

Shire of Nungarin

Covid – 19

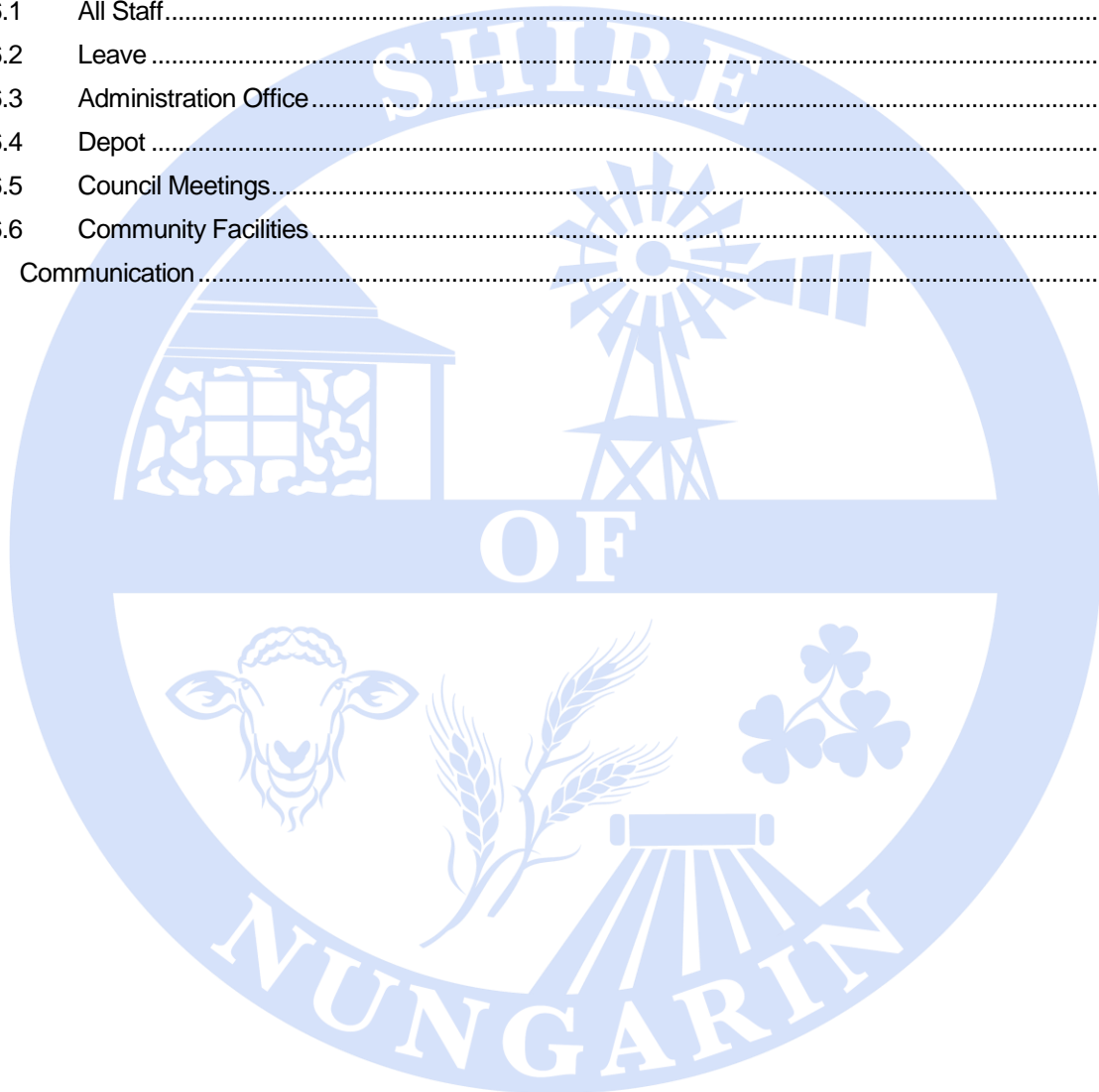
Management Plan



Version 1 – 17 January 2022

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1. Key Contacts

Internal Contacts

Name	Position	Contact #	Responsible Area
Leonard Long	Chief Executive Officer	0427 465 006	Corporate Services
Cameron Large	Manager Works & Services	0428 465 007	Works & Services
David Nayda	Supervisor Works & Services	0477 410 876	Works & Services

External Contacts

Key Contacts	Contact Numbers/s
COVID-19 Health Information Line	1800 020 080
COVID – 19 Information Hotline	13 26843
WA County Health Service Wheatbelt	9621 0700
Police & Emergency Services	000
Mukinbudin Police Station	9047 2200
Merredin Police Station	9030 0175
Ambulance	000
St John Ambulance Mukinbudin	000
Kununoppin Hospital	9683 0222
Kununoppin Medical Practice	9683 0204
Merredin Hospital	9081 3222
Northam Hospital	9690 1300
Insurance Company – LGIS	9483 8888
WA Local Government Association	9213 2000
Department of Transport Licensing	6551 6568 / 1800 354 928
Waste Collection – Avon Waste	9641 1318
Swimming Pool – Crystal Clear Aquatics	0435 680 349

Key Stakeholders

Key Stakeholders	Contact Numbers/s
Nungarin Sports Committee	Mick Caughey – 0429 441 067
Nungarin Community Resource Centre	Emily Alberti – 9046 5400
Nungarin Primary School	Leonie Matthews – 9046 4300
Nungarin Country Women's Association	Eileen O'Connell – 0427 465 107
Nungarin Heritage Machinery and Army Museum	Gary Coumbe – 0447 465 037

Key Suppliers

Supply Item	Key Suppliers	Contact Numbers/s
Cleaning Supplies	ABCO	1800 177 399
Personal Protective Equipment	Hersey's Safety	9417 7870
Hygiene Products	ABCO	1800 177 399
Meals on Wheels	Merredin Senior Centre	9041 2233
Fuel	Great Southern Fuel	9041 1082

Information Sources

Key Agency	Link
Department of the Premier and Cabinet	https://www.wa.gov.au/
Department of the Premier and Cabinet	CEO Gateway (emailed to CEO)
Latest News & Information Department of the Premier and Cabinet	https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/coronavirus-covid-19-latest-updates
Department of Health	https://healthywa.wa.gov.au
WA Local Government Association	https://walga.asn.au/News,-Events-and-Publications/Media/COVID-19

2. CORONAVIRUS (COVID – 19)

What is COVID – 19

COVID-19 is the disease caused by the coronavirus, SARS-CoV-2. Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.

How COVID – 19 Spreads

COVID-19 is a new disease, so there is limited natural immunity in our community. This means that COVID-19 can spread quickly.

The virus is usually spread from person to person by:

- close contact with an infectious person
- contact with droplets from an infected person's cough or sneeze
- touching objects or surfaces that have droplets from an infected person, and then touching your mouth or face

Symptoms of COVID - 19

Symptoms of COVID-19 can range from mild to severe. Some people recover easily, and others get very sick very quickly. If you test positive for COVID-19 you may experience:

- fever
- coughing
- sore throat
- shortness of breath.

Other symptoms include:

- runny nose or congestion
 - headache or fatigue
 - muscle or joint pains
 - nausea or loss of appetite
 - diarrhoea or vomiting
 - temporary loss of smell or altered sense of taste.
- COVID-19 symptoms are similar to some common illnesses, such as colds and flu, or allergies.

When should you be tested?

You should attend a walk-in or drive-through COVID-19 testing clinic if you:

- have COVID-19 symptoms
- are a close contact of someone who has tested positive?
- have been advised to do so by a health professional.

If you have COVID-19 symptoms you can have unlimited tests (rapid antigen or PCR) at a COVID-19 testing clinic. Isolate at home until you receive your result.

Testing Clinics

Clinic	Location
Kununoppin Health Service	Leake St – 9683 0222
Merredin Health Services	Kitchener Road - 9081 3222
Kellerberrin Memorial Health Services	51 Gregory St – 9045 6222
Bruce Rock Memorial Health Services	35 Dunstall Str – 9061 0222

3. Objective

The purpose of implementing the Business Continuity Plan (BCP) is in preparation of the State Government opening borders.

The Shire of Nungarin is taking precautions in relation to coronavirus (COVID-19). We are taking the situation seriously and implementing measures to protect the community and minimise potential impacts of COVID-19. Measures put in place are to respond and recover from this pandemic situation.

Preparation will ensure the Shire of Nungarin can continue to deliver its essential services at an acceptable level during and after the disruptive pandemic.

The objectives of this plan enable the Shire to:

1. Ensure we are prepared;
2. Define prioritise and re-establish non-critical business functions as quickly and efficiently as possible;
3. Follow a systematic plan for the management of the pandemic;
4. Detail the immediate response to minimise loss of critical business functions;
5. Minimise the effect of the pandemic on the community, staff and Council; and
6. Review and update this plan on a regular basis.

The plan aims to provide a mechanism to enable management to focus on maintaining the Shire's most critical functions; whilst working in a practical way toward eventual restoration of non-critical business functions.

4. Critical Activities

Priority	Activity	Continuity Action	
		Post 5 February	Lockdown Scenario
1	Incoming Phone Calls	No disruption	Landlines redirected to Mobile phones
1	Urgent Road Maintenance	No disruption	
1	Refuse Management	No disruption	
1	Sanitation Management	No disruption	
1	Facility Cleaning	No disruption	As per Government Direction
1	Community Facilities	No disruption	As per Government Direction
1	Creditors	No disruption	Remote function
1	Debtors	No Disruption	Remote function
1	Customer Service	No entry to Shire Office without a mask	By appointment only if not able to resolve telephonically
1	Payroll	No Disruption	Remote function
1	Communications (website, Facebook)	No Disruption	
1	Council Meetings	No disruption	As per Government Direction
2	Licensing	No entry to Shire Office without a mask	By appointment only & restricted to local community only
2	Facility Maintenance	No disruption	Reduced to critical maintenance
2	Parks & Garden Maintenance	No Disruption	

5. Staff Succession

To ensure the continuity of Shire business, it is imperative to ensure there is a clear succession plan for critical staff should they become incapacitated and unable to work from home.

Position	1 st Successor	2 nd Successor
Chief Executive Officer	Manager Works & Services	Senior Corporate Services Officer
Manager Works & Services	Supervisor Works & Services	CEO discretion
Senior Corporate Services Officer	Executive Assistant	CEO discretion
Supervisor Works & Services	CEO discretion	

6. Pandemic Response Plan

6.1 All Staff

- When dealing with the public indoors or social distancing cannot be adhered to staff will be required to wear a mask.
- Staff member deemed to be a close contact or a close contact of someone waiting on the result of a Covid – 19 test.

Close Contact as defined by State Government at the time.

https://www.healthywa.wa.gov.au/Articles/A_E/Coronavirus/COVID-19-definitions

Action:	
Immediately advise your supervisor.	
	Leave Allocation
Do not return to work until the close contact has received a negative test result	Personal (Sick) Leave if available unpaid leave if not
Follow State Government Directions if the close contact receives a positive result.	

6.2 Leave

Scenario	Leave Entitlement
Close Contact (see clause 6.1)	
If you have flu-like symptoms	Personal (Sick Leave) accrued
If you have tested positive for Covid - 19	
If you are required to isolate due to travel	Annual leave accrued
If in lockdown and arrangements cannot be made for you to work	First 5 working days you will be paid as though you were at work. After first 5 days annual leave / long service leave

Note if you do not have sufficient sick leave accrued, you may use any annual or long service leave accrued. If you do not have sufficient annual or long service leave accrued, you may be required to take unpaid leave.

6.3 Administration Office

With the lifting of border restrictions into Western Australia and the emerging variants to the virus including the highly transmissible Omicron variant, community transmission of COVID-19 is anticipated to occur frequently.

It is the responsibility of the Shire to put in place work practices which protect our staff and provide a safe working environment and to ensure the continuity of service to the community.

The Administration Office is most frequented by the public, to protect staff the following steps will be taken.

- Access to the administration building will be subject to wearing a mask (no mask no entry).
- Public will be required to register either through the QR code or in the register to be placed outside the entry door.
- Hand Sanitiser station will be placed outside the entry door, and public requested to sanitise prior to entering the building.
- Social distancing must be adhered to.
- Where possible in-person meetings should be restricted to a maximum of five people.
- Administration staff are to disinfect all surfaces following a meeting with the public.

6.4 Depot

Due to the small number of Depot Staff, the Depot cannot always be occupied which makes it difficult to control visitors coming in and out the building. This is not only a potential Covid – 19 risk but also a security risk.

To mitigate both the Covid – 19 and security risk the following steps will be implemented:

- When not occupied all doors to the building including shed doors are to be closed and locked.
- All visitors will be required to report to the Administration Building, unless an appointment has been made with a Depot Staff member to meet at the Depot.
- Access to the Depot building will be subject to wearing a mask (no mask no entry).
- Public will be required to register either through the QR code or in the register available at the Depot and the Administration Building.
- Hand Sanitiser station will be placed at the entry door, and public requested to sanitise prior to entering the building.
- Social distancing must be adhered to.
- Where possible in-person meetings should be restricted to a maximum of five people.
- Depot staff are to disinfect all surfaces following a meeting with the public.
- Staff meetings will be conducted in the workshop to improve social distancing.
- During lunch times Depot Staff are to adhere to social distancing requirements.
- Staff are to disinfect all plant and equipment after use.
- Where possible staff should not travel more than two in a vehicle.
- Staff must not use the vehicle if feeling unwell.
- Only remain in the vehicle while traveling.

- Driver is to disinfect the steering wheel, all handles and contact surfaces when exiting the vehicle.

6.5 Council Meetings

Council meetings are an integral function to ensure the smooth running of the Shire through timeous decisions. To ensure the safety of both the Shire Councillors, staff and community members attending the meeting the following steps are to be taken.

- Councillors and community members attending the meeting will be required to register either through the QR code or in the register.
- Due to the configuration of the Council Chambers (social distancing not viable) Councillors, staff and community members attending meetings in person will be required to wear a mask.
- Hand Sanitiser stations will be placed outside the entry door, and public requested to sanitise prior to entering the building.
- Following a Council meeting all surfaces in the Chambers are to be disinfected.

6.6 Community Facilities

Community facilities include all facilities available to the public i.e. Recreation Centre, Swimming Pool, Public Ablutions and Halls.

- Access to the community facilities will be as per State Government requirements.
- Visitors to the community facilities will be required to register via the QR code will be required to register either through the QR code or in the register.
- Following the use of community facilities, the users will be requested to sanitise all surfaces (sanitiser will be provided).

7. Communication

- The plans requirements will be dispersed to the community via post, FaceBook and the Shire Website.
- A monthly meeting (on the last Monday of the month) will be held with Senior Shire staff to review the status of this plan.
- Any amendments to this plan will be communicated with Councillors via email.
- A copy of the plan will be available from the Shire Administration Building and on the Shire Website.
- Relevant information received from Government Agencies will be dispersed to the public via FaceBook and the Shire Website.