AGENDA

ORDINARY COUNCIL MEETING

WEDNESDAY, 28 OCTOBER 2015

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

- Wednesday, 28 October 2015 at
- Wurrumiyanga
- Commencing at 10:00AM

Your attendance at the meeting will be appreciated.

Marion Scrymgour
Chief Executive Officer

AGENDA

1 WELCOME & APOLOGIES

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

1.2 Present

1.3 Apologies

1.4 Leave of Absence

1.5 Declaration of Interest of Members or Staff

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

Section 73 Conflict of interest

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

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

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

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

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

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

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

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

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

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

Section 74 Disclosure of interest

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

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

(b) to the CEO.

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

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

Section 12 Contents of register of interests

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

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

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

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

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

1.6 Confirmation of Previous Minutes

Special Meeting - 22 September 2015

Ordinary Meeting - 30 September 2015 (deferred to 14 October 2015)

2 VISITORS AND PRESENTATIONS

2.1 PRESENTATION BY TIWI ENTERPRISES ON THE WURRUMIYANGA TOURIST PRECINCT DEVELOPMENT PROJECT. 5

3 BUSINESS ARISING

Nil

4 CORRESPONDENCE

Nil

5 GENERAL BUSINESS

Nil

6 REPORTS FOR DECISION

6.1 GRANT ACQUITTALS (VARIOUS GRANTS X 3) 6

7 REPORTS FOR INFORMATION

7.1 FIRST REPORT TO TIWI ISLANDS REGIONAL COUNCIL BY CEO MARION SCRYMGOUR - OCTOBER 2015 10
7.2 ELECTED MEMBERS - FINANCIAL MANAGEMENT TRAINING - TUESDAY 10TH NOVEMBER 2015 - WURRUMIYANGA 15
7.3 COMMUNITY SUPPORT END OF MONTH REPORT SEPTEMBER 2015 16
7.4 HUMAN RESOURCES END OF MONTH REPORT SEPTEMBER 2015 22
7.5 CORPORATE SERVICES END OF MONTH REPORT - SEPTEMBER 2015 25

7.6 INFRASTRUCTURE SERVICES - END OF MONTH - SEPTEMBER 2015 30
7.7 FINANCE END OF MONTH REPORT - SEPTEMBER 2015 32
7.8 GOVERNANCE & COMPLIANCE MANAGERS REPORT - END OF MONTH - SEPTEMBER 2015 57
7.9 MINUTES - MILIKAPITI LOCAL AUTHORITY MEETING HELD ON 29 SEPTEMBER 2015 60

8 CONFIDENTIAL ITEMS

8.1 RATES BALANCES TO BE WRITTEN OFF

The report will be dealt with under Section 65(2) (b) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the personal circumstances of a resident or ratepayer.

9 NEXT MEETING

10 CLOSURE

Meeting closed at…….

VISITORS AND PRESENTATION

ITEM NUMBER	2.1
TITLE	Presentation by Tiwi Enterprises on the Wurrumiyanga Tourist Precinct Development Project.
REFERENCE	167684
AUTHOR	Marion Scrymgour, Chief Executive Officer

A representative from Tiwi Enterprises Pty Ltd will be in attendance today to provide a presentation / briefing to Council on the Wurrumiyanga Tourist Precinct Development Project.

BACKGROUND

Mark Muller from Tiwi Enterprises Pty Ltd has been invited to the 28 October Ordinary Council Meeting to provide a presentation / update for Council on the Wurrumiyanga Tourist Precinct Development Project.

This matter was raised by Councillor John Naden at the last Council Meeting (Wed 14th October 2015) where Council then resolved to invite a Tiwi Enterprises representative to the next available meeting.

Please welcome the Tiwi Enterprises Pty Ltd representative to the Meeting this morning for their short presentation.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council welcomes the representative from Tiwi Enterprises P/L to today's Meeting for their presentation to Council.

ATTACHMENTS:

REPORTS FOR DECISION

ITEM NUMBER	6.1
TITLE	Grant Acquittals (Various Grants x 3)
REFERENCE	167690
AUTHOR	Bruce Mann, A / Senior Accountant

Financial Grant Acquittals covering a number of various grants (Local Authorities & SPG) are required to be endorsed by Council. Listed below are three (3) grant acquittals that require endorsement.

BACKGROUND

Financial acquittals detailing income and expenditure are summarised below, with a copy of the front page of each one included as an attachment.

These acquittals are required to be laid before the Council and certified by an authorised person.

Table 1 - Various Grant Acquittals for Reporting Period Ended 30 June 2015 – Department of Local Government and Community Services

	TIRC Ref:	Description
1.	1479	$184,858 – Strengthening of Local Authorities Funding 2014-15. Grant Ref: LGR2014/00081
2.	1527	CTG - $27,102 Purchase and installation of two 12,000 litre bunded fuel tanks with own bowsers and electronic dispensers at Milikapiti. Grant Ref: 2012/05669

Table 2 - Various Grant Acquittals for Reporting Period Ended 30 June 2015 – Minister for Arts & Museums

	TIRC Ref:	Description
1.	1215	$63,165 – Provision of Library Services 2014/15 Grant Ref: N/A

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council endorses the acquittal of the three (3) grants listed above for the reporting period ending 30 June 2015.

ATTACHMENTS:

1 Acquittal pages to be presented before Council at Oct 15 meeting.pdf

Northern Territory Government

DEPARTMENT OF **LOCAL GOVERNMENT AND COMMUNITY SERVICES**

Local Government Grants Unit
Ground Floor, RCG House
83-85 Smith Street
DARWIN NT 0800

Postal address GPO Box 2850
Darwin NT 0801
Tel 08 8999 8820
Fax 08 8999 8437

Tiwi Islands Regional Council

2014-15 ACQUITTAL OF STRENGTHENING LOCAL AUTHORITIES FUNDING

Department of Local Government and Community Services **File number:** LGR2014|00081

Purpose of Grant: Strengthening Local Authorities funding 2014/15
Date of Approval of Variation to Grant (if applicable) / /201___

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2015

Special Purpose Grant	$184,858
Other income	
Total income	184,858

Expenditure (Specify accounts and attach copies of invoices and ledger entries)
An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure	40,116
Surplus/(Deficit)	$ 144,742

We Certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Bruce Mann 1/10/2015

Laid before the Council at a meeting held on ...../...../201.... **Copy of minutes attached.**

CEO or CFO ..../...../201_

DEPARTMENTAL USE ONLY

Grant. amount correct?	YES/NO
Expenditure conforms with purpose	YES/NO
Minutes checked	YES/NO
Balance of funds to be acquitted	$
Date next acquittal due	/ /
ACQUITTAL ACCEPTED	YES/NO

Prepared by

Comments

Shaun Hardy – Director, Strategic Project & Regions / /

Northern Territory Government

DEPARTMENT OF LOCAL GOVERNMENT

www.nt.gov.a

Local Government Grants Unit
Ground Floor RCG House
83-85 Smith Street
Postal address GPO Box 4621,
Darwin NT 0801
Tel 8999 8820
Fax 8999 8437
Email donna.hadfield@nt.gov.au
Web www.dhlgrs.nt.gov.au

Tiwi Islands Shire Council

2014-15
~~2012-13~~ ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Local Government **File number: 2012/05669**

Purpose of Grant: For the purchase and installation of two 12,000 litre bunded fuel tanks with own bowsers and electronic dispensers at Milikapiti.

Date of Approval of Variation to Grant (if applicable) / /201___

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2015 ~~2013~~

Special Purpose Grant	$27,102 ~~$171,146~~
Other income	
Total income	27,102

Expenditure (Specify accounts and attach copies of invoices or ledger entries)
An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure	24,711
Surplus/~~(Deficit)~~	$ 2,391

We Certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by ...Bruce Mann... 28/9/2015

Laid before the Council at a meeting held on ...../...../201.... **Copy of minutes attached.**

Authorised Person ..../...../201_

DEPARTMENTAL USE ONLY

Grant. amount correct?	YES/NO
Expenditure conforms with purpose	YES/NO
Minutes checked	YES/NO
Balance of funds to be acquitted	$
Date next acquittal due	/ /
ACQUITTAL ACCEPTED	YES/NO

Prepared by

.....

Comments

Peter Thornton – Manager Grants Program / /

NT LIBRARY GRANTS ACQUITTAL FORM

TIWI ISLANDS REGIONAL ..... COUNCIL/~~SCHOOL~~

YEAR ENDING 30TH JUNE 2014-15.....ACQUITTAL OF OPERATIONAL GRANT
LIBRARY CORE SERVICES FUNDING

Purpose of Grant: PROVISION OF LIBRARY SERVICES 2014/2015

INCOME AND EXPENDITURE STATEMENT

Special Purpose Grant excluding GST	$ 63,165.00
GST Amount	$ 6,317.00
TOTAL	$ 69,482.00
Expenditure (Specify accounts and attach copies of invoices or ledger entries)	
Total Expenditure excluding GST	$ 79,854.10
~~Surplus~~/(Deficit)	$ (16,689.10)

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Statement prepared by: BRUCE MANN 25/9/15

Laid before the Council/School at a meeting held on ...../...../

Authorised Person: ..../...../

DEPARTMENTAL USE ONLY

Amount correct	YES/NO
Expenditure conforms to purpose	YES/NO
Balance of funds to be acquitted	$.....
Prepared by.....	...../...../.....

Comments: _____

Manager Business Services _____ ...../...../200

REPORTS FOR INFORMATION

ITEM NUMBER	7.1
TITLE	First Report to Tiwi Islands Regional Council by CEO Marion Scrymgour - October 2015
REFERENCE	167562
AUTHOR	Marion Scrymgour, Chief Executive Officer

This report is provided to Council as an introduction by the new CEO.

INTRODUCTION AND BRIEF CRISIS EVALUATION COMMENTS

I probably don't need to introduce myself by name. I have been appointed as the new CEO of the Tiwi Islands Regional Council. This is both an honour and a daunting challenge.

It is an honour because as a Tiwi person I am going to have a rare opportunity to try and achieve positive changes for my people and my community in a role which in the past has only once ever been held by a non-Tiwi person.

It is a daunting challenge because TIRC has only very recently resumed normal operations, after a lengthy period of suspension and imposed administration. Its governance and integrity have been called into question. While the finger of blame has been pointed mainly at the former CEO, the problems that need to be fixed did not relate solely to him, and will not be magically fixed just because he is now gone.

Also, and perhaps more urgently, the organisation is labouring under an unviable debt burden. Without some form of bail-out funding to address past debt, and a radical change in either expenditure or income to address future debt, TIRC will not be able to claim that is financially solvent. If TIRC was a medical patient in hospital, you would say that it is on life support.

Finally, and in my mind worst of all, TIRC is facing a fundamental identity crisis. Its long-established concept of itself in terms of its reason for existence has been as the principal and over-arching Tiwi community service entity. This role and mission statement was previously always accepted and acknowledged in the Tiwi Islands communities, and TIRC has inherited its organisational identity from the old separately incorporated local government entities like Nguiu Community Government Council, which I had the privilege of working for back in the early 1990's.

Unfortunately, what has happened over the last couple of years is that that identity has been incrementally stripped away. I am referring to the loss of both core functions and agency functions. (CDEP), RJCP, Power and Water, and Housing Maintenance Contract, to name just a few. These are community services and programs for which TIRC used to receive funding and which have always within living memory been undertaken by Tiwi local government bodies.

These three problems I have referred to (governance/accountability, financial viability, and the white-anting of TIRC's proper role and function) are really all just three aspects of one problem. They all need to be fixed in order for us to move forward and provide the high quality services and meaningful jobs for Tiwi that we should be, and I'm sure all are committed to.

The bottom line is that both staff and the recently re-instated elected arm, is about to commence a period which will be looked back on in years to come as TIRC's fight for survival. The good news is that there is every reason to be confident and optimistic about turning things around.

Firstly, in terms of human resources, there is a lot of expertise and wisdom both amongst the elected arm and within our work force. There are also many Tiwi with relevant skills and expertise in a local government context who I hope can be brought back into our workforce.

Secondly, in terms of support for our objectives amongst the wider Tiwi community, the simple fact is that local government services are essential services. Tiwi people depend upon and appreciate being able to get such services. Tiwi people are intelligent enough to understand that TIRC's ability to provide good quality basic local government services will be significantly improved if the organisation can go back to being the primary provider of the various ancillary grant and contract-funded services which it used to run. In fact, the long term vision for Tiwi Islands local government, at the time of the three pre-existing local government councils, was that it should become – sooner rather than later- an enhanced body called an authority. The scope of services and functions contemplated for the Tiwi Islands authority went well beyond traditional local government.

But for the time being, we can only afford to be focussed on a sensibly modest path to recovery.

TIRC's path to recovery does not need to be at the expense of other Tiwi entities or businesses. With open and fair-minded dialogue and collaboration, all current players and stakeholders should be able to agree on the different roles and operations which are appropriately left to each in order for all to progress. For example, TIRC is not, and should not ever become, a local entrepreneur. It is also not a training body. But TIRC has been and must again become an organisation which leverages its significant assets and operations to create and expand Tiwi employment. In particular, TIRC is the natural home of programs like CDP. It is also the logical primary Tiwi Islands roads contractor.

LESSONS TO BE LEARNED

As elected members are aware, TIRC has been the subject of two comprehensive review reports. The first was a "Compliance Review Report" which primarily covered the period July 2013 to November 2014. This report made 30 adverse findings and set out conclusions including the following:

> *Based on the selected samples and testing of information against legislated requirements there is strong evidence pointing to serious systemic failures within the Tiwi Islands Regional Council. Such failures encompass poor accountability of public money; procurement activity not following legislative requirements; council policies being deficient or not being followed; poor communication to staff on new and amended council policies; no accountability of the Chief Executive's travel; poor record keeping practices; HR practices not following set procedures; staff being paid allowances with no overarching standard policy; the council not having an active audit committee and councillors being paid allowances in advance.*

On the basis of the Compliance Review Report, the Minister suspended the elected members and appointed Allan McGill as Official Manager to run TIRC in the meantime. She also appointed him as an Investigator to undertake a more comprehensive investigation of TIRC than the one which had resulted in the Compliance Review Report. Mr McGill's Investigator's report was finalised in June 2015 and submitted to the Minister. I understand that in subsequent months, Mr McGill discussed the contents of the report with individual elected members.

The Investigator's report highlighted three inter-related areas of concern:

- Financial mismanagement;
- "an organisational culture that was based on intimidation, bullying and a complete disregard for due process";
- a widespread disregard for due process in business record keeping and administration by some senior staff.

All these concerns are capable of rectification with the cooperation and careful attention of TRIC staff and elected members. At the end of the Investigator's report Mr McGill made 14 recommendations. Some of the recommendations were matters for consideration by the Minister or her Department, but other recommendations were addressed directly to the Council, in particular recommendations 1, 2, 3, 4, 11 and 12. Those recommendations will have to be the subject of action taken at a senior management level and discussion at coming Council meetings.

The Investigator's report attached a table setting out the 30 adverse findings in the Compliance Review Report together with Mr McGill's comments and details of proposed or pending rectification action. Recommendation number 3 in the Investigator's report is as follows:

> *That the actions and rectification proposals or all non-compliance matters and audit issues as detailed in Attachment 2 be noted and that the Council develop an action plan to implement the recommendations as a priority and that progress on the implementation be monitored on a monthly basis.*

So what is proposed, and what I intend to work with Council to implement, is a monthly monitoring and review segment in future Council meetings, aimed at satisfying the requirements of this recommendation.

Produced in tandem with the Investigator's report was a 3/6/15 report for TIRC by Merit Partners called "Agreed Upon Procedures Report". This report identified some of the same non-compliance issues picked up in the Compliance Review Report and the Investigator's report.

At the end of the "Agreed Upon Procedures Report" under the heading "General Observations" there is a summary of issues of ongoing concern broken up into two risk categories: high and moderate. Three issues fell into the high risk category (including "non-compliance with Local Government (accounting) regulations") and two fell into the moderate risk category. In respect of each issue the summary table sets out text against the following sub-headings:

- Findings/Insight
- Business Implications
- Recommendations
- Management Response

In respect of each "Management Response" section the text reads "Management's responses will be provided as part of the Official Manager's report as at the end of June 2015". Now that the Council has been reinstated, it will be necessary for TIRC itself to address its "management response" to each of the issues raised, and this will have to be considered by senior staff and discussed at Council meetings.

A RESCUE AND REVIVAL STRATEGY

Even if TIRC were able to turn over a new leaf overnight to the extent of becoming the most regulation and procedure-compliant local government entity in the Territory, that alone would not ensure TIRC's survival.

Despite dealing with non-compliance issues, the main emphasis of the Merit report was TIRC's future viability. Under the heading "Sustainability" the report makes the following comments:

> *Given the current conditions, TIRC is not financially sustainable in the short to medium term if trends continue in the manner of the last four years. On current expenditure levels, the cash balance may not be sufficient for TIRC to continue operations in the short term.*
>
> *TIRC needs to generate revenue in the short term to ensure the viability of TIRC for the next two-five years. Stringent expenditure measures need to be put in place until a time additional funding can be sourced. TIRC will have to do a review of their Non-Current Assets to consider the sale of assets and see this as an option to raise revenue and secure the long term viability of TIRC.*

Similarly, in Allan McGill's Investigator's report he notes that TIRC has lost "sources of contract revenue for services such as housing maintenance, essential services and CDEP" and that that loss has "had a negative impact on the Council's revenue base and consequently its ability to fund some of the basic services such as roads, parks etc.". He makes the following comments about TIRC's future viability:

> *The long term viability of the Council is a matter for review. The External Auditor has in the 2013/2014 Audit Report which was delivered late, queried whether the Council is a "going concern". This question is based on the limited ability for the Council to raise discretionary revenue (by collecting rates, charges etc.) and its reliance on special purposes grants to deliver a large part of its annual works and services.*
>
> *This question of the longer-term sustainability of the Council has been the subject of earlier reports by, amongst others, Deloitte, and remains unresolved. The opportunity exists for a more strategic examination of the overall governance of the Tiwi Islands in search for a more effective and sustainable model. The concept of a "Regional Authority" has been considered by Government in the past and is worth of consideration.*

Personally, I think that the "authority" concept is a good one to work towards, and I am looking forward to talking to elected members about pursuing a long term strategy to achieving that outcome if that is what most members want. However, in the short to medium term, for TIRC to push for the establishment of a regional authority would be similar to the Northern Territory pushing for statehood at this time. What TIRC has to do in the short to medium term is to demonstrate that it can again operate effectively as an over-arching broad-based local government body undertaking a range of ancillary agency and community service operations.

After consultation with elected members, my proposed approach is to engage with the Minister (and other relevant Ministers) in relation to the survival of core local government services, while pursuing any available supplementary revenue-raising service delivery opportunities. One of the options is to seek a further "bail-out" or we could lobby the NTG to waiver the outstanding amount still owing from the debt that has been mostly paid back but an amount of nearly $667,000 if this was not pursued by the NTG then we if implement the compliance measures and the agreed debt reduction strategy – put up a clear implementation plan, it means for myself as CEO to ensure that we work hard to make sure that the challenging and difficult time ahead can be met.

In terms of revenue raising other than by way of additional contract services, I would like to raise for discussion the possibility of bringing back the Council service fees arrangement which Nguiu Community Government Council had in place back in the early 1990's. These fees were paid by all individuals by virtue of their status as residents in the community, not by reference to occupation of a particular lot within the community. Up until 1/7/08 when the new Local Government Act came into force, community government councils had the authority to charge service fees in this way. Under the new legislation, service fees can only be charged to a lot (i.e. to the owner or occupier responsible) for a service provided to that lot. That doesn't cover services provided to the community at large (e.g. parks and gardens). If elected members are interested in pursuing the community government council-type service fee option, this is something I could take up with the Minister with a view to seeking a change in the existing legislation. If that is not what Members want then I am open to just dropping this issue and pursuing other avenues of funding. Maybe it is time for me to move on and not continue down this path. Although, I am yet to be convinced that "service fees" are a poll tax that has been expressed in the past with very little debate or discussion about this option.

In coming months and into 2016 – there will be tough times ahead, and we will be challenged and at times it will be difficult, but if we all work together towards a common goal then we will overcome some of the issues that confront us now. I look forward to forging all the partnerships with other Organisations – Land Council, Tiwi Enterprise, TITEB, in particular our staff and all the Communities that make up the Tiwi Islands.

Marion Scrymgour
CEO

22 October 2015

RECOMMENDATION:

That Council notes this report for information.

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	7.2
TITLE	Elected Members - Financial Management Training - Tuesday 10th November 2015 - Wurrumiyanga
REFERENCE	167689
AUTHOR	Bruce Moller, Governance & Compliance Manager

This report provides Council with the proposed date of Tuesday 10th November 2015 at Wurrumiyanga Council Office for the 1st Session of the Financial Management Training.

BACKGROUND

Following on from the Special Council Meeting held 22nd September 2015 it was identified and agreed jointly by NTG representatives of the Department of Local Government & Community Services (DLGCS), LGANT and Council that as a first priority Elected Members would be provided a series of sessions covering Local Government Financial Management Training.

LGANT representatives and TIRC Officers at that meeting discussed the broad financial management training requirements and the LGANT Governance Trainer Angela Pattison agreed to work together with Council's Finance Team to develop a series of training presentations.

The Training Materials are currently under final development as at the date of writing this report (Thursday 22nd October).

As there is considerable cost for the LGANT Trainer's airfares (Darwin / Wurrumiyanga / Darwin), plus the cost for catering and sitting fees we need to ensure that for maximum benefit that **ALL COUNCILLORS** attend this first and any future training sessions.

Please note this date in your diaries and confirm your individual attendance back to Sally Ullungura (Governance Support Officer) as soon as possible. Sally will have a booking sheet available on the day of the meeting.

An email outlining this training was also sent by me to all Councillors on the 22nd October 2015.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the above report and requests that each Councillor confirm their individual attendance for the Financial Management Training on Tuesday 10th November 2015 by contacting Sally Ullungura on or before Friday 30th October 2015.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	7.3
TITLE	Community Support End of Month Report September 2015
REFERENCE	167656
AUTHOR	Rosanna De Santis, Director Community Support

This report illustrates the business within units including; Children's Services, Youth and Community, Sports and Recreation, Community Safety, Centrelink and Libraries.

BACKGROUND

This report is for the month of September 2015.

Director

- Participated in EMT and MT meeting.
- Participated in Special Meeting and OCM.
- Visit from PM&C delegates Amanda and Kerrie. Spoke to staff delivering programs including Pirlangimpi School Meals Program, Community Safety and Sports and Recreation, on Melville Island and Bathurst Island.
- Liaised with DSS in relation to Centrelink (centrepay / income management) options for parent of students enrolled at Pirlangimpi School. Associated application for TIRC submitted.
- Met with Mavis Kerinaiua and Wendy Miller (GEO) in relation to white ribbon and community safety stakeholder group.
- Provided transport support to Pirlangimpi Councillors for 14 Sept meeting with Minister Price.
- Meeting with Byron Davis in relation to scope of training and organisational benefits of traineeships/apprenticeships.
- Met with Alex Baldwin DSR in relation to TIRC schedule A for Remote Sports Program
- Visit from PMC delegate Margie Roe and Amanda Wilkinson, viewing program delivery at Milikapiti Crèche.

Children's Services

During the month of September;
This month we had a high focus on;

- Training
- Service visits
- Health & Hygiene in all kitchens

Childcare

This month staff from the BBF services attended training in Darwin with RRACSSU. We have been working on completing tasks to bring our health & safety standards & practises back on track. We have visited two services in Darwin the Kormilda College Childcare Centre and the Bagot OSHC service, both helped us bring ideas back to our programs. Both services were excellent and had a very simple why of implementing the NQS, EYLF and the staff identified things that they thought they could use in their centres.

Nutrition Programs

The Pirlangimpi School Meals Program is doing well with a one week break for the school holidays.

Outside School Hours Care Programs

All OSHC sites are operating regularly, but our staff of all sites have been filling in at our childcare services as relief staff due to vacant positions and staff on leave in our childcare

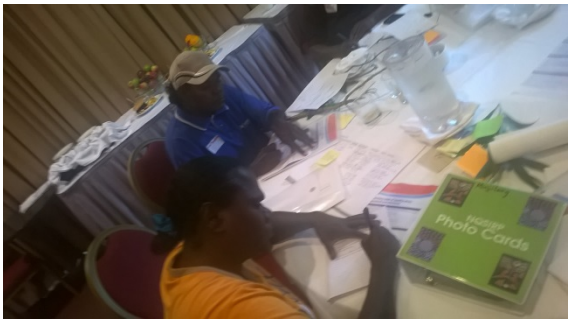
programs & training (staff attending workshops in Darwin). Wurrumiyanga staff has been working with Sport & Rec staff at the rec hall.

FaFT

FaFT have run their regular play groups sessions four days a week from 9:30am to 12:00pm. We have been combining activities with Jirnani Childcare swimming, water play & outdoor play, bikes & sand play, which have been working well.
We have had a dramatic rise in enrolments due to the FLO and families already attending, encouraging families in the community to join us at playgroup. More transition to preschool children are also attending, due to the distribution of letters.

Training

Children's Service staff attended training in Darwin for the BBF Quality Improvement Plan workshop 2 with Regional & Remote Aboriginal Children & Services Support Unit (RRACSSU).



Events

TITEB / Batchelor Institute Graduation Day 17th Sept (4 staff graduating, Cert III Children's Service).

Human Resources:

All Staffing issues, including:

- Attendances: There have been issues with Milikapiti Crèche for non-attendance to work.
- Incidents: Environmental Officer, letter of warning to complete items on environmental report.
- Positions vacant: Pirlangimpi Crèche 1 PT position, 1 FT. Pirlangimpi School Nutrition Program 1 PT Meals Officer, Milikapiti Crèche a Team Leader, Wurrumiyanga OSHC Officer.
- Recruitment: Nil for this reporting period. RJCP participants have started at Pirlangimpi crèche & school meals program.
- Annual leave, leave coverage and proposed higher duties: We had 2 staff members on Annual Leave during this reporting period.
- OH&S matters: Jirnani staff has received their freezer and fridge and have labelled shelves and doors for both content safety storage.
- Staff meetings conducted: Team Leaders with children service staff.
- Training conducted (including training outcomes) and personnel development: Attended training in Darwin for QIP, NQS & EYLF workshop. Follow site visit in November 2015. Next workshop in March 2016.
- Conferences or external meetings attended: No external meetings for this reporting period.
- Travel (proposed and undertaken): To Darwin for Quality Improvement Plan (QIP) workshop RRACSSU. Manager travelled between communities for site visits and program assistance.

Visitors and Meetings:

Visitors to our Business Unit in the past month include:

- Early Childhood Australia – Samantha Whithers, Site visit to all childcare centres, Milikapiti 1st Sept, Wurrumiyanga 3rd Sept & Pirlangimpi 8th Sept.
- PMC site visit to Pirlangimpi School Meals Program – Kerrie Oxley & Amanda Wilkinson
- Red Cross meeting with Gaya Jambulingam.
- Darwin service visit, Kormilda College Childcare Centre & Bagot OSHC.

Interaction with Councillors, particularly portfolio responsible members: I have spoken to Council Member in regards to assisting in site visits for building inspections.

Events:
Upcoming events within our Directorate or Program.

- FaFT service visit with Beverly Liddy at Gunbalanya FaFT site 6th to 8th October.
- TAFBALK Training at Women's Safe House – Jo Adams, 15th October.
- Meeting with Lucy Van Sambeek with Relationships Australia16th October.

Sports and Recreation

To provide opportunities for all men, women and children, to participate and achieve within their chosen Sport or Recreational activity. This business unit operates throughout all three communities on the Tiwi Islands. Also to help promote & encourage healthy lifestyle for all people living on the Tiwi Islands

Pools:
Wurrumiyanga Update: Interviews conducted for Pool officer on the 23rd of September. Two applicants were interviewed by Lesley, Bill & I.

Pirlangimpi: Has been operational, but due to works on a gate for the toilets the pool will be closed until works are complete.

Positions Vacant:
Positions vacant at Milikapiti & Wurrumiyanga. We now have applicants for Milikapiti but still have not received anything for Wurrumiyanga.
We are also seeking volunteers to assist with delivering programs; all of the volunteers will be invited to attend courses.

Wurrumiyanga:

Venue	Activity	Kids	Adult
Rec Hall	Basketball	97	0
Oval	Nil	0	0
Rec Hall	Boot Camp	6	8

Pirlangimpi:

Venue	Activity	Kids	Adults
Pool	Aquatics	68	0
Rec Hall	Basketball	84	0
Oval	Boot Camp	0	20

Milikapiti:

Venue	Activity	Kids	Adults
Oval	Football	18	0
Recreation Hall	Basketball	12	0

Human Resources:
All Staffing issues, including:

- Incidents - Nil
- Positions vacant
    - Sport & recreation officers x2 Milikapiti
    - Sport & recreation Officer x1 Wurrumiyanga
    - Pool Officer Wurrumiyanga
- Recruitment – ongoing for above positions
- Annual leave, leave coverage and proposed higher duties - Deanne Rioli and Edward Graham Henry-Whiting on Annual Leave
- Training conducted - Nil for this month
- Conferences or external meetings attended
- Travel (proposed and undertaken) - Deanne Rioli (First Circle Engagement Program)

Visitors and Meetings
Kerrie Oxley & Amanda Wilkinson Prime Minister & Cabinet

Youth and Community
To be given verbally.

Centrelink Service
Centrelink Agent Offices at Pirlangimpi and Milikapiti offer assistance and support to all community members with Centrelink issues including Family payments, Age pensions, Disability support payments, Job search allowances and Study payments for youth. Offices in both communities are open to the public from 8:00am to 4:00pm Monday to Friday.

Centrelink have undertaken Training, and are arranging Federal Criminal History checks for two people on each community who will then be able to act as emergency agents, and can apply for the positions whenever they become vacant.

Human Resources:
No vacancies exist at either of the Centrelink agencies after the commencement of a second agent at Milikapiti. All staff have very good attendance records. No complaints have been received from community members using the service or the Funding body.

Visitors and Meetings:
Human Services Remote Assistance Team visited both Milikapiti and Pirlangimpi again this month as part of their continuous support program.

There has been no interaction with Councillors this month. The agents have had no issues requiring Councillors assistance.

Events:
Nil

Libraries
Libraries on Melville Island provide a comfortable area for both children and adults where they can read for pleasure or information in a variety of topics. Both Libraries are very well resourced with books and magazines suitable for all ages. Computers provided by NT Libraries allow users to access through the Internet, a wide range of services including research stations, internet banking, desktop publishing and movie and photo editing.

Hard wired Internet connection will be installed in both Milikapiti and Pirlangimpi communities, in the first quarter of the next financial year thanks to NT Libraries offering to pay for the installation. That will be done through TIRC ICT.

Human Resources:
Staff attendances continue to be very good.

Visitors and Meetings:
No official visitors during the month.

Events:
Nil

Community Safety

The Tiwi Islands Community Safety Service assists communities in taking responsibility for the prevention of anti – social, harmful, destructive and illegal behaviours by offering community patrolling and safe transport to protect vulnerable people.

Community Safety patrollers also assist with mediations, follow up on incidents reported and work with other agencies regarding Court appearances and attendances at behaviour workshops for both victims and offenders.

Community Safety teams provide service in all community activities including the local football, discos, public meetings and school functions.

Tiwi Islands Community Safety completes weekly reports to the Dept. of Prime Minister and Cabinet showing the numbers of children out after 9:00pm as part of the school attendance program.

Internal discussions have commenced to alter the hours of operation for Community Safety teams, particularly the Wurrumiyanga team who currently work from 11.00am to 11.00pm. Day shifts will be Foot Patrols with the vehicle being used only for the Evening and shifts.

Human Resources:
Currently there is one vacancy at each of the three communities. All positions were advertised although applications were only received for the vacancy at Wurrumiyanga. No applications for the positions at Pirlangimpi or Milikapiti. The remaining two vacancies will be advertised again in October. Interviews will be held early in October.

Visitors and Meetings:
Wurrumiyanga Police and NAAJA Representatives visited the Community Safety teams again this month as their part of their support for the staff working in the program.

ISSUES / OPTIONS / CONSEQUENCES
Discussions with the Dept. of Prime Minister and Cabinet have and will continue to take place regarding the replacement of vehicles which are in very poor condition. Vehicle replacement for two of the communities will need to take place as soon as possible. The Mitsubishi Triton that was based at Pirlangimpi is now at Wurrumiyanga needs replacing. Pirlangimpi now have the old Wurrumiyanga car which also needs replacing and the Milikapiti vehicle is still in good condition.

RECOMMENDATION:

That Council notes this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.4
TITLE	Human Resources End of Month Report September 2015
REFERENCE	167637
AUTHOR	Lesley Palmer, Director Corporate Services

BACKGROUND

The Human Resources & Payroll unit provides processing of timesheets and payroll to staff, employee enquiries on pay and conditions, Work Health and Safety Reports, Workers Compensation claims, maintenance of the organisational structure and staff data, and training either initiated by the unit or requested from other units.

Human Resources:

Following on from the report last month regarding the number of vacancies, there is a substantial amount of recruitment under way for grant funded programs, plus filling a few resignations and retirements.

Vacancies Filled

- Pool Operations Officer

Current Vacancies being processed

- Housing Carpenter Coordinator - resigned - offered to next eligible applicant
- Cleaner (P)
- Civil Works Officer (W) - on hold due to seasonal workload
- Sport & Recreation Officer (W) - no applications
- Sport & Recreation Officer (M)
- Childcare Team Leader (M)
- Childcare Officer (P) 1x PT, 1 x FT
- Community Safety (P) x 2 - no applications
- Community Safety (M) - no applications
- Community Safety (W)
- Outside School Hours Care (W) - no applications

Current Vacancies advertised

- Housing Officer Carpenter - on hold due to reduce work requests

Resignations/Terminations

- One resigned due to ill health
- One resigned for another job

Training

- Nil requested or notified

Payroll

Payroll was processed on schedule.

A further back pay has been calculated for Community Safety staff who worked on Saturdays during the day shift but did not receive the penalty rate component of their pay. A review of all the timesheets for each officer back to June 2014 was undertaken and checked against the signed exception timesheets held in HR records, to exclude the staff whose pay was corrected previously for night shift penalty rates. The resultant back pay was a gross amount of $16,998.67.

A number of staff have taken or booked Long Service Leave and Annual Leave in response to letters being issued regarding leave entitlements and accruals. This will reduce the organisations liabilities for leave. Leave absences are negotiated with managers to ensure that service delivery is maintained.

Workplace Health and Safety

The October WHS meeting was deferred until Tuesday 13 October at Wurrumiyanga

No Incident Reports have been received. One Workers Compensation Claim remains open.

HR Budget

Seven percent variance, less than $10,000.

Organisation Demographics

10/09/2015

Community	Wurrumiyanga	Pirlangimpi	Milikapiti	Darwin	Total	%
Total	66	24	30	7	127	
M	35	12	20	3	70	55.1
F	31	12	10	4	57	44.9
Tiwi	48	23	20	0	91	71.7
Non Tiwi	18	1	10	7	36	28.3
FT	47	15	19	5	86	67.7
PT	18	9	11	1	39	30.7
Casual	1	0	0	1	2	1.6
<25	2	4	8	0	14	11.0
25 - 40	28	9	10	2	49	38.6
>40	36	11	12	5	64	50.4

10/10/2015

Community	Wurrumiyanga	Pirlangimpi	Milikapiti	Darwin	Total	%
Total	67	25	31	9	132	
M	36	13	20	5	74	56.1
F	31	12	11	4	58	43.9
Tiwi	46	23	21	0	90	68.2
Non Tiwi	21	2	10	9	42	31.8
FT	50	16	22	5	93	70.5
PT	15	9	9	1	34	25.8
Casual	2	0	0	3	5	3.8
<25	2	4	10	0	16	12.1
25 - 40	28	8	11	3	50	37.9
>40	37	13	10	6	66	50.0

Key Performance Indicators from the Regional Plan 2015/16

Key Performance Indicators	***Action***	***Measure of Success***	***Status/Progress***
Maintain organisational structure and record changes to demographics	Recruitment and selection processes responsive and timely, records maintained.	Point in time update of the organisational structure as changes occur during the year. Monthly report on new staff, terminations and, recruitment status for vacancies, and demographics by locality for gender, age and Tiwi staff.	Point in time updates to the organisational structure are occurring. Monthly report tabled to Council meeting. Recruitment processing is meeting timelines when Request to Fill paperwork is signed and returned for action.
Payroll completed on time and HR data is current and accurate	Payroll processed and paid each fortnight following pay period ending. Forms used for staff data entry.	100% of Exception Timesheets processed.	100% of Exception timesheets received by payroll deadline are processed.
Work Health Safety Committee meetings organised	Minutes and Action items circulated after scheduled meetings	Ten WHS Committee meetings per year. Development and implementation of a Risk Management Policy, Risk Management framework and Risk Register by June 2015.	Three WHS meetings held in 2015-16 Financial year
Staff Development	Implement the Workforce Development Plan.	Report the type and number of courses run and number of participants.	All training held that HR is aware of, is listed in each HR Council report.

RECOMMENDATION:

That Council notes the content of this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER 7.5
TITLE Corporate Services End of Month Report - September 2015
REFERENCE 167644
AUTHOR Lesley Palmer, Director Corporate Services

Background

This report covers Office Management at Wurrumiyanga, Milikapiti, Pirlangimpi; Office Administration at Darwin; ICT and Community Engagement.

The Office Managers provide a direct point of contact to Local Authority Members.

Wurrumiyanga Office – Nunuk Andayani

Facilities Hire

Boardroom: 7 Days

- CEO meeting: 3 Sept 2015
- TIRC Executive Meeting : 10 Sept 2015
- Council Meeting: 14 Sept 2015
- NT Magistrate Court: 15-16 Sept 2015
- TIRC Management Meeting: 17 Sept 2015
- Special Council Meeting: 22 Sept 2015

Small Meeting Room: 4 Days

- NAAJA Civil Team: 9-10 Sept 2015
- NAAJA Criminal team: 15-16 Sept 2015

Local Authorities Support

Nil Local Authority meetings this month.

Key Performance Indicators	*Action*	*Measure of Success*	*Status/Progress*
Office open and functioning	Adequate staff to provide reception and administrative services	Count days each Office has an unplanned closure, aim <5 days per year.	No unplanned closures.
Budgets maintained and financial actions recorded	Run monthly budget reports	Provide monthly reports on variance to budget report on variances >10%, savings identified and re-assigned to offset any shortfalls	YTD variance 2%, under $10,000
Local Authority meetings supported.	Meeting organisation and administrative support.	Number of Local Authority meetings supported at community location against number of meeting scheduled.	One Local Authority meeting supported this financial year.

Pirlangimpi Office – Patricia Brogan

Facilities Hire

Boardroom was hired out on these dates:

- Externally by Munupi Family Trust for Meeting – on the 10th September.
- Externally by Munupi Family Trust for Meeting on the 24th September
- Externally by Dept Human Services for Centrelink Services from the 28th September – 1 October

Boardroom was also utilised internally on these dates:

- 7th September for Work Health and Safety meeting

Local Authorities Support

Lorrulla skin group still has one vacancy.

Key Performance Indicators	*Action*	*Measure of Success*	*Status/Progress*
Office open and functioning	Adequate staff to provide reception and administrative services	Count days each Office has an unplanned closure, aim <5 days per year.	Closed all day on 25th September – staff attended funeral in Darwin
Budgets maintained and financial actions recorded	Run monthly budget reports	Provide monthly reports on variance to budget report on variances >10%, savings identified and re-assigned to offset any shortfalls	YTD variance 1%, under $10,000
Local Authority meetings supported.	Meeting organisation and administrative support.	Number of Local Authority meetings supported at community location against number of meeting scheduled.	One Local Authority meeting held this financial year

Milikapiti Office

Facilities Hire:

External: Department of Human Services – Centrelink 1st - 4th Sept
Alcohol Policy & Strategy Branch – Alcohol Reference Group 2nd Sept

Internal: Local Authority meeting on the 29th September.

Local Authority Support:

Meeting 29th September. Contact LA members' reminder of meeting. Raise PO's, Airport Pickup.

Key Performance Indicators	*Action*	*Measure of Success*	*Status/Progress*
Office open and functioning	Adequate staff to provide reception and administrative services	Count days each Office has an unplanned closure, aim <5 days per year.	One day unplanned closure due to illness of Corporate Services Officer while Office Manager was on leave.
Budgets maintained and financial actions recorded	Run monthly budget reports	Provide monthly reports on variance to budget report on variances >10%, savings identified and re-assigned to offset any shortfalls	YTD variance 6%, under $10,000
Local Authority meetings supported.	Meeting organisation and administrative support.	Number of Local Authority meetings supported at community location against number of meeting scheduled.	One Local Authority meeting held this financial year.

ICT – Chris Smith

New Website

The new website is completed and ready for release.

New Telstra Network

The new Telstra data service and router has been installed into the CHAN in Darwin to connect to the Citrix Servers. New lines and routers have been installed in the Milikapiti and Pirlangimpi office. Wurrumiyanga office will be done later in October. The cutover to the new network will occur when all the devices and lines are in place. Once connected the new IP telephones and video conferencing handsets will be installed.

Councillor ICT Policy

Further explanation is required to acquaint Councillors with the new policy for ICT. With the Boost connection on phones and iPads there is a 3 GB limit to the amount of data which can be used in any one month, as well as an additional 1 GB every Sunday, to be used only on that Sunday. All Councillor iPads will be turned over to the Boost connection in the coming month.
Councillors are reminded that the iPad and internet connection are provided by Council to assist the Councillors with their work as Councillors.

Budget

According to the Management Report from the Budget module, ICT is carrying a surplus of 332% - over $100,000 - as of October 12. However, many ICT bills arrive quarterly or half yearly and are not yet included in the actuals for the budget module.

Key Performance Indicators	*Action*	*Measure of Success*	*Status/Progress*
Reduce overall communication costs	Monitor Telstra billing. Reduce overall numbers of landlines and faxes, Refine Telstra accounts	Reduced telecommunication costs. Reduce Telstra monthly bill.	Monthly Telstra bills are down to around $11,000 from $14,000
Maintain, upgrade and manage replacement of all Council ICT equipment.	Maintain complete inventory of all ICT equipment and software. Regular inspection of all equipment. Inventory track warranty, purchase date and disposal date. Work with finance to devalue all equipment, especially large items. Budget for managed replacement of all large and small items.	Smooth functioning of all ICT assets. Regular inspections. Regular turnover of out of warranty ICT equipment.	Progressively updated as items change.
Maintain and develop Council Communications	Manage Council website and newsletter. Develop alternate means of communication – Corporate Facebook page, mobile phone app.	Increased public profile of TIRC. Engagement of local businesses in TIRC communications projects. Compliance with NTG regulations	November newsletter will be the last for the year. Website rebuild completed and updated ready for public release

Community Engagement – Chris Smith

Assistance was provided to the Primary School Fete in Wurrumiyanga ; Xavier v Pilbara Football match on Friday 9 Oct; and Tiwi Islands Football League (TIFL) Committee.

The revised Council Budget should include a Community Events item which would include sponsorship for both the Tiwi Islands Football League and the Tiwi Bombers. A paper will be presented to the November Council meeting.

Budget

Community Engagement Budget Report not available.

Key Performance Indicators	*Action*	*Measure of Success*	*Status/Progress*
Employ two Tiwi's, one full time, one part time	Maintain employment of both Community Engagement Officers during the term of funding	Retain two staff throughout the project	One full time staff member has been employed for the entire project. A second part time position has been difficult to keep filled There has been no response on the request for a variation to the head agreement to extend the employment of one full time officer rather than one full time and one part time.
Develop video, music or radio projects	Work with local schools, media providers such as ABC	Completed projects ready for publication.	Staff have reorganised the Council image bank in the Tiwi drive.

	Open and Tiwi Cultural mentors to develop projects on both islands at primary and secondary level		Staff researching the practicality of a Tiwi Football Radio Show with TEABBA
Provide training for two Tiwi Community Engagement Officers	On the job training in video editing, sound recording and video recording. Formal training provided by organisations such as ABC Open.	Quality of completed projects, training courses attended, levels attained.	Ongoing training on the job for Community Engagement Officer, including working with TEABBA on possible radio show

RECOMMENDATION:

That Council notes the content of this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER 7.6
TITLE Infrastructure Services - End of Month - September 2015
REFERENCE 167645
AUTHOR Vince North, A / Director Infrastructure

The following summary is a report of activity, issues and initiatives taken for September 2015.

Housing

Two Carpenter co-ordinator positions have been advertised for the Council.

Roads

The pipes on the Takaprimilyi road will be in this month $24,000.00.

Guide posts & signage will start on the 21st October doing 350km of road, the job will take 4 weeks and is worth $113,000.00.

Plant Hire

Plantation Partners	$ 28,450.00 Machine Hire for August (charged in September).
WTD	$ 6,080.00 Bobcat hire
BIHA	$ 600.00 Bitumen Patching
P/Water	$ 3,500.00 Dozer Hire
Total	$ 39,530.00

Car Ferry

The survey is completed and passed a full inspection & hull thickness test.

Funerals

One this month.

Plumber
A/Leave 19/10 to 01/11/2015.

Meeting with Ruska Bros.

Went well. They are willing to back the Council on any work we have coming up for future road projects and are giving us prices on Maintenance Grading and Grade water & roll for after the wet season.

An update from Ruska Bros about the sewer work outside the Aged Care at Wurrumiyanga. They will be on the island on the 20th to look at back filling and work on the sewer line to the new barge landing shed.

New Future Alliance (NFA)

It was brought to my attention by Lynette at the last Council meeting that a pad foot roller was being driven between sites by NFA.

New Future Alliance send their apologies to the Council about the roller being driven on the bitumen at Milikapiti and assures the Council it will not happen again.

Fleet

The Council has received $18,079.00 for the sale of one ex army backhoe - it had been at Pickles for twelve months.

Fuel

3,046 litres of diesel was dispensed at Wurrumiyanga workshop as well as 1,120 litres of ulp, 1,100 litres of diesel was used at Pirlangimpi.

The mechanics from Wurrumiyanga & Milikapiti have been travelling to Pirlangimpi to work in the workshop as required.

Fencing at Milikapiti is on time and will be finished mid November.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.7
TITLE	Finance End of Month Report - September 2015
REFERENCE	167662
AUTHOR	Bruce Mann, A / Senior Accountant

BACKGROUND

Overview:

The current report provides financial information as at 30 September 2015, for the financial year 2015/16. It includes reporting on:

- Income and Expenditure
- Balance Sheet
- Ageing Payables
- Ageing Receivables

Finance:
The external auditors are to commence the final audit for FY 2014-2015.

The Funding Grant Acquittal for 2013/14 had been submitted to the Auditors and the same is being reviewed while we are waiting for them to issue a certificate of completion.

Human Resources:

Georgina Slessar Grants Acquittal Officer has finished her contract and Bruce Mann has taken over from her completely.

Systems and Quality:

The Systems and Quality Officer has been working on TechOne updating the configuration of the budget module.

Current Financial Reporting

- Consolidated Profit and Loss for the period ending 30 September 2015;
- Consolidated Balance Sheet for the period ending 30 September 2015;
- Ageing Receivables;
- Ageing Payables.

Profit and Loss

Attached

Balance Sheet

Attached

Current Operating Accounts & Cash on Hand

Account Balances as at 30th September 2015

Operating Account	$ 137,077.73
Trust Account	$ 699,830.61
Cash Deposit Account (credit cards)	$ 57,967.77
Cash on hand	$900.00
	$ 895,776.11

Ageing Receivables

The outstanding receivables (Debtors) owed to Council at the end of September 2015 totals $302,771.90 (current to 90 days) with 10% of this exceeding 90 days trading term. The unapplied credit amounts to $18,348. Total debts are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
302,636	302,772	-18,348	184,907	13,077	93,062	30,074	-350

Statements and invoices have been forwarded to the appropriate organisations; on-going debt collection is being completed, and any additional information requested for clearance of invoices has been sent.

Ageing Payables

The outstanding payments (Creditors) owed by Council at the end of September 2015 totals $391,528.74 with 11% of this exceeding 90 days trading term. The total debts owed by Council that exceed 90 days trading terms are $42,050.34. Total payables are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
390,873	391,529	-32,698	370,130	4,116	7,930	42,050	0.00

- There is a minor variance in values of AP, AR and Bank due to timing of reconciliation to financial reports extracted.

CONSULTATION AND TIMING

Section 8 of the Local Government Accounting Regulations 2014 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.

Part 8 Financial reports to council

18 Financial reports to council

(1) The CEO must, in each month, present before a meeting of the council a report, in a form approved by the council, setting out:

(a) The actual income and expenditure of the council for the period

from the commencement of the financial year up to the end of the previous month; and

(b) The forecast income and expenditure for the whole of the financial year.

(2) The report must include:

(a) Details of all cash and investments held by the council (including money held in trust); and

(b) A statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and

(c) Other information required by the council.

(3) If a council does not hold a meeting in a particular month, the report is to be laid before the council committee performing the council's financial functions for the particular month.

RECOMMENDATION:

That Council notes this report for information.

ATTACHMENTS:
1 03. Balance Sheet September 15.pdf
2 04. Balance Sheet (Details) September 15.pdf
3 05. Profit and Loss September 15.pdf
4 06. Cash Flow September 15.pdf
5 07. Cash Balance by Funding Type September 15.pdf
6 02. Financial Report September 15.pdf

Statement of Financial Position

as at 30 Sep 2015

Description	OB (PY CB)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD	%
ASSETS & LIABILITIES																
ASSETS																
Current Assets																
11 - Cash	1,072,550	761,916	(699,873)	(239,585)	0	0	0	0	0	0	0	0	0	895,008	(177,542)	17%
13 - Receivables	810,674	85,463	1,210,870	(65,807)	0	0	0	0	0	0	0	0	0	2,041,200	1,230,526	152%
14 - Inventory	309,175	0	0	0	0	0	0	0	0	0	0	0	0	309,175	0	0%
15 - Prepayments	(108,822)	(1,085)	(469)	(227)	0	0	0	0	0	0	0	0	0	(110,604)	(1,782)	2%
Subtotal	**2,083,577**	**846,294**	**510,528**	**(305,620)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3,134,780**	**1,051,202**	**50%**
Non-Current Assets																
31 - Acquisition of Assets	26,245,074	(304,755)	(304,597)	(294,133)	0	0	0	0	0	0	0	0	0	25,341,589	(903,485)	3%
33 - WIP Assets	(3,694,843)	189,515	1,466	93,148	0	0	0	0	0	0	0	0	0	(3,410,714)	284,129	8%
37 - Clearing Account	2,433	0	0	0	0	0	0	0	0	0	0	0	0	2,433	0	0%
Subtotal	**22,552,663**	**(115,240)**	**(303,131)**	**(200,985)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**21,933,307**	**(619,356)**	**3%**
Subtotal	**24,636,241**	**731,054**	**207,397**	**(506,604)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**25,068,087**	**431,846**	**2%**
LIABILITIES																
Current Liabilities																
21 - Creditors	(523,449)	3,686	198,224	(142,250)	0	0	0	0	0	0	0	0	0	(463,789)	59,660	11%
22 - Current Provisions	(1,202,442)	0	0	0	0	0	0	0	0	0	0	0	0	(1,202,442)	0	0%
25 - Unexpended Grant Liability	(428,221)	0	0	0	0	0	0	0	0	0	0	0	0	(428,221)	0	0%
Subtotal	**(2,154,112)**	**3,686**	**198,224**	**(142,250)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(2,094,452)**	**59,660**	**3%**
Non-Current Liabilities																
42 - Non Current Provisions	(151,875)	0	0	0	0	0	0	0	0	0	0	0	0	(151,875)	0	0%
49 - Other Non Current Liabilities	(666,667)	0	0	0	0	0	0	0	0	0	0	0	0	(666,667)	0	0%
Subtotal	**(818,542)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(818,542)**	**0**	**0%**
Subtotal	**(2,972,654)**	**3,686**	**198,224**	**(142,250)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(2,912,994)**	**59,660**	**2%**
Subtotal	**21,663,586**	**734,739**	**405,621**	**(648,854)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22,155,093**	**491,506**	**2%**
EQUITY																
51 - Accumulated Surplus Deficit	(273,633)	0	0	0	0	0	0	0	0	0	0	0	0	(273,633)	0	0%
53 - Asset Revaluation Reserves	(31,965,790)	0	0	0	0	0	0	0	0	0	0	0	0	(31,965,790)	0	0%
Subtotal	**(32,239,423)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(32,239,423)**	**0**	**0%**
Total	**(10,575,836)**	**734,739**	**405,621**	**(648,854)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(10,084,330)**	**491,506**	**5%**

Surplus over $100,000
Surplus over $10,000
Variance under $10,000
Deficit over $10,000
Deficit over $100,000

Printed by MOHANA, 12-Oct-2015, 11:13:14h

Attachment 1

Statement of Financial Position

as at 30 Sep 2015

Description	OB (PY CB)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD	%
ASSETS & LIABILITIES																
ASSETS																
Current Assets																
11 - Cash	1,072,550	761,916	(699,873)	(239,585)	0	0	0	0	0	0	0	0	0	895,008	(177,542)	17%
13 - Receivables	810,674	85,463	1,210,870	(65,807)	0	0	0	0	0	0	0	0	0	2,041,200	1,230,526	152%
1311 - Receivables Rates General	132,496	799	820,352	(117,104)	0	0	0	0	0	0	0	0	0	836,544	704,048	531%
1312 - Receivable Other - Property and	300	0	0	0	0	0	0	0	0	0	0	0	0	300	0	0%
1321 - Receivables Waste Collection Gi	158,782	(7,319)	469,517	(87,629)	0	0	0	0	0	0	0	0	0	533,352	374,569	236%
1361 - Receivables GST	0	49,085	(22,736)	21,731	0	0	0	0	0	0	0	0	0	48,080	48,080	100%
1391 - Receivables Control account	193,593	42,898	(56,263)	122,194	0	0	0	0	0	0	0	0	0	302,422	108,829	56%
1392 - Deposits and Bonds held	13,613	0	0	(5,000)	0	0	0	0	0	0	0	0	0	8,613	(5,000)	37%
1393 - Sale of Assets Clearing	281,923	0	0	0	0	0	0	0	0	0	0	0	0	281,923	0	0%
1394 - Accrued Receivables - manual	30,544	0	0	0	0	0	0	0	0	0	0	0	0	30,544	0	0%
1396 - Wages Overpayment Receivable	(577)	0	0	0	0	0	0	0	0	0	0	0	0	(577)	0	0%
Subtotal	**810,674**	**85,463**	**1,210,870**	**(65,807)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,041,200**	**1,230,526**	**152%**
14 - Inventory	309,175	0	0	0	0	0	0	0	0	0	0	0	0	309,175	0	0%
15 - Prepayments	(108,822)	(1,085)	(469)	(227)	0	0	0	0	0	0	0	0	0	(110,604)	(1,782)	2%
Subtotal	**2,083,577**	**846,294**	**510,528**	**(305,620)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3,134,780**	**1,051,202**	**50%**
Non-Current Assets																
31 - Acquisition of Assets	26,245,074	(304,755)	(304,597)	(294,133)	0	0	0	0	0	0	0	0	0	25,341,589	(903,485)	3%
33 - WIP Assets	(3,694,843)	189,515	1,466	93,148	0	0	0	0	0	0	0	0	0	(3,410,714)	284,129	8%
37 - Clearing Account	2,433	0	0	0	0	0	0	0	0	0	0	0	0	2,433	0	0%
Subtotal	**22,552,663**	**(115,240)**	**(303,131)**	**(200,985)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**21,933,307**	**(619,356)**	**3%**
Subtotal	**24,636,241**	**731,054**	**207,397**	**(506,604)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**25,068,087**	**431,846**	**2%**
LIABILITIES																
Current Liabilities																
21 - Creditors	(523,449)	3,686	198,224	(142,250)	0	0	0	0	0	0	0	0	0	(463,789)	59,660	11%
2122 - PAYG Payable Clearing	0	(1,404)	(14,126)	15,530	0	0	0	0	0	0	0	0	0	0	0	0%
2161 - Creditors GST Payable	0	(26,169)	5,457	(8,801)	0	0	0	0	0	0	0	0	0	(29,514)	(29,514)	100%
2171 - Credit WHT	(73)	0	0	0	0	0	0	0	0	0	0	0	0	(73)	0	0%
2181 - Credit Card Liability	(78)	240	(240)	4,322	0	0	0	0	0	0	0	0	0	4,244	4,322	5,551%
2191 - Creditors Other General - contr	(466,427)	29,398	198,801	(153,301)	0	0	0	0	0	0	0	0	0	(391,529)	74,898	16%
2192 - Accrued creditors - manual	(56,872)	1,621	8,333	0	0	0	0	0	0	0	0	0	0	(46,918)	9,954	18%
Subtotal	**(523,449)**	**3,686**	**198,224**	**(142,250)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(463,789)**	**59,660**	**11%**
22 - Current Provisions	(1,202,442)	0	0	0	0	0	0	0	0	0	0	0	0	(1,202,442)	0	0%
25 - Unexpended Grant Liability	(428,221)	0	0	0	0	0	0	0	0	0	0	0	0	(428,221)	0	0%
Subtotal	**(2,154,112)**	**3,686**	**198,224**	**(142,250)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(2,094,452)**	**59,660**	**3%**
Non-Current Liabilities																
42 - Non Current Provisions	(151,875)	0	0	0	0	0	0	0	0	0	0	0	0	(151,875)	0	0%
49 - Other Non Current Liabilities	(666,667)	0	0	0	0	0	0	0	0	0	0	0	0	(666,667)	0	0%
Subtotal	**(818,542)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(818,542)**	**0**	**0%**

Description	OB	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD	%
Subtotal	**(2,972,654)**	**3,686**	**198,224**	**(142,250)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(2,912,994)**	**59,660**	**2%**
Subtotal	**21,663,586**	**734,739**	**405,621**	**(648,854)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22,155,093**	**491,506**	**2%**
EQUITY																
51 - Accumulated Surplus Deficit	(273,633)	0	0	0	0	0	0	0	0	0	0	0	0	(273,633)	0	0%
53 - Asset Revaluation Reserves	(31,965,790)	0	0	0	0	0	0	0	0	0	0	0	0	(31,965,790)	0	0%
Subtotal	**(32,239,423)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(32,239,423)**	**0**	**0%**
Total	**(10,575,836)**	**734,739**	**405,621**	**(648,854)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(10,084,330)**	**491,506**	**5%**

Surplus over $100,000
Surplus over $10,000
Variance under $10,000
Deficit over $10,000
Deficit over $100,000

Printed by MOHANA, 12-Oct-2015, 11:13:14h

Statement of Financial Performance

as at 30 Sep 2015

	Year-To-Date (P1-P3)				Full Year	
	Budget	Actuals	Variance	%	Budget	Actuals/Budget
REVENUE & EXPENDITURE						
Operating Revenue						
61 - Income Rates and Charges	(345,250)	(1,275,983)	(930,733)	270%	(1,381,000)	
62 - Income Council Fees and Charges	(345,500)	(344,455)	1,045	0%	(1,382,000)	
63 - Income Operating Grants Subsidies	(2,193,816)	(2,362,132)	(168,317)	8%	(8,775,262)	
64 - Income Investments	(12,500)	(6,833)	5,667	45%	(50,000)	
66 - Income Reimbursements and Others	(517)	(27,934)	(27,418)	5,308%	(2,066)	
67 - Income Agency and Commercial Services	(541,859)	(326,237)	215,622	40%	(2,167,436)	
68 - Income Capital Grants	(50,000)	0	50,000	100%	(200,000)	
69 - Inc Sale of Assets	(37,500)	(61,682)	(24,182)	64%	(150,000)	
Subtotal	**(3,526,941)**	**(4,405,256)**	**(878,315)**	**25%**	**(14,107,764)**	
Operating Expenditure						
71 - Employee Expenses	2,085,099	1,929,521	(155,578)	7%	8,345,848	
72 - Contract and Material Expenses	908,226	593,043	(315,183)	35%	3,638,907	
73 - Finance Expenses	1,166	1,703	537	46%	4,664	
74 - Communication Expenses	116,319	85,747	(30,572)	26%	465,276	
75 - Asset Expense	680,000	906,242	226,242	33%	2,720,000	
79 - Miscellaneous Expenses	319,107	397,591	78,483	25%	1,276,428	
Subtotal	**4,109,918**	**3,913,847**	**(196,071)**	**5%**	**16,451,123**	
Allocations						
92 - Internal Allocations	(19,743)	(130,175)	(110,432)	559%	(78,972)	

Attachment 3

	Budget	Actuals	Variance	%		Budget	Actuals/Budget
94 - Internal Allocations	(75,275)	1,675	76,951	102%	↘	(301,100)	
97 - Internal Allocations	(207,327)	(177,358)	29,969	14%	↘	(829,308)	
98 - Internal Allocations	46,092	305,761	259,668	563%	↓	184,368	
99 - Internal Allocations and Suspense	256,253	0	(256,253)	100%	↑	1,025,012	
Subtotal	**(0)**	**(97)**	**(97)**	**100%**	→	**0**	
Subtotal	**582,977**	**(491,506)**	**(1,074,483)**	**184%**	↑	**2,343,359**	
CAPITAL EXPENSE							
33 - WIP Assets	750	284,129	283,379	37,784%	↓	3,000	
Subtotal	**750**	**284,129**	**283,379**	**37,784%**	↓	**3,000**	
Total	**583,727**	**(207,377)**	**(791,104)**	**136%**	↑	**2,346,359**	

↑ Surplus over $100,000
↗ Surplus over $10,000
→ Variance under $10,000
↘ Deficit over $10,000
↓ Deficit over $100,000

Printed by MOHANA, 12-Oct-2015, 11:35:18h

Attachment 3

Statement of Cash Flows

as at 30 Sep 2015

	OB (PY CB)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD	%
CASH ACCOUNTS																
1111 - Cash at Bank Operational General	17,821	356,485	(250,822)	12,826	0	0	0	0	0	0	0	0	0	136,309	118,488	665%
1131 - Cash at Bank Trust General	995,861	405,431	(449,051)	(252,410)	0	0	0	0	0	0	0	0	0	699,831	(296,030)	30%
1142 - Cash on Hand Pirlangimpi	100	0	0	0	0	0	0	0	0	0	0	0	0	100	0	0%
1143 - Cash on hand Darwin	200	0	0	0	0	0	0	0	0	0	0	0	0	200	0	0%
1144 - Cash on hand Nguiu	600	0	0	0	0	0	0	0	0	0	0	0	0	600	0	0%
1151 - Cash Deposit account (Credit cards)	57,968	0	0	0	0	0	0	0	0	0	0	0	0	57,968	0	0%
Subtotal	**1,072,550**	**761,916**	**(699,873)**	**(239,585)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**895,008**	**(177,542)**	**17%**
ACTIVITIES																
INCOME																
13 - Receivables		85,463	1,210,870	(65,807)	0	0	0	0	0	0	0	0	0	1,230,526		
15 - Prepayments		(1,085)	(469)	(227)	0	0	0	0	0	0	0	0	0	(1,782)		
61 - Income Rates and Charges		0	(1,275,923)	(61)	0	0	0	0	0	0	0	0	0	(1,275,983)		
62 - Income Council Fees and Charges		(138,603)	(89,649)	(116,202)	0	0	0	0	0	0	0	0	0	(344,455)		
63 - Income Operating Grants Subsidies		(1,826,450)	(165,012)	(370,670)	0	0	0	0	0	0	0	0	0	(2,362,132)		
64 - Income Investments		(1,954)	(2,522)	(2,357)	0	0	0	0	0	0	0	0	0	(6,833)		
66 - Income Reimbursements and Others		(11,162)	(575)	(16,197)	0	0	0	0	0	0	0	0	0	(27,934)		
67 - Income Agency and Commercial Services		(60,383)	(110,681)	(155,173)	0	0	0	0	0	0	0	0	0	(326,237)		
69 - Inc Sale of Assets		0	(37,727)	(23,955)	0	0	0	0	0	0	0	0	0	(61,682)		
Subtotal		**(1,954,174)**	**(471,688)**	**(750,649)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(3,176,512)**		
EXPENSES																
21 - Creditors		3,686	198,224	(142,250)	0	0	0	0	0	0	0	0	0	59,660		
31 - Acquisition of Assets		(304,755)	(304,597)	(294,133)	0	0	0	0	0	0	0	0	0	(903,485)		
33 - WIP Assets		189,515	1,466	93,148	0	0	0	0	0	0	0	0	0	284,129		
71 - Employee Expenses		677,640	656,516	595,365	0	0	0	0	0	0	0	0	0	1,929,521		
72 - Contract and Material Expenses		122,244	237,978	232,820	0	0	0	0	0	0	0	0	0	593,043		
73 - Finance Expenses		696	565	443	0	0	0	0	0	0	0	0	0	1,703		
74 - Communication Expenses		17,861	31,588	36,298	0	0	0	0	0	0	0	0	0	85,747		
75 - Asset Expense		304,755	306,199	295,288	0	0	0	0	0	0	0	0	0	906,242		
79 - Miscellaneous Expenses		180,826	44,686	172,079	0	0	0	0	0	0	0	0	0	397,591		
Subtotal		**1,192,468**	**1,172,625**	**989,058**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3,354,151**		
Unreconciled Balances																
9 - Internal Allocations and Suspense		0	(97)	0	0	0	0	0	0	0	0	0	0	(97)		
9999 - Suspense Account		(209)	(967)	1,176	0	0	0	0	0	0	0	0	0	0		
Subtotal		**(209)**	**(1,064)**	**1,176**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(97)**		
Subtotal		**(761,916)**	**699,873**	**239,585**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**177,542**		
Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(0)**		

Attachment 4

Accumulated Balances	OB	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD	%
Cash Accounts	1,072,550	1,834,465	1,134,593	895,008	0	0	0	0	0	0	0	0	0	895,008		
Income		1,954,174	471,688	750,649	0	0	0	0	0	0	0	0	0			
Expenses		1,192,466	1,172,625	989,058	0	0	0	0	0	0	0	0	0			
	1,072,550	**4,981,108**	**2,778,906**	**2,634,715**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**895,008**		

Surplus over $100,000
Surplus over $10,000
Variance under $10,000
Deficit over $10,000
Deficit over $100,000

Printed by MOHANA, 12-Oct-2015, 11:45:42h

Cash Balances by Funding Type

#NAME?

	OB (PY CB)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD	%
CASH ACCOUNTS																
TRUST																
1131 - Cash at Bank Trust General	995,861	405,431	(449,051)	(252,410)	0	0	0	0	0	0	0	0	0	699,831	(296,030)	30%
Subtotal	**995,861**	**405,431**	**(449,051)**	**(252,410)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**699,831**	**(296,030)**	**30%**
OPERATIONAL																
1111 - Cash at Bank Operational Gener	17,821	356,485	(250,822)	12,826	0	0	0	0	0	0	0	0	0	136,309	118,488	665%
Subtotal	**17,821**	**356,485**	**(250,822)**	**12,826**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**136,309**	**118,488**	**665%**
OTHER																
1142 - Cash on Hand Pirlangimpi	100	0	0	0	0	0	0	0	0	0	0	0	0	100	0	0%
1143 - Cash on hand Darwin	200	0	0	0	0	0	0	0	0	0	0	0	0	200	0	0%
1144 - Cash on hand Nguiu	600	0	0	0	0	0	0	0	0	0	0	0	0	600	0	0%
1151 - Cash Deposit account [Credit ca	57,968	0	0	0	0	0	0	0	0	0	0	0	0	57,968	0	0%
Subtotal	**58,868**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**58,868**	**0**	**0%**
Subtotal	**1,072,550**	**761,916**	**(699,873)**	**(239,585)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**895,008**	**(177,542)**	**17%**
ACTIVITIES																
TIED FUNDING																
Opening Balance (Unexpended Grants)	(405,491)	0	0	0	0	0	0	0	0	0	0	0	0	(405,491)	0	
1 - Current Assets	0	56,294	0	0	0	0	0	0	0	0	0	0	0	56,294	56,294	
3 - Non-Current Assets	0	189,500	0	17,143	0	0	0	0	0	0	0	0	0	206,643	206,643	
6 - Operating Revenue	0	(520,685)	(797)	(378,438)	0	0	0	0	0	0	0	0	0	(899,921)	(899,921)	
7 - Operating Expenditure	0	193,008	187,616	234,814	0	0	0	0	0	0	0	0	0	615,438	615,438	
9 - Allocations	0	55,959	60,829	33,679	0	0	0	0	0	0	0	0	0	150,468	150,468	
Subtotal	**(405,491)**	**(25,923)**	**247,648**	**(92,803)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(276,569)**	**128,922**	
UNTIED FUNDING																
Opening Balance (excl. Unexpended Gr	(667,058)	0	0	0	0	0	0	0	0	0	0	0	0	(667,058)	0	
1 - Current Assets	0	28,084	1,210,401	(66,035)	0	0	0	0	0	0	0	0	0	1,172,450	1,172,450	
2 - Current Liabilities	0	3,686	198,224	(142,250)	0	0	0	0	0	0	0	0	0	59,660	59,660	
3 - Non-Current Assets	0	(304,740)	(303,131)	(218,127)	0	0	0	0	0	0	0	0	0	(825,999)	(825,999)	
6 - Operating Revenue	0	(1,517,868)	(1,681,292)	(306,176)	0	0	0	0	0	0	0	0	0	(3,505,336)	(3,505,336)	
7 - Operating Expenditure	0	1,111,014	1,089,916	1,097,479	0	0	0	0	0	0	0	0	0	3,298,409	3,298,409	
9 - Allocations	0	(56,168)	(61,893)	(32,503)	0	0	0	0	0	0	0	0	0	(150,565)	(150,565)	
Subtotal	**(667,058)**	**(735,993)**	**452,225**	**332,388**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(618,439)**	**48,619**	
Subtotal	**(1,072,550)**	**(761,916)**	**699,873**	**239,585**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(895,008)**	**177,542**	
Total	**0**	**0**	**(0)**	**(0)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(0)**	**(0)**	

Accumulated Balances	OB	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB
Cash Balance	1,072,550	1,834,465	1,134,593	895,008	0	0	0	0	0	0	0	0	0	895,008
Trust Account	995,861	1,401,292	952,241	699,831	0	0	0	0	0	0	0	0	0	699,831
Tied Funds	405,491	431,414	183,766	276,569	0	0	0	0	0	0	0	0	0	276,569
Operational Account	17,821	374,306	123,484	136,309	0	0	0	0	0	0	0	0	0	136,309
Untied Funds	667,058	1,403,051	950,826	618,439	0	0	0	0	0	0	0	0	0	618,439
Amount to transfer from Trust to Operational														**423,261**

Surplus over $100,000
Surplus over $10,000
Variance under $10,000
Deficit over $10,000
Deficit over $100,000

Printed by MOHANA, 12-Oct-2015, 12:13:58h

TIWI ISLANDS
Regional Council

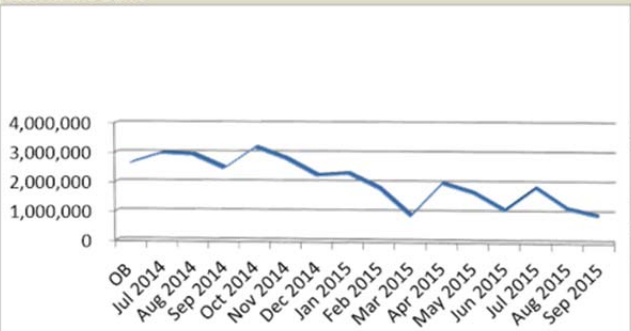
MONTHLY FINANCIAL REPORTS
September 2015

CONTENTS

Cash Balance	2
Current Year v Previous Year	2
Cash v Liabilities	2
Actual v Budget	3
Monthly Net Result	3
Monthly Income	3
Monthly Expenses	3
Expenses by Account Category	4
Expenses by Directorate	4
Expenses by Location	4
Net Result	5
Council's Total	5
Chief Executive Officer	5
Chief Financial Officer	5
Infrastructure	5
Corporate Services	5
Community Support	5
Income Analysis	6
Income by Account Category	6
Income by Directorate	6
Income by Location	6
Expense Analysis	7
Expenses by Account Category	7
Expenses by Directorate	7
Expenses by Location	7
Level of Service by Location	8
Services Provided	8
Regional	9
Wurrumiyanga	10
Pirlangimpi	11
Milikapiti	12
Debtors & Creditors	13
Debtors & Creditors	13
Top 5 Debtors	13
Top 5 Creditors	13
Attachments	14
Statement of Financial Position	14
Statement of Financial Performance	15
Statement of Cash Flows	16

CASH BALANCE

Cash in the Bank



Comment:

CASH INFLOW HAS BEEN STEADILY DECLIINING IN THE LAST FINANCIAL YEAR (2013-2014)

THIS FINANCIAL YEAR - 2015-2016 THE SAME SITUATION WITH JUST A LITTLE INCOME DURING JULY RECEIVED BY WAY OF GRANTS.

Cash v Liabilities

Comment:

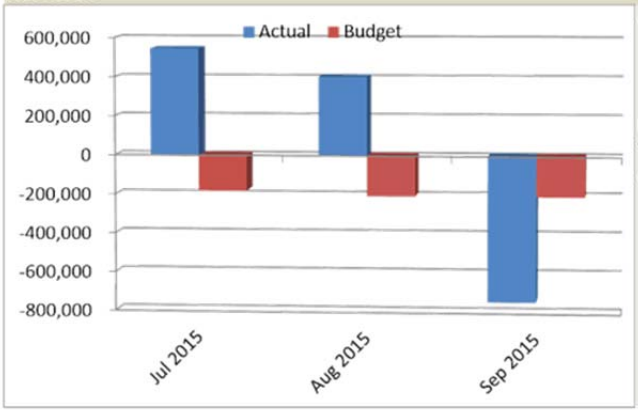
INFLOW OF CASH WAS DECLINING BUT THE LIABILITIES REMAINING CONSISTANTLY SAME. HENSE WE ARE NOT HAVING ENOUGH MONEY TO PAY OUR CREDITORS.

TIWI ISLANDS

2

ACTUAL v BUDGET

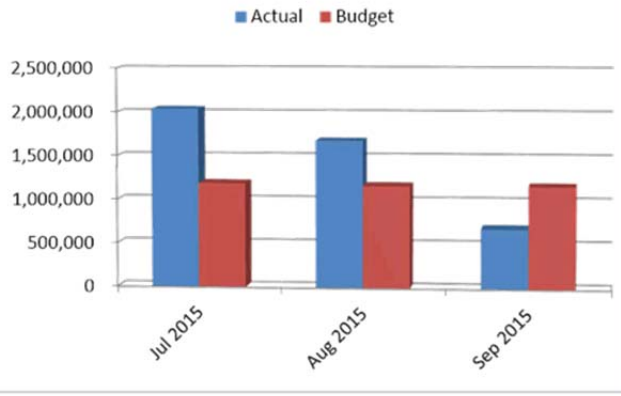
Net Result



Comment:

IN THE FIRST QUARTER THE NET RESULT IS THAT THE EXPENSES ARE MORE THAN INCOME WHEN COMPARED TO THE BUDGET.

Income

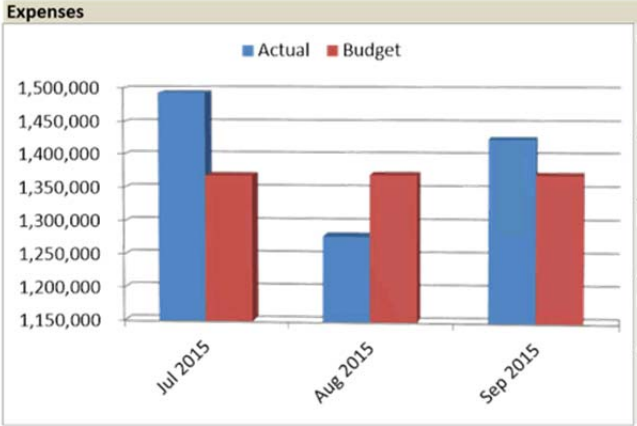


Comment:

INCOME FOR THE FIRST QUARTER:

IN JULY OUR INCOME IS $2.038,000 AS AGAINST A BUDGET OF $1,190,265 WHICH WAS GOOD (INCLUDES 1.8M FROM GRANTS)
IN AUGUST IT WAS $1,682,089 AGAINST A BUDGET OF $1,168,338. (INCLUDES RATES 1.2M)
BUT IN SEPTEMBER INCOME DROPPED TO $684,615 AGAINST OUR BUDGET OF $1,168,338.

Expenses



Comment:

EXPENSES IN THE FIRST QUARTER HAS BEEN OVER THE BUDGET IN GENERAL.

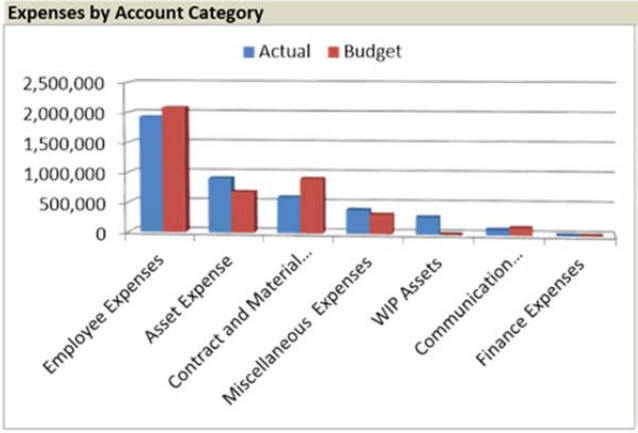
JULY WE SPENT $124526 MORE THAN THE BUDGET OF $1,369,011.

AUGUST WAS BETTER AS WE SPENT MUCH BELOW THE BUDGETED EXPENSE.

SEPTEMBER WAS OVER THE BUDGET BY $54,612.

ACTUAL v BUDGET

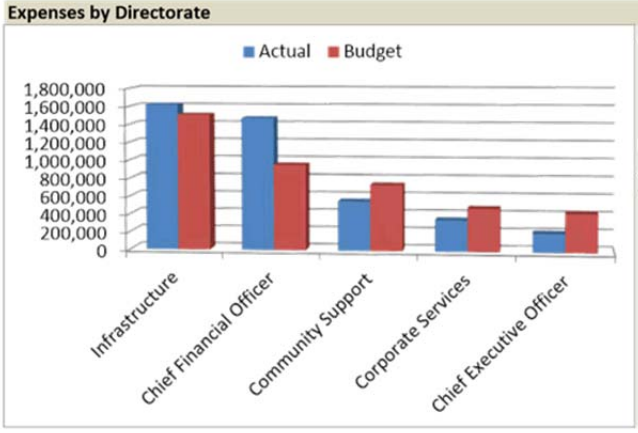
Expenses by Account Category



Comment:

OUR BIGGEST EXPENDITURE IS ON EMLOYEE WAGES BUT IS BELOW THE BUDGETED EXPENDITURE.

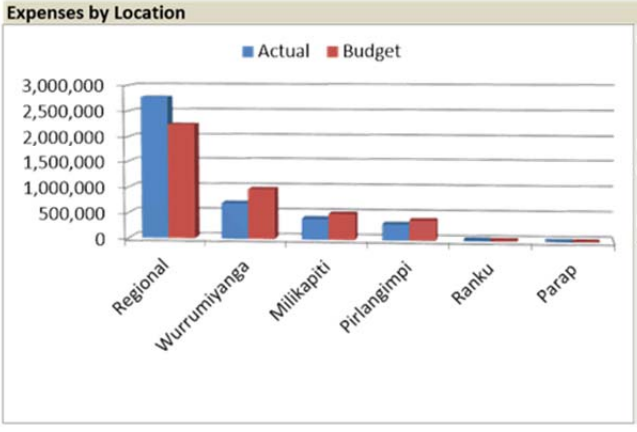
Expenses by Directorate



Comment:

INFRACTURE SERVICES IS THE LARGEST SPENDING AREA, FOLLOWED BY FINANCE SPENDING OVER THE BUDGET BY $ 551,598.

Expenses by Location



Comment:

EXPENSES IN THE REGIONAL AREA ARE SLIGHTLY OVER THE BUDGET.

EXPENSES IN OTHER REGIONS ARE WELL BELOW THE BUDGET.

TIWI ISLANDS Regional Council

4

NET RESULT

Directorate	Actual YTD	Budget YTD	Variance ($)	Variance (%)
All Directorates				
Income	(4,405,256)	(3,526,941)	(878,315)	25%
Expenses	4,197,976	4,110,668	87,308	2%
Total	(207,280)	583,727	(791,007)	136%
1000 - Chief Financial Officer				
Income	(1,718,871)	(813,538)	(905,334)	111%
Expenses	1,472,593	950,995	521,599	55%
Total	(246,278)	137,457	(383,735)	279%
2000 - Infrastructure				
Income	(1,753,681)	(1,447,704)	(305,977)	21%
Expenses	1,619,324	1,508,861	110,462	7%
Total	(134,358)	61,157	(195,515)	320%
3000 - Corporate Services				
Income	(21,651)	(44,577)	22,926	51%
Expenses	347,197	481,098	(133,902)	28%
Total	325,546	436,521	(110,976)	25%
4000 - Chief Executive Officer				
Income	(343,544)	(195,886)	(147,658)	75%
Expenses	206,493	432,161	(225,668)	52%
Total	(137,051)	236,275	(373,326)	158%
6000 - Community Support				
Income	(567,509)	(1,025,237)	457,728	45%
Expenses	552,370	737,553	(185,183)	25%
Total	(15,139)	(287,684)	272,545	95%

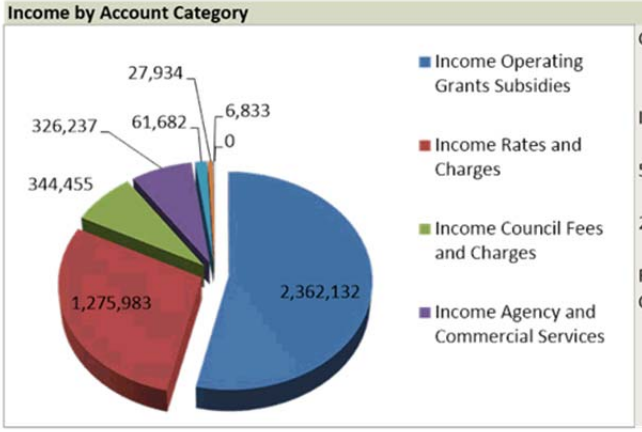
Surplus over $100,000
Surplus over $10,000
Variance under $10,000
Deficit over $10,000
Deficit over $100,000

TIWI ISLANDS

5

INCOME

Income by Account Category



Comment:

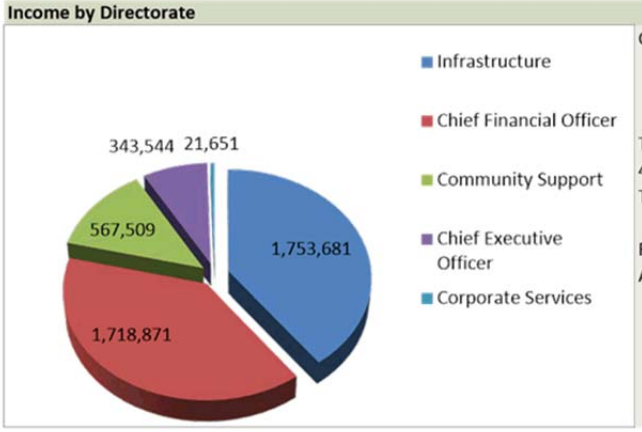
INCOME BY CATEGORY:

53% OF INCOME COMES FROM GRANTS.

28% FROM RATES AND CHARGES

REST FROM FEES, CHARGES AND OTHER AGENCY CHARGES ETC.

Income by Directorate

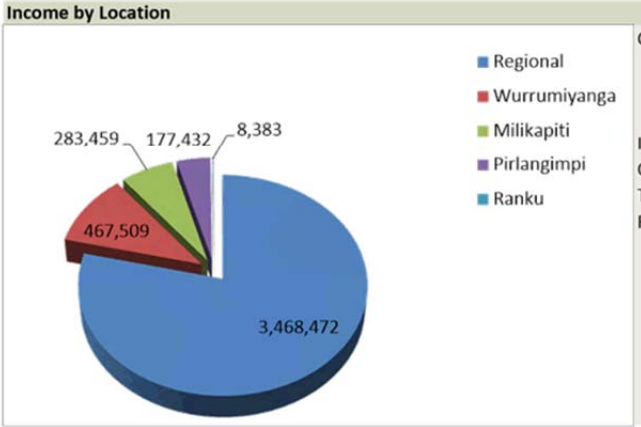


Comment:

THIS QUARTER INFRASTRUCTURE CONTRIBUTED 40% OF INCOME AND CFO HAS 40% BECAUSE OF THE RATES AND CHARGES.

REST OF THE 20% IS FROM COMMUNITY SERVICES AND CORPORATE SERVICES.

Income by Location

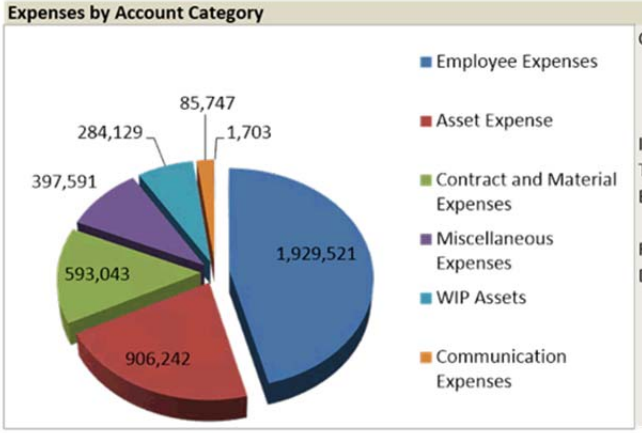


Comment:

IF YOU LOOK AT REGIONWISE INCOME THEN 78% OF THE INCOME IS FROM CENTRAL REGION FOR THE FIRST QUARTER, BECAUSE OF GRANTS AND RATES AND CHARGES.

EXPENSES

Expenses by Account Category



Comment:

IF YOU LOOKING AT EXPENSES CATEGORYWISE THEN MOST OF THE EXPENSE IS EMPLOYEE EXPENSES WHICH SALARIES & WAGES.

FOLLOWED BY ASSET EXPENSES BECAUSE OF DEPRECIATION

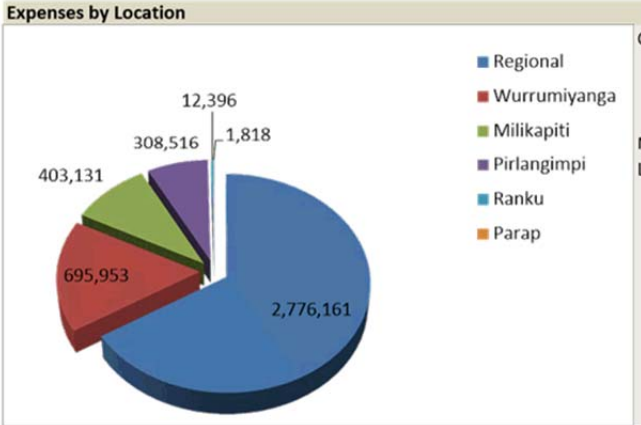
Expenses by Directorate

Comment:

EXPENSES DIRECTORATEWISE:

MOST OF THE EXPENSES ARE INCURRED BY INFRACTURE SERVICES FOLLOWED BY CFO.

Expenses by Location



Comment:

MOST EXPENSES ARE INCURRED BY REGIONAL LOCATION.

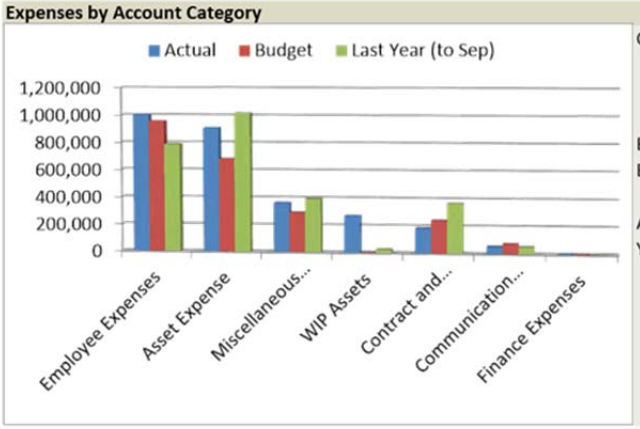
SERVICES PROVIDED

TIWI ISLANDS Regional Council

8

REGIONAL

Expenses by Account Category

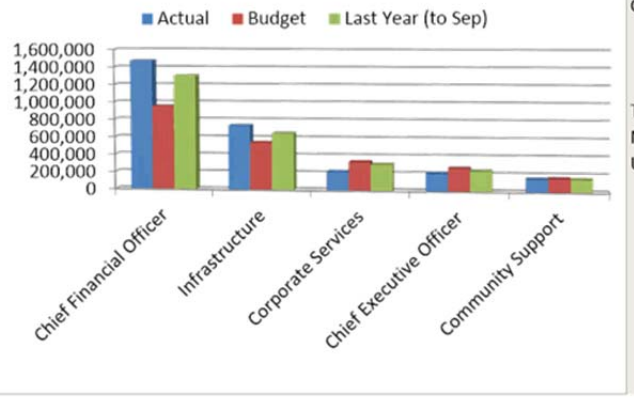


Comment:

EMPLOYEE EXPENSES WAS MORE THAN THE BUDGET IN THE REGIONAL AREA.

ALSO MORE WHEN COMPARED TO THE PREVIOUS YEAR ACTUAL FOR THE SAME PERIOD

Expenses by Directorate



Comment:

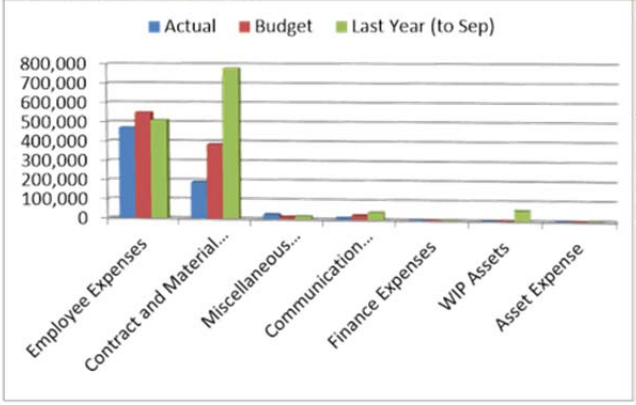
THE CFO AREA INCURRED MOST EXPENSES AS MOST GENERAL EXPENSES LIKE INSURANCE ETC IS UNDER THE CFO AREA

TIWI ISLANDS

9

WURRUMIYANGA

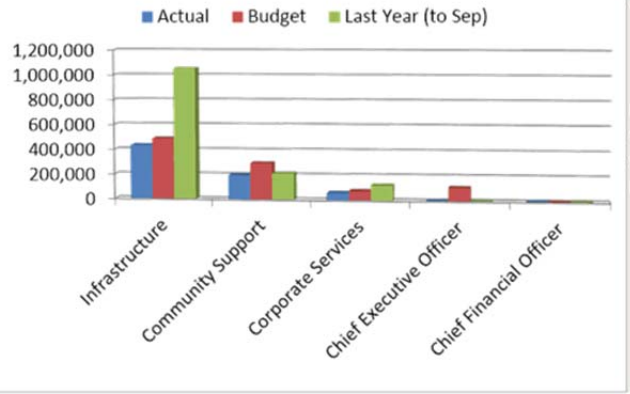
Expenses by Account Category



Comment:

THE CONTRACT AND MATERIAL COST IS VERY LOW COMPARED TO BUDGET BY ALMOST 50%. AND JUST ONE FOURTH WHEN COMPARED TO LAST YEARS EXPENSES FOR THE SAME TIME AS WE HAVE LESS JOBS THIS YEAR.

Expenses by Directorate

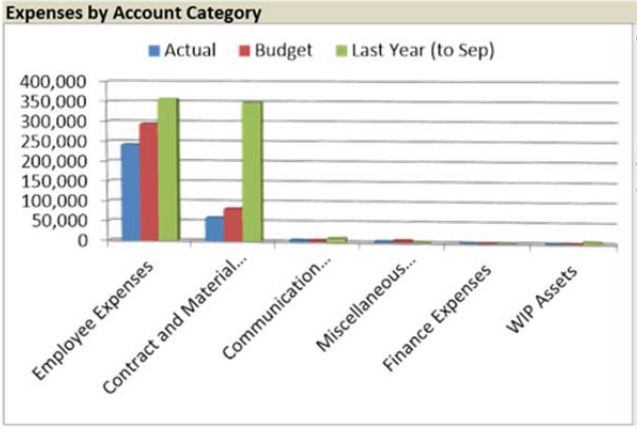


Comment:

INFRASTRUCTURE HAS LESS EXPENSES COMPARED TO THE PREVIOUS YEAR FOR THE SAME TIME AND THE BUDGET THIS YEAR BECAUSE OF LESS JOBS.

PIRLANGIMPI

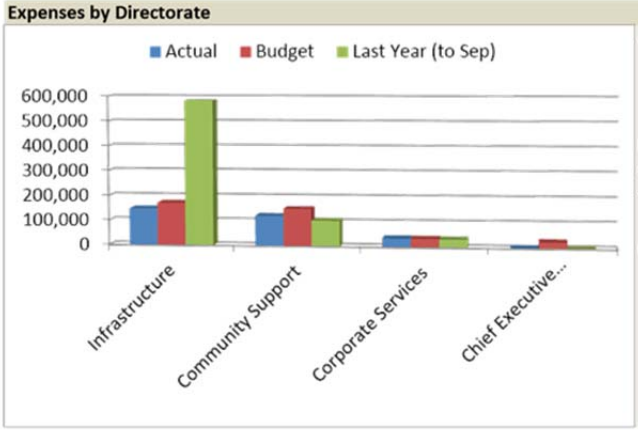
Expenses by Account Category



Comment:

EMPLOYEE EXPENSES IN PIRLANGIMPI IS LOWER THAN THE BUDGET AND LOWER IN COMPARISION TO LAST YEARS ACTUAL FOR THE SAME PERIOD.

Expenses by Directorate



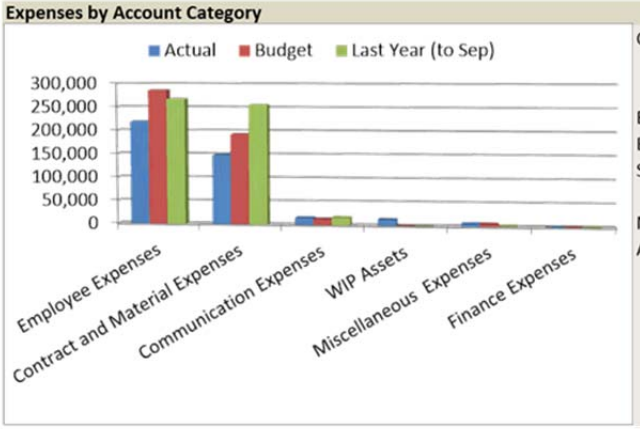
Comment:

INFRACTURE HAS A LOWER COST WHEN COMPARED TO THIS YEARS BUDGET AND LAST YEARS ACTUALS FOR THE SAME PERIOD.

LESS JOBS THIS YEAR.

MILIKAPITI

Expenses by Account Category

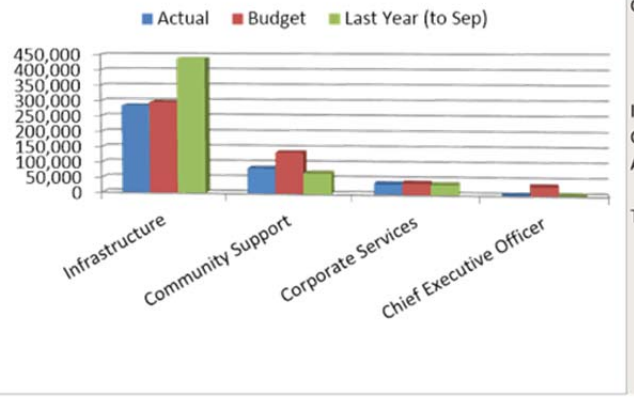


Comment:

EMPLOYEES EXPENSES IS LOWER THAN THE BUDGET AND THE ACTUALS LAST YEAR FOR THE SAME PERIOD.

MAINLY DUE TO TIGHTER CONTROL OF WORK AND RELATED SERVICES PROVIDED.

Expenses by Directorate



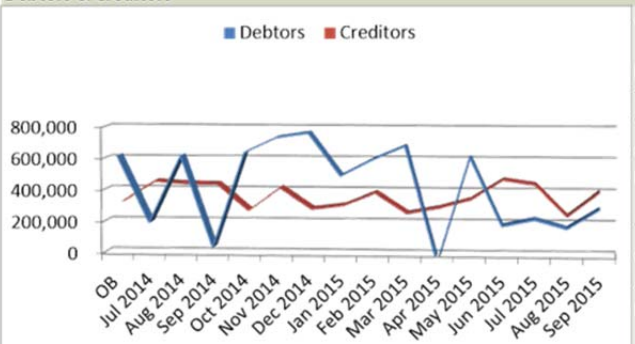
Comment:

INFRASTRUCTURE HAS LOWER COSTS WHEN COMPATRED TO BUDGET AND PREVIOUS YEARS ACTUALS FOR THE SAME PERIOD.

THIS COULD BE DUE TO LESS JOBS AVAILABLE.

DEBTORS & CREDITORS

Debtors & Creditors

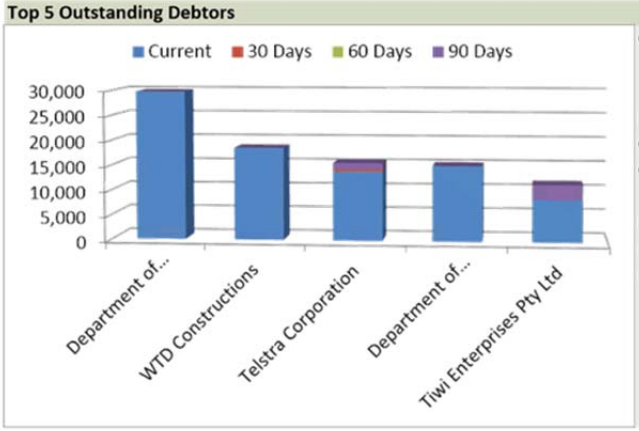


Comment:

IN THE PREVIOUS YEAR FOR MOST OF THE PERIOD THE AMOUNT WE WERE TO RECEIVE WAS MORE THAT WHAT WE HAD TO PAY OUR CREDITORS. IN OTHER WORDS THE AMOUNT TO RECEIVE WAS MORE AND AMOUNT TO PAY WAS LESS.

THIS YEAR SO FAR UNTIL THE END OF THE FIRST QUARTER THE AMOUNT WE RECEIVE IS LESS AND AMOUNT WE HAVE TO PAY IS MORE. MEANING EXPENSES WAS MORE AND INCOME WAS LESS.

Top 5 Outstanding Debtors

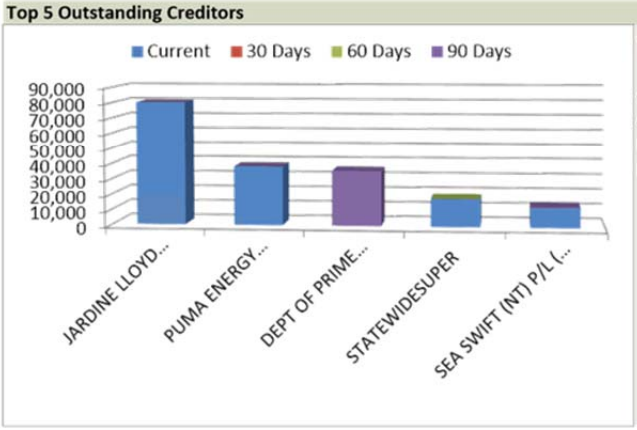


Comment:

MOST OF OUR DEBTS ARE TO COME FROM THE GOVERNMENT DEPARTMENTS BY WAY OF GRANTS.

FOR THIS QUARTER IT IS ALSO FROM THE DEPARTMENT OF HOUSEING BECAUSE OF THE RATES AND CHARGES.

Top 5 Outstanding Creditors



Comment:

AMOUNG THE TOP 5 CREDITORS THE HIGHEST AMOUNT PAYABLE IS TO JLT INSURANCE FOLLOWED BY PUMA ENERGY FOR PURCHASE OF FUEL.

TIWI ISLANDS Regional Council

13

REPORTS FOR INFORMATION

ITEM NUMBER	7.8
TITLE	Governance & Compliance Managers Report - End of Month - September 2015
REFERENCE	167681
AUTHOR	Bruce Moller, Governance & Compliance Manager

BACKGROUND

The Governance & Compliance Manager provides effective leadership in governance activities to support the strategic direction of Tiwi Islands Regional Council.

The position will be responsible for overseeing the establishment and ongoing implementation of good governance structures and processes including providing high level management advice and guidance to the Council, executive, senior management and staff on governance matters, and providing advice on the roles and responsibilities of elected members of Council and the new Local Authority members respectively.

Strategic Planning:

The Governance section will endeavour to ensure the Council is 99% compliant with Northern Territory Government Legislation. They will also assist councillors with their roles and responsibilities to the Tiwi Islands Regional Council.

Financial Variances to Budget:

1. **Action SDC – 147100 – Councillors**
2. **Action SDC – 107200 – Governance**
3. **Action SDC – 154000 – SPG – Rebranding Regional Council**
4. **Action SDC – 147001 147002 147003 – Local Authorities (Operational)**
5. **Action SDC – 147801 147802 147803 – Local Authorities (Community Projects)**
6. **Action SDC – 147900 Grant – Local Authorities (Strengthening Local Authorities)**

LOCAL AUTHORITIES

Wurrumiyanga

- All Ordinary members now appointed.

Pirlangimpi

- One Ordinary member vacancy remaining to be filled.

Milikapiti

- One Ordinary member vacancy remaining to be filled.

Human Resources:

All Staffing issues, including:

- Attendances – Normal absenteeism due to illness and personal matters
- Incidents – Nil
- Disciplinary matters – Nil
- Recruitment – Nil
- Annual leave – Nil
- Higher Duties – Maina Brown Acting Governance Manager for 25 September to 05 October and then extended to 09 October. Bruce Moller acting CEO for 24 September to 05 October and then extended to 09 October 2015 inclusive.
- OH&S matters – Nil
- Staff meetings conducted – Ongoing.

Note: Staff Member Garry Wise (Local Authority Finance Trainer / Advisor) has unfortunately been involved in a car accident in Darwin and will be off work for an extended period.

Recent contact with Garry Wise in Melbourne (he is still in Epworth Hospital now progressing well for his post accident recovery and rehabilitation). We do not have a return to work date as yet for Garry.

Local Authority Meetings held in:

- Milikapiti Local Authority – 29th September 2015.

Special Council Meetings / Sub Committee Meetings held :

- Special Council Meeting held on 11 September 2015.
- Special Council Meeting held on 22 September 2015

Councillors Professional Development

Financial Management Training for all Councillors has been identified as a priority and is under preparation by LGANT Governance Trainer Angela Pattison.

A tentative date has been set for the 1st Financial Management Training Session – Tuesday 10th November 2015 at Wurrumiyanga.

New finance reporting templates are also currently being prepared for Local Authorities for the 15/16 year.

Post Compliance Review

At the Special Council Meeting held Tuesday 22nd September 2015 a general briefing was provided to Council by the A/CEO Garry Lambert.

As per discussions at the Special Meeting the full report covering the 120 Compliance Action Items will be included in the September Ordinary Council Meeting Agenda, and will then be an ongoing item for each Ordinary Council Meeting.

The new CEO Marion Scrymgour will further discuss this matter with Council at today's meeting.

Governance Training

A draft Governance Training Plan for the balance of 2015/16 year will be further discussed with the new CEO and Mayor over coming weeks and will then be brought to Council at a future meeting.

KEY PERFORMANCE INDICATORS - 2015 /16

Key Performance Indicators	Action	Measure of Success
Compliant with Local Govt. Act, Regulations and Ministerial Guidelines.	Regular Liaison with LG staff	99 % compliant
Council Members are aware of their roles and responsibilities, separation of powers, and meeting attendance.	Governance Training	Council Meetings are well attended, Quorums achieved, structured agendas with good understanding of reports by all councillors.
Councillors Portfolios are recognised by Council staff and regular updates are provided by staff to Councillors on their portfolio areas of responsibility.	Ensure staff are aware of Councillor Portfolios	Regular meetings are being held between Councillors, Directors and Staff in their Portfolios
Newly established Local Authorities are operating efficiently and working in conjunction with the Regional Council.	Ensuring that protocols are followed to keep information flowing both ways.	Regular meetings of Local Authorities are being held with information shared across communities providing a forum for community engagement.
Council Policies and procedures are updated regularly to ensure compliance with NT and Federal Legislation.	New Policy Framework to be developed and implemented	Update all existing policies and procedures progressively during 2015/16.

RECOMMENDATION:

That Council notes this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.9
TITLE	Minutes - Milikapiti Local Authority Meeting held on 29 September 2015
REFERENCE	167686
AUTHOR	Bruce Moller, Governance & Compliance Manager

Minutes of the Milikapiti Local Authority Meeting held on 29 September 2015.

BACKGROUND

Attached are the draft Minutes of the Milikapiti Local Authority Meeting held on 29 September 2015 for Council's information.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the Minutes of the Milikapiti Local Authority Meeting held on 29 September 2015.

ATTACHMENTS:

1 2015_09_29_Milikapiti_Local_Authority_Minutes_Draft.pdf

TIWI ISLANDS Regional Council

MINUTES OF THE MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE MILIKAPITI BOARDROOM ON TUESDAY, 29 SEPTEMBER 2015 AT 10:00 AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10:30am.

.

The Chairperson Pius Tipungwuti welcomed members, staff and guests.

1.2 Present

Chairperson: Pius Tipungwuti.

Local Authority Members: Lynette De Santis, Irene Tipiloura, Thomas Puruntatameri, Connell Tipiloura, Loretta Cook, Malcom Wilson, Christine Joran and Adrian McCann.

Officers: Bruce Moller (A/CEO), Brenton Baillie (A/Director Infrastructure), Bill Toy (Deputy Director Community Support).

Minutes: Maina Brown (A/Governance and Compliance Manager)

Guests: Colvin Crowe (Department of Local Government and Community Services)

1.3 Apologies

Accepted: Anita Moreen and Mary E Moreen.

Moved: Loretta Cook
Seconded: Thomas Puruntatameri

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

Nil

1.6 Confirmation of Previous Minutes

Milikapiti Local Authority - 23 June 2015

1 RESOLUTION:

Moved: Christine Joran

Seconded: Thomas Puruntatameri

That the minutes of the Milikapiti Local Authority held on 23 June 2015 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

2 BUSINESS ARISING

2.1 BUSINESS ARISING FROM PREVIOUS MINUTES

Business arising from previous minutes.

RECOMMENDATION:

That the Milikapiti Local Authority accepts these discussions and reports.

3 GENERAL BUSINESS

3.1 NEW MEMBERS APPOINTED - MALCOLM WILSON AND ADRIAN MCCANN

At the 24th June 2015 Ordinary Council Meeting at Milikapiti Council appointed Malcolm Wilson and Adrian McCann to the Milikapiti Local Authority.

RECOMMENDATION:

That the Milikapiti Local Authority members welcome the two new members Malcolm Wilson and Adrian McCann.

3.2 2015 - MEETING ATTENDANCE REGISTER

As an ongoing record keeping requirement, members will be provided with an updated meeting attendance listing at the beginning of each meeting. Members attendance is based on the official minutes of each MLA meeting.

RECOMMENDATION:

That the Milikapiti Local Authority members note the 2015 meeting attendance register.

3.3 MILIKAPITI LOCAL AUTHORITY - ONE VACANCY

Currently the Milikapiti Local Authority has one vacancy for an ordinary member position (Warntarringuwi Skin Group) (Male or Female).

RECOMMENDATION:

That the Milikapiti Local Authority agrees to assist with contacting any interested community members that could represent the Warntarringuwi Skin Group Vacancy.

4 REPORTS FOR DECISION

4.1 MILIKAPITI - COMMUNITY PROJECTS LISTING

At the last meeting (23rd June 2015) members discussed and reviewed a number of possible community projects. We have now prepared an updated list of proposed projects for further discussion at today's meeting.

RECOMMENDATION:

1. **That the Milikapiti Local Authority reviews and updates the Community Projects Listing,**
2. **Notes the additional funding allocation for 15/16,**
3. **Recommends any projects to Council for approval to proceed.**

5 REPORTS FOR INFORMATION

Nil

6 OTHER BUSINESS

See separate listing of Milikapiti Local Authority Items, plus the Community Projects Listing which have been both updated as part of these Minutes.

The Regional Council must respond to Local Authority Action Items in a timely manner so that members can relay this information back to their local communities.

6.1 STREET LIGHTLING AT MILIKAPITI

It was raised by Lynette De Santis that the lack of street lighting around the Milikapiti Community and required regular checking from being vandalised.

6.2 POLICE ATTENDANCE IN MILIKAPITI

It was raised by Adrian McCann that the Melville Island Police do not advise of their visits to Milikapiti. Lynette De Santis has agreed to send an email to Benjamin Higgins OIC Melville Island to request that on their visits to Milikapiti community and they have a broader communication and engagement with the community for general safety.

Action: Lynette De Santis to email Benjamin Higgins OIC from Pirlangimpi.

7 **Next Meeting**

15 December 2015

8 **Closure**

The meeting closed at 11:50am.

Milikapiti Local Authority – Action Items 2015

SUMMARY OF ACTIONS AND OUTCOMES

Agenda Item	Action or Outcome Arising	Responsible person	Timeline	Action to be taken	Response to Local Authority
General Business Item 4 – Territory Housing 25/3/14 24/6/14 - Pending 30/9/14 - Pending 16/12/14 - Pending 24/03/15 – Pending 23/06/15 – Pending 29/09/15 – Pending	Members would like to invite a Territory Housing representative to next meeting (24 June 2014) Members would like to ask Territory Housing regarding Maintenance. Members requested for the CEO to write a letter to Territory Housing to attend the Milikapiti Local Authority Meeting and also request to hold a Public Forum.	CEO	Immediate	CEO to write a letter of invitation to Territory Housing to attend the next Milikapiti LA Meeting.	Deferred. Other TH issues to resolve. 16/12/14 - Agreed for New Ye DOH have mooted LA becom Housing Reference Group. Members are interested to hear an update from Territory Housing in relation to Housing Upgrades and some general enquiries re maintenance issu
General Business Item 6 – Airport Facilities 25/3/14 24/6/14 - Pending 30/9/14 – Pending	Members are concerned as to the current poor state of the Airport Facilities – urgently in need of upgrading / refurbishing including new signage.	Director Infrastructure	Next Meeting	Consider undertaking a survey of existing facilities and preparing project plan for possible upgrading of buildings and signage. LA recommended Regional Council to write to OTL re upgrading of airport facilities.	Discussed with RJCP as project. Concept plan being developed. Awaiting OTL response. OTL Budget does not have sufficient capital funds.

Attachment 1

2015_09_29_Milikapiti_Local_Authority_Minutes_Draft.pdf

Milikapiti Local Authority – Action Items 2015

16/12/14 – Pending 24/03/15 – Pending 23/06/15 – Pending **29/09/15 - Completed**				16/12/14 CEO agreed to write a letter to Fly Tiwi re on ground support. Infrastructure Director to arrange for regular checks to be done on airport toilet cleaning. A/Director Infrastructure to investigate black tank to use for toilets and place fencing around toilet tank facility.	16/12/14 - Water issue now resolved. Signage to be upgraded as part of the Regional Council Rebranding project. Building identified for termite treatment by Council. Completed.
Agenda Item	**Action or Outcome Arising**	**Responsible person**	**Timeline**	**Action to be taken**	**Response to Local Authority**
General Business Item 8 – Water Feature 25/3/14 24/6/14 - Pending 30/9/14 – Pending 16/12/14 – Pending 24/03/15 – Pending 23/06/15 – Pending	Members would like an update on the progress of the water feature project.	Director Infrastructure	Next Meeting	Update required for members at the June 24 Meeting. LA members were keen on holding a Special Meeting. Further briefing re timeframe and available funds. 16/12/14 MLA to seek further sponsors for adding extra play equipment.	Procurement completed. Estimated start date 20/10/20 OTL approval given. Project is now underway.with Contractors on site in three (3 weeks time. Contractors on site 01/12 work is underway. Additional Grant funds receive from ABA – re-scoping projec Waiting for Shade Cloth and looking at finishing at the end August 2015.

Attachment 1

2015_09_29_Milikapiti_Local_Authority_Minutes_Draft.pdf

Milikapiti Local Authority – Action Items 2015

29/09/15 – Pending					TIRC electrician will be headir over to Milikapiti to install pur at the water feature and havin it operational. There will be nc Shade cloth at this stage due funding shortfall. However the Council has put in an applicat for additional funds.
Agenda Item	**Action or Outcome Arising**	**Responsible person**	**Timeline**	**Action to be taken**	**Response to Local Authority**
General Business Item 12 – Public Toilets 25/3/14 24/6/14 - Pending 30/9/14 – Pending 24/03/15 – Pending 23/06/15 – Pending 29/09/15 - Completed	Members enquired as to the lack of any public toilets in the community.	Director Infrastructure	Next Meeting	Investigate options for building suitable public toilet facilities. LA recommended Regional Council write to OTL re possible provision of toilet facilities under community lease.	Stainless modular toilet units priced- single unit approx. $ 70k, double unit $ 90k. Funding required. Awaiting OTL response. OTL Budget does not have sufficient capital funds. See the new 14/15 Milikapiti Community Projects listing. A/Director Infrastructure to investigate options. A/CEO advise to keep on the list until we get funding's. Governance & Compliance Manager to write a letter re: la and space for public toilets subject to SPG. See comments on MLA Proje Listing.

Milikapiti Local Authority – Action Items 2015

Agenda Item	Action or Outcome Arising	Responsible person	Timeline	Action to be taken	Response to Local Authority
General Business Item 17 – New Cemetery 24/6/14 30/9/14 – Pending 16/12/14 – Pending 24/03/15 – Pending 23/06/15 – Pending **29/09/15 – Completed**	Members were asking if discussions could be commenced about selecting a site for a new community cemetery as the existing capacity is almost exhausted?	Director Infrastructure	Next Meeting	Recommend Infrastructure Director attends the next LA meeting (23 Sept 14) to seek a briefing from members for possible new cemetery location?	Location for new cemetery to be discussed at today's meeting. 16/12/14 - Location to be pegged and agreed with T.O. New Cemetery site to also be discussed with OTL and Milikapiti Reference Group. Council preparing for new Cemeteries Act. A/Director Infrastructure to talk to Power Water about the new cemetery site to confirm its not going to affect the running of water to the community. A/Director Infrastructure to advise Tiwi Land Council. A/CEO to liaise with Marcelo of using TechOne system as cemeteries register.

Attachment 1

Attachment 1 2015_09_29_Milikapiti_Local_Authority_Minutes_Draft.pdf

Milikapiti Local Authority - Community Projects Listing
2014/15 Funding Allocation - $ 69,004.00 (thru TIRC)
2015/16 Funding Allocation - $ 69,004.00 (thru TIRC)
TOTAL FUNDING AVAILABLE = $ 138,008.00

Meeting Date	Community Project Description	Priority	Project ID	Estimated Cost	Responsible Officer	Comments
9/30/2014	Milikapiti - Concrete boat ramp inside breakwater	FIVE	MLA - 1A	To be prepared	Director Infrastructure	Ramp $45K (18 m3 of concrete estimated).
9/30/2014	Milikapiti - Toilets at Airport - Access	TWO	MLA - 2	To be prepared	Director Infrastructure	29/09/15 - Options to be looked at for public access to toilets when airport is open. (New key arrangements).
9/30/2014	Milikapiti - Extend Existing Cemeteries	SIX	MLA - 4	To be prepared	Director Infrastructure	MLA members agreed at the 29/09/15 meeting to change this proposed project to not proceed with a new cemetery, but look at extending the existing cemeteries.
9/30/2015	- Prepare site plans					
	- Multiple locations to be checked with (OTL & TLC)					
9/30/2014	Milikapiti - New Public Toilet	ONE	MLA - 5	To be prepared	Director Infrastructure	Information provided at the meeting held 29/09/15.
	Prepare options / costings for a new public toilet facility					
24/03/2015	Milikapiti - Timrambu - Investigate water point / tank facilities and	FOUR	MLA - 7	To be prepared	Director Infrastructure	New Item raised on 24/03/15.
	check lease status of site.					Further discussion 29/09/15 - can the existing tank be fixed / repaired . New costings required.
29/09/2015	Milikapiti - Barge Landing - Install additional LED Light	THREE	MLA - 8	To be prepared	Director Infrastructure	New Item raised on 29/09/15. Estimated cost approx. $ 12 K.
29/09/2015	Milikapiti - Additional public seating at Airport	SEVEN	MLA - 9	To be prepared	Director Infrastructure	New Item - 2 additional bench seats to be priced.
	COMPLETED ITEMS					
24/03/2015	Milikapiti - Barge Landing - Solar LED Lighting		MLA - 1B	Completed	Director Infrastructure	Solar LED installed at Barge Landing via separate Grant. No cost to Local Authority.
9/30/2014	Milikapiti - Alternative water supply for Airport					
	(look at options and investigate bringing water from Karslake (Black Tank)		MLA - 3	Completed	Director Infrastructure	Work done by Council - electric shutoff valve installed. No cost to Local Authority.
12/16/2014	Milikapiti - Airport - Fencing around tank		MLA - 6	Completed	Director Infrastructure	New Item raised on 16/12/14. Estimate to be prepared. Agreed for Council to do this project during 14/15. No cost to Local Authority.

Updated by Bruce Moller - Governance & Compliance Manager 05/10/15
Tiwi Islands Regional Council