



CITY OF VINCENT

AGENDA

COVID-19 Relief and Recovery Committee

7 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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PROCEDURE FOR PUBLIC QUESTION TIME

The *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the City of Vincent Meeting Procedures Local Law 2008 set out the requirements for persons to make statements or ask questions at Ordinary and Special Council Meetings and Committee Meetings and the process to be followed.

Questions or statements made at an Ordinary Council Meeting can relate to matters that affect the City. Questions or statements made at a Special Meeting of the Council or a Committee Meeting must only relate to the purpose for which the meeting has been called.

The City's Council Briefings, Ordinary Council Meetings, Special Council Meetings and Committee Meetings are currently held electronically (as eMeetings) and live streamed via the City's website - <http://webcast.vincent.wa.gov.au/>

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.

. RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS, BRIEFINGS AND COMMITTEE MEETINGS •

- All Ordinary and Special Council Meetings and Committee Meetings are electronically recorded except when the Council resolves to go behind closed doors;
- 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

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

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 DECLARATIONS OF INTEREST

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 CONFIRMATION OF MINUTES

Nil

7 BUSINESS ARISING

7.1 COVID-19 WEEKLY UPDATE

Attachments: Nil

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:

From mid-March it started to become clear that Australia's response to the COVID-19 pandemic would have an effect on the City – both community and organisation. This response has involved regular announcements from the Prime Minister's Office, on behalf of a National Cabinet, and the Australian Health Protection Principal Committee (AHPPC).

The announcements have been designed to reduce people's ability to move around and gather; resulting in restrictions to travel, and temporary closure or significant impact to many community facilities and local businesses. Many of these announcements have become enforceable by WA Police through declaration of a State emergency, both through the *Emergency Management Act 2005* and the *Public Health Act 2016*. A list of announcements and directives up until 27 March 2020 has been included in Sections 2.2 and 2.3 of the COVID-19 Relief and Recovery Strategy (the Strategy).

The impact of the National public health response on our health and wellbeing, community and organisation led to a strategic approach being adopted through the Strategy and COVID-19 Committee. This is supported by the operational component of the response, which has resulted in all service units within the City implementing mechanisms to maintain service performance to the community. This is being led from a public health perspective with significant contributions across the organisation, and support from a resilient community. The City has adopted a measured, scientific and educative approach to managing COVID-19.

DETAILS:

COVID-19 Announcements

A further announcement from the National Cabinet on 29 March 2020 is to be added to the Implementation Plan. National Cabinet agreed to restrict both indoor and outdoor gatherings to two persons only with exceptions for families, funerals, weddings, workplaces and shops. It was also agreed playgrounds, skate parks and outside gyms should be closed.

These restrictions have further impacted the City's ability to provide facilities which support physical activity, play and wellbeing, in addition to the already physical closure of Beatty Park Leisure Centre, Library and Local History Centre and Loftus Community Centre. The following actions have been implemented to manage these restrictions:

1. The Parks Team and Rangers have been monitoring the City's public spaces and educating members of the public on social distancing measures;
2. Playgrounds which are fenced off from the remainder of the park have been locked;
3. Closure signage has been erected at all playgrounds; and
4. Adjacent barbecues and drinking fountains which require close face contact have been closed.

On 30 March 2020 a wage subsidy 'JobKeeper payment' program was announced by the Prime Minister's Office. While this subsidy does not apply to local governments, many businesses operating within the City would be eligible.

Actions by the City

The Strategy contains objectives which guide COVID-19 relief and recovery. These objectives are implemented by the City in its day-to-day operations to ensure the City is fulfilling its commitment to be a strong community role model, setting a high standard to protect public health. Actions to support this approach, include:

1. Transitioning customer service away from face-to-face contact, providing uninterrupted service delivery primarily online and via the telephone;
2. Implementing workplace-based social distancing strategies by enabling functionality to work from home – including electronic attendance at Council meetings. Frontline workers who work in community spaces are also implementing strategies;
3. Communicating all directives to affected businesses and community members through social media, website, via phone and e-mail, and in person where practicable to do so;
4. Monitoring community spaces to educate the community on health directives;
5. Designing information technology solutions for high quality service delivery;
6. Monitoring the level of service delivery during the COVID-19 restrictions including changes to the demand for City services;
7. Implementing systems to control hazards associated with COVID-19; and
8. Engaging with community members on COVID-19 relief and recovery.

These actions enable the City to gather information and data which can inform the Implementation Plan. They also demonstrate the City's commitment to the community and its workforce, and ability to respond in a fast changing environment. This is occurring in an environment with a highly engaged and concerned community.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

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

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.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

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

COMMENTS:

The recent emergence of COVID-19 has required an agile response from the City and the community. Actions have been put in place to manage this incident and support the Strategy and Implementation Plan. These arrangements are in place to protect the most vulnerable in our community.

7.2 REVIEW OF GUIDELINES FOR ELECTRONIC COUNCIL PROCEEDINGS

Attachments: 1. **Electronic Council Proceedings - Guidelines** [↓](#) 

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee:

1. **NOTES** the Guidelines for Electronic Council Proceedings, at Attachment 1; and
2. **REQUESTS** the Chief Executive Officer to review and propose amendments to the City's Policy 4.2.3 – '*Council Briefings, Meetings & Forums – Format, Procedure and Maximum Duration*' to allow for electronic Council proceedings.

PURPOSE OF REPORT:

To consider the format and procedure of Council Briefings and Meetings, Audit Committee Meetings and other Committee Meetings (Council proceedings) that are held electronically in accordance with regulation 14C of the *Local Government (Administration) Regulations 1996*.

BACKGROUND:

On 25 March 2020 Parliament approved amendments to the *Local Government (Administration) Regulations 1996* (Regulations) which allow Council and Committee meetings to be held electronically during a public health emergency or state of emergency. The current COVID-19 pandemic is a public health emergency. The Mayor confirmed by email on 31 March 2020, in accordance with regulation 14D(3) of the Regulations, that future Council Briefings, Council Meetings, Audit Committee and COVID-19 Relief and Recovery Committee Meetings would be held electronically, via video-conference, for the duration of the COVID-19 pandemic.

Public notice of the change to electronic meetings was published on the City's website on 27 March 2020.

Electronic meetings are not contemplated in the City's Meeting Procedures Local Law 2008 or Policy 4.2.3 – '*Council Briefings, Meetings & Forums – Format, Procedure and Maximum Duration*.'

DETAILS:

Administration has prepared guidelines for the format and procedure of electronic Council proceedings, as at **Attachment 1**. The guidelines address the following key aspects of an electronic Council proceeding:

- Public access to the video-conference;
- Public question and statement protocols;
- Leave of absence and disclosure of interest protocols;
- Procedure during an electronic Council meeting, including leaving the video-conference and requesting to speak or vote on items;
- Procedure for considering matters behind closed doors; and
- Procedure to deal with technical difficulties.

Administration will review and update Policy 4.2.3 – '*Council Briefings, Meetings & Forums – Format, Procedure and Maximum Duration*' to incorporate the format and procedure of electronic Council proceedings. In the interim to the completion of the review and adoption of the updated policy by Council, the guidelines will apply.

CONSULTATION/ADVERTISING:

As the guidelines are not a Council Policy no public notice is required.

LEGAL/POLICY:

- *Local Government (Administration) Regulations 1996;*
- *Meetings Procedure Local Law 2008; and*
- *Policy 4.2.3 – ‘Council Briefings, Meetings & Forums – Format, Procedure and Maximum Duration.’*

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for the Committee to note and comply with these guidelines.

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.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.



ELECTRONIC COUNCIL PROCEEDINGS - GUIDELINES

Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager, Corporate Strategy and Governance.
Affected teams	Governance, Executive, Council and public
Legislation / local law requirements	Regulation 14 of the <i>Local Government (Administration) Regulations 1996</i> . Section 5.25 of the <i>Local Government Act 1995</i>
Relevant delegations	Nil.
Related policy procedures and documents	City’s Meeting Procedures Local Law 2008 City’s Policy 4.2.3 – ‘ <i>Council Briefings, Meetings & Forums – Format, Procedures and Maximum Duration</i> ’

PURPOSE

To set out the format and procedure for Council Briefings and Meetings, Audit Committee Meetings and other Committee Meetings (Council proceedings) that are held electronically in accordance with regulation 14C of the *Local Government (Administration) Regulations 1996* (due to a public health emergency or state of emergency).

GUIDELINES

1. Format of electronic Council proceedings

- The Mayor is to determine the electronic meeting method, and is to notify the CEO of this in writing, in accordance with regulations 14D(3) & (4).
- The preferred method is video-conference which is live streamed to the public via the City’s website.
- Notice of the format of the electronic meeting is to be provided on the City’s website.
- Council Briefings, Meetings and COVID-19 Relief and Recovery Committee Meetings are open to the public and will be live streamed on the City’s website - <http://webcast.vincent.wa.gov.au/>
- Council Workshops and Audit Committee Meetings will not be live streamed on the City’s website.

2. Public questions and statements

- Council Briefings, Meetings and COVID-19 Relief and Recovery Committee Meetings include a time for public questions and statements.
- The public are invited to submit questions or statements in writing to the City prior to 3pm on the day of the Council Briefing, Meeting or COVID-19 Relief and Recovery Committee Meeting.
- Questions / statements are to be emailed to governance@vincent.wa.gov.au and must include the person’s full name and suburb of residence.



ELECTRONIC COUNCIL PROCEEDINGS - GUIDELINES

- Questions / statements at Council Briefings and Meetings can relate to any matter affecting the City.
 - Questions / statements at Special Council Meetings and Committee meetings must relate to items on the agenda for that meeting.
 - The questions / statements will be read out during public question time, but cannot exceed 3 minutes. Responses to all questions (including if the question is addressed at the Council proceeding) will be provided in the next Council or Committee Meeting Agenda.
- 3. Leave of absence requests and conflicts of interest**
- Elected Members must disclose any conflicts of interest by completing the PDF-fillable [Disclosure of Financial and Proximity Interest](#) and [Disclosure of Impartiality Interest](#) forms.
 - The completed disclosure of interest form must be emailed to governance@vincent.wa.gov.au by 3pm on the day of the Council proceeding (or by midday for Audit Committee meetings).
 - Elected Members can apply for leave of absence by emailing governance@vincent.wa.gov.au by 3pm on the day of the Council proceeding (or by midday for Audit Committee meetings).
 - The email must include the dates of the requested leave of absence and a reason (for example - holiday or interstate work commitments)
- 4. Procedure at Council proceedings**
- All participants in the video-conference are encouraged to mute their microphone when not speaking to minimise background noise.
 - Elected Members' faces must be visible in the video-conference at all times, unless the Presiding Member has approved their leave from the video-conference.
 - Elected Members' titles – "Mayor... , Cr..." must be displayed at all times in the video-conference.
 - To request leave from the video-conference the Elected Member is to raise their hand, wait for verbal acknowledgement from the Presiding Member, and advise the Presiding Member of their reason for requesting leave or anticipated period of time (for example – I request leave from the video-conference for 2 minutes). The Presiding Member will verbally confirm that the leave has been granted to the Elected Member.
 - Elected Members who have disclosed an interest in an item and cannot vote must leave the video-conference in the same manner as set out above. The Presiding Member will verbally confirm that the Elected member has disclosed a financial or proximity interest in the item and cannot vote and has left the video-conference for the item.
 - When returning to the video-conference, Elected Members must wait for the Presiding Member to acknowledge their return, by verbally confirming that the Elected Member has returned to the video-conference.
 - The above procedure will ensure accurate records of Elected Member participation in items is recorded in the Minutes.
 - To request to speak on an item Elected Members must raise their hand and wait for verbal acknowledgement by the Presiding Member. Once acknowledged, the Elected Member may commence speaking.
 - To move, second or vote on an item Elected Members must raise their hand and wait for verbal acknowledgement by the Presiding Member that the mover / seconder or vote has been noted.



ELECTRONIC COUNCIL PROCEEDINGS - GUIDELINES

5. Matters behind closed doors

- Council may pass a motion to go behind closed doors. When this occurs the video-stream will continue but the live streaming on the City’s website will cease.
- At the conclusion of the confidential discussion the live streaming on the website will recommence, and the Presiding Member will read out the confidential resolution.

6. Technical Difficulties

- The Presiding Member may adjourn the Council proceeding for a short period of time to allow technical difficulties to be resolved. The Presiding Member will state the reason for the adjournment and anticipated length, prior to the live streaming being suspended.
- Once the technical difficulty is resolved the live streaming will resume and the Presiding Member will explain the technical difficulty prior to the Council proceeding recommencing.

SCOPE

This Policy applies to Elected Members and staff during electronic Council proceedings.

OFFICE USE ONLY	
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

7.3 IMPLEMENTATION PLAN UPDATE

Attachments: 1. **COVID-19 Relief & Recovery Implementation Plan - Update 7 April 2020** [↓](#)

**RECOMMENDATION**

That the COVID-19 Relief and Recovery Committee **NOTES** the updates to the COVID-19 Relief and Recovery Implementation Plan included as Attachment 1.

PURPOSE OF REPORT:

To consider the update to the COVID-19 Relief and Recovery Implementation Plan.

BACKGROUND:

Council adopted the COVID-19 Relief and Recovery Strategy and Implementation Plan at the Special Council Meeting on 30 March 2020. The COVID-19 Committee is required to monitor implementation of the City's response through weekly updates on the Implementation Plan. The purpose of this report is to provide a weekly update on the Implementation Plan.

DETAILS:

The City has continued implementing the various actions identified in the COVID-19 Implementation Plan since it was adopted.

The City convened an electronic roundtable with Town Teams and the Town Team Movement to discuss the impact on our local town centres and businesses. This has resulted in a number of additional actions being included in the Implementation Plan.

The Mayor has written to the Minister for Local Government to advise on the City's relief and recovery efforts. The Mayor raised local government eligibility for the JobKeeper program and the triennial GRV revaluation.

The City also opened the EOI process for the Leederville Gardens Trust COVID-19 relief funds.

A copy of the updated Implementation Plan is included as **Attachment 1**.

CONSULTATION/ADVERTISING:

Stakeholder and community engagement will continue through weekly meetings of the COVID-19 Relief & Recovery Committee.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

It is low risk for the COVID-19 Committee to note an update on the Implementation Plan.

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.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

Part 2 – Implementation Plan

2.1. Key Actions

	Key Action	Responsible Team	Support Team	Timing			Status <u>30 March 2020</u>	Weekly Update <u>1 April 2020</u>
				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	•			Beatty Park closed. Library & Local History Centre closed.	Beatty Park and Library and Local History Centre remain closed. No further directives relating to these centres received.
	1.2. Communications Plan developed including community messaging through website, social media and display at the City’s facilities.	Built Environment & Wellbeing	Beatty Park Library & Local History Centre	•			Currently implementing communications.	Continuing to develop and implement.
	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	•			Migrate customer service to online tools and systems. Investigate Messenger use on website. Train customer service team to work in Messenger format. Phone placed at front counter listing extensions to be rung if customers come in.	Face to face customer service and contact is being minimised throughout the City with inquiries being dealt with by phone or email where ever possible. Some face to face contact with customers continues with some teams including Rangers, Health and Parks within the social distancing guidelines.
	1.4. Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•		Currently considering.	Currently considering.
	1.5. Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•	Currently drafting Plan.	Currently drafting Plan.
	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	•	•		In discussions.	Continuing discussions.
2. Our Community	2.1. Waive interest on all outstanding rates and a suspension of new debt collection activities.	Finance		•			Currently implementing.	Continuing to implement.
	2.2. Refund all cancelled bookings at City-owned properties or facilities.	Community Partnerships	Finance	•			Currently implementing.	Continuing to implement.
	2.3. Consideration of impacts of COVID-19 on City debtors.	Finance		•			Currently considering.	Currently considering.
	2.4. Move to fortnightly payment of creditors.	Finance		•			Currently considering.	Currently developing process to enable this.
	2.5. Budget and financial strategy for 2020/21 to consider a 0% rate and fees and charges increase.	Finance			•		Currently considering.	Will be included for consideration as part of 2020/21 budget.
	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 considering. Report to Council 30 March 2020.	Approved by Council on 30 March 2020. Preparing EOI.
	2.7. Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			Currently considering.	Currently considering.

Key Action	Responsible Team	Support Team	Timing			Status 30 March 2020	Weekly Update 1 April 2020
			Short	Medium	Long		
2.8. Expand Meals on Wheels Service.	Library & Local History Centre		•			Currently considering.	Currently considering.
2.9. Migrate library services to online such as story time.	Library & Local History Centre		•			Currently considering.	Currently implementing where possible.
2.10. Assess further need and support through reprioritisation of services and resources.	Library & Local History Centre		•			Currently considering.	Currently monitoring and considering.
Currently engaging with businesses and community groups impacted by COVID-19 to ascertain needs and hardship being experienced.	Policy & Place Community Partnerships		•			In discussions.	Remove as covered by Actions 2.18 and 2.19.
2.11. Launch buy local campaign to support our small businesses and provide social media support.	Marketing	Policy & Place	•			Launched and available at www.vincent.wa.gov.au/open-for-business-in-vincent .	Continuing.
2.12. Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•			Currently investigating.	Currently investigating.
2.13. Launched online planning applications for lodgement and tracking.	Development & Design	IT	•			Complete.	Online platform complete. Continuing promotion.
2.14. Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			Currently considering.	Complete. Approved by Council on 30 March 2020.
2.15. Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•			Currently considering.	Use of funds approved by Council 30 March 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		•			Currently considering.	Currently considering.
2.17. Consider timing of rollout of FOGO.	Waste		•			Currently considering. Report to Council 30 March 2020.	Council decision made on 30 March 2020 to postpone roll out of FOGO until 2021.
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			•		Currently considering.	Currently considering.
2.19. Maintain contact with local businesses to understand impacts and support local business adaptation to new requirements.	Policy & Place		•			In discussions.	Meeting with Town Team representatives and Town Team Movement on 1 April 2020.
2.20. Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Finance	Policy & Place Community Partnerships		•		Currently considering.	Currently considering.
2.21. Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing				•	Currently considering.	Currently considering.
2.22. 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		•	•	•		Currently scoping.

	Key Action	Responsible Team	Support Team	Timing			Status 30 March 2020	Weekly Update 1 April 2020
				Short	Medium	Long		
	2.23. Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•				Currently scoping.
	2.24. Consider the use of cash in lieu for parking funds.	Policy & Place		•				Currently scoping.
	2.25. Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•		Currently scoping.
3. Our Organisation	3.1. Maintain ability for Council Members, executive staff and community members to participate in Council Meetings.	Governance		•			Complete. Online platform to be used 30 March 2020.	Complete. Online platform currently being used for Council Meetings.
	3.2. Establish a Committee of Council to assisting responding effectively to COVID-19.	Governance		•			Currently considering. Report to Council 30 March 2020.	Complete. Approved by Council on 30 March 2020.
	3.3. Realign and reprioritise services, projects, staff and resources towards relief and recovery. Develop new online community building initiatives.	All		•			Currently considering.	Currently underway.
	3.4. Bring forward Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•	Currently considering.	Wording of action updated. Currently considering.
	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		•			Currently considering.	Currently underway.
	3.6. Seek deferral of OAG performance audit of Information Technology.	Governance		•			Requested.	Requested.
	3.7. Transition to remote working for all possible staff. Consider ways to support our workforce during this time including seeking opportunities to reallocate team members to recovery efforts and essential services.	Human Resources		•			Remote working complete. Currently considering reallocation of casual staff.	Internal redeployment policy finalised.
	3.8. Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place				•	Currently considering.	Currently considering.

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 .	<ul style="list-style-type: none"> 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 .	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 .	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Local businesses advised of this announcement
22 March 2020	The following facilities were restricted from opening from midday local time 23 March 2020: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Information reviewed by the City

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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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	<p>Suggestions from meeting with Town Teams and Town Team Movement 1 April 2020:</p> <ol style="list-style-type: none"> 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. 	<p>Response:</p> <ul style="list-style-type: none"> 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.

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	<ul style="list-style-type: none"> 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 .

7.4 COMMUNITY AND SOCIAL IMPACT ON SPORTING CLUBS AND ASSOCIATIONS

Attachments: 1. **Category 1 & 2 Sporting Clubs and Community Groups Lease Fees** [↓](#) 

RECOMMENDATION: That the COVID-19 Relief and Recovery Committee NOTES the current status and update relating to the community and social impact on sporting clubs and associations.

PURPOSE OF REPORT:

To provide the COVID-19 Relief and Recovery Committee with an update on the current status and support being provided to sporting clubs and associations during the COVID-19 pandemic.

BACKGROUND:

As the COVID-19 pandemic continues to spread globally, it is important for us to understand the negative community and social impact on our local sporting clubs and associations.

It is well documented that exercise and participation in sport remains an important part of our community's physical and mental health with communities that actively participate developing strong social bonds. Whilst the physical benefits of sport are widely known, regular exercise is also attributed to the reduction of the risks associated with emotional problems such as anxiety and depression. Regular exercise can also increase self-esteem and self-confidence, reduce social isolation and decrease stress.

With the advice for public gatherings changing daily, it is vital to closely monitor the social, financial and sustainable future of our sporting clubs and associations.

DETAILS:

In recent weeks, sporting clubs and organisations across the world have been forced to confront the reality of the COVID-19, along with the potential financial impact on their club or association, with our local groups no exception.

Administration has been receiving daily cancellations from regular facility and sportsground hirers for bookings on sportsgrounds and community halls. Sporting clubs and organisations are having to either re-structure their daily business operations, or cease them entirely, in order to comply with the strict social distancing rules imposed by the Federal Government.

Most local sporting clubs and associations have postponed the commencement of their winter season. Soccer have halted training and match play until 14 April, basketball until 29 May, and Australian Rules Football and hockey are postponed until 31 May.

It is anticipated that our local sporting clubs and associations will suffer financial losses, with some groups now concerned about their long term financial viability and sustainability. Clubs are currently trying to determine the economic impact of registrations and refunds, along with the subsequent loss of income from canteen and bar sales. In some instances, employed staff undertake the majority of the clubs administrative and management functions, with additional assistance provided by volunteers.

The City has over 35 sporting clubs and associations who regularly utilise City sportsgrounds, community facilities or have a lease or licence over a City owned property. In addition to this, the City has in excess of 60 groups who regularly use City facilities to run community and recreational programs. These groups are also impacted by the reduced capacity numbers, social distancing and cancellations from concerned members.

There have been a number of relief packages and initiatives rolled-out that will assist our sporting clubs, associations and community groups during this pandemic crisis as detailed below:

Cancellations and refunds for bookings

Administration has now contacted all regular and casual hirers of our community facilities, parks and sportsgrounds who have existing bookings and have continued to provide updates on the social distancing guidelines. Groups have not been penalised with cancellation fees being waived along with refunds for cancelled bookings being processed as a priority.

Rent relief

At the Special Council Meeting on 30 March 2020, Council endorsed several COVID-19 urgent relief measures including supporting tenants classified as Category 1 and 2 in the City's Property Management Framework by providing rent relief. Other tenants will be reviewed on a case-by-case, within the debtor management framework. The tenants identified in Category 1 and 2 are detailed in **Attachment 1**. The total financial benefit to Category 1 and 2 tenants for six (6) months of rent relief is approximately \$13,016.70

Personal Trainers

As part of the City's Relief and Recovery Strategy, to encourage the uptake of health and wellbeing initiatives being delivered to the community, fees associated with one-on-one Personal Training sessions are being waived. If it is a commercial engagement, use of our facilities is supported on the condition that they are covered for Public Liability Insurance. The cost for a small group fitness session (1-5 people) is usually \$330.00 for six months. Administration is in the process of developing a database of all personal trainers using parks and reserves.

Lotterywest

1. Resilient Arts, Sports, Events and Community Groups

Support will be available for not-for-profit arts, sports and community organisations to continue to provide support services and activities for the benefit of the Western Australian community during the pandemic crisis (e.g. maintain staff, pivot operations, maintain viability and build resilience for future recovery).

Information relating to eligibility has not yet been released, however Administration is monitoring the updates and will release the information to sporting clubs, associations and community groups when it becomes available.

2. Funding for Cancelled Events

The State Government has announced that Lotterywest Grants have been prioritised towards a \$159 million COVID-19 Relief Fund. Included in this is urgent financial relief for not-for-profit sports, arts and community organisations experiencing hardship as a result of cancelled events. The compensation will include cancellation costs, lost revenue and incurred or committed operational costs associated with the cancelled events.

Information relating to eligibility has not yet been released, however Administration is monitoring the updates and will release the information to sporting clubs, associations and community groups when it becomes available.

State Government Rent Relief for Small Businesses and Not-for-profits

The State Government has announced rental waivers for small businesses and not-for-profits that lease from State Government agencies and trading enterprises for a period of six months to help the lease holders respond to the impacts of COVID-19.

State Government Liquor Licence renewal fees

Liquor licence renewal fees for 2020 will be waived and refunds provided to sporting clubs, community groups and businesses that have already paid, benefitting around 5,500 businesses and organisations with a liquor licence. All clubs located with the City are eligible for this refund and can email information and requests directly to the Department of Local Government, Sport and Cultural Industries. Applications should be processed within 6 weeks from receipt.

JobKeeper Subsidy

The Federal Government has announced a JobKeeper payment to provide wage subsidies to businesses (including sporting clubs and community groups) that are significantly affected by COVID-19. The Government has announced its intention to pass additional legislation to introduce new measures. If legislation is enacted, support will be directed to employers to pass on to employees.

Several of our larger sporting clubs and community groups employ staff to manage administrative tasks and assist with the day to day running of their operations.

Our local sporting clubs, associations and community groups may be eligible for the subsidy if:

- their business has a turnover of less than \$1 billion and their turnover has fallen by more than 30 per cent (of at least a month); or
- their business has a turnover of \$1 billion or more and their turnover has fallen by more than 50 per cent (of at least a month); and
- The business is not subject to the Major Bank Levy.

Affected groups who employ staff will be able to claim a fortnightly payment of \$1,500 per eligible employee from 30 March 2020, for a maximum period of 6 months.

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*:

Enhanced Environment

Our parks and reserves are maintained, enhanced and well utilised.

Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

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

We are an inclusive, accessible and equitable City for all.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil

FINANCIAL/BUDGET IMPLICATIONS:

The rent relief provided to Category 1 & 2 groups in the City Property Management Framework will result in an estimated reduction in income of \$26,000 per annum.

Property Type	Lessee	Facility Name	Annual Lease/Licence Fee	Six month waiver relief
Category 1 - Small community groups				
Community Centre	Mt Hawthorn Toy Library	Mt Hawthorn Toy Library, 197 Scarborough Beach Road	\$181.75	\$90.88
Playgroup	Highgate Forrest Park Playgroup Inc.	Highgate Forrest Park Playgroup, 66 Harold St	\$920.00	\$460.00
Playgroup	Mt Hawthorn Playgroup	Mt Hawthorn Community Centre - Playgroup area	\$1,042.32	\$521.16
Playgroup	Earlybirds Playgroup (Inc.)	Earlybirds Playgroup, 87 The Boulevarde	\$1,013.92	\$506.96
Playgroup	North Perth Playgroup (Inc.)	North Perth Playgroup, 15 Haynes Stret	\$952.24	\$476.12
Community Facility	Vietnam Veterans Association of Australia WA Branch Inc.	ANZAC Cottage, 38 Kalgoorlie Street	\$1.00	\$0.50
Shed	Vincent Men's Shed	Vincent Men's Shed, Woodville Reserve	\$1.00	\$0.50
Community Garden	North Perth Community Garden	North Perth Community Garden, Woodville Reserve	\$1.00	\$0.50
			\$4,113.23	\$2,056.62
Category 2 - Sporting clubs, community groups and organisations				
Sporting Facilities	Mt Hawthorn Cardinals JFC Inc	Charles Veryard Reserve Clubrooms	\$2,175.00	\$1,087.50
Sporting Facilities	Modernians Hockey Club	Charles Veryard Reserve Clubrooms	\$2,175.00	\$1,087.50
Sporting Facilities	Tuart Hill Cricket Club	Charles Veryard Reserve Clubrooms	\$4,350.00	\$2,175.00
Sporting Facilities	Floreat Athena Junior Soccer Club	Britannia Reserve Clubrooms	\$2,009.33	\$1,004.67
Sporting Facilities	Leederville Cricket Club Inc.	Britannia Reserve Clubrooms	\$1,929.58	\$964.79
Sporting Facilities	Perth Junior Soccer Club	Forrest Park Pavilion	\$1,883.75	\$941.88
Tennis club	Loton Park Tennis Club Inc	Loton Park Tennis Club, Bulwer and Lord Streets	\$1,119.88	\$559.94
Croquet Club	Forrest Park Croquet Club Inc	Forrest Park Croquet Club, Harold Street	\$1,121.00	\$560.50
Tennis club	North Perth Tennis Club	North Perth Tennis Club, Woodville Reserve	\$969.14	\$484.57
Tennis club	Leederville Tennis Club (Inc)	Leederville Tennis Club, Britannia Reserve	\$1.00	\$0.50
Bowling Club	North Perth Bowling and Recreation Club (Inc.)	North Perth Bowling and Recreation Club	\$3,148.37	\$1,574.19
Sporting Facilities	Azzurri Bocce Club Inc.	Azzurri Bocce Club, 3 Lawley Street	\$5,151.35	\$2,575.68
			\$26,033.40	\$13,016.70

7.5 TOWN TEAM COLLABORATION & BUSINESS SUPPORT UPDATE

Attachments: Nil

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the business support measures developed in collaboration with the Town Teams and Town Team Movement.

PURPOSE OF REPORT:

To update the COVID-19 Relief and Recovery Committee on the development of business support measures in partnership with the City's Town Teams and the Town Team Movement.

BACKGROUND:

Council adopted the COVID-19 Relief and Recovery Strategy and Implementation Plan at the Special Council Meeting on 30 March 2020.

The Implementation Plan includes Key Actions *2.20 Maintain contact with local businesses to understand impacts and support local business adaptation to new requirements* and *2.21 Consider sponsorship, grants and relief packages for community groups, sporting clubs and local business.*

To commence the delivery of Key Actions 2.20 and 2.21, the City convened the first of a series of weekly meetings with Town Teams and the Town Team Movement on 31 March 2020.

DETAILS:

Supporting local and small business is a key element of the COVID-19 Relief and Recovery Strategy.

Regular electronic roundtable discussions with the Town Teams will enable the City to gain a better understanding of the current state of each town centre, whilst providing an opportunity to share learnings, identify issues and collaboratively develop solutions and business support measures to alleviate the impacts of COVID-19.

The key business support measures identified at the Town Team Roundtable inception meeting include:

1. **Business Directory Database** – create a comprehensive database of local businesses using existing and newly gathered data, to improve communications between the City and local business;
2. **Business Health Checks** – establish a system to check-in with the City's local businesses to better understand where the City can provide support and advocacy, as well as track how businesses are faring, adapting and evolving over the coming months;
3. **Support Local 'Open for Business' Campaign** – continue to champion the Open for Business campaign and the communication of the services being offered and delivery options;
4. **Celebrating Success** – identify and promote local business and community success stories;
5. **Rent Relief Advocacy** – collaborate with Town Team Movement to identify what relief landlords are currently providing, what's working well and what is not, to better inform the City's advocacy position;
6. **Centralise Business Communications** – consider how the City could become the conduit for communicating accurate, up-to-date information for and amongst the Vincent business community;
7. **Promote Business Relief & Recovery Initiatives** – promote and link our business community with relevant information from third party organisations such as the Small Business Development Corporation (SBDC); and
8. **Recovery Planning & Reboot** – ensure future business and town centre funding allocations consider the changing business and consumer landscape.

Administration has committed to the delivery of the above measures over the coming months. The Business Health Checks initiative commenced on 2 April 2020 and the initial finding will be reported at the 14 April 2020 COVID-19 Relief and Recovery Committee meeting.

CONSULTATION/ADVERTISING:

Stakeholder and community engagement will continue through ongoing business health checks and weekly meetings with Town Teams and the Town Team Movement.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

It is low risk for the COVID-19 Committee to note an update on the City's Town Team collaboration and business support measures.

STRATEGIC IMPLICATIONS:

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

Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

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.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

8 GENERAL BUSINESS

9 NEXT MEETING

14 April 2020

- COVID-19 weekly update, including update on Strategy and Implementation Plan
- Homeless sector update and the City's response
- Rent abatement and other relief measures for lessees
- Local Government response to COVID-19
- Service delivery update from Ranger Services
- Community Partnerships update on Strategy and Implementation Plan actions

21 April 2020

- COVID-19 weekly update, including update on Strategy and Implementation Plan

10 CLOSURE