



TOWN OF
Bassendean

CONFIRMED MINUTES

Bassendean Padel Court Project Committee Meeting Tuesday 6 October 2026

Held in the Council Chamber,
48 Old Perth Road, Bassendean

Minutes to be confirmed at the next Committee Meeting

These minutes are confirmed as a true and correct record.

Presiding Member's signature: _____

Date: _____

16/10/26

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

The Presiding Member declared the meeting open at 3:03 pm and welcomed all those in attendance.

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.

Declaration of Civic Duty and Responsibility

I make this declaration in good faith and declare that I will duly, faithfully, honestly and with integrity fulfil the duties of my office for all the people in the Town of Bassendean according to the best of my judgement and ability.

By observing the Town's Code of Conduct and Council Meeting Procedures Local Law to ensure efficient, effective and orderly decision making, I:

- will base decisions on relevant and factually correct information
- make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness
- have read all agenda papers given to me in relation to council or committee meetings
- be open and accountable to, and represent, the community in the district.

The Declaration of Civic Duty and Responsibility was affirmed by the following Councillors at the commencement of the meeting:

- Mayor Kathryn Hamilton
- Cr Hayden Long

2 Attendances, Apologies and Leave of Absence

Present

Councillors

Cr Kathryn Hamilton, Mayor (Presiding Member)
Cr Hayden Long

Officers

Ms Michelle Brennand, Director Community & Place

Purpose

The purpose of this report is to seek Committee of Council approval to recommend that Council appoint a preferred supplier for the design, construction and management of Padel courts at BIC Reserve.

Background

The Town is currently exploring opportunities to diversity recreational offerings, including 'Padel', to activate and enhance BIC reserve. An Expression of Interest (EOI) process was undertaken in March 2026 seeking suitably qualified and experienced organisations for the design, construction, full funding and ongoing management of Padel courts at BIC reserve.

Following the EOI process, a Committee of Council for the Development of Padel Courts was endorsed at the April 2026 Council meeting, for the purpose of determining the preferred approach for the proposed development of Padel Courts within BIC Reserve. The Terms of Reference for this Committee includes undertaking the assessment of the Request for Proposal (RFP) submissions, recommending a preferred proposal and the terms of a commercial lease, to council for consideration.

It is proposed that the courts would operate under a lease agreement with the Town of Bassendean (TOB) noting that this is subject to Ministerial approval. This arrangement would support the diversification of local recreation opportunities and enhance community facilities through innovative, community focused solutions that deliver community benefits and align with Council's strategic objectives.

Revenue received via the lease will be allocated to a newly established Community Infrastructure Reserve (CIF) with funds being used solely to benefit the community via either community infrastructure projects or community programming. The administration will prepare a draft term of reference for the (CIF) and bring back to Council with the final lease terms.

The RFP was used to identify a preferred proponent capable of delivering a high quality, community focused product that provides Padel courts and contributes to the development of a vibrant and activated reserve.

Proposal

To provide a recommendation to Council to appoint a qualified and reputable contractor to carry out the works required for the Town of Bassendean and to determine the conditions of the commercial lease, subject to acquiring all the necessary approvals from the Department of Planning, Lands and Heritage and the Minister for Planning and Lands.

Comment

The panel, consisting of two (2) members of the Executive Team, Mayor Hamilton and Cr. Long completed individual assessments and convened on Thursday 1 October 2026 to discuss the findings. Both submissions received were assessed as compliant and warranted further consideration.

Both submissions presented two options each, as attached in confidential *Attachment 7.1.1 – Tender Pricing Evaluation*.

- **Proponent A** proposed a fixed lease option for Option 1 and a shared revenue option for Option 2.
- **Proponent B** proposed a 5-year lease with a 5-year option for Option 1 and a 10-year lease with three (3) further 5-year terms for Option 2.

Following completion of the assessment, (*Attachment 7.1.2 – Evaluation Report*) clarification interviews and reference checks (where applicable) occurred and the evaluation panel determined that **Proponent B** represented the strongest overall submission with their Option 1 proposal, with **Proponent B's** offering demonstrating the ability to provide a more diverse commercial model.

The successful proponent has provided a more thorough project plan based on their resourcing, which will inform the Town's communications plan. Lease terms will need to be approved by the Minister for Planning and Lands, should a term greater than 21 years be sought by Proponent B. It is not confirmed whether a lease of this length is sought, however some modelling presented by Proponent B included a lease term extending to 25 years.

Should Council approve the recommendations contained within this report, lease terms will be negotiated, again noting that as a proposed third-party lease or licence, and that the preferred proponent has indicated a commercial for profit arrangement, . The lease terms will need to be approved by both the Department Planning Lands and Heritage (DPLH) and the Minister for Lands. Early engagement with DPLH in this regard has already commenced.

It is proposed that the Town will develop a Major Projects page on the organisation's website at the appropriate point, with information including a FAQ. This can be updated with content as the preferred proponent progresses through the project.

Statutory Requirements

Local Government proposals for a third party lease or licence to operate a commercial activity (for profit) must obtain DPLH support before the Local Government initiates formal decisions to develop infrastructure or leasing/ licensing terms. Approval for the proposal must also be granted by the Minister for Planning and Lands.

All approved measures must be implemented at the relevant stage of construction. Measures relating to the ongoing use of the development must be implemented prior to occupation or commencement of use and maintained thereafter to the satisfaction of the Town of Bassendean

Financial Risk

Low

Reputational

Low

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 7.1

MOVED Cr Kathryn Hamilton, Seconded Cr Hayden Long

That the Padel Courts Project Committee recommends that Council:

1. Accept the submission from Proponent B for the provision of padel courts at BIC Reserve, via a fixed term lease and incorporating annual lease repayments, as the preferred proposal.
2. Authorise the Chief Executive Officer to negotiate and confirm the site plan, court configuration and the maximum 21-year lease term.
3. Authorise the Chief Executive Officer to negotiate with **Proponent B** and the Department Planning Lands and Heritage to achieve a mutually acceptable development outcome that addresses identified site constraints and project requirements, noise mitigation measures, existing infrastructure considerations, and any other matters arising during the negotiation process.
4. Once the above recommendations have been completed, Ministerial Consent is sought and the final lease agreement terms are presented to Council for endorsement.

Voting requirements: Simple Majority