



CITY OF VINCENT

AGENDA

COVID-19 Relief and Recovery Committee

9 June 2020

Time: 5.00pm

**Location: E-Meeting, Access Available on the
City's website
<http://webcast.vincent.wa.gov.au/>
And the Administration and Civic
Centre
244 Vincent Street, Leederville**

**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.

The City's Council Briefings, Ordinary Council Meetings, Special Council Meetings and COVID-19 Relief and Recovery Committee Meetings are currently held electronically (as eMeetings) and live streamed via the City's website - <http://webcast.vincent.wa.gov.au/>

The following conditions apply to public questions and statements:

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

RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS

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

Order Of Business

1	Introduction and Welcome	6
2	Apologies / Members on Leave of Absence	6
3	(a) Public Question Time and Receiving of Public Statements	6
	(b) Response to Previous Public Questions Taken on Notice	6
4	Declarations of Interest	6
5	Applications for Leave of Absence	6
6	Confirmation of Minutes	6
7	Business Arising	7
	7.1 COVID-19 Weekly Update	7
	7.2 Financial Assistance Recommendations for City Tenants - Subiaco Football Club	23
	7.3 Leederville Garden Inc. Trust - COVID-19 Relief Fund Recommendations - Foodbank, and additional allocation of funds	27
8	Announcements by presiding Member (Without Discussion)	32
9	General Business	32
10	Confidential Items/Matters For Which The Meeting May Be Closed	32
11	Next Meeting	32
12	Closure	32

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

Nil

(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 - 2 June 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

Phase 3 of the WA Government's COVID roadmap was released on 29 May 2020 and a supplementary report was provided to the Committee on 2 June 2020 which provided preliminary advice on the City's implementation of this phase. The Committee noted many of the Phase 2 actions will be continued into Phase 3 of the Vincent roadmap.

The City will be participating in a statewide study measuring community resilience, in collaboration with the Department of Local Government, Sport and Cultural Industries and Local Government Professionals WA. This survey will involve community members providing feedback on wellbeing, resilience, needs from local government and prioritisation of COVID-19 response and recovery actions. This study will provide useful information to inform state and local governments into the future.

Implementation Plan

The Implementation Plan contains a consolidated approach by all Business Units to consider Our Health and Wellbeing, Our Community and Our Organisation. This Plan contains three new actions relating to Phase 3 of the Roadmap to a COVIDSafe Vincent.

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	12	1	0	8
Our Community	43	2	0	30
Our Organisation	13	0	0	6

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 3 June 2020, 189 businesses have been visited by the City's Health and Place teams. The City has commenced providing advice to hairdressers, skin penetration businesses, pubs and taverns; in addition to restaurants and places of worship. Most businesses have good COVID Safety plans and procedures in place and the City has provided direct support to more than 50 businesses, including those who require language support.

3. Beatty Park Leisure Centre (Item 2.42)

Beatty Park is excited to apply the new Phase 3 restrictions as of Monday 8 June. They have been working hard behind the scenes to re-engage staff, setup new booking systems to ensure compliance with the new 300 person venue limit/100 person per area limit and the 1 per 2 square metres density rule. Members and the public are being kept informed of the upcoming changes. An exemption to the 300 people per person rule will be applied for based on the control measures that the facility has in place. Unfortunately no exemption is available for the 100 per area rule.

From the 8 June 2020 to the 14 June 2020 the Centre will be open from 6:00am to 7:00pm Monday to Friday and 8:00am to 2:00pm Saturday.

They will be offering the following services:

- Outdoor 50 metre pool and 30 metre pool (limit of 100 people);
- Indoor 25 metre and leisure pools (limit of 100 people);
- Fitness studios 1 and 2, Cycle room, Yoga studio (max occupancy of these areas is capped by the 2 square metre rule and the 300 per venue rule but have increased from previous weeks);
- Clubs have returned but not to full bookings (aiming for week starting 15 June 2020);
- Change rooms and showers are available; and
- Water fountains.

Pool and Fitness class sessions will continue for the next week to allow for tracking of numbers and bookings are encouraged. Members and multi card holders can book 24hrs in advance. Casuals can come in to the Centre on the day for a session but space may not be available. Timetables are now available on the frequently asked questions section of the website along with an exhaustive list of other information about this phase of the facilities opening.

Not available yet:

- Gym – closed due to works that were underway before the current announcements being made (will be open by 6 July 2020 or earlier);
- Swim School – Adjusted program looking to recommence 22 June 2020;
- Creche – Will review for following week;
- Spa/Sauna/Steam room – to be reviewed regularly but difficult to operate fairly with the 1 per 2 square metre rule; and
- Café.

The team looks forward to welcoming more patrons to the Centre, opening more facilities and bringing back a wider range of Group Fitness classes. As more staff are returning to operate the facility the priority is the continued health and wellbeing of patrons. Beatty Park will be operating with reduced hours whilst COVID-19 related restrictions are still in place.

4. Library and Local History Centre and Community Centre (Item 2.42)

Information on these services was reported to the 2 June 2020 meeting of the COVID-19 Relief and Recovery Committee. The Library team will be monitoring demand for services to inform future changes to trading hours. At this stage, patrons have been spending only a small amount of time in the library to browse and borrow books, and many patrons have been utilising online services such as the Mystery Bag.

5. Playgrounds, skate parks and outdoor gym equipment (Item 2.43)

These facilities are re-opening on Saturday 6 June 2020 with signage provided in accordance with WA Government guidelines. As playgrounds are frequently used facilities, the main focus will be to advocate for good hand hygiene through signage and social media.

6. Leederville Village Square (Item 2.39)

Leederville Village Square has been closed to vehicles since 18 May 2020 during Phase 2 of the WA Roadmap to COVID-19 recovery. The space has been open to local businesses to use for alfresco dining and for pedestrians to travel.

The City has received feedback from businesses and residents that having the square closed only on weekends would be better for all. In response to this feedback the City will be commencing a partial closure of the Square. From 6:00am Monday 8 June 2020 the Leederville Village Square will be reopened for vehicle traffic. It will be closed again to vehicle traffic and opened to businesses, residents and visitors from 6am Friday 12 June 2020 until Monday 15 June 2020. We'll be assessing how this approach works over the coming week and will advise of any future closures to vehicles beyond the 15 June 2020.

The City is excited to collaborate with local businesses and support Phase 3 of the WA Roadmap by inviting businesses to use the square as an extended alfresco area while supporting physical distancing. This will allow businesses fronting onto the square additional floor area to operate while observing the 2 square metres per person physical distancing requirements. This initiative does not only seek to assist these businesses, but also to give residents and visitors additional space to move through the town centre safely as everyone returns to business.

Update on financial assistance for City tenants

The *Commercial Tenancies (COVID-19 Response) Regulations 2020 (WA)* (Code) was enacted on 29 May 2020. The Code applies during the emergency period (30 March 2020 to 29 September 2020) and adopts the principles of the National Cabinet Mandatory Code of Conduct (National Code). In addition to the general principles of the National Code the Code provides that:

- (a) an offer of rent relief must provide for more than 50% rent waiver when not offering an additional percentage rent waiver will compromise the tenant's capacity to fulfil its obligations under the lease AND the landlord has the financial capacity to provide more than 50% rent waiver;
- (b) any deferred rent payments cannot be requested before 30 September 2020 and the tenant must pay the deferred amount over the greater of:
 - (i) the balance of the lease term; or
 - (ii) not less than 24 months; and
 - (iii) the landlord must offer the tenant an extension of lease (on the same terms and conditions of the lease that applied prior to the emergency period) for a period equivalent to the period for which the rent is deferred.

These principles are consistent with the rent relief approach which was been applied by the Committee since the commencement of the emergency period. Administration notes that all tenants may apply for further rent assistance, which will be assessed by the Committee from July 2020.

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 28 May 2020	Weekly update as at 4 June 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	•				Updated via separate attachment to Weekly Update Report.	Updated via separate attachment to Weekly Update Report.
	1.5 Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		Presented to Council Workshop with COVID-19 actions incorporated. Draft PHP to be 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		•	•	•		Sharing latest Health Department videos that align to Aboriginal Health outcomes.	
	1.12 Revise all of the City's COVID Safety plans to accommodate Phase 3 requirements	Built Environment & Wellbeing	Various Teams		•				COVID Safety Plans are being updated prior to implementing Phase 3.
2. Our Community	2.3 Consideration of impacts of COVID-19 on City rate debtors.	Finance		•					Will be covered as part of the City's hardship guidelines. Planned to go to OMC on the 16 June 2020
	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.	This has been incorporated into the 2020/21 budget and will be considered by council at the 28 July 2020 OMC
	2.7 Deliver programs funded through the Leederville Gardens trust fund and provide regular updates on progress of fundees.	Governance		•	•			Update to be provided as programs commence.	Funds allocated to five PBIs- People Who Care Inc, St Vincent de Paul, Ruah, UnitingCare West and YMCA. Grant agreements are being finalised by these PBI'S. All grants will be subject to an acquittal process. Local food service providers have been invited to submit a proposal for the allocation of funds. The proposals will be presented to the 9 June 2020 Committee Meeting.
	2.14 Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				EOI closed with 51 applications. Review to be completed by 9 June	Review to be completed by 9 June 2020.
	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. 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.	Business Newsletter to be sent the week of 2 June 2020 with relevant updates for Phase 3. The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions in Phase 3. Leederville Village Square closed from 18 May 2020 for four weeks. The City has received feedback that a closure for a part of the week may be more suitable than full closure 24 hours a day, seven days per week. The City is currently investigating this matter to determine if it is able to adjust the closure in response to this feedback.

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 28 May 2020	Weekly update as at 4 June 2020
				Short	Medium	Long			
	2.22 Consider the use of cash in lieu for parking funds.	Policy & Place		•	•			Update provided to COVID-19 Committee meeting on 26 May 2020.	The City is currently developing a cash in lieu expenditure plan and procedure in consultation with the Town Teams to support projects in the City's Town Centre's.
	2.24 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•			Ongoing engagement with outreach providers and WAPOL. Participation in six-weekly Outreach Collaboration Meetings to keep informed about developments across the sector. Participation in weekly meetings with City of Perth, WALGA and other LGAs to discuss rough sleeper observations, responses and opportunities for collaboration in this space. Some accredited service providers within the City of Perth who would usually operate from the dedicated Moore Street homeless services precinct have been providing approved roving services within the City of Perth during COVID-19. Expanded service delivery from the Moore Street site is expected to re-commence from 6 June with the easing of physical distancing restrictions
	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	•				Continuing to provide an advisory service to local business to respond to Phase 2 restrictions.	Continuing into Phase 3.
	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. Planning underway for potential Phase 3 requirements.	Leederville Village Square closed from 18 May 2020 for four weeks. The City has received feedback that a closure for a part of the week may be more suitable than full closure 24 hours a day, seven days per week. The City is currently investigating this matter to determine if it is able to adjust the closure in response to this feedback. The City is continuing to relax requirements to enable businesses to use parklets and alfresco dining options to comply with restrictions during Phase 3.
	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		•				Will be part of the story telling component for Phase 2 of Open For Business	
	2.42 Broaden scope of services at the Library and Local History Centre, Community Centre, Beatty Park Leisure Centre and community halls in line with Phase 3.	Library and Customer Services Beatty Park Community Partnerships	Built Environment and Wellbeing		•				This will be implemented. Refer to weekly update report.
	2.43 Re-open playgrounds, skate parks and outdoor gym equipment	Parks			•				Planned for 6 June 2020.

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 28 May 2020	Weekly update as at 4 June 2020
				Short	Medium	Long			
3. Our Organisation	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•			Wholly dependent upon budget allocations. At this time we have assumed a nil increase in operating budgets for 2020/21 and as a result there are limited opportunities to increase asset maintenance over that already planned. At best we can bring some maintenance forward but it will likely impact upon the second half of the year.
	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			•	•		Ongoing.	
	3.9 Investigation of rate smoothing payments.	Finance		•	•			To be presented to OMC.	
	3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•		To be presented to OMC.	
	3.11 Gross Rental Value re-evaluation.	Finance		•	•			Ongoing.	Rates smoothing will be implemented for 2020/21 rate year.
	3.13 Develop a technology roadmap to facilitate ongoing working from home and the office	ICT		•				Plan being developed.	The revaluation has been incorporated into the 2020/21 budget.

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		•	•		✓	
	1.9 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		•			✓	
	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		•			✓	

COVID-19 Relief and Recovery Implementation Plan

Key Action	Responsible Team	Support Team	Timing			Completed
			Short	Medium	Long	
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		•			✓
2.23 Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•	✓
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		•	•	•	✓
2.29 Gathering limit increase to 20 monitored in public spaces. (Phase 2 Action).	Ranger Services Parks		•			✓
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	•	•		✓
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		•			✓
2.32 Reopen the Community Centre, and ensure Seniors programs are reviewed to minimise infection risk. (Phase 2 Action).	Customer & Library Services	Built Environment & Wellbeing	•			✓
2.33 Reopen the Beatty Park swimming pools with a limit of 20 patrons per pool. (Phase 2 Action).	Beatty Park Leisure Centre		•			✓
2.34 Reopen 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		•			✓
2.35 Provide advice to sporting clubs on non-contact training. (Phase 2 Action).	Marketing & Partnerships	Built Environment & Wellbeing	•			✓
2.36 Commence recommissioning of drinking fountains and provide signage on healthy hygiene in proximity to the fountains. (Phase 2 Action).	Parks		•			✓
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	•			✓

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	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		•			✓
	3.3 Realign and reprioritise services, projects, staff and resources towards relief and recovery.	Office of the CEO		•	•	•	✓
	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		•			✓
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•			✓
	3.12 Develop best practice for returning to office where appropriate. (Phase 2 Action).	Human Resources	Built Environment & Wellbeing	•			✓

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.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
24 March 2020	Additional prohibited activities and venues to apply from 11.59pm (local time) 25 March 2020, including beauty therapists, health clubs, swimming pools, galleries, and restrictions on weddings, funerals and outdoor bootcamps: https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020 .	<ul style="list-style-type: none"> Local businesses advised of this announcement.
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: https://www.pm.gov.au/media/national-cabinet-statement .	<ul style="list-style-type: none"> Playgrounds, skate parks and outdoor gym equipment closed. Public spaces monitored.
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job .	<ul style="list-style-type: none"> Information reviewed by the City.
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx .	<ul style="list-style-type: none"> Information reviewed by the City.
3 April 2020	National Cabinet agreed that states and territories were best placed to address issues related to the impacts of COVID19 and local governments. https://www.pm.gov.au/media/update-coronavirus-measures-030420 . Minister Rita Saffioti (Planning) announced Planning legislation changes to support COVID-19 response and recovery: https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx .	<ul style="list-style-type: none"> Noted. Awaiting State response. Information reviewed by City. Awaiting further announcement of state wide measures to be implemented. City advocating on support for local governments.
7 April 2020	National Cabinet prepared a mandatory Code of Conduct in relation to Commercial Tenancies that is to be implemented by all States and Territories: https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf .	<ul style="list-style-type: none"> Currently being reviewed to consider implications for Vincent businesses.
9 April 2020	National Cabinet agreed to a nationally consistent approach to hardship support across the essential services (energy, water and rate) for households and small businesses. The Commonwealth is already taking action across the energy and telecommunications sectors to scale-up hardship support provided by those industries. State and territory governments agreed to adopt similar principles for the essential services within their remit, including water utilities and local governments: https://www.pm.gov.au/media/update-coronavirus-measures-3 .	<ul style="list-style-type: none"> Council at its Special Council Meeting 30 March 2020 agreed to freeze rates for 20/21 Budget year; defer debt recovery.
11 April 2020	Minister Rita Saffioti (Planning) issued exemption notice for local planning approvals to support COVID-19 response: https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx .	<ul style="list-style-type: none"> Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.
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.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
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.
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

Date	Announcement	Response
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.
27 May 2020	The McGowan Government has announced a State Recovery Advisory Group has been appointed to guide WA's COVID-19 recovery: <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. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WAs-COVID-19-recovery.aspx	
29 May 2020	Phase 3 of the WA COVID Roadmap was released. See: https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3 .	This was reported to the COVID Committee as a supplementary agenda report on 2 June 2020.

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	Suggestions from meeting with Town Teams and Town Team Movement 1 April 2020: <ol style="list-style-type: none"> Create a business data base to share a business e-newsletter. Provide information from reputable sources. Continue to check in with local businesses and conduct health checks to understand support required. Advocate for rent relief for businesses affected by restrictions. Consider the use of percent for art funds for activations once restrictions are lifted. Consider the use of cash in lieu for parking funds. Consider preparing a community benefit incentive based policy position under Design WA. 	Response: <ul style="list-style-type: none"> Include a new action in the Implementation Table above. Include a new action in the Implementation Table above. Consider as part of Action 2.15. Include a new action in the Implementation Table above. Include a new action in the Implementation Table above. Completed.

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

COVID-19 Relief and Recovery Implementation Plan

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.
30 May 2020	Beaufort Street Network held their second online interactive quiz night with over 100 participants, keeping connected while remaining safe.

COVID-19 Relief and Recovery Communication Status Report

Monday 1 June 2020 – 9 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 – 29 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 E-newsletters- Beatty Park database 3500	Beatty Park Holding statement Phase 3 – 29 May, 2 June. Phase 3 Opening times and timetables update 5 June. 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 Wayfinding	Customer Service Signage – Complete. Facility Signage – Complete. Beatty Park Signage – Complete. Library Signage – Complete.
Reopening of City Facilities for Community and Commercial users	1.1 1.2 1.6 2.3 2.16 2.17	2 June	Facility User – Commercial Facility User – Community	Media Release Corporate Website – Homepage rotator COVID Portal City of Vincent Facebook City of Vincent Instagram City of Vincent Linked In Space to Co.	Direct communication with regular users starting 20 May. Space to Co relaunch 2 June. Media Release 29 May. Signage installation 28 May. Website Header 2 June.
Open for Business Phase Two	2.19 2.20 2.37 2.38 2.39	4 June	Residents Ratepayers Business Owners Local and State Media Town Teams	E-newsletter	E-newsletter sent to 920 businesses for Phase 3 Working with Place and Health teams to develop phase two and update directory.
Development of specific support areas of the website for clubs, community groups and stakeholders who use community facilities and sportsgrounds	2.19 2.21	2 June	Community Groups Sporting Groups Peak Bodies	Corporate Website – Homepage rotator COVID Portal	Facility, sportsground, club and community group information included on facility’s section of the COVID-19 portal 2 June.
Sports Clubs communications to return to facilities	2.11 2.21	11 May direct 18 May broader 28 May broader 7 June direct	Facility Users Community Groups Media	Corporate Website E-newsletters	28 May First week of training update and album. 7 June update on contact sport requirements.
Promotion of online council meetings and provide easy simple instructions for access	1.3 3.1	9 June	Residents Ratepayers Business Owners Local and State Media	Media Release Corporate Website City of Vincent Facebook	TBC.
Promotion of sponsorship, grants and relief packages for community groups, sporting clubs and local businesses	2.21 2.22 2.12 2.11	9 June	Community Groups Sporting Groups	Media Release Corporate Website – Homepage rotator COVID Portal City of Vincent Facebook	Notification of funding support available through Lotterywest for sporting groups.

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
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.
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 Community Newspaper Public Notice	21 May – Budget Review Media Release TBC – Differential rates adoption advertisement
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 TBC	Residents	Corporate Website City of Vincent Facebook	Update when next batch of videos are released.

7.2 FINANCIAL ASSISTANCE RECOMMENDATIONS FOR CITY TENANTS - SUBIACO FOOTBALL CLUB

- Attachments:**
1. **Summary of Tenant Application - Confidential**
 2. **Proposed Financial Assistance** [↓](#) 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. **in accordance with section 6.12 of the Local Government Act 1995, APPROVES the following financial assistance to Subiaco Football Inc. (SFC) which is proportionate to SFC's reduction in turnover calculated by the Chief Executive Officer as 70% as follows:**
 - 1.1 **waiver of SFC's obligation to pay 35% of rent and variable outgoings becoming due and payable between 1 April 2020 and 30 June 2020;**
 - 1.2 **deferral of SFC's obligation to pay 35% of rent and variable outgoings becoming due and payable between 1 April 2020 and 30 June 2020.**
2. **APPROVES the Chief Executive Officer entering into a payment arrangement with SFC for the payment of the deferred portion of SFC's lease obligations as specified in Recommendation 1.2 above, whereby:**
 - 2.1 **repayment period will be a minimum of 24 months or an alternative period as agreed by the Chief Executive Officer and SFC;**
 - 2.2 **repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer and SFC; 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 SFC'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 Subiaco Football Club Inc.'s (SFC) application for financial assistance due to the adverse effect of COVID-19 pandemic on SFC'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. SFC 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 to be affected by regulations. The *Commercial Tenancies (COVID-19 Response) Regulations 2020* (WA) (Code) was enacted on 29 May 2020.

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, Administration recommends financial assistance, on the basis of the information provided to date, be granted to SFC for the period 1 April 2020 to 30 June 2020 as set out below. Administration proposes to reassess SFC'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 SFC's application is at **Confidential Attachment 1**.

SFC provided financial statements to detail its downturn in revenue, these statements indicate that SFC has experienced an approximate 70% reduction in turnover.

Based on Administration's calculations of SFC'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 SFC as detailed in **Attachment 2**.

The City's waiver of \$6,992.80 (set out in Attachment 2) payable by SFC for the period 1 April 2020 to 30 June 2020. However, the deferred amounts of \$6,992.80 will remain payable by SFC following 30 September 2020 and SFC will 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);
- *Commercial Tenancies (COVID-19 Response) Regulations 2020* (WA); and
- *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, National Code of Conduct and the Code.

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 \$6,992.80 between 1 April 2020 and 30 June 2020; and
- (b) payment of approximately \$6,992.80 being deferred and repaid over a minimum period of 24 months from 1 October 2020, or a later date as determined by the Chief Executive Officer.

Proposed Financial Assistance		
SUBIACO FOOTBALL CLUB – Rent \$654.55 per month (including GST) VOs \$6,005.26 per month (including GST)		
35% Rent waiver	= \$229.09 p/m x 3 =	\$687.27
35% VOs waiver	= \$2,101.84 p/m x 3 =	\$6,305.52
Total waived =		\$6,992.80
35% Rent deferral	= \$229.09 p/m x 3 =	\$687.27
35% VOs deferral	= \$2,101.84 p/m x 3 =	\$6,305.52
Repayment plan for deferred rent	\$116.55 p/m x 60 months =	\$6,992.80
30% balance of Rent payable by tenant	= \$196.37 p/m x 3 =	\$589.10
30% balance of VOs payable by tenant	= \$1,801.58 p/m x 3 =	\$5,404.73

**7.3 LEEDERVILLE GARDEN INC. TRUST - COVID-19 RELIEF FUND RECOMMENDATIONS -
FOODBANK, AND ADDITIONAL ALLOCATION OF FUNDS**

- Attachments:**
1. Foodbank of Western Australia Inc. Submission - Confidential
 2. Evaluation summary of Foodbank's proposal - Confidential
 3. Summary of allocation to date of Leederville Garden's Trust Funds [↓](#) 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. **RECEIVES** the submission from Foodbank of Western Australia Inc. (Foodbank), at Confidential Attachment 1, in response to the Leederville Gardens Inc. trust funds Expression of Interest for the provision of urgent relief to people in the City of Vincent in need as a direct or indirect consequence of the conditions imposed by COVID-19;
2. As trustee of the Leederville Gardens Inc. trust funds **APPROVES** the allocation of \$178,476 from the Leederville Gardens Inc. trust to Foodbank;
3. **NOTES** that the Chief Executive Officer will enter into a funding agreement with Foodbank in respect to the acquittal of these funds, which includes negotiating the time frames, deliverables and reporting requirements, and will provide an update to the COVID-19 Relief and Recovery Committee on the service uptake and expenditure of funds three months after the service commencement;
4. **NOTES** that:
 - 4.1 \$221,724 of the \$1 million approved by Council (which includes the allocation of funding in Recommendation 2. above) for urgent relief for people in need as a direct or indirect consequence of the conditions imposed by COVID-19, is yet to be allocated, as set out at Attachment 3;
 - 4.2 the Chief Executive Officer will present any further expressions of interest received in respect to the allocation of the funds in 4.1 above to the COVID-19 Relief and Recovery Committee;
5. **REQUESTS** the Chief Executive Officer to present a report to the Council or the COVID-19 Relief and Recovery Committee in respect to the potential allocation of further funds from the Leederville Gardens Inc. trust to assist people in a need during the recovery phase of COVID-19.

PURPOSE OF REPORT:

To consider:

- the allocation of Leederville Gardens Inc. trust funds to Foodbank of Western Australia Inc. (Foodbank); and
- the further allocation of funds from the Leederville Garden's Inc Trust fund to assist people in need in the COVID-19 recovery.

BACKGROUND:

At the Special Council Meeting 30 March 2020, Council resolved in part as follows:

- "1. As trustee for the Leederville Gardens trust funds **ENDORSES** the allocation of up to \$1 million from those funds for the provision of urgent relief of people in need as a direct or indirect consequence of the conditions imposed by COVID-19."

The COVID-19 Relief and Recovery Committee have reviewed 18 applications to date, approving the allocation of funds to five organisations as summarised at **Attachment 3**.

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

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

In accordance with Resolution 4, the City invited food service providers who had not yet made a submission to do so and received one submission, from Foodbank, as at **Confidential Attachment 1**.

DETAILS:

It is recommended that funds are allocated to Foodbank as requested as they have the capacity to work with a range of local organisations to support delivery of food relief for vulnerable people within the City. Foodbank will partner with a number of local organisations including the City, Anglicare, Cahoots and Nyoongar Outreach Services. This ensures that the relief is provided locally and to a range of people in need.

The proposal outlines the expected increases to unemployment within the City (conservatively forecast to reach 6%) and based on this, provides an estimate of the number of hampers that may be needed by people experiencing hardship from July 2020 to March 2021. Foodbank have requested support to cover 20% of the costs of expected needs for food relief within the City over this time period.

The evaluation of the proposal is at **Confidential Attachment 2**

CONSULTATION/ADVERTISING:

Administration would negotiate the delivery timeframes and reporting requirements with Foodbank and these details would be included in the funding agreement.

LEGAL/POLICY:

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

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

RISK MANAGEMENT IMPLICATIONS:

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

It is low risk for further funds to be allocated from the Leederville Garden's Trust, as the award of these funds will be subject to a Committee or Council decision.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:



SUSTAINABILITY IMPLICATIONS:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

The amount to be allocated to Foodbank is \$178,476.

Leederville Gardens Inc. Trust Funds: Funding Allocation Summary

Total Funds Allocated to 5 June 2020			
Funds Required	Service Type	Service Details	Administration's Justification
YMCA			
\$100,000.00 + \$20,000.00 + \$18,000.00 = \$138,000.00	Youth/ Mental Health	Immediate and post-pandemic recovery services, including training sessions to upskill residents, case management support and tailored program.	Re-prioritisation of proposal focus to mental health, case worker resourcing and flexible programming creates a strong support network for the City's youth. Proposal does not specify the relationship to existing funding provided by the City.
People Who Care Inc.			
\$85,000.00 + \$20,000.00 = \$105,000.00	Financial assistance	Supporting and extending the program 'Power a Pensioner' that provides financial relief to seniors struggling with medical and utility costs. People Who Care Inc. have confirmed they are willing and able to distribute \$20,000.00 of emergency relief financial aid as requested by the City.	Submission well detailed and outlined. Questions around whether the proposal is a new program and whether there are other funding alternatives. Request for funding to replace donation loss.
Ruah Community Services			
\$27,800.00	Domestic crisis support/ Financial assistance/ Technology distribution	Supporting women experiencing family or domestic violence in entering stable housing, transportation, digital connectivity and dependent children's education.	Merit to proposal. Proposal represents a support package that is expected to provide a range of support options to clients based on the needs of each case.
St Vincent de Paul Society WA Inc.			
\$200,000.00	Homelessness and at risk - Youth Support centre	Support continued service of Passages Youth Engagement Hub to Vincent's youth experiencing or at risk of homelessness.	High impact service which is critical at this time. Proven capacity to deliver the service. Funds are required to replace donations which are no longer available due to COVID-19.

			Funding for staff wages can be supported via Federal Government. Administration will negotiate on scope of service and funding required.
UnitingCare West			
\$129,000.00	Homelessness direct support	Introduction of afternoon and weekend on-ground outreach services for homeless in Vincent.	Identified need for this service, exacerbated by COVID-19. Noting that funding for this program will likely not be a service that expires in the short term.
Total Funds = \$599,800.00			
Funds Remaining from \$1 Million = \$400,200.00			

Total Funds Allocated Including Foodbank Submission			
Funds Required	Service Type	Service Details	Administration's Justification
Foodbank			
\$178,476	Food distribution	Funding of food emergency relief hampers to those experiencing unemployment and financial distress.	Assembly of emergency food hampers to a range of organisations including the City, Anglicare, Cahoots and Aranmore Catholic College for a low cost per meal.
Total Funds = \$778,276.00			
Funds Remaining from \$1 Million = \$221,724.00			

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

16 June 2020

- COVID-19 Weekly Update

23 June 2020

- COVID-19 Weekly Update
- Financial assistance recommendations for city tenants – belgravia leisure

12 CLOSURE