

**TOWN OF BASSENDEAN**  
**NOTICE OF A MEETING OF THE**  
**LIVEABLE TOWN ADVISORY COMMITTEE**

Dear Committee Member

A meeting of the Liveable Town Advisory Committee of the Town of Bassendean will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Tuesday, 11 April 2017, commencing at 7.00pm.

Mr Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

7 April 2017

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**A G E N D A**

**1.0**                    **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

**Acknowledgement of Country**

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

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

**3.0**                    **DEPUTATIONS**

**4.0**                    **CONFIRMATION OF MINUTES**

**4.1 Minutes of the Bassendean Liveable Town Advisory Committee meeting held on 7 February 2017**

**OFFICER RECOMMENDATION – ITEM 4.1**

That the minutes of the Bassendean Liveable Town Advisory Committee meeting held on 7 February 2017, be confirmed as a true record.

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

**6.0 DECLARATIONS OF INTEREST**

**7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

**8.0 OFFICER REPORTS**

**8.1 Committee Work Program**

At the meeting held on 14 April 2016, the Committee resolved to establish the following three Working Groups and to appoint members of the Committee to the Working Groups:

- Regional Playground;
- Urban Forest Strategy; and
- Renewable Energy.

It was decided to defer establishment of two additional Working Groups, being:

- Bicycle Boulevards; and
- Arts.

At the last meeting the Committee resolved to establish a Working Group to review the Australia Day Celebrations. That Working Group reports here for the first time.

Notes of meetings of Working Groups in which officers are in attendance are attached. Outcomes of any informal meetings of Working Group members are referred for deliberation to the next Working Group meeting.

### Australia Day Celebrations Working Group

Further to the Liveable Town Advisory Committee (LTAC) on February 7 2017 and subsequent Council meeting on 28 February 2017, a Working Group has been established to conduct a review of the Town's Australia Day event.

Experienced consultant Lockie McDonald (Fullsky Consulting) has been engaged to facilitate the Working Group meetings and the planned community focus groups that will form part of the community consultation program/communications strategy.

The Working Group conducted its first meeting on Tuesday 4 April (Notes of the meeting are attached).

In line with the agreed scope of the review and to create the landscape to hold the conversation on the future of the Town's Australia Day event, the context of the communications strategy will focus on the broader question of how the community would like to celebrate being Australian.

A multi-layered communications strategy is being proposed with a community survey being conducted in the month of May with focus group sessions being conducted in June. A final report including findings from the survey with recommendations on the future of the Australia Day event will be tabled at the July 2017 Ordinary Council meeting.

### Regional Playground Working Group

A draft design of the Nature-based Regional Playground has now been produced and presented to officers.

On the advice of the Manager Development Services, correspondence has been sent to the Department of Parks and Wildlife (nee Swan River Trust) and Department for Waters advising of the progress made toward the facility and seeking any approval process they would require. At this time there has not been a response.

The draft design will be presented at the meeting.

### Urban Forest Strategy Working Group

The Urban Forest Working Group met on 8 March.

Notes of the meeting are attached.

At the meeting Sam Atkinson, Manager - Geospatial, Astron, provided a presentation on the Towns Aerial Mapping and Tree Canopy Analysis Report.

Other items discussed included:

- Draft Urban Forest Strategy Plan including the work of the sub-group to date; the Design WA Planning implications to the Town's draft Strategy; identification of existing trees; tree retention, replacement or offset; management of retained trees; deep soil areas; and planting on structures;
- Policies;
- Street Tree Master Plan; and
- A schedule of future meetings

### Renewable Energy Working Group

The Renewable Energy Working Group met on 15 March. The Notes of the meeting are attached.

Items discussed at the meeting included:

- Current Uptake of Renewable Energy in the Town;
- The Town's Carbon Reduction Planning processes;
- Other LGA Renewable Energy Policies and Initiatives; and
- A schedule of future meetings.

### OFFICER RECOMMENDATION – ITEM 8.1

That the Working Party progress reports be received.

## **8.2 Ongoing Activity Progress Reports**

### **RECREATION**

#### ***Participation in Sport and Recreation, Leisure Activities***

##### ***RELax Program***

The Town launched the new RELax Program in Term 1, 2017 which attracted 182 enrolments and compares favourably with enrolments from 2016 under the previously branded *Leisure Course Program*. Officers are continuing to track enrolments and raising awareness of the RELax Program through a mix of online and traditional marketing strategies.

For term 2, It is worth noting that for the first time, an Aboriginal cultural workshop *Introduction to Noongar History and Culture* will be delivered by Bindi Bindi Dreaming on Wednesday 10 May 2017, 6.30pm – 8.30pm. The workshop is an inclusive learning and development opportunity for all people to attend.

Term 2 enrolments are open now.

#### *Mary Crescent Reserve Playground*

The Mary Crescent Reserve Playground concept design has been finalised with construction expected to commence in the near future.

#### *KidSport*

53 KidSport applications equating to \$9,829 have been processed from February to April 2017 to assist junior sport players participate in their preferred sport.

#### ***Facility Management***

A RFQ was undertaken in February/March 2017 to secure the services of a suitable consultant to undertake a Community Facilities and Ovals/Reserves Audit and Needs Assessment for the Town. The Town has appointed AECOM Australia Pty Ltd to undertake the consultancy. Engagement processes will occur during April and May 2016. It is expected that the consultancy will be completed by the end of June 2017/mid-July.

### **CULTURE**

#### ***Public Events***

##### *Summers Edge March Event – Perth Autumn Festival*

Officers successfully staged the Summers Edge Beats-n-Bikes event this year as part of the Perth Autumn Festival on Saturday 18 March, 5pm-9pm at Sandy Beach Reserve.

The Perth Autumn Festival is coordinated by the East Metropolitan Regional Council (EMRC). The Town was also successful in receiving Lotterywest funding of \$8,000 as part of an application prepared and lodged by the EMRC for the Perth Autumn Festival.

The Beats n Bikes event featured the hip hop dance beats of *The Brow* as well as the energizing Congolese guitar rhythms of *Soukouss Internationale*.

Off-stage, there were bike-themed fun activities for children/youth with bike valet available. A variety of food vendors were also present at the event.

As part of staging the event under the umbrella of the Perth Autumn Festival, through the EMRC an event survey was conducted that would measure event experience/customer satisfaction and the economic impact of staging the event. Results are currently being collated.

The event was promoted through a mix of online and traditional marketing strategies and despite inclement weather on the day of the event, between 800 to 900 people were in attendance.

#### 2017 NAIDOC Family Day

In partnership with Derbarl Yerrigan Health Service Inc., planning is well underway for the staging of the 2017 NAIDOC Family Day to be held on Thursday 6 July 2017 at Ashfield Reserve, 10.30am – 3pm. The event will also include the Dandjoo Koorliny Reconciliation walk that departs from Council's Administration Centre from 10am.

The theme for NAIDOC 2017 is *Our Languages Matter*, which aims to emphasise and celebrate the unique and essential role that Indigenous languages play in cultural identity, linking people to their land and water and in the transmission of Aboriginal and Torres Strait Islander history, spirituality and rites, through story and song.

Officers are exploring a range of cultural activities that will incorporate the theme.

#### ***Heritage – 1 Surrey Street / Bassendean Pensioner Guard***

A Councillors' workshop for Monday 10 April has been scheduled to consider the future direction of the 1 Surrey Street project. No decision can be made at the Workshop: the outcome of the Workshop will be presented for determination at the April Ordinary Council Meeting.

#### ***Other Cultural Projects***

##### Cultural Plan

A request for quote will be conducted in April for a suitably qualified consultant to develop a new cultural plan for the Town.

## **ECONOMIC DEVELOPMENT**

### ***Old Perth Road Markets***

#### **Automated Electronic Stallholder Registration**

We have progressed the automation of registration and integrating it into the OPR Markets web site.

With the contribution from Rotary Club, the stall-holder coordinator, the Town's accountant and Spiderweb (host of the site) we have overhauled the process to register for a stall at the market. It is quite complicated between constantly changing dates, differing requirements between morning and twilight markets, regulations around insurance, food licences, differing stall locations and types and offering discounts for long term bookings etc. It is hoped to go 'live' by the end of April.

#### **Management Agreements**

Two Volunteer groups are now confirmed to run the markets on behalf of the Town:

- Rotary Club of Swan Valley will provide all marshalling tasks at every market. This will include setting up and clearing up afterwards; and
- The Men's Shed of Bassendean will provide the Traffic Management service at each market.

The Traffic Management Plan has been overhauled and updated and to facilitate the Men's Shed service the town has purchased all the signage requirements and will purchase a trailer to store the signs.

### ***NBN roll out ahead of schedule***

The roll out of NBN in the Town has received an unexpected boost. Due to the substantial Northlink earth works (Tonkin Hwy) the rollout in that vicinity was halted and the extra subcontractors have been absorbed into the remaining area.

Consequently, the rollout is running a little ahead of schedule but regrettably, the required advisory and community engagement procedures for residents has not been keeping pace. This has resulted in a number of households been given little or no warning of disruption to their verges and voicing their dissatisfaction to the Town.

The numerous subcontractors bring added complication but the Town has been swift in bringing these issues to the notice of NBN and is satisfied by the response and action taken to meet with these residents and to bring the community engagement procedures up to speed.

### ***Business Survey***

The structure of survey has been finalised. It has three broad areas of enquiry:

- Contact details. This is general address, email, phone and contact names;
- Commercial & employee profile. We investigate what the business makes/sells, where their customers are located, how long have they been operating, how many employees they have and how aware are they of government assistance programs; and
- Digital profile, we ask how do they use technology in operations and marketing and communications and we also ask what level of disruption do they predict, will technology have (positive and negative) to their business over the next five years.

We also ask their feedback on Bassendean as a place to do business and if the Town meets their expectations in assistance and support.

The survey will be tested initially on 20 local businesses. This pilot survey will be used to prepare a brief that will seek quotes from three survey providers to carry out the survey on all local businesses across the town.

The information derived from the survey will be used in many ways including:

- Contribute to the new Economic Development Strategy. In this it will inform the services provided by the town, the partnerships required to facilitate certain activities etc.
- The content of the revised Local Planning Strategy where it may inform revision of zoning activities, better understanding of home based businesses and permissible activities etc.

## **CHILDREN SERVICES**

- Interviews have been conducted for the Manager of Children's Services position. There were several strong candidates, and reference checks and pre-employment medical check has been achieved for the preferred applicant. An announcement is imminent.
- The "Welcome to Wind in the Willows" breakfast was held on Sunday the 2nd of April at the new location of Point Reserve. The weather was terrific and we had a very good turnout. The venue worked particularly well.
- Fourteen members of staff completing First Aid training at the service immediately following the breakfast.
- Marnie and Kirstie attended the Early Childhood Learning and Development conference on Friday the 31st of March, and Saturday the 1st of April. A further 11 staff attended the Saturday session. Many other services we network with also attended as the conference is very well regarded, and considerable new knowledge and skills are acquired.
- The stove at WITW Bassendean has now been replaced and we are extremely happy with it, as this will make a big difference in ensuring the Food Safety Plan can be followed.
- The government has announced changes to the way families receive CCB/CCR scheduled to be implemented from 2018. Whilst this may not negatively affect many clients at WITW, due to almost every single client meeting the working/studying requirement, this could have a big impact on services in different socio-economic backgrounds.

## **OFFICER RECOMMENDATION – ITEM 8.2**

That the Officers' ongoing activities progress reports be received.

### **8.3 Community Events Sponsorship Application**

The Town has received one application from for community events sponsorship from Artsource as the auspicing organization to support the “Aim to Please” international art exhibition of early career artists that will be open to the public from 28 October to 5 November 2017. The exhibition will be held at Another Project Space, Ashfield Artsource Studios, 174 Railway Parade, Bassendean.

Emerging artist Alex Maciver that is based at the Artsource studio is coordinating the exhibition and has been the driving force to instigate the “Aim to Please” exhibition. Both the Cultural Development Officer and the Manager Recreation and Culture have met with the artist to discuss the proposal for the exhibition.

Officers would like to recommend that the application for community event sponsorship from Artsource should be supported up to the maximum of \$1,000 based on the following:

- The application meets the guidelines of the Community Events Sponsorship Program and the cultural objectives of the Town;
- The staging of the exhibition provides an opportunity to raise awareness of the Artsource studio as a hub for emerging artists and creatives;
- The exhibition continues to position the Town as a creative hub that is open and supportive of the arts; and
- The sponsorship provides a vehicle for emerging artists such as Alex Maciver to showcase their work as well as develop networks and collaborations with international artists that will base their works within the Town.

**OFFICER RECOMMENDATION – ITEM 8.3**

That:

1. The Committee recommends that Council provides sponsorship of \$1,000 under the Community Events Sponsorship Program to Artsource to assist with the staging of the “Aim to Please” exhibition from 28 October to 5 November 2017 at Another Project Space, Ashfield Artsource Studios, 174 Railway Parade, Bassendean; and
2. A sponsorship agreement is prepared between the Town and Artsource to outline the conditions of the sponsorship.

**8.4 Resolution Implementation Report**

Passed resolutions of Committee are listed in the attached table, along with an action statement and a status report.

Items whose status is listed as “Completed” are sought to be deleted.

**OFFICER RECOMMENDATION – ITEM 8.4**

That the completed resolutions of the Committee in the progress report, be deleted.

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

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

**11.0 CONFIDENTIAL BUSINESS**

**12.0**                    **CLOSURE**

The next meeting date is to be held on Tuesday, 13 June 2017, commencing at 7.00pm.

Note that further meetings of the Liveable Town Advisory Committee are scheduled for 8 August and 10 October and 7 November 2017.

Attachment 1

Date	Item	Details	Action	Outcome
12 April 2016	LTAC – 1/04/16	MOVED Victoria Brown, Seconded Cr Renee McLennan, that the Committee supports a six month trial of a parklet in front of 25 Old Perth Road, Bassendean, and recommends Council approval.	No progress made since the last meeting	In progress
12 April 2016	LTAC – 5/04/16	MOVED Cr Renee McLennan, Seconded Alison Healey, that the Committee recommends that Council provides sponsorship of \$1,000 under the Community Events Sponsorship Program, to the Bassendean Arts Council Inc. to assist with the staging of the Family Day at Bindaring Park on Sunday 18 September 2016, and that a sponsorship agreement is prepared between the Town and the Bassendean Arts Council Inc. to outline the conditions of the sponsorship.	Bindaring Family Day will be conducted on Sunday 7 May. Town is working with the Arts Council to ensure a successful outcome.	In progress
11 October	LTAC –1/10/16	MOVED Alison Healey, Seconded Jeanette Maddison, that Committee recommends Council: <ol style="list-style-type: none"> <li>1. Approves the installation of the constructed Little Free Library on the verge at 23 Kenny Street provided plans acceptable to the Town are first submitted that demonstrates how inherent risks to the Town are to be managed; and</li> <li>2. Receives a report with a revised Permissible Verge Treatment Policy that permits a Little Free Library structure.</li> </ol>	Revised Permissible Verge Treatment Policy to be considered by Council in the near term. The draft revised Policy will then go out for public comment ahead of adoption.	In progress
11 October	LTAC – 4/10/16	MOVED Cr Bridges, Seconded Cr Brown, that the Liveable Town Advisory Committee <b>notes</b> that the Town has been included on the one application for funding lodged by the City of Bayswater to the Club Development Officer Scheme on Friday 7 October 2016 as part of the club development collective with the Cities of Bayswater and Swan.	Outcome of application yet to be known	In progress
7 February 2017	LTAC – 1/02/17	That the information on the Parenting Services funding by the Department of Local Government and Communities be received.	Information noted at Council	<b>Completed</b>  <b>Recommend deletion</b>

Date	Item	Details	Action	Outcome
	LTAC – 2/02/17	<ol style="list-style-type: none"> <li>1. Liveable Town Advisory Committee forms a Working Group, comprised of the membership outlined in this report to review the staging of the Town's Australia Day event;</li> <li>2. Scope of the review be focused around:                             <ul style="list-style-type: none"> <li>• The sensitivity of holding the event on 26 January each year;</li> <li>• The effectiveness of the Town's Australia Day event from the perspective of measuring the quality and impact of the event and experiences;</li> <li>• The current investment by the Town, complexity of the event each year and risk management issues associated with the fireworks and overall event management;</li> <li>• The Cultural Plan review that will be conducted in the first half of the 2016/2017 financial year;</li> </ul> </li> <li>3. Working group report back to the April 2017 LTAC meeting with at least their interim findings and recommendations; and</li> <li>4. An independent consultant be appointed to facilitate the review process.</li> </ol>	Working Party formed; has met; and report on progress made provided elsewhere in this agenda	In progress
	LTAC – 3/02/17	<ol style="list-style-type: none"> <li>1. Committee notes Council's resolution (OCM - 12/12/16) that the site for the Nature-based Regional Playground will be Lot 646 Kitchener Road being the land parcel to the south of the Sandy Beach Reserve access road adjacent to the car park; and</li> <li>2. Information on the work program progress of the Working Parties be received.</li> </ol>	Information received	<p><b>Completed</b></p> <p><b>Recommend deletion</b></p>

Date	Item	Details	Action	Outcome
	LTAC – 5/02/17	<p>MOVED Jeanette Maddison, Seconded Victoria Brown, that the Committee recommends that Council provides sponsorship of \$1,000 under the Community Events Sponsorship Program to the Bassendean Church of Christ to assist with the staging of the Easter Fair on Sunday 9 April 2017 at the Church premises at 4 Ivanhoe Street, Bassendean, and that a sponsorship agreement is prepared between the Town and the Bassendean Church of Christ to outline the conditions of the sponsorship.</p>	<p>Sponsorship agreement executed. Funding provided.</p>	<p>In progress</p>
	LTAC – 7/02/17	<p>MOVED Cr Bridges, Seconded Kylie Turner, that the Committee:</p> <ol style="list-style-type: none"> <li>1. Expresses its appreciation to Ms Clara Pound for her contribution to the Committee; and</li> <li>2. Recommends Council acts to fill the casual vacancy.</li> </ol>	<p>Correspondence sent. Casual vacancy appointments to be considered by Council at the April meeting</p>	<p><b>Completed</b> <b>Recommend deletion</b></p>