



## **INTERIM VARIATIONS TO COUNCIL SERVICE LEVELS – COVID-19**

**EXECUTIVE MEMBER: KYLIE BENNETTS**

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### **1. PURPOSE**

To provide Councillors with an overview of the interim variations to Council service levels in response to the occupational health, safety and public health risks associated with COVID-19 as well as Australian and State Government announcements particularly with respect to mass gatherings.

### **2. EXECUTIVE SUMMARY**

- 2.1 Port Phillip City Council takes the health of our staff, community and visitors very seriously. We are working to keep our community safe during the coronavirus disease (COVID-19) outbreak and have been closely monitoring the situation.
- 2.2 Council activated its Municipal Emergency Management Influenza Sub-Plan on 2 March 2020, adapting this to cover the COVID-19 virus. We have also employed our Business Continuity Plan to ensure essential services can continue to be delivered to the community.
- 2.3 Council officers are currently undertaking risk-based assessments of the various services we provide to determine any changes that might need to be made now or into the future.
- 2.4 Through this report Council is provided with an initial assessment of a range of services where it is proposed to make an interim variation to Council service levels.
- 2.5 Given the dynamic nature of the current situation, there will be further variations to service required. Delegations to support this will be discussed with Council on 19 March 2020 and will form the agenda of a Special Council meeting that will also be scheduled for this date.
- 2.6 Changes to service levels to our community is not one taken lightly. The assessment that has and will continue to be undertaken will include considering the nature of the service (whether it is essential or discretionary), actions taken to date, reason for review, risk assessment – particularly occupational health and safety as well as public health concerns, community impact assessment,



economic impact assessment, options that could be considered (including alternate delivery options), any legal or contractual liabilities that may be created by varying the service level, any budget as well as people impacts that may arise as a result.

### 3. RECOMMENDATIONS

That Council: -

- 3.1 Notes this update.
- 3.2 Closes all City of Port Phillip libraries from 18 March 2020, until further notice and looks at ways to continue to provide access to resources/information services for the community.
- 3.3 Postpones the 'Arts and Creative Industries – Art and Heritage Programs' from 18 March 2020 and explores whether these programs can be rescheduled to later in 2020.
- 3.4 Reduces the 'Access Arts Service' from 18 March 2020, until further notice and explores options around online delivery options.
- 3.5 Suspends the 'Social Inclusion Service namely the Social Support Programs (Cora Graves Centre) and Linking Neighbours (community based) Program' from 18 March 2020, until further notice and explores other options to ensure community connection at this point in time.
- 3.6 Continues to provide 'Community Support Services' with increased measures to protect the health, safety and wellbeing of clients and staff and regular review of risks.
- 3.7 Continue the 'Delivered Meals and Café Meals Service' to meet the needs of existing clients and be ready to provide service to any at risk or isolated new clients and undertake regular reviews of risks.
- 3.8 Cancel the 'St Kilda Film Festival' in its current form, with officers to bring back options for consideration including postponing to later in 2020, hosting the Festival online and other options.
- 3.7 Continue the 'St Kilda Esplanade Market', at this point in time, with appropriate risk management initiatives put in place which includes implementing increased distance between stalls as well as each stallholder putting in appropriate measures to manage risk. This position will continue to be monitored and may need to be reviewed at short notice.
- 3.8 Closes Council managed community facilities until 13 April 2020 including the Town Hall Auditoriums and other bookable community facilities, with this date to be revised in line with further State announcements. These facilities are to be



used only for priority Council activities that support key service provision. Refunds to be provided for events and programs that cancelled within this timeframe.

#### 4. OFFICER DIRECT OR INDIRECT INTEREST

- 4.1 An officer involved in the preparation of this report has an indirect interest by close association. The close association is employed by the Australian Government who is a funder of Council's aged care services. The officer involved in the preparation of this report has no direct line management responsibility for aged care. The indirect association, while responsible for the Southern Metropolitan region, has had responsibility for matters associated with the City of Port Phillip assigned to another officer in the Australian Government.

#### TRIM FILE NO:

#### ATTACHMENTS

1. **Libraries Assessment**
2. **Arts and Creative Industries – Art and Heritage Programs Assessment**
3. **Access Arts Service Assessment**
4. **Social Inclusion Service Assessment**
5. **Community Support Services**
6. **Delivered Meals Community Support**
7. **St Kilda Film Festival**
8. **Esplanade Market Assessment**
9. **Town Hall Bookings – Community and Commercial**
10. **Community Facilities**