

# Norfolk Island Regional Council

Norfolk Island Regional Council Offices  
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## Extraordinary Council Meeting Wednesday 14 September 2016

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Dear Councillor,

Notice is hereby given pursuant to the NSW Local Government Act 1993 (s367) that an **Extraordinary Council Meeting** will be held in the Norfolk Island Regional Council Chambers on **Wednesday 14 September 2016** commencing at **2.00 pm**.

### Order of Business

1. Welcome
2. 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 elected members 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*

3. Apologies
4. Disclosures of Interest
5. Reports from Officers
6. Confidential Matters for Consideration

Close of Meeting

Lotta Jackson  
**GENERAL MANAGER**

# AGENDA

1. Welcome
2. Statement of Respect
3. Apologies
4. Disclosures of Interest
5. Reports from Officers

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(ITEM: GM21/16) SENIOR STAFF STRUCTURE

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6. Confidential Matters for Consideration

(CONFIDENTIAL ITEM GS 04/16) FUEL CONTRACT

This item is placed within the confidential part of the agenda in accordance with section 10A (2) (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, (d) commercial information of a confidential nature that would, if disclosed: (i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of the council, or (iii) reveal a trade secret.

Close of meeting

## **(ITEM: GM21/16) SENIOR STAFF STRUCTURE**

**REPORT BY:** Lotta Jackson, General Manager

### **SUMMARY:**

The purpose of this report is for Council to consider a restructure of the vacant position titled Group Manager Governance.

### **BACKGROUND:**

Section 332 of the *NSW (NI) Local Government Act 1993* states that the General Manager may appoint senior staff only after consultation with the Council.

Following the vacancy of the Group Manager – Governance position, this report is presented to Council with an alternative structure.

### **RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:**

The proposed recommendations to changes within the structure align with the draft Strategic Plan which has a strong focus on Economic Development and Tourism.

### **DISCUSSION:**

It is proposed to remove the senior staff position Group Manager Governance and instead have two (2) positions reporting directly to the General Manager covering the functions currently sitting within the Governance area and add the function of Human Resources.

The proposed positions are (also see attachment 1):

- **Economic Development Coordinator** covering the functions of Tourism: Marketing, Product Development, Visitor Information Centre, Museums and Library; and
- **Executive Manager Governance and Human Resources** covering the functions of Reform Management, Integrated and Corporate Planning, Risk and Internal Audit, Governance, Human Resources, Records and Legal Court Support.

The rationale for these two (2) positions are as follows:

#### **Economic Development Co-ordinator**

Council advertised for an Economic Development Officer without success. It is a critical position for Council as identified in the draft Community Strategic Plan with many of the strategic areas involving Economic Development. It is proposed that this position will be remunerated for a maximum of \$75,000 per annum, plus 5.5% superannuation, as it will be classified as a Coordinator.

#### **Executive Manager Governance and Human Resources**

The Executive Manager Governance and Human Resources will ensure that the operation of Council and General Manager has direct assistance with governance as well as human resources and industrial advice. Currently Council does not have a dedicated Manager for Human Resources.

This has been identified as a gap with Council entering into Enterprise Bargaining and the development of a new salary system. This position is recommended to be remunerated at a maximum of \$130,000 per annum plus 5.5% superannuation, recognising that it is an Executive Manager's position. This position would be part of the Executive team comprising the Group Managers and the General Manager.

Alternatively, to the above recommended positions, Council could retain the position of Group Manager Governance as a senior position appointed within the *NSW (NI) Local Government Act 1993* with the minimum salary of \$178,850 per annum including 1% superannuation.

**GOVERNANCE/POLICY IMPLICATIONS:**

The senior management team has been consulted on the recommendation.

**LEGAL IMPLICATIONS:** Nil

**ENVIRONMENTAL IMPLICATIONS:** Nil

**SOCIAL IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:**

The budget for these positions are already covered within the draft Budget for 2016/17 where originally \$55,000 was budgeted for the Economic Development Officer and \$180,000 for the Group Manager Governance. It is anticipated that a small saving will be made if Council adopts the proposed new structure. (\$235,000 vs \$216,275 being the proposed \$205,000 plus 5.5% superannuation of \$11,275).

**CONCLUSION:**

With the Group Manager Governance position being vacant, the General Manager has taken the opportunity to critically review the functions within this division and split them into two (2) areas with one area focusing on Economic Development and Tourism, and the other on the Executive management of Governance and Human Resources.

**RECOMMENDATION:**

- (1) That Council makes the Group Manager Governance position obsolete;
- (2) That Council adopts the new positions titled Economic Development Coordinator and Executive Manager Governance and Human Resources as discussed within this report.

**Attachment 1:** Organisational Chart - Governance