

# Agenda

## SPECIAL MEETING OF COUNCIL

**18 MARCH 2020**

### Notice of Meeting

A Special meeting of Council to consider measures in connection with the Coronavirus (COVID-19) Pandemic will take place in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on Wednesday, **18 March 2020**, commencing at **7:15pm**.

Yours sincerely



**DES ABEL**  
**A/CHIEF EXECUTIVE OFFICER**

**18 March 2020**



### **Meeting Procedures**

1. All Council meeting are open to the public, except for matters dealt with under 'Confidential Items'.
2. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a City Staff Member.
3. Members of the public may ask a question during 'Public Question Time'.
4. Meeting procedures are in accordance with the City's *Standing Orders Local Law 2018*.
5. To facilitate smooth running of the meeting, silence is to be observed in the public gallery at all times, except for 'Public Question Time'.
6. This meeting will be audio recorded in accordance with the resolution of Council of 17 May 2016.
7. Persons are not permitted to record (visual or audio) at the Council meeting without prior approval of the Council.
8. In the event of an emergency, please follow the instructions of City of Bayswater Staff.

### **City of Bayswater**

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# Council Chambers

## Seating Plan



Andrew Brien  
CEO



Cr Dan Bull  
Mayor



Cr Giorgia Johnson



Cr Lorna Clarke



Cr Elli Petersen-Pik



Cr Catherine Ehrhardt



Cr Michelle Sutherland



Cr Barry McKenna



Cr Steven Ostaszewskij



Cr Sally Palmer



Cr Stephanie Gray



Cr Filomena Piffaretti  
Deputy Mayor



Des Abel, DCD



Doug Pearson, DWI



David Nicholson, DCS

Agendas  
and Minutes  
Officer

Press

Gallery

**Nature of Council's Role in Decision Making**

**Advocacy:** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

**Executive/Strategic:** The substantial direction setting and oversight role of the Council, e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

**Legislative:** Includes adopting local law, town planning schemes and policies.

**Review:** When Council reviews decisions made by officers

**Quasi-Judicial:** When Council determines an application/matter that directly affects a persons rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits/licenses (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

***City of Bayswater Standing Orders Local Law 2018*****6.9 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council or a Committee open to the public is to either –
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting.
- (2) Upon receipt of a request for a deputation the CEO must refer the request to the relevant decision making forum, either Council or a Committee, to decide by simple majority whether or not to receive the deputation.
- (3) Deputations in relation to a decision which requires absolute or special majority should be made to Council, in all other circumstances Deputations should be referred to the forum making the final decision on the matter.
- (4) Unless Council or the Committee meeting resolves otherwise, a deputation invited to attend the meeting is not to address the meeting for a period exceeding 5 minutes.
- (5) Unless given leave by the Presiding Member, only two members of the deputation may address the meeting, although others may respond to specific questions from Members.
- (6) For the purposes of this clause, unless Council or the Committee resolves otherwise, a deputation is taken to comprise all those people either in favour of, or opposed to, the matter which is the subject of the deputation.
- (7) Unless Council or the Committee resolves otherwise, any matter which is the subject of a deputation to the Council or a Committee open to the public is not to be decided by Council or the Committee until the deputation has completed its presentation.
- (8) The Presiding Member may require deputations to leave the meeting while other deputations are being heard in relation to that matter.

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## AGENDA

### 1. OFFICIAL OPENING

### 2. ACKNOWLEDGEMENT OF COUNTRY

In accordance with the City of Bayswater's Reflect Reconciliation Action Plan November 2019-November 2020, the Presiding Member will deliver the Acknowledgement of Country.

Noongar Language

*Ngalla City of Bayswater kaatanginy baalapa Noongar Boodja baaranginy, Whadjuk moort Noongar moort, boordiar's koora koora, boordiar's ye yay ba boordiar's boordawyn wah.*

English Language Interpretation

*We acknowledge the Traditional Custodians of the Land, the Wadjuk people of the Noongar Nation, and pay our respects to Elders past, present and emerging.*

### 3. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

### 4. ATTENDANCE

**Members**

West Ward

Cr Dan Bull, Mayor (Chairperson)

Cr Lorna Clarke

Cr Giorgia Johnson

North Ward

Cr Filomena Piffaretti, Deputy Mayor

Cr Stephanie Gray

Cr Michelle Sutherland

Central Ward

Cr Barry McKenna

Cr Sally Palmer

Cr Steven Ostaszewskyj

South Ward

Cr Catherine Ehrhardt

Cr Elli Petersen-Pik

**Officers**

Mr Des Abel

Mr Doug Pearson

Mr David Nicholson

Ms Cassandra Flanigan

Ms Wardia Du Toit

A/Chief Executive Officer

Director Works and Infrastructure

Director Corporate and Strategy

Executive Support/Research Officer

PA/Director Works and Infrastructure

**4.1 Apologies**

Mr Andrew Brien

Chief Executive Officer

**4.2 Approved Leave of Absence**

<b>Councillor</b>	<b>Date of Leave</b>	<b>Approved by Council</b>
Cr Lorna Clarke	19 to 22 March 2020	Ordinary Council Meeting 11 February 2020
Cr Barry McKenna	12 to 24 April 2020	Ordinary Council Meeting 25 February 2020
Cr Steven Ostaszewskyj	12 to 29 April 2020	Ordinary Council Meeting 25 February 2020

**4.3 Applications for Leave of Absence****5. DISCLOSURE OF INTEREST SUMMARY**

In accordance with section 5.65 of the *Local Government Act 1995*:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

**6. PUBLIC QUESTION TIME**

In accordance with the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the *City of Bayswater Standing Orders Local Law 2018* the following procedures relate to public question time:

1. A member of the public who raises a question during question time, is to state his or her name and address.
2. Each member of the public with a question is entitled to ask up to 3 questions.
3. The minimum time to be allocated for public question time is 15 minutes.
4. Questions from the public must relate to a matter affecting the local government. Questions relating to matters of business listed on the agenda will be considered in the first instance, followed by questions relating to Council business not listed on the agenda.
5. A summary of each question raised by members of the public at the meeting and a summary of the response to the question will be included in the minutes of the meeting.
6. Where a question is taken on notice at the meeting, a summary of the response to the question will be provided in writing to the member of public and included in the agenda for the following meeting.

**7. PRESENTATIONS**

**7.1 Petitions**

**7.2 Presentations**

**7.3 Deputations**

**7.4 Delegates Reports**



## 8. REPORTS

## 8.1 City of Bayswater Coronavirus (COVID-19) Response

<b>Responsible Directorate:</b>	Executive Services	
<b>Authority/Discretion:</b>	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
<b>Voting Requirement:</b>	<b>ABSOLUTE MAJORITY REQUIRED</b> (In relation to recommendations 4, 6, 8 and 9) Simple Majority Required.	

## SUMMARY

Council has expressed a desire to instigate urgent actions by the City that will supplement the level of support to the community being provided by the City as we face the challenge of the Coronavirus (COVID-19). Accordingly, a package of additional community support options has been requested by the Mayor for Council consideration.

## OFFICER'S RECOMMENDATION

That Council in recognition of the impacts of the Coronavirus (COVID-19) on our community requests:

1. The Chief Executive Officer to prepare a budget scenario for 2020-21 based on a 0% rate revenue increase in accordance with section 6.2 of the *Local Government Act 1995*.
2. Approves the cancellation of the current Better Bayswater Grant funding round due to close on 31 March 2020.
3. The Chief Executive Officer to review the Better Bayswater, Community Events and Major Town Centres Events Grants for 2020-21 to provide greater focus in support of small businesses in the City of Bayswater.
4. Approves the temporary waiving of suspension fees for membership agreements at the City of Bayswater operated recreation facilities until 30 June 2020.
5. Approves the temporary waiving of the six week limit on complimentary suspension per calendar year for 'Learn and Swim' enrolments.
6. Approves a \$0 extraordinary circumstances suspension fee for inclusion in the 2020-21 Fees and Charges schedule.
7. The Mayor to write to the Federal Government to advise of Council support for the protection of casual staff.
8. Approves the establishment of the COVID-19 Advisory Committee to respond to the current COVID-19 pandemic as follows:
  - (a) The Terms of Reference for this Committee to be prepared by the Chief Executive Officer and presented to Council for approval.
  - (b) The appointment of the following members to the Committee:
    - (i) Cr Dan Bull, Mayor;
    - (ii) Cr Filomena Piffaretti, Deputy Mayor;
    - (iii) Cr \_\_\_\_\_; and
    - (iv) Cr \_\_\_\_\_

- (c) The appointment of all Councillors who are not Members of this Committee as Deputy Members to the Committee. If a Member is unable to attend a meeting, the order of appointment of the Deputy at that meeting will be based on:
- (i) Councillor of the same Ward as the Member of the Committee; and
  - (ii) Length of service
- (d) The Chief Executive Officer and his nominated delegates.
9. Approves the allocation of \$75,000 in the current 2019-20 budget for any urgent expenditure required to facilitate the crisis.

## BACKGROUND

The world is currently facing a global pandemic associated with COVID-19. The virus is highly contagious with a high mortality rate and there is currently no vaccine available.

The virus is being described as a 1 in a 100 year event and is having a severe impact on communities throughout the world. Not only is the virus having serious health impacts, it is also adversely affecting financial stability, social interaction and mental health across communities.

To help combat the effects of the virus, many governments throughout the world have introduced stimulus packages to aid their communities in this time of great need. The Australian Federal Government has released a stimulus package and is currently developing a second stage package. The WA State Government has also released a stimulus package with the following elements:

- a freeze will be placed on household fees and charges, including electricity, water, motor vehicle charges, the emergency services levy and public transport fares;
- an allocation of \$402 million in the 2020-21 Budget will go towards paying for the freeze;
- \$91 million allocated to double the Energy Assistance Package (EAP) in 2020-21 to provide additional support to vulnerable Western Australians. The payment will increase from \$300 to \$600 for eligible concession card-holders;
- \$114 million in measures to support Western Australian small and medium businesses;
- payroll tax paying businesses with a payroll between \$1 million and \$4 million will receive a one-off grant of \$17,500;
- \$1 million payroll tax threshold brought forward by six months to July 1, 2020; and
- small and medium sized businesses affected by COVID-19 can now apply to defer payment of their 2019-20 payroll tax until July 21, 2020.

As the level of government closest to the community, City of Bayswater Councillors have expressed a strong desire to develop options over and above the initiatives that the City has or is currently implementing that will provide urgent support to our community in this time of need.

Accordingly, the Mayor has called this Special Council Meeting to provide a timely response to the matter and to consider a community support package.

The following initiatives have been listed for consideration by the Mayor as part of this proposed stimulus package:

- 0% rate rise budget for 2020-21;
- Repurpose events grants and events budget to be more directly targeted - small business stimulus;
- Request the CEO to develop a resources section on the City's webpage;

- Pausing Waves membership suspension fees (currently \$15) and allowing unlimited free suspension of swim school enrolment (currently it is free for a 6 week suspension only);
- Writing to the Federal Government in support for the protection of casual staff (if, for example Waves has to close, this will impact our workforce);
- Establish a Minor Committee – membership to be Mayor, Deputy Mayor, relevant staff and two Councillors;
- The City touching base with/calling every resident that is a member of our Community Centres (senior citizens centres); and
- Library services to be repurposed - Books, DVDs, etc. on wheels/outreach.

## **EXTERNAL CONSULTATION**

No consultation has occurred with the public or other agencies on this matter.

## **OFFICER'S COMMENTS**

The City strongly supports the intent to support the community during this crisis and has already implemented a number of initiatives and is responsively developing more in response to the continually changing environment we find ourselves in.

### **City of Bayswater's Response to the Pandemic**

The City has already dedicated considerable resources to dealing with the pandemic as a matter of urgency. Due to the continually changing nature of the advice being received from the relevant government authorities, the City has initiated a high level Business Continuity Management Team (BCMT) that is meeting on a daily basis to direct the City's response.

The City's Communications and Marketing team released its first media statement on Friday, 13 March 2020, acknowledging the pandemic and informing the community of the cancellation of upcoming events with over 500 attendees. A subsequent statement was released on Tuesday, 17 March 2020, discussing the City's coordinated response and the activation of the BCMT. The City will continue to provide media statements to the media and the City's website as events unfold.

The Communications and Marketing team has also published a new web page titled 'Coronavirus (COVID-19)' on the City's website, which will act as a central source of information for the community. It will be continually updated with actions the City is taking to reduce the spread of the Coronavirus, in line with advice received from the WA Department of Health. It also contains links to trusted information sources in alternative languages, including Easy English, to ensure our entire community has access to current information. All media statements will be linked to this page.

The City's Social Media channels; the City of Bayswater, The RISE and Bayswater Waves Facebook pages are being continually updated with new information, and a link to the Coronavirus (COVID-19) web page is now pinned to the top of each page. The communications team have taken over management of the recreation centres Facebook pages for the time being, to ensure all statements and responses are consistent.

The City has installed advisory signage at its facilities, provided hand sanitiser and increased cleaning regimes to help protect the community and staff.

As can be expected, projects and services delivered by the City are starting to be impacted by the crisis and there is no doubt that the level of impact will increase as the situation worsens. In accordance with the City's Business Continuity Plan (BCP), the focus will be on maintaining essential services to the community, such as waste collection.

The key to ensuring the continuity of services is ensuring that we support the staff who deliver these services.

In this regard, the City is implementing the following:

- Social distancing measures;
- Working from home options; and
- Special leave provisions in line with those recently implemented by the State for the Public Sector employees;

It is also important to note that City staff will be no different to other sections of the community and may be feeling stressed with the current situation and this stress may be heightened by having to deal with members of the community especially the vulnerable and those that may be hostile to staff due to dissatisfaction with potential service disruptions.

Ensuring appropriate support to staff via regular communications and reassurance is critical and the City also needs to monitor work pressures and work hours for staff in responding to the ever changing situation and endeavouring to maintain as many services as possible.

The frequency and duration of Council meetings will also need to be considered due to the resources associated with these meetings, however, it is noted that the State is moving towards regulating amendments that will allow attendance via electronic means for Council meetings.

### **City of Bayswater's Actions**

#### **1. Audio - Underway**

The City has undertaken action to implement functionality of meeting recording in the Embleton Room. As such no further Council action is required in this regard.

#### **2. LEMA**

The City is currently preparing a late report on the updated Local Emergency Management Arrangements (LEMA) for consideration as an item of Urgent Business to the Ordinary meeting scheduled for 24 March 2020. As such a Council resolution is not required at this stage.

#### **3. Contacting and touching base with community members to advise of cancellation of programs and any additional support which may be required**

The health and safety of members of the City's two community centres is a high staff priority at this point in time.

To that end, the City will be closing its two community centres at Bayswater and Morley, which hold membership of approximately 800 older adults. The Centres run in excess of 30 activities per week between them. Already, several activities have been cancelled throughout this week, due to low numbers and due to activity lead volunteers who have chosen not to attend the centres at this time. Other activities not run by the City have also been cancelled by the relevant organisers. For example, Bingo was cancelled by Morbay Active Ageing Association, effective 18 March 2020.

Hairdressing services have also been cancelled, however, Podiatry services will continue to operate from the Centres as per normal, by appointment only, as these are considered essential services in particular for people with a disability.

The City is taking an individualised approach to the cancellation of its activities at the centres by contacting every member (City resident and non-residents) and providing them with the following key points of information:

- Information about the closure of Community Centres – Program for Older Adults from 3pm Friday 20 March 2020;
- Information about the COVID-19 and how they can keep safe, based on Department of Health information. This information will also be offered in different languages and Easy English if language is a barrier for any member; and
- Reassuring members that City staff will contact them again in 14 days to 'check in' that they are ok and continue to have supports in place, as needed.

In addition to this, City staff will be asking members questions to ascertain if they may require additional supports in place, such as:

- Do you have family, friends or access to subsidised services that can assist you during this time?
- Do you have enough food to eat?
- Do you require assistance with shopping for essential items?

If anyone responds in the affirmative to any of the above questions, the City will seek their approval to add them to a separate register, indicating they may be at risk. Following assessment of the members potentially at risk register, the City will refer people to appropriate services to ensure the risk is mitigated, as much as possible.

#### **4. Town Centres and Businesses**

The City will be contacting businesses via email and in person visits in the town centres and shopping precincts. The purpose will be to ask about what they are experiencing, what support the City can provide, and referring them to information or resources as necessary, including how they increase their online, delivery, or pickup aspects of their business.

The City is examining how we can meaningfully promote those businesses that are offering online/delivery/pickup services. Information gathered will be collated and discussed with the business associations, place activation groups and Council. From the City's initial discussions with some businesses this week, they were aware of the State and Federal government support but were already hurting. Temporary rent relief was a theme that emerged and the City is considering how it can lead and advocate for this within our community.

#### **5. Community Groups and Sporting Clubs**

The City will contact all community lease holders and clubs this week via email to advise them at the City will still be contactable via email and phone during office hours. Additionally, the City will provide all lease holders with a copy of the draft Coronavirus Policy developed by ClubsWA to assist them to manage their building and organisations and the contact details for the City's Club Development Officer should they need any further advice on how to access information from their peak bodies. The City will ensure that the email is a coordinated approach from all relevant departments.

The City is also considering what other support is appropriate for all its leaseholders given their potential loss of income. Further information will be presented to Council as necessary. As action is being progressed no further Council action is considered necessary at this stage.

## 6. Caring for the Community

The City's response to this situation is to ensure public safety of all City residents. This will be communicated accordingly to the public through the City's communication channels.

People in the community who wish to volunteer will be referred to local organisations and groups that are recruiting volunteers to support people at risk in the community, such as the elderly and people with a disability who do not already have supports in place.

## 7. Library services to be repurposed - Books, DVDs, etc. on wheels/outreach

The City's libraries will continue to remain open in the transactional sense, such as loaning of library materials; provision of public computers; and other information sharing. These services will remain operating as per normal until directed otherwise by the Australian government. All library activity programs have either been cancelled until 17 April 2020 or postponed to occur at a later time in the year. These include such programs as Story time, Noongar Language sessions, E-Connect Program etc.

The City is also exploring where it may have capacity to expand library outreach services such as the delivery of library stock directly to residents in their homes to vulnerable members of the community i.e. people over the age of 70 years. These services are currently reliant on City registered volunteers.

## **PROPOSED INITIATIVES FROM THE MAYOR**

Whilst the proposed support initiatives have merit, especially given the unprecedented scale and nature of this crisis, it is also important that the City ensures that Councillors are informed on the implications associated with each initiative.

### **Initiative 1: Prepare a budget scenario for 2020-21 based on 0% rate revenue increase**

Local governments are required to determine the imposition of a general rate at the time the budget is adopted. The *Local Government Act 1995*, section 6.32 states:

#### ***"6.32 Rates and service charges***

- (1) *When adopting the annual budget, a local government –*
- (a) *in order to make up the budget deficiency, is to impose a general rate on rateable land within its district, which*
    - (i) *uniformly; or*
    - (ii) *differentially;*
  - (b) *may impose on rateable land within its district –*
    - (i) *a specified area rate; or*
    - (ii) *a minimum payment;*
- and*
- (c) *may impose a service charge on land within its district"*

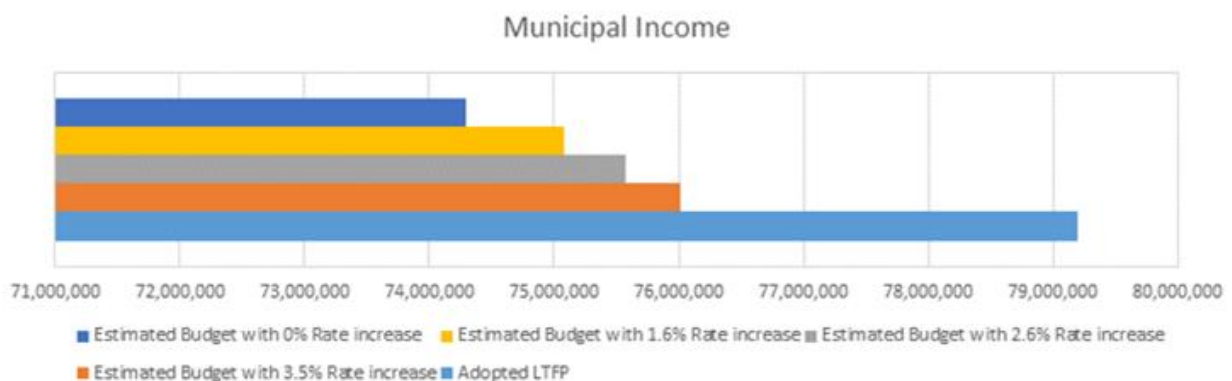
Therefore, it would be prudent to understand the complete financial position and the consequences of a zero percent rate increase. For example, there are already a number of significant pressures on the 2020-21 budget which in part reflect departures from the Council endorsed Long Term Financial Plan (LTFP):

- \$500,000 loss of revenue due to specified area rate for Maylands Lake area not being levied;

- \$300,000-\$400,000 loss of revenue due to sporting clubs and community groups utility reimbursements;
- \$560,000 loss of interest revenue due to the decrease in interest rates, it is predicted the cash rate could fall lower than 0.5%;
- Lower rate increase approved in prior budget than nominated in the long term financial plan;
- In accordance with the City's collective agreement and expected increases in worker compensation insurance, employee cost expected to increase by approximately \$770,000. However, this would not include increase in staffing to meet Council's expectation in the governance and accounting areas; in part the result of higher levels of controls and diligence in the areas of procurement, IT (cyber risk) and new accounting standards, and State Government expectations as communicated through the approach adopted by the Office of the Auditor General (OAG); and
- Insurance costs (excluding workers compensation) is expected to rise up to 8% equating to an increase of approximately \$65,000.

Graph 1 below, illustrates this point.

**Graph 1**  
**Municipal Income vs. LTFP**



Without a full understanding of the financial landscape which will not be known until the budget has been drafted, a significant risk in adopting a zero percent rate increase in advance of this insight is a reduction/cut in services and staffing.

The above items should be considered in addition to the full draft budget prior to determining the rate increase for 2020-21. In addition a rate increase lower than the long term financial plan will significantly impact the City's ability deliver on the Strategic Community Plan, Corporate Business Plan and supporting strategies in 2020-21 and in future years, and will perpetuate the situation Council finds itself in at the moment with regards to Maylands Waterland.

In accordance with the Council Resolution from 16 August 2017 and the Strategic Budget Policy, in 2020-21, 3% of rates is required to be allocated to reserves. A zero percent rate increase will restrict Councils ability to allocate money to reserves unless there is a reduction in the capital works program or operating costs.

2020-21 is a revaluation year for Local Government rates, as well as State Government water rates and Emergency Services Levy. Based on information received from Landgate, on average Residential valuations are expected to fall by 15%, Commercial by 5% and Industrial by 6%. As a result, while a zero percent rate increase as announced by the State Government will only yield the same total rate revenue for the State as 2019/20 (plus any growth), a zero percent rate increase for residents is unlikely - some residents will receive an increase and some a decrease, all depending on the underlying movement in their property valuation.



This is consistent to Council rates and is illustrated in Table 1 below:

**Table 1**

**Rates Modelling Scenarios**

Non-revaluation year - zero percent revenue increase								
	2019/20			Revaluation	2020/21			
	valuation	RID	rates bill	adjustment	valuation	RID	rates bill	rates change
property 1	30,000	0.06393	1,917.90	0%	30,000	0.06393	1,917.90	0.00%
property 2	30,000	0.06393	1,917.90	0%	30,000	0.06393	1,917.90	0.00%
property 3	30,000	0.06393	1,917.90	0%	30,000	0.06393	1,917.90	0.00%
property 4	30,000	0.06393	1,917.90	0%	30,000	0.06393	1,917.90	0.00%
property 5	30,000	0.06393	1,917.90	0%	30,000	0.06393	1,917.90	0.00%
property 6	30,000	0.06393	1,917.90	0%	30,000	0.06393	1,917.90	0.00%
property 7	30,000	0.06393	1,917.90	0%	30,000	0.06393	1,917.90	0.00%
Total rates income			13,425.30				13,425.30	0.00%
					Rates increase		0.00%	
					RID change		0.00%	
Revaluation year - zero percent revenue increase								
	2019/20			Revaluation	2020/21			
	valuation	RID	rates bill	adjustment	valuation	RID	rates bill	rates change
property 1	30,000	0.06393	1,917.90	-20%	24,000	0.07496	1,799.04	-6.20%
property 2	30,000	0.06393	1,917.90	-18%	24,600	0.07496	1,844.02	-3.85%
property 3	30,000	0.06393	1,917.90	-15%	25,500	0.07496	1,911.48	-0.33%
property 4	30,000	0.06393	1,917.90	-10%	27,000	0.07496	2,023.92	5.53%
property 5	30,000	0.06393	1,917.90	-5%	28,500	0.07496	2,136.36	11.39%
property 6	30,000	0.06393	1,917.90	-25%	22,500	0.07496	1,686.60	-12.06%
property 7	30,000	0.06393	1,917.90	-10%	27,000	0.07496	2,023.92	5.53%
Total rates income			13,425.30				13,425.34	0.00%
					Rates increase		0.00%	
					RID change		17.25%	
Revaluation year - zero percent revenue increase								
	2019/20			Revaluation	2020/21			
	valuation	RID	rates bill	adjustment	valuation	RID	rates bill	rates change
property 1	30,000	0.06393	1,917.90	-20%	24,000	0.07508	1,801.92	-6.05%
property 2	25,000	0.06393	1,598.25	-18%	20,500	0.07508	1,539.14	-3.70%
property 3	32,000	0.06393	2,045.76	-15%	27,200	0.07508	2,042.18	-0.18%
property 4	18,000	0.06393	1,150.74	-10%	16,200	0.07508	1,216.30	5.70%
property 5	30,000	0.06393	1,917.90	-5%	28,500	0.07508	2,139.78	11.57%
property 6	30,000	0.06393	1,917.90	-25%	22,500	0.07508	1,689.30	-11.92%
property 7	33,000	0.06393	2,109.69	-10%	29,700	0.07508	2,229.88	5.70%
Total rates income			12,658.14				12,658.49	0.00%
					Rates increase		0.00%	
					RID change		17.44%	

Other options available to Council other than a zero percent rate increase could include:

- Reducing instalment interest and/or penalty interest. Currently instalment interest is 5.5% and penalty interest is 9% for overdue rates. Section 6.51 of the Act allows Local Governments to impose interest charges when adopting the budget. The Local Government (Financial Management) 1996 Regulations stipulate instalment interest be set at no more than 5.5% and penalty interest at 11%. The City currently does not charge administration fees or interest to entitled pensioners or eligible seniors which include approximately 6,400 properties. A new interest model for rates could be consider for 2020-21.
- Funding capital works projects for 2020-21 through loan borrowings as interest rates are at record lows. This could include additional projects or changing the funding source of some of the proposed projects.



Both of the above options would need to be modelled to determine the full financial impact prior to any formal decision being made.

### **Initiative 2: Better Bayswater, Community Events and Major Town Centre Events Grants**

The City funds two rounds of the Better Bayswater Grant and Community Events Grants per year. The City's Better Bayswater is currently open for submissions, which close on 31 March 2020. To date, no funding applications have been received by the community, however, two local organisations have indicated that they intend on applying by 31 March 2020 for initiatives to be delivered later in the year.

The two rounds for each of the grants mentioned above could be repurposed for 2020-21 financial year to focus directly on supporting small local businesses in the City of Bayswater. City staff would look for innovative ways to do this in collaboration with small local businesses. This would require a change in applicant eligibility criteria for the grants for the 2020-21 financial year and a change in outcomes for the community, with the focus being on benefiting small businesses.

The City's Community Grants Program is due for review in 2021.

### **Initiative 3: Waiving of Suspension of Fees - Bayswater Waves, The RISE and Learn to Swim**

Requests for suspensions and cancellations of agreements for Health Club Memberships and Learn to Swim enrolments at City run recreation facilities have significantly increased since the emergence of Coronavirus.

As at 3.00pm, Tuesday, 17 March 2020, the following facilities have recorded the following level of suspension:

FACILITY	PROGRAM / ACTIVITY	PATRON BASE	NUMBER SUSPENSIONS	NUMBER CANCELLATIONS
Bayswater Waves	Health Club	2,920	140	13
	Learn to Swim	2,280	67	98
The RISE	Health Club	640	10	

A majority of these have cited Coronavirus as the reason for requesting suspension/cancellation.

The terms and conditions of agreements for each area document associated fees and requirements for suspensions and cancellations are summarised below:

- Suspension of a membership agreement at Bayswater Waves and/or The RISE attracts a suspension fee of \$15.
- Patrons enrolled in the 'Learn to Swim' Program at Bayswater Waves are provided with six weeks of complimentary suspensions.

During normal operations, these requirements are accepted in the industry. Suspending the application of these requirements would remove the financial implications to patrons of complying with social distancing practices.

A decision to waive these requirements would have a financial impact on the City as suspension fees would not be collected. A far greater negative financial impact would be expected if the requirements are not waived as patrons opt for cancellation rather than suspension. It is less likely that a cancelled membership or enrolment would recommence than a suspended one.

The *Local Government Act* does not provide provisions for how a Council would go about suspending or choosing not to apply a fee or charge. In light of this, it is recommended that Council temporarily suspend taking of suspension fees until 30 June 2020. In addition, an inclusion for a waiver of suspension fees and conditions due to extraordinary circumstances will be included in the 2020-21 proposed fees and charges.

#### **Initiative 4: Support for Casual Employees**

The City currently employs approximately 221 casual employees.

The majority of casual employees are engaged in the City's Recreation facilities with smaller numbers in Libraries, Rangers and Security, Health and Community Development.

The labour cost for the City's casual employees was approximately \$233,000 for the preceeding four weeks of the last pay cycle (the period ending 6 March 2020).

The Federal Government has announced that casual employees will be able to access the Newstart Allowance of up to \$279 per week for single people. There are however, uncertainties on wait periods, asset tests and whether casual employees will be able to access if work is not offered rather than the employee being sick with COVID-19 or required to self-isolate.

The City can write to the Federal Government seeking assistance and support for the City's significant number of casual employees.

The City has communicated to staff that it will be applying WA State Public Sector Labour Relations policy to offer up to 20 days COVID-19 leave as well as other specific provisions to all employees including casuals. Payments for casual employees will be based on the average earnings for the previous four weeks. Casual employees will be required to apply for the Newstart Allowance and the City of Bayswater will 'top up' payments to make equivalent to four week average earnings.

Should a situation arise in which there is a significant reduction in the need for casual employees in their current roles, the following actions are proposed:

- Undertake skills, interests and availability audit;
- Identify potential redeployment opportunities within the City;
- Assess training and resources costs to enable redeployment;
- Work through specific logistics of redeployment opportunities; and
- Develop a process for assigning redeployment opportunities.

Casual staff will be redeployed to other areas should a need arise and meaningful work be available. Registered volunteers of the organisation are being communicated with and supported as best as possible. Several volunteers have chosen to not participate in volunteering activities until such time as gathering restrictions are lifted by the government.

Library casuals are engaged 'as required' they are therefore not reliant on ongoing income from the City, as their engagement is not recurring or ongoing i.e. normally only engaged to back fill permanent staff. Terry

#### **Initiative 5: Establishment of a COVID-19 Advisory Committee**

The *Local Government Act 1995* (Subdivision 2), allows a Local Government to establish a committee of three or more persons to assist the Council in relation to specific matters.

Council has the decision, currently, whether they wish to form a Committee to address immediate concerns relating to the COVID-19 pandemic. It is recommended that this committee comprised of Council members and council employees with provisions for the committee to invite other relevant parties from external organisations that are highly related to the current pandemic.

Council should note that the establishment of a committee comes at a cost to the City, primarily comprising officer time in preparing reports and agendas, attending meetings and taking and preparing minutes. In making this decision, Council should balance these costs against the additional responsiveness and flexibility in meeting frequency that a Committee can provide. Should Council choose to establish this Committee, a further report will be provided to the next Ordinary Council Meeting to establish Terms of Reference for the committee.

## LEGISLATIVE COMPLIANCE

The City has reviewed the above recommendation to ensure legislative compliance with the relevant legislation, including:

- *Local Government Act 1995 (WA)* – ss 5.8 – 5.11, 5.15, 5.19, 5.20 – 5.22 – Establishment of Minor Committee
- *Local Government Act 1995 (WA)* – s 6.2, 6.12, 6.32, 6.51 – Rates and service charges
- *Local Government (Financial Management) Regulations 1996 (WA)* – Part 5 – Rates and service charges

## OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	<p><b>That Council in recognition of the impacts of the Coronavirus (COVID-19) on our community requests:</b></p> <ol style="list-style-type: none"> <li>1. The Chief Executive Officer to prepare a budget scenario for 2020-21 based on a 0% rate revenue increase in accordance with section 6.2 of the <i>Local Government Act 1995</i>.</li> <li>2. Approves the cancellation of the current Better Bayswater Grant funding round due to close on 31 March 2020.</li> <li>3. The Chief Executive Officer to review the Better Bayswater, Community Events and Major Town Centres Events Grants for 2020-21 to provide greater focus in support of small businesses in the City of Bayswater.</li> <li>4. Approves the temporary waiving of suspension fees for membership agreements at the City of Bayswater operated recreation facilities until 30 June 2020.</li> <li>5. Approves the temporary waiving of the six week limit on complimentary suspension per calendar year for 'Learn and Swim' enrolments.</li> <li>6. Approves a \$0 extraordinary circumstances suspension fee for inclusion in the 2020-21 Fees and Charges schedule.</li> <li>7. The Mayor to write to the Federal Government to advise of Council support for the protection of casual staff.</li> <li>8. Approves the establishment of the COVID-19 Advisory Committee to respond to the current COVID-19 pandemic as follows:               <ol style="list-style-type: none"> <li>(a) The Terms of Reference for this Committee to be prepared by the Chief Executive Officer and presented to Council for approval.</li> <li>(b) The appointment of the following members to the Committee:</li> </ol> </li> </ol>
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	<div><div><div><div><div><div></div><div>(i) Cr Dan Bull, Mayor;</div></div><div><div></div><div>(ii) Cr Filomena Piffaretti, Deputy Mayor;</div></div><div><div></div><div>(iii) Cr _____; and</div></div><div><div></div><div>(iv) Cr _____</div></div></div></div><div><div><div></div><div>(c) The appointment of all Councillors who are not Members of this Committee as Deputy Members to the Committee. If a Member is unable to attend a meeting, the order of appointment of the Deputy at that meeting will be based on:</div></div><div><div><div><div><div></div><div>(i) Councillor of the same Ward as the Member of the Committee; and</div></div><div><div></div><div>(ii) Length of service</div></div></div></div><div><div><div></div><div>(d) The Chief Executive Officer and his nominated delegates.</div></div></div></div><div><div><div></div><div>9. Approves the allocation of \$75,000 in the current 2019-20 budget for any urgent expenditure required to facilitate the crisis.</div></div></div></div></div></div>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Moderate
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	As detailed in the report, the intent to support the community in this time of need is supported and further investigation is needed in relation to the potential implications of some of the recommended initiatives.	

Option 2	That Council adopt alternate actions.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Dependent on alternate actions adopted by Council.
Reputation	Low	
Governance	Low	
Community and Stakeholder	Moderate	
Financial Management	Low	
Environmental Responsibility	Low	
Service Delivery	Low	
Organisational Health and Safety	Low	
Conclusion	Subject to actions adopted.	

## FINANCIAL IMPLICATIONS

As can no doubt be appreciated, the financial implications associated with responding to this crisis are not impossible to determine at this stage due to the constantly changing situation. The actions taken by the City to date have been accommodated in existing accounts, however, it is inevitable that additional funds will be required to facilitate this response.

Accordingly, it is suggested that an additional amount of \$75,000 be allocated to facilitate necessary response actions.

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Our Community  
Aspiration: An active and engaged community.  
Outcome C1: A strong sense of community through the provision of quality services and facilities.  
Outcome C2: Accessible services that recognise diversity.

Theme: Our Natural Environment  
Aspiration: A green and sustainable environment.  
Outcome N1: Natural environment and biodiversity which are conserved and protected.  
Outcome N2: A resilient community that responds to sustainability challenges.

Theme: Our Built Environment  
Aspiration: A quality and connected built environment.  
Outcome B1: Appealing streetscapes.  
Outcome B2: A connected community with sustainable and well maintained transport.  
Outcome B3: Quality built environment.

Theme: Our Local Economy  
Aspiration: A business and employment destination.  
Outcome E1: Support initiatives for local business.  
Outcome E2: Active and engaging town and city centres.  
Outcome E3: Attractive to new services, businesses and investment.

Theme: Leadership and Governance  
Aspiration: Open, accountable and responsive service.  
Outcome L1: Accountable and good governance.  
Outcome L2: Proactively communicates and consults.  
Outcome L3: Strong stewardship and leadership.

**CONCLUSION**

The Council and the City are facing an unprecedented crisis that requires rapid and appropriate responses. As the closest level of government to the community, it is considered critical that the City provides as much support as it can, with due regards to the potential long lasting impacts of changes to services and long term funding commitments.

As detailed in the report, the City has already instigated a broad range of actions in response to this crisis and further Council direction in relation to the level of support to be provided, with due regard to any long term impacts associated with increased support levels is presented for Council consideration.

**9. MEETING CLOSED TO THE PUBLIC**

**9.1 Matters for Which the Meeting May be Closed**

Nil.

**9.2 Public Reading of Resolutions That May be Made Public**

**10. CLOSURE**