



# **CITY OF BAYSWATER**

## **ORDINARY COUNCIL MEETING**

### **URGENT BUSINESS**

#### **Item 7.4 'Changes They've Seen' Status Update**

**11 December 2012**

**Item 7.4 'Changes They've Seen' Status Update****Attachments:** 1. Memorandum of Agreement (Confidential)**Officer:** A/Director of Administration and Community ServicesApplication

To provide a status update on the publication the 'Changes They've Seen'.

Background

At its Ordinary Meeting held on 20 November 2012, Council resolved the following:

*"That Council:*

1. *Receive the 'Changes They've Seen' Status Update report.*
2. *Proceed with the Fremantle Press quotation to design, edit, print and publish the 'Changes They've Seen' third edition at a cost of \$43,550 plus GST.*
3. *Receive the final draft 'Changes They've Seen' third edition as presented by the author."*

Comment

The author, Ms Cathy May has reviewed and incorporated various comments received from Committee members regarding the draft chapters of the 'Changes They've Seen' and will provide a draft manuscript for Committee consideration.

The editor of Fremantle Press has accepted the Committee's invitation to attend the 'Changes They've Seen' Chapter Two Working Party meeting scheduled for Monday, 10 December 2012.

Officers have formally accepted the Fremantle Press quotation to design, edit and print the publication as follows:

<b>Design / Editing / Printing</b>	<b>Comment</b>
Option 1 Specification To produce: <ul style="list-style-type: none"> <li>• 1,500 copies of the soft cover version of the book; and</li> <li>• 100 hardcover editions.</li> </ul>	Specification Option 2: \$43,550 plus GST 250 x 175 mm (portrait).
Number of pages:	Based on estimates from the existing 360 page book plus 56 extra pages for the new material, about 80 pages will be printed in colour (16 front pages and 64 pages in the back section) and the rest in black and white.
Text stock:	105 gsm matt art paper – this is considered as not being too thick, to keep the weight and size of the book down.
Paperback:	Cover stock: 260 gsm card, laminated with spot varnish, with 200mm or 165mm folded flaps (to give extra strength to the cover), printed in colour.
Text and Images:	New text, of around 25,000 words, is to be supplied to Fremantle Press in MS word format in final, approved form. New images will be provided at the same time as the text, and will be provided in high-resolution digital format.

Existing text and image files:	To be supplied in Word format (or similar).
Terms and conditions.	Fremantle Press have advised that this quotation is subject to change (as paper and print prices fluctuate) and will be confirmed once they receive final print prices from the printer. The terms of this agreement are a 50% deposit on signing of an agreement with this offer and 50% on delivery of books.

Fremantle Press has provided a Memorandum of Agreement. Should Council agree to this agreement, officers will seek signing authority from the City of Bayswater Chief Executive Officer.

The production timeline has been amended as follows:

<b>Updated Schedule</b>	<b>Timeline</b>
Final content to Fremantle Press (all text and images, existing publication and new material).	Mid December 2012
Printer to supply blank dummies showing paper stock, size and format.	Mid December 2012
Design concepts presented to client, refined, then presented again for final approval.	Mid February 2013
Editing of text (including communication with author to revised and/or finalise all queries).	End February 2013
Final content.	Early March 2013
Prepare design layout. This process includes liaison and review/approval stages with the client.	End March 2013
Proofread layout and prepare index; client to sign off.	End of April 2013
Final artwork to the printer.	Early May 2013
Colour proofs.	Mid May 2013
Printing complete.	End of June 2013
Advance copies for approval.	Early July 2013
Shipping books HK to WA; customs clearance.	End of July 2013
Books delivered to City of Bayswater.	Early August 2013

### Summary

To date, the final manuscript of the publication has not been finalised. In order to progress, the draft manuscript will need to be presented to the Working Party and seek Council approval. It is anticipated that the final draft manuscript may be completed in December 2012.

The proposed timeline as provided by Fremantle Press may vary depending upon Council's final approval of the draft manuscript.

### Strategic Implications

In accordance with the City of Bayswater's Strategic Plan - The Future of Our City 2011 - 2015, the following applies:

*"Key Result Area 1: Our Community*

*1.6 We acknowledge and celebrate the cultural diversity of our City."*

Policy Implications

Nil.

Financial Implications

202600 - 4751 - \$50,000 has been allocated in the 2012/2013 budget for associated production and purchase costs for the publication, the "Changes They've Seen".

Voting Requirements

Simple Majority Required.

**Officer's Recommendation**

That Council:

1. Receive the 'Changes They've Seen' Status Update report.
2. Approve the Memorandum of Agreement between the City of Bayswater and Fremantle Press, authorising the Chief Executive Officer to sign the agreement accordingly.
3. Upon completion, receive the final draft 'Changes They've Seen' third edition as presented by the author.

*At the Changes They've Seen Chapter Two Working Party Meeting:*

*Reason for Change*

*The Working Party considered the Officer's recommendation and changed point three (3) as the draft manuscript of the 'Changes They've Seen' has now been completed by the author.*

*CR SONIA TURKINGTON MOVED, CR MARLENE ROBINSON SECONDED*

*CARRIED UNANIMOUSLY*

**Working Party Recommendation to Council**

**That Council:**

1. **Receive the 'Changes They've Seen' Status Update report.**
2. **Approve the Memorandum of Agreement between the City of Bayswater and Fremantle Press, authorising the Chief Executive Officer to sign the agreement accordingly.**
3. **Accept the draft manuscript of the 'Changes They've Seen' as presented by the author.**

**Moved:**

**Seconded:**