



The Barossa Council

NOTICE OF SPECIAL COUNCIL MEETING

Notice is hereby given that a Special Meeting of Council will be held on Thursday 19 November 2020, commencing at 2.00pm via Electronic Meeting protocols on Microsoft Teams (the meeting will be recorded and posted on Council's website by Friday 20 November 2020).

Martin McCarthy
CHIEF EXECUTIVE OFFICER
THE BAROSSA COUNCIL

A G E N D A

1. THE BAROSSA COUNCIL

- 1.1 Welcome by Mayor Lange - meeting declared open
- 1.22 Present – Roll Call
- 1.3 Leave of Absence
- 1.4 Apologies for Absence

2. DEBATE AGENDA

- 2.1 Principal Office Closure

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3. CONFIDENTIAL AGENDA

Nil

4. NEXT MEETING

- 4.1 Tuesday 15 December 2020 at 9.00am

5. CLOSURE

Email of 18/11/2020

Hi Martin

Can you call an urgent special meeting for 2pm Thursday 19 November 2020.

I ask that the matter placed on the agenda is to close the principal office of Council immediately, in light of the current SA Government directions.

Thanks

Mayor Lange

SPECIAL COUNCIL MEETING

EXECUTIVE SERVICES

CHIEF EXECUTIVE OFFICER REPORT

19 NOVEMBER 2020

2.1 CHIEF EXECUTIVE OFFICER - DEBATE AGENDA

2.1.1

PRINCIPAL OFFICE CLOSURE

B10322

PURPOSE

To exercise revised powers of the Minister and close the Principal Office of Council during the current COVID-19 response and authorise the Chief Executive Officer to review and delegate powers.

RECOMMENDATION

That Council:

- (1) Pursuant to Section 45(2) of the *Local Government Act 1999*, as substituted under the *Public Access and Public Consultation Notice (No 2) 2020*, being satisfied that it is reasonably necessary as a result of the public health emergency declared by the Chief Executive of the Department for Health and Wellbeing on 15 March 2020 (and the related major emergency declared under the *Emergency Management Act 2004* on 22 March 2020 and extended on 2 April 2020), the Council, for the period the *Public Access and Public Consultation Notice (No 2) 2020* has effect, closes the principal office of the Council effective from 2pm Thursday, 19 November 2020 up to and including Tuesday, 24 November 2020 and authorize the Chief Executive Officer in consultation with the Mayor to extend this period consistent with any directions from the State and the Chief Executive Officer seek Council endorsement of any extension as soon as reasonably practicable.
- (2) Makes the following alternative arrangements to enable the local community to access the services of the Council which are ordinarily available at the principal office of the Council:

Email: barossa@barossa.sa.gov.au

Telephone: 8563 844

After Hours Service: Answering Adelaide 8563 8444

Online Form:

<https://barossa.sa.gov.au/sections/none/contact-the-barossa-council>

Online Services:

<https://epayments.barossa.sa.gov.au/ePathway/Production/Web/Default.aspx?js=-871364257>

- (3) In relation to any obligation under the *Local Government Act 1999* to make a document available for inspection at the principal office of the Council, the document will be made available for inspection at www.barossa.sa.gov.au .
- (4) Pursuant to Section 50(5a) of the *Local Government Act 1999*, as inserted under the *Public Access and Public Consultation Notice (No 2) 2020*, the Council alters its Public Consultation Policy by including in its Public Consultation Policy the provisions set out in attachment 1 to the report to the Council titled Principal Office Close and dated 19 November 2020.

REPORT

Introduction

During the first wave COVID-19 restrictions powers were available to close the Principal Office of Council so long as alternative arrangements were in place to ensure services are contactable.

These powers were not assessed as necessary during the first wave as Council was able to maintain face to face service delivery following a comprehensive assessment of the risk profile at that time and the implementation of appropriate treatments.

Discussion

The current COVID-19 response necessitates the closure of face to face services provided via Council's principal office. My administration has actioned the closure of all non-essential face to face services that fall within my current delegations and accord with sector specific legal advice, however I do not currently have the powers or delegations to close the Principal Office.

Under new emergency powers the Minister for Local Government made the Public Access and Public Consultation Notice (No 2) 2020 which makes provision for Council's to close their principal office without any requirement for a notice under the *South Australian Public Health Act 2011 (SAPH Act)* or otherwise vary operating hours without a requirement to undertake public consultation, provided the council considers it reasonably necessary as a result of the public health emergency and certain requirements detailed in Notice No. 2 are complied with.

Given the government's announcement of a period of advanced restrictions and public lockdown from midnight 18 November 2020, it is proposed that Council consider it reasonable necessary to close the principal office as a result of the public health emergency.

Summary

The recommendation allows for best practice compliance with the SA Government announcements and allows staff to be fully isolated whilst providing service remotely in as many circumstances as possible.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Notice of Closure of Principal Office of Council

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Natural Environment and Built Heritage



Community and Culture



Infrastructure



Health and Wellbeing



Business and Employment



How We Work – Good Governance

All

Legislative Requirements

As outlined in recommendation.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Nil

COMMUNITY CONSULTATION

No consultation required given current SA Government directions.

Notification of closure of principal office or variation of business hours

The Barossa Council

Notification of Closure of Principal Office

The current public health and major emergency related to Covid-19 has impacted all of us. The Barossa Council is no different. Because of the current public health and major emergency, it is necessary for Council to make some changes to the way in which it conducts its business.

Council has determined that it is necessary to close our principal office at 43-51 Tanunda Road, Nuriootpa 5355 with a current anticipated reopening of Wednesday, 25 November 2020.

While the way we conduct business may have changed, we still want to make our services as accessible to you as possible. Our services are available through many alternative means that would ordinarily have been accessible to you via our principal office and other offices during ordinary office hours are now accessible in the following way:

Email: barossa@barossa.sa.gov.au

Telephone: 8563 844

After Hours Service: Answering Adelaide 8563 8444

Online Form:

<https://barossa.sa.gov.au/sections/none/contact-the-barossa-council>

Online Services:

<https://epayments.barossa.sa.gov.au/ePathway/Production/Web/Default.aspx?js=-871364257>

The Council's principal office is also the place you would ordinarily go to obtain copies of documents or inspect documents that are available to you under the *Local Government Act 1999*. Because of these changes, documents you would ordinarily obtain copies of at the principal office can now be sent to you on request. Fees may apply to access certain documents. Documents that would ordinarily be available for inspection are published on: www.barossa.sa.gov.au.

During these changing times, we are constantly keeping our service delivery under review. We will keep you informed of any further changes.

Martin McCarthy
Chief Executive Officer