

TOWN OF BASSENDEAN

NOTICE OF ORDINARY COUNCIL MEETING

An Ordinary Meeting of the Council of the Town of Bassendean will be held on Tuesday, 24 July 2018 in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

BOB JARVIS
CHIEF EXECUTIVE OFFICER

20 July 2018

A G E N D A

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Traditional Owners

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

Live Streaming – Audio and Video

The Town is committed to engaging with its community and recognises that providing opportunities for the community to attend Council meetings will result in more informed and engaged residents.

Live Streaming will commence at the times that the meetings are due to commence and finish when the Presiding Member closes or adjourns the meeting for any reason.

Meetings closed for consideration of matters under Section 5.23 of the Local Government Act or by resolution of Council will not be streamed.

<p>Members of the public are requested to sign the attendance sheet located on the table at the rear of the Council Chamber.</p>

2.0 PUBLIC QUESTION TIME & ADDRESS BY MEMBERS OF THE PUBLIC

It should be noted that public questions and 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.

2.1 Public Question Time

Members of the public who wish to do so may ask questions at this point in the agenda.

2.2 Address by Members of the Public

Members of the public have the opportunity to address Council during meetings. Public Statements are not recorded in the minutes. Statements raised by members of the public must be regarding items on the agenda.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

4.0 DEPUTATIONS

- 4.1 Dr Felicity Morel-Ednie Brown, Culture & Context consultant, will provide a deputation relating to 1 Surrey Street Stakeholder Workshop.

5.0 CONFIRMATION OF MINUTES

5.1 Ordinary Council Meeting held on 26 June 2018 (Attachment No. 1)

OFFICER RECOMMENDATION – ITEM 5.1(a)

That the minutes of the Ordinary Council meeting held on 26 June 2018, be received.

OFFICER RECOMMENDATION – ITEM 5.1(b)

That the minutes of the Ordinary Council meeting held on 26 June 2018, be confirmed as a true record.

6.0 ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSION

7.0 PETITIONS

8.0 DECLARATIONS OF INTEREST

9.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

10.0 REPORTS

10.1 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 Standing Orders Local Law 2011.

Standing Orders Local Law 2011, 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
 - (e) 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 8.0, Declarations of Interest, they should do so at this point of the agenda.

OFFICER RECOMMENDATION – ITEM 10.1

That Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Agenda of 24 July 2018:

Item	Report
10.4	WALGA Requested Submission Regarding Stop Puppy Farming Consultation
10.6	Town of Bassendean Community Facilities and Ovals/Reserves Audit and Needs Assessment
10.8	1 Surrey Street, Bassendean 2C Design – 4 July 2018 Stakeholder Workshop
10.9	Quarterly Report for Period Ended 30 June 2018
10.10	Sustainability Committee Meeting held on 3 July 2018
10.11	Economic Development Committee Meeting held on 10 July 2018
10.12	Access and Inclusion Committee Meeting held on 11 July 2018
10.13	Determinations Made by the Principal Building Surveyor
10.14	Determinations Made by Development Services
10.15	Accounts for Payment – June 2018
10.16	Use of the Common Seal
10.17	Calendar for August 2018
10.18	Implementation of Council Resolutions

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

Item	Report
10.2	2018-2022 Corporate Business Plan
10.3	Adoption of the 2018/19 Draft Budget
10.5	Extension for the term of use of the Bassendean Seniors' and Community Centre Kitchen for the Community Kitchen Pilot Programme
10.7	RFT CO 072W 2017-18 Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve
13.1	Sports Achievement Award

10.2 2018-2022 Corporate Business Plan (Ref - COMDEV/COMCONS/2 - Corporate Management Team

APPLICATION

Council is required to adopt a Corporate Business Plan which has been prepared following discussion with Councillors at a workshops held in May and July 2018.

ATTACHMENTS

Attachment No. 2:

Draft 2018-2022 Corporate Business Plan

BACKGROUND

Following the workshops, Staff amendment the descriptions of the projects to provide further clarity.

The projects within the Corporate Business Plan have been included in the Long Term Financial Plan.

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>
5.1 Enhance organisational accountability	5.1.1 Enhance the capability of our people
	5.1.2 Ensure financial sustainability
	5.1.3 Strengthen governance, risk management and compliance
	5.1.4 Improve efficiency and effectiveness of planning and services
	5.1.5 Ensure optimal management of assets

COMMENT

The Corporate Business Plan provides links to the Community Strategic Plan which provides the visions and aspirations of the Community.

In order to ensure there are those linkages, information (whether financial or not), has been provided on the following themes:

- Social;
- Natural Environment;
- Built Environment;

- Economic; and
- Good Governance.

Social

This includes the following objectives:

- 1.1 Build a sense of place and belonging
- 1.2 Ensure all community members have the opportunity to be active, socialise and be connected
- 1.3 Plan for a healthy and safe community
- 1.4 Improve lifestyle choices for the aged, families and youth

Natural Environment

- 2.1 To display leadership in environmental sustainability
- 2.2 Protect our River, Bush land Reserves, and Biodiversity
- 2.3 Ensure the Town's open space is attractive and inviting

Built Environment

- 3.1 Plan for an increased population and changing demographics
- 3.2 Enhance connectivity between places and people
- 3.3 Enhance the Town's appearance

Economic

- 4.1 Build economic capacity
- 4.2 Facilitate local Business retention and growth

Good Governance

- 5.1 Enhance organisational accountability
- 5.2 Proactively partner with the community and our stakeholders
- 5.3 Strive for Improvement and improvement

STATUTORY REQUIREMENTS

Section 5.56 of the Local Government Act
Regulation 19DA of the Local Government (Administration)
Regulations.

FINANCIAL CONSIDERATIONS

The 2018/19 Budget provides funding for the development of
Corporate Business Plan.

OFFICER RECOMMENDATION – ITEM 10.2

That Council adopts the 2018-2022 Corporate Business Plan as attached to the Ordinary Council Agenda of 24 July 2018.

Voting requirement: Absolute majority

10.3 Adoption of the 2018/19 Draft Budget (Ref: FINM/BUGTG/1 - Mike Costarella, Director Corporate Services)

APPLICATION

Council is requested to adopt the 2018/19 Budget.

ATTACHMENTS

Attachment No. 3:

2018/19 draft Budget and supporting documents

BACKGROUND

Councillors Information Workshops were held in June and July 2018 to discuss the draft budget. There were a number of amendments that were made and these include:

- Removal of (AD1802) Drainage in Wilson Street \$145,000
- Include CCTV for Success Hill \$30,000
- Include plan for Living Streams \$20,000
- Include Additional Trees \$63,000
- Add Transfer from Underground Power Reserve \$33,000
- Removal of Civic Centre design \$40,000
- 1% for Art Contribution (Trust Funds) \$148,000

There were also a number of minor amendments to the projects list.

The 2018/19 draft budget currently shows a closing surplus of **\$68,914** and includes the above changes.

There was further discussion on possible changes to the draft budget at conclusion of the July Briefing Session on the 17 July 2018. *(These are not included in the Draft Budget):*

- Water Fountain at Mary Cres Reserve (\$7,000)
- Employment of Arborist or Urban Forrest Officer (Feb – June 2019) (\$21,800)
- Review Income:
 - Public Halls, Events and Leisure Courses-Commercial fees and charges for hire of facilities increased. Non-commercial rates unaltered as there were substantial increases imposed in 2016/17 that continues to be absorbed. The proposed range of fees for the Relax Program is \$15-\$200 and considered adequate to accommodate improved cost recovery ratios.

- Parking Fees – In reviewing the Parking fees for Australia Day from \$10 to \$15, The additional income is \$3,000.
- Animal Control - *The Town does impose a fee of \$140 for the recovery of Rangers time to Impound the dogs/ cats. This is in addition to the pound fee from the City of South Perth*
- Community Consultation strategic planning (\$10,000)
- Pickering Park Boat Ramp - (contribution) \$23,000
- Exclude the Rates Incentive \$5,000

Other possible changes:

- AB1806- Boom Gates \$25,000 - Rename to Depot Gate Security \$16,500 \$8,500
- Kelly Park Lighting \$32,500
- Insurance received (quote received 17/7/18) \$30,000

Note: Subject to Ministerial approval, cash-in-lieu can be utilised for Kelly Park lighting.

The above amendment total \$30,700

This would result in a Closing Surplus of \$99,614

COMMENT

The budget document has been formulated in accordance with requirements of the Financial Management Regulations and the Local Government Act. This incorporates:

- Statutory Financial Statements – incorporating the Rates Setting Statement, Cash Flow and Notes associated with the Statements, as well as Income and Expenditure Statements by Nature and Type and by Function.
- Operating Income and Expenditure for:
 - 2018/19 Draft Budget;
 - 2018/19 Forecast; and
 - 2018/19 Adopted Budget.
- 2018/19 Capital Works Program;
- Profit and Loss on the Sale of Assets;
- Projects included in the Operating Budget; and
- Fees & Charges for 2018/19 (including 2018/19).

2018/19 Estimated Closing Surplus

The 2018/19 Budget (adopted in July 2017) was built around having a closing surplus of \$38,324. The Annual Budget review was adopted by Council at the March 2018 meeting, with a number of amendments, however, the surplus remained at \$38,324.

The forecast estimated closing surplus as at 30 June 2018 is anticipated to be \$1,646,933. The additional surplus of \$1,608,000 relates to additional income, uncompleted capital works as well as saving in the materials and contractors

OPERATING BUDGETS

The following are comments on the major changes to the operating income and expenditure by the nature and type classifications:

2018/19 REVENUE

Rates \$13,173,005

The 2018/19 draft Budget has been prepared utilising a .9% increase in the rateable income. The information on the rateable properties, valuations and rates income is included – please refer to the rating information statement.

In order to achieve a .9% increase in rateable income, the rate in the dollar has been increased from 7.165 cents to 7.230 cents. The minimum rate for each property will require an increase of \$10 from \$1,085 to \$1,095.

Fees and Charges \$5,968,203

The following table details a summary of fees and charges by various revenue classifications. Increases to the various fees imposed by Council have been kept to a minimum, given the small movement in CPI for the 2018/19 financial period.

Rubbish Charges

The waste management expenditure of the draft budget equates to \$2.45m. In addition to the contract and operating waste expenditure, this includes:

- Recycling and Waste Co-ordinator
- Purchase of the third bin (Grant and Reserve funds)
- Bags and Education \$25k

- UV Stickers \$38k (Less \$28k grant)

Note: The Town will purchase the third bin at a cost of \$700,000. This will be funded by grants of \$232,500, and \$467,500 from the Waste Management Reserve fund.

In order to recoup the cost of the service and purchase of the bins, it is proposed to increase the rubbish charge from \$360 to \$365 per service.

Tip Passes - Attached to Rates Notice for 2018/19

The Town will again provide 4 tip passes that will be printed onto the rates assessment/notice.

Additional tip passes (trailer capacity) can be purchased at the Customer Service Centre at a cost of \$60 each.

Lost or misplaced Tip passes will not be replaced

The 2018/19 Tip passes will expire on the 31st August 2019.

EXPENDITURE - 2018/19

Employee Costs & Draft Workforce Plan

Employees are due to have an EBA increase of 1.5%.

The positions included in the draft Workforce Plan & draft Budget includes:

- Human Resources Assistant
- Executive Assistant
- Educator – Bassendean
- Educator – Ashfield
- Community Support Workers, Senior Community Support Workers, Client Support Coordinator
- Recycling & Waste Coordinator; and
- Environmental Health Officer.

Extract of Projects & Consultancies

The extract of projects and consultancies proposed in the 2018/19 Budget is \$2,147,954. Individual projects are listed in the draft Budget document.

Depreciation

This is a non-cash item and does not have any affect on the rates and charges. The amount is included in the statement of comprehensive income to reflect the reduction in value of assets for the ensuing 12 months. A charge (\$3,266,812) for depreciation is included as required by Accounting Standards.

2018/19 Capital Works Program - \$4,960,215

Two Councillor's Information Workshop were held on 29 May 2018 and a further workshop was held on 11 June 2018. The workshop provided Staff with a consensus on the Capital Works Program for the 2018/19 financial year.

A complete list of all the capital works projects with their respective priority is included as part of the budget documents.

Funding is from the following sources:

• Grants	\$2,350,464
• Transfer from Reserves	\$1,211,500
• Cash in Lieu	\$ 544,100
• Trade In (Vehicle)	<u>\$ 22,300</u>
	<u>\$4,128,364</u>

The balance of \$831,851 will be funded from Rates income

Councillor Meeting Fees, Mayoral Allowance

For the purposes of the draft budget, Staff has included the following:

- Councillor Meeting Fees \$96,000;
- Mayoral Allowance \$36,000;
- Mayoral Meeting Fee \$25,000;
- Deputy Mayoral Allowance \$9,000 (25% of Mayoral Allowance);
- Communication Allowance \$24,500; and
- Councillor Training Budget \$28,000.

Adoption of Fees and Charges

The Local Government Act 1995 requires that all fees and charges be included in the budget document.

The Schedule of Fees and Charges is included as an attachment and requires that Council adopts the Fees and Charges for the 2018/19 financial year.

Rate Administration Fee and Interest Charge for Instalment Option

Council has included a Rate Administration Fee of \$36 and an Interest Charge for Instalments of 5.5% in 2018/19. Interest charged may be up to a maximum of 5.5%. The interest charge is regulated by the Local Government (Financial Management) Regulations 1996.

The principal reason for the introduction of an administration fee and interest charge on the outstanding balance of rates, is to ensure Council either has use of the money for investment or an interest charge is paid by the ratepayer.

Ratepayers who do not elect to pay their rates by instalments can use the "special payment arrangement" and a fee of \$36 will apply.

The fee covers officer time and external costs for preparing and sending out instalment notices and the additional receipting and checking involved.

Transfer to/from Reserves and Restricted Cash

The 2018/19 Reserves Cash transfers to and from Reserves are listed on pages 19 & 20 of the attached 2018/19 draft budget.

There are changes to purposes of the following Reserves:

- Roads and Drainage Infrastructure to Drainage Infrastructure;
- HACC Asset Replacement to HACC Reserve (Purpose – for providing funding for support of Community Care Programs for Seniors & Disability Services); and
- Aged Persons Housing Reserve to HRV Aged Care Reserve – (Purpose -To accrue funds to provide for the operational deficit refurbishment & capital expenses for HRV).

Council resolved (OCM- 27/06/18)to create a new Reserve Fund for the Installation and replacement of bus shelters within the Town

Setting of Interest Rate for Late Payment of Rates

The Local Government Act (1995) allows Councils to set a late payment interest penalty for rates. The Local Government (Financial Management) Regulations 1996 allows a maximum late payment interest rate of 10%.

The amount of interest charged on overdue rates is an incentive to ratepayers to pay their accounts promptly. Council is required to formally adopt the rate at the time of adopting the budget.

Rates Payment Options

The rates can be paid either in full by 14 September 2018 or by 4 or 2 each instalments on the following dates (estimated only):

- First Instalment - 14 September 2018;
- Second Instalment - 16 November 2018;
- Third Instalment - 18 January 2019; and
- Fourth Instalment - 22 March 2019.

Interest on Overdue Accounts (Fees & Charges)

Interest can be levied on the total outstanding debt in the categories of 60 days and over. The rate applicable is that as determined by Council as contained in the Annual Budget. This is done in accordance with Section 6.13 of the Local Government Act. The applicable rate for 2018/19 financial year will be 10% applied on a daily basis on the outstanding balance.

Discounts, Incentives, Concessions & Write-offs

Council has previously offered a rate incentive scheme which offers prizes for payment of rates within the 35 days from the date of issue of the Rates Notice. Council will no longer be providing any cash prizes, only prizes donated by sponsors will be offered.

All ratepayers who pay rates on or before the due date are automatically entered into the draw, unless Council is notified that any person does not wish to participate. The draw is conducted by random computer selection of eligible ratepayers as soon as possible after the due date. All winners are notified in writing by Council.

Council will also be providing a rates concession of 50% of the rates levied to Westcare Inc - 28 Hanwell Way, Bassendean.

OFFICER RECOMMENDATION – ITEM 10.3

That:

1. Council sets a General Minimum Rate of \$1,095 for the year ending 30 June 2019;
2. Council sets a General Rate of 7.230 cents in the dollar upon the Gross Rental Valuation of each rateable property in the district for the period 1 July 2018 to 30 June 2019;
3. An ICT (Communication) Allowance of \$3,500 per annum) for 2018/19 be paid quarterly in arrears to Councillors with their meeting fees;
4. Councillors' meeting fees of \$16,000 for 2018/19 be paid quarterly in arrears;
5. The Mayor's meeting fee of \$25,000 for 2018/19 be paid quarterly in arrears;
6. A Local Government Allowance of:
 - a) \$36,000 for 2018/19 be paid to the Mayor;
 - b) \$9,000 for 2018/19 be paid to the Deputy Mayor;
7. Council adopts the Fees and Charges included in the attachment to the 2018/19 draft Budget for the 2018/19 financial year;
8. Council approves:
 - a) A maximum administration fee of \$36 for ratepayers who elect to use the instalment payment option for their rates in the 2018/19 financial year;
 - b) An administration fee of \$36 be applied for those ratepayers who elect to use the "special payment arrangement";
9. An interest charge of 5.5% on the balance of rate instalment monies for ratepayers who elect to use the instalment payment option for their rates in the 2018/19 financial year;

10. Council approves the amendments to the Reserve Funds in the 2018/19 Budget, as follows:

- Roads and Drainage Infrastructure to Drainage Infrastructure;
- HACC Asset Replacement to HACC Reserve (Purpose – for providing funding for support of Community Care Programs for Seniors & Disability Services);
- Aged Persons Housing Reserve to HRV Aged Care Reserve – (Purpose -To accrue funds to provide for the operational deficit refurbishment & capital expenses for HRV); and
- Bus Shelter Reserve Fund(Purpose for the installation and replacement of bus shelters within the Town);

11. Council approves the transfers to and from Reserve in the draft 2018/19 Budget;

12. Council sets the following dates as the due dates for payment of rates by instalments:

The rates can be paid either in full by 14 September 2018 or by 4 or 2 each instalments on the following dates (estimated only):

- First Instalment – 14 September 2018;
- Second Instalment – 16 November 2018;
- Third Instalment – 18 January 2019; and
- Fourth Instalment -22 March 2019.

13. A late payment interest rate be set in 2018/19 in accordance with the provision of Section 6.51(1) of the Local Government Act (1995) and the Local Government (Financial Management) Regulations No. 70, at 10%;

14. A late payment interest rate be set in 2018/19 in accordance with the provision of Section 6.13(1) of the Local Government Act (1995) at 10%;

15. Council adopts the Prizes for the 2018/19 financial year Budget;

16. Council adopts the 2018/19 Budget for the year ending 30 June 2019, as attached to the Ordinary Council Agenda of 24 July 2018; with the following amendments:

- Water Fountain-Mary Cres Reserve (\$7,000)
- Employment of Arborist or Urban Forrester Officer
(Feb – June 2019) (\$21,800)
- Parking Fees- Australia Day \$3,000
- Consultation strategic planning (\$10,000)
- Pickering Park Boat Ramp \$23,000
- Exclude the Rates Incentive \$5,000
- AB1806- Depot Gate Security \$8,500
- Kelly Park Lighting \$32,500
- Reduction in Insurance \$30,000

17. Seeking Ministerial Approval to utilise Cash in Lieu funds of \$32,500 for the Lighting of Kelly Park

18. Council adopts a materiality threshold of \$5,000 or 10%, whichever is the greater, for the 2018/19 financial period, in accordance with Local Government (Financial Management) Regulation 34(5).

19. Amends the Corporate Structure to include the following positions for the 2018/19 financial year:

- Human Resources Assistant;
- Executive Assistant – Directors;
- Child Care Educator – Bassendean;
- Child Care Educator – Ashfield;
- Community Support Workers, Senior Community Support Workers, Client Support Coordinator - No additional cost;
- Recycling & Waste Coordinator; and
- Environmental Health Officer.

Voting requirements: Absolute Majority

10.4 WALGA Requested Submission Regarding Stop Puppy Farming Consultation (Ref: LAWE/REGSTN/1 - Sharna Merritt, Senior Ranger)

APPLICATION

The purpose of this report is to request Council to endorse the Town's submission to WALGA in relation to the Department of Local Government, Sport and Cultural Industries Community Consultation Paper relating to the Stop Puppy Farming initiative.

ATTACHMENTS

Attachment No. 4:

WALGA Infopage
Submission response

BACKGROUND

The State Government, in consultation with stakeholders and leading industry groups, is working towards an election promise to Stop Puppy Farming.

To reach this objective the Department of Local Government, Sport and Cultural Industries is undertaking a consultation process to determine the best way to combat this issue.

In June 2018 the Town received an email from WALGA with the following information:

'The Department of Local Government, Sport and Cultural Industries released a Community Consultation Paper in May 2018 which has garnered a considerable response to date.

WALGA, together with Local Government Professionals WA, recommended a separate consultation process with Local Governments in recognition of the different considerations the Sector currently experiences as lead agencies in dog management, and is likely to encounter when implementing the Government's intended Stop Puppy Farming proposals.

Feedback via a Council-endorsed response is requested by Friday 3 August 2018. This will permit a report to be prepared for the August round of WALGA Zone meetings and consideration by State Council at its meeting of 5 September 2018.'

Attached is the Infopage released to Local Governments in relation to the submission request.

COMMUNICATION & ENGAGEMENT

In consultation with relevant Town officers, the Senior Ranger has prepared a response to the Consultation Paper presented by WALGA on behalf of the Town, which is included as an attachment.

STRATEGIC IMPLICATIONS

As this is a Consultation Paper there are no strategic implications for the submission.

COMMENT

Whilst preparing the attached submission, as many factors as possible were taken into consideration and the response reflects this.

Whilst the Town does not have provisions for commercial type breeding facilities in its Planning Schemes, this initiative will affect the Town in so much as any dog owner that wishes to breed their dog will have to comply with the recommended changes to legislation.

The biggest change to the current system that would affect the Town will involve the creation of a central registration database, rather than each Local Government keeping their own, isolated database.

The other suggested change is to require all dogs of a yet undetermined age to be sterilised, unless the dog and the owner are registered for breeding.

This consultation paper is aimed at determining the best way to achieve the goal of stopping puppy farming, through legislation, public education and increased enforcement responsibilities.

STATUTORY REQUIREMENTS

Nil for the submission.

FINANCIAL CONSIDERATIONS

Nil for the submission.

OFFICER RECOMMENDATION — ITEM 10.4

That Council endorses the officer prepared submission to WALGA's Consultation Paper in relation to the Stop Puppy Farming initiative of the Department of Local Government, Sport and Cultural Industries.

Voting requirements: Simple Majority

10.5 Extension for the term of use of the Bassendean Seniors' and Community Centre Kitchen for the Community Kitchen Pilot Programme (Ref COUP/USAGE/7) – Salvatore Siciliano, Manager Recreation and Culture

APPLICATION

For Council to consider an extension for the use of the Bassendean Seniors' and Community Centre Kitchen for the Community Kitchen Pilot Programme.

ATTACHMENT

Attachment No. 5 : Email to and from Mr Grau

BACKGROUND

Council resolved in December 2017 (OCM-27/12/17) to grant local resident Mr Michael Grau use of the Bassendean Seniors' and Community Centre Kitchen to bake artisan bread as part of a Community Kitchen Pilot Programme for a 6 month period commencing on 1 January 2018.

Given a delay in installing 3-phase power to the kitchen, Mr Grau was first able to utilise the kitchen from March 2018 and effectively has only been able to operate for a period of 3 months with the original term expiring on 30 June 2018. Mr Grau has requested an extension for use of the kitchen until 30 June 2019.

COMMUNICATION & ENGAGEMENT

Town staff have maintained communication with Mr Grau on a regular basis.

STRATEGIC IMPLICATION

Strategic Priority 1: Social

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
1.1 Build a sense of place and belonging	1.1.1 Facilitate engagement and empowerment of local communities	Community / Stakeholder Satisfaction Survey (Engagement and Participation)
	1.1.2 Activate neighbourhood spaces to facilitate community gathering	
	1.2.2 Provide life-long learning opportunities	
	1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive	

COMMENT

Officers are of the view that it is a reasonable request for Council to consider extending the Community Kitchen Pilot program for an additional 12 months, with the term to conclude on 30 June 2019, and that the following terms and conditions apply as detailed in Mr Grau's request, that:

1. *Council agrees to allow the use of the Bassendean Seniors' and Community Centre kitchen for the purpose of a Community Kitchen Trial for the fiscal year ending June 30 2019;*
2. *Council authorises the CEO to enter into an agreement with Michael Grau for the non-exclusive use of the facility until June 30 2019, effective immediately. Michael Grau is required to provide a report to Council on the trial and provide recommendations for the future use of the facility by March 1 2019;*
3. *The Applicant indemnifies Council from any liability and provides a copy of the current insurance certificates;*
4. *The Applicant ensures that any of their own equipment used on the premises complies with the requirements of the Occupation Health and Safety Act and has been certified by a qualified electrician; and*
5. *During the trial Council will consider the reports and recommendations and may choose to discontinue the trial. Should Council choose to discontinue the trial prior to June 30 2019, Michael Grau will be served with no less than four weeks notice in writing. The user/s of the Community Kitchen will be required to remove and make good any alterations that the user has made to the premises during the agreement period.*

In regards to providing a report for the pilot program, Officers recommend to Council that Mr Grau be required to provide an evaluation report to Officers in the first instance, by 1 March 2019. This will provide Officers with the opportunity to review the evaluation report and in turn, submit a report Council for its consideration regarding the pilot program and future use of the facility.

In terms of maximising a return for the Town in exchange for providing the community kitchen at no cost, Officers believe that there is an opportunity to request the applicant to provide an activity/service to the Town also at no cost.

For example, this could be in the form of delivering a community workshop on baking bread, or making available artisan bread for the 2018 Bassendean Visual Art Awards. This request for an exchange of service/activity is in line with other agreements with some of the Town's user groups/hirers of facilities. For example, one of the personal trainers that pays an annual fee to utilise one of the Town's reserves, will be providing an activity for the 2018 Seniors' Week event at no cost.

Officers believe that mutually beneficial relationships can be developed that include both a commercial and community development component and would like to recommend to Council to consider incorporating a return for service component as part of the terms and conditions in extending the period of usage for the community kitchen.

For the purposes of assessing the condition and inventory of equipment in the community kitchen, Officers will organise for an audit to be completed by 1 March 2019.

FINANCIAL CONSIDERATIONS

Extending the term for a further 12 months will incur additional minimal costs, in relation to the use of 3 phase power and cleaning, and can be absorbed within the proposed 2018/2019 operational budget.

It is worth noting that the Town has committed more than \$3,000 to prepare the facility for use as a community kitchen. Currently Mr Grau is the sole user.

STATUTORY CONSIDERATIONS

Local Government Act (1995).

OFFICER RECOMMENDATION – ITEM 10.5

That Council:

1. Agrees to extend the use of the Bassendean Seniors' and Community Centre Kitchen for an additional 12 month period expiring on 30 June 2019;
2. Authorises the CEO to enter into an agreement with Michael Grau for the non-exclusive use of the facility until 30 June 2019 and include the following conditions:

- a. Requests the Applicant to indemnify Council from any liability and provide a copy of their current insurance certificate of currency;
- b. Grants permission for the Applicant to use their own equipment on the premises subject to being certified by a qualified electrician and that the Applicant be instructed to comply with the requirements of the Occupation Health and Safety Act;
- c. The facility be made available to Mr Grau for one day per week, with additional days being made available with the approval of the CEO;
- d. Requests the applicant to work with Officers of the Town to deliver an activity and/or service at no cost for the benefit of the community in return for using the premises at no charge;
- e. Requests the Applicant to provide an evaluation report to Officers in the first instance by 1 March 2019; and
- f. Provide no less than 4 weeks notice in writing to the applicant should Council choose to discontinue the trial prior to June 30 2019. The user/s of the community kitchen will be required to remove and make good any alterations that the user has made to the premises during the agreement period.

Voting Requirements: Absolute Majority

10.6 Town of Bassendean Community Facilities and Ovals/Reserves Audit and Needs Assessment (Ref: COUP/TENDNG/66 – Salvatore Siciliano, Manager Recreation and Culture and Tim Dayman, Recreation Development Officer)

PURPOSE

The purpose of this report is for Council to endorse the Community Facilities & Oval/Reserve Audit and Needs Assessment as a guiding document and resource for future facility planning in the Town of Bassendean

Attachment No. 6:

- Community Facilities, Ovals/Reserves & Boating Infrastructure Audit and Needs
- Assessment (Revised edition: July 2018)

BACKGROUND

The Town of Bassendean encourages vibrant participation in sport and other leisure pursuits with the provision of accessible facilities that include community halls, civic centres, a library, sporting pavilions, tennis courts, playgrounds and active sports grounds, as well as passive parks and reserves.

The previous plans conducted in 2006, looked at a 10-year period and it was evident that a facilities audit and needs assessment would be beneficial to assist with the future planning and provision of adequate facilities and ovals/reserves in the Town of Bassendean.

The Community Facilities & Oval/Reserve Audit and Needs Assessment (Plan) sought to integrate and provide direction and guidance on future planning, provision of facilities, options for development and funding opportunities for sporting, recreation, public open space and community facilities within the Town.

The project scope extended to include all Council owned community facilities, ovals/reserves that are hired out to community/user groups and sporting clubs considered appropriate for sporting, social, cultural and other leisure pursuit purposes; and an assessment of boating needs infrastructure.

The Town of Bassendean was successful in receiving approval of \$18,182 from the State Government through the Department of Sport and Recreation's Community Sport and Recreation Facility Funding program 2016/2017 to assist with the development of a facilities audit and needs assessment.

A Request for Quote (RFQ) process was conducted in March 2017, with AECOM Australia Pty Ltd being the successful consultant to undertake this facility planning study.

The facilities plan is based on the current available data, benchmarks and trends as well as reflecting the changes in demographics and community needs over the past ten years. The Plan is based upon a cost benefit analysis framework and integrated with the Town's Strategic Community Plan, Forward 10 Year Financial Plan and the Corporate Business Plan.

The process has taken into consideration both stakeholder and community consultation within the Town, through high-level integration into the strategic planning framework. This enables for priorities on facility redevelopment, refurbishment, future use and demand for community facilities and open space to be determined.

The final Plan was made available to Officers in October 2017 and first presented to a Councillors workshop in April 2018 by consultant AECOM.

COMMUNICATION AND ENGAGEMENT

Between April 2017 and April 2018, throughout the stakeholder and community consultation, there were numerous methods, which were undertaken by the consultant. The following approaches were completed:

- Community Development team – establish regular meeting with the team to report on progress, information received, present draft report and final report.
- Survey – develop a survey to gain information on the various clubs/ organisations and/or interests, to provide a shared understanding of opportunities, constraints and/or issues.
- Social Media – use existing groups websites, social media (Facebook) survey monkey and company/organisation web site to inform, gather and consult on the project requirements, issues, opportunities and constraints.
- Stakeholder and Community Workshops – facilitated, participatory discussions with groups of individuals representing different organisations and/or interests to provide a shared understanding of opportunities, constraints and/or issues.
- Interviews – face to face or telephone interviews (as appropriate or possible) with key stakeholders to obtain information relating to requirements, issues, opportunities and/or constraints.

- Councillor Briefings – information sessions at which presentations were made on the project with an opportunity for questions to be asked.

Given the comprehensive volume of information generated by the Plan, the following documentation was made available to Councillors via drop box in April 2018:

- Summary of recommendations (abridged version);
- Community Facilities, Ovals/Reserves Audit and Needs Assessment – final plan;
- Consultation summary report; and
- RFQ to conduct planning study.

The result of this stakeholder and community consultation was a significant list of recommendations for the Town to consider and implement over a number of years. In addition to the initial presentation conducted by AECOM on the final plan, a second Councillor workshop was conducted to narrow down the recommendations for inclusion in the Corporate Plan 2018-2022.

COMMENT

Based on findings from stakeholder and community consultation, a recommendation was made on each facility and reserve and graded with a score, indicating the current condition and risk level.

The initial Plan outlined recommendations on Council owned community facilities, ovals/reserves in each of the Town's suburbs, Eden Hill, Ashfield and Bassendean. A recommendation was also made regarding boating infrastructure for Pickering Park.

At the Councillors Workshop in April 2018, Council had the opportunity to review the initial Plan and recommendations, and to provide feedback on projects deemed supportable. Based on feedback provided by Council, Staff requested the Consultant, AECOM, amend the final Plan to take account of the Workshop outcomes.

The following items were referred for inclusion in the draft Corporate Plan 2018-2022:

- Ashfield Reserve Change room Upgrades (2019/2020);
- Palmerston Reserve: general amenity upgrade including BBQ and shelter (2019/2020)
- Bassendean Tennis and Bowling Club: general infrastructure and amenity upgrade (2020/2021);

- Pickering Park: amenities upgrade (2019/2020);
- BIC Reserve Master Plan (2018/2019);
- Jubilee Reserve Master Plan(2018/2019);
- Mary Crescent Reserve lighting upgrade and general amenities (2019/2020); and,
- Active Reserves Lighting Audit (2018/2019).

Officers recommend that the final Plan be endorsed as a guiding document only and a resource for future facility planning within the Town. That is, the recommendations included in the Consultants report emanated from their consultations with stakeholders and the community, and while not all their recommendations are deemed supportable at this time, they remain a resource that can be considered with future facility planning.

It is worth noting that Council has already recognised one of the recommendations outlined in the Plan regarding the Stan Moses Pavilion at the May 2018 Ordinary Council Meeting (OCM – 34/05/18, part 10):

Acknowledges the recommendations of the Community Facilities, Oval/Reserve Audit and Needs Analysis where the Stan Moses Pavilion is rated as a 3, ie, high priority for some degree of rejuvenation.

The Manager Recreation and Culture has also commenced a reconciliation of relevant master plans and associated projects that have been completed or yet to be completed to form a *Master List* of potential projects. Officers will continue to update this Master List with projects identified from the Community Facilities, Oval/Reserve Audit and Needs Assessment and other future planning processes and community engagement exercises. The Master List will provide the basis for nominating specific projects either as planning and/or capital projects for future budget consideration.

STATUTORY REQUIREMENTS

Local Government Act 1995

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
1.1 Build a sense of place and belonging	1.1.1 Facilitate engagement and empowerment of local communities	Increases in club activity and membership.

1.2 Ensure all community members have the opportunity to be active, socialise and be connected	1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.	Increases in club activity and membership.
	1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive	

FINANCIAL CONSIDERATIONS

The Manager Recreation and Culture recommends the following priority projects in the final Community Facilities, Ovals and Reserves Audit and Needs Assessment be referred for consideration in the draft 2018/2019 Budget:

- Master Plan Bic Reserve - \$20,000
- Master Plan Jubilee Reserve - \$20,000
- Active Reserve Lighting Audit - \$20,000

OFFICER RECOMMENDATION – ITEM 10.6

That Council:

1. Receives the final Community Facilities, Ovals/Reserves Audit and Needs Assessment provided in July 2018 as attached to the Ordinary Council Agenda of 24 July 2018;
2. Endorses the final Community Facilities, Ovals/Reserves Audit and Needs Assessment provided in July 2018 as a guiding document only and resource for future facility planning within the Town of Bassendean;
3. List the following projects from the final Community Facilities, Ovals and Reserves Audit and Needs Assessment for consideration in the draft 2018/2019 Budget:
 - Master Plan Bic Reserve - \$20,000;
 - Master Plan Jubilee Reserve - \$20,000; and
 - Active Reserve Lighting Audit - \$20,000.

Voting requirement: Simple majority

10.7 RFT CO 072W 2017-18 Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve (PARE/TENDNG/65 - Tim Dayman, Recreation Development Officer and Graeme Haggart, Director Community Development)

APPLICATION

The purpose of this report is to advise Council that there were no compliant quotations received for RFT CO 072W 2017-18 - Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve.

Council has two options:

- Readvertise the request to the WALGA preferred suppliers with an extended date; or
- Publicly advertise the tender.

BACKGROUND

Contractors were invited to respond to request RFT CO 072W 2017-18 Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve via the “WALGA Preferred Suppliers E-quotes Portal”. All documents were uploaded to the Playground Goods and Services Supplier Panel, notifying 11 suppliers.

COMMUNICATION AND ENGAGEMENT

The request was sent to suppliers using the WALGA Preferred Supplier list.

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>
2.3 Ensure the Town's open space is attractive and inviting.	2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.

COMMENT

The contract is for the supply, installation and construction of the playground, with a landscape maintenance period of 13 weeks and a hardscape and reticulation maintenance period of 12 months from practical completion.

In response to RFT CO 072W 2017-18 Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve, one partial submission was received, prior to the closing time of 11:00am, Friday 13 July 2018. Statistics downloaded from the E-quotes Portal shows 7 potential suppliers declined to respond, 2 had no response, 1 response received and 1 response in draft.

STATUTORY REQUIREMENTS

Local Government Act 1995
Local Government (Functions and General) Regulations 1996

FINANCIAL CONSIDERATIONS

The costs associated with this contract are included in the Capital Works Program for the 2018/19 financial year.

OFFICER RECOMMENDATION – ITEM 10.7

That Council:

1. Notes that no compliant quotations were received for RFT CO 072W 2017-18 - Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve; and
2. Approves the public advertising of a tender for the Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve.

Voting Requirement: Absolute majority

10.8 1 Surrey Street, Bassendean 2C Design – 4 July 2018 Stakeholder Workshop (Ref: COMDEV/TENDNG/10 - Director Operational Services, Simon Stewart-Dawkins)

APPLICATION

The purpose of this report is to submit the Culture & Context consultant's report on the 4th July 2018 Stakeholder Workshop and to seek Council's direction.

ATTACHMENTS

Attachment No. 7:

Culture & Context - 1 Surrey St. Stakeholder Workshop Report

BACKGROUND

In November 2015, Council (OCM-6/11/15) approved SIA Architect option 2C design for 1 Surrey Street. As a result, SIA Architects Pty Ltd and the Town's officers held regular meetings with the Surrey Street Steering Group, which included representatives from Bassendean Historical Society, Bassendean Arts Council, Dr Fiona Bush, Heritage & Archaeology consultant and other relevant representatives to provide feedback on the detailed designs.

Prior to the draft 2C detailed designs being finalised, regular Surrey Street Steering Group workshops were conducted to receive comment on the draft plan. SIA Architects Pty Ltd progressively made the minor amendments and then the updated final plans were submitted to State Heritage Office and Development Services for approval.

In November 2016, after receiving the required conditional approvals from State Heritage Office and Development Services, Council (OCM-14/11/16) noted that in accordance with the 2016/2017 Capital budget provisions, that a Lotterywest grant application would be submitted.

Lotterywest advised in March 2017 that the Town of Bassendean had been awarded a \$375,000 grant, which was \$100,000 more than anticipated or allocated in the budget.

In April 2017, a Notice of Motion (OCM – 3/04/17) was supported by Council to rescind resolution OCM-6/11/15 and to prepare plans consistent with the SIA Architect Option 1 design.

In order to achieve the new direction, an officer report was presented to the May 2017 Ordinary Council Meeting and Council (OCM – 12/05/17 / SCM – 6/7/17) resolved to list funds in the draft 2017/2018 Budget to engage a heritage architect to project manage the consultation, design and construction of the Option 1 project.

Council allocated funds in the 2017/2018 Budget and invited tenders in accordance RFQ 351 2017-18 to project manage the 1 Surrey Street consultation, design and construction, this also included a separate offer/ fee for the museum consultant.

November 2017, Council (OCM – 14/11/17) considered the tender submissions and in part resolved not to accept any of RFQ 351 2017-18 Heritage Architect proposals submitted because of insufficient funding, the Lotterywest Grant Variation requirements; stakeholder feedback received and the Risks and consequences associated with the stakeholder & community consultation process, including the detailed investigation and design process. This resolution also requested in part, that the Town prepare a Whole of Life Costs for Options 1 and 2C and Business Case for 1 Surrey Street, Bassendean.

A Councillors' workshop was held on 31 January 2018 where Mr Paul Bridges made a presentation to Elected Members, and the Director Operational Services provided the year to date expenditure, the Whole of Life Costs for option 1 and option 2 based from a 2014 SIA Architects report previously presented to Council. In addition, the Town used the UK National Trust adopted Chorley Formula to ensure that any heritage building being managed, calculates the endowment required, taking in to account expected high-level maintenance and repairs, likely revenues, workers wages and any other factors.

Council (OCM – 11/02/18) subsequently resolved to amend the 2017/18 Budget for the purpose of engaging a suitable contractor to explore the SIA Architect Option 2C design with a view to repurposing the homestead and extension for use as a Family & Children's Services Facility.

In April 2018, Council (OCM – 17/04/18) approved the attached 1 Surrey Street project brief and resolved to engage a suitable consultant to undertake a workshop and SIA Architect Pty Ltd with an appropriate representative from the State Heritage Office; Bassendean Historical Society Inc; National Trust of Australia (WA); the Royal Western Australian Historical Society Inc, Department of Health, Child & Adolescent Community Health Services, together with representatives from Council with a view to:

- a. repurposing the SIA Architect Option 2C design for the proposed Interpretation of the heritage listed site, incorporating an Infant Health Clinic and providing the opportunity for other community use of the facility and for the consultant to provide a report on the outcomes to achieve the Council direction; and
- b. a scaled back version of the 2c design with an interpretation of the heritage listed site without an infant health centre and playgroup option.

Council (OCM – 17/04/18) also resolved to re-engage SIA Architects Pty Ltd and sub-consultants. If necessary, the architect and subcontractors will make minor amendments to the 2C design to enable a development application to be re-submitted in a timely manner.

On Wednesday 4 July 2018, a workshop was held with all requested participants and the Culture & Context consultant provided to the Town the attached report.

COMMUNICATION & ENGAGEMENT

As Council is aware, the November 2017 Lotterywest grant application included letters of support for the 2C design from the State Heritage Office, Bassendean Historical Society Inc, National Trust of Australia (WA), the Royal Western Australian Historical Society (Inc).

Council (OCM – 17/04/18) approved the attached 1 Surrey Street project brief to guide the appointed consultant.

Considering the project delays, the Town made contact with Lotterywest Senior Grants Officer and on 20 April 2018, the following response was provided:

The inclusion of Family and Children Services in to the intended usage of the facility is a potential complicating factor. As discussed with you, the service will be operated by the State Government and Lotterywest cannot support infrastructure that is intended for State Government services. Without understanding the changes to Option 2c design (which for the sake of clarification, is the design originally presented to Lotterywest as part of the grant application 421010236), the impact on how the community will access and use the facility, and the costs for the final design I cannot make comment.

I acknowledge that Lotterywest's contribution to the facility (based on initial costings) is around 38%. It would be Lotterywest's intention to work with the Town to keep the project moving forwards. However Lotterywest will need to be confident that the grant funds are only supporting parts of the refurbishment that will accommodate community organisations and heritage activities, and not support services provided by the State Government or any other ineligible service providers. I would respectfully suggest that following Council's consideration of the matter on Tuesday 24 April (and assuming the recommendations are endorsed), the consultation workshop, and the architects re-consideration of the design and costs for the project, that the Town and Lotterywest meet to discuss the specifics of the design, costs and usage.

To confirm:

- Until the Town has a confirmed position on how the project is moving forwards, it is too early to consider a further extension to the grant 'first claim' dead line, beyond 30 April 2019.*
- At soon as practical, Lotterywest requires clarification regarding the redesign of Option 2c, the new costings and anticipated usage of the facility, noting Lotterywest's challenges with supporting infrastructure for the provision of State Government services and ineligible organisations.*

Considering the Senior Grants Officer's feedback, that 38% of the project is funded by Lotterywest for the refurbishment to accommodate community organisations and heritage activities, it is important that all involved in the Stakeholder Workshop appreciated that the change of use for an Infant Health Clinic in the proposed new building will not be deleterious to the cultural heritage significance of the place and that there was an agreed understanding in regards to the use of the residence.

On Wednesday 4 July 2018, a workshop was conducted facilitated by consultant Culture & Context Dr Felicity Morel-Ednie Brown with a representative from the following organisations that had previously provided letters of support:

- State Heritage Office;
- Bassendean Historical Society Inc;
- National Trust of Australia (WA); and
- the Royal Western Australian Historical Society Inc

In addition, a representative from the Department of Health, Child & Adolescent Community Health Services, and two Elected Members attended the workshop.

It should be noted that whilst the Department of Health's representative attended the workshop, this person's input was purely for the design of the child health consultancy clinic proposal.

At the end of the workshop the representative organisations endorsed supporting the change of use on the following basis:

The Residency: its primacy of use is for interpretation, including passive use of the spaces for compatible purposes.

Attached is a copy of the Culture & Context report on the 4 July workshop and Dr Felicity Morel-Ednie Brown recommendations to Council, in order to successfully move forward and to secure the Lotterywest grant on the basis that the grant conditions relate to the support from the representative organisations.

STRATEGIC IMPLICATIONS

The Community Strategic Plan 2017-2027, contains the following under the Strategic Priority 3 Built Environment:

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
3.3 Enhance the Town's appearance	3.3.1 Improve amenity and the public realm	Community / Stakeholder Satisfaction Survey (heritage, amenity and appearance)
	3.3.2 Strengthen and promote Bassendean's unique character and heritage	
	3.3.3 Implement design policies and provisions of buildings and places	

COMMENT

For the April 2018 Ordinary Council Meeting agenda, a timeline was provided to indicate the critical dates required to achieve the Lotterywest funding variation requirement, and in particular, the requirement that the first claim be submitted by 30 April 2019.

The Town attempted to arrange a stakeholder and elected member representative workshop in May 2018 to discuss the 1 Surrey Street project, however, the only mutually suitable date available to all of the nominated representatives was Wednesday 4 July 2018.

As a result of the delay in conducting the stakeholder workshop, this has impacted the previous draft timeline.

Please note that if other delays occur this will further impact the Town's capacity to deliver the project. Based on the current status, below is a revised draft timeline:

Activity	Required date
Workshop with State Heritage Office, Bassendean Historical Society Inc, National Trust of Australia (WA), The Royal Western Australian Historical Society	4 th July 2018
Culture & Context report to Council which includes endorsed support to change of use on the following basis: <i>"The Residency: its primacy of use is for interpretation, including passive use of the spaces for compatible purposes"</i> Culture & Context report and recommendations submitted for Council consideration "	OCM 24 th July 2018
Operational & Capital funds listed in the draft 2018/2019 Budget for Council consideration <i>NB. Currently the Town only has the March 2017 pre-tender estimate</i>	OCM 24 th July 2018
SIA Architects requested to make "very minor" amendments to schematic plans to reflect Stakeholder support statement and Council direction	August 2018
Report to Council – revised SIA Architect 2C schematic plan presented for approval <i>NB. Any significant design changes will take addition time and resources</i>	September 2018
SIA Architect and subcontractors modified 2C detailed design/specification documentation.	October 2018
1 Surrey Street Development Application submitted in accordance with Council approved 2C schematic design to Town of Bassendean & State Heritage for change of use	November 2018 <i>Refer to above comments</i>
Planning approval <i>Nb Generally advertising and assessment a 90 day process</i>	February 2019 Any delays will result in not achieving required submission date and will impact all the remaining tasks

Town of Bassendean to invite tenders for the 1 Surrey Street Restoration works – 3 month process for inviting tender, evaluating submissions and report to Council	March 2019 <i>Refer to above comments</i>
Council to approve the Heritage Builder	June 2019 <i>Refer to above comments</i>
Heritage Builder appointed	July 2019 <i>Refer to above comments</i>
Heritage Builder commences works – approximately 32 weeks to complete construction works	August 2019 <i>Refer to above comments</i>
Town of Bassendean submits 1 st claim to Lotterywest	September / October 2019 <i>If any milestone delays occur, this will delay the Town being able to submit the initial Lotterywest claim</i>

As Council is aware, the Lotterywest variation required the Town to submit an initial drawdown of this grant by 30 April 2019, with payment made IN ARREARS on provision of receipts or original Builders'/Architects' certificates or certified copies for progress payments and a written request for payment.

As this grant funding requirement is unlikely to be achieved by 30 April 2019, Council will need to submit an application to Lotterywest to seeking an extension.

STATUTORY REQUIREMENTS

Local Government Act 1995
Local Government (Functions and General) Regulations 1996
Heritage of Western Australia Act 1990

FINANCIAL CONSIDERATIONS

The draft 2018/2019 Budget has listed for Council consideration the following:

Capital Budget

- AB1811 \$150,000 Surrey St Redevelopment Gen

Operational:

- BM 008 \$29,000 - Building Maintenance
- 151359 \$52,000 - Architect/sub-consultants
- 151384 \$8,000 - Review "Creative Spaces" exhibition layout plan (withdrawn at the Councillors' workshop 11/7/187)

In regards to the 2018/2019 Capital Works budget, funding is required to be allocated to permit the Town to invite tenders, which will enable Council to appoint a heritage builder to commence the 1 Surrey Street restoration and construction works.

As outlined above, in March 2017, Lotterywest advised that the Town of Bassendean had been awarded a \$375,000 grant, which was \$100,000 more than anticipated or allocated in the 2016/2017 Budget.

Since this grant was provided, Lotterywest staff has advised that there has been a significant decline in Lotterywest revenue and that should the current grant lapse, it would be highly unlikely Council would receive the same level of financial support.

The Lotterywest Grant (variation) is contingent on payment to be made on the provision of written approvals and/or endorsements for Council's final adopted plans for the conservation and redevelopment of the Pensioners Guard Cottage, from the following organisations:

- State Heritage Office
- Bassendean Historical Society Inc
- National Trust of Australia (WA)
- Royal Western Australian Historical Society Inc

Lotterywest conditions that that once the overall conditions (if any) and item specific conditions (if any) have been met, Initial drawdown of this grant is due on 30 April 2019, with payment made IN ARREARS on provision of receipts or original Builders'/Architects' certificates or certified copies for progress payments and a written request for payment.

OFFICER RECOMMENDATION – ITEM 10.8

That Council:

1. Receives Culture & Context report attached to the Ordinary Council Agenda of 24 July 2018;
2. Accepts the 4 July 2018 support of the State Heritage Office, Bassendean Historical Society Inc, National Trust of Australia (WA) and Royal Western Australian Historical Society Inc representatives for their endorsed support of the change of use on the following basis:

“The Residence: its primacy of use is for interpretation, including passive use of the spaces for compatible purposes”

3. Acknowledges that compromise by the Representative Organisations has been made to allow the Town to move forward to secure the future of these heritage buildings;
4. Requests SIA Architects Pty Ltd to revise the 1 Surrey Street 2C design to:
 - a) Achieve a waiting room, child health clinic and community office within the proposed new Community Space, as outline in Appendix 4 “Indicative changes” section of the Culture & Context report attached to the 24 July 2018 Ordinary Council meeting agenda;
 - b) Investigate the opportunity to provide a suitable sized storage area adjacent to the kitchen or other suitable area, for the storage of tables/chairs and other incidentals, so that the useable floor area of the community meeting space can be maximised;
5. Writes to Lotterywest regarding Grant 421010236 to advise that:
 - a) State Heritage Office, Bassendean Historical Society Inc, National Trust of Australia (WA) and Royal Western Australian Historical Society Inc representatives endorsed supporting the change of use for the revised 2C design for the Residency conditional that its primacy of use is for interpretation, including passive use of the spaces for compatible purposes;
 - b) Council requests an extension from April 2019 to October 2019 for the initial claim to be submitted to provide additional time to undertake the required planning, statutory approvals and tendering process to appoint the heritage builder;
6. Subsequent to receipt of LotteryWest funding approval, review the “Creative Spaces” Pensioner Guard Cottage Site Interpretation Plan – exhibition layout plan for the Residence —to assess passive use of the space for purposes compatible with interpretation.

Voting Requirements: Simple Majority

10.9 Quarterly Report for Period Ended 30 June 2018 (Ref: FINM/AUD/1 – Bob Jarvis, Chief Executive Officer)

APPLICATION

The purpose of this report is for Council to receive the Quarterly Report for the period ended 30 June 2018.

ATTACHMENTS

Attachment No. 8:

Quarterly Reports P/E Sep 2017, PE 31 December 2017, P/E 31 March 2018 and P/E 30 June 2018

BACKGROUND

Council's Quarterly Report format addresses progress against the CEO's Key Performance Indicators, as well as providing a progress report on budget deliverables in the 2017-2027 Corporate Business Plan, where those deliverables will commence in the current financial year.

The Quarterly Report also provides information on the progress of cash in lieu projects and grants applied for and received in each quarter.

The four quarterly reporting periods are included as attachments.

STRATEGIC IMPLICATIONS

Strengthen Council governance and compliance.

OFFICER RECOMMENDATION – ITEM 10.9

That Council receives the Quarterly Report for the quarter ended 30 June 2018.

Voting requirements: Simple majority

10.10 Sustainability Committee Meeting held on 3 July 2018 (Ref: GOVN/CCL/MEET/33 – Simon Stewert-Dawkins, Director Operational Services)

APPLICATION

The purpose of this report is for Council to receive the report on a meeting of the Sustainability Committee held on 3 July 2018, and adopt the following recommendation from the Committee:

SC – 1/07/18 Sustainability Initiatives updates

ATTACHMENTS

Attachment No. 9:

- Minutes of the Sustainability Committee of 3 July 2018

COMMENT

The following items were discussed and updates provided where relevant:

- Investigation of a suitable location for Town of Bassendean electric charging station;
- Requesting Hawaiian also consider installing an electric car charging station at the Bassendean Shopping Centre;
- Investigations into the Town facilitating third party bulk buy solar incentive scheme;
- Investigations into Peer to Peer Energy Trading project
- Plastic Free July promotion;
- Sustainable House Day planning;
- Investigation regarding the Switch Your Thinking programme ;
- Cities Power Partnership.

OFFICER/COMMITTEE RECOMMENDATION – ITEM 10.10

That Council:

1. Uses \$5,000 of the \$10,000 Community education funding listed in the draft 2018-19 Budget for Switch Your Thinking program; and
2. Receives the report on the meeting of the Sustainability Committee held on 3 July 2018.

Voting requirement: Simple majority

10.11 Economic Development Committee Meeting held on 10 July 2018 (Ref: GOVN/CCLMEET/13 – William Barry, Senior Economic Development Officer)

APPLICATION

The purpose of the report is for Council to receive the report on a meeting of the Economic Development Committee held on 10 July, 2018, and adopt the following recommendations from the Committee:

EDC - 1/07/18: Smart Busy program for Business

EDC - 2/07/18: Economic Development Officer's Activity Report

ATTACHMENTS

Attachment No. 10:

Economic Development Committee Minutes of 10 July 2018.

COMMENT

The following items were discussed

- Background research of the Smart Busy programme for Business. There is a genuine value in this subject and the audience for it could go beyond local businesses.
- Establishing a working group for the next festival of Local Business from members from the Bassendean Business Network.
- The spontaneous level of support for reducing single use plastic by local business.
- Installing permanent electricity for the twilight markets.
- Training for stall holders at the markets and improving the range and quality of the stalls at the markets
- Refresh of the marketing and branding of the Old Perth Rd Markets.

COMMITTEE RECOMMENDATION — ITEM 10.11

That Council

1. Endorses the implementation of the Smart Busy Program for Business to boost local entrepreneurship and commercial endeavours; and
2. Receives the report on a meeting of the Economic Development Committee held on 10 July 2018, be received.

Voting requirements: Simple Majority

10.12 Access and Inclusion Committee Meeting held on 11 July 2018 (Ref: GOVN/CCLMEET/16 – Graeme Haggart, Director Community Development)

APPLICATION

The purpose of the report is for Council to receive the report on Access and Inclusion Committee meeting scheduled to meet on 11 July 2018, which did not achieve a quorum.

ATTACHMENTS

Attachment No. 11:

Access and Inclusion Committee Minutes of 11 July 2018.

COMMENT

As quorum of members was not attained the meeting was counted out.

Contributing to the low attendance was the resignation of two community members, Darren Taylor and Terri Aldridge.

The Director Community Development recommends the casual vacancies be advertised.

It was unfortunate the meeting did not proceed as “The Include Program” Consultants, appointed to undertake the re-write of the Town’s Access and Inclusion Plan, were in attendance to outline the methodology they intend employing.

COMMITTEE/OFFICER RECOMMENDATION — ITEM 10.12

That the:

1. Resignations of Community Members to Committee, Darren Taylor and Terri Aldridge be accepted;
2. Town advertises to fill the casual vacancies on the Access and Inclusion Committee for the 2017-19 term; and
3. Report on a meeting of the Access and Inclusion Committee held on 11 July 2018, be received.

Voting requirements: Simple Majority

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

The Principal Building Surveyor made the following building decisions under Delegated Authority:

Building Applications Determined in the Month of June 2018		
Application No	Property Address	Description
201800083	27 ROSETTA STREET, BASSENDEAN	CARPORT ENCLOSURE/CONVERSION
201800054	7 DAYLESFORD ROAD, BASSENDEAN	RESIDENTIAL ADDITIONS AND ALTERATIONS
201800074	48 FREELAND SQUARE, EDEN HILL	PATIO
201800123	50 WALKINGTON WAY, EDEN HILL	LIVING AREA & KITCHEN EXTENSION
201800121	42 DEVON ROAD, BASSENDEAN	DEMOLITION
201800125	22 CLARKE WAY, BASSENDEAN	COLORBOND SHED
201800124	89 WHITFIELD STREET, BASSENDEAN	RETROSPECTIVE APPROVAL RESIDENTIAL ADDITIONS
201800120	37 SCHOFIELD STREET, EDEN HILL	FULL DEMOLITION
201800126	7 GARNSWORTHY PLACE, BASSENDEAN	SHED & PATIOS
201800122	24 CHESTERTON ROAD, BASSENDEAN	PATIO
201800107	114 BROADWAY, BASSENDEAN	SINGLE DWELLING
201800111	32 LITTLEMORE WAY, EDEN HILL	PATIO
201800119	335 COLLIER ROAD, BASSENDEAN	SERVICE STATION & CONVENIENCE STORE
201800115	190 MORLEY DRIVE, EDEN HILL	PATIO
201800113	27 CLARKE WAY, BASSENDEAN	FREESTANDING CARPORT
201800117	138 MORLEY DRIVE, EDEN HILL	ADDITIONS/ALTERATIONS
201800116	25 BARTON PARADE, BASSENDEAN	FRONT FENCE
201800112	156 ANZAC TERRACE, BASSENDEAN	ENSUITE ADDITION
201800110	23 DEAKIN STREET, BASSENDEAN	WALL REMOVAL

OFFICER RECOMMENDATION – ITEM 10.13

That Council notes the decisions made under delegated authority by the Principal Building Surveyor.

Voting requirement: Simple majority

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

The Manager Development Services made the following planning decisions under Delegated Authority since those reported to the last Council meeting:

Applic No.	Property Address	Description	Determination
	Planning and Subdivision Applications Determined to 6 July 2018		
2017-169	19A JAMES STREET BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
2018-013	UNIT A 70 RAILWAY PARADE BASSENDEAN 6054	TWO GROUPED DWELLINGS	DELEGATE APPROVED
2018-014	3 MONS STREET ASHFIELD 6054	SINGLE HOUSE	DELEGATE APPROVED
2018-035	67 HARDY ROAD ASHFIELD 6054	SINGLE HOUSE	DELEGATE APPROVED
2018-039	121 WHITFIELD STREET BASSENDEAN 6054	TWO GROUPED DWELLINGS	DELEGATE APPROVED
2018-046	UNIT 3 19 LORD STREET BASSENDEAN 6054	PATIO	DELEGATE APPROVED
2018-048	27 ROSETTA STREET BASSENDEAN 6054	CARPORT	DELEGATE APPROVED
2018-049	84 HAMILTON STREET BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
2018-054	2 ROSETTA STREET BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2018-063	UNIT A 13 HAMILTON STREET BASSENDEAN 6054	PATIO	DELEGATE APPROVED
2018-069	30 BRIDSON STREET BASSENDEAN 6054	OUTBUILDING	DELEGATE APPROVED
2018-070	34 LITTLEMORE WAY EDEN HILL 6054	PATIO	DELEGATE APPROVED
2018-071	71 WALTER ROAD EAST BASSENDEAN 6054	CHANGE OF USE FROM OFFICE TO SHOP	DELEGATE APPROVED
2018-073	18 DEVON ROAD BASSENDEAN 6054	OUTBUILDING	DELEGATE APPROVED
2018-074	6 IVANHOE STREET BASSENDEAN 6054	OUTBUILDINGS X 4	DELEGATE APPROVED
2018-079	81 VILLIERS STREET WEST BASSENDEAN 6054	OUTBUILDING	DELEGATE APPROVED

	Subdivision Applications		
478-18	8 WALTER ROAD EAST BASSENDEAN 6054	FIVE LOT PLUS COMMON PROPERTY SURVEY STRATA	STATUTORY ADVICE
536-18	49 IVANHOE STREET BASSENDEAN 6054	TWO LOT SURVEY STRATA	STATUTORY ADVICE

OFFICER RECOMMENDATION – ITEM 10.14

That Council notes the decisions made under delegated authority by the Manager Development Services.

Voting requirement: Simple majority

10.15 Accounts for Payment – June 2018 (Ref: FINM/CREDTS/4 – Ken Lapham, Manager Corporate Services)

APPLICATION

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

ATTACHMENTS

Attachment No. 12: List of Accounts

COMMENT

A detailed list of payments made under delegated authority for June 2018 is attached to the agenda for information.

Where members of the public have a specific question on any payment in the attached list, a request can be made to the CEO to provide specific details prior to the meeting.

BACKGROUND

The monthly payments made for the period June 2018 are presented to Council, with details of payments made by the Town in relation to goods & services received.

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.2 Ensure financial sustainability	
	5.1.3 Strengthen governance, risk management and compliance	Compliance Audit
	5.1.4 Improve efficiency and effectiveness of planning and services	Risk Management Profile
	5.1.5 Ensure optimal management of assets	Financial Ratio Benchmarked. Asset Ratio Benchmarked

STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

FINANCIAL CONSIDERATIONS

All payments are authorised prior to disbursement in accordance with their allocated budget.

OFFICER RECOMMENDATION - ITEM 10.15

That in accordance with Regulation 13(3) Local Government (Financial Management Regulations 1996) the List of Accounts paid for June 2018 be received .

Voting Requirements: Simple majority

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

The Chief Executive Officer and the Mayor have been delegated the responsibility for affixing the Common Seal to documents requiring signing and sealing, and for reporting the exercise of that delegation to the next available Ordinary Meeting of the Council.

The Common Seal was attached to the following documents during the reporting period:

05/07/18 Withdrawal of Caveat, Lot 12; 14 Walter Road East, Bassendean, P.S. Vlaskovsky & M.S. Vlaskovsky. A condition of the development approval that required a portion of the original lot to be ceded for future road widening has been met and therefore the caveat may be permanently withdrawn.

13/07/18 Restrictive Covenant under the Transfer of Land Act 1893 as amended between Philip Stephen Vlaskovsky and Martin Stephen Vlaskovsky and the Town of Bassendean to restrict access to Walter Road to a single shared crossover at Lot 12; 14 Walter Road East, Bassendean.

16/07/18 Hyde Retirement Village Residence Deed between Ms Jillian Susan Hind and the Town of Bassendean.

OFFICER RECOMMENDATION – ITEM 10.16

That Council notes the affixing of the Common Seal to the documents listed in the Ordinary Council Meeting Agenda of 24 July 2018.

Voting Requirements: Simple majority

10.17 Calendar for August 2018 (Ref: Sue Perkins, Executive Assistant)

Tue	7 Aug	3.00pm	River Parks Committee Meeting – Council Chamber (Crs Brown, Mykytiuk & Hamilton)
Wed	8 Aug	5.30pm	Audit & Governance Committee Meeting – Council Chamber (Crs Mykytiuk, Wilson & Hamilton)
Wed	8 Aug	7.00pm	Design Bassendean Advisory Group – Council Chamber (Crs McLennan, Gangell, Wilson & Hamilton)
Tue	14 Aug	7.00pm	People Services Committee Meeting – Council Chamber (Crs McLennan, Gangell & Quinton)
Thu	16 Aug	6.00pm	EMRC Strategy/Briefing – If Required – EMRC (Crs Wilson & Mykytiuk)
Fri	17 Aug	10.30am	Vietnam Veterans' Day Service – Bassendean War Memorial
Tue	21 Aug	7.00pm	Briefings Session – Council Chamber
Thu	23 Aug	6.00pm	EMRC Council Meeting – If Required – EMRC (Crs Wilson & Mykytiuk)
Tue	28 Aug	7.00pm	Ordinary Council Meeting – Council Chamber
Thu	30 Aug	5.00pm	Perth Airports Municipalities Group – Shire of Mundaring (Cr Wilson)
Thu	30 Aug	6.00pm	WALGA East Metropolitan Zone Meeting – EMRC (Crs McLennan, Gangell & Quinton)
Fri	31 Aug	5.00pm	Youth Advisory Council Meeting – Bassendean Youth Services

OFFICER RECOMMENDATION - ITEM 10.17

That the Calendar for August 2018 be adopted.

Voting Requirements: Simple majority

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

At the Ordinary Council meeting held on 14 December 2010, it was resolved that only those items that are to be deleted from the implementation of Council resolutions be referred to Council, and all other items in progress be included in the Councillors' Bulletin on the last Friday of the month.

STRATEGIC IMPLICATIONS

Strengthen Council governance and compliance.

COMMENT

The following table details those resolutions of the Council that are recommended for deletion:

REC NO.	OFFICER	BRIEF DESCRIPTION	ACTION TAKEN
ROC18/60864	BOB JARVIS	OCM-20/04/18 - REVIEW OF POLICY 6.7- ELECTRONIC RECORDINGS AND LIVE STREAMING OF COUNCIL MEETINGS	POLICY ADOPTED AT JUNE OCM. RECOMMEND DELETION
ROC18/60873	BOB JARVIS	OCM-39/04/18 - NOTICE OF MOTION – CR HAMILTON: INFORMATION PROCESS & DISTRIBUTION TIMELINES	PROCESSES IN PLACE. BRIEFING OF COUNCILLORS AFTER ELECTION NOW IN CRS' MANUAL IN READINESS FOR 2019 INDUCTIONS. RECOMMENDED DELETION
ROC18/59090	BOB JARVIS	OCM-7/6/18 REVIEW OF POLICY 6.7 - ELECTRONIC RECORDINGS AND LIVE STREAMING OF COUNCIL MEETINGS	COUNCIL HAS ADOPTED A REVISED POLICY WHICH WILL BE INCLUDED IN THE POLICY MANUAL - GOVERNANCE SECTION. NO FURTHER ACTION REQUIRED. RECOMMEND DELETION
ROC17/53228	GRAEME HAGGART	OCM-25/2/17 - NOTICE OF MOTION – CR BRIDGES: FLOOD LEVEL INDICATORS	FLOOD MARKERS HAVE BEEN INSTALLED ON JETTIES. PROJECT COMPLETE. RECOMMEND DELETION
ROC18/60869	GRAEME HAGGART	OCM-28/04/18 - PEOPLE SERVICES COMMITTEE	AUSTRALIA DAY CELEBRATIONS REVIEW COMPLETE. RECOMMEND DELETION
ROC16/52473	GRAEME HAGGART	OCM-4/9/17 - MOVED CR PULE SECONDED CR BROWN THAT	DEDICATION CEREMONY CONDUCTED ON 7 JULY. ALL TASKS COMPLETED. RECOMMEND DELETION
ROC18/62198	MIKE COSTARELLA	OCM-18/06/18 - AUDIT & GOVERNANCE COMMITTEE MEETING HELD ON 20 JUNE 2018	ALL MATTERS HAVE BEEN DEALT WITH. RECOMMEND DELETION.

ROC18/62189	MIKE COSTARELLA	OCM-5/06/17 - RFT CO 079 2017-18 SALE OF LAND – 93 LORD STREET, BASSENDEAN AND RFT CO 078 2017-18 48 CHAPMAN STREET BASSENDEAN	THE SALE WILL PROCEED IN SEPTEMBER VIA A PRIVATE TREATY IN ACCORDANCE WITH COUNCIL'S RESOLUTION. RECOMMEND DELETION.
ROC18/60861	SIMON STEWERT- DAWKINS	OCM-17/04/18 - PROJECT BRIEF FOR OPTION 2C DESIGN - 1 SURREY STREET BASSENDEAN	ON WEDNESDAY 4 JULY 2018 A KEY STAKEHOLDER AND COUNCILLOR REPRESENTATIVE WORKSHOP FOR 1 SURREY STREET WAS FACILITATED BY CONSULTANT CULTURE & CONTEXT TO DISCUSS OCM/17/18 PROJECT BRIEF. IT IS INTENDED THAT A REPORT WILL BE PROVIDED TO THE JULY 2018 ORDINARY COUNCIL MEETING ON THE OUTCOMES OF THE WORKSHOP FOR COUNCIL CONSIDERATION. RECOMMEND DELETION

OFFICER RECOMMENDATION – ITEM 10.18

That the outstanding Council resolutions detailed in the table listed in the Ordinary Council Meeting Agenda of 24 July 2018 be deleted from the Implementation of Council Resolutions list.

Voting Requirements: Simple majority

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

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

13.0 **CONFIDENTIAL BUSINESS**

It should be noted that that the audio and live streaming will be turned off whilst confidential items are being discussed.

13.1 **Sports Achievement Award (Ref: COMR/AWADP/4 – Tim Dayman, Recreation Development Officer)**

This report is to be discussed with members of the public excluded under Section 5.23 (2) (b) of the Local Government Act, In order to maintain the confidentiality of the names of the nominees.

14.0 **CLOSURE**

The next Briefing Session will be held on Tuesday 21 August 2018 commencing at 7.00pm.

The next Ordinary Council meeting will be held on Tuesday 28 August 2018 commencing at 7.00pm.