

## ECONOMIC DEVELOPMENT COMMITTEE MINUTES

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Attached are the Minutes of the meeting of Economic Development Committee held on Wednesday, 25<sup>th</sup> March, 2020.

**RECOMMENDATION:**

That the Minutes of the Meeting of Economic Development Committee held on Wednesday, 25th March 2020 be received and noted.

**ITEM 4.1      SIGNAGE      (D3-1.4)**

**RECOMMENDATION:**

That Council proceed with town signs and seek designs for the six Mitchell Highway signs ('Nevertire Billboards').

**ITEM 4.2      PROPOSED EVENT – WARREN CHAMBER MUSIC FESTIVAL      (D3-1.4)**

**RECOMMENDATION:**

That Council support the development of the inaugural 2021 Warren Chamber Music Festival. Support is to be in the following forms: Provision of information in relation to relevant grants that the Committee can apply for, access to Council's audio equipment (free of charge) where required, and matched funds up to the maximum value of \$2,500 to assist with Council approved Festival expenses.

**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development Committee Meeting**  
**held at the Warren Sporting and Cultural Centre Community Room**  
**on Wednesday 25th March 2020, commencing at 2.11pm**

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**PRESENT:**

Milton Quigley	Councillor (Chairperson)
Katrina Walker	Councillor
Andrew Brewer	Councillor
Glenn Wilcox	General Manager
Alison Ruskin Rowe	Project Administrator

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**ITEM 1            APOLOGIES**

Apologies were received from Councillor Sarah Derrett who was absent due to external commitments and it was **MOVED** that a leave of absence be granted for this meeting.

**Carried**

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**ITEM 2            MINUTES**

**MOVED** that the Minutes of the Economic Development Committee meeting held on Wednesday, 7<sup>th</sup> August 2019 be adopted as a true and correct record of that meeting.

**Carried**

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**ITEM 3            BUSINESS ARISING**

N/A

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**ITEM 4.1         SIGNAGE**

**(D3-1.4)**

**MOVED** that Council proceed with town signs and seek designs for the six Mitchell Highway signs ('Nevertire Billboards').

**Carried**

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**ITEM 4.2         PROPOSED EVENT – WARREN CHAMBER MUSIC FESTIVAL**

**(D3-1.4)**

**MOVED** that Council support the development of the inaugural 2021 Warren Chamber Music Festival. Support is to be in the following forms: Provision of information in relation to relevant grants that the Committee can apply for, access to Council's audio equipment (free of charge) where required, and matched funds up to the maximum value of \$2,500 to assist with Council approved Festival expenses.

**Carried**

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**ITEM 5            COUNCILLOR CONSIDERATIONS**

- Information in relation to solar energy initiatives of Parkes Shire Council and Lockhart Shire Council was tabled at the meeting. It was proposed that a 'Renewable Energy Policy' be developed for Warren Shire Council.
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**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development Committee Meeting**  
**held at the Warren Sporting and Cultural Centre Community Room**  
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**ITEM 5                      COUNCILLOR CONSIDERATIONS                      CONTINUED**

- Status of a 'Local Engagement Facilitator' (Economic Development Officer) for Warren/Collarenebri funded by the Federal Government (Murray Darling Basin funding) was discussed.
  - COVID-19 Response by Council in relation to small business in the Warren Shire was discussed.
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**ITEM 6                      NEXT MEETING**

TBC

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 3.25PM.**

DRAFT

## **COUNCIL CHAMBERS DEVELOPMENT SUNSET COMMITTEE**

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Attached are the Minutes of the meeting of the Council Chambers Development Sunset Committee held on Wednesday, 25th March 2020.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Council Chambers Development Sunset Committee held on Wednesday 25th March 2020 be received and noted and the following recommendation be adopted:

**ITEM 4.1 EXTERNAL FAÇADE OF COUNCIL'S ADMINISTRATION BUILDING (S1-1.15/1)**

**RECOMMENDATION TO COUNCIL:**

That;

1. Council does not accept option one (1) having fake timber cladding.
2. That the existing administration building is rendered, that the original roof design that covers the community building and existing offices remain, that the community centre facade is face brick with a brick parapet above the roof height, that a shadow line is provided at the adjoining building intersection. The steel beam over the community centre entry will be reviewed as to size and additional columns. The existing building will allow for the windows to be changed at each level, the balcony will be removed and the access doors will be changed to windows and walls. The existing administration building will be rendered and painted as required.
3. The Committee considered the installation of a new ramp and stair and a redesign to piers to avoid underground services. A costing shall be provided to the Committee as to a ramp and stairs. No additional drawings required.
4. The floor plan as tendered remains the same.

**ITEM 4.2 REQUESTS BY B CREATIVE ARCHITECTURE AND PHOTOGRAPHY (S1-1.15/1)**

That Council note that a request by B Creative Architecture and Photography for information in relation to community, Councillor and staff consultation will not be provided for the requested concept design work and that Council will continue to review concepts, budgets and community outcomes.

# WARREN SHIRE COUNCIL

Minutes of the Council Chamber Development Sunset Committee  
Meeting held in the Council Chambers, 115 Dubbo Street, Warren  
on Wednesday, 25th March 2020 commencing at 3.40 pm

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**Present:** Councillor Milton Quigley (Chair)  
Councillor Pauline Serdity  
Councillor Katrina Walker  
Glenn Wilcox (General Manager)  
Belinda Dimarzio-Bryan (Architect)  
Blake Derrett (Consultant)

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**ITEM 1 APOLOGIES**

Nil.

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**ITEM 2 CONFIRMATION OF MINUTES (C14-3.25)**

**MOVED** Serdity that the Minutes of the Meeting held on Wednesday, 5th February 2020 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM MINUTES**

Nil.

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**ITEM 4.1 EXTERNAL FAÇADE OF COUNCIL'S ADMINISTRATION BUILDING (S1-1.15/1)**

The committee considered the advice of the architect as to alternate designs and cladding if the polycarbonate material is removed.

**RECOMMENDATION TO COUNCIL:**

**MOVED** Serdity/Walker that;

1. Council does not accept option one (1) having fake timber cladding.
2. That the existing administration building is rendered, that the original roof design that covers the community building and existing offices remain, that the community centre facade is face brick with a brick parapet above the roof height, that a shadow line is provided at the adjoining building intersection. The steel beam over the community centre entry will be reviewed as to size and additional columns. The existing building will allow for the windows to be changed at each level, the balcony will be removed and the access doors will be changed to windows and walls. The existing administration building will be rendered and painted as required.
3. The Committee considered the installation of a new ramp and stair and a redesign to piers to avoid underground services. A costing shall be provided to the Committee as to a ramp and stairs. No additional drawings required.
4. The floor plan as tendered remains the same.

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Council Chamber Development Sunset Committee  
Meeting held in the Council Chambers, 115 Dubbo Street, Warren  
on Wednesday, 25th March 2020 commencing at 3.40 pm

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**ITEM 4.2      REQUESTS BY B CREATIVE ARCHITECTURE AND PHOTOGRAPHY      (S1-1.15/1)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Serdity/Walker that Council note that a request by B Creative Architecture and Photography for information in relation to community, Councillor and staff consultation will not be provided for the requested concept design work and that Council will continue to review concepts, budgets and community outcomes.

**Carried**

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**ITEM 6      DATE OF NEXT MEETINGS**

- 2nd June 2020
- 8th September 2020

**There being no further business the meeting closed at 5.35 pm.**

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren, on Thursday 26th March 2020

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**ITEM 3                    CORONAVIRUS (COVID-19) PANDEMIC**

**(H2-8.1)**

**RECOMMENDATION**

1. That Council note the actions taken to date;
2. That Council approve the closure of non-essential service areas such as the Visitor Information Centre, Indoor Gym and Sporting and Cultural Centre;
3. That Council note the action taken to develop and review the Emergency Management Plan;
4. That Council suspend all Committee and Workshop meetings up to the September 2020 election;
5. That Council suspend the overdue book fines at the library
6. That Council note that library services may only operate via drop off or collection services based on future government advice or staff concerns;
7. That Council agree to staff working from home and note that the leave provisions under the agreed Union and LGNSW statement be adopted subject to the development of a guideline on special leave provisions.
8. That Council note that further changes to business practice maybe required due to the pandemic spread or government advice.

**PURPOSE**

This report has been prepared in response to changes to be made at Council to ensure that staff and essential services are available during the Coronavirus (COVID 19) Pandemic.

**BACKGROUND**

Recent decisions of the NSW Government as attached have provided direction to Council and the community to limit personal contact and to reduce non-essential services.

The three (3) Unions and LGNSW have released a Joint Statement around employment as attached. Council staff have held meetings to develop plans for emergency response as attached (Draft). Phone meetings have been held with General Managers across the OROC area to discuss actions being taken and to co-ordinate shared staff resources and responses to staff.

**REPORT**

The Federal Government and the NSW Government have been developing systems to reduce the spread of COVID 19 and have commenced changes to legislation that are impacting all areas of our community. This report is to bring Councillors and the public up to date as to Council's actions to reduce public contact through social distancing and to provide advice as to internal changes being made to ensure essential services are available whilst trying to meet the provision of services across Council.

A meeting was held by Council's senior staff on Monday 23rd March to develop a Crisis and Emergency Management Plan. This plan is part of a series of plans to ensure that staff and Councillors understand the emergency procedure and to ensure that Council focuses on the provision of essential services including water, sewerage disposal, and waste management. These plans will develop into procedures for sanitation of premises e.g. public toilets, footpaths and other premises as required. The plans are part of the Local Emergency Management Committee process and will be forwarded to all committee members to allow them to understand Council's direction and response through the pandemic stages.

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**to the Ordinary Meeting of Council to be held in the**  
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**ITEM 3**

**CORONAVIRUS (COVID-19) PANDEMIC**

**CONTINUED**

The Minister for Health and Medical Research Brad Hazzard undertook an amendment to the NSW Public Health Act 2010 with the introduction of the Public Health (COVID 19 Places of Social Gathering) Order 2020. This order restricts the use of premises and has directly impacted Council.

To reduce the possible transfer of the virus across the community, Council has taken the action as per the order to close the indoor gym and the Sporting and Cultural Centre building. In discussions with staff it was agreed that due to the increased risk to older residents and volunteers that Council would close the Visitor Information Centre. Further that Council would implement social distancing within its workplaces to restrict the number of persons as follows;

**Council and Committee Meetings**

Consideration of risk of exposure has been assessed for Councillors and the public who attend meetings. A decision was made by the General Manager to relocate the Council meetings to the Sporting and Cultural Centre in Victoria Park due to the ability to maintain social distance separation of Councillors and the public during meeting times. This venue will continue to operate until social distancing rules are lifted.

The General Manager will advise the Office of Local Government of the relocation and that compliance with the Local Government Act 1993 as to recording and broadcasting meetings will not be undertaken until resources are available to meet this requirement.

It is recommended to Council that it shut down all future S355 and other Committees and Workshops until the September 2020 election. Council staff will work directly with Councillors via phone or email hook-ups as required. The S355 Committees being the Showground/ Racecourse and the Airport Committee should not meet due to the public membership. It is suggested that due to the projects proposed at both venues, that staff talk by phone to the delegated Sub Committee members of the Racecourse / Showground Committee only. The Airport Committee has approved the required works and staff can continue to develop and deliver these without additional meetings.

**Administration Building**

- Administration building foyer – that the number of people is limited to two (2), and that marks are placed on the floor and ramp to establish standing spots
- That council will install sneeze guards to its counters
- That staff will reduce face to face meetings where possible and use phone and email for business undertakings
- That staff distance separation will occur with staff being relocated into the Council Chambers
- That staff can work from home where possible

**Warren Swimming Pool**

Warren Swimming Pool shall close on 30th March 2020. The reopening date will be subject to the virus outcomes in the future and identified risks of communal swimming centre spread.

**Warren Library**

The goal for the Warren Library Services is to operate in a different way so we continue to meet the needs of the members. At this time the Library will have reduced public access to services



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**ITEM 3**

**CORONAVIRUS (COVID-19) PANDEMIC**

**CONTINUED**

such as computers and touch screens and public numbers will be limited. The staff are supportive of maintaining services and plan to do this by offering the following services:

- **Click and Collect** – a new service where members reserve items via the North Western App and collect the following day at a pre-set time
- **Door Drop Service** – a service similar to our housebound service for members who cannot get to the library. All safety procedures will be addressed prior to commencement of service.
- **School Holiday Packs** – Packs are being provided in lieu of our normal holiday programs
- **Story Time Online** – a new service where we upload story time sessions via an online program
- **24/7 Online Services** – We will continue to promote our 24/7 programs
- Borrow box- e-audio and e-books
- Story Box Library – Stories for younger children
- Tumble Books – Junior e-books
- Kanopy and Kanopy Kids – video streaming
- The Spydus Library Management System is currently being prepared with Two Factor Authentication so staff can work from home if required.
- The staff are also recommending a longer loan period 6-8 weeks and the removal of the 10c overdue fees on books,
- DVD overdue fees will remain.
- That Council suspend the overdue book fines.

**Water Supplies and Sewerage Management**

Warren water supplies are safe to drink and bathe in. Council maintains a chlorinated system in accordance with NSW Health regulations. Water is an essential service area.

Council has commenced planning for additional staff training or renewal training of staff who have previously worked in the water areas. Staff will be required to work in the areas of water and sewer if illness occurs to present staff.

Senior staff are also preparing for the use of contractors who have the correct licenses to assist Council in the event of staff not being available to repair water or sewer lines or operate water supply services. Further the General Managers and the Water Alliance have agreed to provide across boundary assistance to ensure water and sewerage services are being maintained.

**Waste Collection and Disposal**

Council's waste collection service is operated by contract and a discussion will be held with the operator to ensure they have enough staff back up to maintain the service. Alternatively, Council staff will assist in waste collection should contractors not be available to clear away waste materials.

The Ewenmar Waste Depot will operate as normal. However, if staff are not available to supervise the waste depot, Council will open and close the gates and manage the facility with staff resources

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**CORONAVIRUS (COVID-19) PANDEMIC**

**CONTINUED**

available. The waste disposal at the depot will require a greater commitment from the community to help separate waste, prevent scavenging of waste and to reduce wind blow materials. Additional money and resources maybe required to bring in contractors in the event that covering of waste is required.

**Other Service areas**

Council staff will continue to maintain parks and gardens, undertake road grading and repairs and will work across all areas as usual. Staff comments have been made that Council is closing are fictitious at best. Council is required to operate essential services and requires staff and contractors to ensure that our services and community obligations are available.

All Council staff are to be retained and Council has recently advertised to fill some vacant positions.

**Staff Generally**

LGNSW and the three (3) unions that operate across Local Government have issued a Joint Statement to councils. The statement is generally within the Local Government Award guidelines with an expansion of special leave provisions. Management supports special leave, however the statement does not provide guidance past the two (2) weeks provided under the heading "Unable to Work".

Discussion with OJO General Managers identified issues and similar advice has been issued across the councils;

*In line with Federal and State Government advisory statements the following further actions are being implemented:*

**Council Services**

- *All services will continue as usual; however, we are bringing forward options for some staff to work from home as detailed below*

**Council Employees**

***Sick Leave***

- *If a permanent employee is presenting with flu like symptoms (fever, cough, sore throat) they are encouraged to contact their GP and stay at home rather than come to work and spread that illness.*
- *Where an employee is unable to work due to illness, current sick leave entitlements and conditions will apply in accordance with Council's Leave Procedure and the Local Government (State) Award.*
- *If an employee has exhausted their sick leave, consideration may be given to the payment of up to two weeks Special Leave where a medical certificate is issued by a doctor or NSW Health assessment center requiring personal isolation. Special Leave is subject to approval by the General Manager.*

***Working from Home***

- *The Executive have decided to move forward with plans to allow some staff to work from home. We are currently finalising a list of those positions that can work from home and your Manager may contact you in the next day or two to discuss the options with you. It*

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**CONTINUED**

*is our intention to have these working from home arrangements in place by the end of the week.*

- *As discussed previously there are several issues to be considered when working from home including IT requirements and WHS requirements and we are working through this.*
- *Any communication with IT regarding working from home should be made by a Manager or Director, employees should not call or email direct to IT staff regarding this issue.*
- *The General Manager will consider requests from staff over 65 to work from home to reduce exposure to the public and the increased risk.*

**Working from a Council Building**

- *For staff who cannot work from home, we are going to begin separating workstations so that we are reducing the risk through social distancing. With more staff working from home, we will be able to facilitate some staff movements to allow for the separation. We are working through a list of staff who will stay working from a Council building and your Manager will be in touch with you in the next day or two.*

**Outdoor Staff**

- *Outdoor staff will continue working as usual, implementing the personal hygiene requirements and social distancing.*

**Special Leave**

- *If a permanent employee is directed by council or a medical practitioner not to attend the workplace due to self-isolation requirements, but is not unwell, and working from home is not available, up to two weeks paid special leave may be provided. Once the two weeks special leave has been used, other leave arrangements will need to be made.*
- *If a permanent employee is unable to attend work due to carers' responsibilities, e.g. School is closed, they may be able to work from home or be paid up to two weeks Special leave. Once the two weeks special leave has been used, other leave arrangements will need to be made.*
- ***Special paid leave must be approved by the General Manager.***

**Care for School Children**

- *If your child's school is not closed, but you choose to keep your children at home and you need to care for them, Carer's Leave may be available to you up until the start of the School holidays. If you have insufficient Sick Leave, other leave arrangements will need to be made. Council will not require a medical certificate in this instance.*

**International Travel**

- *If you travel overseas from today and are required to self-isolate upon return in accordance with the NSW Health guidelines, you will be required to access your own annual or long service leave provisions for the duration of the isolation period.*
- *The Department of Foreign Affairs issued urgent advice advising all Australians currently overseas to return home as soon as possible.*

**Meetings and Training**

- *All non-essential meetings should be cancelled, or arrangements made to hold those meetings via other means e.g. teleconference. If you are unsure if your meeting is essential, please consult your Manager.*

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**CONTINUED**

- *For all essential meetings, please ensure that all those attending are aware of our protocols regarding personal hygiene and social distancing.*
- *Staff should not attend external training, conferences or seminars until further notice.*

**Vaccinations**

- *That all staff are to be vaccinated against the flu when vaccines are available.*

**FINANCIAL AND RESOURCE IMPLICATIONS**

**LEGAL IMPLICATIONS**

Council is required under Work Health and Safety legislation to protect staff and people on Council premises from contracting disease or injury. COVID 19 has been proclaimed as a pandemic event and Council needs to take the necessary steps to ensure the disease spread is reduced within its work areas.

**RISK IMPLICATIONS**

Pandemic events have a very high risk to human health. Council must minimise these risks within its staff and across the community by acting as directed by State and Federal Health Authorities.

Council can not ignore the health risks.

**STAKEHOLDER CONSULTATION**

Council has commenced notification of its actions to the staff and public through inhouse meetings, the local newspaper, social media and written documents. Council will continue to monitor the situation and make releases to the staff and public as required.

**OPTIONS**

Council does not have any options around a pandemic. Council must enforce or take appropriate action to reduce the spread of the virus and to ensure that staff members and the public are protected from contact where possible.

**CONCLUSION**

This report has been prepared to provide Council and the community with an update of recent actions undertaken in response to COVID 19.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

1. Public Health (COVID 19 Places of Social Gathering) Order 2020
2. Joint Statement (Revised): Responding to the Coronavirus (COVID 19) pandemic
3. Crisis and Emergency Management Plan

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ITEM 3

CORONAVIRUS (COVID-19) PANDEMIC

CONTINUED

Attachment 1

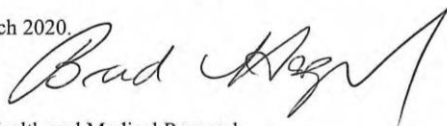


**Public Health (COVID-19 Places of Social  
Gathering) Order 2020**

under the  
Public Health Act 2010

I, Brad Hazzard, the Minister for Health and Medical Research, under section 7 of the *Public Health Act 2010*, make the following Order.

Dated 23 March 2020.



Minister for Health and Medical Research

**Explanatory note**

The object of this Order is to deal with the public health risk of COVID-19 and its possible consequences by giving a Ministerial direction that provides that certain non-essential venues be closed to members of the public except in limited circumstances.

Section 10 of the *Public Health Act 2010* creates an offence if an individual fails to comply with a direction with a maximum penalty of imprisonment for 6 months or a fine of up to \$11,000 (or both) plus a further \$5,500 fine each day the offence continues. Corporations that fail to comply with a direction are liable to a fine of \$55,000 and \$27,500 each day the offence continues.

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**ITEM 3**

**CORONAVIRUS (COVID-19) PANDEMIC**

**CONTINUED**

Public Health (COVID-19 Places of Social Gathering) Order 2020 [NSW]  
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ITEM 3

CORONAVIRUS (COVID-19) PANDEMIC

CONTINUED

Public Health (COVID-19 Places of Social Gathering) Order 2020 [NSW]

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**Public Health (COVID-19 Places of Social Gathering) Order 2020**

under the

Public Health Act 2010

**1 Name of Order**

This Order is the *Public Health (COVID-19 Places of Social Gathering) Order 2020*.

**2 Commencement**

This Order commences at 12 noon on 23 March 2020.

**3 Definitions**

(1) In this Order:

*the Act* means the *Public Health Act 2010*.

**Note.** The Act and the *Interpretation Act 1987* contain definitions and other provisions that affect the interpretation and application of this Order.

(2) Notes included in this Order do not form part of this Order.

**4 Grounds for concluding that there is a risk to public health**

It is noted that the basis for concluding that a situation has arisen that is, or is likely to be, a risk to public health is as follows—

- (a) public health authorities both internationally and in Australia have been monitoring international outbreaks of COVID-19, also known as Novel Coronavirus 2019,
- (b) COVID-19 is a potentially fatal condition and is also highly contagious,
- (c) a number of cases of individuals with COVID-19 have now been confirmed in New South Wales, as well as other Australian jurisdictions.

**5 Direction of the Minister**

(1) The Minister directs that the following must not be open to members of the public except as provided in this clause—

- (a) pubs and registered clubs, except for the purposes of—
  - (i) selling food or beverages for persons to consume off the premises, or
  - (ii) if the premises include hotel or motel accommodation, providing that accommodation including by providing food or beverages to persons using that accommodation to consume in their rooms,
- (b) food and drink premises (other than pubs), except for the purposes of—
  - (i) selling food or beverages for persons to consume off the premises, or
  - (ii) if the premises are part of hotel or motel accommodation, providing food or beverages to persons using that accommodation to consume in their rooms,
- (c) entertainment facilities,

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ITEM 3

**CORONAVIRUS (COVID-19) PANDEMIC**

**CONTINUED**

Public Health (COVID-19 Places of Social Gathering) Order 2020 [NSW]

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- (d) amusement centres,
  - (e) casinos, except for the purposes of, if the premises include hotel or motel accommodation, providing that accommodation including by providing food or beverages to persons using that accommodation to consume in their rooms,
  - (f) micro-breweries or small distilleries holding a drink on-premises authorisation under the *Liquor Act 2007* or cellar door premises, except for the purposes of selling food or beverages for persons to consume off the premises,
  - (g) recreation facilities (indoor),
  - (h) places of public worship, except for the purposes of conducting wedding services or funeral services.
- (2) The Minister may grant an exemption to this clause in writing and subject to the conditions that the Minister considers appropriate.
- (3) A word or expression used in this clause has the same meaning as it has in the Standard Instrument set out in the *Standard Instrument (Local Environmental Plans) Order 2006*.

**Note.** The Standard Instrument includes the following definitions—

**Amusement centre** means a building or place (not being part of a pub or registered club) used principally for playing—

- (a) billiards, pool or other like games, or
- (b) electronic or mechanical amusement devices, such as pinball machines, computer or video games and the like.

**Cellar door premises** means a building or place that is used to sell wine by retail and that is situated on land on which there is a commercial vineyard, and where most of the wine offered for sale is produced in a winery situated on that land or is produced predominantly from grapes grown in the surrounding area.

**Entertainment facility** means a theatre, cinema, music hall, concert hall, dance hall and the like.

**Food and drink premises** means premises that are used for the preparation and retail sale of food or drink (or both) for immediate consumption on or off the premises, and includes a restaurant or cafe, take away food and drink premises, a pub or a small bar.

**Place of public worship** means a building or place used for the purpose of religious worship by a congregation or religious group, whether or not the building or place is also used for counselling, social events, instruction or religious training.

**Pub** means licensed premises under the *Liquor Act 2007* the principal purpose of which is the retail sale of liquor for consumption on the premises, whether or not the premises include hotel or motel accommodation and whether or not food is sold or entertainment is provided on the premises.

**Recreation facility (indoor)** means a building or place used predominantly for indoor recreation, whether or not operated for the purposes of gain, including a squash court, indoor swimming pool, gymnasium, table tennis centre, health studio, bowling alley, ice rink or any other building or place of a like character used for indoor recreation.

**Registered club** means a club that holds a club licence under the *Liquor Act 2007*.



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ITEM 3

**CORONAVIRUS (COVID-19) PANDEMIC**

**CONTINUED**

Attachment 2



## **Joint Statement (Revised): Responding to the Coronavirus (COVID-19) pandemic**

### **Introduction**

On 17 March 2020 Local Government NSW (LGNSW), the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union (USU), Local Government Engineers Association (LGEA) and Development and Environmental Professionals Association (depa) issued a Joint Statement to provide guidance to Local Government employers and employees on how to respond to the COVID-19 pandemic. Since then, the situation has developed at a rapid pace and we have determined that it is necessary and appropriate to issue this revised **Joint Statement**.

We recognise that a uniform approach is not possible and timely decisions need to be made that are appropriate to the specific circumstances and available resources.

This Joint Statement establishes what we consider to be the minimum standards that should apply. Employers may wish to supplement the provisions of this Joint Statement.

### **Work Health & Safety (WHS)**

Work Health & Safety (WHS) is paramount and must be at the forefront of everyone's mind when responding to the COVID-19 pandemic.

Employers (persons conducting a business or undertaking) have a primary duty of care under section 19 of the *Work Health and Safety Act 2011* (WHS Act) to ensure, so far as is reasonably practicable, the health and safety of workers, contractors and other persons at the workplace, and that persons are not put at risk from work carried out as part of the business or undertaking.

Workers and every other person at a workplace (including councillors) have a health and safety duty under sections 28 and 29 of the WHS Act to take reasonable care for their own health and safety, to take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons, and to comply, so far as they are reasonably able to, with any reasonable instruction that is given by the employer or to allow the employer to comply with the WHS Act.

### **Unable to work due to illness associated with COVID-19**

If an employee is sick, current sick leave entitlements and conditions apply as per clause 21A [Sick Leave] of the *Local Government (State) Award 2017* ("**Award**").

Where an employee's paid sick leave entitlement is exhausted, additional sick leave may be granted in accordance with clause 21A(ix) of the Award. Alternatively, the employee may apply to use other forms of accrued leave under the Award (e.g. annual leave and long service leave).

Where the employee has exhausted all accrued leave entitlements under the Award, the employee may apply to the employer for special leave, either with pay or without pay, as per clause 21L [Special Leave] of the Award. Any such requests shall not be unreasonably refused by the employer.

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**Working flexibly**

Employers are encouraged to explore flexible work arrangements to help reduce the spread of COVID-19 and to enable employees to better manage their work and family responsibilities during the crisis, taking account of any protection measures recommended by NSW Health and/or Commonwealth health authorities. Requests for flexible work should be managed in accordance with clause 22 [Flexibility for Work and Family Responsibilities] of the Award.

Where employees are working from home whilst also providing care to a family member, it is expected employees can balance caring responsibilities with their ability to undertake productive work, or other leave provisions can apply.

Where there is a requirement to ensure that each workplace remains open at all stages, employers may deploy employees into other roles of the business where possible, in accordance with clause 8 [Use of Skills] of the Award. Employees may be required to undertake different work (most likely for essential work) as directed by their employer.

**Exclusion from the workplace due to isolation requirements**

Where an employee is not sick but is directed not to attend the workplace due to isolation requirements, employers should identify options for employees to work from home during the quarantine period.

Where work is unable to be provided to employees who are required to self-isolate (in accordance with isolation requirements set by State and/or Commonwealth health authorities), the employees should be paid as normal and placed on paid special leave for the length of the isolation (which as at 19 March 2020 is 14 days) provided that:

- (i) Employees have a right to request an extension to, or further period of, paid special leave, and such requests shall not be unreasonably refused by the employer;
- (ii) Employers may refuse to grant paid special leave to employees who are required to self-isolate on more than one occasion as a result of not adhering to the [social distancing guidance](#) of State and/or Commonwealth health authorities. An employer bears the onus of establishing that an employee did not adhere to the [social distancing guidance](#) of State and/or Commonwealth health authorities; and
- (iii) Employers may refuse to grant paid special leave to employees who, after 16 March 2020, leave the country to travel to a country or region which requires the employee to self-isolate on return to Australia.

**Unable to work**

Up to two (2) weeks paid special leave will be provided before other leave entitlements need to be accessed to employees who, due to the COVID-19 crisis, are unable to work because they are:

- caring for family members due to closure of schools and caring facilities; or
- unable to attend work due to transport disruptions.

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After the two (2) weeks of paid special leave has been used, employees may access accrued leave entitlements (e.g. sick, carer's, annual and/or long service leave). Where the employee has exhausted all accrued leave entitlements under the Award, the employee may apply to the employer for special leave, either with pay or without pay, as per clause 21L [Special Leave] of the Award. Any such requests shall not be unreasonably refused by the employer.

Employers shall not unreasonably refuse requests for carer's leave in excess of two weeks which arise as a result of the COVID-19 crisis.

**Workplace is closed**

Where the workplace is closed the following approach will be taken:

- (i) the employer will make arrangements for employees to work remotely;
- (ii) where it is not possible for the employee to work remotely, the employee will be placed on paid special leave for the entirety of the closure unless:
  - (a) the employee is directed, within the limited circumstances of sub clause 21D(v) of the Award, to take annual leave; or
  - (b) the employee is directed, within the limited circumstances described in sub clause 21E(iii) of the Award, to take long service leave.

**Regular casual employees**

A "regular casual employee" means a casual employee who, in the preceding period of 6 months, worked a pattern of hours on an ongoing basis without significant adjustment and who, but for the COVID-19 pandemic, had a reasonable expectation of ongoing employment.

Where a regular casual employee is unable to perform their regular shift due to self-isolation requirements (in accordance with isolation requirements set by State and/or Commonwealth health authorities), the regular casual employee should be paid as normal and placed on paid special leave for the length of the isolation (which as at 19 March 2020 is 14 days).

Where a regular casual employee is unable to perform their regular shift because of a workplace closure that is attributed to the COVID-19 pandemic, the regular casual employee should be placed on paid special leave for the following length of time:

- the period of the closure or a period of four (4) weeks, whichever is the lesser period; or
- in the case of a seasonal employee, the balance of the season or a period of four (4) weeks, whichever is the lesser period.

In the case of long term regular casual employees (i.e. greater than 5 years continuous service), employers are encouraged to consider more beneficial arrangements than the arrangements recommended in this Joint Statement.

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**Further contact**

For further information:

- Employers should contact LGNSW's Workplace Relations Unit, and
- Employees should contact their union or HR representative.

Cr Linda Scott  
President LGNSW

Graeme Kelly OAM  
General Secretary USU

Gordon Brock  
Director, LGEA

Ian Robertson  
Secretary, depa

20 March 2020



# WARREN SHIRE COUNCIL

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### CRISIS AND EMERGENCY MANAGEMENT PLAN

#### Message from the General Manager

Warren Shire Council Local Government Area faces many natural and human made risks. The management team of the Warren Shire Council must be capable of efficiently responding to and recovering from any major incident that occurs within its area of responsibility.

The protection and recovery of our constituents, staff, assets, operations and the reputation of Warren Shire Council during the time of a crisis is our highest priority.

To achieve this objective, the Warren Shire Council has embraced a simple and robust concept of emergency operations. Under the leadership of the Crisis Director, a senior level Crisis Management Team will be responsible for implementing all actions required to manage the crisis. Responsible managers and staff from across the Warren Shire Council are required to understand and be prepared to enact this plan in accordance with directions given at the time of an incident.

I have given the Divisional Manager Finance and Administration the dual responsibility of ensuring that the Warren Shire Council is capable and ready to respond to an incident and leading the response as the Crisis Director when an incident occurs. The overarching objectives of the plan are to:

- Ensure the safety and wellbeing of Warren Shire Council's constituents, employees and the general public;
- Ensure compliance with legislation, regulation and standards;
- Ensure that Warren Shire Council's assets are protected, and that normal operations and services are maintained or resumed within the shortest possible timeframe in line with the Business Continuity Plan;
- Ensure that the public's confidence in the Warren Shire Council is enhanced through a visible and professional response to the crisis;
- Ensure that where possible, appropriate actions are undertaken to prevent or avoid a recurrence of the crisis event and to improve future crisis responses;
- Manage the financial implications resulting from any crisis.

All recipients of this plan must read and ensure they understand what is required of both themselves and their business unit. It is also important to understand the broader framework, so that all stakeholders can see their own role in the context of other business units' responsibilities. However, no plan can cater for every possible crisis and much depends on the judgment and professionalism of managers and staff to ensure an effective response.

**Glenn Wilcox**  
General Manager, Warren Shire Council

#### Crisis Management Team

The Crisis Management Team is comprised of selected members of the Warren Shire Council Executive Management Team, along with other persons as necessary and the Executive Assistant to the General Manager. The team may be supplemented by additional staff and other specialists as necessary. During a crisis or emergency, members of the team will set aside their normal roles and perform their role on the crisis management team. To ensure Council operations are maintained and ensure the crisis team can focus on their crisis team roles, Assistant Managers are to be appointed on a temporary basis.

NAME	CRISIS TEAM ROLE	SUBSTANTIVE ROLE	SUPPORT TEAM	
			CMT	DIVISIONAL
	Crisis Director	General Manager Warren Shire Council	EA to the GM	Project Administration Officer
<b>CMT Alternate:</b>		<b>Alternate: DMFA</b>		<b>Support Team</b>
	Community Welfare	Divisional Manager Finance and Administration. (DMFA)	Administration Assistant	Project Administration Officer
<b>CMT Alternate:</b>		<b>Alternate: Manager Health &amp; Development (MHD)</b>	Administration Assistant	
	Media & Communications	General Manager	EA to the GM	Project Administration Officer
<b>CMT Alternate:</b>		<b>Alternate: Mayor</b>	EA to the GM	
	Operations	Divisional Manager Engineering and Environmental Services (DMEES)	Roads Infrastructure Manager	Administration Support Officer Engineering Services
<b>CMT Alternate:</b>		<b>Alternate:</b>		
<b>CMT Alternate:</b>	Staff Welfare	WH&S Risk Officer		
<b>CMT Alternate:</b>		<b>Alternate:</b>		
	Assets	Divisional Manager Finance and Administration.	Manager Assets	Support Team
<b>CMT Alternate:</b>		<b>Alternate: Manager Assets</b>		
	Emergency Management	Infrastructure Projects Manager (IPM)		Project Administration Officer
<b>CMT Alternate:</b>		<b>Alternate:</b>		
	CMT Support	Executive Assistant to the GM	Other Administration Assistants	
<b>CMT Alternate:</b>		<b>Alternate:</b>		
	CMT Support	Project Administration Officer		
<b>CMT Alternate:</b>		<b>Alternate:</b>		

#### Legislative Framework and Related Plans

The following acts and their respective regulations are relevant to this plan:

- State Emergency and Rescue Management Act 1989 (as amended)
- Local Government Act 1993

The following external plans are relevant to this plan, refer to Summary of Plans

- [State Emergency Management Plan \(http://www.emergency.nsw.gov.au/publications\)](http://www.emergency.nsw.gov.au/publications)
- [Regional Emergency Management Plan \(http://www.emergency.nsw.gov.au/publications\)](http://www.emergency.nsw.gov.au/publications)
- Local Emergency Management Plan
- [Sub Plans and Supporting Plans \(http://www.emergency.nsw.gov.au/publications\)](http://www.emergency.nsw.gov.au/publications)

The following internal plans are relevant to this plan:

- Business Continuity Plan and related action plans
- Emergency Communications Supporting Plan
- Emergency Response Supporting Plan
- Community Recovery Supporting Plan
- Volunteer Management Supporting Plan
- Evacuation Centre Supporting Plan

The following tools are available to support the implementation of this plan:

- Executive Decision Support Tool
- Decision Making Support Tool
- Crisis Status Table
- Situation Report (Sitrep) Guidelines

#### Incident Response

In the event that an incident requires a coordinated response, the Crisis Director may activate the Crisis Management Team (CMT). Activation of the Crisis Management Team should occur within 15 minutes of incident notification. The CMT will be asked to meet at a suitable location to control and conduct the response. The CMT is required to bring relevant plans, mobile phone, laptop/iPad, and any other relevant equipment.

The Crisis Director and the WH&S Risk Officer will provide a briefing to the CMT regarding the incident using the Sitrep Guidelines. The CMT will work through the incident/issue using guidance from the Warren Shire Council TRAPS/TARP plan (See Page 2), the Crisis Status Table, and the Decision-Making Support Tool.

The CMT provides leadership and direction for the Warren Shire Council for all issues surrounding the incident, allowing other parts of the business to focus on maintaining normal operations where possible. Once established, the CMT shall automatically assume full decision-making authority for all matters relating directly to the incident.

All crisis or emergency events, incidents, and actions are to be logged in the Warren Shire Council's Crisis and Emergency Management Log.

In the absence of a team member, the nominated alternate may assume the applicable CMT role at the discretion of the Crisis Director. These alternates are indicated under 'Responsibilities' (page two) in this plan. Given the significant workloads in times of crisis, team members are to delegate their divisional responsibilities to an alternate manager.

#### Crisis Management Centre

The Crisis Management Centre (CMC) serves as an operations centre from which Warren Shire Council's efforts are coordinated:

- Location:** Council Chambers in Warren Shire Council building  
**Alternate:** Designated by chair – alternatives may include:
- Sporting and Cultural Centre
  - Former Bowls Club or CWA Hall
  - Auditorium of the Warren Services Club

#### Maintenance and Audit

**Communicating the Plan** - A comprehensive communications strategy has been developed to ensure all staff with responsibilities under the Plan understands what is required of them. These strategies include:

- Individual briefings to those with responsibilities under the Plan;
- Distribution of the Plan to those with responsibilities under the Plan; and
- Crisis and emergency management exercises with the Crisis Management Team

**Responsibility for Maintenance of Accurate Documentation** - The Infrastructure Projects Manager is responsible for reviewing and updating all information contained within the Crisis and Emergency Management Plan. Information contained within the Plan will be reviewed for accuracy every 12 months.

**Audit and Testing** - The Crisis Director is responsible for checking and approving document revisions. The document is to be registered in Warren Shire Council Records Management System to ensure version control and audit trail. The WH&S Risk Officer is responsible for auditing the resources listed in Resources. The Crisis Management Team will conduct a test of systems, information and teamwork by means of a desktop exercise not less than once every 12 months.

Next Review	Prepared By	Approved	File Number
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<b>Incident Assessment Guideline (TRAPS)</b>				
An incident requiring a coordinated response will be declared by the Crisis Director if the circumstances reported are believed to meet any of the following Threat/Response/Attention/Process/Stakeholders (TRAPS) Criteria:				
<b>Threat</b>	<b>Response</b>	<b>Attention</b>	<b>Process</b>	<b>Stakeholders</b>
To the safety of constituents, staff and/or assets	Requires significant coordinated response	May or has caused significant media attention	May or will severely disrupt operations	Perceive it is serious, requiring immediate response

<b>Trigger / Action / Responsibility / Procedure (TARP)</b>			
A TARP checklist provides guidance for the resolution of an incident. It provides a generic framework for the CMT to consider and evaluate the issues and to accomplish the common response measures that could be anticipated as a consequence to any incident. <b>ALL ACTIONS AND DECISIONS MUST BE LOGGED BY THE EXECUTIVE MANAGER USING THE CRISIS AND EMERGENCY LOG (2014/569109-05)</b>			
<b>Trigger</b>	<b>Action</b>	<b>Responsibility</b>	<b>Procedure</b>
Circumstance, condition or event that has or needs to occur	Actions that should be considered in response to a trigger	Who should take the action?	Supporting procedures for the action

<b>1. Incident occurs</b> 1. Incident occurs	- Complete the initial assessment of the incident - First Manager aware notifies the Crisis Director, - Crisis Director decides if CMT is required - Activate the CMT and the Crisis Management Centre - Assign alternate managers to cover divisional responsibilities	- First Person aware/first Manager aware - First Manager aware - Crisis Director - Crisis Director - Crisis Director and IPM	- Refer to TRAPS and Crisis Status Table - Refer Incident briefing guide - Refer key contacts card (gold card) – conference call - Refer Resources
<b>2. Impact analysis</b> Safety and well-being, compliance, assets protection, essential services, public confidence, financial implications What impact does it have on our neighbours, staff, and community?	- Brief CMT on incident and known consequences - Using the Incident Assessment Guidelines (TRAPS), assess the impact of the event - Identify stakeholders affected by the event (staff, community, visitors, neighbours) - Do we have the right skills on the CMT to respond? Who else should attend?	- Crisis Director, IPM - CMT - CMT - CMT	- Refer Incident briefing guide - Register all events, incidents, and actions in Crisis and Emergency Log
<b>3. Implement the response</b> Actions to be taken in response to the impact analysis Focus on the 'big picture', not the nuts and bolts Ensure all people are safe and properties secure	- Identify the issues and how to deal with them - Identify who will deal with each issue and the desired outcome - Set timeframes for completion, ensure staff know these timeframes - Confirm staff have the necessary skills/resources to achieve the outcome - Document and monitor the status of all events, incidents and actions - Establish and define task allocation and feedback protocols - Keep the GM informed of events, incidents, actions and status	- CMT - CMT - CMT - CMT - Manager, Executive Assistant - Crisis Director - CMT	- Decision Making Support Tool - Register all events, incidents, and actions in Crisis and Emergency Log - Document all decisions and contacts - Maintain contemporaneous notes of discussion
<b>4. Who needs to know?</b> What do we communicate, how, and who does it?	- Identify stakeholders – community, staff, neighbours, visitors - Confirm general intent of key messages - Draft the key messages, media releases/statements - Develop standard responses to key questions - Decide who will speak on behalf of Council and delivery options - Coordinate liaison with Office of the Mayor, and media outlets - Monitor media outlets for accuracy and balance	- CMT - CMT - GM - GM/ CMT - General Manager and/ or Mayor - GM - GM	- Refer Communications Supporting Plan - Refer Key Emergency Contacts (External) - Refer Emergency Response Contacts (Internal)
<b>5. What if events escalate?</b>	- Review impact analysis, revisit the incident assessment guidelines - Do we still have the right skills on the CMT to respond? Who else should attend? - Who else do we need to tell? - Have any additional stakeholders been affected?	- Crisis Director and CMT	- Refer Business Continuity Plan - Refer to TRAPS and Crisis Status Table
<b>6. How are our stakeholders doing?</b>	- Review status of staff – health, safety and wellbeing - Review status of identified stakeholders – health safety and wellbeing	- WHS & Risk Officer	- Refer Communications Supporting Plan
<b>7. What is the impact on operations?</b>	- Are there any delays or reductions in services? - Are we required to increase service levels, and do we have the resources? - How have our customers been affected, what information do they require? - Implement Business Continuity Plans as required	- Crisis Director,  - CMT	- Refer Business Continuity Plan
<b>8. How is the team doing?</b>	- Should we rotate members, send some home to rest? - Bring in relevant CMT alternates - Maintain food and refreshment levels	- Crisis Director and CMT - CMT - Executive Support Staff	
<b>9. Communicate update to key stakeholders</b>	- Review previous update - Has information, situation changed - Review steps in trigger 3: Who needs to know what?	- Crisis Director and IPM	- Refer Communications Supporting Plan
<b>10. Have we documented our decisions?</b>	- Document all intelligence, incoming information, what is happening, critical information - Document all crisis team discussions - Document all decisions, actions, instructions, responsibilities, timeframes and status	- IPM - EA to GM - EA to GM	- Emergency/Crisis Log (Alternate)
<b>11. Evaluation</b>	- What did the team do well or not so well - How will procedures need to change to enhance responses?	- Crisis Director and IPM	- Refer Maintenance and Audit (page 1)

<b>Responsibilities of the Crisis Management Team</b>			
All members of the CMT are to provide expert advice on specific areas of organisational responsibility, additional responsibilities are assigned below			
<b>ROLE: CRISIS DIRECTOR</b> CMT Alternate: DFMA <ul style="list-style-type: none"> <li>Activates Crisis Management Team</li> <li>Manages assessment of the crisis</li> <li>Manages team function</li> <li>Ensures the team works towards common goals</li> <li>Summarises discussions, assesses options, determines actions</li> <li>Monitors events, incidents, actions and status</li> </ul>	<b>ROLE: COMMUNITY WELFARE</b> CMT Alternate: <ul style="list-style-type: none"> <li>Assesses of community impact</li> <li>Identifies and communicates with vulnerable groups</li> <li>Manages the use of community volunteers</li> <li>Manages access to community facilities</li> <li>Manages community support during and post event</li> </ul>	<b>ROLE: MEDIA AND COMMUNICATIONS</b> CMT Alternate: Projects Administration Officer <ul style="list-style-type: none"> <li>Develops and implements the communications plan</li> <li>Identifies key stakeholders and media outlets</li> <li>Assesses the risk to organisational reputation</li> <li>Prepares all external communications</li> <li>Monitors media outlets and community feedback</li> <li>Liaison with Office of Mayor</li> </ul>	<b>ROLE: STAFF WELFARE</b> CMT Alternate: Work Health and Safety Manager <ul style="list-style-type: none"> <li>Manages internal staff communications</li> <li>Monitors staff health, safety &amp; wellbeing</li> <li>Manages post crisis support for staff affected by the incident</li> <li>Liaison with external services - Unions, SafeWork, Insurers</li> <li>Manages contact with families of staff affected by the crisis</li> <li>Ensuring continuity of information/IT systems</li> </ul>
<b>ROLE: SUPPORT</b> CMT Alternates: Executive Assistant and Projects Administration <ul style="list-style-type: none"> <li>Assists with activating the Crisis Management Centre</li> <li>Organises all necessary equipment and supplies</li> <li>Maintains log of organisational response</li> <li>General administrative and logistic support to the CMT</li> <li>Maintains the crisis log and meeting minutes</li> </ul>	<b>ROLE: EMERGENCY MANAGEMENT</b> CMT Alternate: <ul style="list-style-type: none"> <li>Provides briefings on emergencies/incidents</li> <li>Provides advice on emergency management response</li> <li>Manages the implementation of the CMP and Sub Plans</li> <li>Liaises with senior management from responding agencies</li> <li>Supports the crisis director with their responsibilities</li> </ul>	<b>ROLE: ASSET MANAGEMENT</b> CMT Alternate: Assets Manager <ul style="list-style-type: none"> <li>Assesses impact on Council facilities and buildings</li> <li>Manages emergency repairs and restoration</li> <li>Prepares alternatives for staff/operational accommodation</li> <li>Manages impact of property loss on business continuity</li> <li>Implements strategies to protect Council facilities</li> </ul>	<b>ROLE: OPERATIONS</b> CMT Alternate: Roads Infrastructure Manager <ul style="list-style-type: none"> <li>Represents the interest of the non-CMT executive</li> <li>Informs the GM of events, actions and status</li> <li>Manages normal operations, including business continuity</li> <li>Monitors the operational impact of the crisis</li> <li>Coordinates the operational response to the crisis</li> </ul>

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