



CITY OF VINCENT

AGENDA

COVID-19 Relief and Recovery Committee

28 April 2020

Time: 5.00pm
Location: E-Meeting, Streamed live via the City's
website
<http://webcast.vincent.wa.gov.au/>

David MacLennan
Chief Executive Officer

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The following conditions apply to public questions and statements:

1. Questions/statements are to be emailed to governance@vincent.wa.gov.au by 3pm on the day of the Briefing/Meeting.
2. The email and question/statement is to be addressed to the Mayor (Presiding Member at Briefings/ Meetings).
3. Questions/statements are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on an Elected Member or City Employee.
4. You must provide your full name and suburb in your email.
5. The question/statement will be read out and responded to, as appropriate, during public question time at the Briefing / Meeting. The maximum duration for the question/statement is 3 minutes.
6. Questions/statements and Administration's responses, as appropriate, will be included in the Minutes of the Council/Committee meeting.
7. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be "*taken on notice*" and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
8. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

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- All recordings are retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office;
- A copy of the recorded proceedings and/or a transcript of a particular section or all of a Council meeting is available in accordance with Policy No. 4.2.4 – Council Meetings – Recording and Web Streaming.
- Ordinary Meetings of Council and Council Briefings are streamed live on the internet in accordance with the City's Policy – 4.2.4 - *Council Meetings Recording and Web Streaming*. It is another way the City is striving for transparency and accountability in what we do.
- The live stream can be accessed from <http://webcast.vincent.wa.gov.au/>
- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Governance Team on 08 9273 6500.

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1 INTRODUCTION AND WELCOME

"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

Nil

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

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Andrew Main of North Perth

It is quite noticeable in my area that since the requirement for social isolation, there has been an increased number of people walking and riding bikes. I am interested to know what the City is doing to ensure that impediments to walking and cycling are minimised and that there is adequate space for both pedestrians and cyclists to practice social distancing.

The following are issues that I believe that the City could address.

- The practice where footpaths are obstructed by roadworks signage. For example, this was the case on Vincent Street Leederville on 14 April where there were 3 sets of signs placed on the footpath on the northern side, west of Loftus St. This reduced the width of the footpath by 50%. On 2 April, a trailer mounted sign obstructed the whole footpath on the eastern side of Charles Street on the corner of Lawler St North Perth.
- Council street trees or vegetation from private residences that overhang or obstruct the footpath.
- Vehicles being parked in a manner such that they encroach upon footpaths. This is particularly as issue where perpendicular parking has been constructed by council.
- Vehicles parked on residential verges, meaning that it is not possible for people to walk on the verge to pass people safely. Such as, in instances when people are walking on the footpath toward each other.
- Sand or other debris such as leaves, gumnuts etc, lying on the footpath.
- The prevalence of signposts, or lightpoles erected in the middle of footpaths, making these tricky to negotiate.
- Shopping trolleys being left on footpaths near shopping centres.

The City will investigate issues when reported and take the appropriate action.

With higher rates of cycling and walking, and low vehicular traffic volume, is the council looking at how road space can be reallocated and set aside for active transport users, as is happening in other cities and countries? Is the council considering how to make streets safer for active transport users by filtering to reduce rat runners and drivers travelling at high speeds?

There are no plans to do anything specific in the short term in relation to COVID-19. The City is developing it's Integrated Transport Integrity.

4 DECLARATIONS OF INTEREST

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 CONFIRMATION OF MINUTES

COVID-19 Relief and Recovery Committee - 21 April 2020

7 BUSINESS ARISING

7.1 COVID-19 WEEKLY UPDATE

- Attachments:**
1. COVID-19 Relief and Recovery Implementation Plan Update [↓](#) 
 2. COVID-19 Impacts on Service Delivery [↓](#) 

RECOMMENDATION:

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

PURPOSE OF REPORT:

This report provides an update on the actions to manage the COVID-19 pandemic in the City.

BACKGROUND:

The City has adopted a coordinated strategic approach to managing the COVID-19 pandemic. This was enacted at a Special Council Meeting on 30 March 2020, through the establishment of the COVID-19 Relief and Recovery Committee (the Committee) and endorsement of the COVID-19 Relief and Recovery Strategy (the Strategy). The Strategy is supported by an Implementation Plan which is a 'living document'; updated twice weekly.

The COVID-19 Weekly Update Report is a standing item on the Committee agenda which includes:

1. Status updates on the Implementation Plan – see **Attachment 1**;
2. Updates on announcements and directives by State and Federal Governments;
3. Information on the methodology used by the City to manage the COVID-19 pandemic;
4. Responses to matters raised by the Committee; and
5. Smaller updates on action items, which would not warrant the drafting of a separate report to the Committee.

DETAILS:

COVID-19 Announcements

It has now been more than four weeks since public health directives have been issued by the Federal or State governments. Western Australia is seeing the benefit of these restrictions with new COVID-19 cases continuing to reduce, including two days with zero new cases (as at 23 April 2020).

With a reduction in the number of new directives the City has focussed on maintaining service delivery across our organisation and considering alternative approaches to support our community while the current restrictions remain in place.

The Vincent community is supporting COVID-19 public health strategies and are demonstrating a good understanding of social distancing, gathering limits and hygiene requirements. The City is continuing to ensure awareness of these strategies with additional signage installed on the parklets and fixed seating areas across the City, and the City's Eco signs being updated to remind people of current social distancing requirements.

Implementation Plan

The Implementation Plan contains a consolidated approach by all Business Units to consider Our Health and Wellbeing, Our Community and Our Organisation.

The following table provides an overview of changes to the 'Key Actions' section of the Implementation Plan:

	Total Actions	New Actions	Amended Actions	Completed Actions
Our Health and Wellbeing	8	1	0	1
Our Community	28	0	3	13
Our Organisation	11	1	2	2

New actions have been inserted by Administration upon review of all activities being implemented by the City.

The Implementation Plan contains summarised updates on actions, and detailed updates are provided in separate reports. Some smaller updates in this report include:

1. Service delivery impacts (Action item 3.3)

As a result of COVID-19 a number of business units across the City have been impacted by the Government directives. This has resulted in teams adapting their service delivery and providing alternative service options. **Attachment 2** provides an overview of all service business units outlining whether they are operating as usual, any impacts to services and any additional services in response to COVID-19. The additional services being offered are generally in line with the action items of the Implementation Plan.

As the Government provides updates on lifting of various restrictions, business units would consider the impacts and adapt further.

2. Vincent Community Support Network (Action item 2.28)

In response to a question raised at the 21 April 2020 Committee meeting it is advised that we have had 20 people register to volunteer with more expected to come following a letter drop of postcards promoting the initiative.

3. Workforce optimisation Strategies (Action item 3.7)

In a report presented to the 21 April 2020 Committee meeting, the Committee was advised that a redeployment policy has been created for staff impacted by COVID-19.

- Since 20 March 2020, The City has had 8 employees redeployed who were impacted by the closures of Beatty Park and Library, providing secondment or casual opportunities on a temporary basis.
- The City has had 2 current staff assisting other services who have seen an increase in workload due to COVID-19. These staff members are working part-time in other services in addition to working within their permanent role.

4. Gross Rental Value re-evaluation

An additional action item has been inserted into the Implementation Plan in response to the Committee's request at 21 April 2020 Committee meeting.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

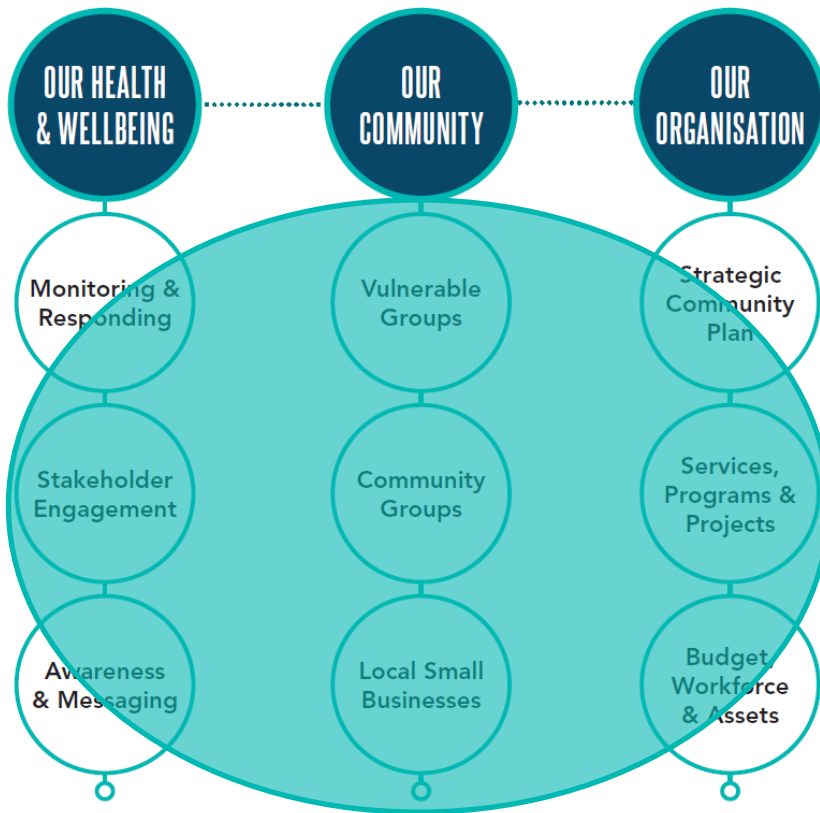
COVID-19 is considered a high risk to the City and community.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our community is aware of what we are doing and how we are meeting our goals.

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:**SUSTAINABILITY IMPLICATIONS:**

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The financial and budget implications of COVID-19 will be covered in separate reports to the Committee.

COVID-19 Relief and Recovery Implementation Plan

Part 2 – Implementation Plan

2.1. Key Actions

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 16 April 2020	Weekly update at 23 April 2020
				Short	Medium	Long			
1. Our Health & Wellbeing	1.1. Facility Plan developed for Beatty Park, Loftus Community Centre and Library and Local History Centre to implement public health directives.	Built Environment & Wellbeing	Beatty Park Library & Local History Centre	•			✓		
	1.2. Communications Plan developed including community messaging through website, social media and display at the City's facilities.	Marketing	Built Environment & Wellbeing	•				Communication plan being prepared. Beatty Park content strategy now launched. Neighbourhood Connection Program communications launched.	Report to be presented to Committee 5 May 2020.
	1.3. Maintain customer service support and consider a range of measures to support ongoing community engagement using online and innovative practices.	Built Environment & Wellbeing	Beatty Park Library & Local History Centre Customer Service	•				Under consideration.	Under consideration.
	1.4. Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•			Update to be provided to Committee on 28 April 2020. Local service providers have been contacted. Photography call out to staff who have been getting a Flu jab to prep for video content.	Update prepared for COVID-19 Committee 28 April 2020.
	1.5. Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		Report prepared for COVID-19 Committee 21 April 2020.	In progress.
	1.6. Engage with local businesses which support the City's public health (e.g. gyms, yoga), to encourage uptake of physical activity and wellbeing programs by the community.	Built Environment & Wellbeing	Marketing and Partnerships	•	•			Local physical activity businesses are being engaged. Current focus is on Beatty Park activity and fitness program content.	
	1.7. Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•			Additional 300 followers on Socials (excellent feedback received on content). Video fitness content started this week with facility staff as presenters. Les Mills OnDemand 800+ online fitness sessions now available for free to members until end of May 2020.	Fitness content now being shared on City of Vincent YouTube channel to engage those not on social media channels. Les Mills OnDemand 800+ online fitness sessions now available for free to members until end of May 2020. Over 600 members have taken up this offer through Beatty Park and feedback has been very positive. Swim School content is being provided through mail outs comprising worksheets to engage students and safety information for parents with kids now at home. This has been well received.
	1.8. Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health	Built Environment & Wellbeing		•	•	•			Ongoing – report provided to COVID-19 Committee 28 April 2020.
2. Our Community	2.1. Waive interest on all outstanding rates and a suspension of new debt collection activities.	Finance		•			✓	Completed.	
	2.2. Refund all cancelled bookings at City-owned properties or facilities.	Community Partnerships	Finance	•			✓		
	2.3. Consideration of impacts of COVID-19 on City debtors.	Finance		•				Budget workshop scheduled 21 April 2020.	Progressing for OMC.
	2.4. Move to fortnightly payment of creditors.	Finance		•			✓		
	2.5. Budget and financial strategy for 2020/21 to consider a 0% rate and fees and charges increase.	Finance			•			Budget workshop scheduled 21 April 2020.	Progressing for OMC.

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 16 April 2020	Weekly update at 23 April 2020
				Short	Medium	Long			
	2.6. Consider Expression of Interest for disbursement of significant Leederville Gardens trust funds to assist vulnerable residents impacted by COVID-19.	Finance	CEO Office	•				Currently being advertised.	Report prepared for COVID-19 Committee 28 April 2020.
	2.7. Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			✓	Completed.	
	2.8. Promote Meals on Wheels Service.	Customer and Library Services (Community Centre)	Marketing/Community Partnerships	•			✓	Refer to COVID-19 Relief for seniors and the vulnerable report. Intended to expand this service and offer alternatives to Meals on Wheels. This includes connecting with local restaurants who can supplement this service and retain local employment. We will also look at offering small grants for grocery delivery for people who don't have access to online delivery.	Completed.
	2.9. Explore opportunities to expand online library services.	Library & Local History Centre		•			✓	Development of virtual library website landing page. Preparing of comms for reopening if status changes. 14/04 commenced #StayAtHome Book Bag service for Vincent residents – Click & Collect type service where library staff select a bag of books/items and customers collect from front door of library.	Report prepared for COVID-19 Committee 28 April 2020.
	2.10. Assess further need and support through reprioritisation of services and resources.	Library & Local History Centre		•					Recommend consolidate this action covered by action 2.7 report prepared for 28 April 2020 meeting with full details of measures implemented.
	2.11. Launch buy local campaign to support our small businesses and provide social media support.	Marketing;	Policy & Place	•	•			142 businesses have registered. Phase 1 of 4 complete. Phase 2 in progress. Report prepared for 21 April 2020 to consider updated purchasing policy promoting Buy Local.	Recommend consolidate this action with 2.21.
	2.12. Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•			✓	Minimal demand for parking in town centres since restrictions came into effect.	Continuing to monitor and respond as required. Completed.
	2.13. Launched online planning applications for lodgement and tracking.	Development & Design	IT	•			✓		
	2.14. Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓		
	2.15. Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				Draft EOI developed and circulated to working group.	EOI to be completed Friday 24 April 2020.
	2.16. Consider all waste services with a focus on essential service provision for bin collection. Also green waste, junk verge waste. Liaise with WALGA regarding contingency planning across local government.	Waste		•			✓	Completed.	
	2.17. Consider timing of rollout of FOGO.	Waste		•			✓		

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 16 April 2020	Weekly update at 23 April 2020
				Short	Medium	Long			
	2.18. Maintain contact with clubs, community groups and stakeholders who use community facilities and sportsgrounds to assist in reviewing the financial and social impact of closures and cancellations.	Community Partnerships			•			Report prepared 21 April 2020 Committee meeting to outline rent subsidies available. Contact is being made on a regular basis with clubs, community groups and stakeholders. The team is in the process of obtaining Health Checks in order to review the financial situation and social impact of closures.	Ongoing.
	2.19. Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Finance	Policy & Place Community Partnerships		•			Report prepared for 21 April 2020 Committee meeting to outline response for City tenants.	
	2.20. Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•		Currently being considered.	Currently considering anticipated withdrawal of restrictions and preparing for when this may occur.
	2.21. Support local businesses and buy local. Maintain contact with local businesses to understand the support they need and share reputable information. Create a business data base to share a business e-newsletter. Provide information from reputable sources. Continue to check in with local businesses and conduct health checks to understand support required.	Policy & Place Marketing		•	•	•			There are four actions underway: 1. Webpage – We have a webpage which has information and links for local businesses to reputable sources of information. 2. “Open for Business” Business Directory – We have a Business Directory where businesses can fill out a form explaining what they are offering at this time and we can put this on our Open for Business webpage for the community to use when looking for local products and services. 3. E-Newsletter – We will do an as needed e-newsletter to our local business community to share information from reputable sources and share information on what the City is doing. The first letter will be sent out the week of 20 April 2020. 4. Health Checks – The City’s Place Managers are currently conducting health checks with local businesses to understand how they are going and if they need any information or support from us. So far these health checks have been conducted verbally over the phone. We will continue offering verbal health checks and will consider developing a more structured survey monkey for future use if we feel that local businesses would prefer this approach. Key outcomes of the health checks so far have reinforced issues that have already been raised and are being addressed by the City’s current actions.
	2.22. Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓	Report prepared for 21 April 2020 Committee meeting to outline response for City tenants.	State Government passed the <i>Commercial Tenancies (COVID-19 Response) Bill 2020</i> on 17 April 2020. Following royal assent, the <i>Commercial Tenancies (COVID-19 Response) Bill 2020 (Act)</i> will come into effect. No further advocacy is required at this stage from the City. Completed.
	2.23. Consider the use of cash in lieu for parking funds.	Policy & Place		•	•			Report to be provided to the COVID-19 Committee Meeting in May 2020.	Report to be provided to the COVID-19 Committee Meeting in May 2020.
	2.22. Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•		Under consideration.	Currently being considered.

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 16 April 2020	Weekly update at 23 April 2020
				Short	Medium	Long			
	2.23 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•		Ongoing.	All the leftover food from the Beatty Park Café has been given to Manna Inc, Foyer Oxford, Noongar Outreach and Passengers.
	2.24 Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•		Ongoing.	Ongoing. Noted increase use of the pump track at Britannia Reserve during school holidays, considering whether any social distancing requirements.
	2.27 Vincent Community Support Network	Community and Business Services		•	•	•	✓	Report scheduled for 28 April 2020 Committee.	Completed.
	2.28 Maintain online information on health, building and planning requirements for Businesses.	Built Environment & Wellbeing, Development & Design	Marketing; Policy and Place	•				Content being prepared.	New page created with Planning info that includes the City's response and State response to assist businesses.
3 Our Organisation	3.1 Maintain ability for Council Members, Executive staff and community members to participate in Council Meetings.	Governance		•			✓		
	3.2 Establish a Committee of Council to assisting responding effectively to COVID-19.	Governance		•			✓		
	3.3 Realign and reprioritise services, projects, staff and resources towards relief and recovery.	Office of the CEO		•	•	•		Ongoing.	Update provided in 28 April 2020 agenda.
	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•		Review of all programs complete. To be reported to committee 5 May 2020.	To be reported to committee 5 May 2020.
	3.5 Review of 2019/20 budget and cash flow for fourth quarter 2019/21 and forecast impacts. Report to Council on these impacts and identify a budget strategy to address these impacts, including redirection of funding to response initiatives.	Finance		•				Budget workshop scheduled 21 April 2020.	To be presented to OMC.
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•					A request for audit postponement has been made with OAG by Executive Director Community and Business Services. A review meeting with OAG is scheduled for 29 April 2020.
	3.7 Workforce optimisation strategies	Human Resources		•	•	•		Update provided in agenda report 21 April 2020.	Ongoing.
	3.8 Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place			•	•		Under consideration.	Currently considering key projects.
	3.9 Investigation of rate smoothing payments.	Finance		•	•			Update will be provided at budget workshop 21 April 2020.	To be presented to OMC.
	3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•		Update provided in agenda report 21 April 2020.	Ongoing.
	3.11 Gross Rental Value re-evaluation.	Finance		•	•				The GRV valuations will be proceeding for 2020/21 rate year despite LG's requesting a deferral of this process. The impact of the valuation will be discussed at Budget Workshop on 5 May 2020.

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2.2. Directives

The State Government issues directives to the City and across the State under the Emergency Management Act 2005 to respond to the emergency.

Date	Direction	Response
15 March 2020	Declaration of State of Emergency in respect of the pandemic caused by virus COVID-19: https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf	Communication through emergency management networks.
16 March 2020	Declaration of Public Health State of Emergency: https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf	- City implemented all directives. - City monitoring the situation in the community and liaising with WA Police who hold emergency powers.
20 March 2020	Direction regarding deliveries and waste collection: https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf .	Consider as part of Item 2.16.

2.3. Announcements

The State and Federal Government, and other agencies and organisations make announcements in relation to COVID-19.

Date	Announcement	Response
12 March 2020 & 22 March 2020	The Federal Government has announced a series of stimulus packages to support the Australian economy as it deals with this challenge: https://treasury.gov.au/coronavirus .	Noted.
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: https://www.pm.gov.au/media/advice-coronavirus .	- Outdoor events >500 people cancelled and advertising ceased. - Event stakeholders engaged on this announcement.
16 March 2020	Self-isolation required for all people entering Australia for a period of 14 days: https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet .	Directive implemented by the City.
16 March 2020	The State Government announced economic response and relief packages to support the Western Australian economy as it deals with the impacts of COVID-19: https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx .	Noted.
18 March 2020	Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required: https://www.pm.gov.au/media/update-coronavirus-measures .	- Documented management systems implemented at Beatty Park, Library and other facilities. - Local businesses advised of this announcement.
20 March 2020	Four square metre density applied to indoor gatherings: https://www.pm.gov.au/media/update-coronavirus-measures-0 .	Local businesses advised of this announcement.
22 March 2020	The following facilities were restricted from opening from midday local time 23 March 2020: - Pubs, registered and licenced clubs (excluding bottle shops attached to these venues), hotels (excluding accommodation). - Gyms and indoor sporting venues. - Cinemas, entertainment venues, casinos, and night clubs. - Restaurants and cafes will be restricted to takeaway and/or home delivery. - Religious gatherings, places of worship or funerals (in enclosed spaces and other than very small groups and where the 1 person per 4 square metre rule applies). https://www.pm.gov.au/media/update-coronavirus-measures-220320 .	- Beatty Park, Library and other community facilities closed. - Local businesses advised of this announcement. - Monitoring of local businesses implemented by the City.
24 March 2020	Additional prohibited activities and venues to apply from 11.59pm (local time) 25 March 2020, including beauty therapists, health clubs, swimming pools, galleries, and restrictions on weddings, funerals and outdoor bootcamps: https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020 .	Local businesses advised of this announcement.
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: https://www.pm.gov.au/media/national-cabinet-statement .	- Playgrounds, skate parks and outdoor gym equipment closed. - Public spaces monitored.
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job .	Information reviewed by the City.
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx .	Information reviewed by the City.
3 April 2020	National Cabinet agreed that states and territories were best placed to address issues related to the impacts of COVID19 and local governments. https://www.pm.gov.au/media/update-coronavirus-measures-030420 . Minister Rita Saffioti (Planning) announced Planning legislation changes to support COVID-19 response and recovery. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx .	- Noted. Awaiting State response. - Information reviewed by City. Awaiting further announcement of state wide measures to be implemented. - City advocating on support for local governments.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
7 April 2020	National Cabinet prepared a mandatory Code of Conduct in relation to Commercial Tenancies that is to be implemented by all States and Territories. https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf	Currently being reviewed to consider implications for Vincent businesses.
9 April 2020	National Cabinet agreed to a nationally consistent approach to hardship support across the essential services (energy, water and rate) for households and small businesses. The Commonwealth is already taking action across the energy and telecommunications sectors to scale-up hardship support provided by those industries. State and territory governments agreed to adopt similar principles for the essential services within their remit, including water utilities and local governments. https://www.pm.gov.au/media/update-coronavirus-measures-3	Council at its Special Council Meeting 30 March 2020 agreed to freeze rates for 20/21 Budget year; defer debt recovery.
11 April 2020	Minister Rita Saffioti (Planning) issued exemption notice for local planning approvals to support COVID-19 response https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx	Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.
14 April 2020	Hon. Mark McGowan MLA announced introduction of urgent legislation to address commercial and residential tenancies impacted by rental distress due to COVID-19. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx	- The Commercial Tenancies (COVID-19 Response) Bill 2020 will introduce a moratorium on evictions for small commercial tenancies and provide a range of other measures to offer support for tenants in response to COVID-19, including the introduction of a code of conduct for landlords and tenants. - Potential relief for Business tenants across the City.
15 April 2020	Hon. David Templeman (Local Government) announced the Local Government Amendment (COVID-19 Response) Bill 2020 amends the <i>Local Government Act 1995</i> (the Act) in two key areas: - modifications or suspension of legislative provisions; and - local government local laws. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx	- Under this change, local governments would have the power to remove restrictions and reduce red tape in order to support businesses and households during the current pandemic and consequent recovery. - Awaiting release of information.
19 April 2020	WA Government announced the milestone of achieving 0 new COVID-19 cases. This also occurred on 21 April 2020	Noted.
21 April 2020	Hon. Mark McGowan MLA and Hon John Quigley MLA announced moratorium and code of conduct to protect WA businesses. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx	Advocacy successful. Measures to be communicated to businesses on the City's Business support page.
23 April 2020	Hon. Mark McGowan MLA announced new State Government relief funds for tenants and landlords, including grants of up to \$2,000 for residential tenants and land tax reduction for landlords who provide rent relief for commercial tenants.	This information is being assessed.

2.4. Requests

The State Government makes requests to Western Australian Local Governments to support recovery from COVID-19.

Date	Request	Response
17 March 2020	Hon. Mark McGowan MLA requested that the local government sector freeze all local government household rates, fees and charges in 2020/21 to ease the financial pressure on households and businesses.	Consider as part of Action 2.5.
25 March 2020	Hon. Rita Saffioti MLA requested that the local government sector to use discretionary powers and planning processes to both promote development and support businesses and adopt flexible approached to enforcement and compliance actions for servicing supply of supermarkets during this period.	Consider as part of Action 2.15.

2.5. Suggestions

During this time there are many suggestions and ideas put forward. Below is a summary of new ideas for the COVID-19 Committee to determine if they belong in the implementation table above.

Date	Suggestion	Response
1 April 2020	Suggestions from meeting with Town Teams and Town Team Movement 1 April 2020: - Create a business data base to share a business e-newsletter. Provide information from reputable sources. Continue to check in with local businesses and conduct health checks to understand support required. - Advocate for rent relief for businesses affected by restrictions. - Consider the use of percent for art funds for activations once restrictions are lifted. - Consider the use of cash in lieu for parking funds. - Consider preparing a community benefit incentive based policy position under Design WA.	Response: - Include a new action in the Implementation Table above. - Include a new action in the Implementation Table above. - Consider as part of Action 2.15. - Include a new action in the Implementation Table above. - Include a new action in the Implementation Table above. Completed.

COVID-19 Relief and Recovery Implementation Plan

2.6. Development Update

The COVID-19 Committee has a number of decision making abilities delegated from Council. The following table provides an update on development matters relevant to the COVID-19 Committee.

Date	Matter	Response
N/A	N/A	N/A

2.7. Good News Stories

A place for innovative solutions to be shared.

Date	Story
1 April 2020	Ilka have pivoted their business now designing and making scrubs for medical workers. Link: https://www.facebook.com/watch/?v=687702681996307 .
14 April 2020	RSLWA is encouraging all Aussies to get creative in a show of mateship this ANZAC Day – by standing in quiet contemplation at the end of their driveways, or on their balconies, at 6:00am on 25 April.
15 April 2020	Rangers and Parks staff have been monitoring City reserves and public spaces to ensure social distancing is being maintained. Very few instances of non-compliance.
15 April 2020	Big response to Beatty Park online Home Fitness Program over 2,500 daily views since launched. Increase of 300 followers.
23 April 2020	Information postcards are being delivered to the Community by end of week. Casual staff from Beatty Park were employed for this task reducing distribution costs and providing employment opportunities.

COVID-19 Impacts on Service Delivery

Business Unit	Are you operating business as usual?	What services have ceased?	What services have been reduced?	Additional services in response to COVID-19	Risks
Beatty Park Leisure Centre	No	Most services ceased	- Looking at options to provide online content for Fitness classes and swim School. - Admin staff working through refunds, suspensions, cancellations of memberships and general invoicing. - Also working with HR team on providing staff entitlements and support. - Other teams are "mothballing" the facility for an extended period offline (reducing utility use, securing premises, cleaning, getting maintenance tasks that normally can't be done completed during normal business hours).	- Launched online fitness classes. - Change of approach and style to social media content.	
Built Environment and Wellbeing	Yes (important to note that Environmental Health services have not been reduced and we are providing full service assurance to the community).	Nil.	Nil.	- Providing updates and support to businesses to implement Government restrictions. - Increased monitoring of food businesses to ensure compliance.	
Customer and Library Services	Library/Local History Centre/Community Centre – No. Customer Service Centre – All staff operating remotely so no counter service – just phone and online services	- Lib/LHC/Comm Centre – all public facing services have ceased and the buildings are closed. - All room bookings, events and one off programs have been cancelled.	Library/LHC/Comm Centre physically closed until further notice.	- Books on Wheels has recommenced with appropriate safeguards in place. - Mystery Bag of library items service has commenced (click and collect concept) for library members. - Number of programs have moved to 'virtual' including book club, Lego club, Baby rhyme time and Storytime plus 'do it yourself' online programs. - Community Centre engaging with its members.	
Policy & Place	Yes, remotely.	Nil.	Nil.	Open for Business in Vincent; increased liaison with businesses to assist with understanding current restrictions and support available from the City.	
Parks and Urban Green	Yes, (only minor operational activities and events have been modified or cancelled). Outside staff generally working in pairs and exercising social distancing measures. Administration staff now working between home and works depot as required.	- Operational activities are generally being undertaken as normal, however at a reduced level of service. - Upcoming April Plant sale has been cancelled, however plants delivered to residents that were registered in April adopt-a-verge program. - Hyde Park Water Playground now closed. - Playgrounds, exercise equipment, Parklets and BBQ's all closed. - Drinking fountains at all locations are now temporarily disconnected. Water refill points or taps still in use.	Non-essential overtime has ceased and will be carried out during normal hours.		
Marketing and Partnerships	No	- Summer events series - Changes to Citizenship Ceremony - Regular advertising cancelled - Destination marketing for Town Centres - All recreation and community facilities closed. Refunds processed for all bookings. No further bookings	- Project communications. - Community consultations which are still open but not being marketed. - Seasonal sports ground bookings are delayed but will go ahead.	- Vincent Community Support Network. - Open for Business in Vincent. - Online emergency citizenship ceremonies. - Virtual portals for Customer Service (to launch Monday), Beatty Park and Library. - Vintranet mobile for outdoor workforce. - Remote ANZAC day event. - Development of a Percent for Art Fund and project.	- Rates budget news release. - Rebooking and use of facilities for winter sports.

COVID-19 Impacts on Service Delivery

Business Unit	Are you operating business as usual?	What services have ceased?	What services have been reduced?	Additional services in response to COVID-19	Risks
Waste & Recycling	Yes – full kerbside collection services are being delivered; Office based staff are all working from home.	- Bulk Hard Waste Verge Collection Service postponed - Advertised Waste Education Workshops and Events have been cancelled, currently exploring online workshop options for composting and other waste education topics. - FOGO postponed.	None at this stage, although liaising with contractors re BCP's for identified non-essential services.		
Engineering Operations	Yes, albeit with a smaller team no longer using casual contractor and several staff on extended leave	Non-essential capital works cancelled (other than already committed). Increased focus on maintenance operations for the remainder of the financial year.	Suspended traffic data collection program.		
Assets and Design	Yes, teams working remotely. Site inspections reduced to necessity only.	Non-essential capital works cancelled (other than already committed).	- Programmed maintenance. - Cleaning aligned with building closures. - Reactive maintenance.		
Finance	Yes. All staff working from home. Had to adapt to a paperless environment especially in AP.	Debt Collection for rates debtors and sundry debtors has ceased.	- Final demand for payment will now be called - Reminder Notices – these are still to be issued.	- Buy local procurement policy. - Increased frequency of creditor payments.	
Rangers	Yes	- HBF Park Events. - Street Closures. - Setting up for events.	- Enforcement of some parking areas due to downturn in Community activity. - Attending booked facilities to assist with access/parking reservations etc. as most bookings cancelled. - External outreach services impacted such as Manna Inc providing meals at Weld Square, shortage of food/challenges in maintaining appropriate hygiene.	Increased patrol of Town Centre alfresco area and reserves to ensure social distancing measures being maintained.	
Development & Design	Yes	Nil.	Nil.		
Corporate Strategy and Governance	Yes	Nil.	Nil.	- Transitioned to electronic Council proceedings. - Compiling and publishing agenda for weekly COVID-19 Relief and Recovery Committee Meeting. - Manage City's approach to rent relief. - Manage Leederville Gardens Trust Fund EOI process.	
Human Resources	Yes	Nil.	Nil.	- Transitioning to become a paperless office. - Standing down employees at Beatty Park and Library processes (i.e. letters, payroll leave reports, employee support and advice etc.). - Redeployment of staff. - Mental health and wellness planning and initiatives for staff and contacting management and staff on a regular basis to check in and have a mental health conversation.	Increased workload may have an impact on staff mental health and errors in processing and administration.
Information & Communication Technology	Yes		- Mail service reduced to twice a week collected by rangers. - Records staff attending twice a week to process mail.	- Records service has expanded to provide Strategy and Development access to hardcopy file while working from home. - Increased demand on IT staff to provide remote support including access to VPN, remote phone access.	- Where issues experienced with VPN due to home connection impacts staff ability to use core systems. - Increased workload may impact on staff morale, mental health and work life balance.

7.2 COMMUNITY FUNDING FOR COVID-19 RELIEF FOR SENIORS AND THE VULNERABLE

Attachments: 1. Policy No. 3.10.11 - Community Funding  

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee:

1. **NOTES** that emergency relief assistance of up to \$500 per person may be required for seniors, people in hardship and the vulnerable over the next 6 months due to COVID-19, and this can be achieved by including 'Donation Relief' in the City's Policy No. 3.10.11 – Community Funding;
2. **RECOMMENDS** to Council that it provide local public notice of the proposed amendments to the City's Policy No. 3.10.11 – Community Funding, as shown underlined in Attachment 1, to allow the assistance as set out in recommendation 1. Above; and
3. **In the interim to the amendment to the City's Policy No. 3.10.11 – Community Funding, APPROVES** the Chief Executive Officer distributing up to \$20,000 of the Leederville Gardens Trust Funds to community organisations (or one organisation) to allocate up to \$500 per person over a 6 month period (1 May to 31 October 2020) to eligible seniors, people in hardship and the vulnerable.

PURPOSE OF REPORT:

To provide immediate relief to people who are vulnerable, experiencing disadvantage or at risk, with emergency relief grocery deliveries during the COVID-19 pandemic, where no other support is available and to propose that Policy No. 3.10.11 – Community Funding is amended to specifically include a funding category for 'Donation Relief'.

BACKGROUND:

Council policies are reviewed at regular intervals to ensure that they reflect current legislative and regulatory requirements, align with best practice across the local government sector and current Council strategies and priorities.

Policy No. 3.10.11 – Community Funding was reviewed and adopted in June 2017, with further amendments approved in June 2017, July 2018 and September 2018 to include the youth development grant and female sports participation grant categories.

To enable immediate implementation of the Donation Relief for seniors, people in hardship and the vulnerable initiative, Administration has completed an additional review and prepared a minor amendment to Policy No. 3.10.11 – Community Funding.

DETAILS:

On 15 March 2020, the Western Australian Government declared a State of Emergency under the Emergency Management Act and a Public Health Emergency under the Public Health Act in response to the COVID-19 pandemic.

A number of restrictions were introduced by the Federal and State Government in response to COVID-19 in an effort to contain the spread of the disease. Many of these measures have resulted in loss of income and independence or have had other negative impacts on the health and wellbeing of residents within the City. In particular those who are vulnerable including seniors, people with chronic health conditions, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people and people with disability.

Whilst a range of measures have been implemented by Federal and State Governments, as well as assistance being available through charities and relief organisations, some residents may not meet criteria for assistance programs, or may be unaware or unable to access this assistance.

Many businesses have now transferred to offering services online only, which has been highlighted as a potential barrier to some vulnerable and isolated residents, particularly seniors or people with disability. These residents have been advised to stay at home at all times due to their vulnerability to COVID-19 and access to basic items may become challenging.

The City has recently launched the Vincent Community Support Network, where residents can register either to volunteer to help people in need in their community or, to receive help with tasks such as collecting shopping, gardening, dog walking or other assistance, if they are vulnerable or experiencing hardship. City staff are distributing postcards with details of this program to all residences across the City and expect this to prompt residents in need to contact us regarding what support is available and that residents experiencing hardship may also ask us about emergency relief.

The addition of the Donation Relief for seniors, people in hardship and the vulnerable will provide us with the ability to assist vulnerable residents who are unable to obtain assistance for essentials such as food and household consumables. We would take reasonable steps to seek to determine if assistance can and should be provided through another existing emergency relief program prior to providing any funding. We would also undertake an assessment process to determine that the resident was experiencing genuine hardship, before approving a donation.

Where it has been identified that a resident has the financial means to pay for consumables, but is unable to purchase online or over the phone, we would make arrangements with local suppliers to purchase goods with reimbursement from the resident being sought through the City's financial management system.

Residents would be eligible for up to \$500 worth of emergency relief assistance under this program over a six month period. All donations would be in the form of purchase of goods or services - no cash would be paid to successful applicants. It is anticipated that there will only be a low level of demand for this program given the City's demographics and the availability of other emergency relief, however this program will be an important safety net for our community.

We expect strong support from local grocery stores for this initiative and delivery could be provided from the Vincent Community Support Network. For residents who are unable to prepare their own meals, Administration would utilise the existing partnership with Stirling Community Care for the delivery of Meals on Wheels, as well as investigating opportunities for meal delivery through local businesses.

While this funding stream has specifically been developed in response to the COVID-19 emergency, it is recommended that it be structured to enable the City to activate this funding in any declared State or Local Emergency.

CONSULTATION/ADVERTISING:

Public notice of the proposed amendment is required.

LEGAL/POLICY:

Policy No. 4.1.01 – Adoption and Review of Policies.

RISK MANAGEMENT IMPLICATIONS:

Low: Allowing the Chief Executive Officer to exercise discretion in the application of this policy in the interim to the amendment of this policy is low risk.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

We are open and accountable to an engaged community.

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:**SUSTAINABILITY IMPLICATIONS:**

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

An amount of \$100,000 has been included in the 2019/2020 operating budget to fund Community Support Grants and Collaborative Grants. Administration expects that up to \$5,000 could be allocated from these funds this financial year to implement this proposal.



CITY OF VINCENT

**COMMUNITY FUNDING
POLICY NO. 3.10.11**

(Adopted at the)

POLICY NO: 3.10.11**COMMUNITY FUNDING****Index**

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POLICY NO: 3.10.11**COMMUNITY FUNDING****OBJECTIVES**

- To provide financial assistance through grants, sponsorship, donations, waivers and in-kind support which assist groups, organisations and individuals to deliver positive community outcomes
- To utilise community funding as a strategic opportunity to strengthen quality of life within Vincent through improved community engagement, partnerships and participation
- To complement and support both Council and community priorities through a range of community funding initiatives

POLICY STATEMENT

The City of Vincent recognises that community funding provides a significant opportunity to work collaboratively with the local groups, organisations and individuals to deliver activities which increase social participation, promote social inclusion and strengthen connections within our community. A variety of funding initiatives are offered each year to meet the diverse range of interests, demands and priorities throughout the Vincent community.

1. DEFINITIONS

“Donation” is a cash contribution to an organisation or group for the purpose of assisting an activity, event or program with a charitable, welfare or community service orientated purpose.

“Fees and Charges” are stipulated monetary amounts established through Council's Annual Fees and Charges Schedule and levied where an organisation, group or individual seeks to use of a City of Vincent managed facility or reserve.

“Grant” is a cash contribution made to an organisation or group for the sole purpose of delivering a specific project with mutually agreed outcomes and performance measures. Grants must be fully acquitted at the conclusion of the project.

“In-kind donation” is a contribution to an organisation or group through the provision of City of Vincent services, resources and facilities although no monies are physically exchanged.

“Sponsorship” is a cash and/or in-kind contribution to an organisation or group for a specific purpose or event where the City of Vincent receives public recognition for its contribution in a manner negotiated by both parties. Sponsorship must be fully acquitted at the conclusion of the project or event.

2. BACKGROUND

- (a) The City of Vincent regularly receives requests from a range of community groups, organisations and individuals for the provision of financial support towards projects, programs, events and other initiatives. The total sum of these requests exceeds the level of financial support available, and as such, it is not possible to provide support in every instance.
- (b) This Policy outlines the various Community Funding opportunities available from the City of Vincent with the specific funding category purpose and eligibility criteria then guiding the level of financial support that may or may not be provided.
- (c) The Community Funding opportunities outlined in this policy are solely for the purpose of delivering positive outcomes in the City of Vincent for the local community.
- (d) Applicants are not guaranteed funding and no applicant can be guaranteed full funding. Any initiatives previously supported through Community Funding cannot be guaranteed funding in future years and this should be closely considered when developing an application.
- (e) This Policy is supported by specific funding category guidelines, criteria and application forms that Administration may update from time-to-time to ensure Community Funding reflects Council and community priorities.
- (f) The availability of financial support remains subject to Community Funding allocations within Council's Annual Budget that may vary from year-to-year based upon Council and community priorities.
- (g) Council's Advisory Groups may be consulted in the assessment of Community Funding applications based upon their Terms of Reference and specific expertise.

3. COMMUNITY FUNDING CATEGORIES

3.1 Seeding Grants

Seeding Grants aim to support City of Vincent based groups, organisations and individuals seeking to implement a new, innovative project that will benefit the local community. 'Cultural Kickstart' grants are available for new projects related to cultural development, artistic development, community art projects or events. 'Community Innovation' grants are available for new projects related to community development, education or recreation.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. A one-off amount up to \$5,000 may be available for each individual project through this funding category.

3.2 Community Support Grants

Community Support Grants aim to support City of Vincent based groups, organisations and individuals to deliver programs and services that address key social issues impacting the local community. Grants are available for programs and services that demonstrate outcomes that will build a strong and resilient community as well as initiatives that ensure the ongoing sustainability of community organisations.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$10,000** may be available for each individual program or service through this funding category.

3.3 Youth Development Grants

Youth Development Grants aim to support young people within the City of Vincent who are dedicated to addressing key social, economic and environmental issues within the local community. Focus areas include community and social entrepreneurship, environment and sustainability, arts and creative expression, and leadership and personal development.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$1,000** may be available for each individual program or service through this funding category.

3.4 Collaborative Grants

Collaborative Grants aim to establish partnerships between the City of Vincent and service delivery agencies that reside and/or operate within our local community in order to effectively respond to a recognised community focus area as determined by Council. This focus area will be reviewed on an annual basis to ensure alignment with Council priorities and community demands.

Funding applications are considered and approved by an Assessment Panel comprising Council representatives. An amount up to **\$85,000** may be available for each individual project, program or service through this funding category.

3.5 Female Sports Participation Grants

Female Sports Participation Grants aim to support City of Vincent based sport and recreation clubs and State Sporting Associations to establish activities, programs or projects that promote and encourage equal participation of women and girls in sport. Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$2000** may be available for each individual activity, program or project through this funding category.

3.6 Festival and Event Sponsorship

Festival and Event Sponsorship aims to support City of Vincent based groups and organisations to deliver festivals, events and other similar activities which contribute to community vibrancy. Sponsorship will be provided through direct funding and/or in-kind services with the level of support determined by the value to the Vincent community in terms of economic, cultural and social outcomes. Through a formal Sponsorship Agreement applicants are required to acknowledge support from the City of Vincent.

Sponsorship applications are assessed annually by Council's Arts Advisory Group who provide a recommendation to Council for formal consideration. There is no maximum amount of funding for each festival or event through this funding category with amounts awarded based on alignment with the Guidelines and Criteria as well as Council priorities.

Applicants should also refer to *Council Policy No. 3.8.3 – Concerts and Events*.

3.7 Town Team Grants

Town Team Grants aim to support the six recognised Town Teams within the City of Vincent (Beaufort Street Network, Leederville Connect, Mt Hawthorn Hub, North Perth

Local, Northbridge Common and West End Arts Precinct) to deliver initiatives that improve the performance of Town Centres and/or assistance with their ongoing governance and sustainability.

Grant applications are assessed and approved by Administration based upon funding category guidelines, Town Centre Place Plans and Town Team Action Plans. An equal amount of funding will be made available to each Town Team annually, subject to Community Funding allocations within Council's Annual Budget.

3.8 Environmental Grants

Environmental Grants are designed to assist and encourage schools, community groups and organisations to implement local projects or initiatives that align with the objectives of the City of Vincent *Sustainable Environment Strategy*.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$2,000** may be available for each individual project, program or service through this funding category.

3.9 Heritage Assistance Fund

The Heritage Assistance Fund provides financial assistance to persons who wish to undertake approved heritage conservation projects on places listed on the City of Vincent Municipal Heritage Inventory. Applicants should also refer to *Council Policy No. 7.6.9 – Heritage Assistance Fund*.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$5,000** may be available as a matched grant of 50% for each individual project through this funding category.

3.10 Heritage Plaques Program

The Heritage Plaques Program provides financial assistance to persons who wish to install a plaque or alternative form of interpretation to recognise and celebrate places of heritage interest in the City of Vincent that are either in situ or have been demolished.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$1,000** may be available as a matched grant of 50% for each individual project through this funding category.

3.11 Active Transport Schools Grants

Active Transport Schools Grants provide financial assistance for schools located within the City of Vincent towards Active Transport Events, Bike Education and/or Partnered Perth Bike Network (PBN) Connecting Schools Grants. The grants should encourage, support and celebrate children, parents and staff in the City to choose active transport options to get to and from school.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$1,000** may be available for each individual program or service through this funding category.

3.12 Active Transport Community Initiatives Grants

Active Transport Community Initiatives Grants provide financial assistance to eligible community groups and not-for-profit organisations to help fund community programs that promote or assist the community to engage in active transport. The grant can be applied to the presentation of a one off event or the development of a program which encourages, supports or celebrates initiatives that promote Vincent residents choosing active transport options.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$2,500** may be available for each individual program or service through this funding category.

3.13 Transport Assistance

Transport Assistance is provided to eligible residents who have difficulty accessing transport to and from medical appointments. Such assistance is provided through direct referral to community based organisations that provide transport services or through prepaid taxi vouchers.

Requests for assistance are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$100** may be available to individuals and **\$150** may be available to each couple annually, in the form of pre-paid taxi vouchers, through this funding category.

3.14 Special Assistance Welfare

Special Assistance Welfare is provided by the City of Vincent to undertake repairs on a property and/or remove items to prevent the serving of a notice under Section 135 of the *Health Act 1911* "Unfit for Human Habitation" or Schedule 3.1 of the *Local Government Act 1995*. Such support is provided where an individual requires financial assistance to improve the condition of their premises with any funds paid directly to service providers/businesses engaged to undertake the works. No funds are paid to the individual(s) inhabiting the property.

Determinations regarding the provision of Special Welfare Assistance and the amounts required are made by Administration on a case-by-case basis.

3.15 Donations

General donations towards not-for-profit organisations and charities located in or servicing the local community will be considered where such assistance supports the delivery of projects, programs or services. The applicant must identify the specific community need or benefit based upon local research or consultation.

Donation requests are assessed and approved by Administration. An amount up to **\$500** may be available.

3.16 Waiving of Fees (including In-kind Donations)

The waiving or reduction of fees for community groups, organisations and individuals will be considered where such assistance supports the delivery of projects, programs, services or fundraising initiatives. The applicant must identify the specific community benefits associated with their activity and demonstrate their limited financial capacity to pay relevant fees.

This may include (but is not limited to):

- The hire of community facilities and town halls (bonds excluded)
- Banner pole hire
- Road closures/obstructions and special event parking
- The hire of parks, reserves and playing fields
- Street entertainment and busking permits;
- Stall Holder / Trader Permits (except food related stalls)

Waiver requests are assessed and approved by Administration. An amount up to **\$2,000** may be available with any requests above this amount requiring decision making by Council.

CITY OF VINCENT POLICY MANUAL
COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
POLICY NO: 3.10.11
COMMUNITY FUNDING

3.17 Emergency Relief Donations

Emergency Relief Donations may be available to residents who are considered vulnerable due to experiencing hardship, or being at risk of hardship during a declared State of Emergency. The donation shall be in the form of the purchase of essential goods and/or services for the affected resident. No cash donations are permitted under this funding stream.

Administration will determine the level of need on a case by case basis and following investigation of whether appropriate assistance is available through other existing emergency relief programs or services. A total amount of up to \$500 over a six month period may be available for each individual through this funding category.

Date Adopted:	23 January 2007
Date Amended:	26 October 2010
Date Reviewed:	
Date of Next Review:	

Table 1: Community Funding Application and Assessment Overview

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Seeding Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$5,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities.
Community Support Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$10,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Youth Development Grants	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	\$1,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Collaborative Grants	Service delivery agencies, not-for-profit organisations, social enterprises and registered charities	\$85,000	Annually in September or as specific community needs are identified by Council.	Assessment Panel comprising Council and Administration representatives will assess applications based on category guidelines and criteria

CITY OF VINCENT POLICY MANUAL
 COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
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 COMMUNITY FUNDING

Female Sports Participation Grants	Not-for-profit organisations, State Sporting associations and sport and recreation clubs.	\$2,000	Applications accepted throughout the year.	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Festival and Event Sponsorship	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	N/A	Annually in March	Administration will assess applications based on category guidelines and criteria, and prepare a report for consideration at an Ordinary Meeting of Council

CITY OF VINCENT POLICY MANUAL
 COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
 POLICY NO: 3.10.11
 COMMUNITY FUNDING

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Town Team Grants	Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local, and OnWilliam— Northbridge Common and West End Arts Precinct	Subject to Annual Budget	Applications accepted throughout the year until specific Town Team funds are exhausted	Administration will assess applications based on Town Centre Place Plans, Town Team Action Plans, and category guidelines and criteria
Environmental Grants	Schools, not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$2,000	Annually in March	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Heritage Assistance Fund	Property owners with a place on the City of Vincent Municipal Heritage Inventory and/or State Register of Heritage Places or within a heritage area	50% of the total cost of works up to \$5,000 maximum	Applications accepted throughout the year until funds are exhausted or as specific needs are identified by Heritage Officers	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Heritage Plaques Program	Property owners and not-for-profit organisations	50% contribution up to \$1,000 maximum	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities

CITY OF VINCENT POLICY MANUAL
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 COMMUNITY FUNDING

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Active Transport Schools Grants	Schools	\$1,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Active Transport Community Initiatives Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$2,500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Transport Assistance	Residents with demonstrated difficulty accessing transport to attend medical appointments	\$100 for individuals or \$150 for couples	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, and the availability of alternative Home and Community Care (HaCC) services
Special Assistance Welfare	Residents requiring property repairs to prevent serving of a notice under Section 135 of the <i>Health Act 1911</i> or Schedule 3.1 of the <i>Local Government Act 1995</i> .	N/A	N/A	Administration will assess situations where such assistance is required on a case-by-case basis.

CITY OF VINCENT POLICY MANUAL
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 COMMUNITY FUNDING

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Donations	Non-profit-organisations and registered charities	\$500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Waiving of Fees	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	\$2,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Emergency Relief Donations	Residents	\$500	Applications are accepted during a declared emergency or disaster	Administration will assess applications based on category guidelines and criteria, and the availability of alternative emergency relief services

7.3 LIBRARY AND LOCAL HISTORY CENTRE UPDATE

Attachments: Nil

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee RECEIVES the update from the Library and Local History Centre on services being provided to residents and customers during the current closure.

PURPOSE OF REPORT:

To provide an update to the COVID-19 Relief and Recovery Committee on the services being provided to residents and customers of the Library and Local History Centre during the current closure.

BACKGROUND:

The Library and Local History Centre was required to close on Monday, 23 March 2020 in response to a directive from the National Cabinet relating to the COVID-19 pandemic. While the doors of the library were shut to the public, a great deal has been done by the Library and Local History Centre team to ensure continued service provision to City residents and other customers.

DETAILS:

Library members can access tens of thousands of downloadable eResources, including eBooks, eAudiobooks, eMagazines and videos via the Library website. Those who are not already members of the Vincent Library can join online via the website, which will give them immediate access to these digital collections.

Library staff are quickly adapting services to connect with members online including virtual baby rhyme time and virtual story time via social media. In addition, a virtual LEGO Club has also commenced, with children being invited to submit their creations on Facebook or through Instagram using the hashtag #vincentlibrarylegoclub.

A number of other initiatives aimed at adults have also been introduced including a virtual book club, guided meditation and do-it-yourself content that will feature craft, gardening and cooking. Following on from a suggestion from a local resident and as per the State Library, Vincent Library has introduced a 'click and collect' style service called the #StayAtHome book bag for City residents. This service provides library members with a 'mystery bag' of items which they come and collect themselves at a designated time from the library. To register for this service, residents complete a form on the Library's website. In the first few days of this option being launched, 88 requests for a #StayAtHome book bag were received, of which 84 have already been selected and notified, with most already picked up. This equates to just over 1,000 items being selected by library staff for the enjoyment of City residents.

For Vincent residents over the age of 60 years or for people with disability, the Library has provided a 'Books on Wheels' delivery service for many years and this service is continuing at this time, with eligible residents able to email the library to register for the service.

The Local History Centre is working behind the scenes to continue services to the community through online engagement. This includes assisting customers with access to the City's image library, as well as memoirs from the Local History Centre collection. The Centre's weekly social media post "Flashback Friday" has continued to increase in online engagement with the community, with the most recent three posts receiving in excess of 20,000 views.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

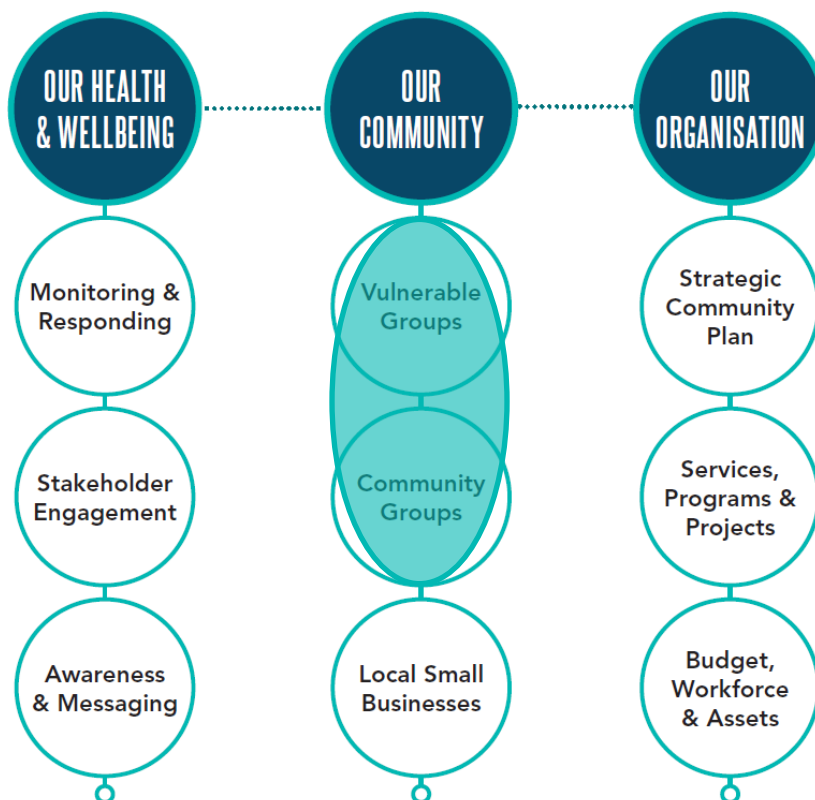
Nil.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Connected Community

Our community facilities and spaces are well known and well used.

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:**SUSTAINABILITY IMPLICATIONS:**

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

7.4 ENVIRONMENTAL HEALTH TEAM UPDATE - COVID-19 RESPONSE

Attachments: Nil

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the role and response of the City's Environmental Health Services Team to COVID-19

PURPOSE OF REPORT:

This report provides an update to the Committee on the engagement, dissemination of information and service delivery by the Environmental Health Team, to the Vincent community, as part of the immediate COVID-19 response.

BACKGROUND:

The City's Environmental Health team (Health Services) plays a critical role in responding to COVID-19 by engaging with the City's businesses and community to communicate the directions of State and Federal Government around social distancing and closure orders. This team is authorised to monitor public health in accordance with the *Public Health Act 2016*; and have been focusing on supporting the Vincent community to adapt to recent changes, while ensuring public health assurances are in place.

The Team are the eyes and ears on the ground in the local community and are uniquely placed to assist in the response to COVID-19. Environmental Health Officers (EHO's) are accustomed to taking an educative approach in the first instance and understand their role and responsibility in protecting wider public health when it is necessary to take further action.

DETAILS:

Business Community

Over the past 4 – 6 weeks, the team has focused on disseminating critical information to business owners on the State and Federal Government directions. The team has been active in the Vincent community, and businesses have adjusted well to the directives which have been implemented in a staged approach. Support has been provided to Vincent businesses through the following actions:

1. Engagement with the operators of Kyilla Markets to assist in providing guidance regarding social distancing and the markets operations;
2. Direct engagement with businesses to assist them to adapt to the new COVID-19 directions;
3. Continued delivery of the food business assessment program, focusing on high risk matters such as cleaning/sanitising, temperature control, health of food handlers and delivery requirements; ensuring food safety standards are met;
4. Fact sheets have been prepared for the City's food businesses, lodging houses and aquatic facility operators, providing tailored advice on social distancing, cleanliness and hygiene, food safety, self-isolation (for lodging houses) and water quality maintenance;
5. Collaborating with Planning Services to efficiently accommodate business and land uses changes;
6. Providing education to businesses when alleged non-compliance with State and Federal directives are reported to the City;
7. Communications and content is being developed to support the COVID-19 implementation plan relating to public health messaging;
8. Incorporating recovery strategies for the communities' health and wellbeing in a 'post COVID' environment within the Public Health Plan (draft); and
9. Provisions of public health advice to mortuaries.

Social Distancing

The dissemination of guidance material and engagement with local businesses has achieved some good results, with businesses demonstrating innovative and practical ways to implement social distancing techniques.

A recent example of this was Kailis Bros, Leederville, for their Good Friday trading day. It is well known that this can be one of the busiest days at the premises and an EHO worked with the business owner prior to the event to discuss options for social distancing techniques. The City assisted to measure floor areas, provide posters for customers to follow, encourage in store hand hygiene practices, conduct a food safety assessment and provide recommendations on food safety contamination risk. The business was exemplary in their uptake of social distancing techniques and measures to reduce the risk.

This education and information is being provided by the team through our ongoing presence at all food businesses when out on site, and also via telephone and email correspondence.

Influenza Vaccination Promotion Update

A comprehensive list of vaccination service providers is being compiled in order to promote community uptake of the influenza vaccination. The purpose of this promotion is to ensure optimal public health outcomes for the community during the COVID-19 pandemic. This information will be released in early May to the Community. Early indications are that the demand for the influenza vaccine has been higher year-to-date so far in 2020 than all of 2019. The City has been examining different ways of having this service provided to the community, including the potential to partner with local service providers to consider alternative methods of delivery such as drive through. This may not be viable due to service providers having to focus on meeting high community demand.

Engagement with the Department of Health

The Department of Health has written to the City to thank the City and *Public Health Act 2016* authorised officers for support and assistance during COVID-19. The Department has advised emergency powers would not be delegated to local governments, and have largely been managed by WA Police. This enables the City to continue to pursue an educative and supporting role to businesses and the community. The importance of continuing public health services was also stressed, and the City has ensured that this been achieved.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

Nil.

STRATEGIC IMPLICATIONS:

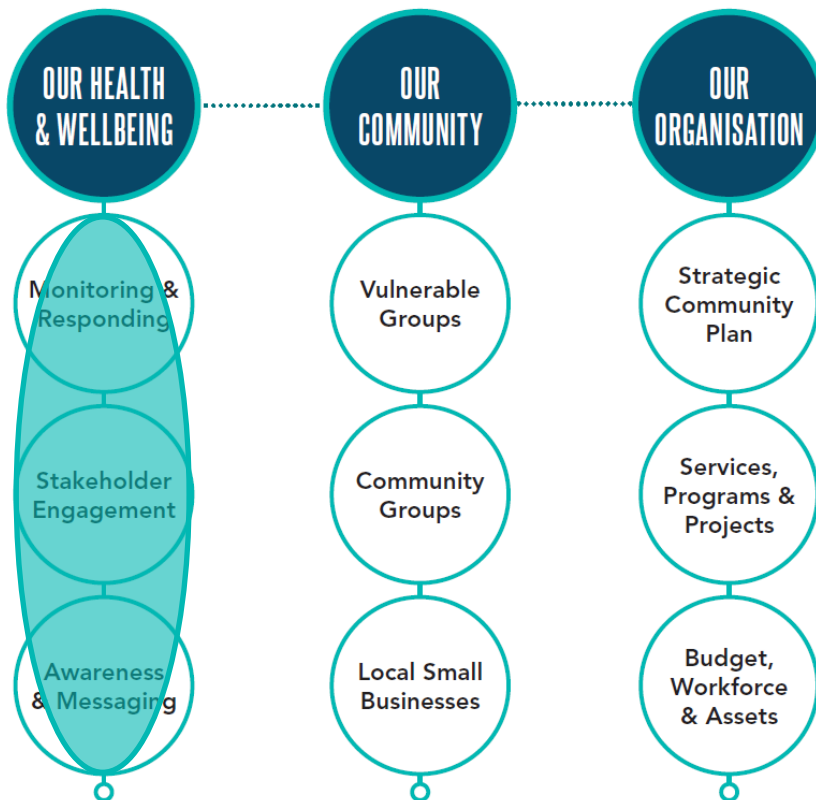
This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Thriving Places

We are recognised as a City that supports local and small business.

Innovative and Accountable

We are open and accountable to an engaged community.

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:**SUSTAINABILITY IMPLICATIONS:**

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

The team continues to provide our existing service delivery to the Vincent community and are working exceptionally hard to actively communicate and disseminate public health information through this time. The team are planning to ensure ongoing public health information and advice is available via the City's website and other communication channels, to complement the work done on the frontline.

- 8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)
- 9 GENERAL BUSINESS

10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**10.1 LEEDERVILLE GARDENS INC. TRUST - COVID-19 RELIEF FUND RECOMMENDATIONS**

The Chief Executive Officer is of the opinion that this report is of a confidential nature as it contains information concerning:

Local Government Act 1995 - Section 5.23(2):

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (e(ii)) a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government

LEGAL:**2.14 Confidential business**

- (1) All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the Local Government (Rules of Conduct) Regulations 2007.

Confidential reports are provided separately to Council Members, the Chief Executive Officer and Directors.

In accordance with the legislation, confidential reports are to be kept confidential until determined by the Council to be released for public information.

At the conclusion of these matters, the Council may wish to make some details available to the public.

11 NEXT MEETING

5 May 2020

- COVID-19 Weekly Update
- Communications Plan
- Tenant Rent Abatement Requests – Category 3 Relief Recommendations

12 May 2020

- COVID-19 Weekly Update

12 CLOSURE