

TOWN OF BASSENDEAN

NOTICE OF ORDINARY COUNCIL MEETING

An Ordinary Meeting of the Council of the Town of Bassendean will be held on Tuesday, 26 June 2018 in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

BOB JARVIS
CHIEF EXECUTIVE OFFICER

22 June 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

2.3 Questions Taken on Notice

Ms Ivanka Radalj

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

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

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

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

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

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

This is a potentially contaminating land use, as specified in the guidelines ‘Assessment and management of contaminated sites’ (Department of Environment Regulation [DER] 2014) and

the 'Interim guideline on management of perfluoroalkyl and polyfluoroalkyl substances (PFAS)' (DER, January 2017). Activities undertaken at the site that may have caused or contributed to contamination include flushing of fire-fighting foam from fire hoses and equipment and 'wet-drill' training, with subsequent direct discharge to ground and/or the stormwater drainage system at the site.

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

I trust this satisfies your enquiry."

Mr Don Yates

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

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

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

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

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

4.0 DEPUTATIONS

5.0 CONFIRMATION OF MINUTES

5.1 Ordinary Council Meeting held on 22 May 2018
(Attachment No. 1)

OFFICER RECOMMENDATION – ITEM 5.1(a)

That the minutes of the Ordinary Council meeting held on 22 May 2018, be received.

OFFICER RECOMMENDATION – ITEM 5.1(b)

That the minutes of the Ordinary Council meeting held on 22 May 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 26 June 2018:

Item	Report
10.3	Damaged Verge Tree adjacent to 4 Clarke Way, Bassendean
10.6	Revised (Indicative) Strategic Planning Framework Implementation Plan
10.8	Implementation of the 'Your Move' Project within the Town of Bassendean
10.9	Smart Cities Round 2 Expression of Interest Application - Bassendean Smart Resource Tracking System for Sustainable Waste Management
10.10	Sustainability Committee Meeting held on 29 May 2018
10.11	Town's Asset Committee Meeting held on 5 June 2018
10.12	Bassendean Local Emergency Management Committee Meeting held on 6 June 2018
10.13	People Services Committee meeting held on 12 June 2018
10.14	Audit & Governance Committee Meeting held on 20 June 2018
10.15	Determinations Made by the Principal Building Surveyor
10.16	Determinations Made by Development Services
10.17	Use of the Common Seal
10.18	Calendar for July 2018
10.19	Implementation of Council Resolutions
10.20	Accounts for Payment

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

Item	Report
10.2	RFT CO 079 2017-18 Sale of Land – 93 Lord Street, Bassendean and RFT CO 078 2017-18 48 Chapman Street, Bassendean
10.4	Review of Policy 6.7 - Electronic Recordings and Live Streaming of Council Meetings
10.5	Waiver of Fees/Donation – Bassendean for Free Inaugural Swap Meet Event
10.7	Design Bassendean Advisory Group Meeting held on 6 June 2018
10.21	Financial Statements – May 2018
13.1	Bus Stop/Shelter – Contract Renewal
13.2	Review of Workforce Plan and Corporate Structure

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

APPLICATION

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

BACKGROUND

Tenderers were invited to tender for RFT CO 078/079 2017-18 Sale of Land – 93 Lord Street, Bassendean and 48 Chapman Street, Bassendean, via an advertisement in the Western Australian Newspaper on Saturday 5 May 2018 and the Eastern Reporter Newspaper on Tuesday 8 May 2018.

COMMUNICATION AND ENGAGEMENT

Following authorisation to advertise the tender, an advertisement was placed in The West Australian Newspaper, Eastern Reporter, Town's website and Facebook.

Carter Giorgi arranged the advertising through the REIWA, Realestate.com, and Domain.com. The following represents the number of views on the websites:

93 Lord Street

- Domain.com – 15 views
- REIWA – 461 views
- Realestate.com – 131 views

48 Chapman Street

- Domain.com – 61 views
- REIWA – 5069 views
- Realestate.com – 520 views

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	5.1.2 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	Community / Stakeholder Satisfaction Survey (Governance) Compliance Audit Risk Management Profile Financial Ratio Benchmarked. Asset Ratio Benchmarked

COMMENT

In response to both tenders, no responses were received prior to the tender deadline 11:00AM on Friday 1 June 2018.

Carter Giorgi advised possible reasons may include the following:

1. *Market Conditions - the current real estate market in Perth is very slow (worst I have seen in 41 years) with a very high number of listings available for sale.*
2. *Sale by Tender - Many of the potential buyers have asked for an indication of price as they did not have the knowledge to establish a price to offer. It would not have been appropriate for me to suggest any figures as it would place me in a position of conflict of interest as I am acting in Council's best interest. Also with the tender any offer would have been required to be unconditional with a 30 day settlement. This would eliminate quite a few of the interested parties, as they would need to pre arrange finance with lenders. This would be difficult for them without a purchase price to work with.*
3. *Sale by Private Treaty - I believe that sale by private treaty would have produced a positive result as buyers would know the asking price for the lots and would be in a position to establish whether they could afford the purchase and also to make enquiries regarding finance.*
4. *Timing of Sale - Traditionally the real estate market slows down going into winter and also the end of the financial year. My recommendation would be to place the blocks on the market late September early October when the market normally starts gaining momentum.*

5. *Valuations - In my opinion the valuation on the Chapman Street Lot would appear to meet the current market conditions. I believe the Lord Street block valuation is optimistic and should be reviewed.*
6. *Marketing - I am forwarding through reports on the marketing by separate emails. You will note that there has been a considerable amount of interest on the various internet sites*

The Town can offer this land for sale by private treaty in accordance with section 3.58(2)(b) of the Local Government Act 1995.

STATUTORY REQUIREMENTS
Local Government Act 1995

3.58. *Disposing of property*

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

- (a) the highest bidder at public auction; or
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision

and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

Local Government (Functions & General) Regulations 1996

Dispositions of property excluded from Act s. 3.58

- (2a) *A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —*
- (a) *put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or*
 - (b) *the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable; or*

- (c) *the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including —*
- (i) the names of all other parties concerned; and*
 - (ii) the consideration to be received by the local government for the disposition; and*
 - (iii) the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.*

Details (see section 3.58(4) of the Act) of a disposition of property under subregulation (2a) must be made available for public inspection for at least 12 months from the initial auction or tender, as the case requires.

OFFICER RECOMMENDATION – ITEM 10.2

That Council sells the land located at 93 Lord Street, Bassendean, and 48 Chapman Street, Bassendean, by private treaty, in accordance with the Local Government Act 1995.

Voting Requirement: Absolute majority

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

APPLICATION

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

ATTACHMENTS

Confidential Attachment No. 1

- Letter from owner at 4 Clarke Way, Bassendean
- Email from Demolition Contractor

Attachment No. :

Street Tree Protection Policy

BACKGROUND

The objectives of the Street Tree Protection Policy are to:

- Ensure that the street trees are suitably protected during development process of an adjacent land lot; and
- Ensure the long-term health of trees in streetscapes.

As per the above mentioned policy, the use of appropriate sized machinery is required so that contact with the upper canopy of a street tree does not occur. Any branches requiring removal for clearances to facilitate the development works shall only be undertaken after written approval from the Town of Bassendean.

The Policy also states that all building contractors utilised on the development are to be aware of the importance of protecting the Council's street tree, and that any damages occurring to the tree, wilful or otherwise will be subject to prosecution under the Local Government 1995 Schedule 9.1 clause 2 Disturbing local government land or anything on it, the 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 Street Tree Protection Policy, *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law* states that:

PART 2—ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES

Division 1—General

2.1 General prohibitions

A person must not—

[...]

(g) remove or kill by felling, poison or any other means a tree on a verge area or thoroughfare or verge unless the person is—

- (i) acting under authority of a permit issued by the local government; or*
- (ii) a local government employee or contractor engaged by the local government to undertake work in relation to a particular tree or trees on thoroughfares in the district or on local government property generally; or*
- (iii) acting under authority of a written law.*

Copies of the Street Tree Protection Policy (Attachment 1), and Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law (Attachment 2) are included as attachments to this agenda.

COMMUNICATION & ENGAGEMENT

The Town of Bassendean issued a Demolition Permit (full demolition – permit number 201800036) for 4 Clarke Way, Bassendean in February 2018. Condition no. 7 on the demolition permit states “*Verge trees must be protected during demolition. A semi completed application form is attached for your convenience. The form must be completed and returned with the prescribed information prior to commencing works*”. Condition number 6 on the demolition permit required for a security bond of \$2,290 to be lodged with the Council, to cover the cost of any damage caused to Council infrastructure.

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>
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

The application for verge tree protection permit was never submitted to the Town of Bassendean, against Condition No. 7 on the Demolition Permit.

Below please see the tree prior to it being damaged:



On 16 April 2018, a bond refund request was submitted for the refund of the security bond. A site inspection carried out on the 20 April 2018 by the Town's Acting Compliance Officer revealed the verge tree adjacent to 4 Clarke Way has been lopped – see below.



This matter was brought to the attention of the Town's Parks and Gardens Supervisor who inspected the site and advised that the tree has been damaged to the extent that it needs removal.

On 1 May 2018, the applicant was advised via email that the security bond cannot be refunded due to the damaged verge tree and they were requested to provide information regarding the circumstances of how the verge tree was damaged.

On 2 May 2018, an email from the demolition contractor was received providing information regarding the conditions in which the tree has been removed:

"[...] it looks like one of the trucks possibly with the excavator has an issue with access and accidentally damaged/broke the top section of the tree off and he cut it off neatly as high as he could and cleaned up. It looks like there is good new regrowth on it now so it has survived well but happy to remove and plant a new if you wish to rectify[...]."

On 11 May 2018, the demolition contractor was informed that this matter will be brought to Council's attention. On 29 May 2018, the owner at 4 Clarke Way sent a letter to further explain the circumstances in which the verge tree has been damaged (see Confidential attachment).

It is also recommended that new street trees be planted within the available verge space in line with the Street Tree Master Plan.

In the past, Council has erected signage at the following locations when street trees have been vandalised:

- April 2015, Council (OCM – 15/04/15) approved the usage of a vandalism awareness sign, for 20 Wicks Street, Bassendean, to make residents aware of the selfish act of vandalism and to help educate residents.
- October 2015, Council (OCM – 5/10/15) endorsed the Officer Recommendation relating to seven street trees that had been pruned or removed without permission; and
- March 2016 Council (OCM – 8/03/17) approved the installation of a vandalism awareness sign on the First Avenue verge, adjacent to the vandalised street tree located adjacent to 89 Anzac Terrace property.

- July 2017 Council (OCM – 26/07/17) installation of a vandalism awareness sign adjacent to No. 1 Garnsworthy Place, Bassendean to recognise the Eucalyptus camaldulensis vandalised tree, until an arborist report confirms the tree has fully recovered or until newly planted street trees are sufficiently established in approximately three years

The Town's Parks and Gardens Supervisor advised that the lopped verge tree adjacent to 4 Clarke Way will not grow structurally sound, due to epicormic growth that will occur. The Eucalyptus Leucoxylon does not respond well to looping, and therefore will need to be removed and replaced.

STATUTORY REQUIREMENTS

Local Government Act 1995.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.
Street Tree Protection Policy.

FINANCIAL CONSIDERATIONS

As mentioned above, the developer provided a security bond of \$2,290 to protect the Town's assets.

The 2017/2018 Town of Bassendean's Fees & Charges includes provision for developers to provide a Streetscape Contribution (per development) of \$2,221 and the Fees and Charges includes provision for tree removal and stump grinding at cost plus 20%.

It should be noted that the Security Bond of \$2,290 was paid to the Town by the property owner of 4 Clarke Way, Bassendean and as outlined above, the demolition contractor admitted they had damaged the street tree. Therefore, administratively the Town will not release the security bond until the demolition contractor pays \$200 for the street tree removal, stump grinding and streetscape contribution.

OFFICER RECOMMENDATION – ITEM 10.3

That Council:

1. Authorises the removal of the damaged street tree, adjacent to 4 Clarke Way, Bassendean, which has been lopped by a demolition contractor without Town of Bassendean's authority and replaces the tree in accordance with the Street Tree Master Plan; and

2. In accordance with the 2017/2018 fees & charges, invoices demolition contractor that performed the works at 4 Clarke Way, Bassendean, to pay \$200 for the removal and stump grinding of the damaged street tree and \$2,221 for a Streetscape Contribution.

Note: The security bond of \$2,290 will only be released to the property owner once the demolition contractor pays \$2,421 to the Town of Bassendean for the tree removal, stump grinding and streetscape contribution.

Voting Requirement – Simple majority

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

APPLICATION

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

ATTACHMENTS

Attachment No. 3:

Draft Policy 6.7 - Electronic Recording and Livestreaming of Council Meetings (updated 22 June 2018)

BACKGROUND

At the January 2018 OCM, Council resolved (OCM – 14/01/18) that Council:

- “1. Pursues a modest upgrade of the Chambers recording and audio system to improve amplification and provide a basic live streaming option using existing staff resources to design and implement using off-the-shelf equipment, acknowledging that the Chambers does not lend itself well to cabling, it will not include an audio loop or equivalent, and that \$5,000 be allocated in the Budget Review to carry out the work; and*
- 2. Requests that officers redraft “Policy 6.17 – Electronic Recordings of Council Meetings” to:*
 - a) update the objectives including a reference to transparency and accessibility for the public;*
 - b) remove obsolete paragraphs from the strategy;*
 - c) incorporate the provision of live streaming;*
 - d) identify what parts of the meeting will be included/excluded in recordings &/or streaming;*
 - e) outline what measures will be taken to ensure the public are aware that they are being recorded, including an announcement by the presiding person and a written notification in the Council Chamber;*

and presents the revised draft to Council for consideration at the February OCM.”

COMMUNICATION & ENGAGEMENT

No Community Engagement was requested by Council.

STRATEGIC IMPLICATIONS

Strategic Priority 5. Good Governance

Objective 5.1 - Enhance organisational accountability

COMMENT

The equipment has been installed and trialled and the streaming goes to a YouTube site. Officers who monitored the video advised that the quality of the live streaming is of good quality.

STATUTORY REQUIREMENTS

Council is required to keep minutes of meetings in accordance with the Local Government Act and its Standing Orders Local Law 2011.

FINANCIAL CONSIDERATIONS

There is currently an amount of \$5,000 in the 2017/18 Budget.

OFFICER RECOMMENDATION — ITEM 10.4

That Council adopts Policy 6.17 - Electronic Recordings and Live Streaming of Council Meetings attached to the Ordinary Council Agenda of 26 June 2018.

Voting requirements: Absolute Majority

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

APPLICATION

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

BACKGROUND

The Bassendean for Free is a non-incorporated community group established in April 2018 through Facebook (closed group) and currently has 500 members. The purpose of the group is to facilitate the exchange of unwanted items at no cost to the community, as well as providing a vehicle to develop community connectedness and to reduce isolation amongst community members.

The group had previously lodged an application for hire to use Sandy Beach Reserve to stage its inaugural swap meet event for Sunday 10 June 2018, but due to the prospect of inclement weather made a request to the Town to swap the booking to the Bassendean Seniors Community Hall due to its availability at the nominated time between 11am to 5pm.

Staff advised the hirer that fees and charges would be applicable and that any waiver to the payment of costs incurred, could only be approved by Council.

COMMUNICATION & ENGAGEMENT

Convener of the Bassendean for Free group Ms Thompson, emailed a request to the Town on Thursday 7 June requesting for consideration to be given to waiving the hire fee of \$97.50 paid by the group. In response, the Manager Recreation and Culture advised Ms Thompson that her request would be tabled before Council at the June 2018 Ordinary Council Meeting for consideration.

COMMENT

The event attracted an attendance of over 100 people and generates a sense of community for residents to attend and participate. The Manager Recreation and Culture recommends that the hire fee of \$97.50 be made as a donation by Council to the Bassendean for Free group.

If Council did resolve to make a donation of the hire fee, the decision should not to be seen as creating a precedence and that any further use of Council facilities by the Bassendean for Free group will be subject to the normal hire charges unless Council determines otherwise.

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	Community / Stakeholder Satisfaction Survey (Engagement and Participation)
	1.1.2 Activate neighbourhood spaces to facilitate community gathering	
	1.1.4 Continue to support and facilitate participation in the arts, community festivals and events	
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.	Community / Stakeholder Satisfaction Survey (Activity and connectivity)
	1.2.2 Provide life-long learning opportunities	

FINANCIAL CONSIDERATIONS

By resolving to make a donation of the hire fee, the funds would be paid from GL 391392 – Council Donations.

OFFICER RECOMMENDATION – ITEM 10.5

That Council donates an amount of \$97.50 to the Bassendean for Free group for the staging of its inaugural swap meet event held on Sunday 10 June 2018.

Voting requirements: Absolute Majority

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

APPLICATION

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

ATTACHMENTS

Attachment No. 4:

- A. Bassendean Strategic Planning Framework 2016-2019 Indicative Implementation Plan – Year 1 (Sep 2016 to August 2017).
- B. Revised (Indicative) Bassendean Strategic Planning Framework (2018-2020).
- C. Strategic Community Plan 2017-2027 extract – Applicable Objectives and Strategies.

BACKGROUND

In May 2016, Council adopted a three year (2016-2019) Strategic Planning Framework (SPF) to establish and provide a greater strategic outlook and focus in respect to planning for the Town's ongoing physical development/redevelopment (see minute OCM – 8/05/16).

This framework comprised 4 principal components (planning instruments) to be implemented as follows:

- Local Planning Strategy;
- Urban Intensification Plans;
- Local Planning Scheme; and
- Design Guidelines.

In September of the same year, it adopted an indicative implementation plan for the year 2016 – 2017 (Year 1) (see minute OCM – 15/09/16).

That plan set out an indicative staged (and largely sequential) approach to implementing the aforementioned planning instruments, with the first year of the plan focusing upon reviewing/revising the *2015 Local Planning Strategy (LPS)*. A copy of that plan is provided.

Notwithstanding this focus, it was also intended to progress a number of intensification plans that had already commenced as well as a review of *Local Planning Scheme (LPS) 10*.

In respect to the Urban Intensification Plans, the Ashfield Precinct Plan had been completed but had not yet been adopted by the Western Australian Planning Commission pursuant to *State Planning Policy (SPP) 1 – State Planning Framework*.

Concept plans for the potential redevelopment of the Wilson Street carpark, the BIC Reserve and Bassendean Oval had also been prepared by LandCorp but had yet to be finalised.

Amidst substantial community angst at the time over the redevelopment concepts and Council's decision not to support the redevelopment of the BIC Reserve, and together with the commencement of the review/revision of the *2015 Local Planning Strategy*, LandCorp placed the finalisation of the redevelopment concept plans on hold.

In respect to the preparation of a new local planning scheme, and following discussions with officers from the Department of Planning, Lands and Heritage (DPLH), it was determined (with previous Council endorsement) to undertake a basic amendment to *Local Planning Scheme (LPS) 10* in order to reference the deemed provisions prescribed in the *Planning and Development (Local Planning Schemes) Regulations 2015* and to correct existing anomalies, errors etc within the scheme text and on the scheme maps.

The aforementioned deemed provisions prescribe the requirements for making and approving structure plans, activity centre plans, and local development plans.

It was considered that by undertaking the aforementioned basic amendment it would then only be necessary to undertake a major (complex) amendment to LPS 10 to implement land use changes and density recodings identified through the review of the *2015 Local Planning Strategy*.

Latterly, with the establishment of Council's Design Bassendean Advisory Committee (now the Design Bassendean Advisory Group), and with Council's recent endorsement, the focus and priority in implementing the SPF has shifted to developing built form design guidelines.

Additionally, the draft *Perth and Peel @ 3.5 Million* planning framework (PP3.5M) has since been finalised with its recommendations (as they affect relevant local governments) to be reflected in and enacted through local planning frameworks.

With the aforementioned actions, change in priorities, and the Wilson Street carpark and Bassendean Oval redevelopment concept plans in limbo, the current SPF Implementation Plan requires revision. A draft revised implementation plan (see attached) has since been prepared and is now presented for Council's consideration and adoption.

COMMUNICATION & ENGAGEMENT

The draft revised implementation plan presented herein was presented to the Design Bassendean Advisory Group at its recent meeting for its consideration and review.

The Design Bassendean Advisory Group accepted the revised plan (refer to next item of this agenda) and recommended that should the implementation plan be endorsed by Council, it be posted on the Town's website, firstly, for community information, and secondly, to demonstrate and make clear to the Bassendean community and other stakeholders the statutory planning processes local planning projects must follow as part of the State's planning approvals.

Additionally, a communications plan is in the process of being developed that will set out a range of ways and means as to how information about the listed planning projects can be conveyed to the Bassendean community, and how the community's feedback and input can be garnered as part of the plan-making process.

STRATEGIC IMPLICATIONS

The revised implementation plan aligns with and will assist in the delivery of a number of strategies (across a range of strategic priorities) listed in the Town's *Strategic Community Plan 2017-2027*.

A list of those objectives and strategies are provided as an attachment.

COMMENT

In light of the PP3.5M framework being finalised with the need to prepare Activity Centre plans and Urban Corridor plans as a consequence; and the requirement for the development of design guidelines as the highest priority, the framework now proposes to comprise six principal components (planning instruments) ordered as follows:

1. Local Planning Policies + Design Guidelines

2. Local Planning Strategy
3. Local Planning Scheme (LPS) 10 Review
4. Activity Centre Planning and Design
5. Urban Corridor Planning and Design
6. Neighbourhood Planning and Design

The development of design guidelines (Task 1.1 in the revised implementation plan) will build upon the recently completed draft *Bassendean Built Form and Character Study* (BBFCS). A (finalised) draft of the study report will be presented with the draft design guidelines when these are presented to Council for initial consideration and endorsement for community consultation.

Notwithstanding that the revised implementation plan prioritises the development of the design guidelines ahead of the revised Local Planning Strategy (Task 2.3 in the revised implementation plan), the review of the existing local planning strategy is continuing but won't be completed until the current transport study (Task 2.1 in the revised implementation plan) is completed, and Council has determined (with input from the Bassendean community) an appropriate residential density scenario.

The development of the design guidelines, however, will dovetail with the current development of the residential density scenarios (Task 2.2 in the revised implementation plan) as previously recommended by Council's Design Bassendean Committee/Advisory Group and endorsed by Council.

The development of the design guidelines is considered a priority because it is important that any consultation with the Bassendean community on preferred density scenarios ought to be accompanied by illustrations of the shape, form and scale of future residential development that could potentially emanate from the scenarios.

The development of design guidelines will assist in promulgating desired building forms, typologies and scale across the spectrum of low, medium and higher residential density development.

Once these aforementioned (principal) tasks have been completed, along with the completion of the current transport study, a draft of the revised Local Planning Strategy can then be completed and subsequent action taken to move it through the statutory approval process.

A major (complex) amendment to LPS 10 to implement land use changes and density recodings identified through the review of the *2015 Local Planning Strategy* will then follow (Task 3.1 in the revised implementation plan) to effect those changes.

As an aside, Councillors and members of the Design Bassendean Advisory Group were recently informed of the recent release of a 'Green Paper' by the Minister for Planning to reform and modernize the WA planning system. One of the proposals recommended was for local governments who have commenced or are about to commence reviews of their local planning strategies and schemes, to delay such reviews. This was because of potential changes to the format, nature and content of local planning strategies and schemes.

This would have particularly impacted on the progress of the Town's current review of its *2015 Local Planning Strategy*.

It has since been clarified by the reform team leader that this proposal was somewhat in error. Whilst consideration may be given to changing the format, nature and content of local planning strategies and schemes, the reform team leader recommended that local governments in the process of reviewing their strategies and schemes to 'press on' with these.

The finalisation of the *Perth and Peel @ 3.5 Million (PP3.5M)* planning framework has since provided greater certainty as to the likely future form and shape of the Perth metropolitan region (of which Bassendean is a part). This will now enable detailed planning and design of proposed activity centres and urban corridors to proceed (Projects 4 and 5 listed in the revised implementation plan).

It should be noted that the extent of the proposed Ashfield Activity Centre denoted in the PP3.5M planning framework is the same as that portrayed in the Ashfield Precinct Plan. It is understood that this plan was predicated on the Perth Airport rail link being located eastward of the proposed Ashfield Activity Centre. However, this link is now under construction westward of the proposed Ashfield Activity Centre.

Additionally, the Minister for Planning recently advised Council that the development of future multi-housing (medium-high density residential development) within the Ashfield Activity Centre be confined to the south side of the Perth-Midland railway.

This was in response to a recent resolution of Council to commence dialogue with the Minister on the potential to redevelop part of the existing industrial area on the north side of the Ashfield train station for some future multi-housing unit development.

In light of the above, the current extent of the proposed Ashfield Activity Centre as denoted in PP3.5M will require review (in consultation with the DPLH) as part of the future planning and design of the Ashfield Activity Centre (Task 4.2 in the revised implementation plan).

The planning and design of the Activity Centres and Urban Corridors logically follows the completion of the revised Local Planning Strategy and thus has been reflected accordingly on the revised implementation plan.

STATUTORY REQUIREMENTS

Local Planning Scheme.

FINANCIAL CONSIDERATIONS

Whilst it is envisaged that many of the tasks listed in the revised Implementation Plan can be undertaken 'in-house', these tasks may need to be augmented by external assistance and resources to provide plan/map drafting and graphics, project communications, and community consultation and engagement.

The current transport study will carry over into the 2018-19 fiscal year requiring any unspent funding allocated for this project in the current 2017-018 budget (likely to be approx. \$40,000) to be carried over into the 2018-19 fiscal year.

Specialist tasks such as the preparation of a Development Contribution Plan (slated for the 2019-20 fiscal year) will require the commissioning of an appropriate consultant.

Preparation of Activity Centre plans and Urban Corridor Plans may require the assistance of consultant urban designers.

Estimated costs for procuring external assistance and resources will be provided in the draft revised Corporate Business Plan 2018-2022 which Council will be considering next month.

OFFICER RECOMMENDATION — ITEM 10.6

That Council:

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

Voting requirements: Simple Majority

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

APPLICATION

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

ATTACHMENTS

Attachment No. 5:

Design Bassendean Advisory Group Meeting notes of 6 June 2018.

BACKGROUND

The newly established Design Bassendean Advisory Group met for the first time on Wednesday evening, 6 June 2018.

Mr Coan Harvey (a community member) was unanimously elected as the Presiding Officer for the meeting.

Key topics discussed at the meeting were:

1. Progress with the development of the Town's heritage list (pursuant to *Local Planning Scheme (LPS) 10*) and proposed heritage areas;
2. The format and content of the proposed design guidelines;
3. A revised (indicative) Strategic Planning Framework (SPF) Implementation Plan; and
4. Community consultation planning (pertaining to the Town's Strategic Planning Projects).

Council is to note that the advisory group do not make decisions but can reach consensus or agreement on actions or matters raised at the meeting, which can then be reported to Council.

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>
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	

COMMENT

Key points of agreement reached by the advisory group at the meeting included:

1. Heritage incentives to be developed prior to the proposed heritage areas being designated under LPS 10;
2. The proposed design guidelines be succinct and highly illustrative (and not too prescriptive) in nature;
3. Consideration be given by the Town to require building proposals to demonstrate energy-efficient building design;
4. Acceptance of the revised (indicative) implementation plan for the Town's Strategic Planning Framework with a recommendation that it be placed on the Town's website; and
5. Educating and informing the community (through the Town's various media and on its website) about State and local planning processes, the Town's current planning projects, its limited authority in town planning matters, and why certain types of developments have been allowed.

In respect to 1, the Manager Development Services has advised that the development of heritage incentives will form part of a consultant study (proposed to commence in the 2018-19 fiscal year) to develop and prepare heritage incentives, including an examination of incentives developed and applied by other local governments.

In respect to 2, the Director Strategic Planning will take this on board in developing the design guidelines.

In respect to 3, the Building Code of Australia (BCA) already requires applications for building approval to demonstrate compliance with prescribed energy-efficiency provisions.

Additionally, Council's *Local Planning Policy (LPP) No.2—Energy Efficient Design* applies where a development application is lodged to develop land with a split residential density coding.

If Council considers the BCA prescribed energy-efficient levels or standards are inadequate it might first need to consider what an appropriate desired level or standard ought to be, and then secondly, develop and adopt strategies as to how to apply a desired higher level/standard. This matter could be considered as part of a future review of LPP 2 (which is part of a proposed review of existing local planning policies slated towards the end of 2018 and into the first quarter of 2019).

In respect to 4, the revised (indicative) implementation plan is to be separately considered by Council (refer to preceding item of this agenda).

In respect to 5, information about various aspects of the Town's role and function in respect to town planning is already included on the Town's website but it is somewhat limited. Information about the Town's specific town planning projects is posted on the Town's community engagement platform 'Your Say Bassendean'. This platform is directly accessible to the public or is accessible via a link on the Town website.

Information about the current Local Planning Strategy review is available on the 'Your Say Bassendean' site but could be expounded.

The Director Strategic Planning will take on board the ideas and suggestions raised by the advisory group, progressively updating and expanding the Town Planning section on the website and updating information in respect to the Local Planning Strategy review on the 'Your Say Bassendean' site.

Whilst the aforementioned matters raised by the advisory group can be addressed administratively and do not necessarily require a specific Council resolution, the matter of appointing a Chairperson of the advisory group requires a resolution of Council (see clause 4.1 of the *Town of Bassendean Advisory Group Policy*).

As Mr Coan Harvey was the only nomination to preside at the inaugural meeting, and is happy to continue (for the time being) in this role for future meetings, it is recommended that he be appointed as the group Chairperson for the duration of its current term.

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION – ITEM 10.7

That Council:

1. Receives the report on the inaugural meeting of the Design Bassendean Advisory Group held on 6 June 2018; and
2. Appoints Mr Coan Harvey as Chairperson of the Design Bassendean Advisory Group for the 2017/19 term of the group (unless otherwise determined by Council).

Voting requirement: Absolute Majority

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

APPLICATION

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

BACKGROUND

The Town of Bassendean has been selected through a data-driven options analysis process by the Department of Transport (DoT) to be the recipient of the travel behaviour change program ‘Your Move’.

The DoT recognise the Town of Bassendean as having great potential to increase public transport patronage and active trips due to the community’s high potential for change, high accessibility to public and active transport and the planned construction of new Safe Active Streets infrastructure.

Your Move is DoT’s most adaptable and successful travel demand management program, producing significant travel behaviour change to achieve a variety of Government priority objectives including congestion management, active transport participation and increased physical activity in West Australian communities.

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>
1.3 Plan for a healthy and safe community	1.3.2 Promote and advocate community health and well-being	Community/Stakeholder Satisfaction Survey (Safety, Health and Well-being)
3.2 Enhance connectivity between places and people	3.2.1 Connect the Town through a safe and inviting walking and cycling network 3.2.2 Advocate for improved and innovative transport access and solutions	Community/Stakeholder Satisfaction Survey (Access to public transport both access to Town and within)
5.2 Proactively partner with the community and our stakeholders	5.2.2 Engage and communicate with the community 5.2.3 Advocate and develop strong partnerships to benefit the community	Community/Stakeholder Satisfaction Survey (Community engagement and participation)

COMMENT

The DoT proposes to design and deliver a \$600,000 targeted travel behaviour change program engaging local households, primary schools and workplaces in the Town of Bassendean in 2018/19. This would include the provision of a DoT funded 'Your Move' Officer to work on community activation projects throughout the program.

The 'Your Move' program aims to encourage and support participants to:

- increase rail and bus patronage at Bassendean station,
- improve rail patronage at neighbouring train stations where catchment may overlap (e.g. Success Hill Station, Ashfield Station),
- increase walking and cycling trips to help activate PSP infrastructure, Safe Active Streets and shared pathways in the Town; and;
- reduce car-driving trips amongst residents.

It is anticipated that this in turn would:

- normalise public and active travel, and active lifestyles,
- alleviate local congestion, reduce car emissions and improve local air quality, and;
- create healthier, safer, more connected and informed communities.

The 'Your Move' project methodology will include a series of programs that will be administered by DoT with a specialist service provider bespoke to the Town. Programs that have been conducted in other Local Governments that have proved successful and that may be considered for the Town include:

Households receive a personalised behaviour change service including:

- a six month community-wide behaviour change intervention that includes; one-on-one phone coaching for selected households, personalised information materials with tailored localised content, feedback letters, emails, online communication components and print and social media presence;

- a focus on technologies including a digital service via the 'Your Move' interactive website, SMS, how-to videos, links to Smartphone applications and improved information resources (including digital active travel maps);
- a variety of recruitment methodologies (phone, door knocking, community events and online opt-in options), providing recruitment opportunities for a wider variety of household types and demographics;
- a more sophisticated approach to telephone coaching through application of social psychology and motivational interviewing techniques;
- a focus on community capacity building through community development approaches and integration with existing community services including formation of a local partnership group (involving DoT officers, Town of Bassendean representatives, local service/project deliverers and other project stakeholders);
- a comprehensive, precinct-approach offering a bespoke service design of 'Your Move' to schools and selected workplaces targeting the project at other trip generators and attractors in the local area;
- linking the project to current DoT active transport infrastructure programs that seek to improve connection to and promotion of existing infrastructure;
- targeted small-scale infrastructure investments that provide an enabling environment for travel change, and a legacy for the community (items such as bus modules, bike racks, bike fix it stations and wayfinding signage); and
- a new 'Make Your Move' map as a resource for the current public and active transport services and path networks in the Town of Bassendean.

The 'Your Move' Program is broken down into three phases identified as:

- Phase One – Project Design (July 2018 to September 2018).
- Phase Two – Service Delivery and Community Engagement (August 2018 to July 2019).
- Phase Three – Evaluation, Reporting and Succession Planning (November 2018 to November 2019).

With Council support for 'Your Move' being delivered in the Town, these phases will be broken down into key milestones and represented in an operational project brief developed by DoT. A signed letter of agreement between DoT and the Town outlining program delivery commitments would be required in support of the program.

A 'Your Move' Officer of 0.4FTE funded by DoT and located in both the Town's and at DoT's offices, working over a period of up to 11 months, will be appointed to coordinate strategies for the 'Your Move' program. It should be noted that when in the Town, the Officer will be working in the community for much of the time.

'Your Move' Bassendean is estimated to benefit the State Government and community in many positive ways including:

- \$480,000 fare-box revenue per year
- 490 additional public transport trips per day
- 320 additional cycling trips per day
- 460 additional walking trips per day
- 2.2 year return on investment

The 'Your Move' program is based on a collaborative partnership between State Government, Local Government, private enterprise, not for profit and community groups, and the community.

Discussions have commenced with potential project partners and sponsors (including the Town, Transport Portfolio partners – Public Transport Authority and Main Roads Western Australia) with the aim of securing financial and in-kind contributions, as well as participation as secondary project stakeholders.

Considering the above, the Town has a strong role to ensure engagement with stakeholders is maintained throughout the project and to ensure opportunities are identified and pursued. Furthermore, the Town's role as the recipient local government of this State Government program, will be to facilitate the delivery of key strategies, communicate effectively to internal and external stakeholders and to capitalise on future opportunities beyond the 'Your Move' program.

Recent 'Your Move' Case Study

The biggest way-finding and bicycle signage project of its kind in Australia was rolled out across the City of Wanneroo during 2015/16. After months of detailed planning, residents and visitors alike were encouraged to find their way to their destinations with a new wayfinding system laid right at their feet.

The wayfinding signage was designed to highlight the walkability of local amenities.

Part of 'Your Move' Wanneroo encouraged residents to choose active modes of transport and take up local sport and recreation opportunities, the 800 unique way-finding and bicycle safety signs were installed at locations from Yanchep in the North, to Girrawheen in the South and right to the ocean's edge at Mindarie.

'Your Move' Wanneroo was a joint program between the Department of Transport and the Department of Sport and Recreation. Installation of the 800 signs was the culmination of months of work, plotting and crosschecking the locations, distances and walking times between each location, making sure every sign was on the correct corner and facing the correct direction.

From 673 different City of Wanneroo locations, the way-finding signs point the way to nearby destinations; a local school, parks and playgrounds, the library, a supermarket, a skate park, the civic centre, as well as indicating the time it would take to walk there. Almost 130 remaining signs carried bike safety and bike parking messages.

City of Wanneroo Wayfinding Project facts:

- 800 unique way-finding and bicycle safety signs installed
- More than 14,000 data points were meticulously plotted and cross-checked
- Each sign was unique and gave directions to four different locations. They were printed using sophisticated graphics software and a mail-merge-like process which modifies each sign in a computerised print run
- The signs were made of a fully recyclable aluminium based material called 'Enviro Non Slip' and were applied with rollers and rubber mallets, to bond with the ground surface.
- The specially made signs cost a fraction of stand-alone signage, around \$75 each. The total cost of the project was just over \$60,000.

Provision of Ratepayers Database as part of 'Your Move'

During a 'Your Move' Project delivered during 2017 with the Town of Victoria Park, DoT's consultant compiled a database comprising the local government electoral roll from the WA Electoral Commission (without phone numbers), and the Town of Victoria Park's ratepayer database. These two sources were then sent to Sensis to obtain and match phone numbers.

When partnering with the City of Cockburn and the City of Wanneroo on previous 'Your Move' projects, provision of the local government authorities' database was also provided.

Please note that silent electors are redacted from the electoral roll database in the first instance, and that DoT would also remove the residents who have elected to join the do not call register (DNC).

For this project DoT seek to:

1. Appoint a Consultant to design and deliver the 'Your Move' Bassendean Program.
2. Have both Department of Transport and the appointed Consultant sign identical statutory declarations to access the ratepayer database under the Local Government Act.
3. Complete an application to obtain the electoral roll database for the Town of Bassendean electorate, from the Western Australian Electoral Commission.
4. Obtain the DNC register for Town of Bassendean area.
5. Engage Sensis 'Macromatch' who will match these databases to the White Pages phone number information for Town of Bassendean area.
6. Provide this information to the Consultant, who will prepare for outbound recruitment and coaching calls.

STATUTORY REQUIREMENTS

Nil.

FINANCIAL CONSIDERATIONS

The Town's contribution can largely be an in-kind. The Department of Transport does, however, request the Town consider a financial contribution to help maximise the impact that 'Your Move' will have on the local community.

No provision has been made in the draft 2018/19 Budget for a Town contribution to the 'Your Move' initiative.

DoT and the Town's Officers have discussed 'Your Move' programs that have been successfully implemented elsewhere and their likely associated costs.

It is proposed a workshop be conducted on 14 August with Councillors during phase 1 of the project to facilitate the establishment of the range of activities to be the 'Your Move' Bassendean Program and of the contributions to be provided by the Town.

OFFICER RECOMMENDATION — ITEM 10.8

That Council:

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

Voting requirements: Simple Majority

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

APPLICATION

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

ATTACHMENTS

Attachment No. 6:

- Smart Cities Round 2 – Work in progress draft expression of interest application titled “Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management”
- Flow Chart
- Project Plans

BACKGROUND

In May 2018 Council (OCM – 14/05/18) resolved in part to:

- Endorses the implementation of a three bin system with rollout commencing in the 2019/20 financial year (July 2019) and lists funds of \$700,000 for consideration in the draft 2018/19 budget for the purchasing of 7750 rubbish bins with a red lid, distribution of bins to households within the Town and an education program;
- Supports investigating a Round 2 Smart Cities funding submission for a waste management themed project in collaboration with Curtin University Sustainability Policy (CUSP) Institute and provide Council with a draft of the submission, for endorsement prior to submitting the funding application.

As a result, Curtin University Sustainability Policy (CUSP) Institute, Project Manager has coordinated several meetings with a number of organisations including the following:

- Tradr - This organisation is developing blockchain technology that will assist sustainable producers for environmental certification, data collection, analysis and reporting.

Tradr has developed a mobile application that will educate buyers on the benefits of sustainable products during the product selection process and encourage individuals to reduce waste via reselling/repurposing its unwanted products within our p2p marketplace;

- CISCO - This organisation provides a range of services including but not limited to data and analytics software, technology solutions and research expertise;
- Hawaiian Property Group – This organisation manage the Bassendean shopping centre
- SUEZ Recycling & Recovery Pty Ltd – Council appointed this contractor in accordance with RFT CO 064W 016-17 “Recycling and Waste Services” to provide waste collection services;
- Town of Bassendean
- East Metropolitan Regional Council;
- Western Australian Local Government Association (WALGA)
- Additional Project Partners may be added once the final project specifications are defined or if there is a need once the project has been funded.

COMMUNICATION & ENGAGEMENT

As outlined above, Curtin University Sustainability Policy (CUSP) Institute, Project Manager has coordinated a collaborative Smart Cities project with Tradr , CISCO, SUEZ Recycling & Recovery Pty Ltd, the Town of Bassendean and in addition liaised with Hawaiian Property Group, EMRC and WALGA.

On Friday 15 June 2018, Councillors were provided in the Bulletin, a copy of the Smart Cities Round 2 preliminary expression of interest application, titled “Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management”

To achieve OCM – 14/05/18 requirement and the 2 July 2018 Smart Cities Round 2 grant submission date, this report has been presented directly to the June 2018 Ordinary Council Meeting for consideration.

STRATEGIC IMPLICATIONS

The 2017-2027 Community Strategic Plan includes Strategic Priority 2: Natural Environment the following:

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>
2.1 To display leadership in environmental sustainability	2.1.1 Strengthen environmental sustainability practices and climate change mitigation	Waste reduction ratio to population
	2.1.2 Reduce waste through sustainable waste management practices	Carbon emissions ("Planet Footprint")

COMMENT

Smart Cities round 2 funding criteria states that projects must include at least one local government agency or body (lead organisation) and at least one partner organization and that joint applications with multiple partners are encouraged such as private companies, research organisations and not-for-profit bodies to deliver collaborative smart city projects.

Expression of Interest applications must be submitted by 5pm AEST on the 2 July 2018.

The expected timing for the evaluation of projects submitted which meet the selection criteria and completion of projects is as follows:

Activity	Timeframe
Assessment of applications	8 - 10 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	From date of letter of offer
End date of grant commitment	30/06/2020

If the submitted project is successful, the Commonwealth Government will execute a grant agreement with the Town of Bassendean before they will make any payments. The Commonwealth Government is not responsible for any of the project expenditure until a grant agreement is in place.

Successful organisations will have 40 days from the date of a written offer to execute this grant agreement with the Commonwealth Government.

Should the grant funding be approved, the Town's Corporate Services area will be involved in any distribution of the funds and undertaking the required financial acquittals

This collaborative Smart Cities project (see attached flow Chart) proposes to incorporate Radio-Frequency Identification Discs (RFID) as part of the proposed Better Bin program (3 bin system) to automatically identify each property. In addition, it is proposed that the recycling and waste collection trucks will be fitted with weighting technologies to facilitated real-time data collection and smart camera (imaging) technology installed to the trucks.

It is also intended that the residents will be engaged via smart phone application using a tailor-made mobile application to track products purchased by scanning the barcodes of shopping receipts and product barcode packaging which will be used to collate consumption patterns and recycling behaviour at the household level. A visualization toolkit will also be provided to assist residents to understand the complexity and severity of the waste problems which will help to motivate behavioural change, better purchase decisions as well as improve recycling behaviour.

The intention of collecting this data is to identifying the problematic product packaging which has poor to no recycling provision and the research finding will be used to inform retailers how to reduce the waste products or materials that are found to cause issues within the waste stream.

The partnership role for this project is as follows:

- Town of Bassendean: The Town of Bassendean has submitted a grant Application to the Waste Authority to implement the Better Bins (3 bins) Program and if successful will coordinate with the waste contractor. As the Smart Cities grant applicant the Town will be the project lead for the SRTS project, also providing community engagement, most likely via the Facebook and the Bassendean Briefings.

- Curtin University: Curtin University will provide project management duties and responsibilities to the project. Curtin University will advise the Town of Bassendean and other partners to determine the necessary tracking (RFID, camera, DVR) and weighing (weighing device, calibration software, etc.) technologies which need to be purchased for collecting real-time data on household waste profile and resource recovery status. Curtin University will also conduct research across the project for high profile publication
- Curtin Institute for Computation (CIC): The CIC will provide data analytics to the project that will enable management and analysis of the data collected for research purposes as well as implementation, and the set up of a database for the exported data
- Tradr: Tradr will provide technical development, platform and mobile application, and maintenance support to the project, as well marketing campaign and data guidance.
- SUEZ Recycling & Resource Recovery Pty Ltd: In accordance with RFT CO 064W 2016-17 Council appointed Suez to provide Recycling and Waste Services for the Town of Bassendean. In regards to the Waste Authority Better Bin (3 Bin) Program, Suez will work with the Town to roll out this program and as part of the Smart Cities grant application, funding will be provided to retrofit the trucks with bin weighting technology and providing the RFID tagging to the bins and monitoring the technology.
- Eastern Metropolitan Regional Council (EMRC): As the Town of Bassendean is a member Council to the EMRC, the EMRC will provide a supporting and advocacy role to the project that will enable project learnings to directly impact other member councils, through the EMRC.
- WALGA: WALGA's key focus is working for Local Government in Western Australia and they will provide a supportive, advisory and advocacy role to the project.
- CISCO: CISCO will be supporting the project as part of its strategic partnership with Curtin University called Innovation Central Perth.

STATUTORY REQUIREMENTS

Local Government Act 1995 - Section 3.18 Performing Executive Functions

FINANCIAL CONSIDERATIONS

The Smart Cities Round 2 grant funding criteria requires an amount up to 50 per cent of eligible project costs with the minimum grant amount being \$250,000 up to a maximum of \$5 million and the project must be completed by 30 June 2020.

The criteria requires evidence of a minimum 50 per cent share of eligible project costs from funding sources other than the Commonwealth and must provide a letter from the Mayor, Chief Executive Officer, Chief Financial Officer or equivalent of each partner organisation outlining their in-principle cash contribution, and confirming they can fund their share of eligible project costs, exclusive of in-kind contributions.

Smart Cities Round 2 eligible contributions are:

- cash used by the grantee or a project partner in undertaking the agreed project activities, and/or
- cash provided to the grantee by a project partner for the purpose of undertaking the agreed project activities.

In accordance with Council OCM – 7/02/18 resolution, the Town submitted a grant application to the Waste Authority for the Better Bins (3 bin) program and then in accordance with Council OCM – 14/05/18 resolution the following breakdown of funding has been listed in the draft 2018/2019 budget to the implementation of a three bin system:

Dept. of Waste Grant	\$235,400
TOB Municipal Funds	\$169,812
TOB Reserve Funds	\$294,788

TOTAL \$700,000

* Subject to Council adopting the budget

Recycling Education sticker to recycling bin lids;

Dept. of Waste Grant	\$28,000
TOB Municipal Funds	\$10,800
TOB Reserve Funds	\$0.00

TOTAL \$38,800

* Subject to Council adopting the budget

It is anticipated that the Waste Authority will make an announcement regarding the “Better Bins Kerbside Collection Program” in the near future.

The Better Bins program is funded from the Western Australian State Government’s Waste Avoidance and Resource Recovery Account to fund the management, reduction, reuse, recycling, monitoring or measurement of waste

In regards to the Commonwealth Government Smart Cities project, the Town of Bassendean will be seeking letters of support from the various organisations for the proposed project outlining their in-principle cash contribution, and confirming they can fund their share of eligible project costs, exclusive of in-kind contributions.

It should be noted that the attached Smart Cities draft expression of interest application included in the June 2018 Ordinary Council meeting agenda, is a work in progress. As discussions continue with the partners, amendments are progressively being made.

On 28 June 2018, a further meeting is planned to review and finalise the attached draft to ensure the expression of interest application is submitted on-line, prior to 5pm AEST Monday 2 July 2018.

OFFICER RECOMMENDATION — ITEM 10.9

That Council:

1. Notes the draft Smart Cities Round 2 Expression of Interest Application titled “Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management” attached to the June 2018 Ordinary Council Meeting agenda is a work in progress document;
2. Supports the Smart Cities Round 2 expression of interest grant application being submitted to the Commonwealth Government Department of Industry, Innovation and Science for the “Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management” project, and
 - a) Authorises the Mayor and the Chief Executive Officer, to provide a letter of support for Smart Cities Round 2 Expression of Interest Application;

- b) Notes that in accordance OCM – 14/05/18 resolution, the draft 2018/2019 budget includes \$503,400 for the Town of Bassendean to implement the Better Bins (3 Bin) Kerbside Collection Program and that these funds will be used as part of the in-principle cash contribution together with in-kind contributions for the Town of Bassendean's share of eligible project costs.

Voting requirements: Simple Majority

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

APPLICATION

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

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

ATTACHMENTS

Attachment No. 7:

- Minutes of the Sustainability Committee meeting of 29 June 2018

COMMENT

The following items were discussed:

- Suitable location for Town of Bassendean electric charging station
- Requesting Hawaiian to consider installing an electric car charging station at the Bassendean shopping Centre
- Investigations into the Town facilitating third party bulk buy solar Incentive scheme
- Investigation regarding the switch your thinking programme;
- Information from Powerledger in relation to the peer to peer Energy Trading project
- Investigation into the Smart Cities program Round two Grant Funding.
- Make it easy for businesses by providing them with ideas/links/referrals to alternatives;
- Recognition and promotion of businesses within the Town who are working towards being sustainable. Signage indicating that they are a plastic free business;
- Plastic free July website;
- Communication pack for local businesses;
- Community education;
- Write up in Bassendean Briefings about a business that's plastic free;
- The Committee did not support a differential fees and charges schedules.

COMMITTEE RECOMMENDATION – ITEM 10.10

That Council:

- 1 . Receives the report on a meeting of the Sustainability Committee held on 29 May 2018 and the Sustainability initiatives updates;
2. Receives the progress report on the implementation of Council's resolution to ban the use of single use plastics;
3. Notes that the public events draft 2018/2019 budget will be amended for Council's consideration to improve recycling capacity for future public events;
4. Requests that staff give recognition to businesses who have already gone plastic free through a poster and free marketing on the Town's social media sites and through the Bassendean Briefings; and
5. Officers investigate the possibility of a scheme for composting food waste from Town events.

Voting requirement: Simple majority

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

APPLICATION

The purpose of this report is for Council to receive the report on a meeting of the Town's Asset Committee held on 5th June 2018, and adopt the following recommendations from the Committee.

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

ATTACHMENTS

Attachment No. 8:

- Minutes of the Town Asset Committee of 5 June 2018 and Planting Schedule

COMMENT

The following items were discussed:

- Draft (OCM-30/2/16) Urban Forest Strategy
- Reworked September 2017 Urban Forest Strategy – by the Community Working Group;
- Aerial Vegetation Mapping, Tree Canopy Analysis;
- Urban Heat Island Mapping January 2017;
- Draft suggested tree species list April 2017;
- Shackleton Street – Arborist report;
- Developing walking and cycling network masterplans;
- Local Area Traffic Management Plan;
- Review parking strategy;
- Implementing the Whitfield Street bicycle boulevard;
- Advocate for underground power and environmentally sustainable lighting;
- Prepare streetscape policies for the Town;
- 1 Surrey Street Museum and Community Centre restoration, reconstruction, refurbishment works and implement a management plan;
- Men's Shed facility;
- Potential future redevelopment of civic buildings;
- Improve lighting along main pedestrian routes to public transport hubs;
- CCTV & security lighting;

- Sustainable water sensitive urban designs incorporated within drainage networks
- Formulate open space master plans

In accordance with TAC - 1/06/18 item 4, that reads “Requests staff provide a copy of the Planting Schedule to Council at the next OCM for noting or amendment”, please see attached Planting Schedule which includes 94 Resident requests for street tree plantings, 452 Town of Bassendean street tree plantings, 49 reserve tree plantings, 7,500 seedlings for Natural Areas and 7,000 seedlings as part of the “Plants to Residents” program.

In regards to TAC - 2/06/18 and the consulting Arborist report recommendations for Shackleton Street median strip, the Manager Asset Services advised that staff had contacted 18 nurseries to locate suitable quantity and quality stock and have purchased the Pyrus calleryana tree commonly known as Callery Ornamental Pear.

COMMITTEE RECOMMENDATION – ITEM 10.11

That Council:

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

- f) Finalising a street tree species list that:
- at maturity grow high enough to provide significant form and scale to provide shade and canopy over a large portion of the road;
 - minimizes impact on utility services;
 - are drought tolerant;
 - that have a strong performance record in similar areas;
 - are tolerant in paved areas where necessary;
 - are resistant to pests and diseases;
 - are long-lived;
 - have manageable limb shear risk;
 - meet the soil conditions of the site; and
 - are suited for planting on median islands and roundabouts.
4. Receives the status report of the Council (OCM – 11/07/16) Shackleton Street, Bassendean, Traffic Management and Water Sensitive Urban Designs being undertaken and scheduled to be completed by mid-June 2018;
 5. Receives the consulting Arborist report recommendations attached to the 5 June 2018 Town Assets Committee agenda and recommends that the species that provides the most shade canopy be selected for planting; and
 6. Notes the status report on the projects listed in the Town Assets Committee Instrument of Appointment and Delegation.
 7. Refers those parts of the Strategy that have planning implications or impact private property to the Design Bassendean Working Group for feedback;
 8. Receives the Planting Schedule attached to the Asset Services Committee Minutes of 5 June 2018;
 9. Request that \$60,000 in funding be listed for Council consideration in the draft 2019/2020 budget to prepare the Urban Forest Management Plan and revised Street Tree Master Plan;
 10. Commits to progressing the program of placing our Town's power lines underground so that we can create more room to plant significant shade trees on our Town's road reserves.

Voting requirement: Simple majority

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

APPLICATION

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

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

ATTACHMENTS

Attachment No. 9:

- Minutes of the Bassendean Local Emergency Management Committee of 6 June 2018

COMMENT

The following items were discussed:

- Correspondence received from the State Emergency Management Committee regarding the 2018 Emergency Preparedness Report;
- Annual capability survey required to be completed and submitted no later than 13 June 2018;
- Correspondence received from the State Emergency Management Committee regarding the revocation of Westplan Dam Break;
- Correspondence received from the State Emergency Management Committee Public Information Reference Group regarding the Recovery Communications Project;
- 'Communicating in Recovery Guidelines';
- WAPC Bushfire Management Plan for Ashfield Flats;
- Training session July/August 2018 – Opening & Running Evacuation Centres;
- DFES structural changes - creation of a rural fire division;
- Main Roads WA -Ashfield pedestrian bridge and barrier solution.

Please note, on 13 June 2018 the Director Community Development submitted the required Annual Capability Survey.

COMMITTEE RECOMMENDATION – ITEM 10.12

That Council receives the report on a meeting of the Bassendean Local Emergency Management Committee of 6 June 2018.

Voting requirement: Simple majority

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

APPLICATION

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

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

ATTACHMENTS

Attachment No. 10:

People Services Committee Minutes of 12 June 2018.

COMMENT

The following items were considered at the meeting:

Announcements by the Presiding Member

The Presiding Member (Cr Sarah Quinton) informed the Committee of a Notice of Motion adopted by Council at the May Council Meeting on a Mental Health Program for Children and of the potential establishment of an integrated Children and Family Services facility within the 1 Surrey Street re-development.

Projects for the Term of the Committee

An update report was circulated with the minutes of the meeting provided on the list of projects in the Corporate Business Plan 2017 – 2021 in the Social Strategic Priority Area.

Ongoing Activity Progress Reports

Officers reported on activities relevant to Committee under their Business Units.

Revised Town of Bassendean Youth Statement

At the last meeting, it was agreed that Committee Members be invited to provide further feedback and comment to the Manager Youth Services on the Town's Youth Statement and that it be re-presented for consideration at the next meeting of the Committee.

The duly presented revised Youth Statement was endorsed by Committee and recommended for adoption by Council.

Community Event Sponsorship

The Committee considered an application for a \$1,000 sponsorship from the ArtsHouse Community Garden to support the staging of a Bush Medicine Celebration on a weekend in July 2018. The Committee recommended that Council approve the application.

OFFICER RECOMMENDATION – ITEM 10.13

That Council

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

Voting requirement: Simple Majority

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

APPLICATION

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

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

ATTACHMENTS

Attachment No. 11:

Minutes of the Audit & Governance Committee held on 20 June 2018.

COMMUNICATION & ENGAGEMENT

To ensure openness, accountability and integrity, Council has appointed two community representatives to be members of the Audit & Governance Committee.

COMMENT

The following items were discussed:

2017/18 Interim Audit – Macri & Partners

The purpose of this report is to provide information on:

- The requirement and necessity of the Fraud and Error Statement to be signed by the Chairperson of the Audit and Governance Committee.
- Leave Entitlements for Staff

Notice of Motion – Cr Hamilton: Differential Rates

The purpose of this report is to provide additional information to Council on the implementation & application of differential based on the resolution from the May 2018 Audit and Governance Committee.

Notice of Motion – Cr Hamilton: Monthly Payments Lists

The purpose of this report is to address a Notice of Motion from Cr Hamilton to the May OCM which was referred to the Audit and Governance Committee.

Note: Officers remain concerned that the Committee is not adhering to the advice of its internal auditor to remove the List of Accounts from the Ordinary Council Agenda and website, and given the risks identified by the internal auditor.

Notice of Motion – Cr Hamilton: Differential Rates

The purpose of this report is to provide information to Council on the implementation & application of differential rates under the following:

- Vacant land to encourage development,
- On contaminated sites to encourage remediation
- On certain categories of industry to offset higher costs
- On property's that are subject to revitalisation.

Notice of Motion – Cr Hamilton: Contractors

The Notice of Motion relating to the Contractors, service providers and consultants was deferred to the Audit and Governance Committee meeting to be held on the 8 August 2018.

COMMITTEE RECOMMENDATION – ITEM 10.14

That Council:

1. Receives the report on the Audit and Governance Committee meeting held on 20 June 2018;
2. Notes that Fraud and Error Assessment has not been signed by the Presiding Member, given the advice received from Macri Partners that non-signing will not affect the Audit Report;
3. Corresponds with relevant Ministers to explore solutions in dealing with undeveloped vacant land given the 3.5million Perth to Peel infill targets and lack of available tools to local government through the local government act to incentivise development of vacant lots and that:
 - (a) This matter be forwarded to WALGA for inclusion in the Local Government Week agenda;

- (b) The Committee notes the information provided by Town staff and that any further investigation into differential rates will concentrate on the costs associated with illegal dumping and removal; and

- 4 Re-instates the process of making the List of Accounts for Payment publicly available each month, via the agenda attachments to Ordinary Council Meetings and for a period of 30 days on the website.

Voting requirement: Simple Majority

**10.15 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 May 2018		
Application No	Property Address	Description
201800082	46 REID STREET, BASSENDEAN	FENCE
201800068	31 BASSENDEAN PARADE, BASSENDEAN	ATTIC - RETROSPECTIVE APPROVAL
201800094	20 HAMILTON STREET, BASSENDEAN	BELL TOWER
201800098	93 IOLANTHE STREET, EDEN HILL	RETROSPECTIVE PATIO
201800096	67 HARDY ROAD, ASHFIELD	DEMOLITION
201800092	68 ANZAC TERRACE, BASSENDEAN	PATIO
201800099	4 CLARKE WAY, BASSENDEAN	SINGLE RESIDENTIAL DWELLING
201800091	50 CHAPMAN STREET, BASSENDEAN	PATIO & DECK
201800093	44 REID STREET, BASSENDEAN	FENCE
201800097	15 WATKINS STREET, EDEN HILL	FULL DEMOLITION
201800105	40 KENNY STREET, BASSENDEAN	PATIO
201800101	43 NORTH ROAD, BASSENDEAN	SWIMMING POOL
201800100	50 HAMILTON STREET, BASSENDEAN	DWELLING
201800104	244 MORLEY DRIVE, EDEN HILL	PATIO
201800102	42 CYRIL STREET, BASSENDEAN	FRONT FENCE APPLICATION
201800106	3A HARDY ROAD, BASSENDEAN	PATIO

OFFICER RECOMMENDATION – ITEM 10.15

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

Voting requirement: Simple majority

10.16 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:

Planning and Subdivision Applications Determined to 8 June 2018			
Applic No.	Property Address	Description	Determination
2016-089	25 CUMBERLAND WAY BASSENDEAN 6054	7 MULTIPLE DWELLINGS	REFUSED
2018-025	7 KENMURE AVENUE ASHFIELD 6054	BEE KEEPING	DELEGATE APPROVED
2018-027	7 KENMURE AVENUE ASHFIELD 6054	RETROSPECTIVE APPLICATION FOR ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2018-043	Unit 5 140 WEST ROAD BASSENDEAN 6054	CHANGE OF USE TO RESIDENTIAL BUILDING (SHORT STAY ACCOMMODATION)	DELEGATE APPROVED
2018-044	7 DAYLESFORD ROAD BASSENDEAN 6054	REVISED APPLICATION FOR ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2018-050	50 HAMILTON STREET BASSENDEAN 6054	AMENDED APPLICATION FOR SINGLE HOUSE (PROPOSAL TO ADJUST FINISHED FLOOR LEVELS)	DELEGATE APPROVED
2018-060	48 FREELAND SQUARE EDEN HILL 6054	PATIO	DELEGATE APPROVED
2018-065	24 CHESTERTON ROAD BASSENDEAN 6054	PATIO	DELEGATE APPROVED
	Subdivision Applications		
Strata Plan 78484	21 THIRD AVENUE BASSENDEAN 6054	FORM 24 - CERTIFICATE OF APPROVAL - STRATA PLAN FOR 8 MULTIPLE DWELLINGS	DELEGATE APPROVED
468-18	19 SCHOFIELD STREET EDEN HILL 6054	THREE LOT SURVEY STRATA	STATUTORY ADVICE
486-18	46 ANZAC TERRACE BASSENDEAN 6054	THREE LOT PLUS COMMON PROPERTY SURVEY STRATA	Statutory Advice

OFFICER RECOMMENDATION – ITEM 10.16

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

Voting requirement: Simple majority

10.17 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 document during the reporting period:

22/05/18 General Release for ex-gratia payment of \$4,784.56 authorised to remediate reflective glare issues arising from re-roofing of Casa Mia Montessori building at 11 Hamilton Street, Bassendean, to Daniel Stefanelli of 13 Hamilton Street, Bassendean.

OFFICER RECOMMENDATION – ITEM 10.17

That Council notes the affixing of the Common Seal to the document listed in the Ordinary Council Meeting Agenda of 26 June 2018.

Voting Requirements: Simple majority

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

Tue	3 Jul	7.00pm	Sustainability Committee Meeting – Council Chamber (Crs McLennan, Quinton & Hamilton)
Sat	7 Jul	2.00pm	Abell Reserve Naming Ceremony – Clarke Way, Bassendean
Tue	10 Jul	7.00pm	Economic Development Advisory Committee Meeting – Council Chamber (Crs Brown & Gangell)
Wed	11 Jul	10.00am	Access & Inclusion Committee Meeting – Council Chamber (Cr Hamilton)
Thu	12 Jul	10.00am	Dandjoo Koorliny Reconciliation Walk -starting from 48 Old Perth Road
Thu	12 Jul	10.30am	NAIDOC Day – Ashfield Reserve.
Tue	17 Jul	7.00pm	Briefings Session – Council Chamber
Thu	19 Jul	6.00pm	EMRC Council Meeting – EMRC – If required – (Crs Mykytiuk & Wilson)
Tue	24 Jul	7.00pm	Ordinary Council Meeting – Council Chamber
Fri	27 Jul	5.00pm	Youth Advisory Council Meeting – Bassendean Youth Services

OFFICER RECOMMENDATION - ITEM 10.18

That the Calendar for July 2018 be adopted.

Voting Requirements: Simple majority

10.19 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
ROC18/61609	BOB JARVIS	OCM-24/05/18 - DRAFT ELECTION CARETAKER PERIODS POLICY FOR LIMITATIONS ON COUNCIL'S DECISION MAKING AND EXPENDITURE DURING THE LOCAL GOVERNMENT ELECTION	POLICY ADDED TO POLICY MANUAL. RECOMMEND DELETION.
ROC18/61610	BOB JARVIS	OCM-25/05/18 - REVIEW OF COUNCIL BRIEFING SESSION	BRIEFING SESSION GUIDELINES UPDATED AND REFERRED TO IN THE POLICY MANUAL FORMING PART OF POLICY 6.2 - COUNCIL MEETING SCHEDULE WHICH REFER TO BRIEFING SESSIONS. RECOMMEND DELETION
ROC18/59092	BOB JARVIS	OCM-24/1/18 - NOTICE OF MOTION – CR MCLENNAN – CARETAKER PERIOD POLICY	POLICY ADOPTED AT MAY OCM. RECOMMEND DELETION
ROC17/57463	BOB JARVIS	OCM-34/11/17 - NOTICE OF MOTION – CR HAMILTON: AUDIO COUNCIL CHAMBER	TESTING HAS BEEN COMPLETED AND EQUIPMENT WORKS WELL. RECOMMEND DELETION
ROC17/54541	GRAEME HAGGART	OCM-23/06/17 - LIVEABLE TOWN ADVISORY COMMITTEE 13 JUNE 2017	THIS RESOLUTION IS SUPERSEDED BY MAY OCM RESOLUTION. ACTION COMPLETE. RECOMMEND DELETION

ROC18/61613	MIKE COSTARELLA	OCM-34/05/18 - AUDIT & GOVERNANCE COMMITTEE MEETING HELD ON 16 MAY 2018	ALL MATTERS ADDRESSED. RECOMMEND DELETION
ROC18/61614	MIKE COSTARELLA	OCM-40/05/18 - NOTICE OF MOTION – CR HAMILTON: MONTHLY PAYMENTS LISTS	MATTER COMPLETED. RECOMMENDED DELETION
ROC17/57452	SIMON STEWERT-DAWKINS	OCM-11/2/18	COUNCIL OCM-17/04/18 APPROVED THE 1 SURREY STREET PROJECT BRIEF FOR OPTION 2C DESIGN AND ACTIONS ARE BEING PROGRESSED IN ACCORDANCE WITH OCM-17/04/18. RECOMMEND DELETION
ROC17/55799	SIMON STEWERT-DAWKINS	OCM-12/8/17 - BASSENDEAN RIVER PARKS MANAGEMENT COMMITTEE MEETING HELD ON 2 AUGUST 2017	THE MAY 2018 COUNCIL MEETING CONSIDERED THE DRAFT ASHFIELD FLATS CONCEPT PLAN AND OCM-29/05/18 PROVIDED RECOMMENDATIONS TO THE DEPARTMENT OF PLANNING LANDS AND HERITAGE. RECOMMEND DELETION
ROC18/61592	BRIAN REED	OCM-11/05/18 - RETROSPECTIVE APPLICATION FOR HOME BUSINESS (ART STUDIO) AT LOT 747 (NO.11) BROADWAY BASSENDEAN	DEVELOPMENT APPROVAL ISSUED. RECOMMEND DELETION
ROC17/57447	BRIAN REED	OCM-9/11/17 - PROPOSED NEW TOWN OF BASSENDEAN BEE KEEPING LOCAL LAW	NEW COUNCIL RESOLUTION COVERED BY ROC18/61593. RECOMMEND DELETION
ROC18/61588	CHRISTIAN BUTTLE	OCM-7/5/18 - PROPOSED PERIMETER SECURITY FENCING – LOT 4 (NO. 248) MORLEY DRIVE EAST EDEN HILL	DEVELOPMENT APPROVAL GRANTED IN ACCORDANCE WITH COUNCIL RESOLUTION. RECOMMEND DELETION
ROC18/58036	KEN CARDY	OCM-13/12/17 - GENERAL MEETING OF ELECTORS MINUTES HELD ON 5 DECEMBER 2017	REPORT PRESENTED TO COUNCIL AT THE MAY 2018 OCM. RECOMMEND DELETION.

ROC18/59093	KEN CARDY	OCM-25/1/18 - NOTICE OF MOTION – CR HAMILTON: CASA MIA ROOF	PAYMENT TO RESIDENT HAS BEEN COMPLETED. RECOMMEND DELETION.
ROC18/60860	KEN CARDY	OCM-16/04/18 - CASA MIA REROOFING	RESIDENT DEED SIGNED AND PAYMENT HAS OCCURRED. RECOMMEND DELETION.
ROC17/56340	SALVATORE SICILIANO	OCM-25/9/17 - NOTICE OF MOTION – CR PULE: ACKNOWLEDGEMENT OF PETER AND HAZEL MUNRO	NAMING CEREMONY COMPLETED ON 29 MAY AT 10.30AM. RECOMMEND DELETION.
ROC18/60862	SHARNA MERRITT	OCM-18/04/18 - NORTH ROAD ON-STREET PARKING	LETTER FINALISED AND WILL BE SENT TO AFFECTED RESIDENTS IN JUNE 2018. RECOMMEND DELETION.
ROC18/60300	SHARNA MERRITT	OCM-4/03/18 - PETITION - INSTALLATION OF POO BAG STAND AND BIN CHAPMAN ST	REPORT WAS PRESENTED TO THE MAY ORDINARY COUNCIL MEETING. RECOMMEND DELETION.
ROC18/61591	TIMOTHY ROBERTS	OCM-10/05/18 - PROPOSED 'CHANGE OF USE' DEVELOPMENT APPLICATION FROM SHOP TO UNLISTED USE (SMALL BAR) – LOT 351 (NOS. 22-24) OLD PERTH ROAD BASSENDEAN	COUNCIL APPROVED AT THE MAY COUNCIL MEETING. NO FURTHER ACTION REQUIRED. RECOMMEND DELETION.
ROC18/61590	TIMOTHY ROBERTS	OCM-9/5/18 - ADOPTION OF TOWN OF BASSENDEAN LOCAL PLANNING SCHEME NO. 10 HERITAGE LIST	COUNCIL APPROVED AT THE MAY COUNCIL MEETING. OWNERS TO BE ADVISED OF COUNCIL RESOLUTION AND A COPY OF THE LIST TO BE FORWARDED TO STATE HERITAGE OFFICE. RECOMMEND DELETION.
ROC18/59084	TIMOTHY ROBERTS	OCM-6/1/18 - DRAFT TOWN OF BASSENDEAN DEVELOPMENT BONDS POLICY – COMPLIANCE WITH CONDITIONS OF DEVELOPMENT APPROVAL	HAVE DECIDED NOT TO SEND POLICY BACK TO COUNCIL AND TRIAL COUNCIL'S ENDORSED CHANGES. NO FURTHER ACTION REQUIRED. RECOMMEND DELETION.

OFFICER RECOMMENDATION – ITEM 10.19

That the outstanding Council resolutions detailed in the table listed in the Ordinary Council Meeting Agenda of 26 June 2018 be deleted from the Implementation of Council Resolutions list.

Voting Requirements: Simple majority

10.20 Accounts for Payment – May 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

A detailed list of payments made under delegated authority for the periods May 2018 can be accessed by Elected Members on the Councillors’ Portal.

Members of the public can access the list of payments on request.

BACKGROUND

The monthly payments made for the period May 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) Compliance Audit Risk Management Profile 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 10.20

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

Voting Requirements: Simple majority

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

APPLICATION

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

ATTACHMENTS:

Attachment No. 12:

Financial Reports for May 2018

BACKGROUND

Regulations require a local government to prepare a monthly statement of financial activity, reporting on the revenue and expenditure as set out in the Annual Budget. Reporting is undertaken by nature & type and statutory program.

A statement of financial activity and accompanying documents are required to be presented to Council within 2 months after the end of the month to which the statement relates.

In addition to this and in accordance with Regulation 34 (5) of the Local Government (Financial Management) Regulations 1996 each year Council is required to adopt a percentage or value to be used in the reporting of material variances. For the 2017/18 financial year the amount is \$5,000 or 10% whichever is the greater.

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) Compliance Audit Risk Management Profile Financial Ratio Benchmarked. Asset Ratio Benchmarked

COMMENT

The attached statements as presented represent the adopted & revised 2017/18 Budget estimates & actual income and expenditure amounts for the period ending 31st May 2018.

The Summary of Financial Activity (Income by Nature & type) is indicating that income for the Year to date is on target. Fees & charges are on target, Operating Grants, Interest Earnings, & other revenue are well ahead of Budget..

Total expenditure by nature & type for the period ending May 2018 is 6.5% lower than budget forecasts. Materials & contracts is well under budget estimates, with Employee Costs is marginally over budget with utilities, Interest expenses and other expenditure are all under budget expectations in the current reporting period.

Expenditure on Infrastructure Capital projects is progressing, and can be further explained by examining the main category's of infrastructure expenditure.

Land & Buildings - The majority of listed capital works have been completed. The Men's Shed allocation has not commenced.

Infrastructure-Roads –Roads projects are 50% completed, with the expectation that the majority of works will be completed by 30th June 2018

Infrastructure-Footpaths – The majority of footpath works have been completed, only Hatton Court-Bridson Way remains to be completed.

Infrastructure-Drainage- Drainage works are currently underway, with expected completion dates by 30th June 2018.

Park Plant & Equipment- Sandy Beach & Mary Crescent Playgrounds have been deferred, however the majority of other listed projects have been completed.

The Statements provide a comparison between actual and budget income and expenditure on year to date basis. The Notes accompanying the statements provide a detailed breakdown of the amounts.

Budget Amendments

There are a number of Budget amendments identified for May 2018, that requires Council adoption. These are listed in Note 9 of the statements, with it being noted that these adjustments will increase the estimated surplus to \$87,427.

Note 9: Budget Amendments				
GL Account Code	Description	Current Budget	Amended Budget	Budget Movement
		\$	\$	\$
AD1704	SHACKLETON STREET - SWALES AND UNDERGROUND STORAGE GEN	170,000	140,000	(30,000)
AD1705	OLD PERTH ROAD AND BRIGGS ST - DRAINAGE UPGRADE GEN	200,000	120,000	(80,000)
AD1708	WHITFIELD STREET - RELINING	182,000	92,000	(90,000)
AD1709	ANZAC TERRACE DRAINAGE DISCHARGE UPGRADE	250,000	150,000	(100,000)
DIR101	ROAD AND DRAINAGE INFRASTRUCTURE RESERVE	2,599	302,599	300,000
				0
121562	EXPENSE - SPORT & REC - CLUB CONNECT GEN	2,800	1,000	(1,800)
121228	EXPENSE - SPORT & REC - CONFERENCES & TRAINING	4,000	5,800	1,800
				0
401333	EXPENSE - GOVNCE - CORPORATE PLANNING	38,000	30,000	(8,000)
401233	EXPENSE - GOVNCE - RECRUITMENT & WELLBEING	18,000	26,000	8,000
				0
LER101	EMPLOYEE ENTITLEMENTS RESERVE - T/FER TO RESERVE INTEREST	-	14,000	14,000
LER101	EMPLOYEE ENTITLEMENTS RESERVE - T/FER SURPLUS FUNDS TO RESERVE	24,000	10,000	(14,000)
				0
HAR101	HACC ASSET RESERVE - T/fer Surplus Funds to Reserve	-	20,000	20,000
941301	EXPENSE - SDS - HACC -OFFICE EXPENSES GEN	47,616	27,616	(20,000)
				0
322001	INCOME - GRANTS - ROADS GRANT GEN	93,361	120,000	26,639
322002	INCOME - GRANTS - GENERAL PURPOSE GRANT GEN	144,536	167,000	22,464
				49,103
				49,103
	Revised Budget Surplus February 2018			38,324
	Revised Budget Surplus After May Budget Amendments			87,427
BUDGET AMENDMENTS				
Drainage Works				
Drainage Works for AD1704 Shackleton St, AD1705 OPE & Briggs St, AD1708 Whitfield and AD1706 Anzac Terarce have come in under budget due to more advanced technology available to complete the jobs in a more timely manner, and due to changes in the jobs scope, from the original scope used to determine the budget. The unused funds of \$300,000 will be transferred to the the Roads and Drainage Infrastructure Res.				
Sport and Rec - Contract Services.				
G/L 121228 Sport and Rec Conference and Training requires an additioanl budget of \$1800 to cover additional training expenses. These Funds will be reallocated from G/L 121562 Sport & Rec - Clubs Connect				
Governance - Recruitment Costs				
Additional costs are required for receruitment . \$8,000 will be transferred from G/L 401333Governance - Corporate Planning to G/L 401233 Governance - Recruitment & Well Being.				
LER101 Employee Entitlements Reserve				
Reclassification of \$24,000 Transfer to Reserve to \$14,000 T/fer to Reserve and \$10,000 T/fer Reserve Interest to Reserve. No change in balance.				
HAR101 HACC Asset Replacment Reserve				
T/fer estimated HACC Program Surplus to Reserves \$20,000 from 941301 HACC Office Expenses to HAR101 Hacc Asset Replacment Reserve.				
Grants				
GL322001 and GL 322002 WALGA Road Grant and Financial Assistance Grants - portion of 18/19 grant to be received in advance in June 2018.				

STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996.

FINANCIAL CONSIDERATIONS

The Financial Statements provide an overview of the income and expenditure for the appropriate period periods.
There are no direct financial implications arising from this report.

OFFICER RECOMMENDATION – ITEM 10.21

That:

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

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

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

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

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

14.0 **CLOSURE**

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

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