

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

Dear Committee Member

A meeting of the Inaugural Liveable Town Advisory Committee of the Town of Bassendean will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Tuesday, 9 February 2016, commencing at 7.00pm.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

5 February 2016

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 **ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER**

The Committee's Instrument of Appointment & Delegation states that the Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders 2011.

As this is the first Committee meeting, the positions for Presiding Member and Deputy Presiding Member must be decided.

The Director Community Development will conduct the election of the Presiding Member under delegated authority of the CEO.

The Presiding Member will then call for nominations for Deputy Presiding Member.

Nominations must be made in writing (nomination form attached) and a secret ballot will be conducted to decide the positions.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

4.0 DEPUTATIONS

5.0 CONFIRMATION OF MINUTES

Nil.

6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

7.0 DECLARATIONS OF INTEREST

8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil.

9.0 OFFICER REPORTS

9.1 Committee Orientation

Being the inaugural meeting of the Committee and as it is the first Council Committee meeting for some community members, it is considered appropriate to review:

A. Code of Conduct - Disclosures of Interest

As a formal Committee of Council, members of the Liveable Town Advisory Committee are required to adhere to the requirements of the Local Government Act in relation to disclosures of interest and codes of conduct.

This item is merely listed for discussion.

B. Instrument of Appointment and Delegation

Council has adopted an Instrument of Appointment and Delegation for the Liveable Town Advisory Committee, defining Committees' objectives and other terms of reference.

OFFICER RECOMMENDATION – ITEM 9.1

That the Committee's Instrument of Appointment and Delegation be confirmed as not requiring amending.

9.2 Ongoing Activity Progress Reports

The Committee is established as a single Committee of Council to oversee the functions of:

- Children and Family Services Committee;
- Cultural Development Advisory Committee;
- Economic Development Committee; and
- Environmental issues.

Each of the Committees disbanded to establish this Committee, had ongoing work programs and activities being reported to them.

The Officer Reports below provide an update on those activities and is provided to assist the Committee in defining the nature of future agenda items to be referred by Officers.

9.2.1 REPORTS ON RECREATION SERVICES (Salvatore Siciliano, Manager Recreation and Culture)

9.2.1.1 *Recreation Development Officer*

Following on the resignation of the Town's Recreation Development Officer, Mr Tim Clark in October 2015, Mr Tim Dayman was the successful applicant for the role and officially commenced with the Town on 2 February 2016.

Mr Dayman won the role from a competitive field of over 70 applicants for the position and was previously the Club Development Officer with the City of Armadale and Game Development Officer with the West Australian Cricket Association (WACA).

9.2.1.2 *Facility Management*

The Town continues to receive strong public interest to book community facilities and reserves. Officers are currently consulting with sporting clubs and regular users on their requirements for the use of reserves for 2016. Officers are also working with IT Vision to utilise Synergy (multi-purpose software package) on becoming the one stop shop in relation to processing bookings for community facilities and reserves.

Quarterly meetings have also been established between the Recreation & Culture and Asset Services business units to discuss issues/needs identified in relation to maintenance and upgrades to community facilities and reserves. The discussions are being held in line with the Recreation Asset Management Plan to ensure a consistent approach.

The Play Space Implementation Plan is continually being reviewed to ensure that the needs of residents are being met as well as maintenance and required capital upgrades are being undertaken. Officers will shortly commence planning for the Mary Crescent Reserve playground adjacent to the Alf Faulkner Hall.

9.2.1.3 *Club Development*

The Town currently implements the *Club's Connect Program* as part of the club development strategy for sporting clubs with an approved budget of \$10,000 (GL 121 562). A club development seminar/function is currently being planned for April/May 2016.

Further to an expression of interest offered by the Department of Sport and Recreation (DSR) for Local Government Authorities to participate in the Statewide Club Development Scheme, the Town lodged an Expression of Interest (EOI) in November 2015. The EOI was lodged as part of being included in a collective with the Cities of Bayswater and Swan from 1 July 2016. The success of the EOI is subject to the level/availability of state government funding. If successful, a Club Development Officer would be appointed to work within the Cities of Bayswater, Swan and the Town of Bassendean.

9.2.1.4 Participation in Sport and Recreation, Leisure Activities

DSR's KidSport program continues to attract significant interest with 146 junior players utilising the program in 2015 with 44% of applicants not having registered/participated with a sporting club prior to their KidSport application. The program demonstrates a strong link to increasing participation in sport and recreation and increasing the sustainability of clubs.

The Town's Leisure Program continues to offer opportunities for community to participate in a wide range of passive and active leisure activities as well as community learning and development options. Classes have ranged from the ever popular Bassanova's drumming group, pilates, young mum's and bub's yoga, Paella cooking to a course on how to make Probiotic Foods for increased health and wellbeing. Over 500 people per annum continue to participate in the Town's Leisure Course Program making this an important social inclusion program for the Town. The 2016, Term 1 Leisure Course program commenced on Monday 1 February.

In partnership with the East Metropolitan Regional Council (EMRC), the Town is developing a recreation cycling and walking trail as a arts and culture walk utilising existing art installations and cultural/heritage areas of significance.

OFFICER RECOMMENDATION ITEM 9.2.1

That the report on recreation projects be received.

9.2.2 REPORTS ON CULTURAL ACTIVITIES (Salvatore Siciliano, Manager Recreation and Culture)

9.2.2.1 Events evaluation

Circus Town Event

The Town staged the inaugural Circus Town event on Saturday 21 November 2015 at BIC Reserve, 2pm-6pm. Four performances were staged throughout the afternoon which involved performers from Bizcircus, Kinetica, Mr Ricochet, Little Miss Squeeze Box, Danger Magnus Danger and Circus Challenge. It was estimated that 1000 people attended the event.

Australia Day Celebrations & Fireworks

It was estimated that 18,000 people attended the Town's flagship event the annual Australia Day Celebrations & Fireworks on Tuesday 26 January at Ashfield Reserve. The attendance was an increase from 2015 and represented one of the largest Australia Day events staged by the Town.

For the first time, the Town appointed an Event Logistics Coordinator who coordinated all logistical requirements and build of the event site and provided invaluable support to the Town's Cultural Development Officer in staging the event.

Officers have commenced a debrief of the event and will provide a formal report at the next Committee meeting in April.

Officers will provide a further update at the meeting.

9.2.2.2 Event planning

Summer's Edge – Jazz & Country Blues Event

Officers are in the process of organising the staging of the Town's March event, Summer's Edge Jazz & Country Blues event at Sandy Beach Reserve on Saturday 19 March 2016, 5pm-9pm. Entertainment will feature bands *Adam Hall & The Velvet Playboys* followed by *Harry Deluxe* and her amazing band performing some of the finest jazz and country blues tunes

Officers will provide a further update at the meeting.

9.2.2.3 Ongoing Cultural Projects

Place Making/Activation Strategy – “Random Acts of Vibrancy”

As part of the Recreation and Culture Business Unit planning for 2015/2016, Officers have included a place making/activation strategy through innovative programs and strategies.

Officers have adopted a new program – *Random Acts of Vibrancy* (RAoV) as a vehicle to activate places and spaces in the suburbs of Ashfield, Bassendean and Eden Hill.

The core principles of RAoV is being spontaneous, surprising, fun, quirky, bright, talking point, place making, free, accessible, something for all demographics with a focus on community/capacity building.

Possible ideas include game tables along street, parklet in carpark, food truck, sidewalk exhibition – art on easels, pop up herb gardens etc.

In terms of implementing RAoV, the aim is to work collaboratively with other business unit's within the Town as well as engaging with businesses and community groups to facilitate community/capacity building opportunities. A logo/branding for RAoV has also been developed.

Creative Speakeasy Est.2015

Cultural Development Officers have instigated a new networking and learning and development opportunity *Creative Speakeasy* for artists and creatives that reside with the Town as well as the broader arts community.

The first *Creative Speakeasy* event was held on Wednesday 28 October 2015 at the Bassendean Hotel, with four presenters speaking on a range of topics from pop up shops through to urban art. Over 150 people were in attendance and Officers are planning to hold another *Creative Speakeasy* event in May 2016.

Percent for Art Projects

Officers are in the process of developing a comprehensive set of Guidelines for Developers with an easy step by step process to follow in relation to percent for Art Projects.

Recently The Whitfield development has completed their per cent for art project and installation. The Developer is in the process of claiming the final payment of funds held in lieu by the Town. Officers will also explore cross promotional opportunities with the Developer to gain media coverage and raise awareness on the project.

Current projects:

Address	Percent for Art Value	Status	Concept	Artist
The Whitfield	\$73,300	Concept design proposal for approval lodged	Free standing sculpture	Tim Macfarlane Reid
93 Old Perth Road (Carter Giorgi building)	\$61,000	Awaiting design proposal	Screening	Claire Bailey
7 Parker Street (St Marks)	\$75,000	Initial telephone conversation only		
102 1 st Ave	\$13,000	Awaiting design proposal	Metalwork gates	TBC
4 4 th Ave	\$TBC	Awaiting design proposal	TBC	TBC

1 Surrey Street – Bassendean Pensioner Guard Cottage Project

The 1 Surrey Street - Bassendean Pensioner Guard Cottage Project aims to refurbish the current facility to develop a modern community meeting space and small museum via the Cottage. Currently the Bassendean Arts Council and the Bassendean Historical Society regularly use the premises for holding their respective meetings and workshops.

At the Ordinary Council Meeting held in November 2015 (OCM – 6/11/15), Council resolved to endorse SIA Architects Pty Ltd Option 2C draft design proposal, to demolish the c.1952 rear extension under concrete roof and the standalone ablution/laundry building and the proposal to construct a separate building (Community Meeting Place) on the southern side of the Residence, as well as a separate toilet block on the western boundary.

Consideration to the governance model for the ongoing management of the facility is to be presented to Council in the near term.

9.2.2.4 Community Events Sponsorship

Funds totalling \$5,000 is allocated within the 2015/16 Council Budget for the Town's Community Events Sponsorship Program.

Sponsorship Eligibility Criteria

Eligible applicants can request sponsorship up to a maximum of \$1,000, for a range of community events (including but not limited to the following events):

- Community picnics;
- All ages gigs;
- Youth Advisory Council (YAC) concerts;
- Open days for local sporting & community groups
- Celebratory days (Christmas, New Year's Eve, Harmony Day, NAIDOC Week etc).

Other key guidelines:

- The sponsorship can be utilised to assist with facility hire, equipment hire, entertainment and promotional costs.
- The sponsorship may not be utilised for catering (including alcohol), trophies or uniforms.
- Successful applicants are only eligible to receive one sponsorship in this category per financial year.
- Priority for sponsorship may also be given to eligible applicants who have not received sponsorship under this category in the previous three years.
- If the community event is a profit-making venture (e.g. a fund raising event) the applicant shall provide an indication of what the profits will be spent on.

The following general criteria will be used in the assessment of sponsorship applications:

- The request demonstrates a 'need';
- The project is based within the Town, or offers return benefits for Town of Bassendean residents;
- The community event must comply with the Town's Bylaws and Policies;
- Demonstrate local residents' participation;
- Local support either financial or in-kind;
- The activity should attract people to the Town or benefit the general community;
- The activity must provide value to the Town; and

- The application must fit in with the Town's Corporate Plan.

Application submitted: Ashfield Primary School – Harmony day Corroboree

A sponsorship application has been received in the current round from the Ashfield Primary School.

The Ashfield Primary School is seeking sponsorship of \$1,000 towards the cost of staging the Harmony Day Corroboree on Tuesday 21 March 2016.

The sponsorship is sought to assist with costs of conducting the event. See attached application for more information.

The Community Events Sponsorship budget for 2015/16 is \$5,000. No grants have been approved so far this financial year.

Manager Recreation & Culture Comment

This event does comply with the Sponsorship Program guidelines.

The Committee needs to consider whether the proposal is worthwhile for funding, and whether the budget as submitted is sufficient detail to grant funding for the project.

The Manager Recreation & Culture believes that this is the kind of community initiative that should be supported via this funding and recommends that the Committee supports the application.

OFFICER RECOMMENDATION ITEM 9.2.2

That the:

1. Committee recommends that Council provides sponsorship of \$1,000 under the Community Events Sponsorship Program, to the Ashfield Primary School to assist with the staging of the Harmony Day Corroboree on Tuesday 21 March 2016, and that a sponsorship agreement is prepared between the Town and the Ashfield Primary School to outline the conditions of the sponsorship; and
2. Report on Cultural Development Projects be received.

**9.2.3 REPORT ON ECONOMIC DEVELOPMENT MATTERS
(William Barry, Senior Economic Development Officer)**

At the disbanding of the Economic Development Advisory Committee in October 2015, the Committee had just completed a review of the purpose and role of the group. The instrument of appointment which had stood unchanged for around eight years was amended to incorporate five priority areas.

The priority areas were arrived at after workshoping the local economy, commercial strengths and potential, and distilling them into focus areas where it was believed the committee could be most effective. The review and workshop process incorporated the nine focus areas and actions set out in the Town of Bassendean Economic Development Plan (2012 – 2017), and in effect the workshops were also a mid-term review of the Economic Development Plan.

Economic Development Plan (2012 – 2017) Key Focus Areas	2015 Reviewed Economic Development Key Focus Areas
Planning & Development	
Town Centre Place Making & Rejuvenation	Investment Attraction/Hub
Support, Engagement & Advocacy	Engagement & Advocacy
Home Based Business	
Tourism	Training & Employment
Education, Reskilling & Retention	
Digital Adaption	Information and Communication Technology
Low Carbon Economy	
Economic Development Marketing	Marketing & Branding

In distilling the focus areas from nine down to five, the Committee was influenced and guided by work achieved to date, the resources on hand to the Senior Economic Development Officer, the resources else-where in the organisation and changes in external priorities and expectations. The focus areas were not necessarily defining the actions of the Senior Economic Development Officer but were clarifying the purpose and role for the Committee.

Please see below greater clarification of the five focus areas and the actions currently being pursued within them.

Update On Five Key Focus Areas

1. Investment Attraction/Hub

Investment attraction is a fundamental objective of any Economic Development activity and to be successful it is necessary to differentiate the Town from alternate locations. The focus is on research and understanding what businesses exist here, what do they produce, what are the unique strengths of Bassendean, what needs are unmet? Consequently a survey of businesses is planned that will endeavour to leverage off research recently completed by the EMRC on Industry Cluster Analysis. It will also leverage off data already provided to us by Australian Business Register (ABR) that shares all businesses which are registered within the 6054 postal area.

The Town also keeps fully abreast of the progress of the Northlink Project by Main Roads which is upgrading the Tonkin Highway from Collier Rd intersection. On completion, this project will enhance Bassendean's transport network directly through to Ellenbrook, Muchea and the North West and therefore strengthening the investment value of industry property in Bassendean.

2. Engagement & Advocacy

Engagement is about knowing local businesses: From delivering the Old Perth Road Markets through to sitting with individual businesses and going through their challenges and finding solutions and expertise to assist them. It is predominantly smaller businesses especially home based operators.

This focus area is also about innovation and being a part of an emerging national movement. Across Perth and in all the major metropolitan centres across Australia there is huge demand for shared working spaces. Shared working spaces are being established in low value and relatively unimproved properties and offer an inexpensive location for entrepreneurs to explore and share their ideas and to take their businesses out of the home and off the kitchen table. There are some sites across Bassendean which show potential in this area. The SEDO is in discussions with land owners regarding possibility of launching a shared space in the town centre

Engagement and Advocacy also champions establishing networks and business links, bringing people and groups together for a common purpose. The Town is actively supporting the CEBA initiative called CEBA-rians. This is an informal monthly Breakfast gathering in Dome Café. There is no charge to the individual save for the catering they chose to have. The group has a facilitator to seed the discussion on a general topic but it is essentially free flowing and aims to create sharing of experience for everyone else's benefit. It is centred on the understanding that all participants are equally valued and have unique knowledge worth sharing.

3. Training & Employment

This focus area has a general bias towards alleviating youth unemployment and under employment. There is a strong relationship with Cyril Jackson Senior Campus (CJ) and the potential for industry to establish work experience opportunities. The SEDO has recently taken up a position on the Cyril Jackson Senior Campus Board. The Board has expressed a desire to build stronger links with local industry and potentially develop projects and courses that compliment local industry.

Some discussion took place with the WA Rail Heritage Museum where CJ students would carry out basic but critical tasks on their behalf. These included metal work, advertising and marketing and catering. The discussions are ongoing.

This focus area is also about increasing the skill level of small business owners and operators. The Town is taking advantage of free services offered by the "Business Local" initiative of the Small Business Development Corporation (SBDC). Business Local offers short courses for business owners in a wide variety of topics. Prior to Christmas courses were run on Social Media and coming up in March we will have Basic Business Law and Marketing 101.

4. Information and Communication Technology

The arrival of digital technology has long since passed but the adaptation and skills of local businesses and the Town itself have not kept pace with it. This focus area is about addressing the digital divide where at one end of the spectrum entrepreneurs have a business model built entirely on the latest technology, and at the other end are older long established organisations who are still coming to terms with technology and learning what technology can do and how their business can change and benefit from it.

The Town has adopted a Digital Strategy which pushes the organisation to implement technology in a joined up fashion. It will eventually create an organisation that strongly advocates and demonstrates the benefits of the technology for local businesses and residents. This process should also dovetail neatly with the arrival of the NBN which is scheduled to begin construction at the end of 2016 with completion estimated for twelve months later.

Additionally the Town is developing a project with Cyril Jackson Senior Campus Art House Program to create web sites for 16 local businesses. The businesses will be small operations which may currently have a very minor presence on the internet. It is hoped by presenting them with a simple but technically advanced site they will become accustomed to the benefits and increase their engagement in digital technology.

5. Marketing & Branding

Previously referred to in the Economic Development Plan as Economic Development Marketing, Marketing and Branding manages the public perception of the Town.

The Mayor has driven the profile of Bassendean and successfully kept Bassendean at front of mind for a diverse range of stakeholders. The image or brand of the Town trickles down to effect a wide range of economic elements, including investment levels, the types of investors, the types of industries that come, the amount of employment available, the vibrancy of the Town generally. It is essential therefore that the image of the Town is managed and developed. Branding focuses customers on the core strengths of the town. Branding is key to forming stronger partnerships (eg if we brand the Town as artistic and strong cultural values we have a stronger possibility to partner with Perth International Arts Festival).

The business website is receiving a makeover and the Town is at the early stages of developing a new web site which will eventually compliment the current perception of Bassendean as a dynamic and culturally rich town.

OFFICER RECOMMENDATION ITEM 9.2.3

That the Economic Development Officer's report be received

9.2.4 REPORT ON CHILDREN SERVICES (Graeme Haggart, Director Community Development and Marnie Woodley, Acting Manager Children Services)

9.2.4.1 Children's Services Business Unit Overview

The Town of Bassendean has operated Wind in the Willows Childcare at the Wilson Street premises for 39 years, opening in December 1976. In August 2013, the business unit expanded due to a substantial waiting list for families looking for care. The Wilson Street premises now operates as a 0-3 year old service named Wind in the Willows Bassendean, and a second service Wind in the Willows Ashfield caters for 3-5 year olds and is located at 2 Colstoun Road, on the edge of the Ashfield Reserve. The two services operate as a continuous service, with children transitioning from Wind in the Willows Bassendean to Wind in the Willows Ashfield as they reach the age and developmental stage required.

Both services have the same opening hours, fee schedule, menus, policies and procedures, and staff rotate through to ensure there is continuity of care. Both services have an excellent reputation, and the waiting list reflects this. The services also work in conjunction with other community groups and health care professionals to ensure best outcomes for children.

Wind in the Willows Bassendean is licensed for 55 children, and usually operates on a 49 place model. There are three separate babies care rooms, each with 8 children a day, and a large toddler room with 25 children a day. The service has its own cook and after-hours cleaner, as well as a large number of educators on staff, including a designated Early Childhood Teacher.

Wind in the Willows Bassendean has recently been visited by the Education and Care Regulatory Unit as part of the Ratings and Assessment process and, and we are awaiting the results of this visit.

Wind in the Willows Ashfield is licensed for 35 children a day, and employs staff for four full time educator positions, including an Early Childhood Teacher. The service also employs a cook and an after-hours cleaner.

The Centre went through the Ratings and Assessment process in April 2015, and was awarded an exceeding grade in all seven Quality Areas – this is the highest grade available in this process.

Children's Services also provides opportunities for families to meet and participate in the service, and build relationships within our community. The service has a thorough enrolment process in place, allowing parents to feel confident about leaving their child with us once care commences. Events such as Mother's Day and Father's Day Afternoon Tea/Sundowners, Welcome to Willows Breakfast and the WITW Family Christmas Party are excellent ways for families to get to know each other and engage with community events.

9.2.4.2 Ongoing Children and Family Services Committee Work Program

Children and Family Services Committee maintained a work program that included:

- The Regional Playground Project;
- The Infant Health Clinic; and
- A Child Friendly Community Initiative.

Sandy Beach Reserve Regional Playground

The Minister for Lands has received correspondence from the Town formally requesting ascent to the sale of Lot 7557 Lord Street, and 48 Chapman Street, Bassendean to the Town at 5% their unimproved value.

This action was preceded by a series of community consultations and agency engagements following the Department of Lands consenting to the purchase.

\$50,000 is budgeted to facilitate the purchase. The Town will, on acquisition, proceed to sell the properties for residential purposes, with the net proceeds contributing to the construction of a Nature Based Regional Playground at Sandy Beach Reserve.

In late 2015, Council resolved to proceed with engaging a suitably qualified consultant to conduct a community consultation process and develop the Nature Based Regional Playground design that is to be located at or near Sandy Beach Reserve. A budget variation to add the anticipated consultancy costs was approved.

The consultant is also to provide construction cost estimates such that the Town can proceed with applications to Lotterywest and elsewhere for a capital contribution. The Council has also agreed to seek consent to use accumulated Cash in Lieu Reserves for construction, given the advice of the Officers of the Department for Planning that this is an appropriate use for those reserve funds.

The Request for Quote documentation has been prepared and is in the process of being advertised. The RFQ states the contract will be awarded in March and that the Conceptual plans are to be completed in June and construction documents (IFC plans, BOQs and specifications for all elements) to be completed in August 2016.

Infant Health Services

In response to expressed concerns as to her vulnerability, in December 2015, Council approved the installation of "Garrison" style fencing (similar to fencing surrounding Schools) to three sides of the Infant Health Clinic.

The sense of vulnerability stems from the facility's isolation and as she operates on her own.

The fence is a medium term solution pending the outcome of the current proposed Bassendean Oval Redevelopment plan that includes development of the site occupied by the Clinic. A long term accommodation strategy remains required regardless of the outcome of this proposal given the facility is nearing its life expectancy having been built in the 1950's.

Child Friendly Community Initiatives

Children Of Bassendean Community Christmas Party

During the December 2015 Ordinary Council Meeting Council considered a detailed Notice of Motion seeking a report on the establishment of a Children of Bassendean Community Christmas Party. The Agenda papers included an Officer comment that several existing neighbourhood level community events are conducted annually in the Town in the lead up to Christmas.

Council resolved (OCM – 28/12/15) *“that a report be brought for consideration to the first meeting of the Liveable Town Advisory Committee to be held 9 February 2016, for that Committee to consider establishing an annual Children of Bassendean Community Christmas Party starting December 2016, or how best to support existing events.”*

Recommending to Council on the Town’s annual public events program is expected to be a consideration of this Committee.

If approved to proceed, the event could be included in the annual program of public events and be either directly developed by staff; delegated to a working group of the Committee; or developed under contract.

The overarching principles to standard of provision for public events have to date been:

1. No event will be conducted where the community benefit derived is sub-maximal; and
2. Adequate resourcing (human, time and financial) will be provided to ensure the event can meet the first principle.

In the past 10 years or so, the Town’s Cultural Development team has been responsible for planning and staging public events and cultural activities within approved budgets.

The notice of motion articulated that the planning and staging of the proposed Children of Bassendean Community Christmas Party could be achieved by a community committee and be supported by officers.

A working group of the Committee (proposed to be no more than 4 members of Committee) could be established as the event organising group and be facilitated by Officers.

If the Committee proceeds with this option, the working group can determine to co-opt additional members as required, and provide progress reports to subsequent meetings.

Experience is that facilitated event organizing groups require significant staff time to resource and commonly more than directly planned events, however the community benefit derived can be greater.

The number of staff hours required to accomplish the new event (be it directly organised or via a facilitated Working Group), will require to be budgeted and either be from within the currently funded pool of hours or be additional hours. If it is to be as a reallocation of hours, then a decision as to which event is to cease is also required.

There exist a number of neighbourhood level events that are organized in the lead up to Christmas. Committee may, as an alternative, recommend that Council support be provided to the existing events and to encourage additional “organic” community initiated events to be developed at this time of the year as an enabler for connecting nearby residents.

To achieve this outcome, Officers propose to develop a “how to guide” on planning events, have allocated an increased community sponsorship funding pool and establish funding application guidelines and to develop a marketing campaign to promote the new program. Staff resources input will likely be equivalent to planning an event.

Be it directly organised by Officers or planned by a Working Group, it would not be unreasonable to require an allocation of \$50,000 to achieve a quality outcome. This amount could be offset by applying for grants, although there is no guarantee of success in so doing and there is considerable staff time required to produce the application.

Alternatively, the funds could be reallocated from within the existing public events budget with the ceasing of an existing event. The annual program of events is proposed to be presented for consideration at the next meeting and would factor in the outcome of the current deliberations.

OFFICER RECOMMENDATION — ITEM 9.2.4

That:

1. Officers include for a Children of Bassendean Community Christmas Party in the annual program of events that is to be presented for consideration to the next meeting of Committee;
2. The Children of Bassendean Community Christmas Party be in place of an existing event so as not to increase the number of events in the program; and
3. The Officer reports on Children Services Activities be received.

9.3 Committee Work Program

The Committee may consider establishing a prioritised list of issues that are within the remit of the Committees Objectives on which Officers are to progress.

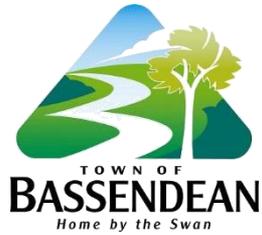
10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

12.0 CONFIDENTIAL BUSINESS

13.0 CLOSURE

The next meeting date to be held on Tuesday, 12 April 2016 commencing at 7.00pm.



TOWN *of* BASSENDEAN

2015/17 TERM

I would like to nominate _____ (insert name)

for the position of Presiding Member/Deputy Presiding Member (circle position applicable) of the Liveable Town Advisory Committee.

Name: _____

Signed:

Dated: