

Transparency Statement

Introduction

The Town of Bassendean is committed to high standards of transparency, accountability and good governance.

Council supports open and responsible decision-making processes that enable the community to understand how and why decisions are made and how public resources are managed.

Council is committed to fostering a culture of integrity, ethical conduct and responsible stewardship across all levels of the organisation.

Context

Transparency and accountability are fundamental principles of effective local government and are essential to maintaining public trust and confidence.

The Town has historically implemented measures to promote openness in governance, including the public reporting of Council Member activities and the provision of information to support informed decision-making.

This Transparency Statement establishes Council's commitment to transparency and accountability in a manner consistent with contemporary governance practices and evolving community expectations.

Scope

This Transparency Statement applies to:

- Council
- Council Members
- Chief Executive Officer
- Employees of the Town

This Statement establishes Council's position on transparency and informs governance practices, organisational culture and future policy development.

Commitment

Council will promote transparency and accountability by:

- Supporting access to relevant and timely information
- Encouraging responsible and ethical decision-making
- Considering transparency principles in governance and strategic decision-making
- Upholding accountability in the use of public resources
- Engaging with the community as per the International Association of Public Participation IAP2.
- Monitoring performance and reporting on outcomes
- Communicating council decisions in a clear and accessible manner to the community
- Maintaining accurate and compliant records in accordance with the *State Records Act 2000*.

What does this commitment look like in practical terms

- The Town's website will ensure all publicly required information will be available.
- Agenda briefing sessions will continue to be open to the public and be live streamed and audio recorded despite there being no requirement to do so under legislation.
- Council meetings will continue to be live streamed despite there being no requirement to do so as a Tier 3 council.
- All council and committee meetings will be open to the public.
- Meetings will only be closed to the public when:
 - a committee of the Parliament advises the local government to be confidential
 - the recruitment or employment of the CEO or a senior employee, including termination or review of the CEO's performance.
- Parts of a council meeting may be closed to the public if:
 - legal advice or other matters which legal professional privilege extends are on the agenda
 - information relating to the personal affairs of an individual are being discussed
 - information contained in a tender received by the local government where that information is the tendered price or the

- tendered methodology for calculating that price is being discussed
- information contained in a tender where the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract and which is not public (and if made public would have an adverse effect on the tenderer's business interests)
 - information which would endanger the security of the local government property or operations, including cybersecurity matters
 - information which could impair the effectiveness of an investigation or that deals with a contravention or possible contravention of the law
 - Includes commercial in confidence information.
- Meetings will not be closed to the public for the following reasons:
 - the information to be considered would cause embarrassment to the local government, council, or any individual
 - the matter is controversial
 - making the information public would result in criticism.
 - Transparency measures are the responsibility of the Chief Executive Officer and are managed through operational practices, clarification of the legislation from the Department of Local Government Industry Regulation and Safety, procedures and reporting frameworks including but not limited to:
 - The Town of Bassendean Customer Service Charter [2025 Town of Bassendean Customer Service Charter.pdf](#)
 - The Code of Conduct for Council Members, Committee Members and Candidates [code-of-conduct-for-council-members-committee-members-and-candidates](#)
 - The Code of Conduct – Employees
 - Engagement Practices in line with the IAP2 Framework.

Document responsibilities:			
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