



TOWN OF
VICTORIA PARK

Special Council Meeting

Agenda – 7 May 2020



WE'RE OPEN
VIC PARK

Please be advised that a **Special Council Meeting** will be held at **5:30 pm** on **Thursday 7 May 2020** as an electronic meeting accessible at victoriapark.wa.gov.au

Mr Anthony Vuleta – Chief Executive Officer

4 May 2020

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1 Declaration of opening

Acknowledgement of Country

Ngany yoowart Noongar yorga, ngany wadjella yorga. Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.

I am not a Nyungar woman, I am a non-Indigenous woman. I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

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.

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

I thank them for the contribution made to life in the Town of Victoria Park and to this region.

2 Announcements from the Presiding Member

2.1 Recording and live streaming of proceedings

In accordance with clause 39 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, as the Presiding Member, I hereby give my permission for the administration to record proceedings of this meeting.

This meeting is being live streamed on the Town's website. Recordings are also made available on the Town's website following the meeting.

2.2 Public question time and public statement time

Public question and statement time will still occur during this electronic meeting.

In accordance with clause 7(4)a of the Local Government (Administration) Regulations 1996, public questions and statements at this Special Council Meeting must relate to the purpose of the meeting.

Public questions and statements received by 12pm today will be addressed. These questions and statements will be read by myself and if required, I will call on relevant people to answer.

There will be at least 15 minutes set aside for both public question time and public statement time at the beginning and end of this Special Council Meeting. If there are outstanding questions or statements following the time set aside for public participation time, these questions and answers will be answered in the agenda for the next Ordinary Council Meeting.

2.3 Town of Victoria Park Meeting Procedures Local Law 2019

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the *Town of Victoria Park Meeting Procedures Local Law 2019*.

3 Attendance

Mayor	Ms Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Ronhhda Potter Cr Wilfred Hendriks Cr Luana Lisandro
Jarraah Ward	Deputy Mayor Bronwyn Iffe Cr Vicki Potter Cr Brian Oliver Cr Jesvin Karimi
Chief Executive Officer	Mr Anthony Vuleta
Chief Operations Officer	Mr Ben Killigrew
Chief Financial Officer	Mr Michael Cole
Chief Community Planner	Ms Natalie Martin Goode
Manager Development Services	Mr Robert Cruickshank
Manager Governance and Strategy	Ms Danielle Uniza
Secretary	Ms Amy Noon

3.1 Apologies

3.2 Approved leave of absence

4 Declarations of interest

Declarations of interest are to be made in writing prior to the commencement of the meeting.

Declaration of financial interests

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees can continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

Declaration of proximity interest

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are to declare an interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person's land; b) a proposed change to the zoning or use of land that adjoins the person's land; or c) a proposed development (as defined in section 5.63(5)) of land that adjoins the persons' land.

Land, the proposed land adjoins a person's land if: a) the proposal land, not being a thoroughfare, has a common boundary with the person's land; b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land. A person's land is a reference to any land owned by the person or in which the person has any estate or interest.

Declaration of interest affecting impartiality

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

5 Public question time

6 Public statement time

7 Presentations

7.1 Petitions

7.2 Presentations

7.3 Deputations

8 Method of dealing with agenda business

9 Chief Executive Officer reports

9.1 COVID-19 Response Strategy

Location	Town-wide
Reporting officer	Joshua Norris
Responsible officer	Danielle Uniza
Voting requirement	Simple majority
Attachments	1. Restart Vic Park - COVID-19 Response Strategy [9.1.1 - 12 pages]

Recommendation

That Council

1. Adopts the COVID-19 Response Strategy, as attached.
2. Notes that the Chief Community Planner has been appointed as the Local Recovery Coordinator.
3. Establishes the COVID-19 Response Working Group for the purpose of implementing the COVID-19 Response Strategy with the following objectives:
 - a. Overseeing the development and delivery of the COVID-19 Action Plan
 - b. Reporting to Council regularly on its progress
4. Appoints the following members to the COVID-19 Response Working Group:
 - a. Local Recovery Coordinator (Chief Community Planner)
 - b. Mayor
 - c. Two Councillors
 - d. Chief Executive Officer
 - e. Chief Financial Officer
 - f. Chief Operations Officer
5. Requests that the Chief Executive Officer presents a further report back to Council by its July 2020 Ordinary Council Meeting to present the COVID-19 Response Working Group's terms of reference, including any further recommendations for appointment, if required.

Purpose

To present the proposed COVID-19 Response Strategy (CRS) for consideration by Council and to establish the COVID-19 Response Working Group (CRWG).

In brief

- The unprecedented public health emergency due to COVID-19 has had significant health, social and economic effects globally, nationally, on the Town and its community, prompting responses from various levels of government.
- Local government is responsible for managing recovery following an emergency affecting the community.
- To fulfill its role in managing the district's recovery from the impacts of COVID-19, it is proposed that Council adopt the attached COVID-19 Response Strategy outlining its direction in the short, medium and long term and its focuses during each period.
- It is further recommended that the COVID-19 Response Working Group (CRWG) be established by Council for the purpose of overseeing the development and delivery of the COVID-19 Action Plan (CAP).

Background

1. Globally, the on-going COVID-19 pandemic is resulting in serious and widespread illness, a large number of deaths, and the prolonged disruption to the normal functioning of society. Within the Western Australian context, the State Government declared a public health state of emergency on 16 March 2020. Since then, Western Australians have had to comply with social isolation measures that have had, and will continue to have, lasting social and economic impacts to the state and the local community.
2. On 19 March 2020, in response to the public health state of emergency declaration, the Government of Western Australia's State Recovery Plan was released with overarching principles to ensure that the State is best placed to support the community in responding to the impacts of COVID-19. The State's plan, although currently only reflecting the *Alert* phase, stipulates that due to the ongoing nature of the pandemic, that local governments should begin the process of establishing a local recovery strategy and plan to prepare for a coordinated response towards leading community recovery – a role of local government in the *Emergency Management Act 2005*.
3. Following suit, the Town has since appointed its own Local Recovery Coordinator, as required by the *Emergency Management Act 2005*, and worked with elected members to develop the COVID-19 Response Strategy. This document outlines the strategic direction in responding to, recovering from, and moving beyond, the current pandemic, in the short, medium and long term.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	The Town has a strategy to lead the recovery of the community following a public emergency.

Engagement

Other engagement	
Elected Members	Provided input which was the basis for the proposed COVID-19 Response Strategy.
Local Recovery Internal Working Group	Provided feedback relating to the establishment of the COVID-19 Response Working Group.

Legal compliance

Section 36 of the [Emergency Management Act 2005](#)

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
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Reputational Negative public perception towards the Town may result if it fails to inform and lead the community in getting through the impacts of COVID-19.	Moderate	Likely	High	The adoption of the COVID-19 Response Strategy.
Compliance Non-delivery on a Council adopted COVID-19 Response Strategy.	Moderate	Likely	High	The establishment of a COVID-19 Response Working Group to oversee the implementation of the COVID-19 Response Strategy.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Future budget impacts resulting from the implementation of this strategy will be listed for consideration in the draft 2020/21 Annual Budget.

Analysis

4. In accordance with section 36 of the *Emergency Management Act 2005*, local government's role in responding to the pandemic includes '*managing recovery following an emergency affecting its district*'. To fulfill this role, it is recommended that Council adopt the attached CRS to set the strategic direction in responding to the impacts of the pandemic and formally establishes the CRWG to ensure the implementation of relevant actions to progress the CRS.

COVID-19 Response Strategy

5. To ensure that the Town's efforts are focused and strategically aligned to its community's vision and mission, an overarching strategy has been developed to formalise its approach to the different impact stages of the pandemic, such as:
- Survive – the short-term/ immediate post- impact relief stage
 - Revive – the medium-term recovery stage which is the core role of local government in the *Emergency Management Act 2005*
 - Thrive – the long-term stage once the Town moves past recovery
6. The multi-phase strategy is to give guidance for the Town's operations and to give leadership to the community – not only in its statutory recovery role, but in crisis response and in moving beyond the crisis in the future.
7. The creation of this strategy has come from a collaborative effort with elected members through a strategy workshop held on 21 April 2020. The purpose of this workshop was to develop and define Council's response to COVID-19 in the short, medium and long-term, and to identify Council's focus areas based on efforts of other government bodies, and the specific needs of the Town and its

community. Following the workshop, the draft document was provided to elected members for further comment through the Councillor Portal to ensure their views at the workshop were accurately captured.

8. The proposed strategy has sought to ensure Council’s direction is captured in a way that is easy and simple for the community to understand – particularly in this time of rapid change and complexity. To achieve this, the strategy is comprised of three key parts:
 - (a) What we know - this section aims to put the strategy into the context of the current pandemic
 - (b) What we’ll do - this section articulates Council’s goals (section 1 in the below diagram), priorities (section 2 of the diagram below) in responding to impacts of the pandemic in the short, medium and long term and its measures of success (section 3 of the diagram below).

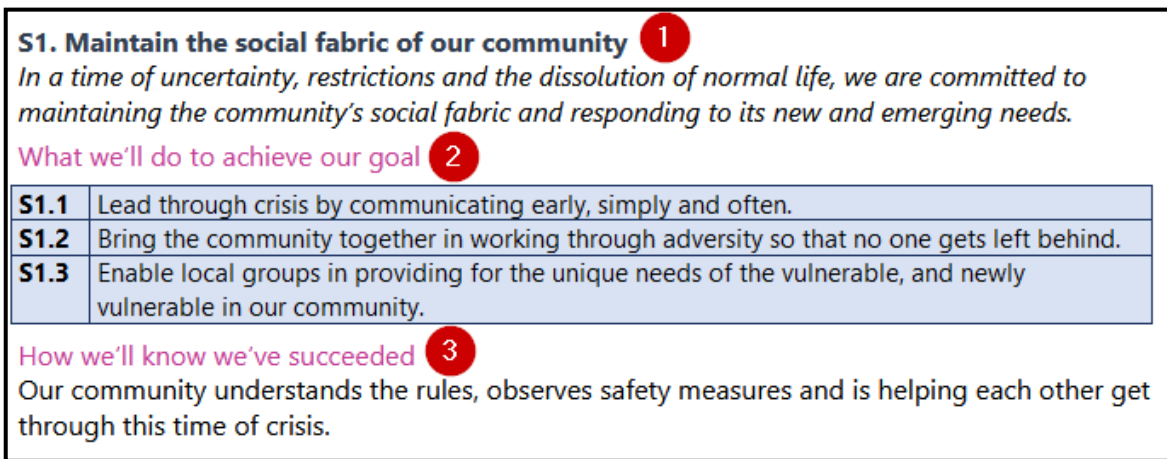


Diagram 1. Overview of Goal, initiatives and measure

- (c) How we’ll do it - this section outlines how the strategy is to be achieved, inclusive of establishing an appropriate oversight body, and a plan of action to meet its goals.

Local Recovery Coordinator and Local Recovery Coordination Group

9. As required by the *Emergency Management Act 2005*, the Town has appointed the Chief Community Planner as its Local Recovery Coordinator (the Coordinator) following the release of the State Emergency Management Plan. The Coordinator is responsible for managing local-level recovery activities in accordance with relevant plans, strategies and policies.
10. Due to the complexity in responding to, and recovering from, the pandemic, it is proposed that Council establish the CRWG as a formal working group of Council to support the Coordinator in its role, for the purpose of:

Function	Reason
Developing and overseeing the COVID-19 Action Plan	As outlined in the ‘How we’ll do it’ section of the CRS, an action plan will need to be developed to ensure that actions are measured, targeted and are all working towards Council’s strategic goals for each of the phases (i.e. Survive, Revive and Thrive).

	It is proposed that the group oversee the development of the CAP and provide continued oversight over the plan – as it will be subject to continuous change due to the uncertainty of the current and future landscape. The group will need to ensure that, despite changes to individual actions, that the overall strategic goal is still being adhered to.
Reporting to Council regularly	This function is to ensure that Council maintains strategic oversight over the group, and its progress in delivering the goals set out in the COVID-19 Response Strategy.

11. The proposed composition of this group includes:

Membership	Reason
Local Recovery Coordinator	This aligns with requirements of the State Emergency Management Plan.
Executive Team	This includes the Chief Executive Officer, Chief Financial Officer and Chief Operations Officer for the purpose of providing professional advice relating to the organization's capacity to deliver certain actions within the regulatory framework, and its existing resources.
Mayor and two elected members	This provides Council representation and ensures that Council's strategic goals and initiatives, as stipulated in the CRS, are being adhered to.
Others, as appropriate	While no other members are proposed for appointment at this time, the CRWG, in determining its terms of reference, should give due consideration to other membership required and make a recommendation to Council.

12. As appointments to this group do not contain any community representation, it is proposed that Council endorse the appointments and seeks a further report to Council on the group's terms of reference, inclusive of any other appointments.

Relevant documents

[State Emergency Management Plan](#)

[State Emergency Management Policy](#)

10 Chief Community Planner reports

10.1 Connect Vic Park Inc. Operating Subsidy - Request for Extension

Location	Town-wide
Reporting officer	Alison Braun
Responsible officer	Natalie Martin Goode
Voting requirement	Absolute majority
Attachments	1. Request for extension of operating subsidy for Connect Village Hub_ [10.1.1 - 8 pages]

Recommendation

That Council extend Connect Vic Park Incorporated's operating subsidy contract for a further six months in the 2020/21 budget from 1 July 2020 to 31 December 2020 for \$25,000.

Purpose

For Council to endorse the extension of Connect Vic Park Inc. operating subsidy contract for a period of six months to 31 December 2020.

In brief

- On 11 March 2020, the World Health Organization declared the COVID-19 outbreak a global pandemic. On 15 March 2020, the WA government declared a state of emergency for Western Australia.
- Since the Western Australian government declared the emergency, the Town has prepared and executed a range of immediate support measures appropriate to what is described as the 'response' phase.
- To provide ongoing support to current service providers during the crisis and recovery phase of COVID-19 to support the delivery of services to the community in line with the Town's Strategic Community Plan.
- On 28 April 2020 Connect Vic Park requested urgent consideration of an extension to Connect Vic Park operating subsidy to continue the current level of support to the community during COVID-19 to implement their new Connect60+ Wellness Program.

Background

1. The Town recognises that community health and wellbeing is influenced by various factors, including social connectedness, a sense of belonging, a place where people have meaningful and accessible opportunities to participate in the arts, culture, education and to celebrate heritage.
2. As the tier of government closest to the community, local government plays an important role in shaping and supporting the overall health and wellbeing of our community. This is achieved through a collective impact approach of working in collaboration with the local community, service providers and stakeholders.
3. When the WA government declared a state of emergency, Town officers engaged service providers within in the Town seeking information on the support that might be required during and in the recovery period of COVID-19. This engagement outlined that service providers that had current and

expiring operating subsidies, and those who have never been supported financially by the Town, were seeking financial support to continue existing programming and provide additional support during the COVID crisis and in recovery.

4. The Town currently supports three service providers within the Town all with contract end dates ending between 2020 and 2022.
 - a. Harrold Hawthorn Community Centre - contract end June 2022
 - b. Victoria Park Centre of the Arts - contract end June 2021
 - c. Connect Vic Park – contract end June 2020

5. At a Concept Forum on 4 April 2020, options were presented to Elected Members for discussion in relation to operating subsidies for the 20/21 budget that included:
 - a. Option 1 - Extend two operating subsidies through to 2022 and no new operating subsidies
 - b. Option 2 - Extend two operating subsidies through to 2022 plus new funding round of \$150,000
 - c. Option 3 - New funding round of \$200,000 – no extension of current operating subsidies
 - d. Option 4 - Do nothing – no new funding and allow current to cease as per contract 2020,2021 and 2022.

6. During the Concept Forum, feedback from Elected Members majority supported option 2, giving support and security to current operating subsidy recipients with the option of supporting other service providers through the recovery period of COVID19.

7. In response to the 4 April Concept Forum a report was prepared by officers and presented at the Agenda Briefing Forum on the 5 May 2020 recommending
 - a. request of the extension of Connect Vic Park Inc. and Victoria Park Centre of Arts operating subsidy contracts to 2022
 - b. the temporary amendment of Policy 114 Community Funding from a three-year recurrent funding agreement to a COVID19 specific two-year recurrent funding agreement
 - c. the approval a COVID-19 specific two-year operating subsidy funding round of \$150,000 to be established when the 20/21 budget is endorsed

8. On 28 April 2020 Connect Vic Park requested urgent consideration of an extension to Connect Vic Park operating subsidy to continue the current level of support to the community during COVID-19 to implement their new Connect60+ Wellness Program (see attachment)

9. The operating subsidy of \$50,000 per annum for the 3 year contract has provided an opportunity for The Village Hub to deliver a 'Member led, staff supported' culture encouraging member leadership and co-design delivering a broad range of programs and initiatives resulting in positive outcomes improving the quality of life of older people living in the Town.

10. The report prepared by Officers presented at Agenda Briefing Forum on the 5 May 2020 with a recommendation to extend Connect Vic Park Inc. and Victoria Park Centre of Arts operating subsidy contracts to 2022 offers no guarantee Council will endorse the recommendation, therefor placing Connect Vic Park Inc. in a compromised financial position due to funding ending on 30 June 2020.

11. Connect Vic Park Inc. history and current contract is summarised as follows.

Connect Vic Park

Background	Three contracts - 2005 – 2013, 2017 – 2019 and 2019 – 2020.
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	<p>Current operating subsidy contract ceases 30 June 2020 - \$50,000.</p> <p>Total \$50,000 per annum.</p>
Reporting evaluation	<p>Satisfactory quarterly output/activity reports.</p> <p>Satisfactory end of year community outcomes for the financial year against S1-S4 of the Town's Strategic Community Plan.</p>
Overview of current contract	<p><i>Council resolution 8 August 2017, item 15.1</i></p> <p><i>Connect Victoria Park be advised that:</i></p> <ol style="list-style-type: none"> <i>1. The Town will provide financial assistance of \$50,000 in 2017-18 to contribute to the employment costs of the Village Hub Coordinator.</i> <i>2. That \$50,000 be listed for consideration on the Council's draft 2018-19 and 2019-20 Budgets to contribute to the employment costs of the Village Hub Coordinator.</i> <i>3. The Town's Director Community Life Program to represent the Town on the Village Hub Steering Committee.</i> <i>4. The Town's Community Development Committee to be provided a bi-monthly briefing on progress against the Village Hub Project Plan.</i> <i>5. A written statement providing evidence based information in regards to the Village Hub's contribution to the following strategic outcomes contained within the Town of Victoria Park's Strategic Community Plan 2017-2032 is to be reported to the Town's Community Development Committee bi-annually:</i> <ul style="list-style-type: none"> <i>S1 - A Healthy Community</i> <i>S2 - An Informed and Knowledgeable Community</i> <i>S3 - An Empowered Community With a Sense of Pride, Safety and Belonging</i> <i>6. Financial assistance provided by the Town is to be acquitted annually.</i> <i>7. It is a requirement to provide the Town with a copy of the annual Connect Victoria Park Inc. audited financial statement each year.</i>

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Provision of agile funding that provides an opportunity for not-for-profits and charitable organisations to respond to community need during and after the pandemic.

Social

Strategic outcome	Intended public value outcome or impact
S01 - A healthy community	Community have access to quality support services that have the capacity to meet their physical and mental health needs during and after the pandemic.
S02 - An informed and knowledgeable community.	Through provision of funding not-for-profits and charitable organisations will have the capacity to ensure community remain connected and engaged on topics that are of importance to them.
S03 - An empowered community with a sense of pride, safety and belonging.	Encouraging member and community led initiatives resulting in positive outcomes improving the quality of life of older people living in the Town.
S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.	Community have access to quality programs developing a positive understanding of the Towns cultural heritage and arts.

Engagement

Internal engagement

Community Development	Advice on the delivery of an operational subsidies to ensure all eligible not-for-profits and charitable organisations have an opportunity to apply.
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External engagement

Stakeholders	22 Service Providers
Period of engagement	March – April 2020
Level of engagement	2. Consult
Methods of engagement	Email Phone Zoom Forum
Key findings	Community is seeking assistance in funding to continue to deliver services during and after the COVID19 pandemic.

Legal compliance

Not applicable

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Negative community perception not supporting current service providers through COVID19 and recovery.	Moderate	Likely	High	Ensure fair and equitable application process guided by Policy 114.
Reputational Not providing opportunity for other service providers to obtain support through COVID19 and recovery.	Moderate	Likely	High	Ensure fair and equitable application process guided by policy 114. Continue to work in partnership with service providers in relation the operating subsidy and social outcomes measurements. Detailed and comprehensive quarterly and annual reporting in line with S1, S2, S3 and S4
Financial Service providers not delivering support to community through COVID19 recovery	Moderate	Likely	High	Continue to work in partnership with service providers in relation the operating subsidy and social outcomes measurements. Detailed and comprehensive Quarterly and annual reporting in line with S1, S2, S3 and S4.

Financial implications

Current budget impact	NIL
Future budget impact	Extension of Connect Vic Park Inc. operating subsidy for a period of 6 months to 31 December 2020.
	Total budget impact 20/21 - \$25,000

Analysis

12. The extension of current operational subsidy will provide the opportunity for Connect Vic Park Inc. to continue support to the community during COVID-19 by implementing their new Connect60+ Wellness Program to deliver outcomes in line with current contract and the Town's Strategic Community Plan.
13. A COVID-19 specific two-year operating subsidy funding round was recommended in a report for the May Ordinary Council Meeting. If Council endorse the COVID-19 specific funding round to be included in the 20/21 budget it is estimated this will open in August 2020. The 6-month extension of Connect Vic Park Inc. operating subsidy will provide continuous support through to when the Town opens new funding rounds.
14. If the request to Council to extend the existing contract for Connect Vic Park Inc. is endorsed the contract will be extended under current contract terms and conditions and expire 31 December 2020.
15. Connect Vic Park Inc. will be required to provide quarterly output reports and an annual outcome report to the Town, to be used by the Town as the Town deems fit.
16. The annual outcome report must demonstrate cost-benefit comparison in return for the operating subsidy.
17. The Town reserves the right to terminate a funding agreement upon unsatisfactory annual outcomes reported in an acquittal and or report.
18. Should the acquittal process be deemed unsatisfactory, the Town reserves the right to request the reimbursement of funding provided. Policy 114 Community funding
19. If Council endorses the recommendation, the 20/21 Community Development budget will be amended to reflect the endorsed funding.
20. The approval of the officer's recommendation will provide ongoing support to Connect Vic Park Inc. through the COVID19 crisis and recovery by offering a subsidy extension to 31 December 2020 to continue current level of support to implement their new Connect60+ Wellness Program whilst providing sufficient time to manage a reconfiguration of the Village Hub should they be unsuccessful in securing an operating subsidy for the next period.

Relevant documents

[Policy 114 Community Funding](#)

11 Public question time

12 Public statement time

13 Closure