

# **TOWN OF BASSENDEAN**

## **NOTICE OF MEETING OF THE TOWN ASSETS COMMITTEE**

Dear Committee Member

The meeting of the Town Assets Committee of the Town of Bassendean will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Tuesday 7 August 2018, commencing at 7.00pm.

Mr Michael Costarella  
**Acting CHIEF EXECUTIVE OFFICER**

3 August 2018

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## **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.

### **2.0                   ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

### **3.0                   DEPUTATIONS**

Members of the former Urban Forest Working Group (UFWG) have been invited to provide their feedback on the UFWG Community Sub-Group's draft Strategy and adopting the proposed strategy objective.

## **4.0 CONFIRMATION OF MINUTES**

### **4.1 Town Assets Committee Meeting held on 5 June 2018**

#### **OFFICER RECOMMENDATION – ITEM 4.1**

That the minutes of the Town Assets Committee meeting held 5 June 2018, be confirmed as a true record.

## **5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

## **6.0 DECLARATIONS OF INTEREST**

## **7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

## **8.0 REPORTS**

### **8.1 Urban Forest Strategy**

#### **Background**

In 2015, the Town of Bassendean became a partner to the 2020 Vision (The 2020 Vision is a national campaign to increase urban green space in Australia by 20% by 2020) and Officers attended training and completed the 10 step program to develop the draft Urban Forest Strategy.

The Town of Bassendean's draft Strategy was presented to Council for consideration. A copy of the Town of Bassendean's draft strategy can be viewed at [http://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Documents/Urban\\_Forest\\_Strategy\\_DRAFT\\_OCM-7-02-16.pdf](http://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Documents/Urban_Forest_Strategy_DRAFT_OCM-7-02-16.pdf)

The intention with the draft 2016 strategy was to set out the milestone tasks required to be undertaken in order to formally establish the goals and how these goals would be achieved.

At the February 2016, Ordinary Council Meeting (OCM-30/2/16) the following was resolved:

*“That the Town of Bassendean, via the Liveable Town Committee, establish a working group, comprised of local community members, relevant staff, Councillors and other interested and/or qualified persons to review the draft Town of Bassendean Urban Forest Strategy and the staff internal working group’s Street Tree Master Plan recommendations”.*

The first Urban Forest Working Group (UFWG) meeting was held on the 25 May 2016 and after progressively revising the draft document, at the June 2017 UFWG meeting, a “Community Sub-Group” presented a revised index to indicate how each of the revised chapters were to be collated and the community subgroup progressively provided additional information to be included.

Officers collated the additional information in accordance with the UFWG’s request to produce a draft revised Urban Forest Strategy. On 8 September 2017, the UFWG members reviewed the draft revised Strategy via an overhead screen to allow the UFWG members to progressively review and amend as required.

On Friday 20 April 2018, in preparation for the Town's Asset Committee meeting, the UFWG’s draft revised Urban Forest Strategy was uploaded the Councillors portal at <http://www.bassendean.wa.gov.au/documents/> for the Committee’s consideration, as listed below and are included as attachments.

## ATTACHMENTS

### **Attachment No. 1:**

- Urban Forest Working Group – Draft Strategy reworked by community group.
- Aerial Vegetation Mapping, Tree Canopy Analysis, Urban Heat Island Mapping January 2017
- UFWG draft suggested species list April 2017

### Comment

The Town's Asset Committee (TAC - 1/06/18) considered the Tree Canopy Analysis and the Urban Forest Working Group's draft revised Urban Forest Strategy document and Council (OCM-15/06/18) resolved, in part the following:

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.

7. Refers those parts of the Strategy that have planning implications or impact private property to the Design Bassendean Working Group for feedback;

Please note that in regards to item 7 above, the draft revised Urban Forest Strategy prepared by the UFWG has been referred to the 8 August 2018 Design Bassendean Working Group and requested the group to:

- Review the Aerial Mapping Study which outlines the tree canopy in the public and private realm and draft revised Urban Forest Strategy prepared by community representatives and consider the planning implications or impact private property;
- Provide input into how the existing tree canopy on private land can be potentially protected or the tree canopy off set to ensure the current environmental benefits of the existing canopy can be retained; and
- Investigate a mechanism through the Local Planning Scheme to implement a regulatory tool which sets out the procedural framework governing the removal and the requirements to offset the loss of tree canopy consider the implications or impact private property.

For a future Town's Asset Committee, officers will arrange to invite the Managing Director of Arbor Carbon and the Director of the Forever Project to discuss their involvement in the recent Sustainable Urban Forest Management Symposium.

#### OFFICER RECOMMENDATION – ITEM 8.1

That the Town Assets Committee recommends to Council to invite the Managing Director of Arbor Carbon and the Director of the Forever Project to a future Town's Asset Committee meeting to discuss their involvement in the recent Sustainable Urban Forest Management Symposium.

#### **8.2 Verge Treatment Policy, Verge Management Policy and Activities on Thoroughfares and Trading in Thoroughfares and Public Local Law – Update**

##### BACKGROUND

In February 2018, the Town's Asset Committee (TAC - 2/02/18) received the draft Verge Treatment Policy and Verge Maintenance Policy report, noted that Council Officers would commence the Council (OCM-10/01/18) requested amendments, liaise with the Verge Transformation Group

and provide a further Verge Treatment Policy and Verge Maintenance Policy report for Committee's consideration.

At the 5 June 2018 Town's Asset Committee meeting, the Committee was advised that it was intended to review Local Government Insurance Services (LGIS) feedback and if necessary refine the draft Verge Treatment Policy and draft Verge Maintenance Policy documents.

Since the last Committee meeting, Asset Services have revised the policies as per Council OCM-10/01/18 direction, completed a risk assessment of the verge policies, forwarded the revised / update the policy to Local Government Insurance Services and commenced a review of the Activities on Thoroughfares and Trading in Thoroughfares and Public Local Law.

### ATTACHMENTS

#### **Attachment No. 2:**

- Draft Verge Treatment Policy; and
- Draft Verge Management Policy

It is intended to table the draft changes to the Activities on Thoroughfares and Trading in Thoroughfares and Public Local Law at the Town Asset Committee

### COMMENTS

In regards to new Council Policies, in the past Council has advertised them public comment and this can be undertaken using the "Your Say Bassendean" website and where necessary the draft policies can be modified and returned to Council for consideration.

Once Council adopts the new policies, the draft changes to the "Activities on Thoroughfares and Trading in Thoroughfares and Public Local Law 2010" can be finalised and advertised.

### OFFICER RECOMMENDATION – ITEM 8.2

The Committee Recommends to Council that it:

1. Endorses the draft Verge Treatment Policy and draft Verge Management Policy for Council consideration and for community feedback, as attached to the Town Assets Committee Agenda of 7 August 2018;

2. Notes that the Activities on Thoroughfares and Trading in Thoroughfares and Public Local Law 2010 will be subject to changes following the community consultation on the draft Verge Treatment Policy and Verge Management Policy.

### **8.3 Tree Vandalism Policy – Draft Policy**

#### **BACKGROUND**

In February 2018 Cr Hamilton submitted a Notice of Motion and Council (OCM-28/2/18) resolved that a Tree Vandalism Policy be prepared that considered the following:

1. *Rewards for information leading to the conviction of any person responsible for the vandalism of trees on public property;*
2. *Financial penalty applicable to any person found to have caused vandalism to trees on public property. said penalty should adequately cover the costs associated with arborist reports, remedial treatments, reward, staff time, vandalism shaming signs, tree loppers, traffic management, new tree planting and the like;*
3. *Long term prominent placement of large tree vandalism shaming signs at the sites of trees that have suffered damage;*
4. *Prominent display of the “reward leading to conviction” dollar amount on tree vandalism signs;*
5. *A two for one replacement tree planting program to be implemented at sites where vandalised trees do not recover;*
6. *Public education program re the value of retaining trees and the implications of diminishing tree canopy; and*
7. *Education for both public and staff in remedial actions that may be swiftly applied to assist in the recovery of vandalised trees.*

#### **ATTACHMENT**

**Attachment No. 3:**  
Draft Tree Vandalism Policy

## STATUTORY REQUIREMENTS

In the event of a person illegally removing, damaging, pruning or poisoning a street tree, Council may prosecute the offender under the following:

- Local Government Act 1995 - Schedule 9.1, clause 2. Disturbing local government land or anything on it; and
- Local Government Act 1995 - Uniform Local Provisions Regulations 1996, Regulation 5 Clause 1 - Interfering with, or taking from, local government land or other relevant provisions under the Act. In addition to the value of the tree, a penalty of \$5,000 may be imposed.

## COMMENT

The draft Tree Vandalism Policy has been developed in response to the increase in tree vandalism occurring on Town of Bassendean owned or managed land.

As the Committee Members would most likely be aware, in order to protect and manage street trees, Council has in place the following policies:

- 1.5 Crossover Policy
- 1.8 Significant Tree Policy
- 1.10 Street Tree Protection Policy
- 1.11 Street tree Pruning, Removal and Replacement Policy
- 1.12 Amenity Tree Evaluation Policy

Since 2015, officers have presented to Council the following five reports regarding vandalised street trees:

- April 2015, Council (OCM – 15/04/15) Council approved the usage of a vandalism awareness sign, for 20 Wicks Street, Bassendean;
- October 2015, Council (OCM – 5/10/15) endorsed the Officer Recommendation relating to seven street trees that had been pruned or removed without permission;
- March 2017, Council ( OCM – 8/03/17) approved installation of a vandalism awareness sign on the First Avenue verge, adjacent to the vandalised street tree located adjacent to 89 Anzac Terrace;
- July 2017 Council (OCM – 26/07/17) approved the installation of a vandalism awareness sign adjacent to No. 1 Garnsworthy Place, Bassendean.

- June 2018 Council (OCM – 6/06/18) authorises removal of the damaged street tree, adjacent to 4 Clarke Way, Bassendean and replace with a tree approved by Council after construction has been completed.

Under Council's Street Tree Protection Policy, in the event that a person has illegally removed, damaged, pruned or poisoned a street tree, Council may prosecute the offender under the Local Government Act 1995 Schedule 9.1 - clause 2: Disturbing local government land or anything on it, and the Uniform Local Provisions Regulation 1996, Regulation 5 Clause 1 interfering with, or taking from, local government land or other relevant provisions under the Act.

This new Tree Vandalism Policy highlights the need for further community education regarding the importance of trees, a strategy on decreasing vandalism, and the possible introduction of a "Tree Vandalism Reward Program".

A copy of the draft Tree Vandalism Policy, for the Committee's consideration, is attached to this agenda. Once approved by this Committee a report will be presented to Council for its consideration and a recommendation for community consultation through the "Bassendean Have Your Say" process.

#### OFFICER RECOMMENDATION – ITEM 8.3

The Committee recommends that Council:

1. Endorses the draft Tree Vandalism Policy for the purpose of community consultation;
2. Seeks community feedback on the draft Tree Vandalism Policy for a period of 6 weeks via "Your Say Bassendean", and
3. Officers provide a report to the Town's Asset Committee in regards to the draft Tree Vandalism Policy feedback received

### **8.4 Tree Planting Program – 2018/2019 Budget**

#### BACKGROUND

As part of the draft budget considerations additional funding was allocated for the planting of additional street trees as part of the 2019 winter planting program.

On 24 July 2018, Council resolved in part, the following:

- *Planting of trees be increased from 500 to 600 trees, with the location and species of the additional 100 trees to be determined by Council; and*
- *A Tree Reserve Fund be established and any unspent funds from the tree planting be placed in this Reserve Fund.*

#### ATTACHMENT

##### **Attachment No. 4:**

- New Street Tree – Planting for the future information leaflet
- Trees Requested by Residents & Reserve Planting (May / June 2018)

#### COMMENT

Since the July 2018 Council meeting, the Parks & Gardens Supervisor has identified that an estimated 100 “Eucalyptus todtiana” trees be planted in Northmoor Road, Eden Hill, to achieve the goal of 70% tree canopy.

Eucalyptus todtiana, commonly known as Prickly Bark, Blackbutt, is endemic in Bassendean and at maturity can grow to 15 - 20 metres in height.

This tree is suitable as a street tree, typically in garden and parkland situations and has distinctive green foliage, with small white flowers.

Eucalyptus todtiana is a long lived species and has proven to be tolerant of poor urban soils.



Attached is a copy of an information leaflet that is provided to properties adjacent to where new street tree and proposed to be planting.

As part of the Town's "Greening Bassendean" since 2013, the Town has provided the attached information to assist residents understand and appreciate the benefits of existing and new street tree plantings and to encourage adjacent property owners to participate in the watering of the street trees.

With the inclusion of additional funding by Council, Asset Services are planning to plant, over the next two months, 622 trees within the Town.

#### OFFICER RECOMMENDATION – ITEM 8.4

That the Committee recommends to Council that it:

1. Requests that 100 "Eucalyptus todiana" trees be planted in Northmoor Road, Eden Hill to during the 2018 winter planting season; and
2. Notes the planting for the future information leaflet which is provided to all properties where new street trees are to be planted.

### **8.5 Better Bins Program**

#### BACKGROUND

As advised in the recent Councillors' Bulletin, the Town has now received a fully executed and signed funding agreement from the Waste Authority for the implementation of the Better Bins Program. A copy of the signed funding agreement was included in the Bulletin on Friday 3 August 2018.

Draft key dates for the implementation of the Better Bins project are as follows:

March 2018	Submission of Application
July 2018	Funding Agreement Execution Date
August 2018	Announcement Better Bins Program to the community
Sept/Oct 2018	Contact properties under 400sm for Opt-In

Sept/Nov 2018	Undertake Audit of TOB recorded Household Waste Bins
Nov 2018/March 2019	Procurement process for purchasing bins/lids and distribution
Jan 2019	Launch Engagement and awareness campaign
July 2019	Implement stage one rollout to residential properties and stage two commercial properties.
July 2019	Change bin lids to Australian Standards
August 2019	Undertake continuous ad-hoc bin audits
December 2020	Completion and project reporting

The announcement/Launch of the Better Bins Program is scheduled for August 2018. Officers have sought Suez Recycling & Recovery Pty Ltd to assist in providing three coloured lid bins as per the Australian Standards for the program launch and officers are seeking feedback from the Town's Asset Committee/ Council regarding their preferred launch method of this project.

It is suggested that the Town promote the Better Bins program via the Bassendean Briefings and Facebook and that the Mayor provide a video to assist with the promotion of the following:

- Announcement Better Bins Program to the community
- Launch Engagement and awareness campaign
- Change bin lids to Australian Standards and requirement to follow recycling guidelines

The combination of the above will assist residents transition to a 3-bin system in order to increase their recycling capacity and waste diversion.

#### OFFICER RECOMMENDATION – ITEM 8.5

The Committee recommends to Council that it:

1. Notes the Better Bins program and that the planned activities will be promoted via the Bassendean Briefings and Facebook to assist resident residents to transition to a 3-bin system in order to increase their recycling capacity and waste diversion

2. Requests if the Mayor would be prepared to provide a video as part of the Facebook promotions to assist with the following:
  - a) Announcement Better Bins Program to the community;
  - b) Launch Engagement and awareness campaign;
  - c) Change bin lids to Australian Standards and requirement to follow recycling guidelines.

## **8.6 Underground Power Policy**

### **BACKGROUND**

In December 2004 (OCM 9/12/04), Council resolved to undertake a survey in 2005 to evaluate community support for underground power.

The 2005 Community Survey separated the three different suburbs being Ashfield, Bassendean and Eden Hill with the following results obtained at the time of the survey:

Ashfield - 53% prepared to pay half of the costs of installation, estimated to be around \$3,000. 31% are not prepared to pay for underground power and 16% don't know.

Bassendean - 45% prepared to pay half of the costs of installation, estimated to be around \$3,000. 46% are not prepared to pay for underground power and 15% don't know.

Eden Hill - Only 21% are prepared to pay half of the costs of installation, estimated to be around \$3,000. 65% are not prepared to pay for underground power and 9% do not know.

In 2010, the State Government announced Round 5 of the Underground Power program which included a funding criteria for poor electricity supply services and a 15% subsidy for socio economic disadvantage suburbs. At this time, Ashfield was the 4th most disadvantaged local Authority in Western Australia. As a result, ratepayers in disadvantaged suburbs would contribute 35% of the cost and of the State Government funded the balance. The State Government conducted an independent survey of the Ashfield ratepayers and the majority supported the undergrounding of power and supported contributing their share of the costs.

For Round 5 of the State Government Underground Power program, 89 expressions of interest applications were received and of these, only 15 were shortlisted.

The Town of Bassendean's Expression of Interest application for the undergrounding of power in Ashfield was successful, with the project being completed in 2012.

In 2015, the State Government's Round 6 Underground Power program, however the funding criteria had changed to competitive process between Local Governments with a minimum 50% ratepayer contribution, Western Power also determined the electricity network priorities and only 500 to 800 property allotments were permitted.

Council initially resolved to submit an expression of interest application for the suburb of Bassendean, Western Power determined that Eden Hill was a higher electricity network priority, as a result Council (OCM – 14/04/16) resolved to change the expression of interest application to Eden Hill.

The State Government conducted an independent survey of the Eden Hill Ratepayers; however, in this case less than 50% of ratepayers supported contributing their share of the costs. As a result, the Round 6 expression of interest application was not successful.

Almost 60 per cent of houses in the Perth metropolitan area now have underground power, with more than 1,000 kilometres of mostly residential streets having been undergrounded over the life of the State Underground Power Program. The State Government has committed \$49 million for about 18,000 properties to benefit from Round 6 Underground Power program.

For Round 6 of the State Government Underground Power program, 42 expressions of interest applications were received and of these, only 8 were successful.

Round 6 of the Underground Program commenced in 2017 and it is expected to be completed by the end of 2021.

#### ATTACHMENT

##### Attachment No. 5:

- Draft Underground Power Policy

## COMMENT

The Draft Carbon Emissions Reduction Plan 2018-2023 presented to the 13 March 2018 Sustainability Committee included in Action Table 5: Street and Auxiliary Lighting, which stated the following:

- Continue to support WALGA and the EMRC in advocating to Western Power for energy efficient upgrades to street lighting.
- Investigate opportunities to retrofit street lighting infrastructure to reduce carbon emissions, energy consumption and costs to the Town.
- Ensure that any new decorative or feature lighting uses LED and/or Solar fixtures.
- Maintain current auxiliary and roadway lighting infrastructure and where applicable, retrofit with energy efficient lighting.

To achieve these planned actions, when the State Government announces future expression of interest grants, Council can submit applications to underground the Western Power overhead wires and for the street lights to be upgraded to Australian Standard AS/NZS 1158.6 – Lighting for Roads.

To assist with this process, the attached draft Underground Policy has been prepared for the Town's Asset Committee and Council's consideration.

It should be noted that past State Governments have altered the grant funding criteria and when the Underground Program is announced, very little time is provided for Local Governments to submit expression of interest applications.

Considering the last underground power survey was in 2005, it is suggested that once the Policy is adopted and funding is made available, that ratepayers be surveyed to seek the current level of ratepayer support to financially contributing to the cost of underground power.

## FINANCIAL CONSIDERATIONS

In 2007, Council (OCM -10/08/07) resolved in part to considers allocating \$50,000 per annum into a "reserve" account for properties adjacent to Town of Bassendean owned/vested land in order to fund an underground power program.

Council subsequently allocated an initial \$50,000 to the Underground Power Reserve Account and when the Ashfield Underground Project was completed the remaining Ratepayer funds were placed into this reserve account to be spent in Ashfield for streetscape improvements.

The estimated cost in 2017 for Round 6 rateable properties was \$5,600 or \$1,133 over 5 years as a payment plan.

#### OFFICER RECOMMENDATION – ITEM 8.6

That the Committee recommends that Council:

1. Endorses the draft Underground Power Policy for the purpose of community consultation;
2. Seeks community feedback on the draft Underground Power Policy for a period of 6 weeks via “Your Say Bassendean”, and
3. Officers provide a report to the Town’s Asset Committee in regards to the draft Underground Power Policy feedback received

#### **8.7 Palmerston Square Reserve – Planning for community consultation**

##### BACKGROUND

In July 2017, Council (OCM – 9/07/17) resolved to:

1. *Receive the community feedback concerning the separated dog exercise areas at Anzac Terrace Reserve and Palmerston Square Reserve;*
2. *Note the issues associated with fenced dog exercise areas and the design considerations as provided in the Ordinary Council Agenda of 25 July 2017;*
3. *List funds in the 2018-19 Long Term Financial Plan to prepare an Open Space Master Plan for Palmerston Square Reserve that further considers the possibility of a fenced dog exercise area and takes into consideration the space required to socialise dogs, whilst ensuring that pet owners continue to take responsibility for their dog and the fenced area does not adversely affect the reserve amenity.*

In June 2018, Council (OCM – 15/06/18) resolved in part to:

*“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.”*

Due to competing financial demands in the draft 2018/2019 Budget, Council did not include funding to prepare a Master Plan for Palmerston Square Reserve, however, \$500 is available in the Operational Budget should the Town Asset Committee wish to initiate the working group.

#### OFFICER RECOMMENDATION – ITEM 8.7

The Committee acknowledges that the 2018/2019 Council adopted budget did not include funds to prepare a Master Plan for Palmerston Square Reserve.

### **8.8 Padbury Square Reserve - Playground**

#### BACKGROUND

As part of the 2018/2019 adopted Budget, Council allocated (1AP18030) \$10,000 to the Padbury Park Playground

#### ATTACHMENT

##### **Attachment No. 6:**

Photograph - Swings/Noughts & Crosses, Sand Pit  
Photograph – Rocking Horse

#### COMMENT

In 2009, Council adopted a Play Spaces Implementation Plan. This document states for the 2018/2019 financial year that neighbourhood level play structures for 5 – 7 years of age children is to be provided at Padbury Square Reserve.

In the past, Recreation and Culture staff have selected age specific playground equipment within the budget allocation.

Members of the Town Asset Committee have expressed an interest in Councillors having the opportunity to consult with the community regarding the allocated funding.

**OFFICER RECOMMENDATION – ITEM 8.8**

Listed for consideration.

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

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

**11.0 CONFIDENTIAL BUSINESS**

**12.0 CLOSURE**

As the Town's Asset Committee upcoming meetings have not been included into the Council's meeting schedule, it is requested that the Presiding Member liaise with the Council Support Officer to scheduled future meetings.