

# TOWN OF BASSENDEAN

## MINUTES

### ORDINARY COUNCIL MEETING

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN

ON TUESDAY 26 JUNE 2018 AT 7.00PM

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#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

*The Presiding Member announced that the meeting is being Live Streamed.*

#### 2.0 PUBLIC QUESTION TIME & ADDRESS BY MEMBERS OF THE PUBLIC

##### 2.1 Public Question Time

Ms Nonie Jekabsons, 6 Barton Parade, Bassendean

*In reference to Item 10.11 and underground power in the Town of Bassendean, has the Town looked into insulating the wires, as they do in Adelaide, to allow the trees to grow into the power lines rather than decommissioning the entire infrastructure.*

The Director Operational Services responded and advised that in the past, the Old Perth Road over head wires had been cable (aerial) bundled by Western Power, however, he is not familiar with Western Power providing insulating wire program in the Perth metropolitan area.

Mr Paul Bridges, 150 West Road, Bassendean

*In reference to Item 10.11, can consideration be given to allocating funds in the 2018/2019 Budget for the Street Tree Master Plan rather than the 2019/2020 Budget.*

The Mayor thanked him for his request.

Mr Ian Veale, 33 Bassendean Parade, Bassendean

*Mr Veale expressed concern that reference was made to the Town's Floodplain Policy (in terms of subdivisions in the flood way) some 11 months after the Town had decided to amend the policy.*

The Manager Development Services advised that the decision of Council was to not enforce the policy in relation to subdivisions within the floodway. The decision was to not amend the policy.

*Mr Veale requested nearly a year ago, how are you going to deal with development applications for those houses that are no longer in the flood plain, given that this Council had evidence from the EMRC that flood levels were going to drop.*

The Mayor advised that the Council does not have the final document or results of the flood study and cannot state what action will be taken in the future.

The Manager Development Services commented that the Town consults with the Department of Water and recently they have been giving us advice based on the proposed flood levels.

The Mayor suggested that Mr Veale make a time to meet with staff to address his concerns.

Mrs Anne Brinkworth, 19 Ida Street, Bassendean

*Can Council clarify if we have two May Holman Reserves as it is not clear which one is reference to the Men's Shed and there is some confusion in the community about this.*

The Manager Development Services advised that it is May Holman Drive not May Holman Reserve.

## **2.2 Address by Members of the Public**

*It should be noted that public statements are not recorded in the minutes.*

## **2.3 Questions Taken on Notice**

Ms Ivanka Radalj

The CEO responded to Ms Radalj on 31 May 2018, as follows:

*“I refer to your question at the May 2018 Ordinary Council Meeting regarding contamination at the former Bassendean Fire Station building in Parker Street. My response at the meeting was that the declaration of the site as being contaminated was for a chemical which has also been identified as a serious contaminant at airfields.*

*A letter was received by the Town on 5 February this year from the Department of Water and Environmental Regulation advising that the site has been classified as a known or suspected contaminated site.*

The reason given for the classification is stated in the letter and I quote:

*“Reasons for classification: This site was reported to the Department of Water and Environmental Regulation (DWER) as per reporting obligations under section 11 of the Act, which commenced on 1 December 2006. The site has been classified under section 13 of the Act based on information submitted to DWER by December 2017.*

*The site was reported due to its use as a fire station from the 1920s to 2013 and associated use of fire-fighting foam containing perfluoroalkyl substances (PFAS).*

*This is a potentially contaminating land use, as specified in the guidelines ‘Assessment and management of contaminated sites’ (Department of Environment Regulation [DER] 2014) and the ‘Interim guideline on management of perfluoroalkyl and polyfluoroalkyl substances (PFAS)’ (DER, January 2017). Activities undertaken at the site that may have caused or contributed to contamination include flushing of fire-fighting foam from fire hoses and equipment and ‘wet-drill’ training, with subsequent direct discharge to ground and/or the stormwater drainage system at the site.*

*A preliminary site assessment was undertaken in September 2017, including limited testing which confirmed the presence of PFAS in soil.”*

I trust this satisfies your enquiry.”

Mr Don Yates

The Director Operational Services responded to Mr Yates on 13 June 2018, as follows:

*“Further to your query raised at the May 2018 Ordinary Council Meeting regarding the Moreton Bay ficus tree in Thompson Road, protected by a tree preservation order, and your request for additional sweeping, I write to advise that on 2 June 2018, the Town of Bassendean formalised a tender variation with Mint Civil Pty Ltd trading as “Kalamunda Sweeping” to undertake additional sweeping of Thompson Road and Lamb Street, Bassendean. Sweeping will take place every Friday, and will include blowing down of the path under the fig tree.*

*In relation to the concerns expressed at the May 2018 Ordinary Council Meeting regarding the Bassendean Oval floodlighting overspill/glare, the Manager Asset Services advised that approximately two years ago, the Town engaged an electrical contractor to adjust the floodlights, however, because of wind conditions the floodlights need re-adjusting.*

*As a result, the Town has requested that an electrical contractor inspect the flood lights and rectify the lighting overspill and glare issues being experienced. The electrical contractor is anticipated to be on site with a cherry picker on Friday 15 June 2018.*

**3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

**Present**

Councillors

Cr Renee McLennan, Mayor  
Cr Bob Brown  
Cr John Gangell  
Cr Kathryn Hamilton  
Cr Melissa Mykytiuk  
Cr Sarah Quinton  
Cr Jai Wilson (until 9.20pm)

### Officers

Mr Bob Jarvis, Chief Executive Officer (until 8.45pm)  
Mr Michael Costarella, Director Corporate Services (until 8.45pm)  
Mr Graeme Haggart, Director Community Development (until 8.45pm)  
Mr Simon Stewart-Dawkins, Director Operational Services (until 8.45pm)  
Mr Anthony Dowling, Director Strategic Planning (until 8.45pm)  
Mr Brian Reed, Manager Development Services (until 8.45pm)  
Mrs Amy Holmes, Minute Secretary

### Public

Approximately seven members of the public were in attendance.

### Press

One member of the press was in attendance.

## **3.1 Leave of Absence**

### COUNCIL RESOLUTION – ITEM 3.0

**OCM – 1/06/18** MOVED Cr Mykytiuk, Seconded Cr Gangell, that Leave of Absences be granted as follows:

- Cr Brown 1 July – 6 July
- Cr Quinton 2 July – 6 July
- Cr Hamilton 30 July – 2 August

CARRIED UNANIMOUSLY 7/0

## **4.0 DEPUTATIONS**

Nil

## **5.0 CONFIRMATION OF MINUTES**

### **5.1 Ordinary Council Meeting held on 22 May 2018**

#### COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 5.1(a)

**OCM – 2/06/18** MOVED Cr Wilson, Seconded Cr Quinton, that the minutes of the Ordinary Council Meeting held on 22 May 2018, be received.

CARRIED UNANIMOUSLY 7/0

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –  
ITEM 5.1(b)**

- OCM – 3/06/18** MOVED Cr Quinton, Seconded Cr Wilson, that the minutes of the Ordinary Council Meeting held on 22 May 2018, be confirmed as a true record.
- CARRIED UNANIMOUSLY 7/0**

**6.0 ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT  
DISCUSSION**

Nil

**7.0 PETITIONS**

Nil

**8.0 DECLARATIONS OF INTEREST**

Crs McLennan, Quinton & Wilson declared an Impartiality Interest for Item 13.2 as their children attend the Wind in the Willows Child Care Centre.

**9.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

**10.0 REPORTS**

**10.1 Adoption of Recommendations En Bloc**

It was agreed that items 10.3, 10.6, 10.10 & 10.11 be removed from the en-bloc table and considered separately.

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –  
ITEM 10.1**

- OCM – 4/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Meeting Agenda of 26 June 2018:

Item	Report
10.2	RFT CO 079 2017-18 Sale of Land – 93 Lord Street, Bassendean and RFT CO 078 2017-18 48 Chapman Street, Bassendean
10.8	Implementation of the 'Your Move' Project within the Town of Bassendean
10.9	Smart Cities Round 2 Expression of Interest Application – Bassendean Smart Resource Tracking System for Sustainable Waste Management
10.12	Bassendean Local Emergency Management Committee Meeting held on 6 June 2018
10.13	People Services Committee meeting held on 12 June 2018
10.14	Audit & Governance Committee Meeting held on 20 June 2018
10.15	Determinations Made by the Principal Building Surveyor
10.16	Determinations Made by Development Services
10.17	Use of the Common Seal
10.18	Calendar for July 2018
10.19	Implementation of Council Resolutions
10.20	Accounts for Payment

CARRIED UNANIMOUSLY 7/0

Council was then requested to consider the balance of the Officer recommendations independently.

Item	Report
10.3	Damaged Verge Tree adjacent to 4 Clarke Way, Bassendean
10.4	Review of Policy 6.7 - Electronic Recordings and Live Streaming of Council Meetings
10.5	Waiver of Fees/Donation – Bassendean for Free Inaugural Swap Meet Event
10.6	Revised (Indicative) Strategic Planning Framework Implementation Plan
10.7	Design Bassendean Advisory Group Meeting held on 6 June 2018
10.10	Sustainability Committee Meeting held on 29 May 2018
10.11	Town's Asset Committee Meeting held on 5 June 2018
10.21	Financial Statements – May 2018
13.1	Bus Stop/Shelter – Contract Renewal
13.2	Review of Workforce Plan and Corporate Structure

**10.2 RFT CO 079 2017-18 Sale of Land – 93 Lord Street, Bassendean and RFT CO 078 2017-18 48 Chapman Street, Bassendean (COUP/TENDNG/73 and COUP/TENDNG/74 - Michael Costarella, Director Corporate Services)**

**APPLICATION**

The purpose of this report was to present to Council a summary of tenders received against Request for Tender RFT CO 079 2017-18 Sale of Land – 93 Lord Street, Bassendean and 48 Chapman Street, Bassendean and appoint the most appropriate contractor.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION  
– ITEM 10.2

- OCM – 5/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council sells the land located at 93 Lord Street, Bassendean, and 48 Chapman Street, Bassendean, by private treaty, in accordance with the Local Government Act 1995.  
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –  
OCM-4/06/18 7/0

**10.3** Damaged Verge Tree adjacent to 4 Clarke Way, Bassendean (Ref: PARE/MAINT/1 – Andreea Balica, Engineering Technical Assistant/Compliance Officer)

APPLICATION

The purpose of this report was to advise Council that a verge street tree, located adjacent to 4 Clarke Way Bassendean, has been damaged during demolition works at the above property.

*Cr Wilson moved the officer recommendation with a minor amendment, as shown in bold.*

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –  
ITEM 10.3

- OCM – 6/06/18** MOVED Cr Wilson, Seconded Cr Gangell, that Council:
1. Authorises the removal of the damaged street tree, adjacent to 4 Clarke Way, Bassendean, which has been lopped by a demolition contractor without Town of Bassendean’s authority and replaces the tree **with a tree approved by Council after construction has been completed**; and
  2. In accordance with the 2017/2018 fees & charges, invoices demolition contractor that performed the works at 4 Clarke Way, Bassendean, to pay \$200 for the removal and stump grinding of the damaged street tree and \$2,221 for a Streetscape Contribution.

CARRIED UNANIMOUSLY 7/0

**10.4 Review of Policy 6.7 - Electronic Recordings and Live Streaming of Council Meetings (Ref: GOVN/CCLMEET/1 – Bob Jarvis – Chief Executive Officer)**

APPLICATION

The purpose of this report was to adopt Policy 6.7- Electronic Recording & Livestreaming of Council Meetings. This item was deferred at the April 2018 Ordinary Council meeting pending the installation and trial of the live streaming equipment.

*Cr McLennan moved the officer recommendation with minor amendments, as shown in bold.*

COUNCIL RESOLUTION/OFFICER RECOMMENDATION — ITEM 10.4

**OCM – 7/06/18** MOVED Cr McLennan, Seconded Cr Wilson, that Council adopts Policy 6.17 - Electronic Recordings and Live Streaming of Council Meetings attached to the Ordinary Council Agenda of 26 June 2018, **with the following amendments:**

- **Under ‘Strategy’ change the wording of paragraph 2 from “attend” to “access”; and**
- **In the second last paragraph on page 2, delete – “Two working day’s notice is to be given by members of the public who wish to listen to the recording at the Library”.**

CARRIED BY AN ABSOLUTE MAJORITY 7/0

**10.5 Waiver of Fees/Donation – Bassendean for Free Inaugural Swap Meet Event (Ref: COMR/LIAIS/1 – Salvatore Siciliano, Manager Recreation and Culture)**

APPLICATION

For Council to consider a request from the Bassendean for Free community group to waiver hire fees for utilising the Bassendean Seniors Citizen’s Community Hall on Sunday 10 June 2018 to stage their inaugural swap meet event.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.5

**OCM – 8/06/18** MOVED Cr Wilson, Seconded Cr Hamilton, that Council donates an amount of \$97.50 to the Bassendean for Free group for the staging of its inaugural swap meet event held on Sunday 10 June 2018.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

**10.6 Revised (Indicative) Strategic Planning Framework (SPF) Implementation Plan (Ref: LUAP/PLANNG/14 - Anthony Dowling, Director Strategic Planning)**

*Cr Mykytiuk left the Chamber at 7.39pm and returned at 7.40pm.*

**APPLICATION**

Council was requested to receive and adopt a revised indicative implementation plan for the implementation of its Strategic Planning Framework (SPF).

**OFFICER RECOMMENDATION – ITEM 10.6**

That Council:

1. Receives the revised (*Indicative*) *Bassendean Strategic Planning Framework Implementation Plan (2018 – 2020)* as attached to the Ordinary Council Agenda of 26 June 2018; and
2. Adopts the revised (*Indicative*) *Bassendean Strategic Planning Framework Implementation Plan (2018 – 2020)* noting that the plan is a guide only and may be modified from time to time, subject to further approval or endorsement from Council.

*Cr McLennan moved the following with an additional Point 3 and 4.*

**COUNCIL RESOLUTION - ITEM 10.6**

**OCM – 10/06/18** MOVED Cr McLennan, Seconded Cr Mykytiuk, that Council:

1. Receives the revised (*Indicative*) *Bassendean Strategic Planning Framework Implementation Plan (2018 – 2020)* as attached to the Ordinary Council Agenda of 26 June 2018;
2. Adopts the revised (*Indicative*) *Bassendean Strategic Planning Framework Implementation Plan (2018 – 2020)* noting that the plan is a guide only and may be modified from time to time, subject to further approval or endorsement from Council.

3. Requests that, as a priority, a communication expert be engaged to assist with the development and delivery of a community education and engagement strategy around the Town's strategic planning framework projects.
4. In respect to the recent advice from the Minister for Planning that increased residential density development is more appropriate on the south side only of the proposed Ashfield Activity Centre (as designated in the Perth and Peel @ 3.5 Million planning framework), the opportunity for live-work development to occur within the Ashfield Activity Centre, especially on the north side of the Ashfield train station, be explored and considered through the current review of the Town's Local Planning Strategy and the planning for the Ashfield Activity Centre.

CARRIED 5/2

*Crs McLennan, Hamilton, Brown, Mykytiuk & Quinton voted in favour of the motion. Crs Gangell & Wilson voted against the motion.*

**10.7 Design Bassendean Advisory Group Meeting held on 6 June 2018 (Ref: GOVN/CCL/MEET/36 – Anthony Dowling, Director Strategic Planning)**

APPLICATION

Council was requested to receive this report on the inaugural meeting of the Design Bassendean Advisory Group held on 6 June 2018.

*Cr McLennan moved the officer recommendation with the addition of a Point 3 and 4, as shown in bold.*

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.7

**OCM – 11/06/18** MOVED Cr McLennan, Seconded Cr Wilson, that Council:

1. Receives the report on the inaugural meeting of the Design Bassendean Advisory Group held on 6 June 2018;
2. Appoints Mr Coan Harvey as Chairperson of the Design Bassendean Advisory Group for the 2017/19 term of the group;

3. **Confirms its intention to require a significantly higher standard of energy-efficient and sustainable design for future developments within the Town, through a policy referenced in the LPS. Council, therefore requests staff to prepare, as part of the future review of LPP2, a revised policy that achieves this outcome for Council's consideration; and**
4. **Requests that, as soon as practicable, officers have an infographic produced which clearly outlines the planning process being undertaken and the points at which our community will have opportunity for input.**  
CARRIED BY AN ABSOLUTE MAJORITY 7/0

**10.8 Implementation of the 'Your Move' Project within the Town of Bassendean (Ref: COMDEV/PROGM/9 - Graeme Haggart - Director Community Development)**

APPLICATION

The purpose of this report was for Council to resolve to partner the Department of Transport in the delivery of the 'Your Move' project within the Town of Bassendean.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION —  
ITEM 10.8

**OCM – 12/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council:

1. Enters into an agreement to partner the Department of Transport in the delivery of the 'Your Move' project within the Town of Bassendean;
2. Conducts a workshop on Tuesday 14 August 2018 at 5.30pm to explore the projects to be the basis of the 'Your Move' Bassendean Program; and
3. Authorises officers to negotiate an agreement with the Department of Transport for the delivery of the 'Your Move' project in the Town of Bassendean.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –  
OCM-4/06/18 7/0

**10.9 Smart Cities Round 2 Expression of Interest Application - Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management (Ref: ENVM/PROGM/9 GRSU/PROGM/26, Simon Stewart-Dawkins, Director Operational Services)**

APPLICATION

The purpose of this report was for Council to review and endorse the draft Smart Cities Round 2 Expression of Interest Application titled “Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management” submission to the Australian Government Department of Industry, Innovation and Science.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION — ITEM 10.9

**OCM – 13/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council:

1. Notes the draft Smart Cities Round 2 Expression of Interest Application titled “Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management” attached to the June 2018 Ordinary Council Meeting agenda is a work in progress document;
2. Supports the Smart Cities Round 2 expression of interest grant application being submitted to the Commonwealth Government Department of Industry, Innovation and Science for the “Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management” project, and
  - a) Authorises the Mayor and the Chief Executive Officer, to provide a letter of support for Smart Cities Round 2 Expression of Interest Application;
  - b) Notes that in accordance OCM – 14/05/18 resolution, the draft 2018/2019 budget includes funding for the Town of Bassendean to implement the Better Bins (3 Bin) Kerbside Collection Program and that these funds will be used as part of the in-principle cash contribution together with in-kind contributions for the Town of Bassendean’s share of eligible project costs.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

**10.10 Sustainability Committee Meeting held on 29 May 2018  
(Ref: GOVN/CCL/MEET/33 – Simon Stewert-Dawkins,  
Director Operational Services)**

APPLICATION

The purpose of this report was for Council to receive the report on a meeting of the Sustainability Committee held on 29 June 2018, and adopt the following recommendations from the Committee:

SC – 1/05/18 Sustainability Initiatives updates  
SC – 2/05/18 Progress Report – Ban on Single Use Plastics

*Cr Wilson moved the Committee recommendation with the addition of a Point 6, as shown in bold.*

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION  
– ITEM 10.10

**OCM – 14/06/18** MOVED Cr Wilson, Seconded Cr Mykytiuk, that Council:

1. Receives the report on a meeting of the Sustainability Committee held on 29 May 2018 and the Sustainability initiatives updates;
2. Receives the progress report on the implementation of Council's resolution to ban the use of single use plastics;
3. Notes that the public events draft 2018/2019 budget will be amended for Council's consideration to improve recycling capacity for future public events;
4. Requests that staff give recognition to businesses who have already gone plastic free through a poster and free marketing on the Town's social media sites and through the Bassendean Briefings;
5. Officers investigate the possibility of a scheme for composting food waste from Town events; and
6. **Officers implement the IT technology used for 'Keen on Halloween' to allow residents of the Town of Bassendean to alert their neighbours to the fact that they are keen to receive food scraps for chicken food, compost bins, and/or worm farms.**

CARRIED UNANIMOUSLY 7/0

**10.11 Town Asset Committee Meeting held on 5 June 2018 (Ref: GOVNCCL/MEET/37 – Simon Stewert-Dawkins, Director Operational Services)**

APPLICATION

The purpose of this report was for Council to receive the report on a meeting of the Town Asset Committee held on 5<sup>th</sup> June 2018, and adopt the following recommendations from the Committee.

- TAC - 1/06/18 Urban Forest Strategy
- TAC - 2/06/18 Shackleton Street – Tree Selection for Median Strip
- TAC - 3/06/18 Projects listed on the Instrument of Appointment and Delegation

*Cr Wilson moved the Committee recommendation with the addition of a Point 11, and in Point 9 changed “2019/2020 Budget” to “2018/2019 Budget”, as shown in bold.*

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION – ITEM 10.11

**OCM – 15/06/18** MOVED Cr Wilson, Seconded Cr Mykytiuk, that Council:

1. Receives the report on a meeting of the Town’s Asset Committee held on 5 June 2018;
2. Receives the report on the history of the draft Town of Bassendean Urban Forest Strategy and the community group’s reworked Urban Forest Strategy;
3. Extends an invitation to the Members of the former Working Group to seek their feedback on adopting an objective in the Strategy that commits the Town to:
  - a) A goal of 70% tree canopy on Town Road Reserves with significant form and scale to provide shade canopy over a large proportion of the road;
  - b) Priority being placed on new plantings in those areas of the Town where the power lines have already been put underground, with the non-power line side of the streets in other areas of the Town being the second priority;
  - c) Maintaining the uniformity of existing established avenues;
  - d) Opening up the diversity of tree species that may be planted on other streets that are not already established Avenues;

- e) Developing biodiversity corridors with food and habitat for bird life;
  - f) Finalising a street tree species list that:
    - at maturity grow high enough to provide significant form and scale to provide shade and canopy over a large portion of the road;
    - minimises impact on utility services;
    - are drought tolerant;
    - that have a strong performance record in similar areas;
    - are tolerant in paved areas where necessary;
    - are resistant to pests and diseases;
    - are long-lived;
    - have manageable limb shear risk;
    - meet the soil conditions of the site; and
    - are suited for planting on median islands and roundabouts.
4. Receives the status report of the Council (OCM – 11/07/16) Shackleton Street, Bassendean, Traffic Management and Water Sensitive Urban Designs being undertaken and scheduled to be completed by mid-June 2018;
  5. Receives the consulting Arborist report recommendations attached to the 5 June 2018 Town Assets Committee agenda and recommends that the species that provides the most shade canopy be selected for planting; and
  6. Notes the status report on the projects listed in the Town Assets Committee Instrument of Appointment and Delegation.
  7. Refers those parts of the Strategy that have planning implications or impact private property to the Design Bassendean Working Group for feedback;
  8. Receives the Planting Schedule attached to the Asset Services Committee Minutes of 5 June 2018;
  9. Request that \$60,000 in funding be listed for Council consideration in the draft **2018/2019** budget to prepare the Urban Forest Management Plan and revised Street Tree Master Plan;
  10. Commits to progressing the program of placing our Town's power lines underground so that we can create more room to plant significant shade trees on our Town's road reserves.

- 11. Requests the Town Assets Committee to undertake a community engagement with users of Palmerston Park to identify people who would be interested in participating in a Working Group of the Town Assets Committee in order to identify capital works improvements that could be made to the park that would increase the amenity of the park for local users, and approves the expenditure of up to \$500 by the Town Assets Committee for the creation of temporary signage; letterboxing flyers; and catering for community and working group meetings to facilitate this community engagement.**

CARRIED UNANIMOUSLY 7/0

**10.12 Bassendean Local Emergency Management Committee Meeting held on 6 June 2018 (Ref: GOVN/CCLMEET/18 – Simon Stewart-Dawkins, Director Operational Services)**

APPLICATION

The purpose of this report was for Council to receive the report on a meeting of the Bassendean Local Emergency Management Committee held on 6<sup>th</sup> June 2018, and adopt the following recommendations from the Committee:

BLEMC – 1/06/18 Preparedness, Prevention, Response and Recovery Issues raised

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION – ITEM 10.12

- OCM – 16/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council receives the report on a meeting of the Bassendean Local Emergency Management Committee of 6 June 2018.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

**10.13 People Services Committee meeting held on 12 June 2018 (Ref: GOVN/CCL/MEET/ – Graeme Haggart, Director Community Development)**

APPLICATION

The purpose of the report was for Council to receive the report on a meeting of the People Services Committee held on Tuesday 12 June 2018, and to adopt the following recommendations from the Committee:

PSC – 1/06/18	Projects for the Term of the Committee.
PSC – 2/06/18	Ongoing Activity Progress Reports
PSC – 3/06/18	Bassendean Youth Statement
PSC – 4/06/18	Community Event Sponsorship Application

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –  
ITEM 10.13**

**OCM – 17/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council:

1. Adopts the revised Town of Bassendean Youth Statement as attached to the 26 June 2018 Ordinary Council Meeting Agenda;
2. Engages a professional photographer to take a number of contemporary photos covering a cross section of young people in the community, which could be used in the final publication of the Youth Statement;
3. Approves a sponsorship of \$1,000 to the ArtsHouse Community Garden Association Inc to support the staging of a Bush Medicine Celebration on a weekend in July 2018;
4. A sponsorship agreement is prepared between the Town and the ArtsHouse Community Garden Inc to outline the conditions of the sponsorship; and
5. Receives the report of the meeting of the People Services Committee held on Tuesday 12 June 2018.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –  
OCM-4/06/18 7/0**

**10.14 Audit & Governance Committee Meeting held on 20 June 2018 (Ref: GOVNCCL/MEET/3 – Mike Costarella, Director Corporate Governance)**

**APPLICATION**

The purpose of this report was for Council to receive the report on a meeting of the Audit & Governance Committee held on 20 June 2018, and adopt the recommendations from the Committee.

AGC-1/06/18	2017/18 Interim Audit – Macri & Partners
AGC-2/06/18	Notice of Motion – Cr Hamilton: Differential Rates
AGC-3/06/18	Notice of Motion – Cr Hamilton: Monthly Payments Lists

**COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION**  
**– ITEM 10.14**

**OCM – 18/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council:

1. Receives the report on the Audit and Governance Committee meeting held on 20 June 2018;
2. Notes that Fraud and Error Assessment has not been signed by the Presiding Member, given the advice received from Macri Partners that non-signing will not affect the Audit Report;
3. Corresponds with relevant Ministers to explore solutions in dealing with undeveloped vacant land given the 3.5million Perth to Peel infill targets and lack of available tools to local government through the local government act to incentivise development of vacant lots and that:
  - (a) This matter be forwarded to WALGA for inclusion in the Local Government Week agenda;
  - (b) The Committee notes the information provided by Town staff and that any further investigation into differential rates will concentrate on the costs associated with illegal dumping and removal; and
- 4 Re-instates the process of making the List of Accounts for Payment publicly available each month, via the agenda attachments to Ordinary Council Meetings and for a period of 30 days on the website.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –**  
**OCM-4/06/18 7/0**

**10.15 Determinations Made by the Principal Building Surveyor**  
**Ref: LUAP/PROCED/1 – Kallan Short, Principal Building**  
**Surveyor)**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –**  
**ITEM 10.15**

**OCM – 19/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council notes the decisions made under delegated authority by the Principal Building Surveyor.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –**  
**OCM-4/06/18 7/0**

**10.16 Determinations Made by Development Services (Ref: LUAP/PROCED/1 – Christian Buttle, Development Services)**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –  
ITEM 10.16

**OCM – 20/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council notes the decisions made under delegated authority by the Manager Development Services.  
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –  
OCM-4/06/18 7/0

**10.17 Use of the Common Seal (Ref: INFM/INTPROP/1 – Sue Perkins – Executive Assistant)**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –  
ITEM 10.17

**OCM – 21/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council notes the affixing of the Common Seal to the document listed in the Ordinary Council Meeting Agenda of 26 June 2018.  
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –  
OCM-4/06/18 7/0

**10.18 Calendar for July 2018 (Ref: Sue Perkins, Executive Assistant)**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION -  
ITEM 10.18

**OCM – 22/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that the Calendar for July 2018 be adopted.  
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –  
OCM-4/06/18 7/0

**10.19 Implementation of Council Resolutions (Ref: GOVN/CCLMEET/1 – Sue Perkins)**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –  
ITEM 10.19

**OCM – 23/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that the outstanding Council resolutions detailed in the table listed in the Ordinary Council Meeting Agenda of 26 June 2018 be deleted from the Implementation of Council Resolutions list.  
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –  
OCM-4/06/18 7/0

**10.20 Accounts for Payment – May 2018 (Ref: FINM/CREDTS/4 – Ken Lapham, Manager Corporate Services)**

APPLICATION

The purpose of this report was for Council to receive the Accounts for Payment in accordance with Regulation 13 (3) of the Local Government (Financial Management) Regulations 1996.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION - ITEM 10.20

**OCM – 24/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that in accordance with Regulation 13(3) Local Government (Financial Management Regulations 1996) the List of Accounts paid for May 2018 be received.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

**10.21 Financial Statements – May 2018 (Ref: FINM/AUD/1 – Ken Lapham, Manager Corporate Services)**

APPLICATION

The Local Government Financial Management Regulations, Clause 34(1) requires that a monthly financial report be presented to Council. A Local Government is to prepare each month a statement of financial activity that clearly shows a comparison of the budget estimates with the actual revenue and expenditure figures for the year to date.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.21

**OCM – 25/06/18** MOVED Cr Quinton, Seconded Cr Wilson, that:

1. The Financial Reports for the period ending 31 May 2018 be received; and
2. The 2017/18 Budget be amended in accordance with the schedule listed in Note 9 (Budget Amendments), and as attached to the Ordinary Council Meeting Agenda of 26 June 2018, be approved.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

**11.0** **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12.0** **ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

**13.0** **CONFIDENTIAL BUSINESS**

**COUNCIL RESOLUTION – ITEM 13.0(a)**

**OCM – 26/06/18** MOVED Cr Mykytiuk, Seconded Cr Wilson, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 8.15pm.

**CARRIED UNANIMOUSLY 7/0**

*All members of the public vacated the Chamber, the time being 8.15pm.*

**13.1** **Bus Stop/Shelter – Contract Renewal (Ref: TRAF/MAINT/3) – Ken Cardy (Manager Asset Services)**

*This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (c) and (e) of the Local Government Act 1995, as the Officer report discusses details of contract.*

**APPLICATION**

The purpose of this report was to advise Council that the twenty year contract for the provision of street furniture and street furniture advertising, between Adshel and the Town of Bassendean, expires on 14 October 2018.

*Cr McLennan moved the officer recommendation with the addition of a Point 3, as shown in bold.*

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION —  
ITEM 13.1**

**OCM – 27/06/18** MOVED Cr McLennan, Seconded Cr Hamilton, that Council:

1. Requests Adshel to remove the 11 redundant bus shelters, as shown in the table in this report and reinstate verges;
2. Enters into a new agreement with Adshel that incorporates the same terms and conditions as the current contract, for a further five-year period, commencing on 15 October 2018; and
3. **Requests that revenue received from the Adshel contract be transferred to a reserve fund for the purpose of installation or replacement of bus shelters within the Town.**

**CARRIED BY AN ABSOLUTE MAJORITY 7/0**

**13.2 Review of Workforce Plan and Corporate Structure (Ref: GOVR/LREGLIA/15 - CMT)**

*This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) of the Local Government Act 1995, as the Officer report discusses details of employees.*

*Officers present, which included the CEO, Director Corporate Services, Director Operational Services, Director Community Development, Director Strategic Planning and Manager Development Services, except the Minute Secretary, were requested to leave the room and those officers vacated the Chamber, the time being 8.45pm and did not return.*

**APPLICATION**

Council was requested to consider the adoption of the revised Workforce Plan for the 2018- 2022 financial years.

**COUNCIL RESOLUTION – ITEM 13.2(a)**

**OCM – 28/06/18** MOVED Cr Wilson, Seconded Cr Hamilton, that Council suspend Standing Orders to allow for open discussion.

**CARRIED UNANIMOUSLY 7/0**

*Cr Wilson left the meeting, the time being 9.20pm and did not return.*

COUNCIL RESOLUTION – ITEM 13.2(b)

**OCM – 29/06/18** MOVED Cr Mykytiuk, Seconded Cr Quinton, that Council resume Standing Orders.

CARRIED UNANIMOUSLY 6/0

OFFICER RECOMMENDATION — ITEM 13.2(c)

That Council:

1. Endorses the revised 2018-2022 Workforce Plan as attached to the Ordinary Council Agenda of 26 June 2018;
2. Amends the Corporate Structure to include the additional positions within the 2018-2022 Workforce Plan; and
3. Considers allocating funding for the additional positions in the 2018/19 Budget.

COUNCIL RESOLUTION – ITEM 13.2(d)

**OCM – 30/06/18** MOVED Cr Mykytiuk, Seconded Cr Brown, that:

1. Council **notes** the revised 2018 Workforce Plan as attached to the Ordinary Council Meeting Agenda of 26 June 2018;
2. Council considers allocating funding for:
  - a) the additional **newly created positions in the 2018/19 Budget;**
  - b) **the increase to full time hours for the Executive Assistant to Director Community Development and Director Operational Services;**
3. **Council defers amending the corporate structure until finalisation of the 2018/2019 Budget;**
4. **Town staff produce a list of the new position levels and costings with justifications given for the level of that position, in time for the 2018/2019 Budget consideration; and**
5. **Council defers all retitling of existing positions until a new CEO conducts a workforce review.**

CARRIED 5/1

*Crs Mykytiuk, Brown, Hamilton, McLennan and Quinton voted in favour of the motion. Cr Gangell voted against the motion.*

**COUNCIL RESOLUTION – ITEM 13.0(b)**

**OCM – 31/06/17** MOVED Cr Mykytiuk, Seconded Cr Brown, that the meeting come from behind closed doors, the time being 9.46pm.  
**CARRIED UNANIMOUSLY 6/0**

*As no members of the public returned to the Chamber, the reading aloud of the motions passed behind closed doors was dispensed with.*

**14.0 CLOSURE**

The next Briefing Session will be held on Tuesday 17 July 2018 commencing at 7.00pm.

The next Ordinary Council Meeting will be held on Tuesday 24 July 2018 commencing at 7.00pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 9.46pm.