



COUNCIL MINUTES

for the Special meeting

Monday 16 March 2020

in the Colonel Light Room,
Adelaide Town Hall



Present - The Right Honourable the Lord Mayor [Sandy Verschoor] (Presiding);
Councillors Abiad, Abrahamzadeh, Couros, Hou, Hyde (Deputy Lord Mayor), Khera, Knoll, Martin,
Moran and Simms.

Acknowledgement of Country

At the opening of the Council Meeting, the Lord Mayor stated:

'Council acknowledges that we are meeting on traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.

And we also extend that respect to other Aboriginal Language Groups and other First Nations who are present today.'

Apologies and Leave of Absence

Apology – Councillor Donovan.

Item for Consideration

1. Item 3.1 – Response to COVID-19 [C]

The Lord Mayor called for a motion to suspend formal meeting proceedings to enable presentations on COVID-19.

It was then –

Moved by Councillor Abrahamzadeh,
Seconded by Councillor Martin -

That formal meeting proceedings be suspended until the conclusion of presentations.

Carried

Formal meeting procedures were suspended at 5.01pm.

Mark Goldstone, Chief Executive Officer, City of Adelaide introduced the item and the Premier of South Australia, the Honourable Steven Marshall and Dr Michael Cusack, Acting Chief Medical Officer, SA Health who addressed the special Council meeting on COVID-19 and responded to questions from Council members.

During the presentation:

- Councillor Khera entered the Colonel Light Room at 5.02pm
- Councillor Hou left the Colonel Light Room at 5.35pm and re-entered at 5.36pm

The Lord Mayor thanked the Honourable Steven Marshall and Dr Michael Cusack for their presentation and they left the Colonel Light Room at 5.52pm.

Mark Goldstone, Chief Executive Officer introduced Vanessa Godden, Associate Director Customer & People, City of Adelaide, who utilising a PowerPoint presentation, updated Council Members on the City of Adelaide response & Governance approach to COVID-19 and responded to questions from Council Members.

The PowerPoint presentation utilised is attached for reference at the conclusion of the Minutes of this meeting.

Councillor Abrahamzadeh left the Colonel Light Room at 6.29pm.

The Lord Mayor called an end to the suspension of formal meeting proceedings at 6.29pm.

It was then -

Moved by Councillor Moran,
Seconded by Deputy Lord Mayor (Councillor Hyde) -

That Council:

1. Notes the work already being undertaken by our Administration to ensure continuity of core services to our community and the health and wellbeing of City of Adelaide employees.

2. Requests that Administration develop a further package of support for local residents and businesses to address the social, cultural and economic impacts of the COVID-19 pandemic, and keeps Council informed on measures being undertaken.
3. Requests that Administration develop a comprehensive communication strategy for immediate deployment, to share critical information with our community about public health measures and support available to residents and businesses.

Carried

Discussion continued

Closure

The meeting closed at 6.31pm.

Mark Goldstone,
Chief Executive Officer

Sandy Verschoor,
Lord Mayor.

Documents Attached for Reference

Minute 1 - Item 3.1 – Response to COVID-19, PowerPoint presentation

COVID-19

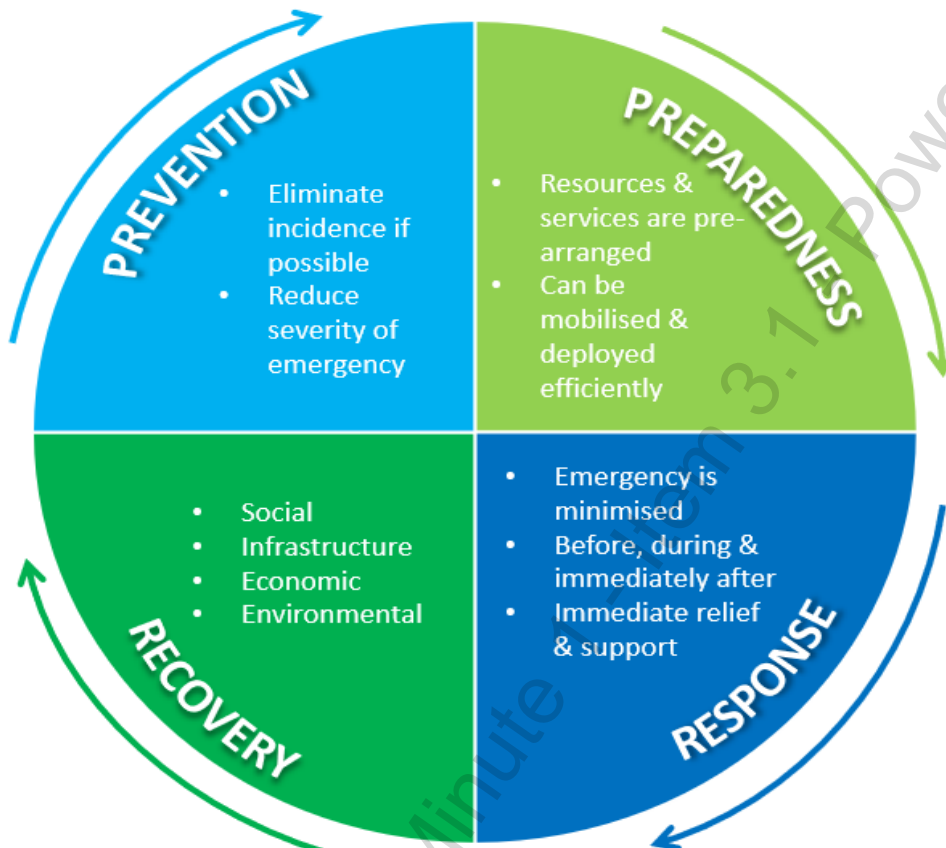
CoA Response & Governance Approach – Council Update 16 March 2020

Vanessa Godden
Council Commander

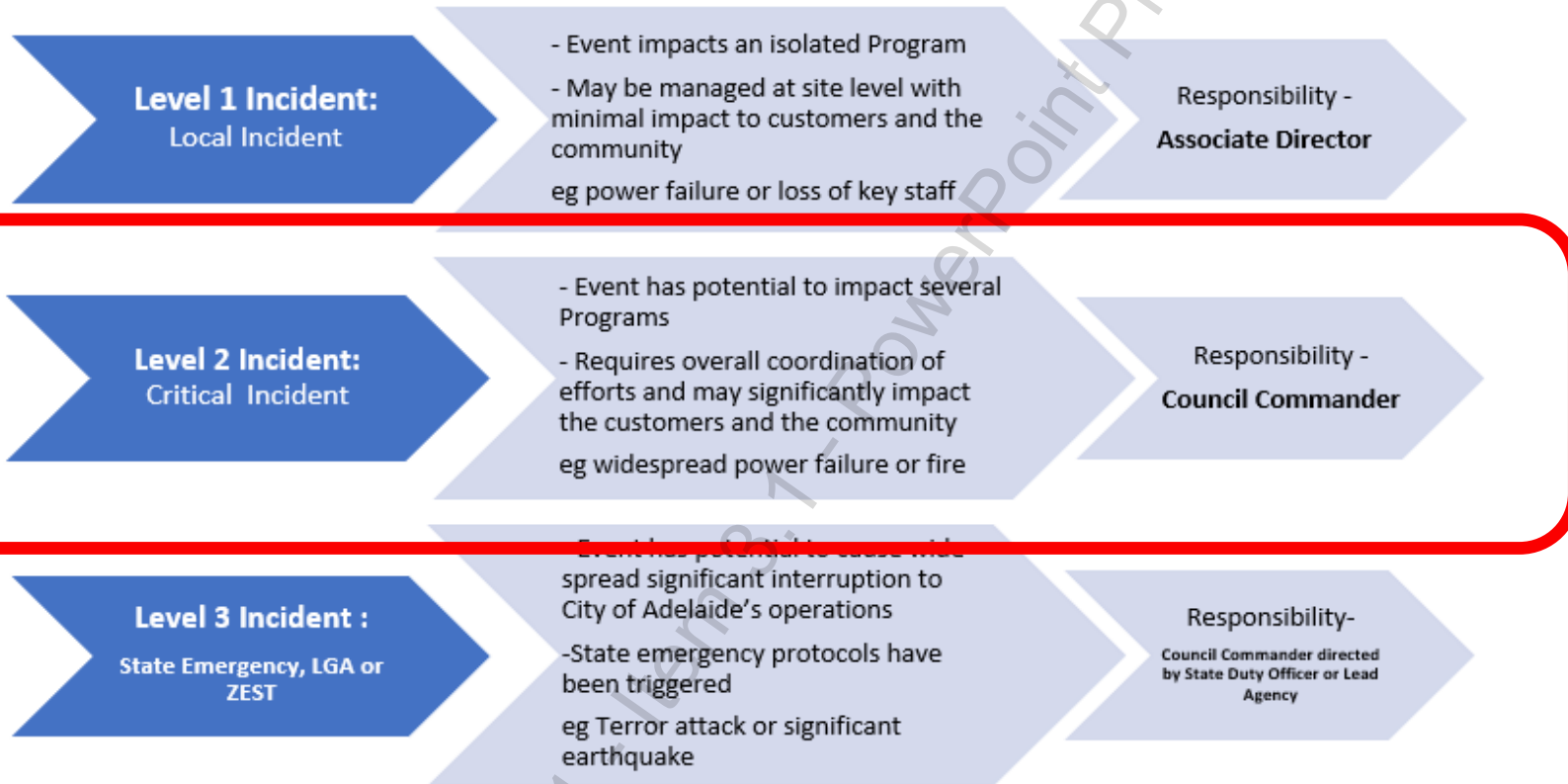


Key Concept

All Emergency Management plans follow the principles adopted in the Emergency Management Act 2004 known as Prevention, Preparedness, Response and Recovery (PPRR).



CoA Escalation Levels



We are
here

Incident Management Resources

City of Adelaide

City of Adelaide
Emergency
Management Plan
(CEMP)

Governance

City of Adelaide
Emergency
Operations
Manual (CEOM)

Governance

Business
Continuity Plan
(BCP)

Governance

Workplace
Emergency
Evacuation
Plans (WEEP)

*Customer &
People*

IT Disaster
Recovery
Plan (ITDRP)

*Information
Management*

Community
Recovery
Operations
Manual (ECROM)

*Community &
Culture*

External

Federal
Department
of Health

SA Dept of
Health &
Wellbeing

Capital
City
Council
working
group

LGA
working
group

LGA HR
network



Council Incident Management Team

Council Commander
Vanessa Godden

Incident Management Support Officer
(full-time)
Christina Lorenzini

Communications
Officer
Rachael Ford

Corporate
Governance &
Risk Advisor
Jess Dillon

WHS Advisor
Alan Beaton

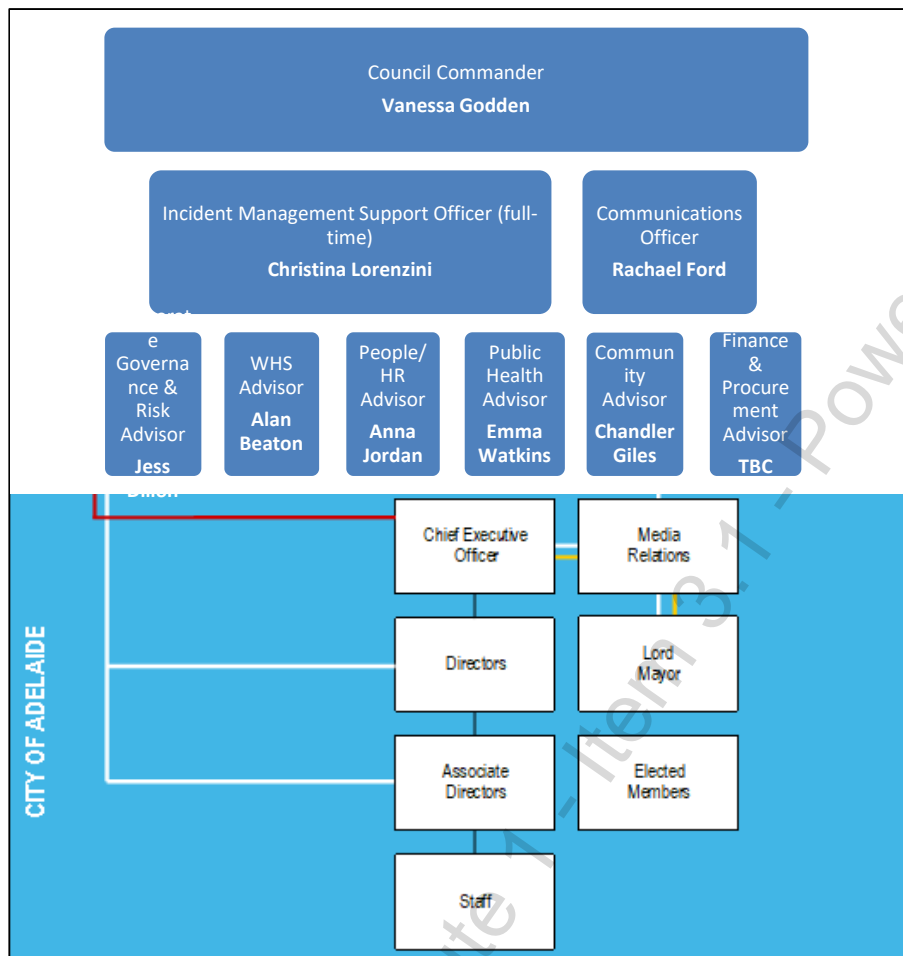
People/HR
Advisor
Anna Jordan

Public Health
Advisor
**Emma
Watkins**

Community
Advisor
**Chandler
Giles**

Finance &
Procurement
Advisor
TBC

Roles & Responsibilities



Council Incident Management team will be responsible for:

- **Managing the incident**

Executive Leadership Team is in charge of BAU, BCP and managing communications to the Council Members.

Business As Usual (BAU)
Business Continuity Plan (BCP)



CoA Response to date

- Incident Management Team & Council Commander appointed
- Working group has been meeting weekly, this will increase to daily from Monday 16 March
- Joined LGA working group
- Joined Capital City Working Group
- Created a generic email for staff (mysafety.admin@cityofadelaide.com.au) to raise any concerns or questions
- Staff and leader comms sent regularly to provide updates and reassurance – these communications have been shared with Members
- Priority focus to date has been on staff health and safety

Emerging priorities:

- Updating Business Continuity Plans (today)
- Scenario Planning (this week) – short term, medium term, long term
 - Staffing
 - Service Continuity
 - Financial / Revenue loss
 - Procurement / Supply chain issues
- Business & Community Support

Business Continuity and Support

- Rate Hardship Provisions (including other short-term financial levers)
- Supporting Business SA and Australia China Business Council free workshops that focus on resilience, cash flow, employment obligations etc
- My Adelaide promotion (at relevant time)
- Infrastructure Investment (including digital)
- Considering additional support post Covid-19 (demand driving activities)

Community Continuity & Support

- Support vulnerable people e.g. CHSP clients, elderly and disabled residents or those with pre-existing conditions.
- Our latest data indicates that there are 151 people sleeping rough in the City. Individual service providers have begun planning their service continuity and key inner city service managers will be meeting on 17 March to determine a coordinated response to rough sleepers.
- Community and Culture staff are actively communicating with all community members through the existing channels and networks to provide up to date information on the situation

Community Continuity & Support cont.

- Community Resilience Leaders (17 members of the community, trained to provide support in emergencies) have completed training and are ready to engage with community.
- Engagement could include:
 - contacting CHSP clients (approx. 160 clients) to offer information and practical support to clients who are self-isolating at home
 - identifying other elderly and disabled residents, by cold-calling or other means, under the campaign 'My street is OK' (or something similar), and offering information and practical support
 - provision of practical support by collecting client medicines or shopping for basic items, and delivering to resident front doors.

Community & Recreational Facilities

- Cancellation of events 499+ pax
- Close library facilities, community centres and recreational facilities should social distancing be mandated.
 - Due dates of existing collection loans extended
 - Digital Library Services to be maintained wherever possible
 - Review Memberships for recreational facilities