



TOWN OF

Bassendean

AGENDA

Ordinary Meeting of Council

Tuesday 19 December 2023 at 6:00 pm

Notice is hereby given of the Ordinary Council Meeting
to be held in the Council Chamber

Administration Building

48 Old Perth Road, Bassendean WA 6054

Cameron Woods
CHIEF EXECUTIVE OFFICER

14 DECEMBER 2023

Meeting Information

Recording and Live-streaming

All participation in the meeting, except for confidential business, will be audio recorded and live-streamed on the Town's website. The live stream will be archived and made available on the Town's website after the meeting.

Conduct at meetings

The Town is committed to ensuring our Council Meetings are a safe work environment, free of risks to the health and wellbeing of Elected Members, Officers and our community. Any person attending is required to be respectful, courteous and have due regard for individual rights and differences. Individuals may be asked to leave should their conduct adversely affect the health and safety of others.

By attending this meeting, you agree to abide by these conditions.

For any questions regarding the Ordinary Council meeting or any item presented in the agenda, please contact the Town of Bassendean at:
mail@bassendean.wa.gov.au.

Tune in to live streaming from the comfort of your own home by going to:
Town of Bassendean Council - YouTube

or if you miss it live, go to:
<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihhg>

Council Seating Plan



Minute Secretary



Manager Governance and Strategy

Joanne Burges



Chief Executive Officer

Cameron Woods



Mayor

Cr Kathryn Hamilton

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Director of Corporate Services
Paul White



Director Community Planning

Luke Gibson



Executive Manager Infrastructure

Phillip Adams



Executive Manager Sustainability and Environment

Nicole Davey



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Cr Paul Poliwka
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Council Role

Each Report presented will identify what Council's Role is in the item

Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, setting and amending budgets.
Legislative	Includes adopting local laws, local planning schemes and policies.
Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
Quasi-Judicial	When the Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building permits, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be subject to review by the State Administrative Tribunal.
Information	For the Council/Committee to note.

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

Acknowledgement of Traditional Owners

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

2 Announcements by The Presiding Person Without Discussion

3 Attendances, Apologies and Applications for Leave of Absence

4 Declarations of Interest

5 Presentations or Deputations

6 Statements by Members of the Public

Public statement time will be limited to two minutes per person.

Members of the public are encouraged to submit their statements in advance by completing the relevant form:

Online Form - Public Statement Time » Town of Bassendean

Please complete this form and submit it to the Town's Chief Executive Officer by no later than 12noon on the day of the meeting.

It should be noted that comments are recorded and live streamed via YouTube, and that there is no protection from legal action being taken against you, should it arise from your comments delivered at the meeting.

7 Questions from Members of the Public

15 minutes will be allocated for questions by members of the public any question that relates to the district.

Each member of the public with a question is entitled to ask up to two questions before other members of the public will be invited to ask their questions.

Questions can be submitted prior to the Council meeting to:
www.bassendean.wa.gov.au/forms/public-question-time/36

If a person asking a question is not present at the meeting, then the Mayor can choose to deal with it at the meeting or arrange a response by email.

8 Petitions

9 Confirmation of Minutes

9.1 Confirmation of Minutes	
Attachments	1. Ordinary Council Meeting Tuesday-28- November- N O- CONFIDENTIAL [9.1.1 - 31 pages]

Officer Recommendation – Item 9.1

That the minutes of the Ordinary Council meeting held on 28 November 2023, be received and confirmed as a true and correct record.

Voting requirements: Simple Majority

10 Business Deferred from Previous Meeting

Nil

11 External Committee Reports and Updates

11.1 External Committee Reports and Updates	
Property Address	NA
Landowner/Applicant	NA
File Reference	GOVN/CCLMEET/1
Author	Peta Mabbs
Department	CEO'S Office
Previous Reports	N/A
Authority/Discretion	Information For the Council/Committee to note.
Attachments	Nil

Purpose

The purpose of this report is for Council to note that no minutes from external Committees and organisations have been received.

Background

Councillors are appointed as members of external Committees and organisations. The minutes are attached for consideration of all Councillors.

Comment

There have been no minutes received from external Committees and organisations.

Officer Recommendation – Item 11.1

That Council notes that no documents from external Committees have been received within the reporting period.

Voting requirements: Simple Majority

12 Officer Reports

Adoption of Recommendations En Bloc

The following information is provided to Councillors for guidance on the use of en bloc voting as is permissible under the Town's Council Meeting Procedures Local Law 2020.

Council Meeting Procedures Local Law 2020, Clause 5.4 states:

- (1) In this clause adoption by en bloc voting means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), Council may pass an adoption by en bloc voting.
- (3) An adoption by en bloc voting may not be used for a matter –
 - (a) that requires a 75% majority or a special majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a member wishes to make a statement; or

that is a matter on which a member wishes to move a motion that is different to the Officer recommendation.

Councillors should be aware that should they wish to declare an interest in any of the items listed in the en bloc voting table, and have not done so under Item 4.0, Declarations of Interest, they should do so at this point of the agenda.
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Officer Recommendation Item 12.1

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

Item	Report
12.3	Monthly Financial Report – October and November 2023
12.6	Audit and Governance Committee Meeting – 13 December 2023
12.7	Arts, Culture and Events Committee Meeting – 12 December 2023
12.8	Calendar of Meetings - 2024
12.9	Accounts Paid – November 2023

Council is now requested to consider the balance of the Officer recommendations independently.

Item	Report
12.2	Draft amended Local Planning Policy 4 – Heritage and Character
12.4	2022/23 Annual Report
12.5	OCM 26 April 2022 Item 13.1 OCM-19/4/22 Trees Notice of Motion
12.10	Disposal of 14 (Lot 103) Iveson Place, Bassendean
12.11	RFT 03/2023 Bassendean Oval Lighting
12.12	Additional Funding for Drainage Project (AB2401) at Jubilee Reserve

12.2 Draft amended Local Planning Policy 4 - Heritage and Character	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	LUAP/POLCY/24
Department	Community Planning
Previous Reports	24 May 2022 27 June 2023
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	<ol style="list-style-type: none"> 1. Existing Local Planning Policy 5 - Earlsferry House Design Guidelines [12.2.1 - 2 pages] 2. Draft amended Local Planning Policy 4 - Heritage and Character (as advertised) [12.2.2 - 16 pages] 3. Schedule of Submissions [12.2.3 - 11 pages] 4. Draft amended Local Planning Policy - Heritage and Character (further amended after advertising) [12.2.4 - 16 pages]

Purpose

The purpose of this report is for Council to consider a draft amended *Local Planning Policy 4 – Heritage and Character* (LPP 4) and the revocation of *Local Planning Policy 5 – Earlsferry House Design Guidelines* (LPP 5).

Background

In May 2022, Council resolved to adopt LPP 4 which seeks to conserve and protect places and areas of heritage and/or character significance, ensure that subdivision and development does not adversely affect the significance of a heritage place and/or character areas and that new development is sympathetic to the existing character of the heritage place and designate Heritage Areas, for the purpose of Regulation 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

In June 2023, Council resolved to support draft amended LPP 4 for the purposes of public consultation. **The amendment to the policy is the addition of the Earlsferry Precinct (as below) as a new Heritage Area; effectively including the provisions from the existing LPP 5.**



Communication and Engagement

Following Council's resolution on the matter, the draft Policy was advertised for a period of 21 days being, being from 1 to 22 November 2023, in the following manner:

- Letters being sent to owners of property within the subject area;
- The consultation displayed on the Town's website; and
- Copies of the draft Policy were made publicly available at the Town's Customer Service Centre and Library.

In response, the Town received 14 community submissions; as set out in the attached Schedule of Submissions.

Whilst the vast majority of submissions objected to the draft amended Policy, it is evident that there is little to no objection to the designation of the Earlsferry Precinct as a Heritage Area (which is the specific proposal that was being consulted upon), but rather, objection to the lack of inclusion of the lots along Nurstead Avenue; an aspect that was never contemplated as part of the draft amended policy. This issue of Nurstead Avenue is discussed in the report.

In addition to the community consultation, the proposal was referred to the State Heritage Office, which advised as follows:

The proposed policy area includes the State Registered Place P128 Earlsferry which is intended to form part of the proposed local heritage area, Earlsferry Court Heritage Area.

The amendment has been considered for its potential impact on the State Registered Heritage Place known as P0128 Earlsferry, 1 Earlsferry Ct, Bassendean.

As the proposed policy is consistent with the intent of the heritage provisions currently achieved under 'LPP5 – Earlsferry House Design Guidelines' and will not impact on the heritage values of the places, there is no objection to the proposal on historic heritage grounds.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.3 Ensure operational activities reflect the strategic focus of Council

Priority Area 7: Building Community Identity by Celebrating Culture and Heritage

7.2 Create a community closely connected to its history and heritage operational activities reflect the strategic focus of Council

Comment

Earlsferry Precinct

The Regulations provide that if, in the opinion of the local government, special planning control is needed to conserve and enhance the cultural heritage significance and character of an area within the district, the local government may, by resolution, designate that area as a Heritage Area, following public consultation.

The effect of such a resolution is that development that would generally not require development approval would thereafter require such an approval, thereby allowing the application of any provisions with an associated local planning policy.

In accordance with the Regulations, if the local government designates an area as a Heritage Area, the local government must adopt for the area, a local planning policy that sets out the following:

- a map showing the boundaries of the heritage area;
- a statement about the heritage significance of the area; and
- a record of places of heritage significance in the heritage area.

The existing Policy does not include any reference to the Earlsferry Precinct as the matter was addressed via LPP 5 (attached), however, it is considered appropriate for the provisions to be incorporated into LPP 4, allowing for the revocation of LPP 5.

The proposed amendments to the Policy, whilst appearing material, are essentially a replication of the existing provisions in LPP 5.

During the consultation period, it was identified that some of the draft provisions (that are effectively that being transferred from LPP 5 to LPP 4) erroneously referred to Nurstead Avenue, however, it is clear from the provisions that they intend to refer to Earlsferry Court. It is recommended that the draft policy be further modified to correct those errors, as contained in Attachment 4.

Nurstead Avenue

As detailed above, the vast majority of submissions advocated for the inclusion of the lots along Nurstead Avenue; either as part of the Earlsferry Precinct or as a new Nurstead Avenue precinct.

In considering the issue, the following is relevant:

- The subject area does not accommodate any properties on the Heritage List and only four properties on the Local Heritage Survey.
- Under the adopted Local Planning Strategy, the subject area is identified for medium to high residential development.
- Under the Council-adopted draft LPS 11, the subject area is proposed to be recoded to R60.
- Based on discussions with the Department of Planning, Lands and Heritage, it is likely that the subject area will be recoded to between R60 and R100.
- The area forms part of the district-level activity centre, which is required to be supported by a Precinct Structure Plan. That plan will be progressed in early 2024 and will be able to provide further guidance in the future development within the area.
- Under *Local Planning Policy 9 – Design Review Panel*, any significant development proposal within the precinct would be subject to formal design review.

In any event, in determining the matter at this time, Council is unable to simply adopt the draft amended Policy, subject to modifications to include the Nurstead Avenue properties. This is due to the fact that the requisite policy provisions have not been prepared (with any such provisions to have regard to the likely medium or high density residential outcomes), nor have they been subject to community consultation.

Based on the above, the following options are available to Council.

1. proceed with the Policy without further modification and do not separately entertain the identification of the Nurstead Avenue precinct as a Heritage Area.
2. proceed with the Policy without further modification and separately entertain the identification of the Nurstead Avenue precinct as a Heritage Area.
3. not proceed with the draft amended Policy; thereby maintaining the status quo (including the retention of LPP 5).

It is recommended that Council pursue option 2 with the potential designation of the Nurstead Avenue precinct as a Heritage Area to be considered as part of the future Precinct Structure Plan for the Bassendean Town Centre.

Statutory Requirements

The *Planning and Development (Local Planning Schemes) Regulations 2015* state that after advertising the draft Policy, Council must review the policy in light of any submissions and resolve to:

- “(i) *proceed with the policy without modification; or*
- “(ii) *proceed with the policy with modification; or*
- “(iii) *not proceed with the policy.*”

Financial Considerations

Nil.

Risk Management Implications

No Risks Identified

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.2

That Council:

1. pursuant to Clauses 4(3)(b)(i) and 9(1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, proceeds with the draft amended *Local Planning Policy 4 - Heritage and Character* (including the designation of the Earlsferry Heritage Area), with further minor modifications, as contained as Attachment 4.
2. pursuant to Clause 6 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, revokes existing *Local Planning Policy 5 – Earlsferry House Design Guidelines*.
3. Notes that the future Precinct Structure Plan for the Bassendean Town Centre will consider the issue of heritage and character within, and redevelopment of, the Nurstead Avenue sub-precinct.

Voting requirements: Absolute Majority

12.3 Monthly Financial Report - October and November 2023	
Property Address	NA
Landowner/Applicant	NA
File Reference	FINM/AUD/1
Author	Paul White
Department	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	<ol style="list-style-type: none"> 1. Monthly Financial Report (RSS) at 31 October 2023 [12.3.1 - 12 pages] 2. Monthly Financial Report (RSS) at 30 November 2023 [12.3.2 - 11 pages]

Purpose

The purpose of this report is for Council to receive the Monthly Financial Reports for October and November 2023 which incorporates the Statement of Financial Activity.

Background

The Local Government (Financial Management) Regulations 1996, Regulation 34, requires that a Statement of Financial Activity be prepared each month and presented to Council.

The Statement of Financial Activity is to show a comparison of the budget estimates with the actual revenue and expenditure figures for the year-to-date and can be presented by nature and type classification, program or business unit. The Statement of Financial Activity hereby presented to Council is by nature and type classification.

The Statement of Financial Activity and accompanying documents must be presented to Council within two months after the end of the month to which the statement relates. The variance report compares to the current budget which was adopted by Council on 28 June 2023.

Each year Council is required to adopt a percentage or value to be used in statements of financial activity for reporting material variances. Council adopted \$15,000 or 10% whichever is higher, as part of its 2023/24 Annual Budget.

Proposal

For Council to receive the Monthly Financial Reports for October and November 2023.

Communication and Engagement

Nil.

Strategic Implications

Priority Area 4: Driving Financial Suitability

- 4.1 Ensure there is sufficient, effective and sustainable use of assets
- 4.2 Ensure community facilities are accessible to and well utilised by a diverse range of community members
- 4.3 Support the local economy

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

- 6.1 Make brave decisions in line with a risk appetite
- 6.3 Ensure operational activities reflect the strategic focus of Council
- 6.5 Foster an environment of innovation and leadership

Comment

The Monthly Financial Reports contain the Statement of Financial Activity, which represents the adopted 2023/24 Annual Budget and any subsequent amended estimates and actual income and expenditure amounts to the month.

Statement of Financial Activity (by nature or type)

The Statement of Financial Activity provides a comparison between actual and budget income and expenditure on year-to-date basis. The accompanying notes provide a detailed breakdown of the amounts and commentary is based on the November 2023 year-to-date figures.

Item	Current Budget	YTD Budget	YTD Actual	Variance to YTD Budget	Variance to YTD Budget
	\$m	\$m	\$m	\$m	%
Revenue (including General Rates)	24.1	21.5	21.5	0.0	0
Expenditure	28.4	13.2	11.7	1.5	11.5
Capital Works	5.6	1.0	0.6	0.4	40
Non-Operating Grants, Subsidies and Contributions	2.3	0.7	0.5	0.2	29

Operating Revenue

Revenue year-to-date is line with budget based on the Statement of Comprehensive Income.

Operating grants, subsidies and contributions are under budget due to a timing difference in the recognition of the MRRG direct grant and the Financial Assistance Grants Scheme worth \$114K which were received in advance in June 2023 and reflected in the opening surplus position.

Interest income is higher than budget by \$150K due to early investment from adoption of the annual budget in June and higher interest rates on investments.

Operating Expenditure

Expenditure year-to-date is under budget by \$1.5m. This is primarily due to materials and contracts spend which is under budget by \$1.1m, which is expected to be a timing difference as capital works projects momentum builds during the middle of the financial year. The remaining variance is due to employee costs, which is under budget by \$0.5m due to vacancies for various positions.

Utilities expenditure is under budget by \$64k, due to a required reallocation of street lighting costs.

Other expenditure is over budget by \$181K with ICT Licences being paid for the full year.

All other reporting lines are within budget.

Non-Operating Grants

Non-operating grants are under budget by \$191K with timing for grants from MRRG \$200K and Sandy Beach foreshore stabilisation by \$115K.

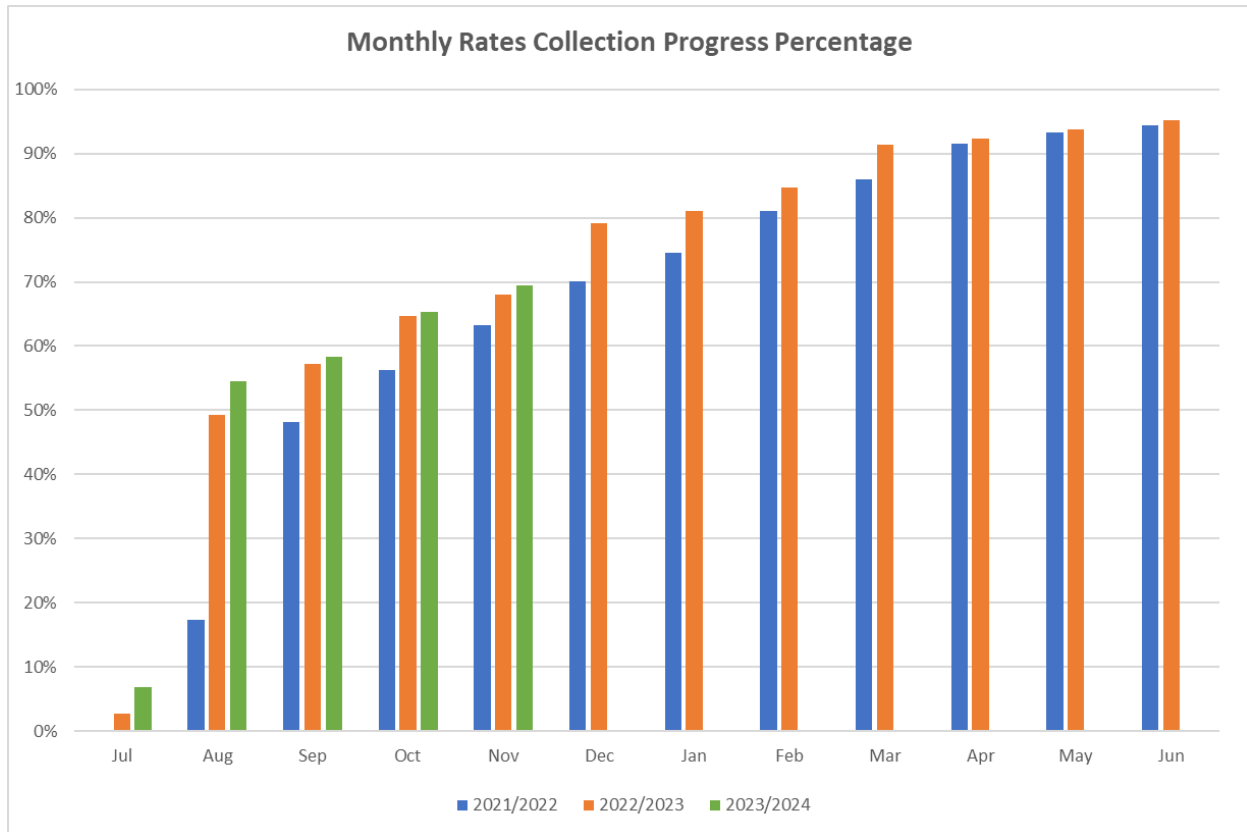
Capital Works

Actual spend is 10.4% of the current budget with a further 38% committed with purchase orders having been issued.

Rates Collection Report

The chart below shows collection at 70% as at November 2023, continuing the improving trend toward earlier collection.

The third instalment is due on 9 January 2023.



Monthly Investment Report

The overall balance of the Town’s investments is \$23.1m. This is comprised of municipal investments of \$13.1m (including restricted cash), reserve investments of \$9.7 million and trust investments (public open space) of \$0.3m.

The administration uses *Marketforces.org.au* to assist in assessing whether financial institutions invest funds in fossil fuel related industries. The Town currently has 72% of its funds invested in non-fossil fuel ADIs.

Statutory Requirements

Local Government (Financial Management) Regulations 1996.

Financial Considerations

The Monthly Financial Report provides an overview of income and expenditure for the appropriate period.

Budget Amendments

There are no budget amendments recommended in the Monthly Financial Reports for October and November 2023.

Risk Management Implications

Financial Risk
Low

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.3

That Council:

1. Notes the Explanation of Material Variances in the Statements of Financial Activity; and
2. Receives the Monthly Financial Report for the period ending 31 October 2023, which incorporates the Statement of Financial Activity for the period to October 2023.
3. Receives the Monthly Financial Report for the period ending 30 November 2023, which incorporates the Statement of Financial Activity for the period to November 2023.

Voting requirements: Simple Majority

12.4 2022/23 Annual Report	
Property Address	
Landowner/Applicant	
File Reference	FINM/AUD/7
Directorate	Office of the CEO
Previous Reports	N/A
Authority/Discretion	{use-custom-field-council-role-do-not-remove}
Attachments	1. Draft 22 23 Annual Report [12.4.1 - 40 pages]

Purpose

The purpose of this report is for Council to consider and accept the draft Town of Bassendean Annual Report 2022/23 including the Audited Annual Financial Statements for the year ending 30 June 2023, and to set a date for the General Meeting of Electors.

Background

Section 5.53 of the Local Government Act 1995 requires the Town to prepare an annual report for each financial year, with that report to contain the following:

- a report from the mayor or president;
- a report from the CEO;
- an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;
- the financial report for the financial year;
- such information as may be prescribed in relation to the payments made to employees;
- the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year;
- a matter on which a report must be made under section 29(2) of the Disability Services Act 1993;
- details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - the number of complaints recorded in the register of complaints;
 - how the recorded complaints were dealt with;

- any other details that the regulations may require; and
- such other information as may be prescribed.

Section 5.54 of the Act requires the annual report for a financial year to be accepted by the local government no later than 31 December after that financial year, however, if the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December, the annual report is to be accepted by the local government no later than two months after the auditor's report becomes available.

Communication and Engagement

On 13 December 2023, the draft Audited Annual Financial Statements for the year ending 30 June 2023 were endorsed by the Audit and Governance Committee.

On 15 December 2023, the draft Annual Report was circulated to Councillors for comment via the CEO Bulletin. No comments were received.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.3 Ensure operational activities reflect the strategic focus of Council

6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

Comment

The Annual Report and the 2022/23 Audited Financial Statements provide an overview of the activities of the Town of Bassendean and report on the measures of success in line with the Corporate Business Plan.

Acceptance of the Annual Report ensures the Town of Bassendean is compliant with section 5.54 of the *Local Government Act 1995* which requires the Annual Report to be accepted by the Local Government no later than 31 December after that financial year.

Statutory Requirements

Once adopted by Council, the CEO is required to give local public notice of the availability of the annual report as soon as practicable after the decision.

Additionally, a General Meeting of Electors is to be held on a day selected by the local government but not more than 56 days after Council adopts the annual report.

The proposed date for the General Meeting of Electors is Tuesday 13 February 2024 at 6.00pm.

Financial Considerations

The costs associated with the graphic design of the Annual Report and giving local public notice, can be met from the Town's operational budget

Risk Management Implications

Low

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.4

That Council:

1. Accepts the Town of Bassendean's 2022/23 Annual Report for the year ending 30 June 2023, including the Audited Annual Financial Statements for the year ended 30 June 2023;
2. Notes that the document will be amended by the insertion of a revised Mayoral / CEO foreword; and
3. Holds its General Meeting of Electors on Tuesday 13 February 2024 in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 6.00pm.

Voting requirements: Absolute Majority

12.5 { OCM 26 April 2022 Item 13.1 OCM - 19/4/2022 Trees Notice of Motion }	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	ENVM/PROGM/17
Directorate	Infrastructure
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	Attachment 1: Trees NoM item 1 CEO Bulletin update OPR Attachment 2: Trees NoM item 1 CEO Bulletin update attachment OPR tree locations pg1 Attachment 3: Trees NoM item 1 CEO Bulletin update attachment OPR tree locations pg 2 Attachment 4: Trees NoM item 3 CEO Bulletin update Lord Street Trees and Path Attachment 5: Trees Nom item 3 CEO Bulletin update attachment LORD STREEST path and london tree western side Attachment 6: Trees NoM item 3 CEO Bulletin update attachment LORD STREET path and tree western side Attachment 7: Trees NoM items 3 LORD STREET proposed path sheet 1 Attachment 8: Trees NoM items 3 LORD STREET proposed path sheet 2

Purpose

The purpose of this report is for Council to note the actions taken to date in respect of Resolution Item 13.1 OCM-19/04/22 and for council to adopt the revised Officers' Recommendation as outlined in the report.

Background

On the 26th of April 2022 the following resolution of Council was endorsed.

Council Recommendation:

That Council requests the CEO:

- 1. Develop a plan for approval by Council to implement Option 1 (replace poor performing Triadica Sebiferas) & Option 2 (increase planting in available spaces) identified in the Arbor Carbon Old Perth Road Street Tree Audit (J19384 – 29 May 2019) utilising suitable fast growing, large crown species identified in Section 5.1 of the report and including the installation of structural cells and permeable paving to provide sufficient soil volume where necessary as part of the 2023 tree planting program;*
- 2. Await the results of the upcoming community engagement associated with the “Power to the People” pilot and the development of any subsequent concept plan prior to any further planting occurring on Old Perth Road between Guildford Road and Wilson Street;*
- 3. Develop basic plans for approval by Council and associated budget estimates for consideration in the 2022/23 budget for the provision of a realigned footpath aligned where practicable along the property boundaries on the west side of Lord Street between Railway Parade and Walter Road East, and the planting of an avenue of shade trees (utilising suitable fast growing, large crown, preferably non deciduous species identified in Section 5.1 of the Arbor Carbon report) preferably between the path and the road for implementation as part of the 2023 tree planting program;*
- 4. Prioritise the planting of shade trees where space allows along the eastern side of Lord Street and the western section north of Walter Road East upon completion of the undergrounding of existing power lines in this section of road; and*
- 5. Review the tree plantings installed as part of the Whitfield Safe Active Street and identify any ornamental tree species that could be transplanted elsewhere and replaced with larger shade trees that will provide canopy to the street at maturity and include the street for additional verge planting in the 2023 planting season.*

CARRIED UNANIMOUSLY 6/0

Comment

This report addresses the various components of the above resolution and aims to finalise Resolution Item 13.1 OCM-19/04/22 by outlining what has been actioned and reported to council via the CEO Bulletin and identifying the preferred actions for dealing with outstanding recommendations.

Recommendation 1:

Develop a plan for approval by Council to implement Option 1 (replace poor performing Triadica Sebiferas) & Option 2 (increase planting in available spaces) identified in the Arbor Carbon Old Perth Road Street Tree Audit (J19384 – 29 May 2019) utilising suitable fast growing, large crown species identified in Section 5.1 of the report and including the installation of structural cells and permeable paving to provide sufficient soil volume where necessary as part of the 2023 tree planting program;

Response:

The administration does not recommend proceeding with the implementation of Option 1 and 2 of the Arbor Carbon report due to significant costs associated with the installation of structural cells and permeable paving and the need for the Town to consider the future alignment of Old Perth Road (OPR).

The alignment of OPR is subject to change through the consideration of the precinct structure plan (PSP) which will be delivered in 2024 and 2025. The PSP will provide further information and options for Councils consideration, and on this basis any major works that may be undertaken on OPR before the PSP is adopted could be considered abortive works.

The administration offers the following alternative proposals:

- Enhance the existing tree pits in the verge by way of expanding them, applying fertiliser, soil improvements and regular watering in summer as detailed in attachment 1. It is expected that with better conditions their health will improve and contribute to the overall aesthetics of the street with their light foliage colour contrasts to the darker leaved trees of the street and their deciduous nature also allows for increased light on the footpath in winter.
- Leave the existing median trees as detailed within attachment 1 and consider the future alignment of Old Perth Road as part of the precinct structure plan.

Recommendation 2:

Await the results of the upcoming community engagement associated with the "Power to the People" pilot and the development of any subsequent concept plan prior to any further planting occurring on Old Perth Road between Guildford Road and Wilson Street;

Response:

The administration's preferred approach is that no further planting is to occur at this time, other than enhancement and/or replacement of existing trees (if required), whilst the development of the precinct structure plan is progressed.

Recommendation 3:

Develop basic plans for approval by Council and associated budget estimates for consideration in the 2022/23 budget for the provision of a realigned footpath aligned where practicable along the property boundaries on the west side of Lord Street between Railway Parade and Walter Road East, and the planting of an avenue of shade trees (utilising suitable fast growing, large crown, preferably non deciduous species identified in Section 5.1 of the Arbor Carbon report) preferably between the path and the road for implementation as part of the 2023 tree planting program;

Response:

Basic plans of a realigned footpath against the property boundary for Lord St were developed and distributed to Council within the CEO Bulletin and are provided again

within attachments 7 and 8. Due to the estimated order of costs of these works exceeding \$500K, (explained within attachment 4), the realignment of the path is not considered to be a financially viable option and therefore this component of the Resolution is proposed to be revoked.

Regarding the planting of fast growing, large crown species on the West side of Lord Street, nominally noted as London Plane trees, Town staff do not recommend that this species or sized tree be planted within this location due to their size at maturity. This is demonstrated diagrammatically within attachments 5 and 6 and explained within attachment 4. London Plane trees will create a long-term maintenance issue for the Town as they will require regular pruning back from the boundary and the road reserve, which will require extensive traffic management and the use of elevated work platforms.

Town staff recommend planting medium sized trees as follows:

- *Eucalyptus torquata* (Coral Gum) - canopy up to 10m wide
- *Cupanopsis anacardioides* (Tuckeroo) - canopy up to 8m wide.
- *Eucalyptus todtiana* (Coastal Blackbutt) - canopy up to 10m wide.

Recommendation 4:

Prioritise the planting of shade trees where space allows along the eastern side of Lord Street and the western section north of Walter Road East upon completion of the undergrounding of existing power lines in this section of road; and

Response:

The planting of trees will be prioritised on the Eastern side of Lord Street and Western section, north of Walter Rd east commencing in the 2024 Winter tree planting season.

Recommendation 5:

Review the tree plantings installed as part of the Whitfield Safe Active Street and identify any ornamental tree species that could be transplanted elsewhere and replaced with larger shade trees that will provide canopy to the street at maturity and include the street for additional verge planting in the 2023 planting season.

Response:

Tree plantings for the Whitfield Safe Active Street were reviewed and the Flowering Plum trees have been chosen for these locations due to the site restrictions, mainly being the size of the planting pit and being near existing overhead power lines. The majority of these are considered suitable and should remain as planted. However, there are six (6) locations identified that could accommodate larger growing trees such as the Jacaranda which will be incorporated into the 2024 winter tree planting program.

Summary of responses to the Resolution 13.1 OCM-19/04/22

Notice of Motion	Administration's response
Recommendation 1	Revoke the existing resolution and enhance existing verge tree pits and improved tree management until the precinct structure plan is adopted.
Recommendation 2	No further planting to occur until the PSP is developed.
Recommendation 3	Endorse the revised path plan, and recommended tree species and costings. Planting in the winter of 2024
Recommendation 4	Prioritise planting of trees on the eastern side of Lord St and the western section of Walter Rd East
Recommendation 5	Tree plantings reviewed and six (6) additional large tree plantings are recommended.

Communication and Engagement

No specific communication and engagement have occurred with the broader community on this Notice of Motion. Communications with Councillors through the CEO bulletin have occurred and our normal protocols when engaging with the community, will take place when adjustment to tree plantings are proposed.

Strategic Implications

Priority Area 2: Leading Environmental Sustainability

2.4 Conserve, protect and enhance our natural environment and biodiversity

2.6 Support the creation of a more green and shaded Town

Statutory Requirements

N/A

Financial Considerations

The recommendations provided by the officers within this report reflect financial risks associated following the Notice of Motion in both upfront and ongoing costs for the Town as noted within this report.

Risk Management Implications

No Risks Identified within the officer's recommendations.

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.5

That Council:

1. **Revoke**, recommendation 1; Item 13.1 OCM-19/04/22 and **Endorse** the expansion of the existing tree pits in Old Perth Road and the improved tree maintenance program, as outlined in Attachment 1, until the precinct structure plan is completed.
- 2 **Note** that no new tree planting will occur between Guildford Road and Wilson Street until completion of the precinct structure plan.
- 3 **Accept** the plans and costings for the realigned path (west side of Lord Street) and rejects moving the path due to the financial costs and adopts the proposed tree species and winter 2024 planting program as per attachment 4.
- 4 **Endorse** the planting of a large tree species at the six identified locations on Whitfield Street commencing in the winter 2024.

Voting requirements: Absolute Majority

12.6 Audit and Governance Committee Meeting - 13 December 2023	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/18
Department	Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. Town of Bassendean Financial Statements 2022-23 Signed Stamped 2 [12.6.1 - 40 pages] 2. Opinion - Town of Bassendean - 30 June 2023 [12.6.2 - 3 pages] 3. CONFIDENTIAL REDACTED - Auditor's Closing Report - 30 June 2023 [12.6.3 - 16 pages] 4. CONFIDENTIAL REDACTED - Management Letter 2022-23 - Financial Attachment - Management Comments [12.6.4 - 4 pages] 5. CONFIDENTIAL REDACTED - Management Letter 2022-23 - ITGC Attachment - Management Comments [12.6.5 - 16 pages] 6. CONFIDENTIAL REDACTED - Management Representation Letter 2022-23 [12.6.6 - 6 pages] 7. Audit and Governance Committee Meeting Minutes 13 December 2023 [12.6.7 - 7 pages]

Purpose

The purpose of this report is for Council to receive the report on the meeting of the Audit and Governance Committee held on 13 December 2023.

Background

The Town's Audit and Governance Committee meets at least four times each year in carrying out its functions under the Instrument of Appointment and Delegation (the Instrument). The Instrument specifies the authority, objectives and responsibilities of the Committee and governs its membership and meeting requirements.

Proposal

For Council to receive the report on the meeting of the Audit and Governance Committee held on 13 December 2023.

Communication and Engagement

To enhance openness, accountability and integrity, Council has appointed a community representative and an independent advisor to the Committee.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

Comment

The Committee considered the following items:

Audited Financial Statements for the year ended 30 June 2023

The purpose of this report was to provide the Audit and Governance Committee with Audited Annual Financial Statements for the year ended 30 June 2023 and the associated attachments for endorsement.

Importantly, the Auditor General issued an unmodified auditor's report on the financial statements for the year ending 30 June 2023, and no matters of significance, required to be reported under section 24(1) of the Auditor General Act 2006, were identified.

The detailed findings from the Financial Audit and the Information Technology General Controls Audit are contained in the Management Letters, with management comments in response. Management has accepted all findings and has or will introduce measures to address those findings.

The Committee resolved as follows:

That the Committee:

1. Recommends that Council endorse the Audited Annual Financial Statements for the year ended 30 June 2023 (**Attachment 1**);
2. Receives the Independent Auditor's Report (**Attachment 2**);
3. Receives the Auditor's Closing Report (**Confidential Attachment 1**);
4. Notes the findings identified during the Financial Audit (Management Letter) and management responses to those findings (**Confidential Attachment 2**);
5. Notes the findings identified during the Information Technology General Controls Audit (Management Letter) and management responses to those findings (**Confidential Attachment 3**); and
6. Notes the accounting misstatements (un-adjusted items) shown in item 14 of the Management Representation Letter (**Confidential Attachment 4**).

Audit Risk Register

The purpose of this report was to provide the Committee with the Town's Audit Risk Register, with updated actions since the meeting of the Committee on 6 September 2023 (**Confidential Attachment 5**).

The Audit Risk Register presents a summary of the audit risks and recommendations made in recent internal and external audit reports relating to the Town and provides an update on actions taken or proposed to address the identified risks.

The Committee resolved to receive the Audit Risk Register and note the action taken or proposed to address the identified risks.

The Auditor General's representative at the Committee suggested that the Audit Risk Register was akin to an Audit Findings Log. This was accepted by the Town and the appropriate change will be made for the next meeting of the Committee.

Statutory Requirements

Section 7.1A of the *Local Government Act 1995* requires a local government to establish an audit committee consisting of three or more persons to exercise the powers and discharge the duties conferred on it. The local government appoints the members of the audit committee and at least three of the members, and the majority of the members, are to be Council members.

Regulation 16 of the *Local Government (Audit) Regulations 1996* specifies the functions of the audit committee.

Financial Considerations

Implementation of some audit recommendations may require additional funds and will be the subject of separate budget submissions as and when required. The Town's Purchasing Policy and Procurement Guidelines will govern any required engagements.

Risk Management Implications

Financial Risk
Medium

The annual audit of the Town's Financial Report is an important part of the Town's approach to identifying, assessing and treating risks. While audits are not an absolute guarantee of the accuracy or reliability of the Town's information and may not identify all matters of significance, the audit is likely to highlight any significant risks and weaknesses in controls for risk mitigation by the Town.

The use of independent internal audit has several important benefits to the Town, including:

- Independent assurance for management and Council that internal controls in place are working effectively;
- Provision of advisory information on areas that may need further strengthening;
- Independent review of the efficiency and effectiveness of financial and non-financial controls; and
- Independent review the Town's compliance with legislative requirements.

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.6

That Council adopts the Audited Annual Financial Statements for the year ended 30 June 2023 (**Attachment 1**).

Voting requirements: Simple Majority

12.7 Arts, Culture and Events Committee Meeting - 12 December 2023	
File Reference	GOVN/CCLMEET/41
Directorate	Community Planning
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Minutes - 12 December 2023 [12.7.1 - 7 pages]

Purpose

The purpose of this report is for Council to receive the minutes of the meeting of the Arts, Culture and Events (ACE) Committee held on 12 December 2023.

Background

The ACE Committee meets at least four times each year in carrying out its functions, with the scope of the Committee being to undertake the following:

- Provide high-level strategic direction regarding matters relating to the community arts, culture and/or events that assist fostering strong community expression, identity and pride;
- Provide advice on the formulation and adoption of the annual budget, as it relates to matters of arts, culture and/or events;
- Review and provide feedback on any proposed strategies, plans or policies that relate to matters of arts, culture and/or events;
- Provide advice on the acquisition and decommissioning of art works under Council's Art Acquisition, Management and Decommissioning Policy; and
- Review and provide feedback on the procurement of public art, either under Local Planning Policy 15 – Public Art or via municipal funding.

Strategic Implications

Priority Area 1: Strengthening and Connecting our Community

1.2 Establishing partnerships with the community that build capacity, connection and sense of belonging

Priority Area 4: Driving Financial Suitability

4.1 Ensure there is sufficient, effective and sustainable use of assets

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.2 Ensure major decision making is informed by community feedback

6.3 Ensure operational activities reflect the strategic focus of Council

6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

Priority Area 7: Building Community Identity by Celebrating Culture and Heritage

7.2 Create a community closely connected to its history and heritage

7.3 Engage the community in arts and culture

Comment

The minutes of the meeting are attached to this report. In summary, the Committee considered the following items:

- Youth Art Project
- Bassendean Markets

Statutory Requirements

Council's *Meeting Procedures Local Law 2020* states that a committee is to report on its activities when, and to the extent, required by the Council.

Financial Considerations

Committee recommendation 3 has financial implications for Council.

Risk Management Implications

There may be reputational risks associated with not funding various arts, cultural and events initiatives.

Declaration of Conflicts of Interest

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

Committee Recommendation – Item 12.7

That Council:

1. Receives the minutes of the meeting of the Arts, Culture and Events Committee held on 12 December 2023;
2. In relation to the Youth Art Project, endorses the proposed locations for the installation of Youth Art pieces as part of the current Bassendean Gallery project.
3. In relation to the Bassendean Markets, supports the current in-principle agreement between the Town and the Independent Operator and authorises the Chief Executive Officer to undertake the tasks to formalise the matter.

Voting requirements: Simple Majority

12.8 Calendar of meetings - 2024	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/1
Directorate	Office of the CEO
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. list of delegates to committees 2023-25 [12.8.1 - 1 page]

Purpose

The purpose of this report is for Council to consider and adopt the calendar of meeting dates for 2024.

Background

Regulation 12. of the *Local Government (Administration) Regulations 1996* establishes the requirement for giving public notice of all meetings of Council, and committees to which council has delegated powers or duties.

The primary provision in regulation 12(1) of the Administration Regulations, is that local public notice must be given, at least once each year, of the date, time and place of all ordinary meetings and of all committee meetings that are required or proposed to be open to the public and scheduled to be held within the next twelve months.

Communication and Engagement

Town of Bassendean official website, Town of Bassendean Facebook Page, Notice Boards, Memorial Library.

Strategic Implications

Strengthening and connecting our community.

Comment

It is proposed that Council consider the attached schedule of meeting dates, times and places of all ordinary council meetings and all committee meetings. Following adoption of the schedule, it is proposed local public notice be provided as per section 1.7 of the *Local Government Act 1995*.

Statutory Requirements

Local Government (Administration) Regulations 1996, Regulation 12. Publication of meeting details.

Local Government Act 1995 s.1.7

Financial Considerations

Nil

Risk Management Implications

No Risks Identified

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.8

That Council adopt the meeting schedule for 2024 and that local public notice be provided.

Voting requirements: Simple Majority

12.9 Accounts Paid - November 2023	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/CREDTS/4
Directorate	Corporate Services
Previous Reports	
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	1. List of Payments for November 2023 [12.9.1 - 17 pages]

Purpose

The purpose of this report is for Council to receive the list of accounts paid for November 2023.

Background

Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, requires a list of accounts paid by the CEO each month to be presented to Council at the next ordinary meeting of Council after the list is prepared.

Communication and Engagement

Nil.

Strategic Implications

Priority Area 4: Driving Financial Suitability

4.1 Ensure there is sufficient, effective and sustainable use of assets

4.3 Support the local economy

Comment

Payments made during November 2023 are presented to Council, showing the date, payee, amount and description in respect of each payment for goods and services received.

Statutory Requirements

Local Government (Financial Management) Regulations 1996

Financial Considerations

All payments are authorised prior to disbursement in accordance with the Town's Purchasing Policy, Procurement Guidelines and allocated budgets.

Risk Management Implications

Financial Risk

Low

The Town has adequate controls in place to mitigate external and internal risks in accounts payable.

As an extra measure, the Town uses EftSure to independently check bank account details of suppliers paid by the Town.

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.9

That Council receives the list of accounts paid for November 2023.

Voting requirements: Simple Majority

12.10 Disposal of 14 (Lot 103) Iveson Place, Bassendean	
Property Address	14 (Lot 103) Iveson Place, Bassendean
Landowner/Applicant	Town of Bassendean
File Reference	TBA
Department	Community Planning
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	Nil

Purpose

The purpose of this report is for Council to consider the sale of 14 (Lot 103) Iveson Place, Bassendean by private treaty.

Background

The Town owns the subject site. In September 2023, Council resolved to adopt a draft amended Land Asset Strategy which recommended disposal of the site.

Communication and Engagement

In late October 2023, the Town commenced a tender process to dispose of the lot, which concluded on 21 November 2023. In response, no submissions were received.

Strategic Implications

Priority Area 4: Driving Financial Sustainability

4.1 Ensure there is sufficient, effective and sustainable use of assets

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.3 Ensure operational activities reflect the strategic focus of Council

Comment

It is proposed that the Town engage a realtor to dispose of the property via private treaty and for Council to delegate the ability for the Chief Executive Officer (CEO) to accept any reasonable offer.

Should Council proceed with the proposal to appoint a realtor, the Town will be guided by the appointed realtor as to the price guide of each property.

As Council has previously resolved to dispose of the lot, it is considered appropriate to empower the CEO, via a resolution of Council, to accept any reasonable offer

received for the lot. This will ensure the Town can enter into a contract of sale with prospective purchasers without a further resolution of Council; providing certainty for a buyer and reducing the risk of losing a buyer due to the additional timeframes.

Statutory Requirements

Land with a value of greater than \$5,000 must be disposed in accordance with the requirements of Section 3.58 of the *Local Government Act 1995* (being by public auction or public tender).

Regulation 30(2a) of the *Local Government (Functions and General) Regulations 1996* provides that a property can be disposed as an exempt disposition if the disposal occurs within six months of an unsuccessful public tender process.

Financial Considerations

The disposal of the site will generate revenue for the Town, which will be set aside in a reserve account.

Risk Management Implications

No Risks Identified

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.10

That Council:

1. Notes that no submissions were received in response to the tender to dispose of 14 (Lot 103) Iveson Place, Bassendean.
2. Endorses the engagement of a realtor to proceed with the sale of 14 (Lot 103) Iveson Place, Bassendean by private treaty.
3. Delegates to the Chief Executive Officer the authority to accept any reasonable offer to purchase 14 (Lot 103) Iveson Place, Bassendean.

Voting requirements: Absolute Majority

12.11 RFT 03/2023 Bassendean Oval Lighting	
File Reference	PARE/TENDNG/88
Directorate	Corporate Services
Previous Reports	Not applicable
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL REDACTED - 5. RFT 03 2023 EVALUATION REPORT SIGNED (Confidential) [12.11.1 - 7 pages]

Purpose

The purpose of this report is for Council to consider the tender received for RFT 03/2023 Bassendean Oval Lighting Upgrade.

Background

The Town has a requirement to engage a contractor to upgrade lighting at Bassendean Oval. The Town does not have the internal resources to undertake the required works and as such requires an appropriate external contractor.

Communication and Engagement

The Request was advertised in the West Australian newspaper on Saturday, 14 October 2023 and closed at 11.00am on Tuesday, 7 November 2023.

Strategic Implications

Priority Area 4: Driving Financial Sustainability

4.1 Ensure there is sufficient, effective and sustainable use of assets

Comment

The Town received one submission in response to the tender.

The Evaluation Panel comprised of three members with appropriate technical expertise and experience, who assessed the submission in a fair and equitable manner. The Town also engaged an independent expert as an advisor to the Evaluation Panel.

The single submission received met the compliance requirements of the tender and was evaluated against the qualitative criteria and weightings shown in the following table

QUALITATIVE CRITERIA	WEIGHTING
Capacity	20%
Demonstrated Experience	40%
Demonstrated Understanding of the Requirements	40%

The predetermined qualitative threshold was set at 70% for this tender.

The score for the submission was below the predetermined qualitative threshold, and consequently it did not qualify to progress to the next stage of the evaluation process, being price assessment.

Statutory Requirements

A public tender was advertised, opened and evaluated in accordance with clauses 11(1) and 18(4) of Part 4 of the *Local Government (Functions and General) Regulations 1996* (the Regulations), where tenders are required to be publicly invited if the consideration under a contract is, or is estimated to be, more, or worth more, than \$250,000.

Regulation 18(5) of the Regulations provides that a local government may decline to accept any tender.

Financial Considerations

Nil.

Risk Management Implications

Financial Risk
Low

The risk associated with the decision before the Council, being to decline the offer, is low; that decision being consistent with the requirements of the Town's Purchasing Policy and Procurement Manual.

Should Council decline the offer as recommended, it will be necessary to re-tender for the work. The administration proposes to review the approach to market based on industry feedback, with possible peer review of the design documentation before identifying potential suppliers, and then re-tender for the work.

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.11

That Council declines all Offers for RFT 03/2023 Bassendean Oval Lighting Upgrade.

Voting requirements: Absolute Majority

12.12 Additional Funding for Drainage Project (AB2401) at Jubilee Reserve	
Property Address	33 Northmoor Road, Eden Hill, WA 6054
Landowner/Applicant	Town of Bassendean
File Reference	TBA
Directorate	Infrastructure
Previous Reports	Nil
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	Nil

Purpose

The purpose of this report is for Council to consider the allocation of additional funds to address a budget shortfall to project AB240 as listed within the adopted 2023-24 Capital Works Program.

Background

The objective of this project is to undertake minor upgrades to the Town's infrastructure including drainage, kerbing and path to reduce flooding and improve access within the carpark and surrounds servicing the Caledonian Soccer Club.

This works program is identified as AB2401 in the Capital Works Program within the 2023-2024 budget, to address localised flooding during rain events that impacts on the Town's assets including the club changeroom and access to the playing field. These improvements will include the installation of soak wells within the nearby car park to reduce standing water, improvements to gutters and down pipes and an additional path to manage the flooding that impacts player access.

This project was discussed as part of the 2023-24 budget workshops and was presented as requiring an allocation of \$69,000. It was subsequently resolved by Council to seek a thirty three percent (33%) contribution from the club and the adopted budget for this project was subsequently reduced to \$41,400.

The Town subsequently followed up with the club and the club confirmed it had no capacity nor responsibility to contribute to these works. The club has undertaken significant improvement works within areas that fall outside of the Club's responsibilities under the lease. The recently completed improvement projects undertaken by the Club with the Town's approval but without the Town's financial support, include renovations of and extension to the existing changerooms, extension of the existing veranda, and minor improvements internally. These works equate to approximately \$45,000.

The budget is as follows:

AB2401 Total Budget Allocation	\$ 69,000.00
Municipal Component	\$ 41,400.00
Required funding	\$ 27,600.00

Comment

To maintain Project delivery within the current financial year, the Administration seeks Council endorsement to provide allocated funds from the Asset Enhancement Reserve, to address the budget shortfall. Doing so will ensure that the project can be completed in the drier summer months, before the soccer season commences, and the winter rains risk further damage to infrastructure.

Should no additional funding be made available the project cannot proceed as the components of the works are interrelated.

Communication and Engagement

Nil

Strategic Implications

Priority Area 1: Strengthening and Connecting our Community

1.5 Supporting healthy lifestyles throughout our Town

Priority Area 4: Driving Financial Sustainability

4.1 Ensure there is sufficient, effective and sustainable use of assets

Statutory Requirements

Nil

Financial Considerations

The Asset Enhancement Reserve has sufficient funds for the proposed budget allocation.

Should Council endorse the proposal the following adjustments will occur:

Transfer From		Transfer To	
Asset Enhancement Reserve		AB2401 Caledonian Soccer Club	
Current amount		Current amount	\$69,000
-	-	Withdrawn Contribution	(\$27,600)
Total		Total	\$41,400

Transfer	(\$27,600)	Transfer	\$27,600
Balance		Balance	\$69,000

Risk Management Implications

Financial Risk
Low

Should the required funds not be endorsed it is unlikely that the works will be completed this financial year which will result in the continuation of the flooding. Administration have reviewed works required and costed works in accordance with existing contract rates.

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.12

That Council endorse the:

1. Transfer of \$27,400 from the Asset Enhancement reserve into account AB2401.

Voting requirements: Absolute Majority

13 Motions of which Previous Notice has been given

13.1 Exploration of Opportunities for Co-Location at 48 to 50 Old Perth Road	
Councillor	Cr Hamilton
Attachments	Nil

Motion – 13.1

That Council:

1. Requests the CEO to engage with external parties such as the Department of Premier and Cabinet and other entities to explore opportunities for potential co-location to new Town of Bassendean Civic Facilities on the current site at 48 to 50 Old Perth Road.
2. Requests updates on those engagements be provided to councillors via the Bulletin.
3. Authorises the CEO to negotiate MOU's that may result from engagement with external parties for formal presentation to Council.

Voting requirements: Simple Majority

Background

It would be advantageous to engage in early exploration of synergies that may exist between other entities and the Town's aspirations for consolidation of operations into a new facility on the current site, that in turn frees up other town owned sites for future mixed use and residential development.

Noting that the current civic facilities are spread over several locations housed in older buildings that lack up to date amenities and offer a poor environment for efficient and sustainable operations, it would be advantageous to begin exploring the option of a future consolidated redevelopment.

The advantages of our close location to transport hubs and the CBD cannot be underestimated in terms of attracting partnerships and/or co-location of state government departments or other entities to operate within our town. This in turn increases activation of our town centre which is a desirable outcome.

Exploring these options at this early stage provides scope for an enhanced business case that may offer improved financial outcomes in respect to delivery of new civic facilities into the future.

Officer Comment

This NOM can be actioned in early 2024 and will be limited to the use of internal resources from the Office of the CEO.

14 Announcements of Notices of Motion for the next meeting
15 Urgent Business

16 Confidential Business

Officer Recommendation

That the following matters be considered with members of the public excluded from the Chamber under Clause 5.23 (2) of the Local Government Act 1995, in the list below.

17 Closure

The next Briefing Session will be held on a Tuesday in February 2024, with the date to be confirmed at this meeting, commencing at 6pm.

The next Ordinary Council meeting will be held on a Tuesday in February 2024, with the date to be confirmed at this meeting, commencing at 6pm.