



Town of Cottesloe

**STRATEGIC PLANNING
COMMITTEE
19 FEBRUARY 2014**

**DEPARTMENT OF LOCAL
GOVERNMENT AND COMMUNITY –
OFFER OF FINANCIAL
ASSISTANCE FOR REFORM
PLANNING**

ATTACHMENT

**LETTER OFFER OF FINANCIAL
ASSISTANCE FOR REFORM
PLANNING**



Our Ref: 238-12#09 E1333734

Mr Carl Askew
Chief Executive Officer
Town of Cottesloe
PO Box 606
COTTESLOE WA 6911

Dear Mr Askew

OFFER OF FINANCIAL ASSISTANCE FOR REFORM PLANNING

The Minister for Local Government, the Hon Tony Simpson MLA, has recently written to metropolitan local governments likely to be impacted by reform, advising them that grants of up to \$50,000 are being made available to assist with reform planning.

This funding will be made available to those local governments that have not already obtained access to grant funds.

The grants are to be used to support preliminary planning for reform, including the collection of data and other tasks associated with planning for reform.

Please see the attached *Funding Guidelines* providing details about the way the funding may be used and how to apply.

Applications should be forwarded to the Department by 28 February 2014 for consideration.

Yours sincerely

Jennifer Mathews
A/DIRECTOR GENERAL

20 December 2013

Gordon Stephenson House
140 William Street Perth WA 6000
GPO Box R1250 Perth WA 6844

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Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au



METROPOLITAN LOCAL GOVERNMENT REFORM FUNDING - ROUND 2, 2013

APPLICATION FORM

1. FUNDING

Funding of up to \$50,000 will be provided in accordance with the *Metropolitan Local Government Reform Funding Guidelines – Round 2, 2013*. These Guidelines provide for expenditure of the funds to support preliminary planning for reform, such as the review of processes, the collection of data and other planning tasks.

2. CONTACT DETAILS

Local Government:	
ABN:	
Postal Address:	
Contact Person:	
Position Title:	
Telephone:	Fax:
E-mail:	

3. AMOUNT OF FUNDING REQUESTED

The maximum amount to be provided to each local government is \$50,000. You may request less than that amount if you believe it to be sufficient for your needs.

The Department of Local Government and Communities has the discretion to provide less than has been requested.

AMOUNT REQUESTED \$ _____

4. EXPENDITURE OF FUNDS

The local government will be expending the funds:

(a) Individually

OR

(b) Jointly with the following local government/s

Where joint expenditure is proposed, the members of the group have agreed that:

(a) Expenditure and grant acquittal will be managed by the City/Town/Shire of

OR

(b) Expenditure and grant acquittal will be managed by the individual local governments in the group.

5. BUDGET

The attached budget shows the items on which the funding will be spent and the amount to be expended.

6. DECLARATION

I declare that I am authorised to apply for this grant on behalf of the local government.

Name:	
Position Title:	
Local Government:	
Signature:	

To obtain an electronic copy of this form, please email grants.administration@dlgc.wa.gov.au

Please forward completed Application Form to:
grants.administration@dlgc.wa.gov.au

or

Community Funding Unit
Department of Local Government and Communities
GPO Box R1250, Perth WA 6844



METROPOLITAN LOCAL GOVERNMENT REFORM

FUNDING GUIDELINES – ROUND 2, 2013

1. Background

The Government has prepared its proposed boundaries for 15 local governments in the Perth metropolitan area.

The Local Government Advisory Board is currently assessing proposals for amalgamation and revised boundaries.

While that process continues, there is a range of tasks that can be performed by individual local governments to prepare for future changes in governance and administration.

2. Funding

The Liberal-National Government has resolved to support those local governments that have not yet received funding from the first round of the Metropolitan Local Government Reform Program. Up to \$50,000 will be provided to eligible local governments to support preliminary planning for reform, including a review of relevant tasks and functions, the collection of data and other activities associated with the first stage of reform planning.

3. Who can be funded

Local governments affected by the Metropolitan Local Government Reform proposals that do not have access to grant assistance previously provided under the Metropolitan Local Government Reform Program may apply for a grant from the Department of Local Government and Communities.

4. What can be funded

The Department, in collaboration with the Western Australian Local Government Association and Local Government Managers Australia, is preparing a *Toolkit* which identifies tasks to be completed at all stages of a merger with either part or all of another local government. Costs associated with the first stage of amalgamation planning may be funded. These include elements associated within:

- Corporate Governance;
- Financial Management;
- Assets and Infrastructure;
- Regulations and Enforcement;
- Human Resource Management and Industrial Relations;
- Business Systems; and
- Change Management and Communications Processes.

Details of eligible tasks associated with these elements are at item 9.

The cost of backfilling an established position that is allocated to this project or the cost of a consultant employed to undertake the project are also eligible for funding. Consultancy fees must be itemised to include the categories of costs billed and what they relate to and submitted both in the budget and as part of the final acquittal of funds.

5. What cannot be funded

Costs which are not directly attributable to the first stage of amalgamation planning, as specified at item 9, or costs that would have been incurred during the normal course of business will not be funded.

Examples of costs that will not be funded include:

- existing staff costs;
- use of local government premises, equipment and materials;
- travel;
- hospitality;
- the publication of information and advertisements relating to boundary changes and amalgamations; and
- costs relating to any alternative amalgamation meeting fees.

6. Management of grant funding

The terms and conditions of funding will be set out in a grant agreement between the local government and the Department.

An agreed budget will identify items of expenditure and will form part of the Grant Agreement.

Local governments may choose to work independently or with other local governments. One single budget may be submitted for a group of two or more if preferred and a joint acquittal may be made, subject to Departmental approval.

7. Acquittal

Funding must be fully acquitted using the Department's Online Grants Report System by the due date nominated in the Grant Agreement. The Department will provide the necessary information to use this system. The report must include information on the outcomes described in the Grant Agreement.

8. Requests for Funding

Applications for funding can be made on the Application Form included in this information package.

The Departmental contact is Ms Pearl Craig, A/Manager Grants, on 6551 8415 or via email at pearl.craig@dlgc.wa.gov.au.

9. Tasks Eligible for Grant Expenditure

CORPORATE GOVERNANCE

- Create an inventory of all current and pending legal proceedings and contingent liabilities
- Create an inventory and details of major tenders, goods and services contracts
- Create an inventory of advisory committees and all existing council forums
- Identify community functions organised/sponsored by council
- Create an inventory of policies and delegations

FINANCIAL MANAGEMENT

- Create a loans and debt schedule
- Create a summary of Trust Funds, Investments and Reserve Accounts
- Create an inventory of fees and charges and undertake review
- Provide a Rating Strategy inventory and review

ASSETS AND INFRASTRUCTURE

- Create an inventory of assets – all classes
- Report on asset management practices, i.e. depreciation rates, policies, systems
- Create a list of council facilities (buildings, plant, waste management facilities etc)
- Report on progress of major projects and infrastructure projects
- Identify major services and delivery models (such as aged care, child care facilities and centres)

REGULATIONS AND ENFORCEMENT

- Create an inventory of Local Laws
- Identify Town Planning schemes and plans
- Create an inventory of existing and partly completed or received development applications
- Identify current appeals and legal action (Development)

HUMAN RESOURCE MANAGEMENT AND INDUSTRIAL RELATIONS

- Create an inventory of existing employee contractual arrangements: positions, expiry dates etc.
- Identify and create a list of accruals including annual leave, long service leave etc.

BUSINESS SYSTEMS

Create an inventory of information communications and technology systems

Create an inventory of software and hardware licences and support

CHANGE MANAGEMENT AND COMMUNICATIONS PROCESSES

Develop Internal Communications Plan.

Develop communications plan for stakeholders

