

## The 12th Central & Western District Festival

### Objectives

This paper briefs Members on the background, objectives, funding arrangements and the structure of the organising committee (“Organising Committee”) of the 12th Central & Western District Festival (“12th Festival”), as well as the proposal of recruiting an Executive Assistant to take forward the relevant work and seeks Members’ advice on the proposals to facilitate the preparatory work of the event.

### Background

2. The Central & Western District Festival (“Festival”) is a signature event of the Central and Western District (“District”) held triennially since its launch in 1983. Covering a wide variety of cultural and recreational activities for public enjoyment, the Festival is aimed at enhancing the locals’ understanding of and their sense of belonging to the District, fostering active participation in community affairs and strengthening district administration. Thousands of participants were attracted to this large-scale event of community building. With the last Festival held in 2013, being the eleven in the series, the coming one (i.e. 12<sup>th</sup> Festival) will be organised in the year of 2016.

### Themes

3. The themes of the last Festival were “mutual care”, “conservation”, “vitality” and “harmony”. A wide variety of cultural, recreational, sports and parent-child activities were organised to promote the history, culture and characteristics of the District and provide leisure and cultural services for residents. The list of events of the 11<sup>th</sup> Festival is at Annex 1. It is proposed that the themes of the 12<sup>th</sup> Festival should be discussed and determined by the Organising Committee.

### Duration

4. The 12<sup>th</sup> Festival is planned to be held between November 2016 and January 2017. The exact dates of events will be determined by the Organising Committee after consideration of the recommendations put forward by the programme directors and their teams of the respective activities.

### Organising Committee of the Festival

5. All the past Festivals were supported by the Central and Western District Council (“C&WDC”) with great generosity. It has also been the tradition for the Organising Committee of the respective Festival to maintain close liaison and collaboration with C&WDC, the District Office (“DO”), the government departments concerned, the area committees and local groups, etc.

6. The Organising Committee of the 11th Festival comprised some 90 members working on 12 key areas such as finance, publicity and activity planning. All C&WDC Members were ex officio members of the Organising Committee.

7. The Organising Committee proposed to strengthen the collaboration with C&WDC so that the large-scale events to be held by C&WDC between late 2016 and early 2017 can be promoted during the triennial Festival. These large-scale events will be organised in line with a variety of activities to be held by the committees under DO and the district organisations to promote the characteristics of the District on different fronts.

8. To allow sufficient time for the preparatory work, it is recommended that the Organising Committee of the 12th Festival should be established as early as possible by drawing reference from the previous organisational structure and suitably adjusting that of the incumbent Organising Committee having regard to the activities and actual operational needs.

### Budget and Funding

9. The success of the coming Festival is also contingent on the active involvement and funding support of C&WDC. Hence, it is recommended that C&WDC should agree in principle to earmark initially an allocation of not more than 0.9 million (similar to the actual expenditure of the 11<sup>th</sup> Festival as approved by C&WDC) from 2016-17 funds set aside for the implementation of the Community Involvement Programme for organising the 12<sup>th</sup> Festival. The balance will be covered by the sponsorship from members of the local community/organisations. The Organising Committee will formally submit the funding application to the Finance Committee (FC) of C&WDC for approval in due course.

## Recruitment of Executive Assistant

10. The 12<sup>th</sup> Festival is planned to be held between November 2016 and January 2017. To better facilitate the Organising Committee in taking forward the preparatory and publicity work, it is proposed to recruit an Executive Assistant in the financial year 2016/2017 to assist in the work of the 12<sup>th</sup> Festival.

11. According to the “Manual on the Use of DC Funds” revised by the Home Affairs Department (HAD) in April 2013, DCs may use not more than 15% of their respective district allocation for engaging dedicated staff to discharge DC duties all year round which may include administration work for the committees/working groups under DC, coordination and promotion of large-scale projects as well as monitoring and evaluation of projects.

12. The salary of the Executive Assistant is payable monthly. According to the internal guidelines on recruitment of staff for undertaking the work of DC issued by HAD on 31 July 2015, it is recommended that the Executive Assistant will be paid a monthly salary of \$19,475. The term of contract will be one year starting from the date of appointment. In addition, HAD recommended that end-of-contract gratuity (including 5% of Mandatory Provident Fund (MPF) contribution) equivalent to 15% of the total salary will be given to the staff upon completion of the contract. Please refer to the attached Table for the details of the budget.

### Table

I . Salary			<u>Total costs(\$)</u>
Executive Assistant ( DC ) ( District Festival ) (tentative)	Monthly salary	12 months	233,700
	19,475		
II. End-of-contract gratuity	10% of the total salary under one-year contract		23,370

III. MPF contribution	5% of the total salary	11,685
		Total: 268,755
		268,755

13. The project intends to apply for \$268,755 of DC funds to recruit an Executive Assistant to undertake the work of the 12<sup>th</sup> Festival. Subject to the approval of C&WDC, provisions will be allocated in the financial year 2016/2017.

Paper Submission

14. Members' views are sought in respect of the recommendations regarding the 12<sup>th</sup> Festival mentioned above at the C&WDC meeting to be held on 10 March 2016. Subject to endorsement by C&WDC, DO will arrange for an inaugural meeting of the Organising Committee in mid to late May 2016, and make preparation for the initial administration work and funding campaign. Details of the budget will be prepared for submitting funding application to FC.

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