



**SUPPLEMENTARY
AGENDA
ORDINARY MEETING
WEDNESDAY, 27 JULY 2011**

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

- Wednesday, 28 September 2011 at
- Milikapiti Office
- Commencing at 10.00am

Your attendance at the meeting will be appreciated.

**Alan Hudson
Chief Executive Officer**

AGENDA

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REPORTS FOR INFORMATION

ITEM NUMBER	4.12
TITLE	Sport and Recreational Report July
REFERENCE	83998
AUTHOR	Rosanna De Santis, Director of Community Services



Update and Progress Report for Sport and Recreation

BACKGROUND

This report was written by Greg Orsto – Regional Manager for Sport and Recreation

Sports organised for August and September 2011.

Tiwi Islands cricket competition

It will be an 8 a side cricket competition.

The matches will be played at Milikapiti and Wurrumiyanga with teams from Pirlangimpi and 2 teams from Wurrumiyanga will be travelling to Milikapiti for the matches.

The games will be as followed;

- 6th of August
At Wurrumiyanga oval
Team Nguiu1 v Nguiu team 2

At Milikapiti oval
Milikapiti v Pirlangimpi

- 13th of August
At Wurrumiyanga oval
Nguiu 2 v Pirlangimpi

At Milikapiti oval
Milikapiti v Nguiu 1

- 20th of August
At Wurrumiyanga oval
Nguiu team 1 v Pirlangimpi

At Milikapiti oval
Milikapiti v Nguiu team 2

We will need to further discuss the second part of the cricket competition. The dates I'm looking at could be on either these dates 22nd, 23rd or the 24th of August to discuss where to from here with the cricket competition.

We are still looking at what sport we need to do in September, I know I've got a few ideas but it needs to come from the Sport & Rec. team. Otherwise it would be seen as it's coming from me and not the team. We need to re-look at maybe scheduling a timetable for the rec, hall, because the children are back at school, especially at Wurrumiyanga.

There is a bit of a problem with trying to run an activity because there are few of us that haven't received our ochre cards and I will not allow our staff to run activities with children without an ochre card.

RECOMMENDATION:

That Council receive and note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	4.13
TITLE	Sport and Recreation - Milikapiti - July
REFERENCE	84003
AUTHOR	Alice Williams, Office Manager - Milikapiti



Update and Progress Report – Sport and Recreational Milikapiti

BACKGROUND

Assistant Regional Manager appointed on the 27th April however I did not fully move into this position until May due to HR issues and replacement for Office Manager at the request of Directors.

Since returning to Sport and Recreation an assessment was carried out at the Milikapiti Recreation hall. The state of the inside and outside had not been maintained.

It was very disappointing to find equipment missing and damaged.

Staff attendance and work place ethics continues to be of concern.

- Training: Arranged meeting with TITEB to organise training for all S&R staff
All Sport and Recreation staff enrolled in Certificate 3 Sport & Recreation at TITEB Service Provider Above and Below Adventure Company
- Ochre Cards: Contact was made with Safe NT to check. No documents have been received as yet. Contacted Ebony these are still in the process of being completed.
- 19th – 25th May Australian Red Cross Leadership Tour - Melbourne
- Mid term Break 27th June – 22nd June
4th to 8th July – Red Cross Holiday Program
- NT Softball Championships. 29th - 31th July. Darwin
Training commenced on 7th July at Milikapiti with attendance of 35 females from the 3 communities.
- Activities have been carried outside due to OH&S AT THE Recreation hall.
- Touch Tag, basketball, football, art and craft
- 10th May – Community Services Managers Meeting – Milikapiti
- 6th June - Indigenous Sport Unit – met with Fred Murphy -ISO & Melinda Turner –SDP - Milikapiti
- 23rd June –Indigenous Remote Sport Unit Workshop - Wurrumiyanga
- 25th August - Indigenous Remote Sport Unit Workshop - Pirlangimpi

RECOMMENDATION:

That Council receive and note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	4.14
TITLE	Human Resource Report - July
REFERENCE	84017
AUTHOR	Marilyn Harris, Human Resources Manager



Update and Progress Report for Human Resources

BACKGROUND

It has been a hectic few weeks in HR and Payroll because of end of financial year processing, and setting up for the new financial year. As well, a couple of staff have taken an opportunity to spend some time with their families. Everyone is now back on board, and we are preparing for an early payroll this week due to the Show Holiday on Friday.

In the past four weeks two staff who are new to payroll processing (Cecilia Rioli and Christine Joran) undertook training in Darwin, and they are now entering timesheet data into the system.

Lana had two weeks leave and Rosabelle kindly stepped in to take over the co-ordination role, and was ably supported in Wurrumiyanga by Cecilia, and Christine in Milikapiti. Saadia was also able to assist in the second fortnight, due to her commitments with finance end of year processing.

The auditors were here last week and we have their list of requirements, which is being put together by staff. These include timesheets, offer letters, leave applications, payroll reports, and approval of payroll reports.

As well, 489 Payment Summaries were produced and are available for all staff. Changes to Award rates, CDEP rates, and Elected member Allowance have all been entered into the system, ready for this pay.

I attended a meeting of the NT Regional and Remote Workforce Planning and Development Support Reference Group, on which I represent HR Managers across the Councils. Dave Kelly, the Project Officer came for a half a day and had the opportunity to talk to staff about training. This wasn't very well planned on his part, and he will be coming back at a later date.

Michelle and Kathleen continue to enter payroll deduction requests, new staff, new positions, leave applications, as well as answer the myriad of phone calls, and interact face-to-face with our staff.

Strategic Planning:

- Need for continued and repeated training – staff have undertaken training in Payroll processing in Darwin, and I can also better offer on-the-job training having relocated back to the island.
- When CouncilBiz staff are on leave there may not be someone with required expertise – CouncilBiz have appointed another staff member to assist with HR/Payroll, so now we have Julie Johnson and Brendan Hall. They will be finalising payroll while I am on leave during the next payrun.
- Regular training schedule including cultural awareness, induction, WHS, First Aid not yet in place – Maralampuiwi has offered to present on Tiwi Cultrual Awareness, and I am just waiting for dates when he will be available. Andrew Warrior and Henry Dunn and undertaking Certificate IV in OHS in Darwin, attending courses each month.

- Good relationship with Finance in areas of superannuation, PAYG, etc – This continues through regular talks with staff at Parap, and also liaison with Gennie Wilsdon who pays superannuation and PAYG on behalf of the Council.

Financial Variances to Budget:

Not available.

Human Resources:

Positions vacant – Of the 8 listed below, some may have multiple appointments.

Recruitment – applications received (56 approx.). I say roughly because applications are received from countries such as India, Pakistan, UK etc. looking for visa sponsorship to come and work in Australia. If there are sufficient applicants from within Australia, these are not generally passed on. We have in the past supported work visas, and currently have two staff on work visas, this was because we could not recruit in Australia at that time.

Externally advertised

- Carpenter – 8
- Leading Hand/Tradesperson – 15
- Plumber – 4
- Diesel Mechanic – 4
- Swimming Pools and Ground Management Couple – 9
- Essential Services Manager – 6

Internally advertised

- Civil Service Officers - 7
- Night Patrol Officer Wurrumiyanga - 3

Annual leave and leave coverage – Lana had three weeks leave and her position was covered by Rosabelle and myself.

Kathleen had two weeks leave and Michelle and I covered that workload.

Staff meetings – not had time over the last four weeks and staff have been away. Always communicating by email and phone.

Training conducted – Payroll training – staff entering timesheet data

Key Performance Indicators:

Currency on HR records – being added/maintained as staff are appointed

Delivery of payroll each fortnight – 100% of staff who submit timesheets are paid. There are corrections pays being done because timesheets are being received late. Working with CDEP to match participant list with HR list. Waiting for CDEP to provide an updated list from the CDEP database.

Continuous improvement and maintenance of HR/Payroll system – worked with CouncilBiz to produce Payment Summaries. Updated award rates, elected member allowance, and CDEP participant rates for first pay in July.

ISSUES/OPTIONS/CONSEQUENCES

HR and CDEP need to work together more closely, to ensure currency around programs, payments, period of employment, active staff, staff training and development. We are working toward this, and with the appointment of the new CDEP Manager, Bill Toy, this will improve. CDEP rules have changed and HR/Payroll need to understand these to ensure correct salary payments.

CONSULTATION & TIMING

N/A

RECOMMENDATION:

That Council receive and note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	4.11
TITLE	Infrastructure
REFERENCE	83831
AUTHOR	Martin Waddington, Director of Infrastructure and Engineering



This report is provided to give Councillors a overview of the activities undertaken since the last meeting and provide other useful information.

ISSUES/OPTIONS/CONSEQUENCES

Grants

Shire has been successful in obtaining grants under NTG Disaster Resilience Program for three projects aimed at making Shires flood preparedness more robust. The funding for these projects under the agreement are to be matched with other sources. R2R will be used to achieve this. The projects are as follows

Paru Bridge Realignment - \$100K with 50% funding from DR program, 50% will come from R2R
 Replacement of Culvert at Nguui - \$80K with 50% funding from DR program, 50% will come from R2R
 Wurankuwu Road Washouts Project - \$150K with 50% funding from DR program, 50% will come from R2R

The construction of the projects will be achieved using in house resources where available and external contractors. But will need to be completed before the end of the dry season.

Grant offered under NTG Local Area Traffic Management Works in Territory Growth Towns. This is a grant issued @ \$20,000 per growth town per annum over three years. This grant will be used to fund.

1. Conversion of Street lights to LED
2. Updating street signage and line marking
3. Installation of traffic guides at key intersections e.g. kerbing

There is no further development on the Housing Management Program with regard to funding. At the time of writing this report the Shire had been asked to include painting and fencing into its submission that had originally been only focussed on Healthy household training for the communities. The Shire has been asked to provide its costing of fencing and painting for HMP consideration. The main concern is that the program cannot provide funds for materials which in the case of fencing and painting forms a significant proportion of cost.

Barge Landing

A concept drawing have been developed in consultation with barge companies and key staff of Shire with a view to designing the functionality of the space available at the current site. Attached is the latest drawing which shows the general layout of the site which best achieves

- Secure storage of goods both under cover and open air
- Bulk storage area (gravels and sands)
- Convenient and safe barge unloading and loading area
- Customer service area and car park (shared with those visiting the adjacent park)
- Public and staff toilets
- Freezer and cool rooms

- Secure alcohol storage

The plan also allows for future extensions of the storage shed should that be required. The site will be fully fenced and staffed during delivery times and during the day for the convenience of our customers.

Shire has secured \$2M for this project from the NTG and it is hoped that further funds will be obtained from other sources as the opportunities emerge. It is also thought that discussions with Territory Alliance may prove fruitful with regard to obtaining their assistance gratis in the form of earthworks and other areas of construction that could be used to offset the dumping fees currently outstanding.

Wurrumiyanga Airstrip

The Wurrumiyanga airstrip has been deemed to be unacceptably undulating by pilots landing there of recent times. The exact reason for the undulations is not entirely known but it is more than likely to do with the airstrip being used by far more frequent and heavier airplanes than it was originally designed for. DCI have been working with The Director of Infrastructure to carry out tests on the ground beneath the bitumen surface to confirm the situation.

HR issues

A number of vacancies are currently being filled,

- ESO Manager
- Mechanic
- Tradesman / Leading Hand
- Carpenter
- Plumber

On top of this a number of Civil Services Officers are being sought and also a number of expressions of interest have been received in the Civil Works.

An offer which has subsequently been accepted was put to a Mr Mark Pollard as Manager of Mechanical Workshops at Melville Island. This position is at the same level of Authority as that of Mr Matt Gigante. Mark will be commencing 8th of August 2011 and will be based at Pirlangimpi. Despite this appointment there is still a great need to for more mechanics. At this stage there is not enough fully trained and qualified mechanics to keep up wit the amount of work being generated. One of the reasons for such a backlog of work is due to the age of our fleet (both heavy and light) and the resultant fragility of the vehicles. Each piece of heavy plant over 5 years old requires annual inspection; to pass inspection invariably results in a great deal of work which cannot be kept up with and hence many vehicles lapse into becoming unregistered.

The main challenge in filling any position with skilled and qualified workers is that of housing which is well documented from previous discussions.

RECOMMENDATION:

That Council note and receive this report

ATTACHMENTS:

- 1 Attach - Wurrumiyanga Barge Landling Concept Plan.pdf

REPORTS FOR INFORMATION



ITEM NUMBER	4.15
TITLE	CDEP Report July
REFERENCE	84020
AUTHOR	Willam Toy, Assistant Manager CDEP

Update and Progress Report - CDEP

BACKGROUND

CDEP are experiencing major problems at the moment due to mainly FHACSLA Policies and Procedures. As of June 30th all CDEP Projects and Services were closed meaning new activities now have to be submitted to Darwin CDEP for approval before we can place participants in work areas.

Program guidelines prohibit participants from working with the same Employer for more than twelve months. This policy means every person on CDEP must be moved to another Employer. A meeting with Darwin CDEP has been organised for Thursday 28th to find a solution to this problem.

ISSUES/OPTIONS/CONSEQUENCES

At present CDEP are six Full Time staff down, these include 1 Community Development Officer, 1 Mentor, 2 CDEP Manager Operators (Data Base) and 2 Administrative Officers.

Steps have been taken to Transition current CDEP participants into vacant positions.

Currently CDEP have 7 approved projects,
2 Work Experience Projects being Community Libraries (4 participants) and;
Administration and Record Keeping (6 participants)

We also have 5 Community Development Projects being recycling (30 Participants)
The Skate Park (15 participants)
Planting and Gardening around Communities (40 Participants)
Cultural Mentoring (16 Participants) and
Family Picnic Areas (16 Participants).

Drafts have been completed for Sport and Recreation and Childcare Centres (both Work Experience) and Golf Course and Community Ovals (Community Development) we are hoping after tomorrows meeting we will be in a position to submit those and several other projects to Darwin for approval in areas such as Civil Works, Post Offices, Asset Management, Boat Shed and Community Stores

Although CDEP has hit rock bottom we are confident if we are supported in our endeavours by FHACSLA, TISC and Tiwi People we have the plan to achieve the outcomes we are expected to.

CONSULTATION & TIMING

Financial Variances to Budget

Thursday 28th will be the first chance I will have had to go through budget with TISC Finance.

Any Variances needed will be completed with assistance from TISC finance.

RECOMMENDATION:

That Council receive and note this report for Information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	5.4
TITLE	Variations to Council's approved budget
REFERENCE	83923
AUTHOR	Alan Hudson, Chief Executive Officer



The purpose of this report is to outline and seek Council's approval of additional items for inclusion in the Shire budget for the year 1 July 2011 to 30 June 2012

BACKGROUND

1. Council endorsed its budget for the year in question at its last meeting. At the same time Council also endorsed its shire plan for the same period. Inherent in that budget was approval of funding to conduct a Festival on the Tiwi islands. It is now proposed that this Festival be conducted from 9 – 11 September 2011 at Wurrumiyanga and subsequently in our other communities on a rotational basis in following years. Whilst some funding has been obtained this is insufficient to meet the likely costs of running the Festival proposed. A separate report on the Festival is within the context of the report from our events co-ordinator. There are two key components of cost shortfalls anticipated.
 - The cost of acquiring a mobile Public address system. This option is preferred as this equipment will have ongoing and frequent use. Estimated cost is \$30,000 whereas hire cost (for this occasion only) could reach \$20,000.
 - Payment to organizing staff, performers, promotion, freight and miscellaneous incidentals are estimated to exceed the available budget by around \$50,000
2. Council is aware of recent and ongoing difficulties with the reliable supply of fuel across Melville Island. This was highlighted recently when part of the fortnightly supply of fuel to Milikapiti was contaminated. More recently the supply of unleaded fuel in the same location was exhausted and we had to resort to transporting fuel by 200 Litre drums. We have also been asked on numerous occasions recently to supply fuel to Tiwi College at Pickataramor from our works depot at Pirlangimpi. This latter process is also a matter for considerable cost recovery in favour of Council. A recent examination by an external industry expert also supports additional fuel distribution from Pirlangimpi. Council is now asked to consider acquisition of a suitable truck/tanker for this task (estimated cost \$150,000).

ISSUES/OPTIONS/CONSEQUENCES

These costs are not included as yet in Council's approved budget. All are in line with Council's underlying principle of "service for a Tiwi future".

Failure to provide adequately for the true costs of running the Tiwi Festival will effect the capacity to present and run the festival in a manner befitting the primary aim of promoting the Tiwi islands, its people and their Culture.

Not providing for acquisition of a fuel tanker may both exacerbate the existing problematic fuel supply and mean the loss of the economic opportunity for fuel supply and distribution across Melville Island

CONSULTATION & TIMING

In relation to the Tiwi festival there have now been both numerous staff and interested party meetings and a two day workshop in which over 20 participants from various sectors of the community undertake a planning exercise to agree on the proposed format and content for the Festival. I have also appointed Jason De Santis specifically

as Festival Director with a role of further community engagement and assistants to festival participants.

RECOMMENDATION:

That Council approve the addition to it's approved budget for the year 1 July 2011 to 30 June 2012 of the following;

- \$30,000 for the acquisition of a portable PA system
- \$50,00 for festival costs
- \$150,000 for the acquisition of a fuel tanker

ATTACHMENTS:

There are no attachments for this report.