AGENDA

ORDINARY MEETING

TUESDAY, 26 MARCH 2013

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

- Tuesday, 26 March 2013 at
- Milikapiti
- Commencing at 1:00 pm

Your attendance at the meeting will be appreciated.

Alan Hudson
Chief Executive Officer

AGENDA

1 WELCOME & APOLOGIES

1.1 Welcome
- 1.1.1 Opening of Meeting
- 1.1.2 CEO welcome to Councillors & guests

1.2 Present

1.3 Apologies

1.4 Leave of Absence

1.5 Declaration of Interest of Members or Staff

Section 73 of the Northern Territory *Local Government Act* states**:**

Section 73 Conflict of interest

(1) A member has a ***conflict of interest*** in a question arising for decision by the council, local board or council committee if the member or an associate of the member has a personal or financial interest in how the question is decided.

(2) This section does not apply if the interest is:

(a) an interest in a question about the level of allowances or expenses to be set for members; or

(b) an interest that the member or associate shares in common with the general public or a substantial section of the public; or

(c) an interest as an elector or ratepayer that the member or associate shares in common with other electors or ratepayers; or

(d) an interest that the member or an associate has in a non-profit body or association; or

(e) an interest of the member or an associate:

(i) in appointment or nomination for appointment to a body with predominantly charitable objects; or

(ii) in payment or reimbursement of membership fees, or expenses related to membership, in such a body; or

(f) an interest so remote or insignificant that it could not reasonably be regarded as likely to influence a decision.

Section 74 Disclosure of interest

(1) As soon as practicable after a member becomes aware of a conflict of interest in a question that has arisen or is about to arise before the council, local board or council committee, the member must disclose the personal or financial interest that gives rise to the conflict (the ***relevant interest***):

(a) at a meeting of the council, local board or council committee; and

(b) to the CEO.

(2) The CEO must record the disclosure in a register of interests kept for the purpose.

Section 12 of the Northern Territory Local Government (Administration) Regulations states:

Section 12 Contents of register of interests

The register of interests to be kept under section 74(2) of the Act must contain:

(a) the name of the member making the disclosure; and

(b) the nature of the interest that gives rise to the conflict of interest; and

(c) the nature of the question on which the conflict of interest arises.

Does any Councillor of Senior Officer have any conflicts of interest to declare at this point of procedings?

1.6 Confirmation of Previous Minutes

Ordinary Meeting - 22 February 2013

2 VISITORS AND PRESENTATIONS

Nil

3 BUSINESS ARISING

Nil

4 CORRESPONDENCE

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5 GENERAL BUSINESS

Nil

6 REPORTS FOR DECISION

Nil

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8 CONFIDENTIAL ITEMS

8.1 CEO PERFORMANCE REVIEW

The report will be dealt with under Section 65(2) (a) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

9 NEXT MEETING

Wednesday, 24 April 2013

9 CLOSURE

Meeting closed at…….

CORRESPONDENCE

ITEM NUMBER	4.1
TITLE	Letter sent to the Chief Minister re Communication Protocols
REFERENCE	117245
AUTHOR	Alan Hudson, Chief Executive Officer

Council are provided with a copy of a recent letter dated 1 March 2013 sent by the Mayor to the Chief Minister outlining various concerns in relation to Government Ministers visiting the Tiwi Islands, and the TISC project involving the proposed redevelopment of the Transport Hub at Wurrumiyanga.

BACKGROUND

A letter was sent by the Mayor dated the 1st March 2013 to the Chief Minister.

A copy of this letter is attached for Councillors information.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the letter dated 1st March 2013 sent to the Chief Minister by the Mayor

ATTACHMENTS:

1 Chief Minister re communication protocols.pdf

Tiwi Islands Shire Council

Postal Address:
PO Box 104
Parap NT 0802

ABN: 61507431031

Tel: 08 8970 9501
Fax: 08 8970 9555

The Hon. Terry Mills
Chief Minister
Parliament House
Darwin
NT 0801

My Dear Chief Minister

RE: Council concerns regarding visits to the Tiwi islands by members of your Government

Council have asked that I write to you to express our concerns at the absolute lack of consultation with the Tiwi Islands Shire Council by visiting members of your Government, including yourself.

Whilst we recognize that your group visits to our communities immediately after the elections were solely to show appreciation of our communities support in your Government's election, it is nonetheless disconcerting that at no time since has any member of your government shown enough respect for the Shire as the elected third tier of Government to even advise of pending visits let alone meet with Council or any of it's members in their elected capacities.

I would remind you that the Tiwi Islands Shire Council is the only democratically elected body on the Tiwi Islands which actually represents all residents. Similarly we are the major employer throughout the shire, with amongst the highest percentage of Indigenous employees of any organization in the country. Two of our three Directors are in fact Tiwi. Almost all our senior staff, including our CEO live in our communities.

Our concerns are that we are now aware, in particular, that yourself and Ministers Giles and Anderson have made visits to the Tiwi islands and appear to have ignored the very existence of this shire as our communities' major elected body.

This in turn has now lead to misinformation and statements by others in our communities deriding and undermining both Council and it's staff. I refer in this regard to statements by persons associated with Tiwi enterprises to the effect that your Ministers don't bother to meet with Council because they prefer to consider them as more representative of indigenous people and that '… the shire is going to be dismantled in June anyway….".

Whilst we hope these are not sentiments expressed by members of your Government, the fact that we have been ignored so far in these visits is being held out as evidence of your Governments lack of belief in and support for this Council.

One project of special concern to us that involves both these Ministers and with regards to which neither your Ministers nor their public servants have made any effort to consult us, is the proposed redevelopment of the Transport Hub at Wurrumiyanga. Yet there appears to have already been negotiations with the Tiwi Land Council and Tiwi Enterprises regarding this project. and in the presence of both a councillor and our staff (in Alice Springs), Minister Giles touted his "approval" of this project as an employment initiative involving Tiwi Land Council related incorporated entities. Subsequent press releases by Minister Anderson also included this as an initiative (albeit that both were restricted to only that component concerning the barge landing). Factually it appears that both Ministers may have been ill informed by their own Departments as to the background, extent and commitments already made to this project.

By way of background;

- Tiwi Islands Shire Council originally proposed support for a project to redevelop this area as a project under the Federal government's stimulus program

- Without external support Tiwi Islands Shire Council engaged the services of the consulting engineering firm Sinclair Knight Mertz (Darwin) who prepared a supportive concept design, project brief, outlined engineering aspects and costed all the components including
    1. redevelopment of our existing boatshed, this being the key transport link between the islands
    2. reconstruction of the ferry terminal/pontoon on the Wuurumiyanga side of Apsley straight and construction of a smaller ferry jetty on the Melville Island side of the straights

3. development of the current barge landing site to provide a secure freight handling facility, storage and cool rooms
4. development of the adjoining area to provide public toilets, car and truck parking and improved recreational facilities in the surrounding park

- The final costed proposal including all these components was in excess of $9M and given that one of the key criteria for approval of such projects was a co-contribution, or at least a sizeable contribution by the applicant Local Government Body, the Northern Territory Government agreed and committed in it's budget to a contribution through the Tiwi Islands Shire Council of some $2M.

- Also worthy of note is that such projects also require their applicants to have security of tenure over the site to be developed (this is now standard in many such Federal programs)

- In the event that the application was not initially successful we subsequently negotiated that the $2m in funding be retained and that we would proceed to develop only the Barge landing component of the original proposal.

- On that basis we concurrently proceeded to negotiate approvals from the Traditional owners and the Office of Township leasing and had their agreement to both the extent of the land use and a more detailed concept plan for the Barge landing and freight depot facilities. Finalization of a lease on the site is now included in our overall negotiations for various leases in this community.

- Rather than pay exorbitant consulting fees we also engaged a full time (community based) project officer and proceeded with development of a site specific concept, a detailed cost survey and were about to develop tender documentation.

- Despite requests from NTG Departments at various times, to provide invoices for the release of these funds and our having complied with those requests, funds are yet to be released to council and I believe we are now out of pocket by in excess of $150,000.

- Finally in the belief that we were progressing on the matter of site tenure and still retained the Northern territory Government's commitment to our equity in the original project, we had, prior to your Governments machinations regarding this funding, submitted the whole $9m project, with all it's components (as an eligible Local Government body) to regional Development Australia.

To be frank we are dismayed that your Government through lack of consultation, ill informed Departmental advice and failure to acknowledge our role, in accordance with the Local Government Act to ensure appropriate economic development (in this case key transport links between our communities and the mainland) would put at risk the opportunity for such development through likely access to Federal funding. I'm not sure that your government has the capacity to assure a commitment of any similar magnitude at this time.

I might add this is not a concern based on our wanting to run such a facility. Far from it this is a role, once the facility is developed, for someone else.

This perhaps exemplifies the now urgent need for establishment of meaningful dialogue between our shire and your government especially at an elected member level.

I would point out that we have recently signed a "Local Implementation Plan (LIP)" for the Wurrumiyanga Community and that both the Federal Government and your Government are also signatories to this plan. We had previously with held our agreement to this plan because we could not be assured that the Federal government Departments concerned would have regard to it in actually implementing the initiatives therein. It seems now that there are doubts as to whether, having signed the plan, your own Government's Departments are likely to have regard to it either.

I say this because Projects such as that outlined above are embodied therein but already we are seeing agreement as to roles and responsibilities in that plan being disregarded.

I can not stress too much our desire to work closely with your Government to address the disadvantage faced by our constituent communities and the inadequacies and shortfalls in support provided to this Council to service the needs of

the residents of those communities. The answer is certainly in good communication and establishment of such a working relationship not in disregarding our key role for the sake of perceived political expediency.

I would like to suggest that at the very least we establish a cognitive communication protocol that will further the development of a better working relationship. Initially I would like to invite yourself and key Ministers to meet with the Tiwi Island Shire Council.

I look forward to your advice as to when this may be possible

Yours truly,

Lynette De Santis
Mayor

1 march 2013

CORRESPONDENCE

ITEM NUMBER	4.2
TITLE	Letter sent to the Minister for Local Government re Communication Protocols
REFERENCE	117363
AUTHOR	Alan Hudson, Chief Executive Officer

Council are provided with a copy of a recent letter dated 6 March 2013 sent by the Mayor to the Minister for Local Government outlining various concerns.

BACKGROUND

A letter was sent by the Mayor dated the 6th March 2013 to the Minister for Local Government.

A copy of this letter is attached for Councillors information.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the letter dated 6th March 2013 sent to the Minister for Local Government by the Mayor

ATTACHMENTS:

1 Minister Adam Giles re communication protocols.pdf

Tiwi Islands Shire Council

Postal Address:
PO Box 104
Parap NT 0802

ABN: 61507431031

Tel: 08 8970 9501
Fax: 08 8970 9555

The Hon Adam Giles
Minister for Local Government

My Dear Minister

RE; Your response to Councillor Rioli at today's Local Government Association meeting

I am writing to express Council's dismay at both the lack of accuracy and the inadequacy of your response.

Firstly you claimed that you had met several times when Councillors were present. As Minister for Local Government and with the great emphasis on proper governance within Local Government, we believe your assertion was not an appropriate reflection of any real attempt to meet with Council.

As you well know Councillors who's roles encompass many activities must clearly disseminate between those positions and their roles as Councillors and be aware of the potential conflicts of interest that could otherwise arise. I am sure that you do understand that a Councillor who is either a Land Council member and/or a delegate of such a body is not representing the Shire Council merely because they are present at other meetings. You would surely realize that Councillors do not represent the Shire in isolation or at their own volition but rather when authorized or requested to do so by Council.

You also alluded to a meeting on Bathurst Island today. I am advised that neither Council nor Council staff were invited to that meeting. Consequently no Councillor was asked to represent the Shire at that meeting. Whilst there were a number of Councillors present they were there in their capacity as both Land Council delegates and employees of the Tiwi Land Council.

It appears that a much belated attempt (this morning) was made to have our CEO attend that meeting and, in his absence (at the LGANT forum), two of his staff were asked to attend. This apparently concerned Land Council management as these two staff were subsequently asked to leave the meeting. As such this Shire was NOT represented at your meeting today.

I might add that some of those with whom you met today are reported as stating both that our Shire is being disbanded in June and that your preference is to meet with them because the Shire is not as representative of the Tiwi people. Likewise we have recently raised concerns that an officer of the Department of Housing also stated in front of Council staff that the Shire was to be disbanded in June.

We are sure this is unintentional on your part but your failure to meet with the Shire is consequently being held out by such people as proof of their misinformed assertions.

You also claimed this morning that you had met several times with our CEO. This is blatantly untrue. Whilst it appears that you may have met with the CEO of the Land Council, we are sure however that you know the difference and are concerned that you would mislead the assembled Council representatives in this manner.

Finally, you stated that the reason you had not met with the Shire was because you had not been invited to do so. Whilst we believe that you could have already done so on one of your visits to our Shire merely by advising of your intended visits, we would nonetheless like to now extend to you an invitation to meet with Tiwi Islands Shire Council as soon as possible.

Yours truly,

Lynette De Santis
Mayor

6 March 2013

CORRESPONDENCE

ITEM NUMBER	4.3
TITLE	Special Purpose Grant - 2012/13
REFERENCE	117389
AUTHOR	Alan Hudson, Chief Executive Officer

Council are provided with a copy of a recent letter dated 6 March 2013 received from the Minister for Local Government advising of our successful grant application for $ 171,146.00 for the Milikapiti Community fuel storage.

BACKGROUND

A letter was received on the 11th March 2013 from the Minister for Local Government advising of our success with the recent grant application under the Special Purpose Grant Program for (2012/13).

A copy of this letter is attached for Councillors information.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the letter dated 6th March 2013 received from the Minister of Local Government

ATTACHMENTS:

1 Letter - Minister for Local Government - Special Purpose Grants approval - 6.3.13.pdf

RECEIVED
DATE 11.3.13 BY

MINISTER FOR LOCAL GOVERNMENT

Parliament House
State Square
Darwin NT 0800
minister.giles@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8928 6567
Facsimile: 08 8928 6621

Mr Alan Hudson
Chief Executive Officer
Tiwi Islands Shire Council
PO Box 104
PARAP NT 0804

Dear Mr Hudson

Thank you for the funding applications submitted for Special Purpose Grants consideration for 2012-13.

I am pleased to advise that I have approved the following Special Purpose Grant to your council:

- $171 146 - for the purchase and installation of two 12 000 litre bunded fuel tanks with own bowsers and electronic dispensers at Milikapiti.

Please note that this Special Purpose Grant will not be released if there are any outstanding acquittals.

Your council will receive further correspondence regarding the funds and any outstanding acquittals from the Department of Local Government in due course.

Yours sincerely

ADAM GILES

0 6 MAR 2013

Northern Territory Government

CORRESPONDENCE

ITEM NUMBER	4.4
TITLE	Unsuccessful Special Purpose Grants - 2012/13
REFERENCE	117392
AUTHOR	Alan Hudson, Chief Executive Officer

Council are provided with a copy of a recent letter dated 8 March 2013 received from the Department of Local Government advising of our unsuccessful grant applications under the 2012-13 Special Purpose Grant Program.

BACKGROUND

A letter was received on the 11th March 2013 from the Department of Local Government advising of our two unsuccessful grant applications under the Special Purpose Grant Program for (2012/13).

A copy of this letter is attached for Councillors information.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the letter dated 8th March 2013 received from the Department of Local Government re unsuccessful SPG Grant Applications

ATTACHMENTS:

1 Letter - Dept Local Government - Unsuccessful Special Purpose Grants - 8.3.13.pdf

Northern Territory Government

DEPARTMENT OF
LOCAL GOVERNMENT

www.nt.gov.au

RECEIVED
DATE 4.3.13 BY

Local Government Grants Unit
Ground Floor RCG House
83-85 Smith Street
Darwin NT 0800
Postal address GPO Box 4621,
Darwin NT 0801
Tel 8999 8523
Fax 8999 8437
Web www.dlgh.nt.gov.au

File No. 2012/06320

Mr Alan Hudson
Chief Executive Officer
Tiwi Islands Shire Council
PO Box 104
PARAP NT 0804

Dear Mr Hudson

SPECIAL PURPOSE GRANTS 2012-13

I am writing in relation to the applications you submitted to the department for consideration for the 2012-13 Special Purpose Grant Program.

I can now advise you that the applications outlined below have been unsuccessful:

- $210 100 - to purchase a 7.5mtr diesel/jet landing barge and trailer to transport community members and vehicles between Melville and Bathurst Islands; and
- $107 670 - to drill and construct a bore adjacent to the Wurrumiyanga oval.

Applications for the first round of 2013-14 special purpose grants will be requested around August 2013. The department will write to you in regard to this process. However, previously unsuccessful submissions will not be re-considered in future grant rounds unless they are formally updated and re-submitted at the appropriate time.

If you have any queries regarding the special purpose grant processes please contact myself on 8999 8523 or email at peter.thornton@nt.gov.au.

Yours sincerely

Peter Thornton

PETER THORNTON
Manager Grants

08 March 2013

CORRESPONDENCE

ITEM NUMBER	4.5
TITLE	Conference - Attendance at the "Future of Communities" Melbourne 30 April - 1 May 2013
REFERENCE	117239
AUTHOR	Alan Hudson, Chief Executive Officer

Correspondence relating to an interesting Conference to be held in Melbourne (30 April – 1 May 2013) is provided to Council for information and discussion.

Council are being asked to consider sending a representative group of staff and councillors to attend this conference.

BACKGROUND

The attached Conference flyer was received by Council on the 27th February 2013.

The Conference is being convened between the Municipal Association of Victoria and the Bank of I.D.E.A.S. and is entitled ***" Power to the People Conference – The Future of Communities ".***

" We are living in times of unprecedented change. Governments at all levels are becoming aware they often do not have the answers to the major challenges confronting society. Local communities will need to find solutions from within. Building community health, resilience, connectedness and inclusion will increasingly be the focus of local government. Local communities will need to relocalise, build from the 'inside out' and take responsibility for their future.

This event will present a framework, practical tools and indicators based on eight characteristics that are recognised nationally and internationally as pillars of a healthy, vibrant, resilient community and local economy. Besides some very interesting presenters, there will be the opportunity to engage in six workshop events ".

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council :

(a) Notes and receives this correspondence

(b) That Council elect participants to attend this Conference

ATTACHMENTS:

1 boi-nl-pdf-2013-02-008.pdf

THE FUTURE OF COMMUNITIES > POWER TO THE PEOPLE Conference

Building healthy, vibrant and resilient communities in transformative times

WHEN: Tuesday April 30 – Wednesday May 1, 2013

WHERE: Spring Street Conference Centre (1 Spring Street, Melbourne, corner Flinders Street)

- A Conference to discuss communities transitioning 'beyond engagement, beyond dependency'
- A tsunami of change is coming: the vision of 'independent, self-governing communities' may be closer than we think
- Global trend towards community empowerment with a new emphasis on localism
- Great communities don't just happen: they are created, nurtured and sustained by caring and involved residents
- Devolved community planning, community governance, building social capital, improving community well-being and providing public value is the future of local government

Jointly convened by the Municipal Association of Victoria (MAV) and the Bank of IDEAS

BANK OF I.D.E.A.S.

MAV
MUNICIPAL ASSOCIATION OF VICTORIA

We are living in times of unprecedented change. Governments are becoming aware they often do not have the answers to the major challenges confronting society. Local communities will need to find solutions from within. Building community health, resilience, connectedness and inclusion will increasingly be the focus of local government. Local communities will need to relocalise, build from the 'inside out' and take responsibility for their future. **This event will present a framework, practical tools and indicators based on eight characteristics that are recognised nationally and internationally as pillars of a healthy, vibrant, resilient community and local economy:**

1. Practices ongoing dialogue and broad-based community participation	behaviours that value and encourage resident participation and ownership of the future
2. Fosters commitment to place	behaviours that strengthen resident affinity to their community and local economy
3. Builds connections and collaboration	behaviours that encourage collaborative planning and action, networking and strong relationships between residents, organisations, businesses and communities.
4. Knows itself and builds on existing assets	behaviours that discover and map the capacities, passions, resources and connections of the community
5. Shapes its future	behaviours that enable a shared community vision of the future, as reflected in practical action plans, with ranked priorities
6. Acts with idea and opportunity obsession	behaviours that foster a never ending search for new and appropriate ideas, development possibilities and internal and external resources
7. Embraces change and takes responsibility	a mindset that focuses on optimism, belief, expectation, hope and 'we can do it'
8. Generates leadership	behaviours that continuously grows develops and renews the leadership capacity of the community

HOW DOES YOUR COMMUNITY RATE?

SCORE IT ON THE FRAMEWORK DISTRIBUTED AT THIS CONFERENCE

This Conference seeks to provide, through learning conversations, plenary presentations and skill development workshops, the opportunity to gain insights into twelve key community-building processes:

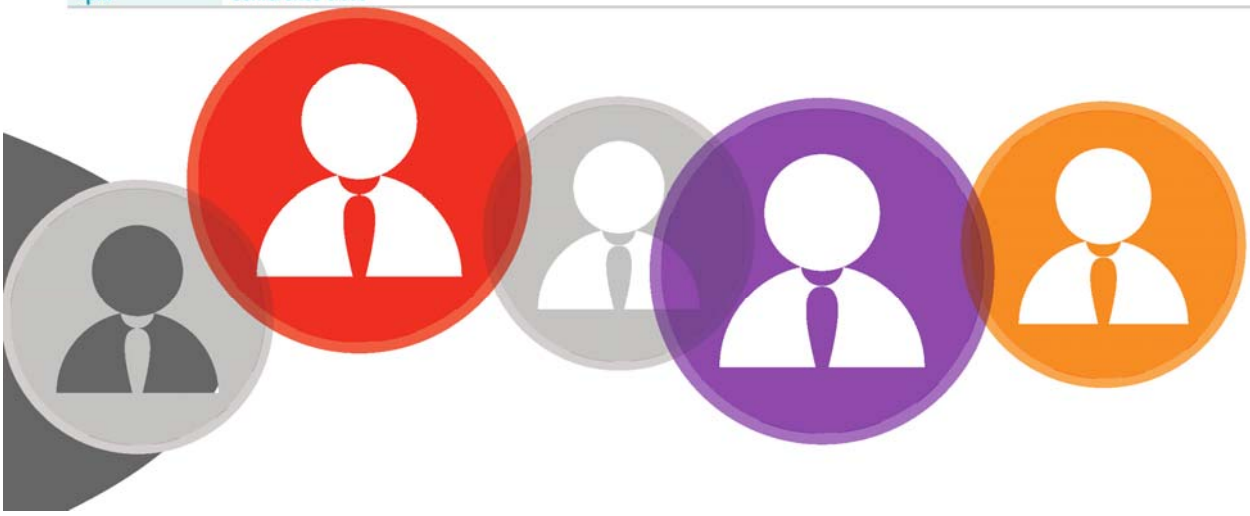
1. Place Activation
2. Asset Based Community Development (ABCD)
3. Resilience Building
4. Social media/technology
5. Co-design
6. Community Engagement
7. Community Planning
8. Youth Engagement
9. Community & Economic Development (incl. BEAR)
10. Network Weaving
11. Social Enterprise
12. Local Leadership Development

TUESDAY, APRIL 30

8.00am	**Registration, Café Conversations over light breakfast: Introductions and Expectations**
9.10am	Welcome, Peter Kenyon (Bank of IDEAS) and MAV President
9.30am	Plenary presentations The Future of Communities: Power to the People. Experiences in self-managed communities in the UK, USA and Australia: • Jim Diers, University of Washington, neighbourhood activist working globally • Gilbert Rochecouste, Founder, The Village Well • Dominic Campbell, FutureGov (UK)
11.00am	**Morning tea**
11.30am	Workshop 1
12.45pm	**Lunch and networking**
2pm	Workshop 2
3.15pm	**Afternoon tea**
3.30pm	Workshop 3
4.45pm	**Close**
6.30pm	Conference Dinner: Drinks and Networking
7pm	A Pechakucha Dinner: An evening of Creative Ideas • **Speaker: Vicki Buck (Former Christchurch Mayor): 'The Department of Awesome'** "Just do it" is Vicki Buck's approach to community development. For her, it is very much about having a go, and giving yourself and others the freedom to take risks, have fun and make mistakes. Vicki was Mayor of Christchurch, New Zealand (NZ), for nine years from 1989 which gave her a chance to put her philosophy of community leadership into practice. Vicki is internationally recognised for leading the turnaround in Christchurch as a city and community. • **6 brief presentations of exciting Australian initiatives** **Dinner location:** Rydges Melbourne (Bobby McGee's Room) 186 Exhibition Street

WEDNESDAY , MAY 1

8.00am	**Café Conversations and light breakfast: The vision of 'independent, self-governing communities': when will it happen?**
9.10am	Welcome and reflections on Day 1
9.25am	'The Bendigo Bank Community Bank and the Social Enterprise Story - Lessons for the Future of Communities', Chris D'Arauge, Bendigo Bank The Bendigo Bank Community Enterprise Foundation provides millions of dollars for communities around Australia.
10am	**Morning tea**
10.15am	Workshop 4
11.45	Workshop 5
1pm	**Lunch**
1.45pm	Workshop 6
3.00pm	**Afternoon tea**
3.15pm	'Local Creativity in Action', 10 Great Ideas in 30 minutes, Peter Kenyon, Bank of IDEAS
3.45pm	Plans for a networked future
4pm	Conference close



WORKSHOPS

6 workshops will each be presented on three occasions on day 1 and another 6 on day 2: you can choose to attend any 3 on each day.

DAY 1 (CHOOSE 3 FROM THE FOLLOWING)

1. Place activation and place-making strategies	Gilbert Rochecouste, Founder, Village Well	Gilbert is one of the world's leading place-making practitioners and passionately promotes the new story of living, playing and working in ways that support the cultural, social and environmental elements unique to each place.
2. Asset Based Community Development	Jim Diers, USA	Jim's work in the Department of Neighbourhoods in Seattle was recognized with an Innovations Award from the Kennedy School of Government, a Full Inclusion Award from the American Association on Mental Retardation, and the Public Employee of the Year Award from the Municipal League of King County. As a member of the faculty for the Asset-Based Community Development Institute, Jim delivers speeches and conducts workshops throughout North America and beyond.
3. Resilience Building for communities: 'how to plan and do'	Andrew Lucas, Backyard Harvest	Andrew has a long involvement in the permaculture and transition town movements and is a great community activist with wide experience in neighbourhood sustainability initiatives.
4. Social media: a powerful new medium	Fergal Coleman, Symphony 3	What are your current challenges in community engagement? Council to community and vice versa. Fergal has been working with a number of Councils to transform their community interaction strategies, using the power of social media.
5. Community Engagement: how to really achieve great outcomes	Peter Kenyon	Peter Kenyon is a social capitalist and community enthusiast. Peter has spent the last two decades exploring international creativity in community engagement. He is motivated by the desire to create healthy, caring, inclusive, sustainable and enterprising communities and local economies. Peter is convinced that communities are built from the inside out, and for their residents to invest themselves, ideas, assets and resources in the process. Peter's consulting work has resulted in assignments in 53 countries and all states of Australia.
6. Co-design: really involving the community in designing public sector project plans	John Hennessy (MAV)	The public sector in Australia is a massive group of organisations and bureaucrats across 3 levels of government. They deliver a myriad of public and community services, but usually the needs of the community are not reflected in the programs delivered. Co-design is changing all that. Yes, it can be done. John has been involved in major projects in this area.

DAY 2: (CHOOSE 3 FROM THE FOLLOWING)

1. Business Expansion and Retention Program (BEAR): 'relocalising' becomes a reality	Peter Kenyon	Peter will provide a framework for facilitating Community and Economic Development and will introduce, in some detail, the specific strategy of BEAR (Business Expansion and Retention). The BEAR Program aims to enhance the profile and competitiveness of local businesses, and to identify windows of opportunity for business growth and networking. Peter will identify case studies where real revitalisation has taken place as a result of the Program.
2. Social Enterprise: a growth industry	Brodie McCulloch	Brodie McCulloch is the founder of Social innovation in Western Australia (SiiWA), a non-profit organisation that supports entrepreneurs, communities and businesses to deliver social good through innovative means. To do this, SiiWA coordinates and facilitates support, resources and mentoring for anyone with socially positive ideas. Brodie is also currently Business Development Manager of Spacecubed, an innovative incubator for social enterprise and innovation.
3. 'Youth engagement: can do'	Michael O'Meara	Michael O'Meara speaks the languages of young people locally and internationally. As Director of Mo How, Michael is working across Australia and the currently the Middle East on innovative ways to engage young men and women in local and national development.
4. Local Leadership Development	Susan Benedyka	**Local leadership:** a critical aspect of community development which is often spoken about but very difficult to achieve. Susan, as the Principal of the Regional Development Company, has studied and facilitated leadership development at the community, regional and national and international levels and will share the elements involved and identify strategies for success.
5. The power of Network Weaving	Jim Diers (USA)	Communities are built on connections. Better connections usually provide better opportunities. But, what are better connections, and how do they lead to more effective and productive communities? How do we build connected communities that create, and take advantage of, opportunities in their region or marketplace? How does success emerge from the complex interactions within communities?
6. The importance of community planning in attracting public sector funding	John Hennessy (MAV)	Community planning identifies real community priorities and, properly managed, attracts additional resources to communities. In a future where public sector funding will be more constrained, involving the voice of the community in determining resource allocation will be of critical importance. John has been a champion of community planning for over a decade.

WHO SHOULD ATTEND?

Councillors, CEOs, Directors, Managers (community related), as well as stakeholders, consultants, community groups and community members.

Conference cost: $550 (incl GST) per person. No single day registrations are available.

To register: For online registration and conference details go to www.mav.asn.au/events (click on 'upcoming events' and scroll down to April 30). Please nominate your workshop choices on arrival.

Querie: jhennessy@mav.asn.au

Note: Program subject to change.

Accommodation: Suggest: Rydges Melbourne, 186 Exhibition Street (03 96620511) or Mercure Hotel, 13 Spring Street, Melbourne. Toll free: 1800 813442.

CORRESPONDENCE

ITEM NUMBER	4.6
TITLE	New Draft Homelands Policy
REFERENCE	117214
AUTHOR	Alan Hudson, Chief Executive Officer

Council has recently received an email from the NT Government Department of Regional Development and Indigenous Advancement (DRDIA) outlining the new draft policy covering Homelands. A forum is being planned in Darwin for the 16th April 2013, and feedback on the new draft policy can be submitted to DRDIA prior to the 30th April 2013.

BACKGROUND

New Homelands Policy: *Homelands – a shared responsibility*

The following report has been extracted from the DRDIA email dated 27 February 2013 sent by Karl Dyason, Director Homelands, Outstations and Town Camps.

On behalf of the Northern Territory Government, the Department of Regional Development and Indigenous Advancement (the department) has developed draft homelands policy, ***Homelands – a shared responsibility***. The policy, currently with Cabinet awaiting approval, incorporates the Homelands Extra Allowance, clarifies the new funding model and reporting requirements for all eligible homelands.

The policy recognises the holistic benefits of homelands and promotes the health, well-being and economic benefits associated with living on homelands. The policy includes stronger governance arrangements and minimum service standards for service providers while emphasising the primary responsibility of residents to independently manage, maintain and develop their homeland infrastructure.

Program guidelines have been produced that outline how the policy will be implemented with service providers, homelands residents and other stakeholders. A schedule of information sessions has been planned to allow those affected by the new policy to meet with department representatives to discuss details and give feedback. Meetings will be requested with selected service providers and all service providers will be invited to participate in forums being held in Alice Springs, Katherine and Darwin. Briefings will also be offered to other homelands stakeholders.

Representatives from the department are planning regional forums for service providers throughout March and April; **we plan to hold the Darwin forum on 16th April 2013.**

DRDIA representatives will contact your organisation shortly with more details of the event. I invite you, the Chairperson and members of your elected Board to attend the forum.

You are encouraged to provide feedback on any aspect of both the Policy and enclosed guidelines.

Feedback can be provided at meetings, forums or by writing to the department at the address shown above prior to 30th April 2013.

All feedback received by the department will be carefully considered and follow-up discussions may be arranged. I encourage you to take part in this important consultation and look forward to meeting with you soon.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council considers the new draft Homelands policy documents and decides on what representatives from Council should attend the Darwin forum on 16th April 2013

ATTACHMENTS:

1 Draft Homelands Policy 23 Jan 2013.pdf
2 Draft Homelands - A Shared Responsibility - Program Guidelines.pdf
3 Homelands - a shared responsibility_QandA.pdf
4 Draft Homelands Extra factsheet.pdf
5 Draft Homelands Extra Application.pdf
6 Needs assessment survey.pdf

Northern Territory Government

DEPARTMENT OF
REGIONAL DEVELOPMENT AND INDIGENOUS ADVANCEMENT

DRAFT

Homelands - a shared responsibility

Draft policy – January 2013

V 23/1/13

Homelands – A shared responsibility

Policy preamble

The Northern Territory Government acknowledges the importance of Aboriginal people's cultural connections to their traditional lands, and the contribution that homelands and outstations make to the economic, social and cultural life of the Northern Territory.

Homelands and outstations are small Aboriginal communities where residents live in order to fulfil their cultural obligations to their inherited country and its underlying traditional law. Homelands can provide social, spiritual, cultural, health and economic benefits to residents. They enable residents to live on, and maintain connections with their ancestral lands.

Homelands give life and meaning to large areas of the country. They make Australia a richer, better place; culturally and spiritually, both in history and individual imagination.

Approximately 10,000 Aboriginal Territorians live on more than 500 homelands and outstations across the Territory[1].

The Government is committed to improving services and living conditions on homelands. This will require the joint efforts of governments, landholders and residents. We all share responsibility for the future of homelands, and need to work together to achieve the best possible results for homelands.

Policy context

The Northern Territory Government is committed to working together with Aboriginal communities to move the Territory forward and to achieve an unprecedented level of social cohesion.

The Government is committed to growing a three hub economy, based on mining and energy, education and tourism, and food and exports. Opportunities to participate in these sectors exist on many homelands where there are jobs in land management and ecotourism, coastal security, Indigenous art, and in emerging industries such as carbon trading.

The Government is committed to improving housing, education and health across the Territory, including on homelands. Shifts in technology make servicing scattered communities more reliable and effective than before.

All Australian Governments, including the Northern Territory, are signatories to the National Indigenous Reform Agreement. The Agreement specifies targets for *Closing the Gap* of Indigenous disadvantage and sets out principles for service delivery to be applied when designing and delivering services for Indigenous people. Service delivery to outstations and homelands will be aligned with the NIRA principles of priority, Indigenous engagement, sustainability, access, integration and accountability[2].

Policy principles

The principles underpinning this policy are:

1. Recognise Aboriginal people's relationship to country and promote cultural connections and maintenance through homelands and outstations.

2. Support the right and authority of Aboriginal people to own, live on and develop their lands.

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[1] The ABS National Aboriginal and Torres Strait Islander Social Survey, 2008 estimates that approximately 40% of the Territory's population identify as living on homelands or traditional country. Not all of these live in outstations.

[2] Schedule D, National Indigenous Reform Agreement.

3. Promote the health, well-being and economic benefits associated with homelands living and recognise the holistic benefit of outstations/homelands

4. Improve the certainty and transparency of service delivery and funding from all levels of government to outstations and homelands.

5. Encourage homelands residents to participate in education and economic development to increase employment, business participation, ownership and wealth, self-sufficiency and independence.

6. Clarify expectations of outstations and homelands residents and service providers regarding support and service delivery and improve transparency and accountability.

7. Strengthen engagement between governments, outstations/homelands residents, service providers, land owners and key Indigenous groups.

Strategic framework

1. Housing and other homelands infrastructure

(a) Housing

The Northern Territory Government is committed to working with residents and service providers to improve housing conditions in the homelands. The Government recognises that ownership of assets and infrastructure on homelands remains with the landholder, which in the majority of circumstances is an Aboriginal Land Trust. Homelands residents generally do not have formalised tenancy arrangements, and in some situations there is no certainty regarding expected levels of service delivery or clear definitions of the obligations and responsibilities of the residents.

Government will continue to provide funding to assist homelands residents and service providers to repair and maintain houses where homelands are used as principal places of residence or where formal programs delivering ongoing, social, cultural and economic development activities are run. The types of services, standards and levels which will be delivered to homelands will be developed in consultation with Service Providers and residents.

Buildings will be gradually improved through asset management planning.

Homelands Extra Allowance

The Northern Territory Government acknowledges that historically the level of funding available to homelands has been inadequate to meet the repairs and maintenance requirements of many of the homelands' dwellings.

Government will therefore supplement housing repairs and maintenance through the Homelands Extra Allowance which will also meet the broader aims of government in improving living conditions on homelands including better health and education outcomes and greater opportunities for economic participation. The Homelands Extra Allowance will be payable to service providers for eligible homelands dwellings in accordance with the program guidelines.

Up to $5200 per annum will be paid to service providers for each eligible homelands dwelling to carry out repairs and maintenance work. Dwellings will be eligible for this allowance if:

- adult residents can demonstrate active economic participation (work, CDEP, registered volunteer work);
- residents are not a recipient of any other government supported accommodation;
- the resident meets the requirements of a means test;
- the residential service fee is paid in full; and
- resident children are regularly attending school.

(b) Municipal and essential services

Government will continue to make funding available to assist in delivering essential services to eligible homelands and outstations. This funding will be delivered in a transparent way to ensure that both residents and service providers have a clear understanding of expected levels of service delivery and the responsibilities of residents. Service providers will develop service delivery plans to clarify roles and responsibilities and expected levels of service delivery. Funding will be delivered with appropriate controls to meet the expected levels of public accountability.

Eligibility criteria will be agreed with the Australian Government and will include factors such as access to potable water and support from a suitable organisation.

Municipal and essential service funding will be allocated according to published guidelines, taking into account relative disadvantage.

(c) Residential service fees

As part of sharing responsibility for living on homelands, the Government expects homelands residents to contribute to the upkeep of their dwellings and homelands.

The Department of Regional Development and Indigenous Advancement will conduct a review of homelands residential service fees to determine an appropriate fee structure based on what is affordable for residents and what is reasonable for the level of services that are received.

Service fees are not enforceable, however, the Homelands Extra payment is linked to ongoing payment of service fees.

(d) Asset management planning

Government will assist homelands residents and service providers to develop asset management plans for homelands. Asset management plans will be used to guide future investment decisions, including the use of the Homelands Extra Allowance.

Asset management plans will cover communal infrastructure such as essential services, educational and health facilities; as well as houses.

Government will continue to work with key Indigenous groups such as land councils and the Aboriginal Benefits Account Advisory Committee as well as service providers and homeland residents on regional and private sector approaches to infrastructure enhancement for homelands.

(e) New homelands and dwellings

Government will focus its support on existing homelands used as a principal place of residence or as a location for sustainable, on-going, social, cultural and economic development programs.

The Government recognises that traditional owners may wish to establish new homelands or build new dwellings, and is not opposed to Aboriginal people establishing and maintaining new, economically sustainable homelands. Support for servicing such activities will be subject to negotiation between Territory and Commonwealth governments, traditional owners, land councils and residents.

2. Service delivery

Homelands residents have the same rights as all other Territorians. Government will continue to provide services to homelands based on these fundamental rights.

Government services will be provided from regional centres and/or in-situ delivery modes. In particular, Government will work with homeland residents to ensure every child from a homeland is attending school (either directly or through remote technologies), every day of the school year

Government will work to provide long-term certainty and clarity for residents of homelands about the ongoing support available from governments.

Government will seek to partner with a strong network of service providers with clear roles and

responsibilities, delivering quality services through best-practice systems, measured against transparent, minimum service standards.

The Department of Regional Development and Indigenous Advancement has established a dedicated homelands work unit which will lead whole of government implementation of this policy, and which will administer funding and oversee service delivery for housing and municipal and essential services to homelands residents.

3. Economic development and employment

Government will continue to work with all stakeholders including homelands residents on ways to more effectively target recurrent and capital resources available for homelands.

Government will support homelands residents seeking to establish plans for independently maintaining and developing their homeland, including planning the level of private investment required to sustain their homeland infrastructure over the longer term.

Government will target support from relevant programs to foster initiatives that create jobs and provide economic independence for homelands.

4. Connecting with residents

Government is committed to strengthening relationships with homelands residents, and their service providers.

As part of its role as the lead agency for homelands policy, the Department of Regional Development and Indigenous Advancement will convene annual Homelands Advisory Forums to enable homelands residents to identify and discuss service delivery and policy issues, and to develop agreed ways forward.

Members of the Indigenous Advancement and Regional Development Cabinet Sub-Committee would attend Homelands Advisory Forums, should they wish to do so.

The Department will meet regularly with homelands service providers with a view to strengthening relationships and improving transparency and service delivery standards.

5. Performance monitoring

Government acknowledges the importance of collecting and utilising accurate information about homelands to inform governments, service providers and residents about the best way for homeland residents to access services.

The Government will work with Service Providers to ensure there is improved accountability and transparency. Service delivery plans, which will incorporate asset management plans, will be available to homelands residents and performance information including funding amounts will be made publicly available.

Government policies and programs for homelands will be regularly reviewed in consultation with Aboriginal leaders, Traditional Owners, homeland residents and homeland service providers. This policy will be reviewed at least once in the term of this Government.

Performance indicators will be developed for the overall homelands policy and for each of the associated programs.

For example:

- Percentage of eligible homelands receiving services that meet the objectives and standards set in funding agreements or other arrangements
- Percentage of eligible homelands receiving regular, clear and transparent information on funding and service performance.

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- Percentage of homelands with service delivery and asset management plans in place.

5. Program guidelines

To improve transparency and accountability, Government will consult with service providers to develop clear program guidelines. Program guidelines will be publicly available and will include:

- funding commitments, formulae, accountability requirements for repairs and maintenance funding, municipal and essential services funding and the Homelands Extra Allowance;
- asset management and service delivery plans;
- role of service providers/service standards and expectations;
- resident responsibilities; and
- residential service fees.

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Northern Territory Government

DEPARTMENT OF
HOUSING, LOCAL GOVERNMENT AND REGIONAL SERVICES

Homelands – A Shared Responsibility

Program Guidelines 2013-14

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1. INTRODUCTION

Homelands and outstations are small Aboriginal communities where residents live in order to fulfil their cultural obligations to their inherited country and its underlying traditional law.

Approximately 10,000 Indigenous Territorians live in 2,400 dwellings on more than 500 homelands and outstations across the Territory.

The Northern Territory Government is committed to improving services and living conditions on homelands. This will require the joint efforts of governments, landholders and residents.

The policy will provide greater accountability and transparency and is supported by clear direction on a new funding model that will empower local residents.

The policy includes stronger governance arrangements and minimum service standards for service providers. The importance of collecting and utilising accurate information about homelands to inform governments, service providers and residents about the best way to access services, is acknowledged in the new policy.

The Homelands Extra Allowance will provide additional funding of up to $5 200 per annum to service providers for each eligible homelands dwelling to carry out repairs and maintenance work.

2. 2013-14 OVERVIEW

In 2013-14 the Northern Territory Government will administer $32.8 million in grants to 34 service providers (six Shire Councils and 28 resource centres) to support the delivery of municipal, essential, housing and employment related services to outstations/homelands across the Northern Territory.

This funding comprises: $15m for municipal and essential services (MES), $5m for Capital Infrastructure Grant (CIG) Applications, $7.3m for Housing Maintenance (HMP) and $5.5 m for the CDEP Converted Jobs Programs.

A further $14m over 4 years will be available for housing maintenance through the Homelands Extra Allowance.

3. FUNDING MODEL

From 1 July 2013, service providers will be offered a single three year funding agreement for the MES and HMP grants, payments will be released to the service provider on a biannual basis. Funding will be allocated on a “per eligible dwelling” formula, the figure will be adjusted for homelands that are difficult to access and /or have to provide their own power and water (that is power and/or water is not provided by Power Water).

To be classified as an eligible dwelling, the dwelling must be the resident’s principal place of residence.

On or before 15 July 2013, the department will forward a “Letter of Offer” for both MES and HM&MP programs to all service providers. The Offer will explain the number of dwellings to be funded and the amount of funding the organisation will receive, if the Offer is accepted a signed “Letter of Acceptance” is to be returned to the department no later than 30 September 2013.

Funding will be released to the organisation once the department has received the signed “ Letter of Acceptance” and it has been determined by the department that the organisation is compliant with all 12/13 financial reporting requirements.

Applications for the Converted Jobs Program will be will be sent to service providers with the CIG applications. On or before 1 May 2013, services providers will be notified by the department that they are to complete the application for Converted Job positions. All applications must be submitted to the department by 31 May 2013, any applications received after this date will not be eligible for funding during the 13/14 financial year. Letters of Acceptance for the Converted Jobs Program must be returned to the department by 30 September 2013, if acceptance is not received by this date the Offer will be withdrawn and the positions offered to that organisation will be allocated to other service providers.

Funding for the Capital Infrastructure Grant Program will continue to be through application. On or before 1 May 2013, services providers will be notified by the department that they are to complete the application for Capital Infrastructure Grant funding. All applications must be submitted to the department by 31 May 2013, any applications received after this date will not be eligible for funding during the 13/14 financial year. Funding applications will be assessed by the department and service providers notified prior to 30 June 2013, funding will then be released to the organisation on or before 31 July 2013.

Applications for the Homelands Extra Allowance will need to be forwarded to the department by 31 May each year (applications will be for the previous calendar year).

4. PERFORMANCE STANDARDS

4.1. ASSET MANAGEMENT PLANS

An Asset Management Plan (Annexure B) is a plan for managing and maintaining an outstation's infrastructure and other assets used in the delivery of MES and HMP services.

All service providers will be required to develop an Asset Management Plan (AMP) relating to each outstation for which they receive MES and HMP funding.

The AMP will:

- Be developed for each outstation that the organisation receives MES funding for;
- Clarify what works are to be undertaken on outstations to maintain assets to a minimum standard:
- Assist service providers and residents to make decisions about investment in and management of outstation infrastructure and housing; and
- Assist in ensuring the equitable and efficient use of funding to maintain assets on outstations.

It is expected that the AMP will be part of, or an extension to the Asset Register (Annexure A). An asset register is a list of all of the infrastructure on homelands (including houses) and other assets used by the service provider to deliver MES and housing services. The Asset Register will also include all assets used by the service provider which are located away from the outstations

Service providers will be required to develop and maintain an Asset Management Plan, all Plans will be forwarded to the department prior to the release of MES and Housing funding for that financial year. No funding will be released to the service provider unless a current AMP has been provided to the department.

4.2. SERVICE DELIVERY PLANS

Service providers will be required to formulate a Service Delivery Plan (Annexure C) for each homeland for which they receive MES and HMP funding. Plans will be completed and forwarded to the department by 31 May each year.

The Service Delivery Plan will identify and schedule the tasks which will be undertaken by either the Service Provider, or the residents, to maintain assets and improve living conditions on the homeland. Identified tasks will be undertaken to ensure that Minimum Standards (Annexure D) of service delivery for both MES and housing maintenance are achieved. Minimum Standards have been developed by the department, identifying the minimum expected levels of servicing, maintenance and standard of infrastructure on all homelands.

The Service Delivery Plan will also be a key reporting mechanism to both the department and homeland residents. Service providers will report on their achievements against the scheduled tasks, unscheduled maintenance visits will also be identified. The Service Delivery Plan has provision to check off scheduled tasks and an Urgent/Minors table for recording unscheduled maintenance. This will form the basis of reporting. Over time service providers will be expected to develop a costing model that attributes a cost to each task on the plan.

5. REPORTING

Service providers must prepare and forward to the department all reports required and specified in the funding agreement.

If we consider that the form or content of a report is not adequate for our purposes, we can request you to submit a revised report. You must submit that revised report within 30 business days of our request, unless specified otherwise.

Where necessary, the Department reserves the right to request any reports to be submitted at shorter intervals than stated.

Service providers must at all reasonable times allow access to records, accounts, documents and papers relating to all Agreements. This will include all documentation related to how you are carrying out the activity and receiving or spending the funding, you must allow copies of these materials to be viewed/ requested by the following:

- The Department of Regional Development and Indigenous Advancement and/or persons authorised by the department , or
- the Commonwealth Auditor-General, or
- the Commonwealth Director of Evaluation and Audit or person authorised by them.

5.1. FINANCIAL REPORTING AND ACQUITALL OF GRANT FUNDING.

Service providers will be required to submit year to date, financial reporting through the provision of ‘Half-yearly Statements of Income and Expenditure’.

Completed financial reports are to be forwarded to the Grants Management Unit within 28 days after the months of December and June.

Acquittal of funding is under a prescribed arrangement that requires "specific purpose" financial reports be prepared and independently audited by a registered company auditor for period ending 30 June each year.

Audited Specific Purpose Financial Reports for period ending 30 June are to be forwarded to the Grants Management Unit by 15 November of each year.

Templates are provided to assist your organisation complete the required financial reporting. (Attachment A)

5.2. PERFORMANCE REPORTING

Service providers will be required to enter into the provided MES/Housing/Converted Jobs Performance Report (The Report), a description of all works undertaken on the outstations throughout the financial year.

The Report will be forwarded to the Department on a quarterly basis at the end of; September, December, March and June.

Reports must be received by the department no later than 30 days after the end of the specified months.

The department has the right to request that the Report be forwarded to the department at any other such time that the department deems necessary.

The department reserves the right to request the Report be provided to the department upon request. It is therefore advisable that the report is updated on an ongoing basis.

6. DEPARTMENTS RIGHT TO TERMINATE ON DEFAULT.

The department can terminate an Agreement with a service provider, if any of the following occur:

- you breach any of your obligations under an Agreement and we consider that the breach cannot be rectified;
- you breach any of your obligations under an Agreement and you do not rectify the breach within 10 business days after we give you a notice to rectify it;
- in relation to an Agreement, you breach a law of the Commonwealth, or of a State or Territory;
- All specified reporting requirements have not been meet.
- we consider that our decision to approve the funding was affected by a statement in your application for funding that was incorrect, incomplete, false or misleading;
- you are unable to pay all of your debts as and when they fall due;
- you have come under external administration, or have applied to come under external administration, or have received a notice requiring you to show cause why you should not come under external administration;
- You have become bankrupt or entered into a scheme of arrangement with creditors.

6.1. REPAYMENT OF FUNDING

The department has the right to seek repayment of any Funding (or the relevant part of it) in any of the circumstances set out below:

- The department overpays you;
- The department pay you an amount that you incorrectly claim;
- The department pay you an amount that you are unable to spend in accordance with this Agreement;
- you spend an amount other than in accordance with this Agreement.

You must repay the department the amount requested within 20 Business Days after you receive written notice to do so.

6.2. WITHOLDING PAYMENTS

The department can withhold any or all of a Funding payment if we consider that you:

- have not carried out specified activities in accordance with this Agreement; or
- are not providing services to the specified outstations as required under the funding agreement.
- have not spent funding in accordance with this Agreement; or
- have breached any other term of this Agreement, or
- have not complied with both financial and performance reporting requirements set out in this agreement.
- Have not completed service delivery plans or an asset management plan.

The department will pay the withheld amount only when the breach of the agreement has been rectified. To ensure that essential services continue to be provided to homeland residents, payments for works required will be paid for by the department on receiving a specific invoice related to that work only. The remainder of funds will not be released until such time that all breaches of the funding agreement have been rectified.

7. COMPLAINTS PROCEDURE

Service providers must establish and publicise the existence of a documented complaints process which you use to deal with any complaints by outstation residents relating to service delivery, and:

If your clients are dissatisfied with the results following their complaint/s you must refer your clients to the Department for further investigation of the complaint and you must assist us in the investigation of the complaint.

You must, on our request, provide access to or copies of your Complaints Register, and copies of all correspondence and other materials received or created by you in connection with any of the complaints

Copies of all correspondence and other materials received or created by you in connection with any complaints must be adequately recorded and maintained

8. FUNDING PROGRAMS.

Funding for homeland programs includes all of the following grant programs:

- Municipal and Essential Services Program
- Capital Infrastructure Grants Program
- Housing Maintenance Program
- Converted Jobs Program
- Homelands Extra Allowance

It is an essential requirement of all programs that the following obligations are adhered to:

- All reporting requirements are provided to the department on or by the nominated dates;
- All service providers are to provide the department with an Asset Management Plan. The Plan will be developed during 2013 and all plans will be completed by 31 December 2013. The department will require all Asset management Plans to be completed prior to the release of funding to the organisation for the 14/15 financial year;
- All service providers are to provide the department with a copy of the organisations Service Delivery Plan (SDP). SDPs will be developed during 2013 and all plans will be completed by 31 December 2013. The department will require all SDPs to be completed prior to the release of funding to the organisation for the 14/15 financial year; and
- All service providers are to provide the department with a current Asset Register. The Register will list all assets on each individual outstation and also include a full register of assets owned by the organisation but not located on outstations. Asset Registers will be developed during 2013 and all will be completed by 31 December 2013. The department will require all Asset Registers to be completed prior to the release of funding to the organisation for the 14/15 financial year.

8.1. MUNICIPAL AND ESSENTIAL SERVICES PROGRAM (MES)

Program objective

Municipal and essential services operational funding includes repairs and maintenance, minor works and general operational costs for the delivery of municipal and essential services.

Municipal service activities are primarily concerned with road and aerodrome maintenance, waste disposal, landscaping and dust control in common areas, fire breaks, dog control programs, environmental health activities and other municipal services.

Essential service activities are primarily concerned with electricity, water and sewerage systems operation and maintenance.

Eligible activities under the MES program are defined as follows:

Electricity, water and sewerage operation and maintenance	Assistance with operational costs and essential/routine repairs and maintenance to community water, electricity and sewerage systems. Includes covering shortfalls in operational costs for supply of energy where communities are making significant efforts to collect revenue from users. MES funding should only be used to purchase fuel for generators where residents are

	contributing to the costs of fuel consumption.
Road Maintenance	Routine and essential maintenance to internal roads and drainage that are not the responsibility of a state, territory or local government body. Access to roads on Aboriginal community land, which are not the responsibility of another body, can be considered for assistance.
Aerodrome and barge landings maintenance	Routine and essential maintenance of aerodromes and barge landings in remote communities.
Waste disposal	Effective and regular waste removal services and tip maintenance in communities.
Landscaping, dust control and fire breaks	Essential and effective landscaping, dust control and fire breaks around infrastructure, including routine management and maintenance of community ovals, parks and playgrounds.
Management of infrastructure and municipal services	Operational costs required to provide infrastructure and municipal services including assistance with administration/running costs of municipal services vehicles, repairs and maintenance to essential community buildings.
Environmental health activities	Programs should include activities and strategies to reduce environmental health risks and related diseases, including educational programs and activities that reduce hygiene and nuisance problems **(see further below for Dog Control)**.
Other municipal services	Other necessary municipal services such as fire prevention, preparation of town plans, and insurance on assets used specifically to provide municipal services.

Dog Control
Uncontrolled dog populations in Indigenous communities contribute to the transfer of canine infection to humans and other health problems.
Implementing 'dog health' programs in communities should aim to improve the health of people and dogs by:

- addressing the environmental conditions that can lead to the transfer of dog-carried diseases;
- regular treatment of parasites, ticks, worms, mange types of infectious diarrhoea; and
- development and introduction of dog care and control education programs.

8.2. HOUSING MAINTENANCE PROGRAM

Program objective

The purpose of the Housing Maintenance program is to assist homeland residents to live in a safe and healthy environment. It provides funding for:

- direct costs associated with undertaking urgent and planned repairs and maintenance of community houses;
- other essential costs such as insurance, housing audits (financial) and sewerage rates where operational funds are not provided from other external sources.
- collection of a housing service fee;
- accounting for the money collected from a housing service fee, and how it is spent; and
- arranging for houses to be repaired and maintained and ensuring that repairs and maintenance are undertaken in an efficient and cost effective manner.

A percentage of Management and Maintenance funding can be used to employ a Housing Manager and / or the Indigenous Housing Officer to manage the

organisation's housing stock. No more than 50% of Housing Maintenance funding must be used without prior departmental approval for

- paying salaries or wages; or
- overheads (for a local building team or housing office).

The outcome of the Housing Management and Maintenance Program should be that the funds, together with the money raised from housing service fees is sufficient for service providers to ensure that the minimum housing standards are met.

All service providers will have to determine how much of the housing service fee collected is spent on housing support activities, housing management and direct spending on repairs.
Money for maintaining houses should be spent on the following ;

- Urgent repairs; and
- General repairs and maintenance.

Urgent repairs

Urgent repairs are those necessary to make a house safe and healthy to live in and/or where there is a direct threat of danger due to safety, health or security risks to the tenants of the premises and prompt action is required to relieve the situation. For example:

- Electrical danger;
- Loss of power supply;
- Gas leakages;
- Significant water loss due to a major water pipe failure; and/or
- Major sewer overflow internal to premises (including internal common areas).

Urgent repairs should be attended to within 48 hours of a problem being reported or as soon as wherever practicable.
The department requires that where funding for other repairs is available, it should be used to extend the life of houses and minimise deterioration.

General or routine repairs

After urgent repairs have been attended to, remaining maintenance funds can be used towards other preventative maintenance identified through regular inspections.
Planned general repairs should be consolidated to reduce costs and achieve greater efficiencies.

8.3. CAPITAL INFRASTRUCTURE PROGRAM

Program objective

The Capital Infrastructure Grants Program is a submission based program, with funding available to recognised service providers to assist with the purchase of capital items and to undertake capital works to improve service delivery to outstations.

Activities funded under this program include:

- Urgent major repairs and replacement for items required to assist in preventing disruptions to essential service provision to outstations;
- Costs associated with major capital repairs and for items such as aerodromes, barge landings, heavy plant equipment, internal roads within outstations, dumps and septics; and
- Installation of power card systems and water meters.

While all efforts are made to approve levels of funding in line with requested amounts, funding is limited and there should be no expectation that an organisation will receive the funding amount requested.

Applications

Applications in the 14/15 financial year, must demonstrate how the project fits into the organisations Asset Management or Service Delivery Plan.

Eligibility

Applications which do not demonstrate how the project is incorporated into the organisations planning will not be considered. Funding must be used for providing municipal and essential services infrastructure or services to the eligible outstation listed in the Capital Infrastructure Grants Program Funding Agreement.

Organisations must demonstrate sound financial management and have met all reporting requirements for any Capital Infrastructure Grants previously approved. The minimum funding available is five thousand dollars ($5,000).

Any assets obtained under the Capital Infrastructure Grant program must be entered in the organisations Asset Register; the register must be maintained and made available to the department at the end of each financial year.

Assets obtained through funding under this program must be used for community benefit and cannot be sold without written permission from the department.

Assessment

A panel will be convened to assess and recommend funding levels for all applications in a fair and transparent process; the panel will convene around mid may and all applications will be assessed by 31 May.

The panel will decide if an application meets the eligibility criteria and whether sufficient funding is available within the program.
Once the assessment panel has considered all applications a letter of offer and a funding agreement will be sent to each successful organisation.

8.4. CONVERTED JOBS PROGRAM

Program objective

The aim of the program is to convert previous Community Development and Employment Projects (CDEP) jobs into real, full-time employment opportunities

in the area of municipal and essential services delivery to eligible Indigenous living areas.

Applications

Organisations will be funded for a determined number of positions based on an application process, organisations will be informed of the process at the commencement of May and applications for Converted Jobs Positions must be forwarded to the department on or before 31 May 2013. The funding is to be used for the employment of participants in the delivery of MES and or housing maintenance projects. Positions will be allocated to organisations if their application is successful, in the application organisations will be asked to include;

- number of positions requested;
- brief outline of proposed works to be undertaken;
- where the positions will be based; and
- how the participants will be supervised/trained.

Applications will be assessed during May and Letters of Offer will be sent to the organisation on or before 31 July 2013, the Letter of Acceptance must be returned to the department by 30 September. Failure to return signed Acceptance by this date will result in withdrawal of the Letter of Offer and funding will then be allocated to other service providers.

Reporting for the Converted Job Program will be entered into the Report at the end of September, December, March and June. Information entered will state the number of positions, where they are located and what work they are undertaking.

8.5 HOMELANDS EXTRA ALLOWANCE

Program objective

To provide additional funding of up to $5200 pa to service providers for each eligible homeland dwelling for the purpose of repairs and maintenance work.

What funding is available

The Northern Territory Government has allocated $14 million over four years (2012-13 to 2015-16) to assist homelands residents improve living conditions on homelands. Grants of up to $5200 per annum will be paid to service providers to carry out housing repairs and maintenance for eligible households. No more than one grant will be made per household per year.

Applications

Homelands Extra grants will be available annually, with applications closing on 31 May of each year for the previous calendar year. Applications will be assessed and funding released to service providers by the end of August.

Applications will be made on the attached Application Form, and can be submitted in paper or electronically. Application forms will be distributed by service providers, departmental technical officers and will be available from the Department's website.

Who is eligible for the Homelands Extra Allowance?

Households which meet the following eligibility requirements:

- the dwelling must be eligible for funding under the Housing and MES programs;
- residents do not have other government supported accommodation;
- adult members of the household must demonstrate participation in paid work, community jobs schemes, registered volunteer work or businesses;
  - Adult household members are considered to be those over 18.
  - Adult household members who receive aged or disability payments are exempt from this requirement.
  - 'Registered' volunteer work means voluntary work for a bone fide organisation.
- residential service fees are paid in full.
  - Fees charged by the service provider (on resident or dwelling basis) must be fully paid, with no arrears for the previous year to 30 June.
- children residing in the household are regularly attending school.
  - Children's school attendance meets Department of Education benchmarks for satisfactory school attendance.
- the household meets the requirements of a means test.
  - No householder to earn more than $44,752 pa.
- any previous Homelands Extra grants have been properly acquitted.

Eligible households may receive Homelands Extra grants each year that the program operates.

What can a Homelands Extra grant be used for?

Homelands Extra grants can be used for repairs and maintenance to dwellings according to dwelling Asset Management Plans and works agreed upon between the service provider and the applicant.

Grant payments.

Block grant payments will be forwarded to service providers electronically by 31 July 2013.

Reporting

Service providers will be responsible for advising the Department that the *Homelands Extra Allowance* grants have been spent in accordance with the application. A declaration of expenditure will be signed by both the service provider and the householder.

Service providers will provide acquittals annually by 30 May.

The service provider will be responsible for maintaining the record of works to a dwelling.

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Wherever possible, reporting to the department will be electronic.

9. SUPPORT FOR NEW DWELLINGS AND HOMELANDS

In order for new homelands or new housing on existing homelands to be eligible for ongoing MES and HM support, certain conditions will be required, including:

- the homeland must have access to potable water;
- there must be a service provider willing to take on service delivery obligations;
- new homeland residents must demonstrate how they will access education services if they have children; and
- where required due to the additional housing, upgrades to MES infrastructure on homelands must be funded by the developer.

Ongoing support for new homelands or new housing on existing homelands will be funded from within the current budget allocations to each of the funding programs.
Additional calls on funding will reduce the support available to existing homelands unless ongoing funding for that purpose is provided by the developer, landowner or resident.

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Annexure A.

Asset Register

Asset Each asset should have it's own entry. Eg. if there are two bores each bore should have an entry	**Condition** Good Fair Poor U/S	**Date Fitted**	**Working life** **(years)**	**Expected Replacement Date**	**Approximate Replacement Cost**	**Comments** Comments relevant to the asset including maintenance, condition, capacity, etc
Water						
Bore pump						
Bore casing						
River/lagoon water pump						
Solar panels for pumps						
Back Flow prevention devices						
Water meters						
Isolation valves						
Chlorination equipment						
UV Disinfection						
Tank Stand						
Storage tank - 1						
Storage tank - 2						
Storage tank - 3						
Float valve						
Pressure switches						
Pressure pump						
Water Reticulation						
Fencing for bore						

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Rainwater tanks and guttering						
Sewerage						
Septic tank						
Pump out pit						
Reln drains						
Evapotranspiration bed						
Evaporation beds						
Sprinklers and disposal field						
Fencing for sewerage system components						
Power						
Generator - 1						
Generator - 2						
Generator - 3						
Solar system array						
Hybrid system batteries						
Controls						
Electrical Reticulation						
Fencing for power system components						
Waste Management						
Landfill						
Bins (consumable)						
Garbage collection						

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trailer						
Fencing around landfill						
Airstrip						
Graded strip						
Windsock						
Other Communal Buildings						
Ablution Blocks						
Pit toilets						
Communal kitchens						
Meeting building						
Equipment						
Roads						
Access Rd						
Internal Rds						

Dwellings	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Dwelling type - house, other										
Condition - good, fair, poor										
Number of rooms										
Date built										
Working life										
Expected Replacement										

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Approximate cost to replace										
Comments										

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Annexure B.

Asset Maintenance Plan

Water			
Asset	**Tasks**	**Period/Date**	**Responsibility**
System	Inspect, repair and maintain water infrastructure to ensure system is operational	6 monthly	SP
System	Ensure all compounds and areas around infrastructure are clean and clear of vegetation	6 monthly	SP
System	Ensure fences and gates around water infrastructure are secure	6 monthly	SP
System	Inspect for and repair any water leaks in infrastructure and at houses.	6 monthly	SP
System	Ensure water reticulation where possible is buried to a safe depth to reduce risk of damage.	6 monthly	SP
System	Ensure active and unused bores are correctly sealed	6 monthly	SP

Sewerage			
Asset	**Tasks**	**Period/Date**	**Responsibility**
System	Inspect, repair and maintain sewerage infrastructure to ensure system is operational	6 monthly	SP
System	Ensure all compounds and areas around infrastructure are clean and clear of vegetation	6 monthly	SP
Septic Tanks	Ensure septic tanks are secure and there is no risk of accidental access	6 monthly	SP

Power			
Asset	**Tasks**	**Period/Date**	**Responsibility**

System	Inspect power infrastructure for correct operation. Note any works for future completion	6 monthly	SP
System	Ensure all compounds and areas around infrastructure are clean and clear of vegetation	6 monthly	SP
System	Inspect and repair all wiring and connections to ensure a safe condition	6 monthly	SP
Generator	Service generator	6 monthly	SP

Waste Management			
Asset	**Tasks**	**Period/Date**	**Responsibility**
Tip site	Area around tips must be clear of waste and all rubbish must be placed in tips	6 monthly	SP
Tip site	Old sites must be filled in	6 monthly	SP
Outstation	Remove rubbish from outstation if at a level deemed a health hazard	6 monthly	SP

Airstrip			
Asset	**Tasks**	**Period/Date**	**Responsibility**
Airstrip	Inspect airstrip surface for serviceability	6 monthly	SP
Airstrip	Drag airstrip every 6 months and clear 15 meters either side of obstacles such as trees/anthills	6 monthly	SP
Windsock	Ensure windsock is operational		

Grounds Maintenance			
Asset	**Tasks**	**Period/Date**	**Responsibility**
Outstation	Clear vegetation to reduce risk of fire and assure safety	6 monthly	SP
Outstation	Where appropriate install and maintain fire breaks	6 monthly	SP

Other Communal Buildings			
Asset	**Tasks**	**Period/Date**	**Responsibility**

Equipment			
Asset	**Tasks**	**Period/Date**	**Responsibility**

Roads			
Asset	**Tasks**	**Period/Date**	**Responsibility**
Roads	Ensure roads are clear of fallen vegetation and tree regrowth	6 monthly	SP

Housing			
Asset	**Tasks**	**Period/Date**	**Responsibility**
Dwellings	Inspect housing to ensure all dwellings are to the minimum standard.	6 monthly	SP

Environmental			
Asset	**Tasks**	**Period/Date**	**Responsibility**
Outstation	Evaluate the needs for animal control around outstations where necessary, and carry out identified works	6 monthly	SP
Outstation	Ensure minimal disturbance to soil on outstations from works carried out or animals to prevent erosion and dust	6 monthly	SP

Other			
Asset	**Tasks**	**Period/Date**	**Responsibility**

Annexure C.

Service Delivery Plan for *Outstation Name*

January	Completed	February	Completed	March	Completed	April	Completed	May	Completed	June

Date	Urgent/Minor Repairs

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Annexure D.

Minimum MES and Housing Standards

These standards are not a comprehensive list of tasks to carry out to ensure service delivery. As outstations are located over a large geographical area, with a wide range of infrastructure, the standards have been developed to identify a minimum set of tasks that are applicable to most outstations. These tasks should be performed to ensure a reliable delivery of power, water, sewerage, and provide a healthy and safe environment.

A more comprehensive list of maintenance tasks, which include the minimum tasks in the standard, should be identified for each outstation and documented in the AMP.

Stated Outcomes are what is trying to be achieved in each category of municipal or essential service.

Minimum Service Delivery Tasks are activities that should be carried out to ensure the outcomes are achieved.

Callout/Emergency is the response time in which a service provider should endeavour to address an issue that results in the loss of service.

Frequency of visits to Outstations

Service providers are required to attend each outstation at least once in the first half of the financial year and one in the second half of the financial year to carry out the tasks identified in the standards and engage with the resident of the outstation.

Resident Engagement

Service providers are to explain where possible to the resident what work they will be doing on a regular basis to service the outstation. A copy of the service delivery plan is to be given to the resident and explained.

Residents are to be given the opportunity to discuss the Asset Management Plan with the service provider in order to tailor the AMP to the needs of the outstation.

Contact Details

Contact details should be given to the resident that explains who to contact in the case of the loss of services and what they can expect from the service provider when they are contacted.

Category	Outcomes	Minimum Service Delivery tasks/standards
Water system	• provide a safe supply of drinking water that falls within Australian Drinking Water Guidelines • provide sustainable water supply for domestic needs • prevent the transmission of water borne infectious diseases	Maintenance • Inspect, repair and maintain water supply infrastructure to ensure system is operational and working as intended achieve the specified outcomes • Ensure all compounds and areas around infrastructure are clean and clear of vegetation to reduce risk of fire and structural damage • Ensure fences and gates around water infrastructure are secure • Inspect for and repair any water leaks in infrastructure and at houses. • Ensure water reticulation where possible is buried to a safe depth to reduce risk of damage.

		• Ensure active and unused bores are correctly sealed to prevent contamination • Identify any maintenance or repairs required at the next maintenance visit Frequency • Service providers are required to attend each outstation at least once in a 6 monthly period to attend to the maintenance tasks Callout/Emergency • If there is a loss of service then the service provider is required to attend and try to restore services within 2 days of being informed. • If services cannot be restored within 2 days the service provider will ensure an emergency supply of potable water until the service is restored. • If it is not possible to restore services within a 2 week time frame for whatever reason then the dept must be informed.
Power Systems	Provide a safe, reliable power supply	Tasks • Inspect, repair and maintain power supply infrastructure to ensure system is operational and working as intended to achieve the specified outcomes • Ensure all compounds and areas around infrastructure are clean and clear of vegetation to reduce risk of fire and structural damage • Inspect and repair all wiring and connections to ensure a safe condition and there is no potential hazard to residents • Identify any maintenance or repairs required at the next maintenance visit • Power Stations • Ensure generators and controls are maintained and serviced in accordance with manufacturers guidelines • Ensure compound, gates and fencing are secure and locks are operational • Ensure bulk fuel storage is securely contained and only accessible to authorised personnel Frequency • Service providers are required to attend each outstation at least once in a 6 monthly period to carry out the minimum maintenance tasks Callout/Emergency • Service providers are required to attend and restore services to the power system within 2 weeks of being informed of disruption of services. If this cannot be achieved for whatever reason then the dept must be informed.

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Sewerage Systems	Sewage disposal systems are to be constructed, located, maintained and operated so as to; • Prevent direct and indirect contact between people and infectious organisms • minimise the risk of contamination of drinking water supplies, food crops or other supplies • prevent the breeding of mosquitoes	Tasks • Inspect, repair and maintain sewerage infrastructure to ensure system is operational and working as intended to achieve the specified outcomes • Ensure all compounds and areas around infrastructure are clean and clear of vegetation to reduce risk of fire and structural damage • Ensure septic tanks are secure and there is no risk of accidental access • Identify any maintenance or repairs required at the next maintenance visit Frequency • Service providers are required to attend each outstation at least once in a 6 monthly period to attend to any maintenance, ensure correct operation and carry out inspections. Callout/Emergency • Service providers are required to attend and restore services to the sewerage system within 2 weeks of being informed of disruption of services. If this cannot be achieved for whatever reason then the dept must be informed.
Grounds Maintenance	Outstations communal areas should be maintained to a standard that; • Reduces the risk of fire • Minimises the risk of disease • provides a level of safety to residents • reduces the opportunity for snakes and other animals to shelter in and around the outstation	Tasks • Clear vegetation to a level that achieves the stated outcomes but does not add to the generation dust or erosion. • Where appropriate install and maintain fire breaks • Identify any maintenance required at the next maintenance visit • Frequency • Service providers are required to attend each outstation at least once in a 6 monthly period to carry out grounds maintenance and inspections
Waste Disposal	• Prevent the transmission of infection disease • Reduce risk of injury and trauma	Tasks • Area around tips must be clear of waste and all rubbish must be placed in tips • Old sites must be filled in • If level of rubbish around outstation is deemed a health hazard then the service provider will ensure rubbish is removed and disposed of correctly • Identify any maintenance required at the next maintenance visit •

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		Frequency • Service providers are required to attend each outstation at least once in a 6 monthly period to carry out grounds maintenance and inspections
Internal/Access Roads	Allow the use of roads and minimise erosion	Tasks • Ensure roads are clear of fallen vegetation and tree regrowth • Identify any maintenance or repairs required at the next maintenance visit Frequency • Service providers are required to attend each outstation at least once in a 6 monthly period to carry out grounds maintenance and inspections
Aerodromes	Maintained on a regular basis to allow the safe operation of light aircraft	Tasks • Inspect airstrip and ensure surface are clear of ruts, undulations, large rocks, ant and termite mounds, saplings and erosion. • Drag airstrip every 6 months • The immediate 15 metres either side of the strip surface should be cleared of any obstacles including ant hills, tree stumps, large rocks or stones and fencing wire. • Identify any maintenance or repairs required at the next maintenance visit • Frequency • Service providers are required to attend each outstation at least once in a 6 monthly period to carry out grounds maintenance and inspections
Environmental	Reduce the risk of disease, poor health, water contamination and damage to infrastructure due to environmental influences.	Tasks • Evaluate the needs for animal control around outstations where necessary, and carry out identified works • Ensure minimal disturbance to soil on outstations from works carried out or animals to prevent erosion and dust. • Identify any maintenance or repairs required at the next maintenance visit • Frequency • Service providers are required to attend each outstation at least once in a 6 monthly period to carry out grounds maintenance and inspections

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Standard of Housing

The housing standard is the standard of housing required under the funding guidelines. The standard outlines the minimum requirements in order to ensure health and safety of residents and provide shelter from environmental elements.

General	Dwelling appears structurally sound
	Power is available
	A potable water supply is available
	Trees and plants do not pose a hazard to dwelling or tenants
	Dwelling provides shelter from external environment, e.g. roof and external walls are serviceable and do not leak, windows are in a condition to ensure shelter if necessary.
	Dwellings with asbestos containing materials are signed properly
	Dwelling has electrical safety switches fitted where power is connected through a power board
	Dwelling has safe and serviceable power outlets
	Where connected to gas, system is deemed safe
	Dwelling has adequate lighting for safe use of dwelling at night
	Dwelling is able to be secured
	Dwelling has proper constructed floors (not dirt) throughout
Kitchen Facilities	Has a serviceable sink
	Has a serviceable food preparation area
	Has a serviceable light
	There is a suitable food storage area available
	Has a proper constructed (not dirt) floor
Bathroom facilities	Has access to serviceable bath/shower facilities
	Bathroom facilities has a serviceable basin
	Bathroom facilities has a serviceable light
	Bathroom facilities has a proper constructed (not dirt) floor
Laundry facilities	Has access to serviceable clothes washing facilities
Toilet facilities	Dwelling has a access to serviceable toilet
	Toilet facilities has a serviceable door with a suitable lock
	Toilet facilities has a proper constructed (not dirt) floor
Bedrooms	Have a serviceable light
	has a proper constructed (not dirt) floor

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Housing Maintenance Standards

Immediate Repairs

Immediate repairs are those necessary to make a house safe and healthy to live in; where there is a direct threat of danger due to safety, health or security risks to the tenants of the premises and prompt action is required to relieve the situation. These repairs can include but are not limited to;
Electrical

- Power points/fittings are safe, not damaged, secured to the wall, and there are no exposed wires
- Mains power to house has no exposed wires or damaged conduit/junction box

Gas

- No gas leaks
- Repair faulty regulators/appliances/controls

Significant Water Leakage

- Repair any significant water leaks within premises that leaves persistent water pooling, contributes to rotting of infrastructure or is a cause of depleting outstation water supply

Major sewerage overflow to internal premises

- Repair any major sewerage leaks, backup, or blockage from septics/systems

Response time for immediate repairs

Immediate repairs will be actioned within 2 days of being reported to the service provider.

Repairs and Maintenance

Repairs and maintenance are any non-immediate repairs and scheduled maintenance required to keep housing to a safe standard for living

For example repairs to:

- Loss of power supply;
- Water or sewerage leaks; and
- Where a tenant / occupant is unable to gain access to the premises or secure the external access.
- Regular maintenance such as clearing of vegetation around house or termite treatment

Inspection Schedule

Regular scheduled visits should be conducted to evaluate work required to ensure dwellings are to the specified funding standard. Inspections should be carried out at least once in the first and second half of the year.

Category	Maintenance tasks
Structural	Check for and repair, rust, corrosion, rot, termites damage and other signs of structural deterioration Check for and fix water leaks Check for termite damage and signs of termite activity Check for damage and correct operation of doors/windows in accordance with maintenance plan
Plumbing	Inspect and repair any water leaks

	Check operation of hot water systems and repair where necessary Check for and fix any damage to any waste water systems and ensure correct operation Check for and fix and sewerage leaks , blockage or backup from septics/systems
Electrical	Test operation of RCD Switch Check connection of wires to earth stake Check power points/fittings are • In working condition, • not damaged, • Secured to walls/ceilings • Have no exposed wires There are no exposed cables Mains power to premises is not damaged or has exposed wires
Gas	Gas fittings are secured and working correctly Check for and repair any leaks

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Northern Territory Government

DEPARTMENT OF
REGIONAL DEVELOPMENT AND INDIGENOUS ADVANCEMENT

Homelands – a shared responsibility

Questions and answers about the new policy and implementation

What is an outstation or homeland?
Homelands' and 'outstations' are interchangeable terms used in different parts of the Northern Territory to describe places where small populations of Indigenous people live in remote areas, on lands to which they have traditional ownership or historical association.

Homelands/outstations are distinguished from urban living areas (or 'town camps'), which have different opportunities and challenges. They are also distinguished from major and minor remote communities, which are characterised by public housing and essential services assets owned and controlled by government, and the direct presence of formal local government services.

How many homelands are there? Where are they? How big are they? How many people live on homelands?
There are approximately 500 homelands with 2,400 dwellings in the Northern Territory. Homelands are located throughout the Territory; there are generally clusters of homelands around the larger communities such as Galiwin'ku, Maningrida and Ntaria. The larger homelands have populations of up to 100 people while some of the smaller ones may consist of only a single dwelling. It is estimated that approximately 10,000 people live on homelands.

Why does Government have a homelands policy? What is it seeking to achieve?
The Northern Territory Government acknowledges the importance of Aboriginal people's cultural connections to their traditional lands, and the contribution that homelands and outstations make to the economic, social and cultural life of the Northern Territory.

The Government is committed to improving services and living conditions on homelands. This will require the joint efforts of governments, landholders and residents. We all share responsibility for the future of homelands, and need to work together to achieve the best possible results for homelands.

What assistance/support will Government provide to homelands residents?
Homeland service providers currently receive grants to support the provision of municipal and essential services and housing maintenance for homeland residents. The government has recently announced the Homelands Extra Allowance (HEA) which will contribute additional funds to housing maintenance.

Money is also allocated to the Power and Water Corporation to provide services to about 66 homelands and the Department of Lands Planning and Environment carries out road works that directly benefit some homelands. A number of other Departments including Health, Education and Children's Services, Regional Development and Indigenous Advancement also make significant contributions to service delivery to homelands.

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Northern Territory Government

DEPARTMENT OF
REGIONAL DEVELOPMENT AND INDIGENOUS ADVANCEMENT

What funding is available under the Homelands Program?

- municipal and essential service (MES) grants totalling $15 million per annum;
- capital infrastructure grants (CIG) totalling $5 million per annum;
- housing maintenance grants totalling $7.3 million per annum; and
- Homelands Extra Allowance, $14million over 4 years.

What are the new funding arrangements?

From 1 July 2013, for the MES, CIG and housing management and maintenance (HMM) components, service providers will be offered a single three year funding agreement with twice-yearly payment and reporting requirements. Funding will be determined using a formula for homelands and outstations with allocation determined on a 'per dwelling' basis. The 'per dwelling' figure will be adjusted for those homelands that are difficult to access and/or have to provide their own power (that is, they are 'off the grid' serviced by Power and Water Corporation). An eligible dwelling is a principal place of residence or a dwelling used for a recognised community program.

The Homelands Extra Allowance will be available to residents through an application process via service providers, providing they meet the following eligibility criteria:

- adult residents can demonstrate active economic participation (work, CDEP, registered volunteer work);
- residents are not a recipient of any other government supported accommodation;
- the resident meets the requirements of a means test;
- the residential service fee is paid in full; and
- children of the residents are regularly attending school.

Funding for these activities is currently being distributed as a grant to recognised service providers. Over time this arrangement will transition to a more commercial footing and funding will be made available through a tender process.

What is the transition period for providers into the new arrangements?

The new funding model will take effect from 1 July 2013. Other aspects of the policy will be introduced in a staged process, for example service providers will not be required to provide Asset Management or Service Delivery Plans until later in 2013.

Will some service providers get less funding?

Some service providers will receive less funding for maintenance of infrastructure. This is due to the fact that the funding formula has been largely unchanged since the days of ATSIC, some service providers have historically received more funding than others or have received funding for outstations that are no longer occupied. The new funding formula will more fairly allocate funding based on the number of dwellings to be serviced, which means service providers that have more homes to service will receive more funding than those with less homes to service.

If the funding has been inequitable, why wasn't it fixed earlier?

Due to the uncertainty of continued funding from the Commonwealth, funding reforms have been delayed. Now that there is 10 years of guaranteed support, the new arrangements can be implemented.

What homelands will be eligible/prioritised?

Government will focus its support on existing homelands used as a principal place of residence or as a location for sustainable, on-going, social, cultural and economic development programs.

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Northern Territory Government

DEPARTMENT OF
REGIONAL DEVELOPMENT AND INDIGENOUS ADVANCEMENT

Homelands that are utilised as a principle place of residence will be eligible for municipal and essential services, capital infrastructure grants and housing maintenance funding. There are additional criteria for the Homelands Extra Allowance.

What services will be delivered and through what mechanisms? What can residents expect?
Homelands are specifically funded to receive a range of municipal and essential services and housing maintenance services from a designated service provider. This is on top of the funding provided to local government to deliver services across a shire. In addition, homelands typically receive a range of education, health, employment and community safety services.

In the short term services will continue to be provided by recognised service providers. Residents can expect to see a service delivery plan that will outline the frequency and type of services that service providers will deliver. The plans will also clearly identify the responsibilities of residents for the care and maintenance of their houses and homelands.

What constraints will apply to the funding?
Funding provided under each grant category is for specific purposes:

- MES funding is for the delivery of municipal and essential services to homelands, essential services includes power and water and municipal services includes rubbish management, slashing and maintenance of internal roads and common areas.
- CIG – funding to assist eligible organisations with the purchase of capital items and to undertake capital works to improve municipal and essential service delivery to outstations/homelands and other Indigenous Living Areas.
- HMM – is for general repairs, maintenance and management of homeland dwellings.
- HEA – an amount to be applied for and spent on necessary repairs and maintenance identified in consultation between residents and service provider.

What will residents be expected to contribute?
Residents are expected to contribute to the cost of repairs and maintenance of their homelands and dwellings through a residential service fee. This fee currently varies across homelands and service providers. The Government will establish a review process to assess the adequacy of this fee and determine a fee level that is appropriate based on what is affordable for residents and reasonable for the level of services required.

What support will government give new homelands or dwellings?
The Northern Territory Government has no immediate plans to build new houses on homelands or establish new homelands. However, housing repairs and maintenance and municipal and essential services for these developments may be supported provided eligibility criteria are met. In order for Government to consider supporting new homes or homelands, they must have access to potable water, education services and support from a recognised service provider.

If new homelands are established or new houses are built on existing homelands, development costs will need to include a provision to upgrade or establish essential services infrastructure. As there is no additional money for ongoing support, new developments will reduce the amount of funding available to existing homelands.

Government will support homelands residents seeking to establish plans for independently maintaining and developing their homeland, including planning the level of private investment required to sustain their homeland infrastructure over the longer term.

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How do homelands not currently funded get into the program?
The Homelands Support Team in the Department of Regional development and Indigenous Advancement are already aware of some homelands that have applied for funding in the past. The team is currently contacting service providers to develop a comprehensive list of homelands that are not currently funded.

If you live on a homeland that is not currently supported by a service provider you are encouraged to contact the department on **1800 031 648**.

What will government do to support economic development and employment?
Government will target support from relevant programs to foster initiatives that create jobs and provide economic independence for homelands.

The Government will ensure that existing Indigenous economic development programs such as the Indigenous Business Development Program are focussed on maximising jobs and economic opportunities for homeland residents. The Department will work with service providers to maximise employment through the Shires Matching Grant (employment program), and the Converted Jobs Package.

The Indigenous Business Development Program offers grants up to $30,000 to assist Indigenous people to enter commercial businesses or expand existing businesses that will create employment and/or wealth creation opportunities, and help to close the economic gap between non-Indigenous and Indigenous Territorians. This program is supported by Indigenous Economic Development and Indigenous Tourism Development Officers located in regions across the Northern Territory who are able to support service providers and homeland residents in developing business ideas and plans.

How will government consult with residents and service providers?
The Government has undertaken extensive consultation with homeland residents and service providers and the current policy has been largely informed by those consultations.

Government is committed to strengthening relationships with homelands residents, and their service providers.

As part of its role as the lead agency for homelands policy, the Department of Regional Development and Indigenous Advancement will convene annual Homelands Advisory Forums to enable homelands residents to identify and discuss service delivery and policy issues, and to develop agreed ways forward.

The Department will meet regularly with homelands service providers with a view to strengthening relationships and improving transparency and service delivery standards.

How will we know if living conditions on homelands are improving?
Government acknowledges the importance of collecting and utilising accurate information about homelands to inform governments, service providers and residents about the best way for homeland residents to access services.

The Government will work with service providers to ensure there is improved accountability and transparency. Service delivery plans, which will incorporate asset management plans, will be available to homelands residents and performance information including funding amounts will be made publicly available.

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Performance indicators will be developed for the overall homelands policy and for each of the associated programs.

Where can I get more information?
The Department of Regional Development and Indigenous Advancement has established a dedicated homelands work unit which will lead whole of government implementation of the homelands policy, and which will administer funding and oversee service delivery for housing and municipal and essential services to homelands residents.

To improve transparency and accountability, Government will consult with service providers to develop clear program guidelines. Program guidelines will be publicly available and will include:

- funding commitments, formulae, accountability requirements for repairs and maintenance funding, municipal and essential services funding and the Homelands Extra Allowance;
- asset management and service delivery plans;
- role of service providers/service standards and expectations;
- resident responsibilities; and
- residential service fees.

WEBSITE: http://www.rdia.nt.gov.au/
PHONE: 1800 031 648

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Homelands Extra Allowance Factsheet

The Northern Territory Government is providing grants for homelands housing repairs and maintenance through the Homelands Extra Allowance. The Allowance will be available for residents to apply for repair and maintenance work. It will be managed by the outstation service providers in accordance with eligibility criteria and reporting requirements.

Q. Who can apply for Homelands Extra Allowance?

A. One person from the household can apply for the grant if;

- The dwelling/house is considered to be eligible (check with your service provider if unsure).
- Members of the household do not have other government supported accommodation.
- Adult members of the household are involved in paid work, registered volunteer work, training or job schemes, self-employed or are receiving Centrelink payments.
- Residential service fees are paid in full.
- School-age children regularly attend school.
- The household passes a means test (no householders earn above $44,752)

Q. How much can I apply for?

A. Each household can apply for repair works valued at up to $5,200 per dwelling in each financial year.

The Homeland Extra Allowance is available per dwelling; only one person may apply per household.

Q. What can Homelands Extra Allowance be used for?

A. Homelands Extra Allowance can be used to make repairs on homeland dwellings in addition to the housing maintenance and management funding that service providers receive annually. Residents should talk to their service provider about the work they would like done before applying for the grant.

Q. What are the reporting requirements?

A. Service providers and residents will need to sign a declaration of expenditure once the work is complete. The declaration and financial reports submitted by service providers at the end of the financial year are required before new applications will be considered.

Q. How do I apply for Homelands Extra Allowance?

A. To apply for the Homelands Extra Allowance:

1. Fill in the application form (available from service providers or online at www.drdia.nt.gov.au)
2. Provide proof of ID.
3. Speak to you outstation service provider about the works required.
4. Sign the document.
5. Give the application to your outstation service provider or email Outstations.DRDIA@nt.gov.au

For further enquiries please visit www.drdia.nt.gov.au or free call 1800 031 648

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Homelands Extra Allowance Application

To apply for the Homelands Extra Allowance:

1. Fill in this form
2. Provide proof of ID
3. Speak to you outstation service provider about the works required
4. Sign this document
5. Give the application to your outstation service provider or email Outstations.DRDIA@nt.gov.au

Part A – Household Details

1. Name of applicant

Mr / Mrs / Miss / Ms

First Name: _____

Last Name: _____

Alternative Name(s):_____

2. Date of Birth:_____ Male / Female

3. Do you have a disability: Yes / No

4. Contact details

Home Phone: _____ Mobile: _____

Email address: _____

5. Address

Residential address: _____

Postal address: _____

6. Other contact details (who else can we contact to talk to you)

Name: _____

Phone: _____ Mobile: _____

7. List who else lives in the house

Mr / Mrs / Miss / Ms

First Name: _____

Last Name: _____

Alternative Name(s): _____

Date of Birth: _____ Male / Female Disability: Yes / No

Relationship to you: _____

What do they do? Circle one of the below

Paid work / job schemes or training / student / volunteer / self-employed / receive Centrelink

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Mr / Mrs / Miss / Ms

First Name: _____

Last Name: _____

Alternative Name(s): _____

Date of Birth: _____ Male / Female Disability: Yes / No

Relationship to you: _____

What do they do? Circle one of the below

Paid work / job schemes or training / student / volunteer / self-employed / receive Centrelink

Mr / Mrs / Miss / Ms

First Name: _____

Last Name: _____

Alternative Name(s): _____

Date of Birth: _____ Male / Female Disability: Yes / No

Relationship to you: _____

What do they do? Circle one of the below

Paid work / job schemes or training / student / volunteer / self-employed / receive Centrelink

Mr / Mrs / Miss / Ms

First Name: _____

Last Name: _____

Alternative Name(s): _____

Date of Birth: _____ Male / Female Disability: Yes / No

Relationship to you: _____

What do they do? Circle one of the below

Paid work / job schemes or training / student / volunteer / self-employed / receive Centrelink

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Part B – Eligibility Criteria

8. **Do you have other government supported accommodation:** Yes / No

If Yes, where? _____

9. **Do you have school age children:** Yes / No

Do they attend school: Yes / No If yes, which school: _____

10. **What do you do?** Circle one of the below

Paid work / job schemes or training / student / volunteer / self-employed / receive Centrelink

Provide details: _____

11. **Do you pay a service fee to an outstation service provider:** Yes / No

12. **Who is your outstation service provider:** _____

For enquiries please free call 1800 031 648

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Homelands policy

Service provider needs assessment survey

New Homelands Policy has been developed that introduces stronger governance and reporting requirements for service providers. The Department for Regional Development and Indigenous Advancement recognises the varying levels of resource and capability within the homeland/outstation service providers. The department would like to provide support in the implementation stage of the policy where it is needed. This needs assessment survey will help the department understand which service providers need assistance. Please also feel free to add any further information that may help us understand the assistance needed in your organisation.

Once completed please email this survey to Outstations.DRDIA@nt.gov.au

Part A – Organisation details

1. Name of organisation

Name:

2. Details of person completing survey

Mr / Mrs / Miss / Ms

First Name:

Last Name:

Position in organisation:

Work phone: Mobile:

Email address:

Part B – Assistance required

3. Do you understand the responsibilities of your organisation under the new Homelands Policy and Homelands Extra Allowance?

YES / NO

If no, what part of the policy do you need assistance understanding?

What assistance do you think would help you understand?

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4. Does your organisation have access to software such as Microsoft Excel and Word?

YES / NO

5. Does your organisation have staff comfortable using this software?

YES / NO

6. Does your organisation currently have a Service Delivery Plan for the Municipal and Essential Services (MES) and/or Housing Maintenance and Management (HM&M) services that are currently funded by government?

YES / NO

If no do you need assistance setting one up?

YES / NO

7. Does your organisation currently have an Asset Management Register for the assets on outstations that are funded by government?

YES / NO

If no do you need assistance setting one up?

YES / NO

8. Is there any other assistance you require?

CORRESPONDENCE

ITEM NUMBER	4.7
TITLE	Wurrumiyanga Medical Staff
REFERENCE	117484
AUTHOR	Alan Hudson, Chief Executive Officer

BACKGROUND

At the Ordinary Council Meeting held on Friday 22 February 2013 (under General Business) Councillor Naden raised the issue of the 2 local doctors in Wurrumiyanga and their contract renewal negotiations.

Council briefly discussed this sensitive issue and asked the CEO to draft a letter of support to assist in the possibility of retaining both Doctors in the Wurrumiyanga Community.

ISSUES/OPTIONS/CONSEQUENCES

Attached to this report for Councillors information is an email from Dr Peter Bowman and Dr Jan Bowman that was widely circulated.

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes this report and correspondence from Dr Peter and Jan Bowman

ATTACHMENTS:

1 Email - Dr Peter and Jan Bowman - Wurrumiyanga dated 5 March 2013.pdf

Alan Hudson

From: Peter Bowman [p.bowman3@bigpond.com]
Sent: Tuesday, 5 March 2013 11:39 PM
To: Alan Hudson
Subject: Drs Jan & Peter Bowman; End of contract.

Attention Alan Hudson and Tiwi Shire Councillors;

This email has been circulated to all Rural medical Practitioners in NT and to various people who have supported us in our unsuccessful bid to remain at Tiwi islands. We thank you all for your participation.

Peter and Jan Bowman
0413 135685

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Dear RMPs and friends,

Jan and I have just finished our contract at Wurrumiyanga and are moving on to other things.

I remember when Pat Redgen left in 2010 that there was a lot of speculation but no facts. He was clearly persona non grata with the Department and he left with a faintly on-the-nose reputation which I am sure was not really justified. Jan and I have an interest in avoiding the same fate. So here are some facts.

It was not our decision to leave. We had already decided that at the end of our contract in March 2013 we would apply for another two years in our job at Tiwi Islands.

In November Dr Hugh Heggie informed Jan that she would no longer be employed at Tiwi Islands. Maybe at prisons but not at Tiwi islands. Under pressure Hugh gave a reason for his decision: that Jan behaved badly with nurses and was a bad influence on the clinic. He also rattled on about "operational requirements" which seemed to relate to the need to rotate community doctors before they became too entrenched in their community.

Since it was the end of our contract there was no onus on Hugh to justify his decision or even confirm it in writing. We might be offered a job somewhere, but definitely not again in Tiwi Islands. After four-and a-half years of living and working at Wurrumiyanga we naturally had no interest in any other job.

We mounted a protest through Tricia Wake, Jeff Moffet and the OCPE [Office of the Commissioner of Public Employment]. Many staff at this clinic sent in emails giving the lie to the misconceived allegations of Jan's bad behaviour. But it was all a bit like using a peashooter against a barn door.

After two months of protesting at every level of management, with ZERO response, we had to accept our fate and decided to move on.

The Wurrumiyanga community spontaneously put in a petition to keep their community doctors, which was tabled in parliament a couple of weeks ago by Mr Francis Xavier MP. This included 31 signatures from clinic staff. It obtained us a meeting with Tricia Wake last week, which was nice but about three months too late.

The rest is history. Tricia Wake acknowledged the allegations against Jan as faulty, which is a great relief to us. She made no move to apologise for the error or for the lack of communication from Remote Health over three months. She applied plenty of spin by denying that the Department ever decided to remove us from the Tiwis [despite 2 meetings, three witnesses, and a voice recording to the contrary!] and concluded that
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we chose ourselves to leave. This absolves Hugh Heggie and the NT Health management of all responsibility and allows a satisfying response to Parliament at the expense of us and the Wurrumiyanga community. Two days later the OCPE published their report accordingly.

We are fascinated that the machinations of "Yes Minister" are so true.

The decision to remove us from the Tiwi Islands is widely acknowledged by the community and by various medical people as destructive.

We are both enthusiastic community doctors with a good standard of clinical practice [even Dr Heggie concedes this] and complementary skills. We support each other in the difficult remote environment both professionally and socially, which allows us to cope with a long-term commitment. We occupy one house for 1.7 FTE doctors, which is a significant logistics factor [let alone cost] for any remote clinic. We have invested some years in getting to know the community and are now able to reap the profit in terms of good medicine. We are liked and respected by the community at large, and by the clinic managers, the AHPs, and by nearly all the clinic nurses. We provide continuity and stability which is very much appreciated by the community. We have been instrumental in running an effective chronic disease clinic since 2009. We have forged good working relationships which did not previously exist with the local Aged Care and Renal Dialysis units. We have been able to continuously mentor junior doctors, medical students and pharmacy students. The Junior Doctor program has already been suspended as we leave so the community loses three not two doctors. We have been operating an xray unit here for the past three years plus the associated fracture treatments, all of which will probably fall again into disuse. Before we arrived the clinic had been running on part-time fly-in doctors with quite an inadequate number of doctor hours per week. Knowing the difficulty of finding doctors willing to live remote I suspect that will again be Wurrumiyanga's fate as we leave.

Anyway, we have some family events to attend, like a new grand-daughter and a son's wedding, after which we depart on our yacht for Indonesia, Malaysia, Thailand and PNG.

So farewell, and we will think fondly of you all, occasionally.

Peter and Jan Bowman
Ex-Community GPs {RMPs] at Wurrumiyanga.
0413 135685
p.bowman3@bigpond.com

15/03/2013

REPORTS FOR INFORMATION

ITEM NUMBER	7.1
TITLE	Human Resources End of Month Report - February 2013
REFERENCE	117246
AUTHOR	Daniel Lesperance, Human Resources Manager

BACKGROUND

Recruitment process continued in February and work continued to improve the Recruitment process EHRM in the process of Finalising Recruitment Policy and procedures. Procedures are currently being tested and feedback has been quite positive

January has been a very busy month for the Workforce Development Coordinator planning training for the next couple of months.

Payroll processed in January went as per schedule most timesheets are coming in on time with minor exemptions. Payroll is working on this issue which we hope can be rectified very soon.

Strategic Planning:

Staff who are willing to undertake further training to enhance their skills –

- We are in the process of reviewing training in the HR department for all staff and working with the WDC for a way forward.

Policy Development

- HR Manager and WDC reviewed policies and procedures around Training. Currently creating these to ensure quality management of records to assist in Workforce development, ensure WH&S regulations are met. Also provide some clarity for Staff and Supervisors and user friendly processes that can be followed to assist in providing quality coordination of training. Training request forms, to assist with workforce development records and ensuring approval by Managers and where costs will be allocated.
- Also underdevelopment are the Recruitment Policy and process, Probation policy and process Training policy, procedures and forms, Equal employment policy, WHS policy and process
- All Payroll forms have been reviewed and will start using them very soon
- The Staff induction and WHS induction is being developed and should have something in place by the end of March

System that pays people each fortnight –

- Payroll continues to pay staff on time for those staff whose timesheets have been received.
- HR payroll staff will require additional training/ongoing professional development this is currently under discussion and assessment on what is required is under review by EHRM and Payroll clerk.

Training is being co-ordinated through HR, when requested –

CDEP

Workforce Development Coordinator continuing to work closely with CDEP Staff and Management to assist coordination of training for CDEP Participants.
15 enrolments were required from each community Milikapiti, Pirlangimpi and Wurrumiyanga to secure a Batchelor Institute Trainer to deliver training in the communities.
The training will be Cert I in Education and skills development and will be delivered in varied contexts to fit in with the current CDEP projects. After completion participants should have the skills and knowledge to undertake further training at Cert II level or chose to undertake further training in a more industry specific area.
This training is aimed to give participants a good grounding to commence further training or commence employment and is targeting those CDEP participants with limited training and employment experience.
Rick Jenkins from BIITE has worked extremely hard to accommodate our needs which included designing learning programs to meet the requirements to meet the CDEP contractual requirements and time frames. As CDEP is due to end on the 30.6.13 and the RJCP to kick off.

There are also other CDEP courses being delivered on the Islands being delivered by Training Connections Australia, we are working with ITEC Employment to achieve joint outcomes for our shared jobseekers/CDEP Participants. So far I believe the horticulture and construction courses in Wurrumiyanga were successful and many of the participants have applied for the Trades assistant positions currently available with TISC.

As there are so many courses over the coming months careful coordination is required and WDC plans to assist CDEP Coordinator to ensure participants are identified and calendars planned to ensure everything runs smoothly.

DriveSafe NT

Continuation of this program will continue on the Tiwi Islands, TISC will "host" this program to offer the opportunity for members of the community to obtain their drivers licences. TISC have 2 vehicles to be utilised in this program to allow learner drivers to get driving practice. Unfortunately we will not get funding to support wages for a DriveSafe coordinator however DriveSafe representatives have advised there is no cost for TISC (other than fuel and staff time to assist learners with driver training/practice) DriveSafe have agreed to provide dual control kits for both vehicles, which can be fitted by our mechanics and training for staff members so they are competent in supervising driver training.
It was suggested that the fleet staff would be the most appropriate persons to undertake this training.
It may be possible for someone in the community to obtain a special driver training license/ticket that would enable them to charge for learner drivers (only able to be used on Tiwi Islands); however this is to be discussed further, if the TISC would like to consider this option Robbie Joran may be the most appropriate person to undertake this training/opportunity.

Collaboration with other organisations is paramount for the success of this program, ITEC Nguiu office have already identified 18 participants for this program.

Aluminium Welding and Boat Building

Course is on track to commence 15th March, with items already arriving in Milikapiti. John Pontifex from Plate alloy has expressed his excitement in delivering this training on the Tiwi Islands, he hopes it is well be well received and hopes for additional courses to be delivered on the Tiwi Islands, the TISC will acquire various items that can be used in subsequent training and there is a real opportunity for a small business on the Islands.

Steve Nyberg is providing on the ground support for Plate Alloy to ensure the workshop is set up, all deliveries of materials are picked up from the Barge and stored safely, and is doing a great job. There has also been support from Brian Phillips from Town Services ordering boat motors and the likes. It is great to see a collaborative effort by TISC Staff to make opportunities available on the Islands.
Unfortunately there were limited places available and due to funding and contractual issues we were unable to include CDEP participants, we hope that if it is delivered in on the Islands in the future we are able to include these people.
The 10 confirmed Participants include 5 Mechanic Apprentices, who will no doubt benefit from the welding training.
Due to the Football finals there may be a few "missing" participants that weekend but I am hoping they will be back and ready on the Monday.

WH&S Licensing and Ticketing

WH&S licensing for Civil and Housing staff has been investigated into some detail, further actions are required to ensure all appropriate staff undertake required training.
Further consultation with managers will continue, as will attempts to secure a funding source.

Mentor Training

It was disappointing that some staff failed to turn up to the training despite the reminders and their prior willingness to attend. Luckily there were a couple of people that attended this as back up.

Staff need to be reminded of the cost involved with having training delivered in community and make every effort to attend, these costs are not refundable. There are exceptions as some staff members have a legitimate reason to be unavailable such as the ESO's with their workload and requirements to attend urgent matters.

Apprentices

HR Manager and Workforce Development coordinator attended a meeting to discuss TISC Apprentices at TITEB on Friday 22nd February with Norm Buchanan, TITEB CEO – Bill Knights, Aust Apprenticeships NT/TITEB and George Sack Snr lecturer BIITE.
Topics discussed were TISC Administration Apprentices, if they were going to continue/commence training. (As this had been put on hold by previous WDC) this training was previously being delivered by TITEB and now will be delivered by BIITE.
Discussions also around why TISC staff were registered as TITEB employees on their training contracts and TISC the host employer. Norm and Bill advised that this was a verbal agreement with previous HR Manager. Daniel and Philippa have discussed and investigated effects on the TISC with this arrangement and have decided that despite additional workload to WDC it would be in the TISC's best interest to be the "legal employer" and "host employer" on our apprentices training contracts.
Norm Buchanan CEO of TITEB has been advised of our decision and a meeting to discuss how we will go about cancelling/amending and/or resigning all documents is planned for Friday 8th March. With Australian Apprenticeships NT Operations Manager, Dept Business Traineeships Operations Manager, TITEB CEO, Bill Knights, Daniel and Philippa.

It has come to light that communication needs to improve between WDC, Supervisors, Apprentices, RTO's and Australian Apprenticeships NT to avoid misunderstandings and confusion. Actions have been made to improve this communication.

WELL Program

Workplace English Language and Literacy, this program is available in Pirlangimpi and Wurrumiyanga communities for those in the workforce to assist with English, Language and Literacy – previously there have been TISC staff members being enrolled in this program without knowledge or approval by their managers, this issue has been raised with TITEB (who deliver this program)
It was discussed that the needs of our staff members requires further communication between WELL teachers, WDC and managers, it is essential that suitable days and times of attendance is negotiated with all parties and approved by managers before any TISC staff participate in this program.

Training Policy and Procedure

HR Manager and WDC continue working on Training Policy and Procedure to ensure records are managed and all training is approved appropriately. Due to workload these are not complete but hope to be available for council's perusal in the coming weeks.

Financial Variances to Budget:

1. Action SDC – 108000 HR Service

INCOME

6319 – On track with no Major Variances

EXPENDITURE

On track with no Major Variances

2. Action SDC – 133100 Workplace Mentoring

INCOME

6312 – On track with no Major Variances
.

EXPENDITURE

On track with no Major Variances

3. Action SDC – 133000 Matching Funds

INCOME

6319 – On track with no Major Variances

Human Resources:

All Staffing issues, including:

Vacancies Filled by External Advertising- Commenced Work in February

Brad Lawrence – Carpenter/ Trainer- Wurrumiyanga

Vacancies Filled by External Advertising-Yet to Commence

Workshop Manager –Gary Adam- Wurrumiyanga –expected to start 25th March.

Workshop Manager –Michael Morgan Pirlingimpi –expected to start end of March (Appropriate housing has been difficult to obtain for these applicants. Gary is going Into an interim one bedroom flat until his house becomes available. Michael, Housing unresolved at this stage.)

2nd Diesel mechanic –Wurrumiyanga- Applicant has been decided. Awaiting return of his letter of offer.

Vacancies to be filled by Internal Advertising

Night Patrol Officer – Pirlingimpi, interviews arranged for early March.

Sport & Recreation Officer- 20hrs / wk-Pirlangimpi – have heard no more from selection committee at this stage.

Sport & Recreation Officer-20hrs / wk – Milikapiti – no applicants

EOI taken for CDEP mentoring positions (2x male, 2 x female)- only funded till June 30th.- all application given to Bill Toy, have had no further instruction re these.

Centrelink agent- applications before selection committee. Interviews to be held early March.

5 x housing trades assistant positions at Wurrumiyanga , final selections have been done, awaiting CEO approval.

Assistant Manager Community Patrol (also advertised externally, see below)

Vacancies

Externally advertised-
FAFT teacher position, applications have closed, with good response. All application are collated and ready to go to selection committee, but have been told to wait for Ebony Costa's return.

Assistant Manager – Community Patrol, applications closed and before the selection committee.

Assistant Director-Infrastucture, ,applications closed and given to CEO. Waiting to be advised who is on the selection committee.

Director of Infrastructure: applications closed and given to CEO. Waiting to be advised who is on the selection committee.

Internally Advertised-

Sport & Rec Supervisor-Wurrumiyanga , have been unable to advertise yet as still waiting to be advised on wage to be offered/ ? restructure of position.

EOI for Sport & Rec position at Milikapiti left open until we can find a suitable applicant**.**

HR Staff meetings conducted and will continue every Friday to raise any HR issues and look at positive HR outcomes.

Terminations and Resignations-

Dann	Cedric	*Civil Works Operator - Trainee - Pirlangimpi*	Pirlangimpi	Resigned
Black	Russell	*Unallocated Employee*	Wurrumiyanga	Term
Stewart	Sharon	*Receptionist - Records Officer - Darwin*	Darwin	Resigned
Dumoo	Brendan	*CDEP Participants*	Milikapiti	Resigned
Dunn	Danielle	*Sport & Recreation Officer*	Pirlangimpi	Resigned
Mungatopi	Lincoln	*CDEP Participants*	Tiwi Islands	Resigned
Vigona	Mark	*Mechanical Trades Assistant (Nguiu)*	Wurrumiyanga	Resigned
Yarmirr	Andrew	*CDEP Participants*	Tiwi Islands	Resigned

Visitors and Meetings:

HR Manager and WDC met with TITEB and BIITE, HR manger had various internal meetings.

Events:

n/a

Key Performance Indicators:

Key Performance Indicator	Action	Completed by Whom	Target Date	Measure of Success
Currency of HR records	Ensure new staff details are entered within 5 days of notification	HR Officers	Weekly	100% of new appointments are enter prior to the first pay
Due to the large recruitment process, HR staff have been continually adding details for new staff. Some issues with data entry errors but these are being checked and pays are processed successfully.				
Delivery of Payroll each fortnight	Ensure timesheets are collected, data is input and pays are processed	Payroll Officer and Corporate Service Officers	Fortnightly	100% of timesheets received are processed
Payroll staff including those in all communities are doing a great job.				
Health of staff, and safety of equipment and resources and equipment	WHS Committees, WHS Policy Development & compliance	WHS Officer	Ongoing	NT Worksafe visits Report good working conditions and lack of Workplace incidents
Work place incidents being reported as required to GIO. No New incidents were reported in January, still have one outstanding case.				
Staff have option to choose positions and training suited to	Ensure awareness of gender equity and Council's commitment To this through	Gender Equity Officer	Ongoing	Appointments made

them regardless of gender.	ALGWA recognition			
Continuous improvement and maintenance of HR/Payroll system	Work with CouncilBiz and TechOne on remediation of system	HR and Payroll staff	Ongoing	New upgrades to System are implemented
Continuing work with CouncilBiz across all areas of the system.				
Staff Development of HR/Payroll staff to ensure currency of expertise	Staff identify and undertake training as required	All HR staff	Ongoing	System is maintained and data integrity is maintained
Continued development of women in the Council-elected and staff	Achieve Silver Award Status for Women in Local Government Appointment of Women's Officer	HR staff	Ongoing	Appointment made Policies for gender Equity Silver Award
Much progress is being made and WDC is in the process of elevating training profile in the organisation.				

RECOMMENDATION:

That Council notes this report for information

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	7.2
TITLE	Community Services Report - February 2013
REFERENCE	117320
AUTHOR	Rosanna De Santis, Director of Corporate and Community Services

This report outlines business within the Community Services Directorate, and includes Sport and Recreation, Facilities Management, Children's Services, Youth Diversion and Events Management.

BACKGROUND

Sport and Recreation

February was a very busy period within the Sport & Recreation business unit. The Melville Island Women's Football League resumed after the first two weeks were cancelled for sorry business. Tiwi College Bombers continue to impress with their youthful enthusiasm making it difficult for other teams to catch them. It is very encouraging to see the amount of people who attend the games to show their support each week. The skill level of all teams has dramatically improved during the course of the season.

The Tiwi Islands Japarricka Cricket team travelled to Alice Springs to play in the Imparja Cup. Last year the team played 5 games winning 3 and losing 2. This year we made the semi finals undefeated however lost by 14 runs. In the play off for third the team demolished their opposition to easily claim 3rd spot. The team was again commended at the Gala dinner and recognised as the best presented team at the tournament. Congratulations to Cadji Dunn Jr from Pirlangimpi for being awarded the Tournament's Most Valuable Player and named in the All Stars team of the carnival.

The business unit's productivity continues to be interrupted by staff continually failing to report to work. The Regional Manager of Sport & Recreation along with the Facility Managers addressed this with the relevant staff. Despite these attempts staff continued to fail to attend work when required, these instances have been escalated to the director with recommendations for further action to be taken.

Strategic Planning:
Strengths:
- Peak Bodies supporting programs – Talks held with Indigenous Marathon project regarding planned Deadly fun run series.

Weaknesses:
- Communication with staff – A number of staff have failed to communicate their absences from work this month.
- Vacant positions – 2 x Part time at Milikapiti. 1 x Full time position at Wurrumiyanga.

Threats:
- Unexplained absences – Unexplained absences are still occurring a number of warning letters have been issued.

Opportunities:
- Provide Staff with Professional Development Opportunities – Sport & Rec staff are currently enrolled and studying their Certificate III in Sport & Rec.

Financial Variances to Budget:
Action SDC – 121000 Active Remote

7411 – Mobile Telephone Exp
There is a positive variance of 35% as a number of our supervisor allocated phones are not being utilised due to positions being vacant.
7931 – Training Course Fee Exp

There is a positive variance of 100% as no training has been undertaken as yet. Training is planned for next month in mediation.
9272 – Fuel Exp Motor Vehicle
There is a positive variance of 68% this is not accurate and is under review by our finance team.

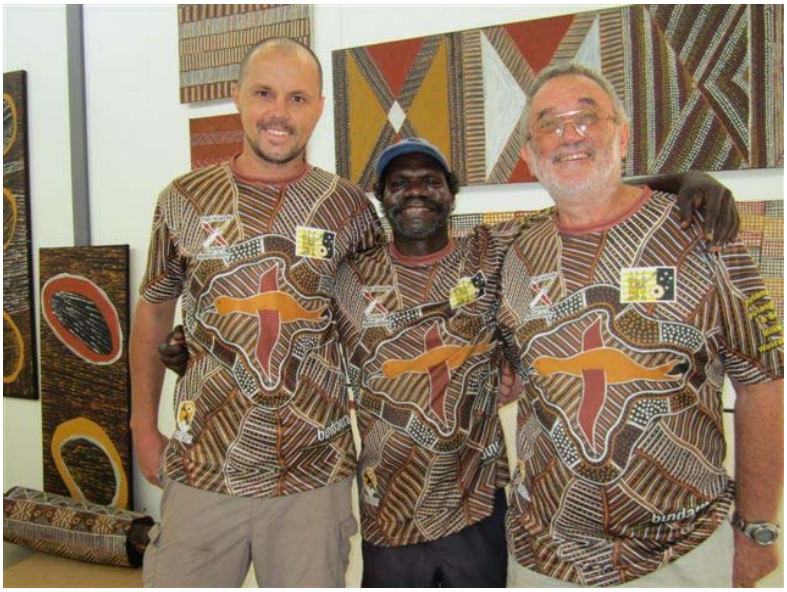
Action SDC – 134000 Sport & Rec
To be updated by finance as current figures are grossly inaccurate.

Action SDC – 134100
7931 – Training
There is a 100% variance due to nil training be undertaken to date
7934 – Accommodation
There is a 100% variance due to nil accommodation used to date
7935 – Airfare and general travel expenses
There is a 100% variance due to nil travel used to date
9931 – Allocation Training course fee
There is a 100% variance due to nil training booked to date

Human Resources:

- Attendances –. Have been unacceptable this month
- Positions vacant – X 2 at Milikapiti, X 1 at Wurrumiyanga
- Recruitment – Nil, advertising for vacancies.
- Annual leave, leave coverage and proposed higher duties – Nil
- OH&S matters – The vehicle at Wurrumiyanga that sport & Rec staff get when they hire a vehicle is unsafe.
- Staff meetings conducted – Nil
- Training conducted (including training outcomes) and personnel development – Staff are continuing the certificate III in Sport & Rec study.
- Conferences or external meetings attended - Meeting held with Indigenous Marathon Project and NT Cricket.

Visitors and Meetings: Meeting held with Facility Managers. Meeting held with Indigenous Marathon Project and NT Cricket.



Facilities Management

Tiwi Islands Football League

The Tiwi Islands Football League continued on the Shire ovals in February. A night game was held at the Wurrumiyanga oval on the Saturday the 17th of February, authorisation to operate the lights for this match was given by the acting CEO of TISC. The ground in Wurrumiyanga has been prepared and maintained by the Pool Assistant for these games.

Tiwi Bombers Game

The Tiwi Bombers played their final home game for the season in Wurrumiyanga on Sunday the 10th of February. The Pool and Oval Manager and the Facilities Managers were on leave for this game. The ground was prepared for this game by the Pool Assistant, Parks and Gardens staff and Events staff.

Gym Grant

The gym equipment purchased through NT Government grant funding for the back room of the Wurrumiyanga Recreation Hall arrived on the 14th of February.
The Facilities Managers are waiting for repairs and renovations to be made to the new gym area before installing the equipment.
To prevent damage or theft of this new equipment the Recreation Hall is not being used for Sport and Recreation programs.

Royal Life Saving Society NT Swimming Lessons

The Wurrumiyanga pool was hired by Royal Life Saving Society NT to run swimming lessons for the MCS children from the 18th – 22nd of February.
The program was very successful, there was very high attendance by children of all ages and they had a great time whilst learning new skills.

Pirlangimpi Pool

The Pirlangimpi pool ran very sporadically during February. As the Facilities Managers were running the Wurrumiyanga pool they were unable to go to Pirlangimpi to assist the sport and recreation staff to maintain the pool.
The Sport and Recreation Supervisor was part of the cricket team that attended the Imarja Cup in Alice Springs. This meant the pool was not maintained for over a week, resulting in the water turning green.
Upon the return of the Wurrumiyanga Pool and Oval Manager in March, the Facilities Managers will travel to Pirlangimpi to assist with getting the pool back to an operational standard once more.

Wurrumiyanga Pool Canteen

Following two break ins during January and another attempted break in during February the Facilities Managers decided to close the canteen at the Wurrumiyanga pool.

Following the thefts there was very little stock left and it was calculated that more had been stolen by thieves than had been sold. Therefore it was more cost effective to not stock the canteen. More stock will be ordered in March to be sold during the Tiwi Islands Football League grand final.

Maintenance

Wurrumiyanga Pool

- Due to an attempted break in through the window on the oval side of the canteen the Facilities Managers installed the security grill on the inside of the window, to prevent it being pried off.
- The toilet doors in the men's change rooms were repaired and reattached.
- The shade sail over the pool was taken down as one of the cables holding up a support pole kept breaking off, making the it unsafe to use.
- The two rusted support beams for the awning over the pool entrance had brace plates welded to them.

Wurrumiyanga Recreation Hall

- The Facilities Managers removed the old child fencing from the Rec Hall and grinded off the dyna bolts in the floor to make way for the new gym equipment to be installed.

Pirlangimpi Pool

- During the first week of February the Facilities Managers continued to assist the Sport and Recreation staff in Pirlangimpi to dose the pool with chemicals, clean strainer baskets, backwash the filters, scrub and vacuum the pool clean.

Strategic Planning:

Weaknesses addressed from the strategic plan this month:

Limited budget for repairs and Improvement

Due to the limited funds for repairs and maintenance the Facilities Managers have taken a more hands on approach by performing some repairs and maintenance themselves. This has included installing the canteen security screens on the inside of the windows at the Wurrumiyanga Pool and removing the old child fence from the Wurrumiyanga Rec Hall.

Inconsistent Practices Between Sites

The Facilities Managers continued to assist and train Ricky Edgar in the operation of the Pirlangimpi pool to bring it in line with the standards at the Wurrumiyanga pool.

Opportunities addressed from the strategic plan this month:

Improve Facilities

The new gym equipment for the Wurrumiyanga Recreation Hall has arrived.

Upskill Staff

The Facilities Managers continued to train and instruct Sport and Recreation Officer Ricky Edgar at Pirlangimpi in the operation of the pool.

Implement programs with schools, community and external groups

The Wurrumiyanga Pool was hired by RLSSA NT to run swimming lessons for the children from MCS during February. The Facilities Managers assisted wherever possible to make this program a success.

Financial Variances to Budget:

120901 – Wurrumiyanga Pool

6220 – Facility Hire

There is a positive variance to the budget of $362 for the month but a negative variance of $823 YTD. RLSSA NT hired the facility in February to run a swimming program, this resulted in the positive variance for the month.

Swimming NT were scheduled to hire the pool in July of last year however the program was cancelled due to a resignation of the Swimming NT representative organising the program. This is

why there is a negative variance YTD. During December 2012 the pool was hired on three occasions by the Families as First Teachers department. The $709 income from these bookings can be found under 9854 – Internal Income. This makes up for much of the negative variance YTD.

Employee Expenses
There is a negative variance to budget of $2,270 YTD. This is a result of an overspend in 7114 – Salary Leave Exp (-$5,325) and 7122 – Annual Leave Liability (-$3,796).

7251 – Material Exp General
There is a negative variance to budget $584 for the month and $2,617 YTD.
A pallet of salt and other pool chemicals was purchased in February, causing the variance for the month. There are insufficient funds budgeted in this account to run the pool for 12 months. It is suspected that the budget was based on last year's usage. However the pool was closed for 8 months in 2011/12 which may have been overlooked when developing the budget.

7261 – Electricity
There is a negative variance to budget of $5,863 for the month.
An invoice for the November to January quarter was paid in February. As the budget is not phased a large variance for the month occurred. The variance is only $72 YTD.

7263 – Water
There is a negative variance to budget of $3,906 for the month but a positive variance of $1,069 YTD. An invoice for the November to January quarter was paid in February. As the budget is not phased a large variance for the month occurred.

7414 – Freight
There is a negative variance to budget of $1,147 YTD. This is due to the same reason Material Exp General is over budget. There haven't been enough funds allocated to this line as the budget was based on last year's expenditure, however the pool was only open for five months.

7931 – Training Course Exp
There is a positive variance to budget of $2,000 YTD.
So far this year no staff member has done training that we are required to pay for.

9735 – Airfare and General Travel
There is a negative variance to budget of $1,186 YTD. This is a result of paying for flights, meals and accommodation for a specialist pool technician to come out to Wurrumiyanga to perform an annual service on the pool plant in November.

<u>120910 – Wurrumiyanga Pool Kiosk</u>
6723 – Sales
There is a negative variance to budget of $482 for the month but a positive variance to budget of $3,544 YTD.
Sales in February were very low due to the canteen being closed for most of the month following two break ins.
The positive variance YTD is due to strong sales in the first half of the year.

7250 – Inventory Materials
There is a negative variance to budget of $2,275 YTD.
Due to the kiosk's higher than expected sales, more money has been spent on stock to sell.

7414 – Courier and Freight
There is a negative variance to budget of $405 YTD.
As the kiosk has made more sales than expected, the amount of stock ordered has also increased, which in turn has meant more has been spent on freight as well.

9819 – Housing Internal Expenses

There is a negative variance to budget of $940. This is for various repairs to the pool canteen widows following two break ins late in 2012.

120902 – Pirlangimpi Pool
7250 – Inventory Material
There is a positive variance to budget of $4,000 YTD.
As there is no canteen at the Pirlangimpi pool no inventory material has been purchased. These funds should therefore be reallocated to 7251 – Material Exp General where there are no funds budgeted.

7251 – Material Exp General
There is a negative variance to budget of $1,223 YTD.
The expenses in this line are for pool chemicals and cleaning gear required for the pool to be able to operate. However no funds have been allocated to this line. This needs to be adjusted.
The Facilities Managers have contacted Brendan Cann to have the funds from 7250 – Inventory Material reallocated to this line.

7260 – Material Expenses First Aid
There is a negative variance to budget of $675 YTD. This is due to the purchase of essential spinal injury rescue equipment for the pool.

7261 – Electricity
There is a positive variance to budget for the month of $333 and $1,230 YTD.
We are yet to receive a bill for the November to January quarter, resulting in the positive variance for the month and YTD.

7263 - Water
There is a positive variance to budget of $583 for the month and $2,633 YTD.
We are yet to receive a bill for the November to January quarter, resulting in the positive variance for the month and YTD.

9819 – Housing Internal Expenses
There is a negative variance to budget of $5,240 YTD.
This cost should not be in this line as it was for a grant funded job. The Facilities Managers have asked finance to re-allocate this cost to the correct account.

134300 – S&R Facilities Management
6220 – Facilities Hire
There is a positive variance to budget of $313 YTD.
This is for the hiring out of the Milikapiti Recreation Hall. This income should be allocated to the Recreation Hall account. The Facilities Managers will ask finance to make this adjustment.

Employee Expenses
There is a positive variance to budget for the month of $1,178 and $1,198 YTD.
The budgeted funds for this account slightly exceed the wages paid.

9272 – Fuel Exp Motor Vehicle
There is a positive variance to budget of $1,333 YTD. No fuel has been charged to Facilities Management. This is because there is no petrol folder for Facilities Management at the workshop.

9815 – Plant and vehicle cost
There is a positive variance to budget of $833 for the month and $5,767 YTD.
The Facilities Managers did not hire a fleet vehicle during February.
Vehicle use by the Facilities Managers YTD has been much lower than has been budgeted for.

120201 – Nguiu Rec Hall
6220 – Facility Hire
There is a positive variance to budget of $317 for the month and YTD.

The Recreation Hall was hired by NUA for their annual general meeting on the 20th of December. However no income has been budgeted in the line, resulting in the positive variance.

7251 – Material Exp General
There is a negative variance to budget of $384 YTD.
There is no budget for this line however necessary cleaning chemicals and equipment have been purchased in it.

Human Resources:
- The Pool and Oval Manager was on leave for all of February. The Facilities Managers ran the Wurrumiyanga pool and oval in his absence.
- The Facilities Managers were on leave from the 6th – 12th of February.
- The Facilities Managers took part in a Pool Lifeguard update course run by RLSSA NT whilst their staff were here for the swimming program.

Visitors and Meetings:
- Swimming instructors from RLSSA NT spent at week at Wurrumiyanga running a program for the children from MCS.

Events:
- Tiwi Bombers home game at Wurrumiyanga oval on the 10th of February
- RLSSA NT swim program at Wurrumiyanga pool 18th – 22nd of February

Upcoming Events:
- Tiwi Islands Football League grand final on March 17th
- National Youth week activities at the Wurrumiyanga pool and oval in April

Children's Services & FaFT

The children's services area have been without their Regional Manager for most of the reporting period. The manager is presently on carers leave. This absence has provided an opportunity for Annunciata, Janet and Michelle to perform higher duties.

Milikapiti;
For the month of Feb we have had 80 children attend the crèche, with a average of 6 to 7 children presenting on a daily basis. There have been no staff absences for the reporting period. No additional training has been undertaken.

In the month of February the crèche experienced more mothers are staying at the crèche and interacting with there child's development and activities. Edwina Moreen's performance whilst the coordinator was on annual leave was performed at a high standard. Well done Edwina.

Jirnani:

For the month of February the numbers of children attending childcare number 30 + per day, in both morning and afternoon classes.

Staff absences have been minimal and the Acting Coordinator Ita has been doing a good job in the absence of the Manager.

FaFT:

Delivering early learning *(Please summarise early learning activities you delivered.)*	**Location**	**Number of sessions**	**Evaluation and Reflections (Challenges & Solutions, Outcomes and Good new stories)**
Conversational Reading	**Jirnani Childcare**	**16**	It was fantastic to see quite a few mums ready for playgroup in week 1, and even a few new families attending the group. This month we have trialled a specific routine at

Delivering early learning *(Please summarise early learning activities you delivered.)*	Location	Number of sessions	Evaluation and Reflections (Challenges & Solutions, Outcomes and Good new stories)
	Centre		playgroup, and it has been quite successful. We have a few Dads continuing to attend regularly, and they seem to enjoy being put to work at group ☺ We are focussing on the 'see' part of conversational reading, as families are more inclined to ask their kids 'where' certain things are, rather than engaging in conversation about the book. We have also taken a new approach to the learning games. At the end of last year the games that we had laminated were becoming a bit tired and boring. Our new approach has been to organise families into 'age groups' with kids of a similar age. We then use Joe's books to find a game or activity that looks enjoyable, and see if we can get it going. When we aren't doing learning games as a group, Mums will often collect the learning games books just to look through. Two mums have asked for copies to take home with them.
Learning Games	**Jirnani Childcare Centre**	**16**	
Dual Generational Playgroup	**Jirnani Childcare Centre**	**16**	
Nutrition and cooking activites	**Jirnani Childcare Centre**	**16**	
The creation of a **Children's book** is an ongoing project with staff from the Red Cross and DCF. The book is now nearing completion, and it is hoped that it will be printed in the upcoming weeks.			

Building parents' capacity

Building parents' capacity *(Please summarise parent's capacity building activities you delivered.)*	Location	Number of sessions	Evaluation and Reflections (Challenges & Solutions, Outcomes and Good new stories)
Formal workshops and information/group discussions: NAAJA – you and the law **Kylie Innes | Dental Therapist** - Childrens Dental Service - Oral Health Service| Department of Health and Families	Jirnani Childcare Centre Jirnani Childcare Centre	1 1	Staff from NAAJA came to talk to families about what services they offer, other than just helping people in court. The presenter talked about how NAAJA can help with: • DVO's • Child Protection • Asking for prison transfers • Compensation – how to get money if you get hurt • Discrimination – if you are treated wrongly because of your race, age, gender • Complaints about Government services Lots of questions were asked by the families who attended, mostly around DVO's. NAAJA also shared some really useful information about what to do if you have been arrested. Everyone was really interested to learn that you don't need to answer any questions that the police ask, except for telling them your name and address. Dental therapist visited to talk about the importance of brushing teeth, ways of doing this and how we can get a dental health program going at FAFT here.
Parent coaching: Learning Games	Jirnani Childcare Centre	16	Our new approach to learning games ahs made parent coaching in this area far more practical and relevant. One on one parent coaching sessions occur at every playgroup, particularly as children are engaging in activities that could lead into appropriate learning games, or parents show interest in a game from the books. Parents have been more readily assisting with cooking classes,

Building parents' capacity *(Please summarise parent's capacity building activities you delivered.)*	**Location**	**Number of sessions**	**Evaluation and Reflections (Challenges & Solutions, Outcomes and Good new stories)**
Nutrition Internet and Email Resume Writing	Jirnani Childcare Centre Jirnani Childcare Centre Tiwi Islands Shire Council	16 6 2	and individual parent coaching has taken place around cooking. The child health nurse visited FE to say that since he has been attending FAFT, one child has improved out of sight in weight, growth and blood iron levels. Way to make an FE happy ☺ Since the end of last year, several parents have expressed interest in shopping online, for things such as prams, beds and furniture – all of which are extremely difficult to access on the island. After playgroup, it has become common for families to be coached on the process of setting up an email address and visiting the online websites such as Woolworths and kmart. This is done with the use of our 6 ipads and a WiFi network at Jirnani. The soon to be opening new shop in Wurrumiyanga has seen many parents express an interest in working there. Two parents were coached on how to write a resume, collect information and submit the document.
Family support:			

Referrals / Linking families with services

Referrals / Linking families with services			Evaluation and Reflections (Challenges & Solutions, Outcomes and Good new stories)
Agencies we provided referrals to	**Description of referrals we provided to other agencies**	**Number of referrals we provided to other agencies**	The Health Clinic and OCF form the majority of referrals for FAFT in Wurrumiyanga. Child health Nurse and midwife will inform FE of children and families who would benefit from the program, and FLO makes arrangements to try and engage them. FE or FLO will regularly refer families to the clinic, and drive families to the clinic when health issues arise with kids.
Clinic	**Children with infected scabies and ear infections.**	5	
OCF	**Family experiencing family violence**	1	
Agencies we received referrals from	**Description of referrals we received from other agencies**	**No of referrals we received from other agencies**	
OCF	**Child protection and supervision issues.**	2	
Clinic	**Health and hygiene issues**	1	

Community-based resource development and distribution

Community-based resource development and distribution	Evaluation and Reflections (Challenges & Solutions, Outcomes and Good new stories)
List of resources developed and distributed *(e.g. child portfolios, posters, first language resources, $20 Cook Book)*: Posters After quite a few months, our 'Tayamangi Awurrannaki Kirijingi' (Take care of that baby) posters have been released!!!	Posters were distributed throughout the community to notify families that FAFT has returned for the year. Others were distributed to notify families of the recommencement of 'Playgroup at the Pool'. 'Take care of that baby' posters were a joint effort between the clinic, nutritionist and FAFT. They aim to encourage families to visit the clinic, as well as provide information on ways to keep babies strong, and why each clinic visit is important. When families visit the clinic, they are given a voucher, in order to redeem a poster. Families bring the clinic voucher to FAFT, where a poster is customised with the individual name and photo of the child. This is also a way to meet

Community-based resource development and distribution	Evaluation and Reflections (Challenges & Solutions, Outcomes and Good new stories)
	new families and engage them in the FAFT program. Posters have been attached.

Staff training and mentoring

Staff training and mentoring *(Please summarise training activities FE/FLO/LSP Playgroup Leaders participated e.g. First aid training, providing training for playgroup workers).*	Evaluation and Reflections (Challenges & Solutions, Outcomes and Good new stories)
FE and FLO attended PD in Darwin.	The PD gave some really inspiring stories of work that FAFT are doing in communities. Lots of ideas for activities and resources were brought back, along with many more options for linking with other service providers.

Partnerships and networking

Partnerships and networking *(Please provide partners' **position and agency** and summarise **discussion, outcomes and actions**.)*	Evaluation and Reflections (Challenges & Solutions, Outcomes and Good new stories)
Shelley Wills – Red Cross Regional Manager -Tiwi Islands	FE and FLO returned to work a week before school started back. This provided a great opportunity to reconnect with service providers on the island, and notify everyone of the recommencement of playgroup. February was a busy month in terms of partnerships and networking. Relationships with the Red Cross have continued into the new year, as we work together on a range of projects, including young parents groups. Discussions with Red Cross continued this month over the potential to get the Women's Centre reopened and used as a shared space.
Health Clinic Staff from the Julinamawu Health Clinic have been regularly involved with the FaFT program, attending group on Wednesdays to engage with families, and also as a part of the Children's book making project.	Millie has been a fantastic resource for playgroup, and was instrumental in the release of the 'Take care of that baby' posters (attached).
Health Development Top End (Central Team) - Remote Public Health Nutritionist **Kylie Innes | Dental Therapist** Childrens Dental Service - Oral Health Service| Department of Health and Families	Kylie visited FAFT to discuss dental health, and will return to present to families in March.
DR Sarah Miller – Counsellor – MOS Plus (Mobile Outreach Service)	Dr Sarah Miller and Dennis Dunn visited FAFT to share what it is that they do. They will return in March to present to families about trauma. Mavis regularly visits FAFT to touch base with families, keep informed of what we are doing and let parents know of any events or opportunities in the community.

Partnerships and networking *(Please provide partners' **position and agency** and summarise **discussion, outcomes and actions**.)*	Evaluation and Reflections (Challenges & Solutions, Outcomes and Good new stories)
Mavis Kerinaiua **Indigenous Engagement Officer – Wurrumiyanga** **Remote Service Delivery, Regional Operations Centre, NT** **Families, Housing, Community Service and Indigenous Affairs**	Peter coordinates regular service provider meetings in the community, in order to keep all members of the community informed of what services are available and events that are upcoming. It also provides a forum for services to discuss issues in the community and develop joint systems for addressing those issues.
Peter Penley - Government Engagement Coordinator – Wurrumiyanga **Remote Service Delivery, Regional Operations Centre, NT** **Families, Housing, Community Service and Indigenous Affairs**	OCF has regular contact with FAFT, through both Amy and Claudia. They receive or give referrals where necessary, and have been instrumental in creating and managing services for families at risk.
Amy Fogarty **Community Child Safety and Wellbeing Team Practitioner** | Wurrumiyanga (Nguiu) Remote Services | Office of Children and Families Claudia Kantilla is the Remote Aboriginal Family Community Worker (RAFCW) for the Office of Children and Families.	Loris visited the community and asked for advice and assistance completing surveys about ear health. Her aim was to determine the level of knowledge that people in the community have about all areas of ear disease. It will be interesting to see the results when they are published.
Loris Semple - Administration | CIRCA - A Cultural Perspectives company ✉Level 1, 93 Norton Street Leichhardt NSW 2040	Will and his team presented to families about NAAJA and what they can do for families. Their presentation was very well received, and he is planning to return in the near future – this time to talk about child protection and the law. His focus will be on rights, informing families of exactly what happens when an investigation is opened and what they can do to protect themselves.
Will Crawford – NAAJA	

Community engagement and events

Community engagement and events *(Please summarise community engagement activities undertaken or community events participated in.)*	**Evaluation and Reflections (Challenges & Solutions, Outcomes and Good new stories)**

Youth Diversion

1. Formal Police Referrals to TIYDU – There is a likelihood that five Formal Youth Diversion referrals will be received early 2013. Update as at 28.02.2013 – Finalisation and exit reports submitted to Police YDU on 13 February 2013.

2. Petrol/Inhalants Sniffing - No further cases of petrol sniffing at Wurrumiyanga since family interventions with regular follow up undertaken by TIYDU and Red Cross; Update: No petrol sniffing at Wurrumiyanga as at 28.02.2013.

3. Community Work Order (CWO) referrals from court for work program –Five CWO's as at 28.02.2013.

4. Community Custody Order (CCO) referrals – One CCO Court referral completed as at 28.02.2013.

5. Referrals to Youth Community Court –No referrals to Youth Court for month of February 2013.

6. Legal Education and Training - provided by NAAJA each month to Community/Youth Court panel members and Ponki (Peace) Family Mediators. Three day Legal Education and Training and court reference letters undertaken during month of February 2013

7. Local Board meetings – Assisting with Community engagement – 3 x Tiwi communities – Update: Next local Board meeting Pirlangimpi 26th February 2013. Update – Pirlangimpi Local Board meeting undertaken as at 28.02.2013.

8. Family Mediations –Five mediations for month ending 28.02.2013.

9. MCS School Visit – Kevin and Nelson Mungatopi talked to Kids at MCS Primary School during school assembly 21.11.2012 about keeping safe/Drugs and alcohol/not breaking the law/strong education/strong culture. Update – Ongoing deliveries at all Tiwi schools planned for 2013.

10. Tiwi College visit x 1 as at 28.02.2013. Discussions held between TIYDU Manager and Tiwi College Principal and visits during 2013 to be undertaken with Sister Anne

11. Mentor training – TIYDU Manager attended national accredited Mentor training during February 2013.

12. TIYDU Shire Plan – Update – TIYDU Manager will provide draft TIYDU Plan to Director prior to 12th March 2013.

13. Wurrumiyanga Tiwi Youth Week 8th to 12th April 2013 – Update – Third planning meeting completed 06.03.2013.

Strategic Planning:

Weaknesses

- Notwithstanding the present Manager is a long term Tiwi resident, there is no Tiwi person employed in TIYDU.
- Location of office

Opportunities

- Involve Tiwi families and cultural protocols to further develop diversion programs.
- Plan and continue TIYDU delivery to Tiwi Schools during 2013.
- Identify Tiwi person to employ.

Events Management.

Nil report received.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	7.3
TITLE	Asset purchases exceeding $50,000.00
REFERENCE	117516
AUTHOR	Rosanna De Santis, Director of Corporate and Community Services

This report provide information on asset purchases exceeding $50,000.00

BACKGROUND
Three separate asset purchases are to be made in the month of March, they include;

Two 4WD XL Crew Cab Ford Rangers for Directors, total $85,171.82
Two (diesel and petrol) bunded fuel tanks for the Milikapiti Community, total $144,260.00
Two 4WD RX Dual Cab Nissan Navaras for Township Service and Housing Team.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council note this report.

ATTACHMENTS:
1 quotes for council report.pdf

Hidden Valley Ford

A.P. MOTORS PTY. LTD. A.B.N. 76 010 579 996
TRADING AS HIDDEN VALLEY FORD

674-676 Stuart Highway Berrimah NT 0828
PO Box 35896 Winnellie NT 0821
Telephone: (08) 8947 7777
Facsimile: (08) 8947 7707
Email: admin@hiddenvalleyford.com.au
Web: www.hiddenvalleyford.com.au

December 19th, 2012 QUOTE NO. N8684 (32688)

RQ 012622 → PO.

Tiwi Islands Shire Council
PO Box 104
Parap NT 0804

Dear Alan Hudson,

Thank you for the opportunity to submit the following quotation for your consideration.

PX RANGER 4x4 XL CREW CAB PICKUP 3.2L DIESEL 6 SPEED MANUAL. MODEL: 57146DM

Vehicle Price	31,629.55
CANVAS SEAT COVERS	563.64
STEEL BULLBAR	1,681.82
TOWPACK	1,045.45
SPOT LIGHTS	681.82
WINCH	1,409.09
Dealer Delivery	Included
Amount Subject to GST	37,011.37
Registration Fee	148.00
Compulsory Third Party	501.40
GST	3,701.14
Stamp Duty	1,224.00
Vehicle Total Including GST	42,585.91
Less Settlement	
Total	42,585.91

Yours sincerely,
Dane Cuthbert
Ford Brand Manager

Dane Cuthbert
SALES MANAGER

Page 1 of 1

NORFUEL PTY LTD

GPO Box 2004
Darwin 0801
PH:0409 602 197
sales@norfuel.com.au
Michael Beven

13/11/2012

Company Name: Tiwi Island Shire Council
Attention: Shelly Davis

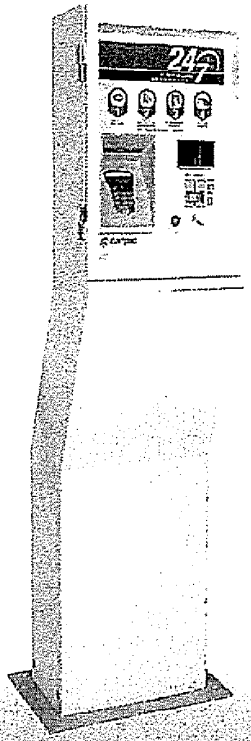
QUOTATION

Qty:	Description	Price per Package	Total
2	TANK-12000lt ULP TANK TANK LIQUITAINER 12 000L Self Bunded c/w Bunded Lockable Pump Bay Housing. CSC Plated as 10ft High Cube Container. 3mL x 2.4mW x 2.9mH. Approved to AS1940, AS1692, AS1657. Safe Fill Level 10100L	28513.00	57026.00
1	TANK FLAMMABLE UPGRADE ULP TANK	2750.00	2750.00
1	ULP PUMP 1.5HP (Single Phase)	3190.00	3190.00
1	DIESEL PUMP 2.0HP (Single Phase)	4070.00	4070.00
	DIESEL / ULP DISPENSER Compac One Side 80lpm Diesel One Side / 40lpm ULP One Side. - Diesel - 6m Hose + ZVA Auto Nozzle - ULP - 5.5m Hose + ZVA Nozzle	13750.00	13750.00
1	COMPAC OPT (Online Payment Terminal) for 24/7 Unattended Refuelling Fluid Management System.	30580.00	30580.00
1	Labour - Mechanical Fitting Allowance includes mesh covers and all plumbing	9075.00	9075.00
1	Labour - Electrical Fitting Allowance	4950.00	4950.00
	Also allow for; - Setup Fee for Compac Online $395 ex GST. (one off) - Monthly fee for the Compac Online access fee $45+ GST. - Transaction Plans Compac Online Plan for all transactions $55 + GST per month.		
	Please note pricing include freight to Tiwi Barge and does not include Barge costs and setup		

All price quotations are valid for 14 days only
All price quotations are provided as estimates only
All price quotations are subject to Norfuel Pty Ltd's terms and conditions of sale
individual requirements options and custom requests a Principal price and terms

Subtotal	125391.00
Freight	5754.98
GST	13114.60
TOTAL	144260.58

COMPAC OPT



COMPAC OPT (ONLINE PAYMENT TERMINAL) FOR 24/7 OUTDOOR REFUELLING

- CREDIT CARD
- DEBIT CARD
- ACCOUNT CARD

MAIN FEATURES

- Stainless steel construction
- COM FMS pump controller with proven reliability
- Controls up to 32 pumps
- Supports all popular fuel industry interfaces
- Large paper roll with drop box using standard receipt printer paper
- Secure pinpad
- Netbase software for DCA management

OPTIONAL FEATURES

- Sun/rain hood when not located under a canopy
- Forced ventilation system for extremely hot environments
- Powder coating and decals to suit customer requirements
- Can connect to existing Compac, PEC or Gilbarco pumps

COMMUNICATION OPTIONS

- 3G Wireless
- ADSL
- TCP/IP

Kerry's Automotive Group

KAP MOTORS PTY LTD ABN 35 009 645 845
Family Owned and Operated Since 1988
17-25 Stuart Highway, Stuart Park NT 0820
Po Box 339, Darwin NT 0801
(P) 0889808080 (F) 08 8980 8081
(E) kerrys@kerrys.com.au (W) www.kerrys.com.au

March 18th, 2013

Tiwi Island Shire Council
Po Box 104
Parap Nt 0804

Dear Mark,

Thank you for the opportunity to quote you on one of our vehicles.

NAVARA D/C YD25DDTI AUTO 5A-F RX_SERIES6 4X4

Vehicle Price	39,863.64
POLAR WHITE Paint / GREY Trim	No Charge
Canvas Seat Covers	600.00
Steel Bull Bar	2,030.00
Towbar Pkg 3000Kg (D/C) 4X4	625.00
Dealer Delivery	415.00
DISCOUNT	9,849.13 -
TOTAL SUBJECT TO GST	33,684.51
GST	3,368.45
Registration Fee	145.00
Compulsory Third Party	501.40
Stamp Duty	1,113.00
VEHICLE TOTAL	38,812.36
SETTLEMENT DETAILS	
TOTAL AMOUNT PAYABLE	38,812.36

This quote is firm for one month. Our trading terms are 14 days nett from the time of delivery.

Please call me on 8980 8009 (or 0438 812 792) if I can help you further.

YOURS SINCERELY,

RICHARD MERRITT
GOVERNMENT SALES LEADER
PH: 0438 812 792
E : govtsales@kerrys.com.au

REPORTS FOR INFORMATION

ITEM NUMBER	7.4
TITLE	Building Construction and Maintenance Services (BC&MS) - February 2013
REFERENCE	117247
AUTHOR	Adam Andrews, Housing Manager

Council report for February 2013 for Building Construction and Maintenance Services (BC & MS).

BACKGROUND

Building Services role covers a broad scope of works across the two islands. The Shire currently has a Service Level Agreement with Territory Housing to supply all labour & materials to maintain assets across the communities.
Building Services is also responsible for the following on the two islands:

- Repair & maintenance of all shire assets & construction of new assets including grant allocations.
- Repairs & maintenance of the Outstations.
- Works from other contractors within the Shire such as Power & Water.
- Works for private enterprise as quoted.

- **Staff housing**

New Staff moved into Staff housing	Staff vacated staff housing
N/A	Lot 470/1 has been vacated. This is a result of a carpenter being employed for wurrumiyanga that has housing out side the shire

- **Territory Housing**

Performance (against Response Category)		No. of Jobs completed
Urgent (materials on order to complete job)		35
In need of attention – work ongoing		52
Inspections - new (up to 30 days)		0
Routine (up to 40 days)		4
Total		**91**

- **Wurrumiyanga**

- General ongoing maintenance.
- 18 refurbishments on the go since February 2013.
- A concrete slab placed in the housing shed yard to extend the all weather working area. Concrete came from excess from HT jobs.
- Steel racks to be made locally to organise a much needed storage of bulk material.
- Contractor's accommodation, all locks needed to be changed and painting has started on the premises.
- Motel – 9 nights commercial, 9 nights internal

➢ **Pirlangimpi**

- General on-going maintenance.
- 2 kit staff homes are being built, one of the homes - waiting on connecting water, power, sewerage to be completed.
- Contractor's quarters - 10 nights commercial

➢ **Milikapiti**

- General on-going maintenance.
- Contractor's quarters – 0 nights – clients have been using the Motel run by the club

- **Outstations**

General maintenance on-going

- **Security**

No break-ins this month on council property.

Strategic Planning

STRENGTHS	WEAKNESSES
Experienced Staff	Isolation
Employees with local knowledge and experience	To manage a larger workload additional qualified staff are required however infrastructure is not adequate to cater for this
Ability to fix problems quickly	Training bodies funding to deliver
Credentials to bid for Government work	
Good relationship with current funding body	
High Indigenous staffing	
Ability to take on all building projects within the Tiwi Shire both internal and external	
Aids towards building a sustainable long term skilled local workforce	

OPPORTUNITIES	THREATS
Develop a more diverse Building Services	**Not retaining Territory Housing Service Level Agreement**
Tendering for Government contracts	Outside contractors tendering directly
Good access to funding bodies	
Sub contract to other contractors within the communities	
Builds relationships with others that are promoting the benefits of domestic and personal hygiene	

Financial

- **INCOME**
  Total revenue 1,452,088

EXPENDITURE
Total expenses 1,282,549

- **NET PROFIT / LOSS**

Net surplus 169,539
These figures are not accurate as there are some $250,000 of invoices
To process.
The value SLA 2010-2011 $3.2M
2011-2012 $2.6M
2012-2013 Pro rata
On these figures and working the pro rata adding $1452.088 revenue
And $250.00 outstanding invoices a total off $1702.088 YTD we are on target
With the number I have on hand from finance.

Capital Expenditure

N/A

Human Resources

- **Attendances –** well attended this month

- **Incidents –** N/A

- **Positions vacant -** calls for Expressions of Interest for Trades Assistants

WURRUMIYANGA
1. Trades Assistant/Apprentice Carpenter
2. Trades Assistant/Labourer
3. Trades Assistant-Painting

PIRLANGIMPI
1. Trades Assistant-Carpentry

MILIKAPITI
1. Trades Assistant-Plumbing

- **Recruitment –** recruiting Trades Assistants, as above.

Brad Lawrence new employee, qualified & experienced Carpenter started in our Wurrumiyanga office this month.

- **Annual leave, leave coverage and proposed higher duties**

LEAVE	NAME	DATE	NOTES
Special Leave	N/A		
Sick Leave	N/A		
Annual Leave	Peter Reeve	Returned to	

		work 14/2/13	
Annual Leave	Leo DiCecco	7-25 Feb 2013	

- **Trainees / Apprentices**
  Recruiting new Trainees

- **Training conducted (including training outcomes) and personnel development**
  Cheryl Bowen attended Intermediate Excel course in Darwin

- **OH&S matters**
  There were no OH&S matters for this report
- **Conferences or external meetings attended**
  N/A
- **Travel (proposed and undertaken)**
  N/A

Visitors and Meetings

- **Visitor**

Simon Glew from Territory Housing visited weekly discussing ongoing issues with dwellings and getting works completed in a timely manner.

- **ToolBox Meetings**

Toolbox meeting held Monday 25th February 2013.

- Reiterating the necessity of completing timesheets daily.
- Reinforcing that job sheets need to be completed with correct inventory, correct hours and to make sure a good description of works completed.

Events

N/A

Key Performance Indicators

Key Performance Indicator	Action	Completed by	Target Date	Measure of Success
Maintain billable hours to above 40%	Ensure all working hours are recorded accurately and reflected in Job sheets	Housing Team	Ongoing	Maintain profitability and growth
New SLA contract beyond 2010/12.	Negotiate a new SLA contract due to expire June 2013	CEO	Tenders being called later this year	A new contract is signed which is lucrative to Council.
Maintain 6 weekly schedule of activity for painting	Meet and plan in advance houses for scheduled works	Housing / Painting Team	On-going	No non-compliance with scheduled works

ISSUES / OPTIONS / CONSEQUENCES
CONSULTATION AND TIMING

RECOMMENDATION:

That Council notes this report for information

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.5
TITLE	Township Services - End of Month Report - February 2013
REFERENCE	117321
AUTHOR	Brian Phillips, Manager Township Services

BACKGROUND

The functions of Parks and Gardens, Barge landings, Waste and Recycling are more or less common across the three communities with only subtle differences between them.

As a result of restructuring the business unit now includes Animal Control, Horticulture (including Farms), Garden Maintenance Program and Keep Australia Beautiful.

The Business Unit also is linked to Community Corrections providing Community Work Order supervision for offenders in the community, employing them in community beautification work.

Strategic Planning:

Garden Maintenance Program

The business unit with the support of office management is now moving across the administration of the Garden Maintenance Program and the first residential customers have been signed up to have lawns mowed and gardens tidied. Actual work will commence once payment has been received into shire accounts.

It would appear that the program will cover basic overheads and provide an improved overall appearance of the residential areas of the community should the commitment remain with the community members.

The flow on effects also include increased community safety, vermin and pest control and asset preservation.

Challenge for the shire staff is meeting the expectation of council, the participants and service delivery.

Parks and Gardens

Parks and Gardens have been involved in providing yard maintenance for the Housing division, which has potential to generate minor income.

The issues here are one of priority and supervision, in that we are required to meet the needs of our core business with the minimum amount of staffing and appropriate supervisors. Programs are supported by CDEP personnel but are over shadowed by uncertainty.

Work has been affected by the continual break downs of aged equipment, work practice and accountability in that equipment was purchased through the CDEP program over a period of thirty years and is now at a stage where repairs and maintenance costs are over taking actual work hours.

Staff that experience issues are failing to report problems and are finding it easy just to leave the equipment and walk away.

In order to remediate these issues it is proposed that a Central Store be established within the shire depot in Wurrumiyanga, staff be appointed and trained to deliver the service across the communities dealing with the supply and demand of Council business. This will be addressed as a Key Performance Indicator for the next financial year.

Community Corrections

Staff have been required to supervise offenders serving community based sentences and have been employed in the maintenance of the cemetery in Wurrumiyanga; work is progressing as relationships with Corrections are enhanced by Council supporting the reduction of Indigenous people serving sentences of imprisonment.

Barge Landing Operations

Work continues to rectify the car ferry registration issues following the survey inspection completed by the Ministry of Transport Marine Division; defects have included replacement of Safety equipment, minor structural issues.

Work to rectify overheating issues has been completed by BH Marine and service matters dealt with.

Discussions have been held with BH Marine to provide non – accredited training for boatshed staff in minor maintenance and engine pre start training.

Operations at the barge landings will soon be enhanced with the construction of two 5 meter passenger punts. Construction will be carried out by staff completing an aluminium welding course in Milikapiti from 16 March 2013 to 24 March 2013

This service is providing major support for community events that include the weekend traffic for the football season. On Sunday 17th of March the Tiwi Island Grand Final will be played in Wurrumiyanga and involve the movement of a large number of vehicles and people. Staff are working with Event management in order to reduce some of the issues of previous events.

Overcrowding on the barge has been highlighted as a major safety concern and crowd control support for the boat crews will be essential.

Waste Collection and Disposal

Waste collection services within Wurrumiyanga and Milikapiti are delivered by Town Services with the support of Civil Works this function in Pirlangimpi is provided by Civil Works.

Council waste collection services in Wurrumiyanga are provided in the following format: business sectors five times a week and the residential areas twice a week. For Pirlangimpi collection is three times a week and Milikapiti five times a week.

Infrastructure is in place for staff to occupy and manage the Wurrumiyanga facility, to date the three positions have not filled. Further information has been received that land has facilities been sourced to construct a new waste management facility that will bring Council into compliance with the changes to the Environmental Protection Act. For council this provides the opportunity to have major infrastructure constructed in –line with a training outcomes

Opportunities also exist to attract revenue from waste management in the form of recycling, dumping fees and reclamation

Animal Control

Wurrumiyanga currently has a four cage dog pound on site at the waste management facility. Work to construct similar structures in Milikapiti and Pirlangimpi are yet to be completed.

Council By-laws which would allow us the basis to firm up relationships with NRETAS and other service providers and potentially attract funding to support animal welfare programs for Tiwi Islands Shire Council

To date there is no staff member occupying an animal management / ranger role.

Horticulture (Farms)

Early 2013 saw the appointment of a farm manager in Milikapiti and this appears to have had positive spin offs with the Tiwi Enterprise staff and the farm overall.

Work has been re- established to open up the local markets for the produce grown at both Wurrumiyanga and Milikapiti with avenues into local retail outlets, schools and the CDEP program covering community beautification commitments. To get the farms to a position where they are able to generate a return is estimated to take up to five years

Wurrumiyanga farm has been experiencing water supply issues with the bore pump failing on three occasions. Work to investigate and provide repairs was quoted in excess of $14,000.00 dollars

With the on-costs of this program and the property owner of the Wurrumiyanga site wanting to increase rental / lease fees Council is potentially carrying a large liability that supports Tiwi employment and training. Options in reference the on-going management of the site continue.

Financial Summary 108800 Township Services

This business unit attracts very little funding with residential and commercial rates as the cornerstone of its income.

The income for the reporting period identifies a 120 figure this coming from Sales and labour hire.

Again the major Operating expense has been Employee Expenses covering overtime and leave.

Staff are working through processes to generate income and support the operations of the business unit (Garden Maintenance Program)

Planning has begun to streamline the services at the boatshed that will see rosters more responsive to demand and supply. Services will be further enhanced with the commissioning of the five meter passenger punt.

Human Resources:

The current staffing level within the Business unit does not effectively meet the outcomes of the unit. :

Whilst staffing levels are linked to budget and funding the manpower available does not allow for the following:
Positive and timely outcomes for the core service delivery of the business unit
Positive and timely outcomes for potential commercial ventures
Cover for unexplained non attendance
Cover for leave

Cover for training courses

It is proposed that the following levels be considered

Manager Town Services

Supervisor's town services

Wurrumiyanga	Boat shed	Pirlangimpi	Milikapiti

Team leader

Parks and Gardens - Waste Management – Farms – Animal welfare - Cemeteries

Staff Pool

Wurrumiyanga 12 + 4 Boatshed + 4 Wurrumiyanga farm

Milikapiti 6

Pirlangimpi 6

It is proposed that all staff are to be trained to deliver service across the whole business unit. Discussions suggest by rationalising current levels in other sectors of the shire, we may be able to address some of these numbers

Informal Meetings:

At recent training session Cr Rioli expressed concern that the care of public parks and gardens had fallen behind. At the direction of CEO a slasher unit sent from Wurrumiyanga to cover the period of down time caused by operational defects to Pirlangimpi equipment.

Events:

a. Aluminium Welding and Boat building Course 16 March – 24 March 2013
b. Tiwi AFL Grand final 17 March 2013
c. Easter Holiday Good Friday 29 March –Easter Monday 1 April 2013

Key Performance Indicators:

a. Management continues to rationalise systems in the Boatshed, to effectively reduce overheads. The current processes are related to the commitments to Tiwi AFL and the need to move large volumes of vehicle traffic each weekend.
b. Current funding levels in relation to recruitment and the uncertainty over program tenders has made staffing at the Wurrumiyanga tip uncertain, more work will be required to stabilise this area.
c. After an initial slow start to the regular mowing and maintenance of parks and cemeteries staff have now got into a routine in delivering this service. The only variables have been the impact of nature and machine breakdown

ISSUES/OPTIONS/CONSEQUENCES
CONSULTATION & TIMING

RECOMMENDATION:

That Council notes this report for information

ATTACHMENTS: There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	7.6
TITLE	Civil Works - End of Month Report - February 2013
REFERENCE	117329
AUTHOR	Mark Pollard, Civil Works & Asset Manager

BACKGROUND

The civil works crews in all three communities have been working well in-between the rain.

1) Milikapiti the crew have been involved in the demolition of houses in the community but are held up on this job at the moment due to a part failure on the excavator, they have also completed external contracts for the POWER AND WATER CORPORATION (pawa). They also have been doing some bitumen patching around the community, and are digging new pits at the garbage dump at the present moment.
2) Pirlangimpi civil works crew have been repairing drains and water damage on the main roads and spending time at the boggy spots at 17 mile to keep the road passable they have also opened and created better drains on that stretch of road. Two Civil works employees are doing the garbage collections 3 days a week. When the excavator has completed the work at Milikapiti it will be transported to Pirlangimpi and excavation of new rubbish pits will commence.
3) Wurrumiyanga civil works cleaned up around the post office car park also cleaned up in front of the workshop and made a fire break. All corner markers and crossings have been painted white. The Tarntipi beach road has been graded. External work has been performed for territory alliance. The dump has been pushed up and a new pit dug, Gravel has been laid at the Paru barge landing to firm it up .A large amount of time was spent trying to clean up around Wurrumiyanga the weather did not allow much time for road works or earth moving.

Strategic Planning:

Lack of equipment and over staffing is a major weakness in this business unit at the present time.

1) The Caterpillar loader at Pirlangimpi is out of action with a damaged transmission
2) Grader at Wurrumiyanga out of action, most parts have been sourced for this and should be operational with a month.
3) multi tyred roller at Pirlangimpi has been set on fire and is beyond repair
4) The drum roller at Pirlangimpi has a defective engine that needs repairing or replacing.
5) The backhoes at Wurrumiyanga and Pirlangimpi both have electrical over hydraulic faults. An auto electrician has been over from the mainland to inspect them and has advised that a technician from case tractors comes over with the correct diagnostic equipment so the fault can be located and repaired accordingly.
6) The lack of natural resources like road base and hard rock on the islands prevents civil works from completing major repairs.
7) The over staffing is due to the amount of trainees that passed the training in civil construction it is fantastic that a large amount of employees past but unfortunately we do dot have the work for them due to the weather and available machines.
8) Melville Island only have two graders and no rollers so only a limited amount of road works can be completed but not up to a finished standard until the effected plant is repaired , this also effects the time lines for the completion of road works but as a unit we recognise this as a priority

Budget

The allocated funding for the repairs and maintenance to the Pirlangimpi road of $245,000 has been used in the period from July 2012 to December 2012 the shire was allocated $65,000 for repairs and maintenance on the Milikapiti road. There is also $538,494 of funding left to use on the roads by June 2014.This is not a lump sum that the shire has it is held by the NT Government department of infrastructure. The civil works and asset manager will prepare submissions for pipes, cause-ways and re-sheeting that need attention on both Islands $28,000 has been allocated form NT housing for the demolition of three houses at Milikapiti. $40,000 was spent on bitumen for use on road patching for both Islands.

Human Resources:

Attendance is improving and time sheets are reflecting actual attendance 2 employees from Milikapiti and 1 from Pirlangimpi are currently on annual leave; one employee from Pirlangimpi has resigned. This does not affect the efficiency of this business unit
Civil works has a tool box meeting at the heavy workshop office every morning where safety issues and work plans are discussed. Three employees from the Wurrumiyanga civil works crew completed the mentor's course from the 4th to the 9th of February.

Visitors and Meetings:

No visitors or meetings for this month

Events:

No events have taken place which have effected this business unit

Key Performance Indicators:

To ensure all roads to recovery funded programs are completed in the nominated time frame, including road drainage which is an ongoing concern due to the road damaged caused by the excessive rainfall on the Tiwi Islands.

To repair and upgrade low wet and boggy sections of shire roads according to the roads to recovery and disaster recovery funding programs.(have started photographing and marking these spots to plan what works have to be done to rectify the problem when weather permits

To create a road patrol to inspect road safety and damage after bad weather and also erect correct signage in accordance with road safety regulations. (This has been completed and is carried out at regular intervals)

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes this report for information

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	7.7
TITLE	Community Development Report - February 2013
REFERENCE	117349
AUTHOR	Renee Burchell, Assistant Director Business Development

BACKGROUND

LIBRARIES.

The Milikapiti library will be relocated to the Women's Centre in March 2013. The existing library location will be used as a training room. There is one CDEP participant who works at the library. I note from prior Community Development reports that the full time staff member at Pirlangimpi was to visit the Milikapiti library on a fortnightly basis however this is yet to occur.

One employee continues to work full time hours at the Pirlangimpi library and the second employee is working part time hours. There have been issues with the telephone not working at the library. When the telephone system was recently inspected it became apparent that the MDF wires, external to the building have been vandalised and damaged. These wires can only be replaced or repaired by Telstra. A job has been lodged with Telstra to attend to this issue however there is no indication of how long this will take. Further inspection found that the cable in the ground has also been damaged by ants. Again, only Telstra is able to attend to this problem.

Financial Information:

	Actual Year to Date
Income	
Grant Income	60,802.00
Total Income	**60,802.00**
Expenditure	
Salary Normal	38,632.94
Salary Leave	3,871.02
Salary SGC Sup	3,793.81
Salary LSL Lia	1,166.99
Salary AL Liab	1,214.31
Electricity	1,439.37
Water Charges	906.47
Sewer Charges	517.16
Office Telep	422.48
Network Commun	540.89
Housing-Int Exp	118.00
Electricity	425.67
Water Charges	110.46
Sewer Charges	98.05
Total Expenditure	**$53,257.62**

Based on the above figures this activity is likely to be overspent by more than $19,000 at the end of this financial year.

CENTRELINK.

We have had some staffing issues with the Milikapiti Centrelink office whereby the Centrelink agent left the office unlocked and travelled to Darwin for one week without notifying the appropriate

supervisor. This led to the office being closed for 2.5 days. The office was reopened when a temporary Milikapiti resident agreed to run the office until the Agent returned from Darwin.

The Department of Human Services whom provided funding to TISC to operate the office was notified of the closure. It was deemed to be a “significant closure” and consequently TISC will lose a portion of the funding for the days that the office was closed.

Expressions of interest were sought for a part time agent at the Milikapiti Centrelink office to avoid a recurrence of this incident. The new position will require the part time agent to work 3.75 hours per day to assist the full time agent. The part time agent will also be required to cover periods where the full time agent is absent.

The performance issues arising out of the unauthorised closure of the office have been addressed with the Centrelink agent.

Two agents continue to work at the Pirlangimpi Centrelink office. Both agents work part time hours, one covers the morning period and the other works the afternoon hours. One agent will be on annual leave in March and the second agent has agreed to increase their hours to cover the period of leave.

Financials

	Actual Year to Date
Income	
Contract Fee	116,458.72
Total Income	**116,458.72**
Expenditure	
Airfare & Ferry	290.91
Salary Normal	25,913.52
Salary Leave	4,124.40
Salary SGC Sup	2,667.78
Salary LSL Lia	745.78
Salary AL Liab	952.52
Housing-Int Exp	602.07
Salary Normal	22,891.17
Salary Leave	3,522.11
Salary SGC Sup	2,248.31
Salary LSL Lia	67.03
Salary AL Liab	2,097.58
Material Gen	473.59
Mat Print Stat	47.66
Total Expenditure	**66,644.43**

Based on the above figures this business unit is well under budget. As this is a contract arrangement the surplus funds are untied and do not have to be acquitted.

NIGHT PATROL / COMMUNITY.

BACKGROUND

The Tiwi Islands Shire Council Community Night Patrol service assists communities to take responsibility to prevent anti-social, harmful, destructive and illegal behaviours by offering community patrolling and safe transport to protect vulnerable people.

Strategic Planning:

Weakness:
- High Staff turn over
- Staff without drivers licences
- Staff Performance

Financial Variances to Budget:

120800 –Shire Night Patrol

Operating Expenditure:

Employee Wages 7111-7130 Actual $7742.00 *no budget to record an actual variance against*

Contract and Material 7208-7272 $239.00 *no budget to record an actual variance against*

Finance 7311 - $0

Communication 7411 -7414 $14.00 *no budget to record an actual variance against*

Miscellaneous 7921 – 7791 $213.00 00 *no budget to record an actual variance against*

Internal Cost Allocations 9131-9134 $148.00 *no budget to record an actual variance against*

Allocation of Contract & Material 9253 – 9272 $ 3,333.00 *no budget to record an actual variance against*

Allocation of Communication 9411-9417 $3333.00 *no budget to record an actual variance against*

Allocation & Suspense 9934-9991 $32.00 *no budget to record an actual variance against*

Internal Cost Allocations 9816-9860 $1,000.00 *no budget to record an actual variance against*

120801 –Shire Night Patrol Nguiu

Operating Expenditure:
Employee 7111-7122 Actual $20,107.00 *no budget to record an actual variance against*

Contract and Material 7261-7272 $0

Communication 7411 -7412 $50.00 *no budget to record an actual variance against*

Miscellaneous 7936– 7791 $0

Internal Cost Allocations 9134 $389.00 *no budget to record an actual variance against*

Allocation of Contract & Material 9272 $0

Internal Cost Allocations 9817-9819 $0

120802 –Shire Night Patrol Pirlangimpi

Operating Expenditure:
Employee 7111-7122 Actual $15,636 *no budget to record an actual variance against*

Contract and Material 7251-7264 $335

Communication 7411 -7415 $0

Miscellaneous 7941 $0

Internal Cost Allocations 9134 -9939 $301.00 *no budget to record an actual variance against*

Allocation of Contract & Material 9253-9272 $0

Internal Cost Allocations 9817-9819 $0

120803 –Shire Night Patrol Milikapiti

Operating Expenditure:
Employee 7111-7130 Actual $12,853 *no budget to record an actual variance against*

Contract and Material 7251-7264 $0

Communication 7411 $0

Miscellaneous 7941 $0

Internal Cost Allocations 9134 $233 *no budget to record an actual variance against*

Allocation of Contract & Material 9272 $0

Internal Cost Allocations 9817-9819 $0

Human Resources:

- Disciplinary matters
  Milikapiti Patrollers will be issued with disciplinary letters for not attending work & failing to notify their supervisor.
- Positions vacant
  The Assistant Manager has resigned from their position. 2 weeks notice of their intention to leave was provided to the Council, however the Assistant Manager failed to attend work to complete the required duties. This position has been advertised.
  The Night Patrol Officer position at Pirlangimpi has also been advertised.

- Sick leave
  Night Patrol Manager was on sick leave from 18th – 28th February 2013
- Meetings
  On Wednesday 13th February the Night Patrol Manager met with Alan Hudson, Lynette De Santis & Rosanna De Santis at Wurrumiyanga to discuss issues with the Wurrumiyanga community patrol. These issues related to excessive fuel use & incorrect timesheets.

Visitors and Meetings:

- 14th February Community meeting at Pirlangimpi. Issues discussed were Facebook fighting, football fighting, fighting in public, Skin groups. Outcome of this meeting was everyone agreeing to go to include skin group representatives to resolve issues as and when they arise.

Skin Group Representatives whom agreed to be contacted to help resolve community issues are:

Warntarringuwi
Anne Marie Puruntatameri, Irene Mungatopi, Andrew Orsto, Alberta Kerinauia & Louis Tipungwuti
Takaringuwi
Regis Pangiraminni, Virgil Puruntatameri, Jacob Tungutulum, Janine Puruntatameri, Debbie Coombes, Lilly Carpenter, Russel Yunupingu & Cheryl Lee Whiting.
Miyartuwi
Marius Puruntatameri, Malati Puruntatameri/Yunupingu, Carol Puruntatameri & Bernadette Puruntatameri
Lorrula
Ray Wilson, James Desantis, David Henry, Leo Orsto, Miriam Stassi, Sharlene Heenan, Louise Burak & Georgina Vigona

CDEP REPORT

BACKGROUND

Tiwi Islands Shire Council Community Development Employment Program provides employment services to all of the Tiwi Islands. We are delivering this service through the 3 major Communities. The service provided by the staff at these locations is basically the same. TISC CDEP operates under the guidelines of the Program Specific Conditions. They work with Employers and Participants to achieve good working practices and participate in relevant Training programs to help develop their skills for permanent employment. This business unit is continuing to operate in two distinct areas. The first area is Work Readiness Services. This service assists job seekers to develop their skills, improve their chances of getting a job and move into work outside of CDEP. The other is Community Development activities which supports and develops Indigenous communities and organisations.

Strategic Planning:

TISC CDEP's utilisation is sitting at 67.25%, up 3% from last month.
Accredited training courses in farming, horticulture, bringing skills to life (Bush Wok), administration, record keeping, construction and work readiness have commenced. Training will be running on all three communities, started the beginning of February. Relevant training aligned with actual jobs available in the communities (or will be available as future projects commence) continue to be sourced or created to raise the interest of people who normally would not participate on CDEP.

Activities within the business units of Sport and Recreation, Childcare, Administration, Housing, Workshops and Civil Services remain very popular amongst participants although obtaining approval for participation under the same ABN is time consuming given that approvals need to come from Canberra and it is a very involved process sometimes taking up to four weeks.

Reports from the Training organisations indicate very good attendances and interest in all courses currently being held.

Human Resources:

Currently TISC CDEP has two vacancies. Wurrumiyanga has vacancies for two Mentors, (1 male and 1 female). Positions were advertised and Expressions of Interest have been received. The Selection and Interview process has commenced. Due to funding or budget restrictions, Milikapiti mentor positions have been excluded and will have that service covered by the Mentors based at Pirlangimpi.
Problems are beginning to surface around staff attempting to use up their sick leave knowing they will lose it when the program ends in June 2013. Some staff have been requested to take some or

all of their Annual Leave and others are being permitted to submit Leave forms when they have had time off without a Medical Certificate, in order to use up their Annual Leave entitlements.

Visitors and Meetings:

Meetings with Volunteers Australia (Women's Centres) and Catholic Care (Cultural Mentors) have taken place this month to finalise planning regarding Training Courses and working with Non Government agencies to enhance the Activities and become more community orientated.
CDEP Manager met with Territory Housing representatives and with Dave Hobbs who has won the contract for construction and refurbishments of houses at Milikapiti regarding work experience agreements for up to fifteen participants at one time. That meeting proved to be very successful with an agreement already accomplished. The activity and associated Training Courses have been submitted to and approved by ICC.
There was also a meeting with TISC CEO, Acting CDEP Director, HR Manager and CDEP manager to discuss procedures for instructing staff to take Annual Leave to avoid huge cash outlays when the program finishes.

Financial Variances to Budget:

Briefly, CDEP Director, CDEP Manager and CFO met to discuss exactly where CDEP stand with budgets. It is understood there is quite a deal of money yet to be spent and discussions as to how those funds will be spent are taking place. CDEP are aware there are several areas that need to be looked at when making those decisions. Community Development Activities (Women's Centres and Farms) where no money or very little will be available next Financial year should probably be a priority.

Issues / Options / Consequences

Several instances have occurred recently with TISC CDEP Staff and participants taking unapproved time off, a continuing problem from early November.
Personal problems seem to be the main reason for absences. This issue will need to be addressed at Councillors level in order to ensure cultural lines are not crossed whilst searching for a solution.

Unfortunately Top Up payments have become an issue again. Guidelines restricting the amount of income one can receive and remain eligible to participate on CDEP state a person is not eligible for CDEP if they earn more than $5,166 in a Quarter (13 weeks). When paying Top Up, the Host needs to be sure they do not exceed that amount as once removed the participant will not be able to rejoin CDEP for a further 3 months.

RECOMMENDATION:

That Council notes this report for information

ATTACHMENTS: There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	7.8
TITLE	Finance End of Month Report - February 2013
REFERENCE	117482
AUTHOR	Brendan Cann, Chief Financial Officer

BACKGROUND

The current report provides financial information for the 2012/13 financial year to the end of February 2013. It includes reporting on Income and Expenditure, Ageing Payables and Receivables, and Cash Flows.

Changes in some program funding means that new funding offers are not transparent these will require further analysis as part of the 2013/14 budget. Funding for the current financial year 3rd quarter is slow coming in. This will effect the Councils cashflow if some department continue to delay funding releases.

Strategic Planning:

The 2013/14 budget process will be started in March 2013, this will provide more clarity on outstanding items. Currently no information has been provided by DEEWR on the RJCP tender selection process. Budgets will be created on best estimates. Second quarter data is required by funding bodies in January to March 2013. The majority of this was submitted in February and we are not aware of any further breaches that would be holding up funding releases.

The Shire Council has had increases in costs for the tender responses for the new RJCP tender application. The expressions of interest for Remote Housing have still not been released. Alterations to the current SLA have still not been signed off, and early indication shows that they will be trying to decrease the indicative value of the contract. We have now been told that Remote Housing are not expecting to be able to tell Shires what will happen in 2013/14 until May June. This will only leave the Tiwi Islands Shire Council 4 weeks to organize structure dependent on outcome of tender process.

A review of all Northern Territory roads funding is currently underway as at the end of January this was not finalized however it is suggesting that the Tiwi Islands will again see a significant drop in funding. Due to the delay in the review this may not affect the Tiwi Island Shire Council until the 2014/15 financial years which will put extreme pressure on the Councils ability to continue with its current Road crew structure in future years. This is further exasperated by funding agreements that will not allow Shire Councils to do the work on projects directly. This shortsighted policy decisions mean that we are only allowed to use outside contractors, increasing costs of road maintenance and reducing the amount of work able to be completed due to mobilization costs. LGANT is looking into Federal and Northern Territory Government methodology for this. If this continues the Shire will be forced to set-up commercial businesses outside the structure of the local government act to be able to provide services to the community.

There is further pressure on the Civil Works crew funding due to the Shire now having too pick up wage costs from the employment and training of 15 civil works trainees as part of the ITEP training funding. In this application the Shire was only going to progress if indigenous wage subsidies were available. These wage subsidies have been rejected. This means that the only available roads funding left to the Shire for the current financial year is through Roads to Recovery.

The Shire will need to look at areas in Corporate Services and Infrastructure efficiency to cover these increased costs.

A review of un-funded minor services will see changes in current forecast spend on Postal services and Dog Control. The Shire has been endeavoring to get a review by Australia post on its post income, which is being plagued by excuses. In the 2011/12 financial year the Shire contributed $80,000 towards postal services on the Tiwi Islands. With decreasing operational funding and increasing caused through Power and Water this cannot be continued. These increase costs are now showing through price rises in good and services, which means applications for funding submitted in late 2012 and approved in early 2013 now will not cover actual costs of funding submissions. Changes to the postal service will be made in early 2013 to try to reduce cost to match contract funding. If the Shire is unable to reduce these to a level that is sustainable we will be forced to hand back the service to Australia Post on 31st March 2013.

Additional costs for electricity will need to be factored into budgeted spend further reducing Council ability to provide core services. The Shire Council expects the proposed increase in utility prices will cost $100-$150,000 in the current financial year, with an overall increase expected in the 2013/14 financial year of $200-$250,000. This compares to the reduction of operating funding by perceived efficiency gain in 2012/13 by $200,000 and a further $220,000 in 2013/14 based on current grant formula.

Following recommendations from representatives from both Federal and State departments if we are not funded for a complete service we should not provide it means we need to look seriously at reductions in areas like this.

Key Performance Indicators

Key Performance Indicator	Action	Completed by Whom	Target Date	Measure of Success
Creditors – Accounts Payable	Reduce percentage of over 90 days to 20%	Gennie Wilsdon	01/04/2012	6%
Creditors – Accounts Payable	Accounts Payable is closed off by 7th of month	Rose Strobel	01/03/2012	Closed 11th Feb 2013
Debtors – Accounts Receivable	Reduce percentage of over 90 days to 30%	Ellane Hoffman	01/04/2012	Over 90 days is at 85% of total debt, excluding NTG debt under 10%
Internal Charges	All internal charges and allocations processed by 10th of following month	Rose Strobel	01/04/2012	Currently at 75% complete Processed by 10th of Month
Monthly Reporting	All financial reports are available to managers and directors by 15th of the following month	Rose Strobel	01/05/2012	Reporting available on 10 the June for May period
Timeliness/quality	Monthly Reporting information complete	Brendan Cann	On going	75% complete
Grant acquittals and reporting	Financial reports and acquittals are lodged with the funding bodies before the due date to ensure compliance with all funding requirements	Renee Burchell	Ongoing	
Knowledge Retention	Reduction in staff turnover	Brendan Cann		1 Staff Turn-over
Budget Reviews Monthly	Complete Monthly spend to budget reviews	Finance team and Business unit manager	01/04/2012	Grant funded programs sent for managers to review. All others expected to be completed
Knowledge Transfer	Complete training session	Finance Team	01/04/2012	

Human Resources:

Finance Staff Holidays for 3rd quarter
Brendan Cann 13/02/2013 to 01/03/2013
Ellane Hoffman 21/01/2013 to 08/03/2013
Michelle Smith 29/12/2012 to 21/01/2013

Rose Strobel is finishing with the Tiwi Island Shire Council on 15th March 2013. Please wish her well with her new roll as Finance manager in NSW.

Irem Durag will continue on as a casual Finance Officer until the Shire has certainty around RJCP and Remote Housing Contracts.

Financial Variances to Budget:

Similarly, the large number of budget variance reports completed for each Business Unit has led to discussions as to whether it would be more appropriate for the reports to be included in the monthly Council Report to be completed at Directorate level rather than Business Unit level. These discussions are ongoing.

Variance Reporting;
Salary and Wages are at showing a underspend of 6% spend, due to changes in Position from Grants Officer to Tender lead on the Remote Housing Contract and RJCP. The Finance budget will be reviewed and changed to take into account the change in structure.

ISSUES / OPTIONS / CONSEQUENCES

Current State of Accounts

Advice was provided previously on the financial reporting capability of Council. At this point in time there are a number of important reporting requirements Council is not yet in a position to fulfil:

- 2nd quarter grant reporting is complete to ensure the Shire Council meets it funding requirements.
- The Shire is going to struggle with cash-flow issues if the NTG and Federal funding bodies continue with late and slow releases.

Current Financial Reporting

While there are gaps in Council's financial reporting ability, there are important reports that can be provided at this time. Attached to this report are:

- Consolidated Profit and Loss for the period to the end of February 2013
- Ageing Receivables
- Ageing Payables.

The following Cash-flow has been calculated manually at this time and is as follows:

Account Balances as at 28th February 13.

	$
Operating Account	180,123.59
Trust	$
Account	4,390,509.93
	$
Cash Deposit Account (credit cards)	54,968.50
	$
	4,625,602.02

	YTD Cash Income	YTD Cash Expenditure
Jul-12	$ 15,363,760	$ 13,859,885

Year to Date Income by Source

The **$15,363,760** income received this financial year is broken down as follows:

Profit and Loss

Council reported income of 15,363,760 and expenditure of $13,859,885 providing for a cash surplus on operations of $1,503,875. Of this amount $2,000,000 is grant liability or income received in advance. Currently this is not being recognised on a monthly basis.

Income is currently being recognised on a cash basis when it is received.

- Remote Housing is always 1-2 month behind in the recognition of revenue to the invoices being received late and processing of job cards.
- The Nguiu Barge Landing project funds again have been held up. We were expecting to see a release of $2,000,000 in October 2012 this still has not been received. The Council rejected the first draft contract as it was detrimental to the shire. The end value of the barge landing is currently reducing effectively by the building price index, as the NTG are not recognising interest revenue on the funding that they have not released. If the money had been release up front the NTG's expectation is for the Shire to recognize any interest revenue and apply it to the end project. This requirement is not two fold.
- Night Patrol 18 month extensions was received in January 2013 for the period 1st January 2013 to 30th June 2014. No revenue has been recognised for the period 1st January 2013 to June 2013 as cash has not been physically received.
- Remote Housing SLA for 2012/13 financial year has still not been returned to the Tiwi Island Shire Council. When this is signed additional income will be recognised due to the indexation adjustment to the fixed portion of the contract. As the contract was to be returned in November 2012 the Tiwi Islands Shire Council will look at adjusting any labour prices on existing invoices from this date forward.
- Department of Sport have not release second half year funding so this has not been recognised.

Expenditure is currently showing prescribed depreciation of $1,285,385 which the Shire is not trying to cover as part of it profit and loss.

Ageing Receivables

The outstanding payments (Debtors) owed to Council at the end of January totals $4,103,885 with 84% of this exceeding 90 days trading terms the majority of this is to NTG departments. The total debts owed to Council that exceed 90 days trading terms are $3,445,434. These debts are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
3,838,763	4,068,623	-23,132	398,493	212,834	40,584	3,439,843	0

Dep Land & Planning	50% of outstanding debt	$2,035,025.65
DLGHRS	22% of outstanding debt	$ 874,589.90
Territory Alliance	12% of outstanding debt	$ 510,088.15
Power Water Corp	7% of outstanding debt	$ 265,467.79
Department of Business	2% of outstanding debt	$ 75,995.04
Tiwi Land Council	1% of outstanding debt	$ 55,728.62
McKenna Construction	1% of outstanding debt	$ 47,133.03
Department of Broadband	1% of outstanding debt	$ 38,500.00
Wright Construction	1% of outstanding debt	$ 24,575.00
Ranku Store (Old)	<1% of outstanding debt	$ 16,056.50
Tiwi Enterprise	<1% of outstanding debt	$ 9,758.62
ITEC Employment	<1% of outstanding debt	$ 7,950.24
SK Enterprise	<1% of outstanding debt	$ 7,072.80
Wuranku Store (New)	<1% of outstanding debt	$ 6,245.88

Other Problem Vendors

QB Hire PTY Ltd	<1% of outstanding debt	$	8,708.00
MJ R Estate	<1% of outstanding debt	$	6,440.50
DLGHRS – IES	<1% of outstanding debt	$	4,812.50
Andrew Bush(Tiwi Enterprises)	<1% of outstanding debt	$	4,448.00
Kellyco Electrical Services	<1% of outstanding debt	$	2,254.17
Naz Alfred	<1% of outstanding debt	$	2,153.63
Catholic Diocese	<1% of outstanding debt	$	2,019.93
FinBuilt	<1% of outstanding debt	$	1,374.00
Craig Rutherford	<1% of outstanding debt	$	1,339.86
Marion Scrymgour Office	<1% of outstanding debt	$	600.00
Aileen Tiparui	<1% of outstanding debt	$	261.50

Statements and invoices have been forwarded to the appropriate organisations; on-going debt collection is being competed any additional information requested for clearance of invoices has been sent. The bad debts will be included in the 2011/12 bad debt write-off allowance.

The Department of Lands and Planning Debt Relates to an invoice the department requested Tiwi Islands to raise in June 2011. This remains unpaid at this stage. A draft contract was provided in February 2012. This contract places undue and internal cost requirements that the Shire will not accept. Department of Lands and Planning were looking at releasing $200,000 in the 2011/12 financial year, this was not paid. We have had confirmation that they were expecting to release these funds in October 2012 this still has not been released, 3 years after they were received, we are expecting no indexation into the foreseeable future effectively reducing the end result that the Tiwi Island Shire Council is able to achieve. Further rumours have been passing that this money is going to be passed onto the Tiwi Islands Land Council.

Territory Alliance invoice relates to 4,500 tonnes of commercial rubbish dumped at the Wurrumiyanga dump as part of the SIHIP program and damage to Tiwi Island roads from mis-use of machinery. An agreement and acceptance was reached between Alan Hudson and Territory Alliance, in October a new invoice was released for $500,000 to cover these costs. This invoice remains unpaid and the Shire will be introducing High Court Interest rates against this debt. If this remains unpaid at the end of January 2013 the Shire will be forced to revoke acceptance of the offer and will pursue full cost recovery for full fees for waste left at the Wurrumiyanga dump, waste illegally buried, waste illegally burnt and damage to shire roads due to the mis-use of Territory Alliance equipment. They had also failed to pay rates and charges invoices for there workers camp. This may now be the responsibility of Mantiyupwi as the workers camp was transferred in September 2012.

DLGHRS reconciliation is provided each month. A reversal of invoices for the unspent portion of the HMP life skills program will be processed when the Shire receives its 2012/13 contract extension. Meetings were held on the 22 November regarding contract re-newel. Kylee Carter from the Department was supposed to request more information within 2 days of this meeting. As at Tuesday 12th February 2013 the Department still had not progressed the Tiwi Island Shire Council contract extension any further, the excuse given was that we are now under a different division and they will be looking into it. Under the new contract terms interest will be charged at LGANT indexation rate. We will be applying this to all late payments after 12 August 2012. This will further reduce the repairs available to remote housing tenants.

Power and Water payments have slowed down even further, we are chasing weekly to try to find out when payments are going to be made. Currently we are getting excuses that there

new systems are giving them problems causing delays. Currently we are receiving purchase orders that are blank and double ups however not full payment of invoices.

We still have October invoices outstanding with no explanation for Power and Water as to why these have not been paid.

There was little change in overall accounts receivables even with promises from Northern Territory Government department are the Shires worst debt problem.

Rates Outstanding as at 31/01/20123

Territory Alliance (Now Mantiyupwi)	$	35,445.33
Mantiyupwi	$	54,623.59
Munipi Arts	$	20,536.80
Bathurst Island Housing	$	18,303.85
TITEB	$	17,594.48
Department of Health and Ageing	$	16,423.96
Melville Island Lodge	$	13,027.57
Jilamara Arts	$	2,231.26
Tiwi Tours	$	2,141.21
IBA Home Owners Various	$	34,959.73

Rates vendors are being forwarded onto debt collection currently. The Shire completed its rates run for the 2012/13 financial year with a Due date of 30/09/2012 these are now all outstanding and subject to 19% interest charges.

Ageing Payables

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
282,299	281,535	-19,373	138,357	47,695	97,931	16,925	0

The report shows the great majority of Payables running at 30 days or less. Staff have actioned most of the balances over 30 days the majority of over 60 days will be paid in early March 2013 for outstanding grant liability where invoices were raised before being sent to the Shire Council. Other items relate to Airline Charter companies who have excessive landing fee bills outstanding with Avdata.

Current Ratio

The Current Ratio (or working capital ratio) identifies the Council's ability to meet short term financial obligations. The higher the ratio, the more liquid we are.

This calculation uses the current assets and current liabilities. This committals figure represents outstanding creditors of $281,535 plus an estimated $300,000 of un-entered invoices. When compared to cash at hand, the ratio is as follows:

$$\frac{\$4,625,602}{\$\ 581,535} = \mathbf{7.95}$$

The liabilities *do not* include unexpended grant funding.

Net Income/ Expenditure

The total net result highlights that Council remains in a positive fiscal position, with $4.6 million cash at bank. Further pressure will be applied to Power and Water and Remote Housing to clear there invoice in a timely manner. Interest invoices will be sent to Territory

Alliance for the outstanding debt that is now being held up by NTG senior staff. If this does not clear in March 2013 we will be taking legal action for the full damages not the reduced accepted value.

CONSULTATION AND TIMING

Section 18 of the Local Government Accounting Regulations 2008 outlines the requirements for financial reporting to Council. In particular it states that the actual income and expenditure for the commencement of the financial year to the end of the previous month should be reported plus a statement of the debts owed to the Council.

RECOMMENDATION:

That Council notes this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	7.9
TITLE	Corporate Services End of Month Report February 2013
REFERENCE	117492
AUTHOR	Shelley Davis, Deputy Director Corporate Services

BACKGROUND

This Business Unit encompasses the Office operations in each community, Record Management, IT and Communications, Fleet Administration, Business Development and Motor Vehicle Workshops.

Administration Wurrumiyanga:
The Office Manager has provided early notice of his resignation to give Council plenty of time to complete the recruitment process before his resignation takes effect to enable him to do a thorough hand over with the new Office Manager.

During the month the Office Manager was on sick leave for two weeks. Prior to taking sick leave the Office Manager made arrangements to be replaced by a local Tiwi person. An operational report on this has been submitted.

The Shire Office grounds are looking good as a result of the good work by the CDEP gardener. The assistance of the young man who was assigned to the Office Manager through a Community Service Order has proven to be a positive outcome for both individuals. The Community Service worker will be put on by CDEP when he has completed his Community Service Order and it is envisaged that he will be also working around the Shire building.

Administration Pirlangimpi:
Council Office staff has been providing customer service to the residents of Pirlangimpi on a day to day basis including mail distribution. Council Office staff has also been providing customer service to both internal and external businesses and also elected members.

Administration Milikapiti:
Milikapiti Shire office is responsible for the day to day operations of all Shire Services within Milikapiti and assistance across Shire Business Units and external Government and Non Government Service Providers. Assistance is provided to the community including administration support, fuel sales, maintaining Australia Postal Services mail centre and has been operating efficiently for the month of February without any major occurrences.

IT and Communications

Networks and Citrix
Youth Intervention and After School Program in Wurrumiyanga have been connected to the Citrix network. Housing at Milikapiti will be connected next week. During 2013 we will continue to connect the rest of the external staff sites into the Citrix network.

Satellite Subsidy Scheme and Digital Television
ICT manager has attending two days training in Darwin for the Digital Switchover. Seven staff members have been selected and trained for the project. They will be working on this project for one day a week until October. The installs of the satellite dishes will be starting in Wurrumiyanga on 29 August, at Wurankuwu on 18 September, at Milikapiti on 30 September and at Pirlangimpi on 16 October. All the installs will be completed around 25 October.

Shire Account Update
When new staff start at the Shire receive a LAN account and email address. Some have further access to InfoXpert, InfoCouncil and Tech1. When staff leave our employ we need to disable all access and then cancel and delete these accounts. ICT do a monthly assessment of the current

active accounts and rely on Managers and Directors to keep ICT informed of all terminations. All staff who are no longer employed have their accounts deleted from the system.

Asset Update
ICT have begun an updated 2013 register of all ICT equipment in the Shire in line with the Shire need to register and track 'small and desirable' items valued under $5000. The register will be completed this month.

New Phones/Turbo Modems
New handsets have been issued to:

- Brian Tipungwuti
- Lorenzo Kerinaiua
- Kerin Whittnall
- Michael Teiannang
- Night Patrol Wurrumiyanga

Records Management
This report provides information on the operational of records management unit.

Processing of Incoming mail is still actioned by Receptionist/Finance in Parap. Recruitment for this role is currently underway.

Further training in Records management has been suggested for both the Wurrumiyanga Office Manager and the Governance Assistant.

The shire is waiting for Iron Mountain Archived Boxes from Tiwi Barge so that the Wurrumiyanga Receptionist can start archiving.

Vehicle Workshop – Milikapiti
Currently there are only minor Shire jobs that require completion. Community members vehicles are currently the main focus of our work. We are also reorganising the layout of the workshop to allow more room.

Corporate Services Executive Leadership
The Shire Plan templates have been circulated to Managers and Directors, with the first workshop scheduled for late March.

The Deputy Director of Corporate Services has resigned and will be leaving the Shire on Thursday 28th March.

Strategic Planning:

Corporate Services / Administration:
Wurrumiyanga
The Lawn Mowing program commenced this month. Territory Housing has been passing out the Shire's flyer to its clients and the community generally to inform them about the program.

Meetings were held with the Office Manager, the Town Services Manager and the Grants Officer where the mowing service was discussed and strategies developed to enable the Shire to move smoothly into the program. It has been determined that the Office Manager will initially talk to the client and explain the Agreement and ask the client to sign the Agreement. The Office Manager will also get the Client to sign the Centerlink form to have funds paid into the Shire account and /or the payroll deduction form if the Client works for the Shire. The Office Manager will also keep a close watch on the client payments to ensure clients have not ceased deductions prematurely.

The Town Services Manager and his staff will ensure that the lawns are maintained as per the requirements of the signed Agreement. Seven people have signed up for the program on the first day, which is a good outcome. Hopefully this level of interest will continue.

ICT
Office Managers at Pirlangimpi, Milikapiti and Wurrumiyanga are now familiar with basic mobile phone tasks and support, including PINs, PUKs and SIM card swaps, providing better ICT support at Pirlangimpi and Milikapiti.

Vehicle Workshop – Milikapiti
The effective storage and distribution of fuel remains an issue; however the Shire is awaiting the outcomes of two grant applications to address and rectify this issue.
The roof of the current workshop requires significant repairs, which has been taken into account with the plans for the upgrade and/or relocation of the workshop.

Records Management

Financial Variances to Budget:

ICT – 1045 ICT Solutions

INCOME
As previously noted, ICT has no actual income beyond cost recovery from funded programs and departments. Some money from the funding for the Digital Switchover will contribute towards the costs associated with ICT Department salaries and wages. ICT is a cost for all departments and will be charged to each user in our network.

EXPENDITURE
Variations:
7231 - System Maintenance & Support Fee Exp $27,320
Monthly charges from CouncilBIZ for IT Services and Network.
7254 - Material Exp Computer Consumables $6118
Ongoing computer expenses mobile phones for staff and CCTV cameras
7258 – Material Expenses Asset Purchases < $5000
Two Satellite Phones
7412 - Office Telephone Fax Exp $15,397
Monthly Telstra bill for all Shire landlines, turbo modems and landlines.

NET PROFIT / LOSS
Because there is no income loaded for ICT, all costs appear as losses. ICT is a cost centre and will generate income per user from all other Shire Departments and Programs over the financial year. Costs are now being journaled against departments and programs and income will be attributed to ICT on a monthly basis. Some income from the Digital Switchover Funding will also contribute towards these costs.

Action SDC – 146401 Wurrumiyanga Office

INCOME
6220 – Facilities Hire: Approximate Income received of $1456 against a Budget of $1,000 resulting in a positive variance to Budget of $456. This is due to the Boardroom being used each working day of the month. The Boardroom was used by the Magistrates Court x 1 day, Territory Housing x 1 day, FACSIA x 1 day, and ITEC training for 16 days.

EXPENDITURE
7111 – Salary Expense Normal: Actual expenditure was $10,373.
7251 – Materials General: $2016 has been spent against a monthly budget of $500, resulting in a $1516 negative variance to Budget.

NET PROFIT / LOSS
In all, the Business Unit received actual income of $1456 and spent $2016 on materials which saw a negative variance of $560. Earnings from the Boardroom over the same period this year are

$8176 as compared to the previous year's total, $5255. An increase of $2921 over last financial year for the same period.

Action SDC – 118901 Wurrumiyanga Post Office
INCOME
6220 – Sale of items such as stamps and envelopes totalled $185.55 for the month.

EXPENDITURE
7111 – Salary Expenses Normal: Actual expenditure was $4,984.

NET PROFIT/LOSS
Spending by Admin. Nguiu for the financial year 2012/13 up to and including period 8 was $140,179. This compares with same period last year where the spending was $152,888. This is a saving of $12,709 over the previous year up to and including the 8 month period.

Action SDC – 146402 Administration Pirlangimpi

INCOME
6221 – User Charge Fee Inc: Income Year to Date received $1004, majority of board room bookings come from ITEC – 4 days every month.

EXPENDITURE
7114 – Salary Expenses Leave: These expenses cover annual leave, sick leave and funeral leave.
7261 – Electricity Expenses: These expenses cover the main office area.

- ITEC hired the meeting room from the 11th – 14th February, ITEC sent through a purchase order for this hire.
- Rose hired the meeting room on the 20th February for Fleet training.
- Special Council Meeting and pre agenda meeting was held in the Council meeting room on the 21st February
- Full Council Meeting was held in the Council meeting room on the 22nd February

Human Resources:

Wurrumiyanga Administration:
- The Cleaner (Anna) was off sick during the period for three days. The Receptionist was also off sick on two occasions. The Office Manager was also on sick leave for 10 days.
- The Administration vehicle was damaged during the month when it collided with a boat trailer at the barge landing. The accident caused a puncture to one of the vehicles air-conditioning pipes and has rendered the air conditioner useless. The Office Manager understands that the vehicle may need to be sent back to Darwin to be repaired. An accident report was completed by the driver.
- The CDEP cleaner, Alicia, has been doing a good job while Anna was away, even working additional hours to help keep up with the work.

Pirlangimpi
All Staffing issues, including:
- A disciplinary matter is escalating due to failure to attend work or notify of absences. This is being managed.
- Payroll Officer on leave from 25th February – 8th March
- Staff attended 2 funerals in February
- Office Manager received feedback regarding 1 assignment from Diploma of Management, marked off competent

Milikapiti
- Attendances – very good – notification by phone when not attending or late

ICT
The Shire IT Officer is on Parental Leave and will be returning to work in early April

Vehicle Workshop – Milikapiti
Currently we have 4 staff including the Manager at Milikapiti workshop.
Daniel Stassi is on CDEP and works 35 hours a fortnight.
Daniel has proved that he is capable and punctual for some time now. The Manager is investigating offering him a full time position as Trades assistant if funding permits.
The two apprentices have completed the probationary period and have signed the Indentures of Apprenticeship. Attendance is still a problem,(as can be seen on time sheets).They have been spoken to on many occasions and further intervention may be required if their attendance does not improve. The funding for the apprenticeships may be jeopardised if attendance remains poor.
Staffing is adequate and as attendance improves, productivity should increase.

Visitors and Meetings:

Wurrumiyanga
The Office Manager had one meeting during the reporting period. A meeting with the Town Services Manager and the Grants Officer was held to discuss the Lawn Mowing Program.

Milikapiti
The following meetings occurred

- Department Human Services – Centrelink – Customer support
- ITEC Employment – Jobseekers
- TISC – Local Board – Council meeting
- TISC – Ordinary Council – Council meeting

Pirlangimpi
Person arrived in the community doing a survey on clubs, introduced herself at the Council office.

ICT
ICT Manager will address the March meeting of the Wurrumiyanga Local Reference Group regarding the Digital TV Switchover

Vehicle Workshop – Milikapiti
No visitors this month. The workshop manager attended a Strategic Plan briefing at Wurrumiyunga.

Events:
ICT
ICT will be assisting TEABA and the ABC crew for the Tiwi Islands Grand Final radio broadcast and TV report

Key Performance Indicators:

Administration Wurrumiyanga
Increase revenue from Fees and Charges:
The Boardroom was used each day this month for Magistrates Court and Training.

Staff Training and Development:
No staff from the Wurrumiyanga office have undertaken or enrolled in training courses during the month however the new Receptionist Ainsley Kerinaiua is receiving in-house training in records Management and is also able to place purchase orders using the Tech 1 program.

Accurate Cash Reconciliation:
Cash reconciliation has been maintained this month and was reconciled and sent to Darwin for Banking.

Professional Development:

None of the Office Staff has identified or begun any Professional Development programs at this time.

Administration Pirlangimpi

Increase revenue from Schedule of Fees	Internal work orders from other Shire business and purchase orders for hire of council board room are processed in a timely manner.
Accurate Cash Reconciliation	Procedures are occurring as requested by accounts receivable on a monthly basis

Administration Milikapiti

- Increase revenue from fees and charges - All fees quoted and invoice in a timely manner within 24 hour turn around.
- Accurate Cash Reconciliation - Cash entries receipted entered in Tiwi accounts spreadsheet daily

Administration officers count and double check before banking.

ICT

Key Performance Indicator	Action	Completed by Whom	Target Date	Measure of Success
Manage Shire IT Assets inc. mobile phones, satellite phones, computers, printers, cameras etc	Asset List updated 2013	ICT Manager	Ongoing	Up to date asset list and allocation spreadsheet
Deliver IT services to all communities	Connect Youth Intervention Office Wurrumiyanga directly to the Citrix network, connect Housing Milikapiti to Citrix network	ICT Manager	Ongoing	Timely resolution of problems across all sites
Train IT Assistant	IT Officer on Maternity Leave	ICT Manager		
Develop Shire E-Waste Policy, Procedures and Practice	Waiting submission of E-Waste Policy to Council for approval	ICT Manager	December 2012	Completed and approved policy in Shire registry
Continue to reduce over all Shire Communications costs	Blocks placed on particular Shire landlines. Manage costs associated with mobile phones	ICT Manager	Ongoing	Reduced Communications bills

Vehicle Workshop - Milikapiti

Having adequately trained staff will greatly assist in ensuring repairs and maintenance will be carried out in a timely and efficient manner for Shire and Community customers.
The employment of local Tiwi staff as apprentices will see a successful outcome in the very near future.
Relocation/upgrade of the Workshop is still being considered.

Vehicle Workshop - Pirlangimpi

ISSUES / OPTIONS / CONSEQUENCES

CONSULTATION AND TIMING

RECOMMENDATION:

That Council notes this report for information

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	7.10
TITLE	Governance Managers Report - End of Month - February 2013
REFERENCE	117248
AUTHOR	Bruce Moller, Governance Manager

BACKGROUND

The Governance Manager provides effective leadership in governance activities to support the strategic direction of Tiwi Islands Shire Council.

The position will be responsible for overseeing the establishment and ongoing implementation of good governance structures and processes including providing high level management advice and guidance to the Council, executive, senior management and staff on governance matters, and providing advice on the roles and responsibilities of elected members of Council and local advisory board members respectively.

Strategic Planning:

The Governance section will endeavour to ensure the Council is 99% compliant with Northern Territory Government Legislation. They will also assist councillors with their roles and responsibilities to the Tiwi Islands Shire Council.

Financial Variances to Budget:

1. Action SDC – 147100 – Councillors

No Budget loaded at this stage. I have completed a brief review of YTD expenditure plus outstanding commitments and to my knowledge no un-necessary expenditure has been processed.

2. Action SDC – 107200 – Governance

No Budget loaded at this stage. I have completed a brief review of YTD expenditure plus outstanding commitments and to my knowledge no un-necessary expenditure has been processed.

3. Action SDC - 107300 – CTG Governance

Income

107300 – Special Purpose Grant: Budget of $117,757 for the year has been approved by Department of Housing, Local Government and Regional Services. This money is to cover my wages, training and work with local advisory boards.

No Budget loaded at this stage. I have completed a brief review of YTD expenditure plus outstanding commitments and to my knowledge, no un-necessary expenditure has been processed.

Human Resources:

All Staffing issues, including:

- Attendances – Normal absenteeism due to illness and personal matters
- Incidents – Nil
- Disciplinary matters – Nil
- Positions vacant –Sally Ullungura is currently learning various positions in the Wurrumiyanga Office, with a focus now on the Governance Support area.
- Recruitment –Nil
- Annual leave, leave coverage and proposed higher duties – Higher duties was undertaken by Sally Ullungura relieving in the Office Managers position at Wurrumiyanga (5th Feb to 19 Feb) whilst Alan Stephens was on sick leave.
- OH&S matters – Nil
- Staff meetings conducted – Ongoing.
- Training conducted and personnel development – Governance Support training for Sally Ullungura has commenced with a skills analysis undertaken in early February 2013.
- Conferences or external meetings attended – Nil

- **Travel (undertaken)** Feb 4 & 5 – two days undertaking Governance support training with Sally Ullungura, plus Wurrumiyanga Local Board – developed new members appointment letter.

- Pirlangimpi Local Board Meeting combined with Special Meeting of Council on Thursday 21 February 2013, Council Pre-Agenda Meeting Thursday afternoon, and Ordinary Council Meeting at Pirlangimpi on Friday 22nd February 2013.

- **Travel (proposed)** March 5th – Shire Planning – 1 day Preliminary Workshop Wurrumiyanga, March 12th – 14th – Milikapiti (Local Board) membership drive, 15th day in Wurrumiyanga office. March 18 to 22 – Wurrumiyanga – Shire Planning workshop, then Milikapiti 26 & 27 March for Local Board & Council Meetings.

Visitors and Meetings:

Contact with Councillors in person and via telephone on a daily basis.

Local Board Meeting held in:

- Special Meeting of Council (with representatives from all 3 Local Boards) held in Pirlangimpi Community on Thursday 21st February 2013 to discuss By-Laws.

Ordinary Council Meeting held in:

- Pirlangimpi Community on Friday 22nd February 2013

Councillors Professional Development

Further Councillor Professional Development Training is being planned for 2013 and a program will be developed in conjunction with Mr Chris Spurr from the LGANT Darwin office. Initial discussions held with LGANT in early February 2013 in relation to the new Training Program for Local Board and Elected Members.

Further info will be provided by LGANT once the program is nearing completion – expected late March 2013.

Key Performance Indicators:

Key Performance Indicator	Action	Completed by Whom	Target Date	Measure of Success	Commenced
Compliant with Local Government Legislation	Liaise on a regular basis with Dept of Local Government	Bruce Moller	Ongoing	99% compliant	Yes – All required Documents posted on the Web – Working with Dept Local Government on other issues
All Councillors aware of their roles	Training Councillors in Governance	Bruce Moller	Ongoing	100% of Council meetings are Controlled and Managed by Elected Members	Yes
Local Advisory Boards operating efficiently and working in conjunction with the Council	All concerned being made aware of protocols required between Council and Local Boards	Bruce Moller	Ongoing	100% of Information between Council and Local Boards is shared on a regular basis and both committees work in harmony.	Commenced first week in June 2012
Councillor's Portfolios are recognised by Council staff and staff update Councillors on a monthly basis on their portfolio.	Make staff aware of which Councillors hold Portfolios in their area	Bruce Moller Directors	Ongoing	100% of Monthly meetings are being held between Councillors, Directors and staff in their Portfolio.	Commenced July 2012

Due to my recent commencement I will be continually learning about the Tiwi Islands Shire Council for some time and I am looking forward to working with the CEO, Council and all staff in continuing the good governance work across the Shire.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes this report for information

ATTACHMENTS:
There are no attachments for this report.