



City of Belmont
STANDING COMMITTEE (COMMUNITY VISION)
MINUTES
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7 May 2018

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TABLED ATTACHMENTS INDEX

Tabled Attachment 1 – Item 10.1 refers

Tabled Attachment 2 – Item 10.3 refers

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***** COUNCILLORS ARE REMINDED TO RETAIN THEIR
ATTACHMENTS FOR DISCUSSION WITH THE MINUTES *****

**MINUTES OF THE STANDING COMMITTEE (COMMUNITY VISION) MEETING HELD IN
THE RIVERVALE ROOM, CITY OF BELMONT CIVIC CENTRE, 215 WRIGHT STREET,
CLOVERDALE ON MONDAY, 7 MAY 2018 COMMENCING AT 6.30PM.**

MINUTES

PRESENT

Cr J Powell (Presiding Member)	South Ward
Cr R Rossi, JP, Deputy Mayor (Deputy Presiding Member)	West Ward
Cr P Marks, Mayor (Ex-Officio)	East Ward
Cr B Ryan	East Ward

IN ATTENDANCE

Mr J Christie	Chief Executive Officer
Mrs J Hammah	Director Community and Statutory Services
Ms L Dobrin	Manager Community Development
Ms N Griggs	Manager Community Placemaking
Ms M Makuch (<i>7.33pm dep & did not return</i>)	Coordinator Community Development
Mr J Warner (<i>7.33pm dep & did not return</i>)	Coordinator Community Projects
Ms E Lauk (<i>7.50pm dep & did not return</i>)	A/Coordinator Library and Heritage Services
Ms S D'Agnone	Governance Officer

1. OFFICIAL OPENING

The Presiding Member opened the meeting at 6.30pm, welcomed those in attendance, and read the Acknowledgement of Country.

It is important that we acknowledge the traditional owners of the land on which we are meeting today the Noongar Whadjuk people and pay respect to Elders both past and present.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT

3.1. FINANCIAL INTERESTS

Nil.

3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY

Nil.

4. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

4.1 ANNOUNCEMENTS

Nil.

4.2 DECLARATIONS BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPERS PRESENTLY BEFORE THE MEETING

Nil.

5. CONFIRMATION OF MINUTES

**5.1 STANDING COMMITTEE (COMMUNITY VISION) MEETING HELD 6 NOVEMBER 2017
(Circulated under separate cover)**

OFFICER RECOMMENDATION

ROSSI MOVED, RYAN SECONDED,

That the Minutes of the Standing Committee (Community Vision) Meeting held 6 November 2017 be confirmed as a true and accurate record.

CARRIED 4 VOTES TO 0

**6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
(WITHOUT DISCUSSION)**

Nil.

**7. NEW BUSINESS OF AN URGENT NATURE APPROVED BY PERSON
PRESIDING OR BY DECISION**

Nil.

8. QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil.

9. BUSINESS ADJOURNED FROM A PREVIOUS MEETING

Nil.

10. INFORMATION ITEMS

10.1 COMMUNITY CONTRIBUTION FUND

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Tabled Attachment 1 – Item 10.1 refers	Community Contribution Fund (CCF) Round 14, March 2018 Presentation

The Coordinator Community Development provided an update on Community Contribution Fund applications – Round 14.

Committee Notes

The Community Contribution Fund (CCF) Round 14, March 2018 presentation included the following:

- Summary of Round 14
- Community Projects and Events
- Equipment
- Unsuccessful Applications – Ineligible Applications
- Summary of Round 14 Funding

(Refer [Tabled Attachment 1](#) for further information)

A series of questions were asked and responded to as follows:

- The CCF annual budget is \$80,000.
- To date the City has not requested the number of Belmont residents attending programmes and workshops that are being funded through the CCF, however requesting specific statistics will be considered as a component of the review of the programme.
- The required Acquittal Report informs the City how grant funding has been spent and the impact it has had in the community.
- The Coordinator Community Development undertook to provide Councillors with a list of the organisations who have not submitted the required Acquittal Reports.
- Operational changes and minor annual reviews of the CCF criteria have been made, however a major review has not been conducted over the programme's seven years. It is anticipated that a major review will be carried out in the coming months and will include investigation and consideration of how other local governments are managing their grant funding projects.
- When considering the number of residents in Belmont, it is important to remember the population approximately doubles during the day when additional people come into the City to work, study and play. These additional people contribute to the local Belmont economy.
- 20 applications for funding were received by the due date with 12 being deemed eligible and successful.

Item 10.1 Continued

- Prior to the deadline date for applications, Officers held discussions with a number of organisations and groups who were interested in submitting applications but were not ready to submit in Round 14. Other organisations had begun to draft applications but decided it would be beneficial to attend a workshop and gain additional information prior to submitting an application. These are common occurrences during CCF funding rounds.
- Two workshops were offered prior to the opening of Round 14, however the second workshop was cancelled due to last minute withdrawals of participants. Extra support was provided to applicants in person and over the phone.
- There are always last minute enquiries and requests when a funding round nears its closing date, however the process must remain fair to the organisations that conformed to the process and guidelines and submitted applications before the due date.

10.2 JANUARY SISTER CITY DELEGATION, ADACHI JAPAN

The Coordinator Community Projects provided a short video presentation on the recently concluded tour. The video can be viewed on the City's website [here](#).

Committee Notes

A series of questions were asked and responded to as follows:

- Support staff on the tour carried out a great deal of preparation work before the tour and were well prepared, which had an enormous impact on the success of the delegation.
- The Cultural Leader, Sarah Burrows, was an enormous asset to the tour. Among many other things, she prepared all the material and workbooks for the students. She supported the students with their welcome and farewell speeches. Individualised farewell speeches were delivered in Japanese by every student, which was the first time this had occurred.
- Preparation work was important and all students were required to attend preparation sessions. Expectations were set and made clear to students very early on. Students were made aware that the City expected them to speak Japanese wherever possible and as such, they worked hard on their language skills.
- It is a credit to the Coordinator Community Projects and his team that the delegation was such an overwhelming success and to Cr Rossi, who, as Deputy Mayor, brought a level of respect to the tour. The Coordinator Community Projects must be acknowledged for his hard work and dedication in addressing the opportunities for improvement highlighted by the Sister City review process and the enhanced quality and administration of the programme.
- These improvements required a great deal of hard work to get the programme where it is today, including the professionalism of the programme - for example recruiting a Cultural Leader who speaks fluent Japanese. The criterion has been tightened to include students with a genuine desire to embrace all aspects of Japanese culture.
- Discussions have been held with library staff about the best use of the video diary. Screenshots from the tour video are being archived. Library staff will determine best use of the video.
- This year's cohort was an exceptional group. As Belmont City College no longer offer Japanese to upper school students, future delegations may be younger and may have had less time studying Japanese: this may result in a different level of student expectations.
- This year's tour ran to budget with costs to parents being slightly lower than previous tours. Parents made approximately the same contributions towards airfares as in previous years.
- In the time since Council has taken over the responsibility of the programme there has been no fundraising. The Sister City Association has approximately \$20,000 in funds and is being encouraged to consider using these funds for scholarships, or other related support initiatives/ activities.

Item 10.2 Continued

- Part of the application process required students to provide a letter of endorsement from their school Principal. In the interests of running a professional project, the City has provided feedback to Principals on how their student's performed.
- The Coordinator Community Projects undertook to forward a copy of the video to Adachi and to Mayor Kondo.
- Cr Rossi commented on the exceptional work and dedication shown by the Coordinator Community Projects and the Cultural Leader, and commented that the success of the tour should be accredited to them.
- As the Cultural Leader is no longer employed at Belmont City College, the preparation work that was carried out this year may not be possible in coming years.

7.33pm The Coordinator Community Development and the Coordinator Community Projects departed the meeting and did not return.

10.3 LIBRARY AND HERITAGE SURVEY

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Tabled Attachment 2 – Item 10.3 refers	Library and Heritage Survey 2017 Key Findings Presentation

The A/Coordinator Library and Heritage presented the key findings from the Library and Heritage Survey 2017.

The Library and Heritage Survey 2017 Key Findings presentation included the following:

- Statistics Snapshot – Library 2016-2017
- 2017 Survey Results
- Key Outcomes

(Refer [Tabled Attachment 2](#) for further information).

Committee Notes

A series of questions were asked and responded to as follows:

- Museum staff did an exceptional job promoting ‘A Night at the Museum’ and it was a huge success.
- With the Library and Museum in the same location, it is easier to promote and highlight the Museum. Residents who were not aware now know the City has a Museum. This is helping to establish the Museum in readiness for the move into the new Community Building.
- The Library and Museum in the same location is also encouraging repeat visitors to the Museum. Children who come into the library every week for story time want to revisit the Museum whilst they are there.
- Library and Museum staff can better collaborate in the one building and this has allowed them to develop better activities.

7.50pm The A/Coordinator Library and Heritage Services departed the meeting and did not return.

10.4 PLACEMAKING UPDATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Tabled Attachment 3 – Item 10.4 refers	<u>Community Placemaking Strategy Update Presentation</u>

The Manager Community Placemaking presented an update on the progress of the Community Placemaking Strategy's key outcomes.

Committee Notes

The Community Placemaking Strategy Update presentation included the following:

- Community Placemaking Strategy 2018-2023
- Food Truck Trial Survey Results
- Mobile Food Trader Guidelines
- Parklet on Belvidere Street
- Kooyong Road Planter Boxes
- Mural Art Policy and Guidelines
- Little Libraries
- Grant Review
- Community Placemaking Strategy – Coming Up....

(Refer [Tabled Attachment 3](#) for further information).

Committee Notes

A series of questions were asked and responded to as follows:

- The Food Truck Trial Survey results indicated that some of the vendors are eager for the food trucks to continue, particularly at Tomato Lake, while others do not see their value as they did not get the expected turnover. It must be remembered that this was a trial and new to the City so vendors may need to allow time to see an increase in trading.
- The City did not consider Garvey Park to be the right location for the Food Truck Trial as it is somewhat isolated, however this location was suggested by the WA Mobile Food Vendors Association (WAMFVA).
- Garvey Park is a location that has now been assessed as suitable, however food trucks will not be permitted to operate in competition with existing businesses in the area. In line with guidelines being developed, consultation will be carried out with existing businesses to determine their opening hours and what times will be appropriate for food trucks to be there.
- The current mobile coffee vendor at Hardey Park is a registered trader at this site and customers can be seen crossing Great Eastern Highway in the mornings to purchase coffee.
- The City Parks and Environment Department had concerns regarding wear and tear on the grass at Hardey Park and are reluctant to permit food trucks there. However, the park was assessed and it was agreed that it would be included within the Mobile Food Trader Guidelines.

Item 10.4 Continued

- It was anticipated that the Skate Park food truck's client base would be youth who use the skate park and Belmont Oasis patrons. Food trucks at this location did not get the customer volume they anticipated. Better signage and promotion for this location may assist to increase numbers.
- Feedback from food trucks located at the Skate Park was that the food was too expensive. Consideration will be given to healthy food options at a cheaper price in this location.
- Food trucks can complement existing businesses if they are well positioned and operated in consultation with existing businesses.
- The Wilson Park sump is proposed as an area for food trucks in the Guidelines. The City will engage with nearby businesses to ensure they are aware of where the food trucks are permitted to be located. Local shops will be encouraged to trade at similar times to offer greater variety and to promote their own businesses.
- It may be possible for the butcher in Kooyong Road to have a small sausage sizzle set up at the sump alongside food trucks, however food cannot be cooked at the butcher shop as this does not comply with health regulations.
- The Manager Community Placemaking is Chairperson of the Activate Belmont Group (ABG) which has been given a mandate to investigate ways of cutting through red tape and streamlining processes. This process will require a risk assessment to be carried out along with a considerable amount of investigation and working through legislation.
- The City will install its first planter boxes designed to enhance the streetscape in Kooyong Road. Design of the planter boxes was formulated in consultation with the City's Technical Services Department to ensure they are the correct height and width. They will be positioned in strategic locations so as not to hinder people getting in and out of cars or crossing roads etc.
- A 'Little Library' can be located on private property by the property owners, however approval from the City is required to locate one on a verge. It is the City's intent to encourage 'Little Libraries' however they must be situated correctly, away from pipes etc.
- Community Placemaking Officers in conjunction with the Marketing Department are working together to focus on activation in different areas of the City.
- Starick have indicated they would like to initiate some place activation in Love Street and have approached other businesses in their area for support. Working with community champions helps bring more people into the conversation and this is important. Progress may not be immediate, although working with a community champion encourages them to start working with other local residents which builds interest and support for placemaking.

10.5 MEN'S SHED UPDATE

The Manager Community Development provided an update on Men's Shed response to Standing Committee (Community Vision) minutes from 6 November 2017.

Committee Notes

A series of questions were asked and responded to as follows:

- The City received a report from the Men's Shed on 7 May 2018 (day of meeting) which included a request for rent and outgoings funding for an additional three years.
- The report does not include a Financial Sustainability Plan, which the City has repeatedly requested. The report also states that without the City's ongoing significant financial support the Men's Shed will close.
- It is important to continually reflect back on Community Development principles when considering funding to organisations such as the Men's Shed. It can be difficult to assess and give weight to the value for the community. With this in mind, a weighting/assessment process/matrix is currently being researched and considered by the Community Development team which will assist with a more scientific approach to assessing grant funding criteria moving forward.
- Ascertaining a dollar benefit on community development projects is important as it will enable the City to better weigh up the social and economic benefits of community development projects. Supporting small vocal groups in the long term may actually serve to disempower groups, leading to dependency and financial unsustainability, potentially providing little benefit to the wider community.
- Representatives from the Men's Shed will make a presentation to an Information Forum in June 2018. Councillors are encouraged to ask questions of the group on how they see themselves progressing and longer term sustainability options independent of the Council's financial support.
- Men's Shed member numbers have declined and the promised approximate 200 members have not eventuated. Member numbers stood at less than 50 last year and are less again this year.
- The broader question of how much support the City can provide to a range of different groups must be considered. A breakdown of what the City has contributed to the community this financial year is in excess of \$500,000 to March 2018. If the value of the many peppercorn leases the City provides to clubs was also included, this figure increases substantially.
- The City must remain conscious that many ratepayers struggle financially and rate rises must be kept to a minimum. This will not be possible if the City continues to provide funding to all organisations that request it.
- The Catalyse Community Perception Survey highlights that parents with young children are a group requiring an increase in support and services. Early childhood development is extremely important, however the City's playgroups, as an example, are currently charged to use its facilities.
- Research shows the more money invested in the first three years of a child's life the more that will be saved in the future, however the City currently invests more heavily in the older generation.

Item 10.5 Continued

- Seed funding provides an organisation with the opportunity to start a venture. It is hoped and expected that within the first three years of operation, an organisation will establish a means to be sustainable in the longer term.
- Australian Charities and Not-for-profits Commission (ACNC) now expect not for profit organisations to operate like all other businesses. There are in excess of 600,000 not for profit government organisations in Australia and it is no longer possible for these organisations to operate with poor governance and non-compliance models.
- Hard decisions may be required to be made regarding the City continuing to subsidise unsustainable projects. The probability of increasing rates by greater than the CPI may be a consideration depending on the amount of funding Council commits to this and other projects. A participatory budget allows the community to be involved in the decision making process. The community can establish what is required, what the cost will be, and how they are prepared to pay for it, for example by an increase in rates.
- The City is not locked into funding any organisation and will continue to work with groups and provide support to assist with transitioning into more sustainable organisations.

11. ITEMS REQUIRING RECOMMENDATION TO COUNCIL

Nil.

12. NEXT MEETING

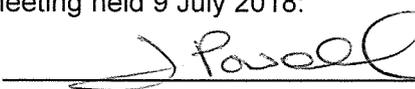
The next meeting of the Standing Committee (Community Vision) will be held on Monday 9 July 2018 commencing at 6.30pm.

13. CLOSURE

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 9.00pm.

MINUTES CONFIRMATION CERTIFICATION

The undersigned certifies that these minutes of the Standing Committee (Community Vision) Meeting held on 7 May 2018 were confirmed as a true and accurate record at the Standing Committee (Community Vision) Meeting held 9 July 2018:

Signed by the Person Presiding:  _____

PRINT name of the Person Presiding: **JANET POWELL**
