AGENDA

MILIKAPITI LOCAL AUTHORITY MEETING

WEDNESDAY, 28 JUNE 2017

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

- Wednesday, 28 June 2017 at
- Milikapiti Boardroom
- Commencing at 10:00AM

Your attendance at the meeting will be appreciated.

Marion Scrymgour
Chief Executive Officer

AGENDA

1 WELCOME & APOLOGIES

1.1 WELCOME

1.2 PRESENT

1.3 APOLOGIES

1.4 LEAVE OF ABSENCE

1.5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

1.6 CONFIRMATION OF PREVIOUS MINUTES

Milikapiti Local Authority - 29 March 2017

2 BUSINESS ARISING

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6 OTHER BUSINESS

Nil

7 NEXT MEETING

Wednesday 27 September 2017

BUSINESS ARISING

ITEM NUMBER	2.1
TITLE	Business Arising from Previous Minutes
REFERENCE	205111
AUTHOR	Maina Brown, Governance & Compliance Manager

Business arising from previous minutes.

BACKGROUND

This is the section of the meeting where any business arising from the previous meeting is dealt with.

Attached are the Draft Minutes of the 29 March 2017 Meeting for Local Authority Members to read and provide any comments on.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Milikapiti Local Authority accepts these discussions and reports.

ATTACHMENTS:

1 2017_03_29_MLA_Meeting_Minutes_Draft.pdf

TIWI ISLANDS Regional Council

MINUTES OF THE MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE MILIKAPITI BOARDROOM ON WEDNESDAY, 29 MARCH 2017 AT 10:00AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10:06am.

The Chairperson Pius Tipungwuti welcomed members, staff and guests.

At this point of the MLA meeting (10:07am) a 1 minutes silence was held in respect for the recent passing of family members.

1.2 Present

Chairperson: Pius Tipungwuti.

Local Authority Members: Mayor Lynette De Santis, Cr Anita Moreen, Mary Moreen, Thomas Puruntatameri, Malcolm Wilson, Trevor Wilson and Andrew Lyons.

Officers: Milika De Santis (A/CEO), Trish Richardson (Finance and Compliance Officer), Yoakim Pastrikos (Town Services and Outstation Manager), Kesara Scrymgour (Executive Assistant), Karlene Scrymgour (Infrastructure Resource Officer), Vince North (Civil Works Manager) and Maina Brown (Governance & Compliance Manager).

Guest: Colvin Crowe (DHCD) and Matt Majid (DoC – Office of Aboriginal Affairs).

Minutes: Maina Brown (Governance & Compliance Manager).

1.3 Apologies

Accepted: Irene Tipiloura, Connell Tipiloura, Loretta Cook and Christine Joran.

Not Accepted: Nil

Apologies – Milikapiti Local Authority Meeting – 29 March 2016

1 ***RESOLUTION***

Moved: *Mary E Moreen*
Seconded: *Thomas Puruntatameri*

That the Apologies of MLA members – Irene Tipiloura, Connell Tipiloura, Loretta Cook and Christine Joran be accepted by members.

CARRIED

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 - 13 December 2016

2 **RESOLUTION**

Moved: *Lynette De Santis*
Seconded: *Thomas Puruntatameri*

That the minutes of the Milikapiti Local Authority held on 13 December 2016 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 2016 - 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 Milikapiti Local Authority members note the 2016 meeting attendance register for information.

3.2 2016/17 - LOCAL AUTHORITY FINANCIAL REPORT TO 28 FEBRUARY 2017

This report is provided for information to the Milikapiti Local Authority to advise on expenditure to 28 February 2017 for the 2016/17 F/Y.

RECOMMENDATION:

That the Milikapiti Local Authority notes this report for information and provides any comments or feedback on the new financial reporting format.

3.3 *UPDATE OF RE-STRUCTURE OF OFFICE OF ABORIGINAL AFFAIRS*

Matt Majid from Department of the Chief Minister – Office of Aboriginal Affairs will be providing an update of re-structure of Office of Aboriginal Affairs with change of government and status of the Community Champions Program.

RECOMMENDATION:

That the Milikapiti Local Authority welcomes Matt Majid from Department of the Chief Minister – Office of Aboriginal Affairs and listens to the short presentation.

4 REPORTS FOR DECISION

4.1 *MILIKAPITI - COMMUNITY PROJECTS LISTING*

At the last meeting (13 December 2016) members discussed a number of possible community projects. We have updated the list of proposed and existing projects for further discussion at today's meeting.

3 **RESOLUTION**
Moved: *Trevor Wilson*
Seconded: *Anita Moreen*

1. That the Milikapiti Local Authority reviews and updates the Community Projects Listing.

2. Notes the funding allocations for 14/15, 15/16, and 16/17.

3. Recommends any projects to Council for approval to proceed.

Milikapiti Cultural and Sports Festival – MLA members authorise the A/CEO to select a consultant to coordinate this event.	MLA 16-12	$30,000 upper limit
Milikapiti Oval Upgrading Project 1. Members recommend to amend the ABA application and re-submitted to upgrade existing oval and not to extend. 2. Members recommend purchasing two grand stands with the committed funds.	MLA 16-13	$25,000 upper limit
Milikapiti Karslake Bores and Tanks Repairs	MLA 17-1	$9,900 upper limit

CARRIED

5 REPORTS FOR INFORMATION

5.1 *2017/18 DRAFT COUNCIL PLAN & BUDGET - CONSULTATION WITH MLA*

As part of the preparation of the new 17/18 Council Plan & Budget, Council is required to consult with the Local Authority and the public covering service delivery across the Tiwi Islands.

4 **RESOLUTION**
Moved: *Malcolm Wilson*
Seconded: *Trevor Wilson*

That the Milikapiti Local Authority;

A) **Receives and notes this report for information and recommends any local authority priorities to Council as part of the overall budget development process.**

B) **Acknowledge the additional Regional Council services and proposed service delivery conditions as below.**
- **Request for school zone signs, speed bumps and repainting of school / street crossings.**
- **Sport & Libraries – include weekend – pending on funding. Suggested Mondays and Thursdays (non club day) off for kids to spend time with families.**

CARRIED

6 OTHER BUSINESS

6.1 **Community Safety Stakeholder Meeting**
Milika De Santis advised and encourage members to attend a Community Safety Stakeholder meeting to be held at Milikapiti Library building on Thursday 30 March 2017 at 2pm regarding Adult Diversion out on Country. Representatives from Attorney General and Department of Justice will also be attending.

7 Next Meeting

Wednesday 28th June 2017.

8 Closure

The meeting closed at 1:00pm.

Milikapiti Local Authority – Action Items 2017

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 6.1 – Outstations 28/9/2016	LA member Mary E Moreen has requested for an update on Karslake tank, solar and pipelines. Previous Outstation Co-ordinator had visited and commenced some work at Karslake outstation.	GM Infrastructure & Asset Services	Next Meeting	Follow up and provide update to MLA members regarding Karslake pipeline.	
13/12/2016 – Pending	LA member Mary E Moreen has Requested a new pipeline at Karslake for visitors when camping (Nurses & Doctors).	Manager for Town Services and Outstations	Next Meeting	Follow up with the Outstation Manager and provide update.	Outstation Manager will investigate the pipeline and provide quotes 20/03/17 - An inspection took place on 12 July 2016 of the solar powered bore pump and 1x water tank at Karslake and 3x water tanks at Parrampunarli Coastal Reserve. A report was submitted to Council meeting held on 30th January 2017 at Wurrumiyanga for information and a total cost for repairs and maintenance. Total cost for all materials, installation, plumbing and electrical labour $9200 ex gst.
12/04/2017 – Pending			Next Meeting	Follow up with Kim Pastrikos And Mark Mohan.	An email request was sent to Infrastructure to raise a job

Attachment 1

Milikapiti Local Authority – Action Items 2017

Agenda Item	Action or Outcome Arising	Responsible person	Timeline	Action to be taken	Response to Local Authority
					card for this new project id MLA 17-1 by Governance Manager.
General Business Item 6.4 – Fencing Program 28/9/2016	Mayor Lynette De Santis raised why are there delays with staff completing the fencing program. Fence posts and rails have been put up around the community however only the gate part which includes the mesh has been completed.	GM Infrastructure & Asset Services	Next Meeting	Discuss with the work staging and question why the fencing program is taking this long to complete.	13/12/216 – Fencing should be completed in the next 8 weeks. Delayed on fencing project due to community clean up and preparing machineries for cyclone season. 20/03/17 – Manager for Town Services and Outstation to provide an update.
29/03/2017 - Pending				Yoakim to provide update	4 houses left to be complete due to machinery breakdown. In regards to Lot 345, Austin's team were advised that the fence was installed, however territory housing contractors removed all one side of the fence to build more units next door.
Agenda Item	**Action or Outcome Arising**	**Responsible person**	**Timeline**	**Action to be taken**	**Response to Local Authority**
General Business Item 6.5 – Fence around Power poles 13/12/2016	LA member Thomas Puruntatameri Requested for fencing around the Power poles for the safety of the Community. Barb wire or spikes around power pole.	CEO	Next Meeting	CEO will follow up with Power and Water.	04/04/17 – Spoke to Power and Water 1800245090 Emergency or Life threating Section.

Attachment 1

2017_03_29_MLA_Meeting_Minutes_Draft.pdf

Milikapiti Local Authority – Action Items 2017

				Governance to follow up.	13/04/17 - An email was sent to Power & Water on 13 April requesting to install prongs or barbwire around power pole. Waiting for response.

GENERAL BUSINESS

ITEM NUMBER	3.1
TITLE	2017 - Meeting Attendance Register
REFERENCE	205112
AUTHOR	Maina Brown, Governance & Compliance Manager

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.

BACKGROUND
As an important element of good governance and meeting procedures, an attendance register has been put together for all of the Milikapiti Local Authority meetings held in 2017.

Standard procedure will be for the Chairperson to review this listing at the commencement of each meeting and to follow up any previous non attendance / s with members.

Council will be including all Local Authority Meeting attendance records into each year's Tiwi Islands Regional Council Annual Report.

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:

That Milikapiti Local Authority members note the 2017 meeting attendance register for information.

ATTACHMENTS:
1 MLA - Meeting Attendance for 2017.pdf

TIWI ISLANDS REGIONAL COUNCIL

MILIKAPITI LOCAL AUTHORITY MEETINGS - 2016

OFFICIAL ATTENDANCE REGISTER

MEMBER NAME	COUNCILLOR / ORDINARY MEMBER	Rep Group	Date Appointed by Council	Mar 29 ORD M				
Lynette De Santis - Mayor	Milikapiti Ward Councillor	Council Rep	Automatic Member	Y				
Anita Moreen	Milikapiti Ward Councillor	Council Rep	Automatic Member	Y				
Irene Tipiloura (Automatically dismissed as of 18/6/17)	Milikapiti Ward Councillor	Council Rep	Automatic Member	A				
Trevor Wilson	Ordinary Member	Warntarringuwi (Sun)	16-Dec-15	Y				
Mary E Moreen	Ordinary Member	Warntarringuwi (Sun)	11-Mar-14	Y				
Thomas Puruntatameri	Ordinary Member	Miyartuwi (Pandanus)	11-Mar-14	Y				
Connell Tipiloura	Ordinary Member	Miyartuwi (Pandanus)	11-Mar-14	A				
Pius Tipungwuti	Ordinary Member	Lorrula (Rock)	11-Mar-14	Y				
Loretta Cook	Ordinary Member	Lorrula (Rock)	11-Mar-14	A				
Malcolm Wilson	Ordinary Member	Takaringuwi (Mullet)	24-Jun-15	Y				
Christine Joran	Ordinary Member	Takaringuwi (Mullet)	11-Mar-14	A				
Andrew Lyons	Ordinary Member	Non-Skin	29-Jun-16	Y				
Adrian McCann - Resigned 9-5-16	Ordinary Member	Non-Skin	24-Jun-15					

LEGEND	
Meeting Type	**Location**
LA = Local Authority Meeting (Ordinary)	M = Milikapiti
SP = Local Authority Meeting (Special)	D = Darwin
Attendance	**Note 1: Councillors attendance at Local Authority Meetings**
Y = Present at Meeting	**is only mandatory for their own Ward.**
A = Apology accepted	
X = Apology not accepted	**Note 2: Ordinary Meetings are held every three months, with 2 additional (Special Meetings)**
C = Meeting cancelled	**held between Feb to June each year for input into TIRC Strategic Planning / Budgets.**

Attachment 1

GENERAL BUSINESS

ITEM NUMBER	3.2
TITLE	2016/17 - Local Authority Financial Report to 31 May 2017
REFERENCE	205120
AUTHOR	Trish Richardson, Compliance & Financial Services Officer

This report is provided for information to the Milikapiti Local Authority to advise on expenditure to 31 May 2017 for the 2016/17 F/Y.

BACKGROUND

Council's finance section has prepared a new six page report (attached) to be presented to both Council each month and to each Local Authority.

This new format reports on expenses by location broken down to program and account category.

Following a request from the Wurrumiyanga Local Authority – comments to provide explanation of variations between actual and budgeted amounts that are greater than $10,000 will be presented to the sitting Local Authority.

Please note this is a new report and it may still require some further development / changes over coming months.

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:

That the Milikapiti Local Authority notes this report for information and provides any comments or feedback on the new financial reporting format.

ATTACHMENTS:
1 04 Expenditure by Local Authority May 2017.pdf

Expense by Local Authority Area

as at 31 May 2017

Description	Actuals YTD	Budget YTD	Variance	%	Comments	Annual Budget	Progress
Milikapiti	2,708,326	3,324,376	616,050	19%		3,817,566	71%
Finance & Compliance	197,836	363,475	165,639	46%	<<	396,518	50%
147003 - Local Authority Milikapiti	4,005	5,775	1,771	31%		6,300	64%
147103 - Regional Council & Elected Memb	183,801	181,322	(2,479)	(1%)		197,806	93%
147803 - Local Authority Project Funding - M	10,030	176,378	166,347	94%	<< Budget assumed 3 yrs funding would be spent. Focus on spending 1st year funds (44k) by 30/6/17	192,412	5%
Infrastructure & Assets	1,739,808	2,138,072	398,264	19%	<<	2,524,644	69%
103903 - Commercail Facilities - Milikapiti	26,644	18,066	(8,578)	(47%)		19,004	140%
105503 - Fleet Administration - Milikapiti	29,864	0	(29,864)	(100%)	<< Budget done at regional level. Fuel 27k & Workshop charges 3k not budgeted.	0	100%
108803 - Town Services Milikapiti	511,181	440,572	(70,609)	(16%)	<< Salary is overbudget by 63k, ICT not budgeted 10k. The income for Town Services needs to be processed.	480,624	106%
111503 - Street Lighting Milikapiti	3,609	12,000	8,391	70%		12,000	30%
113403 - Waste collection and disposal Milik	1,554	60,133	58,579	97%	<< Underspent - Allocation of Salary 60k from Town Services needs to be processed.	65,600	2%
116003 - Fuel - Milikapiti	216,062	250,109	34,047	14%	<< Fuel Expense 28k and Material Expense 10k less than budget	272,664	79%
119103 - Waste Management Milikapiti	10,758	13,475	2,717	20%		14,700	73%
119303 - Civil Works Milikapiti	268,825	336,097	67,272	20%	<< W'shop Chrg 56k, Material exp 9k & Salary exp 2k underspent.	366,651	73%
119503 - Airport Maintenance Milikapiti	30,923	19,067	(11,857)	(62%)	<< Salary alloc. 5k over budget, 6k windsock light installation	20,800	149%
119603 - Airport Inspection Milikapiti	31,399	31,015	(383)	(1%)		33,835	93%
119703 - Mechanical Workshops Milikapiti	228,891	401,980	173,089	43%	<< Inventory underspent 81k, Salary underspent 64k & Minor savings Courier 10k, Material Assets 9k, internal allocations 7k	438,523	52%
119803 - Staff Housing - Milikapiti	46,630	40,222	(6,407)	(16%)		43,879	106%
119903 - Territory Housing Milikapiti	(1,386)	0	1,386	100%		0	100%
120203 - Recreation Hall Milikapiti	9,097	9,050	(47)	(1%)		9,800	93%
120303 - Oval - Milikapiti	909	6,318	5,409	86%		6,892	13%
121403 - Facilities Milikapiti	3,663	10,167	6,503	64%		11,000	33%
122203 - Transit Accommodation - Milikapiti	35,111	8,452	(26,660)	(315%)	<< Repairs & maintenance not budgeted 28k: painting Lot 295 internal & external	9,220	381%
129603 - Airport Landing Fees Milikapiti	2,018	917	(1,101)	(120%)		1,000	202%
130003 - Roads General Maintenance Milika	247,102	114,583	(132,519)	(116%)	<< Road maintenance over budget by 100k, mainly in December & Feb due to rain	125,000	198%
131103 - Commercial Building Services Milik	5,644	13,773	8,129	59%		15,025	38%
152103 - Funeral Services - Milikapiti	8,447	2,750	(5,697)	(207%)		3,000	282%
159503 - ABA - Milikapiti Water Park	0	123,000	123,000	100%	<< Budget assumed work would be complete but the ABA Grant is still being negotiated, funds not received yet	246,000	0%
160003 - Milikapiti Oval Upgrade ABA	0	99,727	99,727	100%	<< Budget assumed work would be complete but the ABA Grant is still being negotiated, funds not received yet	202,827	0%
160303 - Refurb Aerodrome Ablution Blocks	9,259	0	(9,259)	(100%)		0	100%
160803 - Aerodrome Fencing Upgrade - Mili	13,604	126,600	112,996	89%	<< Budget assumed work would be complete - underspent materials 52K, labour 34k and internal charges. Working to complete by 30 June 2017	126,600	11%

Attachment 1

REPORTS FOR DECISION

ITEM NUMBER 4.1
TITLE New Proposed Community Project
REFERENCE 204342
AUTHOR Rosanna De Santis, Acting CEO

This report seeks members support for the new proposed community project for recommendations to Council for approval to proceed.

BACKGROUND

This report seeks MLAs recommendation to provide funding to cover the cost of having a Blue Light Disco in the evening for the community, following the fireworks. The cost will be similar to the 2016 Wurrumiyanga News Years Eve disco approximately $2,000.00.

Quote to be submitted by the supplier to the GM of Community Development & Services.

New Community Project

Milikapiti Territory Day Blue Light Disco	MLA 17-2	$2,000 upper limit

RECOMMENDATION:

That the Milikapiti Local Authority receives and notes this report and recommends proposed projects to Council for approval to proceed as per below table.

Milikapiti Territory Day Blue Light Disco	MLA 17-2	$2,000 upper limit

Reference: 204342

ATTACHMENTS:

REPORTS FOR DECISION

ITEM NUMBER	4.2
TITLE	Milikapiti - Community Projects Listing
REFERENCE	205124
AUTHOR	Trish Richardson, Compliance & Financial Services Officer

At the last meeting (29 March 2017) members discussed a number of possible community projects. We have updated the list of proposed and existing projects for further discussion at today's meeting.

BACKGROUND

The Council has received $ 69,004.00 in funding for the (14/15) financial year, $ 69,004 for (15/16) financial year and $ 69,004.00 in funding for the current financial year (16/17) for the Milikapiti Local Authority to recommend for utilisation on community projects.

This provides the Milikapiti Local Authority with funding of $207,012 to 30 June 2017.

The NT Department of Housing and Community Development (DHCD) has confirmed that these funds (LAPF) must be fully expended within 2 years from receipt of the funds, failure to do so may result in the DLGCS requesting the funds to be repaid.

The MLA Community Projects Listing will continue to be used for projects (under discussion) as this seems to be the best way forward in administering these projects.

The Approved Community Projects Listing has been updated to indicate the total approved budget, total expenditure, the total to be spent by financial year and the total available to be allocated to projects.

An A3 size version of the MLA Unapproved Community Projects Listing and Approved Community Project Listing will be handed out on the day.

ISSUES/OPTIONS/CONSEQUENCES:

The aim of today's meeting will be to explain the information presented in the new format. The status and expenditure of current projects will be discussed. Any variations required to existing projects and possible unapproved projects will be discussed to finalise indicative cost estimates to be referred to the Regional Council for approval to proceed.

CONSULTATION & TIMING:

Variations to existing projects and proposed new projects will be recommended to the Regional Council for approval to proceed.

RECOMMENDATION:

1. **That the Milikapiti Local Authority reviews and updates the Community Projects Listing,**

2. **Notes the funding allocations for 14/15, 15/16, and 16/17,**

3. **Recommends any projects to Council for approval to proceed.**

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	5.1
TITLE	Local Authority Planning Workshop
REFERENCE	205086
AUTHOR	Maina Brown, Governance & Compliance Manager

David Astalosh, TIRC Administration Project Officer Generalist, will workshop ideas with local authority members in order to develop the Milikapiti Local Authority Plan. The workshop will run for approximately 30 minutes. Members will receive a worksheet on the day to write down their feedback and thoughts.

BACKGROUND
Local Authorities are required by the Northern Territory Government develop plans for the next financial year. These plans will define objectives, identify priorities and explain how local authorities will align their work with Council.

ISSUES/OPTIONS/CONSEQUENCES
N/A

CONSULTATION & TIMING
Plans will be developed by all local authorities in TIRC boundaries. Consultations are taking place at the Pirlangimpi, Milikapiti and Wurrumiyanga local authorities and draft versions will be presented at the following meetings. The information will also be used to develop future training and education

RECOMMENDATION:

That the Milikapiti Local Authority receive and note this report for information and provide feedback to assist with development of the Local Authority Plan.

ATTACHMENTS:
There are no attachments for this report.