



TOWN OF
VICTORIA PARK



COVID-19 Response Working Group Agenda – 17 September 2020



**WE'RE OPEN
VIC PARK**

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1 Opening

Acknowledgement of country

Ngany kaaditj Noongar moort keny kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaaditjin, moort, wer boodja ye-ye.

I acknowledge the traditional custodians of this land and respect past, present and emerging leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

2 Attendance

| | |
|---|--|
| Mayor | Mayor Karen Vernon |
| Deputy Mayor | Deputy Mayor Bronwyn Ife |
| Councillor | TBC |
| Chief Executive Officer | Anthony Vuleta |
| Chief Operations Officer | Ben Killigrew |
| Finance Manager | Stuart Billingham |
| | |
| Senior Communications and Engagement Advisor | Rebecca Waghorne |
| | |
| Minute Secretary | Christy Neems |
| | |
| Presenters | Tracy McQue Mathew Owens Ellie van Rhyn |
| | |
| Observers | Lisa Tidy Adrian Borthwick |
| | |
| Apologies | Cr Claire Anderson Natalie Martin-Goode Michael Cole |

3 Actions from previous meetings

| Action | Responsible Officer | Status |
|---|---------------------|--|
| Suzanne Caren to provide Scorecard Resilience Report to CRWG members | Suzanne Caren | Open – Christy to obtain information and circulate to CRWG members |
| David Doy to provide CRWG members with planning statistics breakdown of applications including dollar values. David Doy to liaise with Planning team to source the information. | David Doy | In progress |
| Rebecca Waghorne to proceed with developing a COVID Action Taskforce Communications Plan | Rebecca Waghorne | In progress |
| David Doy to liaise with Carrie Parsons to determine the amount allocated to the COVID Action Taskforce communications budget | David Doy | In progress |
| Lisa Tidy to provide a Report to Council on the Telethon Family Festival sponsorship proposal | Lisa Tidy | Closed – Report submitted to September OCM |
| Lisa Tidy to provide a Report to Council on the Virtual Market | Lisa Tidy | Closed - Report submitted to September OCM |
| As directed by the CRWG, Lisa Tidy to liaise with the Business Advisory Group to scope the demand for a virtual marketplace | Lisa Tidy | Closed |

4 COVID Action Taskforce update

5 Communications update

6 Recovery Action Plan update

7 Presentations

Nil.

8 Items for discussion

8.1 Additional action for COVID-19 Action Plan- Gallipoli Street Local Centre Improvements

| | |
|--------------------------|---|
| Reporting officer | Tracy McQue |
| Origin of request | <i>COVID Action Taskforce</i> |
| Attachments | 1. COVID-19 Action Scoping document - Gallipoli St Local Centre [8.1.1 - 6 pages] |

Purpose of the item

To consider the inclusion of Gallipoli Street Local Centre Improvements in the next edition of the COVID Action Plan

Outcome

To endorse the recommendation to spend COVID Recovery Budget on the Gallipoli Street Local Centre Improvements.

Discussion points

- The community has raised multiple issues with the Centre – poor quality public realm, lack of public realm infrastructure (eg. public seating, planter boxes, bike racks), unkempt drainage sump, vacant shop, lack of custom/foot traffic. There is an opportunity to install street furniture to improve the Centre.
- The Public Open Space Strategy identified a shortage of open space in this area. There is an opportunity to create a pocket park in front of the drainage sump.
- If endorsed for inclusion in the CAP, next steps include getting two pocket park design options drawn (this has previously been discussed with business/community), get street furniture design from contractor, engage broader community on designs, cost preferred designs, refine and finalise and then schedule in works and construct.

Strategic outcomes

Please see the scoping document for strategic alignment.

Next steps

Please see the scoping template for next steps for the project. As with all projects being proposed for inclusion in the CAP, this project will be included in a report to Council.

Further information

N/A

8.2 Street Meet n Greet, Suburb Safety Sessions

| | |
|--------------------------|------------------------|
| Reporting officer | Mathew Owens |
| Origin of request | COVID Action Taskforce |
| Attachments | Nil |

Purpose of the item

For discussion and feedback before submission to Council for endorsement.

Outcome

Feedback on the proposed services.

Discussion points

Expansion of the Street Meet n Greet program

Re-implementation of the Suburb Safety Session project with an expanded scope

Strategic outcomes

{strategic-outcomes}

Next steps

Receive feedback from the CRWG and submit to Council for endorsement.

Further information

Nil.

8.3 Night Markets

| | |
|--------------------------|---|
| Reporting officer | Ellie van Rhyn |
| Origin of request | Selection from the Covid-19 Action Taskforce September meeting |
| Attachments | 1. COVID-19 Action Scoping Document - Markets [8.3.1 - 6 pages] |

Purpose of the item

This item is being presented to the Covid-19 Response Working Group for consideration for inclusion within the Covid-19 Action Plan.

Outcome

Approval for inclusion within the Covid-19 Action Plan.

Discussion points

- Engagement with the community for the development of the 2019/2020 event calendar identified a desire for night markets within the Town. Previous endeavours to establish markets have encountered concern regarding competition with local businesses.
- To avoid this, the proposed approach is to engage an events contractor to undertake research on behalf of the Town to determine the most suitable approach of a market offering so as to avoid direct competition with and include local businesses, where possible (Stage 1). This will be undertaken prior to the same contractor delivering a pilot market season over summer/spring (Stage 2).
- An evaluation report at the completion of the pilot program will allow the Town to determine if this is a worthwhile method through which to support markets, and determine which direction to take for any future markets.
- This project is recommended to be included within the Covid-19 Action Plan, however it is noted that resourcing within the team is limited, and the implementation of this project should be considered alongside existing commitments.

Strategic outcomes

| Strategic Objective/Value | Source | Rationale |
|---|---|--|
| A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship. | Strategic Objective EC1 | The market events will be promoted to both local residents as well as potential visitors to the Town. It will position the Town as a desirable place to visit, eat and shop. |
| Reconnect our local community – Stimulate social activity and create opportunities for | COVID-19 Restart Vic Park Strategy R1.1 | This project looks to encourage our community to re-unite, to reconnect, and share experiences. |

| | | |
|---|---|---|
| connection and interaction. | | |
| Reactivate our local economy – Invest in the local economy by creating new opportunities. | COVID-19 Restart Vic Park Strategy R2.1 | This project will look to work with local traders, where possible, as a priority, and broaden the market available to local businesses. |

Next steps

| # | Name | Description | Duration | Start Month |
|----|--------------------------|--|-----------|------------------------|
| 1. | Town | Prepare RFQ for release to external event companies | 1 month | September 2020 |
| 2. | External event companies | Prepare RFQ responses | 2-3 weeks | October 2020 |
| 3. | Town | Assess responses and select successful RFQ | 2 weeks | November 2020 |
| 4. | Event company | Stage 1 submission <ul style="list-style-type: none"> Engage with local businesses and existing markets to determine most suitable approach Research preferred location, from list of suggested locations Draft program, project plan, marketing plan, risk management plan | 1 month | Mid November 2020 |
| 5. | Town | Review and endorsement to proceed | 1 week | December 2020 |
| 6. | Event company | Stage 2 <ul style="list-style-type: none"> Deliver 3 months of market events within the Town of Victoria Park Submit evaluation of trial markets | 3 months | January/ February 2020 |
| 7. | Town | Assess evaluation and determine if markets should continue | 1 month | May 2020 |

Further information

Please review the attached Scoping Document for further information.

9 General business

10 Close