



Date: **Tuesday, 24 March 2020**
Time: **1.00pm**
Location: **Narrabri Shire Council Chambers**
46-48 Maitland Street
Narrabri

AGENDA

Supplementary Reports

Ordinary Council Meeting

24 March 2020

**Stewart Todd
GENERAL MANAGER**

AGENDA

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12 OUR CIVIC LEADERSHIP



THEME 4: OUR CIVIC LEADERSHIP

STRATEGIC DIRECTION 4: COLLABORATIVE AND PROACTIVE LEADERSHIP

By 2027, we will proactively together to achieve our shared vision with strong strategic direction.

COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several civic leadership priority areas to be actioned over the 2017 - 2018 financial year.

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Integrated strategic planning and reporting
- Community engagement and consultation
- Representation and governance
- Human resource management
- Customer services
- Information services
- Financial services
- Risk management
- Compliance and regulation

COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following civic leadership strategic outcomes:

- Improved community engagement and decision-making processes
- Well established community, industry, government and non-government partnerships
- Well maintained core infrastructure and service provision that delivers public value
- Transparent and accountable planning and reporting
- Financial efficiency and sustainability

12.9 SERVICE DELIVERY RESOURCING - COVID-19**Responsible Officer:** Stewart Todd, General Manager**Author:** Stewart Todd, General Manager**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

Objective 4.2 Decision making will ensure Council remains financially sustainable

Strategy 4.2.1 Maintain and improve Council's financial sustainability with a focus on core business

EXECUTIVE SUMMARY

The Federal and State Governments have classified and closed a number of businesses that can cause large social gathering and others that could lead to the unintended spread of the COVID-19 virus.

It is proposed that Council endeavours to establish an extended workforce of appropriate size and capability in an effort to ensure critical service delivery is maintained – as close as possible to “business as usual”, it needs to be acknowledged that external restrictions can and already have impacted service delivery across Council’s operations and external impacts may further increase.

This proposal can provide local employment opportunities for those unfortunately put out of work by the various Directions and Orders issued by the Federal and State Governments.

RECOMMENDATION

- 1. That Council endorse the General Manager’s service delivery and resourcing proposal contained within this report.**

BACKGROUND

Council has an adopted organisation structure comprising three (3) main directorates; General Manager, Infrastructure Delivery and Corporate and Community Services.

CURRENT SITUATION

The Federal and State Governments have classified and closed a number of businesses that can cause large social gathering and others that could lead to the unintended spread of the COVID-19 virus.

Council has a number of current vacancies across the organisation as well as areas of critical service delivery importance.

Council management has already begun examining internal redeployment opportunities for current casual employees.

It is proposed that Council endeavours to establish an extended workforce of appropriate size and capability in an effort to ensure critical service delivery is maintained – as close as possible to

“business as usual”, it needs to be acknowledged that external restrictions can and already have impacted service delivery across Council’s operations and external impacts may further increase.

The proposal is that Council call for interested persons (including current casual employees) via an expression of interest (“EOI”) process for short term appointments with Council to establish a workforce of appropriate size and capability.

Areas of service delivery will be identified by management and included in the publication of the EOI.

An EOI process such as this will provide local employment opportunities for those unfortunately put out of work by the various Directions and Orders issued by the Federal and State Governments.

Council management are also currently investigating internal secondment/redeployment opportunities for current casual employees, with a number of these likely to be implemented over the coming weeks.

FINANCIAL IMPLICATIONS

Council currently has an adopted Budget and Capital Works Program for 2019/2020.

This budget will be required to undergo significant review and amendment due to the external circumstances currently being faced; these circumstances are further compounded by the ever-changing external environment and Federal and State Government Directions and Orders.

Nonetheless, the Council can take the position of being a significant community leader. Council has capacity to assist the community in this regard.

STATUTORY AND POLICY IMPLICATIONS

- *Local Government Act 1993.*
- Local Government Award.

CONSULTATION

The proposal has been discussed with Executive and senior members of Council’s management team.

External Consultation

Nil.

Internal Consultation

- Director Infrastructure Delivery.
- Director Corporate and Community Services.
- Executive Manager Corporate Planning and Workforce.

12.10 PROCUREMENT POLICIES AND PROTOCOLS - COVID-19

Responsible Officer: Stewart Todd, General Manager

Author: Stewart Todd, General Manager

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

Objective 4.2 Decision making will ensure Council remains financially sustainable

Strategy 4.2.1 Maintain and improve Council's financial sustainability with a focus on core business

EXECUTIVE SUMMARY

The COVID-19 virus is affecting the Narrabri Shire, as it is the State and the nation.

During these uncertain times it would be pertinent to relax Council's procurement policy and protocols to enable, where possible, local and delivery expectations to feature more prominently in procurement decision making and criteria setting.

RECOMMENDATION

1. That Council endorse the relaxing of Procurement Policy and protocols in this unprecedented time, with immediate consideration of the ability to source supply locally and delivery expectations featuring more prominently in procurement decision making and criteria setting.
2. That the Council maintaining a watching brief on this matter and review the situation in two (2) months at its May 2020 Ordinary Council Meeting.

BACKGROUND

The operations of Council are obviously large and diverse; which require the procurement of all manner of services, materials and consumables.

CURRENT SITUATION

Council management are currently investigating internal secondments to bolster the financial services area of Council to prioritise the processing of debtors. Management believe this will greatly assist local businesses and others with cash flow.

With some State jurisdictions closing their borders supply of goods and services are likely to become more difficult to source.

Local businesses, if not suffering already, are suffering due to the various Federal and State Government Directions and/or Orders.

During these uncertain times it would be pertinent to relax Council's procurement policy and protocols to enable, where possible, local and delivery expectations to feature more prominently in procurement decision making and criteria setting.

FINANCIAL IMPLICATIONS

Council currently has an adopted Budget and Capital Works Program for 2019/2020.

This budget will be required to undergo significant review and amendment due to the external circumstances currently being faced; these circumstances are further compounded by the ever-changing external environment and Federal and State Government Directions and Orders.

STATUTORY AND POLICY IMPLICATIONS

- *Local Government Act 1993.*

CONSULTATION**External Consultation**

Nil.

Internal Consultation

- Director Infrastructure Delivery.
- Director Corporate and Community Services.
- Financial Services Manager.