



CITY OF VINCENT

AGENDA

COVID-19 Relief and Recovery Committee

12 May 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 *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 COVID-19 Relief and Recovery 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

- All Ordinary and Special Council 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

Nil

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

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Dudley Maier of Highgate

1. Why did the CEO decide that details about the allocation of funds from the Leederville Gardens Trust Fund should be treated as confidential at the meeting of 28 April 2020 given that a similar recommendation has been made public for the meeting of 5 May 2020 (Item 7.4)?

The report to the 28 April 2020 was treated as confidential pursuant to section 5.23(2)(c) and (e)(ii) of the Local Government Act 1995. The proposals received by various applicants included information about their organisations that (if disclosed) would reveal information that has a commercial value to that organisation. The report also contained a comparison of the proposals, which if released may have a commercial impact on the organisations. The Committee's decision was public and detailed which organisations the CEO would liaise with in respect to the further allocation of funding. The report to the 5 May 2020 Committee Meeting considers the funding to these organisation, and as this information is already in the public domain it is not necessary for this to be confidential.

2. If the reason is because 'a contract may be entered into which will be discussed at the meeting' [i.e. Local Government Act – 5.23(2)(c)] why wasn't the recommendation for the lease of the Beatty Park Café (OMC 17 March 2020 – Item 12.1) treated as confidential to the same extent?

The City may only dispose of property (including by lease) in accordance with section 3.58 of the Local Government Act 1995, including by providing details of the proposed disposition by local public notice (s. 3.58(3)). Therefore and despite s 5.23(2)(c), the key commercial lease details (such as rent) as negotiated between the proposed tenant and the City were disclosed in order to invite submissions/proposal by other parties to lease the premises.

3. If the reason is because it may disclose 'information that has a commercial value' [i.e. Local Government Act – 5.23 (2) (e)(ii)]:

- (a) Why wasn't the recommendation for the lease of the Beatty Park Café (OMC 17 March 2020 – Item 12.1) treated as confidential to the same extent given that it contained some commercial information (i.e. the rent to be paid); and

- (b) Exactly what type of information, as opposed to the actual information, would be considered as having a commercial value given that the organisations are charitable, benevolent bodies rather than commercial enterprises and are likely to be subject to the State's Associations Incorporation Act and the Federal Government's Charities Act?

- (a) *The recommendation relating to the Beatty Park Café lease did not disclose information about the proposed tenant's business, professional, commercial or financial affairs. However, a lease proposal by a second applicant was attached to the 17 March 2020 report as a confidential attachment as it did include details of the financial affairs of the applicant.*

(b) *The organisation's submissions set out their proposed use of the funds (which were unique and individual proposals / ideas). Prior to the allocation of the funds by the Committee, this information has commercial value for the organisations, as they are competing for the allocation of the funds.*

4. Why has the CEO not released the confidential attachments related to the decision made at the 28 April 2020 meeting concerning the allocation of money from the Leederville Gardens Trust Fund (item 10.1) so that the community can decide for themselves:

- that the money is well spent;
- that it provides value for money;
- that it can be demonstrated that it will only be spent as a direct or indirect consequence of COVID-19 as per the Council's decision of 30 March 2020;
- that the money will only be spent on services within the City; and
- that the money is spent in accordance with the Rules of Association of the Leederville Gardens Inc.

As trustee, the City has a legal fiduciary duty to meet the requirements of the Trust/Constitution in regards to disbursing funds from the Trust to appropriate public benefit institutions (PBI). This includes ensuring those PBIs use the funds as required by the Trust and conditions set by Leederville Gardens Inc. and/or the City. The Trust includes a requirement that:

*[the PBIs in question] 'exist for the acquisition, provision, maintenance, management or extension of any existing housing, villages, flats apartments or similar accommodation operated by the Association, or the purchase or construction of a similar type of facility for senior citizens within the **Town's boundaries.**'*

The City will enter into funding agreements which each of the successful organisations, which sets out the acquittal and reporting requirements. Furthermore, the Committee at its 5 May Meeting requested that project updates, including the uptake and expenditure of funds, is reported back to the Committee. This information will be available to the public.

5. Does the CEO agree that the community has the right to know how much will be spent and on what, given that it is the community's money?

The money held by the City as trustee of Leederville Gardens Trust is held on behalf of and for the benefit of the beneficiaries of the Trust – i.e. PBIs meeting the requirements of the Trust (as set out in the Constitution of Leederville Gardens Inc.). Although the community will benefit from the use of the funds by appropriate PBIs within the City, the funds held in the trust account to do not belong to the City or the community at large. The City will, however, ensure that the community is informed of how the funds are used by the chosen PBIs, as explained above.

6. At the 21 April COVID Committee meeting the committee agreed that Category 3 tenants could have a repayment plan with a minimum term of 24 months (Item 7.3 – clause 2.3.4). Why is a minimum term specified rather than a maximum term, which would make more sense?

The minimum repayment period of 24 months reflects the requirements of the National Code of Conduct. However, there is scope in the Code to allow for some variation to the minimum period to reflect the tenant's remaining lease term – e.g. a minimum repayment period of 12 months may be appropriate where the tenant only has 12 months remaining on their lease. Therefore, for those tenants with at least 24 months remaining on their lease, a 24 month repayment period will be set (unless the tenant wants/agrees to a shorter period) but a tenant who is holding over/has a shorter term remaining on their lease may be required to repay the City over a shorter period of time.

A maximum repayment period has not been set by the Code. The City requires flexibility to consider both the amount of the repayment and the remaining term of the tenant's lease to determine an appropriate repayment period. This is reflected in the Code's desire for an equitable approach (as between landlords and tenants) to ensure that, following the relief period, the agreed repayment instalments and period is financially sustainable for a tenant getting back on its feet while also meeting its existing lease obligations.

4 DECLARATIONS OF INTEREST

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 CONFIRMATION OF MINUTES

COVID-19 Relief and Recovery Committee - 5 May 2020

7 BUSINESS ARISING

7.1 COVID-19 WEEKLY UPDATE

Attachments: 1. COVID-19 Relief & Recovery Implementation Plan  

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

Western Australia has recorded a whole week of no new COVID-19 cases which is a milestone that could enable the reduction of the restrictions implemented to maintain public health. The City has commenced preparing actions and messages in case restrictions are eased. This includes those that apply to community facilities and businesses, as well as restrictions on gathering numbers and densities. In any scenario moving forward, public health messaging will focus on:

1. Personal hygiene and sanitisation of surfaces;
2. Social distancing; and
3. Staying home if unwell.

The National Cabinet released an announcement on Friday 8 May 2020 in relation to easing health directives. Further information on these implications will be provided in a late report to the COVID-19 Relief and Recovery Committee.

The City has been advocating for support from State Government agencies and the Western Australian Local Government Association to have a coordinated approach for supporting businesses to adapt to potential changes. This approach should prioritise public health, ensure regulatory burden is minimised and provide cost effective compliance measures.

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	0	0	1
Our Community	30	2	0	14
Our Organisation	11	0	0	2

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

1. 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 (Action item 2.16)

Administration has received approximately 20 enquiries from personal trainers and gym operators requesting permission to operate in the City's parks and reserves.

Administration has a database and a criteria matrix that tracks all enquiries and ensures that personal trainers and gym operators have the relevant qualifications and public liability insurance and further that sessions are conducted throughout the City, not concentrated at one location.

So long as operators have all the relevant documentation, approvals can be provided with 3 working days.

Administration have also received requests from three sporting clubs (Perth Soccer Club, Floreat Athena Football Club and North Perth Soccer Club) seeking advice on recommending training, this has been approved with advice provided in line with the State Government directions and Guidelines from Football West.

2. Maintain customer service support and consider a range of measures to support ongoing community engagement using online and innovative practices. (Action item 1.3)

On Wednesday 6 May 2020 the City opened up a popup customer service counter at the library building (although the library is still closed). The cashier is now located here and we are offering a limited over the counter service although not facilitating any meetings with staff as they are still available only via the phone or email. There is a small team working from 8:30am-5pm and we are also providing a phone at the Administration building front counter where people can dial customer service direct plus a Zoom real time option where people can 'speak' with the Customer Service Officer located in the library.

The officers working at the Library counter are located behind screens and there are queue control mechanisms in place to ensure that social distancing requirements are met.

This is the first step to reopening customer service, and the remainder of the Customer Service team are still working remotely and this is working well.

3. Workforce Optimisation Strategies (Action item 3.7)

Since 20 March 2020, the City has had 16 employees provided with redeployment opportunities who were impacted by the closures of Beatty Park and Library. Employees have been seconded or offered casual opportunities on a temporary basis.

4. Mandatory COVID-19 hygiene training and assessment course for hospitality industry

The State Government announced a mandatory COVID-19 hygiene training and assessment course to prepare the WA hospitality industry for the future return to business. It is anticipated the City would

provide some assistance to businesses and support monitoring the uptake of this course. A new action item has been included within the Implementation Plan to capture any additional responsibilities for the City that may arise from this requirement.

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 30 April 2020	Weekly update at 7 May 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	•				Report prepared for 5 May 2020 COVID-19 Committee meeting.	Ongoing. Implementing the decision made by the COVID-19 Committee on 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.	Customer Service	Beatty Park Library & Local History Centre	•				Re-instating face-to-face customer service is being considered. In addition: - Library services have shifted a number of services online with interactive videos; - Beatty Park offering daily workouts online; - Increased online information regarding City's response during COVID-19; and - Regular newsletters to business community to inform of restrictions and provide support	Popup customer service counter has opened at the library building with cashier services available to customers. Social distancing measures have been implemented to maintain safety of staff and customers.
	1.4. Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•			Community seasonal flu campaign due to be launched in first week of May.	
	1.5. Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		Ongoing.	Ongoing.
	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	•	•			Information prepared and being reviewed.	Mental health and wellbeing support information is being included on the City's COVID-19 website. Health based businesses can participate in the 'Open for Business' program.
	1.7. Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•			With the recent relaxation in restrictions Beatty Park is discussing opportunities to partner with Belgravia Leisure to provide Outdoor Group Fitness sessions to members of both facilities. Belgravia can access JobKeeper program so it is cost effective for them to run the program as their staff costs are covered.	Healthy at Home webpage launched providing a collection of at-home fitness and nutrition programs to support a healthy body, mind and soul. https://www.beattypark.com.au/health-fitness/healthy-at-home .
	1.8. Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health	Built Environment & Wellbeing		•	•	•		Ongoing. Liaison with the State Government to determine how mandatory training for the hospitality will be implemented.	
2. Our Community	2.1. Waive interest on all outstanding rates and a suspension of new debt collection activities.	Finance		•			✓		
	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		•				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			•			Progressing for OMC.	

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 30 April 2020	Weekly update at 7 May 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.	CEO Office	Finance	•				Report presented to 28 April 2020 Committee Meeting. Committee approved allocation of funds to two organisations, and requested CEO to liaise with a number of other organisations in respect to their proposals, and present a recommendation on the further allocation of funds to the 5 May 2020 Committee meeting. Administration will enter into funding agreements with the organisations to be awarded funds.	Ongoing.
	2.7. Deliver programs funded through the Leederville Gardens trust fund and provide regular updates on progress of fundees.			•	•				Included at the request of the Committee on 5 May 2020.
	2.8. Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			✓		
	2.9. Promote Meals on Wheels Service.	Customer and Library Services (Community Centre)	Marketing/Community Partnerships	•			✓		
	2.10. Explore opportunities to expand online library services.	Library & Local History Centre		•			✓		
	2.11. Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•			✓		
	2.12. Launched online planning applications for lodgement and tracking.	Development & Design	IT	•			✓		
	2.13. Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓		
	2.14. Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				EOI developed and close to release on approval of the working group.	The Arts Relief Working Group will be receiving proposals for grants of up to \$10K from Vincent artists until 25 May 2020. Artists are asked to provide a public art work that expresses the individual and community experience of living through COVID-19. The Expression of Interest document is available on the City's website and Grant recipients will be notified between from 10 to 24 June 2020.
	2.15. 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		•			✓		
	2.16. Consider timing of rollout of FOGO.	Waste		•			✓		
	2.17. 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			•			Regular communication occurring particular in relation to opportunities to recommence some services with gathering numbers increased. Update to be provided 12 May 2020 Committee meeting.	Discussions being held with three Soccer clubs to discuss possible return to training in line with Government advice.
	2.18. Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Policy & Place Community Partnerships	Finance		•			Community groups and sporting clubs have been provided detailed information of the grants available through both the Federal and State Government. Updates and new information on grants will continue to be provided when and if they become available.	No further update.

COVID-19 Relief and Recovery Implementation Plan

Key Action	Responsible Team	Support Team	Timing			Completed	Status 30 April 2020	Weekly update at 7 May 2020
			Short	Medium	Long			
2.19. Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•		Ongoing.	
2.20. Support local businesses and buy local. Maintain contact with local businesses to understand the support they need and share reputable information.	Policy & Place Marketing		•	•	•		<ul style="list-style-type: none"> - Ongoing delivery of actions; - Mother's Day local buying guide and video development to be launched Friday 1 May 2020; - Proactive media release on innovative business outcomes for this week; - COVID-19 community portal will have support local focus; and - Procurement Portal campaign begins Friday. 	<ul style="list-style-type: none"> - Mother's Day local buying guide launched. - VendorPanel Market Place registration active on website. Market Place due to go live next week.
2.21. Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓		
2.22. 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	•	•	•		Currently being considered.	Currently being considered.
2.23. Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•		<ul style="list-style-type: none"> - Aboriginal Health Council COVID-19 info signage has been erected in 10x parks/locations where Aboriginal people are known to frequent, to reiterate the health messages being shared by outreach services; - Daily engagement with outreach services continues to ensure that street present persons are offered COVID-19 information, support and services as appropriate; - Attended online Outreach Service Collaboration Meeting on 8 April 2020 to share information, trends and service updates; - Manna Inc Weld Square meal service continues to operate with reduced clients (approx. 30-40); - COV website updated with new page 'Homeless Services and Support during COVID-19'; and - WA Police Operation 'Heatshield' currently underway in the area and includes active engagement with the homeless and street present community to check welfare and vulnerability. COV have provided suggested areas of focus. 	
2.24. Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•		Ongoing, update will be provided at meeting regarding any increase to numbers at reserves following increase to gatherings, as well as increases in demand for group fitness in public spaces.	Town centres are included as part of this morning, in addition to parks and gardens.
2.27. Vincent Community Support Network	Community and Business Services		•	•	•	✓		
2.28. Maintain online information on health, building and planning requirements for Businesses.	Built Environment & Wellbeing, Development & Design	Marketing, Policy and Place	•				Additional information to be published on the new COVID-19 portal launching this week.	All information ready for new COVID-19 portal.

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 30 April 2020	Weekly update at 7 May 2020
				Short	Medium	Long			
	2.29 Monitor and respond to easing of COVID-19 restrictions on food and other businesses.	Built Environment & Wellbeing		•	•				Health Team developing checklists for food businesses, public buildings and aquatic facilities to adapt to potential easing of restrictions.
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		•	•	•		Full service review underway to inform CBP and financial review.	Full service review underway to inform CBP and financial review.
	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•			Full review underway to inform CBP and financial review.
	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		•				To be presented to OMC.	To be presented to OMC.
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•					
	3.7 Workforce optimisation strategies	Human Resources		•	•	•			16 staff redeployed to date.
	3.8 Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place			•	•		To be presented to OMC.	To be presented to OMC.
	3.9 Investigation of rate smoothing payments.	Finance		•	•			To be presented to OMC.	To be presented to OMC.
	3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•			Considering a staggered approach to allowing officers to return to the City's offices, ensuring sound procedures are in place to provide a safe and healthy workplace.
	3.11 Gross Rental Value re-evaluation.	Finance		•	•			To be discussed at budget workshop.	To be discussed at budget workshop.

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.

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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.
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 .	<ul style="list-style-type: none"> 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 .	<ul style="list-style-type: none"> 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.
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 .	<ul style="list-style-type: none"> 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 .	<ul style="list-style-type: none"> 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 .	<ul style="list-style-type: none"> Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
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 .	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 .	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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 .	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> This information is being assessed.
27 April 2020	WA Government announced indoor and outdoor non-work gatherings of up to 10 people are now permitted, which includes: <ul style="list-style-type: none"> Weddings (increased from 5) and funerals; Outdoor personal training (no shared equipment); and Home opens and display village inspections. 	<ul style="list-style-type: none"> This will likely result in an increase in the number of groups training within the City's public reserves; Continued monitoring to be undertaken by Ranger services to ensure social distancing requirements are being maintained; and Recommence issuing permits for personal training groups.
29 April 2020	Hon. Mark McGowan MLA announced COVID-19 mandatory hygiene training for all WA hospitality venues covering the following key elements: <ul style="list-style-type: none"> Understanding COVID-19 and venue restrictions; Reporting personal health issues; Maintaining personal and work environment hygiene practices, specific to COVID-19; Reducing cross contamination through procedures, specific to COVID-19; and Effective cleaning and sanitising practices, specific to COVID-19. 	<ul style="list-style-type: none"> Confirmation required as to who will be responsible for monitoring accreditation and compliance, potentially additional responsibility for Environmental Health Officers.
7 May 2020	WA Government announces \$100m short term lending facility to support local governments and universities through COVID-19. This takes advantage of record low interest rates to provide low cost access to liquidity for these essential sectors with no loan guarantee fee charged on borrowings.	<ul style="list-style-type: none"> Information being considered.

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	Suggestions from meeting with Town Teams and Town Team Movement 1 April 2020: <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. 	Response: <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. 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.
29 April 2020	Staff from Beatty Park have commenced scanning of hardcopy records to continue CBP item to digitise hardcopy property, planning and building files. This project usually requires contract staff and hire of a scanner, with staff working from home this allows use of unused existing office scanners.
6 May 2020	Working with the City's Health team Blake Street Merchant in North Perth have effectively adapted their café into a small corner store selling food essentials in response to the COVID-19 restrictions and reduced supplies.

7.2 LEEDERVILLE GARDEN INC. TRUST - COVID-19 RELIEF FUND RECOMMENDATIONS - YMCA

- Attachments:**
1. **Submission from YMCA - Confidential**
 2. **Recommended Allocation of Funding - Confidential**
 3. **Submission Assessment Summary - Confidential**

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. **RECEIVES** the updated submission from the Young Men's Christian Association of Western Australia Inc. (YMCA), at Confidential Attachment 1, in response to the Leederville Gardens Inc. trust funds Expression of Interest for the provision of urgent relief to people in the City of Vincent in need as a direct or indirect consequence of the conditions imposed by COVID-19;
2. **As trustee of the Leederville Gardens Inc. trust funds APPROVES** the allocation of funds from the Leederville Gardens Inc. trust to YMCA, **SUBJECT TO** the Chief Executive Officer determining the exact amount of funds, within the limit specified in Confidential Attachment 2; and
3. **NOTES** that the Chief Executive Officer will enter into a funding agreement with YMCA in respect to the acquittal of these funds, which includes negotiating the time frames, deliverables and reporting requirements, and will provide an update to the COVID-19 Relief and Recovery Committee on the service uptake and expenditure of funds three months after the service commencement.

PURPOSE OF REPORT:

To consider the allocation of Leederville Gardens Inc. trust funds to The Young Men's Christian Association of Western Australia Incorporated (YMCA) following a refinement of their proposal.

BACKGROUND:

At the COVID-19 Relief and Recovery Committee Meeting held on the 28 April 2020 (Confidential Item 10.1), the Committee resolved in part as follows:

- "4. *REQUESTS that the Chief Executive Officer seeks further information from People Who Care Inc (Power a Pensioner), Ruah Community Services, YMCA (focus on youth mental health and case management) and any further options for provision of food for vulnerable people, and presents this information to the COVID-19 Relief and Recovery Committee Meeting next week.*"

In accordance with Resolution 4, YMCA have updated their submission, as at **Confidential Attachment 1**.

DETAILS:

It is recommended that funds are allocated to YMCA as this organisation would be able to deliver direct support to vulnerable residents, particularly youth.

The revised proposal includes the employment of a full time youth case worker, youth mental health first aid training and flexible 10 week programs that can respond to needs identified by the community.

A summary of the revised submission, with an evaluation against the evaluation criteria is at **Confidential Attachment 3**.

CONSULTATION/ADVERTISING:

Administration would negotiate with YMCA in respect to the total allocation and timing of the funds, delivery timeframes and reporting. These details would be included in the funding agreement.

LEGAL/POLICY:

The funds are proposed to be allocated in accordance with the trust terms established in the Leederville Gardens Inc. constitution.

The City’s trustee role has been established through the Leederville Gardens Inc. constitution. It is unique and somewhat outside the normal provisions of the *Local Government Act 1995* and related legislation.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk allocating funds to YMCA, as the City would enter into a funding agreement to ensure appropriate acquittal and reporting.

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.

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:




SUSTAINABILITY IMPLICATIONS:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

The recommended maximum to be allocated to YMCA is \$138,000. The Chief Executive Officer would determine the exact amount of funding to be allocated, which will be set out in a funding agreement.

7.3 FINANCIAL ASSISTANCE RECOMMENDATIONS FOR CITY TENANTS

- Attachments:
1. Summary of tenant applications - Confidential
 2. Proposed financial assistance [↓](#) 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. In accordance with section 6.12 of the *Local Government Act 1995*, APPROVES the following financial assistance to City tenants, which is proportionate to the reduction in turnover experienced by these tenants, SUBJECT TO the Chief Executive Officer verifying each tenant's reduction in turnover based on their financial statements:
 - 1.1 Perth Soccer Club Inc. (PSC) – estimated downturn of 70%:
 - 1.1.1 waiver of PSC's obligation to pay an estimated 35% of rent becoming due and payable between 1 April 2020 and 30 June 2020;
 - 1.1.2 deferral of the PSC's obligation to pay an estimated 35% of rent becoming due and payable between 1 April 2020 and 30 June 2020; and
 - 1.1.3 deferral of PSC's obligation to pay \$1,397.00 rent which was due and payable as at 15 March 2020;
 - 1.2 Beatty Park Physiotherapy Pty Ltd (BP Physio) – estimated downturn of 60%:
 - 1.2.1 waiver of BP Physio's obligation to pay an estimated 30% of rent and variable outgoings becoming due and payable between 1 April 2020 and 30 June 2020;
 - 1.2.2 deferral of the BP Physio's obligation to pay an estimated 30% of rent and variable outgoings becoming due and payable between 1 April 2020 and 30 June;
 - 1.3 Western Australian Volleyball Association (Volleyball WA) – estimated downturn of 75%:
 - 1.3.1 waiver of Volleyball WA's obligation to pay an estimated 37.5% of rent becoming due and payable between 1 April 2020 and 30 June 2020;
 - 1.3.2 deferral of the Volleyball WA's obligation to pay an estimated 37.5% of rent becoming due and payable between 1 April 2020 and 30 June;
2. APPROVES the Chief Executive Officer entering into a payment arrangement with each tenant referred to in Recommendation 1. above in respect to payment of the deferred portion of each tenant's lease obligations, whereby the:
 - 2.1 repayment period will be agreed between the parties taking into account each tenant's remaining lease term and/or negotiated new lease term;
 - 2.2 repayment period will not commence prior to 1 October 2020, or a later date as agreed by the Chief Executive Officer; and
 - 2.3 repayment instalments will be calculated by dividing the deferred amount by the agreed repayment period (months) and the tenant will make equal monthly instalments over the course of the repayment period;
3. NOTES that the Chief Executive Officer will review these tenant's financial positions in July 2020 and present a recommendation to the COVID-19 Relief and Recovery Committee in respect to any further financial assistance; and

4. **NOTES that financial assistance applications were also received from Swimming WA Inc., East Perth Football Club Inc., and the artists jointly leasing Halvorsen Hall, Robertson Park, and that the Chief Executive Officer is reviewing these requests and will present the recommended relief approach for these tenants to the COVID-19 Relief and Recovery Committee at its 19 May 2020 meeting.**

PURPOSE OF REPORT:

To consider Perth Soccer Club Inc., Beatty Park Physiotherapy Pty Ltd and the Western Australian Volleyball Association's applications for financial assistance due to the adverse effect of the COVID-19 pandemic on their operations.

BACKGROUND:

At its 21 April 2020 meeting the COVID-19 Relief and Recovery Committee (Committee) approved a minimum level of financial assistance being provided by the City to its tenants. The assistance provided depends on which category of the draft Property Management Framework (Framework) the tenant falls into. The approach for category 3 tenants, which are commercial entities, State and National clubs and community organisations and Associations, is as follows:

- must apply for financial assistance, including rent waivers, rent deferrals and deferrals/waivers of other lease charges;
- applications will be considered on a case-by-case basis taking into account each tenant's downturn in trade/revenue (minimum 50% downturn required), financial statements, third party grants/assistance etc.; and
- any rent deferrals and outstanding debts will be subject to a repayment plan over a minimum term of 24 months.

The proposed approach for category 3 tenants aligns with the National Cabinet's 'Mandatory Code of Conduct – Small to Medium (SME) Commercial Leasing Principles during COVID-19' and the State *Commercial Tenancies (COVID-19 Response) Act 2020* (Act), which came into effect in April. The Act requires the adoption of a code of conduct (Code) to be effected by regulations. A Code is expected to be completed and adopted by the end of May 2020. Information available about the proposed terms of the Code indicates that it will reflect the terms of the National Cabinet's 'Mandatory Code of Conduct – Small to Medium (SME) Commercial Leasing Principles during COVID-19'. This includes a requirement that any rent waiver agreed by the landlord reflects the reduction in turnover suffered by the tenant – e.g. if the tenant suffers a 50% downturn in trade, a minimum 25% rent waiver is required.

As restrictions around social gatherings are eased, some tenants have been able to re-commence trading/functioning in a limited capacity. In light of this and as the Code has yet to be adopted, Administration recommends financial assistance, on the basis of the information provided to date, be granted to the tenants for the period 1 April 2020 to 30 June 2020 as set out below. Administration proposes to reassess the tenants' financial positions in July 2020 to determine whether an extension of the period or nature of the financial assistance is required and a report will be put to the Committee accordingly.

DETAILS:

The City has received 7 applications from category 3 tenants for financial assistance, as follows:

- Perth Soccer Club Inc. (PSC);
- Beatty Park Physiotherapy Pty Ltd (BP Physio);
- Western Australia Volleyball Association Inc. (Volleyball WA);
- Western Australia Swimming Association Inc. (Swimming WA);
- East Perth Football Club Inc. (EPFC); and
- The artists jointly leasing Halvorsen Hall, Robertson Park (Artists).

Administration is currently reviewing and seeking clarification on the financial information submitted by Swimming WA, EPFC and the Artists and, therefore, separate recommendations will be presented to the Committee at a subsequent meeting.

A summary of the applications submitted by PSC, BP Physio and Volleyball WA are at **Confidential Attachment 1**.

These tenants have provided financial statements and/or reports to detail their downturn, which indicate that their downturn experienced as a result of COVID-19 is as follows:

- (a) PSC - approximately 70%;
- (b) BP Physio - approximately 60%; and
- (c) Volleyball WA - approximately 75%.

Based on Administration's calculations of the tenants' financial downturn since 1 March 2020, Administration recommends the financial relief by way of waivers and deferrals be granted to each of these tenants as detailed in **Attachment 2**.

The City's waiver of approximately \$11,300 will be provided by way of a forgiveness of debt for the period 1 April 2020 to 30 June 2020. However, the deferred amount of approximately \$14,220 will remain payable by the tenants and each tenant must enter into a payment arrangement with the City to repay its deferred amount over an agreed repayment period.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

- *National Cabinet Mandatory Code of Conduct: SME Commercial Leasing Principles During COVID-19.*
- *Commercial Tenancies (COVID-19 Response) Act 2020 (WA).*
- *Local Government Act 1995 (WA) section 6.12.*

RISK MANAGEMENT IMPLICATIONS:

Low Risk: There is a low risk in the Committee granting the lease payment relief and deferrals, as it aligns with the Act and National Code of Conduct. There is a small risk that the City may be unable to recover all the deferred amounts if the tenants' financial situations worsen.

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

Our resources and assets are planned and managed in an efficient and sustainable manner.

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:



SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The proposed financial assistance would result in the:

- (a) City experiencing a loss of lease income of approximately \$11,300 between 1 April 2020 and 30 June 2020; and
- (a)
- (b) payment of approximately \$14,220 by the tenants being deferred and repaid over a period of between 12 and 24 months from 1 October 2020, or a later date as determined by the Chief Executive Officer.

Administration notes that the tenants’ financial statements will be verified to determine each tenant’s exact reduction in turnover before the corresponding lease payment waiver and deferrals are finalised.

Proposed Financial Assistance			Cumulative \$ waiver
PSC - Rent \$1,397.00 per month (including GST)			
35% Rent waiver	= \$488.95 p/m x 3 =	\$1,466.85	\$1,466.85
35% Rent deferral	= \$488.95 p/m x 3 =	\$1,466.85	
30% balance of Rent payable by tenant	= \$419.10 p/m x 3 =	\$ 1,257.30	
Unpaid March Rent + 35% Rent deferral	\$1,397.00 + \$1,466.85 =	\$2,863.85	
Repayment plan for deferred rent	\$119.33 p/m x 24 months =	\$2,863.85	
BP Physio – Rent \$7,849.76 per month (including GST) VOs \$1,928.69 per month (including GST)			
30% Rent waiver	= \$2,354.93 p/m x 3 =	\$7,064.78	\$8,531.63
30% VOs waiver	= \$578.61 p/m x 3 =	\$1,735.83	\$10,267.46
30% Rent deferral	= \$2,354.93 p/m x 3 =	\$7,064.78	
30% VOs deferral	= \$578.61 p/m x 3 =	\$1,735.83	
40% balance of Rent payable by tenant	= \$3,139.90 p/m x 3 =	\$9,419.71	
40% balance of VOs payable by tenant	= \$771.48 p/m x 3 =	\$2,314.44	
Repayment plan for deferred rent	\$366.70 p/m x 24* months =	\$8,800.61	
*As BP Physio is currently holding over under its lease, a 24 month repayment plan is recommended subject to a new lease being negotiated with the BP Physio.			
Volleyball WA – Rent \$961.11 per month (including GST)			
37.5% Rent waiver	= \$360.42 p/m x 3 =	\$1,081.25	\$11,348.71
37.5% Rent deferral	= \$360.42 p/m x 3 =	\$1,081.25	
25% balance of Rent payable by tenant	= \$240.28 p/m x 3 =	\$720.83	
Repayment plan for deferred rent	\$45.05 p/m x 24* months =	\$1,081.25	
*As Volleyball WA is currently holding over under its lease, a 24 month repayment plan is recommended subject to a new lease being negotiated with Volleyball WA.			
Total waived \$:			\$11,348.71

7.4 ROADMAP TO A COVIDSAFE VINCENT

REPORT TO BE ISSUED PRIOR TO THE COMMITTEE MEETING ON 12 MAY 2020.

8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)

9 GENERAL BUSINESS

10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

11 NEXT MEETING

9 May 2020

- COVID-19 Weekly Update

26 May 2020

- COVID-19 Weekly Update
- Cash-in-lieu Expenditure Plan Draft
- Business Initiatives

12 CLOSURE