



TOWN OF

Bassendean

AGENDA

Ordinary Meeting of Council

Tuesday 27 August 2024 at 6:00 pm

Notice is hereby given to Elected members of the Ordinary Council Meeting

to be held in the Council Chamber

Administration Building

48 Old Perth Road, Bassendean

Type text here

Cameron Woods

CHIEF EXECUTIVE OFFICER

22 AUGUST 2024

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
Ana Fernandez



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 Infrastructure and Sustainability
Shane Asmus



Director Community and Place
Michelle Brennand



Executive Manager Sustainability and Environment
Nicole Davey



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Cr Emily Wilding
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Cr Jamayne Burke
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Deputy Mayor
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

Acknowledgment of Country

The Town of Bassendean acknowledges the Whadjuk people of the Noongar Nation as the Traditional Custodians of this land. We pay our respects to Elders past and present, and acknowledge their continuing culture and the contribution they make to the region.

2 Announcements by The Presiding Person Without Discussion

3 Attendances, Apologies and Applications for Leave of Absence

Councillors

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

Officers

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

Public

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 30 July 2024 Minutes [9.1.1 - 50 pages]

Officer Recommendation – Item 9.1

That the minutes of the Ordinary Council meeting held on 30 July 2024 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
Directorate	Office of the CEO
Responsible Officer	Chief Executive Officer
Previous Reports	N/A
Authority/Discretion	Information For the Council/Committee to note.
Attachments	1. PAMG Ordinary General Meeting 17 July 2024 - Minutes [11.1.1 - 47 pages]

Purpose

The purpose of this report is for Council to note the minutes from external Committees and organisations that have been received.

Background

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

Comment

The following minutes have been received from external Committees and organisations:

- PAMG Ordinary General Meeting 17 July 2024 - Minutes

Officer Recommendation – Item 11.1

That Council notes the minutes from external Committees that 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.

Item	Report	Vote
12.1	Adoption of Recommendations En Bloc	Simple Majority
12.2	New Policy - Streetlighting Policy	Simple Majority
12.3	Draft for Public Comment - Disability Access and Inclusion Plan 2024-2028	Simple Majority
12.4	BIC Reserve amended Concept Plan	Simple Majority
12.5	Annual Budget 2024/25 - Carry Forward Capital Projects	Absolute Majority
12.6	Accounts Paid - July 2024	Simple Majority
12.7	Monthly Financial Report - July 2024	Simple Majority
13	Motions of which Previous Notice has been given	
13.1	Crossover Policy Review	Simple Majority
16	Confidential Business	

Officer Recommendation Item 12.1

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

Item	Report
12.2	New Policy – Streetlighting Policy
12.3	Draft for Public Comment - Disability Access and Inclusion Plan 2024-2028
12.4	BIC Reserve amended Concept Plan
12.6	Accounts Paid - July 2024
12.7	Monthly Financial Report - July 2024

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

Item	Report
12.5	Annual Budget 2024/25 - Carry Forward Capital Projects

Voting requirements: Simple Majority

12.2 New Policy - Streetlighting Policy	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	New Policy - Street Lighting Policy
Directorate	Infrastructure and Sustainability
Responsible Officer	Director Infrastructure and Sustainability
Previous Reports	
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	1. Street Lighting Policy after Branch Managers August 2024 [12.2.1 - 4 pages]

Purpose

The purpose of this report is for Council to adopt the Street Lighting Policy outlined in this report.

Background

Most of the street lighting within the Town of Bassendean are owned and maintained by Western Power, however the cost of providing the electricity to each light is borne by the Town.

The vast proportion of these lights are mercury vapour or high-pressure sodium, whereas the more efficient lights are light emitting diodes (LED).

LED lighting offers the longest life, the greatest reliability, and the most efficient use of electricity. It also requires less reactive maintenance.

The proposed Policy seeks to encourage Western Power to be more proactive in replacing its mercury vapour and high-pressure sodium street light fittings with LED fittings to reduce electricity demand and to be more environmentally friendly.

Currently, Western Power only change light fittings when they have become faulty and are not always replaced with LED.

As Western Power do not pay for the electricity used by the less efficient mercury vapour and high-pressure sodium lights, there is no real incentive for them to convert to LED.

Based on anecdotal evidence, there would be several Western Power streetlights throughout the Town that are either not operating or operating at a reduced capacity, however the Town still pays for those that are not working.

Western Power do not carry out regular auditing of these lights.

Consequently, the Policy also supports a higher level of servicing and maintenance by Western Power and a reduction in the electricity costs based on those lights that are not working.

Furthermore, the Town owns and maintains the streets lights along Old Perth Road, a section of West Road and McKinlay Lane and should also commit to converting these to LED lights within the next two years.

Communication and Engagement

Other Councils have adopted a similar position to prioritise the conversion of lights to LED as well as holding Western Power accountable for electricity payments based on the working condition of their lights.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

A Policy to re-enforce the Town's position on energy efficient lighting for its own lights and those owned by Western Power, as well as ensuring that the Town only pays for the lights that are working is attached for Council's consideration and adoption.

Statutory Requirements

N/A

Financial Considerations

There will be a cost to the Town to convert the existing streetlights within its ownership to LED. These costs will be determined and presented to Council for consideration in the 2025/2026 draft budget.

In terms of the Town undertaking its own night audits of Western Power's streetlights to ensure it only pays for those lights that are working, the annual estimated cost for the Town to complete quarterly audits based on the proposed Policy is \$3,000.

In the 2023/2024 Financial Year, Synergy invoiced the Town the amount of \$313,299 for Western Power's streetlights. Based on an assumption that 7% of streetlights are

not working at any one time (consistent with advice from other Council's), the Town could receive a discount of approximately \$22,000.

While only approximate figures, the cost to undertake the audits annually will be significantly lower than the anticipated reduction in the annual Synergy electricity costs, resulting in savings to the Town.

Risk Management Implications

Financial Risk
Medium

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 adopt the Street Lighting Policy as attached to this report.

Voting requirements: Simple Majority

12.3 Draft for Public Comment - Disability Access and Inclusion Plan 2024-2028	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	COMDEV/PLANNG/2
Directorate	Community and Place
Responsible Officer	Director Community and Place
Previous Reports	Nil
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. Attachment 2 - Community Survey Results [12.3.1 - 1 page] 2. Final DAIP 2024 2028 [12.3.2 - 25 pages]

Purpose

The purpose of this report is to present Council with the draft Town of Bassendean Disability Access and Inclusion Plan (DAIP) 2024-2028 and to seek approval to release the Plan for a public comment period.

Background

Members of the community, people living with disability, their families and carers have the same rights to access programs and services, facilities, information, make complaints, to be consulted and to be employed.

These rights are protected within International, National and State legislation which make it unlawful to discriminate against a person living with disability.

The *WA Disability Services Act (1993)* (amended 2004) requires public authorities to develop and implement Disability Access and Inclusion Plans (DAIP) and to progressively build on the achievements of the previous Plan. The Town has a statutory obligation to review the Plan every five years.

The Town first developed a DAIP in 1995 and has maintained a Plan since then, with the most recent Plan adopted at the OCM of February 2019 (OCM – 14/02/19).

Outcomes achieved are communicated via the Council Plan quarterly reports to Council and annually to the Department of Communities and Town residents through the Annual Report.

It is a strategic guiding document that aims to actively address barriers faced by people with disability with the Town demonstrating their commitment to:

- Eliminating discrimination against people with disability
- Providing inclusive and accessible information, facilities, services and workplaces.

The Town's current DAIP expired on 30 June 2024 with approval now sought from Council to release the draft plan for public comment prior to returning to Council for final adoption.

There are no legislative requirements for the Department of Communities (State Disability Strategy) to approve the new DAIP prior to Council adoption. However, in maintaining good governance, the Town will advise the Department when the public comment period is open to provide feedback and guidance where applicable.

Communication and Engagement

The Town of Bassendean engaged the community in a range of ways to encourage input into the review of the Town's DAIP. Consultation methods included:

- Face-to-face interviews
- Online and written submissions
- Town Facebook page
- Staff internal working groups
- Community survey link through the Town's website and PDF hard copy available at Customer Service and Library

The Town also engaged directly with a range of external stakeholders across the Town's community. Stakeholders included the following:

- TADWA
- Westcare
- Amana Living
- Crosslinks
- AEGIS
- Rocky Bay (3 x lodging houses within the Town of Bassendean)
- Foundation Housing

The Town also engaged with the following local organisations and groups:

- Bassendean 55 Plus Association
- Bassendean Melody Club

- Wider Vision
- Bassendean Men's Shed
- Returned Services League (RSL Bassendean)
- Swan Districts Football Club

This level of engagement allowed the Town to gather feedback on relevant areas of interest, gaps, needs and goals in relation to access and inclusion across the Town. The Town received 42 completed surveys and received *good to very good* ratings from most respondents.

Survey responses are provided as Attachment 12.3.1 to this report.

It is noted that key areas for improvement included:

- Accessibility of information, particularly in print.
- Infrastructure improvements for people with a disability including pedestrian access, disabled parking, seating, signage, and lighting.
- Inclusive events for seniors.
- Staff training in communicating with people with a disability.

Proposed actions in the 2024- 2028 draft Disability Access and Inclusion Plan seek to address this feedback where possible.

Strategic Implications

Council Plan 2023-2033

Strategic Priority: People

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

Outcome 2 – A safe, inclusive, and healthy community, with the specific actions of establishing an access and inclusion steering group to assist in and developing a new Access and Inclusion Plan.

Strategic Priority: Place

Outcome 6 - Attractive and welcoming places.

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

Strategic Priority: Performance

Outcome 10 – A well informed and engaged community.

Public Health Plan 2022-2026

Arts, Culture and Events Strategy 2023-2026

Comment

The draft DAIP 2024-2028 consists of the following seven (7) core outcomes as a requirement of the *Western Australian Disability Services Act 1993* (amended 2004) and includes actions to deliver on the outcomes:

- Outcome 1 – Access to Services: People with disability have the same opportunity as other people to access the services or, any events organised by the Town.
- Outcome 2 – Access to Buildings and Other Facilities: People with disability have the same opportunities as other people to access the buildings and other facilities of the Town.
- Outcome 3 - Access to Information: People with disability receive information from the Town in a format that will enable them to access the information as readily as other people are able to access it.
- Outcome 4 – Level and Quality of Services: People with disability receive the same level and quality of service from the staff of the Town as other people receive from the staff of the Town.
- Outcome 5 – Complaints Handling: People with disability have the same opportunities as other people to make complaints to the Town.
- Outcome 6 – Participation in Community Consultation: People with disability have the same opportunities as other people to participate in any public consultation by the Town.
- Outcome 7 – Employment: People with disability have the same opportunities as other people to obtain and maintain employment with the Town.

A review of the Town's DAIP 2019-2024, identified the following highlights:

Outcome 1 – Access to Services

- Accessible furniture and equipment for the Bassendean Memorial Library was purchased e.g. adjustable tables, illuminated magnifying glasses, large print books, audiocassettes, large print screens, e-books etc.
- Wheelchairs and trolleys made available for people with disability on request in the Library.
- Participation in the Socially Inclusive Communities WA program (Department of Communities and Inclusion Solutions) in 2019.

Outcome 2 – Access to Buildings and Other Facilities

- Ongoing program to ensure Council used buildings are fitted with disabled toilets, double doors, entrance ramps and disabled parking in accordance with the planning and building requirements.
- Implemented a new Verge Permit system associated with new development to ensure the thoroughfare is trafficable and safe at all times during development.
- The street lighting within the Eden Hill Underground Power project area was upgraded to LED streetlighting and installed in accordance with AS 1158 Lighting Standards for Roads and Public Spaces.
- A footpath was constructed linking the RA McDonald stand and cantilever stand to the accessible toilets within Steel Blue Oval.
- Construction of an improved path on Brook Street, Bassendean in close vicinity to physiotherapy services providing greater accessibility for residents with disability.

Outcome 3 – Access to Information

- Implemented a system whereby the website is reviewed for accessibility with the Town's website now containing documents in formats that are user friendly for people with vision impairments and contain relevant information for people with disability.
- Council election candidate information was provided in various formats to be accessible by people with disability; and
- Installation of low counter and room to manoeuvre wheelchairs and personal mobility devices at the Administration Customer Service centre.
- Council members and volunteers were provided the opportunity to attend disability awareness training.
- Recognition event for International Day of People with Disability staged in partnership with local social enterprise Westcare.

Outcome 4 – Level and Quality of Services

- Through the Town's participation in the Socially Inclusive Communities WA Program (2019), Inclusion Solutions delivered training sessions to Town Staff to raise awareness in communicating and providing accessible information to people with disability.

Outcome 5 – Complaints Handling

- The Town’s complaints handling process was reviewed and a new process adopted that has specific reference to access and inclusion.

Outcome 6 – Participation in Community Consultation

- The Town participated in projects such as 'You're Welcome' to provide accurate information to people with disability about the accessibility of council facilities, local businesses and services.
- Supported people with disability to be included in their community through the Count Me In Grant (social inclusion);
- Council meetings start times reviewed, live streamed and uploaded to the Town’s website to increase accessibility for people with disability.

Outcome 7 – Employment

- The Town ensured equal employment principles were upheld and reflected in all workforce development activities.

The draft Town of Bassendean draft DAIP 2024-2028 (**Attachment 12.3.2**) responds to community feedback received and continues the progress achieved in the previous Plan. It also now references the recently adopted Council Plan 2023-33.

In addition to the continuance of many actions from the previous plan, there are new initiatives in the draft 2024- 2028 DAIP to support those with a disability in the community. Some of these include:

- Reviewing the Town’s Active Ageing Policy in response to the community survey results and looking for ways to facilitate improvement particularly through external partnerships
- Expanding our provision of services to people with a disability by partnering with service providers, neighbouring councils and others to provide a greater range of programs for people with a disability (e.g. NDIS, sensory storytimes, art programs, all abilities expo with neighbouring Councils)
- Exploring adaptive technology options to provide additional support for hearing and visually impaired residents at civic and community events, including council meetings
- Auditing the Town’s assets to develop and prioritise a schedule of works to improve universal access which is also a commitment in the Council Plan
- Development of a promotional campaign to people with a disability to ensure greater awareness of the Town’s disability services, facilities, and events

- Providing training in disability awareness and statutory obligations for Town staff
- Establishing an internal disability access and inclusion working group and external community and key stakeholders working group to guide and provide input regarding the implementation of the DAIP.

Consultation for the draft 2024-2028 DAIP will be undertaken using a range of communication strategies including a mix of digital and traditional formats to promote and invite community feedback. Consultation will also include distribution of a survey accessible in alternative formats, including hard copy.

Comments received will be considered and incorporated, and the final draft DAIP will then be forwarded to the Department of Communities responsible for ensuring the Plan is compliant. The final draft DAIP will then be presented to Council for adoption.

Statutory Requirements

Western Australian Disability Services Act 1993 (amended 2004)

Western Australian Equal Opportunity Act 1984 (amended 1988)

Commonwealth Disability Discrimination Act 1992

Disability (Access to Premises – Buildings) Standards 2010

Local Government Act 1995

Financial Considerations

Council approved \$20,000 as part of the 2024/25 budget for the implementation of the DAIP once adopted, with future year's budget allocations being considered as part of the Town's annual budget process.

Risk Management Implications

Financial Risk

Low

The current DAIP lapsed in June 2024 and the *Disability Services Act 1993* advises that 'A local government or regional local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the *Local Government Act 1995* a report about the implementation of the plan'

It is timely for the DAIP to be endorsed for public comment to ensure a seamless transition to the 2024 – 2028 version to lessen the risk of non-compliance.

The Town has maintained communication with the Department of Communities (State Disability Strategy) regarding the transition of Plans, with an extension approval being provided whilst the Town conducts a public comment period, Department consultation and Council adoption.

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. Approves the advertising of the draft Disability Access and Inclusion Plan 2024-2028 as attached to this report for public comment.
2. Requests the Chief Executive Officer to report the outcomes of the public comment period and present the proposed Draft Disability Access and Inclusion Plan 2024-2028 at a subsequent 2024 Ordinary Council Meeting.

Voting requirements: Simple Majority

12.4 BIC Reserve amended Concept Plan	
Property Address	BIC Reserve (Reserve 21150)
Landowner/Applicant	N/A
File Reference	PARE/MAINT/7
Directorate	Community and Place
Responsible Officer	Director Community and Place Director Infrastructure and Sustainability
Previous Reports	23 November 2021 28 March 2023 26 September 2023 30 April 2024
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. BIC Reserve amended Concept Plan [12.4.1 - 1 page]

Purpose

The purpose of this report is to seek Council’s approval to amend the adopted Bassendean Improvement Committee (BIC) Reserve Concept Plan.

Background

In April 2024, Council resolved the following in relation to the BIC Reserve Concept Plan:

“OCM 2024-04-30/3. Moved Cr Hamilton, Seconded Cr Burke, that Council:

- 1. Adopts the BIC Reserve Concept Plan as attached to this report.*
- 2. (a) Allocates funding of \$283,800 for infrastructure works outlined in this report as essential for 2024/25 as part of the 2024/25 Annual Budget, including grant income of \$200,000 from the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts.*
- 2. (b) consider financial allocation for BIC toilets during the 2024/25 budget workshop.*
- 3. Notes future years budget implications will be considered through the annual budget development process and incorporated into the Town of Bassendean Long Term Financial Plan.*

As part of Council's resolution and adopted budget for 2024/25, planned works to implement the BIC Reserve Concept Plan in 2024/25 included the following:

Element	Estimated Cost (ex GST)
Grant Funding	
Replacement of unhealthy <i>Corymbia ficifolia</i> (Red Flowering Gum) with suitable available native species – 600 Litre plus establishment labour	\$53,800
Bench seating (x 4) - IIOC grant condition	\$5,000
Two lighting towers with 50 lux fittings and associated external power supply for markets	\$61,200
Twelve adult exercise stations including soft fall and kerbing	\$80,000
Total Grant Funding	\$200,000
Municipal	
Bore shed removal	\$5,000
New shed within Tennis Court compound	\$10,000
Limestone retaining	\$18,000
Concrete skate park removal and associated earthworks	\$25,000
Contingency to allow for design escalation @10% for the 2024/25 grant funded works	\$25,800
New Modular toilet facility (municipal and insurance)	\$130,000
Total Municipal Cost	\$264,200
Total Project Value (including contingency)	\$464,200

In scoping out the implementation of works, the Town has identified the opportunity to maximise existing lighting infrastructure and to pause the skate park removal, limestone retaining and associated earthworks until such time that the future development site of the Infant Health Centre is realised.

The updated concept plan also confirms that a total of 12 new 500L size native trees are proposed, 4x *Brachychiton acer x bidwillii* 'Rosa Bella' to replace the removed trees, 1 *Corymbia ficifolia* grafted 'Gingin Red' and 6 *Angophora costata* Apple Blossom Gum adjacent to the path and an additional *Brachychiton* adjacent to Wilson Street.

These changes to the scope of works are considered minor in nature, but as they represent a change from the adopted BIC Reserve Concept Plan, the report seeks Council approval.

Proposal

It is proposed for 2024/25, that the implementation of the BIC Reserve Concept Plan be amended along the future development site of the Infant Health Centre, the lighting component and location of playground equipment as follows:

- Retain existing structure and skate park for the time being until more clarity is known in relation to the future purpose of the Infant Health Clinic site;
- Pause the installation of new paving, plantings, turf and rock retaining wall;
- Relocate the installation of park exercise equipment in close vicinity to existing peppermint trees adjacent to the James Street cul-de-sac car park;
- Retrofit one existing light tower and supply and install one new light tower; and
- Maintain other planned works as part of the adopted BIC Reserve Concept Plan.

Communication and Engagement

Bassendean Markets were consulted in February 2024 regarding the Concept Plan. The Market Operator mentioned availability of stall holder parking on the reserve, which is in the existing skatepark area. If the amended Concept Plan is approved by Council, retaining the skate park will satisfy the Markets requirement for stallholder parking.

Re-locating Park exercise equipment adjacent to the James Street cul-de-sac car park will also satisfy the general trend of exercise equipment being grouped together to encourage community connection and reflects community feedback regarding the adopted Concept Plan.

Both Telethon Community Cinemas and Bassendean Markets have been advised of and were satisfied with the proposed amendments to the adopted Concept Plan.

Strategic Implications

The BIC Reserve Concept Plan aligns with several strategic informing documents including the Town of Bassendean Public Health Plan, the draft Disability Access and Inclusion Plan and the draft Public Open Space Strategy, which support the following strategic outcomes.

Performance Area 1: People

2.2 Advance opportunities, community participation and quality of life for people of all ages and abilities.

Performance Area 3: Place

5.1 Responsible planning and development, with population growth concentrated around the town center, train stations and transport corridors.

6.2 Enhance public open space and community facilities.

Comment

Since adopting the Bassendean Town Centre Masterplan in November 2021, the Town has been actively working to increase the supply of housing stock in collaboration with the state government and private sector.

Adjacent to the BIC Reserve is the current Infant Health Centre which has been identified as a future development site as part of the Town Centre Masterplan.

For 2024/25, the Concept Plan proposes for the removal of the existing structure and skate park, new paving, plantings, turf and fitness equipment installed with rock retaining where required to create interest and green interface along the future development site of the Infant Health Centre.

Subsequently, given that it is unknown at this stage of how the public space along the Infant Health Centre will interface with and remain cohesive with any future residential development of the site, it would seem prudent for the Town to pause planned works to this portion of BIC Reserve. The future development of the Infant Health Clinic Site may also present an opportunity for the Town to reduce its expenditure in developing this space as the developer may also contribute as part of the development conditions.

Regarding existing lighting infrastructure, an opportunity has been identified to conduct further testing and retrofit at least one of the lighting towers with LED luminaires and make other energy efficient modifications.

Apart from the proposed amendments, the adopted BIC Reserve Concept Plan will remain the same as three distinct zones as follows:

Active zone

Adjacent to the tennis courts which currently accommodates the markets and acts as an oval for the local St Michaels Primary School is envisaged as remaining an active programable space, which includes park exercise equipment being relocated adjacent to the James Street cul-de-sac and retrofitting of existing light towers to enhance the public event space and provide lighting for social sports gatherings and the delivery of night markets.

Memorial and Reflection zone

Accommodating the war memorial and proposed enhancement by improved landscaping and street furniture to create a shaded avenue of honour, including the planting of at least twelve mature trees, the supply and installation of at least four benches and associated landscape works and reticulation.

Community zone

Identified for the hosting of cultural and arts events and activities as well as civic events. This area currently accommodates the outdoor cinemas, and in the future can be developed to include an outdoor stage and remodelled grass embankment to cater for community music and performance spaces.

The adopted Concept Plan also provided for various path extensions and a consolidated community space between the James Street cul-de-sac and Hamilton Street to the east which can be accommodated in the future as part of any re-development of the Infant Health Centre site.

New public toilets replacing toilets destroyed by fire in August 2023 have also been included in planned works for 2024/25.

Statutory Requirements

BIC Reserve under the Metropolitan Region Scheme is zoned 'Urban'. Development approval from the Western Australian Planning Commission for the implementation of the BIC Reserve Concept Plan is not required.

BIC Reserve forms part of the Town's Heritage List and therefore development approval would typically be required, however, local governments are entitled to an exemption to obtaining development approval on local reserves where the proposed works are considered Public Works under the *Planning and Development Act 2005*.

The Town, however, will advise the Heritage Council of planned works as part of implementing the BIC Reserve Concept Plan.

The proposed works are consistent with the reserve use and would be exempt from requiring development approval if they do not detract from the heritage values of the place.

Financial Considerations

The Town will continue to undertake project scoping and costings of planned works to implement the BIC Reserve Concept Plan and approved amendments.

Risk Management Implications

Financial Risk
Low

Should Council not proceed with the grant funded works as outlined in the Department of Infrastructure, Transport, Regional Development, Communications and the Arts grant agreement (Federal Grant), there will be reputational damage incurred for failing to meet the grant agreement requirements and a loss of the \$200,000 grant funding.

Under current Federal Grant conditions, the Town was required to provide evidence acceptable to the Commonwealth that the confirmation of final cost estimates and final designs of the BIC Reserve Concept Plan were to be completed by 1 August 2024.

Given the proposed amendment to the Concept Plan and the work being undertaken to confirm cost estimates, the Department has granted an extension until 2 September 2024 for the Town to submit confirmation of final cost estimates and designs.

Overall, the proposed changes to the adopted BIC Reserve Concept Plan represent a low risk to the Town as the plans remain consistent to community feedback.

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 approve the amended BIC Reserve Concept Plan as attached to this report.

Voting requirements: Simple Majority

12.5 Annual Budget 2024/25 - Carry Forward Capital Projects	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/BUGTG/1
Directorate	Corporate Services
Responsible Officer	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL REDACTED - Capital Projects Budget Carry Forwards 2023-24 - 30 June Review [12.5.1 - 1 page]

Purpose

The purpose of this report is to provide Council with the final carry forward capital works program and submit consequential changes to the 2024/25 capital works budget for adoption.

Background

The capital works program adopted by Council as part of the 2024/25 Annual Budget included projects to be carried forward from 2023/24 as they were not completed prior to 1 July 2024. The 2024/25 Annual Budget included estimates for carry forward amounts for some projects, given the budget was prepared prior to the end of the financial year. Following closure of the accounts for 2023/24, a capital projects expenditure review was undertaken to finalise the capital project budgets for 2024/25.

This report and confidential attachment provide details of the proposed amendments to the 2024/25 carry forward capital project budgets to reflect the final amounts determined following financial year-end closure.

Proposal

That Council amend the 2024/25 Annual Budget to reflect the budgets for carry forward capital projects as detailed in the Confidential Attachment to this report.

Communication and Engagement

This was an administrative review, based on finalised project expenditure to 30 June 2024, involving consultation between the finance team and budget owners.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

Council adopted the 2024/25 Annual Budget with carry forward capital projects of \$1,433,277. The total carry forward capital project budget has been increased by \$434,536, to \$1,867,813. This is due to the following projects that were unable to be completed before 1 July 2024:

Project	Comment
Switchboard works at the main administration centre and community hall	Works are in progress and expected to be complete in August 2024
ICT hardware purchases	Mobile devices and upgrades to public meeting rooms
Toro ride on mower	Mower has now been delivered
Drainage works at Ireland Way	Works scheduled for the 2024/25 summer
Success Hill Reserve Fencing	Project re-budgeted for 2024/25
Bindaring Park pathways	Works scheduled for the 2024/25 summer
Retaining wall works at Hamilton Street	While not strictly a carry forward budget, the budget did not appear in the 2023/24 budget as it was determined by Council on 21 May 2024. The works are scheduled for early-2025
Success Hill drainage	Project update to be provided to Councillors shortly
Bassendean Oval lighting upgrade	Currently out to tender

The opening surplus for 2024/25 Annual Budget will be updated to reflect the above movements in capital expenditure. There will be no changes to the closing surplus.

Statutory Requirements

Pursuant to section 6.8(1)(b), of the *Local Government Act 1995*, a local government is not to incur expenditure from its municipal fund for an additional purpose unless authorised by an absolute majority decision of Council. An additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

Financial Considerations

No project budget has been increased; the change is one of timing reflecting the inability to complete the above projects by 30 June 2024, which was unanticipated at the time of preparation of the 2024/25 Annual Budget.

Risk Management Implications

Financial Risk

Moderate

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 adopt the carry forward capital project budgets as detailed in the Confidential Attachment to this report.

Voting requirements: Absolute Majority

12.6 Accounts Paid - July 2024	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/CREDTS/4
Directorate	Corporate Services
Responsible Officer	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	1. List of Payments - July 2024 [12.6.1 - 20 pages]

Purpose

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

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.

Proposal

For Council to receive the list of accounts paid for July 2024.

Communication and Engagement

Nil

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

Payments made during July 2024 are presented to Council, showing the date, payee, amount, and description in respect of each payment for goods and services received.

Statutory Requirements

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- (a) the payee's name; and*
- (b) the amount of the payment; and*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

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 12.6

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

Voting requirements: Simple Majority

12.7 Monthly Financial Report - July 2024	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD/1
Directorate	Corporate Services
Responsible Officer	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	1. Monthly Financial Statements - July 2024 [12.7.1 - 10 pages]

Purpose

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

Background

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

The Statement of Financial Activity compares the budget estimates with the actual revenue and expenditure figures for the year-to-date. 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 actual income and expenditure to the original budget, which was adopted by Council on 26 June 2024.

Each year Council is required to adopt a percentage or value to be used for reporting material variances. Council adopted \$15,000 or 10% whichever is higher, as part of its 2024/25 Annual Budget.

Proposal

For Council to receive the Monthly Financial Report for July 2024.

Communication and Engagement

Nil.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

The Monthly Financial Report contains the Statement of Financial Activity, which represents the adopted 2024/25 Annual Budget and actual income and expenditure amounts for July 2024.

The opening surplus provided in the draft Statement of Financial Activity is unaudited and subject to change for the following 2023/24 year-end entries:

- a) Capital project finalisation which can impact asset categories and depreciation;
- b) Provisions for staff leave entitlements have not been finalised;
- c) Prepayments and accruals are still pending reconciliations of receivable / supplier accounts;
- d) June 2024 overhead allocations have not been finalised;
- e) Audited results for the Eastern Metropolitan Regional Council (EMRC) of which the Town owns a percentage of equity have not been finalised;
- f) Adjustments related to the Australian Accounting Standards; and
- g) Potential audit adjustments resulting from the final audit by the Office of the Auditor General.

Statement of Financial Activity (by nature or type)

The Statement of Financial Activity provides a comparison between actual and budget income and expenditure on a year-to-date basis. The accompanying notes provide a detailed breakdown of the amounts and commentary is based on the July 2024 year-to-date figures.

Item	Original Budget	YTD Budget	YTD Actual	Variance to YTD Budget	Variance to YTD Budget
	\$M	\$M	\$M	\$M	%
Revenue (including General Rates)	25.2	20.7	20.6	0.1	0
Expenditure	27.8	2.6	2.6	0.05	2
Capital Works	7.4	0.3	0	0.3	100
Non-Operating Grants, Subsidies and Contributions	3.7	0	0	0	0

Operating Revenue

Total Revenue is under budget by \$101k, the variance is primarily due to:

- Revenue from Service charges is lower than the budget by \$55k due to income received in advance from property sales; and
- Lower fees and charges income by \$37k than the budget.

Operating Expenditure

Total expenditure is under budget by \$48k. The significant variances within the individual categories are as follows:

- Employment Costs are over budget by \$20k, considered a timing issue; and
- Materials and Contracts are under budget by \$65k, due to the timing of maintenance of infrastructure assets.

Non-Operating Grants

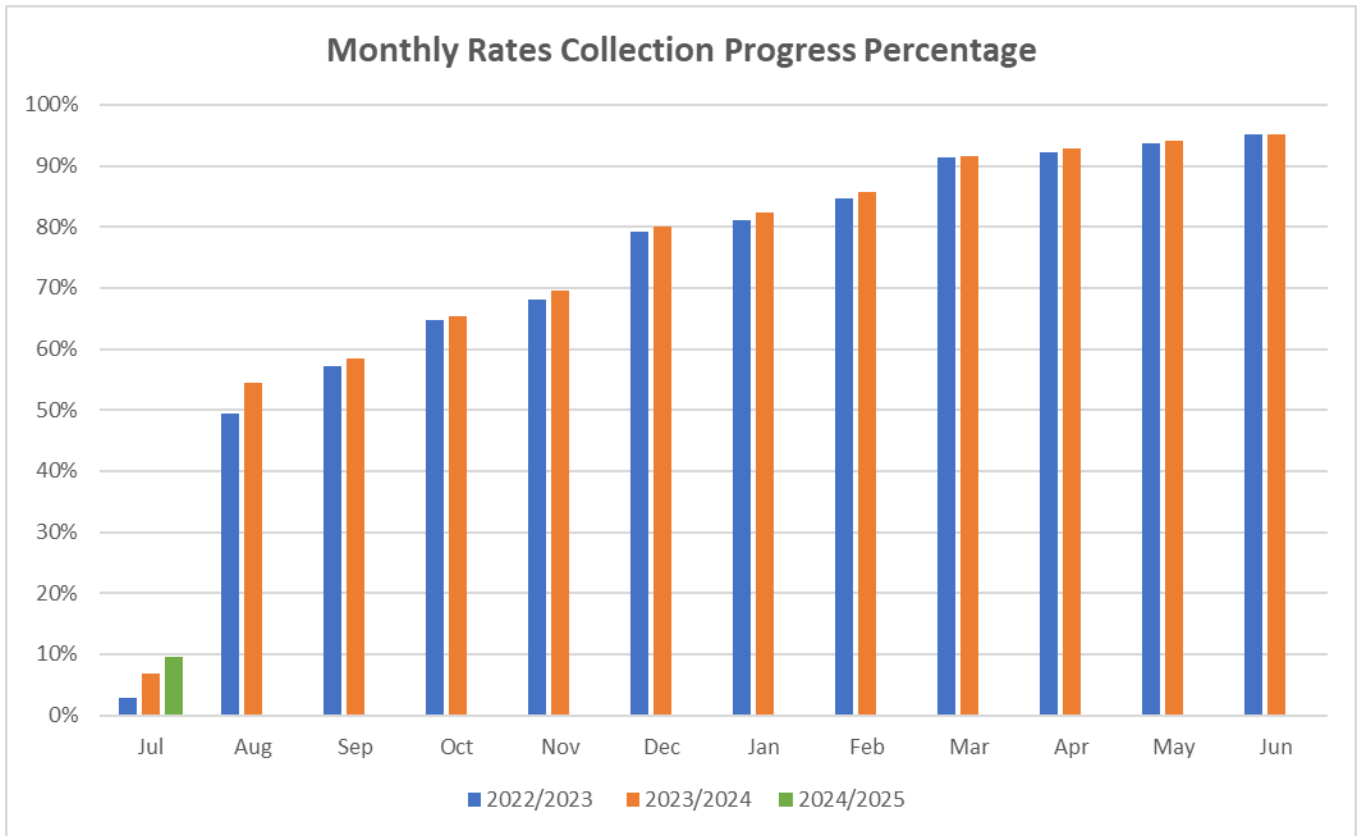
There were no anticipated grants in the month of July 2024.

Capital Works

With the budget adopted in late June, most operations are still in the planning and mobilisation stages and the variance is deemed a timing matter.

Rates Collection Report

The chart below shows collection at 9.65% as of 31 July 2024.



Monthly Investment Report

The overall balance of the Town’s investments is \$17.3m. This is comprised of municipal investments of \$6.2m (including restricted cash) and reserve investments of \$11.1m.

The administration uses *Marketforces.org.au* to assist in assessing whether financial institutions invest funds in fossil fuel related industries. The Town currently has 58% 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.

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 12.7

That Council:

1. Notes the Explanation of Material Variances in the Statement of Financial Activity.
2. Receives the Monthly Financial Report for the period ending 31 July 2024, which incorporates the Statement of Financial Activity for the period to July 2024.

Voting requirements: Simple Majority

13 Motions of which Previous Notice has been given

13.1 Crossover Policy Review	
Councillor	Cr Hamilton
Attachments	1. Notice of Motion Crossover Policy 27 August 2024 [13.1.1 - 3 pages]

I, Cr Kathryn Hamilton, hereby give notice in writing to the CEO to have the following Notice of Motion listed on the agenda of Ordinary Council Meeting to be held on 27th August 2024, at which it is proposed to be moved:

Motion – 13.1

That Council request the Chief Executive Officer:

1. Prepare an updated Crossover Policy for consideration by Council before the end of 2024, including but not limited to the following:
 - Minimisation of the amount of hard surfaces on and adjoining public verges Review clauses relating to removal, replacement and subsequent maintenance of verge trees
 - Maximise the amount of vegetation and water permeable surfaces on and abutting verge areas
 - Review of Crossover contributions, costs and rebates
 - Consideration of permeable substitutes to concrete if requested by applicants, and
2. Distributes the Draft Crossover Policy via the CEO Bulletin for the review and feedback by councillors.

Voting requirements: Simple Majority

Background

Reasons:

The existing Town of Bassendean Crossover Policy requires review to include contemporary methods and thinking in regards to the following:

- An increasingly dense urban environment that is significantly reducing viable verge spaces for the healthy growth of trees.
- The urgent need to minimise hard surfaces in the urban environment wherever possible, and to appropriately manage stormwater runoff to and from public thoroughfares.

- Consideration of Water Sensitive Urban Design throughout the district.

There is a move by some metropolitan local authorities to implement changes in Crossover Policies as outlined in the examples below:

City of Fremantle Crossover widths (excluding splay/wings):

- Single residential 3.0 meters – 4.5 meters
- Duplex or multi residential 3.0 meters – 4.5 meters
- Commercial 3.0 meters – 7.5 meters

Comparison Town of Bassendean:

- Single residential 3.0 metres - 6 metres
- Commercial 3.0 metres - 10.7 metres

Certainly the installation of wider concrete crossovers entails greater overall expenditure and associated rebates from the town. The maximum rebate from the Town of Bassendean is \$620 compared to City of Fremantle where there is a reduced maximum of \$487 due to reduced width applied via that councils crossover policy.

City of Fremantle also require improved street appeal, together with enhancing biodiversity corridors via the following addition to their crossover policy:

- *Verge landscaping to soften the impact of hardstand on the streetscape, to the approval of the City, provided and installed concurrently with the crossover at the applicant's expense.*

A review the Town of Bassendean crossover policy is timely with the potential to enhance streetscapes whilst mitigating stormwater runoff into the drainage system and river.

Reference links:

Town of Bassendean Crossover Policy:

<https://www.bassendean.wa.gov.au/documents/803/crossover-policy>

City of Fremantle Crossover Policy:

<https://www.fremantle.wa.gov.au/council/strategic-and-key-documents/council-policies> Bottom of page under "Infrastructure".

Officer Comment

There is no objection to the proposed motion.

The administration will prepare a draft policy as per the NOM and schedule a workshop prior to the 30th of November. A revised Crossover Policy will then be scheduled for Council consideration before the end of the 2024 calendar year.

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 Ordinary Council meeting will be held on Tuesday 24 September 2024, commencing at 6pm.