

AGENDA

Ordinary Council Meeting Tuesday 22 October 2024

NOTICE OF MEETING

Dear Council Member

The next Ordinary Meeting of Council will be held at 6:00 pm on Tuesday 22 October 2024, in the Council Chamber, Administration Building, 48 Old Perth Road, Bassendean.

Please note, that parts of this meeting may be closed to the public, as the agenda contains confidential attachments which may be discussed by Council behind closed doors, in accordance with s5.23 (2)(c) of the *Local Government Act 1995*.



Cameron Woods
CHIEF EXECUTIVE OFFICER

17 OCTOBER 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 Chambers Seating Plan



Chief Executive Officer
Cameron Woods



Mayor
Cr Kathryn Hamilton
CrHamilton@bassendean.wa.gov.au



Cr Jennie Carter
CrCarter@bassendean.wa.gov.au



Cr Emily Wilding
CrWilding@bassendean.wa.gov.au



Cr Tallan Ames
CrAmes@bassendean.wa.gov.au



Cr Jamayne Burke
CrBurke@bassendean.wa.gov.au



Cr Ken John
CrJohn@bassendean.wa.gov.au



Deputy Mayor
Cr Paul Poliwka
CrPoliwka@bassendean.wa.gov.au



Director Corporate Services
Paul White



Director Community and Place
Michelle Brennand



Director Infrastructure Services
Shane Asmus

Public Gallery

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 and Place
Mr Shane Asmus, Director Infrastructure & Sustainability
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 24 September 2024 Minutes [9.1.1 - 54 pages]

Officer Recommendation – Item 9.1

That the minutes of the Ordinary Council meeting held on Tuesday 24 September 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

Nil

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	Council Plan Quarterly Report	Simple Majority
12.3	WALGA Elections Advocacy Positions	Simple Majority
12.4	2025 Council Meeting Schedule	Simple Majority
12.5	Concept Plan - Bassendean Oval Precinct Redevelopment Feasibility Study	Simple Majority
12.6	Accounts Paid - September 2024	Simple Majority
12.7	Monthly Financial Report - September 2024	Simple Majority Absolute Majority
12.8	RFT07/2024 Bassendean Oval Sports Lighting Upgrade	Simple Majority Absolute Majority
13	Motions of which Previous Notice has been given	
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	Council Plan Quarterly Report
12.3	WALGA Elections Advocacy Positions
12.4	2025 Council Meeting Schedule
12.5	Concept Plan - Bassendean Oval Precinct Redevelopment Feasibility Study
12.6	Accounts Paid - September 2024

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

Item	Report
12.7	Monthly Financial Report - September 2024
12.8	RFT07/2024 Bassendean Oval Sports Lighting Upgrade

Voting requirements: Simple Majority

12.2 Council Plan Quarterly Report	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	CORM/POLCY/1
Directorate	Office of the CEO
Responsible Officer	Chief Executive Officer
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Council Plan Quarterly Reporting Quarter 1 (1) [12.2.1 - 9 pages]

Purpose

The purpose of this report is for Council to receive the Council Plan Quarterly Report for the period ending 30 September 2024.

Background

The Department of Local Government, Sport and Cultural Industries' Integrated Planning and Reporting Framework and Guidelines states that it is good practice to provide the Council with at least quarterly implementation reports linked to the Council Plan.

The Quarterly Report for the period ending 30 September 2024 is the first report for the 2024/25 financial year and provides an update on the projects/actions contained within the adopted Council Plan 2023-2033 for Quarter One (1).

Communication and Engagement

Internal staff were consulted on specific projects and actions to provide updates informing this report.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

10.1 Effectively inform and engage the community about local services and events, and Council matters.

Comment

The Council Plan reporting is divided into the five (5) Performance Areas, ten Outcomes and their associated Objectives and Actions.

Officers have provided Status updates and Comments in the attached Quarterly Report for Q1, specifically focussing on the 2024/2025 financial year actions.

As detailed in Attachment 12.3.1, of the 56 actions / projects identified for the 2024/2025 financial year covered by this report, six (6) have been completed, thirty eight (38) are on-track, none (0) are off-track, eight (8) have not started and four (4) are assigned to Monitor / Review. Attachment 12.2.1 provides the detailed actions, status and comments.

There are a high number of projects / actions identified as on track. This volume is due to many having two financial periods assigned to them or they are ongoing actions covering multiple periods e.g. action 3.2.5 Participate in the WA Tree Festival.

Statutory Requirements

Local Government Act (1995) s5.56.

Local Government (Administrative) Regulations 1996 reg 19C, reg 19DA

Financial Considerations

Where finance is required for an identified Project or action, this is included in the 2024 / 2025 Budget.

Risk Management Implications

Compliance

Low

As Quarterly Reporting is considered best practice and not governed by any legislative or regulatory requirements, there are no noticeable regulatory or statutory impacts to report.

Environmental

Low

An insignificant risk rating for the natural environment is a contained, reversible impact managed by on site response, thus actions within the Council Plan remain within this risk rating.

Financial Risk

Low

An insignificant financial impact rating is identified within the Town's risk criteria as less than \$10,000. There are no impacts of this nature to report.

Reputational

Low

There are no perceived or real impacts to the Town's reputation (social/community) within this report given an insignificant reputation rating is identified as unsubstantiated, localised low impact on community trust, low profile or no media item.

The Community are the key stakeholders of the Council Plan; therefore, the Town will need to remain cognisant of any changes that may be required regarding the plan and any inherent risks that may occur, particularly in relation to reputational risk to the Council and community.

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 receive the 1 July 2024 – 30 September 2024 Quarterly Report updating the actions set out in the Town of Bassendean Council Plan 2023-33.

Voting requirements: Simple Majority

12.3 WALGA Elections Advocacy Positions	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVR/LREGLIA/3
Directorate	Office of the CEO
Responsible Officer	Chief Executive Officer
Previous Reports	
Authority/Discretion	Information For the Council/Committee to note.
Attachments	Nil

Purpose

The purpose of this report is for Council to consider WALGA's review of its current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

Background

The *Local Government Amendment Act 2023* introduced a range of electoral reforms that came into effect prior to the 2023 Local Government ordinary elections:

- the introduction of Optional Preferential Voting (OPV);
- extending the election period to account for delays in postal services;
- changes to the publication of information about candidates;
- backfilling provisions for extraordinary vacancies after the 2023 election;
- public election of the Mayor or President for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- aligning the size of councils with the size of populations of each Local Government (change to representation)

Following requests from several Zones, WALGA undertook a comprehensive review and analysis of five ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

Proposal

It is proposed that Council advise WALGA of its decision to adopt the reviewed Advocacy Positions in relation to Local Government Elections provided to Local Governments and outlined in this report.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

The Elections Analysis Review and Report was presented to State Council on 4 September 2024, with State Council supporting a review of WALGA's Local Government Elections Advocacy Positions.

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

WALGA State Council current advocacy positions:

The following is a summary of WALGA's current Advocacy Positions in relation to Local Government Elections:

2.5.15 Elections

Position Statement	<p>The Local Government sector supports:</p> <ol style="list-style-type: none"> 1. Four year terms with a two year spill 2. Greater participation in Local Government elections 3. The option to hold elections through: <ul style="list-style-type: none"> Online voting Postal voting, and In-person voting 4. Voting at Local Government elections to be voluntary 5. The first past the post method of counting votes <p>The Local Government sector opposes the introduction of preferential voting, however if 'first past the post' voting is not retained then optional preferential voting is preferred.</p>
Background	<p>The first past the post (FPTP) method is simple, allows an expression of the electorate's wishes and does not</p>

	encourage tickets and alliances to be formed to allocate preferences.
State Council Resolution	February 2022 – 312.1/2022 December 2020 – 142.6/2020 March 2019 – 06.3/2019 December 2017 – 121.6/2017 October 2008 – 427.5/2008
Supporting Documents	Advocacy Positions for a New Local Government Act WALGA submission: Local Government Reform Proposal (February 2022)

2.5.16 Method of Election of Mayor

Position Statement	Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.
State Council Resolution	February 2022 – 312.1/2022 March 2019 – 06.3/2019 December 2017 – 121.6/2017

2.5.18 Conduct of Postal Elections

Position Statement	The <i>Local Government Act 1995</i> should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.
Background	Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.

State Council Resolution	May 2023 – 452.2/2023 March 2019 – 06.3/2019 December 2017 – 121.6/2017 March 2012 – 24.2/2012
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WALGA has requested the following advocacy positions be considered by Councils:

1. PARTICIPATION

(a) The sector continues to support voluntary voting at Local Government elections.

OR

(b) The sector supports compulsory voting at Local Governments elections.

Officer Comment: Option (a) is supported given the financial implications of enforcing compliance by the community to participate in Local Government elections.

2. TERMS OF OFFICE

(a) The sector continues to support four-year terms with a two year spill;

OR

(b) The sector supports four-year terms on an all in/all out basis.

Officer Comment: Option (a) is supported as it provides for a level of continuity, particularly regarding the strategic direction of Council via the Council Plan. Further it provides a two year period where newly elected council members can be supported and mentored by their colleagues while they adjust to their roles.

3. VOTING METHODS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

Officer Comment: Option (a) is supported as it provides a simplified model for voting in a non-compulsory environment and does not promote tickets and alliances to be formed to allocate preferences.

4. INTERNAL ELECTIONS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

Officer Comment: Option (a) is supported to lessen unnecessary burden relating to Committee elections.

5. VOTING ACCESSIBILITY

The sector supports the option to hold general elections through:

(a) Electronic voting; and/or

(b) Postal voting; and/or

(c) In-Person voting.

Officer Comment: Options (a), (b), and (c) are all supported to provide the sector with the opportunity to choose the most appropriate method/s for their district.

6. METHOD OF ELECTION OF MAYOR

The sector supports:

(a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.

(b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.

(c) Apply current provisions (Class 1 and 2 Local Governments – popularly elected Mayor) to all Bands of Local Governments – apply the election by electors method to all classes of local governments.

Officer Comment: Given there have been varying viewpoints provided by the community over time with this matter, Council is encouraged to consider this and provide the agreed recommendation.

Statutory Requirements

Nil.

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 12.3

That Council recommends that WALGA adopt the following Local Government Election Advocacy Positions:

1. **PARTICIPATION** – Council support advocacy position (a) The sector continues to support voluntary voting at Local Government elections.
2. **TERMS OF OFFICE** - Council support advocacy position (a) The sector continues to support four year terms with a two year spill.
3. **VOTING METHODS** - Council support advocacy position (a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.
4. **INTERNAL ELECTIONS** - Council support advocacy position (a) The sector supports First Past the Post (FPTP) as the preferred voting.
5. **VOTING ACCESSIBILITY** - Council support advocacy position (a), (b) and (c)
(a) Electronic voting; and/or
(b) Postal voting; and/or
(c) In-Person voting.
6. **METHOD OF ELECTION OF MAYOR** – Council support advocacy position
XX

Voting requirements: Simple Majority

12.4 2025 Council Meeting Schedule	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/1
Directorate	Office of the CEO
Responsible Officer	Chief Executive Officer
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. 2025 Council Meeting Dates [12.4.1 - 1 page]

Purpose

The purpose of this report is for Council to consider and adopt the schedule for 2025 Council meeting dates.

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.

Proposal

That Council adopts the 2025 Council Meeting Schedule (attachment 1).

Following adoption of the schedule, that a local public notice be provided as per section 1.7 of the *Local Government Act 1995*.

Communication and Engagement

- Council Meeting dates are published annually before the beginning of the calendar year on the Town of Bassendean's Official website.
- Notice of meetings will be circulated via the Town of Bassendean Facebook Page, Notice Boards and Memorial Library.

- Any changes to advertised meeting dates are published on the Town's website.

Strategic Implications

Performance Area 5: Performance

10.1 Effectively inform and engage the community about local services and events, and Council matters.

Comment

Meeting Frequency

To avoid scheduling conflicts, the 2025 meeting dates have been based on a set meeting frequency, as detailed in the 2025 Meeting Schedule. Public holidays, the 2025 Local Government Election, and external committee meetings have been considered.

Exceptions to the Frequency

- October 2025: No Ordinary meetings held due to the Local Government Election. A Swearing in Ceremony and Special Council Meeting will be held post-election on 21 October 2025.
- November 2025: Ordinary Council Meeting and Briefing Session will be held one week earlier due to no October Briefing Session or Ordinary Council Meeting.
- December 2025: Ordinary Council meeting and Briefing Session will be held one week earlier to complete the meeting cycle before the holiday shutdown.

Electoral Caretaker Period

- The Electoral Caretaker Period will apply for the September Ordinary Council meeting cycle. During a caretaker period, a local government must not do a significant act, as defined by the *Local Government Act 1995*, section 3.73. Restrictions on what local government may do during caretaker period.

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 12.4

That Council adopts the meeting schedule for 2025; and that local public notice be provided.

Voting requirements: Simple Majority

12.5 Concept Plan - Bassendean Oval Precinct Redevelopment Feasibility Study	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	PARE/TENDNG/91
Directorate	Community and Place
Responsible Officer	Director Community and Place
Previous Reports	April 2024 28 May 2024
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Bassendean Oval Community Engagement Plan [12.5.1 - 3 pages]

Purpose

The purpose of this report is to present to Council the draft concept plan for the Bassendean Oval Precinct Redevelopment Project, and to seek approval for the release of the draft plan for a public comment period.

Background

This project is a Council-endorsed project, with an initial budget allocation during the 2023/24 mid-year budget review to facilitate project commencement, and the balance included in the 2024/25 Annual Budget to develop the Feasibility Report and Funding Proposal.

A contract was awarded to a preferred project consultant via RFT 02/2024 at the Ordinary Council meeting of April 2024 and the Project's Governance Framework, inclusive of project objectives, was endorsed at the 28 May 2024 Council Meeting.

The following milestones have been achieved to date and endorsed by the Project Steering Committee:

- Investment Logic Mapping
- Community Engagement Plan
- Project Philosophy
- Market/Situation Analysis
- Stage 1 Stakeholder Consultation
- Commercial and Community Opportunities Assessment & Feasibility
- Justification of Proposed Facility

- Draft Schedule of Accommodation and Functionality Table
- Advocacy Document to seek state, federal and lottery west funding
- Draft Concept plan as presented and reviewed at the October 15th workshop.

Proposal

To adopt the draft concept plan for public comment.

Communication and Engagement

The draft concept plan has been developed through a series of Steering Committee meetings with key stakeholders including the Swan District Football Club.

The draft concept plan has also been presented to a Council workshop on 15 October, at which time Council requested minor changes. These minor changes are being made but will not be available to view until they are presented at the OCM.

It is proposed that the draft concept plan is released to the community for public comment for a three-week period commencing week commencing 28th of October, with feedback then being considered by the Steering Committee to determine whether changes are required. The final concept plan will be presented to Council for adoption by the end of the year unless major changes are required.

Using the IAP2 Public Participation Spectrum, the level of engagement required for the community is 'consult'.

The Community Engagement Plan (Attachment 1) includes an online survey, hosted and administered by an external agency as well as two drop-in workshops and static displays that will provide the opportunity to complete surveys. Promotion of the public comment period will be via social media, posters, and signage throughout the community.

Strategic Implications

The Bassendean Oval Redevelopment Project is a significant and potentially transformational project for the Town of Bassendean.

Performance Area 1: People

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

2.3 Grow participation in sports and recreation.

Performance Area 3: Place

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

6.2 Enhance public open space and community facilities.

Performance Area 4: Prosperity

8.1 Revitalise Bassendean town centre to support economic growth.

Comment

The Bassendean Oval Precinct was officially opened in 1929 and is listed on the State Heritage Register. The current facility is ageing, predominantly used by the Swan Districts Football Club, and no longer meets the needs of the Club and provides limited community activation or benefit.

Several master plans have identified the potential opportunity to integrate mixed use development into the precinct whilst redeveloping the football club and provided new community facilities. The recently completed Town Centre Master Plan identified these opportunities to improve use, accessibility, and amenity.

As the Town Centre Master Plan was the outcome of extensive and recent consultation with the community through the BassenDream Project the purpose of the current concept plan community engagement process is to seek feedback on the proposed design.

The draft Concept Plan supports the objectives of the Bassendean Oval Precinct Redevelopment in the following ways:

- Redevelops the football club facilities and oval to be able to cater for a higher level of games, including AFL and AFLW, as well as general community use.
- Provides opportunity for an integrated mixed-use development which includes complementary community and complementary commercial facilities and amenities to meet the growing needs of the Swan Districts Football Club, and the community.
- Assists in achieving commercial outcomes to support the financial sustainability of the venue as well as broader economic benefits for the Town.
- Increases the public open space available and accessible to the community with the potential for increased offerings, such as, but not limited, to an all-abilities playground, BBQ, and picnic areas as well as a walking/running track.
- Facilitates and complements future residential development by state government.
- Supports and celebrates the heritage of the precinct.

The key concept plan development zones and outcomes include:

- Oval realignment and reduction to meet AFL guidelines and creating capacity to host higher level games (eg AFL and AFLW).
- New and improved Football Club facilities and amenities with improved spectator viewing and capacity for larger attendance.

- Potential new commercial businesses adjacent to the shopping centre to provide a mixed use offering, as well as secure financial viability for the venue.
- Potential new community facilities and a variety of recreational spaces to improve community usage of the precinct with consideration being given to an all-abilities playground, picnic areas, a walking track, meeting rooms, exhibition spaces, enhancement to existing youth spaces, and the possible relocation of the library.
- Future residential development to the east of the oval.
- New community plaza with alignment to the heritage gates and Old Perth Road.
- Improving the entry statement to the Town on Guildford Road.

Statutory Requirements

Nil

Financial Considerations

The project is included in the 24/25 operational budget. Additional community engagement expenditure totalling up to a forecast \$10,000 will be expended to enhance and support the community engagement process. The appointment of an external community engagement specialist to assist with hosting and designing the community survey as well the production of signage and an architectural flythrough, has been authorised. These costs will not exceed \$10,000 and have been accommodated from the 2024/25 operational budget.

Risk Management Implications

Reputational
Medium

Due to various consultation exercises over several years and the importance of this venue to the Town, a high level of community interest is anticipated which will be managed through the community engagement process.

It will be important for the community to be aware that there are many steps in a project of this size and the feasibility and concept planning stage is the development stage of the project. Further, that the project can only proceed with significant funding from State and Federal Governments, and this will only occur with an integrated proposal that includes residential development.

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:

- Adopts the Draft Concept Plan as presented at the Ordinary Council meeting (October 22) for the purpose of public consultation, commencing October 28.
- Endorses the Community Engagement Plan (Attachment 1).
- Requests the Chief Executive Officer to report the outcomes of the public comment period and present the final concept plan at a subsequent Ordinary Council Meeting as a component of the final Feasibility Report.

Voting requirements: Simple Majority

12.6 Accounts Paid - September 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 - September 2024 [12.6.1 - 15 pages]

Purpose

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

Communication and Engagement

Nil

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

Payments made during September 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 September 2024.

Voting requirements: Simple Majority

12.7 Monthly Financial Report - September 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 September 2024 [12.7.1 - 10 pages]

Purpose

The purpose of this report is for Council to receive the Monthly Financial Report for September 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 September 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 September 2024.

The opening surplus provided in the draft Statement of Financial Activity is unaudited and subject to change for 2023/24 year-end entries arising from potential audit adjustments 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 September 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	19	18.9	0.05	0
Expenditure	27.8	6.5	6.4	0.02	1
Capital Works	7.9	0.6	0.3	0.3	96
Non-Operating Grants, Subsidies and Contributions	3.7	0.4	0.4	0.05	1

Operating Revenue

Total Revenue is under budget by \$49k, primarily due to:

- Revenue from service charges is lower than budget by \$55k due to income received in advance from property sales, recognised in the previous financial year; and

Operating Expenditure

Total expenditure is under budget by \$147k. The significant variances within the individual categories are as follows:

- Employment Costs are under budget by \$84k, considered a timing issue; and
- Materials and Contracts are under budget by \$32k, due to the timing of maintenance of infrastructure assets.

Non-Operating Grants

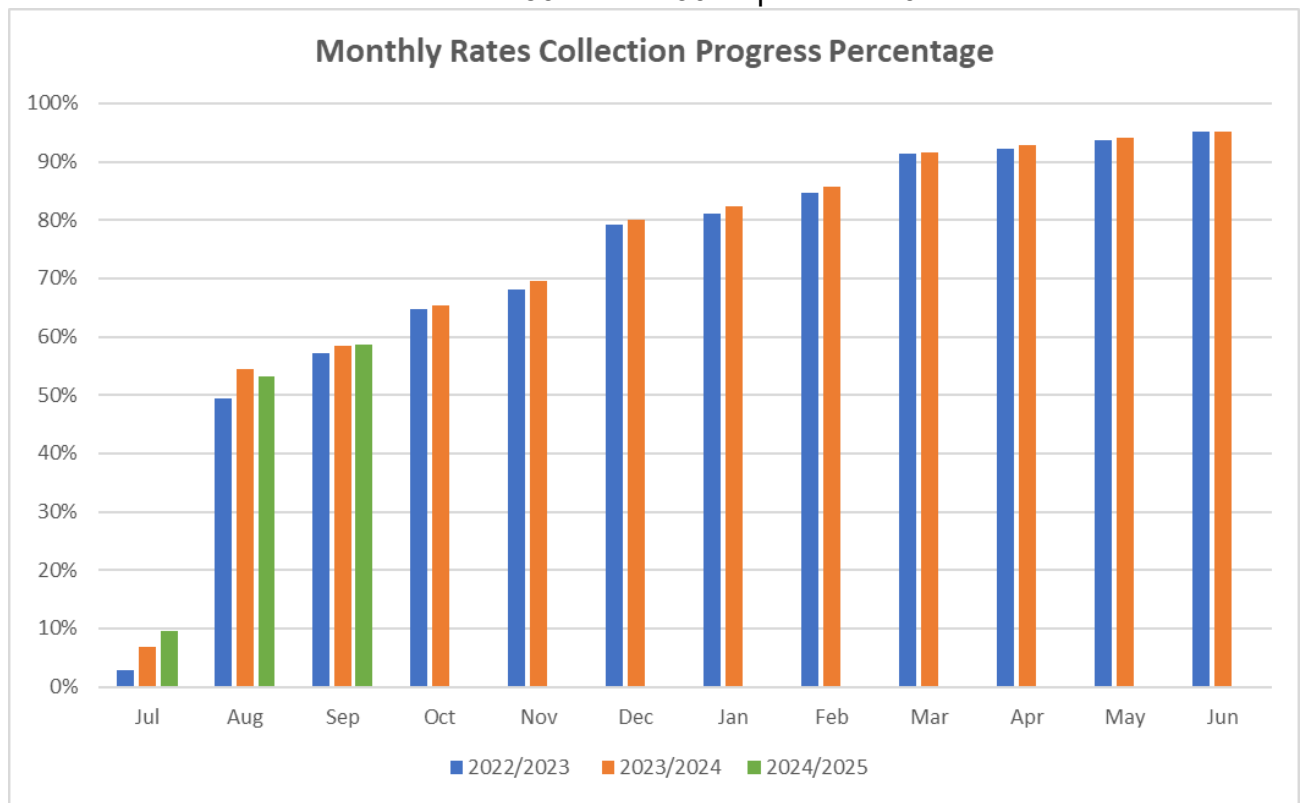
Non-operating grants are under budget by \$5k primarily due to the timing of the grants associated with capital road projects.

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 59% as of 30 September 2024.



Monthly Investment Report

The overall balance of the Town's investments is \$27m. This is comprised of municipal investments of \$15m and reserve investments of \$12m.

The administration uses *Marketforces.org.au* to assist in assessing whether financial institutions invest funds in fossil fuel-related industries. The Town currently has 68% of its funds invested in non-fossil fuel ADIs.

Amendment to Fees and Charges

Streetscape Contribution

A correction is required to the description for the Streetscape Contribution Fee to refer to “per tree”. In the current 2024/25 Fees and Charges schedule, reference is made to “per development”. There is no change proposed to the fee.

Current wording	Amended wording
Streetscape Contribution <u>(per development):</u> Total Establishment Costs of procurement of a tree, planting, labour, staking and ongoing watering and maintenance for three years	Streetscape Contribution <u>(per tree):</u> Total Establishment Costs of procurement of a tree, planting, labour, staking and ongoing watering and maintenance for three years

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 1 – 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 30 September 2024, which incorporates the Statement of Financial Activity for the period to September 2024.

Voting requirements: Simple Majority

Officer Recommendation 2 – Item 12.7

That Council amends the description in the 2024/25 Fees and Charges schedule from “Streetscape Contribution per development” to “Street Contribution per tree”.

Voting requirements: Absolute Majority

12.8 RFT07/2024 Bassendean Oval Sports Lighting Upgrade	
File Reference	PARE,TENDNG/116
Directorate	Corporate Services Infrastructure and Sustainability
Responsible Officer	Director Corporate Services Director Infrastructure and Sustainability
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. CONFIDENTIAL - RFT 07-2024 Evaluation Report [12.8.1 - 14 pages] 2. CONFIDENTIAL - RFT 07-2024 Evaluation Report - Addendum [12.8.2 - 9 pages]

Purpose

The purpose of this report is to present to Council a summary of tenders received for RFT 07/2024 Bassendean Oval Sports Lighting Upgrade and recommend appointment of the contractor considered to provide the best value for money to the Town.

Background

Council first included a budget for a lighting upgrade at Bassendean Oval in 2022/23. The Town engaged in some preliminary work during that financial year, including obtaining due diligence and geotechnical reports, cable drawings, and engaged a contractor for detailed design.

The balance of the project budget was carried forward to 2023/24, and the budget increased following funding commitments from the following:

- Town of Bassendean
- Swan Districts Football Club (SDFC)
- Department of Local Government, Sport and Cultural Industries Club Night Lights Program (State)
- Department of Infrastructure, Transport, Regional Development, Communications and the Arts Investing in our Communities Program (Federal)
- Western Australian Football Commission (WAFC).

During 2023/24 the Town conducted a tender process to secure a contractor for the works. That process was unsuccessful, and the Town reviewed the project and engaged in re-design works.

In April 2024, Council awarded a contract to Paatsch Consulting Pty Ltd to provide a Bassendean Oval Precinct Redevelopment Project – Feasibility Study and Funding Procurement for the Town, for revitalisation of the Bassendean Oval precinct. This project is in progress, and it is generally accepted that any significant realignment of the playing surface as part of a future redevelopment may render the proposing lighting infrastructure obsolete, either in full or in part. Nevertheless, it was considered appropriate to proceed with the Bassendean Oval Sports Lighting Upgrade, given the sub-standard nature of the current lighting and the long-term timeframe and lack of certainty, for the redevelopment of the Bassendean Oval precinct.

Consequently, the tender was re-advertised in August 2024, seeking tenders for four and five pole options for 200 lux, 200 lux upgradeable to 500 lux, and 500 lux lighting at Bassendean Oval.

A significant funding gap was anticipated, and the Town applied for a further grant on 27 August 2024, through the Department of Infrastructure, Transport, Regional Development, Communications and the Arts Thriving Suburbs Program. However, the Town was informed on 10 October 2024 that its grant application was unsuccessful.

The tender was evaluated, and the Tender Evaluation Report finalised on 2 October 2024, prior to notification of the Thriving Suburbs grant outcome (**Confidential Attachment 1**). The recommended contractor was one of the five respondents that provided an Alternative Offer, and that Alternative Offer was considered superior, providing the most suitable outcome with the best pricing for all six configurations. Pricing for four pole configurations was lower than for five pole configurations. The Evaluation Panel recommended award of the contract to the recommended contractor (without specifying the lux level), noting the grant application was pending at that time. Nevertheless, the content of the Tender Evaluation Report focussed on the four pole, 500 lux configuration.

Following notification of the outcome of the Thriving Suburbs grant application, the responsible Directors have prepared an Addendum to the Tender Evaluation Report, to provide further information about each of the four pole configurations and potential budget and funding options (**Confidential Attachment 2**).

Proposal

Noting the unsuccessful Federal Grant the proposal, is to appoint the recommended contractor for the Bassendean Oval Sports Lighting Upgrade, for the four pole, 200 lux upgradeable to 500 lux configuration.

Communication and Engagement

The Request was advertised in The West Australian Newspaper and on the Town's website on Saturday 3 August 2024 and closed on Monday 2 September 2024.

A voluntary site inspection was attended by three (3) potential suppliers on Monday 12 August 2024, at 10am.

The Town has engaged with the SDFC and other funding partners throughout the project.

Most recently, the Town provided Table 1 shown in the Addendum to the Tender Evaluation Report to SDFC, noting the funding shortfall for all options other than the four pole, 200 lux configuration. SDFC expressed its strong desire for the 200 lux upgradeable to 500 lux configuration, and proposed to seek an increase in funding from WAFC, and to split the remaining shortfall equally between SDFC and the Town. The SDFC proposal is subject to endorsement by its Board, and made on the proviso that any savings from budget be shared equally between SDFC and the Town.

This proposal by SDFC is presented at Tables 2 and 3 of the Addendum to the Evaluation Report.

Performance Area 1: People

2.3 Grow participation in sports and recreation.

Comment

Submissions were received from the following five (5) Tenderers:

- MNT Electrical Pty Ltd t/a BLU Electrical Services
- Ertech Pty Ltd
- Hender Lee Electrical Contractors Pty Ltd
- Burgess Enterprises Australia Pty Ltd t/a Kalamunda Electrics
- Stiles Electrical & Communication Services.

The Evaluation Panel for this tender comprised three members with the appropriate technical expertise and experience, including a specialist consultant. The panel carried out the assessment of submissions in a fair and equitable manner.

Two (2) of the Tenderers did not meet the compliance requirements of the Tender and were not evaluated against the qualitative criteria and weightings shown in the following table. The predetermined qualitative threshold was set at 70% for this tender.

QUALITATIVE CRITERIA	WEIGHTING
Capacity	30%
Demonstrated Experience	30%
Demonstrated Understanding of the Requirements	40%

Two (2) of the remaining three (3) responders met the qualitative threshold and following the qualitative assessment, the panel carried out a comparison of the

submitted schedule of rates offered by each tenderer qualified for stage two to assess value for money to the Town.

Respondents were asked to consider the following six (6) options and provide pricing for each:

1. 5 pole, 200 lux
2. 5 pole, 200 lux upgradeable to 500 lux
3. 5 pole, 500 lux
4. 4 pole, 200 lux
5. 4 pole, 200 lux upgradeable to 500 lux
6. 4 pole, 500 lux.

Pricing is regarded as commercial in confidence and is included in the attached confidential Tender Evaluation Report and Addendum.

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*, 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.

Financial Considerations

Financial considerations are detailed in Confidential Attachment 2.

The total adopted budget for the project is \$1,051,744, with expenditure incurred to date totaling \$157,201. The proposed budget for the project is \$1,314,105, an increase of \$262,361, to be shared as shown in Table 2 or Table 3 of Confidential Attachment 2, as the case may be, with funding to be considered as part of the mid-year budget review.

The Town's current commitment for this project is \$125,000, which would increase to a maximum of \$256,181 for the recommended option of 200 lux upgradeable to 500 lux. This represents 19.5% of the total project budget, which is below what would be considered a usual funding model of a minimum 33%, for a project of this nature, noting this is a Town-owned and managed asset.

Risk Management Implications

The Town will continue to have sub-standard lighting at Bassendean Oval should it not proceed with this project. While potential redevelopment of the precinct may render part or all of the proposed lighting infrastructure obsolete, the project horizon is such that the status quo ought not be allowed to continue for what may be many years.

The proposed option of 200 lux upgradeable to 500 lux is considered to provide an appropriate balance between facilitating an upgrade of the lighting infrastructure in the short term, and to cater for upgrade during the short-to-medium term should additional funding become available and noting that there is no certainty that the Bassendean Oval redevelopment will attract the required funding.

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 1 – Item 12.8

That Council appoints the recommended tenderer shown in the confidential Tender Evaluation Report attached to this report (**Confidential Attachment 1**), for the Bassendean Oval Sports Lighting Upgrade, four pole, 200 lux upgradeable to 500 lux configuration in accordance with the terms and conditions as specified in RFT 07/2024 for a period of eight (8) months, to commence upon Council Approval and Letter of Award.

Voting requirements: Simple Majority

Officer Recommendation 2 – Item 12.8

That Council amends the adopted budget for the Bassendean Oval Lighting Project to increase the budget by \$262,361 to \$1,314,105, to be funded as shown in Table 2 or Table 3 of the Addendum to the Tender Evaluation Report attached to this report (**Confidential Attachment 2**), as the case may be.

Voting requirements: Absolute Majority

13 Motions of which Previous Notice has been given

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 19 November 2024 commencing at 6pm.