to the new structure. This will require ongoing communication to ensure the rationale for change and the new way of working is well understood. There is a period of adjustment particularly in areas where there is the introduction of new approaches to work, new reporting arrangements and changes to roles for example. Ongoing communication, evaluation of the change and support will be provided.

### **Positions**

During the transition to the new structure, some positions will remain unchanged but there will be new positions created and existing positions amended, transferred or abolished.

The ToB will inform and consult with employees on the process that will be adopted for filling and amending positions. Once positions in the new structure have been created and classified, there are a number of options for filling positions, including:

- Where there is an equal number, or more, positions available to suitably qualified employees at the same level, 'like-to-like transfers' can occur.
- If there are more suitably qualified employees than positions at the same level, employees may be transferred to available positions through an appropriate merit selection process.
- If there are vacant positions remaining that cannot be filled by transfers, these positions can be filled in accordance with the ToB's HR policies for selection and recruitment.

These actions are designed to limit applications for the vacant positions that arise to existing ToB employees in the first instance. Any displacements of existing employees will be minimised.

During the transition process there will be a dedicated focus on people. This dedicated focus will include managing people issues, including managing those individually affected by the change. All employees will be treated with respect, and great care will be taken in continuing to provide the appropriate support services. Once the change, or the relevant phase of the change, is complete, all employees without a substantive position are to be managed in accordance with applicable legislation, and guidelines applicable to the redeployment and redundancy framework.

### **Temporary arrangements**

When implementing the structural change, there may be occasion for temporary or transitional arrangements to be put in place. For instance, new positions may be included in the new structure that require classification. This process may take time, yet it is important for the role to be filled temporarily so that work can continue. In this case, an indicative classification level will be suggested until the classification process is complete. People may be selected to act in new positions until the permanent selection process has been completed.

No new appointments will be made at selected levels until all existing permanent staff have been assessed for suitability. Any temporary or transitional arrangements will be within the legislative and policy framework.

# **ATTACHMENT NO. 2**

### Rates for 2019-2020

GRV- Vacant Residential Land	0.08 cents in \$	Min Payment \$1,200
GRV- Vacant Non-Residential Land	0.145 cents in \$	Min Payment \$1,800
GRV- All Other Rateable Property	0.07302 cents in \$	Min Payment \$1,106
Instalment Fee	\$12.00 per instalment	
Interest on Instalments	5.5%	
Interest on Late Payments	10%	
Instalment dates	1 <sup>st</sup> 11 Oct 2019 Friday 2 <sup>nd</sup> 13 Dec 2019 Friday 3 <sup>rd</sup> 14 Feb 2020 Friday 2 <sup>ND</sup> 14 Feb 2020 Friday 2 Instalments 4 <sup>th</sup> 17 Apr 2020 Friday	
Date of Issue	6 Sept 2019	
Due Date	11 Oct 2019	
Waste Disposal Charge	\$390.00	
Rubbish Charge non rated property	\$455.00	
Second rubbish bin	\$195.00	
Shared Rubbish Service ( Multi Residence )	\$195.00	
Pool Inspection Fee	\$58.45	
Pensioner Rebate cap	\$750.00	
Senior Rebate cap	\$100.00	

Objections lodged at the Valuer General's Office by 4 Nov 2019 (60 days from Issue)

FESA Levy  
Min \$84.00  
Max \$441.00 Residential  
Max \$251000.00 Commercial  
1.4839c x GRV=Levy



# Town of Bassendean

## 2019/20 Proposed Annual Budget

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**Town of Bassendean**  
Proposed Budget Statements for the Year Ending 30 June 2020

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TOWN OF BASSENDEAN  
GENERAL NOTES  
FOR THE YEAR ENDED 30TH JUNE 2020

**GENERAL NOTES TO THE BUDGET STATEMENTS**

**Basis of Preparation**

The Budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not for-profit entities). Australian Accounting Interpretation, other pronouncements of the Australian Accounting Standards Board, *the Local Government Act 1995* and accompanying regulations. Material accounting policies, which have been adopted in the preparation of this budget, are as presented and have been consistently applied, unless stated otherwise. Except for cash flow and rate setting information, the budget has also been prepared on the accrual basis and is based on historical costs, modified where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**The Local Government Reporting Entity**

All Funds through which the local government controls resources to carry on its functions have been included in the financial statements forming part of this budget. In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers to between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies is included within the budget.

**Previous Year Actual Balances**

Balances shown in this budget relating to the previous year are as forecast at the time of budget preparation and are subject to final adjustments.

TOWN OF BASSENDEAN  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30TH JUNE 2020

BY NATURE OR TYPE

	NOTE	2019-20 Budget	2018-19 Actual	2018-19 Budget
		\$	\$	\$
<b>Revenue</b>				
Rates	1	13,410,680	13,125,890	13,173,005
Operating grants, subsidies and contributions	9	2,563,074	2,934,732	2,776,326
Fees and charges	8	5,989,971	6,220,529	5,968,203
Interest earnings	10(a)	460,345	516,878	459,345
Other revenue		427,316	521,018	370,556
		<u>22,851,386</u>	<u>23,319,047</u>	<u>22,747,435</u>
<b>Expenses</b>				
Employee costs		(12,291,093)	(12,580,126)	(11,882,476)
Materials and contracts		(8,122,358)	(7,190,865)	(8,337,538)
Utility charges		(719,114)	(660,898)	(736,314)
Depreciation on non-current assets	5	(3,505,012)	(3,484,932)	(3,316,368)
Interest expenses	6(a)	(49,688)	(44,558)	(49,688)
Insurance expenses		(452,413)	(464,660)	(439,889)
Other expenditure		(870,570)	(1,131,493)	(1,280,852)
		<u>(26,010,248)</u>	<u>(25,557,532)</u>	<u>(26,043,125)</u>
		(3,158,862)	(2,238,485)	(3,295,690)
Non-operating grants, subsidies and contributions	9	2,066,917	1,477,679	2,382,964
Profit on asset disposals	4(b)	1,500	-	70,852
Loss on asset disposals	4(b)	(9,819)	-	(59,586)
<b>Net result</b>		<b>(1,100,263)</b>	<b>(760,805)</b>	<b>(901,461)</b>
<b>Total other comprehensive income</b>		-	-	-
<b>Total comprehensive income</b>		<b>(1,100,263)</b>	<b>(760,805)</b>	<b>(901,461)</b>

This statement is to be read in conjunction with the accompanying notes.

**TOWN OF BASSENDEAN  
NOTES TO THE STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE  
FOR THE YEAR ENDED 30TH JUNE 2020**

**KEY TERMS AND DEFINITIONS - NATURE OR TYPE (Revenues)**

**Rates**

All rates are levied under the *Local Government Act 1995*. This includes general rates, differential rates, specified area rates, minimum rate payments, interim rates, back rates, ex-gratia rates, less any discounts offered. It excludes administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

References all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Fees and Charges**

Revenue from the use of facilities and charges made for local government services.

**Service Charges**

Service Charges imposed under Division 6 of Part 6 of the *Local Government 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996*, identifies these as television and radio rebroadcasting, underground electricity and neighbourhood surveillance services. This does not include waste removal charges, where

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue**

Other revenue, which generally cannot be classified under the other categories.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction or upgrading of non-current assets that have been paid to the local government, irrespective of whether these amounts are made as grants, subsidies, contributions or donations.

**Profit on Asset Disposals**

Profit on the disposal of assets, including gains on the disposal of long-term investments.

**TOWN OF BASSENDEAN  
NOTES TO THE STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE  
FOR THE YEAR ENDED 30TH JUNE 2020**

**KEY TERMS AND DEFINITIONS - NATURE OR TYPE (Expenses)**

**Employee Costs**

All costs associated with the employment of a person such as salaries, wages, allowances, vehicle benefits, housing benefits, superannuation, employment expenses, removal expenses, relocation expenses, workers' compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefits taxation.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, memberships, periodicals, publications, hire expenses, rental leases, postage and freight.

**Utility Charges**

Expenditure made to the respective agencies for the provision of power, gas or water. This does not include expenditure incurred for the reinstatement of roadwork on behalf of these agencies.

**Depreciation**

Depreciation expense raised on all classes of assets.

**Interest Expenses**

Interest and other costs of finance paid, including loan debentures, overdraft accommodation and refinancing expenses.

**Insurance**

All insurance expenses other than workers' compensation and health benefit insurance (which is included as a cost of employment).

**Other Expense**

Statutory fees, taxes, provision for bad debts, Elected Member fees, donations, grants and sponsorships made to community groups.

**Loss on Asset Disposal**

Loss on the disposal of fixed assets and includes loss on disposal of long-term investments.

TOWN OF BASSENDEAN  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30TH JUNE 2020

BY PROGRAM

	NOTE	2019-20 Budget	2018-19 Actual	2018-19 Budget
<b>Revenue</b>		\$	\$	\$
Governance		17,200	16,268	17,200
General purpose funding		14,316,403	14,383,452	14,084,228
Law, order, public safety		116,400	113,284	112,700
Health		2,732,665	2,739,940	2,760,665
Education and welfare		5,120,258	5,278,623	5,051,412
Community amenities		148,000	164,466	148,000
Recreation and culture		188,910	334,498	236,560
Transport		34,000	60,126	154,000
Economic services		95,350	98,594	100,350
Other property and services		82,200	129,797	82,320
		22,851,386	23,319,048	22,747,435
<b>Expenses excluding finance costs</b>				
Governance		(1,140,872)	(990,437)	(1,165,965)
General purpose funding		(914,245)	(786,496)	(777,422)
Law, order, public safety		(716,404)	(661,678)	(676,252)
Health		(3,257,400)	(3,049,145)	(3,189,115)
Education and welfare		(5,679,422)	(5,937,240)	(5,550,607)
Community amenities		(1,474,379)	(1,351,635)	(1,300,057)
Recreation and culture		(6,441,277)	(6,278,344)	(6,559,803)
Transport		(5,679,404)	(5,744,675)	(6,050,683)
Economic services		(620,697)	(553,646)	(545,985)
Other property and services		(36,459)	(159,678)	(177,549)
		(25,960,559)	(25,512,974)	(25,993,438)
<b>Finance costs</b>				
Governance		(16,003)	(13,853)	(16,003)
Recreation and culture		(33,685)	(30,705)	(33,685)
	6(a)	(49,688)	(44,558)	(49,688)
		(3,158,861)	(2,238,484)	(3,295,691)
Non-operating grants, subsidies and contributions	9	2,066,917	1,477,679	2,382,964
Profit on disposal of assets	4(b)	1,500	-	70,852
(Loss) on disposal of assets	4(b)	(9,819)	-	(59,586)
<b>Net result</b>		<b>(1,100,263)</b>	<b>(760,805)</b>	<b>(901,461)</b>
<b>Total other comprehensive income</b>		-	-	-
<b>Total comprehensive income</b>		<b>(1,100,263)</b>	<b>(760,805)</b>	<b>(901,461)</b>

This statement is to be read in conjunction with the accompanying notes.

TOWN OF BASSENDEAN  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30TH JUNE 2020

BY NATURE OR TYPE

NOTE	2019-20 Budget \$	2018-19 Actual \$	2018-19 Budget \$	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates	13,610,680	13,653,674	13,011,456	
Operating grants, subsidies and contributions	2,711,074	2,934,732	2,801,460	
Fees and charges	6,009,971	5,138,397	5,968,203	
Interest earnings	460,345	517,491	459,345	
Goods and services tax	1,350,000	1,058,814	-	
Other revenue	400,316	505,479	440,556	
	<u>24,542,386</u>	<u>23,808,587</u>	<u>22,681,020</u>	
<b>Payments</b>				
Employee costs	(12,391,093)	(12,490,027)	(11,706,476)	
Materials and contracts	(8,166,766)	(7,168,068)	(8,247,538)	
Utility charges	(719,114)	(659,435)	(736,314)	
Interest expenses	(44,688)	(49,351)	(43,985)	
Insurance expenses	(452,413)	(462,115)	(439,889)	
Goods and services tax	(900,000)	(965,932)	-	
Other expenditure	(870,570)	(1,122,949)	(1,270,852)	
	<u>(23,544,644)</u>	<u>(22,917,877)</u>	<u>(22,445,054)</u>	
<b>Net cash provided by (used in) operating activities</b>	3	997,742	890,710	235,966
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	(2,431,788)	(191,754)	(1,904,200)	
Payments for construction of infrastructure	(3,673,163)	(1,177,022)	(3,087,015)	
Non-operating grants, subsidies and contributions used for the development of assets	9	2,066,917	1,477,679	2,382,964
Proceeds from sale of plant & equipment	4(b)	656,500	-	897,300
<b>Net cash provided by (used in) investing activities</b>		<u>(3,381,534)</u>	108,903	<u>(1,710,951)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	6	(130,368)	(131,696)	(132,881)
Proceeds from self supporting loans	6(a)	23,766	19,950	21,134
Trust Transfers		400,000	145,680	70,000
<b>Net cash provided by (used in) financing activities</b>		<u>293,398</u>	33,934	<u>(41,747)</u>
<b>Net increase (decrease) in cash held</b>		(2,090,394)	1,033,547	(1,516,732)
Cash at beginning of year		12,377,774	11,344,227	11,428,316
<b>Cash and cash equivalents at the end of the year</b>	3	<u>10,287,380</u>	<u>12,377,774</u>	<u>9,911,585</u>

This statement is to be read in conjunction with the accompanying notes.

TOWN OF BASSENDEAN  
RATES SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2020

BY NATURE OR TYPE

	NOTE	2019-20 Budget \$	2018-19 Actual \$	2018-19 Budget \$
<b>OPERATING ACTIVITIES</b>				
<b>Net current assets at start of financial year - surplus/(deficit)</b>				
	2	1,630,400	1,921,369	1,646,933
		1,630,400	1,921,369	1,646,933
<b>Revenue from operating activities (excluding rates)</b>				
Operating grants, subsidies and contributions	9	2,563,074	2,934,732	2,776,326
Fees and charges	8	5,989,971	6,220,529	5,968,203
Interest earnings	10(a)	460,345	516,878	459,345
Other revenue	10(b)	427,316	521,018	370,556
Profit on asset disposals	4(b)	1,500	-	70,852
		9,442,206	10,193,157	9,645,282
<b>Expenditure from operating activities</b>				
Employee costs		(12,291,092)	(12,580,126)	(11,882,476)
Materials and contracts		(8,122,358)	(7,190,865)	(8,337,538)
Utility charges		(719,114)	(660,898)	(736,314)
Depreciation on non-current assets	5	(3,505,012)	(3,484,932)	(3,316,368)
Interest expenses	6(a)	(49,688)	(44,558)	(49,688)
Insurance expenses		(452,413)	(464,660)	(439,889)
Other expenditure		(870,570)	(1,131,493)	(1,280,852)
Loss on asset disposals	4(b)	(9,819)	-	(59,586)
		(26,020,066)	(25,557,532)	(26,102,711)
<b>Operating activities excluded from budget</b>				
(Profit) on asset disposals	4(b)	(1,500)	-	(70,852)
Loss on disposal of assets	4(b)	9,819	-	59,586
Movement in employee benefit provisions (non-current)		-	(74,672)	-
Depreciation on non-current assets	5	3,505,012	3,484,932	3,316,368
Movement in employee cash backed reserve		14,871	(276,721)	10,405
<b>Amount attributable to operating activities</b>		(11,419,258)	(10,309,467)	(11,494,989)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	9	2,066,917	1,477,679	2,382,964
Purchase property, plant and equipment	4(a)	(2,431,788)	(191,754)	(1,904,200)
Purchase and construction of infrastructure	4(a)	(3,673,163)	(1,177,022)	(3,087,015)
Proceeds from disposal of assets	4(b)	656,500	-	897,300
<b>Amount attributable to investing activities</b>		(3,381,534)	108,903	(1,710,951)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(130,368)	(131,696)	(132,881)
Proceeds from self supporting loans	6(a)	23,766	19,950	21,134
Transfers to cash backed reserves (restricted assets)	7	(2,150,310)	(2,096,136)	(1,248,204)
Transfers from cash backed reserves (restricted assets)	7	3,671,705	912,955	1,414,500
<b>Amount attributable to financing activities</b>		1,414,793	(1,294,927)	54,550
<b>Budgeted deficiency before general rates</b>		(13,386,000)	(11,495,491)	(13,151,390)
<b>Estimated amount to be raised from general rates</b>	1	13,410,680	13,125,890	13,173,005
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2	24,680	1,630,400	21,614

This statement is to be read in conjunction with the accompanying notes.

TOWN OF BASSENDEAN  
RATES SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2020

BY PROGRAM

	NOTE	2019/20 Budget	2018/19 Actual	2018/19 Budget
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
<b>Net current assets at start of financial year - surplus/(deficit)</b>	2	1,630,400	1,921,369	1,646,933
		1,630,400	1,921,369	1,646,933
<b>Revenue from operating activities (excluding rates)</b>				
Governance		17,200	16,268	17,200
General purpose funding		905,723	1,257,562	911,223
Law, order, public safety		116,400	113,284	112,700
Health		2,732,665	2,739,940	2,760,665
Education and welfare		5,120,258	5,278,623	5,051,412
Community amenities		148,000	164,466	148,000
Recreation and culture		188,910	334,498	236,560
Transport		34,000	60,126	224,000
Economic services		95,350	98,594	100,350
Other property and services		83,700	129,797	83,172
		9,442,206	10,193,158	9,645,282
<b>Expenditure from operating activities</b>				
Governance		(1,156,875)	(1,004,290)	(1,181,968)
General purpose funding		(914,245)	(786,496)	(777,422)
Law, order, public safety		(716,404)	(661,678)	(676,252)
Health		(3,257,400)	(3,049,145)	(3,189,115)
Education and welfare		(5,679,422)	(5,937,240)	(5,560,607)
Community amenities		(1,474,379)	(1,382,340)	(1,358,742)
Recreation and culture		(6,474,962)	(6,278,344)	(6,559,803)
Transport		(5,679,404)	(5,744,675)	(6,050,683)
Economic services		(620,697)	(553,646)	(545,985)
Other property and services		(46,278)	(159,678)	(202,135)
		(26,020,066)	(25,557,532)	(26,102,712)
<b>Operating activities excluded from budget</b>				
(Profit) on asset disposals	4(b)	(1,500)	-	(70,852)
Loss on disposal of assets	4(b)	9,819	-	59,586
Movement in employee benefit provisions (non-current)		-	(74,672)	-
Depreciation on non-current assets	5	3,505,012	3,484,932	3,316,368
Movement in employee cash backed reserve		14,871	(276,721)	10,405
<b>Amount attributable to operating activities</b>		(11,419,258)	(10,309,466)	(11,494,990)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	9	2,066,917	1,477,679	2,382,964
Purchase property, plant and equipment	4(a)	(2,431,788)	(191,754)	(1,904,200)
Purchase and construction of infrastructure	4(a)	(3,673,163)	(1,177,022)	(3,087,015)
Proceeds from disposal of assets	4(b)	656,500	-	897,300
<b>Amount attributable to investing activities</b>		(3,381,534)	108,903	(1,710,951)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(130,368)	(131,696)	(132,881)
Proceeds from self supporting loans	6(a)	23,766	19,950	21,134
Transfers to cash backed reserves (restricted assets)	7	(2,150,310)	(2,096,136)	(1,248,204)
Transfers from cash backed reserves (restricted assets)	7	3,671,705	912,955	1,414,500
<b>Amount attributable to financing activities</b>		1,414,793	(1,294,927)	54,550
<b>Budgeted deficiency before general rates</b>		(13,386,000)	(11,495,490)	(13,151,391)
<b>Estimated amount to be raised from general rates</b>	1	13,410,680	13,125,890	13,173,005
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2	<b>24,680</b>	<b>1,630,400</b>	<b>21,614</b>

This statement is to be read in conjunction with the accompanying notes.



## Notes to the Budget Statements

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TOWN OF BASSENDEAN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2020

**1. RATES AND SERVICE CHARGES**

**(a) Rating Information**

**Overview**

The rating system is the means by which the Council is able to raise sufficient revenue to pay for the services it provides. The methodology is designed to ensure that all property owners make a reasonable rate contribution, taking into account an owner's ability to pay, and ensuring that no sector is rated excessively. Throughout Australia, rating on the basis of property valuations has been found to be the most appropriate means of achieving rating equity.

**Differential Rating**

In accordance with *Section 6.33 of the Local Government Act 1995*, a local government may impose differential rates according to any, or a combination, of the following characteristics:

- The purpose for which the land is zoned under a Town Planning Scheme in force;
- The predominant purpose for which the land is held or used as determined by the local government; and/or
- Whether or not the land is vacant land.

Council resolved to implement differential rating for the 2019/20 financial year at its Ordinary Council Meeting on 23 July 2019. The higher differential category for vacant land reflects the Town's obligations to maximise the per capita use of infrastructure by encouraging development of vacant properties that will in turn stimulate growth, vibrancy and development in the community.

**Minimum Payments**

In accordance with *Section 6.35 of the Local Government Act 1995*, a local government may impose on rateable land a minimum payment that is greater than the general rate that would otherwise be payable on that land. Council applies minimum payments to each of the rateable properties to ensure that all property owners contribute an equitable amount of rates towards the provision of the maintenance of facilities and services provided by Council.

**Differential Ratings Classifications**

For the purposes of the Differential Rating Classifications, the following applies:

- Residential includes those properties being used primarily as a place of residence; and
- Non-Residential includes any other rateable property not being used primarily as a place of residence.

RATE TYPE	Rate in \$	Number of properties	Rateable value \$	2019/20 Budgeted rate revenue \$	2019/20 Budgeted interim rates \$	2019/20 Budgeted back rates \$	2019/20 Budgeted total revenue \$
<b>Differential General rate</b>							
GRV - Vacant Residential Land	8.000	45	966,940	77,355			77,355
GRV - Vacant Non-Residential Land	14.500	16	983,902	142,666			142,666
GRV - All Other Rateable Property	7.302	5,901	160,085,931	11,689,475			11,689,475
Interim Rate					50,000	-	50,000
Back Rates					-	3,000	3,000
<b>Sub-Totals</b>		<b>5,962</b>	<b>162,036,773</b>	<b>11,909,496</b>	<b>50,000</b>	<b>3,000</b>	<b>11,962,496</b>
<b>Minimum payment</b>							
	\$						
GRV - Vacant Residential Land	1,200	134	1,256,730	160,800	-	-	160,800
GRV - Vacant Non-Residential Land	1,800	-	-	-	-	-	-
GRV - All Other Rateable Property	1,106	1,164	16,729,131	1,287,384	-	-	1,287,384
<b>Sub-Totals</b>		<b>1,298</b>	<b>17,985,861</b>	<b>1,448,184</b>	<b>-</b>	<b>-</b>	<b>1,448,184</b>
<b>Non Rateable</b>							
Non Rateable Properties		<b>44</b>	<b>667,535</b>	<b>-</b>			
<b>Exempt Properties</b>							
Exempt Properties		<b>325</b>	<b>921,175</b>	<b>-</b>			
		<b>7,629</b>	<b>181,611,344</b>	<b>13,357,680</b>	<b>50,000</b>	<b>3,000</b>	<b>13,410,680</b>
<b>Total rates</b>							<b>13,410,680</b>

'All land (other than exempt land) in the Town of Bassendean is rated according to its Gross Rental Value (GRV).

The general rates detailed for the 2019/20 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

TOWN OF BASSENDEAN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2020

**1. RATES AND SERVICE CHARGES (CONTINUED)**

**(b) Service Charges**

**Service Charges**

The Town will not impose a service charge as prescribed under the Local Government Act 1995.

**Rate Discounts**

In accordance with Section 6.46 of the Local Government Act 1995, Council may, when imposing a rate or service charge, resolve to grant a discount or other incentive for the early payment of any rate or service charge.

No rate payment discounts are applicable for the coming financial year.

**Rate Waiver or Concessions**

In accordance with Section 6.47 of the Local Government Act 1995, Council may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant concessions in relation to a rate or service charge.

The 2019/20 Annual Budget proposes a rates concession of 50% of the rates levied to Westcare, Inc - 28 Hanwell Way, Bassendean.

**(c) Instalment Payments, Fees and Charges**

**Interest Charges and Instalments**

**Overview**

In accordance with Section 6.45 of the *Local Government Act 1995*, a local government is to offer instalment options for payment of rates or service charges. Additional charges for the recovery of rates or service charges may be imposed (including an amount by way of interest) for payments made under an instalment option. Provisions are prescribed for the manner by which instalment options are offered and the maximum interest component that may be applied.

The following instalment options are available to ratepayers for the payment of rates and service charges:

Instalment Option	Instalment Plan Due Date	Instalment Plan Administration Fees	Instalment Plan Interest Rate	Unpaid/Late Items Interest Rate
<b>Option 1 - Full amount</b>				
Single full payment	11-Oct-19	Nil	Nil	10%
<b>Option 2 - Two Instalments</b>				
First instalment	11-Oct-19	Nil	Nil	10%
Second instalment	04-Feb-20	\$12	5.5%	10%
<b>Option 2 - Four Instalments</b>				
First instalment	11-Oct-19	Nil	5.5%	10%
Second instalment	13-Dec-19	\$12	5.5%	10%
Third instalment	14-Feb-20	\$12	5.5%	10%
Fourth instalment	17-Apr-20	\$12	5.5%	10%

**Revenue from Instalment Administration Fee and Interest**

The total revenue from the imposition of the instalment plan and interest charges is as follows:

	2019-20 Budget	2018-19 Actual
Instalment Administration Fee	67,212	69,000
Instalment Plan Interest and Late Payment Interest Charge	161,194	156,000
Interest on Deferred Rates	8,502	8,500
	236,908	233,500

TOWN OF BASSENDEAN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2020

**2. NET CURRENT ASSETS**

	2019/20	2018/19
Note	Budget	Actual
	\$	\$
<b>Composition of estimated net current assets</b>		
<b>Current assets</b>		
Cash unrestricted	3,169,482	3,117,386
Cash Restricted	5,387,548	6,893,442
Restricted Cash - Trust	1,720,000	2,366,946
Rates Outstanding	476,341	776,341
Receivables	100,000	162,744
GST Receivable	31,241	29,434
Inventories	12,646	20,516
	<u>10,897,258</u>	<u>13,366,810</u>
<b>Less: current liabilities</b>		
Sundry Creditors	(1,020,000)	(658,225)
Accrued Salaries and Wages	(300,000)	(122,749)
Rates in Advance	(230,000)	0
Hyde Retirement Village Bonds	(200,000)	(256,548)
Other Bonds and Deposits	(1,500,000)	(2,110,398)
Current Employee Provisions	(2,650,893)	(2,417,924)
	<u>(5,900,893)</u>	<u>(5,565,844)</u>
<b>Unadjusted net current assets</b>	4,996,365	7,800,966
<b>Adjustments</b>		
Less: Cash Reserves	(5,387,548)	(6,893,443)
Add: Liabilities funded by Cash Backed Reserves	412,480	743,532
<b>Adjusted net current assets - surplus/(deficit)</b>	<u>21,297</u>	<u>1,651,060</u>

## 2 NET CURRENT ASSETS (CONTINUED)

### SIGNIFICANT ACCOUNTING POLICIES

#### CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Town's operational cycle. In the case of liabilities where the Town does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Town's intentions to release for sale.

#### TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Town prior to the end of the financial year that are unpaid and arise when the Town of Bassendean becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

#### CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

#### PROVISIONS

Provisions are recognised when the Town has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### INVENTORIES

##### General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

##### Superannuation

The Town of Bassendean contributes to a number of superannuation funds on behalf of employees.

All funds to which the Town of Bassendean contributes are defined contribution plans.

#### TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

#### CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Town are recognised as a liability until such time as the Town satisfies its obligations under the agreement.

#### EMPLOYEE BENEFITS

##### Short-term employee benefits

Provision is made for the Town of Bassendean's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Town of Bassendean's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Town of Bassendean obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

#### LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

TOWN OF BASSENDEAN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2020

3. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	2019-20 Budget	2018-19 Actual	2018-19 Budget
	\$	\$	\$
Cash - unrestricted	3,169,482	3,117,385	2,295,488
Cash - restricted	7,317,898	9,260,389	7,616,097
	<u>10,487,380</u>	<u>12,377,774</u>	<u>9,911,585</u>

The following restrictions have been imposed by regulation or other externally imposed requirements:

Employee Entitlements Reserve	412,480	743,532	1,040,658
Plant & Equipment Reserve	354,224	396,298	326,781
Community Facilities and Events Reserve	54,689	53,617	53,005
Land and Building Infrastructure Reserve	1,306,289	1,887,948	2,396,425
Waste Management Reserve	489,500	1,085,370	443,562
Wind in the Willows Reserve	14,170	48,206	76,524
Aged Persons Reserve	517,571	507,423	485,057
Youth Development Reserve	79,813	29,229	28,894
Tree Reserve	103,523	176,163	-
Bus Shelter Reserve	21,726	21,300	-
IT Infrastructure Reserve	200,000	-	-
Underground Power Reserve	86,041	84,354	50,392
Drainage Reserve	84,091	144,737	25,769
HACC Assets Replacement	130,878	133,214	316,815
Future Projects Reserve	1,000,000	-	-
Unspent Grants Reserve	532,552	1,597,552	328,528
	<u>5,387,548</u>	<u>6,908,943</u>	<u>5,572,411</u>
Other Restrictions			
Hyde Retirement Village Retention Bonds	220,000	256,548	189,650
Other Bonds & Deposits	1,500,000	2,110,401	1,854,036
	<u>1,720,000</u>	<u>2,366,949</u>	<u>2,043,686</u>
	<u>7,107,548</u>	<u>9,275,892</u>	<u>7,616,097</u>

Reconciliation of net cash provided by operating activities to net result

<b>Net result</b>	(1,100,264)	(760,805)	(901,461)
Depreciation	3,505,012	3,484,932	3,316,368
(Profit)/loss on sale of asset	8,319	-	(11,266)
(Increase)/decrease in receivables	(60,000)	(562,934)	(29,866)
Increase/(decrease) in payables	225,000	93,154	224,749
Increase/(decrease) in employee provisions	50,000	93,382	20,405
Grants/contributions for the development of assets	(1,630,325)	(1,477,679)	(2,382,964)
<b>Net cash from operating activities</b>	<u>997,742</u>	<u>870,050</u>	<u>235,966</u>

SIGNIFICANT ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

TOWN OF BASSENDEAN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2020

4. FIXED ASSETS

(a) Acquisition of Assets

The following assets are budgeted to be acquired during the year.

Asset Class	Reporting Program											2019/20 Budget Total \$	2018/2019 Forecast Total \$
	Governance \$	General Purpose Funding \$	Law, Order & Public Safety \$	Health \$	Education & Welfare \$	Housing \$	Community Amenities \$	Recreation & Culture \$	Transport \$	Economic Services \$	Other Property & Services \$		
<b><i>Property, Plant and Equipment</i></b>													
Land Assets	-	-	-	-	-	-	-	-	-	-	-	-	-
Building Assets	-	-	-	-	-	-	-	1,413,710	-	-	335,000	1,748,710	146,791
Furniture & Equipment Assets	12,000	-	-	617,578	-	-	-	-	-	-	-	629,578	28,853
Plant & Equipment Assets	-	-	-	-	-	-	-	-	-	-	53,500	53,500	16,110
Minor Assets	-	-	-	-	-	-	-	-	-	-	-	-	-
	12,000	-	-	617,578	-	-	-	1,413,710	-	-	388,500	2,431,788	191,754
<b><i>Infrastructure</i></b>													
Infrastructure - Road Construction Ass	-	-	-	-	-	-	-	-	2,254,002	-	-	2,254,002	395,964
Infrastructure - Drainage Assets	-	-	-	-	-	-	-	-	63,541	-	-	63,541	280,143
Infrastructure - Footpaths Assets	-	-	-	-	-	-	-	-	50,000	-	-	50,000	40,769
Infrastructure - Park Plant & Equipme	-	-	-	-	-	-	-	-	1,305,620	-	-	1,305,620	460,146
	-	-	-	-	-	-	-	-	3,673,163	-	-	3,673,163	1,177,022
<b><i>Land Held for Resale</i></b>													
Land Held for Resale	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Acquisitions</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>617,578</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,413,710</b>	<b>3,673,163</b>	<b>-</b>	<b>388,500</b>	<b>6,104,951</b>	<b>1,368,776</b>

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

TOWN OF BASSENDEAN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2020

4. FIXED ASSETS (CONTINUED)

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	Net book value	Sale proceeds	2019-2020 Budget	
			Profit	Loss
	\$	\$	\$	\$
<b>By Program</b>				
Community amenities	650,000	650,000	-	-
Other property and services	14,819	6,500	1,500	(9,819)
	664,819	656,500	1,500	(9,819)

	Net Book Value	Sale Proceeds	2018/2019 Budget	
			Profit	Loss
	\$	\$	\$	\$
<b>By Class</b>				
Plant and Equipment	14,819	6,500	1,500	(9,819)
Land	650,000	650,000	-	-
	664,819	656,500	1,500	(9,819)

TOWN OF BASSENDEAN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2020

**5. ASSET DEPRECIATION**

	2019-20 Budget	2018-19 Actual	2018-19 Budget
	\$	\$	\$
<b>By Program</b>			
Governance	83,705	83,210	82,627
Law, order, public safety	1,334	1,334	1,372
Health	4,201	3,972	3,998
Education and welfare	108,343	106,907	96,818
Community amenities	43,522	42,908	45,114
Recreation and culture	878,640	866,492	690,172
Transport	2,298,438	2,294,600	2,312,820
Other property and services	86,830	85,509	83,447
	3,505,012	3,484,932	3,316,368
<b>By Class</b>			
Land and Buildings	494,979	488,498	491,322
Furniture and equipment	28,719	39,759	28,000
Plant and equipment	79,243	78,841	80,000
Roads	1,470,119	1,465,341	1,475,111
Parks	591,507	584,527	415,000
Footpaths	241,482	240,466	241,935
Drainage	598,964	587,499	585,000
	3,505,012	3,484,932	3,316,368

**SIGNIFICANT ACCOUNTING POLICIES**

**DEPRECIATION**

The depreciable amount of all fixed assets, including buildings (but excluding freehold land), are depreciated on a straight-line basis over the useful life of the individual asset from the time the asset is ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The asset residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

**Major Depreciation Periods**

Major depreciation periods used for each asset class of depreciable asset are:

Buildings	20 to 150 Years
Furniture and equipment	4 to 10 Years
Plant and equipment	5 to 15 Years
Infrastructure - Roads Componentised	18 to 120 Years
Infrastructure Parks, Plant & Equipment	3 to 80 Years
Infrastructure - Footpaths Componentised	10 to 50 Years
Infrastructure - Drains Componentised	10 to 120 Years

TOWN OF BASSENDEAN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2020

**6. INFORMATION ON BORROWINGS**

**(a) Borrowing repayments**

Movement in borrowings and interest between the beginning and the end of the current financial year.

Particulars	Principal 01/07/2019	Principal Repayments		Principal Outstanding 2019/20 Budget \$	Interest Repayments	
		2019/20 Budget \$	2018/19 Forecast \$		2019/20 Budget \$	2018/19 Forecast \$
<b>Governance</b>						
Loan 157 Ashfield Soccer Club-SSL	11,408	6,123	3,434	5,285	880	689
Loan 162- TADWA SSL	217,518	17,643	16,517	199,875	15,157	15,157
	<b>228,926</b>	<b>23,766</b>	<b>19,950</b>	<b>205,160</b>	<b>16,037</b>	<b>15,846</b>
<b>Recreation and culture</b>						
Loan 156 Civic Centre Redevelopment	38,133	38,133	47,416	-	5,425	5,425
Loan 160A Civic Centre Redevelopment	291,410	51,115	47,965	240,296	20,441	15,501
Loan 160B Civic Centre Redevelopment	121,214	17,355	16,364	103,860	7,786	7,786
	<b>450,757</b>	<b>106,602</b>	<b>111,746</b>	<b>344,155</b>	<b>33,651</b>	<b>28,711</b>
			-			-
	<b>679,683</b>	<b>130,368</b>	<b>131,696</b>	<b>549,316</b>	<b>49,688</b>	<b>44,558</b>

**(b) New Borrowings - 2019/20**

The Town of Bassendean does not intend to undertake any new borrowings for the year ended 30th June 2020.

**(c) Unspent borrowings**

The Town of Bassendean had no unspent borrowing funds as at 30th June 2019 nor is it expected to have unspent borrowings as at 30th June 2020.

**(d) Credit Facilities**

	2019/20 Budget	2018/19 Actual
	\$	\$
<b>Undrawn borrowing facilities</b>		
<b>credit standby arrangements</b>		
Bank overdraft limit	100,000	100,000
Bank overdraft at balance date	-	-
Credit card limit	150,000	150,000
Credit card balance at balance date	(23,000)	(24,931)
<b>Total amount of credit unused</b>	<b>227,000</b>	<b>225,069</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**BORROWING COSTS**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

TOWN OF BASSENDEAN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2020

7. CASH BACKED RESERVES

**Movement and Purpose**

In accordance with *Section 6.11 of the Local Government Act 1995*, where Council wishes to set aside money for a purpose in the future financial year, it is to establish and maintain a Reserve Account for each such purpose. The movement and purpose of each of Council's Reserve Accounts are as follows:

	2019/2020 Original Budget \$	2018/2019 Actual (Forecast) \$	2018/19 Original Budget \$
<b>(a) Plant &amp; Equipment Reserve</b>			
Opening Balance	396,298	384,098	384,099
Amount Set Aside / Transfer to Reserve	7,928	12,200	7,682
Amount Used / Transfer from Reserve	(50,000)	-	(65,000)
	<u>354,224</u>	<u>396,298</u>	<u>326,781</u>
<b>* (b) Community Facilities Reserve</b>			
Opening Balance	53,617	51,966	51,965
Amount Set Aside / Transfer to Reserve	1,072	1,651	1,039
Amount Used / Transfer from Reserve	-	-	-
	<u>54,689</u>	<u>53,617</u>	<u>53,005</u>
<b>(c) Waste Management Reserve</b>			
Opening Balance	1,085,370	738,910	697,119
Amount Set Aside / Transfer to Reserve	21,707	346,460	213,942
Amount Used / Transfer from Reserve	(617,578)	-	(467,500)
	<u>489,500</u>	<u>1,085,370</u>	<u>443,562</u>
<b>(d) Wind in the Willows Reserve</b>			
Opening Balance	48,206	89,841	79,926
Amount Set Aside / Transfer to Reserve	964	2,740	41,599
Amount Used / Transfer from Reserve	(35,000)	(44,374)	(45,000)
	<u>14,170</u>	<u>48,206</u>	<u>76,524</u>
<b>(e) Aged Persons Housing Reserve</b>			
Opening Balance	507,423	484,371	484,370
Amount Set Aside / Transfer to Reserve	10,148	31,602	9,687
Amount Used / Transfer from Reserve	-	(8,550)	(9,000)
	<u>517,571</u>	<u>507,423</u>	<u>485,057</u>
<b>(f) Youth Development Reserve</b>			
Opening Balance	29,229	28,329	28,327
Amount Set Aside / Transfer to Reserve	50,585	900	567
Amount Used / Transfer from Reserve	-	-	-
	<u>79,813</u>	<u>29,229</u>	<u>28,894</u>
<b>(g) Underground Power Reserve</b>			
Opening Balance	84,354	81,757	81,757
Amount Set Aside / Transfer to Reserve	1,687	2,597	1,635
Amount Used / Transfer from Reserve	-	-	(33,000)
	<u>86,041</u>	<u>84,354</u>	<u>50,392</u>
<b>(h) Land and Buildings Infrastructure Reserve</b>			
Opening Balance	1,887,948	1,829,829	1,829,829
Amount Set Aside / Transfer to Reserve	681,841	58,119	886,597
Amount Used / Transfer from Reserve	(1,263,500)	-	(320,000)
	<u>1,306,289</u>	<u>1,887,948</u>	<u>2,396,425</u>
<b>(i) Drainage Infrastructure</b>			
Opening Balance	144,737	417,421	417,420
Amount Set Aside / Transfer to Reserve	2,895	13,258	8,348
Amount Used / Transfer from Reserve	(63,541)	(285,942)	(400,000)
	<u>84,091</u>	<u>144,737</u>	<u>25,769</u>
<b>(j) Employee Entitlement Reserve</b>			
Opening Balance	743,532	1,020,253	1,020,253
Amount Set Aside / Transfer to Reserve	14,871	9,368	20,405
Amount Used / Transfer from Reserve	(345,923)	(286,089)	-
	<u>412,480</u>	<u>743,532</u>	<u>1,040,658</u>
<b>(k) HACC Reserve</b>			
Opening Balance	133,214	129,113	335,113
Amount Set Aside / Transfer to Reserve	2,664	4,101	6,702
Amount Used / Transfer from Reserve	(5,000)	-	(25,000)
	<u>130,878</u>	<u>133,214</u>	<u>316,815</u>
<b>(l) Unspent Grants &amp; Contributions</b>			
Opening Balance	1,597,552	454,371	328,528
Amount Set Aside / Transfer to Reserve	50,000	1,431,181	50,000
Amount Used / Transfer from Reserve	(1,115,000)	(288,000)	(50,000)
	<u>532,552</u>	<u>1,597,552</u>	<u>328,528</u>
<b>(m) Tree Reserve</b>			
Opening Balance	176,163	-	-
Amount Set Aside / Transfer to Reserve	103,523	176,163	-
Amount Used / Transfer from Reserve	(176,163)	-	-
	<u>103,523</u>	<u>176,163</u>	<u>-</u>

CASH BACKED RESERVES (CONTINUED)

<b>(n) Bus Shelter Reserve</b>			
Opening Balance	21,300	-	-
Amount Set Aside / Transfer to Reserve	426	21,300	-
Amount Used / Transfer from Reserve	-	-	-
	<u>21,726</u>	<u>21,300</u>	<u>-</u>
<b>** (o) Information Technology Reserve</b>			
Opening Balance	-	-	-
Amount Set Aside / Transfer to Reserve	200,000	-	-
	<u>200,000</u>	<u>-</u>	<u>-</u>
<b>*** (p) Future Projects Reserve</b>			
Opening Balance	-	-	-
Amount Set Aside / Transfer to Reserve	1,000,000	-	-
Amount Used / Transfer from Reserve	-	-	-
	<u>1,000,000</u>	<u>-</u>	<u>-</u>
<b>TOTAL RESERVES</b>	<u><b>5,387,548</b></u>	<u><b>6,908,941</b></u>	<u><b>5,572,411</b></u>

Summary of Transfers

<b>Transfers to Reserves</b>			
Plant Reserve	7,926	12,200	7,682
Community Facilities Reserve	1,072	1,651	1,039
Waste Management Reserve	21,707	346,460	213,942
Wind in the Willows Reserve	964	2,740	41,599
Aged Persons Housing Reserve	10,148	31,602	9,687
Youth Development Reserve	50,585	900	567
Underground Power Reserve	1,687	2,597	1,635
Land and Buildings Infrastructure Reserve	681,841	58,119	886,597
Drainage Infrastructure	2,895	13,258	8,348
Employee Entitlement Reserve	14,871	9,368	20,405
HACC Reserve	2,664	4,101	6,702
Unspent Grants & Contributions	50,000	1,431,182	50,000
Tree Reserve	103,523	176,163	-
Bus Shelter Reserve	426	21,300	-
Information Technology Reserve	200,000	-	-
Future Projects Reserve	1,000,000	-	-
Rates Setting Budget	<u>2,150,310</u>	<u>2,111,640</u>	<u>1,248,204</u>
<b>Transfers from Reserves</b>			
Plant Reserve	(50,000)	-	(65,000)
Community Facilities Reserve	-	-	-
Waste Management Reserve	(617,578)	-	(467,500)
Wind in the Willows Reserve	(35,000)	(44,374)	(45,000)
Aged Persons Housing Reserve	-	(8,550)	(9,000)
Underground Power Reserve	-	-	(33,000)
Land and Buildings Infrastructure Reserve	(1,263,500)	-	(320,000)
Drainage Infrastructure	(63,541)	(285,942)	(400,000)
Employee Entitlement Reserve	(345,923)	(286,089)	-
HACC Reserve	(5,000)	-	(25,000)
Unspent Grants & Contributions	(1,115,000)	(288,000)	(50,000)
Tree Reserve	(176,163)	-	-
Rates Setting Budget	<u>(3,671,705)</u>	<u>(912,955)</u>	<u>(1,414,500)</u>
Adjustment			
<b>Total Transfer to/(from) Reserves</b>	<u><b>(1,521,395)</b></u>	<u><b>1,198,685</b></u>	<u><b>(166,296)</b></u>
Opening Balance	6,908,943	5,710,258	5,738,707
Transfers to Reserve	2,150,310	2,111,640	1,248,204
Transfer from Reserve	(3,671,705)	(912,955)	(1,414,500)
<b>Closing Balance (as per Budget)</b>	<u><b>5,387,548</b></u>	<u><b>6,908,943</b></u>	<u><b>5,572,411</b></u>

Change in Use

The following change to cash backed reserves is proposed:

\* It is proposed to change the title of the Community Facilities Reserve to Community Facilities and Events Reserve To accrue funds for major expenditure in the provision of community facilities and community events.

New

The following new reserves are proposed:

\*\* Information Technology Infrastructure Reserve.

To fund the acquisition and enhancement of technology and digital service delivery initiatives.

\*\*\* Future Project Reserve

To assist in funding new and upgrade capital initiatives that are generally significant in nature and provide a means to spread the cost of intergenerational assets over multiple years.

**TOWN OF BASSENDEAN  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2019**

**Note 7: Cash Backed Reserves continued**

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside is as follows:

**Plant & Equipment Reserve:**

To accrue funds for the purpose of replacement of major plant items.

**Community Facilities Reserve:**

To accrue funds for major expenditure in the provision of community facilities and community events.

**Waste Management Reserve:**

To accrue funds for the purpose of renewal or upgrade of waste management services.

**Wind in the Willows Child Care Reserve:**

To accrue funds for the purpose of asset improvement in the Centre and to cater for future surplus or deficit from operations.

**Aged Persons Housing Reserve:**

To accrue funds to provide for the operational deficit, refurbishment and capital expenses, for Hyde Retirement Village.

**Youth Development Reserve:**

To provide funds for activities and facilities for the benefit of youth in the Town.

**Underground Power Reserve:**

To accrue funds for engaging consultants to consider the implementation of Underground Power.

**Land and Building Infrastructure Reserve:**

To hold funds accrued as a result of sale of land and buildings and for the provisions of funds for the purchase and development of land and building infrastructure.

**Drainage Infrastructure Reserve:**

To provide for the renewal and upgrade of the drainage network.

**Employee Entitlement Reserve:**

To provide funds for future payments to staff for employee entitlements.

**HACC Reserve:**

To provide funding for support of community care programs for senior and disability services.

**Unspent Grants & Contributions:**

To provide for unspent funding received as grant contributions to Works and Services.

**Tree Reserve:**

To accrue unspent funds from tree planting program for the purpose of planting and maintaining trees.

**Bus Shelter Reserve:**

To provide funds for the purpose of installation or replacement of bus shelters within the Town.

**New Reserves for 2019/2020**

**Information Technology Reserve:**

To fund the acquisition and enhancement of technology and digital service delivery initiatives.

**Future Project Reserve**

To assist in funding new and upgrade capital initiatives that are generally significant in nature and provide a means to spread the cost of intergenerational assets over multiple years.

TOWN OF BASSENDEAN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2020

**8. FEES & CHARGES REVENUE**

**Imposition of Fees and Charges**

In accordance with Section 6.16 of the Local Government Act 1995, Council may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

Set out below, by Program, is the revenue from imposing fees and charges budgeted for this year.

	<u>2019/20</u> <u>Budget</u>	<u>2018/19</u> <u>Actual</u>
	\$	\$
General purpose funding	114,030	115,565
Law, order, public safety	58,200	65,948
Health	2,732,166	2,738,009
Education and welfare	2,704,075	2,736,232
Community amenities	147,000	164,416
Recreation and culture	123,500	258,818
Transport	4,000	4,580
Economic services	63,800	65,388
Other property and services	43,200	71,573
	<u>5,989,971</u>	<u>6,220,529</u>

**9. GRANT REVENUE**

**Overview**

In accordance with Section 6.15 of the Local Government Act 1995, Council may receive revenue from a number of sources, including Grants, Subsidies or Contributions.

Set out below, by Program, is the revenue associated with Operating and Non-Operating Grants, Subsidies or Contributions budgeted for this year.

	<u>2019/20</u> <u>Budget</u>	<u>2018/19</u> <u>Actual</u>
	\$	\$
Grants, subsidies and contributions are included in the Statement of Comprehensive Income:		
<b>By Program:</b>		
<b>Operating grants, subsidies and contributions</b>		
General purpose funding	282,628	543,657
Law, order, public safety	45,000	18,561
Education and welfare	2,195,446	2,286,749
Recreation and culture	10,000	36,185
Transport	30,000	49,580
	<u>2,563,074</u>	<u>2,934,732</u>
<b>Non-operating grants, subsidies and contributions</b>		
Recreation and culture	1,013,700	270,000
Transport	820,717	1,114,679
	<u>2,066,917</u>	<u>1,477,679</u>

TOWN OF BASSENDEAN  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020

10. OTHER INFORMATION

	2019/20 Budget	2018/19 Actual	2018/19 Budget
	\$	\$	\$
<b>The net result includes as revenues;</b>			
<b>(a) Interest earnings</b>			
Investments			
- Reserve funds	100,000	143,629	100,000
- Other funds	180,000	187,706	180,000
Late payment of fees and charges	180,345	185,543	179,345
	460,345	516,878	459,345
<b>The net result includes as expenses;</b>			
<b>(b) Auditors remuneration</b>			
External Audit services	40,000	10,480	25,000
Internal Audit services	33,000	35,914	21,000
Other services	5,200	30,165	2,000
	78,200	76,559	48,000
<b>(c) Interest expenses (finance costs)</b>			
Borrowings (refer note 6(a))	49,688	44,558	49,688
	49,688	44,558	49,688
<b>(d) Elected members remuneration</b>			
Meeting fees	123,544	121,000	121,000
Mayor's allowance	36,957	36,000	36,000
Deputy Mayor's allowance	9,239	9,000	9,000
Training Expenses	28,000	12,290	28,000
Telecommunications allowance	24,500	24,500	24,500
	222,240	202,790	218,500
<b>(e) Write offs</b>			
Fees and charges	4,000	-	4,000
	4,000	-	4,000
<b>(f) Operating lease expenses</b>			
Office equipment	50,000	13,197	50,000
Plant and equipment	200,000	210,610	224,402
	250,000	223,807	274,402

**SIGNIFICANT ACCOUNTING POLICIES**

**LEASES**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Town of Bassendean are classified as finance leases.

Finance leases are capitalised, recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

## 11. MAJOR LAND TRANSACTIONS

### (a) Current year transactions

Council does not intend entering into any major land transactions during the coming financial year.

## 12. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

Council does not intend entering into any trading undertakings or major trading undertakings during the coming financial year.

## 13. INTERESTS IN JOINT ARRANGEMENTS

### Eastern Metropolitan Regional Council

The Council is a member of the Eastern Metropolitan Regional Council. EMRC was established in accordance with the *Local Government Act 1995* and consists of six local governments, namely, Town of Bassendean, City of Bayswater, City of Belmont, Shire of Kalamunda, Shire of Mundaring, and City of Swan. The Town's interest in the joint venture calculated by EMRC as at 30 June 2018 was 4.27%, representing its share of the net assets of \$7,954,836. The interest in the joint venture at 30 June 2019 is yet to be determined.

### SIGNIFICANT ACCOUNTING POLICIES

#### INTERESTS IN JOINT ARRANGEMENTS

Joint arrangements represent the contractual sharing of control between parties in a business venture where of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Town of Bassendean's interests in the assets liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

## 14. TRUST FUNDS

Funds held at balance date over which the Town of Bassendean has no control and which are not included in the financial statements are as follows:

Detail	Balance 01-Jul-19	Estimated amounts received	Estimated amounts paid	Estimated balance 30-Jun-20
	\$	\$	(\$)	\$
Public Open Space Contributions	726,410	0	(250,000)	476,410
	726,410	0	(250,000)	476,410

**TOWN OF BASSENDEAN  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020**

**15. SIGNIFICANT ACCOUNTING POLICIES - OTHER  
INFORMATION**

**GOODS AND SERVICES TAX (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

**COMPARATIVE FIGURES**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

**BUDGET COMPARATIVE FIGURES**

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

**REVENUE RECOGNITION**

Rates, grants, donations and other contributions are recognised as revenues when the Town of Bassendean obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**CHANGE IN ACCOUNTING POLICIES**

The following new accounting policies are to be adopted from 1 July 2019:

AASB 15 - Revenue from Contracts with Customers

AASB 16 - Leases; and

AASB 1058 - Income of Not-for-Profit Entities.



# Town of Bassendean

## 2019/20 Proposed Fees and Charges

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## CHILDREN'S SERVICES

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	WIND IN THE WILLOWS CHILD CARE FEES			
	Daily Fee	C	\$115.00	\$112.00
	Weekly Fee (Full Time Care)	C	\$540.00	\$525.00

## RECREATION & CULTURE

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	<b>BONDS – ALL COMMUNITY FACILITIES</b>			
	<b>Bond Payment Scale</b>			
	(a) Community Meeting/Regular Hirer	C	\$300.00	\$300.00
	(b) Up to 50 people/no liquor	C	\$500.00	\$500.00
	(c) Over 50 people and/or liquor	C	\$1,000.00	\$1,000.00
	(d) Special Events (eg. 18th/21st birthdays, weddings)	C	\$1,500.00	\$1,500.00
	<b>Key Bonds - Standard Key</b>			
	Casual - Short Term	C	\$50.00	\$50.00
	Permanent - Long Term	C	\$100.00	\$100.00
	Additional Keys (Per Key/Non-Refundable)	C	\$20.00	\$20.00
	<b>Late Administration Fee</b>			
	Changes to bookings within 10 days of event. This fee applies to both community facilities and ovals/reserves.	C	\$20.00	\$20.00
	<b>HALL HIRE - LARGE HALL</b>			
	<b>Meetings and General Use</b>			
	Community Weekday Rate Per Hour	C	\$16.00	\$15.50
	Community Weekend Rate Per Hour (From 12noon Friday - Sun)	C	\$18.50	\$18.00
	Commercial Weekday Rate Per Hour	C	\$29.00	\$28.50
	Commercial Rate Per Hour (From 12noon Friday - Sun)	C	\$35.50	\$35.00
	<b>Social Functions / Parties</b>			
	Social Function Weekday Rate Per Hour	C	\$40.00	\$35.00
	Social Function Weekend Rate Per Hour (From 12noon Friday - Sunday)	C	\$45.00	\$40.00
	Not for Profit, Community Groups and Locals receive 10% discount	C		
	<b>HALL HIRE - SMALL ROOM HIRE</b>			
	<b>Meetings and General Use</b>			
	Community Weekday Rate Per Hour	C	\$12.50	\$12.00
	Community Weekend Rate Per Hour (From 12noon Friday - Sunday)	C	\$13.50	\$13.00
	Commercial Weekday Rate Per Hour	C	\$23.00	\$22.50
	Commercial Weekend Rate Per Hour (From 12noon Friday - Sunday)	C	\$25.50	\$25.00

## RECREATION & CULTURE

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	<b>Commercial Rate</b> – any hirer using the Town’s facility to turn a profit. Commercial hirer’s who are local residents qualify for a 10% discount on this rate.			
	<b>Community Rate</b> – any hirer using the Town’s facilities for meetings/free workshops/educational purposes with no charge for attendees. Hirer’s who are local residents, not for profit organisations or incorporated bodies are eligible for a 10% discount on this rate. Junior and Senior citizen’s clubs receive a 50% discount on this rate.			
	<b>Scrabble Club</b>			
	Set Rate	C	\$11.00	\$11.00
	Leisure Courses	C	Ranging from \$10-\$200	Ranging from \$15-\$200
	<b>OTHER</b>			
	<b>Active Abilities Program</b>			
	<b>Licences</b>			
	Liquor Consumption Permit (BYO & not for Sale) - Local Law	S	\$15.00	\$15.00
	<b>OTHER SPORTING FACILITIES AND EQUIPMENT</b>			
	<b>Sports Lighting Incentive Payment Scheme - Club Contribution towards lights (1/3 contribution as per CSRFF)</b>			
	Contributing Sporting Club per kilowatt per hour	C	\$1.05	\$1.00
	Non-Contributing Sporting Club per kilowatt per hour	C	\$1.30	\$1.25
	<b>PUBLIC &amp; CULTURAL EVENTS</b>			
	Amusement Operator (Multiple Rides)	C	\$2,630.00	\$2,620.00
	Amusement Operator (Single Rides)	C	\$400.00	\$350.00
	Food Commercial Trader Infrastructure Fee		\$50.00	\$50.00
	Car Parking Fee (Australia Day only)	C	\$10.00	\$10.00
	<b>Exhibitions</b>			
	Art per entry	C	\$22.00	\$22.00
	<b>NAIDOC Exhibitors</b>			
	Not for Profit Organisation	C	\$250.00	\$250.00
Y	Government Agency / Commercial	C	\$500.00	-
	<b>RESERVES AND OVALS - ACTIVE USE - CASUAL HIRERS</b>			
	<b>Football/Soccer Ovals</b>			
	Per Session	C	\$150.00	\$150.00
	<b>Local Schools</b>			
	During School Hours	C	Free	Free

**RECREATION & CULTURE**

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	<b>Synthetic Cricket Wicket</b>			
	Per Session	C	\$150.00	\$150.00
	<b>Turf Cricket Wicket</b>			
	Per Session	C	\$305.00	\$305.00
	<b>RESERVES AND OVALS - ACTIVE USE - ELITE TEAM SPORT FEES (JUNIORS 50% FEE DISCOUNT)</b> Group hirers based outside of the Town of Bassendean which provide activity to selected participants at a fully professional, State Level or higher.			
	<b>Elite per team - No Gate Fee</b>			
	Football	C	\$570.00	\$565.00
	Soccer	C	\$370.00	\$365.00
	<b>Elite Per Team - With Gate Fee</b>			
	Football	C	\$865.00	\$860.00
	Soccer	C	\$530.00	\$525.00
	<b>RESERVES AND OVALS - ACTIVE USE - ELITE TRAINING CHARGES (JUNIORS 50% FEE DISCOUNT)</b> Group hirers based outside of the Town of Bassendean which provide activity to selected participants at a fully professional, State Level or higher.			
	<b>Elite Per Team - No Gate Fee</b>			
	Football	C	\$570.00	\$565.00
	Soccer	C	\$370.00	\$365.00
	<b>RESERVES AND OVALS - ACTIVE USE - LOCAL TEAM SPORTS FEES (JUNIORS 50% FEE DISCOUNT)</b> Group hirers based in the Town of Bassendean which provide an activity for the community without any profit-making objectives.			
	<b>Local Per Team - No Gate Fee</b>			
	Cricket - Synthetic	C	\$280.00	\$275.00
	Cricket - Turf	C	\$1,500.00	\$1,495.00
	Football	C	\$460.00	\$455.00
	Little Athletics	C	\$510.00	\$505.00
	Other Rectangular Sports	C	\$390.00	\$385.00
	Soccer	C	\$310.00	\$305.00
	<b>Local Per Team - With Gate Fee</b>			
	Football	C	\$710.00	\$705.00
	Soccer	C	\$430.00	\$425.00
	<b>RESERVES AND OVALS - ACTIVE USE - LOCAL TEAM TRAINING CHARGES (JUNIORS 50% FEE DISCOUNT)</b> Group hirers based in the Town of Bassendean which provide an activity for the community without any profit-making objectives.			
	<b>Local Per Team - No Gate Fee</b>			

## RECREATION & CULTURE

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	Cricket - Synthetic	C	\$280.00	\$275.00
	Cricket - Turf	C	\$1,500.00	\$1,495.00
	Football	C	\$460.00	\$455.00
	Little Athletics	C	\$510.00	\$505.00
	Other Rectangular Sports	C	\$390.00	\$385.00
	Soccer	C	\$310.00	\$305.00
	<b>BONDS – ALL COMMUNITY RESERVES</b>			
	<b>Bond Payment Scale</b>			
	(a) Casual Hire Bond - Reserve	C	\$500.00	\$300.00
	(d) Special/Public Events Bond	C	\$1,500.00	\$1,500.00
	<b>RESERVES AND OVALS - PASSIVE USE FUNCTIONS AND GATHERINGS</b>			
	Car Shows, Swap Meets per Event	C	\$420.00	\$410.00
	Organised Socials Events per Occasion	C	\$140.00	\$135.00
	Wedding Ceremony and/or Photography	C	\$85.00	\$80.00
	Wedding Reception	C	\$140.00	\$130.00
	Personal Trainer Annual Fee <b>(Check Policy)</b>	C	\$110.00	\$110.00
	*Commercial is defined as organisation or activity with main objective to make a profit.			
	*Community Group fund raising events are not deemed to be commercial.			

## LIBRARY SERVICES

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	<b>Laminating</b>			
	A3	C	\$3.30	\$3.30
	A4	C	\$1.65	\$1.65
	<b>Photocopying</b>			
	Black & White A3	C	\$0.40	\$0.40
	Black & White A4	C	\$0.20	\$0.20
	Colour Photocopying - A3	C	\$2.00	\$2.00
	Colour Photocopying - A4	C	\$1.00	\$1.00
	<b>Facsimile</b>			
	(a) Sending Perth Metro Area - Up to 2 pages	C	\$3.85	\$3.85
	(b) Sending Perth Metro Area - additional page/s each	C	\$1.10	\$1.10
	(c) Sending Country WA - Up to 2 pages	C	\$5.50	\$5.50
	(d) Sending Country WA - additional page/s each	C	\$1.10	\$1.10
	(e) Sending Interstate - Up to 2 pages	C	\$6.60	\$6.60
	(f) Sending Interstate - additional page/s each	C	\$2.20	\$2.20
	(g) Sending Overseas - Up to 2 pages	C	\$8.80	\$8.80
	(h) Sending Overseas - additional page/s each	C	\$2.20	\$2.20
	(j) Receiving - Maximum 5 pages	C	\$2.20	\$2.20
	(k) Receiving - Each additional page	C	\$0.55	\$0.55
	<b>ADMINISTRATIVE CHARGES</b>			
	<b>Local Studies Collection</b>			
	Digitised Computer Images	C	\$1.10	\$1.10
	Photographic Image - Multiple/Commercial Use	C	As per policy varies	As per policy varies
	Photographic Image - Single/Private Use	C	\$9.90	\$9.90
	Town owned collection - Books CD's etc	C	At Replacement cost as per Library Catalogue	At Replacement cost as per Library Catalogue
	<b>Item for Sale</b>			
	<b>Merchandise</b>			
	Library Bags - Recyclable	C	\$1.10	\$1.10
	<b>Use of Equipment</b>			
	<b>Binding</b>			
	Cover	C	\$1.10	\$1.10
	Spiral - each	C	\$1.65	\$1.65
	Spiral Bind per kit	C	\$4.40	\$4.40
	<b>Computer Services</b>			
	Internet/Word Processing download - per page	C	\$0.20	\$0.20
Y	Internet/Word Processing download - per page double sided	C	\$0.40	

## YOUTH SERVICES

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	<b>RYDE PROGRAM</b>			
	90 Minute Session	C	\$15.00	\$15.00
	<b>RYDE PROGRAM COMMISSION</b>			
	Per 90 Minute Session	C	\$2.50	\$2.50

## SENIORS AND DISABILITY SERVICES

### HACC FEES SCHEDULE

HACC services are only provided to people under the age of 65 years not eligible for NDIS. The following HACC Fees and Charges are in line with The WA Department of Health HACC Fees Policies.

Support Services	Unit of Service	Level 1 Fee for Each Client	Level 2 Fee for Each Client
Domestic Assistance Personal Care Respite Care Social Support Other Food Services (Meal Preparation At Home)	Per hour	\$8	Unit cost
Social Support (Group)	Per occasion	\$8	Unit cost per hour
Getabouts	Per occasion	\$20	\$20
Centre Based Day Care (Excludes Transport & Meal)	Per occasion	\$8	Unit cost per hour
Home Maintenance & Gardening	Per hour	\$8	Unit cost
Meals Delivered At Home	Per meal paid directly to Home Chef	N/A	N/A
Transport	Unit of Service	Fee	
Transport - Centre based day care or group (bus/vehicle)	Per one way trip	\$2.50	
Up to 10 kms	Per one way trip	\$5.00	
11 kms to 30 kms	Per one way trip	\$8.00	
31 kms to 60 kms	Per one way trip	\$10.00	
61 kms to 99 kms	Per one way trip	\$15.00	
Support Services Excluded from Fees Cap		Fee per client	
Meals Delivered At Home Or Meals Received At A Centre*	Per meal	Full cost of meal	
Cancellation of Services			
Failure to provide a minimum of 24 hours' notice will result in a cancellation charge equivalent to the cost of the allocated service.			
COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)			
<p>The Town of Bassendean is committed to ensuring a smooth transition from HACC to CHSP. To minimise any confusion in the changeover we will not charge clients any more than we did under HACC. We kept fees the same for the first 12 months (July 2018 – June 2019) to help everyone settle into the new program. Fees have now been revised brought into line with the "CHSP Client Contribution Framework" for the 2019 - 2020 financial year.</p>			
Support Services	Cost Per Hour		
	Weekday	Saturday	Sunday/Public Holiday
Personal Care	\$10.00	\$12.00	\$14.00
Meal Preparation	\$10.00	\$12.00	\$14.00
In Home Respite	\$10.00	\$12.00	\$14.00
Cleaning & Household Tasks	\$10.00	N/A	N/A
Individual Social Support	\$10.00	N/A	N/A

**COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)**

**OTHER SERVICES**

Maintenance & Gardening including quotes	\$12p/h (1 Staff) Plus materials including lock boxes
Shoppers Bus (Approx. 3 hours inclusive)	\$10 Round Trip
Social Group - Full Day (Meal & Transport not included)	\$12 Single Attendance (Approx. 6 hours)
Transport To & From Social Groups	\$3 each way
Getabouts Group (Includes Transport, not including meals)	\$20 Single Attendance
Meals at Centre	\$10 per Meal
Events	Varies according to Event
Meal delivered at Home	Per meal paid directly to Home Chef

**Transport**

SDS Driver upto 10 kms	Per One Way	\$7.00
SDS Driver 11 kms to 30 kms	Per One Way	\$10.00
Taxi/Shofer driver upto 10 kms	Per One Way	\$10.00
Taxi/Shofer driver 11 kms to 30 kms	Per One Way	\$13.00

**Carers - Centre Based Respite/ Flexible Respite**

At the Ashfield Centre, Out In The Community & At Home - Includes Transport/excludes meals	\$10 Per Hour (Individual)
	\$12 Per Hour (Group)

**Cancellation of Services**

Failure to provide a minimum of 24 hours' notice will result in a cancellation charge equivalent to the cost of the allocated service.

**HOME CARE PACKAGES FEES SCHEDULE**

Service Description	Fee			
	Weekday	Saturday	Sunday	Public Holiday
Domestic Assistance	\$55.00	\$75.00	\$95.00	\$105.00
Personal Care	\$55.00	\$75.00	\$95.00	\$105.00
Meal Preparation	\$55.00	\$75.00	\$95.00	\$105.00
Respite Care	\$55.00	\$75.00	\$95.00	\$105.00
Social Support	\$55.00	\$75.00	\$95.00	\$105.00
Transport (staff time)	\$55.00	\$75.00	\$95.00	\$105.00

Maintenance & Gardening(MG) including Quotes	\$65ph, puscost of material including lock boxes
Transport, including during Social Support or Respite	90 cents per km
Transport by Taxi Vouchers/Shofer	As charged by Company
Getabout Social Group (Approx 3hrs)	\$90.00
Shoppers bus (approx. 3hrs)	\$60.00
Ashfield Social Group - Half day (Approx. 3hrs)	\$90.00
Ashfield Social Group - Full day (Approx. 6hrs)	\$180.00
Events	Varies according to Event
Case Management – Service Setup	N/A
Case Management – Annual Review	N/A
Exit Fee - One off fee at exit	\$200.00
Administration Fee	N/A

HOME CARE PACKAGES FEES SCHEDULE				
Other	Level 1	Level 2	Level 3	Level 4
Package Management Per Fortnight	\$44.42	\$80.76	\$177.69	\$270.57
Care Management Per Fortnight	\$50.76	\$92.30	\$203.07	\$309.23
<b>*Note: Services with an hourly rate will be charged in 15 minute increments</b>				
<b>Cancellation of Services</b>				
Failure to provide a minimum of 24 hours notice will result in a cancellation charge, which is equivalent to the cost of the allocated service.				
<b>FEE FOR SERVICE CHARGES</b>				
Support Services	Weekday	Saturday	Sunday	Public Holiday
Cleaning & Household Tasks	\$55.00	\$75.00	\$95.00	\$105.00
Personal Care	\$55.00	\$75.00	\$95.00	\$105.00
Meal Preparation	\$55.00	\$75.00	\$95.00	\$105.00
In Home Respite	\$55.00	\$75.00	\$95.00	\$105.00
Individual Social Support	\$55.00	\$75.00	\$95.00	\$105.00
Transport (staff time only)	\$55.00	\$75.00	\$95.00	\$105.00
Maintenance & Gardening including Quotes	\$60ph, plus cost of material including lock boxes			
Mileage for Social Support/Respite	90 cents per km			
Shoppers Bus (approx. 3hrs)	\$60 Single Attendance			
Social Group - Half day (Meals not included on outings)	\$90 Single Attendance (Approx. 3 hours)			
Social Group - Full day (Meals not included on outings)	\$180 Single Attendance (Approx. 6 hours)			
Taxi/Shofer Services	As charged by Company			
Events	Varies according to Event			
Brokerage Fee - this covers documentation, liaison and communication between Town of Bassendean and Contracting Organisation's Coordinators	\$55 Per hour charged at 15 minute Intervals			
<b>*Note: With the exception of Taxi vouchers all Services are charged in 15 minute increments.</b>				
<b>Cancellation of Services</b>				
If you wish to temporarily cancel your services due to holidays, medical appointments or any other reason please notify Bassendean Seniors & Disability Services at sdsadmin@@bassendean.wa.gov.au, by phone on 9279 6588 or on the afterhours mobile phone listed on your cancellation policy.				
Failure to provide a minimum of 24 hours notice will result in a cancellation charge equivalent to the cost of the allocated service.				
<b>HYDE RETIREMENT VILLAGE FEE</b>				
<b>Parking Bay</b>				
Parking Per fortnight	\$10.00			
<b>Fortnightly Rental/Maintenance</b>				
Single Resident	\$218.00			
<b>Fortnightly Rental/Maintenance</b>				
Couple	\$244.00			

**HYDE RETIREMENT VILLAGE FEE**

**INGOING FEES**

**Ingoing Fee of \$60,000 with retention rates in accordance with the following - effective 1/7/2017. Agreements prior to 1/7/17 are in accordance with individual agreements**

(i) On entry *	20% of Ingoing Fee
(ii) First 12 Months	36% of Ingoing Fee
(iii) One to Two Years	52% of Ingoing Fee
(iv) Two to Three Years	68% of Ingoing Fee
(v) Three to Four Years	84% of Ingoing Fee
(vi) Over Four Years	100% of Ingoing Fee

\* The amount to be deducted for new residents leasing a unit at Hyde Retirement village will impose a 20% deduction of the Ingoing fee to assist with the renovation of the unit.  
In the event the Resident is to leave prior to the next anniversary a Pro- Rata amount will be deducted from the remaining bond.

## CORPORATE SERVICES

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	<b>ADMINISTRATIVE CHARGES</b>			
	Costs of Proceedings where Council has initiated legal action for the recovery of any unpaid rates, fees or service charges.	C	Oncharge legal costs	Oncharge legal costs
	<b>Freedom of Information</b>			
	Application Fee	S	\$30.00	\$30.00
	Charge per hour - application processing time	S	\$30.00	\$30.00
	Photocopying - A3 - per page	S	\$2.00	\$2.00
	Photocopying - A4 - per page	S	\$0.50	\$0.50
	<b>Photocopying</b>			
	A4 - per page	C	\$0.50	\$0.50
	A3 - per page	C	\$2.00	\$2.00
	A2 or above - per page	C	\$4.00	\$4.00
	<b>Property Enquiries</b>			
	Issue of a Zoning Certificate	C	\$70.00	\$70.00
	Per ownership enquiry	C	\$15.00	\$15.00
	Per ownership enquiry (adjoining neighbour)	C	Free	Free
	Rates Balance Outstanding enquiry (written)	C	\$45.00	\$45.00
	Reply to a Property Settlement Questionnaire	C	\$110.00	\$110.00
	Copy of Rates Notice	C	\$5.00	\$5.00
	<b>ITEMS FOR SALE - Merchandise</b>			
	Bassendean Number Plates	C	\$225.00	\$225.00
	Bassendean Single Number Plate	C	\$160.00	\$160.00
	<b>RATES</b>			
	<b>Administrative Charges</b>			
	Administration Fee for Special Arrangements	C	\$30.00	\$36.00
	Instalment Option Fee - Maximum (\$12 per instalment)	C	\$36.00	\$36.00
	<b>Interest Charges</b>			
	Instalment Plan Interest Charge	C	5.50%	5.50%
	Late Payment Interest Charge	C	10%	10%
	<b>Waste Charges</b>			
	Standard Waste Service Charge	C	\$390.00	\$365.00
	Waste Service Charge (Non- Rateable)	C	\$455.00	\$450.00
	Shared Bins Services for Multi Units	C	\$195.00	\$182.50
Y	Additional Bin (Supply of 240L bin only "Lime Green FOGO) (Fee includes, Bin Cost, Collections and processing costs)	C	\$195.00	
Y	Additional Bin (Supply of 240L bin only "Yellow" Recycling) (Fee includes, Bin Cost, Collections and processing costs)	C	\$195.00	
Y	Additional Bin (Supply of 140L bin only "Red" Waste) (Fee includes, Bin Cost, Collections and processing costs)	C	\$185.00	
Y	Additional Bin (Supply of 360L bin only "Red, Geen or Yellow Lidded Bins" ) (Fee includes, Bin Cost, Collections and processing costs)	C	\$195.00	
	Additional Bin	C	\$300.00	\$195.00

## BUILDING SERVICES

New Fee	Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
<b>Copies of Council Documents</b>			
Building Plans Copying Fee (Incl Search Fee and A4 or A3 printing of up to 20 pages)	C	\$55.00	\$55.00
Building Plans Viewing/Search Fee	C	\$22.00	\$22.00
<b>BUILDING SERVICES - APPLICATION FEES</b>			
<b>Amended Building Fee</b>			
Amending an approval of any type listed in this schedule that has already been issued, including an application to extend the time during which a permit has effect.	S	\$105.00	\$97.70
<b>Building Permit</b>			
Certified applications for a building permit – Class 1 or Class 10 or incidental structure	S	0.19% of the estimated value of the building work, but not less than \$105.00	0.19% of the estimated value of the building work, but not less than \$97.70
Uncertified applications for a building permit and a Certificate of Design Compliance – Class 1 or Class 10 or incidental structure	S	0.32% of the estimated value of the building work, but not less than \$105.00	0.32% of the estimated value of the building work, but not less than \$97.70
Application for a Certificate of Design Compliance without a permit - Class 1 or Class 10 or incidental structure	S	0.13% of the estimated value of the building work, but not less than \$105.00	0.13% of the estimated value of the building work, but not less than \$97.70
Certified applications for a building permit – Class 2 to 9 or incidental structure	S	0.09% of the estimated value of building work, but not less than \$105.00	0.09% of the estimated value of building work, but not less than \$97.70
Uncertified applications for a building permit and a Certificate of Design Compliance – Class 2 to 9 or incidental structure	C/S	0.2% of the estimated value of the building work, but not less than \$105.00	0.2% of the estimated value of the building work, but not less than \$97.70
Application for a Certificate of Design Compliance without a permit - Class 2 to 9 or incidental structure	C	0.11% of the estimated value of the building work, but not less than \$105.00	0.11% of the estimated value of the building work, but not less than \$97.70
Application for a Certificate of Building Compliance or Certificate of Construction Compliance	C	0.2% of the estimated value of the building work, but not less than \$105.00 For works previously certified by the Town, 0.2% of the estimated value of the building work or \$120p/h, whichever is least.	0.2% of the estimated value of the building work, but not less than \$97.70 For works previously certified by the Town, 0.2% of the estimated value of the building work or \$120p/h, whichever is least.
<b>Certificate of Building Compliance &amp; Certificate of Construction Compliance</b>			
<b>Occupancy Permit &amp; Building Approval Certificates</b>			
Application for an occupancy permit or building approval certificate of any type listed in the Building Regulations, except where stated otherwise in this schedule	S	\$105.00	\$97.70
Application for an occupancy permit for a building in respect of which unauthorised work has been done	S	0.18% of the estimated value of building work, but not less than \$105.00	0.18% of the estimated value of building work, but not less than \$97.70
<b>Strata Title Application Fee</b>			
Application for an occupancy permit or building approval certificate for registration of a strata scheme, plan of re-subdivision	S	\$11.60 for each strata unit covered by the application, but not less than \$115.00	\$10.80 for each strata unit covered by the application, but not less than \$107.70

## BUILDING SERVICES

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	<b>Demolition Permit</b>			
	Application for a demolition permit – Class 1 or Class 10 or incidental structure	S	\$105.00	\$97.70
	Application for a demolition permit – Class 2 to 9	S	\$105.00 for each storey of the building	\$97.70 for each storey of the building
	<b>Building Approval Certificate</b>			
	Application for a building approval certificate for a building in respect of which unauthorised work has been done	S	0.38% of the estimated value of building work, but not less than \$105.00	0.38% of the estimated value of building work, but not less than \$97.70
	Hard Wired Smoke Alarm Exemption	S	\$176.30	\$176.30
	Application for Exemption from Building Standards	S	\$2,160.15	\$2,160.15
	<b>Other Fees</b>			
	Swimming Pool Inspection Fee	C/S	\$58.45	\$56.00
	<b>FEES COLLECTED FOR EXTERNAL AGENCIES</b>			
	<b>Building Commission – Building Services Levy</b>			
	Building Services Levy (Building & Demolition Permits)	S	\$61.65 if the value of the works is not more than \$45,000, otherwise at the rate of 0.137% of the value of the works	\$61.65 if the value of the works is not more than \$45,000, otherwise at the rate of 0.137% of the value of the works
	Building Services Levy (Occupancy Permits & Building Approval Certificates) – Authorised Works	S	\$61.65	\$61.65
	Building Services Levy (Occupancy Permits & Building Approval Certificates) – Unauthorised Works	S	\$123.30 if the value of the unauthorised work is not more than \$45,000, otherwise at the rate of 0.274% of the current value of the work	\$123.30 if the value of the unauthorised work is not more than \$45,000, otherwise at the rate of 0.274% of the current value of the work
	<b>Building Construction Industry Training Fund Levy</b>			
	Levy on Building Permits, Demolition Permits, Occupancy Permits and Building Approval Certificates	S	0.2% of the estimated value for works exceed \$20,000	0.2% of the estimated value for works exceed \$20,000

## PLANNING SERVICES

New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	<b>Copies of Council Documents</b>			
	Specialised mapping requests		Based on actual cost estimates	Based on actual cost estimates
	<b>Development Bonds</b>			
	Industrial or Commercial development	C	\$2,000 or 2% whichever is the greater	\$2,000 or 2% whichever is the greater
	Mixed use development	C	\$2,000 or 1.5% whichever is the greater	\$2,000 or 1.5% whichever is the greater
	Grouped dwelling additions to existing single houses	C	\$2,000 or \$1,000 per dwelling whichever is the greater	\$2,000 or \$1,000 per dwelling whichever is the greater
	Residential 2 Grouped/multiple dwellings or more per unit	C	\$1,500 or 1.5% whichever is the greater	\$1,500 or 1.5% whichever is the greater
	Driveway bond (in lieu of construction) subdivisions per m <sup>2</sup>	C	\$ 100.00 per m <sup>2</sup>	\$ 100.00 per m <sup>2</sup>
	Crossover bond (in lieu of construction) subdivisions per m <sup>2</sup>	C	\$ 100.00 per m <sup>2</sup>	\$ 100.00 per m <sup>2</sup>
	<b>Planning Archive Search</b>			
	Search Fee	C	\$50.00	\$50.00
	Plans and approval Copying Fee (Incl Search Fee and A4 or A3 printing of up to 20 pages)	C	\$100.00	\$100.00
	Pedestrian Access Way Closures administration and advertising charges	C	\$2,982.00	\$2,982.00
	Right of Way Closure administration and advertising charges	C	\$1,525.00	\$1,525.00
	Road Closure	C	\$2,950.00	\$2,950.00
	<b>Scheme 4A Development Fees</b> <i>*This figure is adjusted annually in accordance with an inflation factor consistent with the Perth Land Value Index*</i>			
	Unit Contribution Per Dwelling Unit	S	\$7,304.22	\$7,721.60
	<p>*The Planning &amp; Development Regulations 2009 allows the Town to charge three times the schedule fee where a development has been commenced prior to submission of an application for approval. All classes of applications will be charged except home occupations.</p> <p><b>Additional costs and expenses payable by applicants</b></p> <p>The following costs and expenses, if incurred by the Town are payable by the applicant in addition to the fee shown within the fee schedule below:</p> <p>(a) costs and expenses of advertising the application and advertising matters related to the application</p> <p>(b) costs and expenses of any specific assessment such as an environment assessment, required in relation to the assessment</p> <p>(c) costs and expenses of consultation procedures required in relation to the application</p> <p>(d) costs and expenses of technical resources and equipment such as computer modelling, required in relation to the application</p> <p>(e) costs and expenses of specialist advice, such as advice in relation to heritage matters, required in relation to the application.</p>	S	The Town will provide a separate Invoice for these services in accordance with the Planning & Development Regulations 2009	The Town will provide a separate Invoice for these services in accordance with the Planning & Development Regulations 2009

## PLANNING SERVICES

<p><b>NOTE:</b> For Multiple Dwelling developments, the Town has specified a minimum value of development per dwelling as follows:</p> <p>1 Bedroom Dwellings - \$150,000 per dwelling; 2 Bedroom Dwellings - \$200,000 per dwelling; and 3 Bedroom Dwellings - \$250,000.</p> <p>(For example, the estimated value of development for a proposal incorporating 8 x 2 bedroom dwellings shall have a minimum estimated development cost of \$1.6 million)</p> <p>An application for development approval for multiple dwellings will not be accepted by the Town which incorporates an estimated value of development less than that specified above unless the application is accompanied by a report which has been prepared by a quantity surveyor who is registered with the Australian Institute of Quantity Surveyors which demonstrates to the satisfaction of the Town that the cost of undertaking the development will be less than that arrived at using the figures identified above. Any such report must detail the estimated cost of the completing all aspects of the development in their entirety.</p>	S		
<b>Determination of development application (other than for an extractive industry) where the estimated cost of the development is:</b>			
(a) not more than \$50,000	S	\$147.00	\$147.00
(b) more than \$50,000 but not more than \$500,000	S	0.32% of the estimated cost of development	0.32% of the estimated cost of development
(c) more than \$500,000 but not more than \$2.5 million	S	\$1,700 + 0.257% for every \$1 in excess of \$500,000	\$1,700 + 0.257% for every \$1 in excess of \$500,000
(d) more than \$2.5 million but not more than \$5 million	S	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million
(e) more than \$5 million but not more than \$21.5 million	S	\$12,633 + 0.123% for every \$1 in excess of \$5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million
(f) more than \$21.5 million	S	\$34,196.00	\$34,196.00
<b>Determination of development application for an extractive industry</b>			
Application Fee	S	\$739.00	\$739.00
<b>Heritage places – concession</b>			
Council's policy on the restoration of Heritage Places allows a full or partial refund of Planning and Building Fees where a building is The extent of refund will be considered in conjunction with the assessment of the proposal and the refund will occur following determination of the application included on the State Register of Heritage Places or the Town of Bassendean's Municipal Inventory Planning and Building Fees will be refunded on such applications where the authenticity of the place is not compromised by the new works, in line with Council policy 5.5.3.			
<b>Determining and application to amend or cancel Development Approval</b>	S	\$295.00	\$295.00
<b>Development Assessment Panel (DAP)</b>			
Not less than \$2 million and less than \$7million *	S	\$5,603.00	\$5,603.00
Not less than \$7million and less than \$10million *	S	\$8,650.00	\$8,650.00
Not less than \$10million and less than \$12.5million *	S	\$9,411.00	\$9,411.00
Not less than \$12.5million and less than \$15million*	S	\$9,680.00	\$9,680.00
Not less than \$15million and less than \$17.5million*	S	\$9,948.00	\$9,948.00
Not less than \$17.5million and less than \$20million*	S	\$10,218.00	\$10,218.00
\$20 million or more*	S	\$10,486.00	\$10,486.00
Amendment or cancelation of application *	S	\$241.00	\$241.00
<b>Strata Application Fee: form 24</b>			
Up to and including 5 lots	S	\$656 plus \$65.00 per lot	\$656 plus \$65.00 per lot

## PLANNING SERVICES

6 lot up to 100 lots	S	\$981 plus \$43.50 per lot every lot in excess of 5 lots. Maximum fee \$5,113.50	\$981 plus \$43.50 per lot every lot in excess of 5 lots. Maximum fee \$5,113.50
<b>Administrative Charges</b>			
Issue of written planning advice	S	\$73.00	\$73.00
Scheme Amendments and Structure Plans	S	Based on actual cost estimates	Based on actual cost estimates
<b>Permits Under Local Laws</b>			
Bee Keeping Permit Fee per annum	S	\$50.00	\$50.00
Outdoor Eating Facilities Permit per annum	S	\$50.00 plus \$40 per identification marker	\$50.00 plus \$40 per identification marker
Trading in Public Places Permit Fee per annum	S	\$50.00 plus \$40 per identification marker	\$50.00 plus \$40 per identification marker
<b>Change of Use Application</b>			
Application for change of use or for change or continuation of a non-conforming use where development is not occurring	S	\$295.00	\$295.00
<b>Home Business Application</b>			
One off Fee	S	\$295.00	\$295.00
<b>Home Occupation Application</b>			
One off Fee	S	\$155.00	\$155.00
<b>Provision of a Subdivision Clearance:</b>			
(a) up to 195 lots	S	\$73 per lot for the first 5 lots and then \$35 per lot	\$73 per lot for the first 5 lots and then \$35 per lot
(b) more than 195 lots	S	\$7,393.00	\$7,393.00
Follow up inspections where all conditions have not been met per inspection	S	\$70.00	\$70.00
<i>*Note for the purposes of calculating the number of proposed lots, each common property lot is counted as one lot, areas reserved for the purpose of a pedestrian access way, right of way, truncation, road widening drainage reserve or recreation reserve are not counted as lots.</i>			
<b>Racing, Gaming and Liquor</b>			
Section 40 Certification	S	\$130.00	\$130.00

## ENVIRONMENTAL HEALTH

New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	<b>PREVENTIVE SERVICES - ADMIN &amp; INSPECT</b>			
	<b>Health Administration Inspection</b>			
	Lodging House Annual Registration	S	\$192.00	\$192.00
	Noise Reg 18 (6) (b) Non-complying Events Application Fee	S	Fees as per Environmental Protection (Noise) Regulations 1997 (\$1000 FY 18/19)	\$1,000.00
	Noise Management Plan approvals for out of hours works	S	\$135.00	\$135.00
	Offensive Trades - Fish Processing Establishment/shellfish & crustacean processing establishment	S	Fees as per Offensive Trades Fees Regulations 1976 (\$298 FY 18/19)	\$298.00
	Food Business Notification/Registration Fee	S	\$75.00	\$75.00
	Low Risk Food Business Surveillance Fee	S	\$107.00	\$107.00
	Medium Risk Food Business Surveillance Fee	S	\$220.00	\$220.00
	High Risk Food Business Surveillance Fee	S	\$415.00	\$415.00
	High Risk Food Business (Regulatory audited) Surveillance Fee	S	\$55.00	\$55.00
	Food Analysis Results/Water sampling results	C	\$55.00	\$55.00
	Residential/Garaged Food Business Surveillance	C	\$107.00	\$107.00
	Food Premises Fit-out or Alteration - Includes food business notification (high and medium risk premises)	C	\$159.00	\$159.00
	Hairdressing and/or Skin Penetration Establishment – application and fit-out	C	\$58.00	\$58.00
	Health Enquiries - Written report to settlement agency >7days before settlement	C	\$58.00	\$58.00
	Health Enquiries – Written report to settlement agency <7days before settlement	C	\$74.00	\$74.00
	Late payment of licenses/registration fees	C	\$55.00	\$55.00
	Consultation/inspection upon request (per hour)	C	\$85.00	\$85.00
	Consultation/inspection upon request (after hours)	C	\$144.00	\$144.00
	<b>Racing, Gaming and Liquor</b>			
	Section 39 Certification	S	\$130.00	\$130.00
	Section 55 (community/charitable organisation)	C	No charge	No charge
	Section 55 (Commercial)	S	\$130.00	\$130.00
	<b>Public Building Approvals</b>			
	Low/Medium Risk Event - No Entry fee	C	No charge	No charge
	Low Risk Public Event - Entry Fee	C	No charge	No charge
	Medium Risk Public Event - Entry Fee	C	\$260.00	\$260.00
	High Risk Public Event - Entry Fee	C	\$832.00	\$832.00
	<b>Disposal of effluent and liquid waste (septics, ATU's &amp; Greywater Systems)</b>			
	Application for the Approval of an apparatus	S	Fees as per Health (Miscellaneous Provisions) Act 1911 Health (Treatment of Sewage & Disposal of Effluent and Liquid Waste Regulations 1974 (\$120 FY 18/19)	\$120.00

## ENVIRONMENTAL HEALTH

New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	Inspection and Issuing of a "Permit to Use an Apparatus"	S	Fees as per Health (Miscellaneous Provisions) Act 1911 Health (Treatment of Sewage & Disposal of Effluent and Liquid Waste Regulations 1974 (\$120 FY 18/19)	\$120.00
	<b>TRADING IN THOROUGHFARE AND PUBLIC PLACES</b>			
	<b>Stallholders &amp; Traders Permit</b>			
	Temporary Food Business Application & Short Term Trading	C	\$110.00	\$110.00
	Trading weekends & public holidays only	C	\$397.00	\$397.00
	Trading per Year	C	\$530.00	\$530.00
	Old Perth Road Markets/Twilight Markets	C	\$110.00	\$110.00
	Community, Charitable & Sporting Groups (Fund Raising)	C	No charge	No charge
	Exempted food business (Food Reg. 11)	C	No charge	No charge

*\*Fees subject to change. These Fees are prescribed by the State Department of Health, Western Australia and not Local Government Authorities.*

## ECONOMIC DEVELOPMENT

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	Old Perth Road Markets Stall Fee (Morning Mkts)	C	\$40.00	\$40.00
	Old Perth Road Markets Discounted Stall Fee (Morning Mkts Only)	C	\$35.00	\$35.00
	Old Perth Road Markets Stall Fee (Twilight Mkts)	C	\$50.00	\$50.00
	Old Perth Road Markets Stall Fee Insurance	C	\$15.00	\$15.00

## RANGER SERVICES

New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	<b>ANIMAL CONTROL</b>			
	<b>Dog Control - Registration</b>			
	Registration Fee - Sterilised 1 year	S	\$20.00	\$20.00
	Registration Fee - Sterilised 3 years	S	\$42.50	\$42.50
	Registration Fee – Sterilised Lifetime	S	\$100.00	\$100.00
	Registration Fee – Unsterilised 1 year	S	\$50.00	\$50.00
	Registration Fee - Unsterilised 3 years	S	\$120.00	\$120.00
	Registration Fee – Unsterilised Lifetime	S	\$250.00	\$250.00
	Registration Fees for new 1 year registrations are half price as of 31st May each calendar year	S		
	<b>Dog Control</b>			
	Dog - Impounding Fee	C	\$170.00	\$154.00
	Dog Maintenance Fee - per day	C	\$36.60	\$33.30
	Dog Surrender Fee - per dog	C	\$130.00	\$120.00
Y	Dangerous Dog Inspection Fee	C	\$50.00	
	<b>Cat Control - Registration</b>			
	Registration Fee - 1 year	S	\$20.00	\$20.00
	Registration Fee - 3 years	S	\$42.50	\$42.50
	Registration Fee - Life	S	\$100.00	\$100.00
	Cat Breeder - Application Fee per breeding cat	S	\$100.00	\$100.00
	Cat Breeder - Inspection Fee	C	\$65.00	\$60.00
	<b>Cat Control</b>			
	Cat Impounding Fee	C	\$145.00	\$132.00
	Cat Maintenance Fee – per day	C	\$22.95	\$20.90
	Cat Surrender Fee – per cat	C	\$90.00	\$80.00
	<b>OTHER LAW, ORDER &amp; PUBLIC SAFETY</b>			
	<b>Abandoned Vehicles</b>			
	Vehicle Impounding & Administration Fee	C	\$100.00	\$90.00
	Vehicle Towing Fee	C	\$95.00	\$95.00
	Vehicle Reclaim Fee	C	\$50.00	\$50.00
	<b>Illegal Signs</b>			
	Impounding Fee	C	\$85.00	\$75.00
	<b>Shopping Trolleys</b>			
	Impounding Fee	C	\$135.00	\$125.00

## ASSET SERVICES

New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
	<b>PRIVATE WORKS</b> *Only available for private works with Council operator			
	Administration Fee	C	20% of charge plus GST	20% of charge plus GST
	Elevated Work Platform*	C	\$105.00 per hour or \$645 per day plus GST plus admin fee of 20%	\$104.00 per hour or \$640 per day plus GST plus admin fee of 20%
	Labour (per person)	C	\$68per hour plus GST plus admin fee of 20%	\$67per hour plus GST plus admin fee of 20%
	Large Truck*	C	\$122 per hour or \$690 per day plus GST plus admin fee of 20%	\$120 per hour or \$655 per day plus GST plus admin fee of 20%
	Loader (Backhoe or Front End)*	C	\$132per hour or \$760 per day plus GST plus admin fee of 20%	\$130per hour or \$749 per day plus GST plus admin fee of 20%
	Loader (Skid Steer)*	C	\$132per hour or \$755 per day plus GST plus admin fee of 20%	\$130per hour or \$749 per day plus GST plus admin fee of 20%
	Small/Medium Truck*	C	\$105.00 per hour or \$615 per day plus GST plus admin fee of 20%	\$104.00 per hour or \$614 per day plus GST plus admin fee of 20%
	Sundry Plant*	C	\$90 per hour or \$577 per day plus GST plus admin fee of 20%	\$90 per hour or \$577 per day plus GST plus admin fee of 20%
	Utility*	C	\$99 per hour or \$609 per day plus GST plus admin fee of 20%	\$99 per hour or \$609 per day plus GST plus admin fee of 20%
	Woodchipper*	C	\$125 per hour or \$755per day plus GST plus admin fee of 20%	\$123 per hour or \$748per day plus GST plus admin fee of 20%
	<b>Crossovers</b>			
	Council Contribution (1per dwelling or industrial lot) \$25.00 per sq meter max \$592)	C	\$592.00	\$592.00
	Individual Estimate on application (min cost)	C	\$1,350.00	\$1,317.00
	Supervision/Inspection of Development	C	\$149.50	\$144.50
	<b>Mulch Deliveries</b>			
	Medium Truck ( approx 5m3 )	C	\$177.00	\$174.00
	Small Truck ( approx 3m3 )	C	\$138.00	\$135.00
	<b>Security Bond/Deposit (refundable)</b>			
	Kerb/Footpath/Verge Reinstatement	C	\$2805.00 or \$95/lm whichever is the greater	\$2768.00 or \$90/lm whichever is the greater
	Supervision/Inspection of Development (Compliance Officer – Non Refundable Fee)	C	\$150.50	\$144.50
	<b>Street Tree Removal</b>			
	Removal (per tree)*	C	At Cost plus 20% plus GST	At Cost plus 20% plus GST
	Stump Grinding (per tree)*	C	At Cost plus 20% plus GST	At Cost plus 20% plus GST
	*Note - Minimum combined charge \$200 plus streetscape contribution	C		
	Streetscape Contribution (per development) Fees apply to: Purchase tree \$198 for 90-100 litre tree Planting tree \$70 labour, fertilise, tree stake Watering \$6.40 per occurrence Watering 1st yr (3x /wk x 52) = \$998.40 2nd year(2x /wk x 52)= \$665.60; 3rd yr (1x /wk x 52)= \$332.80 Total Establishment Costs \$2,264.80 est	C	\$2,264.80	\$2,264.80
	Amenity Tree Bond (\$ value each point)	C	Appraisal Value = tree volume x base value x life expectancy x form and vigour x location.	Appraisal Value = tree volume x base value x life expectancy x form and vigour x location.

## ASSET SERVICES

New fees	Authority to set Fee (S-Statute) (C-Council)	Fee 2019/20 GST Inclusive (If Applicable)	Fee 2018/19 GST Inclusive (If Applicable)
<b>Stormwater</b> <i>*As per the "Local Planning Policy No. 14" titled On-Site Stormwater. General Notes and conditions Point number 5 and 7.</i>			
Stormwater Drainage Connection Security Deposit (Refundable)	C	\$1,000.00	\$1,000.00
Stormwater Drainage Assessment to Connect to the Town's Drainage Network - Administration Fee (Non Refundable)	C	\$1,350.00	\$1,295.00
Drainage Infrastructure Contribution Fee – Non Refundable  <i>The following calculation has been developed to ensure that a developer or user who connects to the Town's drainage network contributes to the cost of planned future infrastructure upgrade works throughout the district.</i>  <i>Index FN = Future Cost estimated to upgrade drainage network</i> <i>FN = \$7,811,898* (was \$7,500,000 (2016) \$7,780,000 (2017))</i> <i>UP = Estimate years to implement the drainage upgrade subject to Council service requirements</i> <i>UP= 20*</i> <i>AP = Average Res/Bus access the drainage each year</i> <i>AP= 80*</i> <i>TI = TOB input % to the cost of upgrade</i> <i>TI= 55%*</i> <i>RI = Resident/Business % to access drainage cost for drainage upgrade</i> <i>RI= 45%*</i>  <i>Calculation= ((FN/UP)/AP)*RI</i> <i>(\$2109.38- 2016) (\$2231.00 - 2017) (\$2231.00 - 2018)</i>  Note : Asterisk (*) indicates variables that Council may adjust to meet level of service requirements	C	\$2,231.00	\$2,231.00

**ATTACHMENT NO. 3**

## **DRAFT SPONSORSHIP AND GRANT POLICY**

### **1. Policy Statement**

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

### **2. Policy Context**

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

### **3. Policy Objectives**

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

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

#### **4. Definitions**

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

- 4.1.1. Sponsorship is a commercial, negotiated agreement between the parties, in which the Town agrees to provide funding, through financial or in-kind (non-cash) sponsorship to an approved applicant.
- 4.1.2. Sponsorship is awarded on the basis of a documented terms of agreement between the parties.
- 4.1.3. Proposals for sponsorship are assessed and awarded in accordance with the fixed assessment criteria detailed at section 13 of this policy.
- 4.1.4. Additional assessment criteria may apply and will be included in the relevant guidelines for the particular type of event or initiative proposed.

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

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

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

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

### 4.4. Meaning of Initiative

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

### 4.5. Meaning of In Kind or Non-Cash Contribution

- 4.5.1. Provided by the Town as a contribution to an event or initiative and may include waiver of the cost of venue hire or staff resources.
- 4.5.2. The provision of equipment for use at no cost.

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

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

## 6. Advertising of opportunities

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

## 7. Eligibility

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

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

## **8. Ineligible Proposals**

8.1. The Town will not consider proposals from:

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

## **9. Funding Round Timelines**

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

## **10. Funding Limits**

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

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

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

## **12. Assessment Criteria**

12.1. Proposals for major initiatives with the potential for greater community or economic impact must address the assessment criteria and demonstrate evidence, both quantitatively and qualitatively. Proposals for small grants only need to address where appropriate or applicable.

- 12.1.1. **Sustainability Principles:** Evidence of how the proposal addresses or achieves the One Planet Living principles [this will be hyperlinked to <https://www.bioregional.com/one-planet-living>].

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

### 13. Assessment

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

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

### 14. Approvals

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

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

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

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

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

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

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

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

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

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

- 19.1. All sponsorships and grants are to be acquitted and reviewed, by an appropriately qualified accountant or auditor, within three months of the completion of the event or initiative.

### **20. Submitting Proposals**

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

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

- 21.1. Applicants are discouraged from canvassing elected members of Council.
- 21.2. In the event elected members of Council have had an involvement in the proposal, they are to remove themselves from any decision making role.
- 21.3. Any questions relating to this process should be directed to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au).

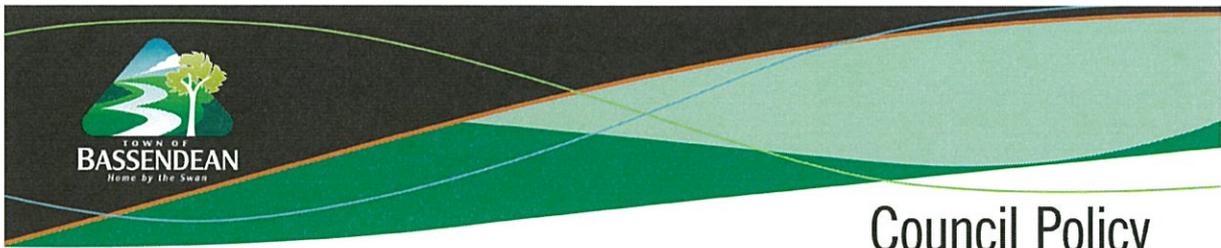
## **Application**

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> 8 August 2019</p> <p><b>Version:</b> 1</p> <p><b>Next Review due by:</b> ???</p>
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DRAFT V: 08/08/19





## Council Policy

### 6.11 Donations, Sponsorships & Grants

#### Objective

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

#### Definitions

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

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

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

#### Strategy

##### Donations

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

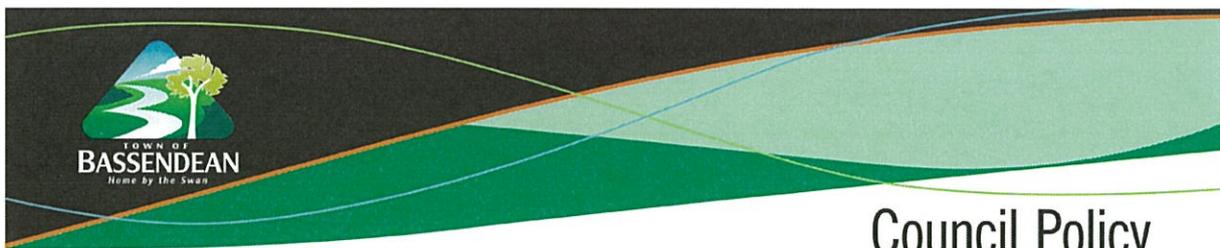
1. Individuals; and
2. Disaster Relief Appeals.

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

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

##### Donations to Individuals

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



## Council Policy

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

### **Disaster relief assistance**

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

### **Sponsorships and Grants**

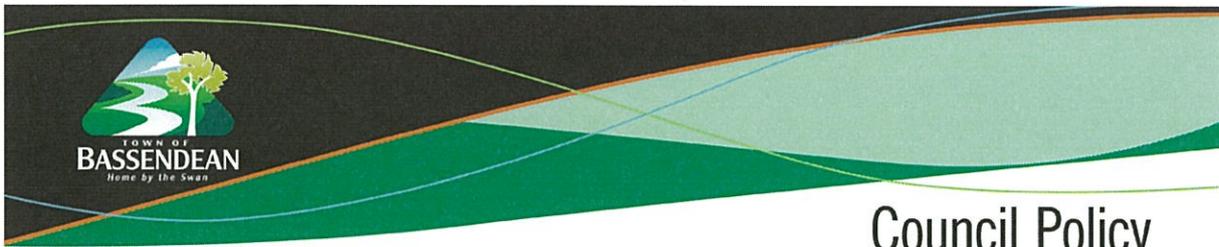
The Town of Bassendean will consider applications for sponsorship under one of the following categories:

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

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

### **Community Group Fund**

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



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

### **Equipment**

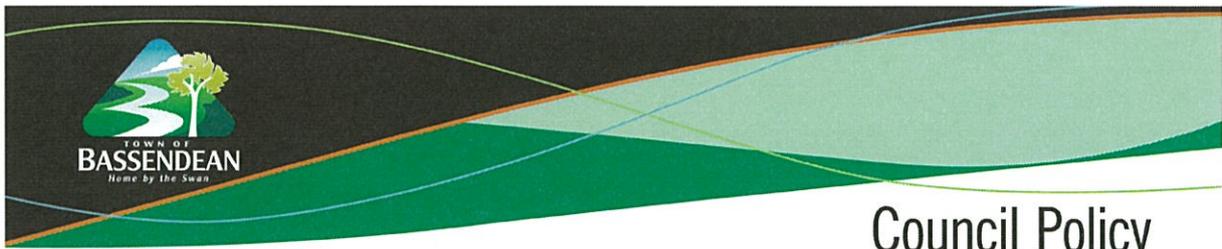
- a) All grants will only be considered on receipt of a formal written application and where requiring to be determined by Council, referred to the Markets Committee for recommendation of support/refusal;
- b) Applications will only be considered from not for profit community, sporting, or charitable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

### **Minor Capital Works Projects**

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

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

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



## Council Policy

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

### Applications requiring to be determined by Council

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

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

### Promotional opportunities

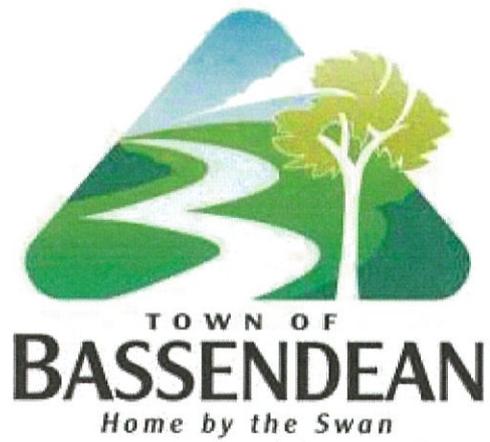
Promotional opportunities for Council are to be considered in conjunction with all donations/ sponsorship/grants where appropriate maximising exposure for Council's support. This will be by the use of:

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

## Application

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

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



**MAJOR AND SIGNIFICANT EVENTS  
SPONSORSHIP AND GRANT  
GUIDELINES**

**2019-2020**

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

### **1. Introduction**

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

### **2. Scope**

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

### **3. Definitions**

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

3.1.1. A significant or major event is one that:

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

### **4. Eligibility**

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

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

#### **Ineligible Proposals**

4.2. The Town will not consider proposals from:

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

- 4.2.4. An applicant that has failed to provide satisfactory acquittal reporting for any previous approved sponsorship or grant.
- 4.2.5. An applicant who has received or been refused a sponsorship or grant within the same financial year.
- 4.2.6. A proposal for a sponsorship or grant for an event or initiative outside of the Town of Bassendean local government area. Proposals from outside the Bassendean local government area may be considered in exceptional circumstances.

**5. Funding available**

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

**6. Round Timelines 2019-2020**

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

**7. Financial Year Funding Round Timelines**

<b>Transitional Round</b>	<b>Round Two</b>	<b>Expression of Interest</b>
<b>For full/part funding of total cost of events or initiatives held between</b> 1 October 2019 – 30 June 2020	<b>For full/part funding of total cost of events or initiatives held between</b> 1 July 2020 – 31 December 2020	<b>For full/part funding of total cost of events or initiatives.</b> 1 January 2021 - 30 June 2021
<b>Applications Open</b> Wednesday 21 August 2019	<b>Applications Open</b> Friday, 14 February 2020	<b>Applications Open</b> Monday, 16 September 2019
<b>Applications Close</b> 4 pm, AWST, Friday, 27 September 2019	<b>Applications Close</b> 4pm, AWST, Friday, 6 March 2020	<b>Applications Close</b> 4pm, AWST, Friday, 25 October 2019
<b>Notification of Decision</b> No Later than 30 November 2019	<b>Notification of Decision</b> No Later than 30 May 2019	<b>Notification of Decision</b> No Later than 20 December 2019

**8. Funding Limits**

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

## 9. In Kind or Non Cash Contributions

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

## 10. Assessment Criteria

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

## 11. Assessment

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

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

## 12. Approvals

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

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

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

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

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

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

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

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

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

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

- 17.1. All sponsorships and grants are to be acquitted and reviewed, by an appropriately qualified accountant or auditor, within three months of the completion of the event or initiative.

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

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

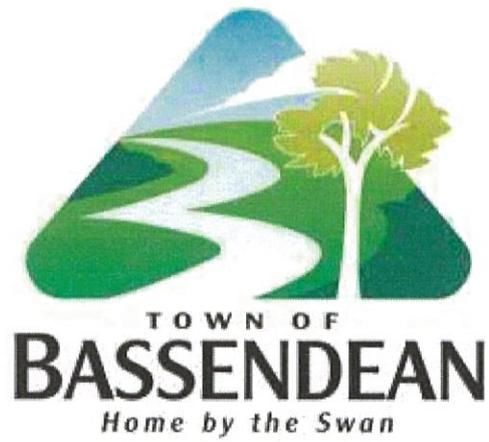
### **19. Contacts**

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

### **20. Submitting Proposals**

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





**COMMUNITY BENEFIT  
SPONSORSHIP AND GRANT  
GUIDELINES  
2019-2020**

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

### **1. Introduction**

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

### **2. Scope**

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

### **3. Definitions**

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

3.1.1. A Community Project is one that:

- 3.1.1.1. is not an annual event and is delivered or occurs within the Town of Bassendean Local Government area;
- 3.1.1.2. has direct benefits for the Community;
- 3.1.1.3. will, or has the potential to, generate significant interest and/or attendance from the local community;
- 3.1.1.4. reflects and celebrates the community and its culture and diversity, promotes social connection and fosters a sense of community pride;
- 3.1.1.5. generates economic, social or community benefit for the Town; and
- 3.1.1.6. offers an element or elements that are unique to the Town and advances the Town's reputation.

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

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

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

### **4. Eligibility**

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

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

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

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

## 5. Ineligible Proposals

5.1. The Town will not consider proposals from:

5.1.1. Local, State or Commonwealth Government agencies.

5.1.2. Employees or immediate family members of employees.

5.1.3. An applicant with outstanding debts to the Town.

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

## 6. Funding available

6.1. Proposals will only be part funded by the Town to a maximum of 50% of the total cost of proposals; applicant/s must demonstrate their capacity to contribute the remaining 50% share.

## 7. Funding Round Timelines 2019-2020

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

Round One Transitional Arrangements	Round Two	Round Three	Round Four
For events or initiatives up to \$2,000 between 1 October 2019 – 31 December 2019	For events or initiatives up to \$2,000 between 1 January 2020 – 31 March 2020	For events or initiatives up to \$2,000 between 1 April 2020 – 30 June 2020	For events or initiatives up to \$2,000 between 1 July 2020 – 30 September 2020
Expressions of interest accepted between 1 September and 30 October 2019	<b>Applications Open</b> 30 September 2019	<b>Applications Open</b> 2 January 2020	<b>Applications Open</b> 30 March 2020
<b>Notification of Decision</b> Within 1 week after Council approval at the next available Ordinary Council Meeting.	<b>Applications Close</b> 4pm, AWST, Friday, 14 October 2019 <b>Notification of Decision</b> No Later than 30 November 2019	<b>Applications Close</b> 4pm, AWST, Friday, 17 January 2020 <b>Notification of Decision</b> No Later than 28 February 2020	<b>Applications Close</b> 4pm, AWST, 17 April 2020 <b>Notification of Decision</b> No Later than 29 May 20

## 8. Funding Limits

- 8.1. Town will fund no more than 50% of the total cost of proposals; applicant/s must contribute the remaining 50% share.
- 8.2. Limits apply to all approved sponsorship and grant proposals and will be determined on a case by case basis in accordance with the Town's Sponsorship and Grant Policy and other relevant financial considerations.
- 8.3. Cash contributions from the Town may apply and will be determined on a case by case basis as part of the proposal and assessment process.

## 9. In Kind or Non Cash Contributions

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

## 10. Assessment Criteria

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

## **11. Assessment**

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

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

## **12. Approvals**

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

## **13. Sponsorship and Grant Agreements**

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

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

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

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

- 15.1. All sponsorships and grants are to be acquitted and reviewed, by an appropriately qualified accountant or auditor, within three months of the completion of the event or initiative.

## **16. Submitting Proposals**

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

## **17. Canvassing of Elected Officials**

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

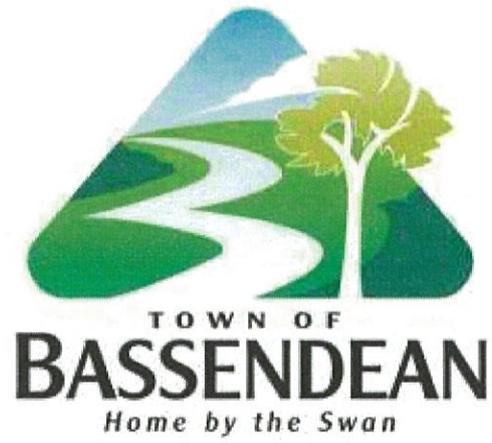
## **18. Contacts**

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

## **19. Submitting Proposals**

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

DRAFT V. 08.08.2019



**BUSINESS DEVELOPMENT  
SPONSORSHIP AND GRANT  
GUIDELINES**

**2019-2020**

DRAFT V. 28.08.2019

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

### **1. Introduction**

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

### **2. Scope**

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

### **3. Definitions**

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

3.1.1. A Business Development is one that:

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

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

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

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

### **4. Eligibility**

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

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

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

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

## 5. Ineligible Proposals

5.1. The Town will not consider proposals from:

- 5.1.1. Local, State or Commonwealth Government agencies.
- 5.1.2. Employees or immediate family members of employees.
- 5.1.3. An applicant with outstanding debts to the Town.
- 5.1.4. An applicant that has failed to provide satisfactory acquittal reporting for any previous approved sponsorship or grant.
- 5.1.5. An applicant who has received or been refused a sponsorship or grant within the same financial year.
- 5.1.6. An applicant that received any kind of approved sponsorship or grant from the Town within the current financial year period.

## 6. Funding available

6.1. Proposals will only be part funded by the Town to a maximum of 50% of the total cost of proposals; applicant/s must demonstrate their capacity to contribute the remaining 50% share.

## 7. Funding Round Timelines 2019-2020

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

Round One	Round Two
For events or initiatives up to \$5,000 between 1 January 2020 – 30 June 2020	For events or initiatives up to \$5,000 between 1 July 2020 – 31 December 2021
Applications Open Wednesday, 2 September 2019	Applications Open Friday, 14 February 2020
Applications Close	Applications Close

4pm, AWST, Friday, 27 September 2019	4pm, AWST, Friday, 6 March 2020
<b>Notification of Decision</b> No Later than 30 November 2019	<b>Notification of Decision</b> No Later than 30 May 2019

## 8. Funding Limits

- 8.1. Town will fund no more than 50% of the total cost of proposals; applicant/s must contribute the remaining 50% share.
- 8.2. Limits apply to all approved sponsorships and grants and will be determined on a case by case basis in accordance with the Town's Sponsorship and Grant Policy and other relevant financial considerations.
- 8.3. Cash contributions from the Town may apply and will be determined on a case by case basis as part of the application and assessment process.

## 9. In Kind or Non Cash Contributions

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

## 10. Assessment Criteria

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

Every sponsorship or grant proposal is to include a detailed risk management plan.

- 10.1.7. **Organisational Competency:** Evidence of including a detailed implementation plan and budget, of the applicant's demonstrated capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal or initiative.

## **11. Assessment**

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

- 11.1.1. Assessment may be made by community members utilising online platforms, community gatherings and similar means.
- 11.1.2. In the event an Assessment Panels is utilised, it will comprise a minimum of three appropriately qualified and experienced individuals.
- 11.1.3. The Chief Executive Officer (CEO) is responsible for approving the composition of any Assessment Panels and retains the right to invite an external representative to participate as a member of an Assessment Panel.
- 11.1.4. Elected Officials are ineligible to participate on Assessment Panels.

## **12. Approvals**

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

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

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

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

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

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

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

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

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

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

17.1. All sponsorships and grants are to be acquitted and reviewed, by an appropriately qualified accountant or auditor, within three months of the completion of the event or initiative.

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

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

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

### **19. Contacts**

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

### **20. Submitting Proposals**

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