



AGENDA

ORDINARY MEETING

WEDNESDAY, 2 MARCH 2011

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

- Wednesday, 30 March 2011 at
- Milikapiti
- Commencing at 10.00am

Your attendance at the meeting will be appreciated.

Alan Hudson
Chief Executive Officer

AGENDA

1 WELCOME & APOLOGIES

- 1.1 WELCOME
- 1.2 PRESENT
- 1.3 APOLOGIES
- 1.4 LEAVE OF ABSENCE
- 1.5 CONFIRMATION OF PREVIOUS MINUTES

Ordinary Meeting - 27 January 2011

2 CORRESPONDENCE

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3 GENERAL BUSINESS

Nil

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Nil

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Nil

9 OTHER BUSINESS

10 NEXT MEETING

Wednesday, 30 March 2011

CORRESPONDENCE

ITEM NUMBER	2.1
TITLE	Correspondence In - Dept. Housing, Local Government & Regional Services
REFERENCE	77005
AUTHOR	Alan Hudson, Chief Executive Officer



Correspondence relating to significant liaisons with other agencies is provided to Council for information

BACKGROUND

A letter was received on the 18th February from the Chief Executive Ken Davis regarding the Local Government Act Guidelines – Elected Members Allowances.

ISSUES/OPTIONS/CONSEQUENCES

The amended Guidelines include the revised categories of council. The Tiwi Shire allowances are in Category 3.

These allowances are applicable for the 2011 – 2012 financial year.

CONSULTATION & TIMING

A council must resolve allowances for the financial year on adopting its budget for the financial year as per section 71(3) of the Local Government Act

Pursuant to section 128(2) of the Local Government Act, once rates of allowance have been resolved for the financial year they can not be changed by amendment.

Another report will come to council after the 30 June 2010 for endorsement.

RECOMMENDATION:

That Council receive and note this report for information

ATTACHMENTS:

1 Attach - Maximum Council Member Allowances - Applicable 1 July 2011.pdf

(8) Maximum Council Member Allowances

Amounts applicable 1 July 2011

Note: A council must resolve allowances for the financial year when it adopts the budget for the financial year (section 71(3)). A council must adopt its budget on or before 31 July (section 128(1)). The amounts in these tables indicate the maximum level at which allowances may be set. Councils can resolve to pay less than the maximums. A council needs to consider allowances in the overall context of its budget. Once a council has resolved the level of allowances for a financial year they cannot be changed by amendment (section 128(2)).

Ordinary Council Members

Council Members other than Principal Member and the Deputy Principal Member	Category 1:	Category 2:	Category 3:	Category 4:
	Darwin	Palmerston and Alice Springs	Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria Daly, Central Desert, Tiwi Islands	Belyuen, Coomalie, Wagait
Base Allowance	\$19,532.01	\$13,673.14	\$11,719.83	\$3,906.61
Electoral Allowance	\$7,146.73	\$5,003.45	\$4,288.67	\$1,429.56
Professional Development Allowance	\$3,255.86	\$3,255.86	\$3,255.86	\$3,255.86
Max extra meeting allowance	\$13,021.34	\$9,115.78	\$7,813.22	\$2,605.11
Total Claimable	\$42,955.94	\$31,048.23	\$27,077.58	\$11,197.13

Acting Principal Member

	Category 1:	Category 2:	Category 3:	Category 4:
	Darwin	Palmerston and Alice Springs	Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria Daly, Central Desert, Tiwi Islands	Belyuen, Coomalie, Wagait
Daily Rate	\$375.76	\$264.50	\$226.71	\$75.57
Maximum claimable (90 days)	\$33,912.58	\$23,738.81	\$20,347.55	\$6,782.52

Deputy Principal Member

	<i>Category 1:</i>	<i>Category 2:</i>	<i>Category 3:</i>	<i>Category 4:</i>
	Darwin	Palmerston and Alice Springs	Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria-Daly, Central Desert, Tiwi Islands	Belyuen, Coomalie, Wagait
Base Allowance	\$40,158.72	\$28,111.44	\$24,095.67	\$8,032.59
Electoral Allowance	\$7,146.73	\$5,003.45	\$4,288.67	\$1,429.56
Professional Development Allowance	\$3,255.86	\$3,255.86	\$3,255.86	\$3,255.86
Total claimable	\$50,561.31	\$36,370.75	\$31,640.20	\$12,718.01

Principal Member

	<i>Category 1:</i>	<i>Category 2:</i>	<i>Category 3:</i>	<i>Category 4:</i>
	Darwin	Palmerston and Alice Springs	Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria-Daly, Central Desert, Tiwi Islands	Belyuen, Coomalie, Wagait
Base Allowance	\$108,604.21	\$76,023.58	\$65,163.37	\$21,721.48
Electoral Allowance	\$28,584.81	\$20,009.57	\$17,151.52	\$5,717.18
Professional Development Allowance	\$3,255.86	\$3,255.86	\$3,255.86	\$3,255.86
Total claimable	\$140,444.88	\$99,289.02	\$85,570.74	\$30,694.51

REPORTS FOR INFORMATION



ITEM NUMBER	4.1
TITLE	Stormwater Drainage Issues - Wurrumiyanga
REFERENCE	77025
AUTHOR	Martin Waddington, Director of Infrastructure and Engineering

This report informs elected members of the stormwater / flooding issues that exist and proposes a strategy to address these issues.

BACKGROUND

Members will recall a presentation given by the Director of Infrastructure early September at Maxwell Creek that touched on some stormwater issues. These were primarily due to the floods that had just occurred where flooding of roads occurred at Malawu Street and the main street. The presentation also highlighted some concerns over the drainage of roads outside the townships.

ISSUES/OPTIONS/CONSEQUENCES

Rains prior to tropical cyclone Carlos provided the Director with a good opportunity to gauge where the weak points are within the stormwater drainage systems both within and outside township boundaries. Tropical Cyclone Carlos confirmed these observations and demonstrated how vulnerable Councils road infrastructure is to these rainfall events. It is well known that water is the enemy of a road as it weakens the road structure and makes it very susceptible to damage by traffic. Even light vehicles will cause great damage to a road that has been weakened by water that has inundated it.

At the time of writing this report the Director Infrastructure had not been able to assess all roads as there are many hundreds of kilometres in existence. During and immediately after the cyclone the roads between the communities on Melville Island were largely impassable due to flood waters have caused significant damage. Similarly flood waters caused damage to the Wurankuwu road to the point that access to that community was severed

This report highlights some of the issues that will be used to formulate an overall works program for the remainder of this financial year and the whole of the 2011/2012 financial year.

Roads outside township

The rains have highlighted many weaknesses in our outer township road drainage systems. Roads have been scoured to dangerous degrees particularly noticeable on the Wurankuwu road and the Pirlangimpi Road. An analysis of the cause of this damage is always traced to failed drainage systems.

Failure of a road comes about through inadequate or incomplete maintenance and poor design. For example, road drains are not cleared of accumulated silt causing the drain to clog and build up in height to the point that water no longer enters the drain from the road and remains and accumulates on the road where it becomes a torrent of water flow resulting in serious erosion or simply pools on the road in low areas causing the road to lose all strength. Some drains have not been constructed correctly such that water simply does not flow through them e.g. flat graded or even some running up hill.

The remedy is to clean out existing drains and to re-establish abandoned drains and in some cases to create new drains. Some of this work will include the removal of native vegetation to which the Tiwi Lands Council will be engaged to help address. The work will have to undertaken during the dry seasons.

Roads inside town boundaries

In exactly the same way that drainage is important to outer town roads the same applies to inner town roads. A bitumen road will be quickly destroyed if water is allowed to pool and enter the gravel structures under the bitumen surface. There are many areas within Wurrumiyanga and no doubt other towns where water has been allowed to lay around and road infrastructure with the result that serious pot holing and other damage occurs. This is serious as the cost to repair bitumen roads are very much more than a gravel road due to the cost of bitumen products and the relatively higher labour content in this type of repair activity.

The drainage network must be kept well maintained and in some areas improved to ensure adequate protection of one of Shires most valuable asset, its road network.

Improvements that the Shire will need to consider are the upgrade of the culvert under Malawu Street. This culvert is regularly overtopped and causes water to build up ahead of it all the way to the intersection with Kerinavia Highway.

Litter is a big problem and is also the cause of flooding particularly along the Kerinavia Highway in the vicinity of the shop. This litter accumulates around the openings of pits and effectively blocks them such that water is unable to enter these pits and get away in sufficient time. The Director Infrastructure suggests that more public rubbish bins, properly secured be provided in this area. Private dwellings bins should be also secured against a bin stand to prevent dogs from knocking them over. The Director has also sourced a good second hand street sweeper with a separate vacuum hose that could greatly assist in keeping the problem of litter and thus drainage blockage down.

Works Program

Without doubt Councils works program for the rest of this financial year and the whole of next financial year will be heavily biased towards stormwater drainage construction and maintenance. This is the most important step a road authority should take to best preserve its road assets. In particular the following activities will be necessary:

1. Re-establishing side drains to roads outside townships which have silted up and in some cases allowed to overgrow with vegetation. These drains are in some cases significantly higher than the road and cannot work at all with the result that water bypasses these drains and stays on the road accumulating into a destructive volume.
2. De-silting and in some circumstances deepening township drains. These drains have in many cases become ineffective as silt and debris has been allowed to accumulate over time with the result that water then inundates the road structure weakening it as described above.
3. Improving road shape to allow proper drainage from the bitumen surfaces. This is most apparent at some intersections where water pools and is unable to drain properly e.g. Kelentumana Street and Kerinavia Highway.
4. Upgrading the culvert under Malawu Street to ensure that water on the Pine Park side of the road has an unimpeded passage under the road and does not back up causing flooding upstream at the footbridge and further up to the intersection of Malawu Street and Kerinavia Highway.

Only when Councils drainage is satisfactory will the roads be adequately protected from continual damage from one rain to the next. Regular grading of councils outer town roads will continue to occur but in future this activity will be always be undertaken in conjunction with drainage maintenance.

CONSULTATION & TIMING

The work proposed will have a big impact on road users and land owners and thus will require consultation. It is proposed to consult with Tiwi Land Council particularly where new drains are to be formed on outer town roads and where existing drains are to be upgraded.

With regard to the proposed works within townships, it is proposed to place a poster at several key locations like the shops, clinic etc advising of the works and what impact that will have on the community.

RECOMMENDATION:

That Council receive and note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



ITEM NUMBER	4.2
TITLE	Infrastructure Report
REFERENCE	76963
AUTHOR	Martin Waddington, Director of Infrastructure and Engineering

This is a summary of activities undertaken in the Civil Works area in the period since the last Council meeting in January

BACKGROUND

The report is provided for information

ISSUES/OPTIONS/CONSEQUENCES

Tropical Cyclone Carlos

The most significant activity that the civil works teams have been involved with over this period of time is consequential to the bad weather that led up and resulted from tropical cyclone Carlos.

Trees have been blown down and in some cases very large ones have taken a lot of effort to clean up. At the time of writing this report crews were unable to access many of our roads to clean up those trees that had fallen there. As soon as weather permits crews will be actively cleaning up roads for the remaining debris.

At the time of writing this report, the roads between communities were still impassable with many reports of vehicles having tried to negotiate the roads despite these conditions becoming bogged. The roads need a decent period of dry weather in order that they can be worked on to get them back to a serviceable level.

Disaster relief funding is likely to be made available to Shires to help ease the burden of the cost of repairs. This is coordinated by Natural Disaster Relief and Recovery Arrangements (NRDA). NDRRA can provide financial disaster relief and recovery assistance to local government bodies for repairs to internal community roads and other essential public assets. Local government bodies which provide resources for other community relief and recovery efforts in a natural disaster may also be eligible for reimbursement under NDRRA.

Telecommunications failed across Melville Island for a substantial period of time during the heavy rains making it impossible to communicate between communities. Satellite phones that the Shire own were also found to be ineffective due to them either not being switched on or left indoors or in some other way out of service. A new satellite policy is being developed by the IT Manager and will be introduced to ensure that these assets are properly assigned and accounted for and that they are guaranteed to be serviceable and available during such emergencies.

Civil Works Program

The Civil Works Manager and supervisors have been putting their minds towards a works program for the remainder of this year and for the whole of 2011-2012 financial year. A formal plan will be presented next ordinary meeting of Council but at this stage the Director informs that the program will be heavily weighted towards stormwater drainage, re-sheeting and grading roads, bitumen pot-holing and resealing bitumen roads in Wurrumiyanga.

Fleet

Council has taken possession of five new D-Max utes and another four are on order awaiting delivery. These utes have been issued to the three Director positions and ESO's at Milikapiti

and Pirlangimpi. The Directors utes will be redistributed to CDEP when the four utes currently on order arrive.

Councils heavy fleet is generally in poor condition with constant breakdowns occurring to many of our plant which affects the work program. In particular Shires Backhoe at Wurrumiyanga and two rubbish trucks are in very poor condition. On top of this there is plant and machinery lying around that have not been seen working for years. A lot of the reasons can be attributed to poor asset management practices in the past and poor choice of purchases. For example the rubbish truck at Wurrumiyanga was eight years old when it was bought which is generally recognised in the industry to be the end of a rubbish trucks useful life.

Council has recently appointed a new Asset Manager to work with the Director Infrastructure on managing the full range of Shire assets including its plant and equipment. The successful applicant is Sonia Guy who has been working for Shire since December 2010. One of the first jobs the Asset Manager will have is to complete the development of a fleet replacement program that will be used to inform Shire from one year to the next which piece of plant will be due for renewal. The idea that the Shire will never get to the stage that a piece of plant is so old and unreliable that it costs more in repair costs than it's worth. The Asset Manager will also look into the viability of lease and long term hire for various pieces of plant.

Outstations program

The Director Infrastructure spent two days with Mr Doug Geddes Outstation Program Officer from the Department of Housing, Local Government and Regional Services. The meeting was about formulating a works program for outstations. The program is weighted towards maintenance and repairs of bores and includes installing double action ball valve and cut off switch set ups to conserve water supplies. These will be similar to what are being provided at Bawinanga in Maningrida. Each outstation on the islands has a different bore configuration so these units will need to be individually specified per location. Currently Paru does not have water supply as the pump that is located up in the creek near the Paru Bridge has broken down. The program will address this situation.

Attached is the proposed works program

RECOMMENDATION:

That Council receives and notes this report

ATTACHMENTS:

1 TSC 12 MONTH WORK PLAN (2).pdf

TIWI SHIRE COUNCIL 2010 - 2011 CAPITAL INFRASTRUCTURE PROGRAM

PROPOSED WORKS

LOCATION	PROJECT	ORDER OF COST
CONDER POINT ID 1012	Double action ball valve and electric cut off concrete plinth pull and check pump water meter	5000
PARU ID407	Double action ball valve and electric cut off water meter protection housing for controls new controls repairs to header tanks and clear surrounds replacement pump replace solar array as or if required replace damaged water lines clear and re-establish pathway for submersible access	30000
PUTJAMIRRA ID 1020	Double action ball valve and electric cut off concrete plinth pull and check pump water meter	5000
TAKAPIMILLY ID 1013	Double action ball valve and electric cut off for 4 header tanks concrete plinth pull and check pump water meter	8000
TARACUMBI ID 424	repair/replace damaged bore pump controls Double action ball valve and electric cut off concrete plinth water meter	8000
WURANKUWU ID 868	Double action ball valve and electric cut off X2 concrete plinth water meter fencing repairs to header tank stands	14000
	Order of cost GST inc	70000

COMPLETION FOR THE ABOVE BY AUGUST 2011

REPORTS FOR INFORMATION



ITEM NUMBER	4.3
TITLE	Wurrumiyanga Post Office
REFERENCE	77028
AUTHOR	Sonia Guy, Office Manager

This report is for information purposes and initially relates to Wurrumiyanga LPO, being the main Post Office outlet on the islands. These systems and procedures are also for the benefit of Pirlangimpi and Milikapiti and will be implemented in due course. Subsequent visits are scheduled for both of these sites during March and April 2011, with a follow up information report to Council in May 2011.

BACKGROUND

For the past year the Post Office has been staffed by one Full-Time Shire Employee and three part-time CDEP participants.

There has been a history of CDEP Participants continuing to be absent from work, leaving the Shire Employee to cover. This has caused concern and unnecessary pressure to our employee. In February we employed another full-time Shire employee, transferred from CDEP, and continue with one part-time CDEP Participant. This person was keen to work for the Shire on a Full-time basis and there is still a need for the other part of the day to be covered.

The situation has been under review for the past three months and Council is advised of the following outcomes for their information.

There are also environmental factors to take into consideration. The building layout needs to be redesigned along with a variety of other small changes/updates.

ISSUES/OPTIONS/CONSEQUENCES

- **Mail Sorting Procedures**

This is a critical function of the Post Office which has been reviewed and we have now implemented a new system. It has been past practice to pass mail to family members, however, this does cause problems in the community and is not in alignment or compliant with AusPost procedures.

There is a need to ask the community to participate in supporting this change for the benefit of all. Mail should only be given to the person it is addressed to unless prior written approval has been given. **Please see Appendix A.** We will pass these forms to the community via the Post Office. The completed forms will be retained at the Post Office.

- **Staffing/Resources**

There is still a requirement for an additional Part-time CDEP Participant to cover the other half of the existing part-time participant. As a Licensee the Shire is required to have a minimum of 2 people at the outlet at all times. In times of sickness and leave we are not able to meet these requirements, however with the addition of one other part-time person this could be alleviated.

- **Postage Scales**

The existing scales at the outlet are no longer working and can not be repaired.

Having had various discussions with AusPost it has become clear that, as the

Licensee, the Shire is responsible for providing and servicing AusPost compliant scales.

The price of new AusPost compliant scales is \$1600+GST. Quotes have been received and scales are on order.

- **Training**

Both full-time employees have had some AusPost training, however, they have requested more, particularly with regard to International Mail. With the addition of a new CDEP Participant we will try to organise AusPost to send a representative to Wurrumiyanga to give some more training. This will be beneficial for AusPost, in terms of understanding our environment and giving specific, relevant training. If this is not possible then the training will take place in Darwin.

- **Environmental Issues**

The basic layout at the Post Office is to be redesigned to cater for the amount of customers coming in which will help to stop some of the serving issues. A queue system is being implemented, which will direct customers to a serving point at which they will be offered assistance when the next server is free.

- **Safe – onsite**

There has been a request for an onsite safe at the outlet. This will stop the need for someone at the Shire to ferry cash tins across. This has been a concern raised by AusPost.

There will be a fair amount of cost involved in installing a safe to the AusPost standard and may need to be investigated further down the track.

The current procedure is to provide two cash tins (1 for Shire and 1 for AusPost sales) every day. These are balanced and refloated every day. The staff double checks the floats and sign to say that they have received the correct amounts. There is a need to ensure integrity of the money, which this procedure provides in the absence of a safe.

- **Cash Register**

There is no secure cash drawer and this would provide both security and better cash handling. Staff would then be able to print receipts and keep better track of the money flow. Quotes to be obtained.

- **Equipment**

The computer at the Post Office is functioning however, there appears not to be any software installed. Currently, any notices or typing/faxes that need to be done is handled at the Shire Office and then ferried over. A working computer and printer will enable the staff to take responsibility for their own typing and alleviate any unnecessary delays. They will also need a printer/scanner.

A request has been sent to the IT Manager at the Shire to investigate. To be followed up.

- **Facilities**

The staff do not currently have access to refreshment facilities. It is requested that the small kitchen, situated in the hallway next to the post office, is reinstated. There is a need for two workbenches and the installation of the basics, such as a fridge, jug, toaster and microwave. This would be a minimal cost to the Shire and would provide an acceptable working environment for the staff. Quotes to be obtained.

CONSULTATION & TIMING

Council is asked to support these changes to ensure the ongoing growth and advancement of providing better customer service to the community and provide better working conditions for the staff. It is acknowledged that these changes will take some time to implement.
Please see Appendix B.

RECOMMENDATION:

That Council support the implementation of these new changes

ATTACHMENTS:

- 1 Appendix A - Authority to Collect Mail Form.doc
- 2 Appendix B - Implementation Programme.doc



AUTHORITY TO COLLECT MAIL

I _____(your name)

_____ (your phone number)

You will be contacted to verify your identification. If you are not able to supply a telephone number, you will need to come to the Post Office.

Give permission for the following person/s to collect my mail for me.

_____ (their name)

_____ (their name)

_____ (their name)

Thank you.

Signed _____

Date _____



IMPLEMENTATION PROGRAMME

No.	Item	Implementation Date
1.	Mail Sort Procedures	Immediate effect - ongoing
2.	Training – AusPost / General	Mar/Apr 2011 - ongoing
3.	Environmental Issues - Directional signs for customers at counter - Kitchen facilities	Mar/Apr/May 2011
4.	Equipment - Computer & Printer - Post Scales – (on order) - Cash Register (quotes to be obtained) - Safe (quotes to be obtained)	April/May/June 2011

REPORTS FOR INFORMATION

ITEM NUMBER	4.4
TITLE	Human Resource Report
REFERENCE	77029
AUTHOR	Marilyn Harris, Human Resources Manager



Update and Progress Report for HR

- Payroll staff including Lana Ullungara, Patsy Tipungwuti, Saadia Ullungara, and Rosabelle Wonaemirri attended a four-day Payroll system training program at Parap. This training extended their knowledge and experience of payroll processing and allows each of them a wider scope of work. The training was hands-on and related directly to their payroll duties each fortnight.
- Michelle Tipiloura and Marilyn Harris will be attending the HR Managers Reference Group Meeting in Alice Springs on 22 and 23 March. Agenda items include – Paternity Leave Laws, Risk Management, TechnologyOne Payroll Module, ABS Census, and Performance Appraisal Systems.
- TISC will join with EPAC to offer Salary Packaging to staff. Information will be sent to all staff shortly, once an agreement has been signed and they develop an on-line calculator for potential users of the service.
- Jobs advertised since the last meeting include Director of Corporate and Community Services, Training Officer, Casual Night Patrol Officers, RIBS Broadcast Officers, Animal Control Officers, Skin Group Officer, CDEP Trainer, CDEP Mentor, Corporate Service Officers, and Office Manager.
- Positions recruited since last meeting include 2 Carpenter, Carpenter/Leading Hand, Diesel Mechanic, Casual S & R staff, Youth Support Worker, Swimming Pool and Grounds Management couple, Post Office Assistant, 2 Finance Officers.
- Marilyn has accepted an invitation to be a member of the Northern Territory Regional and Remote Workforce Planning and Development Support Reference Committee. Its purpose is to be the consultative Committee for the provision, direction, support, guidance and evaluation to the Workforce Development Project Officer in planning the development of the Northern Territory Regional and Remote Workforce Planning and Development Strategy
Membership of the committee includes; DEEWR, DHLGRS, DBE, LGANT, Shire HR Representative, Workforce Development Project Officer.
- First Aid Training has been organised at Wurrumiyanga on 1 and 2 March and at Milikapiti on 8 and 9 March. First Aid kits have also been ordered and will be delivered shortly.
- Nominations have been received for the Certificate III Business for Team Leaders/Supervisors, being offered by TITEB. This will be run 3 days each month on both Melville and Bathurst Islands.
- The Auditors are with us and are requesting the usual range of timesheets, leave applications forms, offer letters, pay advice slips etc. which is why we are fastidious about the recruitment and timesheet process.
- Michelle and Kathleen have been processing the usual requests for bank account details changes and deduction requests by staff and CDEP participants, which are processed through the HR system ready for payroll processing.
- Territory Housing has requested that we again facilitate Territory Housing rental payments through payroll. This has been agreed and we are working with Territory Housing to make this process a smooth transition for tenants.

RECOMMENDATION:

That Council receive and note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



ITEM NUMBER	4.5
TITLE	Community and Regional Children Services Report
REFERENCE	77032
AUTHOR	Ebony Costa, Regional Coordinator of Childrens Services

Update and Progress Report – Community and Children’s Services

BACKGROUND

All Children’s & Youth Service will commence Training from 7th March 2011. Any persons wanting to work in Children/Community/Youth or Aged Services will need to have a minimum qualification of a Certificate III in Children’s or Community Services to meet the National Standard Regulations (2009). As a result of this All Children’s Service will close once a month to complete their theory and the other 2 days will be on the floor training and assessment.

A notice for the Community and a letter for the Parents will go out informing them of those closure dates.

New works are under way on the Pirlangimpi Childcare Centre and we have been notified by DEEWR that the date of completion should be at the end of March 2011.

Sport and Recreation, Outer Schools Hours Care & Vacation Care have had a lot of issues arise with staff performance and service delivery in each Community. A staff meeting was held at Jirnani Childcare centre on Friday 11th Feb. Regional Manager Kevin Doolan, CEO Alan Hudson and Counsellor Kathleen Tipungwuti and I addressed all staff in Children and Youth Services to talk about and resolve issues regarding service deliver and staff performance/responsibilities in each Program in all three Communities.

We have addressed all issues and given clear direction to how each program should operate and should see improvements and consistency in staffing and service delivery in each Community along with ongoing training.

RECOMMENDATION:

That Council receive and note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



ITEM NUMBER 4.6
TITLE Night Patrol Report
REFERENCE 77030
AUTHOR Deanne Rioli, Night Patrol Regional Manager

Update and Progress Report for Night Patrol

BACKGROUND

I have developed an Draft Operational Plan at current – I will be reviewing this in the next month to ensure that it will cover all areas accurately.

Performance Indicators for the 1st & 2nd quarters are almost complete for all 3 communities and should be ready by Friday 25th or Monday 28th February at the latest.

Myself and the 3 team leaders Angelo Orsto, Peter Rioli & Gavin Calma will be participating in the Cert III in Business. First aid training is also on the agenda as everybody needs a refresher.

I'm also doing up new templates up for the patrollers to improve reporting stats.

RECOMMENDATION:

That Council receive and note this report for information

ATTACHMENTS:

- 1 Atach - Stasis - Night Patrol Template.doc
- 2 Draft Op Plan.doc



Tiwi Islands Night Patrol Statistics Collection Sheets

Patrol:.....Date: / /

Location	Time	Female aged 0-12yrs	Males aged 0-12yrs	Females aged 13-17yrs	Males aged 13-17yrs	Females Aged 18-25yrs	Male aged 18-25yrs	Females aged 26-44yrs	Males aged 26-44yrs	Females aged 45yrs & over	Males aged 45yrs & over	Comments
Total												



Tiwi Islands Shire Council

Night Patrol Service

Regional Operational Plan

Mission or Vision Statement

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

The above statement is supportive of the Tiwi Shire Councils Vision and Mission.

Vision *A region whose people are healthy, happy and positive about their future.*

Mission *A strong, reliable and responsible Shire Council that will support the people of Tiwi by providing a range of high quality services that lead to community, cultural, economic and environmental wellbeing.*

Region

In accordance with the Night Patrol Services in the NT Operational Framework, the Tiwi Shire Council will be responsible for the coordination and delivery of Night Patrol Services in the Tiwi communities of Nguiu, Pirlangimpi, and Milikapiti.

The communities of Nguiu and Milikapiti have also been identified under the NT Emergency Response as priority communities for new or expanded safe house facilities.

Time Frame
<p>July to September 2010</p> <ul style="list-style-type: none">• Deliver Night Patrol Services• Monitor the operation and performance• Produce quarterly reports in accordance with the service delivery performance indicators• Liaise with Government Business Managers, the Attorney generals Department, service providers and any other key stakeholders• Provide assistance and support to each community to develop and implement effective strategies to address community issues.• Continue training component• Conduct regional meetings to review Night Patrol Service core service delivery• Review and amend Night Patrol Service policy and procedures manuals. Roles, rights and relationships between• Building relationships with service providers, key stakeholders – Police, Safe Houses, Alcohol and Other Drugs Rehabilitation Programs, Health Clinics, Government Business Managers.• Report to councillors• Attend council meetings when requested
<p>October to December 2010</p> <ul style="list-style-type: none">• Deliver Night Patrol Services• Monitor the operation and performance

- Produce quarterly reports in accordance with the service delivery performance indicators
- Liaise with Government Business Managers, service providers and any other key stakeholders
- Provide assistance and support to each community to develop and implement effective strategies to address community issues.
- Commence training component
- Report to councillors
- Attend council meetings when requested
- Continue training component

January to March 2010

- Deliver Night Patrol Services
- Monitor the operation and performance
- Produce quarterly reports in accordance with the service delivery performance indicators
- Liaise with Government Business Managers, the Attorney generals Department, service providers and any other key stakeholders
- Provide assistance and support to each community to develop and implement effective strategies to address community issues.
- Continue training component
- Conduct regional meetings to review Night Patrol Service core service delivery
- Review and amend Night Patrol Service policy and procedures manuals.
Roles, rights and relationships between
- Building relationships with service providers, key stakeholders – Police, Safe Houses, Alcohol and Other Drugs Rehabilitation Programs,

<p>Health Clinics, Government Business Managers.</p> <ul style="list-style-type: none"> • Report to councillors • Attend council meetings when requested
<p>April to June 2010</p> <ul style="list-style-type: none"> • Deliver Night Patrol Services • Monitor the operation and performance • Produce quarterly reports in accordance with the service delivery performance indicators • Liaise with Government Business Managers, the department, service providers and any other key stakeholders. • Provide assistance and support to each community to develop and implement effective strategies to address community issues. • Continue training component • Self Audit a Night Patrol Service policy and procedures practice from the manual to check if a random selection of case scenarios were practised to achieve a best practice qualitative assurance outcome. • Revisit and review roles, rights and relationships between Night Patrol Service other key stakeholders and agencies Protocol document. • Evaluate service delivery model and provide recommendations for consideration/inclusion in 10/11operational plan and subsequent funding submissions. • Report to councillors • Attend council meetings when requested
<p>NIGHT PATROL SERVICE Guiding Principles</p>
<p>The Tiwi Shire has identified key values and principles as integral in the</p>

achievement of our vision.

- Respect
- Professionalism
- Results
- Integrity
- Innovation
- Engagement

In addition to the above key values the Tiwi Strategic Plan would like to highlight the following Goals, Outcomes and Strategies which support and links to the Night Patrol Service Guiding Principles.

A Healthy Culture and Society

Outcome

Community services that are accessible and support the wellbeing of the community.

Strategy

Support the provision of child care facilities, early intervention programs, crisis programs and supportive ongoing programs.

Outcome

Safe and healthy communities

Strategy

Work with relevant departmental agencies and local providers to achieve improved health, community safety and other services.

Strategy

Introduce and enforce bylaws that protect the safety and health of the

community
Note: Night Patrol Service staff has no police powers and cannot stop, question, detain, search or arrest people.
The safety and wellbeing of those at risk of harm must be the first priority
Plan for Establishing NIGHT PATROL SERVICE
<p>The Plan must address the following key performance indicators of the Night Patrol Service Project.</p> <ul style="list-style-type: none"> • Describe the services provided to the agreed target communities/groups and the level of achievement/accomplishment in reducing adverse contact with the criminal justice system • Number of adults (25 yrs and over) assisted. • Number of children/youth (24 yrs and under) assisted • Number of nights and/or when night patrols are conducted per week. • Outline protocols, partnerships arrangements or memorandums of understanding between the service provider, relevant government and non-government agencies, which have been developed and implemented, including an assessment of their effectiveness. <p>Report on outcomes from the service provider's quality assurance processes which will evaluate the performance of the service provider and delivery of services. This process will include client/stakeholder satisfaction.</p> <p>1. STAFF</p>
<u>Recruitment strategy</u>

Current identified workers, people nominated by community local boards and interested people, subject to police checks are able to apply for Night Patrol Service positions by either addressing in writing or verbally a job description criteria for:

- Night Patrol Team Leaders Role
- Night Patrol Team Members Role

A pool of potential skilled workers may be recruited to undertake CDEP transition and work for the dole activity assessments

A Code of Conduct should be developed for the night patrol workers.

Code of Conduct to cover:

- Appropriate behaviour
- Duty of care and professional conduct
- Dispute resolution process
- Debriefing process

Appropriate behaviour should cover:

- Language
- Respect for workers and clients
- Improper relationships with clients
- Confidentiality and privacy
- Ethics
- Honesty

Duty of care and professional conduct will include:

- Responsibilities to clients
- Reporting criminal offences
- Wearing uniform

- Not using the patrol for personal gain
- Attending any training or meetings
- Not using alcohol or drugs prior and during shift.

Participating in debriefing process:

- Attending all briefing and debriefing meetings as required
- Respecting privacy and confidentiality in briefing and debriefing process.
- All workers to read and signed their agreement to adhere to the code of conduct.
- Copies of the code of conduct to be sent to relevant agencies so they know what is expected of Night Patrol Service workers.
- A copy of the code to be placed in the Night Patrol Service vehicle.

Training Strategy

The Tiwi Islands Shire Council in-conjunction with the Night Patrol Regional Manager would identify a training broker who would coordinate the training needs for the Shire by identifying registered training authorities to conduct on the job training, local workshops, in-services and refresher courses.

The training would scope in accredited training as well as modules of the community and social services industry as well as training in literacy and numeracy and driver's licences.

The Attorney General's Department Operational Framework stipulates Night Patrol training may include modules on:

- ❖ personal security,

- ❖ OH&S,
- ❖ First Aid,
- ❖ dealing with conflict situations, and
- ❖ reporting.

Other training relevant is in the areas of anger management, applied suicide intervention skills training, basic admin/office skills, communication skills for referral and liaison, mandatory reporting of child abuse training, basic substance misuse awareness, cycle of domestic family violence training.

An audit of skills interview would be conducted on the newly recruited workers to ascertain individual and group needs which would contribute to a person's ongoing work performance plan.

Stakeholders

1. Establish support from stakeholders by developing communication protocols / roles and responsibilities through Service Level Agreements. (Local solutions to local problems).
2. Develop partnerships with Shire Community Management Boards, Government Business Managers, N.T. Police, other agencies, and social service providers.
3. Develop strategies with Shire Community Management Boards, Government Business Managers, N.T. Police and stakeholders to establish :

- Night patrol venues
- Communication avenues between Police and the night patrollers in regard to operational and nightly duties. (including identifying each group, who has what role)
- Safe transport of intoxicated and vulnerable young people to appropriate venues.
- Sweep times and end of shift.
- Safe House Protocols
- Service level agreements/partnerships between Community Clinics and Night Patrollers in regard to training opportunities/referrals including referral to mental health counsellors.
- Service level agreements/partnerships between Night Patrol Service, Community, Police, Client, and Rehabilitation Centres/programs

Policies and Procedures

Roles and Responsibilities

Night Patrol Manager

assist with the preparation of the Operational Plan, defining how night patrol services will operate within their region

- manage the night patrol services budget allocation for their region
- facilitate community engagement on an ongoing basis to ensure night patrol services meet the needs and priorities of individual communities
- manage the recruitment, termination and resignation of night patrol staff

- manage night patrol staff leave, rosters and timesheets
- coordinate job-specific training for night patrol staff, in line with the training requirements specified in this Operational Framework
- monitor the operation and performance of the night patrol service in each community within their region
- consolidate incident reports from the night patrol staff, and submit to the service provider to enable the submission of the report to the Department
- liaise with the Department, GBMs, and key stakeholders, and
- provide assistance and support to other night patrol services, safe houses and other services supporting community safety, to develop and implement effective strategies to address community issues

Night Patrol Assistant Managers Role

Under the direction of the night patrol manager, assistant night patrol managers are

expected to undertake tasks such as:

- assist with the operation of night patrol services within their region as outlined

in the Operational Plan

- assist the night patrol manager with community engagement
- coordinate job-specific training for night patrol staff
- consolidate incident reports from night patrol staff, and submit to the night patrol manager
- liaise with night patrol staff and key stakeholders, and
- other tasks, as directed by the night patrol manager.

Night Patrol Team Leaders Role

Under the direction of the night patrol manager, team leaders are expected to

undertake tasks such as:

- supervise and work with night patrol staff to deliver an effective night patrol service in their community
- ensure night patrol staff are maintaining time sheets for hours worked
- submit time sheets back to the night patrol manager, as required
- complete incident reports where the night patrol service has picked up a client
- monitor night patrol activities in the community, and
- perform the same duties as the night patrollers, outlined below.

Night Patrollers Role

Under the direction of the team leader, night patrollers are expected to undertake tasks

such as:

- provide regular patrols in the community
- diffuse violent situations and protect the vulnerable, where it is safe to do so
- work in partnership with sobering-up shelters, safe houses and women's refuges and other services in the community
- divert intoxicated people away from contact with the criminal justice system
- provide transport for vulnerable people to safe places; such as home, safe houses, or to medical assistance, and
- provide advice, information and/or assistance that may reduce risk to individuals.

N.T. Police Responsibilities

- Communicate with night patrol office as required.

During the hours of operation respond to a planned agenda/ requests, from community members and the Night Patrol Service for assistance in relation to:

- Disturbances and cases of antisocial behaviour.
- Prevent disturbances happening.
- Participate in community intervention meetings.
- Jointly with the safe house employee, Night Patrol Service decide whether safe house entry is warranted.

Vehicles

Maintain vehicles and all other equipment in excellent working order at all times. Complete log sheet every time vehicle is used.

- Must not be used for any other purpose other than a planned night patrol for that community.
- Must always inform Night Patrol Service Manager of any trips to major centres, or patrols outside of operating hours.
- Must always record KM travelled.
- Only to operate in specified areas/ locations.
- Only to be driven by licensed NP staff.
- No smoking or alcohol allowed in vehicles.
- No food allowed to be eaten in vehicles.
- Not to be used to ferry anti-social persons into a community.
- Not to be used for ceremonial business.
- Not to be use for hunting.
- Not for personal use.
- Must be cleaned every shift.
- Must have functional first aid kit available.

- Must have an operational fire extinguisher.
- Must have all accessories i.e. (spare wheel and jack, spanner bag.)

2. Stakeholders and key contacts

The following agencies need to be accessed by the Night Patrol Service and processes developed.

NT POLICE

- Nguiu – 8978 3967
- Pirlangimpi -89783969
- Milikapiti – ACPO Joshua Brogan 0448837885
ACPO Gawian Tupaloura 0428473861

The police will be contacted via two way radio or mobile phone when there are:

- Unruly clients
- Large groups that may cause trouble
- Night Patrol Staff safety at risk

Promotional flyers are to be sent to local community Police Stations, Safe Houses, Women's Centres, local community health centres and other identified visiting agencies when Night Patrol Service is operational. – Refer to attachment

HEALTH SERVICES

- Nguiu Health Clinic – 8978 3984
- Pirlangimpi Clinic 89783953
- Milikapiti Clinic Ph 89783950

Contact the local clinic if a client is injured or needs medical attention.

Service Level Agreements are to be set up between Health and Night Patrol Service.

CRISIS ACCOMMODATION CENTRE (Milikapiti, Nguiu)

Contact this confidential agency if there is a female client who has been involved in domestic violence. The client cannot be intoxicated.

Children can be accommodated

Service level agreement is to be set up particularly around confidentiality of the service and how Night Patrol Service can work with safe houses.

NT FAMILY & CHILDREN SERVICES

Contact this agency if there is a concern regarding the safety of children under 16years.

Service level agreement is to be set up.

REPORTS FOR INFORMATION



ITEM NUMBER	4.7
TITLE	Financial Report ending 31 January 2011
REFERENCE	77101
AUTHOR	Pauline Corpus, Executive Officer

This report is created by Brendan Cann – A/Chief Financial Officer

BACKGROUND

The current report provides financial information for the period to the end of January 2011. It includes reporting on Income and Expenditure, Ageing Payables and Receivables, and Cash Flows.

09/10 financial year audit is underway and is expected to be completed by mid March 2011 for Financial and Special purpose audits.

In addition, the acquittal of outstanding 08/09, 09/10 and 1st and 2nd quarter reporting remains ongoing ~ with this being of critical importance to secure the release of funding for the 2010/11 financial year.

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:

- acquittal of grant funding
- production of a Balance Sheet
- presentation of a budget

With additional finance resources concentrating on acquittal, grant funding and budgets this reporting will be available for the current year in April 2011.

With the completion of the 09/10 financial audit we will be able to roll into the current financial year to provide up to date balance sheet reporting for both the prior financial year (2009/10) and the current year in April 2011.

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 January 2011
- Ageing Receivables
- Ageing Payables.

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

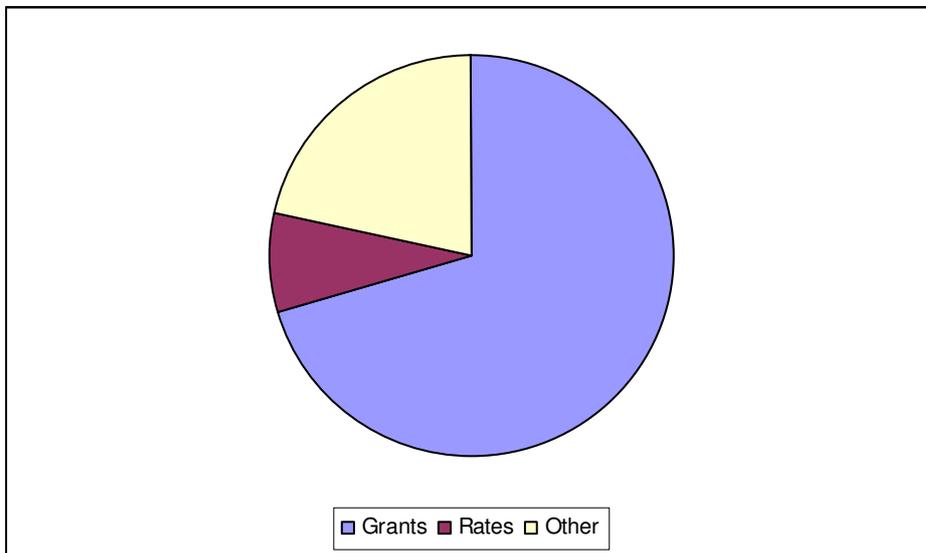
Account Balances as at 31st January 2011.

Operating Account	\$	384,904.52
Trust Account	\$	6,208,686.01
Cash Deposit Account (credit cards)	\$	51,452.81
Westpac Account (predates 01 July 2008)	\$	179,043.09
	\$	<u>6,824,086.43</u>

	YTD Cash Income	YTD Cash Expenditure
Jan-11	\$ 8,996,104.00	\$ 9,257,401.00

Year to Date Income by Source

The **\$8,996,104** income received this financial year is broken down as follows:



Profit and Loss

Council reported income of \$8,996,104 and expenditure of \$9,257,401 providing for a deficit on operations of \$261,297.

A deficit of size is significant but there are some reasons why Council has recorded the deficit at this time:

- A number of funding agencies have not yet released funds for contracted programs due to breaches in 1st and 2nd quarter reporting.
- DLGHRHS income of \$727,056 received in January was not recognised as income until February Financials. This would change the deficit figure to a surplus of \$465,759.

Ageing Receivables

The outstanding payments (Debtors) owed to Council at the end of July totals \$1,263,432.91, with 56% of this exceeding 90 days trading terms. The total debts owed to Council that exceed 90 days trading terms is \$716,635.93. These debts are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
1,520,720	1,263,433	-834,397	1,157,773	15,142	208,279	716,636	89,585

Attorney Generals	21% of outstanding debt	\$259,522.20
Matilda Minerals	17% of outstanding debt	\$209,242.20
Power Water Corp	11% of outstanding debt	\$144,754.37
Tiwi Land Council	3% of outstanding debt	\$ 32,586.60

Statements and invoices have been forwarded to the appropriate organisations; however investigation as to the legitimacy of some of these debts is underway.

Ageing Payables

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
725,249	723,572	-7,671	549,698	56,835	47,010	77,699	411,713

The report shows the great majority of Payables running at 60 days or less. Staff have actioned most of the balances over 60 days and a number are subject to further discussion with the creditors.

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 \$421,282.59 plus an estimated \$100,000.00 of un-entered invoices. When compared to cash at hand, the ratio is as follows:

$$\frac{\$6,824,086}{\$823,572} = 8.29$$

The liabilities *do not* include unexpended grant funding, therefore this figure will be further adjusted once the end of year processing has been finalised.

Net Income/ Expenditure

The total net result highlights that Council remains in a positive fiscal position, with \$6.8 million cash at bank.

Consultation & Timing

Identification of relevant legislation, Council policy and plans

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.

Consultation

Not applicable

Other Considerations

Elected members need to remain aware that the Income and Expenditure Statement for this period has been calculated manually from the bank statements, with the sanitisation of the data in the Technology One Financial Management System remaining ongoing.

Funding Implications

Council received sufficient grant and sundry income during the period and successfully paid staff and creditors.

Conclusion

The estimated income and expenditure statement shows that Tiwi Islands Shire Council has met its financial obligations for the month and has the cash flow to ensure that the delivery of services continues in communities.

At completion of 09/10 Financial audit Tiwi Island Shire Council will be able to meet most of their reporting objectives, be out of breach on outstanding 09/10 acquittal reports and 1st and 2nd quarter 10/11 reporting requirements.

RECOMMENDATION:

That Council receives and notes the Finance Report for the period ending 31st January 2011.

ATTACHMENTS:

- 1 Consolidated Profit and Loss Report Ending 31 Jan 2011.pdf
- 2 aged payables jan 11.pdf
- 3 aged receivables jan 11.pdf



Tiwi Islands Shire Council
Consolidated Profit and Loss Report
 For the Month Ending 31st January 2011

	Year to Date		
	Actual	Budget	Variance
Revenue			
Income Rates			
6111 - General Rate Inc Base	416,181	0	416,181
6141 - Domestic Waste Charge Inc Base	303,439	0	303,439
	719,620	0	719,620
Income Council Fees and Charges			
6211 - License Permit Fee Inc	0	0	0
6221 - User Charge Fee Inc	483,989	0	483,989
6223 - Property Lease Rental Fee Inc	60,545	0	60,545
6225 - Equipment Hire Inc	8,005	0	8,005
6226 - Landfill Tipping Fee Inc	245	0	245
6227 - Postal Income	0	0	0
6228 - Prior Year unreconciled differences	0	0	0
6229 - Staff & Contractors Housing Rent	64,917	0	64,917
	617,702	0	617,702
Income Operating Grants Subsidies			
6312 - Operating Grant Inc Territory Govt	1,440,816	0	1,440,816
6313 - Special Purpose Grant Inc Federal	3,892,949	0	3,892,949
6314 - Special Purpose Grant Inc Territory	792,142	0	792,142
6315 - Unexpended funding current year	0	0	0
6316 - Unexpended funding prior year bouç	112,678	0	112,678
	6,238,585	0	6,238,585
Income Investments			
6411 - Interest Inc General Operating	138,213	0	138,213
	138,213	0	138,213
Income Contributions Donations			
6521 - Cash Sponsorship Inc	0	0	0
6523 - Cash Donation and Gift Inc	0	0	0
	0	0	0
Income Reimbursements			
6616 - Reimbursement Inc Insurance Clair	7,991	0	7,991
6617 - Reimbursement Inc Work Cover	0	0	0
6618 - Reimbursement Inc Employees	5,619	0	5,619
	13,610	0	13,610
Income Agency and Commercial Services			
6723 - Sales Inc	77,486	0	77,486
6724 - Service Fee Inc	81,245	0	81,245
6725 - Contract Fee Inc	1,019,800	0	1,019,800
6727 - Fuel Tax Credit Income	0	0	0
	1,178,532	0	1,178,532
Income Capital Grants			
6811 - Capital Grant Inc Federal	0	0	0

6812 - Capital Grant Inc Territory Governm	0	0	0
6815 - Unexpended Capital Funding Curren	0	0	0
6816 - Unexpended Capital Funding Prior \	89,841	0	89,841
	89,841	0	89,841
Inc Sale of Assets			
6914 - Proceeds from Sale Plant	0	0	0
6919 - Proceeds from Sale M vehicles	0	0	0
	0	0	0
Total Revenue	8,996,104	0	8,996,104
Operating Expenditure			
Employee Expenses			
7111 - Salary Exp Normal	3,706,929	0	(3,706,929)
7112 - Salary Exp Overtime	109,807	0	(109,807)
7113 - Salary Exp Allowances	31,373	0	(31,373)
7114 - Salary Exp Leave	571,562	0	(571,562)
7116 - Salary Exp SGC Superannuation	374,629	0	(374,629)
7117 - Salary Exp Employer Superannuat	2,297	0	(2,297)
7121 - Salary Inc or Dec in LSL Liability	(394)	0	394
7122 - Salary Inc Dec Annual Leave Liabilit	(20,987)	0	20,987
7130 - CDEP Participants wages	1,443,378	0	(1,443,378)
7131 - Fringe Benefits Tax	18,383	0	(18,383)
7134 - Workcover Premium Exp	0	0	0
7135 - Staff Relocation Expenses	15,897	0	(15,897)
7136 - Other Staff Contract Expense	13,250	0	(13,250)
	6,266,124	0	(6,266,124)
Contract and Material Expenses			
7200 - Contract Labour Exp - Plumbing	23,228	0	(23,228)
7201 - Contract Labour Exp - Electrical	1,840	0	(1,840)
7202 - Contract Labour Exp - Structural	4,381	0	(4,381)
7203 - Contract Labour Exp - Carpentry	8,278	0	(8,278)
7204 - Contract Labour Exp - Glazing	9,144	0	(9,144)
7206 - Contract Material Exp - Plumbing	2,909	0	(2,909)
7207 - Contract Material Exp - Electrical	3,039	0	(3,039)
7208 - Contract Material Exp - Structural	0	0	0
7209 - Contract Material Exp - Carpentry	0	0	0
7210 - Contract Material Exp - Glazing	0	0	0
7211 - Consulting Fee Exp	75,337	0	(75,337)
7212 - Legal Fee Exp	1,426	0	(1,426)
7213 - Contract Material Exp - Pest Contro	2,418	0	(2,418)
7215 - Prior year - unreconcilable differenc	0	0	0
7216 - Contract Labour Other	102,527	0	(102,527)
7222 - Operating Lease Exp Office Equipm	3,972	0	(3,972)
7223 - Operating Lease Exp Vehicles	13,482	0	(13,482)
7224 - Operating Lease Exp Property	47,272	0	(47,272)
7225 - Hire Equipment	0	0	0
7231 - System Maintenance & Support Fee	389,241	0	(389,241)
7233 - Software Help Desk Support Exp	0	0	0
7244 - Repayment Prior Year Grant Fundin	0	0	0
7251 - Material Exp General	530,499	0	(530,499)
7252 - Material Exp Tyres	48,133	0	(48,133)
7253 - Material Exp Printing and Stationery	11,168	0	(11,168)
7254 - Material Exp Computer Consumable	3,430	0	(3,430)
7255 - Material Exp Meeting Catering	6,514	0	(6,514)
7256 - Material Exp Protective Clothing	11,351	0	(11,351)
7257 - Material Exp Council Uniforms	9,504	0	(9,504)
7258 - Material Exp Asset Purchases < \$2,;	117,295	0	(117,295)
7259 - Material Exp Entertainment FBT	4,043	0	(4,043)

7260 - Material Exp First Aid	0	0	0
7261 - Electricity Exp	76,620	0	(76,620)
7262 - Gas Exp	5,753	0	(5,753)
7263 - Water Charge Exp	23,464	0	(23,464)
7264 - Sewerage Charge Exp	8,739	0	(8,739)
7271 - Fuel Exp Power Generation	13,620	0	(13,620)
7272 - Fuel and Oil Exp Motor Vehicles	298,245	0	(298,245)
7285 - Inventory Opening Stock Held for R	0	0	0
	1,856,871	0	(1,856,871)
Finance Expenses			
7311 - Bank Fees and Charges	2,477	0	(2,477)
7313 - Interest Exp Overdraft	134	0	(134)
	2,611	0	(2,611)
Communication Expenses			
7411 - Mobile Telephone Exp	2,097	0	(2,097)
7412 - Office Telephone Fax Exp	103,640	0	(103,640)
7413 - Postage Exp	1,858	0	(1,858)
7414 - Courier & Freight Expenses	97,144	0	(97,144)
7415 - Network Communication Exp (ISDN)	2,073	0	(2,073)
7416 - Internet Service Provider Exp	8,724	0	(8,724)
	215,536	0	(215,536)
Asset Expense			
7511 - Depreciation Exp Buildings	0	0	0
7512 - Depreciation Exp Infrastructure	0	0	0
7513 - Depreciation Exp Plant	0	0	0
7514 - Depreciation Exp Equipment	0	0	0
7519 - Depreciation Exp Motor Vehicles	0	0	0
7521 - Sale of Asset Exp Land	0	0	0
7523 - Sale of Asset Exp Infratructure	0	0	0
7537 - Asset write off expense Infrastructur	0	0	0
	0	0	0
Miscellaneous Expenses			
7911 - Ins Premium Exp Public Liability	40,135	0	(40,135)
7912 - Ins Premium Exp Professional Inder	0	0	0
7913 - Ins Premium Exp Plant	0	0	0
7914 - Ins Premium Exp Industrial Special I	128,150	0	(128,150)
7915 - Ins Premium Exp General	151,639	0	(151,639)
7916 - Ins Premium Exp Motor Vehicles	33,443	0	(33,443)
7921 - Advertising Exp	15,191	0	(15,191)
7931 - Training Course Fee Exp	28,402	0	(28,402)
7932 - Conference or Seminar Course Fee	45,051	0	(45,051)
7933 - Tertiary Course Fee Exp	1,416	0	(1,416)
7934 - Accommodation Exp	44,744	0	(44,744)
7935 - Airfare & General Travel Expense	89,256	0	(89,256)
7936 - Taxi Exp	10,994	0	(10,994)
7937 - Travel Allowance Expenses	44,754	0	(44,754)
7941 - Vehicle Registration Exp	33,451	0	(33,451)
7944 - License Fee Expenses	407	0	(407)
7951 - Chairman Mayoral Allowance Exp	31,948	0	(31,948)
7952 - Councillor Allowance Exp	74,499	0	(74,499)
7961 - Audit Fee Exp	28,000	0	(28,000)
7962 - Accounting Fee Exp	23,861	0	(23,861)
7970 - R & M Exp Motor Vehicle	1,397	0	(1,397)
7971 - R & M Exp Buildings	20,872	0	(20,872)
7977 - R & M Exp Plant & Equipment	18,534	0	(18,534)
7982 - Small balances write-off Exp	0	0	(0)
7983 - Donations	182	0	(182)
7991 - Sea Cat Ferry Expense	15,941	0	(15,941)
7993 - Staff Police Checks	9	0	(9)

7994 - Provision for Doubtful Debts expens	2,156	0	(2,156)
7995 - Prior year adjustments - Superannua	0	0	0
7996 - Membership or Subscription Exp	32,066	0	(32,066)
	<u>916,497</u>	<u>0</u>	<u>(916,497)</u>
Internal Cost Allocations			
9111 - Allocation Salary Exp Normal	0	0	0
9112 - Allocation Salary Exp Overtime	0	0	0
9114 - Allocation Salary Exp Leave	0	0	0
9116 - Allocation Salary Exp SGC Superan	0	0	0
9117 - Allocation Salary Exp Employer Sup	0	0	0
9130 - Allocation CDEP Participants wages	0	0	0
9131 - Allocation Fringe Benefits Tax	0	0	0
9132 - Allocation Salary Packaged Items	0	0	0
9134 - Allocation Workcover Premium Exp	0	0	0
9135 - Allocation Staff Relocation Expense:	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
Allocation of Contract and Material Expe			
9255 - Allocation Material Exp Meeting Cat	0	0	0
9256 - Allocation Material Exp Protective C	0	0	0
9271 - Allocation Fuel Exp Power Generatic	0	0	0
9272 - Allocation Fuel and Oil Exp Motor Vi	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
Allocation of Communications			
9411 - Allocation Mobile Telephone Exp	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
Asset Expense - Internal Allocation			
9511 - Allocation Depreciation Exp Building	0	0	0
9512 - Allocation Depreciation Exp Infrastr.	0	0	0
9513 - Allocation Depreciation Exp Plant	0	0	0
9514 - Allocation Depreciation Exp Equipm-	0	0	0
9519 - Allocation Depreciation Exp Motor V	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
Allocation and Suspense			
9912 - Allocation Ins Premium Exp Profess	0	0	0
9914 - Allocation Ins Premium Exp Industri	0	0	0
9915 - Allocation Ins Premium Exp General	0	0	0
9963 - Allocation Grant Admin Fee	0	0	0
9971 - Allocation R & M Exp Buildings	0	0	0
9991 - Allocation Sea Cat Ferry Expense	0	0	0
9998 - Data Conversion Suspense	0	0	0
9999 - Suspense Account	(239)	0	239
	<u>(239)</u>	<u>0</u>	<u>239</u>
Internal Cost Allocations			
9814 - Rent Charges Internal - Expense	0	0	0
9815 - Plant and Vehicle Cost Allocation - E	0	0	0
9816 - Ferry Charges - Expense	3,750	0	(3,750)
9817 - Workshop Charges - Expense	20,725	0	(20,725)
9819 - Housing - Internal Allocations Exper	0	0	0
9852 - Grant Admin Fee - Income	0	0	0
9856 - Ferry Charges - Income	(3,750)	0	3,750
9857 - Workshop Charges Income	(20,725)	0	20,725
9859 - Housing Internal Allocations - Incom	0	0	0
9860 - Internal Allocation Staff Housing	0	0	0

	0	0	0
Total Expenses	9,257,401	0	(9,257,401)
JRPLUS / (DEFICIT) - Before CAPEX & Commi	(261,297)	0	18,253,505
Capital Expenditure			
WIP Assets			
3321 - Expense Purchase Buildings	0	0	0
3322 - WIP Buildings	3,192	0	(3,192)
3329 - EO transfer to Acq Buildings	0	0	0
3331 - Expense purchase Infrastructure	113,488	0	(113,488)
3332 - WIP Infrastructure	48,636	0	(48,636)
3339 - EO transfer to Acq Infrastructure	0	0	0
3341 - Expense Purchase Plant	48,505	0	(48,505)
3349 - EO transfer to Acq Plant	0	0	0
3351 - Expense Purchase Equipment	10,357	0	(10,357)
3352 - WIP Equipment	5,645	0	(5,645)
3359 - EO transfer to Acq Equipment	(12,904)	0	12,904
3391 - Expense Purchase Vehicles	235,485	0	(235,485)
3399 - EO transfer to Acq M Vehicles	(34,556)	0	34,556
	417,849	0	(417,849)
Total CAPEX	417,849	0	(417,849)
NET SURPLUS / (DEFICIT) - Including CAPEX	(679,146)	0	18,671,353
Current Commitments		YTD Commitments	
		212,368	
RPLUS / (DEFICIT) - Including CAPEX & Comm		(891,514)	

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	Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future Items
			Debits	To 20/12/2011	To 31/12/2010	To 31/12/2010	<= 21/12/2010	
10000	AGEST							
		PAYTYPE	EFT	CREDITYPE	NA			
		3,389.06	3,389.06	3,389.06	0.00	0.00	0.00	2,267.57
10001	AMP SUPERLEADER							
		PAYTYPE	EFT	CREDITYPE	NA			
		5,135.66	5,135.66	5,135.66	0.00	0.00	0.00	3,486.67
10002	Australian Super							
		PAYTYPE	EFT	CREDITYPE	NA			
		4,477.33	4,477.33	4,477.33	0.00	0.00	0.00	-3,137.32
10003	AXA Australia							
		PAYTYPE	CHQ	CREDITYPE	NA			
		24,037.96	24,037.96	24,037.96	0.00	0.00	0.00	-16,999.46
10004	Catholic Superannuation Fund							
		PAYTYPE	CHQ	CREDITYPE	NA			
		212.41	212.41	212.41	0.00	0.00	0.00	-147.29
10006	Heata Super Fund							
		PAYTYPE	CHQ	CREDITYPE	NA			
		478.01	478.01	478.01	0.00	0.00	0.00	-318.68
10007	Hostplus							
		PAYTYPE	CHQ	CREDITYPE	NA			
		1,926.30	1,926.30	1,926.30	0.00	0.00	0.00	-1,250.90
10008	ING Corporate Super							
		PAYTYPE	CHQ	CREDITYPE	NA			
		819.33	819.33	819.33	0.00	0.00	0.00	-521.68
10009	Local Government Superannuation Scheme							
		PAYTYPE	EFT	CREDITYPE	NA			
		24,588.93	24,588.93	24,588.93	0.00	0.00	0.00	-16,317.60
10010	MLC							
		PAYTYPE	CHQ	CREDITYPE	NA			
		730.96	730.96	730.96	0.00	0.00	0.00	-281.28

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	Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future Items
			Debts	To 20/1/2011	To 31/12/2010	To 31/1/2010	<= 2/11/2010	
10012	Retail Employees Superannuation	PAYTYPE	CHI	CREDITYPE	NA			
	528.42	528.42	0.00	528.42	0.00	0.00	0.00	349.96
10014	Sun Superannuation	PAYTYPE	CHI	CREDITYPE	NA			
	1,192.77	1,192.77	0.00	1,192.77	0.00	0.00	0.00	783.20
10017	Victorian Super	PAYTYPE	CHI	CREDITYPE	OTHER			
	1,086.75	1,086.75	0.00	1,086.75	0.00	0.00	0.00	638.96
10022	Centrelink	PAYTYPE	CHI	CREDITYPE	NA			
	643.32	163.32	-6.92	170.24	0.00	0.00	0.00	-130.16
10023	Child Support Agency	PAYTYPE	EFT	CREDITYPE	NA			
	823.49	823.49	0.00	823.49	0.00	0.00	0.00	-615.66
10024	Power and Water Authority _ Payroll Deds Only	PAYTYPE	EFT	CREDITYPE	NA			
	1,650.00	1,650.00	0.00	1,650.00	0.00	0.00	0.00	1,100.00
10025	RTM (Receiver of Territory Monies) Fines Recovery Unit	PAYTYPE	CHI	CREDITYPE	NA			
	335.00	335.00	0.00	335.00	0.00	0.00	0.00	270.00
10026	Telstra	PAYTYPE	EFT	CREDITYPE	NA			
	1,851.13	1,851.13	0.00	1,851.13	0.00	0.00	0.00	1,851.13
10027	Territory Housing Rent	PAYTYPE	CHI	CREDITYPE	NA			
	39,577.00	39,577.00	-44.00	0.00	0.00	0.00	39,621.00	0.00
10031	Child Care	PAYTYPE	CHI	CREDITYPE	NA			
	144.00	144.00	0.00	0.00	0.00	0.00	144.00	0.00
10056	BUNNINGS BUILDING SUPPLIES PTY LTD	PAYTYPE	EFT	CREDITYPE	NA			
	2,185.54	2,185.54	0.00	0.00	2,185.54	0.00	0.00	2,185.54

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	Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future Items
			Debts	To 20/1/2011	To 31/12/2010	To 31/1/2010	<= 2/11/2010	
10058	NGUIU ULLINTJINI ASSOCIATION INC	PAYTYPE	EFT	CREDITYPE	NA			
	1,954,005	1,954,005	0.00	1,384,65	230,00	0.00	139,40	299,03
10060	PIRLANGMIP PROGRESS ASSOCIATION	PAYTYPE	EFT	CREDITYPE	NA			
	1,574,221	1,574,221	0.00	1,298,60	315,60	0.00	0.00	1,574,221
10063	JACKSON DRAWING SUPPLIES	PAYTYPE	EFT	CREDITYPE	NA			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10064	WESTPAC LIFETIME SUPERANNUATION SERVICE	PAYTYPE	EFT	CREDITYPE	NA			
	786,33	786,33	0.00	786,33	0.00	0.00	0.00	-524,22
10069	Classwork Electrical/Laser Electrical	PAYTYPE	EFT	CREDITYPE	NA			
	1,471,92	274,28	0.00	0.00	0.00	0.00	274,29	0.00
10084	HASTINGS DERING (AUSTRALIA) LTD	PAYTYPE	EFT	CREDITYPE	NA			
	133,27	133,27	0.00	116,27	0.00	16,50	0.00	0.00
10088	TRADELINK	PAYTYPE	EFT	CREDITYPE	NA			
	526,46	526,46	0.00	0.00	526,46	0.00	0.00	-526,46
10092	HOLCO MEATS	PAYTYPE	EFT	CREDITYPE	NA			
	1,140,71	1,349,71	0.00	1,315,61	688,30	1,425,60	0.00	2,113,90
10098	BIG MOWER	PAYTYPE	EFT	CREDITYPE	NA			
	7,302,55	7,302,55	-22,00	7,324,55	0.00	0.00	0.00	498,80
10101	HARVEY NORMAN COMMERCIAL DIVISION	PAYTYPE	EFT	CREDITYPE	NA			
	298,00	298,00	0.00	298,00	0.00	0.00	0.00	0.00
10102	PROTECTOR ALSAFE	PAYTYPE	EFT	CREDITYPE	NA			
	375,44	375,44	-101,29	0.00	0.00	0.00	476,73	0.00

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	Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future Items
			Debts	To 20/1/2011	To 31/2/2010	To 31/1/2010	<= 2/11/2010	
10108 THE COOL GUYS								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10109 REPCO AUTO PARTS								
	328.60	328.60	0.00	0.00	0.00	79.51	249.15	0.00
10123 PIVOTEL SATELLITE PTY LTD								
	56.79	56.79	0.00	56.79	0.00	0.00	0.00	-56.79
10132 BRIDGE TOYOTA								
	4310.13	4310.13	0.00	0.00	0.00	4310.13	0.00	-5034.02
10133 MILKAPITI PROGRESS ASSOCIATION (STORE)								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10136 EDUCATIONAL EXPERIENCE PTY LTD								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10140 CONSTRUCTION & BUILDING SUPER								
	542.73	542.73	398.33	941.06	0.00	0.00	0.00	-488.06
10141 AUSTRALIAN TAXATION OFFICE - PAYG								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10155 CABCHARGE								
	314.93	314.93	0.00	314.93	0.00	0.00	0.00	-314.93
10160 GORKBUY INDUSTRIAL SUPPLIES PTY LTD								
	29857.27	29857.27	0.00	17095.91	11863.36	0.00	0.00	-31363.36
10161 ENZED SERVICE CENTRE								
	138.81	138.81	0.00	138.81	0.00	0.00	0.00	0.00

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As At 31/01/2011

	Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future Items
			Debts	To 20/1/2011	To 31/12/2010	To 31/1/2010	<= 2/11/2010	
10163								
	APD - AUSTRALIAN FUEL DISTRIBUTORS	PAYTYPE	EFT	CREDITYPE	NA			
	9,331.39	9,331.39	0.00	4,714.38	297.00	2,132.23	2,197.78	716.03
10164								
	HARDY AVIATION	PAYTYPE	EFT	CREDITYPE	NA			
	14,937.00	14,937.00	0.00	14,937.00	0.00	0.00	0.00	0.00
10165								
	FARMWORLD	PAYTYPE	EFT	CREDITYPE	NA			
	469.50	469.50	0.00	469.50	0.00	0.00	0.00	0.00
10168								
	CORPORATE EXPRESS AUSTRALIA LTD	PAYTYPE	EFT	CREDITYPE	NA			
	480.15	480.15	0.00	480.15	0.00	0.00	0.00	0.00
10170								
	BOC GASES AUSTRALIA LIMITED	PAYTYPE	EFT	CREDITYPE	NA			
	592.85	592.85	0.00	592.85	0.00	0.00	0.00	0.00
10172								
	GEMINEX N.T.	PAYTYPE	EFT	CREDITYPE	NA			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10179								
	BIGPOND	PAYTYPE	EFT	CREDITYPE	NA			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10189								
	INDEPENDENT GROCERS	PAYTYPE	EFT	CREDITYPE	NA			
	1,292.20	1,292.20	0.00	1,292.20	0.00	0.00	0.00	0.00
10193								
	FIRE PROTECTION PROFESSIONALS	PAYTYPE	EFT	CREDITYPE	NA			
	8,046.50	8,046.50	0.00	0.00	0.00	8,046.50	0.00	4,046.50
10215								
	AUSTRALIAN TAX OFFICE - BAS ONLY	PAYTYPE	EFT	CREDITYPE	NA			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10217								
	DARWIN AIRPORT RESORT	PAYTYPE	EFT	CREDITYPE	NA			
	359.00	359.00	0.00	359.00	0.00	0.00	0.00	680.00

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	Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future Items
			Debts	To 20/1/2011	To 31/12/2010	To 31/1/2010	<= 2/11/2010	
10220	MIRAMBEENA RESORT	PAYTYPE	EFT	CREDITYPE	NA			
	137,000	137,000	0,000	137,000	0,000	0,000	0,000	0,000
10222	BATHURST ISLAND HOUSING ASSOCIATION (BIHA)	PAYTYPE	EFT	CREDITYPE	NA			
	14,178.03	14,178.03	0,000	14,963.90	0,000	2,318.13	0,000	2,318.13
10231	ARNOS TYRE SERVICE PTY LTD	PAYTYPE	EFT	CREDITYPE	NA			
	3,070.00	3,070.00	0,000	2,350.00	0,000	0,000	720.00	-720.00
10237	BLACKWOODS	PAYTYPE	EFT	CREDITYPE	NA			
	-1,029.92	-1,029.92	-3,521.47	2,332.54	409.20	802.15	1,048.60	0,000
10238	DARWIN LOCK & KEY (WERACO PTY LTD)	PAYTYPE	EFT	CREDITYPE	NA			
	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
10247	LOCAL GOVERNMENT ASSOCIATION OF THE NT	PAYTYPE	EFT	CREDITYPE	NA			
	0,000	0,000	0,000	0,000	0,000	0,000	0,000	4,346.43
10253	BARNYARD TRADING	PAYTYPE	EFT	CREDITYPE	NA			
	474.38	474.38	0,000	474.38	0,000	0,000	0,000	0,000
10254	Quest Darwin	PAYTYPE	EFT	CREDITYPE	NA			
	0,000	0,000	0,000	0,000	0,000	0,000	0,000	138.00
10258	CRICKET & FOOTBALL SHOP	PAYTYPE	EFT	CREDITYPE	NA			
	721.16	721.16	0,000	0,000	0,000	721.16	0,000	-721.16
10262	SBA OFFICE NATIONAL	PAYTYPE	EFT	CREDITYPE	NA			
	5,010.69	5,010.69	0,000	1,624.14	0,000	2,584.56	801.99	-2,122.15
10265	HARVEY NORMAN ELECTRICS DARWIN(DAWNLECTP/D)	PAYTYPE	EFT	CREDITYPE	NA			
	21,621.00	21,621.00	0,000	2,633.00	18,988.00	0,000	0,000	-18,988.00

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	Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future Items
			Debts	To 201/2011	To 3/12/2010	To 3/11/2010	<= 2/11/2010	
10274	CENTRELINK INCOME MANAGEMENT RETURNS	100.00	100.00	0.00	0.00	0.00	100.00	0.00
10301	ALL TOOLS NT (FORMERLY TRADE TOOLS DIRECT)	6,797.35	6,797.35	0.00	0.00	6,797.35	0.00	6,797.35
10311	SPOTLIGHT STORES	533.85	533.85	0.00	533.85	0.00	0.00	0.00
10313	ARAFURA CATERING EQUIPMENT PTY LTD	80.33	80.33	0.00	0.00	80.33	0.00	80.33
10314	PALMERSTON AWD SPARES	4,388.50	4,388.50	0.00	0.00	1,875.90	3,052.00	4,388.50
10322	AUSTRALIA POST DARWIN GPO	4.30	4.30	0.00	0.00	4.30	0.00	4.30
10325	VANDERFIELD MACHINERY PTY LTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10332	WESTERN DIESEL NT PTY LTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10333	HARVEY NORMAN COMPUTERS/DARWIN SUPERSTORES P/	2,630.00	2,630.00	0.00	1,304.00	2,500.00	0.00	2,500.00
10334	BRIDGE AUTOS PALMERSTON	107.81	107.81	0.00	107.81	0.00	0.00	0.00
10336	AUSTRALIAN COMMUNICATIONS AUTHORITY	173.00	173.00	0.00	57.00	0.00	0.00	0.00

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	Original	Outstanding	Unapplied	Current			Future Items		
				To 201/2011	>30days	>60days	>90days	Future Items	
			Debits	To 31/2/2010	To 3/11/2010	<= 2/11/2010			
10338 AIRPOWER									
	583.22	583.22	0.00	583.22	0.00	0.00	0.00	0.00	0.00
10346 SEA CAT FERRIES & CHARTERS PTY LTD									
	5,800.00	5,800.00	0.00	5,275.00	0.00	525.00	0.00	0.00	525.00
10353 TIWI BARGE SERVICES PTY LTD									
	23,051.60	23,051.60	0.00	17,029.10	0.00	396.20	5,624.30	0.00	2,121.90
10354 D.A.R.A.M. ENTERPRISES PTY LTD									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10360 BT FINANCIAL GROUP									
	920.63	920.63	0.00	920.63	0.00	0.00	0.00	0.00	534.33
10383 MM ELECTRICAL									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10387 TROPICULTURE AUSTRALIA									
	3,146.00	3,146.00	0.00	3,146.00	0.00	0.00	0.00	0.00	0.00
10423 THIRIFTY									
	319.25	319.25	0.00	319.25	0.00	0.00	0.00	0.00	0.00
10426 Iron Mountain									
	767.90	767.90	0.00	767.90	0.00	0.00	0.00	0.00	0.00
10429 PARAP VILLAGE APPARTMENTS									
	140.00	140.00	0.00	140.00	0.00	0.00	0.00	0.00	0.00
10433 CONNECT SUPER									
	730.90	730.90	0.00	730.90	0.00	0.00	0.00	0.00	487.27

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Original	Outstanding	Unapplied	Debits				Current	>30days	>60days	>90days	Future Items
			To 20/1/2011	To 31/12/2010	To 31/1/2010	<= 2/11/2010					
10434	IPAC	PAYTYPE	CHQ	CREDITYPE	NA	0.00	0.00	0.00	0.00	0.00	422.58
		633.87	633.87	0.00	633.87	0.00	0.00	0.00	0.00	0.00	
10448	QUALITY FRONTIER HOTEL (Hahkos P/L TDA)	PAYTYPE	EFT	CREDITYPE	NA	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10450	TOM BUTLER PAINTING	PAYTYPE	EFT	CREDITYPE	NA	0.00	0.00	0.00	0.00	0.00	0.00
		3,200.00	3,200.00	0.00	3,200.00	0.00	0.00	0.00	0.00	0.00	3,200.00
10455	CTE PTY LTD	PAYTYPE	EFT	CREDITYPE	NA	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10467	STAR PRINTERS	PAYTYPE	EFT	CREDITYPE	NA	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10469	FLY TIWI	PAYTYPE	EFT	CREDITYPE	NA	0.00	0.00	0.00	0.00	0.00	0.00
		17,732.00	17,732.00	20.00	2,614.00	5,719.00	8,544.00	855.00	0.00	0.00	4,458.00
10473	LYNETTE DESANTIS	PAYTYPE	EFT	CREDITYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10474	RAELENE MUNGATOP	PAYTYPE	EFT	CREDITYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10477	BARRY PURUNTAMERI	PAYTYPE	EFT	CREDITYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10478	EMMANUEL MANYI RIOL	PAYTYPE	EFT	CREDITYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10479	MARALAMPUWI KURRUPUWU	PAYTYPE	EFT	CREDITYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future Items						
								To 20/1/2011	To 31/12/2010	To 31/1/2010	<= 2/11/2010		
10480	MAURUS PURUNTATAMERI	PAYTYPE	EFT	CREDTYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10481	RICHARD HADLEY TUNGATLUM	PAYTYPE	EFT	CREDTYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10482	TERESITA PURUNTATAMERI	PAYTYPE	EFT	CREDTYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10483	DAVID BOYD	PAYTYPE	EFT	CREDTYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10484	KATHLEEN TIPUNGWUTI	PAYTYPE	EFT	CREDTYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10485	HENRY DUNN	PAYTYPE	EFT	CREDTYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10486	WALTER KERINAUIA (GNR)	PAYTYPE	EFT	CREDTYPE	COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10489	GRACE REMOVALS	PAYTYPE	EFT	CREDTYPE	NA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10495	COUNCILBIZ	PAYTYPE	EFT	CREDTYPE	NA	76,089.62	76,089.62	0.00	59,477.40	2,071.06	0.00	14,541.56	-28,689.01
10499	MIDDENDORP ELECTRIC CO PTY LTD	PAYTYPE	EFT	CREDTYPE	NA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10514	LAWRENCE COSTA	PAYTYPE	EFT	CREDTYPE	STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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10523	DEPARTMENT of BUSINESS and EMPLOYMENT NT Fleet	PAU	EFT	0.00	0.00	0.00	2,116.40
10537	PAULINE CORPUS	PAU	EFT	0.00	0.00	0.00	0.00
10538	MARILYN HARRIS	PAU	EFT	0.00	0.00	0.00	450.55
10540	JR COMMUNICATIONS & CABLING PTY LTD	PAU	EFT	0.00	0.00	0.00	0.00
10543	CYRIL KALIPPA	PAU	CHI	0.00	0.00	0.00	0.00
10545	TOP END PEST CONTROL	PAU	EFT	0.00	0.00	0.00	0.00
10555	WILLIAM TOY	PAU	EFT	0.00	0.00	0.00	0.00
10557	DEANNE RIOU	PAU	EFT	0.00	0.00	0.00	0.00
10572	TISC - PETTY CASH NGUU	PAU	NA	0.00	0.00	0.00	0.00
10576	THIRD CITY SOLUTIONS PTY LTD	PAU	EFT	0.00	0.00	0.00	0.00
10582	LOCAL GOVERNMENT MANAGERS AUST (SA DIVISION)	PAU	EFT	0.00	0.00	0.00	0.00

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				To 20/1/2011	To 31/12/2010	To 31/12/2010	To 31/1/2010	To 31/1/2010	<= 2/11/2010			
10585	POWERWATER (ELECTRICITY AND SUPPLIER ACCOUNTS)	PAVTYPE	CHQ	CREDITYPE	NA							
	843.56	843.56	2,783.53	1,340.84	0.00	1,316.29	1,169.46	2,994.25				
10619	AUSTRALIA POST - ACCOUNTS RECEIVABLE	PAVTYPE	EFT	CREDITYPE	NA							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.19	
10621	EASA	PAVTYPE	EFT	CREDITYPE	NA							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10643	UNISUPER	PAVTYPE	CHQ	CREDITYPE	NA							
	1,344.54	1,344.54	0.00	1,344.54	0.00	0.00	0.00	0.00	0.00	0.00	472.40	
10646	KEVIN DOOLAN	PAVTYPE	EFT	CREDITYPE	STAFF							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10663	SHADETECH	PAVTYPE	EFT	CREDITYPE	NA							
	7,942.00	7,942.00	0.00	7,942.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10664	CONNECTED SOLUTIONS GROUP PTY LTD	PAVTYPE	EFT	CREDITYPE	NA							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168.83	
10674	DAVE YOUNG	PAVTYPE	EFT	CREDITYPE	NA							
	-100.00	-100.00	-100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10693	BIMA WEAR	PAVTYPE	EFT	CREDITYPE	NA							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10697	INNET	PAVTYPE	CHQ	CREDITYPE	NA							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10705	AUSTRALIAN SERVICES UNION SA & NT BRANCH	PAVTYPE	EFT	CREDITYPE	NA							
	1,085.00	1,085.00	0.00	1,085.00	0.00	0.00	0.00	0.00	0.00	0.00	727.40	

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			Debits	To 20/1/2011	To 31/12/2010	To 31/1/2010	<= 2/11/2010	
10708	NORTHERN TILE GALLERY (BELLMONT P/L)	1,595.00	1,595.00	0.00	1,595.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDITYPE	NA			
10711	ONE STEEL	145.96	145.96	0.00	145.96	0.00	0.00	5,316.10
		PAYTYPE	EFT	CREDITYPE	NA			
10727	TOTAL SECURITY SCREENS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDITYPE	NA			
10736	CUSTOMMADE COMMERCIAL KITCHEN	4,796.00	4,796.00	0.00	0.00	4,796.00	0.00	-4,796.00
		PAYTYPE	EFT	CREDITYPE	NA			
10739	H2O PTY LTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDITYPE	NA			
10748	COLONIAL FIRST STATE- FIRST CHOICE PERSONAL SUPER	804.81	804.81	0.00	804.81	0.00	0.00	536.54
		PAYTYPE	EFT	CREDITYPE	NA			
10758	AUSSIE SIGNS	1,650.00	1,650.00	0.00	0.00	0.00	1,650.00	1,650.00
		PAYTYPE	EFT	CREDITYPE	NA			
10762	ZIEGAM PTY LTD v/as TELSTRA SHOPS & BUSINESS CENTR	10,167.60	10,167.60	0.00	1,008.00	2,511.00	5,559.90	1,088.70
		PAYTYPE	EFT	CREDITYPE	NA			
10768	DARWIN CENTRAL HOTEL	221.00	221.00	0.00	112.00	109.00	0.00	0.00
		PAYTYPE	EFT	CREDITYPE	NA			
10769	SAFETYWISE AUSTRALIA PTY LTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDITYPE	NA			
10774	AMP FLEXIBLE LIFETIME SUPERANNUATION	654.28	654.28	0.00	654.28	0.00	0.00	0.00
		PAYTYPE	CHQ	CREDITYPE	NA			

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10795		COLLIERS INTERNATIONAL						
	0.00	PAYTYPE	EFT	0.00	0.00	0.00	0.00	2,950.03
10807		SMARTYARD						
	498.60	PAYTYPE	EFT	498.60	0.00	0.00	0.00	0.00
10827		THE TRUSTEE FOR KIRIDJI						
	7744.90	PAYTYPE	EFT	7744.90	0.00	0.00	0.00	-5,165.27
10840		REBECCA PUPANGAMIRRI						
	-44.00	PAYTYPE	EFT	-44.00	0.00	0.00	0.00	0.00
10866		NATHAN RICHARDSON						
	218.50	PAYTYPE	CHQ	0.00	0.00	0.00	0.00	218.50
10875		DIRECT AIR						
	18,310.00	PAYTYPE	EFT	0.00	18,310.00	0.00	0.00	-14,560.00
10876		RTM - MVR PAYMENTS ONLY						
	60.00	PAYTYPE	CHQ	0.00	0.00	0.00	0.00	60.00
10905		ROSABELLE WONAEMIRRI						
	0.00	PAYTYPE	EFT	0.00	0.00	0.00	0.00	0.00
10906		CATHERINE ULLUNGURA						
	0.00	PAYTYPE	EFT	0.00	0.00	0.00	0.00	0.00
10907		PATSY TIPUNGWUTI						
	0.00	PAYTYPE	EFT	0.00	0.00	0.00	0.00	0.00
10917		MICHELLE TIPLOURA						
	0.00	PAYTYPE	EFT	0.00	0.00	0.00	0.00	210.75

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			Debts	To 20/1/2011	To 31/12/2010	To 31/1/2010	<= 2/11/2010	
10924	METRO MINI BUSES							
		616.00	616.00	616.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT							
10925	NORTHERN TERRITORY AUTOMOTIVE GROUP							
		190,984.45	190,984.45	190,984.45	0.00	0.00	0.00	190,984.45
	PAYTYPE EFT							
10971	ALAN RICKARD							
		85.36	85.36	85.36	0.00	0.00	0.00	-85.36
	PAYTYPE EFT							
10982	BEST WESTERN DARWIN AIRPORT GATEWAY INN							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT							
10995	CHUBB FIRE AND SECURITY PTY LTD							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT							
10996	DON KYATT SPARE PARTS							
		547.79	547.79	547.79	0.00	0.00	0.00	0.00
	PAYTYPE EFT							
11001	TISC - PETTY CASH PARAP OFFICE							
		200.00	200.00	200.00	0.00	0.00	0.00	0.00
	PAYTYPE NA							
11008	LITCHFIELD SPRINGS WATER PTY LTD							
		19.00	19.00	19.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT							
11009	MARTIN WADDINGTON							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT							
11011	ISS WASHROOM SERVICES							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT							
11012	JANI-KING							
		320.83	320.83	0.00	0.00	0.00	0.00	320.83
	PAYTYPE EFT							

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Account No	Original	Outstanding	Unapplied	Debits					Future Items	
				To 20/1/2011	>30days	>60days	>90days			
11013	NT RECYCLING SOLUTIONS									
		173.80	173.80	0.00	173.80	0.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT									
11014	UNITED PETROLEUM PTY LTD									
		32,430.90	32,430.90	0.00	32,430.90	0.00	0.00	0.00	0.00	32,430.90
	PAYTYPE EFT									
11015	NEOSID AUSTRALAI PTY LTD									
		324.50	324.50	0.00	0.00	0.00	0.00	324.50	0.00	324.50
	PAYTYPE EFT									
11016	LATITUDE 12									
		7,046.97	7,046.97	0.00	2,306.97	0.00	0.00	4,840.00	0.00	2,739.90
	PAYTYPE EFT									
11025	ERNEST WILLIAMS									
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT									
11029	CLEARVIEW RETIREMENT SOLUTIONS									
		1,532.61	1,532.61	0.00	1,532.61	0.00	0.00	0.00	0.00	255.44
	PAYTYPE CHQ									
11031	DELL AUSTRALIA PTY LTD									
		143.00	143.00	0.00	143.00	0.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT									
11037	PATRICIA BROGAN									
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT									
11059	NOELINE STASSI									
		151.30	151.30	0.00	151.30	0.00	0.00	0.00	0.00	151.30
	PAYTYPE EFT									
11070	CUMMINS SOUTH PACIFIC									
		3,765.20	3,765.20	0.00	3,765.20	0.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT									
11072	MICHAEL SHERRIN									
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PAYTYPE EFT									

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	Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future Items
11077								
	TERRITORY TIMBER SIGNS							
		880.00	880.00	0.00	0.00	880.00	0.00	0.00
			PAYTYPE	EFT	CREDITYPE	OTHER		
11078								
	ILD							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PAYTYPE	EFT	CREDITYPE	NA		
11079								
	NT RUBBER & FRIDGE SEALS							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PAYTYPE	EFT	CREDITYPE	NA		
11081								
	DENISE OFFICER							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PAYTYPE	EFT	CREDITYPE	STAFF		
11083								
	KR BLACKER & FRANGOLIS SUPER FUND & HIM WARDHILL							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PAYTYPE	EFT	CREDITYPE	NA		
11084								
	RONALDITY PTY LTD							
		12,553.42	12,553.42	0.00	12,553.42	0.00	0.00	-12,553.42
			PAYTYPE	EFT	CREDITYPE	NA		
11086								
	ALKIRA DARWIN							
		550.00	550.00	0.00	550.00	0.00	0.00	0.00
			PAYTYPE	EFT	CREDITYPE	NA		
11087								
	ANZ ONEANSWER PERSONAL SUPER							
		1,524.22	1,524.22	0.00	1,524.22	0.00	0.00	762.11
			PAYTYPE	CHO	CREDITYPE	NA		
11088								
	RecruitmentSuper							
		554.85	554.85	0.00	554.85	0.00	0.00	-120.15
			PAYTYPE	EFT	CREDITYPE	NA		
11089								
	NATIONAL AUSTRALIA BANK GROUP SUPER FUND A							
		280.60	280.60	0.00	280.60	0.00	0.00	-150.47
			PAYTYPE	EFT	CREDITYPE	NA		
11091								
	ADRIAN JOHN SIBERT							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PAYTYPE	EFT	CREDITYPE	STAFF		

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Account No	Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future Items
11094		DO NOT USE						
	2,134,000	2,134,000	0.00	2,134,000	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDTYPE	NA			
11097		ALANS TRADING						
	2,750,000	2,750,000	0.00	2,750,000	0.00	0.00	0.00	2,750,000
		PAYTYPE	EFT	CREDTYPE	NA			
11101		UB COOL						
	545,600	545,600	0.00	0.00	545,600	0.00	0.00	545,600
		PAYTYPE	EFT	CREDTYPE	NA			
11102		TOP END GREEN KEEPING PTY LTD						
	440,000	440,000	0.00	440,000	0.00	0.00	0.00	440,000
		PAYTYPE	EFT	CREDTYPE	NA			
11103		SALLY ULLUNGURU						
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDTYPE	STAFF			
11105		AGNES MARY PORTAMINNI						
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDTYPE	STAFF			
11107		ALICE WILLIAMS						
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDTYPE	STAFF			
11108		SONIA GUY						
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDTYPE	STAFF			
11110		NOREEN KERINAUIA						
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDTYPE	STAFF			
11111		LEGALSUPER						
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.24
		PAYTYPE	EFT	CREDTYPE	NA			
11113		THOMAS CLEAVER						
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDTYPE	STAFF			

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			Debits	To 20/1/2011	To 31/12/2010	To 31/1/2010	<= 2/11/2010	
11114 DENISE HALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDITYPE	STAFF			
11115 SATELLITE HIRE AUST P/L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,740.00
		PAYTYPE	EFT	CREDITYPE	NA			
11116 EDWINA MOREEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDITYPE	STAFF			
11118 LAWRENCE COSTA JNR (BRUPPACHER)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PAYTYPE	EFT	CREDITYPE	NA			
Grand Total (AUD)	725,249.14	723,571.51	7,679.94	549,698.14	\$6,835.25	47,000.61	77,699.25	413,713.31
	100%		-1%	76%	8%	6%	11%	

END OF REPORT

Selection Criteria
Ledger Name = 'APACT'
As At Date = 31/01/2011
Show (T)ransaction or (B)ase currency? = 'T'
Ageing Period One = 30
Ageing Period Two = 30
Ageing Period Three = 30

Sort Criteria
Document Date - Ascending
Document Type - Ascending
Document Reference - Ascending

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	Original	Outstanding	Unapplied Credits	Current To 20/1/2011	>30days To 31/2/2010	>60days To 31/1/2010	>90days <= 2/1/2010	Future Items
00001 Dept of Health	6,901.30	6,901.30	0.00	1,335.00	500.00	600.00	4,476.30	1,175.00
00003 Dept of Employment Education and Workplace Relations	-47,502.40	-47,502.40	-47,502.40	0.00	0.00	0.00	0.00	-47,502.40
00005 Dept Housing, Local Government and Regional Services	164,709.80	229,197.67	742,563.54	783,012.05	19,880.15	172,433.72	6,235.33	648.59
00006 Dept of the Environment Water Heritage and the Arts	47,502.40	47,502.40	0.00	47,502.40	0.00	0.00	0.00	-47,502.40
00007 Dept Families & Housing, Community Svcs & Indigenous Affairs	-6,150.00	-6,150.00	-6,000.00	450.00	0.00	0.00	0.00	308.00
00010 Attorney Generals Dept	259,522.20	259,522.20	0.00	0.00	0.00	0.00	259,522.20	0.00
00013 Dept of Justice	150.00	150.00	0.00	0.00	0.00	0.00	150.00	210.00
00014 Tiwi Land Council	50,900.10	12,586.60	4,481.20	8,909.30	100.00	2,651.80	29,208.70	1,405.00
00015 Charles Darwin University	165.00	165.00	0.00	0.00	0.00	165.00	0.00	0.00
00016 Easy B&J Grader Hire Pty Ltd	4,864.00	4,864.00	0.00	0.00	0.00	0.00	4,864.00	0.00
00019 Tiwi Islands Training And Employment Board	1,803.61	1,803.61	-325.00	1,803.61	0.00	0.00	1,828.61	-1,773.61

Tiwi Islands Shire Council
TISC Mgr Finance

Age Analysis - Summary Report
Ledger ARRACT Accounts Receivable (AUD)

As At 31/01/2011

	Original	Outstanding	Unapplied Credits	Current To 20/1/2011	>30days To 31/2/2010	>60days To 3/1/2010	>90days <= 2/11/2010	Future Items
00020								
	Bathurst Island Housing Association Inc							
		-11,718.94	11,718.94	-12,048.94	60.00	0.00	120.00	150.00
00021	Milikapiti Progress Association							
		190.00	190.00	0.00	190.00	0.00	0.00	0.00
00023	Melville Island Lodge							
		742.00	742.00	0.00	742.00	0.00	0.00	0.00
00025	QB Hire Pty Ltd							
		8,708.00	8,708.00	0.00	0.00	0.00	0.00	8,708.00
00026	Tiwi Resources Pty Ltd - Tiwi Land Use Funds							
		956.00	956.00	0.00	406.00	0.00	150.00	0.00
00028	Jhamara Arts & Crafts							
		1,094.00	1,094.00	0.00	1,094.00	0.00	0.00	1,094.00
00029	Tiwi Education Board Inc							
		1,485.00	1,485.00	0.00	1,405.00	0.00	0.00	1,405.00
00030	Calvary Silver Circle (Nguiu Aged Care)							
		573.50	573.50	-128.00	606.50	0.00	95.00	0.00
00032	The Cool Guys							
		400.00	400.00	-200.00	400.00	150.00	750.00	0.00
00033	Tiwi Design Aboriginal Corporation							
		750.00	750.00	0.00	150.00	0.00	600.00	0.00
00034	Great Southern Forestry Nt Pty Ltd							
		800.00	800.00	0.00	0.00	0.00	0.00	800.00

Tiwi Islands Shire Council
TISC Mgr Finance

Age Analysis - Summary Report
Ledger ARRACT Accounts Receivable (AUD)

As At 31/01/2011

	Original	Outstanding	Unapplied Credits	Current To 20/1/2011	>30days To 31/12/2010	>60days To 31/1/2010	>90days <= 2/11/2010	Future Items
00036 Ngaiti Ullinjimi Association Inc.	3,103.00	3,103.00	-400.00	2,493.00	0.00	610.00	400.00	-602.00
00038 Dept of Construction & Infrastructure	228.80	228.80	0.00	0.00	0.00	0.00	228.80	0.00
00039 Munupji Wilderness Lodge Pty	197.65	791.23	-66.77	0.00	0.00	836.00	0.00	-429.00
00040 Telstra - 787160 Fuel Officer	509.00	509.00	-531.30	0.00	0.00	0.00	1,000.30	0.00
00042 Centrelink	143.00	143.00	0.00	0.00	0.00	0.00	143.00	2,791.39
00044 Dept Education And Training	900.00	900.00	0.00	900.00	0.00	0.00	0.00	-900.00
00045 Milkkapiti Sports and Social Club Inc	1,198.00	1,198.00	0.00	698.00	500.00	0.00	0.00	-698.00
00049 Catholic Diocese of Darwin	2019.93	2,019.93	0.00	0.00	0.00	0.00	2,019.93	0.00
00052 Pirlangimji Progress Association Inc.	190.00	190.00	0.00	190.00	0.00	0.00	0.00	-190.00
00053 Munupji Arts And Crafts Association	1,603.38	1,603.38	0.00	1,603.38	0.00	0.00	0.00	-1,603.38
00054 CatholicCare NT (Cenacare)	0.00	6.00	-35.00	0.00	0.00	35.00	0.00	0.00

Tiwi Islands Shire Council
TISC Mgr Finance

Age Analysis - Summary Report
Ledger ARRACT Accounts Receivable (AUD)

As At 31/01/2011

	Original	Outstanding	Unapplied Credits	Current To 201/2011	>30days To 3/12/2010	>60days To 3/11/2010	>90days <= 2/11/2010	Future Items
00059 PowerWater Corp - IES Retail	295.77	295.77	0.00	295.77	0.00	0.00	0.00	6,340.52
00061 Matilda Minerals	409,217.50	209,242.20	0.00	0.00	0.00	0.00	209,242.20	0.00
00070 Andrew Bush	4,448.00	4,448.00	0.00	0.00	0.00	0.00	4,448.00	0.00
00075 Australian Red Cross	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
00078 BEN HAVEN CARPENTRY	78.50	78.50	0.00	0.00	0.00	0.00	78.50	0.00
00087 CENTRELINK AGENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00088 Cheryl Whiting	435.60	435.60	0.00	0.00	0.00	0.00	435.60	0.00
00097 Debbie Miller Accounting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,385.34
00102 EBONY COSTA	540.69	300.54	279.85	478.31	0.00	0.00	200.00	0.00
00112 Graeme Fegan	4,538.58	3,538.58	0.00	355.44	0.00	0.00	3,183.14	0.00
00117 ITEC Employment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	660.00

Tiwi Islands Shire Council
 TISC Mgr Finance
Age Analysis - Summary Report
Ledger AR/ACT Accounts Receivable (AUD)
 As At 31/01/2011

	Original	Outstanding	Unapplied Credits	Current To 20/1/2011	>30days To 31/2/2010	>60days To 31/1/2010	>90days <= 2/11/2010	Future Items
00123 Jones Lang Lasalle	0.00	0.00	-6,882.67	6,882.67	0.00	0.00	0.00	0.00
00129 KEVIN DOOLAN	251.39	251.39	0.00	251.39	0.00	0.00	0.00	0.00
00131 LAWRENCE COSTA	536.48	536.17	0.00	71.75	0.00	0.00	464.42	37.86
00137 LESLIE TUNGATALUM	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00
00142 Maralampuwi Kurupuwu	140.00	20.00	0.00	0.00	0.00	0.00	20.00	0.00
00149 MCS SCHOOL	254.00	254.00	0.00	254.00	0.00	0.00	0.00	254.00
00162 NT Fleet	2,673.00	2,673.00	-683.00	2,073.00	0.00	603.00	0.00	-397.00
00164 NT POLICE	813.00	813.00	0.00	500.00	0.00	313.00	0.00	0.00
00168 PowerWater Corporation	456,883.84	357,528.38	0.00	200,426.69	2,196.70	19,350.00	144,754.77	-31,303.83
00172 DHU.GRS - Remote Housing Unit	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00
00178 Tetra Corporation	376.00	376.00	0.00	176.00	0.00	0.00	0.00	0.00

Tiwi Islands Shire Council
TISC Mgr Finance

Age Analysis - Summary Report
Ledger ARRACT Accounts Receivable (AUD)

As At 31/01/2011

	Original	Outstanding	Unapplied Credits	Current To 20/1/2011	>30days To 31/12/2010	>60days To 31/1/2010	>90days <= 2/11/2010	Future Items
00179	DHLGRS - Indigenous Essential Services							
	4,812.50	4,812.50	0.00	0.00	0.00	0.00	4,812.50	0.00
00192	Ubique Consulting Group							
	-198.00	-198.00	-198.00	0.00	0.00	0.00	0.00	0.00
00197	Ranku Store							
	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00	0.00
00198	Xavier CEC							
	100.00	100.00	0.00	50.00	0.00	50.00	0.00	0.00
00203	KELLY BOW							
	459.88	459.88	0.00	0.00	0.00	0.00	459.88	0.00
00245	Ngulu Club Association Inc							
	270.00	270.00	0.00	270.00	0.00	0.00	0.00	0.00
00246	LEONIE CARPENTER							
	1,192.56	1,192.56	0.00	0.00	0.00	0.00	1,192.56	0.00
00250	EDWARD TIPUNGWUTI							
	105.00	105.00	0.00	0.00	0.00	0.00	105.00	0.00
00251	CONNIE PLAUTJIMI							
	105.00	105.00	0.00	0.00	0.00	0.00	105.00	0.00
00252	HENRY TIPUNGWUTI							
	105.00	105.00	0.00	0.00	0.00	0.00	105.00	0.00
00253	MELINDA KERINAIUA							
	105.00	105.00	0.00	0.00	0.00	0.00	105.00	0.00

Tiwi Islands Shire Council
 TISC Mgr Finance
Age Analysis - Summary Report
Ledger ARRACT Accounts Receivable (AUD)
 As At 31/01/2011

	Original	Outstanding	Unapplied Credits	Current To 201/2011	>30days To 3/12/2010	>60days To 3/11/2010	>90days <= 2/11/2010	Future Items
00254	A PURUNTATAMERI	165300	165300	0300	0300	0300	165300	0300
00255	TOM BOHNING	94342	94342	0300	0300	0300	94342	0300
00258	CRYSTAL JOHNSON (CYRIL)	27300	27300	0300	0300	0300	27300	0300
00259	Franz Van Aardt	1398139	139855	0300	0300	0300	139855	0300
00263	Harvey World Travel - Darwin	2382300	2382300	0300	0300	0300	132300	2250000
00268	NAZARETH ALFRED	215363	215363	0300	0300	0300	215363	0300
00273	Territory Alliance	20308630	20308630	0300	12773300	0300	7315300	6303500
00274	Kelli Mary Parantameri	210300	210300	0300	0300	0300	210300	0300
00275	CAJLETAN DUNN	23738	9738	0300	0300	0300	9738	0300
00278	Tiwi Enterprises Pty Ltd	1750300	1750300	0300	1350300	0300	500300	100300
00279	Tim Hicks	500300	500300	0300	0300	0300	500300	0300

Tiwi Islands Shire Council
TISC Mgr Finance

Age Analysis - Summary Report
Ledger ARRACT Accounts Receivable (AUD)

As At 31/01/2011

	Original	Outstanding	Unapplied Credits	Current To 20/1/2011	>30days To 31/12/2010	>60days To 31/1/2010	>90days <= 2/11/2010	Future Items
00280	Centre for Appropriate Technology (CAT)							
	190,000	190,000	0,000	0,000	0,000	0,000	190,000	190,000
00284	Remote Building & Maintenance							
	-550,000	-550,000	-550,000	0,000	0,000	0,000	0,000	6,300,000
00286	Bima Wear							
	572,000	572,000	0,000	572,000	0,000	0,000	0,000	590,000
00287	JACK LONG							
	418,000	418,000	0,000	0,000	0,000	0,000	418,000	0,000
00291	Laser Electrical Geelong							
	0,000	0,000	4,600,000	0,000	0,000	0,000	4,600,000	0,000
00293	Maren Rusia							
	0,000	650,000	0,000	0,000	650,000	0,000	0,000	0,000
00294	Kellyco Electrical Services Pty Ltd							
	2,254,170	2,254,170	0,000	0,000	0,000	0,000	2,254,170	0,000
00299	MH Building Technology Housing							
	600,500	600,500	0,000	0,000	0,000	0,000	600,500	-600,500
00305	Ross Milburn							
	600,000	600,000	0,000	0,000	0,000	0,000	600,000	0,000
00308	North Australian Aboriginal Family Violence Legal Service							
	3,040,000	3,040,000	0,000	1,520,000	0,000	1,520,000	0,000	1,520,000
00316	councilBIZ							
	0,000	0,000	0,000	0,000	0,000	0,000	0,000	545,000

Tiwi Islands Shire Council
TISC Mgr Finance

Age Analysis - Summary Report
Ledger ARRACT Accounts Receivable (AUD)

As At 31/01/2011

	Original	Outstanding	Unapplied Credits	Current To 20/1/2011	>30days To 31/12/2010	>60days To 31/1/2010	>90days <= 2/11/2010	Future Items
00320	East Arnhem Shire Council	8,568.77	8,568.77	0.00	8,568.77	0.00	0.00	0.00
00324	Batchelor Institute of Indigenous Tertiary Education	330.00	330.00	0.00	330.00	0.00	0.00	0.00
00325	Aileen Tiparui	511.50	261.50	0.00	0.00	0.00	0.00	250.00
00327	Mr & Mrs William Nelson	605.48	572.48	0.00	0.00	0.00	0.00	33.00
00332	Lana Ulungura	240.00	240.00	0.00	0.00	0.00	0.00	0.00
00334	Brad Tipihoura	82.85	82.85	0.00	0.00	0.00	0.00	0.00
00335	Sandra Parantameri	61.95	61.95	0.00	0.00	0.00	0.00	0.00
00336	Franchise Timeapata	1,021.43	871.43	0.00	0.00	0.00	0.00	150.00
00337	Craig Rutherford	1,339.86	1,339.86	0.00	0.00	0.00	0.00	0.00
00350	Shea Rotumah	19.50	19.50	0.00	0.00	0.00	0.00	0.00
00351	Rosyth Construction Pty Ltd	450.00	450.00	0.00	0.00	0.00	0.00	0.00

Tiwi Islands Shire Council
TISC Mgr Finance

Age Analysis - Summary Report
Ledger ARRACT Accounts Receivable (AUD)

As At 31/01/2011

	Original	Outstanding	Unapplied Credits	Current To 20/1/2011	>30days To 31/12/2010	>60days To 31/1/2010	>90days <= 2/11/2010	Future Items
00355 NT Police, Fire and Emergency Services	647.50	647.50	0.00	134.00	0.00	113.50	0.00	295.00
00357 PALMERSTON COMMUNITY CORRECTIONS	150.00	150.00	0.00	0.00	0.00	150.00	0.00	0.00
00363 Dept Lands & Planning	59,625.00	59,625.00	0.00	59,625.00	0.00	0.00	0.00	59,625.00
00369 Alan Hudson	853.00	853.00	0.00	0.00	765.00	0.00	88.00	0.00
00370 Cash Sales	2,668.13	26.00	0.00	0.00	0.00	20.00	0.00	0.00
00372 City State Machinery	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
00373 Pauline Corpus	850.54	850.54	0.00	730.54	0.00	0.00	120.00	342.37
00375 Ernie Williams	175.92	175.92	0.00	79.58	0.00	0.00	96.34	0.00
00376 Eddie Dickson	148.07	148.07	0.00	0.00	0.00	0.00	148.07	0.00
00378 Chaya Bartlett	2,002.25	2,002.25	0.00	2,002.25	0.00	0.00	0.00	0.00
00382 ComCover	8,790.00	8,790.00	0.00	0.00	0.00	8,790.00	0.00	0.00

Tiwi Islands Shire Council
TISC Mgr Finance

Age Analysis - Summary Report
Ledger ARRACT Accounts Receivable (AUD)

As At 31/01/2011

	Original	Outstanding	Unapplied Credits	Current To 20/1/2011	>30days To 31/12/2010	>60days To 31/1/2010	>90days <= 2/11/2010	Future Items
00384 Andrew May	-1,000.00	-1,000.00	-1,000.00	0.00	0.00	0.00	0.00	0.00
00386 LRB Building Contractors	313.50	313.50	0.00	313.50	0.00	0.00	0.00	0.00
Grand Total (AUD)	1,520,720.22	1,263,432.91	-434,306.71	1,157,773.22	15,141.25	208,276.62	716,635.43	-40,584.96
		100%	-66%	92%	1%	16%	57%	

END OF REPORT

Selection Criteria
 Ledger Name = 'ARACT'
 As At Date = 31/01/2011
 Show (T)ransaction or (B)ase currency? = 'T'
 Ageing Period One = 30
 Ageing Period Two = 30
 Ageing Period Three = 30

Sort Criteria
 Document Date - Ascending
 Document Type - Ascending
 Document Reference - Ascending

REPORTS FOR INFORMATION



ITEM NUMBER	4.8
TITLE	Community Service & Children's Service
REFERENCE	76981
AUTHOR	Ebony Costa, Regional Coordinator of Childrens Services

Up date and Progress report

BACKGROUND

All Children's & Youth Service will commence Training from 7th March 2011. Any persons wanting to work in Children/Community/Youth or Aged Services will need to have a minimum qualification of a Certificate III in Children's or Community Services to meet the National Standard Regulations (2009). As a result of this All Children's Service will close once a month to complete their theory and the other 2 days will be on the floor training and assessment. A notice for the Community and a letter for the Parents will go out informing them of those closure dates.

New works are under way on the Pirlangimpi Childcare Centre and we have been notified by DEEWR that the date of completion should be at the end of March 2011.

Sport and Recreation, Outer Schools Hours Care & Vacation Care have had a lot of issues arise with staff performance and service delivery in each Community. A staff meeting was held at Jirnani Childcare centre on Friday 11th Feb. Regional Manager Kevin Doolan, CEO Alan Hudson and Counsellor Kathleen Tipungwuti and I addressed all staff in Children and Youth Services to talk about and resolve issues regarding service deliver and staff performance/responsibilities in each Program in all three Communities. We have addressed all issues and given clear direction to how each program should operate and should see improvements and consistency in staffing and service delivery in each Community along with ongoing training.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council receive and note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	5.1
TITLE	Nominations for Attendance at Local Government Forums
REFERENCE	77024
AUTHOR	Alan Hudson, Chief Executive Officer



Seeking nomination for the Local Government Forums – Alice Springs

BACKGROUND

Councillors previously indicated for additional member to attend forums such as the Local Government Association meeting – The next LGANT meeting and related forum are to be held in Alice Springs between the 29th March and the 31st of March as follows:

- 29 March – Regional Shire Forum
- 30th March – CEO and Mayor’s Forum’s
- 31st March – LGANT General Meeting

ISSUES/OPTIONS/CONSEQUENCES

Its’ desirable that other elected members also attend as observers at these forums.

CONSULTATION & TIMING

N/A

RECOMMENDATION:

That Council nominate other members to attend these forums

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	5.2
TITLE	ICT Report
REFERENCE	77027
AUTHOR	Christopher Smith, ICT and Systems Manager



ICT Report to the Council from ICT Manager, proposal to adopt Satellite Phone policy in light of Cyclone Carlos

BACKGROUND **Satellite Phones**

Tiwi Islands have recently weathered Cyclone Carlos, a category 1 cyclone with wind gusts up to 120 klms per hour. Much can be learned from these recent experiences.

All communications were lost at Pirlangimpi and Milikapiti, including landlines, NextG mobiles and internet. The last remaining means of communication between Shire Offices, and between staff and Councillors stranded in Darwin and family on the islands was via satellite phones. While satellite phones have limitations (no connectivity inside, decreased reception during cloud, rain or storms etc) they remain the only communication independent of local power or services.

Attached is a proposed Satellite Phone Policy to manage the distribution and use of satellite phones in the Shire. This covers the use of satellite phones, the responsibilities of those to whom they are given, and some proposals regarding management of the devices.

Darwin, Nguiu, Pirlangimpi and Milikapiti

Since the Christmas break I have spent a lot of time in Darwin setting up the new office at Room 8, 21 Parap Rd. We now have an IP Phone system in Darwin with a block of 50 telephone numbers (8991 9600 to 8991 8649) and a license for 20 handsets. Since everything is software driven, we can expand this indefinitely. Licenses for additional usage can be added on request and additional handsets can be added in minutes.

IP Telephony, or Voice Over IP, is the future of telephony for landlines and is cheaper than the PSTN or ISDN services offered by Telstra. Eventually TISC should look to extending the IP Phone network to the communities on the islands. There is already an IP Phone card in the Phone system at Nguiu which we are not using.

Since I have been concentrating on work in Darwin, I have not been able to visit Pirlangimpi, Milikapiti or Wurankuwu as much as I would like. Once the road is open again and I have access to a vehicle, I need to make regular trips to Pirli and Mili. Small jobs are mounting up in both locations. I will attend to these as soon as is practicable.

IT Assistant

To assist in maintaining our IT services and equipment, there is a proposal to develop an IT Assistant role in the Shire. If anyone knows of an interested Tiwi, male or female, the position has the potential to lead to a profession in the IT industry.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council adopt the proposed Tiwi Islands Shire Council Satellite Phone Policy

ATTACHMENTS:

1 Tiwi Shire Satellite Phone Policy.doc

Tiwi Shire Satellite Phone Policy

Policy Number:

Status: Draft

Originating Date: February 2011

Date Ratified by Shire Council: Not ratified

Next Review Date: February 2012

Accountable Director: CEO

Policy Author: ICT and System Manager

CONTENTS

- 1.0 Introduction
- 1.1 Rationale
- 1.2 Scope
- 1.3 Principles
- 2.0 Satellite Phone Policy
- 2.1 Criteria for Issue of a Shire Satellite Phone
- 2.2 Replacement
- 2.3 Lost or Broken Phones
- 2.4 Termination of Employment
- 2.5 Conditions of Use
- 2.6 Health and Safety
- 2.7 Private Use
- 3.0 Implementation and Compliance
- 4.0 Reference Documents
- 5.0 Distribution
- 6.0 Review

APPENDICIES

- Appendix 1. Mobile Phone Return Form
- Appendix 2. Mobile Phone Transfer Form
- Appendix 3. Mobile Phone Issue and Return Form

1.1.0 POLICY RATIONALE

1.1.1 At the time of writing the Shire has 13 satellite phones issued to Staff.

It is suggested that the Shire agree there is a need to ensure a more effective management of the Shire's satellite phones, in order to protect Shire assets, and to ensure access to viable communication during extreme events such as cyclones, severe storms or power outages.

It should be noted that prior to the establishment of a corporate satellite phone policy, nine satellite phones previously issued to Shire employees appear to be lost, misplaced, not turned on or not in a reception area (such as inside).

This policy seeks to establish a standard set of conditions, and a framework for the use of satellite phones within the Shire.

1.2.0 SCOPE

1.2.1 This Policy will apply to all Shire employees and Councillors who are provided with a satellite phone to assist them in the performance of their duties.

1.3.0 PRINCIPLES

1.3.1 The Policy is designed to ensure that there are clear internal arrangements for the effective management and use of satellite phones.

1.3.2 The Policy ensures that satellite phones are available, are fully charged and have a current service account in the event of a cyclone, severe storm, loss of power, or loss of 3G connectivity.

1.3.3 The Policy underpins any operational procedures connected with the Shire's framework for emergencies such as a cyclone.

1.3.4 The Policy establishes the responsibilities of employees of the Shire in regard to the issue and use of Shire satellite phones.

2.0 SATELLITE PHONE POLICY

2.1.0 CRITERIA FOR ISSUE AND USE OF A SHIRE SATELLITE PHONE

2.1.1 Satellite telephones will only be issued to the Essential Services Officer in each community (Pirlangimpi, Wurankuwu, Milikapiti and Nguiu) and one will be located in each of the Shire Offices at Nguiu, Milikapiti and Pirlangimpi. These phones will be the responsibility of the designated Shire employee at each location.

2.1.2 The satellite phones in each office may be issued in emergencies to designated staff in order to maintain emergency communications. In this case the Office Manager is responsible for the documenting of the phone issued, its contact number, and the issue and return of any chargers, antennas or attachments. (See Appendix 3. Mobile Phone Issue and Return Form)

2.2.0 REPLACEMENT PHONES

2.2.1 The Shire expects all employees, who have been allocated satellite phones, to take the utmost care and responsibility for them. If a phone is lost or stolen, it should be reported immediately to the employee's Manager and the IT Manager of the Shire.

2.3.0 LOST OR BROKEN PHONES

2.3.1 If a phone is broken or faulty, then the handset should be returned to the IT Manager. A temporary phone may be issued until repair can be effected. If the phone cannot be repaired, a replacement phone will be provided.

2.3.2 Depending on the circumstances in which the phone was lost or broken, the Shire will be responsible for replacing the phone. However if carelessness on the part of the employee can be shown as the cause of the loss, or if the damage occurred outside of work (i.e. on a weekend fishing trip) the employee will be required to meet the replacement cost.

2.4.0 TERMINATION OF EMPLOYMENT

2.4.1 On termination of employment, the employee must return the phone to the IT Manager or to their immediate supervisor, who should then return the phone to the Shire IT Manager, unless the Manager has authorised a transfer to a new user using the appropriate paperwork. Any accessories supplied by the organisation for use with the satellite phone must also be returned. In the event of incomplete or dysfunctional return, the staff member will be charged the full replacement cost of the phone or missing items.

2.4.2 Satellite telephones issued to an individual must not be passed to any other employee without the authorisation of their Manager or Supervisor, and completion of a Mobile Phone Transfer Form.

2.5.0 CONDITIONS OF USE

2.5.1 Shire satellite phones must be kept charged at all times, and in the event of an emergency, such as a cyclone watch being announced by the Bureau of Meteorology, a severe storm, or a complete outage of communications (landlines and NextG) the phone must be turned on and a call placed to the Ngiu office landline or Satellite phone. The satellite phone must be kept charged and turned on for the duration of the weather event or communications outage.

2.5.2 Calls from a satellite mobile must be for emergency use only and cannot be used for regular communication except in the event where the satellite phone is the only means of communication for the community. The satellite phones should be made available to persons of authority in the Shire on request in the case of any of the already mentioned emergencies. Persons of authority are a Shire CEO or Directors.

2.5.3 Shire satellite phones should be used in accordance with the Shire's and the NTG's Information Technology Policy and must not be used inappropriately.

2.5.4 The Shire ESO and responsible Shire staff member at each Shire office must call the Shire IT manager once a month on the issued satellite phone to check that the phones are in a serviceable condition, fully charged and with an active service.

2.5.5 The Shire IT Manager or IT Assistant will inspect the satellite phones every three months to ensure that the phones are kept in a convenient location, are fully charged and in a serviceable condition.

2.6.0 HEALTH & SAFETY

2.6.1 Occupational Health and Safety Regulations require the Shire to ensure all information and instruction is provided to conform to the appropriate Health & Safety Legislation and associated regulations.

2.6.2 Staff must not use a satellite phone in a moving vehicle and must only use the phone when a vehicle is safely parked.

2.6.3 Staff must ensure that, when they carry a Shire satellite phone, they have included in the phone contacts the number of their Manager, the Shire, and Emergency Services. The Shire IT Manager or IT Assistant will ensure that all appropriate numbers are loaded in the satellite phone before issue.

2.7.0 PRIVATE USE

2.7.1 There is no allowed private use on a satellite phone. They are for emergency use only.

3.0 IMPLEMENTATION AND COMPLIANCE

3.1.0 IMPLEMENTATION

3.1.1 This policy will initially be implemented through the CEO and Corporate Directors of the Shire.

3.1.2 At least once a year, a review will be undertaken within the Shire as to the number of satellite phones in use, and whether their issue complies with the criteria set out in 2.1.0. A memo will be sent to all users of Shire satellite phones to make them aware of the policy.

3.1.3 It is the responsibility of managers to ensure that new staff receive information about this Policy, and should be part of any local induction where appropriate. Human Resources will add the Policy to its list of policy issues provided to any new starts. Managers must also ensure that any changes to this policy are effectively communicated within their areas of responsibility.

3.2.0 COMPLIANCE

3.2.1 Managers are responsible for ensuring that staff are aware of the location of this policy. In addition, Managers are responsible for keeping staff up to date about any changes within the policy.

3.2.2 All staff members who use a Shire satellite phone are obliged to adhere to this Policy. Failure to do so may result in disciplinary action.

4.0 REFERENCE DOCUMENTS

4.1.0 This Policy should be read in conjunction with the following legislation, regulations and Shire policies:

Shire Mobile Phone Policy
Shire ICT Policy

5.0 DISTRIBUTION

5.1.0 This Policy will be available for all the Shire's designated locations. Copies will also be available from the Human Resource Department and on the Shire's Intranet.

6.0 REVIEW

6.1.0 The issue of mobile phones to any staff member, will be reviewed on an annual basis, in accordance with the criteria set out in 2.1.1, by Shire Directors.

6.2.0 This Policy will be reviewed on an annual basis with the next review date being February 2012.

SATELLITE PHONE RETURN FORM	
DATE	

DEPARTMENT/SECTION	
MANAGER	
MANAGER PHONE	
MANAGER FAX	
MANAGER EMAIL	

STAFF NAME	
CONTACT NUMBER	
SATELLITE PHONE NUMBER	
SIM CARD #	
PUK/PIN	
AC POWER SUPPLY	
USB CORD	
ANTENNA	
CAR CHARGER	
CONDITION OF RETURN	

REQUESTED BY	THE UNDERSIGNED SIGNATORY HAS WITNESSED THE ATTACHED PAPERWORK AND HEREBY ACCEPTS RETURN: APPROVAL TO ACCEPT RETURN
ORIGINATOR	
PRINT NAME	IT MANAGER

IMPORTANT INFORMATION

In the event of incomplete or dysfunctional return, the staff member will be charged the full replacement cost of the phone or missing items.

SATELLITE PHONE TRANSFER FORM	
DATE	
DEPARTMENT/SECTION	
MANAGER	
MANAGER PHONE	
MANAGER FAX	
MANAGER EMAIL	
STAFF NAME (WHO IS RETURNING THE PHONE)	
CONTACT NUMBER	
SATELLITE PHONE NUMBER	
SIM CARD #	
PUK/PIN	
AC POWER SUPPLY	
USB CORD	
CAR CHARGER	
ANTENNA	
CONDITION OF RETURN	
STAFF NAME (WHO IS RECEIVING THE PHONE)	

REQUESTED BY	THE UNDERSIGNED SIGNATORY HAS WITNESSED THE ATTACHED PAPERWORK AND HEREBY ACCEPTS RETURN AND TRANSFER: APPROVAL TO ACCEPT RETURN AND TRANSFER
ORIGINATOR	
PRINT NAME	IT MANAGER

IMPORTANT INFORMATION

In the event of incomplete or dysfunctional return, the staff member will be charged the full replacement cost of the phone or missing items.

SATELLITE PHONE ISSUE AND RETURN FORM	
DATE	

DEPARTMENT/SECTION	
MANAGER	
MANAGER PHONE	
MANAGER FAX	
MANAGER EMAIL	

STAFF NAME	
CONTACT NUMBER	
SATELLITE PHONE NUMBER	
SIM CARD #	
PUK/PIN	
AC POWER SUPPLY	
USB CORD	
ANTENNA	
CAR CHARGER	
CONDITION OF RETURN	

REQUESTED BY	THE UNDERSIGNED SIGNATORY HAS WITNESSED THE ATTACHED PAPERWORK AND HEREBY ACCEPTS ISSUE AND RETURN:
ORIGINATOR	
	IT MANAGER
PRINT NAME	

IMPORTANT INFORMATION

In the event of incomplete or dysfunctional return, the staff member will be charged the full replacement cost of the phone or missing items.

REPORTS FOR DECISION



ITEM NUMBER	5.3
TITLE	Additional Delegations for Pool/Oval Managers - Wurrumiyanga
REFERENCE	77034
AUTHOR	Alan Hudson, Chief Executive Officer

The purpose of this report is to seek Council's endorsement of delegated expenditure authorization/s to the manager/s of the swimming pool and oval at Wurrumiyanga

BACKGROUND

As Council are aware the former regional manager of our sports and recreation program was also the caretaker/manager of the swimming pool at Wurrumiyanga. This was problematic as it was difficult to cover widespread program activities and maintain adequate service levels and operating hours to service the local community.

This has been addressed by the appointment of a "management Couple" who are now both the swimming pool managers and caretakers for the sports oval complex.

ISSUES/OPTIONS/CONSEQUENCES

Minor operation difficulties have arisen with the ordering of pool and kiosk supplies, which were previously undertaken under the delegation of the Regional manager Sports and Recreation. Without delegated authority to purchase relevant supplies such as chemicals, minor equipment, pool services and canteen supplies, the new managers are reliant on senior staff to approve all purchases.

This is both unnecessary and causes delays thus interrupting services and effecting revenue raising at the pool.

CONSULTATION & TIMING

A new schedule of pool operating hours has been determined after consultation with customers/users and a brief review undertaken of required procedural changes and expenditure levels.

RECOMMENDATION:

That Council approve an expenditure delegation for the purpose of requisitions and ordering with a limit of \$4,000 to the position of pool/oval complex manager/s at Wurrumiyanga

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION



ITEM NUMBER	5.4
TITLE	Memorandum of Understanding - Skinny Fish
REFERENCE	76746
AUTHOR	Denise Officer, Events Manager

<This should set out what the report is about, why it was written and why it is relevant.>

Memorandum of Understanding Skinny Fish Music Northern Territory.

The Tiwi Islands Shire Council is entering into a memorandum of understanding with Skinny Fish Music. Skinny Fish Music seeks to work with the TISC to help develop music infrastructure that leads to greater economic and social activity.

Skinny Fish Music has a relationship with the Tiwi Islands through support of the Tiwi Islands Land Council.

Skinny Fish Music are the record company and manager of the Tiwi Islands hip hop outfit B2M, and are sponsors of the Tiwi Bombers along side the TISC.

Skinny Fish Music is the ONLY record company and music publishers in the NT who engage solely with Indigenous artists to develop career paths. E.g. Geoffrey Gurrumul Yunupingu, the Saltwater band and the Narbalek Band.

Skinny Fish Music seeks to work with the TISC to help develop music infrastructure that leads to greater economic and social activity on the Tiwi Islands via the provision of:

- Preferred supplier for sound equipment and public address systems at competitive prices
- event co-ordination
- Non Accredited training and mentoring
- Performers booking services

The MOU will be reviewed in 6months and every12 months thereafter.

CONSULTATION & TIMING

RECOMMENDATION:

That Council endorse the Memorandum of Understanding

ATTACHMENTS:

There are no attachments for this report.

COMMON SEAL APPROVAL

ITEM NUMBER	6.1
TITLE	Deed of Variation - Centrelink and Tiwi Islands Shire Council
REFERENCE	77035
AUTHOR	Alan Hudson, Chief Executive Officer



The Common Seal was used on the 25 February 2011 to enter into an agreement for the provision of Centrelink Agent Services

BACKGROUND

On 23 August 2010 Centrelink and the Tiwi Islands Shires Council entered into an agreement for the provision of Centrelink Agent Services.

Centrelink and the shire have agreed to vary the terms of the Principal Agreement in accordance with this Deed.

ISSUES/OPTIONS/CONSEQUENCES

Amendment to Item 15 of the original agreement – The daily operating hours within which the Contractor must perform the services are:

- a) Milikapiti – 37.5 – Weekly contract hours
- b) Pirlangimpi – 32.5 Weekly contract hours

All other aspects of the agreement remain unchanged.

CONSULTATION & TIMING

The variation becomes effective from the date of this Deed.

RECOMMENDATION:

That Council receive and note this report for information

ATTACHMENTS:

There are no attachments for this report.