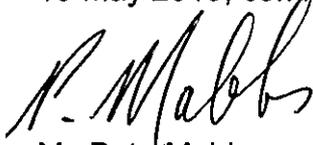


TOWN OF BASSENDEAN
NOTICE OF A MEETING OF THE
PEOPLE SERVICES COMMITTEE

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 Wednesday 15 May 2019, commencing at 7.00pm.



Ms Peta Mabbs
CHIEF EXECUTIVE OFFICER

10 May 2018

A G E N D A

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**

3.0 **DEPUTATIONS**

4.0 CONFIRMATION OF MINUTES

4.1 People Services Committee Minutes of 6 March 2019

OFFICER RECOMMENDATION – ITEM 4.1

That the minutes of the People Services Committee meeting held on 6 March 2019 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 Suicide Prevention “Community of Interest” Group Meeting

The Director Community Development will present the draft agenda for the inaugural meeting of the above group that is scheduled for Saturday 25 May 2019 from 10.30am – 12.30pm.

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

APPLICATION

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

BACKGROUND

The following email was received from Marie Molloy on 9 April 2019:

"I am hoping you can point me in the right direction. I am regrettably needing to resign from my position on the People Services Committee. I still very much want to work closely with the Town but need to reduce the out of work hour commitments I am currently involved in. I feel that I can best continue to serve the Bassendean community via its Arts and Culture programs, Town Teams and the new Ideas Hub.

Could you please let me know if I need to speak to anyone else (Graeme or Sarah?) or there a process to fulfil regrading this?

Many thanks, Marie Molloy".

Marie was advised that her email would be put to the next meeting of Committee for formalising.

COMMENT

It is recommended that the Committee does not advertise the community representative vacancy to fill the position on the Committee, as it has one further meeting prior to the Ordinary Council Elections in October, at which time the Committee term expires.

Officers recommend that Marie be written to expressing the Town's appreciation for her commitment to the community of the Town through the work of the Committee.

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

There are no financial implications associated with this report.

OFFICER RECOMMENDATION - ITEM 8.2

That the People Services Committee:

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

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

APPLICATION

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

ATTACHMENTS

Attachment No. 1:

The Community Groups Funding Application

BACKGROUND

The Community Groups Fund supports Town of Bassendean community groups, sporting groups and organisations to provide projects, programs, events or activities that benefit residents of the town and the wider community.

The Community Groups Funding Guidelines are provided as part of the attachments to this agenda.

Bassendean Community Men's Shed – Men's Shed Promotional Film

The Bassendean Community Men's Shed (Men's Shed) are lodging an application for funding with the Town to assist with the development of a promotional film.

The Men's Shed aim is to develop a short promotional video with a focus on diversity. The intention of the promotional video is to encourage the Town's community / broader community with diverse interests, to join and utilise the Men's Shed facilities when construction is completed. The application highlights that the general perception of a Men's Shed is that activities are just restricted to people with interests in wood and metal trades, but rather, the Men's Shed has the opportunity to broaden the range of activities, interests and pursuits of existing and potential members. The purpose of the promotional video is to encourage a discussion of what a Men's Shed could be and how people with diverse interests might benefit from joining the organisation.

The development of a promotional film aligns with the Town's Strategic Priority 1 - Social under the following strategic objectives:

- 1.1 Build a sense of place and belonging;
- 1.2 Ensure all community members have the opportunity to be active, socialise and be connected;
- 1.3 Plan for a healthy and safe community; and
- 1.4 Improve lifestyle choices for the aged, families and youth.

The development of a promotional video is predominantly aiming to promote the benefits and assisting the Men's Shed to be inclusive so that all community members have the opportunity to be active, socialise and be connected.

Rail Heritage WA

The Rail Heritage WA group based at 136 Railway Parade, is lodging an application for funding for the installation of visually informative signage that will promote to the broader community the hidden interior of the museum, with particular regard to its size and scale.

The project aims to reveal to the local community and passing public, a glimpse of the extensive and interesting Railway Museum that is hidden from sight on the roadway, given that many first time visitors have indicated that they were not aware of how big the museum is.

The Rail Heritage WA group is aiming to develop a large image over three sections together with way-finding directional signage.

The development of a promotional signage aligns with the Town's Strategic Priority 1 - Social under the following strategic objectives:

- 1.5 Build a sense of place and belonging; and
- 1.6 Ensure all community members have the opportunity to be active, socialise and be connected.

Given that the Railway Museum has been an iconic landmark for the Town of Bassendean for many years and building upon the foundations of the past for the Town, increasing promotional signage for the Railway Museum will contribute to developing a sense of place and belonging for the community and general visitors to the Museum.

Through increased awareness, this will increase opportunities for the community to be active, socialise and remain connected through the Railway Museum.

COMMENT

Officers have assessed the two applications for funding and would like to offer the following comments:

Bassendean Community Men's Shed – Men's Shed Promotional Film

- The Town is currently assessing tenders received for the construction of the Men's Shed with the successful tenderer anticipated to be appointed at the Ordinary Council Meeting scheduled for 28 May 2019. Once construction is completed, promoting the Men's Shed and its new venue will be a key strategy for the ongoing sustainability of the organisation and the facility;
- The proposed project will serve the Town's community members and people outside the Town;
- The project is aligned with the Town's Strategic Community Plan;
- The development of a promotional film is a discrete project and will not require ongoing funding from the Town. \$1,000 has been secured from external sources by the Men's Shed;
- The project does not duplicate an activity already being undertaken within the Town;
- The request for funding of \$1,500 is a reasonable request given the unique project of developing a short promotional film; and
- The storyline/content of the promotional film offers a creative and innovative approach to communicate their message of diversity to the broader community.

Rail Heritage WA

- Given that the Railway Museum has long been a key community amenity in the Town of Bassendean, elevating the awareness of the magnitude of the museum and the services being delivered, presents as a worthwhile proposition for the Town to invest in;
- The Railway Museum has a strong relationship with local community groups, such as the Bassendean Community Men's Shed, Bassendean Historical Society and the Cyril Jackson Senior Campus. The Railway Museum also draws some of its volunteers from within the Town of Bassendean and maintains strong links with the business community as well;

- The project is aligned with the Town's Strategic Community Plan;
- The project does not duplicate an activity already being undertaken within the Town; and
- The request for funding of \$1,660 is a reasonable request given that increased signage will raise awareness of the Museum and help to maintain the profile of one of the Town's important community amenities.

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

Currently, the Community Groups Fund Program - GL 181 506 has a balance of \$15,930 and can sustain the approval of both grants of \$3,160.

OFFICER RECOMMENDATION - ITEM 8.3

That the People Services Committee:

1. Receives the Community Groups Funding applications lodged by the Bassendean Community Men's Shed and Rail Heritage WA;
2. Supports the application for funding of \$1,500 from the Bassendean Community Men's Shed for the development of a short promotional film and \$1,660 from the Rail Heritage WA group for the installation of way finding promotional signage; and
3. Recommends to Council to approve the application for funding of \$1,500 from the Bassendean Community Men's Shed and \$1,660 from the Rail Heritage WA group and that a funding agreement be developed and signed between the applicants and the Town.

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

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

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

OFFICER RECOMMENDATION — ITEM 8.4

That the progress report on the projects included in the Corporate Business Plan - Strategic Priority 1: Social, be received.

8.5 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 Program: RElax term 2, 2019 is underway with 130 people enrolling so far across all of the programs. It is expected that additional enrolments will be lodged over coming weeks. A key feature of the Term 2 Program is the *Wanjoo Song Workshop* being presented in May by award winning Noongar woman musician and Ashfield resident, Ms Gina Williams and fellow musician Guy Ghouse.

KidSport: KidSport continues to benefit the community with \$12,159 / 93 vouchers benefiting over 90 children within the Town of Bassendean from the 1 January to May 2019. Of the children receiving a benefit under the KidSport program, just over 80% of recipients had not previously registered with a Club with Netball, AFL and Soccer being the most registered sports.

Your Move: The Department of Transport (DoT) is nearing the completion of their role in delivering the Your Move Bassendean program, however the legacy will live on through a range of initiatives being undertaken by the Town, namely:

- Purchase of E bikes for Town Staff use during work hours for work purposes including an education session;
- Installation of bike repairs station;
- Brochure developed on how to get around the Town of Bassendean shopping precinct and surrounds;
- Running a competition for active travel tracker for Officers;

- Continue with Your move Bassendean stories on the *Your Move* website;
- More infrastructure as way finding signage being installed;
- Continue to work schools on keeping up with the program in partnership with DoT; and
- Cycling without age in September 2019 (trishaw type bike) to be run in conjunction with the Town's Local Studies Librarian history walks and history tour.

Socially Inclusive Communities WA (SICWA) Program: To date, three sporting clubs: Ashfield Soccer Club, Bassendean Caledonian Soccer Club and the Bassendean Basketball Club have nominated to participate in the 12 month mentoring program being offered to community groups/sporting clubs as part of the Socially Inclusive Communities WA Program.

Town Staff plan to stage community workshops for volunteers and the general community in July/August 2019.

Facility Management/Planning

As part of the mid year budget review, a slight adjustment was made with the following planning studies being earmarked for 2019/2020:

- Open Space Development Framework;
- Master Plan – BIC Reserve; and
- Lighting audit of active reserves.

CULTURE:

Arts and Cultural Plan

The Town's Arts and Cultural Plan 2019-2023 was adopted by Council at the March 2019 Ordinary Council Meeting. Town Staff are now in the process of developing an implementation plan of specific arts and cultural projects, as well as a proposed public events/cultural events program for 2019/2020 as part of the budget planning process. Town Staff will provide a further update at the meeting.

Cultural Events

During the months of March and April, the Recreation and Culture Business Unit facilitated the staging of the following events:

- **Saturday 9 March 2019 - *Silent Screen and Live Sounds*** on the BIC Reserve. The event was staged in partnership with Telethon Community Cinemas and despite rainy conditions, over 100 people attended the event. The silent movie screening featured two comedy movies by Buster Keaton...*The High Sign* and *Sherlock Jnr* ;
- **Monday 11 March 2019 – *Celebrating Community Voices – An Evening on the Green with Minister McGurk (Invitation Only)*** was staged on the BIC Reserve with over 150 people attending.

The event was the platform for the Town launching the community engagement strategy for the BassenDream our Future project as part of the visioning work for the review of the Town's Local Planning Strategy as well as Minister McGurk MLA launching the State's strategy for Women and outlining the State Government's Plan to achieve gender equality in WA.

The film '*On the Basis of Sex*' a biographical drama based on the life and early cases of US Supreme Court Justice Ruth Bader Ginsberg was also screened.

- **Wednesday 20 March 2019 – *Screening of the "Staging Post"*** on the BIC Reserve. Over 30 people attended a free screening of the documentary movie depicting the life of Hazara Afghan refugees who were stranded in Indonesia waiting for residencies to other countries.

Staged as part of the Town reinstating its status as a *Welcome Refugee Zone* and *Harmony Week*, a live interview via Skype was held on the night with former refugee Muzafar Ali who contributed to developing the documentary.

- **Thursday 25 April 2019 – *ANZAC Day Commemorative Service and Parade*** from the Bassendean Hotel to BIC Reserve was held with approximately 1000 people attending.

The address was provided by Ms Sandra Playle (Military Researcher) who spoke on the contribution of the nursing profession to the wars. As previous years, there was strong involvement from the Town's Churches as part of the ANZAC Day service and Community Groups laying wreaths.

The immediate upcoming event is one of the Town's flagship events:

- **Thursday 11 July 2019 – NAIDOC Family Day** on Ashfield Reserve being staged by the Town in partnership with the Derbarl Yerrigan Health Service Inc, 10.30am to 3pm.

As in previous years, the Town will also conduct the Dandjoo Koorliny Reconciliation Walk with flag raising at the Town's Administration Centre from 10am, followed by a walk along the footpath on Guildford Road to Ashfield Reserve for a second flag raising ceremony to open the 2019 NAIDOC Family Day. Members of the People Services Committee are encouraged to attend both the walk and event.

YOUTH SERVICES

Club Connect Project

A second 'Starting the Conversation' session has been arranged for June targeting winter sports clubs as well as the broader community. We will once again utilise Mike Fitzpatrick from Youth Focus as the facilitator.

As a follow up to these introductory sessions, we will ask clubs to identify their well-placed 'champions', who will be offered more comprehensive mental health 'first aid' training and be promoted throughout their clubs as the designated 'Mental Health First Aider'

Promotion of the mental health support opportunities within local clubs will be promoted at the NAIDOC Family Day and the GRAVIT8 Youth Festival.

RYDE Program

New 'all encompassing' induction video produced which will supersede the existing Mentor Practical Driving Sessions which were conducted with professional driving instructors. This change will provide improved induction and dramatically reduce the costs incurred when recruiting new Mentors. The new video focusses on communication and the Mentor role and its content sourced from best practice documents.

Staff have been required to work closely with a new youth agency in Bunbury as management was transferred from the Young Driver Development Program. Staff have also been undertaking development with the Mandurah RYDE Program to accommodate a new shopfront and vehicle. These changes have already been accommodated by the modular and expandable nature of the model when first developed.

There are no new developments yet with the City of Joondalup's RYDE Program development, but it is planned for introduction in the 19/20 financial year.

Program data

Hours completed:	1944
Sessions completed:	1399
Clients:	651
Mentors:	143
RYDE Programs active	5
RYDE Providers:	79
Support Workers:	264

Cooking Program

- Continues operations
- Now catering for day time students
- Exclusive use of compostable containers and utensils
- Sourcing food inexpensively from Foodbank

Facebook

- A steady flow of submissions being submitted
- Mechanisms put in place to coordinate the activities of all Pages across the Town
- A focus on disseminating important information to the local community through monthly Mayoral video briefings

Education Program

- Delivering Cert I/II/III Mon-Thurs
- 18 students enrolled

NAIDOC Family Day

- Preparations underway for 'Youth Zone'

Directorate Projects

Bassendean Men's Shed:

- All planning processes completed
- Tender prepared and advertised
- Responses assessed and recommendation report to council prepared

Vibrancy Project

Park Bench Sculpture

- Bench design settled with Martin Jaine and Bassendean Lions Club.
- Addition of small 'legs' so rubbish won't get lodged
- Photos sent to LGIS for public liability review – Completed.

Bambino's Pavement Mural

- Liaised with owner

- Determined surface prep/priming/paint types required and sealing/anti slip treatment with Kleenit contractor
- Engineering completed for footpath closure plan
- EOI developed for distribution to local artists – prepared, awaiting distribution

Festoon Lighting

- 3 quotes received. Contractor selected and scheduled

Whimsical Art

- Conducted a street audit to identify viable sites
- Consulted Asset Services regarding sites
- Designed social media strategy – live
- Arranged with IT to create webpage 'landing site' for the project – Page created and populated
- Engaged Youth Futures Art Ed program to incorporate some pieces in to their arts unit

Old Commonwealth Bank mural

- 4 emails outlining proposal sent to owner – No reply so far
- Examining ways of mitigating potential concerns owner may present upon engagement

Mural at 2 OPR

- Owners of property with not engage after repeated attempts
- Emailed WALGA to seek any options that might be available
- Project suspended for the time being

Guildford Rd entry statement garden

- Had deferred preparation of soil until there was more certainty about the mural's progression. Decided to push ahead with planning after Mural Project's suspension
- Engaged Renee Zaffino-Little regarding a garden plan. In progress
- Engaged Parks and Gardens to request soil preparation be undertaken as soon as possible
- Researched suppliers for materials

Old Perth Rd Collective Town Team

- Completed insurance and incorporation processes
- Assistance with social media and launch event

Wayfinding signs

- Sought main roads advice on conventions and rules
- Defining a model to present for approval – in progress

VOLUNTEER CENTRE

Volunteer Staff

June Turner – A volunteer Liaison Officer recruited to assist seniors groups to compile a publication with activities in the Town.

Sheril Smallacombe, Annie Keating, Serena Clutton: Volunteers assisting at the centre with volunteer referrals, events (recent ANZAC day) and administration tasks.

Grace Jones, a Curtin work placement student assisting with National volunteer week social media posts.

Act Belong Commit

Interactive ABC stall for first Old Perth Road Sunday markets on 28 April. Community groups FIBRANT had facilitated a free activity for all ages, and ABC information and merchandise distributed about how to stay mentally healthy.

National Volunteer Week 20 – 26 May - "Making a world of difference." Town of Bassendean facebook posts highlighting volunteering in Bassendean

Annual Volunteer Appreciation Dinner

At Mulberry Estate, Caversham Thursday 23 May; Invitations for two representatives from volunteer organisations; Town of Bassendean volunteers, Councillors and staff who will host tables; RSVP date is 12 May; \$1000 NVW grant was secured towards the event from Lotterywest.

RYDE

A networking event at Cork and Bottle was held for mentors on 29 March. Nine volunteer mentors attended.

Children's Special Xmas Party

The Town has made a contribution to host a Christmas party for children with special needs and is seeking volunteers to assist with running the event.

Community Transport Service:

- Current Volunteers include six Administrative and nine Drivers.
- Community Transport Office is open during weekdays between 9am – 2pm for bookings
- Transport Service operates with two vehicles from 8am – 4pm on Weekdays (as per daily-booked appointments) and is available to residents who meet the service requirements.

LIBRARY AND INFORMATION SERVICES

Managers' Report

Programs and events

Book Launch: In April, to celebrate World Autism Awareness 'Light it up blue' day, the library hosted a Book Launch for the local author Kylee Matson. Kylee has written and illustrated a book for children 'Meet Repeat Pete: a pirate with repetitive behaviour', that addresses some issues faced by children with Autism. It was a spectacular event, attended by many local residents, representatives of Autism Association of WA, WA Police, local schools, Kylee's friends and colleagues and Town's staff. The highlight was a speech by Superintendent Dom Wood of WA Police, who shared his personal experiences with the audience.

Library Lunchtime Interludes in March and April: "The habits of sustainable happiness", 'It's time to make a sauerkraut', 'Dementia awareness presentation' and 'The waste-free kitchen' with Dr Jane Genovese attracted 70 participants, highlighting the growing interest in the extension activities being offered by the library service.

Literary Salon in April featured Perth writer and musician Dave Warner and his band on a 'Life of crime tour'. Our patrons were treated to a wonderfully entertaining session, full of stories and live music. Over 40 people were in attendance. Next Literary Salon is planned for Wednesday 26 June with Marcella Polain.

May Madness Book Sale: Lots of discarded library stock and unwanted donations will be again offered for sale during our May Madness Book Sale event, from Saturday 18 May to Saturday 25 May. The Book Sale coincides with the Australian Library and Information Association Library week.

Children Services

Children were kept busy during Easter school holidays. 'Let's go fly a kite' and 'Mind Mash' robotic workshop sessions were fully booked.

Our regular **Rhyme Time** and **Story Time**, **Lego Bricks 4 Kidz** and '**Daddy and Me**' session continue to be very popular and attract both regular and new participants.

Our decision to remove very popular small trolleys for children proved to be controversial, with many kids disappointed in not being able to use them and parents enquiring about the reasons behind it. The decision was not taken lightly and was based on careful consideration of safety

issues for all library users. Library staff is currently researching other, more user friendly options, such as baskets that can be carried or pulled behind.

Displays and projects

Mental Health display in the library foyer continues to be in high demand. Recently ordered brochures have already been taken by our visitors.

Advertising and Promotions

The library continues to publish its monthly newsletter 'The Word' and uses the skills of existing staff members to produce flyers and brochures to advertise upcoming events and programs. Library facebook is also used to connect with our community and currently records 1044 likes. Our website is regularly updated to reflect current activities and promotions.

Library building- maintenance

CCTV upgrade for the library carpark and main hall area has been completed. 16 new generation cameras has been installed, providing better coverage of the public spaces.

Local Studies Report

The Local Studies Librarian:

- Visited St Mark's Anglican Church to view with Gowers and Brown stained glass window made in 1984 in the eastern window of the church and photographed the site.
- Provided a customised guided walk and historical information about Old Perth Road for Department of Transport staff members as part of the Your Move programme in February.
- Provided a school excursion for students at Casa Mia Montessorri School down Old Perth Road on 5 March 2019.
- Was interviewed by Kate Leaver for ABC Perth radio (720) broadcast on 12 March promoting Bassendean history and guided walks.
- Contributed to a historic display about Eden Hill at the Eden Hill Community Action Network mini market at the end of March, presented by members of the Bassendean Historical Society. Eden Hill Streets and Naming Origins booklet was created.
- Attended the Closing the Gap lunch on 22 March with the launch of Town's second Reconciliation Plan 2018-2020.
- Attend "walk" shop with Richard Tolley and Ben Kent on 4 April.

- Provided information at the CEO Briefing on 2 May about the history of the former Pensioner Guard Cottage and Residence for staff.
- Completed the Town of Bassendean Job Safety Analysis for Guided walks.
- Attended the first meeting of the Local Studies Collection Working Group on 18 April.
- Attended the WA State Heritage and History Conference Handle with Care on 29 and 30 April.
- Has organised and promoted the Annual Library History Lecture with speaker Gina Williams on 19 June.

Collection Management

New Trove List- Aboriginal history West Guildford and Bassendean at <https://trove.nla.gov.au/list?id=129024>

All Trove Lists are now available on the Bassendean Memorial Library website at <http://library.bassendean.wa.gov.au/services/local-studies/trove-lists.aspx>

West Guildford Rate Books have been microfilmed for preservation and access and later the books will be sent to the State Records Office.

The Local Studies Librarian has indexed Changes They've Seen: The City and People of Bayswater 1827-1997 by Catherin May, in the Library catalogue.

New Additions

Senior Citizens ephemera file including list of Life members and past presidents, biographical information about Mr D'Espeissis, photographs from the Parkin family (Parkin Court), photographs from the Kirby family (Former Minister at St Mark's)

- Handbook of Horticulture and Vitaculture in Western Australia 1895 Adrian d'Espeissis
- "Gnarla Moort (Our People) Photographic Exhibition Catalogue 2014
- Bassendean Local Business and Activities Directory by Your Move
- For All My Children by Shirley Miles (local author)
- Bassendean Reconciliation Action Plan 2018 – 2020
- Town of Bassendean Policies
- 2019 Anzac Day booklet

Oral History

- The interview with Mr Smallman has been conducted with the transcript received and corrections pending.
- The Interview with Mr Gary Evershed has been planned.
- The interview with Mr Bevan Carter has been planned.

- The interview with Mr Clive Brown has begun.

Activities

Historic Homes walk

- 35 participants attended the second Historic Homes free guided walk for the community in May which was provided by the Local Studies Volunteer.

River Walk

- 14 participants attended the monthly free guided River walk for the community provided by the Local Studies volunteer in April.

Facebook

- Information on street name origins and local advertisements and Trove lists continue to be posted regularly on the Library's Facebook page.

Monthly Displays in Bassendean Memorial Library

- March- Bassendean Hotel
- April- Bassendean War Memorial
- May Pensioner Guard Cottage and BSH Inc for National Trust Heritage Festival

SENIORS AND DISABILITY SERVICES

Royal Commission into Aged Care Quality and Safety

- No further update

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.
- Extension to Service Agreement (for further period of 1 year) to 30 June 2020 received and signed by CEO. Funding is reduced in line with diminishing caseload.

Commonwealth Home Support Program (CHSP) Transition

- No significant changes to report

Fee for Service

- No major changes to report

Hyde Retirement Village

- Quarterly meeting was held April
- Regular ongoing maintenance carried out

TRACCS - Client Management Software

- No significant changes to report

Workforce Update

Further recruitment of casual Support Workers is in progress to replace departing and other casual staff reducing their availability for work.

Service realignment with new Aged Care Quality Standards

The new standards which come into effect 1 July 2019 require that all Aged Care Services realign themselves accordingly. SDS engaged a Consultant to develop a new Policies and Procedures Manual, a significant body of work due for completion end of May 2019. This will be followed by comprehensive staff training across the Business Unit to ensure compliance.

CHILDREN SERVICES

Midvale Parenting Hub

Lisa Armstrong is the current representative for the Town of Bassendean and is the parenting champion. The Children's Service budget supports this initiative and Lisa facilitates a number of workshops for the North East Metro area. Just this week Lisa is embarking on her first time of facilitating Tuning in to Teens, an area that she has recently received training in and later this month will facilitate again the 1,2,3, magic and emotion coaching.

Forward moving in next year's budget Children's Services are hoping to facilitate a second Educator to be trained in this area in order for the Town to provide such services long after the external funding for training has ceased.

This does, however, impact on the Children's Service budget (Lisa's training and facilitator time are funded here) and careful planning is required to ensure that continuity of care for children at Wind in the Willows is preserved and prioritised. That said we are totally dedicated to the additional provision for families and believe this plays an important role in supporting future wellbeing of the community.

OFFICER RECOMMENDATION — ITEM 8.5

That the Ongoing Activities Progress Reports be received.

8.6 Bassendean Local Studies Collection Working Group Report

APPLICATION

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

ATTACHMENTS

Attachment No. 2

Local Studies Collection Working Group Minutes.

BACKGROUND

At its April 2018 meeting, 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. The Term of Reference has been adopted by the Council at its September 2018 meeting and members have been appointed at the OCM on 23 October 2018.

COMMENT

An Inaugural meeting was held on Thursday 18 April 2019. Members discussed the future direction of the group, various initiatives that can be undertaken to celebrate the rich history of the Town, and selected four projects as a focus for the coming months. To ensure that the project can be implemented in a timely manner, the group decided to hold a monthly meeting. The next meeting has been scheduled for Monday 13 May 2019.

OFFICER RECOMMENDATION – ITEM 8.6

That the Local Studies Collection Working Group Report be received.

Voting requirement: Simple majority

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

11.0 CONFIDENTIAL BUSINESS

12.0 CLOSURE

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

Attachment

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 adopted at the October 2018 OCM.
Develop and Implement a Revised Culture Plan	2018/19 – 2020/21	Council adopted the new Arts and Culture Plan in March 2019. Implementation commences with preparing the draft budget 2019/20.
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. This work is not anticipated to commence in this financial year.
Implement projects related to the Local Studies Collection Plan with the community	2018/19	Local Studies Working Group conducted their inaugural meeting in April.
Nature-based Playground Facilities at Sandy Beach and Mary Cres Reserve	2017/18 – 2020/21	<p><u>Sandy Beach Playground</u> The selling agent for Chapman and Lord Street properties, Bruno Giorgi of Carter Giorgi Real Estate, has advised he is intending to retire and wind up the retail arm of the business. The sales contract with Carter Giorgi lapses as at 30 June. Should the properties not sell beforehand, quotes will be sought in July to replace Carter Giorgi as the selling agent. New valuations will be acquired on the properties given the market has softened further in recent times.</p> <p>At the April OCM, Council resolved to endorse the new Playground Concept Plan prepared by Nature Play Solutions and authorised they now proceed to detailed design drawings. Council also approved the Town seeking Ministerial approval for the development and in making application to Lotterywest for grant funding for the project.</p> <p><u>Mary Crescent Reserve Playground</u> The playground has been in use by the community since being formally opened on Sat 16 February with a local event with approximately 200 people in attendance. The event, supported by the Eden Hill CAN who cooked a BBQ and ran story telling activities, also included face painting, pony rides; old fire truck rides and craft activity.</p>

<p>Play Spaces Implementation Plan reviewed</p>	<p>2018/19</p>	<p>Project Scoping has been completed for this project and is retitled to Open Space Development Framework. This is a priority project of Council and will dovetail with the development of the Local Planning Strategy currently underway with the "BassenDream Our Future" community engagement exercise. Several meetings have been conducted with Jubilee Reserve user groups on their needs and aspirations in the lead up to a consultancy to Master Plan the Reserve that, contingent on funding availability, will be progressed early in the new financial year.</p>
<p>Plan and Build a Men's Shed Facility</p>	<p>2018/19</p>	<p>A Request for Tender process was conducted by the Town commencing in March. A compulsory on-site inspection was conducted as a component. Nine Companies attended; four of which submitted a tender. An Officers group has assessed the tender responses and a recommendation is being put to Council at the May OCM to appoint a builder. The project is on track to be completed in the fourth quarter 2019.</p>
<p>Plan for and implement an Integrated Children and Family Services Centre</p>	<p>2019/20 – 2021/22</p>	<p>Detailed design plans for the 1 Surrey Street building redevelopment that includes the new Child Health Clinic and playgroup facilities are currently being finalised. The project will go to public tender in the near term with construction scheduled to in the fourth quarter 2019. The project is anticipated to be completed in the fourth quarter 2020.</p>
<p>Implement a new Reconciliation Action Plan (RAP)</p>	<p>2018/19 – 2021/22</p>	<p>The new RAP was launched at the Closing the Gap lunch on Friday 22 March. An Officer Project Group is meeting regularly overseeing implementation and last met on 9 May.</p>
<p>Implementation of identified works, as per Council agreement, resulting from the 2017 Community Facilities Audit and Needs Assessment</p>	<p>2018/19 – 2020/21</p>	<p>At the budget review in March, Council resolved the Master Planning for Jubilee Reserve and for the BIC Reserve; and the Audit of Sports Ground Lighting to be considered for funding in 2019/20.</p>
<p>Develop Public Health Plan for the Town of Bassendean</p>	<p>2020/21</p>	<p>While a project planned for year 3 in the Corporate Business Plan, it aligns with Council's Suicide Prevention priority in that one of the three pillars of the Public Health Plan is to be Mental Health.</p>

<p>Review Service delivery models for seniors including community care and Hyde Retirement Village</p>	<p>2018/19</p>	<p>The "Ansell Strategic" report into the review of the Seniors and Disability Services Business Unit, was presented for Council consideration to the March Ordinary Council Meeting. Council resolved to seek clarification on options available and presentation of that work is scheduled for an upcoming Councillor Workshop.</p>
<p>Develop a new Age Friendly Community Plan</p>	<p>2020/21</p>	<p>Two forums of seniors groups operating in the Town have recently been held to consider the way forward for the groups. At the second forum (conducted on 14 May) attendees learnt of the Seniors Hub movement. The upcoming asset mapping exercise will include consideration to mapping assets for seniors in the Town with a view to supporting the development of a Seniors Friendly Community Strategy.</p>
<p>Develop a new Child Friendly Community Plan</p>	<p>2018/19-2020/21</p>	<p>The Manager Children Services has commenced scoping the project that is to be conducted in-house.</p>
<p>Review and Implement Youth Plan</p>	<p>2018/19 – 2020/21</p>	<p>The Manager Youth Services has commenced scoping the project to be conducted in-house.</p>
<p>Events for Mental Health Week & Carers Week</p>	<p>2019/20 – 2020/21</p>	<p>A second introductory workshop titled "Breaking the Ice" is being planned for winter sports groups to compliment the session held in February involving summer season sporting groups. A "community of interest" has been established with 17 nominations received for the Suicide Prevention Community of Interest. This community of interest group is to meet on Sat 25 May. The Asset Mapping Workshop that will include the community of interest members and others and facilitated by Peter Kenyon is scheduled for the last week end in June..</p>

ATTACHMENT NO. 1

DRAFT ONLY

APPLICATION FORM

Please complete this form to your best ability. Detach from preceding information and email to Manager Recreation and Culture ssicilliano@bassendean.wa.gov.au

PROJECT NAME: Men's Shed Promotional Film

NAME OF APPLICANT GROUP: Bassendean Community Men's Shed

TYPE OF APPLICANT GROUP: Incorporated Community Group
e.g.. Incorporated sporting/leisure/cultural organisation, Incorporated charitable (non profit) organisation, Incorporated community group, Educational institution

ADDRESS 43 Kenmure Ave, Bayswater WA 6053

POSTAL ADDRESS: 43 Kenmure Ave, Bayswater WA 6053

Name of contact person (must be over 18 years of age) Kevin Mack

Position of contact person: Committee Member

Best daytime contact number: 043 909 2693

E-mail: kevin.mack@inet.net.au

HAS THE APPLICANT APPLIED FOR OTHER FUNDING FROM COUNCIL OR ANY OTHER FUNDING BODY FOR THIS PROJECT?

YES NO

If yes, please provide name of funding body, amount and date application made

Bassendean Lions Club; funding amount \$1,000; Funding date - 11 April 2019

IS THE APPLICANT GROUP REGISTERED FOR GST?

YES NO

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

YES NO

If Yes, please provide ABN:

If No, please complete 'Statement by Supplier' form attached

DRAFT ONLY

IS THE APPLICANT GROUP INCORPORATED?

YES

NO

Incorporation number on top of incorporation certificate is:

A1018405B

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE (minimum of \$10,000,000)?

YES

NO

If Yes, please attach a copy of your certificate of currency for public liability cover

DOES THE EVENT/ACTIVITY REQUIRE APPROVAL BY THE TOWN OF BASSENDEAN?

YES

NO

DOES THE EVENT/ACTIVITY REQUIRE ONGOING FUNDING FROM THE TOWN?

YES

NO

DRAFT ONLY

BRIEF BACKGROUND OF ORGANISATION (Purpose, how long in operation, etc. 150 words max.):

The Bassendean Community Men's Shed is a not-for-profit organisation with objectives focussed on issues of men's mental, physical and emotional health. The shed has been operating for 11 years and its current membership is 35. The Men's Shed is expecting to see the construction of their shed completed in August 2019.

The Men's Shed has engaged in many activities despite lacking a dedicated venue. These activities include:

Facilitating an information presentation from the Continence Foundation

Facilitating parking at Naidoc week celebrations

Facilitating parking at fireworks

Traffic management for the Old Perth Road Markets

Construction flower boxes for the town centre

Ongoing fund raising via Bunnings Sausage Sizzles

Assisted with the choral festival in Guildford

Aided a disabled man acquire a new bed and dispose of his old bed

Pruning trees for a single mother

I have some proficiency in making short film having completed a Master of Professional Communications – Screen Studies.

DRAFT ONLY

PROJECT/EVENT DESCRIPTION – Date/Time/Location

(Description of overall project – 150 words max)

The Men's Shed intends to make a short promotional video with a focus on diversity.

Synopsis: A man enters a 'Men's Shed'. He is very worried, though we are not sure what he is worried about. Others in the shed are aware of his concern. The man walks through the shed and opens a rear door. He enters what appears to be a hospital theatre. He takes the hand of a man on a bed, who is relieved at his arrival, but before they can speak the patient is overcome with a pain in his abdomen. The pain waxes and wanes before culminating in an all-consuming agony. After what feels like an age the pain subsides and we hear the cry of a new-born baby. The two men are overjoyed as a tiny crying bundle is placed on the man's chest. As the two men relish the moment a caption appears on the screen, reading:

~~You can make almost anything at a Men's Shed.~~

PURPOSE OF THE ACTIVITY/EVENT AND IDENTIFIED NEED IT MEETS IN THE WIDER COMMUNITY

(Please address the objectives in the Town's Strategic Community Plan – available at [https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Concept-Plans/TOB Strategic Community Plan 2017-27 A.pdf](https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Concept-Plans/TOB%20Strategic%20Community%20Plan%202017-27%20A.pdf)):

The proposed promotional video has a focus on diversity, encouraging members of the wider Bassendean community, with diverse interests, to join and utilise the facilities available through the Men's Shed. When one thinks of a Men's Shed, it is easy to consider it most suited to those with interests in wood and metal trades, but a Men's Shed need not be limited to such narrow interest groups. The purpose of this promotional video is to encourage a discussion of what a Men's Shed could be and how people with diverse interests might benefit from joining the organisation.

These objectives fall in line with the Town's Strategic Community Plan's Objectives: 1.1 Building a sense of place and belonging; 1.2 Ensuring all community members have the opportunity to be active, socialise and be connected; 1.3 Plan for a healthy and safe community; 1.4 Improve lifestyle choices for the aged, families and youth.

DRAFT ONLY

HOW HAVE YOU IDENTIFIED THE NEED FOR THIS PROJECT?

It has been anecdotally observed that most people in Bassendean believe the Men's Shed is an organisation suited to people with an interest in wood or metal trades. The Men's Shed does cater for people with these interests but it has the potential to offer a meeting place and facilities for others with more diverse interests.

As an example, while occupying the Eden Hill Family Church, the Men's Shed enabled people with disabilities access to the facility. This type of inclusion demonstrates the potential for the shed to become a more inclusive and vibrant hub for the community.

DRAFT ONLY

WHAT BENEFITS DO YOU SEE FOR YOUR GROUP FROM THIS PROJECT, TO THE LOCAL COMMUNITY AND THE TOWN OF BASSENDEAN GENERALLY?

(How many people are estimated to benefit from the project? Is there a target group this project is being developed for?)

The Men's Shed will benefit from this project by the recruitment of people with a variety of interests and perspectives on how the organisation could and should move forward.

The local community will benefit from this project as a greater number of people with diverse interests recognise the suitability of the Men's Shed to pursue their interests. With the shed having more relevance to a greater number of people, it can assist a greater number of people with health issues, which are the core function of the Men's Shed.

Number of people expected to benefit - Other Men's Sheds in similar neighborhoods have membership numbers of approximately 150 persons and substantial waiting lists.

Target Group: People with interests outside the wood and metal trades. These groups may include - artists; musicians; astronomers; (the list is almost endless).

Where will the film be used:

The Men's Shed will use the film as part of its online presence (We acknowledge our need to expand our current online presence).

State and national Men's Shed organisations websites.

Town of Bassendean's website.

National seniors physical and mental health websites

Direct promotions to local community organisations which may include: Bassendean 55+; Bassendean Melody Club; Wider Vision; Town of Bassendean Disability Services section.

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

The Men's Shed has worked with many groups in a variety of situations.

Some of these include:

Facilitating an information presentation from the Continnence Foundation

Facilitating parking at Naidoc week celebrations.

Facilitating parking at fireworks

Traffic management for the Old Perth Road Markets

Construction flower boxes for the town centre

Ongoing fund raising via Bunnings Sausage Sizzles

Assisted with the choral festival in Guildford

Aided a disabled man acquire a new bed and dispose of his old bed

Pruning trees for a single mother

DRAFT ONLY

REQUIRED DOCUMENTATION:

- Most recent 12 month Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet)
- Business plan or club minutes supporting the project
- Auspice form/letter if not an incorporated body

DRAFT ONLY

Budget details are outlined in two alternate attachments -
 Film Funding Income and Film Funding Expenses.

BUDGET DETAILS

GST EXCLUSIVE

INCOMESOURCES		
Your organisation's contribution		
Cash contribution		
Ticket sales/merchandise sales		
In-kind contribution – volunteer		
Type of labour/task	Hours worked x hourly rate of \$25	Total
In-kind contribution – professional		
Type of labour/task	Hours worked x hourly rate of \$45	Total
In-kind contribution – donation of goods and materials		
Details of goods and materials	Number of items and cost per item	Total
Other in-kind contribution (please list)		
Other grants/sponsorship		
Organisation	Funding confirmed (Y or N)	Amount
AMOUNT REQUESTED FROM TOWN OF BASSENDEAN		
(Grant amount requested, maximum of \$50% of the total project cost – cap of \$3,000 for recurring community events, \$1,000 for costs associated with incorporation of a new organisation and \$5000 for a range of activities)		
TOTAL INCOME (must equal or exceed total project expenses)		

DRAFT ONLY

Acceptance of Conditions

I have read and understand the conditions that apply to the Community Fund. I am authorised to accept them on behalf of the applicant group.

APPLICANT GROUP NAME:

Bassendean Men's Community Shed

Kevin Mack

Authorised Person (Print name):

SIGNATURE OF APPLICANT:

DATE:

INCOME SOURCES		
In-kind contribution - volunteer		
Type of labour	Hours worked x hourly rate of \$25	Total
Sound recording	10hr	\$250
Editing	20hr	\$500
Music	20hr	\$500
Actors	10hr x 2	\$500
In-kind contribution - professional		
Type of labour	Hours worked x hourly rate of \$45	Total
Script Writing	30hr	\$1350
Directing film	40hr	\$1,800
Other grants		
Lions Club	Funding confirmed	\$1,000
Amount requested from the Town of Bassendean		
Grant amount requested, maximum of \$50% of the total project cost - cap of \$3,000 for recurring community events, \$1,000 for costs associated with incorporation of a new organisation and \$5,000 for a range of activities)		\$1,500
TOTAL INCOME (must equal or exceed total project expenses)		\$7,400

APPLICATION FORM

Please complete this form to your best ability. Detach from preceding information and email to Manager Recreation and Culture.

NAME OF APPLICANT GROUP: **Rail Heritage WA**

NAME OF EVENT: **Railway Museum Promotion**

TYPE OF APPLICANT GROUP: **Incorporated not-for-profit cultural community group**

E.G. Incorporated sporting/leisure/cultural organisation, Incorporated charitable (non profit) organisation, Incorporated community group, Educational institution P&C

CONTACT PERSON: (Must be over 18yrs)

Name **Philippa Rogers**

Position /Role **Management Committee member - grants**

POSTAL ADDRESS (For Invoices): **P O Box 363, Bassendean WA 6934**

PHYSICAL ADDRESS: **136 Railway Parade**

Suburb **Bassendean** **6054**

E-mail events@railheritagewa.org.au

Mobile **0417 961187**

HAS THE APPLICANT APPLIED FOR OTHER FUNDING FROM COUNCIL OR ANY OTHER FUNDING BODY FOR THIS PROJECT?

NO

IS THE APPLICANT GROUP REGISTERED FOR GST?

YES

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

If YES ABN is: **56 830 350 150**

IS THE APPLICANT GROUP INCORPORATED?

YES Incorporation number on top of incorporation certificate is: **A0650017N**

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE?

YES

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

This project is to reveal to the local community and passing public a glimpse of the extensive and interesting Railway Museum that is hidden from sight on the roadway. We know how well it is hidden by the frequent comments made by first-time visitors eg it is so much bigger than I thought, I had no idea it was this big, etc.

The opportunity to enhance the understanding of this Bassendean icon (50 years as a land-owner in Bassendean this year) we see the presentation of a large image (over three sections) highlighting the Museum along with basic information in this special year.

We would also like to help our visitors in their way-finding with directional signs. This is important for all visitors but particularly those new to the area including visitors from interstate and overseas.

BRIEF BACKGROUND OF ORGANISATION (Purpose, how long in operation, etc. 150 words max.):

Rail Heritage WA (formerly known as the Australian Railway Historical Society WA Division) is a not for profit Incorporated Society, formed in 1959. It is operated and run by volunteers.

The first land for the Railway Museum in Bassendean was donated by CSBP & Farmers in 1968. With tracklaying assistance from the WA Government Railways, the members took on much hard work and created WA's only dedicated Railway Museum. It was opened officially in 1974, even though visitors had been coming there for some time.

Improvements have continued over the years such as the Exhibition Building opening in 1979, the first stage of roof cover constructed in 1992, additional vesting of land as a reserve for Railway Museum purposes and a new entry building in 2005.

Our annual Railfest has been run since 1989. Crowds of around 1200-1400 people enjoy the activities on that day bringing many people to Bassendean.

PROJECT OUTCOMES:

The immediate outcome of the project will be the installation of visually informative signage to indicate to people the hidden interior of the museum, with particular regard to its size and scale.

The influence of such signage will be measured through the reduction of comments from visitors expressing surprise at the size of the display collection and also the change in attendances.

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

Rail Heritage WA has relationships with local groups such as the Bassendean Men's Shed who used the Museum as their meeting place for over 2 years to enable them to develop as a group.

Some of our volunteers come from the local Bassendean community and as such we maintain links with the Volunteer Centre. Though volunteer run we do have to consider ourselves as a business and maintain links with the business community in various ways. One example was our role in the provision and restoration of a railway carriage at the DOME coffee shop.

We are working with the Bassendean Historical Society again this year on a display marking the history of our site and our 50 years in Bassendean. In the past we had had projects with Cyril Jackson SHS.

Our purpose is unique in the community, but we are always interested in working with local people and the community. In the past year we have held two free-of-charge special museum openings which have been promoted to, and supported by, local residents.

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

The main benefits to our group include:

- Improved presence in the community
- A better understanding and knowledge of the Railway Museum
- Increased visitation thus improving our sustainability and role as Bassendean's No. 1 Tourist Attraction on TripAdvisor.

These benefits in turn can bring people to the area with a potential to improve outcomes for other small businesses.

TARGET GROUP:

Who is the project being developed for and state approximately how many people will benefit from the project?

The project is being developed for the benefit of:

- Supporting both Rail Heritage WA's work in preserving Western Australia's railway heritage;
- Providing local residents and visitors from other places with an insight into the Railway Museum to enable them to make more informed decisions about potential visits and
- Enhancing the flow on effect for local businesses through attracting more people to the locality

BUDGET

INCOME	
Funding requested from the Community Groups Fund (GST exclusive)	\$1660
Contribution from Applicant	\$1660
Estimated Ticket Sales if applicable	
Estimated Merchandise Sales if applicable	
Other cash income	
TOTAL INCOME	\$3320

<p>IN KIND SUPPORT Please detail all areas of IN KIND support you are receiving or expecting to receive. E.G. Venue donation, materials, printing, publicity, marketing, professional services</p>
--

Expenditure	
Artist Fees or Quote for Service	
Equipment Hire	
Venue Costs	
Marketing Promotion	
Administration	
Materials	
Catering	
Merchandise	
Other – 2 wayfinding signs	\$300
4 x 2.4m x 1.2m portrait signs (3 with image, 1 text)	\$2880
Graphics	\$140
TOTAL EXPENDITURE	\$3320

Acceptance of Conditions

I have read and understand the conditions that apply to the Community Fund. I am authorised to accept them on behalf of the applicant group.

APPLICANT GROUP:

RAIL HERITAGE WA

Authorised Person (Print): PHILIPPA ROGERS



SIGNATURE OF APPLICANT:

DATE: 23 March 2019

ATTACHMENT NO. 2

LOCAL STUDIES COLLECTION WORKING GROUP

MINUTES OF INAUGURAL MEETING HELD IN THE COUNCIL CHAMBERS, 48
OLD PERTH ROAD, BASSENDEAN, ON THURSDAY 18 APRIL 2019 AT 9.30AM

1.0 OPENING, ATTENDANCES AND APOLOGIES

Renata Pietracatella declared the meeting open at 9.45 am and made acknowledgement of traditional owners, past and present.

Present

Jennie Carter
Sarah Edmonds
Cr Kathryn Hamilton
Michael Grogan
Janet Megarrity
Renata Pietracatella
Joyce Tasma
Peter Wittwer

Apologies

Dr Sally Cawley
Jacqui Grigg
Mark Johnston

2.0 ELECTION OF CHAIRPERSON

Cr Hamilton advised that Working Group does not require a chairperson. Renata Pietracatella has been nominated as a convenor for the meeting.

3.0 GENERAL DISCUSSION

Members introduced themselves and explained their reasons for joining the Working Group. All expressed interest in Town's history and desire to promote it within the community.

Cr Hamilton clarified that the Group will be suspended during the October Council's election and therefore any projects undertaken must be achievable within the short timeframe.

The Group decided to hold future meetings monthly, in the mornings on a second Monday of the month in the Council Chambers

Robust discussion about the expectations of the members and the direction of the group formed the main part of the meeting. Many ideas were discussed, with following initiatives considered:

- Oral histories- bringing the stories out to the public via media such as films or audio
- Documenting 'a day in Bassendean'
- Focus on tourism – what to do in Bassendean, places of interest etc.
- Providing information about the buildings and other landmarks in visible form (eg. plaques, maps, both physical and digital)
- Opportunity to promote anniversary of the Town's name change – West Guildford/Bassendean (centennial in 2022)
- Opportunity for funding for WA Bicentennial in 2029 as aboriginal, environmental, art and settlers history all occurred in West Guildford/Bassendean
- Opportunity to access free State Funded plaques for heritage listed building/sites in the Town of Bassendean
- Promotion opportunities for distribution of existing and new brochures and flyers about Local Studies Collection and Town's history – for example real estate agents and 'Welcome pack' for the new residents
- Production of multipurpose brochure collating information about Local Studies Collection and the Library services – professional publication program
- Production of professionally designed brochure collating existing information about Town's history and Local Studies Collection including following:
 - Introduction to Bassendean- historical overview
 - Aboriginal history
 - Places of interest (buildings, walks, significant landmarks)
- Review Collection Development Policy (current policy does not deal sufficiently with digital environment and physical objects)
- Bicentennial Plaques Walk trail project

The Group selected following projects as a focus for coming months:

1. Review the Collection Development Policy – a copy will be emailed to the members prior to the next meeting
2. Bicentennial Plaques Walk – to produce self-guided walk using existing 1988 Australian Bicentennial plaques (popular enquiry)

- a. Stage 1- produce physical material- printed guide with information about the project and people, including the map marking the plaques
 - b. Stage 2 - utilize technology to promote and enable virtual walk (to seek professional advice)
3. Collate existing information about the Town's history and Local Studies Collection in professionally produced brochure
 4. Commence Heritage Council's Plaques Program (State funded)

4.0 CLOSE AND NEXT MEETING

There being no further business, the meeting closed at 11.10am

Next meeting 13 May 2019, Council Chambers, 9.30am