



**I hereby give notice that  
an Extraordinary Meeting of Council will be held on:**

**Date: Friday, 22 October 2021**  
**Time: 2:00pm**  
**Location: Rawson Hall Supper Room**

**BUSINESS PAPER**  
**Extraordinary Council Meeting**  
**22 October 2021**

*Besnes Piepa*  
*f daa Ekstrordeneri Kaunsl Miiten*  
*orn 22 Oktoeba 2021*

**Andrew Roach**  
**GENERAL MANAGER**

**Statement of Respect:**

*The Norfolk Island Regional Council promotes a climate of respect for all. We will endeavour to inspire in our community shared civic pride by valuing and protecting our unique culture and environment, both natural and built, for the current and future generations. We, the Interim Administrator and staff of the Norfolk Island Regional Council undertake to act with honesty and integrity, to conduct ourselves in a way that engenders trust and confidence in the decisions we make, and the actions we take on behalf of the Norfolk Island community. We acknowledge the Norfolk Island people, the traditional custodians of this Island.*

**Order Of Business**

**1 Welcome..... 5**

**2 Statement of Respect ..... 5**

**3 Apologies ..... 5**

**4 Disclosure of Interest..... 5**

**5 Public Access ..... 5**

**6 Reports from General Manager ..... 6**

    6.1 Resource Support - Peak Services Proposal ..... 6

**7 Urgent Business without Notice..... 8**

**9 Questions for the next meeting ..... 8**

**10 Close of Council Meeting ..... 8**

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- 1 WELCOME
- 2 STATEMENT OF RESPECT
- 3 APOLOGIES
- 4 DISCLOSURE OF INTEREST
- 5 PUBLIC ACCESS

## 6 REPORTS FROM GENERAL MANAGER

### 6.1 RESOURCE SUPPORT - PEAK SERVICES PROPOSAL

**Author:** Andrew Roach, General Manager

#### SUMMARY

Council resources have been extremely stretched the past 6 months, with addressing the requirements of the Public Inquiry and its Transition to Sustainability (TtoS). Existing staff are exhausted and require a period of support to make the changes identified in the TtoS program. This report is to present a proposal from Peak Services, a resource support arm of the Local Government Association of Queensland that NIRC is now a member.

#### DISCUSSION

There are a number of sections of Council that are under resourced to really have any positive effect on the TtoS program that has been adopted. There have been commitments made to the Department that need to be met, and the only way this can occur is to provide resource support for at least a period of 12 months.

Council has traditionally struggled to engage skilled local government practitioners, and for short period of 12 months, this would be even harder.

Peak Services is located inside Local Government House in Newstead Brisbane, where over 200 local government employees operate as the States peak body. Due to the unique circumstances NIRC finds itself in with the pressures of change management, it would be an innovative step to engage directly with the peak LG body in Queensland to help resolve these issues.

Following a number of weeks of negotiating with Peak Services, the resource support arm of the LGAQ, below are two proposals to move NIRC towards addressing a number of issues raised in the adopted EAF's, and the Transition to Sustainability (TtoS) program adopted earlier this year.

The first proposal is for a Resource model, and can be summarised by the following points:

- Engaging 4 specified positions from within the existing approved establishment to be based in Brisbane, being two accountants & two governance positions
- Engagement is on a 4 day week (saving of 20% on budgeted position - \$125K)
- Ability to engage a highly skilled LG market of quality candidates
- Shifting the full risk profile from Council to Peak for the engagement (cost being \$64K, saving \$15K on normal recruitment costs)
- Arrangement is for a 12 month period – with no risk of employee turnover, replacement, separation
- Set up costs in first year, not repeated if we need to extend arrangement beyond 12 months - \$17K
- Total savings produced in year one \$123K.

As the majority of this cost will be funded within existing budget delegations (employee costs), the engagement cost is new spending at \$81K for one year. This resource model is not available from any other LG suppliers at present.

The second proposal is geared around leveraging the assets within the LGAQ machine, and improving service delivery for the community on Norfolk. Currently the majority of these services are provided from the commercial sector, at much greater costs. The Services proposal leverages

the membership model that 77 LG authorities have created in Queensland. This proposal is again a 12 month engagement, and will focus on the following initiatives:

- Communications team – access to a team of LG media professionals to produce a new website, newsletter, and media releases. This will be delivered for \$56K, a saving of \$44K of employing a single person for this service
- Procurement – access to a large team of LG purchasing professionals and access to leveraged contracts in place for 77 Qld LGA's. This service will be delivered for \$64k, a saving of \$56K for a single employee
- HR Support – we have a new HR Officer commencing next week on Island, but as a generalist. This service will be for higher level service, advice, and policy development, for only \$27K, a saving of \$23K on existing services.
- Total savings for this proposal is \$123K
- The proposal is based on a number of hours per week for this service, with unused hours being carried forward each month. A review after 3 months will occur to make sure we have estimated correctly.
- Total cost is \$147K if all hours are utilised.
- This service can be provided commercially, but at much higher rates.
- Council has tried for 4 years to engage these services as an employee model, which has resulted in high turnover, or not finding the right skill set. This model provides access to already tested skilled teams in the LG market.

### FINANCIAL IMPLICATIONS

The two proposals presented would provide NIRC with a reduction in costs of \$250K per annum. The majority of the work that would flow from these engagements would be funded primarily from the Commonwealth, as the focus is on delivering the TtoS program across Council.

### RECOMMENDATION

That:

1. Council considers that a satisfactory result will not be achieved by inviting tenders due to lack of alternate providers of this service in this isolated region.
2. Council approves the engagement with Peak Services for both proposals as detailed in the confidential attachments for a period of 12 months.
3. Formal reports are presented to Council every quarter (3 months) on the progress of the resource support and the progress on the Transition to Sustainability program.

### ATTACHMENTS

1. NIRC Services Agreement Proposal (under separate confidential cover)
2. NIRC Strategic Resourcing Agreement Proposal - Peak (under separate confidential cover)

The proposals from Peak Services are provided as a confidential attachment in accordance with Section 10A(2) of the *Local Government Act (NSW)(NI) 1993*.

- 7 URGENT BUSINESS WITHOUT NOTICE**
- 8 QUESTIONS FOR THE NEXT MEETING**
- 9 CLOSE OF COUNCIL MEETING**