



CITY OF VINCENT

AGENDA

COVID-19 Relief and Recovery Committee

4 August 2020

Time: 1.00pm

**Location: E-Meeting and 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 Council Briefing, Special Meeting of the Council or a Committee Meeting must only relate to the purpose for which the meeting has been called. Public Questions will be strictly limited to three (3) minutes per person.

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), access is available via the City's website - <https://www.youtube.com/user/TheCityOfVincent> and in person in the Council Chamber.

The following conditions apply to public questions and statements:

1. Questions and statements can be made in person or by emailing governance@vincent.wa.gov.au with the questions/ statements prior to 3pm on the day of a Council Briefing or Meeting or prior to 10am on the day of a Committee Meeting. Questions / statements emailed will be read out by the CEO or his delegate during public question time.
2. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name and the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located and Agenda Item number (if known).
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. 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.
5. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

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- All Council proceedings are recorded and livestreamed in accordance with the Council Proceedings – Recording and Web Streaming Policy.
- All recordings are retained as part of the City's records in accordance with the State Records Act 2000.
- All livestreams can be accessed at <https://www.youtube.com/user/TheCityOfVincent>
- All live stream recordings can be accessed on demand at <https://www.vincent.wa.gov.au/council-meetings>
- 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	5
2	Apologies / Members on Leave of Absence	5
3	(a) Public Question Time and Receiving of Public Statements	5
	(b) Response to Previous Public Questions Taken on Notice	5
4	Declarations of Interest	5
5	Applications for Leave of Absence	5
6	Confirmation of Minutes	5
7	Business Arising	6
	7.1 COVID-19 Update	6
	7.2 Extension of Temporary Change of Use Planning Exemptions	17
	7.3 Tenant Application for Financial Assistance - Tennis West, Robertson Park Tennis Club	21
	7.4 Tenant Application for Financial Assistance - Gymnastics WA, Swimming WA and East Perth Football Club	26
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

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 DECLARATIONS OF INTEREST

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 CONFIRMATION OF MINUTES

COVID-19 Relief and Recovery Committee - 21 July 2020

7 BUSINESS ARISING

7.1 COVID-19 UPDATE

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

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the update on the City's actions relating to the COVID-19 pandemic.

PURPOSE OF REPORT:

This report provides an update on the actions to manage the COVID-19 pandemic in the City.

BACKGROUND:

The City has adopted a coordinated strategic approach to managing the COVID-19 pandemic. This was enacted at a Special Council Meeting on 30 March 2020, through the establishment of the COVID-19 Relief and Recovery Committee (the Committee) and endorsement of the COVID-19 Relief and Recovery Strategy (the Strategy). The Strategy is supported by an Implementation Plan which is a 'living document'; updated twice weekly.

The COVID-19 Weekly Update Report is a standing item on the Committee agenda which includes:

1. Status updates on the Implementation Plan – see **Attachment 1**;
2. Updates on announcements and directives by State and Federal Governments;
3. Information on the methodology used by the City to manage the COVID-19 pandemic;
4. Responses to matters raised by the Committee; and
5. Smaller updates on action items, which would not warrant the drafting of a separate report to the Committee.

DETAILS:

COVID-19 Roadmap

Phase 5 of the WA COVID Roadmap has again been delayed – this time to 15 August 2020, depending on health advice. It was to be tentatively implemented on 1 August 2020 after being postponed from the original date of 18 July 2020.

WA Recovery Plan and the Vincent Rebound Plan

The WA Recovery Plan to the COVID-19 pandemic has been released and is available at: <https://www.wa.gov.au/sites/default/files/2020-07/WA-Recovery-Plan.pdf>. The three objectives of the plan are:

- **Reboot** our economy to get back onto the pre-pandemic growth trajectory as quickly as possible.
- **Regroup** our community at a personal, family and social level so people feel healthy and have the confidence to lead active lives.
- **Rethink** our future to lead us to the next normal.

A Vincent Recovery Plan is being prepared to support the next phase of the implementation of the City's Strategy. The WA Plan is being reviewed to identify which components could be relevant to the Vincent Plan, and to identify where there are opportunities for support being provided by the WA Government.

Community Resilience Scorecard Report

Between 5 June and July 2020, the City encouraged the community to participate in the state-wide Community Resilience Scorecard. Preliminary results for the State have been released indicating the

community are happy with the Local Government response to COVID-19, scoring 68/100. The majority of community members formed a view that the local government sector has demonstrated clear thinking, compassion, trust and good health and safety practices.

The main recovery priorities identified for local governments are:

- Economic recovery (48 percent);
- Community health and wellbeing (37 percent);
- Local infrastructure (35 percent);
- Recovery Plan (35 percent);
- Support services (27 percent); and
- Community safety (26 percent).

These priorities are being incorporated into the City's COVID-19 recovery phase actions. The preliminary report, which at this stage only contains state-wide data, is available at:

https://www.lgprofessionalswa.org.au/Lgmawa/News/MARKYT_Community_Resilience_Scorecard_Results.aspx.

Economic Impact Analysis

The Western Australian Local Government Association (WALGA) is proposing to release COVID-19 economic impact data for each local government. Preliminary information provided for the City of Vincent has identified the following results:

- It is estimated the number of payroll jobs in the Vincent area has reduced by 6.7 percent since March 2014;
- The most impacted local industry is accommodation and food services;
- 53.5 percent of Vincent businesses have accessed JobKeeper payments compared to 35.3 percent for the Perth Metropolitan Area; and
- The level of economic impact in the City of Vincent has been high, with densely populated LGAs and those with business centres in and around inner-city Perth being identified as more severely affected by COVID-19.

WALGA has advised there are some limitations associated with this data analysis. This is being reviewed by the City, with key messages to be incorporated into the actions of the Vincent Rebound Plan.

Implementation Plan

The Implementation Plan contains a consolidated approach by all Business Units to consider Our Health and Wellbeing, Our Community and Our Organisation.

The following table provides an overview of changes to the 'Key Actions' section of the Implementation Plan. Of the 65 total actions, 62 have now been marked as complete.

	Total Actions	New Actions	Amended Actions	Completed Actions
Our Health and Wellbeing	12	0	0	12
Our Community	44	0	0	41
Our Organisation	13	0	0	13

Library and Beatty Park Update

At the Committee meeting on 21 July 2020, members requested information on whether Beatty Park and the Library are experiencing a similar patronage compared to pre-COVID operations. The weekly attendance at Beatty Park has been 13,723 patrons in July 2020, compared to 15,929 patrons in July 2019. This is a decrease of 14 percent, however it is noted that the staged recommencement of activities at the Centre has still been occurring in July.

Library attendance for 1-28 July 2020 has been 6,365 patrons, compared to 9,039 patrons for same period in 2019. Borrowed items for the same period have reduced from 16,170 in 2019 to 13,555 in

2020. This is a decrease of 16 percent in borrowed items. It should be noted that attendance at both facilities has steadily been increasing, as have operating hours.

Leederville Gardens Trust Fund Recipient Update

The following table provides a status update of trust fund recipients:

Organisation	Funding Type	Status Update
YMCA	Mental health, youth services	Referral pathways to case management and group work for local young people created.
People Who Care	Financial support services	Power a Pensioner and Emergency Relief Funding has begun. A Marketing Strategy is being planned to provide awareness for people to access funding.
Ruah Community Services	Domestic violence services	Working on providing clients with access to communication devices to support education and connection with family and friends.
St Vincent de Paul (Passages)	Youth services, homelessness	Funding has enabled Passages Youth Engagement Hub to continue to support at-risk and homeless young people residing in the community.
Uniting Care West	Homelessness	Agreement finalised on 29 May 2020.
Foodbank WA	Emergency relief	Agreement finalised on 23 July 2020.
Derbarl Yerrigan Health Services	Aboriginal health services	Agreement to be finalised.

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 has been 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 16 July 2020	Weekly update as at 30 July 2020
				Short	Medium	Long			
1. Our Health and Wellbeing									
2. Our Community	2.7 Deliver programs funded through the Leederville Gardens trust fund and provide regular updates on progress of fundees.	Governance		•	•				Information provided in COVID-19 update report for 4 August 2020.
	2.14 Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•					Contract agreements are being finalised.
	2.19 Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•		Economic Rebound Action Plan being developed.	
	2.44 Community resilience scorecard study	Marketing and Partnerships			•		✓	Awaiting results of survey.	Information provided in COVID-19 update report for 4 August 2020.
3. Our Organisation									

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	•			✓
	1.2 Communications Plan developed including community messaging through website, social media and display at the City's facilities.	Marketing	Built Environment & Wellbeing	•			✓
	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		•		✓
	1.5 Draft Public Health Plan, community education campaign and stakeholder engagement.	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		•	•		✓
	1.8 Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health.	Built Environment & Wellbeing		•	•	•	✓
	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		•		✓

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
2. Our Community	2.1 Waive interest on all outstanding rates and a suspension of new debt collection activities.	Finance		•			✓
	2.2 Refund all cancelled bookings at City-owned properties or facilities.	Community Partnerships	Finance	•			✓
	2.3 Consideration of impacts of COVID-19 on City rate debtors.	Finance		•			✓
	2.4 Move to fortnightly payment of creditors.	Finance		•			✓
	2.5 Budget and financial strategy for 2020/21 to consider a 0 yield increase and 0 fees and charges increase.	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		•		✓
	2.20 Support local businesses and buy local. Maintain contact with local businesses to understand the support they need and share reputable information.	Policy & Place Marketing		•	•	•	✓
	2.21 Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓
	2.22 Consider the use of cash in lieu for parking funds.	Policy & Place		•	•		✓
	2.23 Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•	✓
	2.24 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•	✓
	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		•			✓
	2.28 Monitor and respond to easing of COVID-19 restrictions on food and other businesses.	Built Environment & Wellbeing	Marketing Policy & 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	•	•		✓

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	2.31 Reopen the Library and Local History Centre commencing with book borrowing services only, considering the 20 patron limit. (Phase 2 Action).	Customer & Library Services		•			✓
	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		•			✓
	2.37 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	•			✓
	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	•			✓
	2.39 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	•			✓
	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		•			✓
	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		•	•	•	✓
	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•	✓
	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		•	•	•	✓
	3.8 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		•	•		✓
	3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•	✓
	3.11 Gross Rental Value re-evaluation.	Finance		•	•		✓
	3.12 Develop best practice for returning to office where appropriate. (Phase 2 Action).	Human Resources	Built Environment & Wellbeing	•			✓
	3.13 Develop a technology roadmap to facilitate ongoing working from home and the office.	ICT		•			✓

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.
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.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
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.
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.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
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	Noted.
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.
22 June 2020	Phase 4 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#phase4 .	Noted.
10 July 2020	Phase 5 of the WA COVID Roadmap delayed by two weeks until 1 August 2020. See: https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates .	Noted.
24 July 2020	Phase 5 of the WA COVID Roadmap delayed by two weeks until 1 August 2020. See: https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates .	Noted.
26 July 2020	WA Recovery Plan released. See: https://www.wa.gov.au/government/publications/wa-recovery-plan .	Plan is being considered as part of the City's recovery planning.

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 approach 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.

7.2 EXTENSION OF TEMPORARY CHANGE OF USE PLANNING EXEMPTIONS

Attachments: Nil

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES that Administration will present a report to Council to agree that temporary uses and temporary changes to uses shall be permitted to operate up to three months after the current State of Emergency declared for Western Australia has ended, without the requirement for development approval, pursuant to Schedule 2, Part 7, Clause 61(2)(d) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, subject to the following:

1. The subject property is zoned commercial, mixed use, district centre, regional centre, or local centre under the City's Local Planning Scheme No. 2;
2. The proposed land use is permissible in Table 1 of Local Planning Scheme No. 2;
3. Not more than two food businesses are registered at the property;
4. Business owners provide written notification of the change to the use and details of modified operation to residents prior in accordance with 1.3 of Appendix 3 of the City's Community Consultation Policy to the use commencing. Written notification shall include the business owner's contact details in the case of any issues arising; and
5. Written notification is provided to the City prior to the use commencing, detailing the extent of changes to the operations that are being introduced in response to COVID-19.

PURPOSE OF REPORT:

To inform the COVID-19 Relief and Recovery Committee of Administration's intention to seek Council's approval to extend temporary change of use exemptions until three months after the end of the State of Emergency for Western Australia.

BACKGROUND:

At its Special Council Meeting on 30 March 2020, Council agreed to urgent measures that provide immediate relief for and support recovery for our community and local businesses impacted by COVID-19. One of these measures provided exemptions from planning approval for temporary uses and changes of use for up to three months after the current State of Emergency has ended or until 15 September 2020, whichever is the earliest.

Since Council's decision, five business owners notified the City of their intention to take up the exemptions from planning approval. These businesses include consulting rooms, a restaurant, shop, small bar and supermarket across the town centres of Mount Hawthorn and Perth.

No complaints have been received from neighbours, nor have any issues been identified by Administration, in regards to these exemptions or with the businesses that have elected to utilise them. The planning exemption does not remove the need for businesses to comply with provisions under other applicable legislation, such as Health and Building legislation. The Health and Building approvals process assists in mitigating community risk associated with the planning exemptions. Specifically, food preparation, noise, safety and structural issues are all dealt with through their respective approval processes and the terms of those approvals.

Separate to the City's resolution, the Minister for Planning issued a Notice of Exemption on 8 April 2020 (and later amended on 30 April 2020) to introduce a range of temporary exemptions including in relation to changes of use for specific land use types and extensions of time to commence approved developments. The majority of these exemptions will be in place until 90 days after the end of the State of Emergency. While applying to some different matters, the Minister's exemptions apply concurrently with the City's exemptions.

Should a development proposal meet the terms of either notice, that proposal would be exempt from requiring planning approval.

DETAILS:

Implications for Businesses that have taken up the City's Planning Exemptions

The State of Emergency declared by the Western Australian Government has not ended and the 15 September 2020 expiry date identified in Council's exemptions is approaching. Administration undertook a review of the businesses that have taken up these exemptions to determine if they are required to gain planning approval to continue operating past this date, or if they would continue to be exempt under the Minister's Notice of Exemption.

There is one identified business in Mount Lawley, a yoga studio, which is currently operating without having needed to obtain planning approval. This land use was exempt from planning approval under the Beaufort Street Change of Use Exemptions applying to land uses in existence for less than 12 months, resolved by Council at its 23 July 2019 Ordinary Meeting. The term of this business' planning exemption was from 1 September 2019 to 1 September 2020. Following this date from 1 - 15 September 2020, the City's planning exemptions relating to COVID-19 relief measures would apply to this business. This land use is not eligible for the Minister's temporary exemptions so, on 15 September 2020, all applicable exemptions will expire and the tenant would be required to (on or before this date) seek planning approval for a change of use in order to continue operating the business.

The remaining businesses that have taken up the City's COVID-19 planning exemptions to date would be exempt after 15 September 2020 under the Minister's notice.

Intended Changes to Planning Exemptions Expiry

Administration is intending to present a report to Council proposing to continue the City's planning exemptions relating to COVID-19 relief measures.

It is proposed to delete reference to the 15 September 2020 expiry as part of this. Rather, it is intended that the exemptions would apply until three months after the current State of Emergency has ended.

The intended changes would achieve the following:

1. Enable no interruption to existing businesses operating under the current exemptions;
2. Provide continued opportunity for new businesses looking to utilise the exemptions;
3. Allow the City to continue to support to businesses as we recover from the COVID-19 pandemic;
4. Bring the expiry date and the period of time in which the exemptions would have effect in line with the Minister's notice, being until three months after the State of Emergency has ended.

Other Upcoming Changes to the Planning System Relating to Planning Exemptions

The State Government's Action Plan for Planning Reform has brought forward a number of measures as part of COVID-19 economic recovery plans. These reforms will be implemented through legislation, regulation and policy and will come through parliament in two Bills. The first Bill was approved by Parliament on 7 July 2020 and resulted in the *Planning and Development Amendment Act 2020*. This introduced an approval pathway for 'significant development' applications to be determined by the Western Australian Planning Commission (WAPC) for a period of 18 months. A new Special Matters Development Assessment Panel (DAP) has also been established that is expected to commence at the expiry of the 18-month period where the WAPC is to determine 'significant developments'.

The Department of Planning Lands and Heritage (DPLH) is currently drafting amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* (Planning Regulations). This is intended to include exemptions for change of use applications to support small businesses. It is anticipated that they will be finalised and in effect prior to the end of the State of Emergency.

The City is currently reviewing its Policy No. 7.5.1 – Minor Nature Development. This review is intended to identify which land uses and development works would be appropriate to exempt from the need to obtain planning approval. The review will be undertaken having regard for the abovementioned amendments to the Planning Regulations, the results of the Beaufort Street Change of Use Exemptions, and the City's COVID-19 planning exemptions. This review is intended to be presented to Council early in 2021.

CONSULTATION/ADVERTISING:

Community consultation is not proposed as part of the intended changes to extend the expiration of the City's COVID-19 planning exemptions. The proposal is a temporary measure undertaken as part of the City's response to provide relief and support to the community and small businesses.

Planning exemptions will be considered as part of the review of Policy No. 7.5.1 – Minor Nature Development. More permanent and long term changes to the City's planning framework may be involved as part of this policy review so it would be appropriate to undertake consult at that stage. The results of the Beaufort Street, COVID-19 and Minister's planning exemptions will be reported back to Council through the Minor Nature Development Policy review process.

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- *City of Vincent Local Planning Scheme No. 2;*
- *Policy No. 7.5.1 – Minor Nature Development; and*
- *Policy No. 4.1.5 – Community Consultation.*

The intended changes to the City's temporary exemptions would be created pursuant to Clause 61(2)(d) of the Deemed Provisions in the Planning Regulations. This power sits with Council and has not been delegated to the COVID-19 Relief and Recovery Committee.

RISK MANAGEMENT IMPLICATIONS:

It is low risk to extend the change of use exemptions. The primary consideration is that health and building approvals are still required and will mitigate any high risk proposals.

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 community is satisfied with the service we provide.

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:



SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Any expenses can be met by the existing operational budget.

7.3 TENANT APPLICATION FOR FINANCIAL ASSISTANCE - TENNIS WEST, ROBERTSON PARK TENNIS CLUB

- Attachments:
1. Summary of Tenant Application - Confidential
 2. Proposed Financial Assistance  

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. NOTES that:

- 1.1 the Tennis Association of Western Australia (Tennis West) is currently holding over on a monthly tenancy of Robertson Park Tennis Club (Premises) pursuant to an Interim Management Agreement between the City and Tennis West;
- 1.2 Tennis West has licenced the day-to-day operation, management and use of the Premises to Tennis Central Australia Pty Ltd (ACN 626 307 042) (Tennis Central);
- 1.3 Tennis West has applied for financial assistance on behalf of Tennis Central, providing Tennis Central's financial statements, on the basis that any assistance granted to Tennis West by the City will be passed on by Tennis West to Tennis Central; and
- 1.4 a new lease has been negotiated between Tennis West and the City and a report was presented to Council on 28 July 2020 in regard to the proposed new lease terms. Pursuant to the new lease, Tennis Central will remain as licensee operating and managing the Premises on behalf of Tennis West.

2. In accordance with section 6.12 of the *Local Government Act 1995*, APPROVES the following financial assistance to Tennis West, proportionate to Tennis Central's reduction in turnover calculated by the Chief Executive Officer as 25%;

- 2.1 waiver of Tennis West's obligation to pay 12.5% of rent becoming due and payable between the period of 1 April 2020 and 30 September 2020; and
- 2.2 deferral of Tennis West's obligation to pay 12.5% of rent becoming due and payable between the period of 1 April 2020 and 30 September 2020;

3. APPROVES the Chief Executive Officer entering into a payment arrangement with Tennis West for the payment of the deferred portion of Tennis West's lease obligations as specified in recommendation 1.2. above, whereby the:

- 3.1 repayment period will be 24 months or an alternative period as agreed by the Chief Executive Officer and Tennis West;
- 3.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer and Tennis West; and
- 3.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period.

PURPOSE OF REPORT:

To consider the Tennis Association of Western Australia's (Tennis West) application on behalf of its licensee, Tennis Central Australia Pty Ltd (ACN 626 307 042) (Tennis Central), for financial assistance due to the adverse effect of the COVID-19 pandemic on Tennis Central'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. Tennis West 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, 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.

The Code provides that an entity satisfies the decline in turnover test if the entity's GST turnover in the effected period (e.g. April 2020) falls short of the entity's GST turnover for a relevant comparison period (e.g. April 2019) and the shortfall equals or exceeds the 'specified percentage' for the entity. The 'specified percentage' is:

- (a) 15% for an ACNC-registered charity (with certain exceptions for schools/higher education providers);
- (b) 50% for an entity that is not an ACNC-registered charity and has an income that is likely to exceed \$1billion in the relevant income year; or
- (c) 30% for an entity that does not fall into category (a) or (b).

Tennis West and Tennis Central fall within category (c), so the specified downturn is 30%.

DETAILS:

A summary of Tennis West's application on behalf of Tennis Central is at **Confidential Attachment 1**.

Tennis West provided Tennis Central's financial statements to detail Tennis Central's downturn in revenue, these statements indicate that Tennis Central has experienced an approximate 25% reduction in turnover. Although Tennis Central's downturn is less than the specified percentage (30%), Administration recommends the Committee grant a rent waiver and deferral in line with the calculated downturn of 25%.

It is noted that all other applications for financial assistance that the Committee has considered to date have met the specified percentage in respect to downturn. However, the Committee has granted a rent waiver to all category 1 and 2 tenants (from 1 April to 30 September 2020), which goes beyond the requirements of the code (as a rent waiver and deferral proportionate to the downturn is stipulated in the Code).

Administration believes that the Committee granting relief to Tennis Central based on a 25% downturn is consistent with the financial assistance granted by the Committee to date and is in keeping with the City's approach of providing assistance to sporting and community groups experiencing financial hardship due to COVID-19, that are leasing properties within the City.

Based on Administration's calculations of Tennis Central's reduction in income since 1 April 2020, Administration recommends the financial relief (figures are GST inclusive) by way of waivers and deferrals be granted to Tennis West as detailed in **Attachment 2**.

The City's proposed waiver of \$579.00 (set out in **Attachment 2**) is for the rent and outgoings, payable by Tennis West for the period 1 April 2020 to 30 September.

The deferred amount of \$579.00 will remain payable by Tennis West following 30 September 2020 and Tennis West will enter into a payment arrangement with the City to repay its deferred amount over an agreed repayment period.

Tennis West's current tenancy of the Robertson Park Tennis Club expired on 31 March 2020, Tennis West has been holding over on a monthly tenancy since 1 April 2020. Council granted a new lease to Tennis West at its 28 July 2020 Meeting.

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 \$579.00 between 1 April 2020 and 30 September; and
- (b) payment of approximately \$579.00 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.

Attachment – Proposed Tenant Financial Assistance

Proposed Financial Assistance		
TENNIS ASSOCIATION OF WESTERN AUSTRALIA - Rent \$772.00 per month (excluding GST)		
12.5% Rent waiver	= \$96.50 p/m x 6 =	\$579.00
12.5% Rent deferral	= \$96.50 p/m x 6 =	\$579.00
75% balance of Rent payable by tenant	= \$579.00 p/m x 6 =	\$3,474.00
Repayment plan for deferred rent	\$24.13 p/m x 24 months =	\$579.00

7.4 TENANT APPLICATION FOR FINANCIAL ASSISTANCE - GYMNASTICS WA, SWIMMING WA AND EAST PERTH FOOTBALL CLUB

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

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. In accordance with section 6.12 of the *Local Government Act 1995*, APPROVES the following further financial assistance for the following City tenants for the period 1 July 2020 to 30 September 2020:
 - 1.1 Western Australian Swimming Association Inc (SWA) which is proportionate to SWA's reduction in turnover calculated by the Chief Executive officer as 17%:
 - 1.1.1 waiver of SWA's obligation to pay 8.5% of rent becoming due and payable between the period of 1 July 2020 and 30 September 2020; and
 - 1.1.2 deferral of SWA's obligation to pay 8.5% of rent becoming due and payable between the period of 1 July 2020 and 30 September 2020;
 - 1.2 Gymnastics Western Australia Incorporated (GWA) which is proportionate to GWA's reduction in turnover calculated by the Chief Executive Officer as 66%:
 - 1.2.1 waiver of GWA's obligation to pay 33% of rent, variable outgoings and sinking fund contribution becoming due and payable between the period of 1 July 2020 and 30 September 2020; and
 - 1.2.2 deferral of GWA's obligation to pay 33% of rent, variable outgoings and sinking fund contribution becoming due and payable between the period of 1 July 2020 and 30 September 2020
 - 1.3 East Perth Football Club Incorporated (EPFC) which is proportionate to EPFC's reduction in turnover calculated by the Chief Executive Officer as 34%:
 - 1.3.1 waiver of EPFC's obligation to pay 17% of rent and variable outgoings becoming due and payable between the period of 1 July 2020 and 30 September 2020; and
 - 1.3.2 deferral of EPFC's obligation to pay 17% of rent and variable outgoings becoming due and payable between the period of 1 July 2020 and 30 September 2020.
2. APPROVES the Chief Executive Officer entering into a payment arrangement with each of SWA, GWA and EPFC for the payment of the deferred portion of each tenant's lease obligations as specified in recommendation 1.1. above and as previously granted by the Committee to each tenant for the period 1 April 2020 to 30 June 2020, whereby the:
 - 2.1 repayment period will be 24 months or an alternative period as agreed by the Chief Executive Officer and each of SWA, GWA and EPFC;
 - 2.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer and each of SWA, GWA and EPFC; and
 - 2.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period.

PURPOSE OF REPORT:

To consider Western Australian Swimming Association Inc (SWA), Gymnastics Western Australia Incorporated (GWA) and East Perth Football Club Incorporated (EPFC) applications for financial assistance for the period 1 July 2020 to 30 September 2020 due to the adverse effect of the COVID-19 pandemic on each tenant'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. SWA, GWA and EPFC are all 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, 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.

The Code provides that an entity satisfies the decline in turnover test if the entity's GST turnover in the effected period (e.g. April 2020) falls short of the entity's GST turnover for a relevant comparison period (e.g. April 2019) and the shortfall equals or exceeds the 'specified percentage' for the entity. The 'specified percentage' is:

- (a) 15% for an ACNC-registered charity (with certain exceptions for schools/higher education providers);
- (b) 50% for an entity that is not an ACNC-registered charity and has an income that is likely to exceed \$1billion in the relevant income year; or
- (c) 30% for an entity that does not fall into category (a) or (b).

SWA, GWA and EPFC applied for and were granted financial assistance by the City for the period 1 April 2020 to 30 June 2020. As restrictions around social gatherings have eased, each of SWA, GWA and EPFC have been able to re-commence trading/functioning in a limited capacity. However, each tenant continues to experience some level of downturn as a result of the shut-down period that occurred between March and June 2020.

It is noted that SWA's calculated downturn for the July to September period, of 17%, is below the 30% specified percentage under the Code.

It is noted that all other applications for financial assistance that the Committee has considered to date have met the specified percentage in respect to downturn. However, the Committee has granted a rent waiver to all category 1 and 2 tenants (from 1 April to 30 September 2020), which goes beyond the requirements of the code (as a rent waiver and deferral proportionate to the downturn is stipulated in the Code).

Administration believes that the Committee granting relief to SWA based on a 17% downturn is consistent with the financial assistance granted by the Committee to date and is in keeping with the City's approach of providing assistance to sporting and community groups experiencing financial hardship due to COVID-19, that are leasing properties within the City.

In light of the above, Administration recommends financial assistance, on the basis of the information provided to date, be granted to each of SWA, GWA and EPFC for the period 1 July 2020 to 30 September as set out below.

DETAILS:

SWA, GWA and EPFC each provided financial statements to detail their downturn in revenue. A summary of SWA, GWA and EPFC's applications is at **Confidential Attachment 1**.

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

The City's proposed waiver of:

- (a) \$1,128.89 is for rent payable by SWA;
- (b) \$7,062.87 is for rent, variable outgoings and sinking fund contributions payable by GWA; and
- (c) \$3,428.07 is for rent and estimated variable outgoings payable by EPFC,

for the period 1 July 2020 to 30 September.

The deferred amounts of \$1,128.89 for SWA, \$7,062.87 for GWA and \$3,428.07 for EPFC will remain payable by the tenants (respectively) following 30 September 2020 along with any other amounts also subject to deferred payment as a result of the tenants' original financial assistance applications (for the period 1 April to 30 June 2020). Each tenant will enter into a payment arrangement with the City to repay its total 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 \$11,619.83 between 1 July 2020 and 30 September; and
- (b) payment of approximately \$11,619.83 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 Tenant Financial Assistance – 1 June 2020 to 30 September 2020

WA Swimming Association – Rent \$4,427 per month (including GST)		
8.5% Rent waiver	= \$376.30 p/m x 3 =	\$1,128.89
Waived lease payments 1/6/2020 – 30/9/2020:		\$4,648.35
TOTAL waived lease payments 1/4/2020 – 30/9/2020		= \$5,777.23
8.5% Rent deferral	= \$376.30 p/m x 3 =	\$1,128.89
Deferred lease payments 1/6/2020 – 30/9/2020		\$4,648.35
TOTAL deferred lease payments 1/4/2020 – 30/9/2020		= \$5,777.23
Repayment plan for deferred lease payments	= \$240.72 p/m x 24 months =	\$5,777.23
Balance lease payments payable 1/6/2020 to 30/9/2020		
83% balance of Rent payable by tenant	= \$3,674.41 p/m x 3 =	\$11,023.23

Gymnastics WA – Rent \$4,507.79 per month (including GST) VOs \$1,611.96 per month (including GST)		
Sinking Fund \$1,014.45 per month (including GST)		
33% Rent waiver	= \$1,487.57 p/m x 3 =	\$4,462.71
33% VOs waiver	= \$531.95 p/m x 3 =	\$1,595.84
33% Sinking Fund waiver	= \$334.77 p/m x 3 =	\$1,004.31
Waived lease payments 1/6/2020 – 30/9/2020:		\$7,062.86
TOTAL waived lease payments 1/4/2020 – 30/9/2020		= \$14,553.81
33% Rent deferral	= \$1,487.57 p/m x 3 =	\$4,462.71
33% VOs deferral	= \$531.95 p/m x 3 =	\$1,595.84
33% Sinking Fund deferral	= \$334.77 p/m x 3 =	\$1,004.31
Deferred lease payments 1/6/2020 – 30/9/2020		\$7,062.86
TOTAL deferred lease payments 1/4/2020 – 30/9/2020		= \$14,553.81
Repayment plan for deferred lease payments	= \$606.41 p/m x 24 months =	\$14,553.81
Balance lease payments payable 1/6/2020 to 30/9/2020		
34% balance of Rent payable by tenant	= \$1,532.65 p/m x 3 =	\$4,597.95
34% balance of VOs payable by tenant	= \$548.07 p/m x 3 =	\$1,644.20
34% balance of Sinking Fund payable by tenant	= \$344.91 p/m x 3 =	\$1,034.74

Proposed Tenant Financial Assistance – 1 June 2020 to 30 September 2020

East Perth Football Club – Rent \$697.09 (including GST)		VOs \$6,024.60 (TBC) (including GST)
17% Rent waiver	= \$118.51 p/m x 3 =	\$355.52
17% VOs waiver	= \$1,024.18 p/m x 3 =	\$3,072.55
Waived lease payments 1/6/2020 – 30/9/2020:		\$3,4280.00
TOTAL waived lease payments 1/4/2020 – 30/9/2020		= \$10,485.84
17% Rent deferral	= \$118.51 p/m x 3 =	\$355.52
17% VOs deferral	= \$1,024.18 p/m x 3 =	\$3,072.55
Deferred lease payments 1/6/2020 – 30/9/2020		\$3,4280.00
TOTAL deferred lease payments 1/4/2020 – 30/9/2020		= \$10,485.84
Repayment plan for deferred lease payments	= \$291.27 p/m x 36 months =	\$10,485.84
Balance lease payments payable 1/6/2020 to 30/9/2020		
66% balance of Rent payable by tenant	= \$460.08 p/m x 3 =	\$1,380.24
66% balance of VOs payable by tenant	= \$3,976.24 p/m x 3 =	\$11,928.71

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

8 September 2020

- COVID-19 Update
- Amendment to financial assistance – Beatty Park Physiotherapy (Pty) Ltd

12 CLOSURE