



CITY OF VINCENT

AGENDA

COVID-19 Relief and Recovery Committee

2 June 2020

Time: 5.00pm
Location: Administration and Civic Centre
244 Vincent Street, Leederville
E-Meeting, Streamed live via the City's
website
<http://webcast.vincent.wa.gov.au/>

David MacLennan
Chief Executive Officer

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The following conditions apply to public questions and statements:

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

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- All 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

4 DECLARATIONS OF INTEREST

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 CONFIRMATION OF MINUTES

COVID-19 Relief and Recovery Committee - 26 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 City awaits further announcements from the WA Government regarding Phase 3 of the COVID Roadmap. Some actions earmarked for Phase 3 have already been implemented, such as expanding regional travel within WA. It is expected Phase 3 will be in effect by 15 June 2020 or earlier. This phase would include:

- Further increase to gathering limits;
- Relaxation of restrictions for gyms and community sport;
- Reopening of beauty and personal care services;
- Reopening of playgrounds, outdoor gym equipment and skate parks; and
- Reopening of galleries, museums and concert venues.

It is unclear at this stage whether the 4 square metre density rule would still apply, while it is expected that physical distancing (the new term for social distancing) will continue to be a key public health strategy. The City is readying for this phase, and will respond responsibly and innovatively as part of the Vincent COVID Safety Roadmap.

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	8
Our Community	41	0	0	30
Our Organisation	13	0	0	5

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)**

As of 28 May 2020, 144 businesses have been visited by the City's Health and Place teams. Of these businesses:

- 26 have opted to only provide a take-away service;
- 88 had a COVID Safety Plan or other procedures in place;
- 33 received direct assistance from the City; and
- 6 were experiencing language challenges with COVID Safety Plans.

The City is continuing to actively support local businesses to achieve a COVID Safe Vincent, and provide opportunities for maximising trading during COVID Roadmap phases.

3. **Community Facilities (Various Items)**

By the time of the 2 June 2020 Committee meeting, all City of Vincent community facilities will have been opened. The Library and Local History Centre has been operating with fairly small numbers with remote services continuing. Seniors programs and other community programs have now commenced at the Community Centre, and community halls can now be booked. Beatty Park Leisure Centre is operating well, and swimming and fitness sessions have been popular. All facilities have implemented best practice COVID Safety strategies.

4. **City of Vincent Return to Office Plan (Item 3.12)**

City staff will be able to work from the Administration building in a COVIDSafe manner from 8 June 2020. Smaller numbers of staff have continued to utilise the building as appropriate during Phase 2, and best practice COVID Safety strategies have been implemented to provide a safe and healthy workplace. Staff are also working from other facilities including the Depot, Library and Beatty Park.

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 at 21 May 2020	Weekly update at 27 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	•				Focus this week has been on the communicating the reopening of facilities.	Updated via separate attachment to Weekly Update Report.
	1.5 Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		To be presented to Council Workshop.	Presented to Council Workshop with COVID-19 actions incorporated. Draft PHP presented to the July OMC.
	1.8 Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health.	Built Environment & Wellbeing		•	•	•		FAQ's updated to most recent information. Most recent health department videos will be shared 21/05.	Sharing latest Health Department videos that align to Aboriginal Health outcomes.
	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		•			✓	<ul style="list-style-type: none"> - 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. 	Ongoing – a suite of documents, signs and tools have been developed and have been applied across the City's facilities, public spaces, and to businesses.
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.	
	2.5 Budget and financial strategy for 2020/21 to consider a 0 yield increase and 0 fees and charges increase.	Finance			•			To form part of 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.				•	•		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 open.	EOI closed with 51 applications. Review to be completed by 9 June
	2.19 Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing				•	•	Currently providing ongoing support to local businesses and meeting fortnightly with local town teams to discuss economic rebound opportunities.	Currently providing ongoing support to local businesses and meeting fortnightly with local town teams to discuss economic rebound opportunities. Leederville Connect arranged some entertainment to complement dine in at Leederville Village Square.
	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			•	•	•	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.	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.
2.22 Consider the use of cash in lieu for parking funds.	Policy & Place			•	•		Report to this COVID-19 meeting.	Update provided to COVID-19 Committee meeting on 26 May 2020.	

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 21 May 2020	Weekly update at 27 May 2020
				Short	Medium	Long			
	2.23 Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•	✓	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.	
	2.29 Gathering limit increase to 20 monitored in public spaces. (Phase 2 Action).	Ranger Services Parks		•			✓	Ongoing monitoring.	Monitoring systems have been put in place.
	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	•	•		✓	Relaunch of Space to Co. 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)	Community Facilities will re-open on 2 June. 34% of regular hirers are recommending their activities from this date with 62% awaiting further easing of restrictions before recommending and 4% cancelling all bookings this year. All sporting clubs on parks have recommenced training, however, only certain grades have commenced. Phase 3 may see the return of more teams.
	2.32 Reopen the Community Centre, and ensure Seniors programs are reviewed to minimise infection risk. (Phase 2 Action).	Customer & Library Services	Built Environment & Wellbeing	•			✓	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		•			✓	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		•			✓	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.	Additional fitness classes have been added as these are well attended.
	2.35 Provide advice to sporting clubs on non-contact training. (Phase 2 Action).	Marketing & Partnerships	Built Environment & Wellbeing	•			✓	Ongoing communication with sporting clubs to inform requirements and provide checklists to address COVID safe requirements. Sporting clubs have recommenced non-contact training.	

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 21 May 2020	Weekly update at 27 May 2020
				Short	Medium	Long			
	2.36 Commence recommissioning of drinking fountains and provide signage on healthy hygiene in proximity to the fountains. (Phase 2 Action).	Parks		•			✓	Remainder of drinking fountains to be considered for Phase 3.	
	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	•				Open for Business newsletter went out Thursday will information. Portal updated.	Continuing to provide an advisory service to local business to respond to Phase 2 restrictions.
	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	•			✓	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 ongoing. Leederville Village Square closed from 18 May 2020 for four weeks to allow additional space to meet social distancing requirements.	Process ongoing. Leederville Village Square closed from 18 May 2020 for four weeks to allow additional space to meet social distancing requirements. Planning underway for potential Phase 3 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).	Marketing		•				Messaging will be incorporated into COVID-19 related marketing where appropriate.	Will be part of the story telling component for Phase 2 of Open For Business
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.	
	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.	
	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		•			✓		
	3.7 Workforce optimisation strategies.	Human Resources		•	•	•			Ongoing.
	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		•	•	•			Ongoing.
	3.11 Gross Rental Value re-evaluation.	Finance		•	•			To be presented to OMC.	
	3.12 Develop best practice for returning to office where appropriate. (Phase 2 Action).	Human Resources	Built Environment & Wellbeing	•			✓		Finalised and circulated to staff 29 May 2020.
	3.13 Develop a technology roadmap to facilitate ongoing working from home and the office	ICT		•				Plan being developed.	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		•		✓
	1.6 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	•	•		✓
	1.7 Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•		✓
	1.10 Provide hand hygiene stations at all City buildings. (Phase 2 Action).	Beatty Park Customer & Library Services	Built Environment & Wellbeing	•			✓
	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		•			✓	

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	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		•	•	•	✓
	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		•			✓
	2.41 Facilitate enhancements to Loftus Centre including WIFI.	ICT		•			✓
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		•			✓
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•			✓

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.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
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.
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.
25 May 2020	The McGowan Government has approved a \$1.5 million support package for Western Australian artists during the COVID-19 emergency: <ul style="list-style-type: none"> The initiative was developed by the Art Gallery of WA Board and the Art Gallery of WA Foundation. Aboriginal art centres and independent artists will share in up to \$525,000 towards a targeted acquisition program to purchase existing works for the State Art Collection. In addition, more than 350 WA artists will receive \$2,000 towards creating a State Art Collection archive. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Support-for-WA-artists-through-1-5-million-COVID-support-program.aspx .	Potential opportunity for Vincent residents.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
27 May 2020	<p>The McGowan Government has announced a State Recovery Advisory Group has been appointed to guide WA's COVID-19 recovery:</p> <ul style="list-style-type: none"> Group includes representatives from business, industry, not-for-profit organisations, UnionsWA, the public sector, local government and the community. State Government Ministers to lead industry stakeholder roundtable discussions to support development of State Recovery Plan and Impact Statement. <p>https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WAs-COVID-19-recovery.aspx.</p>	

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 18 May 2020 – Monday 1 June 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 1.7	Library – 15 May Beatty Park – 15 May	Residents Library Members Beatty Park Members Parents Seniors Home educators	Corporate Website – COVID-19 Portal 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	Library Website Updated 28 May to remove any reference to closure. Beatty Park Update website 19 May with trial timetables. Beatty Park Members week 1 survey 27 May was sent to all attendees to collect data relating to how the reopening was managed and seek any concerns. Healthy at Home content still supporting the physical classes and operation.
Signage plan to ensure consistent messaging across the City's facilities and parks	1.11 1.9 2.24	First set of installation 18 May Facility installation 28 May	Facility Users Community Groups Residents Business Owners	Printed material Digital Screens Handwashing stations Cleaning information	Customer Service Signage – Complete. Facility Signage – 28 May. Beatty Park Signage – Complete. Library Signage – Complete.
City involvement in Porch Place making international campaign with the Town Team Movement	1.3 1.5 2.27	28 May	Residents Ratepayers Business Owners Local and State Media	Media Release Corporate Website City of Vincent Facebook City of Vincent Instagram	Media pick up – TBC. 1043 reach on Facebook. 912 Website.
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	21 May	Residents Ratepayers Business Owners Local and State Media	Media Release	21 May – Budget Review Media Release.
Promote the WA Health Department's messaging across all City channels	1.4 1.8	15 May Flu 16 May Flu 24 May Mental Health 24 May COVID Safe App 28 May Aboriginal Health	Residents	Corporate Website City of Vincent Facebook	Focus this week was on mental health, COVID Safe App, and Aboriginal Health. 4000 reached on social media.
Reopening of City Facilities for Community and Commercial users	1.1 1.2 1.6 2.3 2.16 2.17	20 May direct update 27 May website update 28 May Media	Facility User – Commercial Facility User – Community	Media Release Corporate Website	Direct communication with regular users starting 20 May. Space to Go to relaunch 2 June. Media Release 29 May.
Sports Clubs communications to return to facilities	2.11 2.21	11 May direct 18 May broader 28 May broader	Facility Users Community Groups Media	Media Release Corporate Website City of Vincent Facebook	28 May First week of training update and album.
Promote the closure of Leederville Village Square	2.22	11 May Media 20 May Socials	Residents Visitors Business Owners Local and State Media	Media Release Corporate Website City of Vincent Facebook Leederville Connect	873 Positive Response to Event.

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
Promotion of online council meetings and provide easy simple instructions for access	1.3 3.1	12 May Meeting Module Launched 1 June	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	Future communications – week 1 June (TBC)
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.
Development of broad community engagement and communication plan for Art Project	2.16	TBC	Creative Community NGO's Residents Ratepayers Business Owners Local and State Media	Corporate Website City of Vincent Facebook City of Vincent Instagram E-newsletters Postcards	Future Communications – pending.

7.2 COVID-19 BUDGET UPDATE

Attachments: 1. **Executive Summary - Budget Setting Process for 2020/21 - COVID-19**  

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the Budget setting process for 2020/21, given the impact of COVID-19 on the City's finances.

PURPOSE OF REPORT:

To provide an update to the Committee on the budget setting process for 2020/2021, given the impact of COVID-19 on the City's finances.

BACKGROUND:

At the May 2020 OCM, the City overhauled the 2019/20 budget for the last quarter, to deal with the significant financial impact of COVID-19.

Impacts from the COVID-19 pandemic resulted in the loss of almost \$2 million from the closure of Beatty Park and \$1.6 million in parking income over the last quarter of the financial year.

In a bid to deal with the losses and maintain staff, the City pared back non-essential services and cut down on projects. Savings from operations resulted in a \$3.2 million reduction in operating expenditure and \$2.08 million reduction in capital works, and a minor deficit of \$6600.

Importantly, the City maintained a focus on supporting local businesses with the "Open for Business" project, while protecting the vulnerable within our community with grants derived from the \$1 million in Leederville Gardens Trust funds. Additionally, grants of up to \$10,000 were offered to local artists as part of an arts relief project that draws on \$500,000 cash-in-lieu percent for art developer contributions.

Finally, the City's capital works program was put on hold, or the funds were reallocated to work that could be done while facilities were closed. This included maintenance work at Beatty Park Leisure Centre. The City has aimed to finish capital works wherever possible to reduce the impact on groups and users.

An Executive Summary is provided at **Attachment 1**.

A focus on budget austerity continues into the budget setting process for 2020/2021.

DETAILS:

It should be noted that the budget is still under development and details within this agenda paper are subject to change. This paper provides the community with an update on current budget estimates.

Work is underway on the 2020/21 budget.

Tough economic conditions and income challenges are expected to continue, with a current forecast of \$9.8 million reduction in revenue.

Budget Priorities

The focus areas for 2020/21 will include:

- Hardship provisions for ratepayers, tenants and community groups;
- Ongoing support for vulnerable people;
- Continuation of capital works;
- Focus on core, quality service delivery; and
- Economic rebound support for businesses and the local economy.

Budget Approach

Given the volatile budget setting environment and uncertain economic outlook, the City has made the following budget assumptions:

- A conservative and pessimistic outlook to forward estimates;
- Use of special purpose cash reserves to fund Community Grants;
- Reduction in discretionary expenditure;
- Maintain permanent employment of staff;
- No increase to fees and charges;
- No increase to rates yield;
- Applies ministerial order dictating interest rate changes on debtors;
- Applies mandatory Code of Conduct on Commercial leases, resulting in waiver and deferral of lease payments from tenants of City-owned properties;
- 50% reduction in parking revenue arising from reduced town centre commercial activities; and
- 50% reduction in Beatty Park revenue arising from patron restrictions.

The City will be conducting quarterly reviews of the budget throughout the year.

Capital Works Prioritisation

The City has continued with a capital works program for 2020/2021, ensuring a program of maintenance and renewal is achieved for the longer term. The City has deferred and re-phased capital projects in 2020/2021, unless:

- The project can be resourced in-house, using existing employees, i.e. keeps the City's workforce gainfully employed;
- Business case presents an attractive cost benefit, for example:
 - The project is cheaper to delivery now than later, eg while facilities are closed;
 - The project will deliver current or future savings, eg solar panel installation;
 - The project is urgent and necessary in the COVID-19 environment, eg provides a community benefit
- In all cases, the City's capacity to pay ultimately determines project feasibility

Capital Works Program ~ \$9.7M

The current capital works program is currently forecast at \$9.7M, which is a \$1.5M reduction compared to last year. The current draft capital works program has the following areas of focus:

- Solar PVC installations continue;
- Greening program continues;
- Parks & Open Space maintained;
- Beatty Park maintained;
- Community Hub created ~ Loftus Community Centre Upgrade;
- City improves its asset sustainability ratio.

CONSULTATION/ADVERTISING:

Reflects input from Elected Members during Council Workshops

LEGAL/POLICY:

Not applicable.

RISK MANAGEMENT IMPLICATIONS:

Budget setting process addresses financial risks to the City arising from the COVID-19 pandemic.

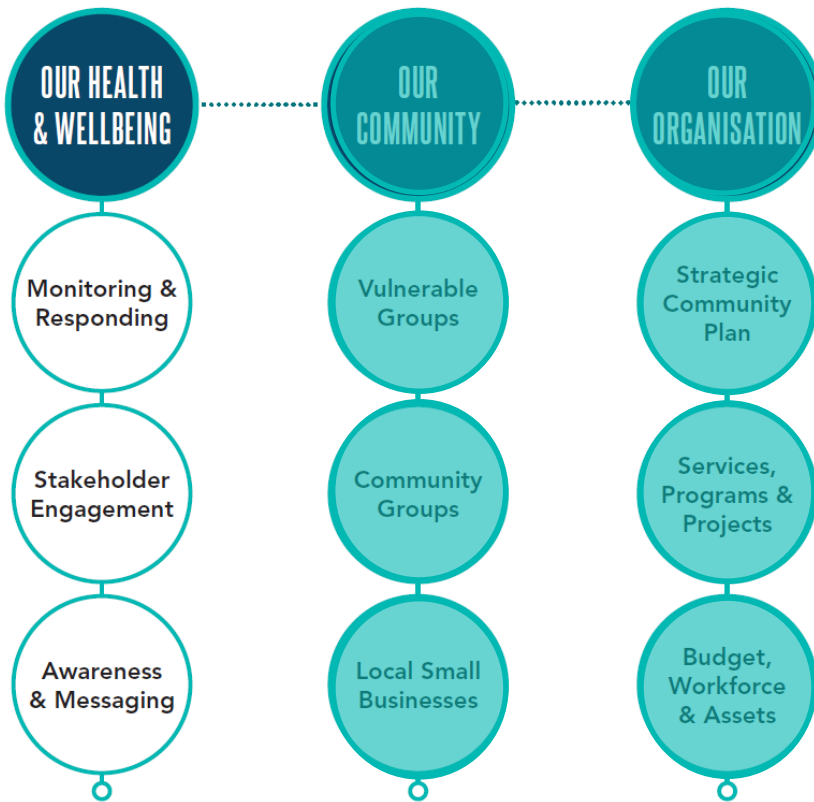
STRATEGIC IMPLICATIONS:

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:

Budget maintains a focus on sustainability.

FINANCIAL/BUDGET IMPLICATIONS:

As detailed.

Budget Focus Areas – 2020/20201

- Hardship provisions for ratepayers, tenants and community groups
- Ongoing support for vulnerable people
- Continuation of capital works ~ maintain assets
- Focus on core, quality service delivery
- Maintain employment of permanent staff
- Economic rebound support for businesses and the local economy

COVID-19 BUDGET UPDATE – 2 JUNE 2020



CITY OF VINCENT

Budget Approach

Our approach:

- Conservative and pessimistic outlook to estimates
- Use special purpose cash reserves to fund Community Grants
- Reduction in Discretionary Expenditure
- Maintain permanent employment of staff
- Quarterly budget reviews through the year

Revenue Forecast = reduction of \$9.8M

Key impacts to Revenue Forecast:

- No increase to fees & charges
- No increase to rates yield
- Ministerial order dictating interest rate changes
- Mandatory Code of Conduct on Commercial Leases
~ waive and defer lease payments
- Beatty Park Revenue – 50% reduction
- Parking Revenue – 50% reduction

Budget is currently under development and these details are subject to change



Capital Works Prioritisation

Our approach:

- Projects remain on-hold for the year, unless:
 - The project can be **resourced in-house**, using existing employees ie keeps workforce gainfully employed
 - Business case presents an attractive cost benefit analysis, for example:
 - The project is **cheaper to deliver** now than later eg while facilities are closed
 - The project will **deliver current or future savings** eg solar panel installation
 - The project is **urgent and necessary** in the COVID-19 environment, ie community benefit
 - But in all cases, the City's **capacity to pay ultimately** determines project feasibility

COVID-19 BUDGET UPDATE – 2 JUNE 2020

Capital Works = reduction of \$1.5M

Capital Program Highlights:

- ✓ SOLAR PVC CONTINUES
- ✓ GREENING PROGRAM CONTINUES
- ✓ PARKS & OPEN SPACE MAINTAINED
- ✓ BEATTY PARK MAINTAINED
- ✓ COMMUNITY HUB ~ LOFTUS COMMUNITY CENTRE UPGRADE
- ✓ CITY IMPROVES ITS ASSET SUSTAINABILITY RATIO

Budget is currently under development and these details are subject to change



CITY OF VINCENT

7.3 FINANCIAL ASSISTANCE RECOMMENDATIONS FOR CITY TENANTS - EAST PERTH FOOTBALL CLUB INC.

- Attachments:
1. Summary of East Perth Football Club Inc.'s Financial Assistance Application - Confidential
 2. Proposed Financial Assistance to East Perth Football Club Inc [↓](#) 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee (Committee):

1. **NOTES** the amounts currently due and payable by East Perth Football Club Inc.'s (EPFC) to the City as follows:
 - 1.1 \$54,221.40 (including GST) for variable outgoings instalments 1 July 2019 to 30 March 2020; and
 - 1.2 \$19,398.04 (including GST) for turf maintenance charges incurred by the City between 25 May 2015 and 31 March 2017;
2. In accordance with section 6.12 of the *Local Government Act 1995*, **APPROVES** the following financial assistance to EPFC which is proportionate to EPFC's reduction in turnover calculated by the Chief Executive Officer as 70%:
 - 2.1 waiver of EPFC's obligation to pay 35% of rent and variable outgoings contributions becoming due and payable between 1 April 2020 and 30 June 2020, totalling \$7,057.77; and
 - 2.2 deferral of the EPFC's obligation to pay 35% of rent and variable outgoings contributions becoming due and payable between 1 April 2020 and 30 June 2020, totalling \$7,057.77;
3. **APPROVES** the Chief Executive Officer entering into a payment arrangement with EPFC for the payment of the deferred portion of EPFC's lease obligations (at Recommendation 2.2. above) along with the outstanding amounts (at Recommendation 1.1 above), totalling \$80,677.21, whereby the:
 - 3.1 repayment period will be 36 months taking into account EPFC's remaining lease term;
 - 3.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer; and
 - 3.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period; and
4. **NOTES** that the Chief Executive Officer will review EPFC's financial position in July 2020 and present a recommendation to the Committee in respect to any further financial assistance (if required).

PURPOSE OF REPORT:

The COVID-19 Relief and Recovery Committee (Committee) consider and determine the East Perth Football Club Inc.'s (EPFC) application for financial assistance due to the adverse effect of COVID-19 pandemic on EPFC's organisation.

BACKGROUND:

At its 21 April 2020 meeting the 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. EPFC is a category 3 tenant.

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 – for example, a 60% reduction in turnover will result in a minimum 30% rent waiver.

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 EPFC for the period 1 April 2020 to 30 June 2020 as set out below. Administration proposes to reassess EPFC'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 EPFC's application is at **Confidential Attachment 1**.

Outstanding amounts

EPFC currently has amounts due and outstanding under its lease, including variable outgoing contributions for the 2019/2020 financial year and certain turf maintenance charges from 2015 to 2017.

An estimated budget and variable outgoing instalment for the 2019/2020 financial year was provided to EPFC on 28 June 2019. Following a reconciliation of the actual variable outgoing incurred between 1 July 2019 and 31 January 2020, a revised estimate was agreed (in late March) between EPFC and the City as follows:

	Amount (excl. GST)		Amount (excl. GST)
Actual VOs 01/07/2019 to 31/01/2020	\$32,537.27*	/7months =	\$4,648.18 p/m.
	\$4,648.18 p/m	x 12 =	\$55,778.17 p/a
Add Building Insurance and ESL/bin charges p/a	+\$12,690.49	=	\$68,468.67
Less estimated revenue from reserve and ground hire	-\$2,750.00	=	\$65,718.67 p/a
Adjusted VOs estimate of \$72,290.54 (including GST)			

In accordance with the agreed adjustments, \$54,217.90 (including GST) is currently due and owing by EPFC in regard to variable outgoing for the period 1 July 2019 to 31 March 2020.

There are also outstanding turf maintenance costs for the period February 2015 to 31 March 2017. The apportionment of turf maintenance costs and payment of variable outgoing (utility, building insurance, Emergency Services Levy and maintenance costs) were discussed at the Ordinary Council Meeting of

4 April 2018 ([Item 11.1](#)). Council approved a variation of the lease to apportion turf maintenance equally between the two football clubs and the City wrote-off a portion of outstanding turf maintenance costs, waived a portion of variable outgoings for 2016/17, together totalling \$37,705.53 for EPFC, on the condition that the outstanding balance of \$57,543.88 for turf maintenance costs and variable outgoings was paid by EPFC, EPFC paid \$38,154, leaving \$19,398.04 outstanding.

The financial assistance applies on and from 1 April 2020. Therefore, it is proposed that the outstanding variable outgoings (\$54,217.90 including GST) and turf maintenance charges (\$19,398.04) form part of the repayment agreement between the City and EPFC along with any deferred rent and variable outgoings contribution proposed in this report.

Proposed financial assistance

EPFC has provided financial statements and/or reports to detail their downturn, these indicate that EPFC has experienced an approximate 70% reduction in turnover.

Based on Administration's calculations of EPFC'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 EPFC as set out in **Attachment 2**.

Administration notes that the current variable outgoings estimate for EPFC is subject to estimated revenue of \$8,250 being generated by the hire of the premises by third parties. To date no revenue has been raised and it is unlikely that any will be generated over the remainder of the 2019/2020 financial year. While the lack of revenue will increase the variable outgoings payable by EPFC (following a mid-year reconciliation), it is likely that certain utilities and other charges relating to the premises will decrease as the premises is not being used at 100% capacity. Administration, therefore, proposes the variable outgoings waiver and deferral (set out in **Attachment 2**) subject to any adjustments in favour of EPFC following reconciliation of the variable outgoings being first set off against the waived variable outgoings before any balance applies to the credit of EPFC's account.

The City's waiver of \$7,057.77 (set out in **Attachment 2**) 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 \$7,057.77 and the outstanding variable outgoings and turf maintenance charges (totalling \$73,619.44) will remain payable by EPFC and EPFC will enter into a payment arrangement with the City to repay its deferred amount (\$80,677.21 in full), over an agreed repayment period. The repayment period will not commence until 1 October 2020 or such later date as determined by the Chief Executive Officer.

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: 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 EPFC's financial situation worsens.

STRATEGIC IMPLICATIONS:

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

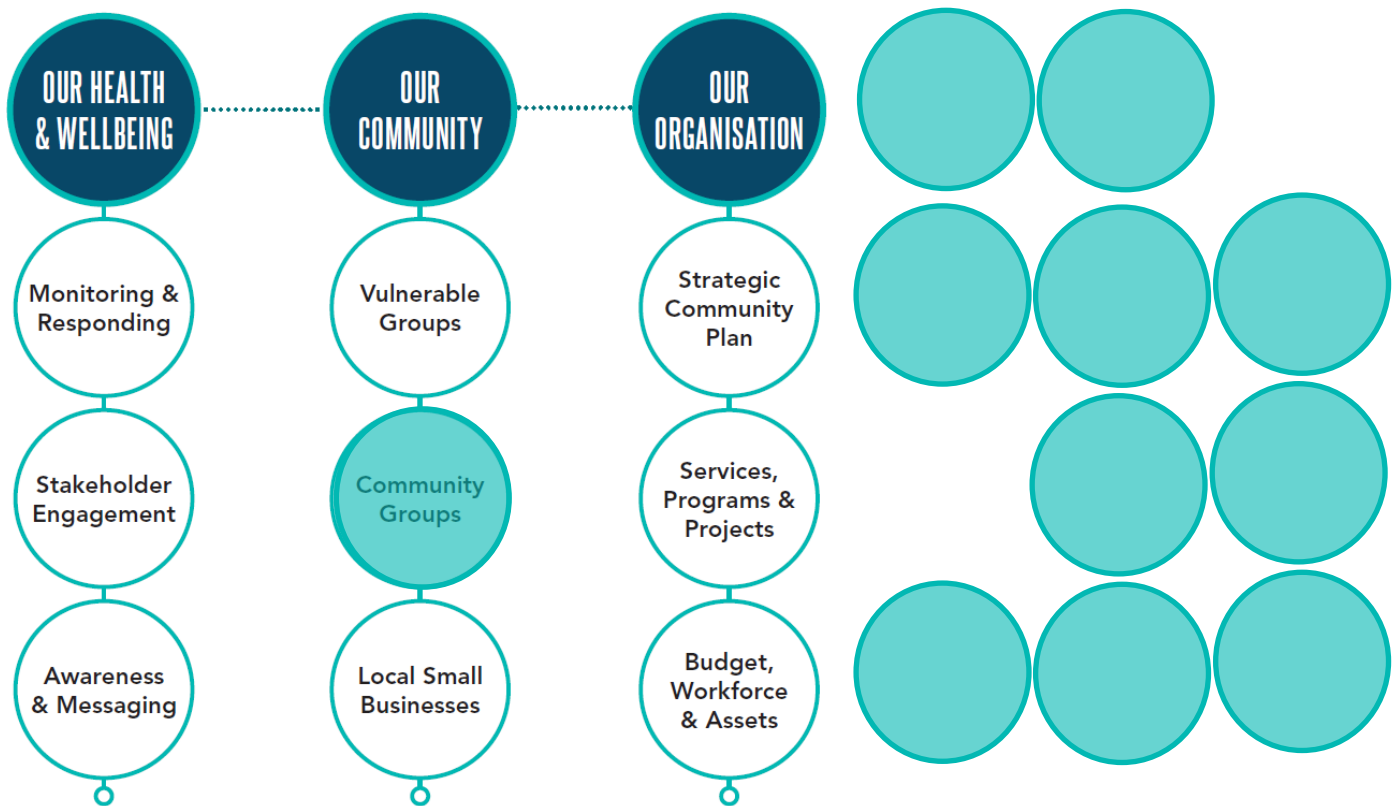
Thriving Places

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 \$7,057.77 between 1 April 2020 and 30 June 2020; and
- (b) payment of approximately \$80,677.21 (made up of deferred rent and variable outgoings and outstanding variable outgoings and turf maintenance fees charges) being deferred and repaid over a period of 36 months from 1 October 2020, or a later date as determined by the Chief Executive Officer.

This is summarised at **Attachment 2**.

Proposed Financial Assistance		
East Perth Football Club – Rent \$697.09 per month (including GST) VOs \$6,024.60 per month (including GST)		
35% Rent waiver	= \$243.98 p/m x 3 =	\$731.94
35% VOs waiver	= \$2,108.61 p/m x 3 =	\$6,325.83
Total waived \$:		\$7,057.77
35% Rent deferral	= \$243.98 p/m x 3 =	\$731.94
35% VOs deferral	= \$2,108.61 p/m x 3 =	\$6,325.83
Total deferred \$:		\$7,057.77
30% balance of Rent payable by tenant	= \$209.13 p/m x 3 =	\$627.38
30% balance of VOs payable by tenant	= \$1,807.38 p/m x 3 =	\$5,422.14

Repayment plan		
Deferred Rent and VOs	\$731.94 + \$6,325.83=	\$7,057.77
VOs 2019/2020	1 July 2019 – 31 March 2020	\$54,221.40
Turf maintenance charges	25/5/2015 – 31/3/2017	\$19,398.04
Total owing \$:		\$80,677.21
Repayment plan	\$2,241.03 p/m x 36* months =	\$80,677.21

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 June 2020

- COVID-19 Weekly Update
- Community Benefit Incentives Policy

16 June 2020

- COVID-19 Weekly Update
- Financial Assistance Recommendations for City Tenants – Belgravia Leisure

12 CLOSURE