SNOWY VALLEYS COUNCIL MEETING

LATE REPORTS

19 MARCH 2020

THE MEETING WILL BE HELD AT 2.00PM
IN THE TUMBARUMBA COUNCIL CHAMBERS, BRIDGE STREET TUMBARUMBA

Disclosure of Pecuniary Interests at meetings
(extract from the Code of Conduct – Section 4)

4.28 Councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:

(a) at any time during which the matter is being considered or discussed by the council or committee, or

(b) at any time during which the council or committee is voting on any question in relation to the matter.

4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.

4.31 Disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

Disclosure of Political Donations and Gifts

The *Environmental Planning and Assessment Act 1979* places obligations on Councillors, staff, applicants and any person who makes a public submission, to disclose information relating to political donations and gifts during the environmental plan making or development assessment process.

The fact that political donations or gifts have been made by applicants / proponents of a planning application should not affect whether an application is approved or refused. Political donations or gifts should not be relevant in making a determination. The matter should be determined on its merits. Nor do they provide grounds for challenging the determination of any applications.

For further information, visit www.planning.nsw.gov.au/donations

Furthermore, for each planning decision made at a Council or Committee Meeting, the names of Councillors who supported the decision and those that oppose the decision must be recorded. (*Sec. 375A of the Local Government Act 1993*)

Use of mobile phones and the unauthorised recording of meetings
(extract from the Code of Meeting Practice – Section 15)

15.21 Councillors, council staff and members of the public must ensure that mobile phones
are turned to silent during meetings of the council and committees of the council.

15.22 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.

15.23 Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.24 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Livestreaming of Meetings
(extract from the Code of Meeting Practice – Section 5)

This meeting is live streamed on Council's website to allow the community to follow Council debates and decisions without the need to attend meetings in person. Members of the public attending or speaking at a meeting agree to have their image, voice and personal information (including name and address) recorded and publicly broadcast. Snowy Valleys Council does not accept liability for any defamatory remarks or inappropriate comments that are made during the course of a meeting. Any part of the meeting that is held in closed session will not be streamed.

5.19 All meetings of the council and committees of the council are to be webcast on the council's website.

Photography
Flash photography is not permitted at a meeting of the Council or a Committee of the council without the consent of the Chief Executive Officer.

Public Forum
(extract from the Code of Meeting Practice – Section 4)

4.1 The Council may hold a public forum prior to each Ordinary Council meeting for the purpose of hearing oral submissions on items of business to be considered at the meeting.
4.2 Public forums are to be chaired by the mayor or their nominee.

Those attending must comply with the terms and conditions of the Code of Meeting Practice which can be viewed on Councils website;

http://www.snowyvalleys.nsw.gov.au/Council/Governance/Policies

Thursday 19 March 2020

Snowy Valleys Council Chambers

Bridge Street, Tumbarumba

2.00pm

LATE REPORTS

L. GOVERNANCE AND FINANCIAL REPORTS

L. CONFIDENTIAL

L.	GOVERNANCE AND FINANCIAL REPORTS

L.1 COVID-19 PANDEMIC UPDATE

REPORT AUTHOR: CHIEF EXECUTIVE OFFICER
RESPONSIBLE DIRECTOR: MAYOR JAMES HAYES

EXECUTIVE SUMMARY:

This report serves to update Councillors and the rapidly changing environment around the Coronavirus pandemic and provides recommendations to assist the community in working through the changes to the facility and service operations.

RECOMMENDATION:

THAT COUNCIL:

1. **Receive the report on COVID-19 Update and note that Council is now operating in a rapidly changing environment**

2. **Endorse the Snowy Valleys Council Draft Pandemic Plan, currently out on public exhibition, and note that Council's Executive team have made a number of decisions around staff operations to try to reduce the risk to staff and put our people first**

3. **In line with the Australian Federal Government guidelines and recommendations, makes the following decisions in regards to services, events, meetings and Council operations:**

   a) **The Chief Executive Officer keep Councillors informed on how essential services will be operated if the coronavirus significantly impacts our workforce and community**

   b) **Council strongly recommends to community groups that use Council owned/managed facilities to cease operations until further notice and advise that Council cannot guarantee the maintenance of facilities and may choose to close facilities where safe standards cannot be maintained**

   c) **Council encourages all community groups operating on non-Council facilities in the region to suspend their activities until at least the end May 2020**

   d) **Council cancel all Council events which are programmed to occur in until end May 2020**

   e) **Council cancels all committee and working group meetings where no urgent decisions are required, until the end of May 2020 and meetings where urgent business is required will be facilitated by video or phone links**

   f) **The community be encouraged to view Council meetings via webcast rather than attending in person**

   g) **Council install signage at facilities that are closed to explain the reasons for the closure**

   h) **Authorise the CEO to reimburse any fees paid for the use of Council facilities and services where Council has determined the facilities and services would not be available due to COVID-19 closures**

   i) **Extend the timeline for grants where Council is the sole provider of the grants and support community groups requesting an extension of grants where the grants are outside the control of Council.**

BACKGROUND:

Council already knows that the Health sector are actively working to develop preventive and curative measures and it is important we are aware of the nature of the virus and to share information with Councillors, employees and the community to make decisions about changes to services and facilities provided to our communities.

The novel coronavirus typically causes mild-to-moderate upper respiratory tract symptoms in healthy individuals, including:

- difficulty breathing,

- fever,

- cough, and

- fatigue;

These symptoms could be easily confused with those of the common cold or flu. The incubation period for the virus ranges from two to 14 days. It is believed to be spread through close contact with individuals who are actively coughing and sneezing. The view of the potential for human-to-human transmission is changing as cases are identified with unknown sources around the world. Good hygiene practices contribute to the minimisation of the spread of the virus.

REPORT:

Snowy Valleys Council has a number of responses regarding COVID-19:
- A Draft Pandemic Plan Procedure

- Service and Facilities Operations

- Community response regarding services and facilities provided

- Employee Wellbeing Management

- Local Emergency Management Committee

The Draft Pandemic Plan Procedure compliments the Business Continuity Plans and has a number of internal purposes:
- protecting people

- helping to prevent or slow the spread of disease, minimising its impact and managing recovery

- ensuring the continuance of critical business activities

A copy of the plan is attached for Council's information.

The Executive team have made the following decisions around services and facilities:
- Events of 500+ pax are to be cancelled, postponed or if non-council, strongly advised to postpone

- Bookings for Council facilities to be cancelled and reimbursed up until end of May

The Executive team have made the following decisions around Councillor and staff wellbeing:
- Increase communication to Councillors and staff around coronavirus actions and issues

- Councillor and staff health and hygiene practices have been communicated and emphasised

- Councillors and staff have been recommended to self-isolate where they have travelled overseas, been in contact with a known coronavirus case, currently experiencing symptoms related to cold or flu, or have a medical condition that puts them or their family at higher risk from exposure

- Councillors and Critical Staff should be excluded from face-to-face meetings where possible and have alternative arrangements put in place

- Minimise food to be served at meetings or gatherings

- Group training to be postponed/cancelled unless it relates to a critical safety aspect of the Council operations

- Recruitment to be through video/teleconference options for essential roles only

- Meetings on the Governance agenda to be reviewed for criticality and postponed where possible

- Attendance in person at conferences and external meetings are to be cancelled or postponed.

The SVC Emergency Management Committee met on Tuesday 17 March and have made the following decisions:
- The state level response is currently sufficient to manage operations and there is no current need to stand up the local emergency management operations.

- It is not envisaged that local Emergency Operations Centres will be required to respond.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:
CSP Outcome 2028
Theme 4: Communication & Engagement

Delivery Outcomes
4.3 Council has sound organisational health and has a culture which promotes action, innovation, accountability and transparency

Operational Actions
4.3.4 Promote and implement safety and well-being initiatives in accordance with Councils Resourcing Strategy and Safety Plans

Financial and Resources Implications

The impact on Councils operations will be evaluated and considered at future budget reviews.

Policy, Legal and Statutory Implications:

Council has a legal obligation to effectively manage Councillor, staff and community interactions as efficiently as possible within the resources provided.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The recommendations within this report serve to minimise risk within the rapidly changing environment around the Coronavirus pandemic to assist the community in working through the changes to the facility and service operations.

OPTIONS:

Council may choose additional or modified options to those suggested being mindful of the Council's appetite for risk.

COUNCIL SEAL REQUIRED:

No.

IMPLEMENTATION AND COMMUNICATION:

Council's Executive Leadership team have met with the greater Council leadership group and have made decisions around the effective operations of the organisation given the information we have had at the present time.

As per our existing commitments we have increased both internal and external communication to ensure Councillors, Staff and Community are kept as up to date as possible.

Attachments
  1   SVC Draft Pandemic Plan ⇩

| Procedure Title	Pandemic Plan
Procedure Category	BCP Sub-plan
Number & Version	V0.1
Procedure Owner	Risk & Governance
Approval by	Chief of Staff
Effective date	February 2020
Date for review	February 2024

PANDEMIC PLAN

1. INTRODUCTION

1.1   This document provides the Snowy Valleys Council (the Council) with a Pandemic Plan (the Plan) to respond to an instance of a declared Pandemic. The *Local Government Act 1993* (the Act) requires councils to proactively manage risks they face. This Plan has been developed in accordance with that requirement and associated guidelines.

1.2   This is a staged, escalating Plan that addresses all the possible phases of a pandemic. It seeks to both inform and direct employees, and has been put together with the aims of:

- protecting people
- helping to prevent or slow the spread of disease, minimising its impact and managing recovery
- ensuring the continuance of critical business activities.

1.3   The core components address:

- communication - who needs to be told what, when and how
- prevention - what can be done to minimise the risk of disease developing
- containment - what can be done to minimise the spread of disease
- maintenance of critical activities - what must be done and how can that be achieved.

1.4   The Plan also informs, supports and aligns with existing Council policies and plans, in particular the *Business Continuity Plan* (BCP).

1.5   The Plan necessarily involves all areas of the Council and will be supplemented at various times by the provision of other information in the form of leaflets, posters, intranet messages, etc.

1.6   The Plan will be reviewed every four years so as to maintain a current state of readiness for both global and national events.

2.   PANDEMIC PHASES

2.1   The World Health Organisation (WHO) sets out global phases of pandemic (Figure 2.1) which describe the spread of a new pandemic virus around the world, taking account of the disease it causes. As pandemic viruses emerge, countries and regions face different risks at different times. For that reason, the Department of Health in Australia have developed their own national risk assessments based on local circumstances (Figure 2.2).

Figure 2.1: The continuum of pandemic phases*
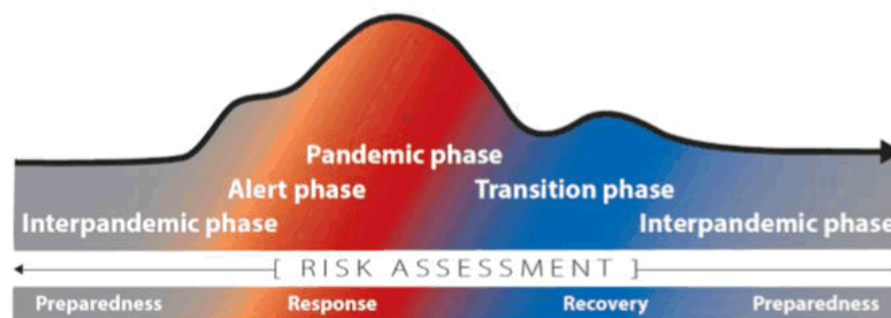
*This continuum is according to a "global average" of cases, over time, based on continued risk assessment and consistent with the broader emergency risk management continuum.

2.2   Current WHO stages for all emergencies are available at: https://www.who.int/emergencies/crises/en/

2.3   Australian Health Management Plan for Pandemic Influenza (AHMPPI) is available at: https://www1.health.gov.au/

2.4   Council will take the advice on Pandemic stages from the Department of Health. Current health warnings can be found at: Department of Health - Health Warnings

2.5   The NSW Department of Health will provide advice on Pandemic Stages from a State perspective. Advice is available at: https://www.health.nsw.gov.au/

2.6   The NSW Office of Emergency Management will also be a source of information: https://www.emergency.nsw.gov.au

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Figure 2.2: Australian pandemic response stages (AHMPPI, 2019)

Preparedness		• Establish pre-agreed arrangements by developing and maintaining plans; • research pandemic specific influenza management strategies; • ensure resources are available and ready for rapid response; • monitor the emergence of diseases with pandemic potential, and investigate outbreaks if they occur.
Response	**Standby**	• Prepare to commence enhanced arrangements; • identify and characterise the nature of the disease (commenced in Preparedness); and • communicate to raise awareness and confirm governance arrangements.
	Action	Action is divided into two groups of activities: Initial (when information about the disease is scarce) • prepare and support health system needs; • manage initial cases; • identify and characterise the nature of the disease within the Australian context; • provide information to support best practice health care and to empower the community and responders to manage their own risk of exposure; and • support effective governance. Targeted (when enough is known about the disease to tailor measures to specific needs.) • support and maintain quality care; • ensure a proportionate response; • communicate to engage, empower and build confidence in the community; and • provide a coordinated and consistent approach.
	Standdown	• Support and maintain quality care; • cease activities that are no longer needed, and transition activities to seasonal or interim arrangements; • monitor for a second wave of the outbreak; • monitor for the development of antiviral resistance; • communicate to support the return from pandemic to normal business services; and • evaluate systems and revise plans and procedures.

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3. PREPAREDNESS STAGE

Description

3.1 When no pandemic is occurring (the inter-pandemic period) preparedness activities will be undertaken on an ongoing basis to ensure our readiness to respond promptly, should a pandemic emerge. As part of preparedness activities monitoring for the emergence of new viruses with pandemic potential will be routinely carried out. The activities undertaken during preparedness will be based on existing arrangements for seasonal influenza and the monitoring of communicable diseases.

3.2 The focus is on risk prevention. The possibility of a pandemic occurring has made us look at all aspects of such an event including what actions we may take now to lessen the chance of a virus spreading.

3.3 Most of what follows is simply good practice and applies in both in our business and private lives. It has the potential to provide a positive return and should continue to be observed regardless of whether or not a pandemic occurs.

4. STANDBY STAGE

Description

4.1 Should a virus of concern emerge, surveillance systems will monitor the situation and advise on the need to enhance Council's existing arrangements for managing influenza by escalating to the response stages in the AHMPPI. The decision to formally escalate the AHMPPI through each of its stages will be made by the Chair of the Australian Health Protection Principal Committee (AHPPC), in consultation with AHPPC members and with advice from advisory bodies.

4.2 Council's Pandemic Plan should be reviewed. The Contingency Plan During Pandemic Response (Attachment A) is then to be considered. Any contingencies that are actioned should have the date recorded as a record of the progress of the contingency plan.

5. ACTION – INITIAL

Description

5.1 Human infection in Australia with rare or limited instances of human to human transmission. This stage progresses to larger clusters of infected people, but human to human transmission may still be localised. Information on the disease is scarce.

5.2 At this stage in the development of a pandemic, containment becomes the primary focus. Responsibilities relating to the Council and the possible relocation of key employees (or contingencies for single points of failure) are key issues for consideration. The wider responsibility is to assist in any way possible the containment of the pandemic and in this scenario, it is possible that some workplaces may be ordered to close.

6. ACTION - TARGETED

Description

6.1 Pandemic in Australia: Information provided by the Department of Health (State and Federal) and the NSW Office of Emergency Management is sufficient to tailor detailed responses.

6.2   The Council's response to this stage will vary depending upon the information or guidance of lead agencies. The detailed plans for process transfer and progressive contraction of services will be applied, as appropriate, in conjunction with other BCP sub plans.

6.3   This is the worst case and the Plan assumes widespread, high absenteeism. History has shown that pandemics frequently have more than one wave so every effort must be made to try and ensure that this does not occur. A key factor for all organisations will be limiting movement and gathering of people - even if workplaces are not closed by the government, responsible organisations will endeavour to reduce numbers to only key personnel being present at the workplace.

7.   STAND DOWN

Description

7.1   Pandemic in Australia: subsided.

7.2   Although the pandemic has subsided it does NOT mean that it has been eradicated and great care will be required until the government officially declares the pandemic to be finished:

- it is likely that there will still be some enforcement of social distancing measures by the authorities including limitations on travel, gatherings, etc
- depending upon the progress and timing of the pandemic in Australia the government may wish to await widespread vaccination before removing all emergency measures.

7.3   To a large extent, therefore, the Council may be obliged to continue operating under similar constraints and procedures to those in place for the **Action: Initial** stage. Possibly the greatest danger at this stage is complacency and staff must actively guard against any weakening of prevention and containment practices.

8.   REFERENCES

8.1   This Plan is primarily based on other APS Agency *Pandemic Plans* and other sources:

- *Australian Health Management Plan for Pandemic Influenza* - Department of Health and Ageing, Canberra, 2006 www.health.gov.au
- WHO www.who.int/en,
- The Business Continuity Institute www.thebci.org
- other sites and publications including *Australia's Health 2004* - Australian Institute of Health and Welfare, Rice, G.W., *"Black* November - The *1918 Influenza Pandemic in New Zealand",* Christchurch, Canterbury University Press, 2005 etc.

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CONTINGENCY PLAN DURING PANDEMIC RESPONSE

Under each planning area below are a number of elements needing to be ticked off relevant to that particular area. The responsibility for each role will be assigned by the Incident Controller during a Pandemic or Business Continuity event.

In addressing each area and the elements, the outcomes need to also reflect considerations of all the legal and legislative issues.

COMMUNICATIONS LEAD

Task	Date enacted	Preparedness	Standby	Action: Initial	Action: Targeted	Stand Down
Internal communications, including: • People & Culture messages - policies, guidelines, reminders, reporting, information and education • WHS messages • IT messages • email messages • assist with selection of suitable media channels • expedite publishing • prepare briefs for Mayor, Council, CEO and the media • monitor and summarise global and national information • manage external liaison - Minister, Council Members, other agencies, suppliers, the media and the general public			█	█	█	█
Local Radio messaging Council can access local radio to disseminate important updates and information regarding emergency arrangements.				█	█	█
1800 Information Line 1800 numbers are likely to also be initiated to provide information to the general public and to employees (a separate number).				█	█	█

Media and Public Relations External stakeholders, including the media and the general public will want to ensure themselves that Council is prepared. In turn, the Council might need to monitor the status of various external resources. • many enquiries of the Council are likely to focus upon our ability to cope with the next stages of a pandemic: - careful consideration is to be given to the responses that need to be prepared or at least reviewed by the Coordinator Communication & Engagement or Media Liaison Officer (MLO) appointed during a BCP. - briefings also need to include Council Members, other employees and Council offices - it is likely that a briefing is required for the Office of Local Government - a strong reminder will be issued to all employees not to respond directly to enquiries, but to redirect them in accordance with Council policy. • the Council will monitor the status of all key external stakeholders and consider cooperative planning measures where mutual benefits may be obtained eg. stockpiling critical materials • information will also be compiled and maintained as to the location of key facilities such as emergency medical centres, fever centres, hospitals, etc • enquiries may be received and made through any of the normal communication channels - telephone, mail, email, etc - the Council website may be the primary means of disseminating information to the majority of external stakeholders; Council contacts might also be used and planning will commence for the use of public broadcast media to disseminate information.						
Information Monitoring Current WHO stages for all emergencies are available at: www.who.int/en Australian Health Management Plan for Pandemic Influenza (AHMPPI) is available at: https://www1.health.gov.au/ Council will take the advice on Pandemic stages from the Department of						

Health. Current health warnings can be found at:
https://www1.health.gov.au/internet/main/publishing.nsf/Content/Health+Warnings-1

NSW Department of Health: https://www.health.nsw.gov.au/

The NSW Office of Emergency Management will also be a source of information: https://www.emergency.nsw.gov.au

Council Website updates
Selected information could also be posted to the Council website with the appropriate prior Council approval. This will be directed towards both our customers and the public.

It is also likely to be a more general employee advisory mechanism if there is a widespread pandemic.

A password protected area may need to be set up as more staff work from home and rely on the website for information updates.

Bulk SMS services may also be an avenue for communicating updates

Official leaflets, posters and signage
Information provided by Department of Health or other legitimate sources of information are to be circulated throughout offices.
• links to other websites providing more extensive pandemic related information - for example, see www.health.gov.au.

WORK HEALTH AND SAFETY (WHS) LEAD

Task	Date enacted	Preparedness	Standby	Action: Initial	Action: Targetted	Stand Down
Hand cleanliness program Hand cleanliness is a fundamental aspect of personal hygiene with major benefits if widely observed: • after using toilet facilities thoroughly wash your hands (requires up to						

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60 seconds) using soap and hot water and scrubbing finger nails, then drying your hands on a disposable towel • use a disposable towel or tissue to turn off taps, hold wash room door handles, etc to minimise the risk of any re-contamination - make sure you dispose of all such material effectively (see also paragraph 3.13) • an effective alternative to soap and water (assuming there is no requirement to remove significant dirt or grime) is to use alcohol based hand cleansers - keeping such products at your desk, at home and in your car, offers a quick and foolproof method of sterilising your hands.						
Contact surfaces program Desks, telephones, filing drawer and door handles, etc, all present as ideal disease transfer sites. At least daily cleansing of these areas with alcohol based wipes substantially minimises the spread of disease.						
Coughing and sneezing etiquette The most common method of spreading colds and influenza/flu. A few basic practices can almost eliminate the risk: • make sure that you cover your mouth and nose when coughing or sneezing • use a tissue rather than a handkerchief and dispose of it immediately (do not put into a pocket or handbag) • keep tissues at your desk, on your person, in your car and make use commonplace • have a secure bag available in which to place used tissues if no other suitable disposal facility is available • always cleanse your hands (see paragraph 4.8) after coughing or sneezing.						
Disposal of waste program Effective disposal of used paper towels, tissues, etc, is very important in maintaining the benefits of all the foregoing steps. If possible these used materials should be placed in a 'no touch' waste receptacle. An alternative is to have available a suitable bag that can be disposed of when full.						
Personal protective equipment (PPE), including:						

• masks • gloves • sterilised wipes for contact services • alcohol based hand cleanser • tissues • no touch waste disposal methods • waste disposal generally				🟩	🟩	🟩
Infrastructure Maintenance program, including: • air-conditioning/air filtration • capabilities to isolate air-conditioning • habitable limitations due to air-conditioning shutdown • health and safety assessments in light of viral implications • building hygiene control (access points) • consideration for assessments of home based work (HBW)				🟩	🟩	🟩
General WHS Education and awareness, including: • obtain and or develop materials, such as posters, flyers, signage • frequent announcements and articles on the intranet • WHS induction/orientation online training • direct e-mail campaigns • monitoring of external health reporting • trend analysis and situation reports	🟩	🟩	🟩	🟩	🟩	🟩

PEOPLE & CULTURE LEAD						
Task	Date enacted	Preparedness	Standby	Action: Initial	Action: Targeted	Stand Down date
Influenza vaccinations The existence of a new pandemic strain does not preclude the presence of a typical seasonal strain and persons affected by the latter may be weakened and at greater risk from the pandemic variety.						
Personal Leave Personal leave is available to all employees and it is the responsibility of each employee to absent themselves from the workplace if ill and likely to be a risk to or infect other employees, Council Members and other persons. Contacts outside the workplace should also be limited as much as possible, including with family members. If family members or people with whom accommodation is shared become infectious, an employee should be particularly careful to observe all of the foregoing hygiene measures. In the event of a pandemic a period of self-quarantine may also be required to assist with containment. Without encouraging unnecessary absenteeism, it is the responsibility of all managers/supervisors to send home any employee who is obviously unwell and potentially endangering others.						
Employee next of kin request All employees are asked to update/verify their current information through Tech One and take responsibility for ensuring it is kept up to date.						
Home Based Work In the event of a pandemic, it is almost certain that some employees will work from home. Restricting movement is a key initiative in the containment of a pandemic and it also facilitates continued operation by key employees who are required to remain at home in a carer or quarantine situation.						

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External Resources Register Including: • Former employees • Temporary Staff • Employment agency staff		🟩	🟩	🟩	🟩	🟩
Key Person List Single Points of Failure (staff) to be identified for critical processes. This information will be part of the Business Impact Analysis (BIA)		🟩	🟩	🟩	🟩	🟩
Social Distancing Policy - maintenance of an effective distance (1 metre) between people and avoidance of unnecessary mingling such as in recreation areas, lunch rooms, etc - people will be encouraged to limit external movements through ideas such as lunching at their desks - information will also be published, as required, on the use and limitations of personal protective equipment (PPE) eg face masks - the use of closed meeting rooms will be strongly discouraged as will assembly of large or confined groups - measures will be introduced to limit unnecessary interactions				🟩	🟩	🟩
Travel Restrictions Limit domestic travel to that which is absolutely necessary and, where unavoidable, consideration will be given to placing groups of people on different flights to reduce the risk of multiple infections.					🟩	🟩
Recovered Employees Employees who have recovered from pandemic are likely to develop an resistance or immunity that protects them from further infection. These employees will be encouraged to return to work and will then also be considered as key resources for critical roles.					🟩	🟩
Miscellaneous Leave Information will be published concerning leave/financial entitlements under all subsequent scenarios including personal illness; carer's leave; and self-imposed, forced or whole of Office quarantine.					🟩	🟩

Task	Date enacted	Preparedness	Standby	Action: Initial	Action: Targeted	Stand Down date
Relocation of employees and families Critical employees may be required to be relocated, to less affected areas or moved closer to critical infrastructure, as examples. The logistics for this will need to be driven by People & Culture in liaison with Managers and staff.					🟩	🟩
General Education and awareness, including: • manager/supervisor roles including reporting and monitoring • social responsibility • employee conditions • reporting criticality and reasons • maintenance of contact lists including next of kin • reinforcement of personal hygiene guidelines • isolation/quarantine practices • global and national situation reports • advice for families including home nursing, home quarantine, contact management and household pandemic lists • NO COMPLACENCY as first wave subsides		🟩	🟩	🟩	🟩	🟩

INFORMATION TECHNOLOGY (IT)

Task	Date enacted	Preparedness	Standby	Action: Initial	Action: Targeted	Stand Down date
Home Based Work (HBW)/remote access, including: • server capacity and capability • systems availability including standard operating environment • suitability of HBW facilities including hardware and software • provision of hardware and/or software for HBW use • backup and recovery for HBW operations • post pandemic cleansing of HBW personal computers • security end to end - access controls, firewalls and anti-virus				🟩	🟩	🟩
Disaster recovery, including: • process transfer capability • function transfer capability • knowledge management including local "C" drives • external hosting				🟩	🟩	🟩

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Task	Date enacted	Preparedness	Standby	Action: Initial	Action: Targeted	Stand Down date
• remote (external) support • standby power capability – uninterruptible power supplies (UPS) and generators (capability, fuel status and testing) • preparedness of external providers						
Information communication resources, including: • ability to provide logon messages • internet/Council website • email broadcasts						
Emergency capability, including: • provision of mobile phones, especially for deployments • 1800 information line • external hosting for 1800 line • alternative emergency communication capability such as CB radio • alternative telco servicing • standby power capability - UPS and generators (capability, fuel status and testing) • preparedness of external providers						

SERVICE DELIVERY LEAD						
Task	**Date enacted**	**Preparedness**	**Standby**	**Action: Initial**	**Action: Targeted**	**Stand Down date**
Transfer of work tasks Use of ECM or CRM type systems to reallocate work to less affected offices will become more routine as more staff work from home. Consideration must be given to relocating key employees to lower risk areas from which critical processes and services can still be delivered An associated question to be determined is whether family members will also be relocated; if not, it may be necessary to establish support mechanisms for separated families						

Restriction and closure of non-essential services progressive contraction of services will be required in accordance with the priority list of critical processes - the impact will be monitored and may result in rearranged priorities by the Council or possibly government direction						
Business Continuity Plan (BCP) Formally enact the BCP and assign accountabilities to an Incident Management Team. All future response action and decision making will be made in accordance with the BCP.						
Home Based Work arrangements In the event of a pandemic, it is almost certain that some employees will work from home. Restricting movement is a key initiative in the containment of a pandemic and it also facilitates continued operation by key employees who are required to remain at home in a carer or quarantine situation.						
Bulk Inquiry Management • It is likely that many enquiries can be forestalled through the proactive provision of information based upon a prepared set of responses. This information will have already been informed through recording and analysing earlier enquiries and this process should continue leading to increasingly relevant information provision. Having a prepared set of responses is a key objective: - recording and analysing enquiries will assist in tailoring responses - enquiries are likely to focus upon the Council's ability to maintain services - all communications are to be prepared or reviewed by the Communications Lead - periodic update briefings are likely to be required for the CEO and/or Mayor's office - update briefings will also be provided to Council Members, senior employees and offices - regular reminders will be issued to all employees not to respond directly to enquiries, but to redirect them in accordance with Council policy/protocols						

L.	CONFIDENTIAL

The Local Government Act provides that Council may close to the public that part of the meeting that deals with matters of a confidential nature. Section 10(2) lists such matters.

The grounds on which a meeting is closed to the public must be specified in the decision to close the meeting and recorded in the minutes of the meeting.

Recommendation:

That Council move into Confidential to consider the matters listed in the confidential section of the agenda in accordance with Section 10(2) of the Local Government Act 1993 for the reasons specified.

L.1   RFT 2019/18 - ALPINE WAY (MR677) - SLOPE 11977 REMEDIATION
Item L.1 is confidential under the Local Government Act 1993 Section 10A 2 (d)i and (d)ii as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

L.2   OUTSTANDING WATER ACCOUNT - LOT 2 DP816017
Item L.2 is confidential under the Local Government Act 1993 Section 10A 2 (a) as it relates to personnel matters concerning particular individuals (other than councillors) and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

L.3   BATLOW CANNERY - PROPOSED LEASE
Item L.3 is confidential under the Local Government Act 1993 Section 10A 2 (a) and (d)ii as it relates to personnel matters concerning particular individuals (other than councillors) and information that would, if disclosed, confer a commercial advantage on a competitor of the council and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.