
Belyuen, Coomalie, Wagait Local Government Advisory Group

Proposal for Desk Top Analysis

McGill Management Services
in conjunction with
Sharyn Innes Consultancies Pty
Ltd
and 5PConsulting Pty Ltd

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Attachments

Consultant’s Profiles

Lead Consultant

Sharyn Innes Consultancies Pty Ltd – Sharyn Innes
Address: P.O. Box 1457, Darwin 0801
ABN: 66 107 762 078
Mobile: 0400 6262 065
Phone: 08 8942 1396
Email: sharyn.innes@bigpond.com
Insurance: Public Liability \$10,000,000
Professional Indemnity \$5,000,000

Sub Consultants – Refer CVs

McGill Management Services – Allan McGill
5P Consulting – Colin Hall

1 The Consultancy

The joint Council Advisory Group (JCAG) of Belyuen, Coomalie and Wagait Local Government Councils wishes to explore a range of options to deliver services to residents of these local government areas and adjacent unincorporated land. These options will be developed to provide advice to the Minister for Local Government and Community Services regarding the future structure, viability and sustainability of these areas.

In particular JCAG wishes to consider the options for the structure of local government boundaries with particular attention to:

- The financial sustainability of councils
- Adjacent areas of unincorporated land
- The ongoing office management status of the Belyuen Council

Given that changes in regard to the future development and population growth in the area are being driven by the resolution of the Kenbi Land Claim, the JCAG wishes to appoint a consultant to analyse options for local government structure in the area. The consultant's report will provide a basis of a presentation to the Minister for consideration.

The project is to be undertaken through a range of mechanisms including a desk top analysis of previous reports generated, best practice models/examples from interstate and consultation with a range of stakeholders and groups within the region.

2 Project Objective

The purpose of the consultancy is to research and explore three to five options to enable the Advisory Group to make recommendations to the Minister.

These options will consider the amalgamation of council areas into a new entity and the possible inclusion of unincorporated areas. The advantages and disadvantages of each option will be assessed on a range of factors as described in the brief's Scope of Works.

Financial modelling will present summarised annual profit and loss, balance sheet and cash flow forecasts for the period 2017 to 2027 and will include actual results for the years 2010-2016. Key trends indicated in these forecasts will be presented graphically as will commonly used financial sustainability and viability indicators such as those previously provided in the Deloitte report.

3 Methodology

We propose the following four stage approach to delivering the required outcome. This process will ensure that the JCAG members have a high level of understanding of the outcomes of the report. The process will also ensure that each council has quality face to face and joint input into the report. The final stage will provide the tools that JCAG needs to move forward, lobby government and engage with each of the relevant communities.

Stage One: Preliminary research

- Review of documentation made available by available by JCAG and associated entities
- Source additional information around population projections, best practice models interstate for regional councils
- Interview a wide range of stakeholder departments and entities including Department of Treasury, Department of Local Government and Community Services, Northern Land Council, Larakia Development Corporation, key Traditional Owners, the Grants Commission and later in the consultancy the Dundee Progress Association.
- Meet with the three councils individually to determine their aspirations, financial situation and impediments.

Stage One Outcomes

- A provisional understanding of the roles of each of these stakeholder groups and the communities which they serve
- Collation of data for financial modelling.

Stage Two: Development of models and scenarios

- Use information acquired from stage one to develop a simple financial forecast model.
- Conduct a workshop(s) with JCAG to explore the concept of a single entity which has shared resources and vision.
- Explore the potential amalgamation of the unincorporated areas into this entity.
- Further develop the various financial models with input gained and overlay of growth figures from other agencies such as Treasury. Link with the Larakia Development Corporation's growth vision for the next 5 to 8 years.

Stage Two Outcomes

- Base models for the following five scenarios:
 - No change – Forecasts for Belyuen, Coomalie and Wagait LGCs will be presented separately with a total combining the results for all three.
 - Forecasts for Belyuen, Coomalie and Wagait if consolidated into a single entity.
 - As per 2 above plus inclusion of currently unincorporated areas of Dundee Beach and Dundee Forest areas
 - As per (3) above but excluding Wagait.
 - As per (3) above including Douglas Daly and Marrakai.
- Clear assumptions underpinning each scenario and a summary of strengths and weaknesses.
- Ability to change assumptions in the workshop as may be necessary to refine each scenario.

Stage Three: Refining the scenarios

- Refine scenarios based on feedback obtained from JCAG
- Present the scenarios as a draft Options Paper to JCAG for consideration.
- Explore the sensitivity of the scenarios at a JCAG workshop.
- Identify the two most promising options.

Stage Three Outcomes

- Consensus regarding the two most promising scenarios

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- Understanding of the sensitivity of each scenario to changes in key variables
 - Improved understanding of the relative strengths and weaknesses of these scenarios.

Stage Four: Final report

- Provide a report that can be used to inform the NT Government and the Opposition.
- Attach a power point presentation to summarise the key points of the report for informing Government and the various agencies.
- Develop a community consultation model based on the options recommended (separate paper).

Stage Four outcomes

- Provision of report and associated material that can be used by the by the JCAG to lobby the NTG and opposition and inform their decisions regarding the future structure, viability and sustainability of the areas under review.

4 Timeline

The time line stated in the terms of reference indicates the report needs to be completed within four weeks of commencement. There are a large number of stakeholders that must be consulted and we are to some extent dependent upon their availability. While we undertake to complete this work within a four week period, this may not be possible if they are not immediately available for consultation. A more realistic deadline may be six weeks for completion.

We undertake to complete this engagement as expeditiously as possible and are confident that if we are appointed in early July we will be able to provide the JCAG with a final report which will assist with discussions with both the NT Government and the Opposition prior to the election.

5 Fee Offer

Covers all aspects of the consultancy \$30,536 GST inclusive

6 Terms of Payment

The following terms of payment apply.

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|---|-----|
| • Notification of Consultancy | 30% |
| • Completion of the Phase Three | 40% |
| • Presentation of the completed report (Phase Four) | 30% |

Invoices must be paid within 14 days of presentation.

7 Assumptions

- All reports and information will be provided in a timely manner by each of the entities to allow the consultancy to move forward.
- The meeting venues will be arranged by the Advisory Group for the two workshops
- That all three councils have agreed to move forward on a new model which will have benefits for all entities and their communities.

Note: Due to past contact with the Dundee Progress Association, the first meeting with the Progress Association should involve the leaders of each of the Councils and be exploratory.

8 The Consultancy Team

To enable a quality outcome we have developed a specialised team, who between them, have a range of high quality expertise and extensive knowledge in local government, in financial management, in project management, able to compile quality research, have a high degree of analytical skills and experience in community consultation.

The Team is very capable and will add value to the process through their consultation methods and the workshops we proposed to undertake with the JCAG.

Team members have worked together on previous occasions and are experienced at setting directions, working towards joint outcomes and coordinating report writing. The team members Curriculum Vitae's are below.

9 Consultants CV's

Consultant Name: Sharyn Innes
Consultant Firm: Sharyn Innes Consultancies Pty Ltd
Postal Address: P.O. Box 1457, Darwin
Phone: 08 8942 1395
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Executive Profile Sharyn Innes is a result driven management consultant with strong multi-disciplinary experience in the tourism, business services, building design and construction industries. With 30 years in management and with extensive corporate governance experience, she has held positions within a range of commercial, development, non-profit and voluntary organisations. She has proven experience in the development and implementation of simple and effective goal driven strategies, strong leadership and team building skills. She has the ability to develop ideas in partnerships with clients and provide innovative workable solutions to challenging issues.

Summary of Management Positions Held Director, Sharyn Innes Consultancies Pty Ltd. 2004-2016
Design Concepts and Development Manager, Redco Investments Pty Ltd - 2000 - 2003
General Manager, Katherine Region Tourist Association 1992 - 2000
Manager - Platt Keeler Consultancies (Architectural Practice) Katherine office - 1987 - 1992

Community and Volunteer Management Positions

- Variety Club Goanna Camp Volunteer 2015 -16
- Board Member Traditional Credit Union - 2016
- Business Professional Women Darwin Executive Member/President 2004 - 2010
- Victims of Crime Chairman and Executive Board Member 2003 – 2015 (Life Member)
- Executive Officer - Penguin Club of Australia NT, 2001 – 2006 (Life Member)

- Variety Club Bash Organiser – 1998 Fundraiser – 1994-1999
- Executive Member Katherine Region Tourist Association, 1995-1998
- NT Employment and Training Authority Board Member, 1992 -1998
- Senior Vice President NT COGSO 1985 – 1994 (Life Member)

Expertise

- | | |
|--------------------------------------|----------------------------------|
| • Strategic Planning | • Product Research |
| • Business Planning | • Risk Management |
| • Product Development | • Meeting Facilitation |
| • Training – Governance and Business | • Business Mentoring |
| ▪ Submission and grant writing | • Infrastructure Master Planning |
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Consultant Name: Allan McGill
Consultant Firm: McGill Management Services
Postal Address: 21/6 Stoddart Drive, Bayview, NT, 0820
Mobile: 0438 822 505
e-mail: ajmcgill297@gmail.com



Executive Profile Allan’s career has spanned 40 years of local government employment, working in Councils from inner-city urban to the most remote reaches of the NT. He has held senior and executive positions in Katherine, Alice Springs and Darwin City councils. He has spent the last 28 years as a CEO or in senior management positions. He also managed Territory Alliance, a company engaged to construct housing in Indigenous communities for four years . Most recently was Chief Executive of the NT Department of Local Government and Regions.

Summary of Management Positions Held

- 2015 – Official Manager Tiwi Islands Regional Council.
- 2013-2014 - Chief Executive of the NT Department of Local Government
- 2013-14 -Chief Executive of the NT Department of Housing.
- 2013 -2013 Chief of staff to the Chief Minister of the NT.
- 2008 - 2012 Manager of Territory Alliance
- 1997 -2008 - CEO Darwin City Council
- 1992-1997 -CEO Alice Springs Town Council
- 1987- 1992 - CEO Katherine Town Council

Community and Volunteer Management Positions

- Chairman Brown’s Mart Theatre 2014 – 2016
- NT Racing Appeals Tribunal
- NT Employment and Training Authority 1992 – 1998
- Chairman Tiwi Bombers Football Club

- Expertise**
- | | |
|-----------------------|----------------------------|
| ▪ Strategic Planning | ▪ Local Council Governance |
| ▪ Business Planning | ▪ Risk Management |
| ▪ Business Management | ▪ Mentoring |
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- Corporate Investigations
 - Inter Government Relations
 - Project Management
 - Organisational change
-

Colin Hall

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 Woolner NT 0801
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Executive Profile

Wide ranging consulting experience encompassing international NGOs, Not for Profits, all levels of government and private sector clients.
 Twenty years of experience backed by a range of qualifications and professional affiliations including CPA, M.SC and accreditations in business facilitation.

Summary of Management Positions held

Director, Hall Mark Consulting Services Pty Ltd t/a 5PConsulting 2009-2016
 Partner Deloitte Darwin –2001 - 2009
 Partner & Manager Deloitte PNG 1999 – 2004
 Manager Internal Consulting & Project Management) Unit Anglo American Farms Limited, South Africa
 Financial Accountant De Beers Consolidated Diamond Mines, Namibia

Community & volunteer commitment

- Adjudicator Telstra Business Awards 2012-2016
- Presenter CPA Conferences and professional development sessions
- Past Chair corporate reporting Awards
- Past Treasurer Squash NT
- Regular volunteer and provision of advice to Management Committee of Darwin Off Road Cyclists

Expertise

Business strategy and planning	Program assessment/reviews
Profit improvement	Organisational assessment/reviews
Business growth initiatives	Efficiency reviews
Financial modelling and forecasts	Internal Auditing
Governance support and training	Business coaching

