



CONFIRMED MINUTES

Special Council Meeting Tuesday, 24 March 2020

Date: Tuesday, 24 March 2020

Time: 5.00pm

Location: Lesser Hall, York Town Hall, York

Order Of Business

1	Opening	3
1.1	Declaration of Opening.....	3
1.2	Disclaimer	3
1.3	Standing Orders.....	3
1.4	Announcement of Visitors	3
1.5	Declarations of Interest that Might Cause a Conflict	3
1.6	Declaration of Financial Interests	3
1.7	Disclosure of Interests that May Affect Impartiality	3
2	Attendance	3
2.1	Members	3
2.2	Staff	4
2.3	Apologies	4
2.4	Leave of Absence Previously Approved	4
2.5	Number of People in the Gallery at Commencement of Meeting	4
3	Public Question Time	4
3.1	Written Questions – Current Agenda.....	5
3.2	Public Question Time	5
4	Applications For Leave of Absence	6
5	Presentations	6
5.1	Petitions	6
5.2	Presentations	6
5.3	Deputations.....	7
6	Announcements by Presiding Member Without Discussion	7
7	Officer's Reports	8
	SY047-03/20 Business Continuity Plan - COVID-19 Response	8
8	Closure	44

**MINUTES OF SHIRE OF YORK
SPECIAL COUNCIL MEETING
HELD AT THE LESSER HALL, YORK TOWN HALL, YORK
ON TUESDAY, 24 MARCH 2020 AT 5.00PM**

The York Shire Council acknowledges the traditional owners of the land on which this meeting was held.

1 OPENING

1.1 Declaration of Opening

Cr Denese Smythe, Shire President, declared the meeting open at 5.00pm.

1.2 Disclaimer

The Shire President advised the following:

"I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material."

1.3 Standing Orders

Nil

1.4 Announcement of Visitors

Nil

1.5 Declarations of Interest that Might Cause a Conflict

Nil

1.6 Declaration of Financial Interests

Nil

1.7 Disclosure of Interests that May Affect Impartiality

Nil

2 ATTENDANCE

2.1 Members

*Cr Denese Smythe, Shire President; Cr Denis Warnick, Deputy Shire President;
Cr Ashley Garratt; Cr Stephen Muhleisen; Cr Kevin Trent; Cr David Wallace*

2.2 Staff

Chris Linnell, Chief Executive Officer; Suzie Haslehurst, Executive Manager, Corporate & Community Services; Darren Wallace, Executive Manager, Infrastructure & Development Services; Helen D'Arcy-Walker, Council & Executive Support Officer

2.3 Apologies

Nil

2.4 Leave of Absence Previously Approved

Cr Pam Heaton

2.5 Number of People in the Gallery at Commencement of Meeting

There were seven (7) people in the Gallery at the commencement of the meeting.

3 PUBLIC QUESTION TIME

Public Question Time is conducted in accordance with the Act and Regulations. In addition to this the Shire's Council Meetings Local Law 2016 states –

6.7 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time must identify themselves and register with a Council Officer immediately prior to the meeting.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that—
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to—
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where—
 - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
 - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
 - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

- (8) A member of the public shall have 2 minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where any questions remain unasked at the end of public question time they may be submitted to the CEO who will reply in writing and include the questions and answers in the agenda for the next ordinary Council meeting.
- (11) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

Public Question Time Commenced at 5.03pm.

3.1 Written Questions – Current Agenda

Mr Pat Hooper

Question 1:

Given the announcement by the Premier that he will close travel between 'regions', will Council give the many York residences who have often or regular trips to the metropolitan area for medical requirements the assurance there will be clear and concise directions given.

Response provided by the Chief Executive Officer:

The question will be Taken on Notice

Question 2:

Is the Shire going to require that organisations/persons with keys to various sections of the YRCC hand these keys in?

What penalties will the Council place on anyone not adhering to these requests?

Response provided by the Chief Executive Officer:

Initially, keys will not be required to be returned to the Shire. Venue closures are a directive from the Federal and State Government.

3.2 Public Question Time

Mr Simon Saint

Question 1:

Taking into account this meeting has been on the cards since last Friday, why was the agenda made available just 60 minutes prior to the meeting, leaving the community no time to read the agenda let alone any opportunity to lobby their Councillors?

Response provided by the Chief Executive Officer:

The Shire of York has been working very hard on the development of the Business Continuity Plan, in response to COVID-19. Under the current unprecedented circumstances the timeframe has not been ideal and the Shire of York acknowledge this did not leave the community with a lot of time to review the Agenda.

Question 2:

As there has been insufficient time to read the agenda, use of the YRCC building may have been covered in this agenda. As the YRCC is likely to be closed for at least six months, has the Shire considered using the building for staff instead of them working from home, as working from home is virtually the same as paid leave.

The YRCC building is:

- An easily controlled environment
- Compliant with Workplace Health and Safety (whereas it's doubtful staff homes would comply)
- Fitted with commercial grade lighting, ventilation and air conditioning/heating
- A secure facility for the purpose of data protection
- Far more conducive to issues relating to public liability (LGIS)
- Located in close proximity to the SOY office in Joaquina Street

During this uncertain time, could the YRCC building operate in tandem with the Joaquina Street office in case of a contagion outbreak amongst staff, or at least be made ready for use in case of any emergency.

Response from the Chief Executive Officer:

Thank you, that is a very good suggestion. The use of the YRCC as a venue has been considered particularly for the delivery of community services and an alternative staff venue. The reason the 'work from home' has been developed as the first option is due to the directive from the Federal and State Government as home is the best place for people to be during this pandemic.

Ms Marie Forster

Question 1:

Given the implementation of stage 5 of the Western Australian Public Health Act (2016), can the CEO please provide an update on the following:

- a. The Shire of York's understanding of what the public health planning process entails.
- b. The progress to date of the Shire of York's public health plan under its statutory obligations given York's especially vulnerable population and in light of recent pandemic developments.

Response provided by the Chief Executive Officer:

The question will be Taken on Notice

Ms Lisa Buckingham

Question 1:

Is there a COVID-19 case in York?

Response by the Chief Executive Officer:

That is confidential information that is provided to health authorities only. Local Governments are provided with the same information as the general public. Therefore, I cannot give an answer.

As there were no further questions – Public Question Time concluded at: 5.13pm.

4 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5 PRESENTATIONS

5.1 Petitions

Nil

5.2 Presentations

Nil

5.3 Deputations

Nil

5.4 Delegates' reports

Nil

6 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President stated that we are working as hard as we can to act on advice from the Department of Local Government, Sport and Cultural Industries and the Department of Health.

7 OFFICER'S REPORTS

SY047-03/20 BUSINESS CONTINUITY PLAN - COVID-19 RESPONSE

File Number:	OR.CMA.2.10
Author:	Chris Linnell, Chief Executive Officer
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	N/A
Appendices:	1. Shire of York BCP - COVID-19 Pandemic Response

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

The purpose of this report is for Council to consider the proposed Business Continuity Plan (BCP) the Shire of York implements in response to the COVID-19 Pandemic. Officers have attempted to achieve a balance between continuing to operate and provide good governance to the district, whilst protecting the welfare of Councillors, Staff, Volunteers and the Community.

BACKGROUND

The State Government has declared a State of Health Emergency regarding COVID-19. Because of this, the Shire is required to consider how it will implement directions from both the Federal and State Governments in managing the impacts of this virus, whilst protecting its workforce and community as much as possible.

Since the announcement of the virus, Officers have undertaken the following:

- Established an internal working group to plan the Shire's preparation, response and recovery related to this virus. This group is meeting daily with the Executive Management Group.
- Requesting all staff, volunteers and clients to practice good hygiene and social distancing measures.
- Distribution of Department of Health resources via the Shire's website, social media and via physical signage on public buildings and in staff areas.
- Regular media releases distributed via all mediums.
- Email and verbal updates to staff.
- Direction to 2 staff returning from overseas to self-isolate for 14 days.
- Investigating and implementing strategies to increase the ability for staff to work from home.
- Development and implementation of a Business Continuity Plan for adoption – SCM 24 March 2020.
- Introducing and implementing checklists for a regular disinfection regime for all public areas
- Investigation of options to reduce social isolation in the community i.e. mobile library services in collaboration with HACC and CWA, live-streaming of Storytime.
- Liaison with event organisers to ensure compliance with government directives including cancellation of event approvals if required.

- Request to Department of Transport to allow phone payments to be taken by Shire staff for local residents.
- Participation in WALGA webinar updates by the Shire President and CEO.
- Establishment of measures to record the impacts of the pandemic.
- Answering questions at a Business Forum held on 17 March 2020.
- Stocktake and sources of supplies such as hand sanitiser, soap, toilet rolls, paper towels and Personal Protection Equipment (PPE).
- Establishment of Sanitisation Stations in Shire public areas i.e. Administration office, Visitor Centre, Museum, Swimming Pool.
- Closure of all indoor sporting venues including the YRCC hospitality area, gymnasium, tennis courts, bowling greens, hockey clubrooms, meeting rooms, indoor stadium.
- Closure of cultural institutions including the York Residency Museum and York Public Library.
- A meeting of the Local Emergency Management Committee is being planned and will be held via teleconferencing technology or similar.

With the Shire closing all its community infrastructure it is already seeing an impact upon the community, and because of this, has received requests for assistance. The Shire will need to work with other community groups and providers to deliver services, such as, Library delivery and social wellbeing programs to our community. This is expected to escalate over the coming weeks.

COMMENTS AND DETAILS

Officers have developed a Shire of York Business Continuity Plan (BCP) as a specific COVID-19 Pandemic Response.

A copy of the plan is attached for Council's consideration in **Appendix 1**.

Officers have identified the following critical strategies, functions, roles and responsibilities to enable the Shire of York to work towards the following key objectives in the current situation:

- Protecting the safety and well-being of our people (including clients, councillors, staff, volunteers, contractors, suppliers and the wider community).
- Assisting to slow the spread of the virus in our community.
- Ensuring the continuity of essential Shire functions and services.
- Preparing for recovery of the Shire and the community and businesses will be a priority after the pandemic.

As can be seen in the BCP, the overall approach is to attempt to keep business continuity as much as possible whilst maintaining a safe working environment for Councillors, Staff and Volunteers.

Significant technology upgrades are currently occurring in the organisation to enable a number of staff to work from home/remotely. This has included some small additional expenditure which can be managed within the 2019/20 Budget. The Shire will also rollout an online meeting capability via Microsoft Teams software or Zoom.

With the changing environment, it is likely that at some point the Shire Administration building may be completely shut down. Whilst Officers are preparing for this, a complete shutdown is not proposed at this stage. The BCP deals with keeping as many Shire services and facilities running as long as possible. Should a complete shutdown of the Shire Administration Building be required, Officers are also planning as to how essential services could be maintained.

Prioritisation of matters presented to Council

The implementation of precautionary arrangements will impact the Shire as a workplace. The impact is unknown but could involve a reprioritisation of projects. Matters presented to Council will reflect the challenging and evolving circumstances.

Strategic Community Plan and Corporate Business Plan

The rapidly changing environment may necessitate a reprioritisation of Council projects and services in line with financial constraints and considerations. This may impact the timetable for a new Strategic Community Plan and Corporate Business Plan.

Communication

A Communications Plan has been developed to ensure there is open and regular communication with Councillors, staff, volunteers and the community regarding the Shire's response to COVID-19. The Communications Plan details the activities and channels that the Shire will use to communicate with internal and external stakeholders. The key messages will be reviewed and updated daily as information and advice becomes available from government and health authorities. The plan also recommends that the CEO be authorised to speak on behalf of the Local Government, in consultation with the Deputy Shire President, if the Shire President is unavailable. A copy of this plan is included as part of the BCP in **Appendix 1**.

Recovery arrangements

Whilst recovery from this virus is some way off, Officers are recommending work commences now in preparing a recovery plan. Officers propose developing a Shire of York Organisational and Community Recovery Plan. Officers expect this plan will be presented to Council, at least informally at a point in the future.

OPTIONS

The main option for Council to determine is if it wants a staged closure of Shire operations as outlined in the BCP. To mitigate risk for the entire organisation and continue to service the community, Officers are recommending that the business be able to operate for as long as possible prior to any potential forced closure.

IMPLICATIONS TO CONSIDER

Consultative

The Shire has researched COVID-19 responses from other Local Governments and has taken on the directives of the State and Federal Government. Advice has also been taken from the Western Australia Local Government Association (WALGA) and the Shire's insurer, LGIS.

Strategic

COVID-19 was not identified or planned for in the Shire's Strategic Community Plan or Corporate Business Plan. The Shire is currently reviewing its Strategic Community Plan and Corporate Business Plan which is expected to be completed in the coming months prior to June 2020. Depending upon the impacts of COVID-19 on the organisation (which won't be known for some time) Council may need to reconsider timeframes and priorities in these important documents.

Policy Related

G4.6 *Risk Assessment and Management*

Financial

It is too early to determine what the financial impacts upon the organisation will be a result of COVID-19. Whilst it is inevitable there will be increases in expenditure, there is also going to be significant changes to income the Shire receives. These costs will need to be identified as part of the Third Quarter FACR process. It may be that governments reimburse local government for costs associated with COVID19, however, this is not known at this stage. In preparation for this, Officers are capturing

all direct costs associated with the virus in a particular GL account for future reference. In terms of a Special Leave proposed as part of the BCP, the cost of 10 days salary for the organisation is up to \$126,500, and for 20 days (as per the State response) \$252,900, depending on who accesses the leave.

As a future financial consideration, the Premier of Western Australia has formally written to WA Local Government via WALGA. In the letter, the Premier states '*I am requesting that you seek your members support and action to unilaterally freeze all Local Government Household Rates, Fees and Charges in 2020-21*'. It will be important for the Shire of York to give full consideration to this request in the coming months due to the unprecedented nature of our current environment.

The Shire will also write to all current grant funding bodies which the Shire has current arrangements with (funding) and ask for guidance around possible project disruption due to COVID-19.

Legal and Statutory

Legislation supporting emergency management of a human epidemic occurring in Western Australia includes the *Public Health Act 2016 (WA)*, the *Emergency Management Act 2005 (WA)*, the *National Health Security Act 2007* and the *Quarantine Act 1908*. The *Public Health Act 2016 (WA)* and *Emergency Management Act 2005 (WA)* provide powers that may be used to manage an emergency as a result of a human epidemic which requires a significant and coordinated response. The State Government's Pandemic Plan has developed in accordance with the above legislation.

Federal legislation such as the Commonwealth Biosecurity Act 2015 provides a mechanism for the Commonwealth to direct States and state agencies.

The *Local Government Act 1995* and its subsidiary legislation (regulations) continue to provide the legislative framework in which Council operates as a quasi-judicial body during a declared emergency, albeit within the constraints provided by other legislation.

Risk Related

Should Council choose not to adopt the BCP, the following risks need to be considered;

Risk Description	Risk Type	Rating
Councillors, officers, volunteers become unwell and the Shire is unable to continue to provide essential services	People	High (12)
	Service Interruption	High (16)
	Compliance	Moderate (8)
	Reputational	High (16)
	Financial	High (16)
	Project Time	Moderate (9)

Workforce

There are significant impacts on the Workforce which will change as the pandemic situation evolves. Strategies relating to workforce implication are discussed in the BCP.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION**010320****Moved: Cr Kevin Trent****Seconded: Cr Denis Warnick****That, with regard to the proposed Business Continuity Plan (BCP) in response to the COVID-19 Pandemic, Council:**

- 1. Resolves to adopt the Business Continuity Plan – COVID-19 Response as attached at Appendix 1 to this report.**
- 2. Requests the Chief Executive Officer to commence preparing an organisational recovery plan for Council consideration by June 2020.**

In Favour: Crs Denese Smythe, Denis Warnick, Stephen Muhleisen, Kevin Trent and David Wallace***CARRIED: 5/1***



SHIRE OF YORK
Business Continuity Plan
COVID-19 Pandemic Response

March 2020

Version Control

Version	Date	Revised By	Changes Made
1.0	23 March 2020	EMCCS	Initial draft for discussion
1.1	23 March	EMG	Review and minor amendments
1.2	23 March	EMCCS	Addition of Appendices and Stand Down Provisions
1.3	24 March	EMG	Minor amendments

Contents

1. Acronyms Used.....	4
2. Purpose of this Plan.....	5
3. Decision-Making Framework	5
4. Key Personnel	6
5. Current Strategies/Actions to Date.....	7
6. Communications.....	8
7. Workforce Implications	9
8. Business Functions and Activities	11
9. Action Plan	14
10. Appendices	15
10.1 Communications Plan	15
10.2 Working From Home Policy.....	18
10.3 Working from Home Process	21
10.4 Working from Home Guidelines.....	24
10.5 Shire of York - Working from Home Agreement	27

1. Acronyms Used

Councillors and Staff

ACHO	Arts & Cultural Heritage Officer	Carol Littlefair
AGC	Administration & Governance Coordinator	Natasha Brennan
CEO	Chief Executive Officer	Mr Chris Linnell
CESM	Community Emergency Services Manager	Troy Granville
CESO	Council & Executive Support Officer	Helen D'Arcy-Walker
Crs	Councillors	
CSO	Customer Service Officers	Lindy Dewar, Dot Bourne
DAO	Depot Administration Officer	Kerry Blyde
DSC	Development Services Coordinator	Jack Nunn
DSP	Deputy Shire President	Cr Denis Warnick
EEDO	Events & Economic Development Officer	Esmeralda Harmer
EHO	Environmental Health Officer	George Johnson
EMCCS	Executive Manager Corporate & Community Services	Suzie Haslehurst
EMIDS	Executive Manager Infrastructure & Development Services	Darren Wallace
ESO	Executive Support Officer	Tamara Hooper
ETO	Engineering Technical Officer	Sujan Bhattarai
FM	Finance Manager	Tabitha Bateman
FO	Finance Officer (Rates & Sundry Debtors)	Anneke Birleson
FO (Creditors)	Finance Officer (Creditors)	Kristy Livingstone
IT/P	IT/Payroll Officer	Matthew Davies
LH	Leading Hand	Lindsay Slater, Rob Mackenzie
LO	Library/Customer Service Officer	Sasha Tomlin
MC	Museum Curator	Mona Numann
PM	Pool Manager	Geoff Heaton
PMO	Property Maintenance Officer	Alan Blyde
PO	Project Officer/Social Media Coordinator	Joanna Bryant
Pres	Shire President	Cr Denese Smythe
Ranger	Ranger	John Goward
RO	Records Officer	Amanda Smith
SLO	Senior Library Officer	Cindy Keeble
SP	Senior Planner	Carly Rundle
TSO	Technical Services Officer	Sharla Simunov
VIO	Visitor Information Officer	Rebecca Hameister
WC	Works Coordinator	John Dyer
YRCCM	York Recreation & Conventions Centre Manager	Kathryn Brown

- Contact lists are attached to this Plan.

Other

BCP	Business Continuity Plan
COVID-19	Novel Coronavirus ID-19
DFES	Department of Fire and Emergency Services
EMG	Executive Management Group
LIWA	Leisure Industries WA
RDO	Rostered Day Off
TCWA	Tourism Council of WA
TWA	Tourism WA
WFH	Work from Home
WG	Working Group
WHO	World Health Organisation

2. Purpose of this Plan

This Plan provides a framework to manage the implications and impacts of the Coronavirus (COVID-19) Health Alert issued by the World Health Organisation (WHO) and the Federal and State governments.

The WHO defines a pandemic as “an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people”. The Coronavirus Pandemic was declared on 12 March 2020 and has rapidly spread across the globe. The State Government of Western Australia declared a State of Emergency on 16 March 2020.

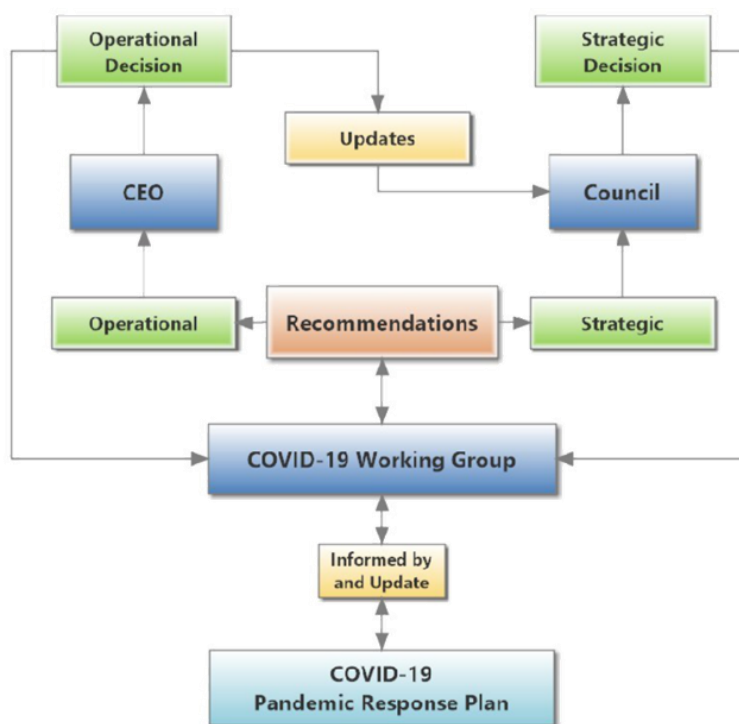
This document details the critical strategies, functions, roles and responsibilities to enable the Shire of York to work towards the following key objectives in the current situation;

- Protecting the safety and well-being of our people (including clients, councillors, staff, volunteers, contractors, suppliers and the wider community);
- Assisting to slow the spread of the virus in our community;
- Ensuring the continuity of essential Shire functions and services;
- Preparing for recovery of the Shire and the community and businesses will be a priority after the pandemic;

The pandemic situation is rapidly evolving and requires continual monitoring. The Shire will be advised by the State and Federal government directives regarding COVID-19 and will adjust its planning and responses accordingly.

This Plan will remain in effect and will inform Shire of York responses until the State of Emergency has been cancelled.

3. Decision-Making Framework



4. Key Personnel

4.1 COVID-19 Working Group

Name	Position	WG Role	Alternate
Chris Linnell	Chief Executive Officer	Chair/Executive/ Communications	Suzie Haslehurst Darren Wallace
Suzie Haslehurst	Executive Manager, Corporate & Community Services	Executive/Human Resources/ Corporate Services	Darren Wallace Tabitha Bateman
Darren Wallace	Executive Manager, Infrastructure & Development Services	Executive/ Emergency, Operations & Works	Suzie Haslehurst Jack Nunn
Jo Bryant	Project Officer	Media/ Communications & Liaison	Suzie Haslehurst Esmeralda Harmer
Esmeralda Harmer	Events & Economic Development Coordinator	Events & Liaison	Jo Bryant
Tabitha Bateman	Finance Manager	Corporate Services	
Jack Nunn	Development Services Coordinator	Building Operations	
John Dyer	Works Supervisor	Operations	Lindsay Slater
Matthew Davies	IT/Payroll	IT operations	Focus Networks

4.2 Critical Functions

The WG has reviewed the Shire's operations and determined that the following functions are critical to maintaining minimum essential services during a pandemic.

Note that a senior employee may be appointed Acting Chief Executive Officer by the CEO for a period of ten working days in accordance with Policy G1.14 Appointment of Acting Chief Executive Officer.

Function	Responsibility	Alternate	WFH
Customer Service	Lindy Dewar Dot Bourne	Cindy Keeble Sasha Dunn	× ×
Records	Amanda Smith	Natasha Brennan	✓
Payroll/IT	Matthew Davies	Tabitha Bateman	×/✓
Communications – content	Chris Linnell	Suzie Haslehurst	✓
Communications – distribution	Jo Bryant	Esmeralda Harmer Helen D'Arcy-Walker	✓ ×
Environmental Health	George Johnson	Jack Nunn	✓
Emergency Services	Troy Granville	DFES	✓
Works Coordination	John Dyer	Lindsay Slater	✓/×
Grader Driver*	Neil Thomas	Ross McGee	×
Town Maintenance Supervision	Rob Mackenzie	Rob Macey	×
Town Maintenance Operations	Rob Macey Rob Windsor	Clint Strickland Michael Moppett	× ×
Cleaning	Lalida Udomsak Casual staff	Contract cleaner Casual staff	× ×
Creditor Payments	Kristy Livingstone		✓

* This assumes that no capital works projects will be undertaken, only maintenance grading.

5. Current Strategies/Actions to Date

As at 23 March 2020, the following strategies and actions have been put in place.

5.1 Establishment of COVID-19 Working Group

Convened and chaired by the CEO, the COVID-19 Working Group (WG) meets daily to review and discuss the following:

- Updated advice from the Federal and State governments
- Actions to implement directives arising from that advice
- Communications
- Workforce implications
- Business Continuity
- Events
- Other

Discussions are minuted and actions reviewed daily.

A member of the Executive Management Group (EMG) will chair the meeting in the absence of the CEO. Meetings have, so far, been held in the CEO office. This may need to be reviewed to comply with further government directives regarding social distancing.

5.2 Preventative Strategies

The following recommendations of the WG have been authorised by the Chief Executive Officer and enacted:

- Requesting all staff, volunteers and clients to practice good hygiene and social distancing measures
- Distribution of Department of Health resources via the Shire's website, social media and via physical signage on public buildings and in staff areas
- Regular media releases distributed via all mediums
- Email and verbal updates to staff
- Direction to 2 staff returning from overseas to self-isolate for 14 days
- Investigating and implementing strategies to increase the ability for staff to work from home
- Development and implementation of a Business Continuity Plan for adoption – SCM 24 March 2020
- Introducing and implementing checklists for a regular disinfection regime for all public areas
- Investigation of options to reduce social isolation in the community ie mobile library services in collaboration with HACC and CWA, live-streaming of Storytime
- Liaison with event organisers to ensure compliance with government directives including cancellation of event approvals if required
- Request to Department of Transport to allow phone payments to be taken by Shire staff for local residents
- Participation in WALGA webinar updates by the Shire President and CEO
- Establishment of measures to record the impacts of the pandemic

Business Continuity Plan

7/31

- Answering questions at a Business Forum held on 17 March 2020
- Stocktake and sources of supplies such as hand sanitiser, soap, toilet rolls, paper towels
- Establishment of Sanitisation Stations in Shire public areas ie Administration office, Visitor Centre, Museum, Swimming Pool
- Closure of all indoor sporting venues including the YRCC hospitality area, gymnasium, tennis courts, bowling greens, hockey clubrooms, meeting rooms, indoor stadium
- Closure of cultural institutions including the York Residency Museum and York Public Library.

6. Communications

While the Shire President is the spokesperson for the Shire, the CEO is responsible for authorising content that is distributed via the Shire's website, social media, print and broadcast media.

In order to maintain consistency of messaging, Jo Bryant, Project Officer is responsible for the development of content for all external communications which will be proofed by Suzie Haslehurst, EMCCS, Darren Wallace, EMIDS and authorised by Chris Linnell, CEO.

6.1 Key Messages

Key messaging is currently as follows (but may be amended in consideration of emerging advice from the Federal and State governments);

- The safety of our people (councillors, staff, volunteers, clients, contractors, community members) is the highest priority;
- The Shire will be advised by the health directives of the Federal and State governments;
- We have a responsibility to continue to support and serve our community;
- An appropriate governance structure is required to ensure effective management of resources during a pandemic event;
- Business continuity and recovery are a priority but will be considered in accordance with health directives;
- Everyone should maintain a calm and rational approach during this time and support neighbours and the community wherever possible;
- Everyone should refer to the Federal and State government websites for the most up to date information at https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus and <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

6.2 External Communications

The CEO authorises regular media releases to be distributed via the Shire's website, social media and email networks. These provide updates as to the Shire's response to the current situation and encourage the community to adhere to the advice of the Federal and State governments. The Shire President is attributed to these comments.

6.3 Internal Communications

The CEO provides email updates twice weekly and verbal updates weekly or when required. These include information about the Shire's response and directions to staff to implement the Shire's responses.

6.4 Communications Plan

A Communications Plan has been developed which is attached as an Appendix to this Plan.

7. Workforce Implications

7.1 Providing a safe workplace

The Shire will develop a matrix to provide a framework for staff working from home. The matrix will give consideration to the following;

- Hardware and software available
- Connectivity
- Work function (essential services)
- Personal circumstance (ie the closure of schools will affect those staff with school-aged children)

The Shire has a Working From Home Policy which is attached to this Plan. Officers working from home will be required to sign an agreement in accordance with this policy.

7.2 Meetings

The Shire has restricted all non-essential face to face meetings between staff and with the community. Measures will be put in place to allow meetings to take place via electronic means.

7.3 Employee travel

To ensure the welfare of our staff, the following measures have been implemented:

- One person per vehicle where practicable
- Requests for attendance at seminars, conferences and workshops etc will not be approved
- Limit travel for the collection of goods/services
- Staff to provide notification of intra-state travel to enable tracking in the event of virus transmission

7.4 Employees who are unwell

Employees who are unwell must not attend work and can access personal/carer's leave as per usual.

7.5 Special Leave

7.5.1 The CEO may grant up to 20 days of COVID-19 leave to employees who:

- have contracted COVID-19;
- need to care for another person who:
 - has COVID-19 or is required to self-isolate, or
 - cannot access school or other care arrangements because of COVID-19; or
 - are otherwise prevented from working because of COVID-19.

7.5.2 COVID-19 leave is available after an employee's existing paid personal, carers and sick leave and RDO credits have been exhausted.

7.5.3 COVID-19 leave:

- is paid leave, with pay calculated in the same way as for annual leave, excluding loading;
- does not affect existing annual leave or long service leave accruals;
- is not accruable; and
- is available to all Shire of York full and part-time employees.

7.6 Casuals

The Shire of York will work with the casual workforce to identify and offer other work opportunities during this time.

7.7 Stand Down Provisions

7.7.1 Shire of York staff are employed under the following Enterprise Bargaining Agreements:

- Shire of York Inside Staff Agreement 2019
- Shire of York Outside Staff Agreement 2018

7.7.2 Neither agreement makes provision for stand down of employees. Therefore, the *Fair Work Act 2009* applies. Section 521(1)(c) of the FW Act provides that an employer may stand down an employee during a period in which the employee cannot usefully be employed because of a number of circumstances, including stoppage of work for any cause for which the employer cannot reasonably be held responsible.

7.7.3 The Shire will consider the following before standing down employees;

- Opportunities for work in other areas;
- Possibility of working from home
- Delivery of online services
- The potential duration of the stand down period

7.7.4 The Shire is not required to pay employees during a stand down. Employees can utilise accrued leave entitlements that they are eligible to use, such as annual and long service leave or any banked RDO's or time in lieu. The period of stand down does count as service for the accrual of benefits such as annual and personal leave and does not break continuity of service.

7.7.5 If the Shire determines to enact a stand down in accordance with the FW Act, a stand down notice will be issued in writing, stating the start and proposed end date (may be extended should circumstances require).

8. Business Functions and Activities

7.1 Business Functions

The following table outlines the business functions of the Shire and the recovery time objective for each function.

Office of the CEO	Recovery (days)	Responsibility
Critical incident response and incident investigations	1	CEO
External communications	1	Pres., CEO, PO
Internal Communications	1	EMG
Application of relevant legislation	5	CEO
Council meetings	2	ESO
Risk management	1	EMG
Corporate Services	Recovery (days)	Responsibility
Payroll	1	IT/P
ICT operations (IT, phones, connectivity, server ops and maintenance)	1	IT/P
Customer Service (phone reception, advice, payment acceptance)	1	AGC
Records – correspondence	3	RO
Accounts Payable	5	FO (Creditors)
Accounts Receivable	5	FO
Back-ups	1	ITP
Infrastructure Services	Recovery (days)	Responsibility
Respond to an emergency	0	EMIDS
Reactive works requests	1	WC
Cemetery and Interment	2	EMIDS
Works Program Management	5	WC
Contractor Liaison	2	WC
Development Services	Recovery (days)	Responsibility
Environmental health and amenity issues	2	EHO
Building issues (dependent on risk)	0-5	DSC
Animal control (dependent on risk)	0-5	Ranger
Emergency services coordination	0-5	CESM
Planning matters	2-5	SP
Compliance matters	2-5	DSC
Waste Management – contractor and health matters	0-5	EMIDS/EHO
Liaison with external authorities (unrelated to pandemic)	10	SP
Community Services	Recovery (days)	Responsibility
Library Services	3	SLO
Urgent building matters (leased buildings, DAIP issues)	0-3	PMO
Evacuation/Welfare Centre	0	CESM, YRCCM

7.2 Events

7.2.1 Shire events

All Shire of York events have been cancelled or postponed. The following events are currently planned to take place in November as part of the recovery process.

Business Continuity Plan

11/31

- Seniors Forum (May)
- YORKids (June)

7.2.1 Other events

Event	Comments
York's Bid Dance Weekend	Encouraged by the Shire to cancel the event.
Sport & Recreation	All clubs have cancelled on-going training and competition until further notice
York Motorcycle Festival	Premiere Events has cancelled 2020 Festival
Photographic Awards	The York Society has cancelled this event.
Easter Antique Fair	Cancelled by the event organisers
Gravity Enduro Mountain Bike Event	Postponed by the event organisers
A Night at the Palace of the Stars 2020	Cancelled by the event organisers
Nin's Birthday Book Trail	Cancelled by the event organisers
Community Road Safety Meeting	Cancelled by the event organisers
Digging York's Past – Ask an Archaeologist	Cancelled by the event organisers
Botanicalia Artisan Market	Cancelled by the event organisers
York Festival	Postponed until March 2021
LG Pro Training Better Practice Training	Face to Face cancelled. Webinars being introduced.
WALGA Convention	Cancelled

7.3 Shire of York Venues

7.3.1 Forrest Oval Precinct

The following facilities at the Forrest Oval Precinct have been closed effective 23 March 2020 in accordance with Federal and State government directives.

- Restaurant and bar
- Function areas
- Gymnasium
- Old Stadium
- Squash courts
- Tennis courts
- Bowling greens
- Hockey clubrooms

7.3.2 York Swimming Pool

The swimming pool is closed to the public effective from 25 March 2020.

7.3.3 Cultural Institutions

The York Public Library and York Residency Museum are closed to the public effective from 23 March 2020 in accordance with State Government directives.

7.3.4 York Visitor Centre

Advice has been received from Destination Perth that any changes to Visitor Centre hours “*must be approved by both TCWA and TWA, as the changes will not align with the requirements of VIC accreditation*”. The CEO has directed that an email be sent advising that the York Visitor Centre will be closed to the public as from Wednesday 25 March 2020.

It is proposed that the Visitor Centre remain contactable by phone and online and that these details are made public as a community hub for public enquiries and concerns.

7.3.5 Other Shire of York Public Facilities

- Public Toilets will remain open for use as per usual. Extra cleaning rosters have been implemented.
- Public open space currently remains available for public use. However, community members are advised to remain conscious of social distancing guidelines.
- The York Town Hall will be closed to the public as from Wednesday 25 March 2020. Essential meetings to ensure business continuity such as Council meetings, may continue to be held in the Town Hall.

7.4 Other Public venues

All other venues such as restaurants, shops, hotels etc. are required to follow Federal and State government directives.

10. Appendices

10.1 Communications Plan

Part 1

Title: COVID-19 Communications Plan	
Date/s of activity:	Ongoing
Prepared by:	Project Officer
Nature of activity:	Communications Plan
Objective:	Ensuring open and regular communication with Councillors, staff, volunteers and the community regarding the Shire's response to COVID-19.
Goals:	<ul style="list-style-type: none"> • Slowing down the rate of spread of the virus in both staff and the community. • Minimising exposure of Councillors, staff, volunteers and advisory, committee and working group members to the COVID-19 virus at Shire facilities, particularly those who are vulnerable as defined by WA Health. • Maintaining the physical and mental wellbeing of Councillors, staff and volunteers. • Ensure continuity of as many Shire functions as possible whilst remaining agile to respond to changing situations.
Evaluation:	<p>Internal</p> <ul style="list-style-type: none"> • Number of questions received by staff regarding COVID-19. • Number of staff who are unable to work because of COVID-19. <p>External</p> <ul style="list-style-type: none"> • Reach and engagement on social media posts • Open rates of external newsletters • Page views on website stories • Zero attendance by community at Shire events cancelled or postponed. • Media releases published in local newspaper
Audience/s:	<p>Internal</p> <ul style="list-style-type: none"> • Councillors • Staff • Volunteers • Advisory, committee and working group members <p>External</p> <ul style="list-style-type: none"> • Community (residents and ratepayers) • Users of Shire facilities, programs and services • Business community

Title: COVID-19 Communications Plan	
Spokesperson/s:	<ul style="list-style-type: none"> • Internal - Chief Executive Officer (deputy CEO in CEO's absence) • External - Shire President (in the absence of the Shire President, the Deputy Shire President or the CEO, in consultation with Deputy Shire President)
Risk:	<ul style="list-style-type: none"> • Confusion and anxiety amongst internal and external audiences if they are not informed of how the Shire is managing its response to COVID-19. • Reputational damage if a case of COVID-19 is contracted at a Shire facility and relevant alerts and information is not communicated to relevant stakeholders in a timely manner. • Spread of COVID-19 if a case is contracted at a Shire facility and relevant alerts and information is not communicated to relevant stakeholders in a timely manner.
Budget:	Nil – all COVID-19 communication to be carried out using existing staff resources

Part 2

Key messages – Last updated 10am, 23/03/2020	
To be reviewed daily and updated in line with updated advice from medical and government authorities	
Audience	Message
All	YRCC, Indoor Stadium and Gym closed effective noon 23/3/20
All	The safety, health and wellbeing of our local community, our customers and our staff is our main priority and the Shire is actively following the advice received from medical and government authorities to ensure we are equipped with the latest information.
All	The Shire has established an internal COVID-19 Management Group and we are reviewing our Business Continuity Plan to ensure we can maintain essential services to our community.
All	The Shire encourages everyone to continue to follow WA Health's website for the latest alerts and information regarding COVID-19.
Community	The Shire is continually reviewing our Events Calendar to conform with the Australian Government's requirement regarding public gatherings.
Community	Community members intending to go to local events and gatherings should seek information from organisers directly to confirm details.
Business community	If you are a business owner or operator and you need some guidance on how to navigate your business through this difficult period, help is available from the State Government's newly created COVID-19 assistance centre. Call 133 140 or visit https://www.smallbusiness.wa.gov.au/coronavirus
Internal	<p>The Prime Minister has announced that as of 12am 16 March (AEST) all people returning from international travel must self-isolate for 14 days after the date of return to Australia. Self isolation does not apply to other members of the household who have not travelled overseas.</p> <p>Staff who are feeling unwell Staff who are displaying symptoms of fever, cough, shortness of breath, sore throat or headache are advised to stay at home.</p> <p>Self-quarantine (suspected cases/close contacts) People identified as a suspected case of COVID-19 need to self-quarantine. This means they must stay in their home, hotel room, or other accommodation even if they are perfectly well with no symptoms. The only time a person who is a suspected case should leave their home/accommodation is to seek medical attention. When people are in self-quarantine they cannot attend public places such as work, school, shopping centres or go on a holiday.</p> <p>People need to self-quarantine in the following circumstances:</p> <ul style="list-style-type: none"> • If you have been in close contact with a confirmed case of coronavirus, you must isolate yourself for 14 days after the date of last contact with the confirmed case. • All people returning from international travel on or after 12.00am 16 March 2020, must self-isolate for 14 days after the date of return to Australia. • If you have left, or transited through mainland China or Iran in the last 14 days, you must isolate yourself for 14 days from the date of leaving mainland China or Iran. • If you have left, or transited through the Republic of Korea on or after 5 March, you must isolate yourself until 14 days after leaving the Republic of Korea. • If you have left, or transited through Italy on or after 11 March, you must isolate yourself until 14 days after leaving Italy. <p>Self-isolation (confirmed cases) People who have a confirmed case of COVID-19 and are well enough to be cared for at</p>

Business Continuity Plan

16/31

	<p>home must remain in self-isolation. This is different to self-quarantine as it requires a few more actions to help prevent the spread of the coronavirus. People in self-isolation must stay in their home, hotel room, or other accommodation. The only time they should leave their home/accommodation is to seek medical attention. This means they cannot attend public places such as work, school, shopping centres or go on a holiday.</p> <p>In addition, people in self isolation must follow appropriate infection control measures such as:</p> <ul style="list-style-type: none"> • wearing a surgical mask when they are in the same room with other people <ul style="list-style-type: none"> • (irrespective of whether they are also in isolation or not), • covering their mouth and nose when they sneeze or cough, • washing hands often and thoroughly for at least 20 seconds, and • ensuring they do not share household items with other people in their home. <p>People must stay in their place of isolation and not go out, except to seek medical care, for the length of time as advised by their doctor or public health unit.</p> <p>Self-quarantine and self-isolation are important for protecting the Western Australian community.</p>
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Part 3

Activities				
What	Channel	Responsibility	Status	Frequency
Updates to Councillors	CEO email	CEO	Ongoing	As required and/or new information becomes available
Reports to Council for noting/decision	Special or Ordinary Council Meeting	CEO	Ongoing	As required
Updates to staff	CEO email	CEO and Communications	Ongoing	As required and/or new information becomes available
Information for staff	Email and F2F	CEO and Communications	Ongoing	As required and/or new information becomes available
Updates to volunteers and Advisory, committee and working group members	Email and F2F	Relevant Director	Ongoing	As required and/or new information becomes available
Community and business updates	Social media, website page, Community Matters Direct mail	Shire President, CEO and Communications	Ongoing	As required and/or new information becomes available

10.2 Working From Home Policy



HUMAN RESOURCES POLICIES AND PROCEDURES

WORKING FROM HOME

Objectives

To provide guidelines for employees of the Shire of York who wish to request approval to work from home.

To ensure the safety of employees approved to work from home.

Scope

This policy and operating procedure applies to employees of the Shire of York who request approval to work from home.

Definitions

Ad hoc - less than ten days within a three month period.

Employee, for the purposes of this procedure means employees and volunteers of the Shire York.

Furniture – chairs, desks and other furniture normally provided at the Shire worksite.

Home based office means an area designated in an employee's private dwelling which has been agreed by the Shire and the employee for use by the employee to perform home-based work.

Home based work – the agreed duties to be performed by the employee at the home based office.

Information technology equipment – computer, telephone or other electronic and related machinery required for the conduct of work.

Long term working from home – regular working from home for greater than a three month period.

Regular working from home means weekly, fortnightly or monthly on a regular basis within a three month period.

Remote access – access to the Shire's information systems from a location not within the Shire office.

Shire means the Shire of York and its authorised representatives.

Principles

In accordance with the provisions of the Working from Home Guidelines Attachment A, approval may be given for an employee to work from home where it has been clearly identified that one or more of the following apply:

Business Continuity Plan

18/31

the arrangement would enhance or maintain productivity

there is a benefit to the Shire of York

there would be no significant additional expenses incurred

working from home is an approved condition of employment or

there are valid personal or family reasons

Approval to work from home on a regular or ad hoc basis is subject to operational requirements and efficiency, safety productivity and cost considerations in accommodating the request, along with considerations of the employee's personal circumstances.

The provision of information technology equipment and services for employees working from home is subject to availability and approval by the Chief Executive Officer.

If an employee works from home on an ad hoc, regular or long-term basis, a Working from Home Agreement approved by the employee's Manager is required.

A specific workspace must be designated at the employee's home and that workspace must be assessed in accordance with the Shire's Workplace Inspection Checklist by the employee or an appropriate Shire representative.

An employee cannot be directed to work from home. Work from home arrangements can only occur by agreement between the employee and his or her Manager. The Manager or the employee can terminate a working from home agreement on four weeks' notice.

Responsibilities

The **Chief Executive Officer** is responsible for:

Considering requests for regular or long term working from home.

Considering any requests received in accordance with this policy and procedures.

Ensuring that the principles of fairness, equity and risk management are considered for all requests.

The **Executive Management Group** is responsible for;

Considering ad-hoc working from home requests from employees within their directorate.

Considering any requests received in accordance with this policy and procedures.

Ensuring that the principles of fairness, equity and risk management are considered for all requests.

Ensuring that managers, supervisors and employees comply with this operating procedure.

Complying with this operating procedure.

The **Executive Manager, Corporate and Community Services** is responsible for;

Review and implementation of this procedure.

Ensuring that relevant legislation is complied with in relation to this policy and procedure.

Monitoring and reporting to the executive management group the effects of working from home arrangements on the workforce and the organisation.

Managers and Supervisors are responsible for;

Complying with this operating procedure.

Ensuring Shire operations are not unduly affected by employees working from home.

All Employees are responsible for;

Complying with this operating procedure

Demonstrating that Shire operations will not be unduly affected by a request to work from home if approved.

Acknowledging that not all requests can be met.

Associated Legislation: **Various**

Associated Policies: **G1.1 Code of Conduct**

Associated Documents: **Relevant Enterprise Agreement**

Appendix A – Operating Procedure for Working from home

Appendix B – Agreement and Schedule

Appendix C – OSH Checklist

Review Responsibility

Executive Manager, Corporate and Community Services.

This Policy and Operating Procedure may be varied or cancelled at any time at the discretion of the CEO.

All employees will be notified by the normal correspondence method of any variation to this procedure.

Date Adopted: 17 April 2019

10.3 Working from Home Process

1.0 APPROVALS

The Executive Manager may approve an employee working from home on an ad-hoc basis or regular working from home for up to 3 months. The Chief Executive Officer only may approve working from home on a long-term basis.

1.1 Occasional and ad-hoc arrangements for working from home

The Executive Manager may permit an employee to work on projects, tasks or reports at home on an ad hoc basis where it is considered by the manager that it would be appropriate or more productive to do so.

Less than ten days within a 3 month period would be considered as ad hoc.

A signed *Working from Home Agreement and Schedule* (Appendix B & C) for occasional and ad hoc must be approved by the relevant Manager on the first occasion, and then reviewed every 12 months or sooner if changes occur.

1.2. Regular or longer term arrangements for working from home

Where an employee wishes to work from home on a regular or longer term basis, other than covered in 1.1 (more than ten days within a 3 month period) a *Working from Home Agreement and Schedule* must be signed and approved beforehand. In such cases, the following process is to be followed.

Step 1

The employee and Executive Manager discuss the reasons for working from home and feasibility of doing so (see section 2.0).

Step 2

If agreed, the employee and Executive Manager discuss the conditions and complete the attached *Working from Home Agreement and Schedule* (Appendix B).

Step 3

The employee or appropriate Shire representative conducts a home based site inspection using Appendix C Guide and Assessment Checklist.

Step 4

If applicable, the Executive Manager and employee discuss requirements for information technology equipment and services. Provision by the employee's Manager is subject to availability and will depend on variables including the employee's existing technology equipment and connectivity at home.

Step 5

The employee must ensure the *Schedule B* contains a complete list of furniture and equipment required and that all costs of the proposal are specified.

Step 6

The Executive Manager must ensure the *Schedule B* and C has been signed by the appropriate parties.

Step 7

The Executive Manager and/or the employee must forward a completed, signed copy of the Agreement and Schedule Appendix B and C to the employee and Executive Support Officer - CCS to be placed on the employee's personnel file.

For ongoing arrangements, the Agreement must be reviewed at least every 12 months.

2.0. POINTS FOR CONSIDERATION BEFORE AN APPLICATION IS APPROVED

Approval to work from home should only be considered where it has been clearly identified that one or more of the following apply:

- the arrangement would enhance or maintain productivity
- there is a benefit to the Shire
- there would be no significant additional expenses incurred
- working from home is an agreed condition of employment or there are valid personal or family reasons
- there is no quiet area within The Shire that can accommodate officers to work without interruption

Generally speaking, working from home arrangements are not suited for work that requires a high level of face-to-face interaction with clients and colleagues or where the employee needs to regularly access particular documents (i.e. files) that are physically located in the office. Please note that files are not to be removed from the office.

All working from home agreements must be approved according to the Guidelines before the arrangement commences.

Requests for working from home made according to the Guidelines will be considered by the employee's Executive Manager after assessing the following aspects:

- suitability of the position for working from home;
- the reasons for the application to work from home;
- the result of the home – based work WHS-assessment;
- the suitability of the residence (security, confidentiality); and
- the past performance of the employee.

Valid personal or family reasons for working from home include:

- an illness or injury restricting the employee's ability to attend the workplace
- short term caring for a sick or disabled person

The underlying circumstances for the request by the employee need to be considered. For example, it is important to understand that working from home is not a substitute for regular childcare or other carer's responsibilities. Employees who work from home must ensure that they have suitable childcare/carer arrangements in place. Alternatively, Personal (Carer's) Leave can apply.

An employee is not authorised to work from home without the approval under this Policy and the attached working from home Guideline.

Non-Valid Reasons may include:

- Long term care for a child or other person would not normally be a valid reason for working from home unless it is an agreed condition of employment.
- Lack of available office accommodation – the Shire is expected to plan for and provide appropriate office accommodation for their staff. A lack of available office accommodation would not normally be a valid reason for allowing an employee to work from home however, during specific events or disasters, working from home may be approved.

- ICT - The information, communication and technology needs and, if required, the feasibility of providing a standard of support that is comparable with the support available at a Shire office must be taken into consideration. Any requests for remote access will need to be referred to the service provider for assessment in accordance with the relevant ICT policy with approval from the Executive Manager, Corporate & Community Services pending the assessment.
- Pool or Shire Vehicles - If an employee working from home is allocated a car pool vehicle or an operational use vehicle, the vehicle must be made available at the appropriate Shire site for that purpose. Any variation to this requires the approval of the Chief Executive Officer.

Other factors to consider include:

- whether the duties are suitable for work from home including the types of work and the amount of work that can be performed
- whether the employee has demonstrated the ability to work independently and without supervision to achieve required outcomes
- the maintenance of quality customer service and the need for employees and supervisors to take action to maintain services, e.g. diverting telephones to home
- if the employee should be required to attend the workplace for duty at agreed intervals
- the provision of career development opportunities, such as training, with appropriate consideration as to location, duration and timing
- the establishment of communication processes to ensure that employees are aware of developments during the time when they are not at the workplace
- the opportunity to participate in activities such as employee meetings and other employee networking activities

Return to work after illness or injury

In cases of an illness or temporary disability which inhibits attendance at work, the Executive Manager should consult with WALGA and the Shire's insurers (LGIS) to determine if a Return to Work Program is needed and/or a medical certificate is required stating that the employee is able to work safely from home.

3.0. CONDITIONS OF EMPLOYMENT

The conditions of employment for employees who work from home are the same as the conditions at the Shire office except where there is an agreed variation. All Work from Home Agreements and Schedules and any variations to these Agreements must be approved by the Executive Manager prior to implementation.

Any variations (for example, to the hours worked) must comply with the provisions of the relevant Enterprise Agreement (EA) or any other statutory instrument. Any payment to employees must be in accordance with the provisions of the EA.

4.0. THE PROVISION OF FURNITURE, EQUIPMENT AND OTHER ITEMS

All costs associated with the approval of a Work from Home Agreement and Schedule will be met by the employee's directorate.

Managers may approve the provision of standard IT equipment, subject to availability up to \$1,000. The cost of any additional equipment, furniture or expenses in excess of \$1,000 requires approval by the executive management group.

10.4 Working from Home Guidelines

1. SCOPE

The *Working From Home Agreement and Schedule* (the Agreement) is a voluntary and cooperative arrangement between the Shire of York (**the Shire**) and the employee. The terms and conditions of employment between the Shire and the employee that apply at the employee's place of work also apply at the home based office unless varied by agreement between the Shire and the employee within the scope permitted by the relevant Enterprise Agreement.

2. IMPLEMENTATION

The Shire and the employee have designated the home based work site (the site) specified in the schedule attached to this Agreement.

The employee agrees to cooperate with the Shire to ensure that the home based work site conforms with the Shire's work health and safety standards.

The Shire is responsible for the health, safety and welfare of the employee while at the site. The Shire will ensure that the site and the equipment to be used is in accordance with the provision of the *Occupational Safety & Health Act 1984 (WA)* and the Shire's OSH policy.

The employee consents to The Shire having access to inspect the site if required, prior to the commencement of the Agreement, and subject to the provision of 24 hours' notice or by agreement. The inspection can only take place within designated working hours.

The employee consents to a Shire representative entering the home based work site in the event of a dispute arising on an issue of health, safety or welfare for the sole purpose of resolving the dispute.

The employee has the right to have a union representative or third party present during visits by the Shire representatives.

The employee agrees to notify the Manager of any work related injury, accident, illness or disease arising out of home based work, within 24 hours of the injury occurring.

The employee agrees that the Shire is not responsible for any liability in respect of a third party, unless the third party or parties are present in connection with work related duties.

3. FURNITURE AND EQUIPMENT

The furniture and equipment listed (in the *Appendix B*) is to be used by the employee in the course of carrying out work at the home based work site.

The equipment owned or leased by the Shire and for the use of the employee at the home based work site will be used solely for the purposes of the Shire work. All equipment owned or leased by the Shire will remain the property of the Shire or contracted lessor and the employee agrees that the Shire may have access to the home based site during hours of work and after provision of 24 hours' notice for the removal of the equipment.

The Shire or the contracted lessor will maintain the equipment owned or leased by the Shire.

The employee agrees to notify the Shire, within 24 hours, if any problems or difficulties arise with the operation of the equipment and allow access to replace, service or repair the equipment. Any failed equipment is to be returned to the Shire site for repairs.

If it is agreed that the employee's equipment is to be used at the home based work site for the Shire work, the percentage of costs of maintenance, repair and insurance of the equipment to be borne by the Shire will be agreed prior to the agreement commencing. The manner in which consumables are to be supplied (e.g. toner, paper etc.) will also be agreed.

4. SECURITY OF ASSETS AND INFORMATION

Provision for security of Shire assets (including furniture and equipment, computers, mobile phones and other mobile technology) shall be the same as for the Shire's office based employment.

The employee agrees to ensure that the Shire owned assets and information will be managed and secured in accordance with Shire information management, information confidentiality and information and communication technology security policies. The employee agrees that suitable precautions will be taken to prevent theft or misuse of equipment and information, the unauthorized disclosure of information, or unauthorised access to Shire systems.

5. INSURANCE

All Shire owned equipment is covered by the Shire's insurance arrangements. Property owned by the employee is covered under his or her own insurance policy conditions. A copy of the employee's insurance policy must be provided by the employee to the Shire on request.

6. CONDITIONS OF EMPLOYMENT AND VARIATIONS

The terms and conditions of employment that apply at the Shire office (as stated in the relevant EA and Shire policies) will also apply at the home based office. Any variation must be approved in writing and within the scope of the EA and policies before being implemented.

7. HOURS OF WORK

The employee agrees to the hours of work as stated in the Schedule (Appendix B). Any overtime hours of work must be approved in advance and paid in accordance with the EA.

8. ACCESS TO THE EMPLOYEE

The Executive Manager and other relevant Shire officers have the right of access to the employee to discuss work related issues, during the agreed normal working hours.

9. FAMILY AND PERSONAL RESPONSIBILITIES

Employees who have personal responsibilities such as child care or elder care will be expected to manage these responsibilities in a way that allows them to successfully meet their employment obligations as stated in the Schedule.

10. WORK ENVIRONMENT AND OSH

The work environment of an employee's home based office will comply with the Shire's OSH policy and other relevant legislation with control measures in place to minimise risk to health and safety. The employee's home based office will be assessed by an appropriate Shire representative prior to commencement of a work from home arrangement to ensure that it complies with the above requirements.

The designated workspace at the home based worksite will be maintained by the employee to a safe standard that complies with the Shire's Occupational Safety and Health policy and the *Occupational Safety and Health Act (WA) 1984*.

The provisions of the workers compensation legislation apply for employees engaged in working from home in accordance with this agreement.

For the purpose of defining work related accidents or illnesses and the application of worker's compensation laws, the employee's work hours will conform to the attached schedule agreed upon between the Executive Manager and the employee.

All accidents, incidents or near misses must be reported immediately using the Shire's Incident Reporting Procedure within 24 hours. Any changes to the work hours must be approved in advance.

11. COMMUNICATIONS

The Executive Manager and/or Supervisor and the employee will ensure regular opportunities for communication and take all reasonable steps to ensure the employee receives all relevant information concerning staff meetings, training and career development opportunities.

The employee agrees to be contactable during the periods in which home based work is carried out and available for communication with the Executive Manager and other staff as required.

12. PERFORMANCE

The Executive Manager and the employee agree to the methods by which the performance of the employee at the home based work site can be monitored and measured as stated in the Schedule.

13. TRAINING

The Shire agrees to ensure that training and career development opportunities are provided on the same basis as for other employees.

14. INFORMATION TECHNOLOGY

Subject to availability, the Executive Manager will ensure that the employee has appropriate access to information technology and information systems for carrying out the agreed duties.

15. TERMINATION AND/OR REVIEW OF THE AGREEMENT

This agreement may be terminated by either party prior to expiry, provided that the party wishing to terminate gives a minimum of four weeks' notice.

Grounds for Agreement termination may include:

- a breach of this Agreement
- non-compliance with the criteria for working from home (see 2.0)
- changed operational requirements which affect the criteria for working from home
- not meeting deadlines and/or objectives

This Agreement is to be regularly reviewed by the Executive Manager and revised at least every 12 months.

10.5 Shire of York - Working from Home Agreement**1. EMPLOYEE DETAILS**

Employee Name	
Employee number	
Home office address	
Home phone number	
Mobile	
Email	

2. EXECUTIVE MANAGER DETAILS

Executive Manager's name	
Directorate	

3. TIME AND PLACE OF WORK

Days at home based office	
Days at employer's office	
Commencement date	
Completion date	
Hours of Work	
Address of proposed workplace	
Home based office - Describe the location of the proposed workplace within the address.	

4. SCOPE OF WORK

The following work will be performed at the home based work site

Duties	Outputs

5. FURNITURE AND EQUIPMENT

The following furniture and equipment is required

To be provided by the Shire	To be provided by employee

Privately owned equipment should not be used without prior approval.

6. IT EQUIPMENT AND SERVICES (if applicable)

Describe any IT equipment and services to be provided and special requirements, such as high speed internet access or remote access.

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7. COSTS TO THE SHIRE

The Shire will pay for the following items	
Item	\$
TOTAL	\$

All costs are to be met by the employee’s directorate. It is the employee’s responsibility to pay for modifications that add value to the home such as lighting, doors and locks.

8. ADDITIONAL COMMENTS OR CONDITIONS

E.g.: Variations to standard work hours / requirements for recording hours / supply of paper, cartridges etc.

9. RATIONALE AND BENEFITS

List the reason(s) for working from home and any benefits to the Shire and/or the employee.

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10. AUTHORISATIONS

10.1. OSH INSPECTION

The home based site has been assessed in accordance and complies with the Checklist Appendix C.

_____	_____
Name of employee / assessor	Signature and date

10.3. APPROVED / NOT APPROVED

_____ Executive Manager / CEO	_____ Signature and date
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10.4. EXPENDITURE APPROVED / NOT APPROVED

N/A _____ Executive Manager / CEO	\$ _____ Amount
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10.5. DATE OF NEXT REVIEW: _____ (Maximum 12 months)

The Executive Manager will ensure a copy of this agreement and signed schedule is to be sent to Executive Support Officer, CCS to be placed on the employee’s personnel file.

WORKING FROM HOME CHECKLIST

LIGHTING AND GLARE	✓
Ensure the computer screen is not facing an uncovered window.	
Are there are window/s in the workroom?	
Is there ability to adjust lighting through the window?	
Ensure there is no reflection or glare on the computer screen.	
Is the desk positioned at right angles to the window or main source of light?	
Is the level and positioning of overhead lighting satisfactory?	
Is the layout of the work area and items to be used appropriate to prevent undue twisting or lifting?	
Is access to the work area free from obstacles?	
Are there any trip or slip hazards?	
Is the level of noise conducive to concentration?	
Is ventilation and thermal comfort adequate?	
Are storage facilities adequate?	
WORKSTATION AND EQUIPMENT	✓
Check desk height and dimensions. Is it appropriate?	
Is the chair appropriate?	
Does the chair have castors?	
Non-adjustable armrests are not recommended for working at a computer.	
When seated, check that the elbows are at or slightly above the desk when arms are at the side of the body and shoulders relaxed. In this position feet should be resting comfortably on the floor with knees bent at 90 degrees. If this cannot be achieved a footstool is required.	
COMPUTER EQUIPMENT	✓
Ensure the top of the computer screen is at eye level when seated in their chair.	
Ensure the keyboard is straight on the desk and in line with the body and the monitor.	
Keep the monitor at least arms distance when seated in front.	
Are the characters on the computer display set at an appropriate size and colour for reading?	
Is a document holder available?	
Is the image on the screen steady? If it flickers the refresh rate may need to be reset.	
Is the mouse being used at the same level and as close as possible to the keyboard?	
If applicable, check with IT Operations to ensure power supply complies with any Council warranty agreements.	
SAFETY EQUIPMENT	✓
Is a first-aid kit/supplies available?	
Is an earth leakage circuit breaker installed?	
Ensure all electrical cords and connections are safe (undamaged, unimpeded, not caught under equipment).	
Are power boards and double adaptors being used?	

Working from Home Arrangements Workstation Assessment Checklist

Prior to approval of any Working from Home (WFH) arrangement, an employee must complete and sign the following Assessment Checklist in relation to his / her proposed home based work site and submit with the WFH application for approval. **Photographs** are to be provided with the checklist.

Equipment	Council owned (v)	Employee owned (v)
Computer / Laptop (please circle)		
Wireless Internet Access / Modem (please circle)		
Printer		
Landline / Mobile phone		
Has your supervisor instructed you in OSH requirements for working from home?		
Workstation environment (add photos)		
Is the floor space free of tripping hazards (cables etc.)?		
Is the lighting adequate for the tasks being performed?		
Are noise levels acceptable?		
Is the room temperature comfortable – heating and cooling as required?		
Is the chair fully adjustable?		
Does the chair have a 5 star stability base?		
Does the chair have adequate lumbar support?		
Are there adequate power outlets to run the computer and other equipment?		
Is your house protected by a circuit breaker and the computer by a surge protector?		
Is modem/wireless internet access available?		
IT equipment, software and service requirements have been confirmed with IT Services and can be supported.		
Computer ergonomic setup check.		
Is the computer monitor approx. 600mm from you?		
Is the top edge of the computer monitor at the eye level of the user?		
Is the computer monitor free from glare and reflections from lights?		
Can the angle or position of the monitor be easily changed?		
Is the keyboard at a comfortable tilt angle or flattened for touch typing?		

Signature of Employee:		Date	
Signature of Assessor		Date	
Signature of Executive Manager:		Date of Approval	

8 CLOSURE

The Shire President thanked everyone for their attendance and closed the meeting at 5.18pm.

The minutes were confirmed by the Council as a true and accurate record at the Council Meeting held on 28 April 2020.

SHIRE PRESIDENT