



TOWN OF
VICTORIA PARK



Special Council Meeting Agenda – 22 June 2020



WE'RE OPEN
VIC PARK

Please be advised that an **Special Council Meeting** will be held at **6:30 pm** on **Monday 22 June 2020** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Anthony Vuleta – Chief Executive Officer

19 June 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-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 also being live streamed on the Town's website. By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to public. Recordings are also made available on the Town's website following the meeting.

2.2 Public question time and public statement time

There are guidelines that need to be adhered to in our Council meetings and during question and statement time people speaking are not to personalise any questions, or statements about Elected Members, or staff or use any possible defamatory remarks.

In accordance with clause 40 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, a person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the presiding member.

A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

When the presiding member speaks during public question time or public statement time any person then

speaking, is to immediately stop and every person present is to preserve strict silence so that the presiding member may be heard without interruption.

2.3 No adverse reflection

In accordance with clause 56 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees.

2.4 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

Jarrah Ward

Deputy Mayor Bronwyn Ife
Cr Vicki Potter
Cr Brian Oliver
Cr Jesvin Karimi

A/Chief Executive Officer

Ms Natalie Martin Goode

A/Chief Operations Officer

Mr Jack Bidwell

Chief Financial Officer

Mr Michael Cole

A/Chief Community Planner

Mr David Doy

Manager Governance and Strategy

Ms Danielle Uniza

Secretary

Ms Liam O'Neill

3.1 Apologies

Chief Executive Officer

Mr Anthony Vuleta

Chief Operations Officer

Mr Ben Killigrew

3.2 Approved leave of absence

Nil.

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

8 Method of dealing with agenda business

9 Chief Community Planner reports

9.1 COVID-19 Community Response Grants - applications and assessment

Location	Town-wide
Reporting officer	Alison Braun
Responsible officer	Natalie Martin Goode
Voting requirement	Absolute majority
Attachments	Nil

Recommendation

That Council endorse the 11 grant funding applications for the Town's COVID-19 Community Restart Grant program:

- (a) Connect Vic Park \$4,950.00
- (b) Fusion WA \$9,805.00
- (c) GLBTI Rights Aging \$3,690.00
- (d) Harold Hawthorne Community Centre \$10,000.00
- (e) Nardine Wimmins Refuge \$10,000.00
- (f) Tracey Gibbs (Artist) \$3,846.00
- (g) Victoria Park Community Centre \$4,413.00
- (h) Riverview Community Services \$9,000.00
- (i) Carlisle/Victoria Park (CVP) Toy Library Incorporated \$3,862.00
- (j) Victoria Park Soccer Club \$6,042.00
- (k) Victoria Park Cricket Club \$4,300.00

Purpose

To provide Council with an overview of the Town's COVID Community Restart Grant applications and assessments for review and endorsement.

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.
- At the May 2020 Ordinary Council Meeting, Council approved the reallocation of \$70,000 from the existing Community Development 2019/20 budget to be repurposed for a COVID-19 response community grant program.
- Applications for the Restart Community Grants opened Friday 22 May and closed Friday 5 June 2020.
- The Town received a total of 25 applications, of the 25 applications 16 met the Town's selection criteria.
- A panel of 4 Town officers evaluated the 16 eligible applications against the Towns COVID-19 Response Community Grant program assessment matrix.
- From these evaluations Town Officers identified 11 successful applicants to present to Council for endorsement.

Background

1. At a Special Council Meeting on 7 April 2020, Council resolved that:
"Requests the Chief Executive Officer to prepare a report to the Ordinary Council Meeting in May 2020 outlining the options for establishing a donation program to support not-for-profit or charitable organisation's located in the Town in providing assistance and support to the local community."
2. At the 19 May 2020 Ordinary Council Meeting, Council approved the reallocation of \$70,000 from within the existing Community Development 2019/20 budget to be repurposed for a COVID-19 response community grant program and resolved that:
"The Chief Executive Officer present a further report with recommendations for the allocation of the grant funding".
3. At the 16 June 2020 Ordinary Council Meeting Council resolved that:
 1. *Decides to hold a Special Council Meeting on 22 June at 6.30pm in the Towns of Victoria Park Council Chamber, in accordance with section 5.4(b) of the Local Government Act 1995, for the purpose of considering grants as a part of the COVID Restart Community Grants program.*
 2. *Request that the Chief Executive Officer presents a further report back to Council by June 2020 which outlines the details of all applicants received for the COVID-19 community grants program and the assessment of them correct.*
4. To support the community through the survival phase the Town conducted an assessment of the financial position of the Community Development portfolio to ascertain what community support could be provided by means of financial support through a community grant funding program.
5. It was identified that within the Community Development budget were funds potentially unable to be expended due to projects and services unable to be progressed or be delivered due to the COVID-19 pandemic. The unexpended funds from within Community Development were pooled and presented to Council for endorsement of a COVID-19 Restart Community Grants.
6. The Restart Community Grants program opened for a period of two weeks commencing 25 May 2020 and closing 5 June 2020.
7. The COVID-19 Restart Community Grants were accessible via an expression of interest on the Town's website for applications up to \$10,000.

8. These funds will be made available to:
 - a. assist in the relief of people in need as a direct or indirect consequence of the conditions imposed by COVID-19
 - b. support collaboration between stakeholders who aim to work towards a common goal and share services
 - c. provide relief and support of residents (including homeless residents) within the Town
 - d. increase community capacity and encourage community-led programs to address local needs
 - e. services that can be delivered in compliance with social distancing, in accordance with federal and state-imposed restrictions applicable at the time of delivery.
9. The Restart Community Grants were designed to provide eligible applicants the opportunity to apply for funding up to \$10,000 for community-led initiatives that safely address social issues arising within the community due to COVID-19.
10. The application consisted of seven questions with a maximum weighting score of four points per question with the maximum available score being 28.
11. The questions were aligned with the Towns Restart Vic Park Recovery Strategy and the Town's Strategic Community Plan outcomes.
12. The Town received 25 applications that requested a total of \$176,114 in grant funding.
13. Of the 25 applications 9 applications did not meet the Town's selection criteria, therefore were ineligible and removed from the formal assessment process.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Un-utilised funds are reallocated and repurposed to the direct benefit of the local community.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	A community that is safe and welcoming to all.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	Vulnerable community members have direct access to health and support services.
S02 - An informed and knowledgeable community.	Local service providers have every opportunity to continue to support the community through innovative information sharing and education Initiatives.
S03 - An empowered community with a sense of pride, safety and belonging.	An empowered suite of local service providers who are supported by the Town to deliver services and initiatives that provide a sense of pride, safety and

	belonging within the local and broader community.
S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.	Art, culture, education and heritage initiatives are supported and championed to create a sense of belonging and connection during the pandemic.

Engagement

Internal engagement

Stakeholder	Comments
Community Development	Consultation - preparation and management of the grant program
Communications	Consultation - advertising and communication
Finance	Consultation - re-allocation of available funds into a community grant
Town Internal Grant panel	Review - of applications against eligibility criteria and policy 114 Community Funding
Governance	Provided advice that the full grant application details cannot be made public without the consent of all applicants. There was not sufficient time at the time of finalizing this report to gain consent from applicants.

Legal compliance

Not applicable.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Negative public perception towards the Town should applications not be Funded.	Moderate	Unlikely	Low	Transparent approval process.
Financial Funds not allocated prior to end of 2019/20 financial year	Moderate	Likely	Moderate	Immediate appointment of contracts after June Special Council Meeting. Payment of invoices to successful applicants by June 30.

Financial implications

Current budget impact	Total grant value is \$69,908 Sufficient funds exist within the 19/20 annual budget.
Future budget impact	Not Applicable.

Analysis

14. An internal assessment process was conducted by the Town's funding panel The Towns assessment process is summarised as follows.

Assessment Questions

- a. Address Social and Emotional Needs - weighting 4 points
- b. Provide Access to Services - weighting 4 points
- c. Benefit to the Town - weighting 4 points
- d. Value for Money - weighting 4 points
- e. Ability to Deliver - weighting 4 points
- f. Build Capacity and Emotional Needs - weighting 4 points
- g. Project Aligns with Town's Values and Mission – weighting 4 points

Assessment Criteria

- a. The application has been fully completed and received by the Town in accordance with grant requirements
- b. The applicant has supplied quotes for all purchases in accordance with the grant funding request
- c. The application is clear, and includes realistic objectives, timeframe and budget
- d. The applicant's mission, objectives, and products do not conflict with the values and objectives of the Town
- e. There is demonstrated evidence of a community need or gap in current service delivery
- f. The applicant is not requesting explicit endorsement of the applicant itself, or its product
- g. Any conflict of interest has been declared and assessed as reasonable
- h. The grant meets all funding eligibility requirements (i.e. acquittal of previous grant)
- i. The applicant can obtain appropriate approvals, permits, insurances and license's
- j. The Town reserves the right to discuss an application with a third party, if necessary, to assist in assessing the application.
- k. Provision of a project plan
- l. Provision of a risk management plan
- m. Provision of \$10 Million liability insurance
- n. Provision of copy of certificate of incorporation

Assessment Process

- a. Applications are assessed by the Town's internal funding assessment panel in line with Policy 114 Community Funding against the Town's COVID-19 Restart Community Grants assessment matrix
- b. A report to be presented to Council with recommendations for endorsement

An internal assessment process was conducted by the Town's internal funding panel. The panel consisted of 4 Town officers;

- a. Chief Community Planner
- b. Manager Community

- c. Manager Place Planning
- d. Coordinator Healthy Community

The panel individually assessed applications provided and submitted a score card to the Grants and Sponsorship Officer. All applicants were then assessed in a formal panel meeting in line with policy 114 Community Funding and the criteria outlined for the COVID-19 Restart Community Grants.

Assessment Outcome

In assessment in line with policy 114 Community Funding and the criteria outlined for the COVID-19 Restart Community Grants there were a total 25 applications received, the panel scored the applicants in order of;

- a. 11 successful
- b. 5 unsuccessful
- c. 9 ineligible

15. Town recommends the following applications and their outcomes be considered and endorsed by Council.

Applicant	Project	Amount (ex GST)	Evaluation	Score
Vic Park Community Centre	Restart the Strip The Community Centre will collaborate with local businesses to create four community events. The center will engage local food business to showcase what they do through courses which will be delivered in person (COVID-19 restrictions permitting) and simultaneously online.	\$4,413	Successful <ul style="list-style-type: none"> • Increase community capacity and encourage community-led programs to address local needs 	26.5
Connect Vic Park	Connect 60+Mind and Soul Connect60+ is a 10-week in-person wellness program for people 60+ living independently and at risk of declining function and quality of life associated with social isolation, especially due	\$4,950	Successful <ul style="list-style-type: none"> • Assist in the relief of people in need as a direct or indirect consequence of the conditions imposed by COVID-19 	24

	to COVID-19 restrictions.			
Fusion Australia	<p>Kent Street High School Mentoring Program</p> <p>The mentoring and life skills program is an “in class” program run weekly for identified “at risk” students at Kent Street High School. This program focuses on equipping and empowering students impacted by COVID-19 with useful skills and awareness for managing themselves, their mental health and relationships.</p>	\$9,805	<p>Successful</p> <ul style="list-style-type: none"> Assist in the relief of people in need as a direct or indirect consequence of the conditions imposed by COVID-19 	24
Harold Hawthorne Community Centre	<p>VP55+Club</p> <p>The project will start with small clubs of special interests to community members aged 55 plus living in the Town of Victoria Park. The initial clubs will consist of the following clubs, Coffee and Chat, Community Garden, Art Club and Book Club.</p>	\$10,000	<p>Successful</p> <ul style="list-style-type: none"> Provide relief and support of residents (including homeless residents) within the Town 	23.7
Nardine Wimmins Refuge	<p>COVID-19 Cleaning</p> <p>To engage a professional cleaner and gardener to assist with ensuring cleanliness, hygiene standards are maintained, and upkeep of gardens allowing families to socialise safely in this current pandemic environment.</p>	\$10,000	<p>Successful</p> <ul style="list-style-type: none"> Assist in the relief of people in need as a direct or indirect consequence of the conditions imposed by COVID-19 	23.3
Tracey Gibbs (Artist)	<p>Wildflower Trail</p> <p>To install 12 miniature</p>	\$3,846	<p>Successful</p> <ul style="list-style-type: none"> Increase community capacity and encourage 	22.1

	<p>murals of wildflowers on walls around the Town. A map will be created for people to find wildflowers. The murals will be at ground level to make it easy spotting for young children. They will feature bright and vibrant Western Australian native flowers.</p>		<p>community-led programs to address local needs</p>	
Riverview Community Services	<p>Asylum Seeker HUB COVID-19</p> <p>This project seeks to increase the welfare for people seeking asylum and temporary protection visa holders impacted by COVID-19. It will provide essential bill assistance including rent, emergency accommodation, medical and energy bills. This assistance will be supplied through the Asylum Seeker Hub.</p>	\$9,000	<p>Successful</p> <ul style="list-style-type: none"> Provide relief and support of residents (including homeless residents) within the Town 	21.5
GLBTI Rights Ageing Inc	<p>Talking Generations/A Fabulous Xmas in July (two events)</p> <p>Talking Generations is an afternoon tea where members of the LGBTIQ and wider community come together with guest speakers.</p> <p>A Xmas in July will be evening of cabaret and community games. Hosted by talented drag superstar.</p>	\$3,690	<p>Successful</p> <ul style="list-style-type: none"> Increase community capacity and encourage community-led programs to address local needs 	20.7

<p>Victoria Park Soccer Club</p>	<p>Rejuvenation of Parnham Park Club room and soccer equipment</p> <p>The grant is to replace lost club sponsorship income that was budgeted (\$8,000) to be utilised to purchase equipment needed for playing soccer (specifically goal nets, paint for goal posts and pitch line marking and uniforms).</p> <p>Purchase interior equipment to activate the space and to comply with the guidelines on socialising within the post COVID-19 post environment.</p>	<p>\$6,042</p>	<p>Successful</p> <ul style="list-style-type: none"> Increase community capacity and encourage community-led programs to address local needs 	<p>18.6</p>
<p>Victoria Park Cricket Club</p>	<p>Cricket Club Sustainability</p> <p>This grant is to ensure that the cricket club can accommodate the following during this time of financial duress due to the COVID-19. It is for maintenance of playing equipment and facilities and essential game equipment.</p>	<p>\$4,300</p>	<p>Successful</p> <ul style="list-style-type: none"> Increase community capacity and encourage community-led programs to address local needs 	<p>18.1</p>
<p>Carlisle/Victoria Park Toy Library</p>	<p>Re-Start and Expansion Kick-Start – Phase 1 Storage and key collection items.</p> <p>The CVP Toy Library is in a rebuilding and growth phase. This will involve redesigning the current shelving layout and purchasing additional shelving. This will allow</p>	<p>\$3,862</p>	<p>Successful</p> <ul style="list-style-type: none"> Increase community capacity and encourage community-led programs to address local needs 	<p>18</p>

	CVP to process, display and make a larger number of donated and new toys that are currently in the storeroom. They will purchase some key collection items that are central to their mission of providing local families with access to toys and equipment that they would not otherwise be able to afford.			
Successful Total	\$69,908			
Unsuccessful Applicants				
Southern Districts Bands Inc.	Music in the Park Farmers Market Development of a children's music show featuring highly skilled musicians of the Town Band in collaboration with children's entertainment duo, Josephine and Goggles the Goose.	\$4,800	Unsuccessful <ul style="list-style-type: none"> • Lower scoring • Grant funds expended 	17.5
Victoria Park/Carlisle Bowling Club	Replacement of Grandstands and Shades Refurbishment of the Reds Function area with repainting, carpet cleaning and shampooing, purchase of new tables and chairs, modern sound system, microphone and defibrillator.	\$9,663	Unsuccessful <ul style="list-style-type: none"> • Low scoring • Grant funds expended 	13.75
Lucille Martin	IPhone Photography walk around Victoria Park IPhone Photography walk	\$3,800	Unsuccessful <ul style="list-style-type: none"> • Low scoring • Grant funds expended 	11.975

	around Victoria Park for people to capture their place, landscapes and urban environment.			
Country Womens Association	Boosting Community Support Services Replacement of lost profit and produce due to the pandemic restrictions, plus seed money for produce to continue spread and preserve production.	\$1,300	Unsuccessful <ul style="list-style-type: none"> • Low scoring • Grant funds expended 	7
DSD Dianne Smith Design	Reclaim R2 Support the development of people within the Town through the use of art therapy techniques to facilitate people to tap into their existing potential and build their resilience.	\$4,730	Unsuccessful <ul style="list-style-type: none"> • Low scoring • Grant funds expended 	10.75
Unsuccessful Total		\$24,293		
Ineligible Applicants				
St Marys' Outreach	Provision of accessible health and awareness through education classes, diagnostic devices and community-based intervention to improve outcomes from those disadvantaged over the course of a year.	\$11,818	Ineligible <ul style="list-style-type: none"> • No quotes provided 	0
Carlisle Cougar Amateur Football Club	Assist all Club and community members raise awareness through healthy lifestyle choices, fitness and nutrition sessions, training and stretching, personal training and head health	\$9,570	Ineligible <ul style="list-style-type: none"> • No risk management plan provided • No project plan provided • No quotes provided 	0

	sessions for all ages.			
Curtin Football Club	Creation of a modified football season to help community rebuild and provide an inclusive program that all the community within the Town can engage in.	\$10,000	Ineligible <ul style="list-style-type: none"> No certificate of incorporation provided No public liability insurance certificate provided 	0
Fraser Park Football Club	Purchase of sports equipment for the club as well as helping players from lower socio-economic backgrounds pay for their fees, boots, uniforms and badges.	\$10,000.00	Ineligible <ul style="list-style-type: none"> No certificate of incorporation provided 	0
Victoria Park Xavier Hockey Club	Re-activation of the postponed Academy program.	\$9,905	Ineligible <ul style="list-style-type: none"> No risk management plan provided 	0
Hygge Community Life Limited	To enable over 250 empty and latent rental homes and accommodation to be matched with people in need, during and after the COVID-19 crisis.	\$9,080	Ineligible <ul style="list-style-type: none"> No risk management plan provided 	0
Variety WA	Four Day event Variety Ruby Road Trip commencing at Optus Stadium.	\$4,540	Ineligible <ul style="list-style-type: none"> No risk management plan provided 	0
CDM Australia	Repair of training nets, replacement of artificial turf and repair the center wicket.	\$17,000	Ineligible <ul style="list-style-type: none"> No certificate of incorporation provided No project plan provided No risk management plan provided No annual report provided No quotes provided No budget provided 	0
Alana Frank	To help Carlisle shop reclaim a sense of pride and bring some life back	\$0	Ineligible <ul style="list-style-type: none"> No funds requested Incomplete application 	0

	into the community through two murals.	<ul style="list-style-type: none"> No eligibility criteria support documents provided
Ineligible Total		\$81,913
TOTAL REQUESTED		\$176,114

16. If Council chooses to endorse the Town's recommendation applicants will be notified of the decision within 2 business days of Council resolution.
17. Successful grant applicants will be required to submit invoices to the Town for the allocated funding amount prior to 30 June 2020 to ensure all funds are expended prior to the end of the 19/20 financial year.
18. To ensure the Community Restart Grants provide the required support to the community during the survival phase, the successful applicants will be required to deliver projects within a specified timeframe from 1 July 2020 to 31 December 2020 to stimulate social activity and create opportunities for reconnection and interaction to inspire community optimism about the future.
19. Successful grant applicants are required to complete the Town's acquittals reporting within three months of completion of the project.

Relevant documents

[Policy 114 Community Funding](#)

[Ordinary Council Meeting minutes – 16 June 2020](#)

10 Public question time

11 Public statement time

12 Closure