



CITY OF VINCENT

MINUTES

**COVID-19 Relief and Recovery
Committee**

23 June 2020

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**MINUTES OF CITY OF VINCENT
COVID-19 RELIEF AND RECOVERY COMMITTEE
HELD AT THE E-MEETING, STREAMED LIVE VIA THE CITY'S WEBSITE
[HTTP://WEBCAST.VINCENT.WA.GOV.AU/](http://webcast.vincent.wa.gov.au/)
AND ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 23 JUNE 2020 AT 5.00PM**

PRESENT:	Mayor Emma Cole	Presiding Member
	Cr Susan Gontaszewski	South Ward
	Cr Alex Castle	North Ward
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	Andrew Murphy	Executive Director Infrastructure & Environment
	Virginia Miltrup	Executive Director Community & Business Services
	John Corbellini	Executive Director Strategy & Development
	Meluka Bancroft Executive	Manager Corporate Strategy & Governance
	Mark Fallows	Manager Built Environment & Wellbeing
	Wendy Barnard	Council Liaison Officer

Public: No members of the public.

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Emma Cole declared the meeting open at 5.03pm and read the following Acknowledgement of Country statement:

"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

The following questions and statements were submitted prior to the Meeting and were read out by the Executive Manager Corporate Strategy and Governance:

3.1 Dudley Maier of Highgate - Item 10.1 Arts Grants

At last week's Covid-19 Committee meeting the committee endorsed 3 artists to be recipients of an Arts Relief Grant. The artists weren't named, just given Orwellian numbers; the amounts they would receive was not identified; and the work they would produce was not described. As well as stopping the livestreaming, the minutes show that the recording of that portion of the meeting was stopped.

Approximately three hours later the full council adopted a Recording and Web Streaming Policy. The first point in the policy states that meetings will be recorded, including when council resolves to go behind closed doors. However, the policy does allow the presiding member to stop recording when the matter is considered behind closed doors.

I did object to the clause which allowed the presiding member to stop recording but my comments were not adequately represented or considered by the staff. I said that I could not think of a valid situation which would justify stopping the recording, and I likened it to the 'moral' equivalent of destroying evidence.

Tonight's agenda has a similar item to last week's and the reason for the secrecy remains the same – it would reveal information that has commercial value to a person.

Let's contrast this to the first item in the agenda for this evening's City of Perth Briefing. This involves the grant of \$35,000 for the design, construction and installation of a sign in Northbridge and is part of the activation of the area. It is linked to the development of the Rechabite Hall as a multi-level arts and hospitality complex. The grant is part of the City's discretionary COVID-19 recovery action plan.

The report identifies the recipient - Happy Heart Pty Ltd which is a company formed by Adrian Fini and Marcus Canning; it identifies how much they will receive - \$35,000; and it identifies what the money will be spent on – a sign based on the Venice sign in Venice Beach, California.

As well, the report contains an Assessment Scorecard. The scorecard shows 12 criteria in six groupings. A score out of five is shown for each criterion.

The report also addresses eligibility criteria such as community benefit, community support and alignment with the city's COVID-19 response. The report is thorough and in the public domain prior to the council making a decision.

Compare this with Vincent's approach. Where everything is secret and even the final decision is clouded in unnecessary mystery.

The Vincent Council makes out that it is transparent and accountable – the treatment of the Arts Relief Grants by the Administration and the Committee is yet more evidence that this is not correct.

The following response was provided by Administration at the Meeting:

The Manager Corporate Strategy and Governance advised that Council Meetings and Briefings are recorded in full so that Administration has a complete record of the proceeding, as is set out in the City's new policy. At the 16 June 2020 COVID-19 Relief and Recovery Committee Meeting the recording was paused for the confidential item due to an administrative oversight. It was not at the direction of the Presiding Member. Tonight's meeting, and all future meetings, will be recorded in full, with the recording for any confidential items removed from the copy of the recording uploaded to the City's website.

The Executive Director Community and Business Services advised that the City's process reflects the Expression of Interest, which is in accordance with Local Government Act and its associated regulations. The City has a working group which constitutes three Elected Members, which reviews the assessment and recommendations from Administration in line with the assessment criteria and assessment process. The COVID-19 Relief and Recovery Committee then provides an independent assessment.

The Presiding Member, Emma Cole advised that the City is dealing with 53 arts relief applications. Once all the applications have been reviewed details of the costs and artistic concepts of the successful applicants will be publicly released. The City intends to be transparent and open in this process.

There being no further statements, Public Question Time closed at approximately 5.10pm.

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Dudley Maier of Highgate - Item 10.1 Arts Grants

1. Given that the full Council is meeting an hour after the Covid Committee, why wasn't the art item taken to full council for consideration and approval, with all council members given the opportunity to comment and decide?

The allocation of the percent for arts funds falls within the scope of the COVID-19 Relief and Recovery Committee's Terms of Reference. Therefore it is appropriate for the Committee to consider the grants.

2. Given that there was no explicit financial delegation to the Covid Committee other than the one concerning tenders, have all approvals for the disbursement of the Leederville Gardens Trust money been done by way of a tender?

The COVID-19 Relief and Recovery Committee Terms of Reference provide that the Committee

may make decisions on the allocation of the Leederville Gardens Inc Trust Funds. The Local Government Act 1995 tender requirement (section 3.57) is not applicable to the allocation of the trust funds, as the disbursement of trust funds is not a contract for the supply of goods or services.

3. Is the money proposed to be disbursed from the Percent for Arts Reserve being done by way of a tender?

The percent for arts funds will be allocated through an expression of interest process.

4. Given that the Terms of Reference for the Committee, and the Council approval of 30 March, did not explicitly delegate powers to act as trustees for the Leederville Gardens Trust, did the committee have the authority to act as the trustee for the fund when approving the use of funds from the Trust?

The COVID-19 Relief and Recovery Committee's Terms of Reference include the allocation of the Leederville Gardens Trust funds as a power of the Committee. Council had the power to include this in the Committee's Terms of Reference.

5. Has the City complied with all requirements for tenders as specified in the Local Government Act and associated Regulations for both the disbursement of the Leederville Gardens Trust money and the Percent for Art money?

As noted above, section 3.57 of the Local Government Act 1995 does not apply in respect to the disbursement of funds held on trust. The Percent for Art grants applications have been received through an expression of interest process, which is not yet complete, and the City is compliant with the requisite Act and Regulations.

6. Why doesn't the City's Tender Register contain details of the funds that have been disbursed from the Trust so far?

It is not a Local Government Act 1995 tender process, so the allocation of the trust funds do not need to be included in the City's tender register.

4 DECLARATIONS OF INTEREST

- 4.1 Cr Susan Gontaszewski disclosed an impartiality interest in Item 10.1 - Arts Relief Grants Tranche 2. The extent of her interest is that she has an association with applicants 7 and 10.
- 4.2 Cr Alex Castle disclosed an impartiality interest in Item 10.1 - Arts Relief Grants Tranche 2. The extent of her interest is that she has a personal acquaintance with applicant 7.
- 4.3 Mayor Emma Cole disclosed an impartiality interest in Item 10.1 - Arts Relief Grants Tranche 2. The extent of her interest is that she has a personal acquaintance with two of the applicants, applicants 4 and 7.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Cr Castle, Seconded: Cr Gontaszewski

That the minutes of the COVID-19 Relief and Recovery Committee held on 16 June 2020 be confirmed.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

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.

COMMITTEE DECISION ITEM 7.1

Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

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 11 June 2020	Weekly update as at 18 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	•			✓		Communication actions are now being reported to the Committee through the weekly update report.
	1.5 Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		PHP going to July Council Meeting.	Public health bodies are supportive of COVID-19 being encompassed within the drafting of the City's PHP.
	1.8 Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health.	Built Environment & Wellbeing		•	•	•	✓	Ongoing.	The City has continued to provide public health services and awareness in accordance with Department of Health guidelines.
2. Our Community	2.3 Consideration of impacts of COVID-19 on City rate debtors.	Finance		•					
	2.5 Budget and financial strategy for 2020/21 to consider a 0 yield increase and 0 fees and charges increase.	Finance			•				
	2.7 Deliver programs funded through the Leederville Gardens trust fund and provide regular updates on progress of fundees.	Governance		•	•			Funds allocated to six PBIs- People Who Care Inc, St Vincent de Paul, Ruah, UnitingCare West, YMCA and Foodbank. Grant agreements are being finalised by these PBI'S. All grants will be subject to an acquittal process. Administration is reviewing a further submission and will present a recommendation to the Committee within the next two weeks	
	2.14 Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				Assessments completed by administration and working group. Report will come to COVID Committee 16/6.	Further reports being presented to the Committee.
	2.19 Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•		The City is currently preparing its approach to assist with economic rebound.	The City is currently preparing its approach to assist with economic rebound.
	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		•	•	•		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 was reopened to vehicles between Monday 8 June 2020 and Thursday 11 June 2020. It was closed again to vehicles and open for use by businesses and the community on between the 12 June 2020 and Monday 15 June 2020.	The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions in Phase 3. This support is also being delivered through the COVID-19 portal.
	2.22 Consider the use of cash in lieu for parking funds.	Policy & Place		•	•			The City is continuing to develop a cash in lieu expenditure plan and procedure in consultation with the Town Teams to support projects in the City's Town Centres.	
	2.24 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•			

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 11 June 2020	Weekly update as at 18 June 2020
				Short	Medium	Long			
	2.37 Provide an advisory service to assist businesses and community facilities to develop COVID Safety Plans and complete COVID training.	Built Environment & Wellbeing	Policy & Place Marketing & Partnerships	•				The City has now visited 233 businesses to provide direct support. COVID Safety Plans have been released in Arabic, Thai, Chinese and Vietnamese. These are being distributed to applicable businesses.	This service is continuing.
	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.	Policy & Place	Built Environment & Wellbeing Engineering	•			✓	Leederville Village Square was reopened to vehicles between Monday 8 June 2020 and Thursday 11 June 2020. It was closed again to vehicles and open for use by businesses and the community on between the 12 June 2020 and Monday 15 June 2020. Businesses are using Mary Street Piazza to expand their footprint and serve more customers in their COVID recovery. The City is continuing to relax requirements to enable businesses to use parklets and alfresco dining options to comply with restrictions during Phase 3.	Complete
	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.	Marketing		•					This action will be completed during phase 4 of the COVID Safety Roadmap.
	2.44 Community resilience scorecard study	Marketing and Partnerships			•			The City is collaborating with Department of Local Government, Sport and Cultural Industries, Local Government Professionals WA and CATALYSE to measure local community resilience. The City is aiming to survey 300 residents in the next two weeks, in the first 30 hours 69 residents had completed the survey.	79 responses so far.
3. Our Organisation	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•			
	3.8 Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place			•	•			
	3.9 Investigation of rate smoothing payments.	Finance		•	•				
	3.11 Gross Rental Value re-evaluation.	Finance		•	•				
	3.13 Develop a technology roadmap to facilitate ongoing working from home and the office	ICT		•					

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		•		✓

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	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	•			✓
	1.12 Revise all of the City's COVID Safety plans to accommodate Phase 3 requirements	Built Environment & Wellbeing	Various Teams		•		✓
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		•			✓
2.23 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	•	•	•	✓	
2.26 Vincent Community Support Network.	Community and Business Services		•	•	•	✓	
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	•	•		✓
	2.29 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 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		•			✓
	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	•			✓
	2.41 Facilitate enhancements to Loftus Centre including WIFI.	ICT		•			✓
	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	Built Environment and Wellbeing		•		✓
	2.43 Re-open playgrounds, skate parks and outdoor gym equipment.	Parks			•		✓
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	•			✓
	3.7 Workforce optimisation strategies.	Human Resources		•	•	•	✓
	3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•	✓
	3.12 Develop best practice for returning to office where appropriate. (Phase 2 Action).	Human Resources	Built Environment & Wellbeing	•			✓

COVID-19 Relief and Recovery Implementation Plan

2.3. Directives

The State Government issues directives to the City and across the State under the Emergency Management Act 2005 to respond to the emergency.

Date	Direction	Response
15 March 2020	Declaration of State of Emergency in respect of the pandemic caused by virus COVID-19: https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf	<ul style="list-style-type: none"> • Communication through emergency management networks.
16 March 2020	Declaration of Public Health State of Emergency: https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf	<ul style="list-style-type: none"> • City implemented all directives. • City monitoring the situation in the community and liaising with WA Police who hold emergency powers.
20 March 2020	Direction regarding deliveries and waste collection: https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf .	<ul style="list-style-type: none"> • Consider as part of Item 2.16.

2.4. Announcements

The State and Federal Government, and other agencies and organisations make announcements in relation to COVID-19.

Date	Announcement	Response
12 March 2020 & 22 March 2020	The Federal Government has announced a series of stimulus packages to support the Australian economy as it deals with this challenge: https://treasury.gov.au/coronavirus .	<ul style="list-style-type: none"> • Noted.
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: https://www.pm.gov.au/media/advice-coronavirus .	<ul style="list-style-type: none"> • Outdoor events >500 people cancelled and advertising ceased. • Event stakeholders engaged on this announcement.
16 March 2020	Self-isolation required for all people entering Australia for a period of 14 days: https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet .	<ul style="list-style-type: none"> • Directive implemented by the City.
16 March 2020	The State Government announced economic response and relief packages to support the Western Australian economy as it deals with the impacts of COVID-19: https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx .	<ul style="list-style-type: none"> • Noted.
18 March 2020	Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required: https://www.pm.gov.au/media/update-coronavirus-measures .	<ul style="list-style-type: none"> • Documented management systems implemented at Beatty Park, Library and other facilities. • Local businesses advised of this announcement.
20 March 2020	Four square metre density applied to indoor gatherings: https://www.pm.gov.au/media/update-coronavirus-measures-0 .	<ul style="list-style-type: none"> • Local businesses advised of this announcement.
22 March 2020	The following facilities were restricted from opening from midday local time 23 March 2020: <ul style="list-style-type: none"> • Pubs, registered and licenced clubs (excluding bottle shops attached to these venues), hotels (excluding accommodation). • Gyms and indoor sporting venues. • Cinemas, entertainment venues, casinos, and night clubs. • Restaurants and cafes will be restricted to takeaway and/or home delivery. • Religious gatherings, places of worship or funerals (in enclosed spaces and other than very small groups and where the 1 person per 4 square metre rule applies). https://www.pm.gov.au/media/update-coronavirus-measures-220320 .	<ul style="list-style-type: none"> • Beatty Park, Library and other community facilities closed. • Local businesses advised of this announcement. • Monitoring of local businesses implemented by the City.
24 March 2020	Additional prohibited activities and venues to apply from 11.59pm (local time) 25 March 2020, including beauty therapists, health clubs, swimming pools, galleries, and restrictions on weddings, funerals and outdoor bootcamps: https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020 .	<ul style="list-style-type: none"> • Local businesses advised of this announcement.
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: https://www.pm.gov.au/media/national-cabinet-statement .	<ul style="list-style-type: none"> • Playgrounds, skate parks and outdoor gym equipment closed. • Public spaces monitored.
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job .	<ul style="list-style-type: none"> • Information reviewed by the City.
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx .	<ul style="list-style-type: none"> • Information reviewed by the City.
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.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
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.
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.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
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.
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.

COVID-19 Relief and Recovery Implementation Plan

2.5. Requests

The State Government makes requests to Western Australian Local Governments to support recovery from COVID-19.

Date	Request	Response
17 March 2020	Hon. Mark McGowan MLA requested that the local government sector freeze all local government household rates, fees and charges in 2020/21 to ease the financial pressure on households and businesses.	<ul style="list-style-type: none"> Consider as part of Action 2.5.
25 March 2020	Hon. Rita Saffioti MLA requested that the local government sector to use discretionary powers and planning processes to both promote development and support businesses and adopt flexible approached to enforcement and compliance actions for servicing supply of supermarkets during this period.	<ul style="list-style-type: none"> Consider as part of Action 2.15.

2.6. Suggestions

During this time there are many suggestions and ideas put forward. Below is a summary of new ideas for the COVID-19 Committee to determine if they belong in the implementation table above.

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

2.7. Development Update

The COVID-19 Committee has a number of decision making abilities delegated from Council. The following table provides an update on development matters relevant to the COVID-19 Committee.

Date	Matter	Response
N/A	N/A	<ul style="list-style-type: none"> N/A

2.8. Good News Stories

A place for innovative solutions to be shared.

Date	Story
1 April 2020	Ilka have pivoted their business now designing and making scrubs for medical workers. Link: https://www.facebook.com/watch/?v=687702681996307 .
14 April 2020	RSLWA is encouraging all Aussies to get creative in a show of mateship this ANZAC Day – by standing in quiet contemplation at the end of their driveways, or on their balconies, at 6:00am on 25 April.
15 April 2020	Rangers and Parks staff have been monitoring City reserves and public spaces to ensure social distancing is being maintained. Very few instances of non-compliance.
15 April 2020	Big response to Beatty Park online Home Fitness Program over 2,500 daily views since launched. Increase of 300 followers.
23 April 2020	Information postcards are being delivered to the Community by end of week. Casual staff from Beatty Park were employed for this task reducing distribution costs and providing employment opportunities.
29 April 2020	Staff from Beatty Park have commenced scanning of hardcopy records to continue CBP item to digitise hardcopy property, planning and building files. This project usually requires contract staff and hire of a scanner, with staff working from home this allows use of unused existing office scanners.
6 May 2020	Working with the City's Health team Blake Street Merchant in North Perth have effectively adapted their café into a small corner store selling food essentials in response to the COVID-19 restrictions and reduced supplies.
11 May 2020	First drive through COVID clinic in WA opened at No.391 Oxford Street, Mount Hawthorn.
30 May 2020	Beaufort Street Network held their second online interactive quiz night with over 100 participants, keeping connected while remaining safe.
12 June 2020	The Leedy giveaway campaign was launched by Leederville Connect, which the City promoted.
17 June 2020	It is encouraging that businesses are planning community events which meet the COVID-19 Phase 3 restrictions. An example is the Truffle'n'Jazz event to be held in Mt Hawthorn in July.
18 June 2020	Exemption granted for Beatty Park Leisure Centre to operate with 485 patrons.

COVID-19 Relief and Recovery Communication Status Report

Monday 8 June 2020 – 18 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 – 12 June	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 Timetable update 15 June Membership reactivation E-newsletter 12 June
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 – Updated sandwich board signage
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 E-newsletters City of Vincent Facebook	Catalyse Resilience Survey launched.
Sports Clubs communications to return to facilities	2.11 2.21	8 June	Facility Users Community Groups Media	Corporate Website E-newsletters	Club Renovation Toolkit Club Renovation Webinar Series launch 30-minute webinars will provide sporting clubs and community groups with access to the information required to become more inclusive. The weekly webinars will cover the following topics: <ul style="list-style-type: none"> • Club attitudes Values • Mission & Vision • Unlocking Assets • Creating Opportunities • Providing Choice to Members & Volunteers • Effective Communication • Creating Positive Partnerships • Accessibility Future Proofing • Understanding your Facebook analytics • Developing promotional materials • Utilising email automation
Promotion of online council meetings and provide easy simple instructions for access	1.3 3.1	9 June	Residents Ratepayers	Corporate Website City of Vincent Facebook	Hybrid council meeting promoted via social and websites
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	18 June	Residents Ratepayers Business Owners Local and State Media	Mayoral Statement EHQ – Imagine Vincent Corporate Website Community Newspaper Public Notice City of Vincent Facebook	Differential rates community consultation
Survey the community and assess need and priority service levels	2.19 2.20 2.37 2.38 2.39 2.5 2.19 2.21 3.3 3.5 3.8 3.9 3.11	11 June	Residents Ratepayers Council Business Owners Facility Users Community Groups Media	Corporate Website COVID Portal E-newsletters	Catalyse Resilience Survey launched across all channels. 79 responses to date

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	First successful artists have been notified. Larger release will be done once all artists selected.
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.
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	On Hold pending Policy and Place review
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.

7.2 SETTING OF DATES FOR COVID-19 RELIEF AND RECOVERY COMMITTEE MEETINGS

Attachments: Nil

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. **APPROVES** the COVID-19 Relief and Recovery Committee meeting on the following dates, at 1:00pm, at the City of Vincent's Administration and Civic Centre, 244 Vincent Street, Leederville, with the meetings also conducted as eMeetings:
 - Tuesday, 7 July 2020;
 - Tuesday 21 July 2020;
 - Tuesday 4 August 2020; and
 - Tuesday 8 September 2020; and
2. **NOTES** that the Chief Executive Officer will provide local public notice of the proposed meetings in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*.

COMMITTEE DECISION ITEM 7.2

Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)

Nil

9 GENERAL BUSINESS

Nil

10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**10.1 ARTS RELIEF GRANTS TRANCHE 2****PROCEDURAL MOTION****Moved: Cr Castle, Seconded: Cr Gontaszewski****PROCEDURAL MOTION**

Pursuant to Section 5.23(2) of the *Local Government Act 1995* and clause 2.14 of the Meeting Procedures Local Law 2008, proceeds “behind closed doors” at the conclusion of the items, to consider the confidential reports.

CARRIED UNANIMOUSLY (3-0)**For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

At 5.22pm the livestreaming was stopped.

PROCEDURAL MOTION**Moved: Cr Castle, Seconded: Cr Gontaszewski****That the Council resume an “open meeting”.****CARRIED UNANIMOUSLY (3-0)****For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

At 6.06pm the livestreaming recommenced.

The Mayor, Emma Cole, read the following decision which was made behind closed doors.

COMMITTEE DECISION ITEM 10.1**Moved: Cr Castle, Seconded: Cr Gontaszewski****That the COVID-19 Relief and Recovery Committee:**

- 1. ENDORSE the awarding of Arts Relief Grant funding to applicants 1, 2, 3, 4, 5, 9 and 10, as detailed in this report.**

2. REQUEST further information be presented to the next meeting of the COVID-19 Relief and Recovery Committee in relation to applicants 6, 7, 11 and 12.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

11 NEXT MEETING

30 June 2020

7 July 2020

12 CLOSURE

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 6.08pm with the following persons present:

PRESENT:	<p>Mayor Emma Cole Cr Susan Gontaszewski Cr Alex Castle</p>	<p>Presiding Member South Ward North Ward</p>
IN ATTENDANCE:	<p>David MacLennan Andrew Murphy</p> <p>Virginia Miltrup</p> <p>John Corbellini</p> <p>Meluka Bancroft Executive</p> <p>Mark Fallows Wendy Barnard</p>	<p>Chief Executive Officer Executive Director Infrastructure & Environment Executive Director Community & Business Services Executive Director Strategy & Development Manager Corporate Strategy & Governance Manager Built Environment & Wellbeing Council Liaison Officer</p>
Public:	<p>No members of the public.</p>	

These Minutes were confirmed by the Committee as a true and accurate record of the Meeting of the COVID-19 Relief and Recovery Committee held on 23 June 2020.

Signed: Mayor Emma Cole



Dated 30 June 2020