



CITY OF VINCENT

AGENDA

COVID-19 Relief and Recovery Committee

26 May 2020

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

David MacLennan
Chief Executive Officer

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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.

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The following conditions apply to public questions and statements:

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

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

Nil

4 DECLARATIONS OF INTEREST

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 CONFIRMATION OF MINUTES

COVID-19 Relief and Recovery Committee - 19 May 2020

7 BUSINESS ARISING

7.1 COVID-19 WEEKLY UPDATE

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

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

The WA Government released the COVID Safety Plans and Guidelines for food businesses, sport and recreation facilities and other businesses in the days prior to the 19 May 2020 Committee meeting. A verbal update on this announcement was provided at this meeting. Since this announcement, COVID Safety Plans have been developed for Beatty Park pools and fitness classes, the Library and Local History Centre and the Community Centre. A COVID plan is also being developed for each community hall. The City has been actively assisting businesses and sporting clubs to develop their COVID plans.

The Australian Government has announced a Local Roads and Community Infrastructure Program, with approximately \$270,557 being granted to the City of Vincent. This program will support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Funding allocations have been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works.

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	11	0	0	7
Our Community	41	1	0	21
Our Organisation	13	1	0	3

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

1. Communications Plan (Item 1.2)

A weekly update on communications actions is included as **Attachment 2**, following the decision of the COVID-19 Relief and Recovery Committee on 5 May 2020.

2. Business Support (Item 2.37)

The City has provided supported to over 100 businesses and places of worship in relation to COVID Safety Plans, and use of alfresco and parklets. The Health team have been field-based since Phase 2 came into effect, providing direct support to businesses. Place Managers have also been working to facilitate use of public spaces, with both teams answering a range of queries from businesses. Other teams, include Compliance, have been providing assistance to implement this large piece of work. The City has been compiling information on which businesses are providing dine-in, and how businesses are responding to the COVID-19 roadmap. This work is continuing in the coming weeks, including preparing businesses for Phase 3.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

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

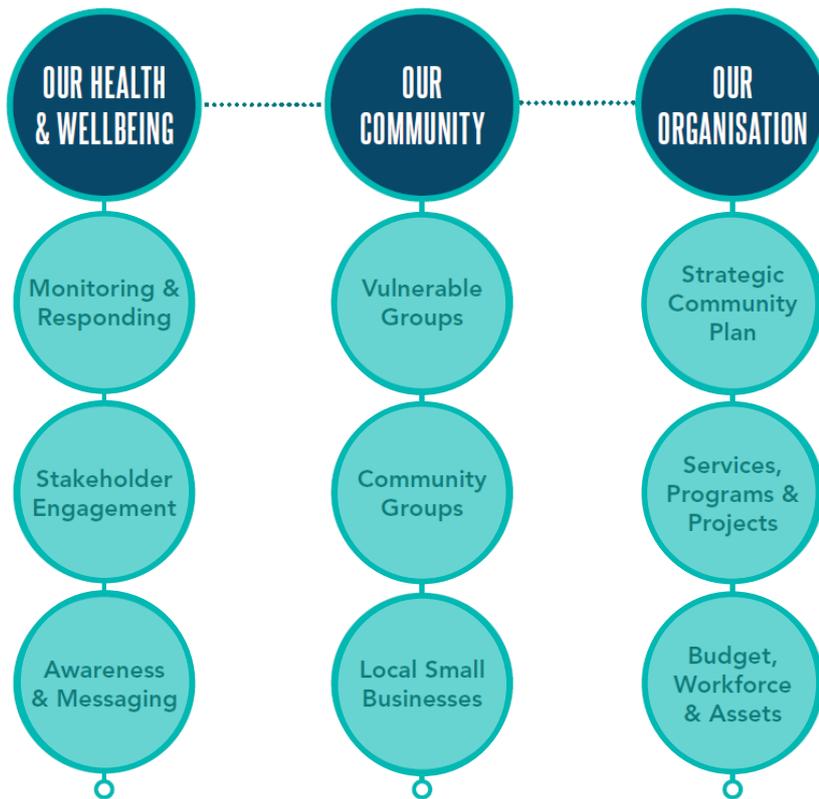
STRATEGIC IMPLICATIONS:

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 14 May 2020	Weekly update at 21 May 2020
				Short	Medium	Long			
1. Our Health and Wellbeing	1.2 Communications Plan developed including community messaging through website, social media and display at the City's facilities.	Marketing	Built Environment & Wellbeing	•				Media release and social media content developed, to be released by end of week (15 May 2020).	Focus this week has been on the communicating the reopening of facilities.
	1.5 Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•			To be presented to Council Workshop.
	1.6 Engage with local businesses which support the City's public health (e.g. gyms, yoga), to encourage uptake of physical activity and wellbeing programs by the community.	Built Environment & Wellbeing	Marketing and Partnerships	•	•		✓		Local businesses providing physical activity have been engaged with, particularly as the roadmap is being implemented. These businesses can participate in the 'Open for Business' directory.
	1.8 Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health.	Built Environment & Wellbeing		•	•	•		COVID-Environmental Health page available on the City's portal, with information to support our business community.	FAQ's updated to most recent information. Most recent health department videos will be shared 21/05.
	1.9 Continue to promote our role to maintain social distancing, hand hygiene, respiratory hygiene, stay home when sick and download the COVIDSafe app; and develop signage and tools to ensure consistent messaging across the City's facilities and parks. (Phase 2 Action).	Built Environment & Wellbeing Marketing		•					- Shared and used the WA Health Departments flu season messaging across all City channels. Photo and media statement relating to Mayors flu jab - Signage plan developed for all City facilities – Beatty Park and Customer Service installed.
	1.10 Provide hand hygiene stations at all City buildings. (Phase 2 Action).	Beatty Park Customer & Library Services	Built Environment & Wellbeing	•			✓		Provided at all City facilities.
2. Our Community	2.3 Consideration of impacts of COVID-19 on City rate debtors.	Finance		•				City's Rates Hardship policy is currently being prepared and will be presented to Council for approval.	City's Rates Hardship policy is currently being prepared and will be presented to Council for approval.
	2.5 Budget and financial strategy for 2020/21 to consider a 0 yield increase and 0 fees and charges increase.	Finance			•			To be presented in budget to OMC.	To form part of budget to OMC.
	2.7 Deliver programs funded through the Leederville Gardens trust fund and provide regular updates on progress of fundees.			•	•			Funding approved. Update to be provided as programs commence.	Update to be provided as programs commence.
	2.14 Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				EOI is open. Development of the larger grants EOI now being prepared.	EOI open.
	2.19 Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•		Budget allocated in 20/21 budget. Once phase 3 of the roadmap is implemented and budget approved we will meet with the Town Teams to develop an activation schedule.	Currently providing ongoing support to local businesses and meeting fortnightly with local town teams to discuss economic rebound opportunities.
	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		•	•	•		- Shop local tagged lists for each Town Centre Visit Perth directory of COV retailers and F&B developed https://www.visitperth.com.au/ . - Second e-newsletter to be sent this week offering further support. - Providing advisory service for developing COVID Safety Plans. - Closing Leederville Village Square as a trial for a month.	Phase 2 of Open for Business now in development. Focus on business reopening stories and directory. Business Newsletter sent on 15 May 2020 to local businesses and town teams. The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions. Leederville Village Square closed from 18 May 2020 for four weeks.

COVID-19 Relief and Recovery Implementation Plan

Key Action	Responsible Team	Support Team	Timing			Completed	Status 14 May 2020	Weekly update at 21 May 2020
			Short	Medium	Long			
2.22 Consider the use of cash in lieu for parking funds.	Policy & Place		•	•			Report to be provided to the COVID-19 Committee Meeting 26 May 2020.	Report to this COVID-19 meeting.
2.23 Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•		Currently being considered.	The State Government announced amendments to the <i>Planning and Development Act 2005</i> that propose to allow developer contributions for the purpose of community benefit items. This will be considered as part of this action.
2.24 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•		Continuing to actively engage with stakeholders and WA Police.	Continuing to actively engage with stakeholders and WA Police.
2.29 Gathering limit increase to 20 monitored in public spaces. (Phase 2 Action).	Ranger Services Parks		•				Noted. Will be monitored going forward.	Ongoing monitoring.
2.30 Bookings permitted for groups of up to 20 in parks and community halls, and weddings of up to 30 in parks. (Phase 2 Action).	Marketing and Partnerships	Ranger Services	•	•			Booking system will be active with checklists made available for maintaining COVID safe requirements. Process underway.	Relaunch of Space to Go. Community Centre staff speaking with user groups re the restrictions & working to facilitate bookings again with an email acknowledgement/agreement from groups to abide by numbers (after hours bookings)
2.32 Reopen the Loftus Community Centre, and ensure Seniors programs are reviewed to minimise infection risk. (Phase 2 Action).	Customer & Library Services	Built Environment & Wellbeing	•				The WA Government has permitted the reintroduction of seniors programs. These programs are vital to support social inclusion of this group. A risk assessment for reintroducing seniors programs is underway and will likely result in designated times and rooms that are exclusive to seniors to minimise exposure to other groups.	Community Centre due to reopen Monday 25 May 2020 – staff rearranging timetable of seniors programs to ensure maximum number is adhered to and to minimise cross over of participants. Updated the portal with new opening information.
2.33 Reopen the Beatty Park swimming pools with a limit of 20 patrons per pool. (Phase 2 Action).	Beatty Park Leisure Centre		•				Planning underway with intention to reopen Friday 22 May 2020. Preparing booking system and safety plans to inform process.	COVID Safe Plans completed. - Opening 21 May 2020 Mon to Friday 8:00am to 4:00pm. - Members only for first 10 days to test systems. - Indoor 25m pool and outdoor 50m pool only (max 20 people) and need to be booked through online app. - All current memberships remain on suspension – additional trial membership created for all current members.
2.34 Recommence Beatty Park fitness classes, with this area being segregated into a separate facility, with strictly no internal access to the pools. (Phase 2 Action).	Beatty Park Leisure Centre		•				Planning underway with intention to reopen Friday 22 May 2020. Preparing booking system and safety plans to inform process.	COVID Safe Plans completed. - Opening 21 May 2020 Mon to Friday 8:00am to 4:00pm. - Members only for first 10 days to test systems. - Fitness studio 1 only (max 20 people) and need to be booked through online app. - All current memberships remain on suspension – additional trial membership created for all current members.
2.35 Provide advice to sporting clubs on non-contact training. (Phase 2 Action).	Marketing & Partnerships	Built Environment & Wellbeing	•				Liaising with local soccer and AFL clubs to confirm requirements. Checklists being prepared and will be provided to clubs. Croquet club has submitted COVID safe plan and ready to reopen 18 May 2020.	Ongoing communication with sporting clubs to inform requirements and provide checklists to address COVID safe requirements. Sporting clubs have re-commenced non-contact training.
2.36 Commence recommissioning of drinking fountains and provide signage on healthy hygiene in proximity to the fountains. (Phase 2 Action).	Parks		•				Drink fountains turned on in following locations: Leederville Town centre x 4; Beaufort Street x 1; Jack Marks Reserve. General Taps in parks and attached to buildings are still operational to allow bottles to be refilled etc.	Remainder of drinking fountains to be considered for Phase 3.

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 14 May 2020	Weekly update at 21 May 2020
				Short	Medium	Long			
	2.37 Provide an advisory service to assist businesses and community facilities to develop COVID Safety Plans and complete COVID training. (Phase 2 Action).	Built Environment & Wellbeing	Policy & Place Marketing & Partnerships	•				Process underway. Advice to be provided in Business newsletter.	Open for Business newsletter went out Thursday will information. Portal updated.
	2.38 Support the resumption of dine-in at restaurants, cafes, bars and pubs; including providing assistance to measure floor areas to determine maximum permitted numbers based on the 4 square metre density rule. (Phase 2 Action).	Built Environment & Wellbeing Policy & Place	Development & Design	•				Health team have been liaising with businesses and providing advice on maximum occupancy and tenancy size guiding COVID safe plan preparation.	This service is being provided by the Strategy and Development Directorate across the City's businesses and community.
	2.39 Engage with food businesses and other stakeholders to consider feasibility of outdoor eating areas in public spaces in town centres, noting Phase 2 and anticipating Phase 3 restrictions. (Phase 2 Action).	Policy & Place	Built Environment & Wellbeing Engineering	•				Process underway.	Process ongoing. Leederville Village Square closed from 18 May 2020 for four weeks to allow additional space to meet social distancing requirements.
	2.40 Encourage people to return to their usual places of work and learning and encourage patrons to return to using public transport to support their local economy within public health requirements and guidelines. (Phase 2 Action).	Policy & Place Marketing		•					Messaging will be incorporated into COVID-19 related marketing where appropriate.
	2.41 Facilitate enhancements to Loftus Centre including WIFI	ICT		•			✓		Completed 20 May 2020.
3. Our Organisation	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 service review underway to inform CBP and financial review.	Full service 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.	
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•			✓	To be presented to OMC.	Significant deferral with OAG not achieved. Audit recommenced 18 May 2020.
	3.7 Workforce optimisation strategies.	Human Resources		•	•	•			
	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		•	•	•		The City has provided approximately 28 opportunities to date for redeployment on a secondment or casual basis since March 2020. Redeployment opportunities have been created within Information and Communication Technology, Parks, Marketing, Public Health and the City's Digitalisation Project.	
	3.11 Gross Rental Value re-evaluation.	Finance		•	•			To be presented to OMC.	To be presented to OMC.
	3.12 Develop best practice for returning to office where appropriate. (Phase 2 Action).	Human Resources	Built Environment & Wellbeing					Currently being prepared.	
3.13 Develop a technology roadmap to facilitate ongoing working from home and the office	ICT		•					Plan being developed.	

COVID-19 Relief and Recovery Implementation Plan

2.2. Completed actions

	Key Action	Responsible Team	Support Team	Timing			Completed
				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	•			✓
	1.3 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	•			✓
	1.4 Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•		✓
	1.7 Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•		✓
	1.11 Support the WA Government to develop COVID Safety Plans and Guidelines. (Phase 2 Action).	Built Environment & Wellbeing	CEO's Office	•			✓
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	•			✓
	2.4 Move to fortnightly payment of creditors.	Finance		•			✓
	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	•			✓
	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	ICT	•			✓
	2.13 Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓
	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			•		✓
	2.18 Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Policy & Place Community Partnerships	Finance		•		✓
	2.21 Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓
	2.25 Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•	✓
2.27 Maintain online information on health, building and planning requirements for Businesses.	Built Environment & Wellbeing Development & Design		•			✓	
2.28 Monitor and respond to easing of COVID-19 restrictions on food and other businesses.	Built Environment & Wellbeing	Marketing Policy and Place	•	•		✓	
2.26 Vincent Community Support Network.	Community and Business Services		•	•	•	✓	

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	2.31 Reopen the Library and Local History Centre commencing with book borrowing services only, considering the 20 patron limit. (Phase 2 Action).	Customer & Library Services		•			✓
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		•			✓

2.3. 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.

2.4. 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.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
3 April 2020	National Cabinet agreed that states and territories were best placed to address issues related to the impacts of COVID-19 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-of-conduct-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.
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.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
8 May 2020	National Cabinet announces three-step plan to gradually remove baseline restrictions and make Australia COVID-safe. <ul style="list-style-type: none"> Step 1 will focus on carefully reopening the economy, and giving Australians opportunities to return to work and social activities, including gatherings of up to 10 people, up to 5 visitors in the family home and some local and regional travel; Step 2 builds on this with gatherings of up to 20, and more businesses reopening, including gyms, beauty services and entertainment venues like galleries and cinemas; Step 3 will see a transition to COVID safe ways of living and working, with gatherings of up to 100 people permitted. Arrangements under step 3 will be the 'new normal' while the virus remains a threat. International travel and mass gatherings over 100 people will remain restricted; https://www.pm.gov.au/media/update-coronavirus-measures-08may20	<ul style="list-style-type: none"> Noted.
10 May 2020	WA Government announces roadmap for easing COVID-19 restrictions with phase 2 coming into effect 18 May 2020 encouraging Western Australians to return to work, so the WA economy can further rebuild in a safe and measured way. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx	<ul style="list-style-type: none"> Noted. CoV roadmap presented to 12 May 2020 Committee meeting.
11 May 2020	Hon. Roger Cook and Hon. Paul Papalia announce COVID safety plans key to reopening WA businesses with template being developed in consultation with key stakeholders, to be released later this week. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses.aspx	<ul style="list-style-type: none"> Awaiting template release to distribute to applicable businesses. Need to consider how to assist non English speakers with completing.
12 May 2020	Hon. David Templeman announces Local Government sector urged to take leadership role during phase 2 easing of restrictions. Mr Templeman urged the sector to focus on a number of initiatives over the coming week, including: <ul style="list-style-type: none"> Re-opening libraries and other local government facilities that comply with the new requirements; Helping the restaurant and hospitality sector by being as flexible as possible in letting businesses open up again, particularly regarding alfresco operations; Moving back to conducting council and shire chamber meetings in person - while observing social distancing at all times - and with the public attending where possible; Promoting the new regional travel guidelines; Re-opening sport and recreation facilities where practicable; https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Local-Government-sector-urged-to-take-leadership-role.aspx	<ul style="list-style-type: none"> Noted. CoV roadmap presented to 12 May 2020 Committee meeting. Actions underway to support.
15 May 2020	WA Government announces COVID Safety Plan to be completed for WA Businesses to reopen particularly food businesses and sport and recreation venues. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Supporting-WA-businesses-re-opening-through-COVID-19.aspx	Health team and community partnerships have been working with local food businesses and sporting clubs and community groups to provide guidance and checklists for completing COVID Safe plans.
20 May 2020	WA government announces major planning reforms to drive economic recovery including: <ul style="list-style-type: none"> New approval process for significant developments. Small business exemptions. Minor residential development exemptions. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx	Noted. Reforms largely align with Council's exemptions approved 30 March 2020.
21 May 2020	WA Government fast tracks community sports grants to assist with COVID-19 recovery" <ul style="list-style-type: none"> \$12 million in Community Sporting and Recreation Facilities Fund (CSRFF) grants brought forward to allow projects to commence sooner. Funding available for local governments, not-for-profit sport, recreation or community groups to improve local sporting facilities. Applications for grants of up to \$2 million will now open on 25 May 2020. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx	For consideration.
22 May 2020	Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program for local governments.	\$270,557 being granted to the City of Vincent.

COVID-19 Relief and Recovery Implementation Plan

2.5. 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.

2.6. 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. <p>Completed.</p>

2.7. 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

2.8. 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.
11 May 2020	First drive through COVID clinic in WA opened at No.391 Oxford Street, Mount Hawthorn.

COVID-19 Relief and Recovery Communication Status Report

Monday 1 May 2020 – Monday 18 May 2020

Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Reopening of Beatty Park, Library and Local History Centre members	1.1 1.2 1.3 1.11 2.29 2.23	Library – 15 May Beatty Park – 15 May	Residents Library Members Beatty Park Members Parents Seniors Home educators	Media Release Corporate Website City of Vincent Library and Local History Website Beatty Park Website City of Vincent Facebook City of Vincent Instagram City of Vincent Library Facebook City of Vincent Library Instagram E-newsletters x3	We had strong engagement across our digital suite with all sites. Beatty Park had a 206% increase in visitation aligned to the announcement. Library had a 130% increase in visitations aligned to the announcement. 11 articles in national, state and local press.
Launched the City of Vincent COVID-19 Portal	1.2 1.3 1.9	11 May	Residents Ratepayers Business Owners	Corporate Website City of Vincent Facebook	Improved outcome to deliver information relating to the City's actions for COVID-19. Clear tools and requirements for future phase changes. 623 users since release.
Promote the WA Health Departments flu season messaging across all City channels	1.4 1.11 1.9	15 May 16 May	Residents	Media Release Corporate Website City of Vincent Facebook City of Vincent Instagram E-newsletters	5000 reached on social media. 623 views on website. Nil media pick up.
Signage plan to ensure consistent messaging across the City's facilities and parks	1.11 1.9 2.36	18 May	Facility Users Community Groups Residents Business Owners	Printed material Digital Screens	Customer Service Signage – Installed 18 May. Facility Signage – In Development. Beatty Park Signage – Installed 18 May. Library Signage – Installed 18 May.
Sports Clubs communications to return to facilities	2.11 2.21 2.35	11 May direct 18 May broader comms	Facility Users Community Groups Media	E-newsletter Media Release Corporate Website City of Vincent Facebook	Created a three step for creating a 'covid-19 safety plan image for clubs to action. All winter sports (except Mt Hawthorn Cardinals) are now back training on reserves 18 May. 1 x radio interview with Mayor. 2605 reached on social media. Upcoming – Album of sports teams training.
Promotion of online council meetings and provide easy simple instructions for access	1.3 3.1	12 May Meeting Module Launch	Residents Ratepayers Business Owners Local and State Media	Corporate Website City of Vincent Facebook City of Vincent Instagram E-newsletters City of Vincent You Tube	COV website – new Council Meetings Module launched 12 May 2020. Future communications – week 25 May.
Support local campaign to support our small businesses and provide social media support	2.19 2.20 2.37 2.38 2.39	Marketing	Residents Ratepayers Business Owners Local and State Media	Corporate Website City of Vincent Facebook City of Vincent Instagram E-newsletters	14 May E-newsletter sent. 156 Directory. Phase 2 <i>In development with place team.</i>

COVID-19 Relief and Recovery Communication Status Report

Upcoming Communications Projects					
Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Community engagement for Art Project.	2.16	Est 5 June	Creative Community Non Government Organisations Residents Ratepayers Business Owners Local and State Media	Corporate Website City of Vincent Facebook City of Vincent Instagram E-newsletters Postcards	Launched EOI for first round of up to \$10k Grant funding. Focus on social and digital channels to promote along with RTRFM partnership, including interviews, radio ads and digital advertising on their Facebook and website Direct communications with art agencies to spread the message funding grants available. Phase 2 <i>In development with working group.</i>
Development of specific support areas of the website for clubs, community groups and stakeholders who use community facilities and sportsgrounds.	2.19 2.21	Est 12 June	Community Groups Sporting Groups Peak Bodies	Corporate Website City of Vincent Facebook	Facility, sportsground, club and community group information included on main COVID-19 webpage.
Open for Business Phase Two.	2.19 2.20 2.37 2.38 2.39	Est 12 June	Residents Ratepayers Business Owners Local and State Media Town Teams	Corporate Website City of Vincent Facebook	Working with Place and Health teams to develop phase two and update directory.
Promotion of sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	2.21 2.22 2.12 2.11	TBC	Community Groups Sporting Groups Peak Bodies Business Owners Town Teams	Corporate Website City of Vincent Facebook	Notification of funding support available through Lotterywest and other agencies promoted to local businesses via E-news directly.
Inform community during preparation of City's annual budget in COVID-19 environment	2.5 2.19 2.21 3.3 3.5 3.8 3.9 3.11	TBC		TBC	21 May – Budget Review Media Release.

7.2 COUNCIL BUDGET UPDATE

An update on the budget will be provide at the Committee meeting.

7.3 FINANCIAL ASSISTANCE RECOMMENDATIONS FOR CITY TENANTS - GYMNASTICS WESTERN AUSTRALIA INC., KIDZ GALORE PTY LTD AND ARTISTS AT HALVORSEN HALL

- Attachments:
1. Summary of Tenant Applications - Confidential
 2. Proposed Tenant 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:
 - 1.1 the following financial assistance to Gymnastics Western Australia Inc. (GWA) which is proportionate to GWA's reduction in turnover calculated by the Chief Executive Officer as 70%
 - 1.1.1. waiver of GWA's obligation to pay 35% of rent, variable outgoings and sinking fund contributions becoming due and payable between 1 April 2020 and 30 June 2020; and
 - 1.1.2. deferral of the GWA's obligation to pay 35% of rent, variable outgoings and sinking fund contributions becoming due and payable between 1 April 2020 and 30 June 2020;
 - 1.2 the following financial assistance to Kidz Galore Pty Ltd (Kidz Galore) which is proportionate to Kidz Galore's reduction in turnover calculated by the Chief Executive Officer as 50%:
 - 1.2.1 waiver of Kidz Galore's obligation to pay 25% of rent and car park licence fees becoming due and payable between 1 April 2020 and 30 June 2020; and
 - 1.2.2 deferral of the Kidz Galore's obligation to pay 25% of rent and car park licence fees becoming due and payable between 1 April 2020 and 30 June 2020; and
 - 1.3 the following financial assistance to Graham Hay, Sarah Marchant, Frances Dennis, Carol Rowling, Christopher McClelland and Bethamy Linton's (Studio) which is proportionate to the Studio's reduction in turnover calculated by the Chief Executive Officer as 100%:
 - 1.3.1 waiver of the Studio's obligation to pay 50% of rent becoming due and payable between 1 April 2020 and 30 June 2020; and
 - 1.3.2 deferral of the Studio's obligation to pay 50% of rent becoming due and payable between 1 April 2020 and 30 June 2020.
2. APPROVES the Chief Executive Officer entering into a payment arrangement with each of GWA, Kidz Galore and the Studio for the payment of the deferred portion of GWA, Kidz Galore and the Studio's respective lease obligations as specified in Recommendations 1.1.2, 1.2.2 and 1.3.2 above, whereby the:
 - 2.1 repayment period will be 24 months or an alternative period as agreed by the Chief Executive Officer and each of GWA, Kidz Galore and the Studio;
 - 2.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer and each of GWA, Kidz Glaore and the Studio; and
 - 2.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period.

3. **NOTES that the Chief Executive Officer will review GWA, Kidz Galore and the Studio's financial position in July 2020 and present a recommendation to the COVID-19 Relief and Recovery Committee in respect to any further financial assistance, if required.**

PURPOSE OF REPORT:

To consider the Gymnastics Western Australia Inc.'s (GWA), Kidz Galore Pty Ltd (Kidz Galore) and Robertson Park Artists' Studio comprised of Graham Hay, Frances Dennis, Carol Rowing, Sarah Marchant, Christopher McClelland and Bethamy Linton's (Studio) applications for financial assistance due to the adverse effect of COVID-19 pandemic on GWA, Kidz Galore and the Studio's 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. GWA, Kidz Galore and the Studio are all category 3 tenants.

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.

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 GWA, Kidz Galore and the Studio for the period 1 April 2020 to 30 June 2020 as set out below. Administration proposes to reassess GWA, Kidz Galore and the Studio's financial position in July 2020 to determine whether an extension of the period or nature of the financial assistance is required and a further report will be put to the Committee if required.

DETAILS:

A summary of GWA, Kidz Galore and the Studio's applications is at **Confidential Attachment 1**.

Both GWA and Kidz Galore have provided financial statements and/or reports to detail their downturn. These reports indicate that:

- (a) GWA has experienced an approximate 70% reduction in turnover; and
- (b) Kidz Galore has experienced an approximate 50% reduction in turnover.

The Studio comprises six artists who use Halvorsen Hall as an artists' studio and to conduct art workshops/classes for their paying students. Based on the information provided, each artist operates as an

individual business and the accounts for the studio reflect only expenses relating to the premises – i.e. deposits of amounts towards rent by each artist and the deduction of rent payments payable by the studio to the City. As a result, it is not possible to calculate the Studio's reduction in turnover without requiring access to each artist's personal financial information, calculating reduction in revenue for each artist and averaging this across the group.

Despite being unable to determine the overall downturn experienced by the Studio, it is evident that the Studio has not been able to use the premises as normal due to social distancing and gathering restrictions. Combined with the closure of art galleries and other venues around Perth, there is no doubt that all the artists have experienced a significant reduction in turnover in the last two months. As a result, Administration believes the Studio has experienced close to a 100% downturn in April and to date in May.

Based on Administration's calculations of GWA, Kidz Galore and the Studio's reduction in income since 1 March 2020 and projected for May and June 2020, Administration recommends the financial relief (figures are GST inclusive) by way of waivers and deferrals be granted to GWA, Kidz Galore and the Studio as detailed in **Attachment 2**.

The City's waiver of \$7,490.94 (set out in **Attachment 2**) payable by GWA, \$2,048.97 by Kidz Galore and \$761.94 payable by the Studio will be provided by way of a forgiveness of debt for the period 1 April 2020 to 30 June 2020. However, the deferred amounts of \$7,490.94 for GWA, \$2,048.97 for Kidz Galore and \$761.94 for the Studio will remain payable by GWA, Kidz Galore and the Studio respectively. GWA, Kidz Galore and the Studio will each 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 deferral, 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 of the deferred amount if the tenant's financial situation worsens.

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 \$10,301.85 between 1 April 2020 and 30 June 2020; and
- (b) payment of approximately \$10,301.85 being deferred and repaid over a period of 24 months from 1 October 2020, or a later date as determined by the Chief Executive Officer.

Proposed Tenant Financial Assistance

Gymnastics WA – Rent \$4,507.79 per month (including GST)		VOs \$1,611.96 per month (including GST)	
Sinking Fund \$1,014.45 per month (including GST)			
35% Rent waiver	= \$1,577.73 p/m x 3 =	\$4,733.18	\$4,733.18
35% VOs waiver	= \$564.19 p/m x 3 =	\$1,692.56	\$1,692.56
35% Sinking Fund waiver	= \$355.06 p/m x 3 =	\$1,065.17	\$1,065.17
Total waived lease payments:			\$7,490.52
35% Rent deferral	= \$1,577.73 p/m x 3 =	\$4,733.18	
35% VOs deferral	= \$564.19 p/m x 3 =	\$1,692.56	
35% Sinking Fund deferral	= \$355.06 p/m x 3 =	\$1,065.17	
Repayment plan for deferred rent	= \$312.11 p/m x 24 months =	\$7,490.52	
30% balance of Rent payable by tenant	= \$1,352.34 p/m x 3 =	\$1,352.34	
30% balance of VOs payable by tenant	= \$483.59 p/m x 3 =	\$1,450.76	
30% balance of Sinking Fund payable by tenant	= \$304.33 p/m x 3 =	\$913.00	

Kidz Galore – Rent \$2,517.53 per month (including GST)		Car park licence fee - \$214.43 per month (including GST)	
25% Rent waiver	= \$629.38 p/m x 3 =	\$1,888.15	\$1,888.15
25% Car park licence fee	= \$53.61 p/m x 3 =	\$160.82	\$160.82
Total waived lease payments:			\$2,048.97
25% Rent deferral	= \$629.38 p/m x 3 =	\$1,888.15	
25% Car park licence fee	= \$53.61 p/m x 3 =	\$160.82	
Repayment plan for deferred rent	= \$85.37 p/m x 24 months =	\$2,048.97	
50% balance of Rent payable by tenant	= \$1,258.76 p/m x 3 =	\$3,776.29	
50% balance of car park licence fee payable by tenant	= \$107.21 p/m x 3 =	\$321.64	

Proposed Tenant Financial Assistance

Studio – Rent \$507.96 per month (including GST)			
50% Rent waiver	= \$253.98 p/m x 3 =	\$761.94	\$761.94
		Total waived lease payments:	\$761.94
50% Rent deferral	= \$253.98 p/m x 3 =	\$761.94	
Repayment plan for deferred rent	= \$31.75 p/m x 24 months =	\$761.94	

7.4 SALE OF 150 CHARLES STREET, WEST PERTH AND 202 VINCENT STREET, NORTH PERTH - TIMING AND PROCESS

- Attachments:
1. Offer for purchase of 150 Charles Street, North Perth, with supporting valuation - Confidential
 2. Market valuation report for both lots - Confidential
 3. Market appraisals for both lots (real-estate agent) - Confidential
 4. Plan of lots [↓](#) 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. **REJECTS** the offer for the purchase of 150 Charles Street, West Perth, for \$76,000, as at Confidential Attachment 1.
2. **NOTES** the market valuations dated 4 February 2020 as follows, as at Confidential Attachment 2:
 - 2.1 150 Charles Street, West Perth - \$225,000
 - 2.2 202 Vincent Street, North Perth - \$525,000
3. **NOTES** the market appraisals dated 14 May 2020 as follows, as at Confidential Attachment 3:
 - 3.1 150 Charles Street, West Perth - \$295,000
 - 3.2 202 Vincent Street, North Perth - \$475,000
4. **APPROVES** the advertising of 150 Charles Street, West Perth for sale by a suitable qualified real-estate agent, with public notice to be provided in accordance with section 3.58 of the *Local Government Act 1995*, SUBJECT TO:
 - 4.1 **Timing:** Marketing commencing in June 2020 and closing after a minimum of 21 days;
 - 4.2 **Minimum Price:** \$225,000; and
 - 4.3 **Method of Sale:** Set date sale followed by a private treaty if no satisfactory offers received.
5. **APPROVES** the advertising of 202 Vincent Street, North Perth for sale by a suitably qualified real-estate agent, with public notice to be provided in accordance with section 3.58 of the *Local Government Act 1995*, SUBJECT TO:
 - 5.1 **Timing:** Marketing commencing June 2020 and closing after a minimum of 21 days;
 - 5.2 **Minimum Price:** \$475,000; and
 - 5.3 **Method of Sale:** Set date sale followed by a private treaty if no satisfactory offers received.
6. **APPROVES** the Chief Executive Officer providing public notice in accordance with section 3.58 of the *Local Government Act 1995* of the best offer, subject to it meeting the relevant minimum price in recommendations 4. or 5. above.
7. **NOTES** that the offers and any submissions received will be presented to Council for consideration and approval.

PURPOSE OF REPORT:

To determine the timing, minimum price and method of sale of 150 Charles Street, West Perth and 202 Vincent Street, North Perth, as shown in the plan at **Attachment 4**.

BACKGROUND:

At the 7 April 2020 Ordinary Meeting of Council (Item 12.3), Council resolved to sell these two lots, subject to the COVID-19 Relief and Recovery Committee determining the appropriate timing, minimum price and method for the sales, and the Chief Executive Officer providing public notice of the proposed sale in accordance with sections 3.58 or 3.59 of the *Local Government Act 1995*, as appropriate.

DETAILS:

Subsequent to Council's decision, Administration received an offer from a private party in respect to the purchase of 150 Charles Street, West Perth, as at **Confidential Attachment 1**. Administration has reviewed the valuation provided along with the offer and is of the view that it is not an accurate assessment of the development potential of the site. The offer is well below the market valuation and market appraisals obtained and therefore Administration recommends that this offer is rejected.

In considering the valuation sought by the City in February (**Confidential Attachment 2**) and the market appraisals provided by a suitably qualified local real estate agent (**Confidential Attachment 3**), Administration recommends the following minimum price, timing and method of sale:

Property	Listing Price (Minimum)	Timing	Method of Sale
Lot 12 (No.150) Charles Street	\$250,000 (\$200,000)	Listing in June 2020	Set Date Sale followed by private treaty
Lot 43 (No.202) Vincent Street	\$525,000 (\$475,000)	Listing in June 2020	Set Date Sale followed by private treaty

A set date sale is a process where the property is listed publicly for a set time period and interested parties submit offers to be considered at the close of the advertising period. Should a qualified buyer not be identified at the close of the set date sale the properties can remain advertised for a private treaty sale.

A private treaty sale is the common sales approach for property where the advertising remains in place until a suitable offer is submitted.

It is noted that uncertainty in market conditions resulting from COVID-19 may negatively influence the market value of these lots. The advice Administration has received from real-estate agents and property valuers is that the impact of COVID-19 is yet to become apparent in the market, and it is likely be around 6 months before the impact of the economic downturn is reflected in the market. Due to this future uncertainty Administration is seeking approval by the Committee of a minimum sale price.

CONSULTATION/ADVERTISING:

The City would need to comply with section 3.58 of the *Local Government Act 1995* (LGA), as neither sale meets the threshold for a major land transaction under section 3.59 of the LGA.

If at the close of the set date sale process an offer above the minimum price is received, Administration will provide public notice for a minimum of two weeks in accordance with section 3.58(4) of the LGA. Any submissions received during the public notice period would be presented to Council for consideration.

It is noted that in accordance with section 3.58(4)(c)(i) of the LGA Council must resolve that a valuation that is less than 6 months old is a true representation of the value of the property. As the current valuation document is dated 4 February 2020 (**Confidential Attachment 2**), should no offer be presented at the 28 July Ordinary Meeting of Council, an updated valuation would be required.

LEGAL/POLICY:

Local Government Act 1995

In accordance with section 3.58 of the LGA a local government can dispose of land in the following ways:

- public auction;
- public tender; or
- directly to a third party conditional on a public notice period and consideration of any submissions received. The public notice must include the name of the purchaser and valuation details (not greater than 6 months old).

RISK MANAGEMENT IMPLICATIONS:

Low Risk: It is low risk for the Committee to set the minimum price and sale method for these lots, and for the lots to be advertised for sale in accordance with this direction.

STRATEGIC4 IMPLICATIONS:

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

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:

N/A

FINANCIAL/BUDGET IMPLICATIONS:

Should the City sell the lots at the set minimum price, the combined revenue would be \$700,000. The costs associated with the sale are estimated at \$20,000 (real-estate agent and settlement costs). Therefore the estimated minimum income from the sale of the lots is \$680,000.



 <p>CITY OF VINCENT</p>	<p>The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).</p>	<p>Lots Proposed for Sale: Lot 12 (No.150) Charles Street and Lot 43 (No.202) Vincent Street</p>		<p>18/05/2020</p>	
				<p>1:2500</p>	

7.5 CASH IN LIEU FOR PARKING EXPENDITURE PLAN UPDATE

Attachments: Nil

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTE the update provide on the City's Cash In Lieu for Parking Expenditure Plan.

PURPOSE OF REPORT:

To consider the update on the City's cash in lieu for parking expenditure plan.

BACKGROUND:

The City's Local Planning Policy No. 7.7.1 – Non-Residential Development Parking Requirements (the Policy) enables the City to collect cash in lieu for parking. Cash in lieu of car parking refers to a payment made "in lieu" of providing the minimum required number of on-site car parking spaces. The payment of cash-in-lieu is not an alternative to providing sufficient parking on site, rather it is a mechanism to enable otherwise desirable development to proceed where it can be demonstrated that it is not possible to provide sufficient parking on site.

The Policy outlines the provisions for the collection and expenditure of cash-in-lieu. Section 6.4.4 of the Policy states that the cash in lieu contribution is to be held in a reserve account for the purpose of providing and or upgrading existing and proposed Transport Infrastructure. The Policy defines Transport Infrastructure as the works and undertakings for the purpose of providing public transport infrastructure, walking and cycling infrastructure, parking infrastructure and demand management.

Though not required by the Policy, the City has audited the cash in lieu funds to organise them by locality. The purpose of this is to ensure that funds may then be allocated to projects that enhance the area which surrounds the development that has provided the contribution. This practice is in line with previous case law and legal advice and the Newbury Principles, which state conditions of planning:

1. Must be imposed for a planning purpose;
2. Must fairly and reasonably relate to the development for which permission is being given; and
3. Must be reasonable.

DETAILS:

The City has collected \$1,920,370.55 through the cash in lieu process as per the requirements of the Policy. These funds may be used for providing or upgrading transport infrastructure within the City. There are no other expenditure requirements within the Policy. However, any expenditure must still fairly and reasonably relate to the development approval from which a contribution has been collected.

A summary of the available funds by locality is provided below:

Locality	Available Money
Whole City	\$530,150.91
Mount Hawthorn	\$221,981.19
North Perth	\$223,148.38
Mount Lawley	\$314,702.42
West Perth	\$105,277.30
Perth	\$262,594.94
Highgate	\$168,180.53
Leederville	\$80,534.88
East Perth	\$13,800.00
Total	\$1,920,370.55

The City's Strategic Community Plan 2018-2028 outlines the future transport objectives for the City, with the main priority related to the expenditure of cash in lieu being to create an Accessible City.

Further to this, the City's Local Planning Strategy 2014 outlines a number of Strategies and Actions which focus on improvements to traffic and transport within the City. One of which is the more efficient use of the existing transportation infrastructure within the City to ensure the vitality of the businesses and activity centres in the City and the protection of residential amenity.

The City is currently developing a cash in lieu expenditure plan to enable these funds to be spent on improvements to transport infrastructure within the City in line with strategic and Policy requirements.

CONSULTATION/ADVERTISING:

Consultation is not required at this stage of the project.

LEGAL/POLICY:

Cash in lieu funds are required to be spent in accordance with the City's Parking Policy.

RISK MANAGEMENT IMPLICATIONS:

It is low risk for the COVID-19 Committee to consider and note the update on this project.

STRATEGIC IMPLICATIONS:

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

Accessible City

We have better integrated all modes of transport and increased services through the City.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:



SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial implications as a result of this update, however the expenditure plan will enable the use of the City’s cash in lieu for parking funds on relevant projects.

COMMENTS:

Now that the City has collated the cash in lieu funds by locality, the cash in lieu expenditure plan will be developed. This will enable funds to be spent on improvements to transport infrastructure within the City in line with strategic and Policy requirements.

8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)

9 GENERAL BUSINESS

Transition to fortnightly Committee meetings commencing 9 June 2020.

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

Nil

11 NEXT MEETING

2 June 2020

- COVID-19 Weekly Update
- Financial Assistance Recommendations for City Tenants – East Perth Football Club Inc

9 June 2020

- COVID-19 Weekly Update
- Community Benefit Incentives Policy

12 CLOSURE