



AGENDA
ORDINARY MEETING
WEDNESDAY, 7 MARCH 2012

Notice is given that the next Ordinary Meeting of Tiwi Shire Council will be held on:

- Wednesday, 4 April 2012 at
- Wurrumiyanga Office
- Commencing at 10:00am

Your attendance at the meeting will be appreciated.

Alan Hudson
Chief Executive Officer

AGENDA

1 WELCOME & APOLOGIES

- 1.1 Welcome
- 1.2 Present
- 1.3 Apologies
- 1.4 Leave of Absence
- 1.5 Declaration of Interest of Members or Staff
- 1.6 Confirmation of Previous Minutes

Ordinary Meeting - 25 January 2012

2 BUSINESS ARISING

Nil

3 CORRESPONDENCE

- 3.1 CONFERENCE - ATTENDANCE AT THE NATIONAL GENERAL ASSEMBLY OF LG (NGA) AND AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT 3

4 GENERAL BUSINESS

Nil

5 REPORTS FOR INFORMATION

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7 NEXT MEETING

Wednesday, 4 April 2012

CORRESPONDENCE

ITEM NUMBER	3.1
TITLE	Conference - Attendance at the National General Assembly of LG (NGA) and Australian Council of Local Government
REFERENCE	95777
AUTHOR	Alan Hudson, Chief Executive Officer



Correspondence relating to upcoming Conferences and forum's is provided to Council for information

BACKGROUND

A letter was received advising an upcoming event of the National General Assembly of Local Government (NGA) on 17 to 20 June 2012.

The Theme for this year is:

- "Infrastructure" allows delegates to focus on the local and community infrastructure provided by local government and seeks to develop innovative ideas for the provision of this infrastructure now as well as into the future;
- "Planning" recognises the important role local government plays in planning for local communities. It asks delegates to consider how best to provide this critical role and the impact it has on shaping the future of communities in Australia; and
- "Services" refers to the wide range of services provided by local government and the need to ensure the delivery of these services caters to the needs and opportunities in Australia's diverse communities.

RECOMMENDATION:

- a) That Council note and receive this correspondence**
- b) That Council elect participants to attend this conferences**

ATTACHMENTS:

- 1 Letter - ALGA - Invitation to National General Assembly of Local Government - 27.02.2012 v2.pdf

AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION

27 February 2012

RECEIVED
29 FEB 2012BY: Tiwi Islands Shire Council
PO Box 104
PARAP NT 0810

To the Mayor, Councillors and CEO,

I am writing to invite you to attend this year's National General Assembly of Local Government (NGA) in Canberra from 17 – 20 June 2012.

The theme for this year's NGA is *'National Voice, Local Choice – Infrastructure, Planning, Services'*.

The three elements of the theme allow us to explore the key priorities and challenges facing local government and our local communities and how we work with other levels of government:

- 'Infrastructure' allows delegates to focus on the local and community infrastructure provided by local government and seeks to develop innovative ideas for the provision of this infrastructure now as well as into the future;
- 'Planning' recognises the important role local government plays in planning for local communities. It asks delegates to consider how best to provide this critical role and the impact it has on shaping the future of communities in Australia; and
- 'Services' refers to the wide range of services provided by local government and the need to ensure the delivery of these services caters to the needs and opportunities in Australia's diverse communities.

Enclosed is the NGA Registration Brochure which contains full details of the program, business agenda and associated events.

You will see from the program that this year's NGA will be critically important in driving the local government agenda at the national level and influencing federal government policy. The Minister for Regional Australia, Regional Development and Local Government, the Hon Simon Crean MP and the Shadow Minister for Regional Development, Local Government and Water, Senator Barnaby Joyce have already confirmed they will address the NGA.

The Prime Minister, Leader of the Opposition, Minister for Health and Leader of the Greens have also been invited to address the 2012 NGA.

8 Geils Court Deakin ACT 2600
ABN 31 008 613 876PHONE 02 6122 9400
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WEB www.alga.asn.au

Your council's involvement in the NGA is vital to assist ALGA to maintain the renewed focus on local government and to drive improved outcomes for local government at the national level. A number of important policy motions will be debated at the NGA and it is essential that every council is represented in these debates and is able to have its say.

I look forward to seeing you in Canberra.



Mayor Genia McCaffrey
PRESIDENT

REPORTS FOR INFORMATION



ITEM NUMBER	5.1
TITLE	Tiwi Education Engagement and Governance Project 2011
REFERENCE	95707
AUTHOR	Pauline Corpus, Executive Officer

Presentation by Daniel Suggit on a Common Vision for Education

BACKGROUND

Daniel Suggit is a Managing Partner of Local Knowledge Pty Ltd – the company is sourced by Government Departments to do community consultations and provide advice to Government.

Other team members involved in this project are Marius Puruntatameri and Mary Elizabeth Moreen – Cultural Facilitators

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

Seeking input from community stakeholders

RECOMMENDATION:

That the Board receive and provide feedback on the Tiwi Islands Education future

ATTACHMENTS:

- 1 Tiwi Education Engagement and Governance Project 2011.pdf

Tiwi Education: Engagement & Governance Project 2011

Project Overview

Aim:

To engage parents and the Tiwi community around a common vision for education, and to receive feedback from this group on how they might want to contribute to an ongoing conversation concerning education across the islands.

A community engagement team will meet with parents, community members and educators to discuss issues of educational leadership and governance, education provision and delivery and to develop an effective governance model for Tiwi parents and community members to be represented on and provide input to, a future whole-of-Tiwi education body.

This project has support from the NT Department of Education (NTDET), the NT Catholic Education Office (NTCEO), the Tiwi College and the Australian Government (DEEWR).

Key questions for parents and community members:

1. **How do you want a voice in education for you, your family and your community?**
2. **How do you want to give your input about education?**
3. **How do you want to receive information about education?**
4. **How do you want to be represented in ongoing discussions about education across the Tiwi Islands?**

Communities: Wurrumiyanga, Wurankuwu, Milikapiti & Pirlangimpi.

Key Stakeholders: parents, community members and educators.

Team: Marius Puruntatameri, Mary Elizabeth Moreen (cultural facilitators) & Daniel Suggit (project facilitator); Daniel's contacts
mobile: 0409 094 005; *skype:* daniel.suggit; *email:* ds@localknowledgent.com.au

Timeframe:

Week 4: Bathurst consultations: Wurrumiyanga + Wurankuwu **31 Oct - 4 Nov**

Week 8: Melville consultations: Milikapiti, Pirlangimpi + Pickertaramoor **28 Nov - 2 Dec**

Outcomes: A stakeholder engagement report which includes a proposed governance model for a future whole-of-Tiwi Education body.

Funding: Australian Government (DEEWR) PaCE (Parental & Community Education) program

The PaCE Program is a community driven program which focuses on the development and implementation of creative and innovative approaches to improve the educational outcomes of Indigenous school students through enhancing Indigenous parental engagement with schools and education providers. The PaCE Program supports Indigenous families and communities to 'reach-in' to schools and education providers and to develop partnerships with them with the aim of enhancing their children's educational outcomes.

REPORTS FOR INFORMATION



ITEM NUMBER	5.2
TITLE	Community Services Report
REFERENCE	94737
AUTHOR	Rosanna De Santis, Director of Corporate and Community Services

Background

The Community Services Directorate encompasses the areas of Sport and Recreation, Women's Services, Youth Service, Children's Service, and Facilities Management.

The month of January was a busy month as we resumed business following special leave for the Christmas and New Year festive period, and the first ordinary meeting saw the creation of another position within Shire, that falls within this directorate, being the Facilities Management.

Strategic Planning

Identified weaknesses are;
Supervisors lacking skills.
Poor communication.
Unreported absences.
Damaged buildings.
No equipment for specific services.
Deficient facilities lacking IT capacity.
Misaligned portfolios

The weakness of poor attendance continues to present as issue for this directorate. The protocols of verbal warning, written warning and dismissal are being adhered to so that our employees are aware that attending work and actively working can prove beneficial to the community and themselves.

Supervisors are being given direct one-on-one advice to better equip them with the management of HR matters/issues, however this advice is yet to prove effective.

No equipment for specific services continues to see the lack of sports and recreational equipment at Wurrumiyanga.

Facilities that were lacking an IT capacity (Milikapiti Crèche) have been resolved, but there is a need for the same type of facility to be functioning from the Sport and Recreation Hall so that the new Regional Manager can operate from it.

Identified opportunities are;
Receipt of additional funding
Staff Training across a range of skills/knowledge.
Higher Duties.
Embrace cultural practices and create community involvement.
Implement change to restructure our Directorate.
Develop protocols for current day-to-day practices.

No additional funding has been received in this directorate, although a number of applications are pending, including Local Community Campaigns (LCC) Programs, and Respectful Relationships.

New applications are to be submitted, they include CTG, ISARP, and Corrections (A New Era in Corrections)

Higher duties have been offered to staff in the Children's Service area, whilst the regional manager has taken annual leave.

Tiwi language is spoken on occasion in the workplace, providing better understanding amongst Tiwi employees.

Change and restructure has occurred in this directorate, and we are optimistic of an improved facilities management capacity of our pools, ovals and recreation halls.

Sport and Recreation:

Mick Rees (formerly of NT Cricket) was appointed to the position of Regional Manager and he commenced work on 23 January 2012.

The Sport and Recreation teams provided support to the Vacation Care Workers through coordinated delivery and supervision of activities at recreation halls, ovals and pools.

Women's Services:

The women's centre at Pirlangimpi and Milikapiti continue to function with limited activities. The centre at Wurrumiyanga remains closed awaiting repairs.

Youth Services:

Formal Youth Referrals

Family conferences and agreements have been completed. 1 youth completed YDU program.

Update - 24/01/2012 – No current formal Police referrals as at 24/01/2012.

Update - 24/01/2012 - Meeting held with Wurrumiyanga Police 23/01/2012. Twenty three youth from Wurrumiyanga referred to TYDU by Wurrumiyanga Police for Youth Program. Conferencing with youths, families and skin Group leaders to commence week commencing Monday 30/01/2012.

CSO Referrals

TYDU is receiving young people referred from the Courts on Community Service Orders.

Update - 24/01/2012 - Four CSO's currently undertaking CSO program through TYDU.

Community Court Referrals

Update - 24/01/2012 – Due to inadequate and inappropriate legislation all community court sessions have been postponed indefinitely. TYDU Manager will be informed once new legislation has been passed in parliament allowing community courts to continue.

Children's Service:

Childcare/Crèche

To respond to childcare needs on the Tiwi Islands.

To provide Early Childhood programs for children aged 0 to 8 years old.

To provide a safe and caring environment in which children have the opportunity to develop their skills in the areas of child development.

To provide programs that encourages and welcomes parents and the communities participation.

To recognise the cultural background of the children, and to facilitate culture through programs, parents, families and community.

Outer School Hours Care:

To provide Outer School Care program for children on the Tiwi Islands during the school terms.

To provide age appropriate activities that create opportunity to develop their skills in the areas of child development for children aged 9 to 12 years old.
To provide a safe and caring environment in which children can develop positive relationships.
To provide activities that encourages and welcomes parents and the communities participation.
To recognise the cultural background of the children, and to facilitate culture through programs with parents, families and community engagement.

Vacation Care:

To provide a holiday program for the children on the Tiwi Islands during the school holiday period.
To provide age appropriate activities that promote the development in the areas of child development for children aged 5 to 13 years old.
To provide activities that encourages and welcomes parents and the communities participation.
To recognise the cultural background of the children, and to facilitate culture through programs with parents, families and community engagement.

Visitors and Meetings:

Milikapiti: Childcare Health Clinic Nutritionist (Millie) – Mum’s & Bubs Thursday 09/02/12 – and we will be having a Mum’s & Bubs club on Thursday on a weekly basis.
Wurrumiyanga: No visitors during the month of January.
Pirlangimpi: Childcare-Health Clinic Nutritionist (Millie) & diabetic instructor Gaynor – They will be conducting information sessions for our families. They will also be conducting nutrition sessions for our staff at all of our centres for all programs.

Interaction with Councillors, particularly portfolio responsible members: I have had several discussions with Teresita Puruntatameri & Kathy Tipungwuti regarding their engagement within Children’s Service. I have yet to have that discussion with Henry Dunn & Raelene Mungatopi, but when we conduct audits for each Children’s Service program we will have a each community councillor conducting the audit with myself and a parent involve in this process

Facilities Management:

New position to the Community Services Directorate. New employees are Katie and Warwick Westmore, they commenced on 13 February 2012.

Financial Variances to Budget

Funding from Prime Minister and Cabinet provided to the TISC in the amount of \$130,000.00, will result in overspend of approximately \$20,000.00, this overspend cannot be avoided as the funding provides for the employment of a Sport & Recreation Manager, and some program costs.

DEEWR funding for Children’s Services areas will remain steady and on-track, with an expected variation in March, before the 30 June date, so that the employment of a part-time cook can be made.

Fees & charges were suggested for inclusion at the January special meeting.

Sport and recreation Halls have been assessed for repairs/refurbishments, with CTG funds allocated to them to improve facilities.

No additional funding has been received in this directorate, although a number of applications are pending, including Local Community Campaigns (LCC) Programs, and Respectful Relationships.

New applications are to be submitted, they include CTG, ISARP, and Corrections (A New Era in Corrections).

Human Resources

There are no positions vacant in the Community Services Directorate, however, a change in hours for currently existing staff has revealed an opportunity to employ a further two staff in the sports and recreation area. These two new staff members will be located at Wurrumiyanga.

The reporting director had 4 days on annual leave to participate in the National Indigenous Cricket Carnival – Imparja Cup.

The monthly Community Services Manager's Meeting did not occur in the month of January due to some staff continuing annual leave..

Training for the manager of Youth Services and Children's Services continues. The qualifications is;
Cert IV in Training & Assessment, and
Degrees in Law and Early Childhood – Education.

The reporting Directors regularly meeting with external agencies, in particular;
NT Police regarding Recruitment, Cultural Awareness and Youth Diversion.
Red Cross regarding school holiday programs and youth activities.
NTRETAS regarding sports and recreation business area.

Visitors and Meetings

Nil

Events

Nil

Key Performance Indicators

Performance Reporting – We had identified that this indicator was poor and proving to be detrimental to future funding applications. Performance reporting has improved due to the clear and open lines of communication with finance section and managers, thus allowing reporting to be accurate and timely.

Funding Applications – We identified that there was ambiguity in relation to who 'writes' the applications, and there was little clarity on who 'managed' the reporting after successful grants were given. Again communication has seen a clear understanding and managers in collaboration with TISC grants officer will develop a funding application for review by the CEO prior to submission.

Communication – We identified this indicator was very poor, but through a consistent and encouraging approach all staff in this directorate are appreciating open communication.

Staff Development – This indicator has been identified as poor, and the contributing factors are poor training providers and lack of self motivation by staff. To overcome the training providers issue we have sought alternative training providers through TITEB.

Developing Clear Schedule of Activities – This indicator was identify as 'needing improvement' in the children & youth services and sports and recreation areas. The rational for improvement was that our children/youth were being treated well, but with ad-hock

activities. Developing a calendar of events is providing more structure and the community is becoming more aware of activities on a monthly basis.

Issues / Options / Consequences

Nil

Consultation and Timing

Monthly manager meetings are held in this directorate, and whilst there was no December or January meeting, a February meeting was held on Wednesday 15 at Wurrumiyanga. It was an opportunity to welcome the new facilities managers into their positions and the community.

The new employee will be brought to next council meeting for introduction.

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



ITEM NUMBER	5.3
TITLE	Corporate Services January 2012
REFERENCE	94309
AUTHOR	Shelley Davis, Deputy Director Corporate Services

Monthly report for Corporate Services, as part of the Corporate and Community Services Directorate

BACKGROUND

Corporate Services encompasses the Office operations in each community, Record Management, IT and Communications, Events Management, Fleet Administration and Business Development.

Corporate Services / Administration:

Pirlangimpi

The office here provides ongoing bookings and support for Travel Services, however this is being hindered by short lead times. All Directors are requested to remind Managers and Staff that a minimum one week notice is required for movement requisitions and travel requests to be actioned.

Preparations for the upcoming Shire Council Elections are underway, with notices on display and nominations to be received through the office.

The office fax machine is operating again after an extended issue sending and receiving faxes.

A request for building repairs and maintenance has been lodged with our Building Services area to fix leaking that occurred during recent heavy rains.

Milikapiti

Preparations for the upcoming Shire Council Elections are underway, with notices on display and nominations to be received through the office.

Many complaints are being received from Community residents regarding the fuel bowsers continually breaking down or not working properly.

Centrelink has finalised their move to the Territory Housing building, easing the workload for Shire office staff.

Wurrumiyanga

Preparations for the upcoming Shire Council Elections are underway, with notices on display and nominations to be received through the office.

All staff have returned to work after the festive season with renewed enthusiasm.

Records Management

Acknowledgement and thanks must be given to our Receptionist/Records Officer Bryony Shadforth for maintaining and doing an excellent job with the Parap office and being a helping hand. Everyone is amazed with her assistance and willingness to work and regularly complemented by other office staff. This is of particular note, as this role is her first ever paid employment.

IT and Communications

EWASTE:

Tiwi Shire is gradually accumulating e-waste from computers, printers, printing cartridges, screens etc. As previously noted, e-waste should not be buried or burnt in landfill. If possible we need to be shipping the waste back to the mainland perhaps every 6 months.

TELSTRA BILLING:

Some small successes here. We now have all the Shire mobile phone services on the same \$130 plan, and all turbo modems on the same \$49 plan, with shared data across all services. This means that we should never have any excess data fees, and possibly, no excessive phone bills. We are still continuing to address some billing issues from last year.

CITRIX UPGRADE

CouncilBIZ are in the process of upgrading our Citrix servers from 32 bit to 64 bit. We were to be upgraded on the weekend of Feb 11 and 12, but it has been delayed to the weekend of Feb 18 and 19.

Events Management

The Organised & cancelled Australia Day Celebrations and Citizenship ceremony was organised but cancelled due to weather. Citizenship Ceremony has been re-scheduled to coincide with the next Council meeting on March 7

Research was conducted in providing a web cast of the Tiwi Islands Football Grand Final. Unfortunately the upload speed (512kbps) and contention rate (number of concurrent internet links and mobile phone calls) both mean that a webcast is not practical at this time.

Currently researching Tiwi Islands Grand Final being broadcast with ABC and HG Nelson *Grand Stand* on ABC radio

Organised Article and Interview *Off the Leash* re Grand Final and Art sale

Co-ordinated presentation of Tiwi Islands Dancers opening event Bombing of Darwin Celebration to take place at TIO Stadium on Sat Feb 11

Advice and assistance to Mayor & councillors re Tiwi invitations and Tiwi Cultural presence at Bombing of Darwin events

Liaise with Minister Scrymgeour and McCarthy, Mayor of Darwin re Tiwi issues and appearances

Fleet Administration

Role development for these new positions remains ongoing, Currently, tasks are being carried out as requested by Directors, however ongoing checklists and responsibilities are underway.

Business Development

The compilation of the 2012/13 Shire Plan is underway. A Business Planning workshop will be scheduled for March to ensure all Managers and Directors have input into the Plan.

Strategic Planning:

Corporate Services / Administration:

Staff shortages across the board remain an issue – either through current vacant positions, or through absences from the workplace. These are addressed on a case by case basis.

Records Management

The current workload is high with archiving not only for hard copies, but electronic documents.

All tasks have been allocated and prepared for the system upgrade on the 17th Feb 2012.

A proposal has been submitted in regards to extending the current Services Agreement with L12, and also to upgrade InfoXpert Licences.

IT and Communications

ICT still struggles with a slow chain of supply and less than best practice support from providers and suppliers. Telstra is a prime case of less than best practice service.

Events Management

The Business Plan has had a marketing section added to it for a recent application to Tourism NT.

Fleet Administration

As this is a new area for Corporate Services, the function will be added into the Business Plan at the next quarterly review.

Financial Variances to Budget:

The finalised Corporate Services Budget will be completed by the end of February.

Fees and charges document has been finalised and ratified by Council. Bookings for meeting rooms are being received on a regular basis, with good use of the electronic booking systems by all Admin areas. Please do book meeting rooms with Office Managers when required.

ITC Manager continues to work with CFO to identify full cost recovery from each Independent Business Unit across the Shire.

Events Management

Applications that have been written and submitted include:

ICS - \$84K

Tourism NT - \$15K

Festival Australia - \$48K

Applications to be written are:

Community Benefits fund = \$5k

Arts NT x 3 applications – Skills development, Community Festivals and Projects

Others: Local Government, Closing the Gap, Special Purpose, ABA and Dept Immigration – Diversity and Social Co-hesion.

Awaiting confirmation from CDU on the contemporary Music Course delivered on Tiwi as a lead in to the Festival.

Human Resources:

Corporate Services / Administration:

Wurrumiyanga

The majority of staff returned after special leave on 6th January, with Cheryl returning on 16th January, Boniface on 23rd January and Sally still on leave.

Following the tragic accident involving Boniface Jnr. Alimankinni on 22nd January, reception duties have been shared among remaining staff. A temporary staff member will be recruited to cover the tasks required.

Whilst the front office was originally placed out of bounds, the area can now be utilized in a restricted manner with permission from senior community members.

Pirlangimpi

No significant HR issues to report.

Milikapiti

Alice Williams resumed the position as Office Manager from her dual role in late January, when Mick Rees took up the position as Regional Sport and Recreation Manager.

One female office staff member was counselled after failing to return to work after lunch, instead electing to attend a card game.

Several verbal and written warnings have been given for non attendance and leaving the workplace without permission. This will continue to be monitored and managed through Human Resources.

Records Management

Annual Leave:

Maina Brown will request 2 weeks leave in April.

Personnel Performance Evaluation
PPE for Bryony is due for review, and a traineeship in administration will be offered to Bryony at this time.

IT and Communications

While Grace Young has been an invaluable inclusion into our ICT services at the Shire, she has some issues with attendance and continual interference from home life issues which impact badly on her capacity to perform well in the job.

Training will be conducted in February with Denise Officer (Events Manager) in editing and administering the Shire Website. Grace Young (IT Officer) will also be trained.

Events Management

Web training to be conducted in February.

Business Development

Performance Reviews are underway.

Fleet Administration

Cheryl Lee Whiting (Pirlangimpi) and Darryl Daniels (Milikapiti) have been appointed to the role of Fleet Officer.

Visitors and Meetings:

Records Management

Records Manager will be visiting the Bathurst Islands on 13th Monday and 14th Tuesday Feb 2012 for archiving and also transferring of archived boxes for secondary storage to Iron Mountain.

Records Manager will meet with Angie Mayo from L12 to discuss work plan and service charter, to help both of us to understand who is responsible for what.

With Pauline Corpus leaving the Shire, Records Manager will be conducting handover from 27th Feb and performing higher duties until that position is filled.

Events Management

Invitations have been received to attend a remote festival networking meeting on 21 & 22 March at Mount Bundy Station. Funding exists for 2 Tiwi delegates only who were integral in the festival development, and the Events Manager will be in attendance.

Pacific Indigenous Tourism Conference Darwin 28 – 30 March 2012. This may be attended, pending the outcome of the current funding submission to Tourism NT.

Events:

Notices to be published on InfoXpert Home page for everyone view. I would like for all users to use this as a homepage.

Key Performance Indicators:

IT and Communications

All mobile phones are now on the same plan, and all turbo modem services have a shared data plan. It is anticipated that our Telstra bill, currently between \$16,000 and \$18,000 per month could be pushed down to around \$15,000 per month. This is a significant improvement on two years ago, when the bills were close to \$25,000 per month.

IT Services have been costed at approx \$20,000 per staff member per year. This will be filtered into all budgets across each Independent Business Unit to enable cost recovery where possible.

ICT will compile an IT 'Go Kit' in the next three months. This will contain a laptop, a projector, network leads, power leads, a power board, and any other ICT materials required for a staff member to be able to travel for training or a conference. Most of this is already owned by the Shire, but will be logged and made more readily transportable.

Records Management

As a result of return trips to Bathurst Island, all archiving has been completed within a timeframe. All archived boxes can now be transferred to Iron Mountain for secondary storage.

Electronic archiving remains ongoing. At the moment we are low in resources and also training. Will be seeking assistance from Angie Mayo (L12) sometime soon before Denise Grigg leaves.

Infopert File structure – This requires review and will need to be discussed with directorates and also Angie Mayo from L12. All documents libraries will eventually set as financial year not calendar year to its easy for destruction. Will also need approval before action.

ISSUES/OPTIONS/CONSEQUENCES

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The current workload is high with archiving not only for hard copies, but electronic documents.

All tasks have been allocated and prepared for the system upgrade on the 17th Feb 2012.

A proposal has been submitted in regards to extending the current Services Agreement with L12, and also to upgrade InfoXpert Licences.

IT and Communications

ICT still struggles with a slow chain of supply and less than best practice support from providers and suppliers. Telstra is a prime case of less than best practice service.

Events Management

The Business Plan has had a marketing section added to it for a recent application to Tourism NT.

Fleet Administration

As this is a new area for Corporate Services, the function will be added into the Business Plan at the next quarterly review.

Financial Variances to Budget:

The finalised Corporate Services Budget will be completed by the end of February.

Fees and charges document has been finalised and ratified by Council. Bookings for meeting rooms are being received on a regular basis, with good use of the electronic booking systems by all Admin areas. Please do book meeting rooms with Office Managers when required.

ITC Manager continues to work with CFO to identify full cost recovery from each Independent Business Unit across the Shire.

Events Management

Applications that have been written and submitted include:

- ICS - \$84K
- Tourism NT - \$15K
- Festival Australia - \$48K

Applications to be written are:

- Community Benefits fund = \$5k
- Arts NT x 3 applications – Skills development, Community Festivals and Projects
- Others: Local Government, Closing the Gap, Special Purpose, ABA and Dept Immigration – Diversity and Social Co-hesion.

Awaiting confirmation from CDU on the contemporary Music Course delivered on Tiwi as a lead in to the Festival.

Human Resources:

Corporate Services / Administration:

Wurrumiyanga

The majority of staff returned after special leave on 6th January, with Cheryl returning on 16th January, Boniface on 23rd January and Sally still on leave.

Following the tragic accident involving Boniface Jnr. Alimankinni on 22nd January, reception duties have been shared among remaining staff. A temporary staff member will be recruited to cover the tasks required.

Whilst the front office was originally placed out of bounds, the area can now be utilized in a restricted manner with permission from senior community members.

Pirlangimpi

No significant HR issues to report.

Milikapiti

Alice Williams resumed the position as Office Manager from her dual role in late January, when Mick Rees took up the position as Regional Sport and Recreation Manager.

One female office staff member was counselled after failing to return to work after lunch, instead electing to attend a card game.

Several verbal and written warnings have been given for non attendance and leaving the workplace without permission. This will continue to be monitored and managed through Human Resources.

Records Management

Annual Leave:

Maina Brown will request 2 weeks leave in April.

Personnel Performance Evaluation
PPE for Bryony is due for review, and a traineeship in administration will be offered to Bryony at this time.

IT and Communications

While Grace Young has been an invaluable inclusion into our ICT services at the Shire, she has some issues with attendance and continual interference from home life issues which impact badly on her capacity to perform well in the job.

Training will be conducted in February with Denise Officer (Events Manager) in editing and administering the Shire Website. Grace Young (IT Officer) will also be trained.

Events Management

Web training to be conducted in February.

Business Development

Performance Reviews are underway.

Fleet Administration

Cheryl Lee Whiting (Pirlangimpi) and Darryl Daniels (Milikapiti) have been appointed to the role of Fleet Officer.

Visitors and Meetings:

Records Management

Records Manager will be visiting the Bathurst Islands on 13th Monday and 14th Tuesday Feb 2012 for archiving and also transferring of archived boxes for secondary storage to Iron Mountain.

Records Manager will meet with Angie Mayo from L12 to discuss work plan and service charter, to help both of us to understand who is responsible for what.

With Pauline Corpus leaving the Shire, Records Manager will be conducting handover from 27th Feb and performing higher duties until that position is filled.

Events Management

Invitations have been received to attend a remote festival networking meeting on 21 & 22 March at Mount Bundy Station. Funding exists for 2 Tiwi delegates only who were integral in the festival development, and the Events Manager will be in attendance.

Pacific Indigenous Tourism Conference Darwin 28 – 30 March 2012. This may be attended, pending the outcome of the current funding submission to Tourism NT.

Events:

Notices to be published on InfoXpert Home page for everyone view. I would like for all users to use this as a homepage.

Key Performance Indicators:

IT and Communications

All mobile phones are now on the same plan, and all turbo modem services have a shared data plan. It is anticipated that our Telstra bill, currently between \$16,000 and \$18,000 per month could be pushed down to around \$15,000 per month. This is a significant improvement on two years ago, when the bills were close to \$25,000 per month.

IT Services have been costed at approx \$20,000 per staff member per year. This will be filtered into all budgets across each Independent Business Unit to enable cost recovery where possible.

ICT will compile an IT 'Go Kit' in the next three months. This will contain a laptop, a projector, network leads, power leads, a power board, and any other ICT materials required for a staff member to be able to travel for

training or a conference. Most of this is already owned by the Shire, but will be logged and made more readily transportable.

Records Management

As a result of return trips to Bathurst Island, all archiving has been completed within a timeframe. All archived boxes can now be transferred to Iron Mountain for secondary storage.

Electronic archiving remains ongoing. At the moment we are low in resources and also training. Will be seeking assistance from Angie Mayo (L12) sometime soon before Denise Grigg leaves.

Infoxprt File structure – This requires review and will need to be discussed with directorates and also Angie Mayo from L12. All documents libraries will eventually set as financial year not calendar year to its easy for destruction. Will also need approval before action.

CONSULTATION & TIMING

RECOMMENDATION:

That Council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	5.4
TITLE	Human Resources Report to 31 January 2012
REFERENCE	94417
AUTHOR	Marilyn Harris, Human Resources Manager



Human Resources Report for Information

BACKGROUND

A report on all functions of the Human Resources area.

Strategic Planning:

- *Need for continued and repeated training* – Marilyn attended a Senior First Aid course and recently upgraded the TAA to the current TAE qualification. Sonia is undertaking her TAE. Michelle and Kathleen are enrolled for Indigenous Mentoring Training in March, Maureen will be undertaking training in the HR/Payroll system with CouncilBiz staff during February. All HR/Payroll staff will be undertaking training in the HR/Payroll system once the upgrade is completed.
- Marilyn, Shelley and Lynette are attending a 'Family Friendly Workplace' Conference in Melbourne in March, in line with achieving one of the three categories for the Council for Gender Equity Silver Award.
- *When CouncilBiz staff are on leave there may not be someone with required expertise* – CouncilBiz have developed a report which meets the reporting requirements for the Indigenous Workforce Mentoring funding we are receiving over the next three years.
- They continue to work with us to resolve system issues as they arise
- *Regular training schedule including cultural awareness, induction, WHS, First Aid not yet in place* – A training schedule is being developed with six regular sessions being held twice a year. To facilitate this offering we will be using staff who have or are undertaking training in TAE, in each community to cut down on travel and also to spread the load. Materials will be developed and used for each session. The first course should commence in April.
- *Good relationship with Finance in areas of superannuation, PAYG, etc* – Marilyn will spend time in Parap in February to work with Finance on initial load of leave accruals which need to be checked for accuracies, and also ESO work hours/costings.
- No WHS incidents have been reported.

Financial Variances to Budget:

Not available.

Human Resources:

Advertised positions (external)

Assistant Director Infrastructure Services - Parap
Electrician/Trainer - Bathurst
Executive Officer - Bathurst
Civil Works Supervisor – Bathurst
Parks and Gardens Manager - Bathurst

Call for EOIs (internal)

A number of recruitment processes are underway currently, and new staff are arriving in February for the Bathurst Pool/Grounds and Facilities Managers across both islands for Sport and Recreation..

Key Performance Indicators:

Currency on HR records – being added/maintained as staff are appointed.. Payroll/HR system upgrade postponed again for a couple of weeks. Delivery of payroll is being hindered by timesheets not being submitted by 10am on Monday, or by not being correctly approved, but otherwise is working well with staff in each community entering timesheet data, with it coming together with Lana producing the reports for approval.

ISSUES/OPTIONS/CONSEQUENCES

N/A

CONSULTATION & TIMING

A

RECOMMENDATION:

That Council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



ITEM NUMBER	5.5
TITLE	Community Development
REFERENCE	95692
AUTHOR	Lawrence Costa, Director Community Development

Background

LIBRARIES.

This Report was compiled by Jacqueline Bourke and myself at Garden Point. For the month of January we had a total of 35 men, 41 women and 66 children used the facilities at Pirlangimpi. This all happened during the school holidays.

The Library seems to be functioning well at the moment, with some minor staffing issues but we seem to sort out the problems fairly quickly.

Most of our clients use the service mainly to do internet banking and to go online to research things.

From reports I get from Milikapiti is that Naomi Brown is doing fine. I have not been able to visit and talk to Naomi this month due to funerals and the wet. I intend to spend more time over there.

CENTRELINK.

Milikapiti Centrelink has now relocated to the Housing office which is more central to the community. All IT is now connected down there. Pirlangimpi Dolores is collating Daily Stat Sheets for both sites, so in my next report we should be able to give councillors an insight into how many people receive centrelink payments and in what areas.

RIBS/BRACS.

Since the last meeting not much has changed. The ABC and SBS transmitters have not been working for the past month at Nguiu. David Daly Electrics are over there this week fixing the problem. Chris Smith is assisting with this. The other 2 sites seem to be running fine with no major problem.

NIGHT PATROL/COMMUNITY.

The Tiwi Shire Community Patrol Service assists communities to take responsibilities to prevent anti-social, harmful, destructive and illegal behaviours by offering community patrolling and safe transport to protect vulnerable people. Also follow up and mediation if needed.

Patrol or help supervise community event or sports & rec activities.

Pirlangimpi Community Patrol

Operational times: 4pm -11.36pm

Milikapiti Community Patrol

Operational times: 10am-12pm then 5.30pm-11pm

Wurrumiyanga Community Patrol

Operational times: 9am-12pm, 7pm-11.36pm & 7pm-2.36am

CDEP REPORT.

TISC CDEP in the past month have vastly improved their ability to offer services to participants by way of updating Personal files for each Tiwi person receiving Centrelink or CDEP assistance. Creating identification files, (100 points) for all locals in preparation for the Transition to Income support. Adopting correct office procedures and behaviours including

attendance and the creation of a central based Training Record for all CDEP staff and participants.

Strategic Planning

LIBRARIES.

One weakness is that there is no phone connection this has been reported to the Shire. There needs to more training for new staff coming on board.

Opportunity at the end of this month we have training with the department. To look at new systems. We will endeavour to bring Naomi from Milikapiti across for internal meetings or workshops on our Island.

One of the major threats is when some adults and children come to the Library being abusive and disrespectful.

CENTRELINK.

NIL

RIBS/BRACS.

As we know we have had many a problem with this program. Ranging from staff not attending work,transmitters not working and lack off interest to attract community members to work in this area.I feel that once we go to Digital Satellite transmission this will alleviate these problems.

Opportunities are there but we for the past 6 years just can not seem to get the persons or people in.May be in the future when the time is right it may work,but in the interim NO.

NIGHT PATROL/COMMUNITY.

S: Teams working well together.

W: Milikapiti night patrol still without an office & have been for the last 2-3yrs
Wurrumiyanga needs a bigger office with toilet facilities.

Patrollers without licences

O: MOU with Northern Territory Police.

T: No office for Milikapiti could mean the team performance will be affected.

CDEP REPORT.

Problems with Program Guidelines regarding Income Support participants continue to cause frustration for CDEP staff and confusion for everyone including DEEWR, Fahcsia and Job Services Providers. Government agencies are seeking resolutions to this problem. TISC CDEP can not solve the problem without changes to the guidelines.

Financial Variances to Budget

I have requested information from Finance since last Thursday, but not received the information prior to submitting this Report.

CDEP; TISC CDEP are attempting to control the Repairs and Maintenance costs due to the fact a lot of CDEP machinery and equipment is used by other functions of the shire. Therefore costs involved should be covered by those functions as TISC CDEP may not have an approved activity these days to warrant the use of such machinery or equipment. Quotes are being sourced to purchase two Lucas Sawmills for TISC CDEP to commence Sawmilling and Furniture making activities creating positions for twenty participants.

Human Resources

LIBRARIES.

*In all we have 2 fulltime staff based at Pirlangimpi. Brendan and myself are looking at separating the positions, so that 1 fulltime position can be based at Milikapiti. We have a total of 5 on CDEP and they are across both communities.

*Staff attendance is not a great issue, as both sites are small. I have been trying to organize meetings with each site and will continue to pursue in the new year.

*Training is planned for Milikapiti on 19th-21st March to deliver internet and Community Stories training for Library and community people. Pirlangimpi will receive their training on 26th-29th March.

CENTRELINK.

We still have 2 part-time staff at Milikapiti. Reports that I get back is that they are doing a fantastic job. Dolores is the only person based at Pirlangimpi on full-time.

RIBS/BRACS.

Currently there are 2 vacant positions 1 at Milikapiti and 1 at Nguiu. There are no CDEP participates in this area. We have only got funding for the next 5 months. We will not be advertising the positions.

CDEP REPORT.

Staff attendances have improved immensely at Wurrumiyanga, participants attendance is fair to good but could be a lot better with some sort of added incentive. TISC CDEP are continually talking with government agencies and others in respect of this. In the last month TISC CDEP have conducted two staff meetings addressing Utilisation and future directions. These meetings are proving very valuable because we are receiving input from everyone involved in running the program.

TISC CDEP have now filled all vacancies except the Mentors position at Milikapiti. Those appointments have improved the service to the community immediately.

Visitors and Meetings

RIBS/BRACS.

In the past month, whilst in Darwin Shelly, Martin and myself met with the Taskforce from Digital TV. The plan is that there will be a tendering process put out around March/April for the Satellite Scheme. Once the successful tenderer is chosen then the dishes will be in stalled on Tiwi around late July –September.

CENTRELINK.

Monthly from the Remote Service Team visit on a monthly basis.

CDEP REPORT.

Meetings between TISC CDEP, FaHCSIA, ICC, DEEWR and ITEC are now to be held monthly. The first of these meetings was held in late January where discussions regarding future Training courses and ensuring relevance to planned projects effecting Tiwi people. FaHCSIA and ICC will be visiting Tiwi on February 17th to conduct a site visit on each of the communities.

ITEC Training Coordinator visited Pirlangimpi last week to finalise preparations for a Horticulture Course which will include the construction of the nursery. This course will involve 15 participants at Pirlangimpi which will then be delivered at Wurrumiyanga involving another 20 participants, (10 male and 10 female).

Councillors Dunn and Rioli were involved in CDEP meetings held at Pirlangimpi in the past 2 weeks. I have tried to get other councillors involved but to no avail.

Events

CDEP. Discussions with Events manager will commence February 20th in preparation for the Music program and the Milimika festival which will this year be included in the approved activities for CDEP allowing much more participation over a much longer period.

Key Performance Indicators

NIGHT PATROL/COMMUNITY.

Patrols operating 6 days a week actively including Public holidays and after hours if urgent Data collected for number of people assisted recorded on a regular basis, but more from the Wurrumiyanga team would be good.

CDEP REPORT.

Utilisation figures are slowly increasing and when Training activities start TISC CDEP numbers look set to reach their highest since June 2011. Participants understanding of the current system has improved rapidly which makes it so much easier for CDEP staff to keep this happening

Issues / Options / Consequences

Nil

Consultation and Timing

Nil

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



ITEM NUMBER	5.6
TITLE	Infrastructure Report - M Waddington
REFERENCE	95697
AUTHOR	Martin Waddington, Director of Infrastructure and Shire Engineer

Background

Essential Service:

Currently there is no Manager to this business unit since Graeme Fegan left in 2011. Kerin has been away all of January on leave and Eamonn Thompsett and a contractor has been filling in for him during that time. Keith Bowen also took some time off in the first half of January. Shire has a contract to provide services to Power and Water. This is a three plus two year contract and we are currently in our fourth year. At this time we are reviewing the contract along side the budget to ensure the arrangements continue to be profitable to the Shire. The activity in Wurrumiyanga with respect to the SIHIP program has stretched our ESO's with additional work that has come about with connecting services (water supply, bore fields etc and power to the new subdivision.) Growth in Wurrumiyanga is impacting on ESO's time, for example more fuel is being delivered for power generation which in turn extends the delivery time therefore the ESO's. More bores are being sunk requiring more time required to inspect them all.

We are making improvements to our administrative procedures which should see an improvement in income against OOR work.

Civil Works:

Currently there is no Civil Works Manager. Henry Dunn who is Shires Civil Works Coordinator has been acting in this position.

Bathurst Island

Clean drains and reinstate Wurankuwu road washouts

Address water ponding on Puti drive.

Re-gravel of road past farm 100 meters

Push dump once a week

Lay gravel at bima wear and block drive way with logs and reinstate drain

Pot hole repairs

Melville Island

General tree removal along roadways.

Maintenance grading from 3 Ways to Roller Plains Turn Off, then grader back to Pirlangimpi for Major Service.

Pot hole repairs at Pirlangimpi

Car bodies removed at Milikapiti

Private work for Art Centre

Cleaned up Milikapiti barge landing

Scour reinstatement at Milikapiti "hill"

Civil Services:

See Managers report for details

Civil Services will be undergoing some changes shortly as the Manager will be moving into a governance role.

Building Services:

See Managers report for details

The main pressure here is the number of staff vacancies; currently electrician, carpenter, administration officer. Contractors are required to fill the gap mainly in the electrical area.

Housing Management Program:

See Managers report for details

Funding has started to roll in and the program has commenced firstly with advertising for the positions of Life Skills and Painters. It is noted that the painting position attracted more interest than the Life Skill position. Training is being organised also.

Strategic Planning

The following weaknesses were identified in the Infrastructure Strategic Plan

Hard to attract quality staff due to competition in the labour market:- For some trades this continues to be a problem e.g. electricians, but others not so e.g. carpenters

Transport costs are high:- Continue to seek the most cost effective means of freight given the limited competition and glut of work that is on offer from SIHIP work.

Roads are susceptible to extreme weather conditions making them impassable. Effects mobilisation of staff and equipment:- Staff have been addressing the basics of road maintenance such as good drainage. Also grants have been sought through the NT Disaster Resilience Fund to provide infrastructure at three sites which will reduce their susceptibility to flooding. The three sites are Malawu Road Culverts, Paru Bridge, Wurankuwu Road near the rubbish tip turn off.

Old and unreliable heavy equipment:- This was a big problem when there was a shortage of mechanics. This has been resolved now with three additional mechanics available across the business. This is a good start but Shire will need to keep updating their heavy plant so that we aren't operating them beyond their economic life.

Light vehicles are in poor condition:- Comments as above

Staff accommodation is at capacity:- Two new staff houses are due to commence construction at Pirlangimpi in February. Four single bed sitters (the Old Clinic) will be available end of February.

Working in Silos:- This still seems to be a problem. Department meetings will help to address this.

The following opportunities were identified in the Infrastructure Strategic Plan

Light vehicle repair services for external customers in Wurrumiyanga:- Yet to be pursued; mechanics are still occupied with Shires plant and machinery.

Provide vehicle inspection services:- Comments as above

Provide contractual services to outside organisations for civil works and building:- Shire has CAL accreditation and has provided a capacity statement to NT Government indicating its abilities to carry out government work should and when it becomes available.

User pay system for the barge handling facility:- This will form part of the new barge landing business plan. In the meantime improvements have been made to carrying out deliveries both to internal and external customers; this has seen an increase in income to Shire

Financial Variances to Budget

Financial data is starting to flow through. A more comprehensive analysis will be available for the following Council meeting.

For January there was no unexpected financial movements from the data we have..

Human Resources

The Director has been focusing on staffing issues in January, namely several resignations mainly in the Building Services area and a possible in Civil Works at Wurrumiyanga.

Attendances:- Good attendants by direct reports
Incidents:- Nil
Positions vacant:-Deputy Director, Project Officer, Painter (qualified and assistant), Life skill officers, Electrician, Carpenter and Admin
Recruitment:- James (Tim) May, mechanic began work, welcome Tim
Annual leave, leave coverage and proposed higher duties:- Adam Andrews will be away for two weeks commencing 13th February. Peter Reeve will be partially acting in Adams position
OH&S matters
Staff meetings conducted:- nil this month
Training conducted (including training outcomes) and personnel development:- Nil
Conferences or external meetings attended:- Nil
Travel (proposed and undertaken):- Nil

Visitors and Meetings

January was a short month. No visitors or meetings of note
As reported last meeting the Director will be attending a LGANT Environment and Transport Reference Group meeting on 23rd and 24th of February 2012.
The Director will also undertake White Card Training on the 2nd of February 2012

Events

NA

Key Performance Indicators

Issues / Options / Consequences

Consultation and Timing

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



ITEM NUMBER	5.7
TITLE	Civil Services
REFERENCE	95696
AUTHOR	Trevor Harris, Governance Manager

Background

Wurrumiyanga Civil Services manages the following areas:
Parks and Gardens including the golf course;
Waste Management including the Refuse tip;
Boat Shed;
Farm; and
Cemetery.

Parks and Gardens

During January, the Parks and Gardens team has completed the Nguiu Oval upgrade. This team has also been working on mowing and whipper snipping throughout the community.

New litter bins in the Wurrumiyanga business area will be installed over the next month and we need the cooperation of Nguiu residence to do the right thing and bin their rubbish.

The removal of all unwanted car bodies, and large unwanted domestic appliances such as refrigerators has commenced and this will continue through February weather permitting.

Waste Management

Cajetan Munkara and his assistant, Stuart is continuing to provide two services a week to residents.

As weather permits, work is continuing at the refuse tip preparing the area to enable staff to be permanently allocated to the tip to control the dumping of rubbish and commence recycling of unwanted items. Also, the erection of the dog compound at the refuse tip has commenced.

Boat Shed

The Murantingala will out of operation for approximately one week in February as it is required to have the yearly survey performed.

Farm

John Heath is continuing to sell bananas to the shop, schools and Age Care on a weekly basis. John has also been busy planting new bananas trees and controlling the weed problem caused by the wet season.

Strategic Planning

Weakness

Wurrumiyanga has a poor service delivery ethic.

This should be addressed with ongoing training of the Parks and Gardens team and the Waste Management team.

Financial Variances to Budget

Not Available

Human Resources

Attendances – Current full-time staff has only taken approximately 9 days sick leave between them in the past 5 months.

Incidents – Nil

Disciplinary matters – One employee spoken to for unauthorised absentees.

Positions vacant – Nil

Recruitment – Nil

Annual leave, leave coverage and proposed higher duties – One staff on leave in the past month

OH&S matters – All issues are being addressed as they arise. Additional safety gear being purchased as needed

Staff meetings conducted – regular weekly meetings take place to plan upcoming work

Training conducted and personnel development – I am currently undertaking a Certificate IV in Training and Assessment – Other staff members will be participating in a chemical weed poisoning course in near future. Fork-lift, Backhoe, and basic welding training will be offered to staff later in the year.

Conferences or external meetings attended – Nil

Travel (proposed and undertaken) - Nil

Visitors and Meetings

Nil

Events

Nil

Key Performance Indicators

1. Staffing of Wurrumiyanga Refuse Tip – Due March 2012 – In progress
2. Poor staff Attendance – Due Ongoing – Current full-time staff has only taken approximately 5 days sick leave between them in the past 3 months.
3. Better use of Farm Resources and Products – Due Ongoing – Have arranged to use plants and trees from the farm to beautify Wurrumiyanga now the Parks and Gardens team is established.
4. Review Playgrounds – Due December 2011 – To be commenced.

Issues / Options / Consequences

NA

Consultation and Timing

NA

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



ITEM NUMBER 5.8
TITLE Building and Construction Services
REFERENCE 95698
AUTHOR Adam Andrews, Housing Manager

Background

Work is underway for construction of the first of the kit homes at Pirlangimpi. Awaiting quotes on 2 bedroom staff houses. Site allocation is confirmed being Lot 282. Two African Mahogany trees require removal to make the site and future houses safe. LURF has been submitted to TLC accordingly. The last of kit home components to be shipped to Pirlangimpi early February. Consulted with Bill Toy (CDEP Manager) and at this time awaiting allocation of suitable CDEP staff so that they can commence work with us.

TISC Building Construction and Maintenance Services teams are currently working hard toward the acquittal of grants for Sports and Recreation and Dog Pounds in each community. Completion of the dog pound at Wurrumiyanga is imminent, however projects at Pirlangimpi and Milikapiti communities has stalled pending confirmation of approval for site allocation form TLC.

Territory Housing Job Requests for the month of January 2012

Performance (against Response Category)	No. of Jobs allocated	No. of Jobs completed
Immediate	89	73
Urgent	60	42
Routine (up to 40 days)	12	27
Total	161	142

Note: these figures are indicative as at the end of month and therefore do not include work in progress

Strategic Planning

Financial Variances to Budget

Human Resources

Staff resignations and recruitment:

To date an Electrician has not been appointed we have interviewed 1 but found him unsuitable. Until such time as a replacement is found Chris Strong is being contracted as needed.

A replacement Carpenter for Keith Boyle has been offered the position and has indicated that he can start in approx 3 weeks time (beginning of March).

We have received 5 applications for a Housing Admin Officer and interviews will take place soon. I am hopeful that a suitable replacement can be employed soon. At the moment the heavy work load is being spread between Lilly and Terri. Thanks girls for your efforts.

Leave:

I will be on annual leave 11/02/2012 to 27/02/2012. Wurrumiyanga Housing Team Leader Peter Reeve will be acting in my position during my absence, however I will remain contactable by work phone and email while on leave.

Visitors and Meetings

Nil

Events

Nil

Key Performance Indicators

Issues / Options / Consequences

Consultation and Timing

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



ITEM NUMBER	5.9
TITLE	Housing Management Environmental Life Skills and Painting Program
REFERENCE	95699
AUTHOR	Terri Sawyer, Environmental Health Skills and Administration Manager

Background

HMP and Painting position expressions of interest have been called and are closed. There has been a positive response to the painting positions with 7 applications received. I am confident that the qualified painting position and 2 trade assistants will be adequately filled.

The 7 Life Skills positions received not as much interest with 2 applicants from Pirlangimpi, 1 from Milikapiti and 1 from Wurrumiyanga. It is hoped that if one or two of the painting trade assistant applicants are not successful that I may be able to consider them for the Life Skills positions (at least one has skills in Environmental Inspections and one in Health Working). Due to lack of numbers in Milikapiti and Wurrumiyanga it may be necessary to readvertise.

Batchelor Institute trainers are due back from leave from the 6th February and upon their return the training program will be finalised and dates set for training.

The set up of the painting component is being finalised with colour selections, equipment and schedule in conjunction with Territory Housing and Shire staff.

Strategic Planning

Weaknesses

The potential weakness of staff recruitment is a possibility considering the lack of interest for the Life Skills component. Numbers of applicants was low in both Milikapiti and Wurrumiyanga. It may therefore be necessary to advertise for a second time..

Financial Variances to Budget

Progress payments will be forthcoming upon milestones achieved. The second progress payment of \$72,052 has been requested.

Human Resources

Expressions of Interest have been assessed and interviews and discussions are now being undertaken with interested parties.

Visitors and Meetings

Meeting scheduled to meet with Michael Spry from Batchelor Institute regarding the training of Life Skills staff on Friday 24th February, 2012. Purpose is to finalise training schedule for Life Skills staff-

Events

NIL

Key Performance Indicators

Engagement of employees

Expressions of interest have closed and applications assessed. Target date within 1 month of signing agreement. Agreement signed mid December. Due to the Christmas holiday season this target was not able to be met, however is underway and due for completion early February.

Number of employees who have completed or are engaged in training

Target date 1st March (assuming contract signed by 31st October 2011) - It is envisaged that training will be underway by early March even though contract was signed mid December.

Issues / Options / Consequences

NIL

Consultation and Timing

NIL

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER 5.10
TITLE Melville Island Workshops January 2012
REFERENCE 95700
AUTHOR Mark Pollard, Workshop Manager - Pirlangimpi



Background

All three workshops are working well the light vehicle workshop at Pirlangimpi has picked up a bit since Williams return, Snake bay is running smoothly. The heavy vehicle workshop has a constant flow of work. Would like to join the two workshops in Pirlangimpi mainly for financial reasons and ease of management. A couple of reasons are oh&s requirements and tooling it will be cheaper to re tool and comply one workshop than doubling up doing the two workshops.

Strategic Planning

See Bathurst mechanical workshop report

Financial Variances to Budget

Budget has not been finalized but a large amount of money needs to be spent on oh&s and tools, for example air conditioning tools, a computer scanner for all the modern vehicles, an eye wash and dump shower. Workshop first aid kits. I have spent \$2000 on the workshop Ute a winch and a canopy now we can carry parts in the back without them getting water damage

Human Resources

All Attendance has been good, would like to look at an apprentice for Snake bay and apprentice or yardman service truck driver for the heavy workshop. Working on oh&s requirements for all the workshops, I meet with William and Tenu on a regular basis to discuss any problems or any suggestions. Bill Cameron and I have just completed a first aid course.

Visitors and Meetings

I have spoken with Henry Dunn Regarding a meeting to discuss workshop affairs.

Events

Nil

Key Performance Indicators

Will have to wait for budget to be finalized to get the right figures on bookable hours then I will be able to set performance targets.

Issues / Options / Consequences

Nil

Consultation and Timing

Nil

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	5.11
TITLE	Minutes of the Pirlangimpi Local Board - held on 22 February 2012
REFERENCE	95821
AUTHOR	Pauline Corpus, Executive Officer



This report is to provide council with the Minutes of the 1st Pirlangimpi Local Board

BACKGROUND

This is the first meeting of the Pirlangimpi Local Board

ISSUES/OPTIONS/CONSEQUENCES

Item 2.1 – Issues to be Table – All tabled issues have been provided a response from the CEO

CONSULTATION & TIMING

RECOMMENDATION:

That Council receive and note this report for Information

ATTACHMENTS:

1 22_2_2012_Pirlangimpi_Local_Boards_Minutes.pdf



**MINUTES OF THE PIRLANGIMPI LOCAL BOARD MEETING HELD IN THE
PIRLANGIMPI COUNCIL BOARDROOM ON WEDNESDAY, 22 FEBRUARY 2012 AT
10:00AM**

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10.48am.
The CEO welcomed Board Member and guests.

1.2 Present

Chair: Regis Pangiraminni

Member: Anne Marie Puruntatameri (left 12.30), Irene Mungatopi, Andrew Orsto, Theresa (Louise) Burak, Theresa Bourke, , Carol Puruntatameri, John Vianni Tipungwuti,

Councillors : Emmanuel (Manyi) Rioli – Lynette De Santis

Officers: Alan Hudson (CEO), Lawrence Costa (Director), Rosanna De Santis (Director), Trevor Harris (Minute Taker), Pauline Corpus (Officer), Kevin Doolan (Manager)

Visitor: Kevin Pagiraminni (Community Member), Reppie Orsto (Community Member),

1.3 Apologies

Baylon Tipungwuti, Virgil John Puruntatameri, CR Pirrawayinga (M) Puruntatameri Alberta Puruntatameri

1.4 Leave of Absence

NIL

1.5 Confirmation of Previous Minutes

2 BUSINESS ARISING

2.1 NEW ISSUE TO BE TABLED

The Local Board Member are invited to table any local issue that is relevant to the shire functions

General Discussions: Local Issues :

- Basketball Courts – CEO advised that the Basketball Courts are in the Shire Plan to renew or upgrade also the Director of Community Services R De Santis advised that a recent submission has be submitted to establish a new building for

Minutes of the PIRLANGIMPI LOCAL BOARD MEETING held on WEDNESDAY, 22 FEBRUARY 2012 (Unconfirmed)

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- Sport and Rec at Pirlangimpi.
- Play Grounds – Require Upgrades – CEO advised that this was also in the Shire Plan.
 - Transport – CEO advised that there will be Calls for Expression of Interest to run a bus Service.
 - Water at Paru – The council will look at the possibility of installing a rain water tank for Drinking for Travellers between Communities.
 - Grand Stand – The council will look at the possibility of installing a grand stand at the oval.
 - Hearse – A hearse has been purchased and should be on the islands in a few weeks.
 - Dogs and Horses – Implementation of managing dogs and seeking authorisation to have Authorised Officers under the LG Act. – A Vet visit is already arranged for the 1st and 2nd of March.

RECOMMENDATION:

That the Pirlangimpi Local Board table any issue relevant to Shire functions that the Board wishes to bring to Council

3 GENERAL BUSINESS**3.1 APPOINTMENT OF THE CHAIR**

This report is to determine the appointment of the Chair of this Local Board

General Discussion – The Board recommended a Rotating Chair – Today's meeting Chair was Regis Pangiraminni

RESOLUTION

Moved: *Ann Marie Puruntatameri*
 Seconded: *Carol Puruntatameri*

That the Pirlangimpi Local Board nominate a Chair on a Rotational basis.

CARRIED

3.2 MINUTES FROM SKIN GROUP MEETINGS

This report provides information on Skin Group Meeting Minutes and to advise the Local Board how we use these minutes to communicate with the Shire Council

General Comments – Noted by Board – CEO explain the Communication processes

RESOLUTION

Moved: *John Vianni Tipungwuti*
 Seconded: *Theresa Louise Burak*

That the Pirlangimpi Local Board receive and note this report for Information

CARRIED

4 REPORTS FOR INFORMATION

Minutes of the PIRLANGIMPI LOCAL BOARD MEETING held on WEDNESDAY, 22 FEBRUARY 2012 (Unconfirmed)
 Page 2 of 3

Nil

5 REPORTS FOR DECISION

5.1 POLICY - LOCAL BOARDS

This report is to provide information to the local board members on the purpose and function for the Wurrumiyanga Local Board

General Comments:

RESOLUTION

Moved: Carol Puruntatameri

Seconded: Irene Mungatopi

That the Pirlangimpi Local Board endorse the attached draft Policy to be used as a guide for all board members.

CARRIED

5.2 LOCAL BOARD - CODE OF CONDUCT

This report is to provide a draft Code of Conduct for Local Boards

General Comments:

RESOLUTION

Moved: Irene Mungatopi

Seconded: Theresa Louise Burak

That the Board either endorse this code of conduct or request to develop their own code of conduct

CARRIED

6 Next Meeting

Wednesday, 18 April 2012

7 Closure

The meeting closed at 1:40pm.

REPORTS FOR DECISION

ITEM NUMBER	6.1
TITLE	Wurankuwu Community - Education Issue
REFERENCE	95708
AUTHOR	Pauline Corpus, Executive Officer



This report is written on behalf of Councillor Kathleen Tipungwuti – Wurankuwu Ward

BACKGROUND

Since May last year the NT Education Department has closed the school at the Wurankuwu Outstation.

ISSUES/OPTIONS/CONSEQUENCES

ISSUES:

Since the school has closed down, at least 30 people including parents and children have had to move the Wurrumiyanga to enable them to take their children to school and some parents have also had to send children to Darwin to receive the basis right of Education.

With families now living at Wurrumiyanga with other families the housing situation and social family relationship are becoming stressed. The impacts are as follows:

- Over crowding in some houses – 2 families living together
- Health Problems – skin diseases ect
- Financial Stress – Not enough food to maintain 2 families
- Social Family Problem – Arguments between families - where the Wurankuwu visiting family can be kick out of the house and then need to look for another place to stay with the children.
- Territory Housing – Now that there is limited housing to be allocated – Territory Housing will need to re – allocating families to suit the current situation for example: Where there are 2 persons living in a 3 bedroom house – there will need to be relocated to a 2 bedroom to make available appropriate housing for the right amount of persons.

OPTIONS:

- Re open the school and provide teachers
- Implement Electronic Schooling – School of the Air

To ensure social inclusion to the people that live in their homelands.

CONSULTATION & TIMING

RECOMMENDATION:

That Council assist the people of Wurankuwu by writing a letter of support to the Commonwealth Government - Minister of School Education, Early Childhood and Youth and to the Minister for Families, Housing, Community Services and Indigenous Affairs including the NTG Minister for Education and Training

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.2
TITLE	Correspondence Inwards from Traditional Credit Union (TCU)
REFERENCE	95803
AUTHOR	Alan Hudson, Chief Executive Officer



Presentation from Peter Baran. - Feasibility Studies to assess potential for establishing new TCU Branches here on the Tiwi Islands

BACKGROUND

An email was received on the 8 January 2012 from Peter Baran Project Manager for the ABA funded Business Expansion Program which the Traditional Credit Union (TCU) is currently embarking upon.

Peter will hold a presentation at the Tiwi Shire Council to seek feedback from Council on opening a new TCU Branches in each community.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Council to provide feedback to Peter

RECOMMENDATION:

That Council received and note this presentation and provide feedback to progress this matter.

ATTACHMENTS:

- 1 Letter - Traditional Credit Union - Feasibility Studies - 20.12.2011.pdf



9 Rowling Rd, Casuarina NT 0810

PO Box 40425, Casuarina NT 0811

www.tcu.com.au

Ph: 08 8999 0777 Fax: 08 8999 0788

ABN 50 087 650 922 AFSL 244255

20 December 2011

Mark Goode
Chief Executive Officer
Tiwi Islands Shire Council
PO Box. 104
Parap. NT. 0810

RE: Visits and Feasibility Studies to assess potential for establishing new TCU Branches

I am writing to advise you that the Traditional Credit Union (TCU) has been given ABA funding to commence a series of visits and feasibility studies during the new 2012 year on the possibility of opening-up new TCU Branch offices in the following communities within the Tiwi Island Shire:

- Wurrumiyanga (formerly Nguiu)
- Pirlangimpi (formerly Garden Point)
- Milikapiti (formerly Snake Bay)

We see this as an exciting prospect of being able to deliver Indigenous banking services within remote communities in addition to our already existing network of Branches employing local Aboriginal staff to provide "in-language" services and community-based financial mentors.

Please expect contact during January'2012 from our Project Manager-Business Expansion (Mr Peter Baran) who will be able to outline further our proposed expansion objectives.

We look forward to working with your Shire as you progress the Territory Growth Towns concept, particularly relating to Business and Economic Opportunities, to which we feel we can contribute.

Yours sincerely,

Cathy Hunt
Chief Executive Officer

REPORTS FOR DECISION

ITEM NUMBER 6.3
TITLE Credit Card Policy 2011 - Draft
REFERENCE 94315
AUTHOR Maina Brown, Records Manager



Policy report for decision.

BACKGROUND

There isn't any approved Credit Card Policy therefore this policy is seeking approval from council.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council note and approve for decision.

ATTACHMENTS:

1 Credit card policy 2011- draft.doc

POLICY USE OF COUNCIL CREDIT CARDS

PURPOSE:

This policy defines the guidelines for use of Council issued credit cards and the responsibilities of the cardholders.

OBJECTIVES:

The objectives of this policy are to ensure that the Council has adequate records and is able to:

- claim GST on credit card purchases;
- correctly allocate expenditure to grants, projects, assets etc;
- support the expenditure in an audit;
- properly record FBT liability; and
- prevent misuse and possible fraud.

POLICY:

Credit cards will not be issued to any person other than an officer of the Council.

Credit cards will only be issued with the approval of the Chief Executive Officer (CEO). The CEO will determine the credit limit for each card, keeping the total credit for all issued cards within the limit set by the Commonwealth Bank.

Upon approval by the CEO an authorised officer of the Council will prepare and lodge the credit card application with the Commonwealth Bank.

Council issued credit cards may only be used for Council purposes. These purchases relate to business related transactions only.

Credit cards should not be used when the Council has established a trading account with a supplier. A purchase order should be raised and the account paid via the Accounts Payable function.

A tax invoice must be obtained for all business related transactions.

Council issued credit cards shall not be used to obtain cash advances.

Council issued credit cards shall not be used for personal purchases.

Credit cards should not be used to purchase meals when a travel allowance has been claimed and/or paid.

Credit cards should not be used by any person other than the cardholder.

RESPONSIBILITIES:

Tax Invoice

Holders of Council issued cards must ensure that a Tax Invoice is provided for every purchase. Without a Tax Invoice we cannot claim the GST refund. A Tax Invoice will include details of the goods or services provided, have a total amount paid and will include the GST amount. An EFTPOS receipt is not a Tax Invoice and will not be accepted on its own as proof of purchase.

Emailed requests for goods and services, particularly conference registrations, must all have a Tax Invoice. All suppliers will provide a Tax Invoice on request

Travel Expenses

All travel should be arranged with the Travel Officer who will arrange the necessary documentation and purchase orders. Credit cards should only be used as a final resort when booking travel and/or accommodation.

Credit cards should not be used to purchase meals when a Travel Allowance has been claimed. All purchase of meals for travel and/or entertainment must include sufficient details including names of people dining (staff and non-staff) and a brief description of the occasion *eg meeting with FAHCSIA to discuss funding*. There are Fringe Benefits Tax implications when food and drink are provided to Council staff so accurate record keeping is essential to minimise the Council's FBT liability.

Other

Each card holder is responsible for **all** the transactions on their credit card. Card information should not be given to any other person in order for that person to incur expenses.

Sufficient information must be provided to correctly allocate the expenses. This can significantly impact on the Council's funding applications, grant acquittals and budgeting process.

RECONCILIATION:

At the start of each month the Financial Accountant will receive the Credit Card statement for the previous month. The statement will be emailed to each card holder along with the Credit Card Journal.

Each card holder should confirm that all charges on the statement are correct and ensure that a Tax Invoice has been obtained for each charge.

The Credit Card journal should be completed with as much information as possible in the blue section. All Action SDC and Natural Account numbers are selected using the pick lists in the yellow section of the spreadsheet. When all purchases have been entered the spreadsheet should be emailed to the Financial Accountant.

All receipts should be scanned and emailed to the Financial Accountant within the required timeframe for inclusion in the monthly financial reports.

The Financial Accountant will confirm the entries and will enter all the details into Technology One via a GL GST Acquisition Journal (cut and paste from spreadsheet).

The Financial Accountant will hold all reconciliations for review and approval by the Chief Executive Officer (the Mayor will approve the CEO reconciliation).

When the credit card reconciliation has been approved by the CEO, the Financial Accountant will file the statement, receipts and spreadsheet in InfoXpert in \3.Corporate Services\Financial Management\Accounting\Banking\20XX – 20XX CBA Credit Cards.

Employee Declaration:

I have read and agree to adhere to the Credit Card policy

.....Signature

.....Name

Date / /

END OF POLICY.

REPORTS FOR DECISION

ITEM NUMBER 6.4
TITLE Travel and Accommodation Policy 2011 - Draft
REFERENCE 94318
AUTHOR Maina Brown, Records Manager



Reviewed policy for Travel and Accommodation needs to be approved by council.

BACKGROUND

This reviewed policy was never been approved by council but has been taking up for submission since July 2011 last year. No action was taken.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council to note and approve this policy

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER 6.5
TITLE Set Dates December - Council Meetings
REFERENCE 95811
AUTHOR Alan Hudson, Chief Executive Officer



Seeking Confirmation on new Council Meeting dates for the rest of 2012

BACKGROUND

Requirements under the Local Government Act 2008 – Chapter 6 Meetings:

6.1 Council Meeting – Section 58 – Nature and timing of council meetings:

(1) A council must hold a meeting of its members (an **ordinary meeting**) at least once in each successive period of 2 months.

RECOMMENDATION:

That Council approve the new set dates for the rest of the year

ATTACHMENTS:

1 Setting of Dates for Council Committee 2012 - 2.doc

COUNCIL COMMITTEE – SET DATES FOR ORDINARY MEETINGS 2012

DATE	TIME	PLACE
25 January Rescheduled to 03 February	10 AM	Darwin
29 February Rescheduled to 07 March	10 AM	Pirlangimpi
04 April 2012	10 AM	Wurrumiyanga
30 May	10 AM	Milikapiti
27 June	10 AM	Pilangimpi
25 July	10 AM	Wurrumiyanga
29 August	10 AM	Milikapiti
26 September	10 AM	Pirlangimpi
31 October	10 AM	Wurrumiyanga
28 November	10 AM	Milikapiti
12 December	10 AM	Pirlangimpi