

## **CCS243: PANDEMIC LEAVE POLICY**

<b>Business Entity Name</b>	: City of Albany
<b>Attachments</b>	: Pandemic Leave Policy
<b>Report Prepared By</b>	: Manager People & Culture (L Harding)
<b>Responsible Officers:</b>	: Chief Executive Officer (A Sharpe)

### **STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Theme:** Leadership.
  - **Objective:** To provide strong, accountable leadership supported by a skilled and professional workforce
  - **Community Priority:** Provide positive leadership that delivers community outcomes and gains a reputation for doing what is good for Albany and the surrounding region.

### **RECOMMENDATION**

#### **DRAFT MOTION**

#### **VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT CCS243: Pandemic Leave Policy be ACCEPTED for consideration by Council as an Urgent Item in accordance with clause 3.5 of the Standing Orders Local Law 2016 (As Amended).**

#### **CCS243: RESPONSIBLE OFFICER RECOMMENDATION**

#### **VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the City of Albany Pandemic Leave Policy be ADOPTED.**

### **BACKGROUND**

2. Elected Members were provided with a confidential briefing on the 7 April 2020 concerning the City's people management response to the COVID-19 pandemic which included a recommendation for Pandemic Leave.
3. Council requested a Pandemic Leave Policy be presented at the April Ordinary Council Meeting.

### **DISCUSSION**

4. To support employees to stay at home when they are unwell or potentially unwell and therefore increase workplace safety and reduce the spread of the virus, the City would like to introduce paid Pandemic Leave.
5. All permanent employees and temporary contract employees with more than 12 months remaining on their contract would receive up to 2 weeks' pro-rata paid Pandemic Leave. Temporary contract employees with less than 12 months but more than 6 months would receive 1-week pro-rata.
6. Paid Pandemic Leave would be available in following circumstances:
  - a. An employee has contracted COVID-19;
  - b. An employee is caring for a member of their household with COVID-19; and/or
  - c. An employee is required to self-isolate due to contact with a confirmed case of COVID-19 and is unable to work from home.

7. The City believes the implementation of the recommended Pandemic Leave is also supported by recent initiatives of the Fair Work Commission.
8. On the 1 April, the Fair Work Commission released a statement proposing to vary a number of modern awards including the Local Government Industry Award 2010 (which underpins the City's enterprise agreement).
9. The Fair Work Commission has proposed including up to 2 weeks Unpaid Pandemic Leave in all Awards which will operate until 30 June 2020 (subject to review and possible extension).
10. Similar pandemic leave schemes have been introduced for State Government employees and employees at other Local Governments.

## GOVERNMENT & PUBLIC CONSULTATION

11. Not Applicable.

## STATUTORY IMPLICATIONS

12. This draft Policy complies with current Fair Work Act recommendations, and follows the local government sector in developing and implementing this policy position.

## RISK IDENTIFICATION & MITIGATION

13. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Financial, Legal and Compliance</b> <i>Risk: Policy not developed and adopted does not support Award changes made by the Fair Work Commission for pandemic leave.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Develop, adopt and implement Pandemic Leave Policy.</i>

## FINANCIAL IMPLICATIONS

14. Given the current status of COVID-19 cases in the Great Southern, it is estimated this policy will have little financial impact on the City.

## LEGAL IMPLICATIONS

15. Development and implementation of a Pandemic Leave Policy does not support the changes by the Fair Work Commission to all modern Awards.

## ENVIRONMENTAL CONSIDERATIONS

16. NA

## ALTERNATE OPTIONS

17. Council may choose to further review the policy.

## CONCLUSION

18. It is recommended that the Pandemic Leave Policy be adopted and implemented.

<b>Consulted References</b>	:	<i>Fair Work Act</i>
<b>File Number (Name of Ward)</b>	:	CM.STD.7
<b>Previous Reference</b>	:	Nil