



CITY OF VINCENT

MINUTES

**COVID-19 Relief and Recovery
Committee**

3 November 2020

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**MINUTES OF CITY OF VINCENT
COVID-19 RELIEF AND RECOVERY COMMITTEE
HELD AT THE ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 3 NOVEMBER 2020 AT 1.00PM**

PRESENT:	Cr Susan Gontaszewski Cr Alex Castle Cr Joanne Fotakis	South Ward (A/Presiding Member) North Ward North Ward (Alternate Member)
IN ATTENDANCE:	David MacLennan Virginia Miltrup Andrew Murphy Mark Fallows Emily Williams Tara Gloster Tegan Patrucco Rosslind Ellis Wendy Barnard	Chief Executive Officer Executive Director Community & Business Services Executive Director Infrastructure & Environment A/Executive Director Strategy & Development A/Executive Manager Corporate Strategy & Governance Manager Policy & Place Arts and Activation Officer Manager Marketing & Communications Council Liaison Officer
Public:	No members of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Cr Susan Gontaszewski, declared the meeting open at 1.00pm and read the following Acknowledgement of Country statement:

“The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and emerging.”

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Mayor Emma Cole, Presiding Member, was an apology for this meeting.

3 (A) PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

No questions or statements were submitted prior to the Meeting. As no members of the public were present at the meeting, Public Question Time closed at approximately 1.00pm.

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 DECLARATIONS OF INTEREST

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Cr Castle, Seconded: Cr Fotakis

That the minutes of the COVID-19 Relief and Recovery Committee held on 6 October 2020 be confirmed.

CARRIED UNANIMOUSLY (3-0)

For: Cr Gontaszewski, Cr Castle and Cr Fotakis


Against: Nil

(Mayor Cole was an apology for the Meeting.)

7 BUSINESS ARISING

COMMITTEE DECISION ITEM 7.1

7.1 TENANT APPLICATION FOR FINANCIAL ASSISTANCE - WESTERN AUSTRALIAN SWIMMING ASSOCIATION INC.

- Attachments:
1. Summary of Tenant Applications - Confidential
 2. Proposed financial assistance [↓](#) 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. In accordance with section 6.12 of the *Local Government Act 1995*, APPROVES the following further financial assistance for the Western Australian Swimming Association Inc (SWA) for the period 1 July 2020 to 30 September 2020 which is proportionate to SWA's reduction in turnover calculated by the Chief Executive Officer as 27%:
 - 1.1 waiver of SWA's obligation to pay 13.5% of rent becoming due and payable between the period of 1 July 2020 and 30 September 2020; and
 - 1.2 deferral of SWA's obligation to pay 13.5% of rent becoming due and payable between the period of 1 July 2020 and 30 September 2020; and
2. APPROVES the Chief Executive Officer entering into a payment arrangement with SWA for the payment of SWA's deferred lease obligations as specified in recommendation 1. above and as previously granted by the Committee for the period 1 April 2020 to 30 June 2020, whereby the:
 - 2.1 repayment period will be 24 months or an alternative period as agreed by the Chief Executive Officer and SWA;
 - 2.2 repayment period will not commence prior to 28 March 2021 or such later date as agreed by the Chief Executive Officer and SWA; and
 - 2.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period.

Moved: Cr Castle, Seconded: Cr Fotakis

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Cr Gontaszewski, Cr Castle and Cr Fotakis


Against: Nil

(Mayor Cole was an apology for the Meeting.)

Cr Gontaszewski enquired as to how the total amount of assistance provided, since 1 April 2020, is tracking in relation to the estimate for this financial year for category 1 – 3 tenants.

Proposed Financial Assistance – Western Australian Swimming Association Inc.		
TENANT – Rent \$4,427 per month (including GST)		
13.5% Rent waiver (1 July to 30 Sept)	= \$597.64 p/m x 3 =	\$1,792.92
(1 April to 30 Sept) Total waived \$:		\$6,441.27
13.5% Rent deferral (1 July to 30 Sept)	= \$597.64 p/m x 3 =	\$1,792.92
(1 April to 30 Sept) Total deferral \$:		\$6,441.27
73% balance of Rent payable by tenant (1 July to 30 Sept)	= \$3,231.71 p/m x 3 =	\$9,695.13
Repayment plan for total deferred rent (1 April to 30 Sept)	\$268.39 p/m x 24* months =	\$6,441.27

7.2 UPDATE - LEEDERVILLE GARDENS TRUST FUNDING

- Attachments:
1. Progress updates for Leederville Gardens Trust Fund Grant Recipients [↓](#)
 2. Foodbank WA letter requesting extension and variation to grant [↓](#) 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. NOTES the progress of the funding provided to benevolent not-for-profit organisations under the Leederville Gardens Trust COVID-19 Relief Grant Funding program;
2. APPROVES the request from Foodbank WA Inc for an extension and variation to the terms of their Leederville Gardens Trust COVID-19 Relief Grant Agreement as detailed in this Agenda Paper; and
3. NOTES that the Executive Director, Community & Business Services will prepare and enter into a variation to the funding agreement for Foodbank WA Inc.

COMMITTEE DECISION ITEM 7.2

Moved: Cr Fotakis, Seconded: Cr Castle

That the recommendation be adopted.

AMENDMENT

Moved: Cr Fotakis, Seconded: Cr Castle

That the recommendation be amended as follows:

That the COVID-19 Relief and Recovery Committee:

1. NOTES the progress of the funding provided to benevolent not-for-profit organisations under the Leederville Gardens Trust COVID-19 Relief Grant Funding program;
2. APPROVES the request from Foodbank WA Inc for ~~an extension and~~ variation to the terms of their Leederville Gardens Trust COVID-19 Relief Grant Agreement as detailed in this Agenda Paper; and
3. NOTES that the Executive Director, Community & Business Services will prepare and enter into a variation to the funding agreement for Foodbank WA Inc.

AMENDMENT CARRIED (3-0)

For: Cr Gontaszewski, Cr Castle and Cr Fotakis

Against: Nil

(Mayor Cole was an apology for the Meeting.)

COMMITTEE DECISION ITEM 7.2

That the COVID-19 Relief and Recovery Committee:

- 1. NOTES the progress of the funding provided to benevolent not-for-profit organisations under the Leederville Gardens Trust COVID-19 Relief Grant Funding program;**
- 2. APPROVES the request from Foodbank WA Inc for a variation to the terms of their Leederville Gardens Trust COVID-19 Relief Grant Agreement as detailed in this Agenda Paper; and**
- 3. NOTES that the Executive Director, Community & Business Services will prepare and enter into a variation to the funding agreement for Foodbank WA Inc.**

CARRIED UNANIMOUSLY (3-0)

For: Cr Gontaszewski, Cr Castle and Cr Fotakis

Against: Nil

(Mayor Cole was an apology for the Meeting.)

Organisation	Funding Type	Amount	Agreement signed date
YMCA	Mental Health, Youth Services	\$138,000.00	29/05/2020
People Who Care	Financial support services	\$105,000.00	29/05/2020
RUAH Community Services	Domestic Violence Services	\$27,800.00	29/05/2020
St Vincent de Paul (Passages)	Youth Services, Homelessness	\$200,000.00	29/05/2020
Uniting Care West	Homelessness	\$129,000.00	29/05/2020
Foodbank WA	Emergency Relief	\$178,476.00	23/07/2020
Derbarl Yerrigan Health Services	Aboriginal Health Services	\$68,559.00	21/08/2020

Status Update	Progress report required	Acquittal required
Case management of young people commenced, relationships established with Churchlands and Mt Lawely SHS (still attempting to meet with Aranmore Catholic College). One Mental Health First Aid Course has been delivered with 4 remaining sessions to be delivered between now and end of program. As at end of August, 15 young people from City of Vincent were engaged in youth work case management. YMCA have been providing promotional material displaying the City's sponsorship.	30/10/2020	30/06/2021
As at 20/10/20, People Who Care had provided utility relief to 3 clients and are currently working with 4 more, emergency relief to 10 clients and medical relief to 2 clients. It was noted that the program delivery started later than expected as funds were not received until 10/6. Uptake may increase later this year and next year with the end of many Federal financial support measures on 30/9. It is uncertain at this stage whether PWC are on track to meet requirements within the grant period.	14/8/2020, 14/11/2020, 14/3/2021	14/07/2021
Waiting for progress report (overdue). Previous update: In the process of securing quotes for 10 I pads, 10 laptops and 10 mobile phones to be distributed to the residents at Harmony and Kambarang Place who are in need of these items to support education and connection to family and friends. We hope to purchase these items by the end of the week and begin distributing these to clients before the end of July.	30/09/2020	30/11/2020
In the reporting period Aug-Sept 2020 159 individual young people provided assistance. 26 young people accessed workshop programs and outreach was provided to 11 individuals on 26 occasions. Awaiting final report and total statistics. Appear on track to meet outcomes.	30/07/2020 (received) 30/9/2020	30/11/2020
The Uniting WA City of Vincent Outreach Service commenced on 20 July, covering the areas around Hyde Park, HBF Park, Robertson Park, Russell Square, the Leederville Skate Park, Leederville IGA, Beaufort Street, Tom Fisher House and Weld Square. The Outreach Teams operate a morning and afternoon shift, 7 days a week. The average number of rough sleepers counted each day is 45 (with a high of 75 and a low of 26). The average number of engagements recorded by the team, for the purpose of emergency support or referrals, is 15 each day (with a high of 36 and a low of 6). The bulk of engagements is from the area around Weld Square. The program concluded 20/10, awaiting acquittal.	14/07/2020	20/11/2020
Foodbank WA encountered issues with a lower than expected uptake of assistance. A grant extension (to 31/12/21) and amendment to the delivery of the program has been requested. Uptake expected to increase later this year and next year with the end of many Federal financial support measures on 30/9/20.	14/10/2020	30/4/2021 (proposed date: 31/01/2022)
Program commenced, awaiting progress report.	30/10/2020	30/2/2021



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FOODBANKWA.ORG.AU

17th September, 2020

Kate Allen
City of Vincent
244 Vincent Street
LEEDERVILLE WA 6007

Dear Kate

RE: Feedback from agencies and proposed changes to grant

Below is a summary of the feedback we have received from a number of agencies that operate and cater to residents within the City of Vincent.

Feedback Summary

Homeless Support Groups - Street present people do not want packs or want to carry items. They do not plan ahead for meals. Prefer grab and go portable, individual tins or snacks. All organisations would take ingredients for their kitchens if available. All said no to individual frozen meals as these are being supplied and donated regularly by schools and churches.

Women's Refuge - Happy to take a small number of hampers for their apartments. Not sure how regularly. Numbers are low and not at full capacity in their 20 bed facility. Would also take a small number of frozen meals. Not confirmed yet.

Transition Housing - Would like to engage with the Foodbank van for residents to purchase food. Refused all offers of donated hampers/meals as it conflicts with overarching strategy to teach and build "real world" life skills for residents. PICYS may be interested in taking small amount of hampers for ER crisis response to have on hand. Not confirmed yet.

Youth Support Outreach Services - Happy to take 10 or so hampers to keep on hand for ER families they sometimes see. Numbers still very low. Not confirmed yet.

CARAD - Happy to engage with the Foodbank van but cannot take hampers

The challenges we are facing at the moment are very low demand for the hampers/meals which makes it impossible to provide an efficient logistics plan to deliver to these agencies. In addition to this, the data shows us people are struggling financially, but we cannot access them yet possibly because they are exhausting other financial resources first and/or have never contacted a charity and don't know how/what is available. Of course there is also a big element of people not going out to seek help. Working with you and your financial hardship department could be a way through to these residents.

Based on this feedback it is clear the original terms of the grant that was submitted and subsequently approved is not an accurate reflection of the current needs of the residents in the City of Vincent.

PATRON The Hon. Kim Beazley, AC Governor of Western Australia





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To your credit, as an example, the needs of the homeless are very well catered for and some of the programs in place have specific approaches, like no free food, for their residents in order to achieve the outcomes. We need to adhere to these guidelines in the best interest of the residents.

After considerable internal discussions based on this feedback, Foodbank WA would like to propose the following changes to the terms of the grant which will better reflect the needs and provide the necessary flexibility for better outcomes:

1. Current - Emergency hampers and frozen meals are the two options available for City of Vincent residents only. Requested change – Agencies operating within the City of Vincent can avail of all products available at Foodbank Perth branch that reflect the needs of the community they serve (this may mean some recipients seeking assistance, who are non-residents, from this agency will also be assisted). A complete list of options will be provided and agreed to as part of this arrangement.
2. Current – Complete distribution by 31st March 2021 and acquittal report by 30th April 2021. Requested change - Timeframe for distribution and acquittal report be extended to December 2021. This will reflect the extension of government support provided and the overwhelming agreement within the sector that the real need for support will only be revealed closer to December 2020 rather than July and then September 2020 as originally anticipated.
3. Additional - Work with the City of Vincent to communicate and encourage ratepayers that are experiencing financial hardship, to avail of this support.

Foodbank WA will maintain complete and transparent records of all agencies that avail of this grant funding including details of products procured and will keep the City of Vincent updated with progress.

It is our intention to ensure that support is provided to those that require it most. Based on feedback provided by a large number of agencies operating within the City of Vincent and the current economic circumstances, the timeframe and model of the grant needs to be changed in order to better reflect the situation. These changes will benefit the agencies and people over the long run.

We look forward to your response and working with you to support the most vulnerable people living in the City of Vincent.

Kind regards

Ian de Nazareth
Fundraising Manager

PATRON The Hon. Kim Beazley, AC Governor of Western Australia



7.3 COVID-19 MONTHLY UPDATE**Attachments:** 1. Vincent Rebound Plan - Implementation Framework [↓](#) **RECOMMENDATION**

That the COVID-19 Relief and Recovery Committee NOTES the update on the City's rebound actions relating to the COVID-19 pandemic.

COMMITTEE DECISION ITEM 7.3**Moved:** Cr Castle, **Seconded:** Cr Fotakis

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Cr Gontaszewski, Cr Castle and Cr Fotakis**Against:** Nil**(Mayor Cole was an apology for the Meeting.)**

Cr Castle referred to her request at the last COVID-19 Relief and Recovery Committee meeting, at which she requested information on each program that has been approved, particularly any variations or artists who cannot complete their project as approved.

The Arts and Activation Officer provided an update on the Art Relief Grants.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Table 1. Our Places: Actions and initiatives to create safe, easy to use and attractive, places for people that support social interaction, creativity and vibrancy

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 24 September 2020	Monthly Update – 12 October 2020
				2020/21 Jul-Dec	2021/22 Jan-Jun	2020/21 Jul-Dec	2021/22 Jan-Jun		
1.1 Make it easy to use town centre public spaces and simplify the process to host events and activations	<ul style="list-style-type: none"> update SpacetoCo booking options and promote free hire of town centre public spaces explore opportunities to create pre-approved event spaces 	\$5,000	Marketing & Partnerships/ Policy & Place	•	•			SpacetoCo update scheduled October 2020. Pre-approved event space project due to commence January 2021.	SpacetoCo has been updated and is ready to go live with promoting free town centres and public spaces.
	<ul style="list-style-type: none"> streamline events approval processes in consultation with Town Teams to ensure processes are fit for purpose 		Built Environment & Wellbeing	•	•			Administration working to process and embed new requirements around events in the current COVID environment. As at 24 September 2020, events (private or public) of more than 500 persons are considered a 'prohibited gathering' unless the organiser or the person who owns, controls or operates the premises at which the event will be held: <ul style="list-style-type: none"> has registered the event on the events register <i>*Dept of Health website</i> has an approved COVID Event Plan; and conducts the event in accordance with that plan. The City's Environmental Health Officers have been <u>appointed</u> as public health authorised officers under the new Directions and will be responsible for approving COVID Event Plans for low and medium risk events. The Department of Health WA is responsible for approving COVID Event Plans for high risk events, and these must be submitted for review by the event organiser no later than 3 weeks prior to the event.	The City is receiving a steady stream of event applications in the lead up to the Christmas period. The City's Health Services team are providing guidance to event organisers of COVID requirements. While a 'COVID-Event Plan' is a statutory requirement for gatherings of more than 500 persons, the City is following best practice by requesting a COVID Safety Plan for all events held with attendance less than 500 persons. COVID-Safety Plans are far less onerous on event organisers, but identify key risks and management strategies to implement in the current environment.
1.2 Encourage and support events and activations	<ul style="list-style-type: none"> collaborate with Town Teams and community event providers to activate our spaces and places 	\$30,000	Marketing & Partnerships		•			Due to commence January 2021. Christmas collaboration noted under 2.5 and 3.5.	Christmas collaboration noted under 2.5 and 3.5. NAIDOC collaboration with Pickle District.
1.3 Enhance the presentation of town centres and main streets	<ul style="list-style-type: none"> implement and maintain streetscape enhancements including planter boxes, seating, greenery, tree planting, art, positive messaging and lighting 	\$220,000	Policy & Place/ Engineering/ Parks	•	•			Planter boxes to be installed in October and November 2020. Cleaver Main Street project and design to be scoped and reported to Council following confirmation of RAC grant funding outcomes.	Planter boxes on track to be installed in October and November. RAC Grant funding was unsuccessful. An EOI is being prepared to be submitted for the Lotterywest Building Community Grant stream.
	<ul style="list-style-type: none"> review town centre street cleaning services including street furniture and pavement cleaning, and graffiti maintenance 	TBC	Waste & Recycling/ Parks	•	•			To be considered for inclusion at 7 October Rebound Roundtable. Graffiti service delivery review commenced and reported to 22 September Council Workshop.	Town Centre cleaning services to be discussed at monthly meeting with Infrastructure and Environment and Place Management teams to establish an effective solution moving forward.
1.4 Make it easy to get around Vincent and visit town centres and main streets	<ul style="list-style-type: none"> prioritise parking patrols to ensure the efficient use of available parking to support local businesses 	Nil	Ranger Services	•	•	•	•	Rangers assigned to place based parking patrols, focusing on town centres and activity corridors.	Rangers assigned to place-based parking patrols, focusing on town centres and activity corridors.
	<ul style="list-style-type: none"> prepare the Vincent Wayfinding Strategy and implement cycle, signage and car parking improvements 	\$208,000	Policy & Place/ Engineering	•	•	•		Vincent Wayfinding Strategy project planning commenced.	Project plan approved by Council.
1.5 Encourage and promote active transport to visit and shop local	<ul style="list-style-type: none"> launch active transport campaign and Learn to Ride, Social Riding and Cycle Training sessions 	\$5,800	Engineering	•				Learn to Ride and Social Riding Cycling Courses, to get participants riding independently and to work, scheduled from 5 September to 10 October at Smiths Lake Reserve. Courses were fully booked with waiting lists.	Learn to Ride and Social Riding Cycling Courses, to get participants riding independently and to work were held from 5 September to 10 October 2020 at Smiths Lake Reserve. Courses were fully booked with waiting lists and received positive feedback.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 24 September 2020	Monthly Update – 12 October 2020
				2020/21		2021/22			
				Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun		
1.6 Enhance the public realm through improved development outcomes and incorporation of cultural infrastructure and activation	investigate opportunities to pursue development incentives for community benefit	Nil	Policy & Place	•	•	•		Investigation commenced, findings to be reported to 15 December Ordinary Meeting of Council.	Investigation commenced, findings to be reported to November Council Workshop.
	complete phase 1 of the COVID-19 Arts Relief Grant funding	\$151,000	Marketing & Partnerships	•	•			16 projects contracted and in progress. RTRFM has completed 4 videos, 2 of which have been made public. The Jazz Festival has commenced with monthly Jazz Parades in Hyde Park. Jazz Festival event scheduled 8 November 2020 with advertising due to commence next week.	Joy Collective completed at 450b Fitzgerald Street. Maddie Godfrey poetry workshops scheduled for November 2020.
	launch phase 2 (Major Public Artwork) of the COVID-19 Arts Relief Grant funding	TBC	Marketing & Partnerships	•	•			Draft EOI has presented to Arts Advisory Group (AAG) for feedback. Draft EOI and AAG feedback to be presented at 27 October 2020 Council Workshop.	Draft EOI and AAG feedback to be presented at 27 October 2020 Council Workshop.

Note: Monthly updates included in pink. Draft actions and/or deliverables to be considered for inclusion in Rebound Plan referenced in grey.

Table 2. Our Businesses: Actions and initiatives to provide a business enabling environment that supports local and small business to innovate and rebound to sustainable economic performance

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 24 September 2020	Monthly Update – 12 October 2020
				2020/21		2021/22			
				Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun		
2.1 Support businesses to innovatively use public space to grow, expand and diversify	<ul style="list-style-type: none"> create a 'Use Public Space to Grow Your Business' flipbook implement a Parklet Fee Free 24-month Trial as part of the quarterly budget review transition COVID-19 Temporary Parklets to permanent Parklets 	\$3,000	Policy & Place	•				Draft flipbook scheduled to be graphic designed in early November. Parklet Application Fee, Permit Fee and Renewal Fee proposed to be reduced to nil and reported as part of budget review, scheduled for 17 November 2020 Ordinary Meeting of Council.	Draft flipbook scheduled to be graphic designed in early November 2020. Parklet Fees have been proposed to be reduced to nil through the quarterly budget review process. This is pending approval of this review at 17 November 2020 Ordinary Meeting of Council. Coordination with the two temporary parklet owners in Leederville has commenced to transfer these into permanent Parklets by November.
2.2 Make it easier for businesses to start-up, pivot and co-locate through policy and regulation change and advocacy	<ul style="list-style-type: none"> consider expanding change of use exemptions and land use definitions to provide greater flexibility and certainty for businesses seeking to alter operations or start-up consider the necessity for additional car parking to be provided for a change of use in non-residential areas 	Nil	Policy & Place	•	•			Awaiting finalisation of State Government planning reforms, which may alter the scope or outcome of this project.	Awaiting finalisation of State Government planning reforms, which may alter the scope or outcome of this project.
	<ul style="list-style-type: none"> advocate to Racing, Gaming and Liquor to streamline the Extended Trading Permit requirements and application process actively identify areas for improvement in the planning, building and health regulatory frameworks and advocate for change 	Nil	Development & Design/ Built Environment & Wellbeing	•	•	•	•	The Planning team on behalf of the City made a submission on the recently advertised amendments to the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> . This amendment proposes a number of planning exemptions for land uses to streamline the planning approval process for small business. Administration is largely supportive of these changes that seek to reduce red tape for small business within Town Centres and Commercial zones. Following gazettal of the Amendments, the Planning team will review opportunities to amend the Minor Nature Development Policy to expand on these exemptions.	Awaiting outcome of advertising on amendment to the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> .
	<ul style="list-style-type: none"> explore the opportunity to create a 'Start-up Incubator and Community Hub' in response to the Vacancy Project outcomes 	TBC	Policy & Place		•	•		Due to commence February 2021.	Due to commence February 2021.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 24 September 2020	Monthly Update – 12 October 2020
				2020/21		2021/22			
				Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun		
2.3 Partner with government agencies, third party providers and inner city local governments to support small business and attract visitors and tourism	<ul style="list-style-type: none"> launch and promote Visit Perth Neighbourhood Map and Visit Perth Directory and increase local buy-in and use determine opportunities to deliver small business support in collaboration with the Perth Inner City Working Group (Town of Victoria Park, City of Subiaco, City of Perth and City of South Perth) 	\$20,000	Marketing & Partnerships	•	•	•	•	Visit Perth Neighbourhood Map business sign up sent to Vincent Business via E-News. Perth Inner City Working Group met 4 September 2020 at Vincent Administration to discuss Christmas collaboration for Shop Local. Inner Perth Assembly Christmas blogs and gift guides being delivered as part of the annual MOU budget.	Visit Perth Neighbourhood Map sent to Vincent businesses via E-News for sign up. Perth Inner City Working Group met 4 September 2020 to discuss Christmas collaboration for Shop Local. Inner Perth Assembly Christmas blogs and gift guides being delivered in November/December 2020.
	<ul style="list-style-type: none"> determine a preferred platform to further develop the COVID-19 established Business Directory continue to engage with the Small Business Development Corporation (SBDC) and promote SBDC initiatives as they arise 	Nil	Policy & Place	•	•	•	•	Preferred platform options being explored including Localised, Streets of OurTowns and Visit Perth.	Preferred platform options being explored including Localised, Streets of OurTowns and Visit Perth.
2.4 Improve engagement and communication with local and small business	<ul style="list-style-type: none"> distribute quarterly Business E-News and six-month Business Health Check surveys expand the Business E-News database to increase reach 	Nil	Policy & Place	•	•	•	•	Business E-News to be distributed once Christmas campaign details confirmed. Ongoing expansion of database commenced.	Business E-News database being reviewed and expanded to include both new businesses and existing business email addresses. Business E-News to be distributed once Christmas campaign details confirmed.
2.5 Support local business and drive Support Local and Buy Local campaigns	<ul style="list-style-type: none"> continue to use and promote VendorPanel Marketplace to support local businesses and contractors 	Nil	Financial Services	•	•	•	•	The City is continuing to promote the use of the VendorPanel Marketplace and there are currently 801 unique local organisations registered to VendorPanel Marketplace that are located in and around the City of Vincent.	The Procurement team is promoting VendorPanel Marketplace internally so all staff are aware of local suppliers. The City's Purchasing Policy which is due to be adopted by Council in November has also been updated to include a strong focus on the importance of buying local.
	<ul style="list-style-type: none"> consider Christmas shop local campaign, in consultation with Town Teams and in partnership with the City of Stirling and City of Perth 	\$8,000	Marketing & Partnerships	•				Survey distributed to Town Teams and local businesses, 101 responses received. Survey findings and potential campaign approach to be presented at 22 September 2020 Council Workshop.	Met with the City of Stirling and City of Perth. 104 businesses surveyed via Town Teams and Christmas Program developed accordingly.
2.6 Improve the customer experience for businesses	<ul style="list-style-type: none"> better integrate and connect approvals processes across service units (e.g. planning, building and health) streamlined approvals processes, supported by information sheets/application requirements and clarity around assessment and process requirements 	Nil	Development & Design/ Built Environment & Wellbeing	•	•			<p>Planning, Building and Health teams have mapped common change of use approval process including small bar, restaurant and consulting rooms. The teams are now working to consolidate the overall process into a simple user guide. This mapping will make it easier for businesses to understand the required approvals and will input the development of the 'Business Welcome Pack'.</p> <p>The Planning team updated website content with useful information sheets for common planning proposals. This information will form part of a future business page on the City's website which will provide information on planning, building and health requirements.</p>	<p>Content is being drafted by planning, building and health to inform future business page on City's website.</p> <p>Health Services have updated and improved several application forms required to be completed by businesses prior to commencing operations. These have been simplified where possible and amended to enable smooth processing. The team has also commenced review of several business guidelines including Food and Public Buildings to improve the upfront information available to businesses.</p>
	<ul style="list-style-type: none"> develop and distribute a 'Business Welcome Pack' including summary info sheets outlining requirements for various approvals, Public Space flipbook and Town Team welcome information 	\$3,000	Policy & Place				•	•	The development of individual items to be included in the Business Welcome Pack, such as the Use Public Space to Grow Your Business flipbook and approvals process mapping have commenced, however, the preparation of the Business Welcome Pack itself will not commence until July 2021.

Note: Monthly updates included in pink. Draft actions and/or deliverables to be considered for inclusion in Rebound Plan referenced in grey.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Table 3. Our Community: Actions and initiatives to support an inclusive, empowered, resilient and socially connected community

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 24 September 2020	Monthly Update – 12 October 2020		
				2020/21	2021/22	Jul-Dec	Jan-Jun			Jul-Dec	Jan-Jun
3.1 Celebrate community resilience and build awareness of local community groups, volunteers and sporting clubs to increase participation and membership	<ul style="list-style-type: none"> promote inspirational COVID-19 community stories from sporting clubs, organisations and volunteers, and as part of the Local History Awards and People of North Perth project in collaboration with North Perth Local 	\$1,500	Local History Centre/ Marketing & Partnerships			•	•	<p>People of North Perth interviews completed. Several of the interviews discussed COVID related responses explicitly, the rest were more generally about North Perth. North Perth Local launching these.</p> <p>Local History Awards - some COVID related entries (written and photographic) are coming in. Entries close 30 September 2020. These will be featured in displays in October/November 2020.</p> <p>Initiated collaboration with Nunzio Mondia on COVID-19 Community Conversations project.</p>	Partnerships team have called out to current volunteer and sporting groups.		
	<ul style="list-style-type: none"> facilitate club promotion and education, develop a new regular hirer events calendar and include sporting events and activities in events calendar refocus and relaunch the Vincent Community Support Network 	\$3,000	Marketing & Partnerships			•	•	<p>Community Funding Policy – going to an Ordinary Meeting of Council to approve additional funding category Emergency Funding.</p>	Community Funding Policy – approved at October Ordinary Meeting of Council. Additional funding category Emergency Funding.		
- 3.2 Support and promote healthy, active spaces, liveable neighbourhoods and social reconnection	<ul style="list-style-type: none"> engage the community to determine Pop Up Play locations relaunch, promote and showcase Open Streets Events, street activation and Pop Up Play 	\$20,000	Marketing & Partnerships			•	•	<p>Open Streets relaunch, including demonstration on how to run local events, scheduled October 2020.</p>	<p>Internal working group established and consultation approach will be developed in November to find locations and pop up play deliverables.</p> <p>CYPAG consulted.</p>		
3.3 Support community groups and sporting clubs to become more sustainable and community based initiatives that respond to community need	<ul style="list-style-type: none"> assist groups and clubs to develop attraction and retention strategies and seek funding and grant opportunities prepare and promote tools to aid club development and improve maintenance and lease management to assist club operation 	\$4,500	Marketing & Partnerships			•	•	<p>Due to commence December 2020.</p>	Due to commence December 2020.		
	<ul style="list-style-type: none"> advocate for the continuance of community-based initiatives funded by the Leederville Gardens Trust 	\$3,000	Marketing & Partnerships				•	<p>Due to commence January 2021.</p>	Due to commence January 2021.		
3.4 Foster wellness by ensuring the community has knowledge of, and access to, services that enhance wellbeing, sense of safety and belonging	<ul style="list-style-type: none"> build relationships with local community and wellbeing service providers and increase the visibility of mental health and wellbeing service providers through promotion identify vulnerable cohorts and support the delivery of targeted services and rebound activities that supports segments in need 	Nil	Marketing & Partnerships			•	•	•	•	<p>Ongoing with dependency on external providers.</p>	Leederville Gardens Trust funds providing services.
3.5 Provide opportunities to celebrate an inclusive and socially connected community	<ul style="list-style-type: none"> recognise key Days of Importance by supporting innovative delivery models that align with economic and social outcomes, including celebrating NAIDOC and Youth Week provide targeted funding opportunities, under the COVID-19 Arts Relief Grant, for artists including LGBTQI+, Youth, ATSI and CaLD 	TBC (\$85,000)	Marketing & Partnerships			•	•	•	<p>NAIDOC Week scheduled 8 – 15 November 2020 will pilot a hub within the Pickle District including Backlot Cinema Film Festival and Aboriginal Art Workshops. North Perth Common and Beaufort Street Sign lights to be lit in recognition.</p> <p>Preliminary Christmas initiatives confirmed including Children's Christmas Market at North Perth Common, Eco Christmas trees restoration and Student Christmas Banner Projects.</p>	<p>NAIDOC Week planning has progressed significantly and will be held in the Pickle District between 8 and 15 November 2020. There will be two film screenings at Backlot Cinemas including Bran Nue Day and The Australian Dream. There will be Aboriginal Art Workshops and an AFL celebrity game at Leederville Oval.</p> <p>North Perth Common and Beaufort Street Sign lights to be lit in recognition.</p> <p>Preliminary Christmas initiatives confirmed including Children's Christmas Market at North Perth Common and Student Christmas Banner Projects.</p> <p>Pride week will be celebrated by raising flag and other activities.</p>	

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 24 September 2020	Monthly Update – 12 October 2020
				2020/21		2021/22			
				Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun		
3.6 Build community capacity to support a resilient community	<ul style="list-style-type: none"> provide upskilling workshops for organisations, students and youths progress towards asset-based community development participation in cross-agency collaborations, networks and working groups to find opportunities for local organisations to partner 	TBC (\$20,000)	Marketing & Partnerships	•	•	•	•	Workshops to be scoped and presented to Council for consideration as part of budget review, scheduled for 17 November 2020 Ordinary Meeting of Council.	CYPAG considering youth training options via Youth Action Plan.

Note: Monthly updates included in pink. Draft actions and/or deliverables to be considered for inclusion in Rebound Plan referenced in grey.

Table 4. Our Organisation: Actions and initiatives to create an open, accountable, agile organisation that efficiently and sustainably manages resources and assets

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 24 September 2020	Monthly Update – 12 October 2020
				2020/21		2021/22			
				Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun		
4.1 Improve community engagement and support open and transparent communication	monthly Rebound Roundtables with local Town Team and business representatives to identify initiatives to support community reconnection and business rebound	Nil	Policy & Place	•	•	•	•	No new initiatives identified at Rebound Roundtable held 9 September 2020. Next Rebound Roundtable scheduled 6:00pm, 7 October 2020.	No new initiatives identified at Rebound Roundtable held 7 October 2020. Next Rebound Roundtable scheduled 11 November 2020.
	update website, COVID-19 portal and conduct six-month community surveys to determine overall levels of success with implemented rebound projects and initiatives	\$3,000	Marketing & Partnerships	•	•	•	•	Internal working group established.	Internal working group established.
4.2 Seek external funding to deliver shovel ready projects and rebound initiatives	develop and implement an advocacy agenda to attract Federal and State Government and private sector funding or investment in the local economy – including delivery of the East Perth Power Station development	Nil	Policy & Place	•	•	•	•	Advocacy Agenda being drafted by the Recreation Planning team to outline possible funding opportunities that have been gathered previously. Draft document to be completed in October 2020.	Draft Advocacy Agenda being developed for Council consideration in November 2020.
4.3 Provide economic stimulus and sustainably manage resources and assets	<ul style="list-style-type: none"> complete critical works at Beatty Park Leisure Centre including retiling the indoor pool, modernising the change rooms and upgrading electrical and filtration systems expand Beatty Park Leisure Centre operating hours and services as attendance levels and demand increases 	\$2.9mill	Engineering/ Beatty Park Leisure Centre	•	•			Business Case considering critical works presented at 22 September 2020 Council Workshop.	Business Case for project going to October 2020 Ordinary Meeting of Council for endorsement. Tender for Indoor Pool tiling and pool filtration work prepared and ready for advertising in October 2020. Detailed design work for pool deck change rooms and other associated upgrade works being prepared.

Note: Monthly updates included in pink. Draft actions and/or deliverables to be considered for inclusion in Rebound Plan referenced in grey.

8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)

Nil

9 GENERAL BUSINESS

Nil

10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

11 NEXT MEETING**3 December 2020**

COVID-19 Monthly Update

12 CLOSURE

There being no further business, the Presiding Member, Cr Susan Gontaszewski, declared the meeting closed at 1.42pm with the following persons present:

PRESENT:	Cr Susan Gontaszewski Cr Alex Castle Cr Joanne Fotakis	South Ward (A/Presiding Member) North Ward North Ward (Alternate Member)
IN ATTENDANCE:	David MacLennan Virginia Miltrup Andrew Murphy Mark Fallows Emily Williams Tara Gloster Tegan Patrucco Rosslind Ellis Wendy Barnard	Chief Executive Officer Executive Director Community & Business Services Executive Director Infrastructure & Environment A/Executive Director Strategy & Development A/Executive Manager Corporate Strategy & Governance Manager Policy & Place Arts and Activation Officer Manager Marketing & Communications Council Liaison Officer

Public: No members of the public.

These Minutes were confirmed by the Committee as a true and accurate record of the Meeting of the COVID-19 Relief and Recovery Committee held on 3 November 2020.

Signed: Mayor Emma Cole



Dated 1 December 2020