

TOWN OF BASSENDEAN

MINUTES

PEOPLE SERVICES COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON WEDNESDAY 15 MAY 2019 AT 7.00PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Cr Sarah Quinton, Presiding Member
Cr Renee McLennan, Mayor
Jennie Carter, Community Representative
Emily Wilding, Community Representative
Jeanette Maddison, Community Representative
Donna Czekalowski, Community Representative
Shonie McKibbin, Community Representative

Staff

Graeme Haggart, Director Community Development
Renata Pietracatella, Manager Library Services
Gabriella Filippi, Cultural Development Officer
Town of Bassendean Policy and Research Officer

Apologies

Cr John Gangell
Salvatore Siciliano, Manager Community Development
Amy Holmes, Minute Secretary

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

4.1 People Services Committee Minutes of 6 March 2019

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Emily Wilding, Seconded Jennie Carter that the minutes of the People Services Committee meeting held on 6 March 2019 be confirmed as a true record.

CARRIED 7/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

6.0 DECLARATIONS OF INTEREST

Cr Quinton declared an impartiality interest in Item 8.3 in relation to Community Men's Shed grant application.

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil.

8.0 REPORTS

8.1 Suicide Prevention "Community of Interest" Group Meeting

The Policy and Research Officer presented the agenda for the inaugural meeting of the above group that is scheduled for Saturday 25 May 2019 from 10.30am – 12.30pm.

Donna Czekalowski raised a question on whether the group will consider findings of the recent Coronial Inquiry into suicides by Aboriginal children in Kimberly Region. Discussion about the future direction of the working group and the need to avoid duplication of services and inclusion of Aboriginal and minority groups, followed.

8.2 Resignation from Committee: Marie Molloy (Graeme Haggart, Director Community Development)

The purpose of this report was for the Committee to receive Marie Molloy's resignation and determine what action to recommend to Council.

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.2

PSC – 1/05/19 MOVED Donna Czekalowski, Seconded Jeanette Maddison, that the People Services Committee:

1. Receives the resignation from Marie Molloy;
2. Notes that the Town will write to Marie expressing its appreciation for her commitment to the community and her contributions made to the People Services Committee; and
3. Recommends to Council the casual vacancy not be filled.

CARRIED 7/0

8.3 Community Groups Funding Applications (Salvatore Siciliano, Manager Recreation and Culture)

APPLICATION

The Committee was requested to consider the merits of two applications for funding received from the Bassendean Community Men's Shed Association Inc and Rail Heritage WA and to make recommendations to Council.

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.3

PSC -2/05/19 MOVED Jeanette Maddison, Seconded Emily Wilding, that the People Services Committee:

1. Receives the Community Groups Funding applications lodged by the Bassendean Community Men's Shed Association Inc and Rail Heritage WA;
2. Supports the application for funding of \$1,500 from the Bassendean Community Men's Shed Association Inc for the development of a short promotional film and \$1,660 from the Rail Heritage WA group for the installation of way finding promotional signage; and

3. Recommends that Council approves the application for funding of \$1,500 from the Bassendean Community Men's Shed Association Inc and \$1,660 from the Rail Heritage WA group and that a funding agreement be developed and signed between the applicants and the Town.

CARRIED 7/0

8.4 Projects for the Term of the Committee (Graeme Haggart, Director Community Development)

Attached to the agenda was an updated report on the list of projects in the 2018-2028 Corporate Plan that are relevant to the Committee.

Discussion included requesting that:

- *the Pensioner Guard Cottage be separated from the construction site, in order it need not be closed to the public for the entire redevelopment period;*
- *the need to revise wording on the History of the Town page on the website for inconsistent terminology and outdated comment in relation to Aboriginal history; and*
- *recent developments with the Aged Friendly Community Plan with the development of a steering committee to establish a Bassendean Seniors Hub, be included.*

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.4

PSC – 3/05/19

MOVED Shonie McKibbin, Seconded Jennie Carter that the progress report on the projects included in the Corporate Business Plan - Strategic Priority 1: Social, be received.

CARRIED 7/0

8.5 Ongoing Activity Progress Reports

Various Business Units of the Town reported on the progress with discrete projects.

Additional information (reproduced below as Attachment 1) received from the Manager Children Services, was circulated to members with the expressed support of the Presiding Member. Following discussion, support was provided for minor capital works to Wind In the Willows Bassendean and Wind In the Willows Ashfield, to enhance operational efficiencies in both Centres.

COMMITTEE RECOMMENDATION - ITEM 8.5(a)

PSC – 4/05/19 MOVED Emily Wilding, Seconded by Jeanette Maddison, that Council considers funding in 2019/20 Budget for the minor capital works at Wind in the Willows Ashfield and Wind in the Willows Bassendean.

CARRIED 7/0

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.5(b)

PSC – 5/05/19 MOVED Jennie Carter, Seconded Emily Wilding, that the Ongoing Activities Progress Reports be received.

CARRIED 7/0

8.6 **Bassendean Local Studies Collection Working Group Report**

The purpose of this report was to inform People Services Committee about the Inaugural meeting of the Local Studies Collection Working Group meeting held on 18 April 2019.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

PSC – 6/05/19 MOVED Donna Czekalowski, Seconded Shonie McKibbin, that the Local Studies Collection Working Group Report be received.

CARRIED 7/0

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

Nil.

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

Nil.

11.0 **CONFIDENTIAL BUSINESS**

Nil.

12.0 **CLOSURE**

The next meeting is to be held on Wednesday 14 August 2019, commencing at 7.00pm.

The meeting closed at 9.00pm.

Attachment 1

Additional Information - Children Services' Report

Enhancements for Children Services' Operations

Wind in the Willows Ashfield recently went under Rating and Assessment under the revised NQS, we are awaiting the outcome however received much positivity from the officer during the process with regards to the curriculum and environment for children.

There is however room for improvements with regards to amenities for staff. Traditionally the service provided before and after school care (OSHC) for the community. In 2013 there was a review of community needs and given that many schools were now operating OSHC the community need was within the Long Day Care (LDC) sector and therefore the Ashfield service transitioned to a LDC facility. This transition did mean an increase in educator ratios and time spent at the service, further regulations in 2014 also contributed to higher staff requirements.

Currently the service operates 10.5 hours per day and facilitates the education and care for over 80 children per week, legislatively each child's learning journey is to be documented. Currently the service has one very small space which doubles up as an office and staff room for educators; this does present many difficulties in meeting the legislative requirements and also lacks amenities such as running water for educator breaks. There is opportunity here to improve the service amenities, the development of separate spaces for documentation and breaks would create greater efficiency and wellbeing for Educators and programmes for children. (The estimated costing of this is \$35,000)

The growth of Wind in the Willows and the enhanced regulations over recent years has also impacted on the Bassendean service. Here the Service facilitates the education and care of 55 children under 3, also meeting the community needs. The change in age grouping meant a significant increase in the staff/child ratio and currently double the amount of Educators are employed here than previously. Whilst the staff team has grown significantly the amenities remain the same, 1 very small staff room inadequate in size and one shared office space for Manager, Assistant Manager, administration and children's legislative documentation requirements.

There too is the issue of privacy, with a staff team of 36 and servicing over 200 families in total the one shared office space means there is no opportunity for private conversations with Educators and families which does compromise management severely.

There is a relatively simple solution to constructing a new staff room sufficient in size and converting the existing staff room in to a separate office space to create privacy for the manager. This would increase the efficiency of the service delivery, create appropriate space for administration and also increase educator wellbeing with adequate amenities. (A preliminary figure for this is estimated at \$60,000)

A Wind In The Willows Reserve fund was established in 2017, principally to accumulate funds for asset replacement purposes. The current balance is \$51,000 and is anticipated to be augmented by a predicted end of 2018/19 year surplus of \$45,000.

ADDITIONAL OFFICER RECOMMENDATION – ITEM 8.5

That Council refers the proposed minor capital works at Wind In the Willows Ashfield and Wind In the Willows Bassendean for consideration in the draft 2019/20 Budget and for the projects to be funded from the Wind In the Willows Reserves.