AGENDA

ORDINARY COUNCIL MEETING

WEDNESDAY, 23 JANUARY 2019

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

- Wednesday, 23 January 2019 at
- Wurrumiyanga Boardroom
- Commencing at 9:00 am

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 Apologies

1.3 Present

1.4 Leave of Absence

1.5 Declaration of Interest of Members or Staff

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

Section 73 Conflict of interest

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

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

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

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

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

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

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

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

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

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

Section 74 Disclosure of interest

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

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

(b) to the CEO.

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

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

Section 12 Contents of register of interests

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

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

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

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

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

1.6 Confirmation of Previous Minutes

Ordinary Meeting - 19 December 2018 1

2 VISITORS AND PRESENTATIONS

2.1 PRESENTATION BY MENZIES - I HEAR BETA STUDY RESULTS 7

3 BUSINESS ARISING

Nil

4 CORRESPONDENCE

Nil

5 GENERAL BUSINESS

Nil

6 REPORTS FOR DECISION

6.1 FINANCE END OF MONTH REPORT DECEMBER 2018 43
6.2 USE OF THE COMMON SEAL - NT LIBRARIES FUNDING 48
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6.4 MANAGERS REPORTING TO CEO END OF MONTH REPORTS FOR DECEMBER 2018 TO EARLY JANUARY 2019 100

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7.7 MINUTES - MILIKAPITI LOCAL AUTHORITY MEETING HELD ON 18 DECEMBER 2018 174

8 CONFIDENTIAL ITEMS

8.1 CONFIRMATION OF CONFIDENTIAL ORDINARY COUNCIL MEETING MINUTES HELD ON 19 DECEMBER 2018

The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be keep confidential.

8.2 RATES BALANCES TO BE WRITTEN OFF

The report will be dealt with under Section 65(2) (b) (e) 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; AND information provided to the council on condition that it be keep confidential.

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE WURRUMIYANGA COUNCIL OFFICE ON WEDNESDAY, 19 DECEMBER 2018 AT 9:00 AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 9:10 am.

The CEO welcomes elected members, guests and staff and an acknowledgement to the acting chair for his work during the Mayors absence in November.

The Acting Mayor Leslie Tungatulum then took over chairing the meeting.

1.2 Apologies

Accepted: Mayor Gawin Tipiloura and Bala Donepudi (Finance Manager).

Not Accepted: Nil

1.2 APOLOGIES - ORDINARY MEETING 19 DECEMBER 2018

1 **RESOLUTION**
Moved: *Lynette DeSantis*
Seconded: *Therese (Wokay) Bourke*

That the apologies of Mayor Gawin Tipiloura and staff Bala Donepudi be accepted by Council.

CARRIED

1.3 Present

Acting Mayor: Leslie Tungatulum.

Councillors: Marius (Pirrawayingi) Puruntatameri, Connell Tipiloura, Jennifer Clancy, Lynette De Santis, Therese (Wokay)Bourke, Pius Tipungwuti, Kevin Doolan, Wesley Kerinaiua and Mary Dunn.

Officers: Marion Scrymgour (Chief Executive Officer), Shane Whitten (Chief Financial Officer), Bill Toy (Acting General Manager Community Engagement), Deanne Rioli (Acting Manager Community Engagement) and Maina Brown (Governance & Compliance Manager).

Visitors: Mark Blackburn and Tess Fong (Xavier College).

Minuter: Maina Brown (Governance & Compliance Manager).

1.4 Leave of Absence

Cr Francisco Babui.

1.5 Declaration of Interest of Members or Staff

Nil

1.6 Confirmation of Previous Minutes

Ordinary Meeting - 21 November 2018
2 **RESOLUTION** *Moved:* *Lynette DeSantis* *Seconded:* *Marius (Pirrawayingi) Puruntatameri* **That the minutes of the Ordinary Meeting held on 21 November 2018 as circulated, be confirmed as a true and correct record of that meeting.** **CARRIED**

2 VISITORS AND PRESENTATIONS

Nil

3 BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 – Visitors and presentation
It was suggested for any presentation provided by Menzies or any other organisations to make sure to provide Council with proper information and approved ethics before presenting to Council.

4 CORRESPONDENCE

Nil

5 GENERAL BUSINESS

5.1 Next Special Council Meeting

Members agreed to hold a Special Council meeting on Thursday 24 January 2019 to commence at 9:00 am the day after the Ordinary Council meeting to go through 2018/19 Budget Review at Wurrumiyanga.

Action:
Governance team to organise one night accommodation for Melville island councillors.

6 REPORTS FOR DECISION

6.1 MANAGERS REPORTING TO CEO END OF MONTH REPORTS FOR NOVEMBER TO EARLY DECEMBER 2018

This report includes all Managers report who currently report direct to the CEO. It also reports on the CEO activities for the month.

A farewell presentation was also held at the end of the report to acknowledge Mark Blackburn and his work with assisting Council as a Management Consultant and also Tess Fong, Principal for Xavier College and wishing them well in the future.

3 **RESOLUTION** *Moved:* *Mary Dunn* *Seconded:* *Jennifer Clancy*

That Council notes and agrees to report number 222265 for information.

CARRIED

4 **RESOLUTION**
Moved: *Marius (Pirrawayingi) Puruntatameri*
Seconded: *Jennifer Clancy*

That Council agrees to enter a 20 year lease agreement for the Wurrumiyanga Dump Site and a five year exemption for establishment fee and if Tiwi Land Council agree on the rent and should be peppercorn rental basis.

CARRIED

At this point of the meeting a lunch was called at 12:15 pm.

The meeting recommenced at 2:01 pm.

6.2 WARD UPDATE

This report is to provide an opportunity to each Councillors from each ward to bring up matter for discussion and decision on issues in their ward/community.

RECOMMENDATION:

That Council defer this report to the next Ordinary Council meeting to be held on 23 January 2019 at Wurrumiyanga.

6.3 FINANCE END OF MONTH REPORT - NOVEMBER 2018

This report provided finance information to the Council for year to date November 2018 for decision.

5 **RESOLUTION**
Moved: *Wesley Kerinaiua*
Seconded: *Jennifer Clancy*

That Council notes this report and accepts the Finance Report for the reporting period to 30th November 2018

CARRIED

6.4 AMENDMENTS TO GYM MEMBERSHIP FEES

This reports seeks approval from Council to amend the current gym membership fees to assist with chronic patience on Tiwi Islands.

6 **RESOLUTION**
Moved: *Lynette DeSantis*
Seconded: *Therese (Wokay) Bourke*

That Council adopts the amended gym membership fees across Tiwi Islands as below. The fee membership is tiered in three stages as follow:

General membership $30.00
TIRC staff or elected member membership $15.00
Patience with chronic health $10.00 per year (and who have a CCP in place)

CARRIED

6.5 TIRC REVIEWED FINANCIAL DELEGATION POLICY

Council is asked to consider Policy 12 Financial Delegations Policy and to provide comment, amendments or adoption if accepted.

7 **RESOLUTION**
Moved: *Connell Tipiloura*
Seconded: *Marius (Pirrawayingi) Puruntatameri*

That Council adopt and approve the Financial Delegations Policy.

Report reference 222600

CARRIED

7 REPORTS FOR INFORMATION

7.1 CHIEF FINANCIAL OFFICER END OF MONTH REPORT - NOVEMBER 2018

This report is to provide Council members with an update on the activities of the broader finance team. It will cover several main areas being:

- Financial Position
- Budget Review
- Grant Acquittals
- Projects
- Staffing

Grants and Policy Coordinator Report (Attachment 1)

RECOMMENDATION:

That Council notes this report number 222406 for information.

7.2 INFRASTRUCTURE EOM REPORT NOVEMBER 2018

Infrastructure report to Council for the month of November 2018, covering town services, civil works, workshops, fleet, interisland ferry and outstations.

RECOMMENDATION:

That Council receives and notes report number 222393 for information.

7.3 COMMUNITY ENGAGEMENT EOM REPORT NOVEMBER 2018

This report illustrates the business within units including; Youth and Community, Sports – Recreation and Libraries, Community Safety, Centrelink, Broadcasting, and Administration.

RECOMMENDATION:

That Council notes this report for information.

7.4 COUNCILLORS MEETING ATTENDANCE REGISTER FROM SEPTEMBER 2017 TO NOVEMBER 2018

As an ongoing record keeping requirement, members will be provided with an updated meeting attendance listing at the beginning of each meeting. Member's attendance is based

on the official minutes of each Local Authority, Ordinary and Special Council meetings.

RECOMMENDATION:

That the Council note the updated meeting attendance register from September 2017 up to November 2018.

7.5 MINUTES - PIRLANGIMPI LOCAL AUTHORITY MEETING HELD ON 20 NOVEMBER 2018

Minutes of the Wurrumiyanga Local Authority meeting held on 20 November 2018 for member's information.

RECOMMENDATION:

That Council notes the minutes of the Wurrumiyanga Local Authority meeting held on 20 November 2018 for information.

7.6 WURRUMIYANGA FORESHORE DRAIN PROJECT

The purpose of this report is to update Council on progress and next steps for the Wurrumiyanga Foreshore Drain project. It is to also inform Council of the CEO's intention to approve the Tiwi Enterprise quote that had been submitted to the GM Infrastructure.

8 **RESOLUTION**
Moved: *Lynette DeSantis*
Seconded: *Therese (Wokay) Bourke*

That Council receive and note this report for information.

CARRIED

7.1 - 7.6 REPORTS FOR INFORMATION

9 **RESOLUTION**
Moved: *Kevin Doolan*
Seconded: *Mary Dunn*

That Council receives and notes report 7.1 to 7.6 for information

CARRIED

8 Confidential Items

3:28 pm.

10 **RESOLUTION**
Moved: *Jennifer Clancy*
Seconded: *Pius Tipungwuti*

That pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider a Confidential matter.

CARRIED

ADJOURNMENT OF OPEN MEETING

3:36 pm.

At the conclusion of the discussion on the confidential item(s), the meeting was reopened and the decision on the item(s) noted.

11 **RESOLUTION**
Moved: *Lynette DeSantis*
Seconded: *Mary Dunn*

That the meeting be reopened and the decisions on the confidential item be noted.

CARRIED

CONFIDENTIAL ITEM DECISIONS

8.1 CONFIRMATION OF CONFIDENTIAL ORDINARY COUNCIL MEETING MINUTES HELD ON 21 NOVEMBER 2018

Confirmation of Confidential Ordinary Meeting Minutes held on 21 November 2018.

The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be keep confidential.

8.2 TENDER FOR GRADER

The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration Regulations 2008. It contains information that would. If publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

9 Next Meeting

Wednesday, 23 January 2019 at Wurrumiyanga

10 Closure

The meeting closed at 4:15 pm.

These Minutes were confirmed at the Ordinary Meeting of the Council held on _____.

Signed: ……

Acting Mayor

VISITORS AND PRESENTATIONS

ITEM NUMBER	2.1
TITLE	Presentation by Menzies - I Hear Beta study results
REFERENCE	222885
AUTHOR	Maina Brown, Governance & Compliance Manager

The Menzies School of Health Research has contacted Council and has requested an opportunity to present to the Council about the I Hear Beta study results for members information.

BACKGROUND

An email request from Menzies School of Health Research was received in September requesting an opportunity to present at the Council Meeting.

A representative from Menzies School of Health Research, Christine Wigger (I Hear Beta study Coordinator) will be in attendance to present a short presentation to inform the Council of the I Hear Beta study results and looking at better ways to treat runny ears.

Information sheets are also attached to this report for members information.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council receive and notes this report number 221976 for information and welcomes Christine Wigger from Menzies School of Research and listens to the short presentation.

ATTACHMENTS:

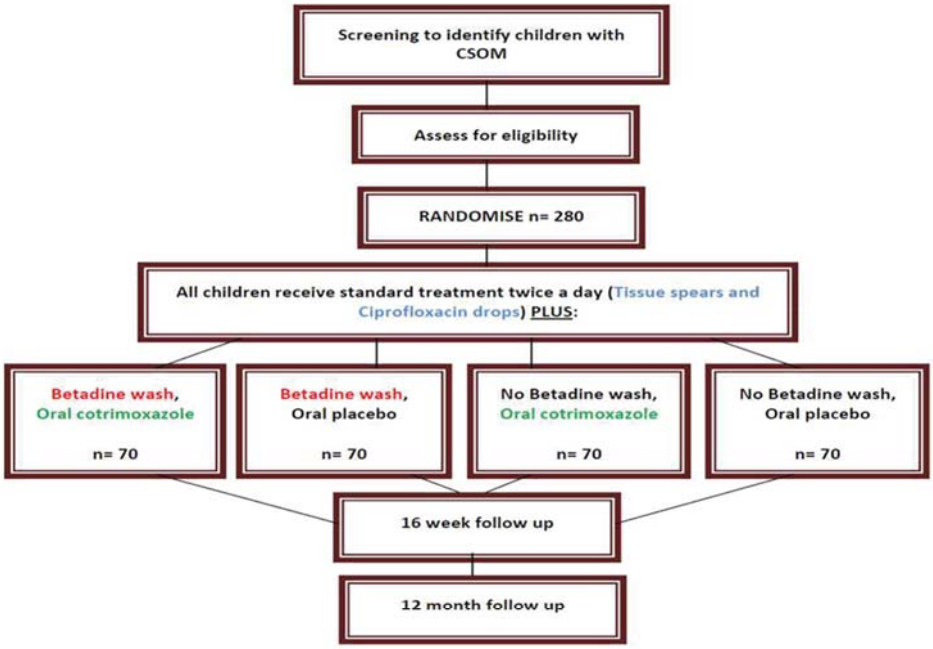
1 I HEAR BETA - General Information sheet.pdf
2 IHB results_presentation_feedback to communities.pdf
3 Menzies_IHB study results_brochure_2018_final-compressed.pdf

I HEAR BETA Study

(Indigenous Healthy EARs- BEtadine, Tissues and Antibiotics)

Information Sheet

What is the 'I HEAR BETA' study? It is a Menzies research study that will aim to find out if Povidone-iodine (Betadine) ear wash and/or oral cotrimoxazole (Bactrim) can help improve chronic suppurative otitis media (CSOM) in children. This is a randomised controlled trial (RCT).



PROJECT TIME LINE
2014 Consultation
2015 and 2016 Recruitment
2017 Evaluation and feedback

Why do this study?

- Otitis Media is difficult to treat and causes long term problems, such as hearing loss.
- At the moment, there is only one standard treatment for CSOM and families are not seeing much improvement (less than 30% improve). This study will provide opportunities for families to try some new ways to treat their children who have 'runny' ears.
- Cotrimoxazole is used to treat ear and chest infections with few side effects. Recent international studies showed that longer-term cotrimoxazole is beneficial for children with CSOM; so it may be promising for our kids here in Australia too.
- Betadine (diluted) is not harmful to use as an ear washout. It also interrupts the 'biofilm' that bacteria produce to protect themselves further from antibiotics. Some health providers in Australia believe that betadine works well to clear up CSOM, but we need to prove this.

Which Communities?

Several remote and urban communities have already agreed to participate in this study. We would like to ask more remote and urban communities of the Top End and Central region if they would be interested in joining us.

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discovery for a healthy tomorrow
PO Box 41096, CASUARINA NT 0811 | John Mathews Building (Building 58), Royal Darwin Hospital Campus, Rocklands Drive, CASUARINA NT 0810 Phone: 08 8922 8196 | Facsimile: 08 8927 5187 | Web: www.menzies.edu.au | Email: info@menzies.edu.au

I HEAR BETA Study

(Indigenous Healthy EARs- BEtadine, Tissues and Antibiotics)

Information Sheet

Who can be on the I HEAR BETA study?

- Any child with CSOM who is between 2 months and 17 years old.

How will the study work for the families?

Consent: The family will be given information and time to consider the study before signing up to participate.
Questionnaire: We will ask them some questions about lifestyle and risk factors for ear disease.
Ear check: An ear exam will be done to confirm CSOM. Another ear check will be done after 4 months (when they have finished their study treatments) and again at 12 months. Hearing tests will also be checked before and after the study.
Medicine: Children will go in one of four treatment groups. They will receive cotrimoxazole (real medicine) or the placebo (inactive medicine), which will be taken at home twice a day for 16 weeks. Half of the participants will be shown how to give their child betadine ear washouts and continue this twice a day until the ears dry up.
Medical records: We will look at their medical records to make sure it is safe to enrol them in the study, and to see how their ears and general health has been over the course of the study.
Samples: Nose and ear swabs will be taken at the start of the study (at randomisation), then at 4 and 12 months.
Family support: We will regularly phone, text and communicate with families on the study for the first 16 weeks. A locally employed Menzies community worker will also support the families.

Where is this study at right now?

NHMRC is funding this study. We have Central Australian and Top End ethics approval and Menzies Child Health Indigenous Reference Group support. The NT health department's Hearing Health Program will help support communities and families who join the study. This project will provide employment and educational opportunities for communities.

Contact Details

Professor Amanda Leach (Chief Investigator)
Menzies School of Health Research
Ph: (08) 8946 8560

Mobile: **0477 82 HEAR** (0477 82 4327)

Email: amanda.leach@menzies.edu.au

Christine Wigger (Study Nurse Coordinator)
Menzies School of Health Research
Ph: (08) 8946 8589

Email: christine.wigger@menzies.edu.au

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Preliminary Clinical Treatment Outcomes Of A Randomised Controlled Trial Using Povidone-iodine Ear Wash And Oral Cotrimoxazole For Chronic Suppurative Otitis Media In Aboriginal Children

Christine Wigger[1], Amanda Leach[1], Debbie Taylor Thomson[1], Victor Oguoma[1], Peter Morris[1,2]

1. Menzies School of Health Research, Darwin
2. Royal Darwin Hospital, Darwin

Investigators:

Professor Peter Morris
Professor Amanda Leach
Dr Ruth Lennox

Associate Investigators:

Ms Sandra Nelson
Dr Hemi Patel
Mr Mark Chatfield
Ms Kathy Currie
Professor Harvey Coates
Dr Keith Edwards
Dr Anna Stephen
Ms Donna Woltring
Dr Heidi Smith-Vaughan
Dr Kim Hare
Dr Paul Torzillo
Dr Stephen Tong

Clinical team:

Christine Wigger
Debbie Taylor-Thomson
Lucy Homer
Danielle Dowling
Anna Grosse
Linley Hall
Kellie Doyle
Jane Poole
Zoe Meacham

Stats and data analysis:

Jemima Beissbarth
Dr Victor Oguoma

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Did Betadine® ear wash and oral bactrim® improve CSOM outcomes in kids?

"I HEAR BETA study"

"Indigenous **H**ealthy **EAR**s- **BE**tadine®, **T**issues and **A**ntibiotics"

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Green ant 'wuluwalinga' story

Our little heroes

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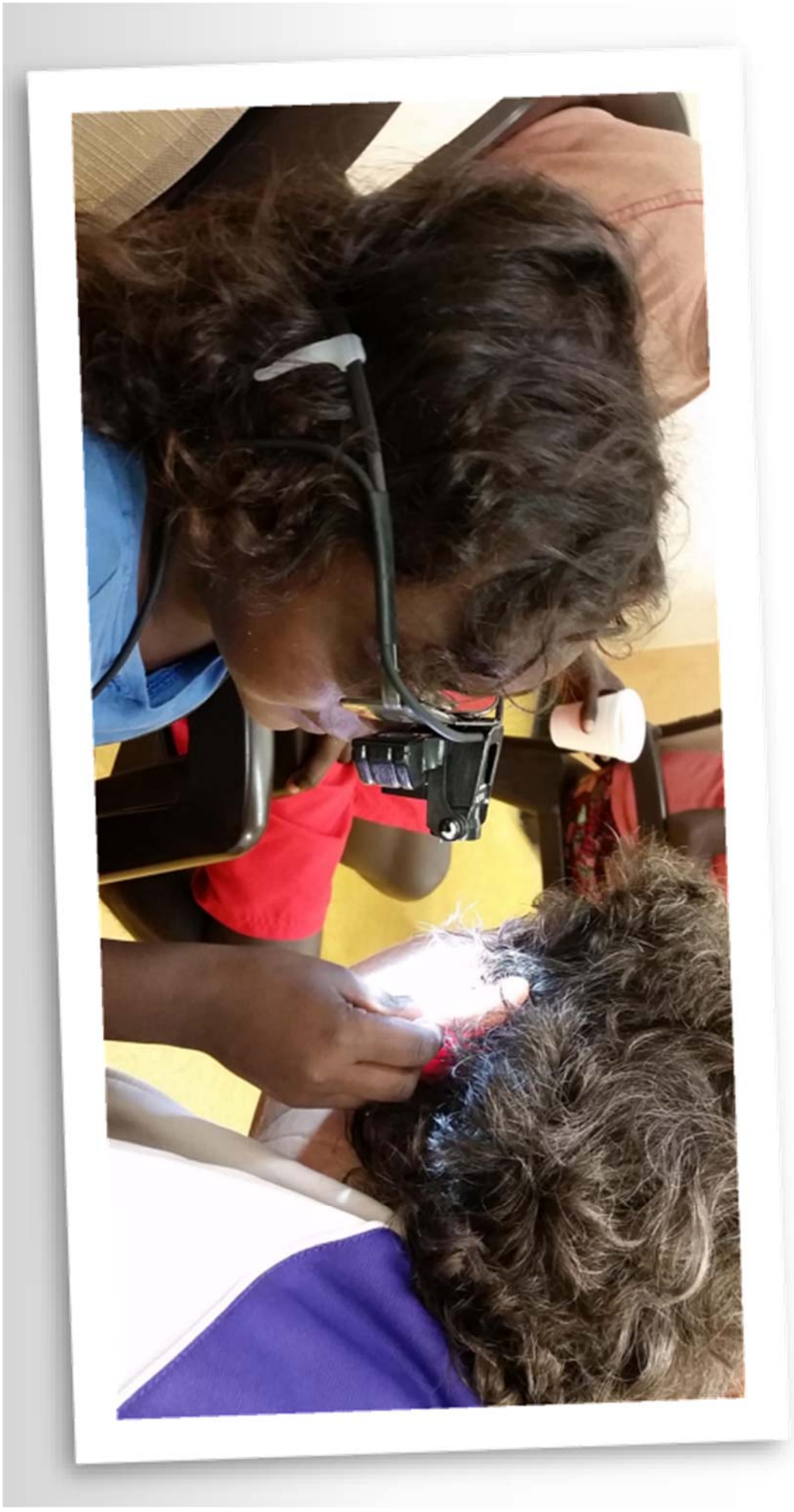
I HEAR BETA study

Study design: 2x2 Factorial Randomised controlled trial (four arms)

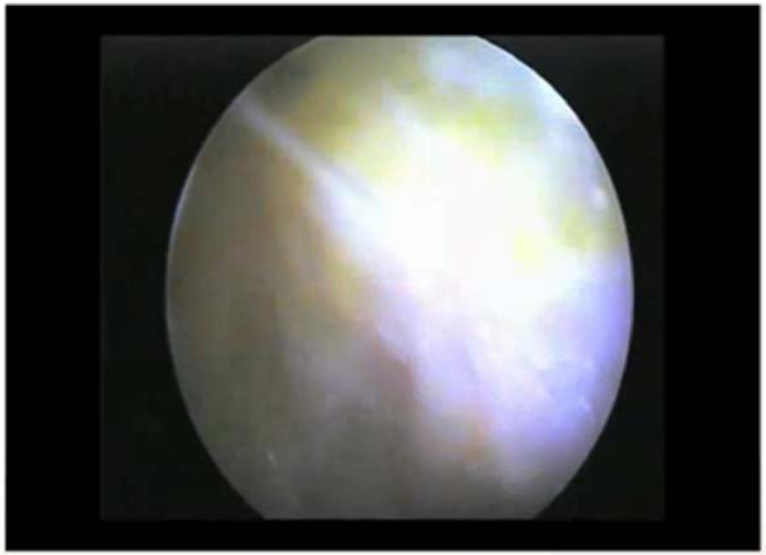
Tissue spears and Cipro ear drops	Tissue spears and Cipro ear drops	Tissue spears and Cipro ear drops	Tissue spears and Cipro ear drops
+	+	+	+
Betadine® Ear wash	Betadine® Ear wash	No Ear wash	No Ear wash
+	+	+	+
Cotrimoxazole	*Placebo	Cotrimoxazole	*Placebo

MORNING AND NIGHT
FOR
16 WEEKS



Background

- Otitis media still major burden, with **15%** Aboriginal children experiencing chronic suppurative otitis media (CSOM) (Leach A, Morris P, et al. 2016)
- CSOM associated with secondary infection with multiple different bacteria (Pseudomonas, Proteus species, Staph aureus)
- These organisms are less susceptible to standard oral antibiotics



CSOM Pneumatoscopy

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Why betadine® earwash?

- Antiseptic ear wash may disrupt biofilm of middle ear bacteria
- West Australia's practice is to use dilute betadine® ear washes
- Ciprofloxacin or sofradex® (with ear wash) 76% compared with 54% cure (Couzos S, 2003)
- Ciprofloxacin vs sofradex® (no ear wash) 70% failure (Leach A, 2008)

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Why oral cotrimoxazole?

- Cotrimoxazole after 6 and 12 weeks prolongs ear dryness in CSOM and reduces ear carriage – 15% difference (van der Veen EL et al. 2007)
- Cotrimoxazole is cheap, ready made and stored at room temperature
- Side effects are rare

I HEAR BETA Study Plan

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Time frame:	Recruitment phase **2014- 2017** Feedback and final 12 month follow-ups 2018
Eligibility:	**2 months to 17 years old** Unilateral or bilateral **CSOM**
Numbers:	**1732 screened** **280 randomised** children
Sites:	**26** remote and **2** urban communities in Northern Territory

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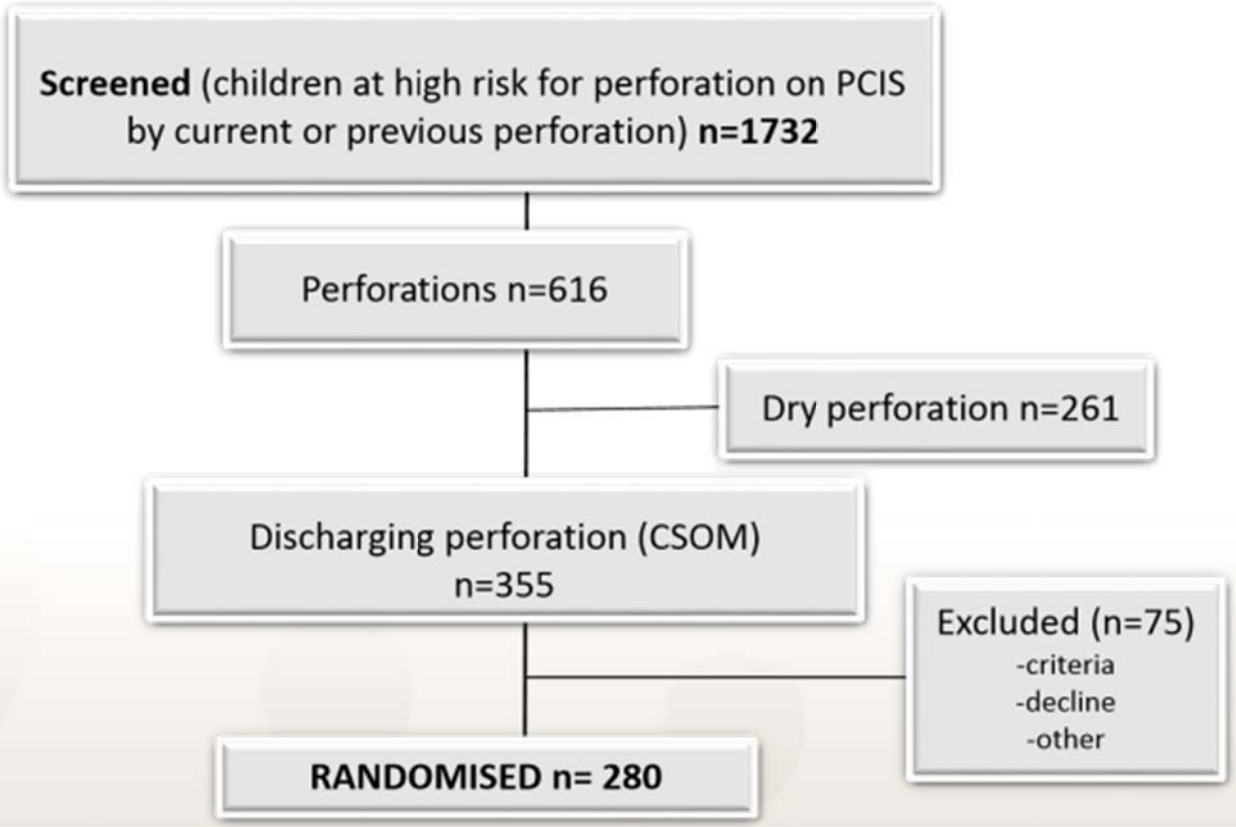
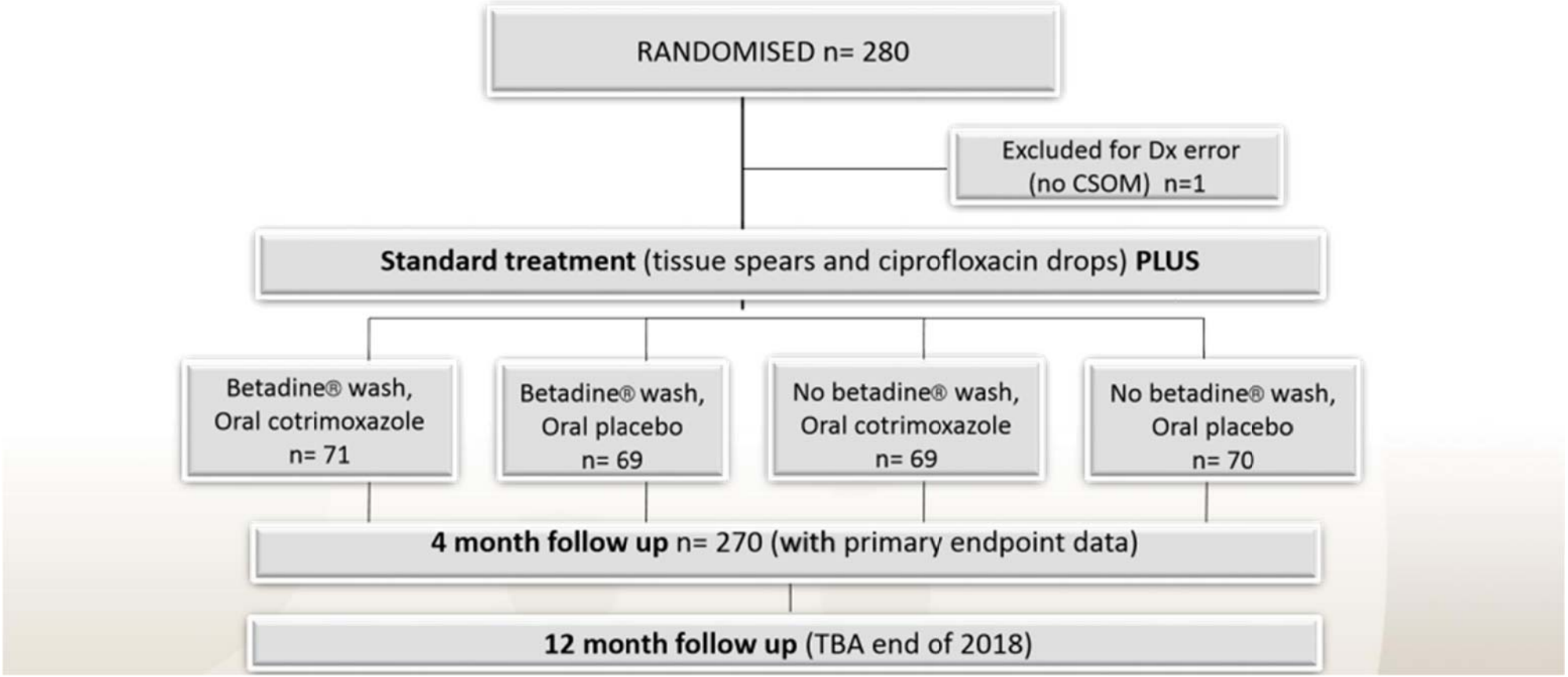
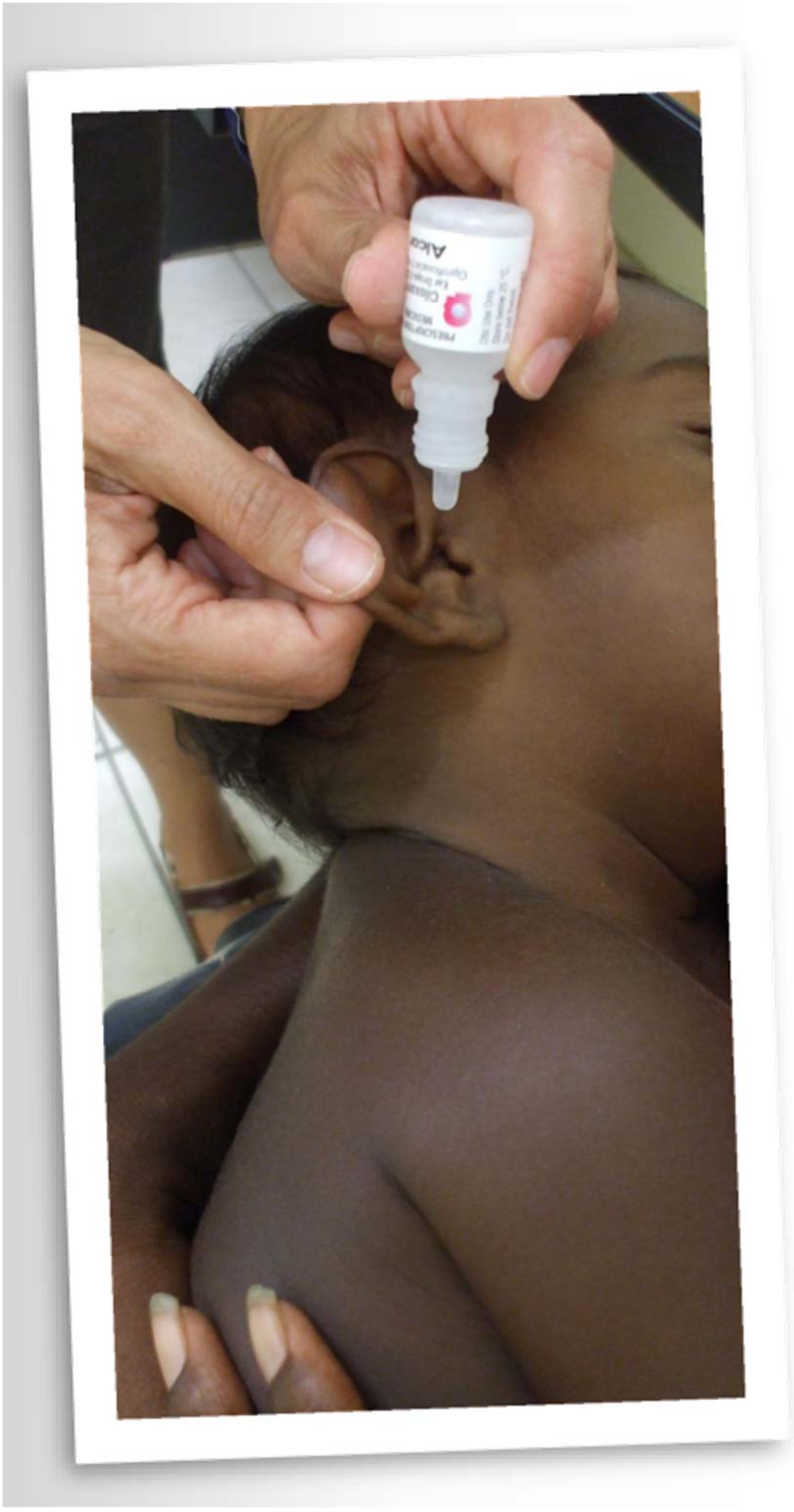
Participant flow chart



Participant flow chart (cont.)





Primary Outcome: Clinical failure (**presence of any ear discharge**) after **16 weeks** of treatment

Secondary Outcome: Clinical outcomes and hearing level determined by audiology at **12 months**

Other Measures (at 16 weeks and 12 months):

- change in perforation size and amount of discharge
- time to cessation of discharge (medical records)
- complications and side effects
- bacterial pathogens in nose and ear discharge
- adherence to treatment

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Baseline characteristics

		Betadine® wash + cotrimoxazole	Betadine® wash + placebo	No betadine® wash + cotrimoxazole	No betadine® wash + placebo
		71	69	69	70
Gender	Male	38 (54%)	29 (42%)	37 (54%)	32 (46%)
Age (yrs)	Mean (SD)	6.6 (4.1%)	7.0 (4.0%)	7.0 (3.9%)	7.8 (4.0%)
Age group	<6yrs	38 (54%)	31 (45%)	30 (43%)	23 (33%)
	>=6yrs	33 (46%)	38 (55%)	39 (57%)	47 (67%)
Weight (kg)	Mean (SD)	22.3 (12.1)	23.6 (13.0)	24.4 (15.9)	25.1 (13.2)
LTFU		4	2	2	1

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Baseline ear states

		Betadine® wash + cotrimoxazole	Betadine® wash + placebo	No betadine® wash + Cotrimoxazole	No betadine® wash + placebo
CSOM	Unilateral	51 (73%)	47 (64%)	42 (61%)	44 (66%)
	Bilateral	19 (27%)	26 (36%)	27 (39%)	23 (34%)
Worst perforation size	<=2-25%	48 (68%)	39 (57%)	39 (57%)	44 (63%)
	26-50%	14 (20%)	22 (32%)	20 (29%)	14 (20%)
	>50%	9 (13%)	8 (12%)	10 (14%)	12 (17%)

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16 week results
Betadine® versus No betadine® wash

	Betadine® wash	No betadine® wash	Risk Ratio	Risk Difference	p-value
	N=134	N=136	95%CI	95%CI	
Clinical failure					
Crude	66 (49.3%)	69 (50.7%)	0.97 (0.76,1.23)	-1.5% (-10,10)	0.81
Adjusted#			1.02 (0.80,1.31)	-0.5% (-12,11)	0.88

#Adjusted for age, community, and the other intervention (oral antibiotics)

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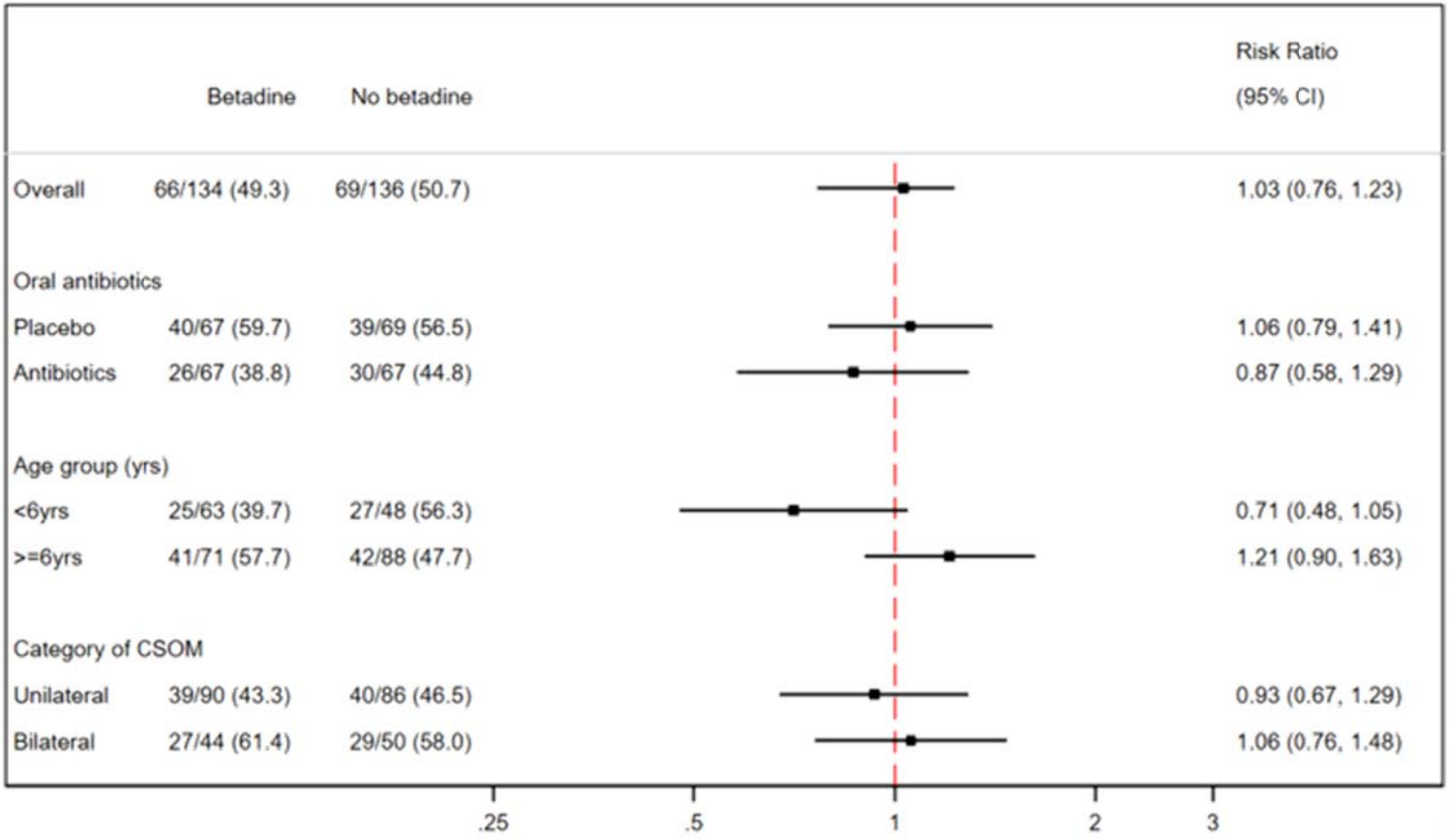
Subgroup Analyses
Betadine® vs No betadine® wash



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Oral Cotrimoxazole versus Placebo

	Cotrimoxazole	Placebo	Risk Ratio	Risk Difference	p-value
	N=134	N=136	(95%CI)	(95%CI)	
Clinical failure					
Crude	56 (41.8%)	79 (58.1%)	0.72 (0.56,0.92)	-16% (-28,-5)	0.0086
Adjusted#			0.74 (0.58,0.94)	-16% (-28,-4)	0.015

#Adjusted for age, community, and the other intervention (Betadine ear wash)

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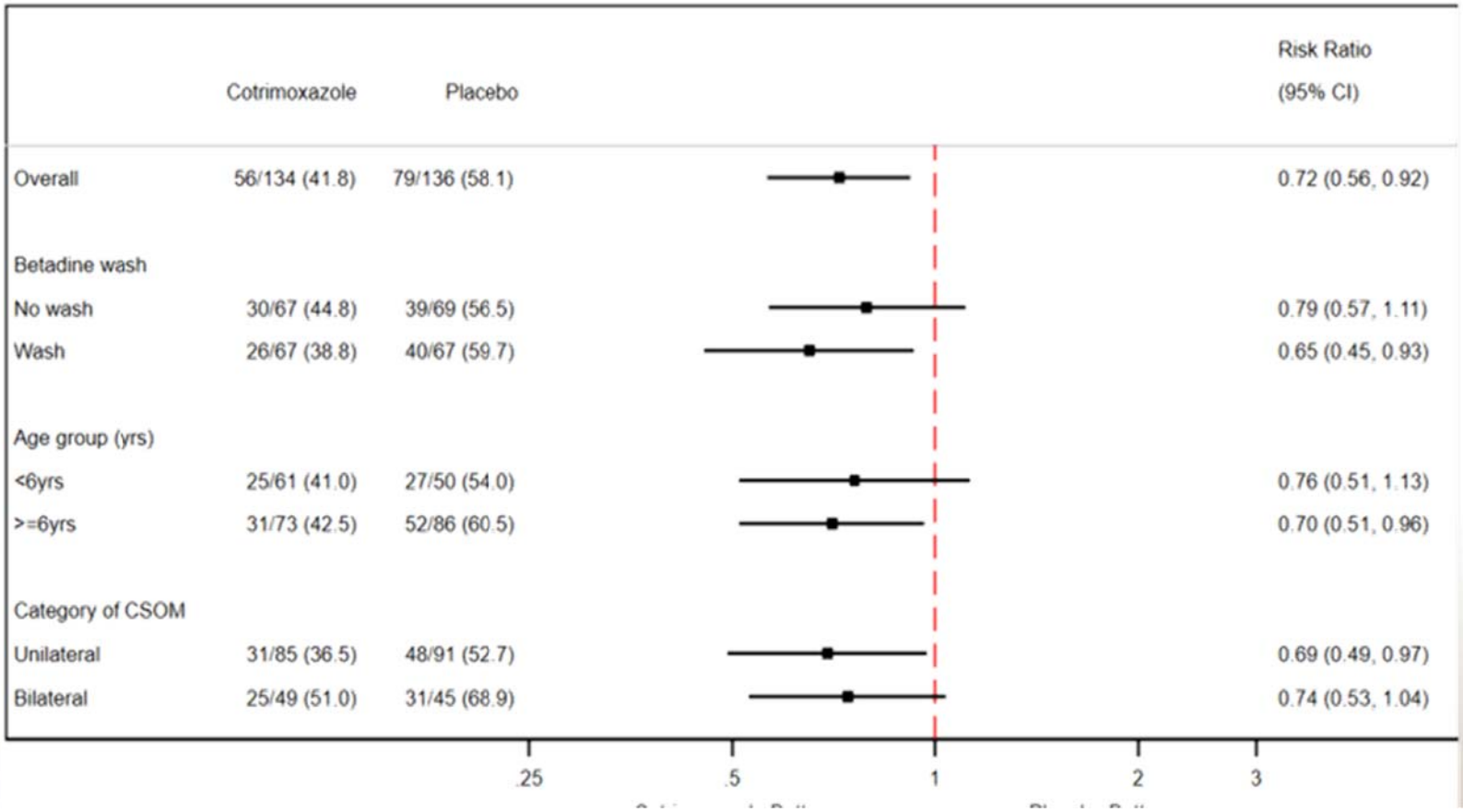
Subgroup analyses Cotrimoxazole vs Placebo

	Cotrimoxazole	Placebo	Risk Ratio (95% CI)
Overall	56/134 (41.8)	79/136 (58.1)	0.72 (0.56, 0.92)
Betadine wash			
No wash	30/67 (44.8)	39/69 (56.5)	0.79 (0.57, 1.11)
Wash	26/67 (38.8)	40/67 (59.7)	0.65 (0.45, 0.93)
Age group (yrs)			
<6yrs	25/61 (41.0)	27/50 (54.0)	0.76 (0.51, 1.13)
>=6yrs	31/73 (42.5)	52/86 (60.5)	0.70 (0.51, 0.96)
Category of CSOM			
Unilateral	31/85 (36.5)	48/91 (52.7)	0.69 (0.49, 0.97)
Bilateral	25/49 (51.0)	31/45 (68.9)	0.74 (0.53, 1.04)



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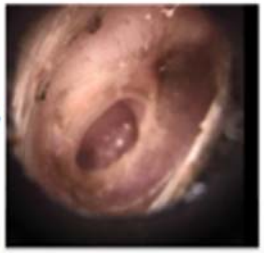
Ear state at 16 weeks

CSOM 100%

4 months worst ear

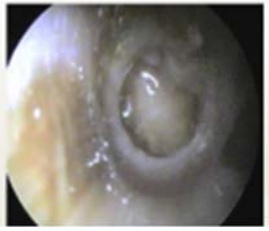
No Perforation- much better!

Betadine	11%
Bactrim	10%



Dry Perforation- better!

Betadine	40%
Bactrim	48%



Wet Perforation- not better!

Betadine	49%
Cotrimoxazole	42%

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Treatment adherence

- No important differences between the treatment groups
- **35% received > 75% oral medication** (betadine use more complex to analyse)
- **Crude estimates only**, not analysed yet
- Clinic pharmacy logs best available data for distribution of oral and topical medication
  - Clinic pharmacy log book
  - Participant diary (low returns)
  - Community ear researcher workbook
  - Regular phone call questionnaires
  - Subjective data from blinded nurses/ community ear researchers

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Key Messages

- 50% children have dry ears after 16 weeks treatment
- **Betadine® ear wash** in addition to standard therapy is **not effective**
- Oral **cotrimoxazole** in addition to standard therapy is **effective**
- The **number needed to treat** (NNT) is **7**
- Long term effects to be determined

Ear state at 4 months

Betadine
vs
No Betadine

		AB	CD
		N=136	N=134
Worst ear	Normal	2 (1.5%)	4 (3.0%)
	OME	10 (7.4%)	10 (7.5%)
	AOMwiP	2 (1.5%)	2 (1.5%)
	dry perf	55 (40.4%)	54 (40.3%)
	CSOM	67 (49.3%)	64 (47.8%)
CSOM category	unilateral	43/67 (64%)	45/64 (70%)
	bilateral	24/67 (36%)	19/64 (30%)
Worst Perforation Category	intact	14/135 (10.4%)	17/132 (12.9%)
	<=2%	3/135 (2.2%)	3/132 (2.3%)
	3-10%	34/135 (25.2%)	30/132 (22.7%)
	11-25%	38/135 (28.1%)	31/132 (23.5%)
	26-50%	31/135 (23.0%)	30/132 (22.7%)
	51-75%	11/135 (8.1%)	19/132 (14.4%)
	>75%	4/135 (3.0%)	2/132 (1.5%)
Worst Perforation Size % Estimate	Mean (Q1-Q3)	20 (6-34)	20 (5-36)
	Mean (SD)	23.05 (21.01)	24.28 (22.58)

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ar state at 4 months

actrim

s Placebo

		N=135	N=135
Worst ear	Normal	1 (0.7%)	5 (3.7%)
	OME	7 (5.2%)	13 (9.6%)
	AOMwiP	1 (0.7%)	3 (2.2%)
	dry perf	58 (43.0%)	51 (37.8%)
	CSOM	68 (50.4%)	63 (46.7%)
CSOM category	Unilateral	44/68 (65%)	44/63 (70%)
	Bilateral	24/68 (35%)	19/63 (30%)
Worst Perforation Category	intact	10/134 (7.5%)	21/133 (15.8%)
	<=2%	5/134 (3.7%)	1/133 (0.8%)
	3-10%	34/134 (25.4%)	30/133 (22.6%)
	11-25%	31/134 (23.1%)	38/133 (28.6%)
	26-50%	36/134 (26.9%)	25/133 (18.8%)
	51-75%	13/134 (9.7%)	17/133 (12.8%)
	>75%	5/134 (3.7%)	1/133 (0.8%)
Worst Perforation Size % Estimate	Mean (Q1-Q3)	20 (7-37)	20 (4-30)

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Betadine versus No Betadine Wash

Ear state	Wash	No wash	p-value
	134	136	
normal	2 (1.5%)	4 (2.9%)	0.63
OME	13 (9.7%)	7 (5.1%)	
AOMwiP	2 (1.5%)	2 (1.5%)	
dry perf	53 (39.6%)	56 (41.2%)	
CSOM	64 (47.8%)	67 (49.3%)	

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Bactrim versus Placebo

Ear state	Bactrim	Placebo	p-value
	134	136	
normal	4 (3.0%)	2 (1.5%)	0.080
OME	10 (7.5%)	10 (7.4%)	
AOMwiP	1 (0.7%)	3 (2.2%)	
dry perf	64 (47.8%)	45 (33.1%)	
CSOM	55 (41.0%)	76 (55.9%)	

Thank you
NT communities
Remote and urban health centres
Community ear researchers
Participants and families

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How many ants? Questions?

Keeping Kids Ears Healthy

- Runny ears are sick ears and not a normal part of childhood
- Runny ears need a lot of hard work
- Wash hands and face regularly
- Blow runny noses and wash and dry hands afterwards
- Go to clinic if your child has sore ears is not speaking or hearing well
- Use antibiotics as told by clinic
- Vaccinate (baby needles)
- Choose healthy bush tucker and shop food
- Drink water not soft drinks

"We never give up.
We believe in the mothers and fathers. They really want to help their kids be the best they can be."
-Research nurse

"Our kids are our future. They will make the world a better place"
-Study mum

Take Home Messages

- 6 out of 10 kids using bactrim® antibiotics in addition to tissue spears and ciprofloxacin ear drops got better
- Betadine® ear wash in addition to tissue spears and ciprofloxacin ear drops made no difference
- Long term effects and complete study results will be ready in 2019-20

Thank You

- Indigenous communities who welcomed us into their country
- Remote and urban families who welcomed us into their lives
- NT remote health clinics and staff
- Palmerston Danila Dilba mob
- Miwatji
- Sunrise health
- Congress
- Anyinginyi
- NT Department of Health
- Territory Surgical Supplies
- Menzies clinical and laboratory staff

Contact Us

Prof Peter Morris/ Christine Wigger/ Debbie Taylor-Thomson
Phone: (08) 8946 8589 **Mobile:** 0477 824 327
Email: christine.wigger@menzies.edu.au

Menzies School of Health Research (HQ)
JMB Building 58, Royal Darwin Hospital Campus, NT, 0810
Website: menzies.edu.au

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I HEAR BETA STUDY RESULTS 2015-2018

Adding oral bactrim® to standard treatment improved runny ears in kids

Attachment 3

What we did

Between 2015 and 2017;

- 1732 children in 26 remote and 2 urban communities had ear and health check-ups by our study nurses
- 280 kids with runny ears joined the study
- All were given standard treatment (**tissue spears and ciprofloxacin ear drops**) **PLUS** one of these 4 treatments, for 16 weeks;

Group 1	Group 2	Group 3	Group 4
Betadine® ear wash + Bactrim®	Betadine® ear wash + placebo*	No betadine® ear wash + Bactrim®	No betadine® ear wash + placebo*
71 kids	69 kids	69 kids	70 kids

*Placebo is gamin, 'inactive' medicine- tastes and looks like bactrim®

"It is a hard to fix, them runny ears. We wanna try the medicine and ear washes- anything to help the kid's ears get better." - Study mum

"For the first time, our child was listening to us. Yeah, I think the medicines work" - Study mum

Ear results after 16 weeks of betadine® ear wash and/or bactrim®

- Overall, around **20% more children improved** on the study in any group, compared to if they were not on the study
- **No difference** in improvement if children were on betadine®
- **More** kids improved on oral bactrim®

Group 1 and Group 2	Group 3 and Group 4
Betadine® 68/134 (51%) kids IMPROVED	**No betadine®** 67/136 (49%) kids IMPROVED
No difference in improvement with or without betadine®	

Group 1 and Group 3	Group 2 and Group 4
Bactrim® 78/134 (58%) kids IMPROVED	**Placebo®** 57/136(42%) kids IMPROVED
16% more kids improved if they were on bactrim®	

How families went with the ear medicines

- Betadine® ear wash for runny ears is safe to use
- Families said betadine® ear washes were easy to use and not at all messy
- Kids did not mind the betadine® ear washes or the oral bactrim®
- Bactrim (but not amoxil) can be stored at home in room temperature- great for families who don't have fridges or are going bush!
- Bactrim is cheap, and already premixed
- Bactrim had few bad effects

Facts (before I HEAR BETA study)

CSOM affects 15-20% of NT remote Indigenous kids. CSOM (chronic suppurative otitis media) or 'runny ears' means there is a perforation (hole) in the child's ear drum with germs and pus coming from it

CSOM makes it hard for kids to hear and listen

Only 3 out of 10 kids got better ears on standard treatment (ciprofloxacin ear drops and tissue spears

NOW, WITH ADDED BACTRIM® 6 OUT OF 10 KIDS GOT BETTER EARS

Still more is needed to be done to improve kids' runny ears.

REPORTS FOR DECISION

ITEM NUMBER 6.1
TITLE Finance End of Month Report December 2018
REFERENCE 222894
AUTHOR Shane Whitten, Chief Financial Officer

This report provided finance information to the Council for year to date December 2018 for decision.

BACKGROUND

Statement of Financial Performance for the period ended 31st December 2018					
Income	Year to Date				Full Year
	Actual	Budget	Variance*	%	Budget
61 - Income Rates and Charges	2,263,880	2,217,604	46,276	2%	2,217,779
62 - Income Council Fees and Charges	593,230	682,769	(89,540)	(13%)	1,375,229
63 - Income Operating Grants Subsidies	4,607,811	3,480,355	1,127,456	32%	6,982,843
64 - Income Investments	20,434	14,500	5,933	41%	29,000
65 - Income Contributions Donations	1,400	1,500	(100)	(7%)	3,000
66 - Income Reimbursements and Others	8,298	11,368	(3,070)	(27%)	22,736
67 - Income Agency and Comm. Services	1,062,108	690,878	371,230	54%	1,298,529
69 - Inc Sale of Assets	24,045	0	24,045	100%	0
Total Operating Revenue	**8,581,205**	**7,098,974**	**1,482,231**	**21%**	**11,929,116**
Expenditure					
71 - Employee Expenses	3,374,285	3,985,691	611,407	15%	8,116,033
72 - Contract and Material Expenses	1,607,473	1,685,148	77,675	5%	3,476,436
73 - Finance Expenses	1,984	3,065	1,081	35%	6,090
74 - Communication Expenses	181,277	186,719	5,441	3%	374,804
75 - Asset Expense	1,034,006	1,024,620	(9,386)	(1%)	2,049,241
79 - Miscellaneous Expenses	642,643	620,659	(21,983)	(4%)	3,177,912
Total Operating Expenditure	**6,841,668**	**7,505,903**	**664,235**	**9%**	**17,200,517**
Allocations	(0)	(0)	(0)	(0%)	(0)
Net Surplus/(Deficit)	**1,739,537**	**(406,930)**	**2,146,466**	**527%**	**(5,271,401)**
Adjust for Capital and Depreciation					
Less: Capital Expense	290,723	439,311	148,587	34%	878,621
Add back: Depreciation expense	1,010,359	1,024,370	(14,012)	(1%)	2,048,741
Net Cash Surplus/(Deficit)	**2,459,172**	**178,130**	**2,281,042**	**1,281%**	**(4,101,281)**
Restricted Cash Carried Forward	2,665,121	4,006,528	(1,341,407)	(33%)	4,108,920
Total Surplus/(Deficit)	**5,124,294**	**4,184,659**	**939,635**	**22%**	**7,639**
Represented by:					
Tied Funding Surplus/(Deficit)	2,664,924	2,888,257	(223,333)	(8%)	(176,250)
Untied Funding Surplus/(Deficit)	2,459,370	1,296,402	1,162,968	90%	183,888
* Note: Negative variances ( ) are unfavourable					

Statement of Financial Position **as at 31st December 2018**	
	$
Current Assets	
Current Operating accounts & Cash on Hand	4,639,896
Trade and Other Receivables	670,446
Debtors	164,224
Deposits and Bonds held	8,694
Inventory	183,985
Prepayments	140,486
Total Current Assets	**5,807,731**
Current Liabilities	
Trade and Other Payables	521,283
Creditors	202,716
Accrued Creditors	409,975
Current Provisions	936,284
Unexpended Grant Liability	3,404,631
Total Current Liabilities	**5,474,889**
Net Current Assets	**332,842**
Non Current Assets	
Buildings Prescribed	14,647,157
Infrastructure Prescribed	2,353,893
Plant	654,430
Equipment	216,898
Motor Vehicles	388,798
Work in Progress	426,630
Clearing Account	0
Total Non-Current Assets	**18,687,807**
Non-Current Liabilities	
Non Current Provisions	397,744
Non Current Borrowings	660,001
Total Non Current Liabilities	**1,057,745**
Net Non Current Assets	**17,630,062**
Net Assets	**17,962,904**
Equity	
Accumulated Surplus/(Deficit)	(15,915,286)
Asset Revaluation Reserve	31,965,790
Election Reserve	30,000
Asset Replacement Reserve	142,863
Current Year Surplus/(Deficit)	1,739,537
Total Equity	**17,962,904**

Current Operating Accounts & Cash on Hand

Account Balances as at 31st December 2018:

	$
Operating Account	171,717.43
Trust Account	4,417,278.47
Cash Deposit Account (credit cards)	50,000.00
Cash on hand	900.00
	4,639,895.90

Ageing Receivables

The outstanding Debtors owed to Council at the end of December 2018 total $ 164,224.93 with 38% of this exceeding 90 days. The ageing of the outstanding receivables balances is as follows:

Description	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
Debtors	164,224.93	(72,847.23)	146,366.81	10,592.90	16,611.33	63,501.12	0

The Total Rates & Charges Outstanding at the end of December 2018 is $ 611,999.67 of this $ 289,257.13 relating to the current financial year.

Description	Outstanding	2018-19	Previous Years
Rates & Charges	611,999.67	289,257.13	322,742.54

Debtors with balances in 60 and 90 days have been contacted to follow up payment of the outstanding invoices.

Ageing Payables

The outstanding amounts owed by Council to Creditors at the end of December 2018 total $ 202,716.00 with less than 4 % of this exceeding 90 days. The aging of the outstanding balance is as follows:

Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
202,716.00	(10,161.36)	79,754.17	60,640.19	61,364.38	10,587.71	530.91

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 and accepts the Finance Report for the reporting period to 31st December 2018.

ATTACHMENTS:
1 04 Cash Flow Dec 2018.pdf

Cash Flow

as at 31 Dec 2018

Description	Opening	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Adj	Closing	YTD	%
Cash Accounts																	
Cash at Bank Operational General	20,109	44,963	20,860	(247,894)	248,081	(30,906)	116,504	-	-	-	-	-	-	-	171,717	151,608	754%
Cash at Bank Trust General	2,802,567	634,859	166,137	44,243	550,132	119,820	99,521	-	-	-	-	-	-	-	4,417,278	1,614,712	58%
Cash on Hand Pirlangimpi	100	-	-	-	-	-	-	-	-	-	-	-	-	-	100	-	0%
Cash on hand Darwin	200	-	-	-	-	-	-	-	-	-	-	-	-	-	200	-	0%
Cash on hand Nquiu	600	-	-	-	-	-	-	-	-	-	-	-	-	-	600	-	0%
Cash Deposit account (Credit cards)	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	-	0%
Total Cash Accounts	2,873,576	679,822	186,997	(203,651)	798,213	88,914	216,025	-	-	-	-	-	-	-	4,639,896	1,766,320	61%
Operating Activities																	
Receipts	-	2,205,523	807,875	1,287,010	2,308,856	965,958	1,098,516	-	-	-	-	-	-	-	8,673,738	8,673,738	
Income Rates and Charges	-	25,867	233	127,064	1,860,067	7,741	8,084	-	-	-	-	-	-	-	2,029,057	2,029,057	
Income Council Fees and Charges	-	150,408	95,611	55,019	75,133	43,633	173,425	-	-	-	-	-	-	-	593,230	593,230	
Income Operating Grants Subsidies	-	1,868,195	387,821	1,217,595	10,629	766,830	356,742	-	-	-	-	-	-	-	4,607,811	4,607,811	
Income Investments	-	1,874	3,024	3,507	3,813	3,815	4,402	-	-	-	-	-	-	-	20,434	20,434	
Other Operating Receipts	-	159,179	321,186	(116,174)	359,214	143,939	555,863	-	-	-	-	-	-	-	1,423,207	1,423,207	
Payments	-	(152,555)	(53,438)	1,481,159	1,450,178	869,229	810,224	-	-	-	-	-	-	-	4,404,797	4,404,797	
Employee Expenses	-	481,635	444,870	794,463	537,983	638,435	476,898	-	-	-	-	-	-	-	3,374,285	3,374,285	
Contract and Material Expenses	-	289,357	(41,574)	478,326	345,951	350,624	289,620	-	-	-	-	-	-	-	1,712,304	1,712,304	
Finance Expenses	-	672	485	373	359	448	(352)	-	-	-	-	-	-	-	1,984	1,984	
Other Operating Payments	-	(924,218)	(457,219)	207,998	565,884	(120,279)	44,058	-	-	-	-	-	-	-	(683,776)	(683,776)	
Total Operating Activities	-	2,358,078	861,313	(194,149)	858,678	96,730	288,292	-	-	-	-	-	-	-	4,268,941	4,268,941	
Investing Activities																	
Receipts	-	-	-	-	24,045	-	-	-	-	-	-	-	-	-	24,045	24,045	
Proceeds from Sale of Assets	-	-	-	-	24,045	-	-	-	-	-	-	-	-	-	24,045	24,045	
Payments	-	10,322	112,972	2,836	84,510	7,816	72,266	-	-	-	-	-	-	-	290,723	290,723	
Purchase of Assets	-	10,322	112,972	2,836	84,510	7,816	72,266	-	-	-	-	-	-	-	290,723	290,723	
Total Investing Activities	-	(10,322)	(112,972)	(2,836)	(60,465)	(7,816)	(72,266)	-	-	-	-	-	-	-	(266,678)	(266,678)	
Financing Activities																	
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Payments	-	-	-	6,666	-	-	-	-	-	-	-	-	-	-	6,666	6,666	
Repayment of Borrowings	-	-	-	6,666	-	-	-	-	-	-	-	-	-	-	6,666	6,666	
Total Financing Activities	-	-	-	(6,666)	-	-	-	-	-	-	-	-	-	-	(6,666)	(6,666)	
Net Increase or (Decrease) in Cash Held	-	2,347,755	748,341	(203,651)	798,213	88,914	216,025	-	-	-	-	-	-	-	3,995,597	3,995,597	
Accumulated Cash Balance	2,873,576	3,553,397	3,740,395	3,536,743	4,334,957	4,423,871	4,639,896	-	-	-	-	-	-	-	4,639,896	1,766,320	

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Attachment 1

REPORTS FOR DECISION

ITEM NUMBER	6.2
TITLE	Use of the Common Seal - NT Libraries funding
REFERENCE	222898
AUTHOR	David Astalosh, Manager Grants and Policies

The Council's Common Seal is required to execute the funding agreement for provision of library services on the Tiwi Islands.

BACKGROUND

NT Department of Tourism and Culture proposed a funding agreement with Tiwi Islands Regional Council for the operation of libraries across the Tiwi Islands.

In December 2018 NTG advised that they had not received an executed agreement.

ISSUES/OPTIONS/CONSEQUENCES

Key considerations:
The term of the funding agreement is five years. The proposed operational funding is for $94,000 for 2018/19. When looking at the definitions of the agreement it appears that the funding amount refers to the entire duration of the agreement. Following discussion with TIRC, Manager Grants and Policy was verbally advised to write "per annum" next to schedule 1 item 6 "funding". TIRC has sought written advice from the department and is awaiting response.

Key activities TIRC must complete as part of the agreement:

- Provide free core library services to meet local requirements but available to all NT residents as required
- Develop collections to meet the current, emerging and future needs of the local community
- Provide suitable physical facility that meets community requirements
    - New library service operation at Wurrumiyanga
- Provide collections and services that support early childhood development
- Provide access to digital technology
- Ensure that staff have sufficient capability to deliver the library service
- Provide reports on library services and financial management
- Participate in sectoral development activities.

In addition to the operational funding attached letter from Minister Moss indicated NTG is funding $9,000 for community wi-fi services and a library resource allocation of $2,213. This brings the total 2018/19 NTG contribution to libraries across the Tiwi Islands to $105 215.

CONSULTATION & TIMING

Timeline of events:

- 21 June 2018 – Minister Moss sent letter to the Mayor advising of funding allocation.
- 20 August 2018 - TIRC received libraries agreement signed by Simmone Shepherd on 20 August 2018
- 18 December 2018 – Department of Tourism and Culture advised TIRC Grants and Policy Manager that they have not received an agreement executed by TIRC.
- Manager Grants and policy conducted a records check and could not locate a funding agreement.

- 18/12/18 Department sent through copy of the agreement for execution.

RECOMMENDATION:

That Council;

1. **Authorise CEO to initial any changes made to the agreement before common seal is applied.**
2. **That Council approves the use of Council Common Seal to execute the funding agreement.**

ATTACHMENTS:

1 1254759 - Funding Agreement - Tiwi Islands RC.pdf
2 Letter from the Minister Mr Gawin Tipiloura.pdf

FUNDING AGREEMENT

FOR

PUBLIC LIBRARY SERVICES

BETWEEN

NORTHERN TERRITORY OF AUSTRALIA
represented by its agency
the Department of Tourism and Culture

AND

TIWI ISLANDS REGIONAL COUNCIL

Solicitor for the Northern Territory
68 The Esplanade, Darwin
GPO Box 1722, Darwin NT 0801
Telephone: 08 8935 7806 Facsimile: 08 8935 7810
File no: 1254759

AGREEMENT

PARTIES

BETWEEN:

The **NORTHERN TERRITORY OF AUSTRALIA** represented by its agency, the Department of Tourism and Culture ("**the Territory**")

AND:

The entity named at Item 1 of Schedule 1 ("**the Recipient**")

BACKGROUND

A. The Territory has allocated funding to assist local authorities and organisations to provide core public library services in the Northern Territory.

B. The Recipient provides public library services for the benefit of its local community.

C. The Territory agrees to support the Recipient's delivery of public library services by providing funding in accordance with the terms and conditions of this Agreement.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

Definitions

1.1 In this Agreement unless a contrary intention appears:

(a) "**Agreement**" means this document and includes any schedules and annexures;

(b) "**Asset**" means any item of personal, real or incorporeal property, with a price or value of $1,000 or more (exclusive of GST);

(c) "**Business Day**" means a day which is not a Saturday, Sunday or public holiday in Darwin in the Northern Territory;

(d) "**Commencement Date**" means the date specified in Item 4 of Schedule 1;

(e) "**Item**" means an Item in Schedule 1 of this Agreement;

(f) "**Funding**" means the total amount of funding the Territory will pay the Recipient during the Term as set out in Item 6 (plus any applicable indexation) and includes the whole or any part of the Funding and any interest accrued on the Funding or any part of it;

(g) "**Records**" means the information, records and accounts which the Recipient must keep and maintain pursuant to clause 7.1;

(h) "**Reports**" means the reports, statements and information which the Recipient must provide to the Territory pursuant to clause 8.1;

(i) "**Schedule**" means a schedule to this Agreement;

(j) "**Services**" means the public library services specified in Schedule 3; and

(k) "**Term**" means the period specified in Item 5 of Schedule 1 and, if extended in accordance with this Agreement, includes the initial term and the extended term.

Interpretation

1.2 In this Agreement, unless the contrary intention appears:

(a) if a word or phrase is defined, its other grammatical forms have a corresponding meaning;

(b) words importing the singular number include the plural number and vice versa;

(c) words importing any gender include all other genders;

(d) the word "including" is not a word of limitation, and is to be interpreted as though it were immediately followed by the words "but not limited to";

(e) "person" includes a corporation;

(f) headings and sub-headings have been included for ease of reference only and this Agreement is not to be construed or interpreted by reference to such headings or sub-headings;

(g) a reference to a party or parties means a party to this Agreement and includes the officers, employees, agents and subcontractors of that party;

(h) a reference to a statute or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them; and

(i) no rules of construction apply to the disadvantage of a party on the basis that that party was responsible for the preparation of this document or any part of it.

2. OBJECTIVES

The parties' objectives in entering into this Agreement are to:

2.1 ensure Northern Territory residents have access to information and their documentary heritage;

2.2 encourage and improve literacy amongst Northern Territory residents;

2.3 improve the Recipient's library performance in the six areas of outcome measures listed in the "Guidelines, Standards and Outcome Measures for Australian Public Libraries, July 2016" (at https://www.alia.org.au/node/184/public-libraries);

2.4 ensure the Recipient:

(a) provides and continues to provide its community with free access to library services;

(b) maintains adequate library facilities and a satisfactory library environment;

(c) maintains appropriate reading and research material in the library, including access to the internet; and

(d) encourages community development and improve the quality of life of the residents within its community through library services.

3. DURATION OF AGREEMENT

3.1 This Agreement commences on the Commencement Date and will expire on the later of:

(a) the end of the Term; or

(b) the date when the Recipient has provided the Territory with everything required to fully acquit the Funding,

unless earlier terminated in accordance with this Agreement.

3.2 This Agreement may be extended prior to expiry for a further period as agreed between the parties in writing.

3.3 Where this Agreement is extended, the Territory may undertake a review of the operation of the Agreement during the final year of the Term and the Recipient must fully cooperate with that review.

4. FUNDING

Payment of Funding

4.1 Subject to the provisions of this Agreement, the Territory will pay the Recipient the Funding for the performance of the Services in equal instalments (or such other instalments as the Territory notifies the Recipient in writing) on 30 August of the first year and each subsequent year of this Agreement.

4.2 The Funding will be paid into the Recipient's bank account, the details of which are set out at Item 7, which bank account must be:

(a) in the Recipient's sole name and control;

(b) held with an authorised deposit-taking institution under the *Banking Act 1959* (Cth);

(c) an interest bearing account of a type appropriate for the amount of the Funding and for the purposes of the Services; and

(d) the only account used by the Recipient for receipt and expenditure of the Funding.

4.3 The parties acknowledge that the Funding may be eligible for indexation in accordance with parameters applied to Territory grant budgets and if so, the Funding will be indexed in accordance with those parameters.

4.4 Notwithstanding any other provision of this Agreement, the Territory is under no obligation to pay the Funding or any part of it if the Recipient has failed to comply with the reporting and acquittal requirements at clause 8.

Use of Funding

4.5 The Recipient must:

(a) use the Funding (including any interest earned on the Funding), solely for the purpose of providing the Services; and

(b) ensure that any amount of the Funding not immediately required for expenditure is held in the Recipient's bank account and any interest earned on those monies is applied and accounted for as though it formed part of the Funding provided by the Territory;

4.6 The Recipient may use the Funding to acquire or create an Asset provided that it first obtains the consent of the Territory, which consent may be withheld, or given subject to conditions, in the Territory's absolute discretion.

4.7 The Recipient must not commit or use the Funding to re-locate a library or premises from which the Services are provided without first consulting with and obtaining the written approval of the Territory.

Further Funding

4.8 The Territory may in its discretion pay an additional allocation of funds to the Recipient in an amount, on a date and in a manner determined by the Territory and, save for clause 4.1, the additional allocation will be subject to the terms and conditions of this Agreement as if it were the original Funding.

4.9 The Recipient acknowledges that the Territory:

(a) is under no obligation to provide any further monies to the Recipient if the Recipient's expenditure on the Services exceeds the Funding and the Recipient accepts responsibility for any additional expenditure or costs

incurred in the Services; and

(b) will have no responsibility for any costs associated with the upkeep and management of the Services or Assets acquired using the Funding.

Local Suppliers

4.10 The Northern Territory Government actively supports local business through procuring its goods and services in accordance with the Buy Local Plan. Government grant recipients are strongly encouraged to adopt similar principles when procuring their own goods and services. For more information visit www.buylocal.nt.gov.au.

5. THE SERVICES

5.1 The Recipient must:

(a) deliver the Services within the region specified at Item 8 and to the commitment levels set out at Schedule 3;

(b) carry out the Services diligently, effectively and to a reasonable professional standard and in accordance with this Agreement;

(c) adequately resource the Services with competent employees;

(d) comply with the provisions of any applicable statutes, regulations and by-laws in force from time to time including, if applicable, the *Local Government Act* (NT) and the Local Government (Accounting) Regulations;

(e) obtain at its own cost all permits, approvals and licences required to be taken out from time to time by the Recipient in connection with its performance of the Services and must keep such permits, approvals and licences current;

(f) use all reasonable endeavours to meet the objectives at clause 2;

(g) keep the Territory fully informed on as to the progress of the Services and participate in such meetings and provide such information as is reasonably requested by the Territory relating to the conduct and progress of the Services and the expenditure of the Funding;

(h) comply, in a timely fashion, with all reasonable requests or directions of the Territory in respect of the Services; and

(i) promptly advise the Territory in writing of any relevant matters that might affect the Recipient's ability to continue to provide or to complete the Services or to meet any of the Recipient's obligations under this Agreement.

5.2 The Recipient warrants that it will, at its own cost, take reasonable steps to ensure that its employees are appropriately screened, suitably qualified, experienced and trained to undertake their duties in accordance with this Agreement and legislation, including, if necessary, criminal history checks and working with children clearances.

5.3 The Recipient must not engage subcontractors to deliver the Services without the prior written consent of the Territory, which consent may be withheld, or given subject to conditions, in the Territory's absolute discretion.

5.4 The Recipient is responsible for the Services and for ensuring that it complies with this Agreement, and will not be relieved of that responsibility because of any:

(a) involvement by the Territory in the performance of this Agreement, including the Territory commitments set out in Schedule 2; or

(b) subcontracting by the Recipient of any part of this Agreement.

5.5 The Recipient will be liable to the Territory for the acts and omissions of any sub-contractor and their respective employees and agents as if they were the acts or

omissions of the Recipient.

5.6 The Recipient must not suspend or cease the provision of the Services without the prior written consent of the Territory, which consent may be withheld, or given subject to conditions, in the Territory's absolute discretion.

5.7 If the Recipient suspends any of the Services, whether with the consent of the Territory or otherwise, the Recipient must immediately notify the Territory of that suspension, with detailed reasons, and the Territory may in its absolute discretion take action pursuant to clause 15.

6. TERRITORY COMMITMENTS

The Territory will endeavour to meet the commitments and commitment levels set out in Schedule 2.

7. RECORDS

7.1 The Recipient must keep and maintain all information, records and accounts (including all receipts and invoices):

(a) in accordance with accounting principles generally applied in commercial practice;

(b) as required by law;

(c) so that at all times the receipt and expenditure of the Funding is identifiable and ascertainable; and

(d) as necessary to provide a complete and detailed record and explanation of the implementation and progress of the provision of the Services.

7.2 The Recipient must provide to the Territory the Records within ten (10) Business Days of the request.

7.3 The Recipient must keep all Records for a period of six (6) years after the expiry or earlier termination of this Agreement.

7.4 The Recipient must, at all reasonable times, give to the Territory and persons authorised by the Territory, permission to inspect, audit and take copies of all Records (and permission to enter the Recipient's premises to do so), and in this respect the Recipient must fully cooperate with, and provide all assistance reasonably requested by, the Territory.

7.5 This clause 7 survives the expiry or earlier termination of this Agreement for a period of six (6) years.

8. REPORTING AND ACQUITTAL

8.1 In order to acquit the Funding, the Recipient must, no later than 29 August in each year (or such other date as may be agreed by the parties in writing), provide the Territory with:

(a) a copy of the Recipient's audited financial statements for the most recent financial year, including income and expenditure statements and balance sheets, which must clearly identify the Funding and the expenditure of the Funding, undertaken by a qualified auditor with appropriate professional registration; and

(b) an outcomes report detailing the progress of the delivery of the Services against the service and commitment levels specified in Schedule 3 and measuring the Recipient's performance of the Services against the parties' objective to meet the outcome measures at clause 2.3.

8.2 If:

(a) the Recipient fails to submit a Report in the time or manner required, or at all;

or

(b) the Territory considers that a Report is deficient in some way,

the Territory may, in its absolute discretion:

(c) give the Recipient a notice requiring the Recipient to submit or resubmit the Report, and the Recipient must do so within the time, and in accordance with any request, specified in the notice; or

(d) take action under clause 15.

8.3 This clause 8 survives the termination of this Agreement until such time as the Recipient has acquitted the Funding and submitted Reports to the satisfaction of the Territory.

9. PRIVACY

9.1 The Recipient must deal with all Personal Information in a manner which is consistent with the *Information Act* (NT), including the Information Privacy Principles set out in that Act or any 'code of practice' approved under that Act, as if the Recipient were a public sector organisation.

9.2 This clause 9 survives the expiry or earlier termination of this Agreement.

10. REPAYMENT OF UNSPENT OR MISUSED FUNDING

10.1 If, at the expiry or earlier termination of this Agreement ("the Relevant Date"), the Recipient still has any part of the Funding (excluding any part of the Funding legally committed for expenditure in accordance with this Agreement and which falls for payment thereafter), the Recipient must, within ten (10) Business Days of the Relevant Date, advise the Territory of that fact, and return the remaining part of the Funding to the Territory, unless the Territory agrees in writing that the Recipient may retain the remaining part of the Funding for a purpose approved by the Territory

10.2 If at any time:

(a) the Territory forms the reasonable opinion that the Funding has not been used, spent or committed for expenditure in accordance with this Agreement; or

(b) it cannot, by reconciliation of the Records be shown to the reasonable satisfaction of the Territory the Funding has been spent or committed in accordance with this Agreement,

the Territory may, at its discretion, by written notice require the Recipient to:

(c) repay the Funding or any part of it to the Territory in the manner described in the notice within ten (10) Business Days of the notice; or

(d) deal with the Funding or any part of it in accordance with any instructions of the Territory set out in the notice.

10.3 Prior to issuing a notice pursuant to clause 10.2 the Territory will give the Recipient a reasonable opportunity to respond to any concerns that the Territory may have regarding the expenditure of the Funding.

10.4 A failure to comply with the repayment obligations under this clause 10 will:

(a) result in interest accruing on the outstanding amount of the Funding at the rate set by the Territory in its 30 Day Payment Policy or any substituted policy, or, if no rate is set in any such policy, the 90 day bank bill rate published by the Reserve Bank of Australia as at the immediately preceding 1 June and which interest will be payable in addition to the principal amount and will continue to accrue on outstanding monies until full payment of the principal and interest is received; and

(b) entitle the Territory to take action pursuant to clause 15.

(c) Any amount owed to the Territory under this Agreement (including any interest) will, without prejudice to any other rights available to the Territory under this Agreement or at law or in equity, be recoverable by the Territory as a debt due to the Territory by the Recipient without further proof of the debt being necessary.

11. INSURANCE

11.1 The Recipient must effect and keep in force appropriate insurance policies including:

(a) loss, damage or theft of any property used in connection with the delivery of the Services;

(b) public liability cover for a minimum amount of $20 million in relation to any single event; and

(c) workers compensation insurance required by law.

11.2 The Recipient must provide the Territory with evidence of the currency of insurance policies within five (5) Business Days of any request by the Territory.

11.3 The Recipient must not do or omit to do any act where the insurance required under this clause 11 may be rendered void or voidable.

12. RISK

The Recipient accepts all risks in respect of this Agreement and the Services, including the risk of:

12.1 the actual cost of providing the Services being greater than anticipated;

12.2 the Services not being supplied in accordance with the requirements of any contract between the Recipient and any third party;

12.3 all liabilities associated with:

(a) health and safety;

(b) employee entitlements;

(c) payments and liabilities to third parties, including to contractors and subcontractors; and

12.4 compliance with laws.

13. RELEASE

13.1 The Recipient releases to the full extent permitted by law, the Territory and its officers, employees, agents, subcontractors, visitors and invitees (in this clause referred to as "those released") from all responsibility or liability for the risks referred to in clause 12, loss of or damage to any property, or injury or death to any person, or any other loss or damage whatsoever, arising out of any involvement of those released pursuant to this Agreement.

13.2 This clause 13 survives the expiry or earlier termination of this Agreement.

14. INDEMNITY

14.1 The Recipient indemnifies and keeps indemnified and holds harmless the Territory, its officers, employees, agents, volunteers, subcontractors, visitors or invitees (in this clause referred to as 'those indemnified') from and against any loss, damage, expense (including legal costs and expenses on a solicitor/own client basis) or other liability, incurred or suffered by any of those indemnified arising from any claim, suit, demand, action or proceeding by any person against any of those indemnified arising out of or in connection with:

(a) the Services; and

(b) the Recipient's breach of this Agreement;

(c) the risks referred to in clause 12,

except to the extent that any unlawful or negligent act or omission of the Territory or its employees or agents contributed to the loss, damage, expense or liability.

14.2 This clause 14 survives the expiration or early termination of this Agreement.

15. SUSPENSION AND TERMINATION

Right of Territory to Suspend or Terminate

15.1 If:

(a) notwithstanding any other clause in this Agreement, as a result of any change in Territory or Commonwealth government policy, the Funding for the Services is to cease or be reduced;

(b) the Recipient has failed to comply with a notice provided by the Territory requiring that the Recipient remedy a breach of the terms and conditions of this Agreement within the time specified in the notice;

(c) the Recipient is dissolved, becomes insolvent, stops payment of its debts or is unable to pay its debts as and when they fall due, or the Recipient enters into an arrangement or composition with its creditors or is placed into receivership or liquidation, whether voluntary or otherwise, or the Territory reasonably suspects that any of these things have occurred or may occur;

(d) the Recipient (including any officer, employee or member of the Recipient), is in the reasonable opinion of the Territory, guilty of any misconduct, misbehaviour, incompetence, carelessness or gross inefficiency in the discharge of its duties under the terms and conditions of this Agreement, or is convicted of any criminal offence, or the Territory reasonably suspects this has occurred or may occur;

(e) the Recipient is, in the reasonable opinion of the Territory, unable or unwilling, for any reason, to undertake the continuation or completion of the Services in a manner satisfactory to the Territory; or

(f) any clause in this Agreement provides that this clause 15 applies;

the Territory may, in its absolute discretion and by written notice to the Recipient, immediately:

(g) suspend this Agreement and/or dealings with the Funding, and clause 15.2 will apply; or

(h) terminate this Agreement.

15.2 If the Territory suspends dealings with the Agreement and/or Funding the Territory may:

(a) end the suspension by written notice to the Recipient, subject to such preconditions (including variations to this Agreement) which the Territory may require; and/or

(b) if the matter is not resolved to the satisfaction of the Territory, immediately terminate this Agreement by further written notice to the Recipient.

15.3 For the duration of any suspension, the Recipient must:

(a) hold the Funding in utmost good faith for use only in accordance with the directions of the Territory and must cease all other dealings with the Funding; and

(b) if the Territory directs, cease performing the Services or perform the Services with such conditions or limitations as the Territory may direct,

and the Territory will not be liable to the Recipient for any suspension of this

Agreement and is not obliged to pay the Recipient any part of the Funding during the period of the suspension.

15.4 On termination:

(a) the Recipient must hold the Funding in utmost good faith for use only in accordance with the directions of the Territory and will cease all other dealings with the Funding; and

(b) the Territory will not be liable to pay any part of the Funding not already paid,

and clauses 10.1, 10.4(a) and 10.4(c) will apply.

15.5 The Territory will not be liable to the Recipient for termination of this Agreement, and in any event, the Territory will not be liable to pay any amount in excess of the amount of the Funding remaining unpaid under this Agreement at the date of termination.

15.6 Termination of this Agreement does not affect any accrued right or liability of any party, nor will it affect the coming into force, or the continuation in force, of any provision of this Agreement that is expressly, or by implication, intended to come into or continue to be in force on or after the termination.

16. GOODS AND SERVICES TAX

16.1 Any term used in this clause that is referred to in *A New Tax System (Goods and Services Tax) Act 1999* (Cth) will have the meaning which it has in that Act.

16.2 The Funding provided under this Agreement is inclusive of GST, with GST calculated using the GST Rate at the Commencement Date, and therefore the Territory will not be liable to pay the Recipient any additional amounts, over and above the Funding, for any GST incurred by the Recipient when the Recipient receives the Funding.

16.3 The Recipient and the Supplier agree that if the Supplier is registered for GST purposes the Recipient will issue to the Supplier Recipient Created Tax Invoices ("RCTI's") in respect of the Supply on the following terms and conditions:

(a) both the Recipient and the Supplier acknowledge that they are or will be registered for GST when the invoice is issued and the RCTI must show the Supplier's Australian Business Number ("ABN");

(b) the Recipient and Supplier must reasonably comply with their obligations under the Act and any rulings or determinations issued by the Tax Commissioner;

(c) the Supplier agrees that the Recipient can issue tax invoices in respect of the Supply;

(d) the Supplier will not issue tax invoices in respect of the supplies;

(e) the Supplier will notify the Recipient if it ceases to be registered for GST purposes; and

(f) the Recipient will notify the Supplier if it ceases to be registered for GST.

16.4 Where the GST Rate is changed after the Commencement Date, the consideration under this Agreement will be increased or decreased so that the consideration remains inclusive of GST, with GST calculated using the new GST Rate from the date of the change of the GST Rate.

17. DISPUTE RESOLUTION

17.1 Each party must follow the procedures in this clause 17 before starting court proceedings (except for urgent injunctive or declaratory relief).

17.2 Any party to this Agreement who wishes to claim that a dispute has arisen must give written notice to the other party setting out details of the dispute.

17.3 Within five (5) Business Days of the provision of the written notice, the parties must meet to take whatever actions or investigations as each deems appropriate, in order to seek to resolve the dispute.

17.4 If the dispute is not resolved within five (5) Business Days of that meeting (or within such further period as the parties may agree is appropriate) then the parties must refer the dispute to the parties' Chief Executive Officers (or equivalent position or nominee with authority to intervene, direct resolution or settle the dispute) for resolution or, if resolution cannot be reached, agree a process for resolving the whole or part of the dispute through means other than litigation, such as further negotiations, mediation, conciliation or independent expert determination.

17.5 Despite the existence of a dispute, both parties must (unless requested in writing by the other Party not to do so) continue to perform their respective obligations under this Agreement.

18. NOTICES

18.1 Any notice, approval, consent, demand or other communication required or permitted to be given under this Agreement must be in writing and given in one of the following ways:

(a) by hand delivering to the relevant person;

(b) by sending a letter through registered mail to the relevant address for service; or

(c) by sending an email to the relevant email address,

at the Address for Service of Notices for the relevant party in Schedule 1, or such other contact person, address or email address as may be advised by a party in writing from time to time.

18.2 A notice given under clause 18.1 is deemed to be given, in the case of:

(a) hand delivery, immediately on delivery;

(b) registered mail, on the third Business Day after posting; and

(c) email on the following Business Day unless within 24 hours of sending, the sender receives an automated electronic message that the email has not been delivered or that the email address is unattended in which case notice is not deemed given,

but if such delivery or receipt is later than 4.00pm (addressee's time) on a Business Day, it is deemed to be received at 9.00am on the next Business Day in the place of receipt.

19. GENERAL

Nature of Relationship

19.1 No relationship of any kind is created between the parties by this Agreement except by what is expressly stated in this Agreement.

Assignment

19.2 The Recipient must not transfer, assign or otherwise dispose of its rights, duties, benefits, obligations or interest under this Agreement without the prior written consent of the Territory.

Amendments

19.3 No alteration, addition or amendment may be made to this Agreement other than in writing signed by each of the parties.

Waiver

19.4 No waiver of any condition or covenant contained in this Agreement or failure to exercise a right or remedy by either of the parties implies or constitutes a further waiver by a party of that condition or covenant, right or remedy or of any other condition, covenant, right, or remedy.

Severability

19.5 If a court determines that a word, phrase, sentence, paragraph or provision in this Agreement is unenforceable, illegal or void then it shall be severed and the other provisions of this Agreement shall remain operative.

Governing Law

19.6 This Agreement is to be construed and interpreted in accordance with the laws of the Northern Territory of Australia and the parties submit to the jurisdiction of the courts in Darwin in the Northern Territory.

Intervening Event

19.7 If the Recipient is unable, wholly or in part, to carry out its obligations under this Agreement due to: natural disasters, strikes, lockouts, or other industrial disturbances, war, unavoidable accident, fire, flood, or explosion (an "Intervening Event"):

(a) the Recipient must give the Territory notice of the Intervening Event and insofar as is known, the probable extent to which it will be unable to perform or will be delayed in performing its obligations, and its obligations must be suspended so far as it is affected by the Intervening Event;

(b) once the Intervening Event has ended, the Recipient must carry out all acts which it would have been liable to carry out had the Intervening Event not occurred; and

(c) the Recipient must take all reasonable steps to eliminate the Intervening Event and resume performance as promptly as practicable.

Entire Agreement

19.8 The Agreement constitutes the entire agreement between the parties related to the subject matter hereof, and supersedes any previous agreements or understandings.

IN WITNESS WHEREOF the parties have executed this as an Agreement.

SIGNED by SIMONNE SHEPHERD)
for and on behalf of the **NORTHERN**)
TERRITORY OF AUSTRALIA pursuant to a)
delegation under the *Contracts Act* in the)
presence of:)

Signature

Date: 20/8/18

MEDWARDS
Signature of Witness

Morgan EDWARDS
Name of Witness

The **COMMON SEAL** of **TIWI ISLANDS**)
REGIONAL COUNCIL was hereto affixed in)
pursuance of a resolution of the Council and in)
accordance with the *Local Government Act* in)
the presence of:)

Date: ...../...../.....

. . . . . .
Signature of Witness

. . . . . .
Name of Witness

SCHEDULE 1

Item No.	Description	Details
1.	**Recipient**	*Tiwi Islands Regional Council* ABN: *61 507 431 031*
2.	**Recipient Address for Services of Notices** (clause 18.1)	Attention: Mayor Physical address: Building 4, 116-120 Coonawarra Rd WINNELLIE NT 0820 Postal address: PMB 267 WINNELLIE NT 0822 Telephone: 08 8919 0405 Email: info@tiwiislands.nt.gov.au
3.	**Territory's Address for Service of Notices** (clause 18.1)	Attention: Patrick Gregory Physical address: Level 1 Darwin Plaza Smith Street Mall DARWIN NT 0800 Postal address: GPO Box 42 DARWIN NT 0801 Telephone: 08 8922 0720 Email: Patrick.gregory@nt.gov.au
4.	**Commencement Date** (clause 1.1(d))	*1st July 2018*
5.	**Term** (clause 1.1(k))	*5 years*
6.	**Funding** (clause 1.1(f))	*$94,002* excluding GST
7.	**Recipient's Bank Account** (clause 4.2)	Account name: Tiwi Islands Regional Council BSB: 065-901 Account number: 10708408
8.	**Region for delivery of Services** (clause 5.1(a))	*Tiwi Islands*

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SCHEDULE 2

TERRITORY COMMITMENTS

Service ID	Service	Commitment
N1	Manage Public Library Funding Agreement on behalf of the Northern Territory Government	• Provide information on annual grant funding prior to end of previous financial year
N2	Develop NT public library sector by providing opportunities for all public libraries to collaborate and share information and by supporting the implementation of Territory-wide and national library frameworks in the Northern Territory	• Convene Public Libraries Strategic Development Committee meetings at least twice per year • Provide an online platform for sectoral communications and information sharing • Collaborate with public libraries to progress the Vision 2017-2023 agenda • Disseminate and promote the adoption of the Standards, Guidelines and Outcome Measures for Australian Public Libraries 2016 • Disseminate and promote the adoption of the Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services and participate in their update.
N3	In collaboration with the sector, develop and deliver an annual public libraries sectoral development program	• Convene Library Sector Learning Working Group • Develop annual sectoral learning program in collaboration with Library Sector Learning Working Group • Encourage peer learning through development of Lead Learners program • Convene Aboriginal Community Libraries Working Group • Convene Programming Working Group
N4	Represent the Northern Territory public library sector in national forums	• Represent the sector in the Australian Public Library Alliance (APLA), National and State Libraries Australasia (NSLA),

		International Federation of Library Associations (IFLA) and other national and international groups as required. • Coordinate sectoral responses to information requests from organisations such as the Australian Library and Information Association
N5	Provide advisory services relating to strategic library development issues for Municipal libraries; advisory services relating to both strategic and operational issues for Rural libraries and Remote Aboriginal Community libraries.	• Provide support for sectoral development and operational issues through the LibrariesNT Service Desk • Visit each public library annually to provide onsite support and advisory services • Answer any public reference inquiries forwarded from public libraries • Support the development of regional library services
N6	Provide centralised sectoral reporting and evaluation capabilities.	• Provide annual report on NTL and public libraries' key statistics and achievements against ALIA Public Libraries outcome areas, performance against schedules, and expenditure. • Coordinate sectoral reporting to national public library statistics. • Provide online tool for statistical reporting
N7	Management of Library Resource Allocation (LRA) funding.	• Review LRA amount per council on an annual basis according to a transparent methodology. • Undertake procurement and contract management relating to the purchase of library resources. • Convene Collections Development Working Group • Manage subscriptions to Territory-wide eResources in collaboration with Collections Development Working Group
N8	Provide a shared Library Management System for all Territory public libraries.	• Manage selection, procurement and annual license payments for Library Management System • Ensure LMS is regularly upgraded and enhanced

		• Manage relationships with LMS vendor • Implement LMS user agreements with councils and deliver services to the standards documented in these agreements • Provide support for LMS issues through the LibrariesNT Service Desk • Convene Library Management System Working Group • Provide capacity for public libraries to run their own LMS reports as required • Provide LMS learning sessions
N9	Provide free community Wi-Fi internet services to Indigenous communities	• 46 communities serviced with NBN internet plans
N10	Provide Community Stories digital keeping place software to Indigenous communities	• All Remote Aboriginal Community libraries have access to Community Stories on request and with relevant learning and support.
N11	Participate in Connect NT Inter Library Loan network	• Provide Inter Library Loan service, including postage, from the NTL General Collection to libraries in the network, with postage paid both ways.

SCHEDULE 3

PUBLIC LIBRARY SERVICE

Service ID	Service	Commitment
A1	Provide free core library services to meet local requirements but available to all NT residents as required.	• Deliver library services within the overarching framework provided by the Guidelines, Standards and Outcome Measures for Australian Public Libraries and Connected Communities: Vision for Northern Territory Public Libraries 2017-2023. • Provide free entrance to the library during times determined by local requirements and guided by Guideline G12.5 in the Guidelines, Standards and Outcome Measures for Australian Public Libraries. • Develop library collections and lend collections to the public. • Support library users to effectively utilise collections (including eResources), technology and spaces. • Provide regular programming reflecting community requirements and/or make space available for other organisations to run community programs. • Promote library services to the community.
A2	Develop collections to meet the current, emerging and future needs of the local community.	• Purchase collection materials through Library Resource Allocation funding and any additional council funding in accordance with local collection development guidelines. • (Optional) Active participation in Collections Development Working Group.
A3	Provide a suitable physical facility that meets community requirements	• Space is welcoming, comfortable and well maintained. • New library service operational at Wurrumiyanga.

A4	Provide collections and services that support early childhood development	• Maintain space and collections for children within library. • (Optional) Provide family reading programs such as Storytime.
A5	Provide access to digital technology	• Free public access to up to date computer equipment and standard software.
A6	Support shared Territory-wide Library Management System	• (Optional) Participate in the Library Management System Working Group.
A7	Ensure that staff have sufficient capability to deliver the library service	• Ensure that all library staff are encouraged and supported to maintain a process of continuing professional development ensuring ongoing growth in staff knowledge, skills and capacity. • (Optional) Active participation in Library Sector Learning Working Group.
A8	Provide reports on library services and financial management as required	• Annual financial grant acquittal provided by 30 September. • Annual Outcomes Report provided by 30 September. • Service usage data entered into online statistical collection tool monthly, quarterly or annually as requested.
A9	Participate in sectoral development activities	• Representative from Council to be a member of and actively participate in Public Libraries Strategic Development Committee. • Ensure that the library service is encouraged and supported to develop and implement contemporary, creative and innovative practices, programs and processes. • Ensure that library programs and services meet the priorities of the library's community through engagement, consultation and evaluation. Ongoing evaluation of library programs and services is used to monitor implementation, quality and effectiveness of library operations.

MINISTER FOR TOURISM AND CULTURE

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

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5532
Facsimile: 08 8936 5637

Mr Gawin Tipiloura
Mayor
Tiwi Islands Regional Council
PMB 267
WINNELLIE NT 0822

Email: info@tiwiislands.nt.gov.au

Dear Mr Tipiloura Gawin

I am writing to you regarding your Council's funding for public library services under the Public Library Funding Agreement (PLFA).

The release of *Connected Communities: A Vision for Northern Territory Public Libraries 2017-2023* provides a new framework for the Northern Territory Government's (NTG) ongoing investment in our public libraries. I am pleased to advise that the NTG has increased its investment in public library services by eight per cent in 2018-19 to implement the *Connected Communities* vision. This increased funding is particularly targeted to regional areas that currently receive fewer library services and recognises the extraordinary value that public library services provide to their local communities, particularly in the areas of early childhood literacy and digital inclusion.

These funding arrangements will be delivered through a new five year PLFA. I am aware that it has been several years since such a long term agreement has been in place, and believe that this approach will provide greater certainty to your Council in the planning of public library services. The new Agreement will also include indexation on the annual grant.

I am pleased to offer your organisation an operational grant of $94 002 for 2018-19.

In addition to the direct operational grant, the NTG will also pay for the following services to your Council:

- Library Resource Allocation for the purchase of library collections, to the value of $2213; and
- Free community Wi-Fi services to the communities of Milikapiti, Pirlangimpi and Wurrumiyanga

NORTHERN TERRITORY GOVERNMENT

The total value of NTG funding to your organisation is $105 215 as itemised in the following table:

	2018-19 ($)	2017-18 ($)
PLFA Grant	94 002	64 399
Library Resource Allocation	2213	3000
Community Wi-Fi Services	9000	9000
Total	**105 215**	**76 399**

In addition, the Northern Territory Library will continue to provide sector wide services free of charge, including a Library Management System, eResources and sectoral advisory and staff development services.

The new PLFA documentation will be forwarded to your Council's Chief Executive Officer and payment will be made once the documentation is signed and returned to my Department of Tourism and Culture. Under the new agreement, these new funding arrangements will also be supported by a stronger reporting and collaboration framework, including the creation of a new Public Libraries Strategic Development Committee, which will provide a framework for greater coordination of library services across the Northern Territory.

The NTG looks forward to continuing to work in partnership with Councils to ensure that we continue to support the many valuable outcomes that public libraries provide to their communities. If you wish to further discuss any aspects of *Connected Communities* or funding arrangements, please contact Mr Patrick Gregory, Senior Director, Northern Territory Library and Archives, on telephone 8922 0720 or email patrick.gregory@nt.gov.au

Yours sincerely

LAUREN MOSS
21st June 2018

REPORTS FOR DECISION

ITEM NUMBER	6.3
TITLE	Ward Update
REFERENCE	222801
AUTHOR	Maina Brown, Governance & Compliance Manager

This report is to provide an opportunity to each Councillors from each ward to bring up matter for discussion and decision on issues in their ward/community.

BACKGROUND

At the last Council meeting held on 19 December 2018, Council deferred this report to be tabled at the January 2019 Ordinary Council meeting. An updated action item list is attached to this report for members to review and provide any feedback or add any new action item/s. This will allow officers or elected members to action on any outstanding matter/s.

It is recommended that each Councillors from each ward to bring up matters for discussion and decisions to be made based on the matter.

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:

That Council receives and notes report number 222801 and provide any feedback for discussion and decision making.

ATTACHMENTS:
1 Ward Update Action Items and Timeframes.pdf

Ward	Action Item	Action or Outcome Arising	Responsible Officer	Timeline	Action to be taken	Response to Council
Pirlangimpi	28/11/17 Pontoon	Why is it taking so long for this project to be completed? A request from the Pirlangimpi ward for the responsible Manager for projects to attend Local Authority meetings to provide an update to members Request to relocate the pontoon to be secured away in safe place away as kids are playing on it.	GM Infrastructure			19/12/17 – Pending Waiting for loader to move pontoon. 19/1/2018 – Pending Relocation of pontoon has now been completed. CEO has directed Town Services / Outstation Manager calling for tender (expression of interest) out across all organisations on Tiwi Islands to undertake work. 20/2/2018 – Pending Met with Terri Layman from the Department of Infrastructure regarding the barge landings and the Pirlangimpi pontoon. He asked Terri if she could help with the engineering side of placing and securing the pontoon into position. She asked for copies of the details regarding this project which I provided. Terri said to send them to her or Jacinta Kelly from the same department so he spoke to Jacinta later by phone and informed her of what TIRC is looking to do with the

						pontoon and provided her the details. Jacinta will look into the best way to anchor the pontoon and get back to me with any further questions after looking at the plans, details and photos. The pontoon was removed from the barge landing last month and relocated to the workshop's compound for security and request of the Local Authority members. Kim will update once he receives more information. 21/3/2018 – Pending CEO received information from Terri Layman (DIPL) advising to do the engineering and structural work this project will cost around $120k. 9/3/2018 – Pending Town Services and Outstation Manager received a reply from DIPL and the recommendation from them was that a substantial amount of engineering needs to be conducted to ensure it will be safely anchored / secured. They recommended the barge purchased is classed as a dumb barge which is designed to move cargo not people. So it

						will require piles and an anchoring point to stabilise it for commercial usage. That way it can be certified. This will cost around $300,000.00 (estimate) to complete the project. We are looking at applying for funding through NT Gov. Special Purpose Grant applications that close on 20/04/18. 15/5/2018 – Pending TIRC sought $238,844 to investigate next steps of the Pirlangimpi pontoon project. 18/6/2018 – Pending TIRC applied for $238,844 through Northern Territory Government Special Purpose Grants to investigate next steps of the Pirlangimpi pontoon project. TIRC expects to formally hear a response from the Department of Local Government before the end of June. 25/7/2018 – Pending Acting GM Infrastructure to take it through tender process 15/09/2018 – Pending

						Infrastructure is managing a number of tenders – a new Interisland Ferry, a grader, two security tenders for Council houses and facilities. Council was successful in applying for the money and will now need to proceed with a marine survey and environmental assessment, and have a plan and design developed. 27/09/2018 – Pending GM Infrastructure to liaise with Terri Layman from DIPL regarding the engineering works and timeframe. Wednesday, 10 October 2018 GM Infrastructure is seeking quotes on a geotechnical survey and a marine engineers assessment of the existing bumb barge and walkway.Total cost could be over $120,000 Terri Layman no longer works for DIPL. GM has spoken to Jacinta Kelly and a marine Engineer in Darwin.to organise the next stage of the pontoon project

						31/10/2018 – Pending This project requires more funds to proceed for ongoing works. 12/12/18 - Pending DIPL confirmed no survey assessment has been completed Marine engineer to assess will cost approx. $20,000 Geotechnical survey will cost approx. $80,000 - $120,000 Piles will cost approx. $100,000 each to install It is apparent that funding is insufficient. Communicating this to funding bodies and negotiating solutions moving forward is recommended.
Pirlangimpi	28/11/17 Street Lights	Cr Marius (Pirrawayingi) has requested for street lights on the main road to be fixed for the safety of the community.	GM Infrastructure		To write a letter to the local MLA member and shareholder Minister Nicole Manison of Power & Water	19/12/17 – Pending Spoke to Power & Water and MLA Lawrence Costa and Minister Nicole Manison. Minister Nicole was going to check it out. MLA will follow up and respond back to the CEO.

	19/1/2018	Cr Therese Bourke suggested something needs to be done as lights at the barge landing are getting smashed.				Resolution on the responsibilities on street lighting was only for Municipals not Regional Councils. Action: Cr Tungatulum to talk to BIHA Manager regarding cherry picker to be used for street lights. 19/1/2018 – Pending Waiting on response regarding CEO's letter to Chief Minister and Minister Nicole Manison. 21/3/2018 – Pending Work is about to be completed at Wurrumiyanga however due to Cyclone Marcus, works been sent back to Darwin to assist with power outages. 24/5/2018 – PendingFinalising street lights for hot spots and currently lobbing trees at the same time. Once its finalised, contractors will then move to Pirlangimpi and Milikapiti. 19/6/2018 – Pending The street lighting around Milikapiti, Pirlangimpi and Wurrumiyanga have been completed but there are more available funds for

						Wurrumiyanga which the contractor was asked to supply a quote to complete. The contractor did not supply further quotes and has left the Islands and is now engaged in contract on mainland. TS & O Manager will speak to Power and Water management for a date when the contractor will return. 27/6/2018 – Pending Job has completed at Milikapiti however ward members advised that there are not enough street lights to lighten up the community. A request for Milikapiti Ward members to provide hot spot areas for more street lights. 27/09/2018 – Pending Nil response from Power and Water. GM Infrastructure to follow up with Marty Flemming and also to follow up with BIHA regarding cherry picker. BIHA have a cherry picker coming to the islands for tree removal jobs. We may be able to access this during its stay on the islands. GM will liaise with LGANT Peter McLinden

						GM Infrastructure is investigating the purchase of solar power of LED street lighting from a company called Green Frog. 31/10/2018 - Pending Solar Power LED lights. $2500 to repair. GM Infrastructure to contact liaise with Finance Manager regarding the budget and request for Power and Water if they can do the work. 21/11/2018 – Pending Option to purchase standalone solar LED lights which will cost around $2500 per light. GM Infrastructure to find out how much to repair and request for Wurrumiyanga Shire Services Manager to purchase three led lights one for each community. Timeframe to be completed by next Council meeting Dec 2018. A request to seek approval from LA's to assist with street lighting.

						12/12/18 - Pending Quotes from two suppliers are being assessed, and the most suitable option will be purchased (one for each community. Batteries last 5 yrs and cost approx. $300 to replace. Anti-vandalising upgrades are available.
Milikapiti	28/11/17 Pool	TIRC to update the Council on status of Milikapiti Pool project	GM Infrastructure		Pending outcome of grant submission from NTG.	TIRC applied to NTG strategic infrastructure fund for grant to fill gap in funding for Milikapiti pool. Outcome of this application is pending. DPMC has advised ABA funding for water park can be transferred to a pool if funding gap is made. 19/1/2018 – Pending Waiting for announcement of approval. To commence discussions with the Consultative Forum to identify an area for pool. Cr Lynette De Santis to approach the school. 12/1/2018 - Pending response from NTG strategic infrastructure fund.

						21/32018 – Pending CEO to write a letter to the Minister for Education, Eva Lawler regarding school area space for community pool. 15/6/2018 – Pending CEO has written to Minister Moss, the Treasurer and Lawrence Costa MLA to request funding variation to NTG funds proposed for Milikapiti oval to be reallocated to Milikapiti pool. 25/7/2018 – Pending Have asked Power and Water to complete. Acting GM Infrastructure to follow up with Manager of Town Services & Outstations. 15/8/2018 – Pending TIRC advised on 14/8/18 that request for $300,000 from NTG for Milikapiti pool was rejected by Minister Moss. 14/9/2018 – Pending TIRC was unsuccessful in reallocating NTG funds from Milikapiti Oval to a pool. Please note the appetite from government to fund swimming pools has significantly declined.

						For us to have the best chance at success we must present a comprehensive project plan will full costings at the most realistic price possible. If a pool for Milikapiti remains a priority for the Council then TIRC should restart considerations for this project. Priorities should include - Identify a site for the for the pool, follow up all permissions from OTL and other stakeholders - prepare designs, drawings and plans to inform an accurate cost - Use this information to develop a draft project plan - Conduct an expression of interest process to assess 3rd party interest to construct the pool. - Use all of the above information to develop a more comprehensive grant submission to government. 27/09/2018 - Pending 31/10/2018 – Pending

						Application still pending
Milikapiti	28/11/17 Oval	TIRC to update the Council on status of Milikapiti Oval refurbishment.	GM Infrastructure		TIRC to complete repairs and maintenance project as per ABA grant funding	Council has prepared the submission. Project scope includes perimeter fence, replaced goal posts, repair irrigation system and refresh playing surface. 19/1/2018 – Pending Currently negotiating project agreement. 21/3/2018 – Pending Agreement confirmed. On Friday 9 March the TIRC CEO signed the project agreement with Prime Minister and Cabinet for $212,596.22 excluding GST. Work is scheduled to commence in May 2018. The project will: • replace perimeter fence • repair irrigation • install new goalposts • repair oval surface. 15/6/2018 – Pending Town services has commenced work on the Milikapiti Oval. Trees have been pulled down and the old fence has been removed. TIRC is finalising

						preparations to put up the new perimeter fence, new goal posts, replace the playing surface and irrigation. This project will not extend the size of the oval, but will restore the playing surface to TIFL standard. Town Services manager can provide further update if required. 27/6/2018 – Pending Fencing materials will be delivered via barge from Wurrumiyanga to Milikapiti. 25/7/2018 – Pending Acting GM Infrastructure and Manager of Town Services & Outstation to meet with Milikapiti Town Services staff. Acting GM to also check Pirlangimpi oval to be secure. 15/8/2018 – Pending ABA grant to conduct oval repairs and maintenance project underway with infrastructure (town services division). Project is replacing perimeter fence, restoring irrigation, new goalposts, replace playing surface.

Attachment 1

						14/9/2018 - TIRC is negotiating a funding agreement with NTG to complete an extension of the oval in 2019. Current assessing feasibility, scope of additional works and costs. Milikapiti Oval: trees have been removed from the ground. Old perimeter fence has been removed. Irrigation system has been examined and all parts ordered. All materials have been ordered and delivered to replace the perimeter fence. Goal posts ordered but not yet delivered. The grass resurface will be ordered once the rest of the work is done. Delay at present is waiting on equipment to come back from the Picka Rd job so we can prepare the surface for fencing and to start digging holes. Once Mark Mahon moves to Pirlangimpi next week we will be able to push this job along a lot quicker as we will have a manager on site to make sure work is done. 27/09/2018 – Pending Goal post has been ordered and waiting to arrive also waiting for fence to be completed before installing irrigations.

						10 October 2018 New Shire Service Delivery Manager has been working with Civil to start the earth works needed to level the perimeter so the new fence can be built. We are waiting on equipment from the Picka Rd job before we can proceed. 31/10/2018 – Pending Milikapiti Oval – Waiting for Pickataramoor roads to finished so the machinery can return to Milikapiti and resume work. Shire Services Manager for Melville Island has given priority to complete work at the oval. 21/11/2018 – Pending Had to get permission from TLC to get grass seeds. It was suggested that grass seeds might have to come from America. Due to no plumber on ground the irrigation job couldn't proceed. Grader is currently at Pirlangimpi and then Milikapiti.

Attachment 1

						Cr De Santis request the Acting Chair to liaise with CEO and request for GM Infrastructure and Pirli and Mili Shire Services Manager to explain to the community why there is a delay on completing the oval. 12/12/18 – Pending Above Capricorn Technologies have sourced grass seeds in Australian storages, but total availability and quality yet to be confirmed. This will be confirmed no later than 20/12/18, where quotes and general order of costs pertaining to major project factors will be provided. Andrew from Mili Farm to provide quote for tractor and spray unit hire. Existing weeds/grass must be poisoned before applying new grass. Goal posts have been located at Mili Barge Landing. Marking out the fence boundary has commenced, but consulting is required to ensure it accurately reflects lease agreements.

						A new plumber is scheduled to start early Jan 2019. Irrigation work delayed until such time.
Wurrumiyanga	28/11/17 Litter and Dog by-laws	By-laws are currently with the Department of Housing & Community Development	GM Infrastructure		Card ring issues to be raised at the at the Skin Group meeting to be held on 6 Nov 17. Suggested to relocate card rings elsewhere from the main road.	19/12/17 – Pending CEO to liaise with the Wurrumiyanga traditional owners of a suitable location to relocate card rings. 13/2/2018 – Pending Bylaws have been presented to Council, and a response in relation to a further matter pertaining to 'meetings by laws' is attached; see email attached from Solomon at DLG. The bylaws need to go for public comment before they can be ratified and enacted. 19/3/2018 –Pending An advertisement was placed in the NT News Paper on Wednesday 17 March for public comments for 21 days. Hard copies are available from any of the Council offices and or on the Council's website. All submissions must be received by 12 midnight on 6 April 2018. 21/3/2018 – Pending

Attachment 1

						Once the by-law is approved, Council will need to consult with the community. It was suggested registration and payment facilities to be put in place. 9/5/2018 – Pending A report for decision will be tabled at the June Ordinary Council Meeting as follow: - adoption as certified by the office of the parliamentary counsel - authorise CEO to sign the TIRC By-laws on behalf of the Council, and - authorise for the Council's common seal to be affixed to the TIRC by-laws. 24/5/2018 – Pending GM Community & Development to meet with members at a different date for information before the next Ordinary Council meeting in June. 27/6/2018 – Approved by Council at its meeting held on 27 June 2018. 13/7/2018 – Pending

Attachment 1

						A letter to Minister McCarthy requesting gazettal of TIRC by-laws was sent to the Dept of Housing and Community Development. The letter will be sent with other papers as soon as the Instrument is received from the Office of Parliamentary Counsel. 25/7/2018 – Completed 27/09/2018 – Pending GM Infrastructure to coordinate community engagement and communication regarding by-laws. 10 October 2018 GM Infrastructure has contacted Brooke Kennedy to arrange a community consultation week in the first week of December. This would include a visit from the vet during this time. Council Exec Group will discuss the strategy for removal of animals from the community in its next meeting. 31/10/2018 – Pending To be discussed at the next Executive meeting

						21/11/2018 – Pending It was suggested by GM Infrastructure that this should be actioned by A/GM Community Engagement for Community Consultation. Will required some funds to deliver and there is no funds budgeted for Animal Management.
All Wards	28/11/17 Cyclone Shelters	Cyclone shelters in each community are not up to standard and cyclone coded.	GM Infrastructure		To write a letter to the Senior Advisor for Senator Nigel Scullion regarding the 3 community cyclone shelters.	19/12/17 – Pending CEO to retrieve an email regarding Pirlangimpi Multipurpose Hub from GM Community & Development Services. 19/1/2018 – Pending 21/3/2018 – Pending 24/5/2018 – Pending GM Community & Development Services to resend documentation materials to CEO and write a letter to Minister Scullion. 27/6/2018 – Pending Documents received by CEO and a request to expand to all communities not just Pirlangimpi.

						25/7/2018 – Pending CEO and Mayor organising a visit to Canberra to talk to Minister Scullion regarding cyclone shelters and other infrastructure matters. 27/09/2018 – Pending GM Infrastructure to follow up and sought relevant funding from federal government and also seek letter of support from other organisations on Tiwi Islands to support the funding submission. Request to engage NBC to develop structure plans for the Milikapiti and Wurrumiyanga as they have already engaged with Pirlangimpi community. GM has contacted Rik Jones from NTG re initial assessment of feasibility 31/10/2018 – Pending November visit to estimate cost of shelters 21/11/2018 – Pending GM will provide an update at the next OCM Dec 2018. 12/12/18 - Pending

						A subject matter expert can provide a report for each community. This will illustrate what types of structures are available, sizes required to accommodate different community populations, Indicative sketches/images and indicative costs for the various options. Each report will take about 10 days and cost approx. $3600
Wurrumiyanga	19/12/17 Community Safety	Members have raised some community concerns about: - community safety - mental health - child protection - street light issue - policing	CEO		To write a letter to the Minister of Health and a letter to the Chief Minister and Senator Nigel Scullion regarding these issues and a cc to MLA Lawrence Costa.	19/12/17 – Pending 19/1/2018 – Pending Letters were sent out and waiting for response. 21/3/2018 – Pending Community safety meetings are ongoing. Looking at setting up safety community meetings with similar layouts as Wurrumiyanga to undertake at Milikapiti and Pirlangimpi. 24/5/2018 – Pending Ongoing regular meetings with the community. 25/7/2018 – Pending Community Safety Plan to be distributed by CEO. Mayor and

						CEO are currently working with Shane Dexter to visit Melville Island communities and Ranku to have a similar visits as Wurrumiyanga. On going regular meetings Wurrumiyanga. 21/11/2018 – Ongoing meetings at Wurrumiyanga
Milikapiti	19/12/17 Traffic management	Members have requested for street lights, speed bumps and signs near the rec hall, crossing between shop and the art centre re-paint crossing signs near school.	GM Infrastructure			19/12/17 – Pending 19/1/2018 – Pending Request for Civil to fix potholes etc. 21/3/2018 – Pending CEO met with town services and civil workers on Tuesday 20 March at Milikapiti and have advised them of the work that needs to be completed. 24/5/2018 – Pending Works have commenced at Wurrumiyanga of repainting crossings 19/06/2018 - Pending TS & O Manager will speak to the Coordinators to get started on the Traffic Management works ASAP. They received the materials but the paints for

						Milikapiti were brought back over to Wurrumiyanga as they were short. This happened while the TS & O Manager was away and have since ordered more to replace it. 27/6/2018 – Pending Manager of Town Services & Outstation received information from MLA members at its meeting held on 26 June 2018 requesting for signs, speed bumps and section of the road to be widen as it is too narrow. Conversations to be sought with DIPL regarding this section of the road. 25/7/2018 – Pending Members have requested to include speed bumps, school zone signs and speed signs at Pirlangimpi 15/09/2018 Infrastructure has only recently completed the recruitment of two Service Delivery Managers, one for Melville Island and one for Bathurst Island. Their areas of responsibility will be Town Services, Civil and Outstations. When they are in place and have completed the training

						necessary to start their jobs, both will focus on various requests, including traffic management for Pirlangimpi and Milikapiti. It is unlikely that Council will be able to install new streetlights, however the GM Infrastructure will approach Power & water, who has responsibility for streetlights, to place more street lights in all communities. Infrastructure would appreciate a street map with requests marked (included as attachment) 10 October 2018 Current civil engineering for traffic management suggests that speed bumps do not slow down traffic and contribute to breaking down the integrity of the surrounding asphalt. Speed limit and traffic management signs have been ordered for all locations across the islands. GM engaging with LGANT to discuss street lighting further and to contact P&W for further discussion. 31/10/2018 – Pending

						Shire Services Managers to liaise with LA and Councillors to confirm where traffic management and speed signs to be placed Re-do roads from 3 way to Paru bridge. $60,000 to work on Paru bridge. Works to be resume next dry season. DIPL will release funds for Paru bridge and follow up with Louise McCormack. 21/11/2018 – Pending GM Infrastructure to follow up with DIPL regarding street names at Wurrumiyanga. Request from Cr Kerinaiua to change st name for Kerinaiua Highway (incorrect spelling). Members are encouraged to liaise with infrastructure staff to confirm where traffic management and speed signs to be placed.
All Wards	Bush Holiday Roads for grading	Members have requested for the below roads to be graded. Pirlangimpi Ward - Wuluwunga - Pinyanapi	GM Infrastructure			24/5/2018 – Pending 27/6/2018 – Pending

		- Punkulupi - Rangini - Kulumpini - Blue water - Tupunu Milikapiti Ward - Banyo - Condor Point - Tinganu - Mudlow Bathurst Is Ward - Rocky Point - Fourcroy - Mangatu - Marinawu - Ranku beach - Bore				Council can not grade some of these roads due to the urgency and priority to fix and complete Pickertaramoor road. Civil crew will be camping over and machineries will be used to complete this project. Mudlow road will be graded for the upcoming funeral to be held on 13 July 2018. 25/7/2018 – Pending Priority and focus is to complete Pickertaramoor road. 15/09/2018 Council has only two graders – both are on Melville Island – one is being used on the Picka Rd job and the other is being used to grade the road from 3 Ways to Pirlangimpi. Once both this grading and the Picka Rd is completed, one of the graders will return to Bathurst Island. The priority then will be on grading the Ranku Rd and opening all the drains. Council has a current tender to purchase another grader – once this is completed, we will have access to another grader. Priority will be on completing

						grading on all major roads before the wet. 27/09/2018 – Pending GM Infrastructure to follow up with Fulton Hogan when they will commence sealing of Picka roads. Cr Pirrawayingi request to have the correct spelling of listed country names and to note that Pawularijarra is not Paru. Sealing will commence at Picka Rd on wed 24th October once the road has passed compaction tests booked for Tue 16 Oct 21/11/2018 – Pending

REPORTS FOR DECISION

ITEM NUMBER	6.4
TITLE	Managers Reporting to CEO End of Month Reports for December 2018 to early January 2019
REFERENCE	222799
AUTHOR	Marion Scrymgour, Chief Executive Officer

This report includes all Managers report who currently report direct to the CEO. It also reports on the CEO activities for the month.

CEO

The Christmas break has come and gone. Albeit short but it was good. Back to work and the problems over the Christmas break however, in the community particularly Wurrumiyanga and in Pirlangimpi has seen some break-ins particularly to our houses and again the workshop.

There has been much community unrest and many community meetings to try and resolve the tensions and fights among our young people. I will be speaking to our Community Development area and the Department of PMC to look at how we might change the way in which we deliver these programs. Obviously, there has been very little engagement over this time and we need to reassess the way in which we deliver or provide program services to these target groups.

There will be some major decisions and restructuring happening internally in TIRC to deal with the Christmas/New Year period. This change will be more at the GM/Manager level. This Christmas in my opinion has been a big scattered. TIRC has been criticized regarding Waste Management, Town Services, mowing and general clean around the communities across both Islands.

TIRC needs to meet and talk to Department of Territory Families to look at how we might develop and implement parenting programs to assist these parents to cope with the problems that are obviously due to the lack of parenting skills. A multi serviced family center is seriously needed in Wurrumiyanga as well as a youth specific safe place so that young people can go and deal with their issues.

I am in the process of in coming weeks will send a team out to engage with these young people to try and look at what needs to be put in place to deal with some of the apparent disengaged young people.

The Community Club at Wurrumiyanga has been closed at different intervals at this time to try and deal with the unrest.

Funding is seriously needed for ARC (Red Cross) to establish and implement the Ponki mediators. This is a critical program. I would like our Council to support ARC to do a submission to the WLA to look at how we might fund this program to commence until such time PMC can find some needed and necessary funds to make this program sustainable.

Meetings since last TIRC meeting and future dates:

MLA meeting	18 December 2018
OCM meeting	19 December 2018
Managers/Coord	20 December 2018
Office closed (with the exception of Town Services)	21 December 2018
All services resumed as normal	02 January 2019
CEO worked in Darwin up to	Friday 4/1/19
RMIT visit and meeting	29 January 2019
Meeting with Federal Minister Laundry	30 January 2019 (1-1.30pm)
LGANT meetings in Darwin	6-8 February 2019
Budget review meeting	24 January 2019

Our telecommunicatons (Phone and internet) services have been down from 25 December 2018 and came back on line 07 January 2019. There has been much disruption to our services. I have had to send key staff to work in Darwin so that online work can be completed.

The Mayor, Deputy Mayor and myself met with OTL, Max Saxby (Acting Regional Manager for NT PMC) on Friday 11 December with PAWA and Telstra. Representatives of the NTG was present as well. It is not good enough that a major community town like Wurrumiyanga can experience the ongoing and frequent blackouts with water services and Power.

Telstra will be invoiced for the downtime to our services on the days we could not operate – 10 days plus the travel and accommodation of our staff in Darwin because of this disruption.

There will be a meeting of all stakeholders on Monday 21 January 2019. Attendees at this meeting will be TIRC, TLC, TE, PMC and the Department of Health to talk abou the Wurrumiyanga Morgue and the future management.

I am going to meet with RMIT representatives on 29 January 2019 in Melbourne. I will be accompanied with my Executive Officer. All travel and accommodation will be paid for by RMIT. There will be no expenses back on the Council for these meetings. This will be to sort out what the training and development needs for TIRC for 2019.

Outcome of discussions with RMIT and how TIRC might move forward will be provided to TIRC in the CEO report in February 2019 meeting.

Attached to my report is:

1. letter which I am tabling for information and approval for my appointment to the RCEG committee. I will talk to members in detail at the meeting;
2. letter/application from LGANT for nominations for the NT Grants Commission. I recommend that the TIRC supports the appointment of our Mayor Gawain Tipiloura;
3. TIRC By Laws;

TIRC by-laws have now got full approval. I now table in my report those by-laws and would like discussion with Council about how we might proceed to immediate implementation.

Organisational Development and Change EoM Report - December

Highlights

- Three terminations were processed over the month.
- Five employees were appointed during December.
- Staff turnover rate of 2.37%.

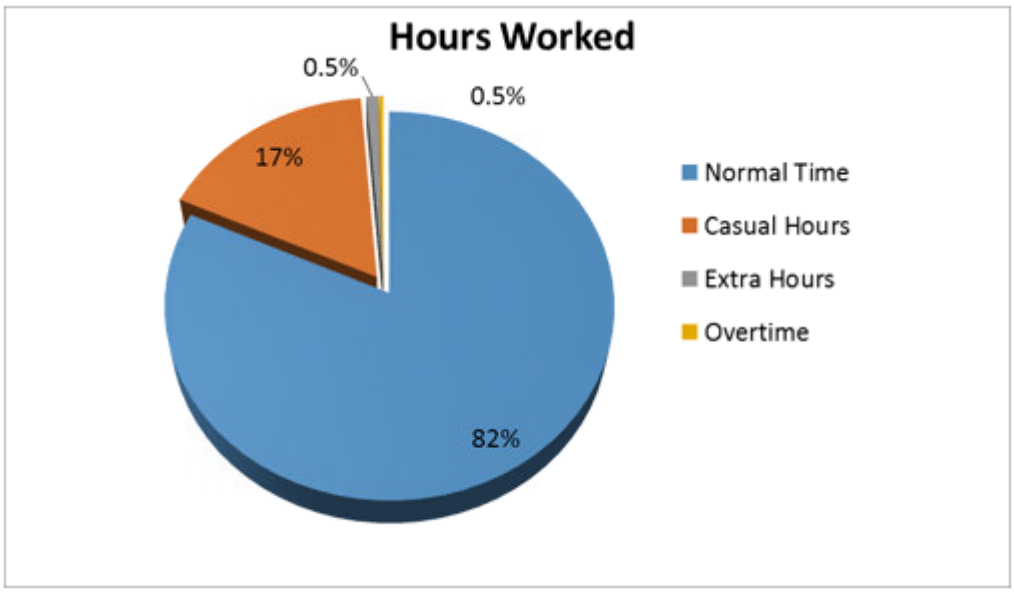

Figure 1.1 26/11/2018 to 23/12/18 Hours worked as percentage

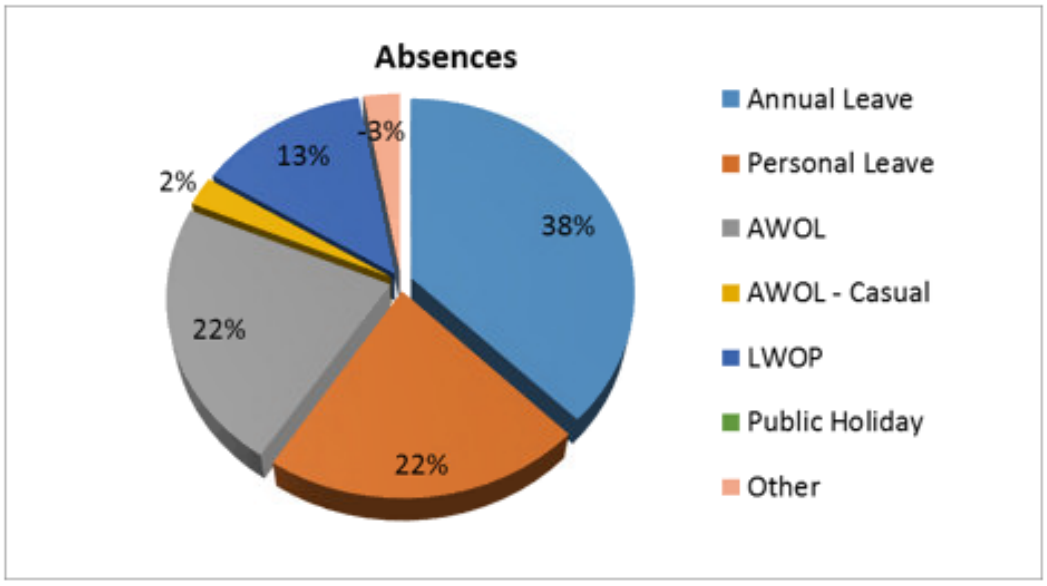

Figure 1.2 26/11/2018 to 23/12/18 Absences represented as a percentage

Description	PPE 11 Nov	% of Total	PPE 25 Nov	% of Total	Variance	Variance %
Normal Time	5,200	68%	4,773	60%	-427	-8%
Casual Hours	946	12%	1,115	14%	+168	+18%
Extra Hours	51	1%	63	1%	+11	+22%
Overtime	30	0%	12	0%	-18	-59%
Public Holidays Worked	0	0%	0	0%	0	0%
Training	0	0%	0	0%	0	0%
Annual Leave	348	5%	862	11%	+514	+148%
Personal Leave	368	5%	362	5%	-6	-2%
AWOL	424	6%	325	4%	-99	-23%
AWOL - Casual	78	1%	4	0%	-74	-95%
LWOP	277	4%	220	3%	-57	-21%
Public Holiday	0	0%	0	0%	0	0%
Workers Compensation	0	0%	0	0%	0	0%

Table 1.1 Monthly Comparisons – Raw Hours and Percentages

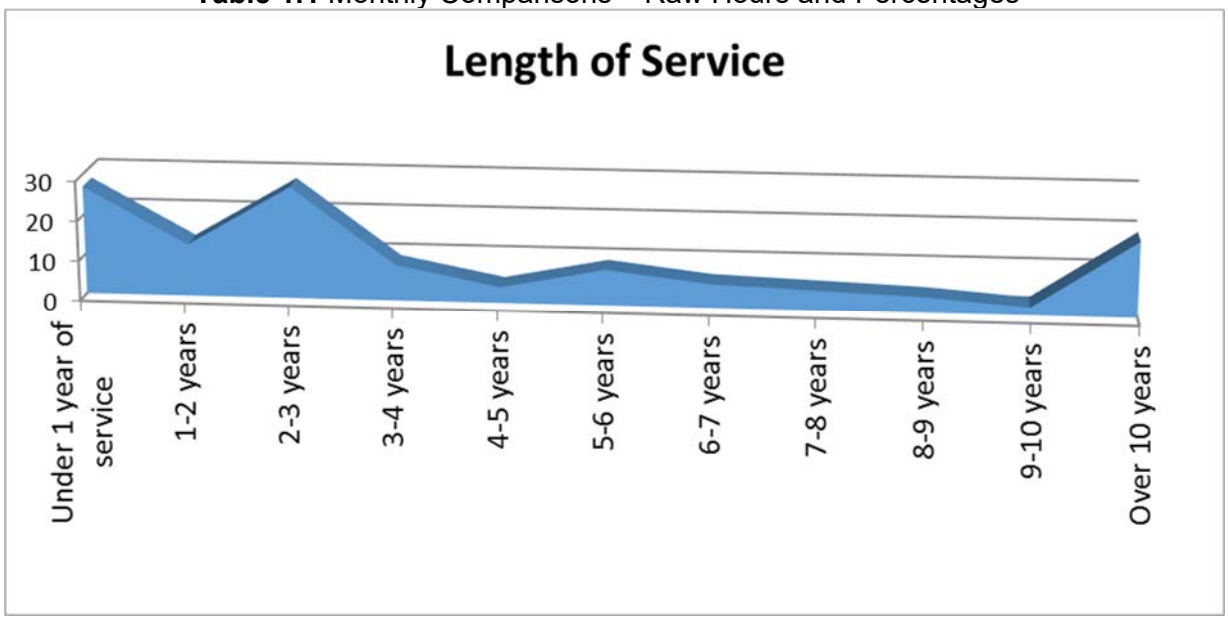

Figure 1.2 Length of Service

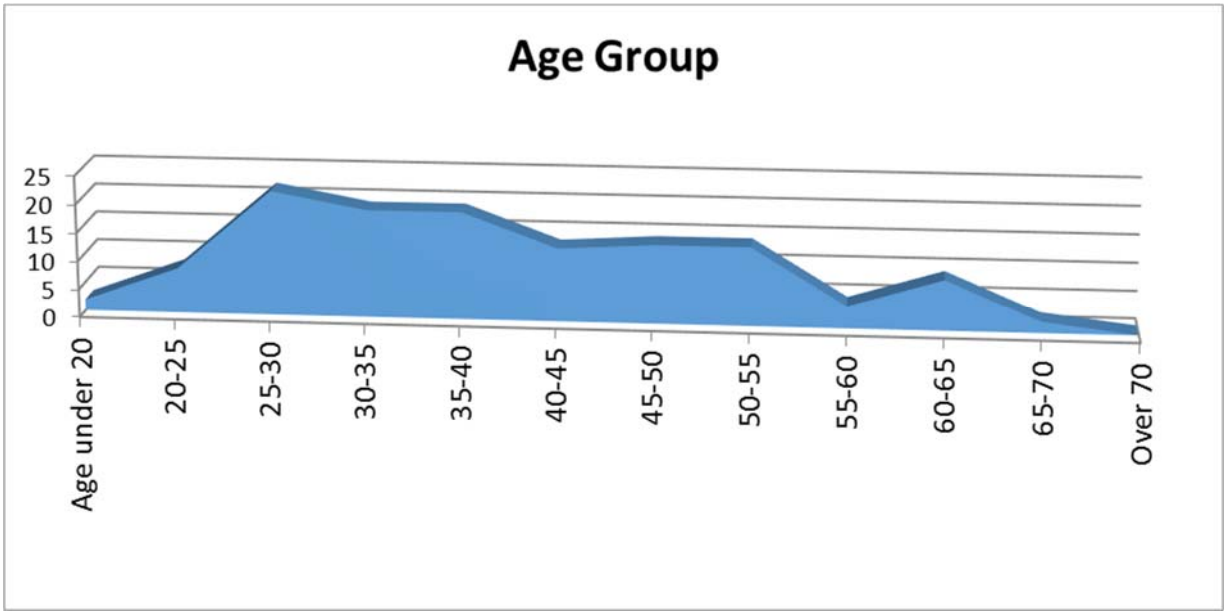

Figure 1.3 Distribution of Ages

Demographics

Description	Wurr.	Pirl.	Mili.	Dar.	Total	%
Male	45	13	12	2	72	57%
Female	28	15	11	0	54	43%
ATSI	64	24	22	0	110	87%
NON-ATSI	9	4	1	2	16	13%
Full Time	41	16	13	2	72	57%
Part Time	13	7	4	0	24	19%
Casual	19	5	6	0	30	24%
Age under 20	1	1	0	0	2	2%
20-25	5	1	2	0	8	6%
25-30	11	4	6	1	22	17%
30-35	12	2	5	0	19	15%
35-40	12	4	2	1	19	15%
40-45	9	4	0	0	13	10%
45-50	8	2	4	0	14	11%
50-55	4	8	2	0	14	11%
55-60	4	0	0	0	4	3%
60-65	6	1	2	0	9	7%
65-70	1	1	0	0	2	2%
Under 1 year of service	19	2	5	1	27	21%
1-2 years	8	2	2	1	13	10%
2-3 years	19	7	2	0	28	22%
3-4 years	4	2	3	0	9	7%
4-5 years	1	1	2	0	4	3%
5-6 years	3	3	3	0	9	7%

6-7 years	2	3	1	0	6	5%
7-8 years	4	1	0	0	5	4%
8-9 years	3	0	1	0	4	3%
9-10 years	1	0	1	0	2	2%
Over 10 years	9	7	3	0	19	15%
Total Employees	73	28	23	2	126	100%

Leave Liability
As of the 25 Decmber 2018 the Council's annual leave liability is for 12,090 hours totalling $460,483. Eight (decreased by two) employees are deemed to have excess leave (in excess of 8 weeks).

Governance & Compliance Manager's Report EoM December 2018

General
Standard coordination was carried out during the reporting month with preparation of our last Council and Local Authority meetings of the year with the assistance from the staff at Wurrumiyanga and Milikapiti office. All reports were submitted within time for compiling, printing and publishing on the Council website as per the *Local Government Act*.

Governance unit experience some issues with uploading reports and creating confidential agenda in InfoCouncil program. A job was placed with InfoCouncil and Cbiz to investigate. This issue was resolved a day or two later.

At the December 2018 Ordinary Council meeting, CEO request to table the 2019 TIRC meeting dates at the January 2019 meeting. A calendar invite was sent out to all elected members, executive staff and relevant managers before the Christmas break. Below a table of TIRC approved 2019 meeting dates for members' information.

DATE	TIME	PLACE
Tue 22 Jan Wed 23 Jan	10 AM 9 AM	Wurrumiyanga – Local Authority Meeting Wurrumiyanga – Ordinary Council Meeting – (Mon 28 January is a Public Holiday)
Mon 11 Feb Tue 19 Feb Wed 20 Feb	9 AM 10 AM 9 AM	TBA – Audit and Risk Management Committee Meeting Pirlangimpi – Local Authority Meeting Wurrumiyanga – Ordinary Council Meeting
Tue 19 Mar Wed 20 Mar	10 AM 9 AM	Milikapiti – Local Authority Wurrumiyanga – Ordinary Council Meeting
Tue 17 Apr Wed 18 Apr	10 AM 9 AM	Wurrumiyanga – Local Authority Wurrumiyanga – Ordinary Council Meeting – (Fri 19, Mon 22 and Thu 25 April are Public Holidays)
Tue 21 May Wed 22 May	10 AM 9 AM	Pirlangimpi – Local Authority Pirlangimpi – Ordinary Council Meeting – (Mon 6 May is a Public Holiday)
Mon 3 Jun Tue 18 Jun Wed 19 Jun	9 AM 10 AM 9 AM	TBA - Audit and Risk Management Committee Meeting Milikapiti – Local Authority Milikapiti – Ordinary Council Meeting – (Mon 10 June is a Public Holiday)
Tue 23 Jul Wed 24 Jul	10 AM 9 AM	Wurrumiyanga – Local Authority Pirlangimpi – Ordinary Council Meeting – (Fri 26 July is a Public Holiday)
Tue 20 Aug Wed 21 Aug	10 AM 9 AM	Pirlangimpi – Local Authority Milikapiti – Ordinary Council Meeting – (Mon 5 August is a Public Holiday)
Tue 17 Sep Wed 18 Sep	10 AM 9 AM	Milikapiti – Local Authority Pirlangimpi – Ordinary Council Meeting
Fri 25 Oct Tue 29 Oct Wed 30 Oct	9 AM 10 AM 9 AM	TBA - Audit and Risk Management Committee Meeting Wurrumiyanga – Local Authority Wurrumiyanga – Ordinary Council Meeting
Wed 13 Nov Thu 14 Nov	10 AM 9 AM	Pirlangimpi – Local Authority Wurrumiyanga – Ordinary Council Meeting
Tue 11 Dec Wed 12 Dec	10 AM 9 AM	Milikapiti – Local Authority Wurrumiyanga – Ordinary Council Meeting

Audit and Risk Management Committee (ARMC)

No meeting held during this month.

Local Authorities

Wurrumiyanga

No meeting held during this month.

Status - All vacancies are filled.

Pirlangimpi

No meeting held during this month.

Status - There are currently two vacancy positions for Miyartuwi and Warntarringuwi to be filled. A notice was sent out to the Pirlangimpi office administration for publishing around the community and also on the Council website. Nominations were opened as of 4 December 2018 and closed on 31 December 2018.

If Council does not receive any nominations during this period, we will be advertising these positions again for 21 days as per the new Guideline 8: Regional Councils and Local Authorities that just recently approved by Minister Gerry McCarthy 7 January 2019.

Milikapiti

Meeting was held on Tuesday 18 December 2018 and it was a successful meeting with a quorum of 11. We also welcomed our new MLA member Jed Leach.

Status – All vacancies are now filled.

Council

Ordinary Council meeting was held on 19 December 2018 at Wurrumiyanga and it was a successful meeting with a quorum of 10.

Deputy Mayor was acting chair as Mayor was unwell.

Please note that Cr Francisco Babui is still on leave of absence until further notice.

Councillors & Local Authority Members Meeting / Conference Attendance

26 Nov – 7 Dec 2018 – Healing our Spirit Worldwide Conference Sydney University and meetings with funding bodies in Canberra attended by Gawin Tipiloura, Mary Dunn, Lynette De Santis and Marion Scrymgour.

10 Dec 2018 – Community Safety meeting at Wurrumiyanga attended by Mayor Gawin Tipiloura, CEO Marion Scryrmgour, WLA Chair Richard Tungatulum and WLA member Mavis Kerinaiua.
13 Dec 2018 – TITEB Graduation at Wurrumiyanga attended by Mayor Gawin Tipiloura and CEO Marion Scrymgour.

Human Resources
All issues, including:

- monitoring staff attendance – good
- annual leave – Governance Support Officer 19 Dec 2018 – 4 Jan 2019 and Governance & Compliance Manager 21 Dec 2018 – 1 Jan 2019.
- higher duties – nil
- staff meetings conducted – ongoing
- professional development – nil.

Records Management

This section will be moved to Chief Financial Officer and will come under the supervision of the Manager of Organisational Change and Development.

Children Services EoM Report - December

General Business for the month
This month we have been working towards;
Completeing the Community Childcare Fund application for the Milikapiti Creche to transition into the new child care package in 2019, with the assistance from Lorraine Priestly, Senior Consultant (Economist) | PwC's Indigenous Consulting, David Astalosh, Marion and Mark Blackburn. I have also been working closely with Mark Blackburn and

Marion on issues with the Department of Education and Traing, Mark Armstrong and Marion on the structure of Children's Service and recruiting and Infrastucture around the our R&M of our centres.

- Milikapiti Creche: New Staff Loretta Cook and Maxine Daniles and will be recruiting a new Team Leader for the crèche.
- Setting up offices in each site: The NBN is installed at Jirnanin Child Care Centre and Pirlangimpi Creche and the set up for Milikapiti Creche will be next for the Creche office.
- Pirlangimpi Creche: Our Tem Leader will be on leave next monthe and Leonie Bourke

Our Meals Program: Our staff have been continuing their hard work with their program and providing some really good meals with the contribution from the children for what meals they love our staff to prepare for them. Next month our Creche Team Leader will be on LSL and Leonie Bourke will act in her role with and relief worker to fill Leonie's role in the meals program.

FaFT Program: Wurrumiyanga FaFT has now officially re-opened with a New Family Educator Marian Brogan-Patterson, welcome home. We have been busy this month reconnecting with all the support stake holders and service providers, families and the community within Wurrumiyanga. Arthurina Poantumilui will continue as the Family Liaision Officer and we will be recruiting for a Play Group Leader.

OSHC Program: The Outside School Hour Care Program has now transitioned over to Prime Minister and Cabinet. We are recruiting now for staff for the Outside School Hour Care Team Leader and two OSHC Officers for each site at Pirlangimpi, Milikapiti & Wurrumiyanga. The operational hours will be OSHC 2:30 pm to 6:00 pm and the Holiday Program will operate from 10:00 am to 3:00 pm. Once the recruitment is finalized notification of the date of operation will be sent out and posted on the notice boards around each community.

Events
Nil

Human Resources
All matters including:

- Attendance: Attendance for Children's Service has been safisfactory only we have had one staff member with high AWOLs and absences for personal/Sick leave.
- Incidents: An incident report has been submitted for the stolen internet box.
- Recruitment: FaFT Family Educator, Milikapiti Creche Team Leader
- Leave: Two staff on annual leave during the reporting period.
- Training:
    - Accredited – Nil
    - Non-accredited – Records Management at the Wurrumiyanga Conference Room.

Stakeholder Engagement/Meetings
Mon 1st Staffing review meeting with CEO & HR Manager
Wed 3rd PM&C Meeting with Kerrie Oxley & Tim Scott at Wurrumiyanga
Thur 4th Site visit PM&C Kerrie Oxley
Thur 11th Mark Blackburn regarding Budgets for Dept. of Education & Training.
29th Lorraine Priestly - PwC consultants for Milikapiti Creche for Transitioninto the new childcare package.

RECOMMENDATION:

That Council notes and agrees / not agrees to report number 222799 for information.

ATTACHMENTS:

1 Regional Community Engagement Group RCEG Appointment Letter - January 2019.pdf
2 2019-FEB-06 ALAC AGENDA draft.pdf
3 TIRC By-Laws 1 August 2018.pdf
4 LGANT Template nomination form.pdf
5 Procedures for LGANT Representatives on Committees.pdf
6 Letter - Menzies - Re Traditional Medicinal Plants - 24 July 2018.pdf

NORTHERN TERRITORY GOVERNMENT

TOP END HEALTH SERVICE

Postal Address:
GPO Box 41326
CASUARINA NT 0811

T 08 8922 7912
E TopEndHAC.TEHS@nt.gov.au

Ref: EDOC2019/2672

Ms Marion Scrymgour
GPO Box 4570
Darwin NT 0801
Via email: mimirose454@gmail.com

Dear Ms Scrymgour

Re: RCEG APPOINTMENT

I am writing to you in relation to your Expression of Interest for appointment to the Darwin Regional Community Engagement Group (RCEG). I am pleased to offer an appointment as a member to 31 December 2020.

If you wish to accept this position please do so by 20 January 2019 by returning the slip attached or advising by return email.

I have attached commencement papers for you to complete and return:

- Vendor form
- Personal Interests form
- Confidentiality Agreement

Please also provide a copy of your current Working With Children clearance and police check.

Additional documents are attached for your information:

- Code of Conduct
- RGEG Role Description
- RCEG Terms of Reference
- TEHS Strategic Plan
- Stronger Voices Toolkit

The Secretariat for the Darwin RCEG, Justine Glover, will be in touch to advise the next meeting date.

Should you have any queries, Heidi Maruna can be contacted on (08) 8922 7912 or email heidi.maruna@nt.gov.au.

Yours sincerely

Jill Huck
Chair, Health Advisory Committee
Top End Health Service

January 2019

TOP END HEALTH SERVICE

I .....would like to accept my new role as Regional Community Engagement Group (RCEG) Member.

Name:.....Date:.....

Signature:.....

AGENDA – ALAC

Local Government – (Administration and Legislation Advisory Committee) - ALAC

DATE: Wednesday 6 February 2019

TIME: 11 am – 1pm

VENUE: LGANT OFFICES – 21 Parap Road, PARAP. Boardroom 2

Apologies: tba

EXPECTED ATTENDEES

Name	Position	Nominated pursuant to Regulation:	Expected Attendance Mode
Tony Tapsell	ALAC Chairperson	5(1)(a) (CEO,LGANT)	In person
Jamie De Brenni	ALAC Member	5(1)(b) (LGANT)	In person/Teleconference
Marion Scrymgour	ALAC Member	5(1)(c) (DHCD)	Teleconference
Hugh King	ALAC Member	5(1)(c) (DHCD)	In person
Marc Gardner	ALAC Member	5(1)(d) (LGPA)	Teleconference/in person
Greg Arnott	ALAC Member	5(1)(d) (LGPA)	Teleconference
Luccio Cercarelli	ALAC Member	5(1)(e) (Council Officers)	In person
Diane Hood	ALAC Member	5(1)(e) (Council Officers)	Teleconference
Lee Williams	ALAC Observer	DHCD Observer	In person
Abi Ogunmoyela	Secretariat	DHCD	In Person

Agenda Item No	Item Name
1.	**Apologies** Resolution to accept apologies
2.	**Confirmation of minutes of last meeting** Resolution to confirm/amend minutes of last meeting
3.	**Business arising from minute of last meeting**
4	**Department's Membership of ALAC** Lee Williams to report back on Marion Scrymgour's appointment to ALAC
5	**Cemeteries Bill Exposure draft** ALAC to discuss the Cemeteries Bill in detail.
6	**Update – Local Government Act** Still being drafted – no further news.

Agenda Item No	Item Name
7	**Update – Council By-laws** • Member's feedback on LGANT's document on Uniform Animal Management laws as circulated by Luccio Cercarelli on 16 November2018. • Model meeting procedure by-laws (municipal councils) – Lee Williams
8	**General Business**
9	**Next Meeting Date**
10	**Closure**

DRAFT

NORTHERN TERRITORY OF AUSTRALIA

TIWI ISLANDS REGIONAL COUNCIL BY-LAWS

As in force at 1 August 2018

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NORTHERN TERRITORY OF AUSTRALIA

As in force at 1 August 2018

TIWI ISLANDS REGIONAL COUNCIL BY-LAWS

By-laws under the *Local Government Act*

Part 1 Preliminary matters

1 Citation

These By-laws may be cited as the *Tiwi Islands Regional Council By-laws*.

2 Commencement

(1) These By-laws (except by-law 18(1)) commence on the day on which they are notified in the *Gazette*.

(2) By-law 18(1) commences on 1 September 2018.

3 Definitions

In these By-laws:

approved means approved by the Tiwi Islands Regional Council.

authorised person means a person appointed under section 112(1) of the Act to be an authorised person.

commercial waste means waste produced in the course of trade or commerce.

Council means Tiwi Islands Regional Council.

Council area means the Tiwi Islands Regional Council area.

dangerous dog means a dog declared under by-law 20 to be a dangerous dog.

dog means an animal of the genus *Canis*.

dog register means the register kept under by-law 16.

dog-tag means a dog-tag issued under by-law 19.

infringement notice, see by-law 24.

infringement notice offence, see by-law 23(1).

litter, see section 3 of the *Litter Act*.

member means a member of the Council.

owner, in relation to a dog, means:

(a) the person whose name is listed in the dog register as the owner of the dog; or

(b) if the dog is not registered – the person who has care or control of the dog.

premises includes land or a building.

prescribed amount, see by-law 23(2).

registered dog means a dog registered under by-law 17.

registered premises means the premises recorded in the register under by-law 16(2)(a).

suitable collar means a collar capable of permanently retaining a dog-tag.

Note for by-law 3

The Interpretation Act contains definitions and other provisions that may be relevant to these by-laws.

4 Purposes

The purposes of these By-laws are:

(a) to support the orderliness of Tiwi Islands Regional Council meetings; and

(b) to establish an enforcement scheme for littering in the Tiwi Islands Regional Council area; and

(c) to regulate the keeping of dogs in the Tiwi Islands Regional Council area.

5 Application

These By-laws apply to, and are in force in, the Tiwi Islands Regional Council area.

6 Powers of authorised persons

(1) Subject to clause (2), an authorised person may exercise any reasonable power necessary or required to give effect to these By-laws.

(2) An authorised person must act in accordance with any conditions imposed by the Council.

7 Application of Criminal Code

(1) Part IIAA of the Criminal Code applies to an offence against these By-laws.

Note for by-law 7

Part IIAA of the Criminal Code states the general principles of criminal responsibility, establishes general defences, and deals with burden of proof. It also defines, or elaborates on, certain concepts commonly used in the creation of offences.

(2) An offence against these By-laws is an offence of strict liability.

Part 2 Council meetings – order

8 Question of order

(1) A member engages in disorderly conduct if, at a meeting, the member:

(a) contravenes the Act or these By-laws; or

(b) uses language that, according to common usage, would be considered disorderly; or

(c) uses an expression inconsistent with good order; or

(d) intentionally engages in conduct that interrupts, obstructs, undermines or hinders a meeting; or

(e) says or does any other thing intended to bring the Council into contempt.

(2) The chair of a meeting may call a member to order if the chair considers the member is engaging in disorderly conduct.

(3) If the chair calls a member to order more than once under clause (2) the chair may request the member to do either or both of the following:

(a) to leave the place where the meeting is taking place for the remainder of the meeting; or

(b) to apologise, without reservation, to the other members present.

(4) A member must not refuse a request under clause (3)(a).

9 Removal of disorderly persons from meetings

(1) A person, other than a member, who interrupts the orderly conduct of a meeting must immediately leave the place where the meeting is being held on being requested to do so by the chair.

(2) The chair may identify a person who fails to comply with a request under clause (1) as a person to be removed from the place where the meeting is taking place.

Part 3 Littering

10 Litter

(1) A person must not leave, throw, deposit or abandon litter in, onto or from a public place or vacant land other than into a rubbish bin provided for that purpose.

Maximum penalty: 15 penalty units.

(2) Clause (1) does not apply in a waste management facility.

11 Littering causing injury or endangering health

(1) A person must not leave, throw, deposit or abandon litter in, onto or from a public place or vacant land and which is likely to cause injury to, or endanger the health of, a person using the public place or vacant land.

Maximum penalty: 25 penalty units.

(2) A person who is prosecuted, or served an infringement notice, for an offence against clause (1) is not liable to be prosecuted, or served an infringement notice, for an offence against by-law 10 in respect of the same litter.

12 Commercial waste

A person must not leave, throw, deposit or abandon commercial waste other than at a Council waste management facility.

Maximum penalty: 50 penalty units.

13 Waste management facility offences

(1) A person must not leave, throw, deposit or abandon litter at a Council waste management facility other than on the days and during the hours specified by the Council.

Maximum penalty: 15 penalty units.

(2) A person must not deposit commercial waste at a Council waste management facility other than on the days and during the hours specified by the Council.

Maximum penalty: 50 penalty units.

(3) A person must not enter a Council waste management facility other than in accordance with the facility rules approved by the Council.

Maximum penalty: 15 penalty units.

(4) A person must comply with any direction given at a Council waste management facility relating to the place at which or manner in which commercial waste is to be deposited.

Maximum penalty: 50 penalty units.

(5) A person must permit an authorised person at a Council waste management facility to inspect a load of waste that the person is proposing to deposit at the facility.

Maximum penalty: 25 penalty units.

14 Removal of litter or commercial waste

(1) An authorised person, by written notice, may direct a person responsible for litter or commercial waste in a public place or on vacant land to remove the litter or commercial waste within a stated period.

(2) The authorised person must determine the period under clause (1) by taking into account the nature, quantity and location of the litter or commercial waste.

(3) If the litter or commercial waste to be removed under clause (1) constitutes a threat or risk to public safety, the authorised person may specify in the notice that the litter or commercial waste must be removed immediately.

(4) If a person does not comply with a direction under clause (1) by the end of the stated period, an authorised person, with any assistance required, may carry out, or cause to be carried out, the work required to render the place clean and free from litter or commercial waste.

(5) The costs and expenses reasonably incurred by the Council in carrying out, or causing to be carried out, any work under clause (4) are a debt due and payable to the Council by the person to whom the notice was issued.

Part 4 Control of dogs

15 Keeping of dogs

A person must not keep more than 2 dogs on the same premises for more than 3 months without written authorisation from the Council.

16 Dog register

(1) The CEO must keep a dog register in the manner determined by the Council.

(2) The following information must be recorded in the dog register about each registered dog:

(a) the name and address of the owner of the dog;

(b) the address of the premises where the dog is usually kept;

(c) any conditions imposed on the keeping of the dog that are imposed under by-law 20.

17 Registration of dogs

(1) A person who keeps a dog in the Council area for more than 3 months must apply to the Council to register the dog to an address at which the dog is usually kept.

(2) An application under clause (1) must give the Council the required details to enable the Council to record the information in the dog register.

(3) For each registered dog, the Council must issue a numbered dog-tag that corresponds with an entry in the dog register.

18 Offence – keeping unregistered or more than 2 dogs

(1) The owner of a dog that is not registered under this Part must not keep the dog in the Council area for more than 3 months.

Maximum Penalty: 20 penalty units.

(2) A person must not keep a dog on premises where there are already 2 dogs unless permission has been obtained from the Council to keep those additional dogs.

Maximum Penalty: 20 penalty units.

19 Identification of dogs

(1) The owner of a registered dog must ensure that the dog wears:

(a) a suitable collar; and

(b) the dog-tag issued under by-law 17(3) on that collar.

(2) The owner of a registered dog must ensure that a replacement dog-tag is obtained for the dog if the tag provided is lost, misplaced or otherwise unavailable to be attached to the suitable collar.

20 Dangerous dogs

(1) An authorised person may declare a dog to be dangerous if the authorised person is of the opinion that the dog is dangerous to people or to other animals.

(2) An authorised person may impose any of the following conditions on the keeping of a dangerous dog:

(a) that the dog must be contained in a secure enclosure;

(b) that the dog must be restrained on a suitable leash, or under the control of a person capable of restraining the dog, when the dog is not on the premises where it is usually kept;

(c) any other condition that is reasonable to impose on the keeping of a dangerous dog.

(3) A person who proposes to transfer ownership of a dangerous dog to another person must, before that transfer, inform that person that the dog is a dangerous dog.

21 Seizure of dogs

(1) An authorised person may seize any of the following:

(a) a diseased, injured, savage or destructive dog;

(b) a dog that is an immediate and actual threat to public safety;

(c) a dangerous dog, if the owner of the dog has not complied with a condition imposed under by-law 20(2);

(d) a dog without a dog-tag attached to its collar;

(e) a dog at large.

(2) After a dog has been seized, an authorised person must do anything that is reasonably necessary to identify and locate the owner of the dog.

22 Destruction of dogs

(1) An authorised person may arrange for the destruction of a dog if:

(a) the dog is diseased, savage or destructive; and

(b) in the opinion of the authorised person, it is necessary to do so on the basis that the dog is an immediate and actual threat to public safety.

(2) An authorised person may arrange for the destruction of a dog if:

(a) the dog is diseased or injured; and

(b) in the opinion of the authorised person, it would be cruel to keep it alive.

(3) Destruction of a dog must be conducted in a manner that causes it to die quickly and without unnecessary suffering.

(4) Destruction may be carried out by any of the following:

(a) a veterinarian;

(b) a police officer;

(c) either of the following who, in the opinion of the CEO, is suitably qualified or trained to carry out the destruction of a dog:

(i) an authorised person;

(ii) a person who the CEO has instructed in writing to do so.

(5) After a dog has been destroyed, an authorised person must do anything that is reasonably necessary to:

(a) identify and locate the owner of the dog; and

(b) give written notice to that owner stating the reason for the destruction of the dog.

Part 5 Infringement notice offences

23 Infringement notice offence and prescribed amount payable

(1) An ***infringement notice offence*** is an offence against a provision specified in column 1 of the Schedule.

(2) The ***prescribed amount*** for an infringement notice offence is the amount equal to the monetary value of the number of penalty units specified in the corresponding entry of column 2 of the Schedule for that offence.

24 When infringement notice may be given

If an authorised person believes on reasonable grounds that a person has committed an infringement notice offence, the authorised person may give a notice (an ***infringement notice***) to the person.

25 Contents of infringement notice

(1) The infringement notice must specify the following:

(a) the name and address of the person, if known;

(b) the date the infringement notice is given to the person;

(c) the date, time and place of the infringement notice offence;

(d) a description of the offence;

(e) the prescribed amount payable for the offence;

(f) the enforcement agency, as defined in the *Fines and Penalties (Recovery) Act*, to which the prescribed amount is payable.

(2) The infringement notice must include a statement to the effect of the following:

(a) the person may expiate the infringement notice offence and avoid any further action in relation to the offence by paying the prescribed amount to the specified enforcement agency within 28 days after the notice is given;

(b) the person may elect under section 21 of the *Fines and Penalties (Recovery) Act* to have the matter dealt with by a court instead of under that Act by completing a statement of election and giving it to the specified enforcement agency;

(c) if the person does nothing in response to the notice, enforcement action may be taken under the *Fines and Penalties (Recovery) Act*, including (but not limited to) action for the following:

(i) suspending the person's licence to drive;

(ii) seizing personal property of the person;

(iii) deducting an amount from the person's wages or salary;

(iv) registering a statutory charge on land owned by the person;

(v) making a community work order for the person and imprisonment of the person if the person contravenes the order.

(3) The infringement notice must include an appropriate form for making the statement of election mentioned in clause (2)(b).

26 Electronic payment and payment by cheque

(1) If the person uses electronic means to pay the prescribed amount, payment is not effected until the amount is credited to the Council's bank account.

(2) If the person tenders a cheque in payment of the prescribed amount, payment is not effected unless the cheque is cleared on first presentation.

27 Withdrawal of infringement notice

(1) The Council may withdraw an infringement notice by written notice given to the person.

(2) The withdrawal notice must be given:

(a) within 28 days after the infringement notice is given to the person; and

(b) before payment of the prescribed amount.

28 Application of Part

(1) This Part does not:

(a) require an infringement notice to be given; or

(b) affect the liability of a person to be prosecuted in a court for an offence for which an infringement notice has not been given; or

(c) prevent more than one infringement notice for the same offence being given to a person.

(2) If more than one infringement notice for the same offence has been given to a person, the person may expiate the offence by paying the prescribed amount in accordance with any one of the notices.

Part 6 Miscellaneous

29 Council may charge fee for service

(1) The Council may charge a fee for any service provided under these By-laws.

Example for clause (1)

A fee for registering a dog, licensing of premises, inspecting a register, keeping a dog in a pound.

(2) The Council may waive, reduce or refund a fee charged under clause (1).

Part 7 Transitional arrangements

30 Registration of dogs kept during transitional period

A person does not commit an offence against by-law 18(2) or fail to comply with by-law 15 if the person keeps, on or after 1 September 2018, any dog registered before that date.

Schedule Infringement notice offences and prescribed amounts

by-law 23

Provision	Prescribed amount
by-law 10	0.5 penalty units
by-law 11	1 penalty unit
by-law 12	4 penalty units
by-law 13(1)	0.5 penalty units
by-law 13(2)	4 penalty units
by-law 13(3)	0.5 penalty units
by-law 13(4)	4 penalty units
by-law 13(5)	1 penalty unit
by-law 18(1)	0.5 penalty units
by-law 18(2)	0.5 penalty units

ENDNOTES

1 KEY

Key to abbreviations

amd = amended
app = appendix
bl = by-law
ch = Chapter
cl = clause
div = Division
exp = expires/expired
f = forms
Gaz* = *Gazette
hdg = heading
ins = inserted
lt = long title
nc = not commenced
od = order
om = omitted
pt = Part
r = regulation/rule
rem = remainder
renum = renumbered
rep = repealed
s = section
sch = Schedule
sdiv = Subdivision
SL = Subordinate Legislation
sub = substituted

2 LIST OF LEGISLATION

***Tiwi Islands Regional Council By-laws* (SL No. 22, 2018)**

Notified	1 August 2018
Commenced	bl 18(1): 1 September 2018; rem: 1 August 2018 (bl 2)

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY

NOMINATION FORM

NORTHERN TERRITORY GRANTS COMMISSION

Local Government Association of the Northern Territory

COUNCIL NAME:

---

1. Agreement to be nominated

I,_____agree to be nominated as a
(name in full)

member of the **NORTHERN TERRITORY GRANTS COMMISSION**.

Signature: _____ Date: _____

2. Council Confirmation of Nomination

I,_____the Chief Executive Officer

hereby confirm that _____

was approved by resolution of Council to be nominated as a member of the **NORTHERN TERRITORY GRANTS COMMISSION** at a meeting held on
/ /2019.

Signature: _____ Date: _____

3. Nominee's Contact Details

Email address: _____

Phone No: _____

4. Nominee Information

The following information is required to enable the Executive to make an informed decision. A current curriculum vitae can be submitted in lieu of section 3 of the nomination form.

4.1 What is your current council position? _____

4.2 How long have you held your current council position? _____

4.3 How long have you been involved in local government? _____

4.4 Please list your educational qualifications:

_____

_____

_____

_____

4.5 What experience do you have that is relevant to this committee?

_____

_____

_____

_____

4.6 Apart from your current position what other roles have you had in the local government sector?

_____

_____

_____

_____

5. You agree to supply the Executive with a report on the committee meetings you attend?

I agree ☐ I Disagree ☐

6. Have you read and agree to the Outside Committee procedures

Yes ☐

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY

Local Government Association of the Northern Territory

PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

LGANT representatives on committees are required to provide the Association with regular reports and an annual report for its Annual General Meeting in November of each year.

The Association also requires the minutes of each meeting attended to be emailed to the CEO's Personal Assistant, elaine.mcleod@lgant.asn.au.

Representatives are required to supply the Association with contact details such as mobile phone number, email address, postal address and the council they are a member of.

The Association will supply information to nominees of committees, including their Terms of Reference.

If a LGANT representative resigns from a committee, he/she is requested to inform the Association in writing, by letter or email, so that an alternative representative can be nominated to the committee.

The Association may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports or misses meetings without just cause. It would then be up to the committee to decide whether or not the representative remains on that committee if the representative is without LGANT endorsement.

menzies
school of health research
Location: John Mathews Building (Bldg
Royal Darwin Hospital Campus, Rocklands Drv, Casuarina NT 0
Ph: (08) 8946 8600 Fax: (08) 8946 8
Website: menzies.edu
ABN: 70 413 542

Tuesday, 24 July 2018

Tiwi Islands Regional Council
PMB 267
WINNELLIE
NT 0822

To: The Chairman, Tiwi Islands Regional Council

Dear Chairman,

We have recently secured a small grant from the Cooperative Research Centre for Developing Northern Australia (CRC-NA) to initiate a project focusing on Indigenous traditional medicinal plants. In this project we hope to partner with Indigenous communities to develop potential on-country enterprises based on the sustainable use of traditional medicinal plants. The project is currently under embargo until formal announcement by the CRC-NA.

The project has been developed with the Indigenous Reference Group at the Menzies School of Health Research, and aims to increase our work in the field of Indigenous traditional medicinal knowledge. One of our Indigenous Reference Group members, Mr Pirrawayingi Puruntatameri, has expressed a desire to build on books such as "Tiwi Plants and Animals – Aboriginal flora and fauna knowledge from Bathurst and Melville Islands, Northern Australia" published in 2001, which documented many of the traditional uses of plants and animals. Currently one of our Menzies Ear Health researchers, Mr. Adam Thompson, is working with the Strong Women's group on the Tiwi Islands on the traditional use of medicinal and soap plants.

Given the connection between the Tiwi and Menzies, we are keen to see if the Tiwi community is interested in becoming a project partner. We are writing to you on behalf of the Regional Council to find out how best we can provide further information and discuss the project. We have also written to the Tiwi Land Council.

Please feel free to contact me with any questions. I will be travelling these next few weeks but contactable on email. Or you can contact our Menzies research officer, Jo Wapling, on the details below.

Looking forward to your response.

Regards,

Dr Greg Leach

0401 118 454
gregj.leach@gmail.com

Dr Jo Wapling

8946 8415 / 8946 8558
jo.wapling@menzies.edu.au

REPORTS FOR INFORMATION

ITEM NUMBER	7.1
TITLE	Guideline 8 - Regional Councils and Local Authorities
REFERENCE	222807
AUTHOR	Maina Brown, Governance & Compliance Manager

This report is provided to Council members regarding the new Guideline 8: Regional Councils and Local Authorities for information.

BACKGROUND

Council have recently received an email notification from the Department of Housing and Community Development dated Thursday 10 January 2019 notifying Council of the new version of Guideline 8: Regional Councils and Local Authorities approved by Minister Gerry McCarthy 7 January 2019.

The new Guidelines are effective immediately and include the following changes from the previous version:

- Clause 6 - provides that the names of local authority members need to be made available on the council's website. This was not previously required.

- Clause 8 - emphasises that the council can delegate decision making to local authorities. This has always been possible under the Local Government Act but was not discussed in the previous version of the Guideline.

- Clause 9 - provides that councils must have a policy on the appointment, revocation of appointment and resignation process of members; and a selection process for the chair position. The previous guideline only required councils to have a policy on revocation of appointment. This clause also reduced the time that must be allowed for nominations to fill a vacancy from 28 to 21 days.

- Clause 12 - better explains what is necessary for local authority meetings, including requirements for agendas and the minimum number of meetings. Of note, an agenda now has to include general business, meaning that local authority members are free to raise any new issues.

- Clause 14 - provides clarity around the issue that elected members and council staff cannot receive the sitting fee prescribed by the Guideline for attending a local authority meeting. Elected members and council staff may be able to claim reimbursement of personal travel expenses. Elected members may be entitled to an extra meeting allowance for attending a local authority meeting. As for payment of council staff attending a local authority meeting, it is a matter for the council’s chief executive officer whether council staff will receive any remuneration for attending a local authority meeting.

- Clause 15 - simplifies the financial reporting requirements for local authority meetings.

Attached to this report a completed version of Guideline 8: Regional Councils and Local Authorities

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:

That Council receives and notes this report for information.

ATTACHMENTS:
1 Guideline 8 - Regional Councils and Local Authorities.pdf

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

Contents

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15. Council regional plans, budgets and financial reports 6
16. Council annual report 6

SCHEDULE: 7

MINISTERIAL APPROVAL

I, Gerald Francis McCarthy, Minister for Housing and Community Development, hereby make these guidelines under Parts 5.1A and 19.10 of the *Local Government Act*.

.....

GERRY MCCARTHY

7 / 1 /2019

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

1. Title

1.1. These guidelines are called "*Guideline 8: Regional Councils and Local Authorities*".

2. Commencement

2.1. These guidelines commence on the date they are made by the Minister.

3. Revocation of previous guidelines

3.1. The version of Guideline 8 that applies on any date is the latest version made at the time. Previous versions do not apply from the date that this guideline is made by the Minister.

4. Definitions

In these guidelines:

appointed member means a member appointed by the council. It does not include elected members who are on the local authority.

elected member means a member of the council who represents a ward that covers the local authority's area and the mayor / president.

provisional meeting means, at the time and place set for a local authority meeting when a quorum has not been established, a majority (over 50%) of appointed members are present.

Note: A provisional meeting is able to make recommendations to council pursuant to clause 11.

quorum means majority (over 50%) of all local authority members including appointed members, elected members and mayor / president are present.

chair is responsible for running the meeting and ensuring that members are following the conventions of the meeting.

5. Where local authorities are to be established and maintained

5.1. A council must have a local authority at places listed in the Schedule to these guidelines.

5.2. A council must determine the area for each local authority.

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

6. Publicly available information

6.1. A council must have an up-to-date list of its local authorities, the names of the members, meeting dates, agendas and minutes available on the council's website.

7. Number of members

7.1. A council must make a resolution about the number of appointed members that a local authority has. There must be at least 6 appointed members and a maximum of 14 members (including elected members), unless the Minister has approved a different maximum number of members for a particular local authority.

Note: Different Local Authorities may have different numbers of members.

8. Delegations and conflict of interest

8.1. Subject to the *Local Government Act* a council can delegate decision making to local authorities.

Note: It is best practice for local authority project expenditure decisions to be delegated to local authorities.

8.2. When a local authority is making a decision, or considering a matter, each member must consider whether they have a conflict of interest and, if so, they must leave the meeting while the matter is considered.

Note: Sections 32 and 73 of the Local Government Act deal with delegations and conflict of interest respectively.

9. Policy for member appointments, terminations and resignations

A council must have a policy that provides for:

9.1. The council CEO calling for nominations as soon as practicable after a vacancy arises and allowing at least 21 days for nominations to be received.

9.2. How the call for nominations is to be advertised and promoted so that residents of the area know about it, know who to give a nomination to and when nominations close.

9.3. Consideration of the nominations received, which must be an agenda item at the first ordinary meeting of council after nominations have closed.

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

9.4. How, and in what circumstances, appointment of a local authority member may be revoked.

Note: The policy could require, for example, that the council must give consideration to revoking an appointment where a member is absent, without permission of the local authority, from two consecutive meetings of the local authority.

9.5. The process for the resignation of a local authority member in writing.

9.6. Selection process for the chair and the term of appointment of the chair.

Note: It is best practice to have an appointed member as chair with a constant term length (not a rotating chair).

10. No proxies

10.1. A local authority member is not allowed to send a proxy or substitute if the member cannot attend a meeting.

11. Provisional meeting where quorum not present

11.1. If a quorum is not attained for a local authority meeting, but the majority of appointed members are present, the members who are in attendance may hold a provisional meeting.

11.2. During a provisional meeting, all agenda items may be discussed. Minutes must be taken and clearly identified that it was a provisional meeting.

11.3. Members at a provisional meeting may, by majority vote, make recommendations to the council, including local authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting, rather than a local authority.

11.4. A provisional meeting can approve the minutes of a provisional meeting but cannot approve the minutes of a local authority meeting. A local authority may approve minutes of a provisional meeting or a local authority meeting.

11.5. A provisional meeting does not have the powers or functions that a council may have delegated to a local authority.

12. Local authority meetings

12.1. The council CEO must ensure that a minimum of four meetings for each local authority are held in each financial year.

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

Note: Either a local authority meeting or a provisional meeting can be counted in reaching the minimum total of four. For example, three provisional meetings and one local authority meeting would make up the required minimum number of four.

12.2. The agenda must be prepared in consultation with the Chair of the local authority and include, at least:

a. items requested by members;

b. any reports on service delivery issues in the local authority area;

c. any responses by the council to matters raised at a previous local authority meeting or provisional meeting;

d. a written report from the council CEO on current council services in the local authority area and, after any council meeting that considers local authority projects, a report on what project(s) has been approved or the reason why the project(s) has not been approved;

e. visitor presentations; and

f. general business.

12.3. Once in each financial year a local authority agenda must include reviewing:

a. the council's annual report for the previous financial year;

b. the council's proposed regional plan for the next financial year;

c. the council's budget for proposed projects for the local authority area for the next financial year; and

d. any relevant community plan of the council or local authority.

13. Council consideration of minutes

13.1. The minutes from local authority meetings or provisional meetings (these will normally be unconfirmed minutes) must form part of the agenda papers for the next ordinary meeting of council. The council must consider any items for attention, raised by each local authority meeting or provisional meeting, at the next ordinary meeting of council after the local authority meeting or provisional meeting.

13.2. The council's response to items above (at clause 13.1) must be recorded in the minutes of the council meeting and communicated to the local authority.

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

14. Local authority sitting fee

14.1. Appointed members are entitled to a sitting fee for each local authority meeting or provisional meeting they attend:

a. Chair, if eligible, 143 revenue units

b. other eligible members, 107 revenue units

Note: The value of a revenue unit is on the website of the Department of Treasury and Finance.

14.2. Elected members and council staff are not entitled to the sitting fee for attending local authority meetings or provisional meetings.

Note: Subject to council policy, reimbursement of personal travel expenses is allowed for all members, e.g. kilometre allowance paid for the use of a private vehicle.

Note: Subject to council policy, elected members are entitled to extra meeting allowances pursuant to Guideline 2 for attending a Local Authority meeting or provisional meeting.

Note: It is a matter for a council CEO as to whether council staff will receive any payment for attending a local authority meeting or provisional meeting.

15. Council regional plans, budgets and financial reports

15.1. A council must take the projects and priorities of its local authorities into consideration, whether submitted to council or recorded in minutes, when developing the council regional plan and budget.

15.2. The budget of a council must include a separate budget for each local authority area.

15.3. At each local authority meeting, the council is to submit a current financial report of actual results against the latest approved budget for the local authority area.

16. Council annual report

16.1. The annual report of a council must include information which assesses performance in relation to service delivery and planned projects in each of its local authority areas.

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

SCHEDULE:

Where local authorities are to be established and maintained.

Barkly Regional Council: Ali Curung Alupurrurulam Ampilatwatja Arlparra Elliott Tennant Creek Wutunugurra (Epenarra) Central Desert Regional Council: Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree) Atitjere Engawala Lajamanu Laramba Nyirripi Willowra Yuelamu Yuendumu East Arnhem Regional Council: Angurugu Galiwin'ku Gapuwiyak Gunyangara Milingimbi Milyakburra Ramingining Umbakumba Yirrkala MacDonnell Regional Council: Amoonguna Areyonga Finke (Aputula) Haasts Bluff (Ikuntji) Hermannsburg (Ntaria) Imanpa Kaltukatjara (Docker River) Kintore (Walungurru) Mt Liebig (Amundurrngu) Papunya Santa Teresa (Ltyentye Apurte) Titjikala Wallace Rockhole	Roper Gulf Regional Council: Barunga Beswick (Wugularr) Borroloola Bulman Jilkminggan Manyallaluk (Eva Valley) Mataranka Minyerri (Hodgson Downs) Ngukurr Numbulwar Urapunga Tiwi Islands Regional Council: Milikapiti Pirlangimpi Wurrumiyanga (Nguiu) Victoria Daly Regional Council: Amanbidji Bulla Nauiyu (Daly River) Kalkaringi/Dagaragu Pine Creek Timber Creek Yarralin/Pigeon Hole West Arnhem Regional Council: Gunbalanya (Oenpelli) Maningrida Minjilang Warruwi West Daly Regional Council: Nganmarriyanga Peppimenarti Wadeye

REPORTS FOR INFORMATION

ITEM NUMBER	7.2
TITLE	Emerging leaders project update
REFERENCE	223016
AUTHOR	David Astalosh, Manager Grants and Policies

The Tiwi Islands Regional Council has identified the need for succession planning with regard to the next generation of emerging leaders.

Since commencing work with TIRC on 10 January 2019, Michael Johnston, TIRC Project Officer, has been interviewing elected members, managers and emerging leaders.

During this report Michael will discuss will provide a project update to the Council and invite councillors to meet with him for further discussions.

BACKGROUND

TIRC has identified the need to plan for and support emerging leaders to build a thriving and sustainable workforce. During 2018 TIRC CEO, Marion Scrymgour, raised the need to look at succession planning with regard to the next generation of Tiwi leaders in the Council in a tangible way that will produce jobs and real outcomes for Tiwi people.

These topics were discussed in the CEO's December report to Council.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Elected members are invited to discuss their thoughts with TIRC Project Officer who is developing the framework.

RECOMMENDATION:

That Council receive and note this report for information.

ATTACHMENTS:

1 Attachment one_project aims and methodology.pdf

Tiwi Islands Regional Council Emerging Leaders Project Proposal

Michael Johnston

January 2019

"Leaders are essentially creatures of habit. They don't really do extraordinary things that often. They do ordinary things often and consistently and persistently... Good leaders keep turning up, they're there… regardless of how overwhelming the opposition seems, from both in and outside," (Mick Dodson, 2007).

Summary

The Tiwi Islands Regional Council has identified the need for succession planning with regard to the next generation of leaders employed by the Council.

This aim of this report is to:

1. Provide TIRC an overview of the key areas where leadership is and will be needed

2. Provide TIRC an overview of the attitudes, beliefs and aspirations of current Tiwi leaders with regard to succession planning

3. Provide TIRC an overview of the values, interests, barriers and enablers of current community and Council dynamics that support or present challenges to emerging leaders in achieving their full potential

4. Provide TIRC a framework for the integration of succession planning within the Council and other organisations on the Tiwi Islands

Background

The Tiwi Islands Regional Council (TIRC) is at the coalface of Tiwi self-determination and has identified the need to plan for and support emerging leaders to build a thriving and sustainable workforce. During 2018 the CEO of TIRC, Marion Scrymgour raised the need to look at succession planning with regard to the next generation of Tiwi leaders within the Council in a tangible way that will produce jobs and real outcomes for Tiwi people. TIRC management have had a brief discussion with the Department of Local Government and Housing about this important initiative. The CEO has stated that if TIRC can get this right, this could provide a blueprint for all Tiwi organisations to integrate within their operations. This framework could also be transferable to other organisations across the Northern Territory.

(Wurrumiyanga, 2017)

Introduction

This report includes perspectives from older and younger leaders within TIRC and makes a number of suggestions for succession planning. This report aims to identify productive systems (e.g. policies, procedures, strategies and other practices within the operations of the Council that work to support emerging leaders) and barriers that produce and inhibit a constructive work environment for individuals to achieve their potential. The guiding questions and direction of the writing process was a collaborative approach aimed at supporting emerging leaders to identify their talents and workplace needs in order to articulate future goals and aspirations.

As a non-Aboriginal person, I have drawn on my background of working in Australian secondary schools and higher education throughout the writing process of this report. I am an accredited secondary school history teacher in New South Wales and am currently employed by the University of Sydney's Indigenous Strategy and Services portfolio, where I co-facilitate workshops on 'Cultural Competence', 'Social and Emotional Wellbeing', 'Relational Learning', and the 'Foundations of Racism'. I also co-facilitate workshops on Australia's colonial history and human rights. I have a Masters in Human Rights and as part of my studies, I completed Phase I of the 'Local Government for the Tiwi Islands' Service Learning project in November 2017.

Guiding Questions for Current TIRC Leadership*

- Who is TIRC interested in engaging in relation to future Tiwi leadership within the Council? What are the specific areas that TIRC need leadership in?
- Who are the emerging leaders and what are you already doing to support them?
- Does TIRC formally mentor to emerging leaders within the Council?
- What are TIRC's key priorities outside of those mandated by the Local Government Act?
- What are the productive systems that TIRC is part of and has access to at the moment (e.g. policies, procedures, strategies and other practices within the operations of the Council that work to support emerging leaders)?
- What is the economic landscape of the Tiwi Islands that either limit or could enable young leaders to thrive within the Council environment?
- What are the incentives for emerging leaders to take up extra responsibilities within the Council? What are the barriers?
- What is the political landscape of the Tiwi Islands that either limit or could enable young leaders to thrive within the Council environment?
- What are some successful ways that TIRC can support emerging leaders within the Council?
- What does good leadership look like for Tiwi people? What are the differences between Tiwi ways of leading and Western ways of leading?
- What is TIRC doing to build capacity for emerging leaders to move across multiple ways of working?
- In what ways are older members of the community passing on important cultural and corporate knowledge to emerging leaders?

*Please note that not all of these questions will be asked and they will be amended based on the job position within Council and the English language proficiency of interviewees.

Guiding Questions for Emerging Leaders

- What do you do? What do you like about your job?
- What is important to you? What are you passionate about?
- Who do you respect and why?
- Who are your mentors?
- Why do you want to work for the Council?
- Do you see yourself in a leadership role 10, 15, 20 years from now?
- Do you feel like the Council is supportive of you in your role and that they want to retain you as a staff member?
- What are some ways the Council could be more supportive of you in your role?
- Do you feel you get enough training to be able to do your job effectively?
- What kinds of pressures are young employees facing in the community that could affect their job?
- Are there equal opportunities for work for men and women?
- What do you want to do in terms of your career?
- What are your aspirations?
- What motivates you?

Aim

The aim of this project is to develop a succession plan for the support and capacity development of emerging Tiwi leaders and has been designed as a generalisable framework for a variety of Tiwi organisations. This framework aims to identify current emerging leaders, what their values are and the unique pressures they face as members of a complex and vibrant remote community. This has been identified as a major priority for succession planning by the current CEO, Marion Scrymgour. The Council also intends to hold a youth forum to talk about this project for 2019. Echoing this sentiment in a speech to the 2012 Native Title Conference in Cairns, Canadian First Nations man Neil Sterritt urged Aboriginal communities to, "make sure you have a succession plan in place and that young leaders can contribute their new ideas now, not later. Too often charismatic leaders have been amazingly successful, but when they retire or fail in their leadership bid, the community falls apart. Leaders build for the future by mentoring youth who will carry on their good work long into the future," (Sterritt, 2012).

Leadership qualities are often assumed to be universal, however, they differ from culture to culture. According to the literature on intercultural leadership, American academic Dr Carole MacNeil states that a typical definition of leadership within a Western worldview combines ability (knowledge, skills and talents) with authority (voice, influence and decision-making power) to positively influence and impact diverse individuals, organisations and communities (MacNeil, 2006, p.29). Aboriginal and Torres Strait Islander leaders tend also to serve those they lead across interconnected networks and discuss issues with their associates (who may be close relatives) before making decisions (Australian Indigenous Governance Institute, 2008). Unlike dominant Western leadership styles which tend to be hierarchical, Aboriginal and Torres Strait Islander approaches tend to be more fluid and reciprocal, with those in leadership positions often straddling multiple roles and sometimes conflicting priorities.

Some general capacities for effective leadership within governance structures identified by the Australian Indigenous Governance Institute (AIGI, 2008) are:

- The capacity to work with others
- The capacity to define a vision and consensus
- The capacity to create and enforce rules and strategies
- The capacity to manage
- The capacity to assess and implement plans and goals
- The capacity to provide and support strong local, culturally legitimate leadership

Within an Aboriginal community context, leadership qualities and important values that people hold have been identified as including the following:

- Respect for culture
- Self-awareness and confidence
- Integrity and wisdom
- Support for all your people
- Clear communication and direction
- Good mediation and negotiating skills
- Enthusiasm and ability to inspire
- Adaptability and humility
- A sense of humour

(Indigenous Community Governance Project, 2008)

"Supported by senior leaders, emerging leaders need to be exposed to critical experiences, build their own skills and acquire the trust and recognition they will need from their own people," (Australian Indigenous Governance Institute toolkit, 2008).

The Indigenous Governance Toolkit (2008)

Drawing on research from the Indigenous Community Governance Project (2008) in partnership with the Centre for Aboriginal Economic Policy Research, the Indigenous Governance Toolkit (2008) provides a range of resources about ways to customise governance to suit local and culturally diverse contexts.

Section 4.4 outlines a number of strategies for succession planning which includes the following example for organisations which has been amended for the Tiwi Islands context (2008):

Task	**Questions to ask**	**Example**	**What can be done further?**
Invest in emerging leaders within TIRC	How has TIRC set up our organisation for our successors?	Their human resources governance committee has a program for succession planning that involves developing members' skills until they are able to assume senior roles within the organisation.	A trust employs young people as trainees and develops their skills in various ways, including through mentoring by Elders and connecting them with their culture.
Develop emerging leaders' skills	How are we preparing emerging leaders for larger roles in our governance later in life?	Members develop skills through organising community events, representing Tiwi youth and attending training camps.	TIRC has established a Tiwi youth council which helps young people develop leadership and role model qualities, and gives them the opportunity to attend training, workshops,

			forums and conferences.
Emerging leaders learn from older employees of TIRC	What do older TIRC employees have to offer emerging leaders?	TIRC believes developing the careers of emerging leaders is an essential part of its strategy to sustain its workforce across a variety of organisations.	Emerging leaders travel with senior leaders to capital cities, giving them insight into the business of government at a local, Territory and Federal level.
Encourage young women in governance	What can TIRC do to improve the representation of young women in governance?	TIRC has plans to develop capabilities within emerging women leaders within Council workforce.	Partnership with external organisation running a women's leadership program that assists and mentors younger Tiwi women in the community to help them reach their potential and develop capabilities to lead their communities.

Methodology

In order to gain an insight into the current productive systems (programs, policies, strategies and procedures that work) and challengers that operate within the Council for succession planning, the author interviewed existing leaders within TIRC and emerging leaders across the three communities. Interview questions are based on the unique cultural and remote community context of the Tiwi Islands, where historical forces and multiple ways of doing business present additional hurdles to socio-economic achievement that other local governments do not face in major towns and capital cities. Quantitative is gathered from existing HR records as of January 2019 about TIRC staff. Interview participant anonymity has been maintained as a core ethical principle to ensure that staff feel they can express their views without concerns of repercussions from more senior staff or direct line managers. Original data collected in interviews will be deleted following the submission of this report to the Council.

Data

Demographics

Description	Wurr.	Pirl.	Mili.	Dar.	Total	%
Male	45	13	13	2	73	57%
Female	28	15	11	0	54	42%
ATSI	56	24	19	0	99	78%
NON-ATSI	17	4	5	2	28	22%
Full Time	41	16	14	2	73	57%
Part Time	13	7	4	0	24	19%
Casual	19	5	6	0	30	24%
Age under 20	1	1	0	0	2	2%
20-25	6	1	2	0	9	7%
25-30	11	4	6	1	22	17%
30-35	12	2	6	0	20	16%
35-40	11	5	2	1	19	15%
40-45	9	3	0	0	12	9%
45-50	8	2	4	0	14	11%
50-55	4	8	2	0	14	11%
55-60	5	0	0	0	5	4%
60-65	5	1	2	0	8	6%
65-70	1	1	0	0	2	2%
Under 1 year of service	19	2	6	1	28	22%
1-2 years	9	2	2	1	14	11%
2-3 years	17	7	2	0	26	20%
3-4 years	4	2	3	0	9	7%
4-5 years	1	1	2	0	4	3%
5-6 years	3	3	3	0	9	7%
6-7 years	3	3	1	0	7	6%
7-8 years	4	1	0	0	5	4%
8-9 years	3	0	1	0	4	3%
9-10 years	1	0	1	0	2	2%
Over 10 years	9	7	3	0	19	15%
Total Employees	73	28	24	2	127	100%

Figure 1. Organisational Development and Change EoM Report Demographics - November (TIRC, 2018)

Potential interview Participants

External

- Local member

Councillors

- Mayor
- TIRC Elected Members if available

Internal

- Chief Executive Officer
- General Managers
- Managers and coordinators
- Identified emerging leaders

Additional Resources

Australian Indigenous Governance Toolkit (2008):
http://toolkit.aigi.com.au/toolkit/4-4-youth-leadership-and-succession-planning

REPORTS FOR INFORMATION

ITEM NUMBER	7.3
TITLE	Chief Financial Officer End of Month Report - December 2018
REFERENCE	222876
AUTHOR	Shane Whitten, Chief Financial Officer

This report is to provide Council members with an update on the activities of the broader finance team. It will cover several main areas being:

- Financial Position
- Budget Review
- Grant Acquittals
- Projects
- Staffing
- Grants and Policy Coordinator Report

BACKGROUND

We continue to run a favourable surplus to Budget of approximately $2.1m, mainly resulting from the additional $1 million of funding received from NTG, a large cost recovery on the Pickertaramoor Road project ($450k) and a YTD underspend in Employee Costs of 9%.

We still have large amounts of unspent tied funds which we will be looking to address as part of the Budget Review. Our untied funding program, although assumed in the Budget to produce a loss for the year, is currently also showing a surplus, with income ahead of Budget, and expenses well under Budget. This remains our highest area of focus

Council has applied for a further $1 million in funding from NTG but we are yet to hear the result of our application.

BUDGET REVIEW PROCESS

The budget review for the half year ended 31 December 2018 and updated forecast for the year ended June 2019 is currently being finalised and will be presented to the Special Council meeting on 24th January 2019.

GRANT ACQUITTALS

No further grant acquittals were submitted to funding agencies during the month. However, acquittals requiring audit clearance that have been sent to Merit Partners for their review will be completed by 31st January 2019.

PROJECTS UPDATE

Work on the 12 issues raised in our end of financial year audit remains ongoing. With Bala Donepudi taking some leave late last year earlier than planned, one of the project's completion has been delayed by one month. We have an Audit and Risk Committee meeting scheduled for 11th February 2019 where we will provide a detailed update on our progress and seek any feedback and guidance from the Committee as required. This update and feedback will be provided to Council for the ordinary meeting on 20th February 2019.

STAFFING

Recruitment and interviews have concluded for the 2 year fixed term position of Management Accountant. A preferred candidate has been chosen and an offer made. As at the date of preparation of this report, the offer is yet to be accepted.

Grants and Policy Coordinator Report

New successful funding agreements

Executed variation with Australian Department Education and Training to transition Milikapiti Creche to CCCF
Executed variation with Prime Minister and Cabinet to Community Safety and Night Patrol program.

New applications

No new applications submitted in December.

Unsuccessful grant applications

Aboriginal Benefits Account - August Round - Heavy plant and equipment renewal program
TIRC received correspondence that we were unsuccessful in this application.

Approved grants/projects

Sydney University MOU
Discussions with Sydney University regarding student visits in Feb 2019, confirming the projects and work plans to be completed.

Special Purpose Grants (November SPGs) - Second hand grader
The preferred supplier has been chosen and a purchase order about to be issued.

Interisland ferry
NTG Strategic Infrastructure Fund - Approved
General Manager Infrastructure managing tender process.

Milikapiti Oval
ABA 2014
Shire Services Manager Melville Islands is delivering this project in the Infrastructure division.

Safer Communities Fund -Commonwealth Department of Industry, Innovation and Science $233,327.20 - Security lights and CCTV.
This project has been handed over to Infrastructure to be delivered.

NTG Special purpose grants (SPGs) April round
Priority 1) The tender for Alarms and security screens for staff housing all 3 communities – $279,734.00, has closed and is currently being evaluated.
Priority 2) Pirlangimpi pontoon – $238,844
Priority 3) Pirlangimpi equipment town services - all items delivered and received.
These projects are the responsibility of infrastructure.

NTG Special Purpose Grants 18/19 Round 1:
1) SPG Mechanical workshops- $180 246 - Purchase various equipment including: hoe container, hoists, tyre changers, wheel aligner, sand blasting cabinet, hydraulic

press and plasma cutter for TIRC workshops. Delivery of this program is the responsibility of Infrastructure.
2) Animal management- $89 445 - towards building capacity to deliver animal management program across Tiwi communities. Grants and Policy manger to confirm purpose of SPG with NTG and advise appropriate business unit to deliver program.

Municipal and Essential Services Special Purpose Grants (Homelands SPG)
Application successful pending execution of funding agreement. Seeking advice from Outstations Manager regarding approach.
Successful for removal of 20 trees at Four Mile Camp, Purchase deliver and install three new septic tanks at Paru and upgrade Solar batteries at Takapimiliyi lots one and two.

Outstanding grant responses
Nil

RECOMMENDATION:

That Council notes this report number 222876 for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.4
TITLE	Community Engagement EoM Report December 2018
REFERENCE	222863
AUTHOR	Bill Toy, Acting GM Community Engagement

This report id for the month of December 2018.

BACKGROUND

The Community Support directorate is responsible for the provision of services through business units including:
Broadcasting, Office Administration (including Post Offices in Milikapiti and Pirlangimpi), Sports, Recreation and Libraries, Children's Services (including Families as First Teachers, Outside School Hours Care and Pirlangimpi Schools Meals program),
Youth Diversion, Community Safety, Centrelink agencies (in Milikapiti and Pirlangimpi)

Acting General Manager

Phone conferences with PM&C relating to Children's Services
Submission of Community Safety Quarterly statistics reports
Meeting, Teleconference and emails with Territory Families regarding Youth Diversion
Two additional Assessments for youth to participate in Youth Diversion program
Extension of Youth Diversion Contract to June 2019 completed
Meetings with Manager Organisation Development re; recruitment
Attended Milikapiti Local Authority meeting
Attended ELG meetings.
Attended Managers and Coordinators meeting at Wurrumiyanga 19th December

Sports – Recreation and Libraries

General Business for the month.

SUMMARY

To provide opportunities for all men, women and children to participate and achieve within their chosen Sport and Recreational activity.

BACKGROUND

School holiday program delivered across the 2 communities in collaboration with OSHC and Yellow Shirts.

Programs start from 10am to 12pm and then 5pm – 10pm (Monday & Thursday) or 2pm to 6pm.

Activities delivered at the ovals, rec halls, creches and swimming pool (Pirlangimpi only).

Pirlangimpi Gym participation low due to Christmas holidays and everyone wanting to enjoy the festive season. Gym participation should go up in the New Year.

Milikapiti and Pirlangimpi stayed open. Operational times between 8am to 12pm.
Participants enjoying the free WI - FI access.

Mal Brown form tennis NT visited Pirlangimpi from Monday 10th December to Wednesday 12th of December 2018. Mal delivered sessions at Pularumpi School and after school at the Pirlangimpi tennis court with sport & rec staff. Averaging 6- 12 children participating after school.

Wurrumiyanga Sport & Recreation Participation							
	Mon	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Total**
Adults	0	0	0	0	0	0	**0**
Children	193	117	52	106	121	0	**589**

Pirlangimpi Sport & Recreation Participation							
	Mon	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Total**
Adults	10	8	11	5	5	0	**39**
Children	65	32	45	65	82	0	**289**

Milikapiti Sport & Recreation Participation							
	Mon	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Total**
Adults	40	0	8	20	0	0	**68**
Children	116	30	54	85	45	0	**330**

CONSULTATION & TIMING

Robbie Joran, Yellow shirts, re: School Holiday Program
Philippa Walsh TITEB, re School Holiday Program
Adrian Dodson, Indigenous Marathon Project re: Marathon registration
Joe Kelly NT, re Pirlangimpi Visit
Charmaine Ingram, NITV, re: Night Patrol Documentary
Leanne Chin, AthleticsNT,re: planning Tiwi visit 2019.

Centrelink

General Business for the month
Centrelink Agent Offices at Pirlangimpi and Milikapiti opened for 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.

Events: Nil

Human Resources
All matters including:

- Attendance: Very good.
- Incidents: Nil
- Recruitment: Nil
- Leave: Milikapiti; One Milikapiti Agent AWOL for one week, other agent covered her hours to keep the agency open. One Pirlangimpi agent on Annual Leave, other agent covered her hours.
- Training: November training module for hosts, (Manager) and specified personnel (Agents) (On line training)

Stakeholder Engagement/Meetings
Daily phone conversations between Manager Community Engagement and Dept Human Services, Telstra and Centrelink IT in attempts to fix phones and computers in the Milikapiti office. Lines have been intermittent since December eighteenth.

Community Safety

General Business for the month

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. The number one priority for Community Safety teams is to ensure children out at night (after 9.00pm) can get a ride home or to a safe place which hopefully helps with school attendance. Community Safety also assists with mediations, follow up on incidents reported and work with other agencies, providers and Stakeholders.

Events: Nil

Human Resources
All matters including:

- Attendance: Average at Wurrumiyanga, very good at Milikapiti and Pirlangimpi
- Incidents: Nil
- Recruitment: there are currently two vacancies at Wurrumiyanga, one Male and one Female, one Male position at Pirlangimpi while Milikapiti has a full complement of staff. Recruitment process should be completed by January 19th.
- Leave: Nil.
- Training: No Training this month

Stakeholder Engagement/Meetings
Rosters and Children Reports submitted to PM&C
Numerous phone calls and emails between Manager and PM&C regarding the Community Safety program, reporting requirements and variations to agreements.

The table below shows the comparison over the past two months of Children Out at night after 9.00pm.

November

	Wurrumiyanga	Milikapiti	Pirlangimpi
Reunited	111	26	7
Refused	143	55	56
Total	254	81	63

December

	Wurrumiyanga	Milikapiti	Pirlangimpi
Reunited	237	25	20
Refused	106	100	61
Total	343	125	81

Indigenous Broadcasting
(National Jobs Program)

The Indigenous Broadcasting National Jobs program provide local broadcasting in local languages, communicating locally based service messages in regard to Health, Education, Local government and Cultural information.

Training :

No training this month

Events :

Nil

Human Resources :

Milikapiti broadcaster, Attendance this month has been good.
Pirlangimpi broadcaster, Attendance this month has been average.
Wurrumiyanga broadcaster, Attendance has been good.

Stakeholder Engagement:

Manager Community Engagement held discussions with TEABBA regarding further training for current staff and introductory training for new staff member Training to commence late January 2019
Several discussions with TEABBA regarding Pirlangimpi Radio equipment not working since Christmas

Youth Diversion

General Business for the month
Ron Poantimilui has been recruited to the Youth Diversion unit as Case Manager.
Currently four Youth being managed at Wurrumiyanga, two at Pirlangimpi and one at Milikapiti.

Training :

No training this month

Events :

Nil

Human Resources :

Male Case Worker appointed at Wurrumiyanga
Recruitment for Female Case Worker commenced

Stakeholder Engagement:

Teleconference between Territory Families, Acting GM Community Engagement and Youth Diversion case worker re; current cases and reporting.
Quarterly report submitted to Territory Families
Assessments, running sheets and finalisations submitted to NT Police and Youth Diversion Unit
New referrals and Assessment notices received from NT Police.

Administration

General Business for the month Milikapiti
Milikapiti Administration service provide office and customer services to external clients in Darwin and support to Tiwi Islands Regional Council Internal Business Units and Elected Members

Human Resources
All matters including:

- **Attendance:** No notified or un-notified absences
- **Incidents:** Security lights at Council office smashed, Incident report completed
- **Recruitment**: None for this reporting period
- **Leave:** Administration Officer 10th to 14th (5 days)
- **Office Closure**: 21st to 31st as directed by CEO
- **Training:** None for this reporting period
- **Finance:**

Table below illustrates the income for the month

User	Purpose	Amount
Income for month of November 2018		$165.00
Department of Human Services	Remote Customer Service	$495.00
	Total	$495.00

- **Stakeholder Engagement / Meetings**

  18.12.2018 Governance Local Authority Meeting
  20.12.2018 Managers and Coordinators Meeting

General Business for the month Pirlangimpi

Administration provided services to external clients as well as support to internal business unites, elected members and the local authority.

Events

Department of Human Services hired the conference room for Centrelink Services on the 10th – 13th December.

Human Resources

All matters including:

- Attendance: Good
- Incidents: Nil
- Recruitment: Nil
- Leave: Office Coordinators was on leave from 7th – 14th December
- Training: Nil

Stakeholder Engagement / Meeting

- Attended Managers and Coordinators meeting at Wurrumiyanga 19th December

Finances

Income for December

User	Purpose	Amount
DHS	Centrelink	$679.80

RECOMMENDATION:

That Council receive and note this report for information.

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	7.5
TITLE	Infrastructure EoM Report December 2018
REFERENCE	222935
AUTHOR	Marion Scrymgour, Chief Executive Officer

Infrastructure report to Council for the month of December 2018, covering town services, civil works, workshops, fleet, interisland ferry and outstations.

BACKGROUND

Manager Shire Services Pirlangimpi and Milikapiti End of Month Report – December 2018

Summary

This month the flu has hit my workers which has impacted our production but I am pleased with the progress.
We are on track to complete Mili Oval project by the end of February weather permitting.

Civil Works

- Install guide post's along Pickataramoor road
- Install culvert and head walls to side access road on Pickataramoor road
- Demobilisation of heavy equipment from Picka rd to Garden Point
- Clean out road drains with grader on the Paru to 3 way's road
- Line marking has been completed along Pickataramoor road

Andrew Bush was on Annual leave throughout most of December, while the flu had also effected production throughout the month.
2 front end loaders and backhoe are still out of action but hopefully we'll have a mechanic on board early 2019 to repair our machinery

Town Services Milikapiti

- General garbage collection of household bins and public area's
- Mowing and slashing of community parks and gardens
- Weekly fuel pickups from barge and decanter into fuel tanks
- Start repair works on irrigation system on Milikapiti Oval
- Clear fence line in preparation to install new fence on Milikapiti Oval
- Slashing of airport completed
- Cyclone season cleanups

Garbage compactor truck is still having issues with it's electrical wiring and waiting for advice from mechanics on the next plan of action.

Town Services Pirlangimpi

- Regular twice weekly garbage collection around the community
- Mowing and slashing of community parks and gardens
- Cyclone seasons cleanups
- Weekly barge collection and daily post delivery collection
- Daily cleaning of council and airport amenities

Jacob Tangatalum resigned this month to care for his ill wife.
Waiting for quotes to upgrade tennis court with new surface, net, lighting and fence.

Airports

- Daily inspections have been carried out on both airports as required by CASA
- Both airports have been slashed this month
- Line marking has been completed on Pirlangimpi runway

Outstations

Pitjamirra outstation has had some plumbing works done and some trees have been cleared along the access road.
Painting of the tank stand at Taka has also been continuing.

Manager Shire Services Wurrumiyanga End of Month Report – December 2018

1. Town Services

1.1 General

Activity sheets have reached a final version that all coordinators and team leaders have helped build. Permanently scheduled jobs for each day of the week have been incorporated into activity sheets as a prompting mechanism (i.e. public toilet cleaning has a history of being missed). A communication system of coordinators, managers and admin has been implemented to ensure accurate and detailed activity sheets are lodged to finance in conjunction with time sheets (fortnightly).

1.2 Parks and Gardens

Mowing/wippa crews are maintaining all council responsible areas as needed. Parks and drains are systematically cut and prioritized based on length, as well as whether events are using the area (cultural reasons). Wurrumiyanga Oval is frequently maintained due to football season.
Since the Christmas break and down-time in mechanics, a back-log of mowers needing attention has impacted on productivity. As mowers are fixed, urgency has been placed on areas in much need of maintenance.
Due to a long history of negligence and lack of care with preventing break downs, a new system will be implemented to document who uses what equipment. If an individual is proven to exercise negligence or consistent lack of care for equipment, they will be liable for associated costs. This is purely in a conceptual stage and will require approval from the CEO.

1.3 Waste Management

Sucker Machine
Sucker machine requires repairs and has not been in use.

Garbage Truck
The Garbage truck was out of action for just under two weeks. This was due to an electrical fault in the hydraulic system. Preventative measures have been identified and actioned. During this down-time, Town Service crews used multiple Utes and trailers to manually transport bins to the tip.
A new team leader for the garbage truck run has been appointed. Emphasis has been placed on bringing back consistency to garbage run schedules, so that the public know exactly when to place bins outside.
A training program will be rolled out to further educate garbage crews of exactly what the job requires of them.
Additional Medium Rigid truck license courses will be scheduled in future to enable more drivers.

Wheelie Bins
Numerous bins have been replaced within the community due to wear and tear, and also various reported thefts.
Lids are being installed on old bins without existing lids on a case by case basis

10c Recycling Facility
A report is being developed outlining the findings from the feasibility study conducted. In summary, the proposal would be financially feasible, but numerous factors need to be addressed before any serious consideration. SeaSwift has agreed to waver all freight charges associating the 10c recycling scheme. Discussions about licensing options with NT EPA are ongoing.

Other Recycling
Scrap metal contractors have assessed dumps on the Tiwi Islands (old and current), and intend on extracting the available scrap metal for recycling. A start date has not been provided.
Old vehicle batteries, waste oil and E-waste will be sent to Darwin recycling facilities (options currently being investigated). Recycling old small batteries and phones can be done by implementing drop off points at major stores and offices (options being investigated).

Landfill
The landfill has been pushed up and compacted as required.
Commercial waste dumping by major contractors needs to be charged out more accurately. All major contactors should at least pay fees based on estimated waste generated. Discussions ongoing.
Deceased animals have been safely transported to the tip when required.

1.4 Swimming Pool

Skim baskets and pump filters are regularly cleaned, with filter backwashing conducted weekly.
A new robot pool cleaner has been purchased and installed for ongoing operation. A working robot pool cleaner has not been in operation since before September 2018. The pool will be in working condition 21/01/19 onwards.
A pallet of chlorine has been purchased to replenish stocks.
Infrastructure is liaising with sport and recreation closely to open the pool to the public as soon as possible.

1.5 Wurrumiyanga Oval Water Tank

The compound remains secure with no breaches in security since safety measures implemented. Barbed wire has been installed on top of the fence. Danger/Warning signs need to be implemented in future.

1.6 Other allocated work

Due to OH&S, it is prohibited for one person to work by themselves. For this reason, a Town Service staff member is provided to Trades (Housing) on a permanent basis, and to the Workshop on a case by case basis.
Various job cards have been completed in a timely manner, including furniture transporting, yard cleaning and vegetation clearing.

2. Inter-Island Ferry (Boat Shed)

The monthly service was conducted successfully.
Logbook for tickets continues to prove valuable for chasing up unpaid trips, both internal and external.
The new 400L portable fuel tank has arrived. This will make fueling the Ferry much safer and more efficient.

3. Aerodrome

Daily inspections have been conducted with no major issues identified. However, one isolated incident involved a stolen car, which was rammed into the fence. The fence was repaired immediately to ensure the critical infrastructure was secure and safe for operation.
Trees growing within the fence line have been removed. The old original fence has also been removed.
Clearing trees on the transition sides are scheduled for future works, where 30 m clearance from the boundary fence is required for compliance.
The Northern approach to airport runway requires additional clearing of trees infringing on the TODA gradient, as identified by surveyors after the airport upgrades.
Slasher and mower work is ongoing, ensuring the aerodrome is properly maintained.

4. Civil Works

The road up to Tarntippi turn off was graded to facilitate traffic using the dump or heading to Tarntippi beach.
Various pot holes have been patched up around the community.
The dump has been routinely pushed up and maintained using the Loader.
Civil crews have started clearing out the main drains of Forestry, removing trees and excess silt deposit.

5. Outstations

A suitable candidate has been appointed for Outstations Coordinator position. Start date 4/02/19.

5.1 Ranku

A new bore pump has been installed due to the old pump wearing out. As a result of low water levels, the bore pump intakes silt/clay, which reduces the life expectancy and efficiency of the pump. Historically this is becoming more of an issue, suggesting that a new bore should be drilled.
A new bore would cost approximately $200,000 to drill and commission. A potential funding source is the Tiwi Land Council, who have $2,000,000 allocated for outstations on Tiwi Islands.

5.2 Paru

Major leaks on the bore water line have been repaired (caused by fire damage).
A detailed investigation into why water is failing to reach Paru holding tanks on a regular basis needs to be conducted. The new Outstations Coordinator will be tasked on resolving this issue.
Rain water catchment system at Lot 1 was repaired.

5.3 4 Mile

No issues to report, and all services running normally.

FLEET AND BUILDINGS SERVICES REPORT FOR DECEMBER 2018

Fleet

The fleet pool still has vehicles awaiting repair after several failed rego. We expect that those repairs will be completed in the coming weeks which will allow us to have pool vehicles for hire.
Wurrumiyanga workshop has completed various repairs to the grader, loader and other Civil vehicles, whilst continuing repairs on other council vehicles.
Repairs have been done too many town service vehicles and equipment including mowers and slashers.

We have also done some minor repairs and servicing for the local police.
We are in the process of building a new trailer for the car ferry.

Pirlangimpi workshop has been steadily completing jobs for the council and other organisations. Jack has now left the workshop and will be moving to Daly River.

Milikapiti workshop has no mechanic at the moment and mechanics from other workshops have been attending to urgent repairs when needed. We are in the process of hiring another mechanic as the mechanic we had organised had taken another job.

Tender for security screens

The tender for the security screens has closed and I have given my recommendation to the council. The requirements for the tender were not met.

Fuel

Wurrumiyanga – ULP -1481 L
- Diesel – 3878.34.14L

Pirlangimpi **–** 2507 L

Milikapiti - 509 transactions with a value of $28,057.52
- Diesel - $20,510.90
- ULP - $7546.42

Accommodation

Accommodation stats are not available at this time but will be provided at the next meeting.

Building Services

The painter has completed several jobs this month which have included the childcare being painted externally as well as hand rails and playground equipment. Internally painting council houses and ablution blocks at the airports. The painting of the tank stand at Takapamiliyi is almost complete.

The carpenters have been extremely busy this month. Repairs have been conducted to several council houses as well as assessments of several buildings. Over the Christmas break there were several break-ins which also needed to be attended at the crèche and several houses.

Work is continuing at the crèches which includes shade removal and installation as well as replacement of the decking.

The Electrician has also been busy with repairs and replacement of fans, smoke alarms, stoves, fridges as well as air cons for several council houses and buildings. He has also been involved in the budgeting for the Wurrumiyanga airport lights tender.

RECOMMENDATION:

That Council receives and notes report number 222935 for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.6
TITLE	Councillors Meeting Attendance Register from September 2017 to November 2018
REFERENCE	222806
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. Member's attendance is based on the official minutes of each Local Authority, Ordinary and Special Council meetings.

BACKGROUND

As an important element of good governance and meeting procedures, an attendance register has been put together for all of the Local Authority, Ordinary and Special Council meetings held as of January 2018 up to December 2019.

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.

These attendance records will be included into each year's Tiwi Islands Regional Council Annual Report.

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:

That the Council note the updated meeting attendance register from January 2018 up to December 2018.

ATTACHMENTS:
1 TIRC - Councillors Meeting Attendance from Jan 2018 to current.pdf

TIWI ISLANDS REGIONAL COUNCIL
COUNCIL MEETINGS 2017 TO 2018
OFFICIAL ATTENDANCE REGISTER

rdinary Council Meeting

		2018												2019		
OUNCILLOR	**WARD**	**Jan 12 ORD M**	**Feb 28 ORD W**	**Mar 21 ORD W**	**Apr 18 ORD W**	**May 24 ORD P**	**Jun 27 ORD M**	**Jul 25 ORD M**	**Aug 29 ORD W**	**Sep 27 ORD W**	**Oct 31 ORD M**	**Nov 21 ORD W**	**Dec 19 ORD W**			
Gawin Tipiloura - Mayor	Bathurst Is	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	A	A			
Jennifer Clancy	Bathurst Is									Y	Y	Y	Y			
Leslie Tungutalum	Bathurst Is	Y	A	Y	Y	Y	Y	A	Y	Y	Y	Y	Y			
Kevin Doolan	Bathurst Is	Y	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Francisco Babui	Bathurst Is	Y	A	Y	Y	Y	Y	Y	Y	A	A	A	A			
Wesley Kerinaiua	Bathurst Is	Y	A	A	Y	Y	Y	X	Y	X	A	Y	Y			
Mary Dunn	Pirlangimpi		Y	A	Y	Y	Y	Y	Y	X	Y	Y	Y			
Therese (Wokay) Bourke	Pirlangimpi	Y	Y	Y	Y	Y	A	Y	Y	A	Y	A	Y			
Marius (Pirrawayingi) Puruntatameri	Pirlangimpi	Y	Y	A	Y	Y	Y	Y	A	Y	Y	Y	Y			
Lynette De Santis	Milikapiti	Y	Y	Y	Y	Y	Y	A	Y	Y	Y	Y	Y			
Pius Tipungwuti	Milikapiti	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Connell Tipiloura	Milikapiti	Y	Y	Y	Y	A	Y	Y	Y	Y	Y	Y	Y			

ocal Authority Meeting

		2018												2019		
OUNCILLOR	**WARD**	**Jan 15 ORD W**	**Feb 27 ORD P**	**Mar 20 ORD M**	**Apr 17 ORD W**	**May 23 ORD P**	**Jun 26 ORD M**	**Jul 24 ORD W**	**Aug 21 ORD P**	**Sep 26 ORD M**	**Oct 30 ORD W**	**Nov 20 ORD P**	**Dec 18 ORD M**			
Gawin Tipiloura - Mayor	Bathurst Is	Y	A	Y	Y	Y	Y	Y	A	Y	A	A	A			
Jennifer Clancy	Bathurst Is									Y	Y					
Leslie Tungutalum	Bathurst Is	A			Y			A		Y	A	Y				
Kevin Doolan	Bathurst Is	Y			Y			A		Y	A					
Francisco Babui	Bathurst Is	Y			Y			Y			A					
Wesley Kerinaiua	Bathurst Is	Y			Y			A		Y	A					
Mary Dunn	Pirlangimpi				Y	A		Y	A	Y		Y				
Therese (Wokay) Bourke	Pirlangimpi		Y			Y			Y			A				
Marius (Pirrawayingi) Puruntatameri	Pirlangimpi		Y			Y			A	Y		Y				
Lynette De Santis	Milikapiti			Y			A			Y			Y			
Pius Tipungwuti	Milikapiti			Y			Y			Y			Y			
Connell Tipiloura	Milikapiti			X			A			Y			Y			

pecial Council Meeting

		2017	2018	2019	
OUNCILLOR	**WARD**	**Nov 13 SP P**	**Nov 12 SP W**		
Gawin Tipiloura - Mayor	Bathurst Is	Y	Y		
Jennifer Clancy	Bathurst Is	X	Y		
Leslie Tungutalum	Bathurst Is	Y	Y		
Kevin Doolan	Bathurst Is	Y	A		
Francisco Babui	Bathurst Is	Y	A		
Wesley Kerinaiua	Bathurst Is	X	A		
Mary Dunn	Pirlangimpi		Y		
Therese (Wokay) Bourke	Pirlangimpi	Y	Y		
Marius (Pirrawayingi) Puruntatameri	Pirlangimpi	Y	Y		
Lynette De Santis	Milikapiti	Y	Y		
Pius Tipungwuti	Milikapiti	Y	Y		
Connell Tipiloura	Milikapiti	Y	Y		

eeting Type
RD = Ordinary Meeting
' = Special Meeting
, = Local Authority Meeting
A = Special Local Authority Meeting

tendance
= Present at Meeting
= Apology accepted
= Apology not accepted
= Meeting cancelled

Location
W = Wurrumiyanga (Nguiu)
P = Pirlangimpi
M = Milikapiti

NT LG Act - Councillor will be automatically disqualified from Council if absent (without approved apology) from two consecutive ordinary meetings.

REPORTS FOR INFORMATION

ITEM NUMBER	7.7
TITLE	Minutes - Milikapiti Local Authority meeting held on 18 December 2018
REFERENCE	222808
AUTHOR	Maina Brown, Governance & Compliance Manager

Minutes of the Milikapiti Local Authority meeting held on 18 December 2018 for member's information.

BACKGROUND

Attached a draft Minutes of the Milikapiti Local Authority meeting held on 18 December 2018 for Council's information.

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:

That Council notes the minutes of the Milikapiti Local Authority meeting held on 18 December 2018 for information.

ATTACHMENTS:
1 2018_12_18_MLA_Minutes_Draft.pdf

MINUTES OF THE MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE MILIKAPITI BOARDROOM ON TUESDAY, 18 DECEMBER 2018 AT 10:00 AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10:05 am.

The CEO Marion Scrymgour welcomed members, new member Jed Leach, staff and guest.

The Acting Chair Thomas Puruntatameri then took over chairing the meeting.

1.1 APPOINTMENT OF ACTING CHAIR

1 **RESOLUTION**
Moved: *Lynette DeSantis*
Seconded: *Christine Joran*

That the Milikapiti Local Authority appoints Thomas Puruntatameri to be the acting chair for the day.

CARRIED

1.2 Present

Acting Chairperson: Thomas Puruntatameri.

Local Authority member: Patrick Puruntatameri, Cr Connell Tipiloura, Cr Pius Tipungwuti, Jed Leach, Christine Joran, Cr Lynette De Santis, Trevor Wilson, Mary Moreen, Loretta Cook and Roy Farmer.

Visiting Councillors: Nil

Officers: Marion Scrymgour (Chief Executive Officer), Mark Mahon (Shire Services Manager Melville), Maina Brown (Governance & Compliance Manager) and Kesara Scrymgour (Governance Support officer).

Guests: Peter Wyatt (Department of Housing Community Development).

1.3 Apologies

Accepted: Gawin Tipiloura, Malcolm Wilson and Bala Donepudi.

Not accepted: Nil

1.3 APOLOGIES - MILIKAPITI LOCAL AUTHORITY MEETING - 18 DECEMBER 2018

2 **RESOLUTION**
Moved: *Lynette DeSantis*
Seconded: *Christine Joran*

That the apologies of members Gawin Tipiloura, Malcolm Wilson and staff Bala Donepudi.

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 - 26 September 2018

3 **RESOLUTION**
Moved: *Mary Elizabeth Moreen*
Seconded: *Patrick Puruntatameri*

That the minutes of the Milikapiti Local Authority held on 26 September 2018 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 (Ordinary MLA Meeting 26 September 2018).

RECOMMENDATION:

That the Milikapiti Local Authority accepts these discussions and report number 222316.

3 GENERAL BUSINESS

3.1 MEETING ATTENDANCE REGISTER AS OF SEPTEMBER 2017 TO SEPTEMBER 2018

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 meeting attendance register as of September 2017 to September 2018 for information.

3.2 2018/19 - LOCAL AUTHORITY FINANCIAL REPORT TO 30 NOVEMBER 2018

This report is provided for information to the Milikapiti Local Authority to advise on expenditure to 30 November 2018 for the 2018/19 F/Y.

4 **RESOLUTION**
Moved: *Christine Joran*
Seconded: *Mary Elizabeth Moreen*

That the Milikapiti Local Authority notes this report number 222345 for information and provides any comments or feedback on the new financial reporting format.

CARRIED

4 REPORTS FOR DECISION

4.1 MILIKAPITI LOCAL AUTHORITY COMMUNITY PROJECTS

To get the consent of the Milikapiti local authority to undertake new projects under 2018-19 Local Authority project Funding.

RECOMMENDATION:

That the Milikapiti Local Authority:

1. **Notes the funding allocations for 2018/19;**
2. **Recommends any projects to Council for approval to proceed.**

Action:
Governance unit to order MLA Polo Shirts project id MLA 18-2 for the amount of $1500 upper limit.

Fleet and Building Services Manager and Shire Services Manager Melville Island to investigate and check rubbish truck currently advertised in Darwin and report back to the Milikapiti Local Authority meeting in March 2019 before committing a proposed amount of $65k upper limit to purchase it.

5 REPORTS FOR INFORMATION

5.1 APPROVED TIRC ANNUAL REPORT AND AUDITED FINANCIALS 2017/18

This report provides an update on the approved TIRC Annual Report and Audited Financials 2017/18 for members information.

RECOMMENDATION:

That the Milikapiti Local Authority notes the 2017/18 Tiwi Islands Regional Council's Annual Report and Audited Financial Statements.

6 OTHER BUSINESS

6.1 DHCD - REMOTE PROGRAM DELIVERY OFFICE FOR MILIKAPITI COMMUNITY ENGAGEMENT REQUEST FOR FEEDBACK

Representative officer Peter Wyatt from Department of Housing and Community Development request to seek an opportunity to discuss with members regarding the Milikapiti community plan for the Remote Housing Program. The Department also seeks feedback on how Milikapiti Local Authority like the Department to engage with Milikapiti community to discuss the 'Our Community. Our Future. Our Homes.' Remote Housing Program and when is the best time for the Department's Community Engagement team to hold a first meeting? A map of lot 344 and 207 was also tabled seeking members opinion weather to use these lots as commercial or future houses.

RECOMMENDATION

That the Milikapiti Local Authority welcomes Peter Wyatt from Department of Housing and Community Development and listens to the short presentation and provide any feedback. Members recommended for the consultation to be held with Milikapiti local authority, traditional owners, Office of Township Leasing, residence and also the consultative forum to be engaged. Members also suggested Local Authority group should not be the only ones to be consulted and suggested to have some discussions for both Local Authority and Council regarding housing. Suggested meeting dates to be held in March 2019.

6.2 YOUTH COUNCIL / EMERGING LEADERS

CEO provided an update to members regarding youth council / emerging leaders. Council have engaged RMIT Melbourne and University of Sydney. Two students from University of Sydney who are Mikey and Jess will be coordinating this project and will be travelling to Tiwi in mid Jan.

RECOMMENDATION

That the Milikapiti Local Authority receives and notes the updated provided by the CEO for information.

At this point of the meeting a lunch break was called at 12:25 pm.

The meeting recommenced at 12:59 pm.

7 Confidential Items

1:00 pm.

5 **RESOLUTION**
Moved: *Christine Joran*
Seconded: *Loretta Cook*

That pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider a Confidential matter.

CARRIED

ADJOURNMENT OF OPEN MEETING

1:00 PM

At the conclusion of the discussion on the confidential item(s), the meeting was reopened and the decision on the item(s) noted.

RECOMMENDATION

That the meeting be reopened and the decisions on the confidential item be noted.

CONFIDENTIAL ITEM DECISIONS

7.1 CONFIRMATION OF CONFIDENTIAL MILIKAPITI LOCAL AUTHORITY MEETING MINUTES HELD ON 26 SEPTEMBER 2018

Confirmation of Confidential Milikapiti Local Authority Meeting Minutes held on 26 September 2018.

The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be keep confidential

8 Next Meeting

Tuesday 19 March 2019

9 Closure

The meeting closed at 1:06 pm.

These Minutes were confirmed at the Milikapiti Local Authority Meeting of the Council held on _____.

Signed: .....

Acting Chairperson