

TOWN OF BASSENDEAN
NOTICE OF A MEETING OF THE
PEOPLE SERVICES COMMITTEE

Dear Committee Member

A meeting of the People Services Committee of the Town of Bassendean will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Tuesday 9 October 2018, commencing at 7.00pm.



Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

5 October 2018

AGENDA

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.

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

Apologies
Cr McLennan

3.0 **DEPUTATIONS**

4.0 **CONFIRMATION OF MINUTES**

4.1 People Services Committee Minutes of 14 August 2018

OFFICER RECOMMENDATION – ITEM 4.1

That the minutes of the People Services Committee meeting held on 14 August 2018 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 REPORTS

8.1 Bassendean Local Studies Collection Working Group Progress Report

APPLICATION

The purpose of this report is to inform People Services Committee about the process and timeframe for recruitment of members to the Local Studies Committee Working Group.

ATTACHMENTS

Local Studies Collection Working Group Term of Reference
Nomination form for Local Studies Collection Working Group

BACKGROUND

At its April 2018 meeting, The Town of Bassendean Council resolved to establish the Local Studies Collection Working Group. Its role is to support the Local Studies Librarian in developing the collection, promote the history of the town and contribute to the Local Studies Collection Plan. Draft Term of Reference has been adopted by the Council at its September 2018 meeting.

Membership of the Working Group will include: One Councillor from the Town of Bassendean, nominated by the People Services Committee; one member of the People Services Committee; two members of the Bassendean Historical Society; four Community members.

The Working Group will meet at least quarterly on Thursdays at 9.30am.

COMMENT

An invitation to join the Local Studies Collection Working Group will be distributed to community organisations and individuals via email by the end of business day on Friday 5th October and to the People Services Committee on Tuesday 9th October. The notices will be posted on the Town of Bassendean Website and Facebook, and a press release will be forwarded to the Eastern Suburb Reporter. Nominations will open from 12th October and close on 9th November. Report will be presented to the Council by 13th November, in time for the Briefing session.

The Committee is requested to nominate a Community Member from Committee for appointment by Council and whether a Councillor on Committee is interested in nominating for the Working Group.

OFFICER RECOMMENDATION – 8.1

That

1. Committee recommends Council appoint _____ as the People Services Committee Community Member to the Local Studies Collection Working Group;
2. Committee recommends Council appoint Cr _____ to the Local Studies Collection Working Group; and
3. The Local Studies Collection Working Group Progress Report be received.

8.2 Community Events Sponsorship Applications

The Town has received three Community Event Sponsorship applications. The applications are attached

Eden Hill Community Action Network (Inc)

Eden Hill Community Action Network (Inc) has sought \$1,000 for its Eden Hill Community Christmas Party to be held on 1 December 2018.

The Eden Hill Community Christmas Party will be marketed to all households in the Eden Hill suburb and be promoted as providing an opportunity for residents to meet, connect and celebrate their community. Held at the Caledonian Soccer Club the Christmas Party will feature live entertainment, games and activities for adult and kids alike, a visit from Father Christmas on his fire truck (fire truck arranged by the Town of Bassendean) and a barbeque. All attendees will be invited to donate non-perishable goods which will be donated to a local charity.

The event complies with the requirements of the Community Event Sponsorship Program other than the CAN is currently sourcing insurance cover. A copy of the policy will be provided once acquired.

It is recommended that approval be granted for the Community Event Sponsorship conditional on the insurance certificate of currency being provided ahead of the funds being released and that Committee recommend that Council approve the sponsorship and that a sponsorship agreement be finalised between the Town and Eden Hill Community Action Network (Inc).

Anzac Terrace Primary School Parents and Citizens Association

The Anzac Terrace Primary School Parents and Citizens Association (P&C) has requested funding to celebrate their 50th Anniversary. As part of the celebrations, a Fun Day event is being planned for 15 March 2019 as a community event to say 'thank you' to both the school community and the wider Bassendean community—which is made up of many past students and their families.

The Fun Day will be an afternoon/evening event, taking place inside the school buildings and on the school grounds. The event will start at 3pm at the end of the school day, with the school buildings and classrooms open to the community, to get a taste of what the school does and how it operates. At 5pm the focus will shift to the school grounds—the school oval and basketball courts, which will be set up as a fun space. A range of activities will be available for people to enjoy, including bouncy castles and waterslides, a colour run and a range of smaller activities such as face painting, bubbles, parachute games, art and craft, and chalk drawing. At 6pm the entertainment will commence on the school oval, with the crowd set up on picnic blankets for a picnic dinner, or purchase food from a range of food trucks. The music acts will showcase some of the talent of past students who now attend local feeder high schools, such as a classical guitar ensemble, and the final act of a jazz quartet to set a happy, celebratory mood to finish the evening, scheduled to end by 8pm.

Officers recommend that the People Services Committee endorse a sponsorship of \$767.00 as requested and further recommend that Council approve the sponsorship and that a sponsorship agreement be finalised between the Town and Anzac Terrace Primary School P&C Association.

Sustainable Living Market

An application was received from Petra Richardson of “Spotted” to conduct a Sustainable Living Market. Bassendean Sustainable Living Market would become a ‘hub event’ to learn, educate and share within the local community. The market would create direct access to purchase sustainable products in conjunction with promoting local businesses. It aims to bring people from across Perth into Old Perth Road, putting Bassendean ‘on the map’ for being a community leading the way in sustainable living.

It should be noted that a meeting has been organised with the proponent to discuss the application and enhance the budget.

Officers recommend the application be deferred to the next meeting of the Sustainability Committee or if time critical, that a report be referred directly to Council for consideration of the application.

OFFICER RECOMMENDATION – ITEM 8.2

That the People Services Committee recommends to Council that it:

1. Approves a sponsorship of \$1,000 to Eden Hill Community Action Network (Inc) and that a sponsorship agreement be finalised between the Town and Eden Hill Community Action Network (Inc);
2. Makes the release of the funds conditional on the Eden Hill Community Action Network (Inc) first providing an insurance certificate of currency;
3. Approves a sponsorship of \$767 to Anzac Terrace Primary School P&C Association and that a sponsorship agreement be finalised between the Town and Anzac Terrace Primary School P&C Association; and
4. Refers the Sustainable Living Markets application for Community Event Sponsorship to the next meeting of the Sustainability Committee, and supports officers of the Town working with the applicant to improve the application in the lead up to the meeting.

8.3 Projects for the Term of the Committee

The Instrument of Appointment and Delegation lists projects from the Corporate Plan that are relevant for oversight by the Committee.

Attached to the Agenda (as Attachment) is an update report on the list of projects in the 2018-2028 Corporate Plan that are relevant to the Committee.

OFFICER RECOMMENDATION — ITEM 8.3

That the progress report on the Corporate Plan Projects be received.

8.4 Ongoing Activity Progress Reports

Various Business Units of the Town report progress with discrete projects.

The reports are provided by the following Business Units:

RECREATION AND CULTURE

RECREATION

Participation in Sport and Recreation, Leisure Activities

RElax term 4 commences on Monday 8 October.

Construction of the Mary Crescent Reserve Playground will commence in the near future with Council approving the appointment of the successful contractor at the September 2018 Ordinary Council Meeting.

Overall for the 2017/2018 financial year, 139 vouchers, \$19,364.39 has benefited Town residents eligible for the KidSport program. 62.6% included boys and 37.4% girls. 77.9% had previously not registered with a sporting club with the dominant sport being AFL.

The Your Move Bassendean project has reached the stage where the communications plan has been finalised. The Dept. of Transport have provided a project timeline and will be conducting research in the lead up to the full launch in early 2019. This will be conducted door to door in targeted areas and also over the phone. The Town has committed to providing infrastructure, including bike maintenance stations and bike racks within the Town centre.

Socially Inclusive Communities Program (SICP) (Department for Communities) – It is likely that Town staff will lodge an Expression of Interest (EOI) to the SICP for funding to implement the Town's social inclusion program. More details will be provided at the Community Development Manager's Meeting.

Facility Management/Planning

As part of the ongoing facility planning process, the following projects will be undertaken by the Recreation and Culture Business Unit 2018/2019:

- Review of the Play Space Implementation Plan
- Master Plan – BIC Reserve
- Master Plan – Jubilee Reserve
- Active Reserves Lighting Audit

CULTURE:

Arts and Cultural Plan

The Town is continuing to progress the development of the Arts and Cultural Plan. It is proposed for a draft plan to be presented at the 2018 October Ordinary Council Meeting for Council to endorse the plan to go out for public comment for the month of November 2018. It is envisaged that the plan will be adopted by Council in December 2018 or early 2019, with an official launch in March/April 2019.

2018 Bassendean Visual Art Awards

Town staff once again successfully staged the 2018 Bassendean Visual Art Awards on Thursday 13 September with the exhibition running to Wednesday 19 September 2018 in the Bassendean Community Hall. The Primary School Art Awards are also being displayed at Hawaiian's Bassendean Shopping Centre up until 30 September 2018.

Winners included the following:

Category	Artist	Title	Sponsor
Town of Bassendean Open Award (aquisitive)	Jane Trichet	<i>Nibbles</i>	Town of Bassendean
Best Aboriginal Artist	Jilalga Murray	<i>Six Seasons in One Day</i>	The Hon Dave Kelly MLA The Hon Alanna Clohesy MLC The Hon Samantha Rowe MLC Mr Patrick Gorman MP
Highly Commended	Sioux Tempestt	<i>Suburban Exposure</i>	The Hon Charles Smith MLC
Best Town of Bassendean Resident	Martin Jaine	<i>Banksia Tree</i>	Hawaiian
Young persons award (under 18)	Holly BodaBurrows	<i>Cerulean Reminiscence</i>	Hawaiian

Primary School Winners

School	Artist	Sponsor
Anzac Terrace primary	Phoenix Yr 5	Hawaiian
Bassendean Primary	Henry, yr 6	Hawaiian
Casa Mia Montessori School	Lisa	Hawaiian
Eden Hill Primary	Valariya, yr 5	Hawaiian
Glen Forest Primary	Noah	Bankwest
St Michael's School	Aleksander, yr 1	Bankwest

Upcoming Events

Some upcoming events include:

- Fathering Project – Swans Big Camp Out on Saturday 13 and Sunday 14 October;
- Garage Sale Trail – Saturday 20 and Sunday 21 October;
- Children's Week Walk – Sunday 21 October;
- Seniors Week - Sunday 11 November to Saturday 17 November;

- Telethon Community Cinemas – From Friday 30 November; and,
- Carols by Candlelight – Sunday 16 December.

WAMFest Event – November 2018

Building on the success of the 2017 WAMFest event held on Sunday 5 November, the Town will once again partner with the WA Music Industry Association to stage a music event on Saturday 24 November on the BIC Reserve. This year's event will also partner with the Telethon Community Cinemas with a special music movie screening after the WAMFest event.

2019 Australia Day Celebrations and Fireworks Event

Staff continue to work on implementing the Town's 2019 Australia Day event. This year's event will have a focus on the theme of "what does it mean to be Australian" and will include a cultural component acknowledging Aboriginal and Torres Strait Islander people.

Public Art Project

Staff will be developing a public art project proposal regarding the development and implementation of a public art project given the substantial per cent for art funds that are held in reserve by the Town. A project scope will be developed in 2018/2019, with likely implementation commencing in the same year.

YOUTH SERVICES

Club Connect Project

Staff have had discussions with Justin from Bassendean Junior Cricket Club regarding Mental Health First delivery options. The Club advised that due to the pressures on their volunteers at the start of each season, it may be more viable sometime mid-season, which would also allow new families to establish themselves.

Staff are due to meet with Mike Fitzpatrick from Youth Futures in coming weeks, but initial discussions suggest that there may be different content for committee/coaches, parents and young people. There is a lot of evidence suggesting that presentations directly to the Club's young people may be of greatest value.

There was an understanding that there may need to be a phased roll-out of training to coincide with seasonal sports and some inter-sport/club sessions for smaller organisations.

RYDE Program

The new cage has been constructed and the Program's second vehicle operational. Induction training conducted with City of Bunbury and the Young Driver Development Program during August for a late 2018 commencement at 2 sites in Bunbury and Busselton.

Revised software now includes login 'gifs' which revise important induction information on every login

City of Joondalup resolved to commence delivery of a RYDE Program in Northern suburbs for the 19/20 financial year.

The Town of Bassendean's RYDE Program has been chosen as a finalist in YACWA's Innovation Awards and staff will undergo interviews to elaborate on the concept with judges. Winners will be presented at Crown Casino in October.

Current data

Hours completed:	1,492.5
Sessions completed:	995
Current Clients:	316
Mentors:	79
RYDE Programs active	5
RYDE Providers:	53
Support Workers:	121

Cooking Program

Continues operations

Now catering for day time students

Moved to use of compostable containers and utensils. Unfortunately no compost bin options are available through Suez.

Facebook

A steady flow of submissions being submitted.

A focus on disseminating important information to the local community. E.g. Elements of the adopted budget.

Education Program

Delivering Cert I/II/III Mon-Thurs

18 students

Directorate Projects

Bassendean Men's Shed:

Concept plan completed with Shed building committee
Men's Shed Project Control Group formed

Foodscraps/produce/mulch sharing website:

Revision completed after Councillor feedback received
bassengreen.org.au domain secured

Council Meeting Livestreaming Project:

Complete and operational

Mayor Videos

Being filmed after each OCM

VOLUNTEER CENTRE

Community grant writing workshop

On the 6th of September, the Volunteer Centre facilitated a 'grant writing' workshop, which was delivered by Volunteering WA, in the Seniors and Community Centre. 27 community members were in attendance – reporting that the workshop was pertinent to organisational development.

Request from Bassendean Junior Cricket Club for volunteers

The Volunteer Centre was approached by the Bassendean Junior Cricket Club to source volunteers to assist with the operation of its canteen. The BJCC made a special request for volunteers with disabilities to demonstrate inclusion within its club. The Club was linked with Therapy Focus Bassendean and Brightwater Care Group – both disability service providers. The Club chose to partner with Brightwater Care Group, who are committed to operating the canteen for the 2018 cricket season.

2018 Visual Art Awards

To support the Town's Visual Art Awards, the Volunteer Centre sourced 13 volunteers who performed a variety of roles over the week of the event.

Spontaneous Volunteering Conference

On the 5th of September, the Acting Senior Community Development Officer attended the AFAC (Australasian Fire and Emergency Service Authorities Council) conference, regarding the management of spontaneous volunteers. The information and resources gathered from the event will assist the Town in developing a management plan for engaging with spontaneous volunteers during the recovery phase of an emergency or major event.

RYDE

The Volunteer Centre continues to actively recruit, induct and manage volunteer Mentor's to support the RYDE program.

Mental Health Week – community BBQ

To raise awareness of Mental Health Week 2018 and support community wellbeing, the Volunteer Centre is coordinating a community BBQ, on the 9th of October, on the front lawn of the Council's administrative building. This date was also chosen to coincide with Act. Belong. Commit. Day.

Community Transport Statistics:

YTD Volunteer participation hours in the Centre's office alone (does not include volunteer placements with other departments or external referrals):

YTD - 2,699 volunteer participation hours.

According to Volunteering WA's participation calculator, this equates to \$275,487 in value to the WA community annually

YTD Community Transport statistics:

- Community telephone enquiries attended to: 3,750
- Client transport trips made: 2,945

LIBRARY AND INFORMATION SERVICES

Library Programs and events

The Library was busy during August and September, with consistent number of patrons coming through the door to use computers, read newspapers, borrow books and movies and attend many regular programs and events for children and adults. One of the highlights was now well established and very popular **Quarterly Literary Salon**. The August event was organised and presented in partnership with Recreation & Culture Business Unit and featured Natasha Lester, author of '*Paris seamstress*', and Peta Richardson from Spotted, a fashion buyer and stylist specialising in recycled garments. Our last Literary Salon for 2018 will feature acclaimed local author and Bassendean resident Amanda Curtin. The event is planned for Wednesday 31st October from 6-8pm.

Another popular event, **Library Lunchtime Interludes**, featured 'Spring clean your house naturally' workshop in August and 'Reduce, Reuse and Recycle' session in September. Two Lunchtime Interludes are planned in October: 'eSmart: how to set up parenting controls for TV and electronic devices' (Tuesday 9th October 1.30-3pm) and 'De-clutter your house and mind' (Monday 15th October 12.30-1.30pm).

'**Cyber Citizen**' and weekly **Craft Group** consistently attract regular participants as are weekly **English as Second Language** classes.

A new Interlibrary Loans Code of Practice, endorsed by Public Libraries WA Inc. and State Library of WA, has been introduced on 1st September. There are restrictions on what patrons can request via Interlibrary Loans. Code of Practice will be reviewed again at the end of 2018/2019 financial year.

State Library of WA has finally released Public Library Funding Allocation for the library stock for 2018/2019. The funding model is based on estimated local government population (ABS); Bassendean Library receives just over 0.35% of total allocation.

The library again donated a significant number of unwanted and discarded library stock to the 'Great Book Swap' project, organised in September by the Department of Mines, Industry Regulation and Safety, for the benefit of Indigenous Literacy Foundation. Our own '**Giant book sale**' will run from Saturday 20th October to Saturday 27th October, as part of the National Garage Sale Trail.

Children Services

Children were kept busy during August with lots of activities to celebrate annual **Children's Book Week**. The celebrations lasted throughout August and included 'Treasure hunt', various colouring in activities and a very well attended session with author and Illustrator Kelly Canby.

In September, to celebrate **National Reading Hour**, the library hosted Mary from Story Dogs during its Story Time session on Thursday 20th September. Story Dogs is a very special program that attempts to help children in our local community, who need a little extra help from a furry friend when they sit down to read. Story Dogs program is currently offered at Ashfield Primary School. During September's school holidays, Mary and Tom, her gorgeous 'Story Dog', visited the library in search of some of her students.

More activities are planned for October school holidays, with all sessions already fully booked. Both **Code Club** and **Lego Club** will run as usual, in addition to **Face painting** and **Puppet show** sessions.

Displays and projects

Computer safety was our focus for display in September, in support of **National eSmart week**. 'SOS Guide to Cyber Security' and 'Parent's guide to online safety' brochures have been made available for free to public and staff.

Another interesting display, currently available at the library, are colourful Abstract Alcohol Ink Works on Yupa paper by our local artist Desiree Wilkin.

Local Studies Collection Projects

Reference Services

The Local Studies Librarian has had many enquiries including questions about the history of houses, street name origins, genealogical information, community members, war service records and access to environmental reports about local places.

Projects

The Local Studies Librarian has been creating promotional materials including a reading list for local history, profiles of local author works and significant items held in the Local Studies Collection. These electronic resources can be added to the Library web pages, posted to facebook, used in displays, easily distributed to schools and patrons and highlight the wealth of information contained in publications in the Local Studies Collection.

Oral History Program

An interview with former Mayor Tina Klein is in progress with Heather Campbell.

An interview with long term Ashfield resident and war veteran Mr Peter Munro has been organised but is yet to occur.

Former CEO Mr Gary Evershed has agreed to an interview which will be organised in due course.

An interview with former councillor John Sutherland has been undertaken by Anne Yardley.

Collection Management

Five new trove lists have been created and made accessible on the National Library of Australia website. Selecting and collating relevant information in a single entry point on the internet provides local information efficiently and Trove Lists are an ideal resource for schools and a sound starting point in researching a person, place or topic.

- Lockeridge Land Corporation (note spelling with an “e”) <https://trove.nla.gov.au/list?id=120603>
- Bell Brothers <https://trove.nla.gov.au/list?id=120967>
- Bassendean Bus Service <https://trove.nla.gov.au/list?id=121245>
- World War I West Guildford <https://trove.nla.gov.au/list?id=122811>
- Word War II Bassendean <https://trove.nla.gov.au/list?id=122819>

New information has been researched and added to the Local Studies Collection including biographical information about Bell Brothers, Mr and Mrs Davies (Sea Scouts), Edward (Ted) Burrows (polio sufferer), John Welbourne (early resident 1840’s), the Parkin family (street name origin) and French author Christine Rey’s connection to Bassendean from her grandparents moving here c1913.

The Local Studies Librarian has made Bassendean Town News issues more accessible. Eighty one Bassendean Town News issues have been scanned and added to the Library catalogue. This information has only been available in printed form from within the Local Studies Collection but now can be accessed electronically from any location by using the Library catalogue. The issues can be viewed in portable document format (pdf).

The Local Studies Librarian has indexed information in the Library catalogue from Swan River Letters vol1 by Ian Berryman about local people and places. This increases the value of the collection by making connections between people, places and events.

Information about the three servants who accompanied Hon. Peter Broun and his family to the Swan River Colony has been researched and added to the Local Studies Collection by the Local Studies Librarian.

Information about the Pensioner Cottage at 53 Helena Street Guildford has been added to the Local Studies Collection. Although outside of the Town's boundary, the assessment documentation refers to the Pensioner Guard Cottage at 1 Surrey Street, Bassendean and gives significant contextual information about other Pensioner Guard Cottages in Western Australia.

Early references to West Guildford from 1830's to 1900's have been researched and identified and organized into a timeline with over 100 entries. References include advertisements for straying stock, advertisements for rental, death notices, property information and Guildford Council meeting commentaries.

New items added to the Local Studies Collection include:

- Works by local author and photographer Damon Annison
- Urban Transport and the MTT (donation)
- Vietnam Veteran's Day Commemorative Service (booklet)
- Documentation of Assessment for Register of Heritage Pensioner Cottage at 53 Helena Street Guildford
- Documentation of Places for Entry in the Register of Heritage Places (Guildford Town)
- Town of Bassendean Heritage List (approved in OCM June 2018)

Activities

Guided walk

Monthly free guided walks for the community were provided by the Local Studies Librarian in the absence of the Local Studies Volunteer. In September six people attended the Old Perth Road Walk.

River Walk

Three participants attended the monthly free guided River walk for the community provided by the Local Studies Librarian in September.

Facebook

Information on street name origins and photographs from the Local studies Collection continue to be regularly posted on the Library's Facebook page.

Community Engagement

The Local Studies Librarian continues to work with members of the Bassendean Historical Society Inc who are transcribing early West Guildford Road Board Minutes from 1901- 1910 from images of the original minutes obtained from the State Records Office obtained by a Local Studies volunteer. The first two years of West Guildford Road Board minutes have been completed in this ongoing project coordinated by the President of the Bassendean Historical Society.

The Local Studies Librarian assists the Bassendean Over 55+ members with historical information to be included in their newsletter. The Local Studies Librarian also contributes historical information to the Ashfield Community Action Network newsletter.

The Local Studies Librarian provided an historical display of material in September – Keep me Posted about the Bassendean Post Office and historic pillar box. A competition for children at local schools and library patrons, to increase awareness of and encourage use of the pillar box, has been successful with many entrants. Prizes will be awarded.

The Local Studies Librarian has prepared historical displays for October and November, focusing on the Bassendean Railway Station and trains to support the Rail Heritage Museum's Railfest in October and to commemorate the centenary of the end of World War I with information about local soldiers.

The Local Studies Librarian visited the Swan Guildford Historical Society in August with volunteers to see the old goal and Taylor's cottage and to connect with members. Local Studies Collection volunteers enjoyed the outing to a relevant museum. The Local Studies Collection receives newsletters from adjacent historical societies including Bayswater Historical Society and the Swan Guildford Historical Society.

The Local Studies Librarian provided an introduction to public libraries for a Library and Information Sciences student to gain an awareness of public library services and the value of the Local Studies Collection. The student's project was to create a children's activity resource for visitors to the Town's Pensioner Guard Cottage at 1 Surrey Street, opened to the public by members of the Bassendean Historical Society. The project was successfully completed and the activity sheet is in the Pensioner Guard Cottage.

SENIORS AND DISABILITY SERVICES

Home Care Packages (HCP)

No major changes to report

Home and Community Care (HACC)

No change to HACC clients - 14 still remaining due to either being ineligible for NDIS or not yet being tested for eligibility.

Commonwealth Home Support Program (CHSP) Transition

No issue with MAC (My Age Care) and a steady stream of referral being received. Client reviews ongoing and will continue for at least 12 months as part of the transition. This is an intensive exercise that is now the responsibility of providers unlike HACC where it was the responsibility of RAS (Regional Assessment Service)

Fee for Service

Commenced a new client – a total of 6 private clients being provided with services.

Hyde Retirement Village

- Annual General Meeting has been organised for 10 October
- Unit 7 is vacant

TRACCS - Client Management Software

Continuous improvement ongoing – no outstanding issues.

Workforce Update

Recruitment process in place to commence 2 new Support Workers; a number of casual staff have either reduced their hours or gone on extended leave.

Financial Acquittals

- NDIS final acquittals completed.
- HACC acquittal completed
- HCP acquittal due 31/10/18

SDS Business Unit Review

Ansell Strategic have been engaged as consultants to undertake a review of the SDS Business unit. They have been provided with a raft of information to commence their review which when complete will be presented to Council with recommendations for the way forward.

Other

DEX or the Data Exchange is a HDS online reporting portal required for CHSP – it is independent of any of our other systems including MAC, TRACCS etc. We are now set up to commence using it and are in the stage of testing it out.

CHILDREN SERVICES

Utilisation continues to be extremely healthy with little room for movement at either service.

Expression of interest for 2019 have been rolled out this week, after receiving these from existing families we will then be able to offer new places to siblings and new families on the waitlist for the coming year.

On September 3rd we celebrated Father's Day; all children accompanied by their families were welcomed into the services for afternoon tea at Bassendean and a sundowner at Ashfield. Both events were relaxed and interactive, children performed a song for their fathers and some Dads also entertained us with their talents. The feedback was all very positive.

Jake, father of Maisie joins us on Fridays to sing and sign with the children, the children are so engaged in the experience, Jake promises to visit on a regular basis. We welcome him. Other volunteers in the centre include a cuddle nanny at Bassendean and an artist at Ashfield whom join us weekly to contribute to our community.

New members to The Wind in the Willows team have recently been welcomed and include Richell and Yvonne, (previously casual Educators) and Samantha, who previously was the Educational Leader at the Gowrie (the initial NFP model centres), joins us with fabulous references. All are certain to be assets to The Wind in the Willows team.

On week beginning 8th October our very own Parenting Champion will undertake training in Circle of Security. The feedback from the **Midvale Hub parenting program** to date is that Lisa is a true professional and we feel very proud that she is representing the Town of Bassendean. We are also very excited that as of week beginning 22nd October Children's Services will host our very first parenting workshop **1 2 3 Magic and Emotion Coaching** co-facilitated by Lisa, such an achievement! Sincere thanks Lisa for your dedication to this project.

October 21st is fast approaching and Children's Services will hold their annual **Children's Week Walk** event at Sandy Beach. Registration opens at 9:30am with the walk to commence at 10. Following this the Men's Shed will provide for us a sausage sizzle, the tradition of the Fire Truck will be present and everyone will be encouraged to keep fit by joining in the Zumba class.

On October 17th the Educator team meeting will take place, these occur every 2 months. We will be exploring the complexity of the early childhood brain, how we can support healthy brain development and how to promote healthy self-regulation and the importance of this in early years development.

Please join us in congratulating Bharti whom has completed the early childhood component of her qualification in order to become Early Childhood Teacher qualified. In addition Chitra is also in the process of completing this. Once complete the Ashfield service Educators will currently include 4 qualified ECT's which can only further add to the quality of education and care for children.

OFFICER RECOMMENDATION — ITEM 8.4

That the Ongoing Activities Progress Reports be received.

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

9.1 Notice of Motion – Emily Wilding: Policy on Transgender and Gender Diverse Individuals

Emily Wilding has advised that she wishes to move the following motion:

That:

1. The Town of Bassendean recognise that Transgender and Gender Diverse individuals are faced with systemic barriers derivative of a lack of clear policy to address them.
2. The Town of Bassendean investigate, develop, and implement policy that clearly outlines the rights afforded to transgender and gender diverse individuals.

Background

In 2013, the federal government amended the Sex Discrimination Act (1984) to include the 'Government Guidelines on the Recognition of Sex and Gender'. This amendment provided explicit protection from discrimination towards people based on their Gender Identity, Sexuality, and Intersex status. While these protections have been legislated for over 5 years, many transgender and gender

diverse people come up against barriers where organisations or governing bodies have not clearly outlined their obligations to uphold these protections in their policies and procedures. These policies play a vital part in allowing marginalised groups to participate fully in public life, without fear of prejudice being exacerbated by systemic forms of discrimination. Policies in regards to gender identity/history often focus on inclusive hiring practices, explicit protections against discrimination, flexible and sensitive administration and data storage, facility use, and the process of accommodating employees who wish to pursue gender transition.

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

11.0 **CONFIDENTIAL BUSINESS**

12.0 **CLOSURE**

There are no further meetings for 2018.

Attachment 1

Projects for the term of the Committee (See item 8.3)

Corporate Plan Project	Action Timeframe	Project Update
Grants for Support for Community Groups	2018/19 – 2021/22	Revised Policy and Funding Guidelines presented to Council for adoption in September. Item deferred for further consideration to the October OCM.
Develop and Implement a Revised Culture Plan	2018/19 – 2020/21	Draft Revised Cultural Plan to be presented to the October OCM for endorsement for a period of public comment.
Review and Implement a Public Art Master Plan	2018/19 – 2020/21	The Review project is to be conducted in-house and will report with a revised Policy and an implementation plan
Implement projects related to the Local Studies Collection Plan with the community	2018/19	Reported on elsewhere in this Agenda.
Nature-based Playground Facilities at Sandy Beach and Mary Cres Reserve	2017/18 – 2020/21	<p><u>Sandy Beach Playground</u> Chapman or Lord Street properties to be marketed for sale by private treaty from mid-October. At the August meeting of Council resolved to relocate the playground onto Sandy Beach Reserve. This will result in the playground being redesigned. The location of the playground will be determined following the Reserve being Master Planned. The Department of Biodiversity, Conservation and Attractions will participate in the redesign process. A Sandy Beach Playground Working Group meeting was conducted on Monday 8 October to consider the process to achieving the Concept Master Planning for Sandy Beach Reserve.</p> <p><u>Mary Crescent Reserve Playground</u> At the September Council meeting, it was resolved to award the tender to build the Mary Crescent Reserve playground to Phase 3. Construction will commence in early October and be completed by the end of January 2019.</p>
Play Spaces Implementation Plan reviewed	2018/19	To be commenced in early 2019 and be conducted as an internal project.
Plan and Build a Men's Shed Facility	2018/19	Council resolved to build the facility at May Holman Road property at the August Council meeting. Several meetings have been conducted with Men's Shed members and the

		Town since to resolve building detail. Two Project Control Group meetings have been conducted involving Officers and Men's Shed members to detail the tender process.
Plan for and implement an Integrated Children and Family Services Centre	2019/20 – 2021/22	Planning to incorporate the Child Health Clinic into the 1 Surrey Street redevelopment remains in progress. Council is to workshop the latest design options ahead of the report being presented to the October Council meeting for determination. The Town has listed the Integrated Children and Family Services Centre as an outstanding infrastructure project of the Town's with ALGA.
Implement a new Reconciliation Action Plan (RAP)	2018/19 – 2021/22	Publication of the new RAP delayed pending accepted identification of individuals in the photos in the publication to the satisfaction of the Bassendean Cultural Advancement Group.
Implementation of identified works, as per Council agreement, resulting from the 2017 Community Facilities Audit and Needs Assessment	2018/19 – 2020/21	Master Planning Jubilee Reserve and Master Planning BIC Reserve to commence in early 2019. The Audit of Sports Ground Lighting is also to be achieved in the new year.
Develop Public Health Plan for the Town of Bassendean	2020/21	A project planned for year 3 in the Corporate Business Plan.
Review Service delivery models for seniors including community care and Hyde Retirement Village	2018/19	Ansell Strategic have commenced the review of the Seniors and Disability Services Business Unit, including Hyde retirement Village. The final report will be presented in mid-December.
Develop a new Age Friendly Community Plan	2020/21	A project planned for year 3 in the Corporate Business Plan.
Develop a new Child Friendly Community Plan	2018/19- 2020/21	The project will commence later in the financial year and be conducted in-house.
Review and Implement Youth Plan	2018/19 – 2020/21	The project will commence later in the financial year and be conducted in-house.
Events for Mental Health Week & Carers Week	2019/20 – 2020/21	The Town is to conduct a Community BBQ on 9 October and several Councillors have agreed to distribute mental health awareness kits on Wednesday 10 October.



APPLICATION FORM

NAME OF APPLICANT GROUP: Eden Hill Community Action Network Inc.

NAME OF EVENT: Eden Hill Community Christmas Party

TYPE OF APPLICANT GROUP:

Incorporated sporting/leisure/cultural organisation

- Incorporated charitable (non profit) organisation
- Incorporated community group
- Educational institution

CONTACT PERSON: (Must be over 18yrs)

Name: Christina Carey

Position Held: Chairperson

Proof of Identity: _____

Postal address: 12 Kirke Street Eden Hill WA 6054

Street address: As Above

Email: ryanc.christinam@gmail.com

Phone: 0400 226 963

IS THE APPLICANT GROUP GST REGISTERED?

YES NO

DOES THE APPLICANT GROUP HAVE AN AUSTRALIAN BUSINESS NUMBER (ABN)?

YES ABN is: _____
NO

IS THE APPLICANT GROUP INCORPORATED?

YES Incorporation number on top of incorporation certificate is:
IARN: A1026340V

NO

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE?

YES [Please attach a copy of your certificate of currency for public liability cover]
NO

The group is currently in the process of obtaining public liability insurance and will have this in place before the event. A copy of the certificate of currency will be provided as soon as it is obtained.

PROJECT DETAILS:

Project Name/ Title: Eden Hill Community Christmas Party

Project date: 1st December 2018

Project Location: Caledonian Soccer Club, Jubilee Reserve, Northmoor Road Eden Hill

Project Description: (Brief description of overall project – 150 words max):

There are currently very few community events held within Eden Hill and there is a general sense that the community is not well connected with many people reporting that they know few other people within the community. The Eden Hill Community Christmas Party will be an all-inclusive event to which all members of the Eden Hill community will be invited. The Christmas Party which will provide an opportunity for residents to meet, connect and celebrate our community. Held at the Caledonian Soccer Club the Christmas Party will feature live entertainment, games and activities for adult and kids alike, a visit from Father Christmas on his fire truck (fire truck arranged by the Town of Bassendean) and a

barbeque. All attendees will be invited to donate non-perishable goods which will be donated to a local charity.

BRIEF DESCRIPTION OF ORGANISATION

(Purpose, how long in operation, etc. 150 words max.):

Following the successful model of the Ashfield CAN, the Eden Hill Community Action Network was launched in April 2018 and became incorporated in September 2018. The group aims to encourage, support and promote a safe, engaged, connected and culturally vibrant Eden Hill Community. Specifically the group aims to keep community members informed of local issues and news via our Facebook page and regular newsletter, and encourage and facilitate feedback or engagement with these issues where applicable. The group also aims to build connections between community members through local events and activities in order to help create a safe and culturally vibrant community and support the wellbeing of its members.

PLEASE OUTLINE THE OBJECTIVES/ INTENDED OUTCOMES OF YOUR PROJECT:

The Eden Hill Community Christmas Party will provide an opportunity for residents to meet, connect and celebrate our community. The event will also allow attendees to meet members of the Eden Hill Community Action Network and Caledonian Soccer Club and find out how they can become involved with these groups. We hope that this family friendly event will help to encourage a sense of belonging to the 'Eden Hill Community' as well as encouraging people to become involved with the Eden Hill CAN, Caledonian Soccer Club or other local groups. It is well recognised that being part of a community group or having a sense of belonging is beneficial for people's mental and physical well-being.

WHAT RELATIONSHIP DOES YOUR ORGANISATION HAVE WITH OTHER SERVICES WITHIN THE COMMUNITY?

The Event is being supported by the Caledonian Soccer Club who are providing the venue in-kind. In turn the Eden Hill CAN will be providing reciprocal support to the club by promoting it in our newsletter. All attendees will be asked to bring along a non-perishable food item which will be donated to local charity Bluesky Group. Our group also has an existing relationship with the Eden Hill Primary School and P&C through which we intend to promote the event.

WHAT BENEFITS DO YOU SEE FOR YOUR GROUP FROM THIS PROJECT?

The Eden Hill Community Christmas party will contribute directly to the group's aim to encourage, support and promote a safe, engaged, connected and culturally vibrant Eden Hill Community. Specifically it will allow community members to connect with each other, it will hopefully encourage some attendees to become actively engaged in either the Eden Hill CAN or Caledonian Soccer Club and the event itself will provide cultural vibrancy to the community.

TARGET GROUP:

Who is the project being developed for?

Approximately how many people will benefit from the project?

All members of the Eden Hill Community will be invited to attend the Eden Hill Community Christmas Party. The event will be promoted via social media as well as promoted through the Eden Hill CAN newsletter which will be delivered to the 1,500+ households within Eden Hill. The event will hopefully also be promoted through the Eden Hill Primary School Newsletter. It is hoped that up to 150 people will attend the event.

BUDGET:

<i>INCOME</i>	
Income - Cash	
Sponsorship requested from the Town of Bassendean (GST exclusive)	\$1000
Cash Contribution from Applicant	-
Ticket Sales/ stall fees - if applicable	-
Other cash income	-
Income - In Kind	
Venue Donation	\$150
Coordinators Time – 20 hours @ \$40/hour	\$800
Materials	-
Print/ Photocopying	\$1,000
Mail outs/ marketing – 15 hours @ \$40/hour	\$600
Other In-kind support – Giant game hire	\$120
TOTAL INCOME	\$3,670
<i>EXPENDITURE</i>	
Expenditure - Cash	
Artist / Presenter Fees	\$400
Fire truck hire	\$200
Equipment Hire	-
Venue Costs	-
Marketing Promotion	-
Administration	-
Materials	-
Catering	\$300
Other	\$100
Expenditure - In Kind	
Venue Donation	\$150
Coordinators Time – 20 hours @ \$40/hour	\$800
Materials	-
Print/ Photocopying	\$1,000
Mail outs/ marketing – 15 hours @ \$40/hour	\$600
Other In-kind support – Giant game hire	\$120
TOTAL EXPENDITURE	\$3,670

Note:

- The sponsorship request that is made to the Town of Bassendean should not include GST, because the Council will automatically "cash-up" the amount for successful applicants if they are registered for the GST, (i.e. The Council will include an additional 10% for the GST). For example, if an organisation applies for sponsorship of \$1,000 and it is approved by Council, they will receive \$1,100, if they are registered for GST.

- Requests for sponsorship for items over \$500 must be supported by two written quotes from contractors/suppliers (and included with the application form). In the event of insufficient contractors/ suppliers, one quotation will be accepted.

CHECKLIST:

1. 1 hard copy of application
2. supplier quotes
3. copy of certificate of incorporation
4. completed budget
5. Has this project been discussed with a council officer?

Conditions of Application to Town of Bassendean

If the application is successful, these conditions will form part of your sponsorship contract with the Town of Bassendean.

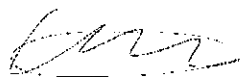
1. We agree to display the Town of Bassendean logo (supplied by Council) on our letters.
2. We agree to acknowledge the Town's sponsorship through public address announcements.
3. We agree to acknowledge the Town's sponsorship by displaying signage (supplied by Council) at our event.
4. We are prepared to undertake joint media promotion with the Town.
5. We recognise that special conditions may need to apply to the sponsorship addressing relevant elements of the Town's Corporate Plan to compliment the organisation's objectives.
6. We agree to invite two representatives from the Town of Bassendean to the sponsored activity or event.
7. We agree to provide an acquittal report on the form provided within four (4) weeks of the project's completion.
8. We undertake in consideration of the sponsorship payment to carry out our proposed project in full.

ACCEPTANCE OF CONDITIONS:

I have read and understand the above conditions and am authorised to accept them on behalf of the club / group / school named previously.

APPLICANT GROUP: Eden Hill Community Action Network Inc.

SIGNATURE OF Authorised APPLICANT:



DATE: 4th October 2018



APPLICATION FORM

NAME OF APPLICANT GROUP: ___Anzac Terrace Primary School P&C Association___

NAME OF EVENT: ___Anzac Terrace Primary School 50th Anniversary 'Fun Day'___

TYPE OF APPLICANT GROUP:

- Incorporated charitable (non profit) organisation

CONTACT PERSON: (Must be over 18yrs)

Name ___Rebecca Benson___

Position Held ___Parent Member, Anzac Terrace Primary School P&C___

Proof of Identity ___DL No. 5287824___

Postal address: ___c/o_176 Anzac Terrace Bassendean WA 6054___

Street address ___As above___

Email: ___becbenson@gmail.com___

Phone: ___0414 169 460___

IS THE APPLICANT GROUP GST REGISTERED?

YES NO

DOES THE APPLICANT GROUP HAVE AN AUSTRALIAN BUSINESS NUMBER (ABN)?

YES ABN is: 63 306 729 865___

NO

IS THE APPLICANT GROUP INCORPORATED?

YES Incorporation number on top of incorporation certificate is:

___A0821847S___

NO

ANZAC TERRACE PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC is registered with the Australian Charities and Not-for-profits Commission (ACNC)

Registered as a charity view ACNC registration 03 Dec 2012

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE?

YES [Please attach a copy of your certificate of currency for public liability cover]
NO

PROJECT DETAILS:

Project Name/ Title: ___Anzac Terrace Primary School 50th Anniversary 'Fun Day'___

Project date: ___15 March 2019_____

Project Location: ___Anzac Terrace Primary School, Bassendean_____

Project Description (Brief description of overall project – 150 words max):

Anzac Terrace Primary School is located in the Town of Bassendean. In 2019 the school will celebrate its 50th Anniversary and the ATPS Parents & Citizens (P&C) Association would love to celebrate this milestone with the Bassendean community, which has supported the school over its lifetime. As part of the celebrations, a Fun Day event is being planned for 15 March 2019 as a community event to say 'thank you' to both the school community and the wider Bassendean community—which is made up of many past students and their families.

The Fun Day will be an afternoon/evening event, taking place inside the school buildings and on the school grounds. The event will start at 3pm at the end of the school day, with the school buildings and classrooms open to the community, to get a taste of what the school does and how it operates. At 5pm the focus will shift to the school grounds—the school oval and basketball courts, which will be set up as a fun space. A range of activities will be available for people to enjoy, including bouncy castles and waterslides, a colour run and a range of smaller activities such as face painting, bubbles, parachute games, art and craft, and chalk drawing. At 6pm the entertainment will commence on the school oval, with the crowd set up on picnic blankets for a picnic dinner, or purchase food from a range of food trucks. The music acts will showcase some of the talent of past students who now attend local feeder high schools, such as a classical guitar ensemble, and the final act of a jazz quartet to set a happy, celebratory mood to finish the evening, scheduled to end by 8pm.

BRIEF DESCRIPTION OF ORGANISATION

(Purpose, how long in operation, etc. 150 words max.):

Anzac Terrace Primary School P&C Association Inc was incorporated as an association on 9 August 1985 and its main purposes are outlined below, as per the P&C Association Constitution and Rules:

2.0 OBJECTS:

The objects of the Association are to promote the interests of the school through:

2.1 cooperation between parents, teachers, students and members of the general community;

2.2 assisting in the provision of resources, facilities and amenities for the school;
and

2.3 the fostering of community interest in educational matters.

PLEASE OUTLINE THE OBJECTIVES/INTENDED OUTCOMES OF YOUR PROJECT:

The proposed Fun Day will support two of the P&C Association's objects according to its constitution—cooperation between the school and members of the general community, and the fostering of community interest in educational matters (2.1 & 2.3, see above). It is anticipated that through the event, greater opportunities for the school to work with the Bassendean community will be identified and fostered.

WHAT RELATIONSHIP DOES YOUR ORGANISATION HAVE WITH OTHER SERVICES WITHIN THE COMMUNITY?

Anzac Terrace Primary School P&C has links with the Bassendean community through its own activities—for example, by holding stalls at the Old Perth Road Markets, and organising sausage sizzles at the school on election days. The P&C also has links with the community through the school itself—Anzac Terrace Primary School engages with the Town of Bassendean through the library services, the annual visual arts competition, at Anzac Day events, and the school choir performs at venues in Bassendean (for example, seniors' day at a local community church).

WHAT BENEFITS DO YOU SEE FOR YOUR GROUP FROM THIS PROJECT?

As noted above, it is anticipated that through the event, greater opportunities for the school and the P&C to work with the Bassendean community will be identified and fostered. It is also anticipated that greater awareness of Anzac Terrace Primary School will be generated within the local community. And that benefits can be gauged through the following:

- Invitations to the school to be involved in activities within the Bassendean community.
- Greater collaboration with local community organisations on school projects.
- Greater sense of 'school spirit', and participation by the school community in school activities.

TARGET GROUP:

Who is the project being developed for?

Approximately how many people will benefit from the project?

The Fun Day event will be promoted to current and past students and families of Anzac Terrace Primary School, as well as the wider Bassendean community, particularly those living close to the school, as it will provide an opportunity for them to learn more about the school and its links with the Bassendean community. It is anticipated that up to 1000 people will attend the event and therefore benefit from the project, and that the school community will benefit in an ongoing way after the event, through closer ties with the community.

BUDGET:

INCOME	
Income - Cash	
Sponsorship requested from the Town of Bassendean (GST exclusive)	\$767
Cash Contribution from Applicant (P&C)	\$2150
Cash Contribution from ATPS Primary School	\$1821
Cash Contribution requested from Lotterywest	\$5910
Ticket Sales/ stall fees - if applicable	n/a
Merchandise Sales if applicable	n/a
Other cash income	n/a
Income - In Kind	
Venue Donation (School Oval)	\$150
Coordinators Time (3 pp x 100 hours @ \$50 per hour)	\$15,000
Other Volunteer Time (30 pp x 10 hours @ \$50 per hour)	\$15,000
Materials, Photocopies, Mailouts	\$100
Other In-kind support (see attached for breakdown)	\$3228
TOTAL INCOME	44,126
EXPENDITURE	
Expenditure - Cash	
Equipment Hire	\$6632
Marketing Promotion (ex GST)	\$267
Entertainment	\$3249
Photographer (GST not required)	\$500
Other	
Expenditure - In Kind	
Venue Donation	\$150
Coordinators Time	\$15,000
Materials	\$15,000
Printing/ Mail outs	\$100
Other In-kind expenditure (see attached for breakdown)	\$3228
TOTAL EXPENDITURE	44,126

Note:

- The sponsorship request that is made to the Town of Bassendean should not include GST, because the Council will automatically "cash-up" the amount for successful applicants if they are registered for the GST, (i.e. The Council will include an additional 10% for the GST). For example, if an organisation applies for sponsorship of \$1,000 and it is approved by Council, they will receive \$1,100, if they are registered for GST.

- Requests for sponsorship for items over \$500 must be supported by two written quotes from contractors/suppliers (and included with the application form). In the event of insufficient contractors/ suppliers, one quotation will be accepted.

CHECKLIST:

- | | |
|--|-----|
| 1. 1 hard copy of application | Yes |
| 2. supplier quotes | Yes |
| 3. copy of certificate of incorporation | Yes |
| 4. completed budget | Yes |
| 5. Has this project been discussed with a council officer? | Yes |

Conditions of Application to Town of Bassendean

If the application is successful, these conditions will form part of your sponsorship contract with the Town of Bassendean.

1. We agree to display the Town of Bassendean logo (supplied by Council) on our letters.
2. We agree to acknowledge the Town's sponsorship through public address announcements.
3. We agree to acknowledge the Town's sponsorship by displaying signage (supplied by Council) at our event.
4. We are prepared to undertake joint media promotion with the Town.
5. We recognise that special conditions may need to apply to the sponsorship addressing relevant elements of the Town's Corporate Plan to compliment the organisation's objectives.
6. We agree to invite two representatives from the Town of Bassendean to the sponsored activity or event.
7. We agree to provide an acquittal report on the form provided within four (4) weeks of the project's completion.
8. We undertake in consideration of the sponsorship payment to carry out our proposed project in full.

ACCEPTANCE OF CONDITIONS:

I have read and understand the above conditions and am authorised to accept them on behalf of the club / group / school named previously.

APPLICANT GROUP:

_____ANZAC TERRACE PRIMARY SCHOOL P&C ASSOCIATION INC _____

SIGNATURE OF Authorised APPLICANT:

DATE: _____26/9/18_____

Attachments

Certificate of Incorporation

Public Liability Insurance

Cost Estimates for Sponsorship requested from the Town of Bassendean

Table of In-kind support



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Consumer Protection

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A0821847S

Replacement Certificate of Incorporation

This is to certify that

ANZAC TERRACE PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
ninth day of August 1985

David Hillyard
Commissioner for Consumer Protection

This replacement certificate is issued on the 24 September 2018

CERTIFICATE

Certificate of Currency



This Certificate is issued for information purposes only and does not confer any rights upon the Certificate holder and does not amend, extend or alter the coverage provided by the Cover detailed below.

Public Authority:	Department of Education
Cover Number:	R/206879
Cover:	General Liability (including Products Liability).
Situation of Risk:	Worldwide
Covering:	The legal liability of the Public Authority in respect of claims for compensation resulting from an occurrence.
Limit of Liability:	\$600 million any one occurrence.
Excess:	Nil
Expiry Date:	30 June 2019
Conditions:	Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with RiskCover (managed by the Insurance Commission of Western Australia).

Date Issued: 1 June 2018

Town of Bassendean Requested Sponsorship Costs

Sponsorship is being sought from the Town of Bassendean to support the cost of promotional/signage materials for the 50th event, as well as to engage a local photographer to photograph the event, to ensure the memorable moments are captured.

The estimated costs are provided below.

Promotional/Signage Material

Banners from www.easysigns.com.au

Paper from www.officeworks.com.au

Item	Estimated Cost (inc GST)
1 x vinyl banner (2000x1000mm)	69.17
2 x teardrop banners	187.80
2 x packs A3 card for posters (25 ea)	32.58
1 x ream A5 paper for flyers (500)	4.59
Total	\$294.14

Your Quote is as Follows

Product:	Vinyl Banners
Quantity:	1
Number of Designs:	1
Width (mm):	2000
Height (mm):	1000
Print:	Single Sided
Finishing:	Hemmed Edges, Ropes & Eyelets
Eyelet Configuration:	Standard - Eyelets every 1000mm (Max distance apart)



Lead Time

1 working day lead time for your current quantity and configuration

The minimum order value for this product is \$64.90 inc GST (excluding shipping costs)

Price per Item (ex GST):	\$50.15
Delivery 🚚 (ex GST):	\$12.73
Subtotal (ex GST):	\$62.88
GST :	\$6.29

Total: **\$69.17** inc GST

Add to cart

Your Quote is as Follows

Product:	Teardrop Banners
Quantity:	2
Number of Designs:	1
Size:	Small (2175mm H)
Printed Sides:	Single Sided Mirror Reverse
Base:	Ground Spike
Sleeve Colour:	Black

5 Days

Lead Time

5 working days lead time for your quantity and current configuration

Price per Item (ex GST):	\$79.00
Delivery  (ex GST):	\$12.73
Subtotal (ex GST):	\$170.73
GST :	\$17.07

Total: **\$187.80** inc GST

Quill A3 200gsm Board White 25 Pack

Product Code: QU95333

Category Links: [A3 Coloured Board 200gsm+](#)




\$16.29

Available for orders between **\$55.00 - \$1,000.00** with **afterpay**  [Find out more](#)

[Be the first to write a review](#)

[Ask a question](#)

Quantity 1

 **Add to Cart**

 **Add to My List**

Added to Compare

J. Burrows 80gsm Premium A5 Copy Paper 500 Sheet Ream

Product Code: JBCNCPA580

Category Links: [A5 Copy Paper](#)



\$4.59

\$0.92 per 100 Sheets

Available for orders between **\$55.00 - \$1,000.00** with **afterpay** [Find out more](#)

Be the first to write a review

[Ask a question](#)

Pack Quantity

1

Photographer

Justin Benson-Cooper has provided a quote (see below) as a local photographer used by the Town of Bassendean, as well as a parent at Anzac Terrace Primary School.



photographer

press | portrait | family | sport | features

Justin Benson-Cooper
66 Chesterton Rd
Bassendean 6054 Perth
Western Australia
ABN-91004153157

Rebecca Benson
Anzac Terrace P&C
Anzac Terrace Primary School
176 Anzac Terrace, Bassendean 6054

QUOTE

To photograph the 50th anniversary of Anzac Terrace Primary School on location in Bassendean on 15 March 2019. Includes all edited images on a USB.

5 hours (3pm until 8pm)

- \$500

m 0421 760 170
e JBCphotographer@gmail.com
w www.facebook.com/justinbensoncooperphotographer

Town of Bassendean Grant Application

In kind support

Type of In-Kind Support	Provided by	Estimated Value
Public Liability Insurance (Premium based on online quote for a one day event: Local Community Insurance Services)	School	\$573
Parking area – Council Oval (Based on daily hire rate for a sporting reserve as per City of Cockburn)	Town of Bassendean	\$150
JFSC classical guitar ensemble (Based on cost of jazz quartet per hour)	John Forrest Senior College	\$400
Welcome to County by past student (Based on the usual rate for W2C as advised by the Town of Bassendean)	Past Student	\$500
Trestle Tables (2) (based on estimate from Reece’s Hire www.reeces.com.au)	P&C	\$55
Canopies (4) 3x3m (Based on hire cost inc delivery and set up perth marquee hire www.perthmarqueehire.net.au)	School	\$1000
Logo design for posters, flyers, banners etc Design of banner and posters, flyers (Based on rates for graphic designer - 8 hours @ \$50 per hour)	Parent	\$400
Power Supply for music acts	School	\$50
Misc items needed on the day eg high viz vests for organisers, bin liners, sunscreen etc	School	\$100
Total		\$3228

CHECKLIST:

- | | |
|--|-----|
| 1. 1 hard copy of application | Yes |
| 2. supplier quotes | Yes |
| 3. copy of certificate of incorporation | Yes |
| 4. completed budget | Yes |
| 5. Has this project been discussed with a council officer? | Yes |

Conditions of Application to Town of Bassendean

If the application is successful, these conditions will form part of your sponsorship contract with the Town of Bassendean.

1. We agree to display the Town of Bassendean logo (supplied by Council) on our letters.
2. We agree to acknowledge the Town's sponsorship through public address announcements.
3. We agree to acknowledge the Town's sponsorship by displaying signage (supplied by Council) at our event.
4. We are prepared to undertake joint media promotion with the Town.
5. We recognise that special conditions may need to apply to the sponsorship addressing relevant elements of the Town's Corporate Plan to compliment the organisation's objectives.
6. We agree to invite two representatives from the Town of Bassendean to the sponsored activity or event.
7. We agree to provide an acquittal report on the form provided within four (4) weeks of the project's completion.
8. We undertake in consideration of the sponsorship payment to carry out our proposed project in full.

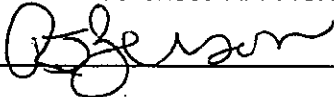
ACCEPTANCE OF CONDITIONS:

I have read and understand the above conditions and am authorised to accept them on behalf of the club / group / school named previously.

APPLICANT GROUP:

_____ANZAC TERRACE PRIMARY SCHOOL P&C ASSOCIATION INC _____

SIGNATURE OF Authorised APPLICANT:

_____  _____

DATE: _____ 26/9/18 _____



APPLICATION FORM

NAME OF APPLICANT GROUP: Petra Richardson -Spotted

NAME OF EVENT: Bassendean Sustainable Living Market

TYPE OF APPLICANT GROUP:

Incorporated sporting/leisure/cultural organisation

- Incorporated charitable (non profit) organisation
- Incorporated community group
- Educational institution

CONTACT PERSON: (Must be over 18yrs)

Name Petra Richardson

Position Held Spotted -Business Director, Slow Fashion Ambassador

Proof of Identity _____

Postal address: 17 Eileen Street, Bassendean, Perth, 6054

Street address: As above

Email: spotted@iprimus.-
com.au _____

Phone: __0418947482_____

IS THE APPLICANT GROUP GST REGISTERED?

YES

NO /

DOES THE APPLICANT GROUP HAVE AN AUSTRALIAN BUSINESS NUMBER (ABN)?

YES

ABN is: 44183276389

NO

IS THE APPLICANT GROUP INCORPORATED?

YES

Incorporation number on top of incorporation certificate is:

NO

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE?

YES

[Please attach a copy of your certificate of currency for public liability cover]

NO

PROJECT DETAILS:

Project Name/ Title: Bassendean Sustainable Living Market

Project date: Saturdays 1pm- 5 pm ,

3 months of a year for 3 years.

Proposed months- mid November, April, August.

Project Location: Bassendean Community Hall and Court Yard

Project Description

(Brief description of overall project – 150 words max):

BASSENDEAN SUSTAINABLE LIVING MARKET WOULD BECOME A 'HUB EVENT' TO LEARN, EDUCATE AND SHARE WITHIN THE LOCAL COMMUNITY. THE MARKET WOULD CREATE DIRECT ACCESS TO PURCHASE SUSTAINABLE PRODUCTS IN CONJUNCTION WITH PROMOTING LOCAL BUSINESSES. IT WOULD BRING PEOPLE

FROM ACROSS PERTH INTO OLD PERTH ROAD, PUTTING BASSENDEAN 'ON THE MAP' FOR BEING A COMMUNITY LEADING THE WAY IN SUSTAINABLE LIVING.

THE 'BASSENDEAN SUSTAINABLE LIVING MARKET' WOULD BE A WONDERFUL OPPORTUNITY TO BRINGING TOGETHER LIKE MINDED BUSINESSES. TO GET PEOPLE THINKING ABOUT SUSTAINABLE LIVING WITHIN THE LOCAL COMMUNITY, CREATING 'THE RIPPLING EFFECT', ULTIMATELY TO MAKE LASTING CHANGE.

THE MARKET WOULD CONSIST OF A FINELY CURATED SELECTION OF LOCAL BUSINESSES INCLUDING:

COMMUNITY HALL

- RECYCLED CLOTHING 'SPOTTED'
- CLEANING PRODUCTS 'NATURE DIRECT', 'ENJO'
- METAL STRAWS 'THE LAST STRAW COMPANY'
- REDUCING PRODUCT PACKAGING 'WASTE LESS PANTRY'
- MAKE UP 'INIKA' BEAUTY BY BRONWEN
- SUSTAINABLE JEWELLERY MADE FROM RECYCLED/ETHICALLY SOURCED MATERIALS (BUSINESS TO BE SOURCED)
- REUSABLE LIFE STYLE PRODUCTS 'TASTY PEAR'
- BASSENDEAN COUNCIL RECYCLING PROGRAM (WHAT CAN AND CANT GO INTO THE RECYCLE BIN) WITH EMRC
- KEEPING CHICKENS IN YOUR BACK YARD (BUSINESS TO BE SOURCED)
- WORM FARM/ COMPOSTING/ RECYCLING FOOD WASTE IN YOUR GARDEN (ONE THEME PER MARKET)

(BUSINESS TO BE SOURCED INCL. ARTSHOUSE COMMUNITY GARDEN, WASTE AUTHORITY)
- MAKE YOUR OWN PRODUCTS WORKSHOPS

COURT YARD

- _CYRIL JACKSON COFFEE CART
- ROTARY CLUB SANDWICHES AND CAKES (FUNDRAISER)
- PLANT DISPLAY STALL (BUSINESS TO BE SOURCED)

BRIEF DESCRIPTION OF ORGANISATION

(Purpose, how long in operation, etc. 150 words max.):

SPOTTED IS A RECYCLED CLOTHING 'POP UP BOUTIQUE' ESTABLISHED IN 2014, BY PETRA RICHARDSON . IT HAND SELECTS RECYCLED CLOTHING, IN NATURAL FIBRES, WHICH ARE PRESENTED FOR VIEWING THROUGH OPENINGS, IN THE COMMUNITY OF BASSENDEAN. AT SPOTTED PEOPLE COME TOGETHER TO SHOP WITH YOUR FRIENDS IN A RELAXED, FUN ENVIRONMENT, WITH A STYLIST AT HAND.

SPOTTED ADVOCATES SLOW FASHION AND SUSTAINABLE LIVING HABITS. THROUGH THE POP UP OPENINGS, TALKS AND REPAIR WORKSHOPS

SPOTTED IS PASSIONATE ABOUT SHARING IDEAS.

....'RECYCLE, REPAIR, REUSE'.

PLEASE OUTLINE THE OBJECTIVES/ INTENDED OUTCOMES OF YOUR PROJECT:

THE 'BASSENDEAN SUSTAINABLE LIVING MARKET' PROVIDES OUTCOMES

IN 5 DISTINCT AREAS:

1. IT WOULD BRING FOOT TRAFFIC INTO OLD PERTH ROAD, CREATING EXPOSURE FOR ALL LOCAL BUSINESSES AND THE TOWNSHIP.
2. IT WOULD ESTABLISH BASSENDEAN AS A COMMUNITY LEADING THE WAY IN CONSCIOUS CONSUMERISM AND SUSTAINABLE LIFESTYLE HABITS.

BUILDING ON BRAND ' BASSENDEAN'

3. THE MARKET WOULD BECOME A REGULAR HOT SPOT TO EDUCATE AND SHARE IDEAS ON SUSTAINABLE LIVING PRACTISES, WHILE OFFERING A FUN DAY OUT. IT WOULD 'SHINE A LIGHT' ON HOW WE CAN ALL MAKE A DIFFERENCE AND A POSITIVE IMPACT THROUGH SIMPLE CHANGES, IN SMALL STEPS.

4. THE MARKET WOULD CREATE NETWORKING AND EXPOSURE OPPORTUNITIES FOR LIKE MINDED BUSINESSES IN THE HEART OF THE COMMUNITY. BUSINESSES COULD LEARN FROM EACH OTHER WHILE IN A COMBINED RETAIL SPACE.

5. MOST IMPORTANTLY IT WOULD GIVE VISITORS A CONVENIENT ONE STOP 'SUSTAINABLE SHOP'. A DRAWING CARD THAT WILL OFFER A UNIQUE SHOPPING EXPERIENCE WHICH ISN'T YET AVAILABLE, IN THIS WAY, IN THE METRO AREA OF PERTH.

WHAT RELATIONSHIP DOES YOUR ORGANISATION HAVE WITH OTHER SERVICES WITHIN THE COMMUNITY?

SPOTTED WAS DELIGHTED TO BE A PANELIST AT THE FIRST BASSENDEAN FESTIVAL OF BUSINESS, HELD IN APRIL THIS YEAR. FURTHER WORK WITHIN THE LOCAL COMMUNITY INCLUDE BEING INVITED TO TALK ABOUT SLOW FASHION, AS PART OF THE LITURGY BY NATASHA LESTER ON HER BOOK 'THE PARIS SEAM-STRESS'. SPOTTED'S WORKSHOP ON 'SLOW FASHION AND CARING AND REPAIRING YOUR CLOTHES' WAS LISTED IN THE RELAX PROGRAM FOR TERM 3. SPOTTED HAS COLLABORATED, SEVERAL TIMES, WITH LOCAL MAKE UP ARTIST 'MAKE UP BY MEL' WORKING TOGETHER AT POP UP EVENTS IN BASSENDEAN.

OTHER RESENT COLLABORATIONS INCLUDE:

- 'SHAPE YOUR BODY WITH SLOW FASHION' STYLE WORKSHOP, PARTNERED WITH 'STEP INTO LIFE' BASSENDEAN, DURING WOMENS HEALTH WEEK
- 'SPRING STYLE EVENT' WITH BASSENDEAN MAKE UP ARTIST 'BEAUTY BY BRONWEN' WITH FURTHER COLLABORATIONS PLANNED.

- WHAT BENEFITS DO YOU SEE FOR YOUR GROUP FROM THIS PROJECT?

THE EVENT WOULD PROVIDE EXPOSURE TO GROW THE SPOTTED BUSINESS AND PHILOSOPHY. IT WOULD SHOW SPOTTED AS, A LOCAL BASSENDEAN BUSINESS, DRIVING SLOW FASHION AND SUSTAINABLE LIVING. THE MARKET WOULD PROVIDE A PLATFORM FOR SPOTTED TO SHARE ITS VALUES ON SLOW FASHION AND SUSTAINABLE LIVING, 'RECYCLE. REDUCE, REUSE'.

THE PROJECT WOULD COMBINE NETWORKING WITH LOCALISM; CREATING NETWORKING OPPORTUNITIES WITH LIKE MINDED LOCAL BUSINESSES AND THE COMMUNITY.

SPOTTED WOULD BENEFIT FROM SUSTAINABLE INSIGHTS FROM OTHER BUSINESSES INVOLVED, AS WELL AS, THE ECONOMIC VALUE FROM PROVIDING THE COMMUNITY WITH SUSTAINABLE CLOTHING OPTIONS AT THE MARKET.

TARGET GROUP:

Who is the project being developed for?

Approximately how many people will benefit from the project?

THE SUSTAINABLE LIVING MARKET IS BEING DEVELOPED FOR LOCAL RESIDENCES OF ALL AGES AND INTENDED TO DRAW PEOPLE FROM ACROSS PERTH INTO BASSENDEAN TO ATTEND THE MARKET.

BUDGET:

INCOME		
Income - Cash		
Sponsorship requested from the Town of Bassendean (GST exclusive)		
Cash Contribution from Applicant		
Ticket Sales/ stall fees- if applicable	\$40 x 10 stalls	\$400
Merchandise Sales if applicable		
Other cash income		
Income - In Kind		
Venue Donation		
Coordinators Time	\$1000.00 wage/ time	
Materials		
Photocopies		
Mail outs		
Other In-kind support		
		TOTAL INCOME
EXPENDITURE		
Expenditure - Cash		
Artist Fees or Quote for Service		
Equipment Hire		
Venue Costs		
Marketing Promotion	Marketing and Social Media Daniele Foti-Cuzzola	
Administration	Spotted	\$1000.00
Materials	Advertising banners and core flute street signs	0
Catering	Stall holders	
Other	Graphic design	
Expenditure - In Kind		

Venue Donation	
Coordinators Time	
Materials	
Printing/ Mail outs	
Other In-kind expenditure	
TOTAL EXPENDITURE	

Note:

- The sponsorship request that is made to the Town of Bassendean should not include GST, because the Council will automatically "cash-up" the amount for successful applicants if they are registered for the GST, (i.e. The Council will include an additional 10% for the GST). For example, if an organisation applies for sponsorship of \$1,000 and it is approved by Council, they will receive \$1,100, if they are registered for GST.

- Requests for sponsorship for items over \$500 must be supported by two written quotes from contractors/suppliers (and included with the application form). In the event of insufficient contractors/ suppliers, one quotation will be accepted.

CHECKLIST:

1. 1 hard copy of application
2. supplier quotes
3. copy of certificate of incorporation
4. completed budget
5. Has this project been discussed with a council officer?

Conditions of Application to Town of Bassendean

If the application is successful, these conditions will form part of your sponsorship contract with the Town of Bassendean.

1. We agree to display the Town of Bassendean logo (supplied by Council) on our letters.
2. We agree to acknowledge the Town's sponsorship through public address announcements.
3. We agree to acknowledge the Town's sponsorship by displaying signage (supplied by Council) at our event.
4. We are prepared to undertake joint media promotion with the Town.
5. We recognise that special conditions may need to apply to the sponsorship addressing relevant elements of the Town's Corporate Plan to compliment the organisation's objectives.
6. We agree to invite two representatives from the Town of Bassendean to the sponsored activity or event.
7. We agree to provide an acquittal report on the form provided within four (4) weeks of the project's completion.
8. We undertake in consideration of the sponsorship payment to carry out our proposed project in full.

ACCEPTANCE OF CONDITIONS:

I have read and understand the above conditions and am authorised to accept them on behalf of the club / group / school named previously.

APPLICANT GROUP:

_____ SPOTTED _____

SIGNATURE OF Authorised APPLICANT:

DATE:

28/08/18
