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

- Wednesday, 21 August 2019 at
- Milikapiti Council Boardroom
- Commencing at 9:00 am

Your attendance at the meeting will be appreciated.

Valerie Rowland
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
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 proceedings?

1.6 Confirmation of Previous Minutes
Ordinary Meeting - 24 July 2019 ................................................................. 1

2 VISITORS AND PRESENTATIONS
2.1 NORTHERN TERRITORY GRANTS COMMISSION - FUNDING ALLOCATION MODELS .......................................................... 12

3 BUSINESS ARISING
3.1 BUSINESS ARISING FROM PREVIOUS MINUTES HELD ON 24 JULY 2019 ......... 15

4 CORRESPONDENCE
Nil

5 GENERAL BUSINESS
Nil

6 REPORTS FOR DECISION
6.1 REQUESTS FOR CONFIRMATION OF ABORIGINAL DESCENT - MOLLY LENON .......................................................................................................................... 27
6.2 HOMELANDS - REQUEST TO USE COUNCIL COMMON SEAL FOR DEED OF VARIATION NO.1 - R00047D MES-HMS-HJ ................................................. 29
6.3 WARD UPDATE .......................................................................................... 49
6.4 FINANCE END OF MONTH REPORT - JULY 2019 .......................................... 79

7 REPORTS FOR INFORMATION
7.1 MANAGERS REPORTING TO CEO END OF MONTH REPORTS FOR JULY 2019 ................................................................. 84
7.2 CHIEF FINANCIAL OFFICER END OF MONTH REPORT - JULY 2019 ............. 158
7.3 INFRASTRUCTURE EoM REPORT - JULY 2019 .............................................. 164
7.4 COMMUNITY ENGAGEMENT END OF MONTH REPORT - JULY 2019 ............ 177
7.5 COUNCILLORS MEETING ATTENDANCE REGISTER FROM JULY 2018 TO JULY 2019 ................................................................. 191
7.6 HEARING FOR LEARNING INITIATIVE ............................................................. 193

8 CONFIDENTIAL ITEMS
8.1 CONFIRMATION OF CONFIDENTIAL SPECIAL COUNCIL MEETING DRAFT MINUTE HELD ON 18 JULY 2019
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 CONFIRMATION OF CONFIDENTIAL ORDINARY COUNCIL MEETING MINUTES HELD ON 24 JULY 2019

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.

8.3 SUBLEASES AND RATES

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

8.4 TIWI ISLAND FOOTBALL LEAGUE DEBT

The report will be dealt with under Section 65(2) (c) (ciiii) (e) 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; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information provided to the council on condition that it be keep confidential.

8.5 PRIVATE RENTAL

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

1.1 Welcome

The meeting opened at 9:35am

At this point of the meeting a minute silence was held in respect of the recent passing in Bathurst Island

The Mayor welcomed councillors and guests.

1.2 Apologies

Accepted: Deputy Mayor Lynette De Santis and Councillor Wesley Kerinaiua

Not Accepted: Nil

### RESOLUTION

**Moved:** Therese (Wokay) Bourke  
**Seconded:** Kevin Doolan

That the apologies of Deputy Mayor De Santis and Councillor Kerinaiua be accepted by the Council  

CARRIED

1.3 Present

Mayor: Leslie Tungatulum

Councillors: Kevin Doolan, Therese Bourke, Francisco Babui, Pius Tipungwuti, Connell Tipiloura, Valentine Intalui, Mary Dunn and Jennifer Clancy.

Officers: Valerie Rowland (Chief Executive Officer), Shane Whitten (Chief Financial Officer), Chris Smith (GM Infrastructure), Bill Toy (GM Community Engagement), Bala Donepudi (Finance Manager), Kesara Scrymgour (Governance & Compliance Officer) and Claire Scrymgour (Executive Officer)

Visitors: Anjali Palmer (Department of Local Government, Housing and Community Development)

Minuter: Kesara Scrymgour (Governance & Compliance Officer) and Claire Scrymgour (Executive Officer)

1.4 Leave of Absence

Nil
1.5 Declaration of Interest of Members or Staff
Nil

1.6 Confirmation of Previous Minutes

Ordinary Meeting - 19 June 2019

2 RESOLUTION
Moved: Jennifer Clancy
Seconded: Francisco Babui

That the minutes of the Ordinary Meeting on 19 June 2019 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

Confidential Ordinary Council - 19 June 2019

RECOMMENDATION
That the minutes of the Confidential Ordinary Council on 19 June 2019 as circulated, be confirmed as a true and correct record of that meeting.

2 VISITORS AND PRESENTATIONS

2.1 NATIONAL REDRESS SCHEME PRESENTATION

Council received correspondence from Department of the Attorney-General and Justice regarding the National Redress Scheme – Local Council's Participation.

RECOMMENDATION:

That Council receive and note this report number 227355 for information and welcomes representatives from the Department of the Attorney-General and Justice and provide any feedback.

Action: Governance team to follow up with the Department of Attorney General to meet with Council at next meeting

3 BUSINESS ARISING

3.1 BUSINESS ARISING FROM PREVIOUS MINUTES HELD ON 19 JUNE 2019

Business arising from previous minutes (Ordinary Council Meeting 19 June 2019).

RECOMMENDATION:

That Council accepts these discussions and reports.

4 CORRESPONDENCE

Nil
5 GENERAL BUSINESS

5.1 WURRUMIYANGA LOCAL AUTHORITY PROJECTS

That Council approve for the new Wurrumiyanga Local Authority project to proceed as per below table.

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Project ID</th>
<th>Upper Limit Amount</th>
<th>Action Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubbish Management Education Posters Project</td>
<td>WLA 18/19-6</td>
<td>$5,000 upper limit</td>
<td>GM</td>
</tr>
<tr>
<td>Animal Management VET visits Wurrumiyanga</td>
<td>WLA 18/19-7</td>
<td>$15,000 upper limit</td>
<td>GM</td>
</tr>
</tbody>
</table>

3 RESOLUTION
Moved: Valentine Intalui
Seconded: Therese (Wokay) Bourke

6 REPORTS FOR DECISION

6.1 ADOPTION OF THE TIRC REGIONAL PLAN & BUDGET 2019/20

This report presents the 2019/20 Regional Council Plan and Budget to the Council for decision.

4 RESOLUTION
Moved: Mary Dunn
Seconded: Kevin Doolan

That Council:

1. Adopts the 2019/20 Regional Plan.

2. Approves the 2019/20 Budget.

CARRIED

6.2 TIWI ISLANDS REGIONAL COUNCIL RATES DECLARATION FOR 2019/20

Tiwi Islands Regional Council Rates Declaration for 2019/20 Financial Year for Council approval.

5 RESOLUTION
Moved: Mary Dunn
Seconded: Kevin Doolan

That Council adopts the final Rates Declaration for the 2019/20 Financial Year.
6.3  **RATES CERTIFICATE IN TERMS OF REGULATION 24(1) OF THE LOCAL GOVERNMENT ACCOUNTING REGULATIONS.**

This report is for Council to receive and note the certificate in terms of Regulation 24(1) of the Local Government (Accounting) Regulations.

6 RESOLUTION
Moved:  Mary Dunn
Seconded:  Kevin Doolan


2. That Council endorse Attachment A – Rates Certificate signed by the Chief Executive Officer.

CARRIED

6.4  **DISPOSAL OF VEHICLE**

**SUMMARY**
Council has a number of vehicles which are either too costly to repair or not worth repairing. All can be disposed through an online auction service. The auction will return much needed finances to fleet and can be used to either repair existing fleet or purchase new vehicles.

7 RESOLUTION
Moved:  Kevin Doolan
Seconded:  Jennifer Clancy

That Council approve the disposal of the below listed vehicles.

1. CA 62 CG – Isuzu Garbage compactor – Milikapiti
2. CB 33 OK – Mitsubishi Garbage Truck
3. TIWI 26 – TOYOTA HILUX 4X4
4. Tiwi 07 – Ford Falcon Hearse
5. CA62DA – International ACCO flatbed truck
6. SV3870 – Ingersoll and pad foot roller
7. CB49NY - GT Moto quad bike
8. TIWI 27 – FORD TRANSIT FLATBED
9. CA62CZ – MITSUBISHI FIGHTER FK600
10. CA 44 UO - Iveco Powerstar prime mover

Reference number 227335.

CARRIED

6.5  **WURRUMIYANGA LOCAL AUTHORITY - ORDINARY MEMBER APPOINTMENT**

A recent applications has been received to appoint a new ordinary member to fill one of the vacancy on the Pirlangimpi Local Authority. Following the WLA meeting held on Tuesday 23 July 2019, members have recommended and Council is being asked
to appoint a representative to the Pirlangimpi Local Authority as an ordinary member for Wurankuwu.

8 RESOLUTION
Moved: Osmond Pangiraminni  
Seconded: Francisco Babui

That Council accepts the nomination of Venard Pilakui representing the Wurankuwu vacancy and appoints him as an ordinary member of the Wurrumiyanga Local Authority.  

CARRIED

6.6 NATIONAL INDIGENOUS EMPOWERMENT SUMMIT 2019
This report is to provide an opportunity for Councilors to consider attending the National Indigenous Employment Summit in Cairns from the 3 to the 5 September 2019 as part of their professional development.

9 RESOLUTION
Moved: Therese (Wokay) Bourke  
Seconded: Francisco Babui

That Council reviews the attached program for the conference and considers attendance as part of their professional development.  

CARRIED

6.7 COMMUNITY SAFETY MEMORANDUM OF UNDERSTANDING BETWEEN TIRC AND WURRUMIYANGA POLICE AND TIRC AND PIRLANGIMPI POLICE
This report seeks council approval of the Memorandum of Understand (MOU) between TIRC and Wurrumiyanga Local Area Command (LAC) – and TIRC and Pirlangimpi LAC.

RESOLUTION:
Council agreed to defer the approval of the Memorandum of Understand (MOU) between TIRC and Wurrumiyanga Local Area Command (LAC) – and TIRC and Pirlangimpi LAC.

Action: General Manager for Community Engagement to seek clarification surrounding Principles and Agreements

6.8 FINANCE END OF MONTH REPORT JUNE 2019
This report provided finance information to the Council for year to date June 2019 for decision.

10 RESOLUTION
Moved: Francisco Babui  
Seconded: Connell Tipiloura

That Council notes this report and accepts the Finance Report for the reporting
period 30 June 2019.

6.9 MANAGERS REPORTING TO CEO END OF MONTH REPORTS FOR JUNE 2019 TO EARLY JULY 2019

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

11 RESOLUTION
Moved: Jennifer Clancy
Seconded: Connell Tipiloura

That Council notes and agrees / not agrees to report number 227135 for information.

6.10 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.

12 RESOLUTION
Moved: Mary Dunn
Seconded: Therese (Wokay) Bourke

That Council receives and notes report number 227240 and provide any feedback for discussion and decision making.

6.11 DHS LEASE AGREEMENT LOT 397 WURRUMIYANGA

SUMMARY
Tiwi Islands Regional Council (TIRC) has received the attached proposed lease agreement for Lot 397 in Wurrumiyanga.

13 RESOLUTION
Moved: Osmond Pangiraminni
Seconded: Connell Tipiloura

That Council authorise the CEO to accept and sign the lease agreement for return to JLL & DHS for execution.

6.12 TIRC RATES DECLARATION

SUMMARY
Tiwi Islands Regional Council Rates Declaration for 2019/20 Financial Year for Council approval. The rates declaration has been reviewed by Richard Giles, Partner at HWL Ebsworth Lawyers.

14 RESOLUTION
Moved: Pius Tipungwuti
That Council adopts the final Rates Declaration for the 2019/20 Financial Year.

7 REPORTS FOR INFORMATION

7.1 CONTRACTS EXECUTED DURING JUNE 2019

SUMMARY
This report is to provide Council members with an update on the contracts signed for and on behalf of Council during the month of June 2019. All agreements were signed by the CEO and are attached now as appendices to this report.

- Council BIZ Service Level Agreement – 3 years
  - This agreement provides for a resource to process rates transactions, including rates notices, reconciliations, receipting and database updating services.
- DIPL $5m Road Funding
  - DIPL provided a presentation to OCM at the June 2019 meeting on the road upgrades proposed for Melville Island. This is the contract that relates to these project works.
- Childcare extension to 31 January 2020
  - With the current review into Childcare services yet to be completed, the Commonwealth have offered an extension to the current contract until 31 January 2020. The current agreement expired on 30 June 2019.
- Youth Diversion extension to 31 December 2019
  - Our current contract expired on 30 June 2019 and a further extension to 31 December 2019 has been offered and agreed to.

RESOLUTION
Moved: Therese (Wokay) Bourke
Seconded: Jennifer Clancy

That Council accepts and notes report for information

CARRIED

7.2 INFRASTRUCTURE EOM REPORT - JUNE 2019

Infrastructure report to Council for the month of June 2019, covering town services in Wurrumiyanga, Pirlangimpi and Milikapiti, civil works, workshops, fleet, interisland ferry and outstations.

RESOLUTION
Moved: Therese (Wokay) Bourke
Seconded: Jennifer Clancy

That Council accept this report number 227237 for information.

CARRIED
### 7.3 CHIEF FINANCIAL OFFICER END OF MONTH REPORT - JUNE 2019

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 & Forecast
- Budget Year ended June 2020
- Year End processing June 2019
- Finance Department Staffing
- Grants and Policy Manager Report

#### 17 RESOLUTION

**Moved:** Therese (Wokay) Bourke  
**Seconded:** Jennifer Clancy

That Council receive and note this report number 227238 for information.  
**CARRIED**

### 7.4 COMMUNITY ENGAGEMENT END OF MONTH REPORT - JUNE 2019

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

#### 18 RESOLUTION

**Moved:** Therese (Wokay) Bourke  
**Seconded:** Jennifer Clancy

That Council receive and note this report number 227239 for information.  
**CARRIED**

### 7.5 COUNCILLORS MEETING ATTENDANCE REGISTER FROM JULY 2018 TO JUNE 2019

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.

#### 19 RESOLUTION

**Moved:** Therese (Wokay) Bourke  
**Seconded:** Jennifer Clancy

That the Council note the updated meeting attendance register from July 2018 to May 2019.  
**CARRIED**

### 7.6 DRAFT MINUTES - MILIKAPITI LOCAL AUTHORITY MEETING HELD ON 18 JUNE 2019

Minutes of the Milikapiti Local Authority meeting held on 18 June 2019 for member’s information.
20 **RESOLUTION**  
Moved: Therese (Wokay) Bourke  
Seconded: Jennifer Clancy  

That Council notes the minutes of Risk Management meeting held on 18 June 2019 for information.  

CARRIED

### 7.7 DRAFT MINUTES - AUDIT AND RISK MANAGEMENT MEETING HELD ON 3 JUNE 2019

Minutes of the Audit and Risk Management meeting held on 3 June 2019 for member's information.

### 21 **RESOLUTION**  
Moved: Therese (Wokay) Bourke  
Seconded: Jennifer Clancy  

That Council notes the minutes of Risk Management meeting held on 3 June 2019 for information.  

CARRIED

### 7.8 GENERAL INSTRUCTION NO. 4 PROCUREMENT

**SUMMARY**  
This report is to provide Council members with an update on General Instruction No. 4 – Procurement, and the actions taken by Council following the release of the draft.

### 22 **RESOLUTION**  
Moved: Therese (Wokay) Bourke  
Seconded: Jennifer Clancy  

That Council receive and note this report for information.  

CARRIED
8 Confidential Items

3:00 pm

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

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**

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

**44 RESOLUTION**
Moved: Jennifer Clancy
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 19 JUNE 2019**

Confirmation of Confidential Ordinary Meeting Minutes held on 19 June 2019.

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 FUEL SUPPLY CONTRACT**

The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administrations) Regulation 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, 21 August 2019

10 Closure

The meeting closed at 3:55 pm.

These Minutes were confirmed at the Ordinary Meeting of the Council held on 21 August 2019.

Signed: ………………………………….

Mayor

9 NEXT MEETING
Wednesday, 18 September 2019

9 CLOSURE

Meeting closed at……..
Council received correspondence from Northern Territory Grants Commission - Funding Allocation Models.

BACKGROUND

Representatives from the Department of the Northern Territory Grants Commission will be in attendance to present a short briefing information and take any questions from members.

Northern Territory Grants Commission - Funding Allocation Models attachment will be tabled on the day of the meeting.

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:

That Council receive and note this report number 228041 for information and welcomes representatives from the Northern Territory Grants Commission and provide any feedback.

ATTACHMENTS:
1. NTGC_Comminssion Fact Sheet Council_Community Visitations.pdf
NT GRANTS COMMISSION FACT SHEET
COUNCIL/COMMUNITY VISITATIONS

The purpose of this factsheet is to:

- Inform regional councils and their constituent communities who the Local Government Northern Territory Grants Commission (NTGC) is;
- Why they are visiting the various local governing bodies/communities around the NT;
- Who they would like to be in attendance at these meetings; and
- Outline broad principles on how the NTGC calculates a council’s financial assistance and local road grants.

THE LOCAL GOVERNMENT GRANTS COMMISSION

The NTGC is a statutory authority formed through legislation (the Northern Territory Local Government Grants Commission Act). The Commission comprises four people being:

Dr David Ritchie
Mr Damien Ryan
Ms Kaye Thurlow
Ms Meeta Ramkumar
Ms Christina Miller
Ms Brian Pedwell

Chairman
Commissioner representing municipal councils
Commissioner representing regional/shire councils
Commissioner representing the DLGHCD
Deputy for Mr Damien Ryan
Deputy for Ms Kaye Thurlow

and is supported by an Executive Officer, Ms Donna Hadfield.

Visits to councils could have up to four member plus the executive officer in attendance. This will vary depending on availability of members.

PURPOSE OF THE VISITS

The main purpose of the visit is to discuss with your council/communities the funding allocation models, population figure/s and local road lengths. The Commission will also discuss difficulties that are being experienced in providing services to their respective communities (and where appropriate outstations). This provides the NTGC with information to facilitate an ongoing review of the Commission’s cost adjusters. In simple English these cost adjusters ensure that the most money per capita is provided to the most disadvantaged councils and less money is provided to the more advantaged councils.

The NTGC endeavours to visit each council and its constituent communities at least once every three years. In addition to these visits the NTGC also hosts public hearings in the major regional centres on a rotational basis.

WHO SHOULD BE INVOLVED

Whilst the Commission is interested in getting a range of views from various people in the communities it is most interested to hear the views of the Indigenous elected ward members, local authority members and community members.
Community Service Managers and Government Engagement Coordinators are welcome to participate, however it should be noted that the Commission sees these visits as a two way process where:

1. The Commission gathers information required to allow it to make equitable recommendations to the Commonwealth Government for approval; and

2. The forums have also served as a leadership development and capacity building tool for the elected members participating.

The Commission has noted from its many visitations over a number of decades that a key measure of community well-being is often reflected through the community leadership interest levels in engaging in such forums.

PRINCIPLES FOR DISTRIBUTION

The following principles are required to be implemented by the Commission in their grant distribution assessments.

HORIZONTAL FISCAL EQUALISATION – This essentially means that grants should be determined on the basis of relative need between the various councils.

EFFORT NEUTRALITY – ensures that councils are not rewarded for bad policy decision making and not penalised for good policy decision making.

30% PER CAPITA MINIMUM – the Commonwealth legislation states that regardless of a council’s assessment of relative need the council will automatically receive 30% of its per capita entitlement. Put simply, this means that even the wealthiest of councils will receive an annual grant.

I trust this information will be of use to you in assisting to organise visits to your regional/constituent communities, thereby ensuring there is maximum benefit to both the Commission and those being visited.

If you have any queries relating to the content of the document you can contact the Commission’s Executive Officer, Ms Donna Hadfield on 8999 8820, or email donna.hadfield@nt.gov.au to discuss.

Yours sincerely

DR DAVID RITCHIE
Chairman
BUSINESS ARISING

ITEM NUMBER 3.1
TITLE Business arising from previous minutes held on 24 July 2019
REFERENCE 227982
AUTHOR Sally Ullungura, Acting Governance & Compliance Manager

Business arising from previous minutes (Ordinary Council Meeting 24 July 2019).

BACKGROUND

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

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:

That Council accepts these discussions and reports.

ATTACHMENTS:
1 2019_07_24_OCM_Minutes_Draft.pdf
MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE WURRUMIYANGA COUNCIL BOARDROOM ON WEDNESDAY, 24 JULY 2019 AT 9:00 AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 9:35am

At this point of the meeting a minute silence was held in respect of the recent passing in Bathurst Island

The Mayor welcomed councillors and guests.

1.2 Apologies

Accepted: Deputy Mayor Lynette De Santis and Councillor Wesley Kerinaiua
Not Accepted: Nil

1.2 APOLOGIES - ORDINARY COUNCIL METTING 24TH JULY 2019

1 RESOLUTION
Moved: Therese (Wokay) Bourke
Seconded: Kevin Doolan

That the apologies of Deputy Mayor De Santis and Councillor Kerinaiua be accepted by the Council

CARRIED

1.3 Present

Mayor: Leslie Tungatulum

Councillors: Kevin Doolan, Therese Bourke, Francisco Babui, Pius Tipungwuti, Connell Tipiloura, Valentine Intalui, Mary Dunn and Jennifer Clancy.

Officers: Valerie Rowland (Chief Executive Officer), Shane Whitten (Chief Financial Officer), Chris Smith (GM Infrastructure), Bill Toy (GM Community Engagement), Bala Donepudi (Finance Manager), Kesara Scrymgour (Governance & Compliance Officer) and Claire Scrymgour (Executive Officer)

Visitors: Anjali Palmer (Department of Local Government, Housing and Community Development)

Minuter: Kesara Scrymgour (Governance & Compliance Officer) and Claire Scrymgour (Executive Officer)

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

Minutes of the ORDINARY COUNCIL MEETING held on WEDNESDAY, 24 JULY 2019 (Unconfirmed)
Nil

1.6 Confirmation of Previous Minutes

Ordinary Meeting - 19 June 2019

2 RESOLUTION

Moved: Jennifer Clancy
Seconded: Francisco Babui

That the minutes of the Ordinary Meeting on 19 June 2019 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

Confidential Ordinary Council - 19 June 2019

RECOMMENDATION

That the minutes of the Confidential Ordinary Council on 19 June 2019 as circulated, be confirmed as a true and correct record of that meeting.

2 VISITORS AND PRESENTATIONS

2.1 NATIONAL REDRESS SCHEME PRESENTATION

Council received correspondence from Department of the Attorney-General and Justice regarding the National Redress Scheme – Local Council’s Participation.

RECOMMENDATION:

That Council receive and note this report number 227355 for information and welcomes representatives from the Department of the Attorney-General and Justice and provide any feedback.

Action: Governance team to follow up with the Department of Attorney General to meet with Council at next meeting

3 BUSINESS ARISING

3.1 BUSINESS ARISING FROM PREVIOUS MINUTES HELD ON 19 JUNE 2019

Business arising from previous minutes (Ordinary Council Meeting 19 June 2019).

RECOMMENDATION:

That Council accepts these discussions and reports.

4 CORRESPONDENCE

Nil
5  GENERAL BUSINESS

5.1  WURRUMIYANGA LOCAL AUTHORITY PROJECTS

That Council approve for the new Wurrumiyanga Local Authority project to proceed as per below table.

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Project ID</th>
<th>Upper Limit Amount</th>
<th>Action Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubbish Management</td>
<td>WLA 18/19-6</td>
<td>$5,000 upper limit</td>
<td>GM</td>
</tr>
<tr>
<td>Education Posters Project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Management VET visits</td>
<td>WLA 18/19-7</td>
<td>$15,000 upper limit</td>
<td>GM</td>
</tr>
<tr>
<td>Wurrumiyanga</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 RESOLUTION
Moved: Valentine Intalui
Seconded: Therese (Wokay) Bourke

CARRIED

6  REPORTS FOR DECISION

6.1  ADOPTION OF THE TIRC REGIONAL PLAN & BUDGET 2019/20

This report presents the 2019/20 Regional Council Plan and Budget to the Council for decision.

4 RESOLUTION
Moved: Mary Dunn
Seconded: Kevin Doolan

That Council:
1. Adopts the 2019/20 Regional Plan.
2. Approves the 2019/20 Budget.

CARRIED

6.2  TIWI ISLANDS REGIONAL COUNCIL RATES DECLARATION FOR 2019/20

Tiwi Islands Regional Council Rates Declaration for 2019/20 Financial Year for Council approval.

5 RESOLUTION
Moved: Mary Dunn
Seconded: Kevin Doolan

That Council adopts the final Rates Declaration for the 2019/20 Financial Year.

CARRIED
6.3 RATES CERTIFICATE IN TERMS OF REGULATION 24(1) OF THE LOCAL GOVERNMENT ACCOUNTING REGULATIONS.

This report is for Council to receive and note the certificate in terms of Regulation 24(1) of the Local Government (Accounting) Regulations.

6 RESOLUTION
Moved: Mary Dunn
Seconded: Kevin Doolan


2. That Council endorse Attachment A – Rates Certificate signed by the Chief Executive Officer.

CARRIED

6.4 DISPOSAL OF VEHICLE

SUMMARY
Council has a number of vehicles which are either too costly to repair or not worth repairing. All can be disposed through an online auction service. The auction will return much needed finances to fleet and can be used to either repair existing fleet or purchase new vehicles.

7 RESOLUTION
Moved: Kevin Doolan
Seconded: Jennifer Clancy

That Council approve the disposal of the below listed vehicles.

1. CA 62 CG – Isuzu Garbage compactor – Milikapiti
2. CB 33 OK – Mitsubishi Garbage Truck
3. TIWI 26 – TOYOTA HILUX 4X4
4. Tiwi 07 – Ford Falcon Hearse
5. CA62DA – International ACCO flatbed truck
6. SV3870 – Ingersoll and pad foot roller
7. CB49NY - GT Moto quad bike
8. TIWI 27 – FORD TRANSIT FLATBED
9. CA62CZ – MITSUBISHI FIGHTER FK600
10. CA 44 UO - Iveco Powerstar prime mover

Reference number 227335.

CARRIED

6.5 WURRUMIYANGA LOCAL AUTHORITY - ORDINARY MEMBER APPOINTMENT

A recent applications has been received to appoint a new ordinary member to fill one of the vacancy on the Pirlangimpi Local Authority. Following the WLA meeting held on Tuesday 23 July 2019, members have recommended and Council is being asked to appoint a representative to the Pirlangimpi Local Authority as an ordinary member for Wurankuwu.
8 RESOLUTION
Moved: Osmond Pangiarminni
Seconded: Francisco Babui

That Council accepts the nomination of Venard Pilakui representing the Wurankuwu vacancy and appoints him as an ordinary member of the Wurrumiyangga Local Authority.

CARRIED

<table>
<thead>
<tr>
<th>6.6 NATIONAL INDIGENOUS EMPOWERMENT SUMMIT 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>This report is to provide an opportunity for Councilors to consider attending the National Indigenous Employment Summit in Cairns from the 3 to the 5 September 2019 as part of their professional development.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9 RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Therese (Wokay) Bourke</td>
</tr>
<tr>
<td>Seconded: Francisco Babui</td>
</tr>
</tbody>
</table>

That Council reviews the attached program for the conference and considers attendance as part of their professional development.

CARRIED

<table>
<thead>
<tr>
<th>6.7 COMMUNITY SAFETY MEMORANDUM OF UNDERSTANDING BETWEEN TIRC AND WURRUMIYANGGA POLICE AND TIRC AND PIRLANGIMPI POLICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>This report seeks council approval of the Memorandum of Understand (MOU) between TIRC and Wurrumiyangga Local Area Command (LAC) – and TIRC and Pirlangimpi LAC.</td>
</tr>
</tbody>
</table>

RESOLUTION:

- Council agreed to defer the approval of the Memorandum of Understand (MOU) between TIRC and Wurrumiyangga Local Area Command (LAC) – and TIRC and Pirlangimpi LAC.

- Action: General Manager for Community Engagement to seek clarification surrounding Principles and Agreements

<table>
<thead>
<tr>
<th>6.8 FINANCE END OF MONTH REPORT JUNE 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>This report provided finance information to the Council for year to date June 2019 for decision.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10 RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Francisco Babui</td>
</tr>
<tr>
<td>Seconded: Connell Tiploura</td>
</tr>
</tbody>
</table>

That Council notes this report and accepts the Finance Report for the reporting period 30 June 2019.

CARRIED
6.9 MANAGERS REPORTING TO CEO END OF MONTH REPORTS FOR JUNE 2019 TO EARLY JULY 2019

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

11 RESOLUTION
Moved: Jennifer Clancy
Seconded: Connell Tipiloura

That Council notes and agrees / not agrees to report number 227135 for information.

CARRIED

6.10 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.

12 RESOLUTION
Moved: Mary Dunn
Seconded: Therese (Wokay) Bourke

That Council receives and notes report number 227240 and provide any feedback for discussion and decision making.

CARRIED

6.11 DHS LEASE AGREEMENT LOT 397 WURRUMIYANGA

SUMMARY
Tiwi Islands Regional Council (TIRC) has received the attached proposed lease agreement for Lot 397 in Wurrumiyanga.

13 RESOLUTION
Moved: Osmond Pangiraminni
Seconded: Connell Tipiloura

That Council authorise the CEO to accept and sign the lease agreement for return to JLL & DHS for execution.

CARRIED

6.12 TIRC RATES DECLARATION

SUMMARY
Tiwi Islands Regional Council Rates Declaration for 2019/20 Financial Year for Council approval. The rates declaration has been reviewed by Richard Giles, Partner at HWL Ebsworth Lawyers.

14 RESOLUTION
Moved: Pius Tipungwuti
Seconded: Valentine Intalui

That Council adopts the final Rates Declaration for the 2019/20 Financial Year.
7 REPORTS FOR INFORMATION

7.1 CONTRACTS EXECUTED DURING JUNE 2019

**SUMMARY**
This report is to provide Council members with an update on the contracts signed for and on behalf of Council during the month of June 2019. All agreements were signed by the CEO and are attached now as appendices to this report.

- Council BIZ Service Level Agreement – 3 years
  - This agreement provides for a resource to process rates transactions, including rates notices, reconciliations, receipting and database updating services.
- DIPL $5m Road Funding
  - DIPL provided a presentation to OCM at the June 2019 meeting on the road upgrades proposed for Melville Island. This is the contract that relates to these project works.
- Childcare extension to 31 January 2020
  - With the current review into Childcare services yet to be completed, the Commonwealth have offered an extension to the current contract until 31 January 2020. The current agreement expired on 30 June 2019.
- Youth Diversion extension to 31 December 2019
  - Our current contract expired on 30 June 2019 and a further extension to 31 December 2019 has been offered and agreed to.

**15 RESOLUTION**
Moved: Therese (Wokay) Bourke  
Seconded: Jennifer Clancy

That Council accepts and notes report for information

7.2 INFRASTRUCTURE EOM REPORT - JUNE 2019

Infrastructure report to Council for the month of June 2019, covering town services in Wurrumiyanga, Pirlangimi and Milikapiti, civil works, workshops, fleet, interisland ferry and outstations.

**16 RESOLUTION**
Moved: Therese (Wokay) Bourke  
Seconded: Jennifer Clancy

That Council accept this report number 227237 for information.

7.3 CHIEF FINANCIAL OFFICER END OF MONTH REPORT - JUNE 2019

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 & Forecast
- Budget Year ended June 2020
17 RESOLUTION
Moved: Therese (Wokay) Bourke
Seconded: Jennifer Clancy

That Council receive and note this report number 227238 for information.

CARRIED

7.4 COMMUNITY ENGAGEMENT END OF MONTH REPORT - JUNE 2019

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

18 RESOLUTION
Moved: Therese (Wokay) Bourke
Seconded: Jennifer Clancy

That Council receive and note this report number 227239 for information.

CARRIED

7.5 COUNCILLORS MEETING ATTENDANCE REGISTER FROM JULY 2018 TO JUNE 2019

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.

19 RESOLUTION
Moved: Therese (Wokay) Bourke
Seconded: Jennifer Clancy

That the Council note the updated meeting attendance register from July 2018 to May 2019.

CARRIED

7.6 DRAFT MINUTES - MILIKAPITI LOCAL AUTHORITY MEETING HELD ON 18 JUNE 2019

Minutes of the Milikapiti Local Authority meeting held on 18 June 2019 for member’s information.

20 RESOLUTION
Moved: Therese (Wokay) Bourke
Seconded: Jennifer Clancy

That Council notes the minutes of Risk Management meeting held on 18 June 2019 for information.
### 7.7 DRAFT MINUTES - AUDIT AND RISK MANAGEMENT MEETING HELD ON 3 JUNE 2019

Minutes of the Audit and Risk Management meeting held on 3 June 2019 for member’s information.

#### 21 RESOLUTION

Moved: Therese (Wokay) Bourke  
Seconded: Jennifer Clancy

That Council notes the minutes of Risk Management meeting held on 3 June 2019 for information.

**CARRIED**

### 7.8 GENERAL INSTRUCTION NO. 4 PROCUREMENT

#### SUMMARY

This report is to provide Council members with an update on General Instruction No. 4 – Procurement, and the actions taken by Council following the release of the draft.

#### 22 RESOLUTION

Moved: Therese (Wokay) Bourke  
Seconded: Jennifer Clancy

That Council receive and note this report for information.

**CARRIED**
8 Confidential Items

3:00 pm

43 RESOLUTION
Moved: Jennifer Clancy
Seconded: Mary Dunn

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

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

44 RESOLUTION
Moved: Jennifer Clancy
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 19 JUNE 2019

Confirmation of Confidential Ordinary Meeting Minutes held on 19 June 2019.

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 FUEL SUPPLY CONTRACT

The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administrations) Regulation 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, 21 August 2019

10  Closure

   The meeting closed at 3:55 pm.

   These Minutes were confirmed at the Ordinary Meeting of the Council held on 21 August 2019.

   Signed: ..............................

   Mayor
A requests for Confirmation of Aboriginal Descent have recently been received. This application can be placed before Council for confirmation.

BACKGROUND

Attached to this report an application recently received from Molly Lenon.

Council are asked to review these applications for final approval, and apply the Council Seal to the document.

Please note that the Mover / Seconder must not be a member of the applicant’s family.

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:

That Council approves and endorses the confirmation of Aboriginal Descent for Molly Lenon and approves for the Council Common Seal to be applied on the application. (Reference number 228043)

ATTACHMENTS:
1 Confirmation of Aboriginal Descent - Molly Lenon.pdf
Confirmation of Aboriginal and/or Torres Strait Islander descent

To be completed by the Applicant:

I, Molly Lenon (First & Last names)
born on 19/4/2000 (Date dd/mm/yyyy)
at Wagga Wagga, NSW (Place)
and now living at Wurrumiyanga Bathurst Island (Address)

Declare that I am of Aboriginal descent from my grandfather and great grandmother.
I am related to Karlene and Kesara Scrymgour.
My mother's name is Natasha Lenon
My grandmother's name is Cheryl Hare
My grandfather's name was Robert Scrymgour (late)

My late great grandmothers skin group - Mayartuwi

To be completed by the Tiwi Islands Regional Council during Ordinary Council meetings:

The above person is accepted and recognised as an Aboriginal and/or Torres Strait Islander person by the Tiwi Islands Regional Council.

Address of Organisation: PMB 267, Winnellie NT 0822.

Moved by ____________________ *Signature ____________________

Seconded by ____________________ *Signature ____________________

Number of Council Meeting ________ Date of Council Meeting ____________

* These signatories must not be members of the applicant's family.

Please tick below box if you require electronic copy, original copy or both.

☐ Electronic Copy    ☐ By Post    ☐ Both

Doc ID:151499

May 2016
The Council Common Seal is required to execute a funding agreement variation between TIRC and the NTG Department of Local Government and Community Develop regarding R00047D MES-HMS-HJ.

This agreement covers the below programs:
- Homelands Municipal and Essential Services (SDC 131000)
- Homelands Housing Maintenance Services (SDC 120100)
- Homelands Jobs Program (SDC 142700)

The variation reduces funding from a total of $453,532.00 in 18/19 to $256,530.00 in 19/20. This is primarily due to the reduction in permanent residents at the Ranku community which has negatively affected the formula for essential services assessment.

BACKGROUND

- On 31 July 2019 TIRC signed an agreement with NTG to provide Homelands Services across the Tiwi Islands from 2018-2023.
- The agreement requires TIRC to provide the following activities
  - Homelands Municipal and Essential Services (MES)
    - Electricity, water and sewerage operations and maintenance.
    - Primarily concerned with road and aerodrome maintenance, waste disposal, landscaping and dust control, fire breaks, dog control, environmental health activities and other municipal services.
  - Homelands Housing Maintenance Services (HMS)
    - Assist homeland residents to live in a safe and healthy environment.
    - Urgent repairs to resident’s housing.
    - General or routine repairs and maintenance to extend the life of houses and minimise deterioration.
  - Homelands Jobs Program
    - Funding allowance to employ aboriginal staff to deliver homelands services.
- Funding is allocated on a per dwelling formula.
  - Only occupied dwellings are eligible for funding
  - A dwelling is classified as occupied if it is the resident’s principal place of residence.
- In order to execute the variation and have access to the new funds the Council Common Seal is required.

ISSUES/OPTIONS/CONSEQUENCES

Significant decline in funding from 18/19.
Overall there is a significant reduction in the Homelands funding received a summary table is outlined below:
Key section of new funding agreement
Below is an extract from the funding agreement variation that outlines how many dwellings will be funded in 19/20. It also includes comparison for how the 19/20.

- Reduction at Ranku to funding for one dwelling only.
- Reduction in Condor Point from to zero dwellings.
- Introduction of Ranku Diesel loading to assist with cost of purchasing diesel for Ranku generators.
- Reduction of 0.72% MES funding due to NTG efficiency dividend.

<table>
<thead>
<tr>
<th>Community Name</th>
<th>Community ID</th>
<th>Number of Dwellings</th>
<th>Funding per Dwelling 2018-19 Total Funding</th>
<th>Maximum funding per community (excluding GST) $</th>
</tr>
</thead>
<tbody>
<tr>
<td>MES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Mile Camp</td>
<td>1006</td>
<td>3</td>
<td>$ 6,327 $ 27,981</td>
<td></td>
</tr>
<tr>
<td>Paru</td>
<td>407</td>
<td>3</td>
<td>$ 6,327 $ 27,981</td>
<td></td>
</tr>
<tr>
<td>Putjanima</td>
<td>1020</td>
<td>2</td>
<td>$ 6,327 $ 16,664</td>
<td></td>
</tr>
<tr>
<td>Ranku</td>
<td>666</td>
<td>1</td>
<td>$ 6,327 $ 9,327</td>
<td></td>
</tr>
<tr>
<td>Ranku Diesel Loading</td>
<td>1020</td>
<td>-</td>
<td>-</td>
<td>$ 40,000</td>
</tr>
<tr>
<td>Takapinilipyi</td>
<td>1013</td>
<td>1</td>
<td>$ 6,327 $ 9,327</td>
<td></td>
</tr>
<tr>
<td><strong>2019-20 TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$133,270.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

| HMS            |             |                     |                                           |                                             |
| 4 Mile Camp    | 1006        | 3                   | $ 3,976 $ 11,928                          |                                             |
| Paru           | 407         | 3                   | $ 3,976 $ 11,928                          |                                             |
| Putjanima      | 1020        | 2                   | $ 3,976 $ 7,752                           |                                             |
| Ranku          | 666         | 1                   | $ 3,976 $ 3,976                           |                                             |
| Takapinilipyi  | 1013        | 1                   | $ 3,976 $ 3,976                           |                                             |
| **2019-20 TOTAL** |             |                     | **$38,760.00**                            |                                             |

|                      |             |                     |                                           |                                             |
| **2018-2020 Total Funding** |             |                     | **$440,711.78**                          |                                             |
6 BUDGET AND FUNDING

6.1 Details of Funding

Funds up to the total value detailed below, are available to the ESP during the Term of the Agreement:

(a) Municipal and Essential Services and Housing Maintenance

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount (ex GST)</th>
<th>GST</th>
<th>Total (inc GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td>$266,681.78</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>(funding after GST change)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-20 Variation 1</td>
<td>$172,030.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

2020-2023 For the 2020-2023 financial years the Funding amount will be determined in accordance with the Special Conditions.

(b) Homelands Jobs

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount (ex GST)</th>
<th>No. of Positions</th>
<th>GST</th>
<th>Total (inc GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td>$62,166.00</td>
<td>3</td>
<td>$6,216.60</td>
<td>$68,382.60</td>
</tr>
<tr>
<td>(funding after GST change)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-20 Variation 1</td>
<td>$84,500.00</td>
<td>2</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

2020-2023 For the 2020-2023 financial years the Funding amount will be determined in accordance with the Special Conditions.

Other amendments

- Page 10. Amend contact details for specific services to Shire Services Manager, Michael Taylor.
- Page 13. Amend contact details for specific services to Shire Services Manager, Michael Taylor.
OPTIONS
This report recommends council approve the variation so that services can be delivered to outstations residents in 19/20. However the change in funding will have significant implications for how services can be delivered. TIRC will need to reduce it’s service delivery to each outstation in line with the reduction in funding.

Council officers will be required to change the level of service commitment to residents and other stakeholders such as Office of Township Leasing.

Council officers will resubmit a new population survey (due 28 August) to the Department for their consideration. This may result in an increase in funding which will require a further variation to the funding agreement.

CONSULTATION & TIMING
TIRC consulted closely with the Department before submitting the population survey in March 2019. The population survey is used to determine the funding allocation.

TIRC requested special consideration for Ranku given the cost of fuel to run the generators is a relatively fixed cost independent of the number of residents. In additional to funding for one occupied dwelling, TIRC has received an allowance of for 44% ($40,000) of the cost of fuel for the Ranku Generators ($90,000 per year).

TIRC has contacted the Department to discuss recent increases in population at Four Mile and Ranku. TIRC will prepare a second population survey and submit before the deadline of 28 August.

RECOMMENDATION:

That Council approve for the common seal to be applied to Variation No.1 – R00047D MES-HMS-HJ.

ATTACHMENTS:
1 Deed of Variation No.1 - R00047D MES-HMS-HJ - 2019-20 - TIRC.pdf
Dear Ms Rowland,

Letter of Notice: 2019-2020 Funding Allocations under Grant Agreement R00047D

I refer to the Municipal and Essential Services (MES), Housing Maintenance Services (HMS) and Homelands Jobs Grant Agreement R00047D, between the Northern Territory of Australia and its agency, the Department of Local Government, Housing and Community Development (the department) and the Tiwi Islands Regional Council (the agreement).

On 16 April 2019, in response to the Northern Territory’s fiscal position, the Northern Territory Government released its Budget Repair Plan (BRP) to return the Northern Territory budget to balance/surplus over the medium term. In line with whole of government BRP, an efficiency dividend has been applied to all homelands grants. Attached to this letter is an FAQ sheet providing further information.

The department is pleased to offer your organisation funding for the 2019-20 financial year, as outlined in the table below. You will be funded for two FTE homelands jobs positions.

<table>
<thead>
<tr>
<th>Homelands Services Programs</th>
<th>Dwellings</th>
<th>Total (GST exclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal and Essential Services (MES)</td>
<td>10</td>
<td>$133,270.00</td>
</tr>
<tr>
<td>Housing Maintenance Services (HMS)</td>
<td>10</td>
<td>$38,760.00</td>
</tr>
<tr>
<td>Homelands Jobs</td>
<td>-</td>
<td>$84,500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
<td><strong>$256,530.00</strong></td>
</tr>
</tbody>
</table>

In accordance with clause 19 of the agreement, attached is a Deed of Variation to include the funding allocations for 2019-20. Please indicate your acceptance by signing the variation and returning to the Grants Management Units at Grants.DLGHCD@nt.gov.au.

For operational or program queries, please contact Homelands Services on 1800 031 648 or email Homelands.Program@nt.gov.au.

Yours sincerely,

Nathan Evans
Regional Director Homelands Services

23 July 2019
Homelands Program - Efficiency Dividend

Frequently asked questions

What is an efficiency dividend?

An efficiency dividend is a reduction applied to annual budgets to foster service delivery efficiency improvement over time.

Why is this being implemented?

To date, Northern Territory Government grant funding has been exempt from efficiency dividends. However, the government’s ‘Budget Repair Plan outlines a change to this position with current grant funding now attracting an efficiency dividend from 2019 onwards.

The efficiency dividend will only impact Northern Territory funded grant programs including Municipal and Essential Services. Australian Government funded grant programs are excluded.

*A plan for budget repair: Final Report

What is the rate of the efficiency dividend?

An efficiency dividend will apply for the following years:

- 2019-2020: 3%
- 2020-2021: 3%
- 2021-2022 and ongoing: 1%

How will this affect your funding?

In general terms, there will be a reduction of 0.72% for Municipal and Essential Services grants.

This reduction is a calculation of the efficiency dividend (3%), against the indexation applied to Northern Territory funded grants comprised of a weighted wages/Consumer Price Index factor (2.28%) in 2019-2020.

Who can I contact with concerns regarding these changes?

For further details about the efficiency dividend please contact the Homelands team on 1800 031 648.
DEED OF VARIATION

This Deed is made the day of 2019

BETWEEN: THE NORTHERN TERRITORY OF AUSTRALIA, through the Department of Local Government, Housing and Community Development ("Territory")

AND: TIWI ISLANDS REGIONAL COUNCIL ("External ESP" or "ESP").

REGITALS

A. On 14 August 2018 the parties entered into the Grant Agreement;

B. The parties now agree to vary the Grant Agreement on and subject to the terms of this Deed.

IT IS AGREED AS FOLLOWS:

1. Definitions

In this Deed:

Effective Date means 1 July 2018;

Grant Agreement means an agreement described as being for the delivery of Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs;

2. Variations to Agreement

The Grant Agreement is varied, with effect from the Effective Date as follows:

(a) By deleting the reference schedule contained in the Grant Agreement and replacing it with the new reference schedule titled Reference Schedule Variation No. 1.

(b) By deleting Annexure 1 contained in the grant agreement and replacing it with a new Annexure 1 titled Annexure 1 Variation 1.

(c) By deleting Annexure 2 contained in the grant agreement and replacing it with a new Annexure 2 titled Annexure 2 Variation 1.

(d) By amending clause 12.1 of the agreement by inserting clause '(e) For the avoidance of doubt, nothing in this agreement requires the Recipient to obtain and maintain insurance policies in respect of property owned by any third party (except where that property is leased by the Recipient). ' after '(d) The ESP shall not do or omit to do or permit to be done or omitted any act that may render any of the insurance policies referred to in clause 12.1(a) to be void or voidable.'
3. **General**

   (a) Nothing contained in this Deed shall operate to release each party from any liability to the other party accrued under the Grant Agreement before the date of this Deed.

   (b) Unless varied by this Deed, all the terms of the Grant Agreement (as amended) shall remain in force and the ESP shall remain bound by all terms and conditions of the Grant Agreement.

   (c) The ESP warrants to the Territory that before executing this Deed it has read and understood the variations contained in Annexure 1 to this Deed and is fully aware of its rights, duties and obligations under the Grant Agreement.
The COMMON SEAL of TIWI ISLANDS REGIONAL COUNCIL was hereto affixed in accordance with section 26 of the Local Government Act 2008 on the ........ day of ......................... 2019 in the presence of:

.................................................................  .................................................................
Signature of Chief Executive Officer                   Signature of Council member

.................................................................  .................................................................
Print Name of Chief Executive Officer                  Print Name of Council member

SIGNED by JAMIE CHALKER for and on behalf of the NORTHERN TERRITORY OF AUSTRALIA care of its agency the Department of Local Government, Housing and Community Development pursuant to a delegation under the Contracts Act on the ............ day of ..................... 2019 in the presence of:

.................................................................  .................................................................
(Signature of Delegate)                                 (Signature of Witness)

.................................................................  .................................................................
(Name of Delegate)                                      (Name of Witness)
REFERENCE SCHEDULE VARIATION NO. 1

1 TERRITORY ADDRESS FOR NOTICES

<table>
<thead>
<tr>
<th>Name</th>
<th>Department of Local Government, Housing and Community Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person Position</td>
<td>Manager, Homelands Services</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Homelands.Program@nt.gov.au">Homelands.Program@nt.gov.au</a></td>
</tr>
<tr>
<td>Telephone No</td>
<td>08 8999 8597</td>
</tr>
<tr>
<td>Address</td>
<td>Ground Floor, RCC House, 83-85 Smith Street, Darwin NT</td>
</tr>
<tr>
<td>Postal Address</td>
<td>GPO Box 4621, Darwin NT 0801</td>
</tr>
</tbody>
</table>

2 EXTERNAL SERVICE PROVIDER (ESP) DETAILS AND ADDRESS FOR NOTICES

2.1 ESP Name, ABN and GST Registration

<table>
<thead>
<tr>
<th>Legal Entity Name</th>
<th>Tiwi Islands Regional Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Entity Type</td>
<td>Incorporated under the <em>Local Government Act</em> 2008</td>
</tr>
<tr>
<td>ABN</td>
<td>61 507 431 031</td>
</tr>
<tr>
<td>Registered for GST</td>
<td>YES</td>
</tr>
</tbody>
</table>

2.2 ESP Address for Notices

<table>
<thead>
<tr>
<th>Name</th>
<th>Valerie Rowland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:valerie.rowland@tiwiislands.nt.gov.au">valerie.rowland@tiwiislands.nt.gov.au</a></td>
</tr>
<tr>
<td>Telephone No</td>
<td>08 8970 9501</td>
</tr>
<tr>
<td>Mobile No</td>
<td>0418 367 673</td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>Postal Address</td>
<td>PMB 267  WURRUMIYANGA NT 0822</td>
</tr>
</tbody>
</table>
2.3 ESP Payment Information

<table>
<thead>
<tr>
<th>ESPs Name</th>
<th>Tiwi Islands Regional Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address</td>
<td>PMB 267 WURRUMIYANGA NT 0822</td>
</tr>
<tr>
<td>Bank</td>
<td>CDA</td>
</tr>
<tr>
<td>Branch</td>
<td>Darwin</td>
</tr>
<tr>
<td>Account Name</td>
<td>Tiwi Islands Regional Council</td>
</tr>
<tr>
<td>BSB Code</td>
<td>065901</td>
</tr>
<tr>
<td>Account Number</td>
<td>10708408</td>
</tr>
<tr>
<td>Email Address for Remittance Advice</td>
<td><a href="mailto:balad@tiwiislands.nt.gov.au">balad@tiwiislands.nt.gov.au</a></td>
</tr>
</tbody>
</table>

3 EXTERNAL SERVICE PROVIDER - Specialist Homelessness Services Collection (SHSC) Identity Details (where applicable)
Not Applicable

4 AUSPICING BODY
Not Applicable

5 SERVICE PERIOD

The Service Period for Municipal and Essential Services and Housing Maintenance (MES/HMS) commences on 1 July 2018 and expires on 30 June 2023 if not extended or varied in accordance with this Agreement.

The Service Period for Homelands Jobs commences on 1 July 2018 and expires on 30 June 2020 if not extended or varied in accordance with this Agreement.
6 BUDGET AND FUNDING

6.1 Details of Funding

Funds up to the total value detailed below, are available to the ESP during the Term of the Agreement:

(a) Municipal and Essential Services and Housing Maintenance

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount (ex GST)</th>
<th>GST</th>
<th>Total (inc GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td>$268 681.78</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>(funding after GST change)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-20 Variation 1</td>
<td>$172 030.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2020-2023</td>
<td>For the 2020-2023 financial years the Funding amount will be determined in accordance with the Special Conditions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) Homelands Jobs

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount (ex GST)</th>
<th>No. of Positions</th>
<th>GST</th>
<th>Total (inc GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td>$62 166.00</td>
<td>3</td>
<td>$6 216.60</td>
<td>$68 382.60</td>
</tr>
<tr>
<td>2018-19</td>
<td>$62 166.00</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>(funding after GST change)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-20 Variation 1</td>
<td>$84 500.00</td>
<td>2</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2020-2023</td>
<td>For the 2020-2023 financial years the Funding amount will be determined in accordance with the Special Conditions</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.2 Funding Payments

The Funding will be paid to the ESP as set out in the table below:

<table>
<thead>
<tr>
<th>Payment Number</th>
<th>Amount to be released Excluding GST</th>
<th>Requirements for release</th>
<th>Indicative Payment Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19: Payments (Homelands Jobs)</td>
<td>50% of Homelands Jobs Allocation</td>
<td>Execution of 2018-19 Funding Agreement</td>
<td>July 2018</td>
</tr>
<tr>
<td></td>
<td>50% of Homelands Jobs allocation</td>
<td>The ESP must lodge with the Territory and to the satisfaction of the Territory all reports listed in Item 7: Milestones and Reporting due by February 2019</td>
<td>May 2019</td>
</tr>
<tr>
<td>2018-19: Payments (MES/HMS)</td>
<td>By invoice</td>
<td>Upon receipt of a correctly rendered tax invoice when requested by Us.</td>
<td>See Special Conditions No. 4</td>
</tr>
<tr>
<td>2019-23: Payments (Homelands Jobs)</td>
<td>50% of Homelands Jobs Allocation</td>
<td>Execution of 2018-19 Funding Agreement</td>
<td>July</td>
</tr>
<tr>
<td></td>
<td>50% of Homelands Jobs allocation</td>
<td>The ESP must lodge with the Territory and to the satisfaction of the Territory all reports listed in Item 7: Milestones and Reporting due by February 2019</td>
<td>May</td>
</tr>
<tr>
<td>2019-23: Payments (MES/HMS)</td>
<td>By invoice</td>
<td>Upon receipt of a correctly rendered tax invoice when requested by Us.</td>
<td>See Special Conditions No. 4</td>
</tr>
</tbody>
</table>

7 MILESTONES and REPORTING

The Milestones and reporting are applicable to the years in the Period of Service for each Municipal and Essential Services and Housing Maintenance Services and Homelands Jobs as detailed in Item 5.

<table>
<thead>
<tr>
<th>Milestones and Reporting</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td></td>
</tr>
</tbody>
</table>
1. Execution of this agreement
2. Details of current subcontractors for this service 31 August 2018
3. Specific Purpose Annual Financial Report which must include an audited income and expenditure statement and an audited balance sheet for the period 1 July 2017 to 30 June 2018 15 November 2018
4. Half year statement of financial position and service statement (incorporates performance reporting and asset register) for period 1 July 2018 to 31 December 2018. 28 February 2019
5. Annual Occupancy and Population Survey 28 February 2019

2019-2023
6. Full year financial position and service statement (incorporates performance reporting and asset register) for period 1 July to 30 June. 31 August
7. Details of current subcontractors for this service 31 August
8. Specific Purpose Annual Financial Report which must include an audited income and expenditure statement and an audited balance sheet for the period 1 July to 30 June. 15 November
9. Half year statement of financial position and service statement (incorporates performance reporting and asset register) for period 1 July to 31 December. 28 February
10. Annual Occupancy and Population Survey 28 February

8 MEETING OF THE PARTIES
The ESP must attend all meetings in the table below, unless the Territory advises the ESP of alternative arrangements in writing:

<table>
<thead>
<tr>
<th>Meeting Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Management Meetings</td>
<td>To be scheduled by the Territory and to be held at a date to be agreed by the parties.</td>
</tr>
<tr>
<td>Any other meetings as reasonably requested by either the Territory or ESP</td>
<td>At such times as may be reasonably requested by either the Territory or the ESP.</td>
</tr>
</tbody>
</table>
9. DATES FOR SUBMISSION OF ASSET REGISTER AND PERFORMANCE REPORTS
Dates for submission of asset register and performance reports are detailed or contained with the deliverables of Item 7. Milestones and Reporting.

10. ANNEXURES
The table below provides a summary list of Annexures with which the ESP must comply:

<table>
<thead>
<tr>
<th>Annexure Ref</th>
<th>Annexure Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Municipal and Essential Services and Housing Maintenance Services (MES/HMS)</td>
</tr>
<tr>
<td>2</td>
<td>Homelands Jobs</td>
</tr>
<tr>
<td>A</td>
<td>Guidelines (The Territory will provide the ESP updated Guidelines when they are amended from time to time)</td>
</tr>
</tbody>
</table>
**ANNEXURE 1 – VARIATION 1**

**A. Service Name**

| Service name and acronym | Municipal and Essential Services and Housing Maintenance Servicee (MES / HMS) |

**B. Contact Person Details**  
*Contact for information in relation to specific services*

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name</td>
<td>Michael</td>
</tr>
<tr>
<td>Surname</td>
<td>Taylor</td>
</tr>
<tr>
<td>Job title</td>
<td>Shire Services Manager Bathurst Island</td>
</tr>
<tr>
<td>Office telephone number</td>
<td></td>
</tr>
<tr>
<td>Mobile telephone number</td>
<td>0408 687 287</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:Michael.Taylor@tiwiislands.nt.gov.au">Michael.Taylor@tiwiislands.nt.gov.au</a></td>
</tr>
</tbody>
</table>
C. Service Details

General description of the service

The provision of:
1. municipal and essential services; and
2. housing and maintenance services,
   in accordance with the Guidelines at Annexure A to this Agreement (as updated from time to
   time), or other relevant Guidelines or Homelands Program Impacting Policy that are provided to
   you by us from time to time, with the Services to be provided in following communities for the
   following amounts:

<table>
<thead>
<tr>
<th>Outcomes of Service</th>
<th>Objectives of Service</th>
</tr>
</thead>
</table>
| As described in relevant Guidelines at Annexure A to this Agreement (as updated from time to
  time), or other relevant Guidelines or Homelands Program Impacting Policy that are provided to
  you by us from time to time | |
<table>
<thead>
<tr>
<th>Community Name</th>
<th>Community ID</th>
<th>Number of dwellings</th>
<th>Funding per dwelling</th>
<th>Maximum funding per community (excluding GST) $</th>
</tr>
</thead>
<tbody>
<tr>
<td>MES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2018-2019 Total Funding</td>
<td>$233,450.00</td>
<td></td>
</tr>
<tr>
<td>2019-20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Mile Camp</td>
<td>1006</td>
<td>3</td>
<td>$ 9,327</td>
<td>$ 27,981</td>
</tr>
<tr>
<td>Paru</td>
<td>407</td>
<td>3</td>
<td>$ 9,327</td>
<td>$ 27,981</td>
</tr>
<tr>
<td>Putjamirra</td>
<td>1020</td>
<td>2</td>
<td>$ 9,327</td>
<td>$ 18,654</td>
</tr>
<tr>
<td>Ranku</td>
<td>868</td>
<td>1</td>
<td>$ 9,327</td>
<td>$ 9,327</td>
</tr>
<tr>
<td>Ranku Diesel Loading</td>
<td>1020</td>
<td>-</td>
<td>-</td>
<td>$ 40,000</td>
</tr>
<tr>
<td>Takapimiliyi</td>
<td>1013</td>
<td>1</td>
<td>$ 9,327</td>
<td>$ 9,327</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019-20 TOTAL</td>
<td>$133,270.00</td>
<td></td>
</tr>
<tr>
<td>HMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2018-2019 Total Funding</td>
<td>$35,231.78</td>
<td></td>
</tr>
<tr>
<td>2019-20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Mile Camp</td>
<td>1006</td>
<td>3</td>
<td>$ 3,876</td>
<td>$ 11,628</td>
</tr>
<tr>
<td>Paru</td>
<td>407</td>
<td>3</td>
<td>$ 3,876</td>
<td>$ 11,628</td>
</tr>
<tr>
<td>Putjamirra</td>
<td>1020</td>
<td>2</td>
<td>$ 3,876</td>
<td>$ 7,752</td>
</tr>
<tr>
<td>Ranku</td>
<td>868</td>
<td>1</td>
<td>$ 3,876</td>
<td>$ 3,876</td>
</tr>
<tr>
<td>Takapimiliyi</td>
<td>1013</td>
<td>1</td>
<td>$ 3,876</td>
<td>$ 3,876</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019-20 TOTAL</td>
<td>$38,760.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2018-2020 Total Funding</td>
<td>$440,711.78</td>
<td></td>
</tr>
</tbody>
</table>

**D. Subcontracting Details**

**Formal arrangements in place with other services or organisations for provision of services to clients**

<table>
<thead>
<tr>
<th>Formal mechanism for arrangement (e.g. MOU)</th>
<th>Services provided under agreement</th>
<th>Period of agreement</th>
<th>$ value (if applicable)</th>
</tr>
</thead>
</table>
ANNEXURE 2 – VARIATION 1

A. Service Name
   Service name and acronym
   Homelands Jobs

B. Contact Person Details
   (Contact for information in relation to specific services)

   | Title          | Mr                        |
   | Given name     | Michael                   |
   | Surname        | Taylor                    |
   | Job title      | Shire Services Manager Bathurst Island |
   | Office telephone number | 0408 687 287 |
   | Mobile telephone number | Michael.Taylor@tiwiislands.nt.gov.au |

C. Service Details

   General description of the service
   The provision of Homelands Jobs in accordance with the Guidelines at Annexure A to this Agreement (as updated from time to time), or other relevant Guidelines or Homelands Program Impacting Policy that are provided to you by us from time to time, with the Services to be provided in following communities for the following amounts:

<table>
<thead>
<tr>
<th>Community Name</th>
<th>Community ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Mile Camp</td>
<td>1006</td>
</tr>
<tr>
<td>Conder Point</td>
<td>1012</td>
</tr>
<tr>
<td>Paru</td>
<td>407</td>
</tr>
<tr>
<td>Putjamirra</td>
<td>1020</td>
</tr>
<tr>
<td>Ranku</td>
<td>868</td>
</tr>
<tr>
<td>Takapimiliyi</td>
<td>1013</td>
</tr>
</tbody>
</table>
### D. Subcontracting Details

<table>
<thead>
<tr>
<th>Formal mechanism for arrangement (e.g. MOU)</th>
<th>Services provided under agreement</th>
<th>Period of agreement</th>
<th>$ value (if applicable)</th>
</tr>
</thead>
</table>

Formal arrangements in place with other services or organisations for provision of services to clients.
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

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 227958 and provide any feedback for discussion and decision making.

ATTACHMENTS:

1 Ward Update Action Items and Timeframes.docx
<table>
<thead>
<tr>
<th>Ward</th>
<th>Action Item</th>
<th>Action or Outcome Arising</th>
<th>Responsible Officer</th>
<th>Timeline</th>
<th>Action to be taken</th>
<th>Response to Council</th>
</tr>
</thead>
</table>
| 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. | Chief Financial Officer / GM Infrastructure | 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
<table>
<thead>
<tr>
<th>Date</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/03/19</td>
<td>Geotechnical survey will cost approx. $80,000 - $120,000</td>
</tr>
<tr>
<td>08/03/19</td>
<td>Piles will cost approx. $100,000 each to install</td>
</tr>
<tr>
<td>08/03/19</td>
<td>It is apparent that funding is insufficient. Communicating this to funding bodies and negotiating solutions moving forward is recommended.</td>
</tr>
<tr>
<td>08/03/19</td>
<td>Pending – 23/1/2019</td>
</tr>
<tr>
<td>08/03/19</td>
<td>It was suggested by Council if TIRC staff cannot action or deliver this project, Council to sought another organisation to action.</td>
</tr>
<tr>
<td>08/03/19</td>
<td>CFO and Grants and Policy Manager to look at putting out a tender for constructions of the pontoon and also liaise with DIPL to use some of the $238k for assessment and also to look at sights as quotes.</td>
</tr>
<tr>
<td>08/03/19</td>
<td>08/03/19 – Pending</td>
</tr>
<tr>
<td>08/03/19</td>
<td>We have now received a revised budget estimate for the cost of constructing and installing the Pirlangimpi pontoon.</td>
</tr>
<tr>
<td>08/03/19</td>
<td>The estimate is $588,000 some</td>
</tr>
</tbody>
</table>
$350,000 in excess of our current funding of $238,844. Also note that the estimate does not appear to include safety barriers around the pontoon, and comes with a number of conditions that could ultimately impact the final price. My simple conclusion from this is that we currently only have about 50% of the funding required to complete this project.

A copy of the estimate is attached now. On that basis we will need to seek further guidance from Council about how to proceed.

10/4/2019 – Pending

At the OCM held on 27th March, a detailed quote was provided that confirmed the current funding levels for this project are approximately $350,000 short of what is necessary. At the OCM it was decided that a variation be sought with the funding provider to consider one of three options which are currently being costed.
1. Creation of a vehicle landing facility at Interview Point – which has since been discounted as probably being too expensive.
2. Upgrade of the Pirlangimpi passenger ferry entry and exit facilities – potentially utilising some existing infrastructure (walkway).
3. Upgrade of the Pirlangimpi pool

We are planning to be in a position to present these options further at the Pirlangimpi Local Authority meeting to be held on 21 May 2019.

7/06/19 – Pending
A variation will be sought to have the funds diverted to an upgrade of the Pirlangimpi pool.

19/6/2019 – Pending
Letter has been drafted confirmed by the Grants and Policies Manager.

24/07/2019 – Request for variation with CEO for approval.

<p>| All Wards | 28/11/17 | Cr Marius (Pirrawayingi) has GM | To write a letter to | 27/09/2018 – Pending |</p>
<table>
<thead>
<tr>
<th>Street Lights</th>
<th>Infrastructure</th>
<th>the local MLA member and shareholder Minister Nicole Manison of Power &amp; Water</th>
<th>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 or 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/1/2018</td>
<td></td>
<td>Cr Therese Bourke suggested something needs to be done as lights at the barge landing are getting smashed.</td>
<td></td>
</tr>
</tbody>
</table>
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

Follow up with Michael.

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.

23/01/2019 – Pending

Shire Services Manager Bathurst Is to follow up and provide update back to Council.

8/03/19 – Pending

Infrastructure will purchase three solar street lights and
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>16/05/19</td>
<td>Pending Street lights have been installed in front of NUA at Wurrumiyanga as a test case for solar lighting.</td>
<td>Milikapiti LA has put money towards lighting and the Services Delivery Manager is quoting on lighting plus install and construction costs. Both Wurrumiyanga LA and Pirlangimpi LA to be approached to see if they can assist with funding</td>
</tr>
<tr>
<td>22/05/2019</td>
<td>Pending Power &amp; Water handed the street lights responsibility back to Council. No clarification of ownership. GM Infrastructure to meet and liaise with P&amp;W to seek clarification.</td>
<td>7/06/19 - Pending New street lights have been ordered and a company</td>
</tr>
</tbody>
</table>

**Notes:**
- GM: General Manager
- TIRC: Town and Regional Council

**Pending Actions:**
- Place one in each community to assess their suitability.
- 28/11/17 TIRC to update the Council on status
| Pool          | of Milikapiti Pool project | Infrastructure | of grant submission from NTG. |
Water Park not pool.
<table>
<thead>
<tr>
<th>Pirlangimi</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>Milikapiti Oval</td>
</tr>
</tbody>
</table>

Oval refurbishment Stage 1 has been completed according to the original specs of the grant – perimeter fence in place, new goal posts installed, grass seed spread and irrigation system repaired (until children pulled up over 20 of the in-ground sprinklers)

We have an extension of 2 months to finalise the grant
funding and are waiting on agreement from variation from PMC – shade structures and more grandstands will be ordered.
Scoreboard ordered awaiting delivery, 3 grandstands in place, one more to put up. Last item is to contract a survey of the fence line for OTL.

20/03/2019 – Pending

Milikapiti Oval Stage 2

Some time ago NTG contacted Council regarding additional funding for the Milikapiti Oval. We can call this Stage 2.

Stage 1 was to resurface the oval, rebuild the perimeter fence, renovate the irrigation system, erect new goal posts and supply new oval furniture such as scoreboard and grandstands.

Additional funding was provided through NTG to lengthen the oval. Its current dimensions are around 110 x 90. The project will be to lengthen the oval to 150 x 110 (a standard AFL oval).
It will include civil construction, repositioning the goal posts, repositioning the perimeter fence and extending the existing irrigation system,

The budget is $300,000 inc GST. Some aspects of the project will be tendered to local or Darwin based contractors. TIRC is finalising the funding agreement with the department.

18/4/2019 – Pending
Stage 2 Milikapiti Oval

Land Surveyors have surveyed the oval surface in preparation for the extension works. We are waiting for their submission of the survey report.

This will allow to accurately determine how much fill material is required.

16/05/2019 – Pending
Stage 1 completed. Stage 2 awaiting on 2019 NTG budget allocation.

22/05/2019 – Pending
Stage 2 funding to be released
| All Communities | 28/11/17 Litter and Dog by-laws | By-laws are currently with the Department of Housing & Community Development | GM Infrastructure / GM Community Engagement | 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. | 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. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>in July 2019 to extend oval.</td>
<td>Members have requested for gates to be locked up to keep vehicles off the oval. GM Infrastructure to follow up with OTL regarding boundaries.</td>
<td>07/06/2019 – Pending No update – waiting on Stage 2 funding. Gates have now been closed and locked.</td>
<td>27/6/2018 – Approved by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Status</td>
<td>Action Item</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13/7/2018</td>
<td>Pending</td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25/7/2018</td>
<td>Completed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27/09/2018</td>
<td>Pending</td>
<td>GM Infrastructure to coordinate community engagement and communication regarding by-laws.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 October 2018</td>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31/10/2018</td>
<td>Pending</td>
<td>Council Exec Group will discuss the strategy for removal of animals from the community in its next meeting.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Council to attend the next Skin group meeting to be tabled at their next meeting.

Council at its meeting held on 27 June 2018.
<table>
<thead>
<tr>
<th>Reinforcement of By-Laws</th>
<th>Executive meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/11/2018 – Pending</td>
<td></td>
</tr>
<tr>
<td>It was suggested by GM</td>
<td></td>
</tr>
<tr>
<td>Infrastructure that this</td>
<td></td>
</tr>
<tr>
<td>should be actioned by</td>
<td></td>
</tr>
<tr>
<td>A/GM Community Engagement</td>
<td></td>
</tr>
<tr>
<td>Community Consultation.</td>
<td></td>
</tr>
<tr>
<td>Will required some funds</td>
<td></td>
</tr>
<tr>
<td>to deliver and there is</td>
<td></td>
</tr>
<tr>
<td>no funds budgeted for</td>
<td></td>
</tr>
<tr>
<td>Animal Management.</td>
<td></td>
</tr>
<tr>
<td>Once the signs are up</td>
<td></td>
</tr>
<tr>
<td>Police will reinforce in</td>
<td></td>
</tr>
<tr>
<td>March or April 2019.</td>
<td></td>
</tr>
<tr>
<td>23/2/2019 – Pending</td>
<td></td>
</tr>
<tr>
<td>To be discussed in CEO’s</td>
<td></td>
</tr>
<tr>
<td>EoM report.</td>
<td></td>
</tr>
<tr>
<td>Once Council place signs</td>
<td></td>
</tr>
<tr>
<td>around the community</td>
<td></td>
</tr>
<tr>
<td>Police will then reinforce</td>
<td></td>
</tr>
<tr>
<td>the by-laws.</td>
<td></td>
</tr>
<tr>
<td>Council also received an SPG</td>
<td></td>
</tr>
<tr>
<td>to employ animal welfare officer for each communities.</td>
<td></td>
</tr>
<tr>
<td>22/05/2019 – Pending</td>
<td></td>
</tr>
<tr>
<td>GM to consult with our Local Member for assistance and also apply for ABA and Commonwealth.</td>
<td></td>
</tr>
<tr>
<td>19/06/2019 – Pending</td>
<td></td>
</tr>
<tr>
<td>Council representative to attend the next skin group meeting to</td>
<td></td>
</tr>
<tr>
<td>All Wards</td>
<td>28/11/17 Cyclone Shelters</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------</td>
</tr>
</tbody>
</table>

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

raise awareness of the TIRC by-laws.

It was also suggested to be tabled at their next skin group meeting.

Members have requested for notices to be placed around the community and also community meeting to put in place.
<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/10/2018</td>
<td>Pending</td>
<td>GM has contacted Rik Jones from NTG re initial assessment of feasibility.</td>
</tr>
<tr>
<td>21/11/2018</td>
<td>Pending</td>
<td>November visit to estimate cost of shelters.</td>
</tr>
<tr>
<td>12/12/18</td>
<td>Pending</td>
<td>GM will provide an update at the next OCM Dec 2018.</td>
</tr>
<tr>
<td>23/1/2019</td>
<td>Pending</td>
<td>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.</td>
</tr>
<tr>
<td>16/05/19</td>
<td></td>
<td>Shire Services Manager Bathurst Is to provide update.</td>
</tr>
<tr>
<td>Ward</td>
<td>Date</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>Wurrumiyanga</td>
<td>19/12/17 Community Safety</td>
<td>Members have raised some community concerns about: community safety, mental health, child protection, street light issue, policing</td>
</tr>
</tbody>
</table>

- No update this time
- 7/06/19 New budget includes some money for animal management
- 19/06/2019 – Pending GM Infrastructure to follow up regarding funding.
- 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
<table>
<thead>
<tr>
<th>Wurrumiyanga</th>
<th>21/11/2018 – Ongoing meetings at Wurrumiyanga</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23/1/2019 – Ongoing meetings held between TIRC, stakeholders and police.</td>
</tr>
<tr>
<td></td>
<td>22/05/2019 – Pending</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milikapiti</th>
<th>19/12/17 Traffic management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>GM Infrastructure</td>
</tr>
<tr>
<td></td>
<td>25/7/2018 – Pending</td>
</tr>
<tr>
<td></td>
<td>15/09/2018</td>
</tr>
<tr>
<td>Date</td>
<td>Details</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10 October 2018</td>
<td>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&amp;W for further discussion.</td>
</tr>
<tr>
<td>31/10/2018</td>
<td>Pending</td>
</tr>
</tbody>
</table>

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).
<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/11/2018</td>
<td>Pending</td>
<td>GM Infrastructure to follow up with DIPL regarding street names at Wurrumiyanga.</td>
</tr>
<tr>
<td>11/03/19</td>
<td>Pending</td>
<td>GM Infrastructure to provide an update.</td>
</tr>
<tr>
<td>11/03/19</td>
<td>Pending</td>
<td>Shire Services Managers to liaise with LA and Councillors to confirm where traffic management and speed signs to be placed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Re-do roads from 3 way to Paru bridge. $60,000 to work on Paru bridge. Works to be resume next dry season.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIPL will release funds for Paru bridge and follow up with Louise McCormack.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Request from Cr Kerinaiaua to change st name for Kerinaiaua Highway (incorrect spelling).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Members are encouraged to liaise with infrastructure staff to confirm where traffic management and speed signs to be placed.</td>
</tr>
<tr>
<td>23/1/2019</td>
<td>Pending</td>
<td>GM Infrastructure to provide an update.</td>
</tr>
<tr>
<td>Date</td>
<td>Status</td>
<td>Details</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>18/4/2019</td>
<td>Pending</td>
<td>Street signs have been delivered to Bathurst Island. Signs have began to be replaced around Wurrumiyanga. TIRC has purchase a small two man post hole digger for the ease of installation of new signs around all three communities once this had been received we will begin the installation of new signs.</td>
</tr>
<tr>
<td>16/05/19</td>
<td>No update at this point</td>
<td></td>
</tr>
<tr>
<td>22/05/2019</td>
<td>Pending</td>
<td>GM Infrastructure to liaise with elected members and LA members.</td>
</tr>
<tr>
<td>7/06/19</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>
New street lights have been ordered and a company contracted to install.

| All Wards          | Bush Holiday Roads for grading | Members have requested for the below roads to be graded. Pirlangimpi Ward - Wuluwunga - Pinyanapi - Punkulupi - Rangini - Kulpumpini - Blue water - Tupunu Milikapiti Ward - Banyo - Condor Point - Tinganu - Mudlow Bathurst Is Ward - Rocky Point - Fourcroy - Mangatu - Marinawu - Ranku beach - Bore | GM Infrastructure | 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

23/1/2019 – Pending GM Infrastructure to provide an update.

8/03/19 – Pending

Civil has a six month plan for grading during the dry. New grader has been delivered to Wurrumiyanga. The two Cat 130 graders will be repaired at Mili and Wurrumiyanga to prepare for grading smaller bush roads. The three Cat 140s will be used to grade major connector roads – Pirli, Mil and Ranku. Some roads can be cleared with loaders rather than graders.

18/4/2019 – Pending

Bluewater road project-
Pirlangimpi

Land Surveys have completed the survey and their submission has been received, this has been forwarded to Walbridge Consultancy who are in the process of designing a scope of works, once this has been received we will decide whether TIRC will be able to do the project or if we need to tender it out to a civil contractor.

New Grader
The new grader is currently in the process of being registered in readiness to begin grading of roads across Melville Island. The 2 130 graders have not been relocated to our workshops due to the roads condition to be unsuitable for the transportation of our float during the wet season. This process should begin after the Easter break as it seems the dry season has began.

16/5/2019
Council funding covers main connector roads only – Council will discuss with TLC regarding the management of roads to camps or outstations
<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Action Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/05/2019</td>
<td></td>
<td>Pending GM Infrastructure</td>
<td>GM Infrastructure to initiate conversation with TLC to assist with clearing/grading bush roads and sharing cost to manage roads. Look at funding for the next financial year and plan and a request to apply for an SPG / ABA and other body.</td>
</tr>
<tr>
<td>7/06/19</td>
<td></td>
<td>Pending GM has spoken</td>
<td>GM has spoken with TLC but no money available there. Look at funding for the next financial year and plan and a request to apply for an SPG / ABA and other body.</td>
</tr>
</tbody>
</table>

**Pirlangimpi 24/07/2019**

**Toilet Block**

24/07/2019-Toilet Block-Unable to proceed as the block sits on Lot 157 leased by Dept of Education – they have advised us not to proceed until the audit of childcare on Tiwi islands has been completed.

**Pool**

24/07/2019-Pool – Council has applied to repurpose funds from the pontoon to Pirli pool – awaiting decision from funding provider (NTG) Grants and...
<table>
<thead>
<tr>
<th><strong>Pirlangimpi</strong></th>
<th><strong>24/07/2019</strong>&lt;br&gt;Street Lights</th>
<th><strong>24/07/2019</strong>&lt;br&gt;Street Lights – Service Delivery Manager to contact PAWA, who are currently carrying out works in Pirlangimpi, to see if we could use machinery to fix street lights at Pirlangimpi</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pirlangimpi</strong></td>
<td><strong>24/07/2019</strong>&lt;br&gt;Road Safety</td>
<td><strong>24/07/2019</strong>&lt;br&gt;Road Safety – Service Delivery Manager to put up road signs, get crossings painted and stop and give way lines painted</td>
</tr>
</tbody>
</table>
This report provided finance information to the Council for year to date July 2019 for decision.

**BACKGROUND**

### Statement of Financial Performance
for the period ended 31st July 2019

<table>
<thead>
<tr>
<th>Income</th>
<th>Year to Date</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td>61 - Income Rates and Charges</td>
<td>0</td>
<td>148,064</td>
</tr>
<tr>
<td>62 - Income Council Fees and Charges</td>
<td>134,029</td>
<td>101,399</td>
</tr>
<tr>
<td>63 - Income Operating Grants Subsidies</td>
<td>814,868</td>
<td>2,039,565</td>
</tr>
<tr>
<td>64 - Income Investments</td>
<td>3,395</td>
<td>3,000</td>
</tr>
<tr>
<td>66 - Income Reimbursements and Others</td>
<td>(655)</td>
<td>83</td>
</tr>
<tr>
<td>67 - Income Agency and Commercial Services</td>
<td>121,690</td>
<td>160,072</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>1,073,328</td>
<td>2,452,183</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Year to Date</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td>71 - Employee Expenses</td>
<td>599,468</td>
<td>723,426</td>
</tr>
<tr>
<td>72 - Contract and Material Expenses</td>
<td>202,367</td>
<td>251,955</td>
</tr>
<tr>
<td>73 - Finance Expenses</td>
<td>484</td>
<td>520</td>
</tr>
<tr>
<td>74 - Communication Expenses</td>
<td>31,426</td>
<td>31,958</td>
</tr>
<tr>
<td>75 - Asset Expense</td>
<td>166,299</td>
<td>170,770</td>
</tr>
<tr>
<td>79 - Miscellaneous Expenses</td>
<td>87,844</td>
<td>208,110</td>
</tr>
<tr>
<td><strong>Total Operating Expenditure</strong></td>
<td>1,087,888</td>
<td>1,386,740</td>
</tr>
</tbody>
</table>

| Net Surplus/(Deficit)                        | (14,560)     | 1,065,443 | (1,080,003) | (101%)| (3,594,060) |
| Adjust for Capital and Depreciation          |              |           |            |       |           |
| Less: Capital Expense                        | 0            | 8,333     | 8,333      | 100% | 100,000   |
| Add back: Depreciation expense               | 166,299      | 170,728   | (4,430)    | (3%) | 2,048,741 |
| **Net Cash Surplus/(Deficit)**               | 151,739      | 1,227,838 | (1,092,766) | (89%)| 1,645,319 |
| Restricted Cash Carried Forward              | 1,655,045    | 1,126,895 | 528,150    | (47%)| 1,655,045 |
| **Total Surplus/(Deficit)**                  | 1,806,784    | 2,354,733 | (564,616)  | (24%)| 9,726     |

* Note: Negative variances ( ) are unfavourable
## Statement of Financial Position

### as at 31st Jul 2019

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Current Operating accounts &amp; Cash on Hand</td>
<td>$9,146,282</td>
</tr>
<tr>
<td>Trade and Other Receivables</td>
<td>$259,668</td>
</tr>
<tr>
<td>Debtors</td>
<td>$312,208</td>
</tr>
<tr>
<td>Deposits and Bonds held</td>
<td>(0)</td>
</tr>
<tr>
<td>Inventory</td>
<td>$183,985</td>
</tr>
<tr>
<td>Prepayments</td>
<td>$586,808</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>$10,488,950</td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Trade and Other Payables</td>
<td>$340,859</td>
</tr>
<tr>
<td>Creditors</td>
<td>$253,827</td>
</tr>
<tr>
<td>Accrued Creditors</td>
<td>$620,395</td>
</tr>
<tr>
<td>Current Provisions</td>
<td>$776,725</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td>0</td>
</tr>
<tr>
<td>Unexpended Grant Liability</td>
<td>$674,496</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>$2,666,302</td>
</tr>
<tr>
<td><strong>Net Current Assets</strong></td>
<td>$7,822,649</td>
</tr>
<tr>
<td><strong>Non Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Buildings Prescribed</td>
<td>$17,689,506</td>
</tr>
<tr>
<td>Infrastructure Prescribed</td>
<td>$2,616,608</td>
</tr>
<tr>
<td>Plant</td>
<td>$540,800</td>
</tr>
<tr>
<td>Furniture</td>
<td>$29,491</td>
</tr>
<tr>
<td>Equipment</td>
<td>$670,947</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>$486,498</td>
</tr>
<tr>
<td>Work in Progress</td>
<td>$346,432</td>
</tr>
<tr>
<td>Clearing Account</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Non Current Assets</strong></td>
<td>$22,380,283</td>
</tr>
<tr>
<td><strong>Non Current Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Non Current Provisions</td>
<td>$219,548</td>
</tr>
<tr>
<td>Non Current Borrowings</td>
<td>$660,001</td>
</tr>
<tr>
<td><strong>Total Non Current Liabilities</strong></td>
<td>$879,549</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td>$29,323,383</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
</tr>
</tbody>
</table>
Ordinary Meeting 21 August 2019

Accumulated Surplus/(Deficit) (6,984,969)
Asset Revaluation Reserve 36,177,569
Election Reserve 2,479
Asset Replacement Reserve 142,863
Current Year Surplus/(Deficit) (14,560)

Total Equity 29,323,382

Current Operating Accounts & Cash on Hand

Account Balances as at 31st Jul 2019:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Account</td>
<td>$33,755.69</td>
</tr>
<tr>
<td>Trust Account</td>
<td>$7,931,349.51</td>
</tr>
<tr>
<td>Christmas Saving Account</td>
<td>95,162.84</td>
</tr>
<tr>
<td>PMC Bank Account</td>
<td>1,041,678.04</td>
</tr>
<tr>
<td>Cash Deposit Account (credit cards)</td>
<td>50,000</td>
</tr>
<tr>
<td>Cash on hand</td>
<td>700</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,947,084</strong></td>
</tr>
</tbody>
</table>

The actual Bank Balance of $ 9,947,084 is more than the ledger balance of $ 9,945,823 due to timing differences i.e. Payments worth of 1,261 is processed in General ledger in June, Actually paid from bank in July first week.

Ageing Receivables

The outstanding Debtors owed to Council at the end of Jul 2019 total $312,208 with 32% of this exceeding 90 days. The ageing of the outstanding receivables balances is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Outstanding</th>
<th>Unapplied Credits</th>
<th>Current</th>
<th>&gt;30days</th>
<th>&gt;60days</th>
<th>&gt;90days</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debtors</td>
<td>312,208</td>
<td>-50,093</td>
<td>96,89</td>
<td>111,740</td>
<td>28,180</td>
<td>79,359</td>
<td>0</td>
</tr>
</tbody>
</table>

The Total Rates & Charges Outstanding at the end of Jul 2019 is $ 108,443 of this $ Nil relating to the current financial year.

<table>
<thead>
<tr>
<th>Description</th>
<th>Outstanding</th>
<th>2019-20</th>
<th>Previous Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates &amp; Charges</td>
<td>$ 108,443.64</td>
<td>($ 550)</td>
<td>$ 108,994</td>
</tr>
</tbody>
</table>

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 Jul 2019 total $ 253,827 with less than 10% of this exceeding 90 days. The aging of the outstanding balance is as follows:

<table>
<thead>
<tr>
<th>Outstanding</th>
<th>Unapplied</th>
<th>Current</th>
<th>&gt;30days</th>
<th>&gt;60days</th>
<th>&gt;90days</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>253,827</td>
<td>-10,350</td>
<td>151,969</td>
<td>98,312</td>
<td>1,471</td>
<td>12,423</td>
<td>53,500</td>
</tr>
</tbody>
</table>
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 June 2019.

ATTACHMENTS:

1 1. Jul - 19 Cash Flow.XLSX
This report includes all Managers report who currently report direct to the CEO. It also reports on the CEO activities for the month.

**CEO**

**Governance & Compliance Monthly Report**

**Acting Governance & Compliance Manager’s Report EoM July 2019**

**General**

**Audit and Risk Management Committee (ARMC)**

Nil

**Local Authorities**

**Special Council Meeting**

**Council**

Ordinary Council meeting held on Wednesday 23rd July at Wurrumiyanga and it was a successful meeting with a quorum of nine.

**Human Resources**

*All issues, including:*

- monitoring staff attendance – good
- personal leave - Acting Governance & Compliance Manager 22 July – 2 August 2019
- higher duties – nil
- staff meetings conducted – ongoing
- Professional development – nil.

**Children Services Monthly Report**

The department has since contacted the office informing Council the department has now received the review report from KPMG.

We will now work with the department as part of the transition. All staff working in the crèche continue their employment with an option to stay with the crèche and the new provider or move across to OSHC. Funding for OSHC is available.
RECOMMENDATION:

That Council notes and agrees / not agrees to report number 227135 for information.

ATTACHMENTS:
1. Tiwi Islands Pontoons and Visitors Centre.docx
3. NT Alcohol Policies and Legislation Reform.pdf
Tiwi Islands Pontoons and Visitors Centre.

- Project originated with Tiwi Enterprises and Dept. of CM, NTG in 2014, in conjunction with Sea Link, Tiwi Land Council and Mantiyupwi.

- Over all, DCM consulted on 14 occasions with the following organisations in attendance; Tiwi Islands Regional Council, Titeb, Tiwi Enterprises, Tiwi Land Council, Office of Township Leasing, Chief Ministers Dept. and DIPL. PAWA, Mantiyupwi, Consultative forum representatives, Local reference group, Red Cross, PMC, and on other occasions, with community in general. Two BBQ's were held with signage and proposed layouts. Community support has been noted as overwhelming for this project to be completed.

- Mantiyupwi, as land owner of this area, has the leases in their name for this project. In total, we have Lot 830 lease, from OTL, where the Visitors Centre is located. This Lot runs all the way down to the low water mark. From the low water mark, we have a Crown Lease, where the floating pontoon is located, is deeper water. On Paru side, we have a Crown Lease once again, then a Section 19 Lease, from Tiwi Land Council and Trustee for Aboriginal Lands. These lease will run for 42 years. With these leases, we have worked with TLC and NLC on Native Title issues, Indigenous Land Use Agreements, ( ILUA ) AAPA, sacred sites, Environmental studies and management plans etc, and I would never have believed that seeking these approvals would be so time consuming, however, we are nearing the exciting part of the project, and all the stress will be worth it when this project is delivered.

- Funding was sought my Tiwi Enterprises, applications were successful with ABA and BBRF, being Building Better Regions Fund. We are grateful to these funding providers for having faith in Tiwi, and providing the funds. A 100% Indigenous company is delivering this Project, the Contractor is a 100% Indigenous company, in a remote location, for a Indigenous community.

- 85% of the project acquisition has been purchased here in the Northern Territory. Piles were from Asia, as Australia does not have a supplier of piles this size. They are 39 m long, 900mm in diameter and 20 mm wall thickness. After they are driven, they will have Poly sleeves fitted over the outside, with a layer of grout between the sleeve and the pile. The sleeve is 25mm
thick. BIHA is delivering a lot of the works, they have done the trenching and excavation, the slabs and abutments, and will continue to be closely involved as we go. Other trades are from Darwin, as is all the infrastructure for this project, piling excepted.

• We have trained and used Tiwi workers on this project, both with Tiwi Enterprises, Carey MC, BIHA, and through the framers and other suppliers in Darwin.

• Visitors Centre has a kiosk and takeaway area, male and female and disabled toilets, a store room with a seating area in between. The frame work and structure is standing. The structure is hot gal dipped for longevity. We will have a good over hang of the roofing to give the best protection from the weather, drip lines will be graveled, the centre will be fenced with a similar style fence to that of the local club. We plan to put Astro Turf around the visitors centre in order to reduce water consumption, and to have early beautification of the facility. It is also very hard wearing and should last many years. Cladding of the facility starts the week of the 12th of August, so by the time this is read at the meeting, cladding should be complete.

• Piling and delivery of Pontoons and walkways starts on the 12th of August with the loading of a 1,000 ton barge in Darwin. It is towed to site on the 17 – 18th by a tugboat, the pontoons will be off loaded and out on temporary moorings while piles are driven. They will make a second trip back to Darwin for the next and final load.

• Abutments for both walkways at Wurrumiyanga and Paru have been poured.

• Project is expected to be complete in September, with final touches and completion finalized in October.

• We expect to have funds for additional works. We will be putting in shade structures on both sides specially for persons waiting to cross the strait, we will have a fire pit on both sides, these will be from ex PAWA turbines, they have some size, will be safe and easy to utilize. We will have water on Paru side, which will be very welcome I’m sure, having sat there once or twice myself and wishing I had a drink.

• We will be working with TIRC to bring the final Drain Project works into being at the same time as the Pontoons project, so that the final product looks like it was always intended as one concept. They will be a car park for this facility, we will also have boat trailer and car parks,
native tree and bush area, beautification of the facility and area, a bridge crossing the drain (creek) to start the town tourist walk, over to Tiwi Design. We may have funds to put an additional bridge to Tiwi Tours, but we need to wait and see what funds remain.

- We will be replacing the sacred Mantiyupwi tree that was knocked over some time back, where the fence and signs are on the fore shore area. This will be done with Wesley Kerinauia and family.

- Mary Statue will be restored and returned to as close to the original position as possible. The other plaque will also be reinstated. A sign is to be carved with the names of the drowning tragedy.

- The old Paru concrete ramp will be removed from site. The low area where cars unload from TIRC’s ferry will be built up with gravel, then have the stockpiled pea gravel spread over the top of the compacted fill. It is hoped this will alleviate the bogging of vehicle that some times occurs at lower tides.

- A opening date has not been set at this point of the project, we wish to have the project past 90% before we suggest a date for the opening of this facility. The opening appears as if it will be a very large event, many persons from near and far expressing interest at being at the opening and blessing of this facility.

- Photos attached.
Mr Tony Tappell  
Chief Executive Officer  
Local Government Association of the Northern Territory  
PO Box 2077  
PARAP NT 0804  

Via email: tony.tappell@lgant.asn.au

Dear Mr Tappell,

Re: BushTel – Serviced Land Availability Plans (SLAP)

Thank you for your letter dated the 21 June 2019, providing your support to the Department of Local Government, Housing and Community Development’s BushTel website.

I acknowledge your concerns with the frequency of updates to the Service Land Availability Plans (SLAPs). It is clear from the usage on BushTel that they are an important document for engaging and developing Aboriginal communities.

As there is a very high reliance on the SLAPs, the Department will convene a Working Group of Northern Territory Government agencies involved, including the Department of Infrastructure, Planning and Lands and the Power and Water Corporation. The Working Group will look at the following:

- current barriers and solutions to updating the SLAPs, including the potential inclusion of Dial Before you Dig information;
- identifying an owner of the SLAPs to ensure updates; and
- potential technology advancements to improve accessibility and currency of SLAPs.

I would also like to extend an invitation to the Local Government Association of the Northern Territory to also participate in the Working Group to ensure that the Local Government sector is part of the solution.

www.dlgchd.nt.gov.au
If the Local Government Association of the Northern Territory would like to participate in the Working Group, please provide the name of your representative to Mr Brett Beaton, Director Remote Information and Engagement. Mr Beaton can be contacted by telephone (08) 8999 6149 or via email brett.beaton@nt.gov.au.

Yours sincerely

Jamie Chalker APM
Chief Executive Officer

July 2019
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.
LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY

NOMINATION FORM

SERVICED LAND AVAILABILITY WORKING GROUP

COUNCIL NAME:

1. Agreement to be nominated

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

member of the SERVICED LAND AVAILABILITY WORKING GROUP.

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 SERVICED LAND AVAILABILITY WORKING GROUP 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. If you want to submit further information please attach it to this form.

4.1 What is your current council position?

4.2 How long have you held your current council position?

4.3 Please list your educational qualifications:

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

4.6 Apart from your current position what other experience have you had in local government?

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 [ ]
Claire Scrymgour

From:
Valerie Rowland

Sent:
Tuesday, 6 August 2019 12:43 PM

To:
Claire Scrymgour

Subject:
FW: Call for Nominations - SLAP Working Group

Attachments:
Template nomination form.docx; Procedures for LGANT Representatives on Committees.pdf; 2019-07-10 Response from Department - Bushtel - SLAP.pdf

Expires:
Sunday, 2 February 2020 12:00 AM

Councillors to table.

Valerie Rowland
Chief Executive Officer
Tiwi Islands Regional Council
Telephone: 0889709501/0889709507
Mob: 0418367673
valerie.rowland@tiwiislands.nt.gov.au

From: Elaine McLeod <Elaine.McLeod@lgant.asn.au>
Sent: Monday, 29 July 2019 1:43 PM
To: Steve Moore <Steve.Moore@barkly.nt.gov.au>; Diane Hood <Diane.Hood@centraldesert.nt.gov.au>; Dale Keehne <Dale.Keehne@easternhem.nt.gov.au>; Jeff MacLeod <Jeff.MacLeod@macdonnell.nt.gov.au>; Phillip Luck <Phillip.Luck@ropergulf.nt.gov.au>; Valerie Rowland <Valerie.Rowland@tiwiislands.nt.gov.au>; Brian Hylands <Brian.Hylands@westernhem.nt.gov.au>; West Daly CEO <Shaun.Hardy@westdaly.nt.gov.au>
Cc: Vanessa Goodworth <Vanessa.Goodworth@barkly.nt.gov.au>; Tessa Carnegie <Tessa.Carnegie@ropergulf.nt.gov.au>; Claire Scrymgour <Claire.Scrymgour@tiwiislands.nt.gov.au>

Subject: Call for Nominations - SLAP Working Group

Good afternoon

LGANT is calling for nominations to a Serviced Land Availability Plans Working Group that will be convened by the Department of Local Government. This position will suit a council officer or elected member with planning experience. Please find attached a letter from the Chief Executive Officer which details what the Working Group will be looking at.

Also attached is a nomination form and procedures for LGANT representatives on committees.

Could you please forward nominations to me by Friday 6 September 2019. A nominee will be endorsed at the Executive meeting on 16 September 2019.

Kind regards

Elaine
Elaine McLeod | Executive Assistant to the CEO

Local Government Association of the Northern Territory
(08) 8944 9680 • elaine.mcleod@lgant.asn.au • www.lgant.asn.au
PO Box 2017 Parap  NT 0804 • 21 Parap Rd Parap NT 0820

This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Association unless this is clearly indicated. You should scan this email and any attachments for viruses. Local Government Association of the Northern Territory accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.
Progress to date (since October 2017)

- Key achievements include:
  - Introduction of a Minimum Floor Price on alcohol which came into effect on 1 October 2018
  - Release of Northern Territory’s first FASD Strategy in December 2018
  - Review of Sobering Up Shelters independently undertaken by PriceWaterHouseCoopers Indigenous consulting
  - Aligning operating hours of sobering up shelters and community patrols (incl 24 hour operation)
  - Release of the social and economic costs and harms of alcohol consumption in the Northern Territory by - Alcohol-related harm cost the Territory $1.38 Billion p/a
  - Establishment of the Liquor Commission as the independent decision maker for liquor licensing and the community impact and public interest test for applicants
  - Legislating a 5 year moratorium on any new takeaway licences
Progress to date cont...

• Key achievements include:
  • Introduction of 48 hour suspension power for Police for licences in certain circumstances
  • Funding and roll-out of PALIs in regional towns (62 out of 75 are currently on duty in Alice Springs, Tennant Creek and Katherine).
  • MOU between Licensing and Police has been completed.
  • Establishment of the Alcohol Policing Unit
  • Increasing the penalties for certain offences under the Liquor Act, particularly in relation to the secondary supply of alcohol
Progress to date cont...

- NT Government has completed 75 of the 219 recommendations from the Riley Review.
- The re-write of the *Liquor Act* will see another 60 or recommendations implemented.
- ARIT has released 2 progress reports against the Alcohol Harm Minimisation Action Plan 2018-2019 and the Riley Review recommendations:
  - August 2018
  - February 2019
Positive Outcomes

- 24% reduction in ED presentations – December 2017 compared to December 2018 (Alice Springs).
- 44% reduction in alcohol-related assaults - December 2017 compared to December 2018 (Alice Springs)
- Substantial reductions in alcohol-related assaults in Tennant Creek, from 260 in 2017 to 193 in 2018.
- BDR has about 4,000 people currently listed.
- Police Alcohol unit has currently tipped out over 3,000 litres of alcohol marked for secondary supply.
Our new Data Website

The Northern Territory Government is committed to improving our research, data and evaluation initiatives in order to ensure our efforts to reduce alcohol relate harm are successful.

Our website sets out five key indicators used by the Northern Territory Government to measure alcohol-related harm:

- Overall Consumption rate
- Alcohol-induced deaths
- Alcohol-related assaults
- Alcohol attributable instances of serious road injury and death
- Alcohol-related emergency department presentations

To view more alcohol related statistics please visit our website:

Liquor Bill out for exposure draft/consultation – Key Changes

- Re-establish the role of the Director Licensing (as result of the Director-General's role being abolished).
- Public Hearings – Liquor Commission to have the discretion on whether to hold public hearings.
- Standardisation of liquor licences and conditions.
- BVO to be licensed.
- Liquor Commission have the power to issue limited period licences i.e. a tourist park for the dry season only.
- Annual Risk Based Licensing fees to be introduced.
- Increases in applications fees.
- Increases in penalties for infringements.
- Timeframes to be introduced on applications and complaint processes.
- Designated Areas to be known as High Risk Areas.
- 2km Law no longer exists, replaced with Public Places restrictions.
Risk Based Licensing Framework out for consultation – overview

- The RBL was one of the recommendations supported by Government from the Alcohol Policies and Legislative Review Final Report.
- NT only jurisdiction not to have an annual fees system in-place.
- The initial proposed model has been superseded, and a less complicated new tiered scheme has been developed (similar to what is currently in place in ACT).
- The new model has volume of sales as its biggest driver, but also includes assessed risk factor (depends on category of licence), hours of trade, discounts and breaches as parts of the equation. The formula is \[
\text{value} = (\text{base fee} \times \text{ tier volume multiple } \times \text{hours of trade multiplier}) - \text{discounts} \times \text{breaches}.
\]
- The model offers discounts to encourage good compliance, but also includes penalties for non-compliance that ramp up substantially as the number of breaches increases – 1st offence 10%, 2nd – 25%, 3rd – 50%, 4th – 100% and 5th – 200%. This is designed to put the pressure on rouge operators.
- A fees calculator is located on our website.
What’s Next?

- Finalise the new Liquor Act, with the view of having it in place by late 2019. Please note this includes about 70 of the recommendations from the Riley Report.
- Finalise RBL model.
- Finalise all licensed store matters.
- Completion of the Demand Study.
- Cardiff model being fully implemented.
- Final progress report of August 2019.
- Strengthening of data collection.
- Addressing outstanding recommendations in the Riley Report.
- ARIT funded to Dec 19 – developing transition plan to relevant agencies.
## Contents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Australian Citizenship Ceremonies Code</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Australian Citizenship Ceremonies Code</td>
<td>1</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Australian citizenship</td>
<td>3</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Citizenship ceremonies</td>
<td>5</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Types of ceremonies</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Public ceremonies</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Special purpose ceremonies</td>
<td>7</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Where to hold a ceremony</td>
<td>9</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>When to hold a ceremony</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Scheduling ceremonies</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Parliamentary sitting days</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Significant days in the Australian citizenship calendar</td>
<td>12</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Who to invite to a ceremony</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Candidates</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Government representatives</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Other official representatives</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Australian Electoral Commission representatives</td>
<td>18</td>
</tr>
</tbody>
</table>
Chapter 8 Publicising a ceremony

19

Obtaining the written consent of candidates for publicity

20

Chapter 9 Legal requirements for conducting a ceremony

21

Presiding officer must be authorised by the minister

21

Presiding officer must read the address

21

Candidates must make the Pledge

22

Chapter 10 Important elements of a ceremony

25

National symbols

25

Speeches

26

Australian citizenship certificates

27

Australian citizenship affirmation ceremony

29

Indigenous elements

29

Chapter 11 Social elements

31

Entertainment

31

Gifts

31

Social gathering

32

Chapter 12 Tasks to be completed after the ceremony

33

Australian citizenship pledge verification list

33

Disclosing names and addresses of new citizens to members of parliament

34
Chapter 13  Suggested citizenship ceremony program and order of events  
Chapter 14  Checklist for conducting a ceremony  
Chapter 15  Australian citizenship affirmation ceremony  
Appendix 1  Glossary of terms  
Appendix 2  Address to be read by the presiding officer to candidates making the Pledge. Schedule 1 of the Australian Citizenship Regulations 2007  
Appendix 3  Pledge of Commitment  
Appendix 4  The Australian National Anthem  
Appendix 5  Opening address—suggested paragraphs  
Appendix 6  Closing address—suggested paragraphs
Australian Citizenship Ceremonies Code

Chapter 1

Australian Citizenship Ceremonies Code

The Australian Citizenship Ceremonies Code provides guidance for organisations conducting citizenship ceremonies. It sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities of those conducting ceremonies.

There are three legal requirements which must be followed.

• The presiding officer must be authorised by the Australian Government minister responsible for citizenship matters.

• The presiding officer must read schedule 1 of the Australian Citizenship Regulations 2007 (preamble for citizenship ceremonies) to the candidates. See Appendix 2.

• Most people 16 years of age and over applying for citizenship by conferral must make a pledge of commitment as a citizen of the Commonwealth of Australia (the pledge). The pledge must be made before the presiding officer.

These requirements are described in more detail in Chapter 9.
Chapter 2

Australian citizenship

Australian citizenship is an important common bond for all Australians (whether Australians by birth or by choice) and lies at the heart of a unified, cohesive and inclusive Australia.

Citizenship celebrates Australian democracy, equality under the law and respect for each others’ beliefs. It is a unique symbol of formal identification with Australia, acknowledging responsibilities and conferring substantive privileges which allow people to participate fully in the community.

Responsibilities:

- Obey the laws and fulfill your duties as an Australian citizen.
- Enrol on the electoral roll and vote at federal, state, territory and local government elections and referenda.
- Serve on a jury, if called on.
- Defend Australia, should the need arise.

Privileges:

- The right to vote and elect Australia’s governments.
- The right to apply for appointment to any public office or to nominate for election as a member of parliament (subject to section 44(i) of the Constitution).
- The right to apply for an Australian passport and to leave and re-enter the country without a visa.
- The right to seek assistance from Australian diplomatic representatives while overseas.
- The right to apply to enlist in the defence forces and to apply for government jobs requiring Australian citizenship.
- The right to register a child born to you overseas after you become an Australian citizen, as an Australian citizen by descent.
Chapter 3

Citizenship ceremonies

Citizenship ceremonies fulfill legal requirements prescribed by the Australian Citizenship Act 2007 (the Act) and the Australian Citizenship Regulations 2007 (the Regulations). They are conducted under the authority of the Australian Government minister responsible for citizenship matters.

Citizenship ceremonies are generally public ceremonial occasions which provide an important opportunity to formally welcome new citizens as full members of the Australian community. Representatives of all three levels of government (federal, state or territory, and local), community leaders, Aboriginal and Torres Strait Islander leaders, friends and relatives of the candidates are invited to attend.

To reflect the significance of the occasion, citizenship ceremonies should be formal and meaningful occasions conducted with dignity, respect and due ceremony. They should be designed to impress upon candidates the responsibilities and privileges of Australian citizenship.

To maintain the dignity and propriety of the occasion, private commercial activities (for example sale of souvenirs) should not be associated with citizenship ceremonies.

Ceremony at the Brisbane Botanical Gardens 1964
Citizenship ceremonies are non-commercial, apolitical, bipartisan and secular. They must not be used as forums for political, partisan or religious expression or for the distribution of material which could be perceived to be of a commercial, political or religious nature.

Religious organisations who wish to provide a holy book to new citizens may supply that book to ceremony organisers to be made available at the venue where the ceremony is being held. Ceremony organisers should provide the information in a way that candidates are clearly able to choose whether or not to take one (for example, provided on a table within the venue). Ceremony organisers should not, however, imply that a holy book is a requirement for the ceremony.

If you need assistance please contact your nearest office of the Department of Immigration and Citizenship or alternatively visit the citizenship website www.citizenship.gov.au
Chapter 4

Types of ceremonies

Public ceremonies

Candidates should be encouraged to participate in a public citizenship ceremony wherever possible. Local government councils conduct most citizenship ceremonies.

Community organisations may also conduct citizenship ceremonies, usually on or near significant days such as Australia Day, Australian Citizenship Day and significant national anniversaries. Community organisations may be asked to sign an agreement with the department on how ceremonies are to be conducted.

Special purpose ceremonies

Special purpose ceremonies may only be arranged when a candidate requires urgent conferral of Australian citizenship or in special circumstances, for example, where a candidate has a disability preventing their attendance at a public ceremony.

To avoid the appearance of conflict of interest, presiding officers should not confer Australian citizenship on family members, close friends or acquaintances at special purpose ceremonies.

Invitations to the minister’s representative, members of parliament or community groups are not necessary for special purpose ceremonies. However if a member of parliament is invited invitations must be extended to all those required to be invited to public ceremonies. The attendance of family and friends is normally kept to a minimum. The Code applies to special purpose ceremonies in all other respects.
Chapter 5

Where to hold a ceremony

Local councils and organisations who conduct citizenship ceremonies are encouraged to consider the formality and significance of obtaining Australian citizenship when choosing an appropriate venue for a citizenship ceremony.

Citizenship ceremonies may be held out of doors, for example, in a significant public space such as a park or in the same locality as a relevant community event.

As citizenship ceremonies are apolitical and secular, they should not be held in a place of worship or in a venue which has political affiliation. However a community hall adjacent to a place of worship is acceptable.

It is not appropriate for a citizenship ceremony to be held at a venue for the purpose of promoting a commercial enterprise.
Chapter 6

When to hold a ceremony

Scheduling ceremonies

In keeping with government policy that ceremonies be held at regular intervals, local government councils should hold ceremonies at least every two to three months, regardless of the number of candidates available to attend and more frequently if necessary. There is no maximum or minimum number of candidates prescribed for citizenship ceremonies.

Local government councils must provide their local office of the department with a schedule of ceremony dates three to six months in advance. Approximately four weeks prior to a ceremony, the department will provide councils with a list of candidates.

Community organisations must give their local office of the department at least three months notice before the proposed date of the ceremony. This period of time is needed in order to ensure:

- prospective candidates have sufficient time in which to fulfill application requirements
- the department has sufficient time in which to process and approve applications.

Community organisations should also work in partnership with local government councils to ensure a coordinated approach and the availability of the mayor or another delegated council officer to act as presiding officer at the community ceremony. See Chapter 9 for more information on presiding officers.
Parliamentary sitting days

It is important and appropriate that elected representatives have the opportunity to welcome new citizens as formal members of the Australian community. Local Government councils should, therefore, ensure their ceremony schedule allows for ample opportunity for elected representatives from all three tiers of government to attend throughout the year.

In order to maximise the likelihood of acceptance of official invitations from elected representatives of government, wherever possible, citizenship ceremonies should not be scheduled on federal or state or territory parliamentary sitting days.

One exception is Australian Citizenship Day, which is celebrated on 17 September each year. A timetable for federal parliamentary sittings can be obtained from the Australian Parliament House website at [www.aph.gov.au/house/info/sittings](http://www.aph.gov.au/house/info/sittings)

Before scheduling citizenship ceremonies, organisers should consult with their local federal member of parliament and a senator from a different political party to that of the federal member, to ascertain their availability.

Where a citizenship ceremony is scheduled on the same day as a local government council meeting, the citizenship ceremony should take place prior to the commencement of the meeting and be conducted with due ceremony and importance.

Significant days in the Australian citizenship calendar

There are two significant days for Australian citizenship. These days are:

- Australia Day—26 January
- Australian Citizenship Day—17 September

Special event days are effective in delivering citizenship messages to the community. Local governments and community organisations can play an important role in marking these days for celebration and in raising the awareness and significance of citizenship in the community.
Australia Day—26 January

Australia Day provides an opportunity for all Australians to reflect and celebrate their Australian citizenship as part of a special day of national celebration and pride. Australia Day is marked by special events across Australia including special citizenship and affirmation ceremonies.

Australian Citizenship Day—17 September

Introduced in 2001, Australian Citizenship Day is a day for everyone in the community to reflect on and celebrate the meaning and importance of Australian citizenship and the role Australian citizens have played in shaping our nation. It is a day for all Australians to celebrate the values which underpin Australian citizenship including democracy, equality under the law and respect for each others’ beliefs as well as those aspects of our way of life that unite us.

Australian Citizenship Day is celebrated with special citizenship ceremonies affirmation ceremonies and other events around Australia. Local government councils, community organisations, schools and others in the community are encouraged to participate in Australian Citizenship Day.

For ideas on events and activities for celebrating Australian Citizenship Day visit the department’s citizenship website at www.citizenship.gov.au
Chapter 7

Who to invite to a ceremony

For requirements regarding who to invite to private ceremonies see Chapter 4 Special purpose ceremonies.

Candidates

The department sends each local government council the names of approved candidates waiting to attend a citizenship ceremony in their local area. Councils should advise candidates of the date of the ceremony for which they are scheduled as soon as possible.

Community organisations may identify potential candidates from the local community or from within the community organisation. Community organisations should contact their closest departmental office at least three months in advance of the proposed ceremony date to discuss arrangements.

Inviting candidates

Candidates are invited to attend their ceremony by letter. Depending on local arrangements, invitation letters are sent to candidates either by the local government council or by the state or territory office of the department. For ceremonies conducted by community organisations, the department will generally send out invitations.

Invitation letters to candidates should include the following advice:

- Date, time and venue for the ceremony and expected arrival time.
- That candidates 16 years of age and over must bring their notification letter and a form of identification to the ceremony. Identification requirements are explained below.
- That children under 16 years are not required to make a pledge of commitment or attend a ceremony although they are welcome and encouraged to do so if they wish. Children under the age of 16 years listed on a ceremony pledge list as part of a parent’s application only become Australian citizens when that parent becomes an Australian citizen. The parent becomes an Australian citizen by making a pledge of commitment at the citizenship ceremony.

- That candidates who wish to make the pledge of commitment on a holy book or scripture of their choice should bring it to the ceremony.

- That a voluntary affirmation ceremony (if included in the program) will take place after the citizenship ceremony.

- Any special arrangements concerning seating and the taking of photographs or video during the ceremony.

- The number of relatives and friends each candidate may invite to attend the ceremony and subsequent social gathering.

- That candidates may be asked to sign a form giving their consent for photographs, video or film taken during the ceremony to be used for future citizenship promotional purposes.

**Identifying the candidates**

Candidates must be correctly identified on arrival to verify that the people who will be conferred Australian citizenship are in fact the people who were approved by the department for conferral of Australian citizenship. Organisers of citizenship ceremonies should use their best judgement to satisfy themselves that each candidate has been correctly identified.

Officers of the department will attend and assist in identifying the candidates for citizenship ceremonies arranged by community organisations. Name badges for candidates, official guests and others may be helpful.

**Identification requirements for candidates 16 years of age and over**

A driver’s licence, passport or other official document which includes a photograph is preferred.

For candidates who do not have any form of photographic identification, at least three documents bearing their name, address and signature, for example, bank statements, credit cards or bills are required.

Candidates should be asked to bring their invitation letter to the ceremony to assist with identification.
Government representatives

The minister must be invited to all citizenship ceremonies.

When the minister is not able to attend, the minister may nominate a representative. The minister’s representative may be a government member of the House of Representatives, a government senator, a senior officer of the department or another person deemed appropriate by the minister.

When the minister is in attendance the minister will have precedence to assume the role of presiding officer, conduct the citizenship ceremony and confer Australian citizenship on candidates. Any late changes to a ceremony program must be advised to the department as soon as practicable, so that the minister can be informed accordingly.

As well as the minister, organisers must also invite:

- the local federal member/s of parliament
- a senator from a different political party to that of the local federal member. Where an invited senator is not able to attend, another senator from that political party should be invited.
- the local member/s of the state or territory parliament
- representation from local government when ceremonies are arranged by community organisations.

The presence of these official guests representing all three levels of government serves to introduce new citizens to Australia’s three-tiered democratic system of government as well as to formally welcome them into the Australian community. The focus is on the invitation of elected representatives. Invited elected representatives cannot send a representative to act in an official capacity on their behalf.

While a senator or member cannot be prevented from asking an individual to attend on their behalf, the nominated person should not be included in the official party and under no circumstances should that person be invited to speak.

The above guidelines also apply during a caretaker period. The emphasis remains on elected representatives welcoming new citizens to the local community. Candidates for election may attend the ceremony in a private capacity however they should not receive an official invitation and should not be included in the official party. The apolitical nature of the ceremony must be maintained.
Other official representatives

Representatives of community and religious organisations and Aboriginal and Torres Strait Islander leaders may also be invited.

Australian Electoral Commission representatives

All organisations conducting citizenship ceremonies should notify the Australian Electoral Commission (AEC) of forthcoming citizenship ceremonies to facilitate electoral enrolment of new citizens. Wherever possible, staff from AEC will attend ceremonies where ten or more candidates will be present to assist the electoral enrolment process and to collect completed enrolment forms.

Facilitating electoral enrolment

The department provides pre-printed, personalised electoral enrolment forms containing the personal details of each candidate to those conducting citizenship ceremonies.

As enrolment and voting is compulsory for Australian citizens, new citizens should be encouraged to complete their enrolment forms once they have made the pledge and been presented with their Australian citizenship certificate.

Candidates should:

- check that their pre-printed details on the electoral enrolment form are correct and, if needed, correct any errors
- complete the proof of identity section of the form
- sign the form (in some States this must be witnessed), and
- hand the completed forms to staff from the AEC if present, or post to the AEC as soon as possible (reply paid 9867 in their capital city).
Chapter 8

Publicising a ceremony

Every effort should be made by organisers to publicise forthcoming ceremonies and to encourage local and even national media to attend and report on the event. Publicising citizenship ceremonies promotes to the wider community the contribution of new citizens to Australia. It also encourages others to acquire Australian citizenship.

Media coverage can be enhanced by providing local media, for example, newspapers, newsletters and magazines with details of the ceremony as far in advance as possible. Details provided should include a list of speakers and important guests. Local community organisations could similarly be informed. Details of candidates should not be provided to media without their consent.

Where a ceremony could be of interest beyond the local district, consideration could be given to alerting the national media. Examples of such situations include:

- an unusually large ceremony
- where the ceremony is planned to coincide with a local or national event such as Australia Day or Australian Citizenship Day
- where candidates include prominent figures in local affairs, the arts, sport or other fields, or
- where there are particularly interesting features planned for the ceremony.

When the minister responsible for citizenship is in attendance, liaison with their media adviser is required for any press releases or media coverage. Public affairs officers of the department can also assist with publicity arrangements.
Obtaining the written consent of candidates for publicity

It is essential that candidates are informed in advance that ceremonies may attract media attention and that departmental officers or representatives of the media may attend ceremonies to film, photograph or interview candidates for promotional purposes. The most opportune time to convey this information is in the invitation letter.

A departmental consent form is available to obtain the written consent of candidates as well as their family and friends for their personal information and/or image to be used for citizenship promotional purposes. Depending on the circumstances of the ceremony, candidates may be asked to complete the consent form prior to attending their ceremony, on the day at the time of their registration, or at the time they are filmed, photographed or interviewed.

While some new citizens may welcome publicity others may not. Local government councils and community organisations should be aware of privacy obligations. For more information see the website www.privacy.gov.au
Chapter 9

Legal requirements for conducting a ceremony

There are three legal elements essential in all citizenship ceremonies. A suggested citizenship ceremony program and order of events indicating how these elements are incorporated is presented in Chapter 13.

Presiding officer must be authorised by the minister

Under the Australian Citizenship Act 2007 a person before whom the pledge is made must be authorised by the Australian Government minister responsible for citizenship matters. These people are usually referred to as presiding officers. Authorisation is given to Australian citizens only and is specific to a position or person.

Presiding officers have no power to appoint a proxy. However, a person may temporarily perform the duties of the presiding officer when they are:

- acting in place of an authorised person for a period of time, or
- carrying out the bulk of the duties of an authorised position.

A list of people and positions that have been authorised by the minister is available from state and territory offices of the department. Departmental officers with authorisation may be available to preside at ceremonies if required.

To avoid the appearance of conflict of interest, presiding officers should not confer Australian citizenship on family members or close friends at private functions.

Presiding officer must read the address

Under Regulation 8 of the Australian Citizenship Regulations 2007 the presiding officer must read aloud the address specified in schedule 1 of the Regulations (preamble for citizenship ceremonies) to the person making the pledge. The address is at Appendix 2.
Candidates must make the pledge

Under the Australian Citizenship Act 2007, most people 16 years of age and over applying for citizenship by conferral must make the pledge of commitment as a citizen of the Commonwealth of Australia before the presiding officer.

The presiding officer should ensure that each candidate makes the pledge by reciting the pledge out loud. If a candidate fails to make the pledge during a public citizenship ceremony they should be advised that they are not a citizen and should again be given the opportunity to make the pledge. Candidates who do not make the pledge do not become Australian citizens and must not be presented with a certificate.

Pledge cards

Before the ceremony begins each candidate should receive an Australian Citizenship Pledge card, displaying the words of the pledge of commitment as a citizen of the Commonwealth of Australia. It may be kept as a memento.

There are two forms of the pledge, clearly marked on the back of the pledge cards.

- Pledge No 1 includes the words 'under God'.
- Pledge No 2 does not include reference to God.

Pledge cards are available from the state and territory offices of the department. (For the two forms of the pledge see Appendix 2.)

The version of the pledge which each candidate has indicated they wish to make is specified on the Australian citizenship pledge verification list forwarded to local government councils by the department. Pledge cards may be placed on the candidates’ seats or handed to candidates on arrival. Children under 16 years of age are not required to make the pledge but may do so.
Candidates with disabilities

If a candidate is unable to repeat the pledge because of a substantial impairment such as a stroke, the pledge may be read to the candidate. The candidate may then acknowledge by some pre-arranged signal that they understand and agree to be bound by the words of the pledge.

Holy books and scriptures

It is not a requirement for candidates to use a holy book or scripture or hold up their hand/s when making the pledge, however, candidates should be permitted to do so if they wish.

Candidates who wish to use a holy book or scripture when making the pledge, can bring the holy book or scripture of their choice to the citizenship ceremony.

Note: The General Secretary of the Australian Jewish Welfare Society has requested that members of the Jewish faith be permitted to cover their heads and open the Bible at the Old Testament when making Pledge No 1.

Administering the pledge

As a matter of practice the presiding officer 'administers' (that is reads out and the candidates repeat) the pledge.

The presiding officer:

- calls on candidates who are to make Pledge No 1 to stand
- asks candidates who wish to make the pledge on a holy book to hold their book in their hands
- reminds candidates that the words of the pledge are set out on their pledge card and that they must recite the pledge out loud in order to become Australian citizens
- invites candidates to repeat Pledge No 1 together
- asks candidates to be seated.

The presiding officer then calls on candidates who are to make Pledge No 2 to stand. The procedure as for Pledge No 1 is repeated.

Alternatively the presiding officer may choose to call first on candidates who wish to make Pledge No 2.
Chapter 10

Important elements of a ceremony

National symbols

In keeping with other Commonwealth official occasions, the following national symbols must be present in a citizenship ceremony. These are generally available through the local federal member of parliament under the Constituents Request Program.

Further guidance on displaying national symbols is available on the It's an Honour website at www.itsanhonour.gov.au

Commonwealth Coat of Arms and portrait of the Queen

The Commonwealth Coat of Arms and an official portrait or photograph of Her Majesty Queen Elizabeth II are to be displayed. The portrait should be placed behind the presiding officer or in another prominent position at the same level and to the left (when facing) of the Commonwealth Coat of Arms.

The Australian National Flag

The Australian National Flag is to be displayed in one of the following ways:

- Flat against a surface, whether horizontally or vertically, with the top left (first) quarter placed uppermost on the observers’ left as viewed from the front
- On a staff, with the top left quarter placed in the position nearest the top of the staff. When carried, the flag should be aloft and free, or
- On a flag rope (halyard) with the top left quarter placed uppermost, raised as close as possible to the top and the flag rope tight.
Other Australian flags
Aboriginal and Torres Strait Islander flags may be displayed at citizenship ceremonies.

Australian National Anthem
The Australian National Anthem (Advance Australia Fair) must be played at the end of the ceremony. This may be played as a live performance or a recording. All attendees at the ceremony should be invited to join in singing the National Anthem. The words of the National Anthem should be provided.

Speeches

Minister’s speech or message
When the minister attends a ceremony, he/she must be invited to speak immediately after the opening address, before any other official speeches.

When the minister’s representative attends a ceremony, he/she must read the minister’s message. Organisers will be advised by the minister’s office of the identity of the minister’s representative before the ceremony. The presiding officer can then incorporate reference to the minister’s representative in the opening address.

When neither the minister nor his/her representative attend a ceremony, the minister’s message provided by the department must be read by the presiding officer. It must be read in its entirety and without amendment immediately after the opening address, before any other official speeches.

Please ensure you have the latest message from the minister. It can be downloaded from the citizenship website at www.citizenship.gov.au

Speeches by official guests
Speeches by other official guests must immediately follow the minister’s speech or the minister’s message (if the minister is not in attendance). All elected local representatives at the federal, state or territory, and local government level, should over time have an opportunity to provide a welcoming speech to citizenship candidates. Not all elected representatives should speak at every ceremony. This will ensure that the number of speeches is manageable, particularly where local areas cross a number of electorates.

Other official guests do not have to be invited to speak. However subject to the number of speeches by elected representatives, a few brief messages of welcome from local organisations and/or local celebrities will contribute to a feeling of welcome and fellowship.
Suggested length and content of speeches

To manage the length of the ceremony, each speech should ideally be less than five minutes long. The presiding officer may wish to draw the following matters to the attention of those who will be speaking.

- Speeches must be relevant and appropriate to the occasion and must avoid issues that may be contentious from a political, racial or sectarian point of view.
- Candidates come from a variety of circumstances and backgrounds. Assumptions and generalisations about their background and their reasons for coming to Australia should be avoided.
- Speakers may welcome candidates as new citizens and refer to the economic, social and cultural contribution that new citizens make to Australia. Speakers could refer, for example, to the development of their local district emphasising the role of new citizens in industry, civic, cultural affairs or sport. Speakers could also refer to the many benefits, such as the democratic way of life and economic opportunities which Australia has to offer its new citizens.
- Citizenship ceremonies must not be used as forums for political, partisan or religious expression or for the distribution of political or religious material.

Australian citizenship certificates

It is not a legal requirement that:

- Australian citizenship certificates be presented to candidates attending a ceremony, or
- Australian citizenship certificates be presented by the presiding officer or other authorised person.

However, both of these are common practices.

It is the making of the pledge before an authorised person that is the final legal requirement for acquiring Australian citizenship by conferral.

In most cases, the department will provide Australian citizenship certificates to local government councils in advance of citizenship ceremonies for distribution to candidates at the ceremony. On the rare occasion that certificates are not available, the ceremony should continue as scheduled with the certificates forwarded to the new citizens at a later date.

For community organisations, the departmental officer attending the ceremony will generally bring the Australian citizenship certificates to the ceremony.
Safeguarding Australian citizenship certificates

Australian citizenship certificates are accountable documents and must be subject to strict security measures at all times. They must be stored in a secure location such as a safe. Access to them should be restricted to a minimum number of people.

Presiding officer’s signature

Australian citizenship certificates incorporate a dotted line at the bottom front right, where the presiding officer may sign or stamp their signature and include their title of office.

Presenting Australian citizenship certificates to candidates

When family members are conferred Australian citizenship at the same ceremony, each family member should be presented with their own certificate. If children are not part of the ceremony, children’s certificates may be handed to the parent.

Children under the age of 16 years listed on a ceremony pledge list as part of a parent’s application only become Australian citizens when that parent becomes an Australian citizen. The parent becomes an Australian citizen by making the pledge at the citizenship ceremony.

An issue arises if the children attend the ceremony in the expectation of acquiring Australian citizenship without the parent whose application they are a part of being present.

Children in this situation do not acquire Australian citizenship (even if they make the pledge or their other parent is present) and should not be provided with Australian citizenship certificates. They should be advised to take the matter up with an office of the department as soon as possible.
Claims that information on Australian citizenship certificates is incorrect

If a candidate claims that information on their Australian citizenship certificate is incorrect, they should still be allowed to make the pledge and be presented with the certificate. They should be advised to take the matter up with an office of the department as soon as possible.

Australian citizenship certificates of candidates who fail to attend a ceremony

Where candidates fail to attend a scheduled ceremony or do not make the pledge, their certificates must be returned by registered mail, with the signed pledge list immediately following the ceremony to the office of the department that provided the certificates.

Altering Australian citizenship certificates

Altering Australian citizenship certificates is an offence under the Australian Citizenship Act 2007 and carries serious penalties. Apart from signing the certificates as indicated above, organisations conducting citizenship ceremonies do not have legal authority to amend, add or delete any information on the certificates.

Australian citizenship affirmation ceremony

To further enhance the meaning and symbolism of citizenship ceremonies, organisations are encouraged to conduct an Australian citizenship affirmation ceremony at the conclusion of the citizenship ceremony. The affirmation ceremony must be led by an Australian citizen. Information on Australian citizenship affirmation ceremonies is provided in Chapter 15.

Indigenous elements

The department encourages incorporating Indigenous elements into citizenship ceremonies. This enhances awareness and understanding by new citizens as well as the wider community of Indigenous culture and heritage and the status of Indigenous people as the first Australians.

If a local Aboriginal or Torres Strait Islander is not in attendance then the presiding officer or other appropriate person should publicly acknowledge the traditional inhabitants of the land where the citizenship ceremony is taking place. An example of an acknowledgment could be as follows:

'I recognise the living culture of the xxx people and the unique contribution they make to the life of the xxx region.'
The following are a range of ideas for incorporating Indigenous elements into or within citizenship ceremonies:

- Invite a local Indigenous leader or leaders to Acknowledge Country and/or perform a Welcome to Country ceremony.
- Invite members of local Indigenous communities to perform other traditional Indigenous ceremonies, for example a smoking ceremony, which is generally used to ‘cleanse’ a site.
- Invite Indigenous artists to perform or a local Indigenous leader or personality to address the citizenship ceremony.

For further information regarding the significance of Welcome to Country or Acknowledgement of Country within citizenship ceremonies, contact Reconciliation Australia via email inquiries@reconciliation.org.au or telephone (02) 6273 9200. Further information is available at the Reconciliation Australia website www.reconciliation.org.au
Chapter 11

Social elements

Entertainment

Entertainment befitting the occasion may be incorporated into a ceremony.

Gifts

Local government councils and community organisations conducting citizenship ceremonies may choose to present gifts to new citizens to mark the acquisition of Australian citizenship. This is entirely voluntary on the part of those conducting citizenship ceremonies.

Examples of appropriate gifts include:

• an item reflecting Indigenous culture
• a native plant (trees or large shrubs are not appropriate)
• the words of the Australian National Anthem
• a free copy of a photograph of the occasion.
Social gathering

Citizenship ceremonies are generally followed by a social gathering which includes refreshments. In making these arrangements, organisers should take into account any special dietary or religious requirements of candidates.

Sing Australia Choir, Australia Day 2008
Chapter 12

Tasks to be completed after the ceremony

Australian citizenship pledge verification list

The department provides two copies of the Australian citizenship pledge verification list (pledge list) for each ceremony conducted by councils. This is a listing of candidates expected to make the pledge at the ceremony and includes some personal details of candidates designed to assist ceremony organisers to correctly identify candidates.

Signing and returning the pledge list

It is a legal requirement that each candidate who is making the pledge be formally registered by the department. To do this, the department relies on organisers of citizenship ceremonies to return pledge lists promptly. Delays can result in significant problems being encountered by new citizens, for example, when applying for an Australian passport.

It is essential therefore, that the presiding officer signs the pledge lists immediately after the conclusion of a ceremony, confirming that each person on the list has made the pledge. The names of people who failed to attend the ceremony or make the pledge should be deleted by ruling through their names.

One copy of the completed and signed pledge list must then be forwarded to the department immediately—together with any unused Australian citizenship certificates.

Pledge lists and certificates should reach the department no later than one week after the ceremony.

The second signed copy of the pledge list should be given to staff of the AEC (if attending the ceremony) or forwarded to them by mail. The AEC provides return envelopes for this purpose.
Disclosing names and addresses of new citizens to members of parliament

The names and addresses of candidates on the pledge list are to be used by organisations only for the primary purpose of facilitating the conduct of citizenship ceremonies, for example, to identify the candidates and manage invitations and RSVPs.

The government views the improper use or disclosure of personal information provided for the purposes of citizenship ceremonies as completely inappropriate and has a policy of actively policing such use or disclosure. Inappropriate use of personal information could lead to withdrawal of authorisation to conduct citizenship ceremonies.

Whether local federal, state and territory members of parliament attend the ceremony or not, it is important and appropriate that they have the opportunity to welcome new citizens as formal members of the Australian community.

Local government councils should forward the names and addresses of new citizens to local federal, state and territory members of parliament where this is requested. A welcome from a local member of parliament facilitates future contact between the new citizens and their representatives. This is an authorised secondary use of candidates' personal details.

Disclosure of personal information in this way does not contravene state privacy legislation when councils accompany the information with advice that clearly states the names and addresses of new citizens are disclosed to local members of parliament solely for the secondary purpose of welcoming new citizens into the community.

The advice should also clearly state that the names and addresses of new citizens should not be forwarded to other persons or organisations, or used by local members of parliament for any other purpose.

New citizens are informed through application forms for citizenship by conferral that their information may be disclosed to members of parliament for this purpose.
Chapter 13

Suggested citizenship ceremony program and order of events

The names of the presiding officer, administrative officer and official guests should be inserted in the program.

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.30 pm</td>
<td>Candidates arrive and their identity is verified. Candidates should be briefed on the sequence of the ceremony and the order in which they will be called to make the pledge.</td>
</tr>
<tr>
<td>1.55 pm</td>
<td>Official party enters and those present stand.</td>
</tr>
<tr>
<td>2.00 pm</td>
<td>[Administrative officer] welcomes all present</td>
</tr>
<tr>
<td>2.02 pm</td>
<td>Welcome to Country or Indigenous acknowledgement</td>
</tr>
<tr>
<td>2.05 pm</td>
<td>[Presiding officer] welcomes all present; introduces the official guests; delivers the opening address (suggested wording appears at Appendix 5); and foreshadows the affirmation ceremony.</td>
</tr>
</tbody>
</table>
| 2.15 pm | [Presiding or administrative officer] introduces each speaker in the following order:  
  - Minister or minister’s representative.  
  - If the minister has not sent a representative, the presiding officer reads the minister’s message.  
  - Other speakers. |
<p>| 2.30 pm | [Presiding officer] reads the address (preamble for citizenship ceremonies) to candidates (Appendix 2) making the pledge. |</p>
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.32 pm</td>
<td><strong>[Presiding officer]</strong> administers the pledge (Appendix 3) to candidates.</td>
</tr>
<tr>
<td>2.35 pm</td>
<td><strong>[Presiding officer, administrative officer or official guest]</strong> presents Australian citizenship certificates to new citizens and congratulates them on becoming Australian citizens. Each candidate who has made the pledge is called forward individually to receive their Australian citizenship certificate. Australian citizenship certificates for children may be handed either to the child’s parent when the parent is presented with their own certificate or directly to the child. A gift may also be presented to new citizens.</td>
</tr>
<tr>
<td>2.50 pm</td>
<td><strong>[Presiding or administrative officer]</strong> advises that new citizens may enrol to vote now by completing the electoral enrolment form given to them. If staff from the AEC are present, advise that those officers are available to help.</td>
</tr>
<tr>
<td>2.53 pm</td>
<td><strong>[Presiding officer]</strong> congratulates the new citizens and introduces the dignitary who will conduct the Australian citizenship affirmation ceremony.</td>
</tr>
<tr>
<td>2.54 pm</td>
<td><strong>[Presiding officer or other appropriate Australian citizen]</strong> conducts the affirmation ceremony. They invite all Australians who wish to publicly affirm their commitment to Australia and its people, to stand in their place and join in repeating the affirmation. Non-citizens should be invited to join at the second line of the affirmation. It should be made clear that recitation of the affirmation is voluntary and that it has no legal effect.</td>
</tr>
<tr>
<td>2.57 pm</td>
<td><strong>[Presiding officer]</strong> asks all present to stand for the Australian National Anthem.</td>
</tr>
<tr>
<td>3.00 pm</td>
<td><strong>[Presiding officer]</strong> concludes the ceremony (suggested wording appears at Appendix 6); and invites new citizens, official guests and all present to join him/her for light refreshments.</td>
</tr>
</tbody>
</table>
Chapter 14

Checklist for conducting a ceremony

Contact the department

- Local government councils must provide the department with a schedule of ceremony dates three to six months in advance.
- Community organisations must contact the department at least three months before a planned ceremony date.

Organise the ceremony

- Invite the candidates. If the ceremony is to be hosted by a community organisation, the department will generally invite the candidates.
- Invite the minister, elected government officials and representatives of local community groups. Advise officials if they will be invited to make a speech.
- Ensure the presiding officer is authorised by the minister to administer the pledge.
- Advise the department if the minister or a representative will attend. If neither is attending, contact the department to obtain the current minister's message.
- Advise the AEC of the time and date of the ceremony.
- Prepare a ceremony program.
- Ensure the Australian citizenship certificates, pledge cards, pledge verification list, electoral enrolment forms, affirmation cards if required and publicity consent forms have been received from the department. Departmental officers will bring these items to ceremonies conducted by community organisations.
- Arrange for the national symbols to be displayed and the National Anthem to be played.
- Arrange for an Indigenous acknowledgement, a social gathering and an Australian citizenship affirmation ceremony to be incorporated in the ceremony.
On the day

- Display the national symbols.
- Identify the candidates correctly against the pledge verification list and their identity documents. At ceremonies conducted by community organisations, this will be carried out by departmental officers.
- Obtain the written consent of candidates to publicity if the ceremony is to be used for promotional purposes.
- Issue pledge cards, electoral enrolment forms (and affirmation cards if required) to the candidates.

During the ceremony

- The presiding officer must read the minister’s message if the minister or minister’s representative is not attending.
- Other officials are invited to speak after the delivery of the minister’s speech or message.
- Presiding officer must read aloud the address specified in schedule 1 of the Regulations (see Appendix 2) prior to candidates making the pledge.
- Candidates must make the pledge.
- Candidates who have made the pledge are presented with their Australian citizenship certificates.
- Arrange for electoral enrolment forms to be completed.
- Conduct an Australian citizenship affirmation ceremony if arranged.
- Play the Australian National Anthem at the end of the ceremony.
- Invite all to the social gathering if applicable.
Shortly afterwards

- Complete and return both Australian citizenship pledge verification lists; one to the department and the other to the AEC.

- Forward the names and addresses of new citizens to local federal and state/territory members of parliament, where requested.

- Return all Australian citizenship certificates that were not presented at the ceremony to the office of the department that issued them by registered mail.

Registration desk for new citizens at the Australia Day 2008 citizenship ceremony, Commonwealth Park, Canberra
Chapter 15

Australian citizenship affirmation ceremony

What is the Australian citizenship affirmation?

The Australian citizenship affirmation is a statement affirming loyalty and commitment to Australia and its people. It is based on the pledge made by candidates at citizenship ceremonies in order to become Australian citizens.

It reads:
As an Australian citizen
I affirm my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect,
and whose laws I uphold and obey.

What is an Australian citizenship affirmation ceremony?

An Australian citizenship affirmation ceremony is a short ceremony where all present are given the opportunity to publicly affirm their loyalty and commitment to Australia and its people by reciting the Australian citizenship affirmation. Affirmation ceremonies increase awareness of Australian citizenship, promote community involvement and participation, and help people feel that they belong. They also help build pride in Australians about their citizenship.
Legal status of Australian citizenship affirmation ceremonies

Unlike citizenship ceremonies, affirmation ceremonies have no status in law and no legal effect. No records on participants are required by the department. People taking part in affirmation ceremonies are not required to prove their Australian residence or citizenship status. To avoid confusion with official evidence of Australian citizenship, no certificate should be given to people who participate in an affirmation ceremony.

Who can host an Australian citizenship affirmation ceremony?

Australian citizenship affirmation ceremonies may be hosted by community organisations, schools and local government councils at special events such as community meetings, functions, festivals and school assemblies. They can also be part of celebrations for special occasions such as Australia Day (26 January) and Australian Citizenship Day (17 September).

Who can participate in an Australian citizenship affirmation ceremony?

Everyone is welcome and participation is voluntary.

Many Australians would not have had an opportunity to declare their commitment to Australia and its people at a citizenship ceremony because they were born in Australia.

Some overseas-born Australian citizens have previously pledged their commitment to Australia at a citizenship ceremony. They may however wish to join in and re-affirm their loyalty to Australia and its people.

There are also many people living in Australia who, although not yet Australian citizens, consider Australia their home. They too may wish to express their loyalty to Australia and show their support for the values that are part of Australian citizenship by joining in the affirmation at the second line.

Who can lead an Australian citizenship affirmation ceremony?

An Australian citizenship affirmation ceremony must be led by an Australian citizen. They may be a person of some standing in the community or school, for example an official guest, a leader within the community, a federal or state/territory parliamentarian or other appropriate person.
For local government councils that incorporate an affirmation ceremony into a citizenship ceremony, the affirmation ceremony may be led by the presiding officer who is usually the Mayor or Chief Executive Officer.

As Australian citizenship affirmation ceremonies are significant occasions conveying important symbolism they should be conducted with meaning and dignity.

**How to host an Australian citizenship affirmation ceremony**

An Australian citizenship affirmation ceremony should be foreshadowed at the beginning of the function to allow those present to consider whether they wish to participate. It should be made clear that participation is voluntary and that reciting the affirmation has no legal effect.

Australian citizenship affirmation cards with the words of the affirmation should be placed on seats or handed to guests as they arrive. This will allow members of the audience to become familiar with the words of the affirmation. Australian citizenship affirmation cards are available from state and territory offices of the department or by visiting the Australian citizenship website at [www.citizenship.gov.au](http://www.citizenship.gov.au)

The person leading the Australian citizenship affirmation ceremony should invite all who wish to publicly affirm their commitment to Australia and its people, to stand and join in repeating the affirmation.
Glossary of terms

- **Presiding officer**: A person who has been authorised in writing by the Australian Government minister responsible for citizenship matters to confer Australian citizenship. In the case of local government councils, this is usually the Mayor and Chief Executive Officer.

- **Administrative officer**: A local government official or other person who assists the presiding officer in arranging and conducting the ceremony.

- **Community organisation**: An organisation that is not-for-profit, whose activities are intended to benefit its members and the wider Australian community. Examples include Apex, Lions, and Rotary Clubs, Scouts and Guides Associations and Surf Life Saving Associations.

- **The department**: Australian Government department responsible for citizenship matters.

- **Minister**: Australian Government minister responsible for citizenship matters.

- **Pledge**: The pledge of commitment as a citizen of the Commonwealth of Australia made by candidates under section 26 of the *Australian Citizenship Act 2007* as the last step in becoming Australian citizens. There are two forms of the pledge:
  - Pledge 1 using the words ‘under God’
  - Pledge 2 without reference to God.

  The words are contained on Australian Citizenship Pledge cards available from the department. Both pledges are reproduced in Appendix 3.

- **Australian citizenship certificate**: Evidentiary notice given to a person stating that the person is an Australian citizen at a particular time.
Address to be read by the presiding officer to candidates making the pledge. Schedule 1 of the Australian Citizenship Regulations 2007

Preamble for citizenship ceremonies

Australian citizenship represents full and formal membership of the community of the Commonwealth of Australia, and Australian citizenship is a common bond, involving reciprocal rights and obligations, uniting all Australians, while respecting their diversity.

Persons on whom Australian citizenship is conferred enjoy these rights and undertake to accept these obligations:

(a) by pledging loyalty to Australia and its people; and
(b) by sharing their democratic beliefs; and
(c) by respecting their rights and liberties; and
(d) by upholding and obeying the laws of Australia.
Appendix 3

Pledge of commitment as a citizen of the Commonwealth of Australia

Form of Pledge No 1
From this time forward, under God,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

Form of Pledge No 2
From this time forward,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.
The Australian National Anthem

Advance Australia Fair

Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature’s gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Composed by Peter Dodds McCormick
Appendix 5

Opening address—suggested paragraphs

Below are some suggested paragraphs for the presiding officer’s opening address. These paragraphs are intended as a guide only and can be drawn on for incorporation into the speech.

Indigenous acknowledgment

- I would like to acknowledge the traditions of the Aboriginal and Torres Strait Islander People, (the xxx people), on whose land we are gathered here today.
  or
- I recognise the living culture of the xxx people and the unique contribution they make to the life of the xxx region.

Introduction

- Welcome distinguished guests, ladies and gentlemen.
- This citizenship ceremony is being conducted as prescribed in the Australian Citizenship Act 2007 and the Australian Citizenship Regulations 2007 under the authority of the Minister for Immigration and Citizenship.
- I have been authorised as a person who may receive the pledge as a citizen of the Commonwealth of Australia.
- Making the pledge is the final step in your becoming an Australian citizen.
- I am pleased to see so many citizenship candidates here today. I would like to congratulate each of you on your decision to become an Australian citizen—a decision welcomed not only by me, but by all Australians.
- Citizenship is a common bond which unites all Australians, whether they are Australia’s traditional inhabitants, first generation migrants or the descendants of earlier settlers. Our rich heritage stems from the contributions made by all of us.
Commitment to Australia and common values

- Acquiring Australian citizenship is a public declaration of your commitment to Australia.
- Acquiring Australian citizenship enables those doing so to participate fully in our inclusive society, realise aspirations and achieve their full potential, regardless of their race, background, gender, religion, language or place of birth.
- The culture and traditions that migrants bring to Australia, including their language and religion, contribute in making Australia a vibrant community.
- We have built a nation in which people can bring all that they are to Australia. We are all free to express and share our cultural heritage within the law, and we can all participate, contribute and belong as Australians.
- Your Australian citizenship is also about making a contribution.
- Australia has a commitment to various values and institutions. These include parliamentary democracy, equality before the law, freedom of the individual, freedom of speech and religion, equality between men and women, and equality of opportunity for all.
- As Australians, you will be members of a community which is democratic and in which everyone has equal rights and freedom of opportunity.
- Only by accepting our duty as Australian citizens can we make sure that our rights and those of our children will be protected now and in the future.
- You are about to undertake a new commitment, a new responsibility.
- Australian citizenship entails responsibilities and privileges.
- Citizenship is a public commitment to embracing Australian values and institutions. Citizenship brings responsibilities and duties—to obey the laws, to register on the electoral roll and vote, to serve on a jury if called to do so, and to defend Australia should the need arise. Citizenship also brings civil and social rights—the right to express your cultural heritage and beliefs coupled with a responsibility to accept the rights of others to express their heritage and beliefs.
- Our ceremony today recognises that citizenship is a common bond made meaningful because it embraces an understanding of the rights and responsibilities of all peoples.
Cultural diversity

- Australia’s strength lies in its people. Our people have made Australia what it is, building our nation into a vibrant, open and diverse society of which we can all be proud.

- We hope that those who have not yet applied for Australian citizenship will consider taking the step that those candidates here today have taken and commit themselves to being a part of Australia’s future.

- We all need to belong to a family or a community, to share a past and to hold common hopes and goals for the future. By becoming an Australian citizen, you are showing that you want to be a part of Australia’s future.

- No one who applies for Australian citizenship is expected to renounce their cultural identity, customs or traditions.

- Australia’s heritage is made richer by contributions from people from many lands.

- Today’s Australia has been built from the combined contributions of our Indigenous people and those who came here later from all over the world. We accept and respect the cultures and traditions of newcomers and, in return, expect that they also respect and accept the cultural differences they find here. While we embrace and celebrate the diversity of the Australian people, we also aim to build a cohesive and unified nation of people. Australian citizenship lies at the heart of a nation founded on all-round equality.

- The aim of all Australians is to build a strong, harmonious and unified nation. To do this we work together.

- It is important as an Australian citizen to understand how our society works and the democratic principles that guide us. It is also vital to understand how we, as responsible individuals, can contribute to a better future.

- Australia can take enormous pride in your decision to freely choose to become part of this nation as a fully participating member. Australia gains by your commitment to it and through the contribution you will make to its wellbeing.
Closing address—suggested paragraphs

Below are some suggested paragraphs for the presiding officer’s closing address. These paragraphs are intended as a guide only and can be drawn on for incorporation into the speech.

- I welcome you as citizens of Australia and I congratulate you on your decision to become an Australian citizen.
- Choosing to become a citizen is a very significant expression of your pride in being part of Australia’s dynamic and diverse society.
- You have made a pledge of commitment to Australia and its people and have been provided with a memento card to mark the occasion of the commitment.
- Australian citizens value many basic rights including equality of treatment, equality under the law, democracy and equal opportunity for all.
- Our culturally diverse society is founded on a ‘fair go’ for all Australians.
- Now that you are Australian citizens you enjoy specific privileges and responsibilities, such as the right to vote to help elect Australia’s governments and access to an Australian passport.
- Australia’s future success depends on the way we work together.
- Your Australian citizenship is a symbol of your commitment to Australia and your formal membership of the Australian community.
- Australia gives all Australians the opportunity to live and grow in a free and open society and to share in the common good. In return, we owe Australia our duty as good neighbours and good citizens.
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 & Forecast
- Budget Year ended June 2020
- Rates Processing
- Year End processing June 2019
- Finance Department Staffing
- Grants and Policy Manager Report

BACKGROUND

FINANCIAL POSITION & FORECAST

Our financial statements, in particular our Profit and Loss statement for the month of July 2019 contain some significant variances, which on face value look concerning. However, it must be noted that a significant portion of our financial performance is dependent upon the carry forward positions that exist in a number of our funded programs. Given that these numbers for June 2019 are yet to be fully finalised, some variances, as shown, are timing issues only, with corrections to be processed as the year-end process is completed.

This perceived financial performance is also based on the timing of significant items in the budget, which have also contributed to some of these large variances.

Analysing this month’s performance, as such is somewhat problematic, however I draw your attention to a few key areas which management can directly influence.

Salaries and Wages

Our salaries and wages budget includes a total 165 staff (full time, part time and casual), however as you will see in the Organisational Development report our current workforce consists of 133 staff across these categories. So we still have a number of unfilled positions that contribute to our favourable variance. Further adding to this favourable variance is the 1,774 hours (for the three pay periods ended Sunday 4 August 2019) of AWOL and LWOP. These are permanent savings against our Budget, which in tied funding programs, present us with challenges in both spending the full grant allocations, but also have the potential to compromise our service delivery on the ground.

We are still actively recruiting for these unfilled positions.

Revenue

We have a number of timing issues when comparing to our Budget for July. The budget assumed that we would be receiving the first part of a number of funding streams. We have received confirmation and notification of the amounts to be paid, however they are yet to be received. We do expect these to be paid shortly. For the time being, they represent unfavourable variances, which is only temporary.

It is pleasing to note that our fees and charges income and our agency and commercial services income, were in line with Budget.
Other Expenses
A number of our discretionary expenses are under Budget, mainly reflective of assumptions regarding Budget timing. Also note however that many of our Budget expense targets are annual in nature, and spending across the year will be somewhat lumpy. The analysis of any given month in particular, especially month 1 of a new Budget year is not likely to yield any great insights into performance. It is pleasing to note that Managers are cognisant of Budgets in their daily jobs.

BUDGET YEAR ENDED JUNE 2020
Our Budget and Regional Plan for the year ended June 2020 has now been fully completed and lodged with both the Minister and Department of Local Government, Housing and Community Development (DLGHCD). Following the significant effort taken to produce and review these documents and plans, our focus now turns to delivering the services to the standard required within our financial parameters.

The Budget for 2019/2020 has now been loaded into TechOne. All Managers reports for July 2019 will now report against these Budget targets.

RATES PROCESSING
We will be completing our rates run during the 3rd week of August 2019 resulting in a due date for rates payments of 20 September 2019. A test run has been completed. Around 75% of our rates revenue comes from the Department of Local Government, Housing and Community Development (DLGHCD), and given our agreement with them, we expect to receive their portion of our rates revenue ($1.8m approx.) by the end of September 2019.

YEAR END PROCESSING JUNE 2019
The finance team have been busy preparing the numerous reports, schedules and reconciliations that contribute towards the production of the financial statements for inclusion in the annual report.

Our auditors will be in the Darwin office to commence their review of our financial numbers on Monday 12 August 2019.

The first of our grant acquittals were due on 31 July 2019, with all required financial information provided to the relevant departments by Friday 2 August 2019. These included:

- NT Remote Sport Program
- Libraries
- Families as First Teachers (FAFT)
- Childcare/Crèche x 3 locations
- Youth Diversion

The information provided is preliminary only and has not been audited, and as such, is subject to change pending final review. It is however, a requirement of the funding agreement to provide such information and further demonstrates Council’s commitment to meet all obligations under our funding agreements.

Our remaining grant acquittals (most of which need to be audited) have varying due dates between 30 September and 31 October 2019. The preparation of these acquittals by their respective due dates is currently on schedule.
FINANCE DEPARTMENT STAFFING

Our Manager Organisational Development and Change resigned and finished employment with Council during the month. The recruitment process to replace this position has commenced with a recruitment panel assembled to make for formal recommendation regarding the appointment. The CEO has removed herself from the process to ensure there is no conflict of interest (real or perceived) due to a family connection with one of the applicants. On that basis, myself as Deputy CEO and Chief Financial Officer, have been provided the relevant delegation (by the CEO) to approve the final appointment.

The recruitment panel consists of:

- Shane Whitten – Position Manager
- Lana Ullungura – Payroll expertise
- Pirrawayingi Puruntatameri – Cultural expertise
- Deanne Rioli – High volume HR/Payroll internal customer

This is a key appointment within our organisation and I am very satisfied we have a knowledgeable and balanced panel. As indicated above, our panel includes relevant subject knowledge, gender balance, cultural appreciation and a high volume internal customer / frequent user of the services to be provided. We will commence interviews in the week commencing Monday 12 August 2019 and expect to be in a position to make an offer to a successful candidate in the next 2-3 weeks.

GRANTS AND POLICY MANAGER REPORT

Staff movements
David Astalosh - Manager Grants and Policy was on leave from 27 June and returned to work on 22 July.

New applications
Nil in July. There are a number of funding rounds open in August and September including the Community Benefits Fund, Aboriginal benefits Account, Special Purpose Grants and the Strategic Local Government Infrastructure Fund.

New Variations
Nil

New outcomes of funding applications
Nil

Approved grants/projects

Sydney University project

Students from the University of Sydney visited the Tiwi Islands to present their reports to Councillors. The reports which put a focus on the development of young Tiwi people was received by councillors. We are now focussing on negotiations for the next service agreement before arrangements made for future student groups.

Interisland ferry NTG Strategic Infrastructure Fund - Infrastructure
The contract has been awarded for the new ferry and the ferry is under construction.

Milikapiti Oval ABA 2014 - Infrastructure
Funding agreement required the works to be completed by 31 July. Final performance report due to PMC on 12 August.
TIRC is in final stages of preparing a funding agreement for the $300,000 extension of the Milikapiti Oval.

Safer Communities Fund -Commonwealth Department of Industry, Innovation and Science $233,327.20 - Security lights and CCTV.

TIRC requested a variation to change the funding agreement to install lights and alarms however, this was declined. Infrastructure has released a new CCTV tender for five (5) locations. The Department has advised after this procurement process they will review the budget allowances for each section of the project - for example a reduction in the amount we can spend on CCTV will allow for an increase in what we can spend on lighting (depending on departmental approval). Waiting on outcome of tender assessment process.

Special Purpose Grants (November 2017 SPGs)

Second hand grader - TIRC has acquitted this grant. Infrastructure is preparing quotes for how the underspend could be best used. Waiting to receive quotes on how to spend the surplus funds from Infrastructure then a letter to be actioned and forwarded to the Department for approval.

NTG Special purpose grants (SPGs) April round

Priority 1) Alarms and security screens for staff housing all three (3) communities – $279,734.00.

A new tender was issued for supply and install of security screens by Infrastructure. Waiting on outcome of the tender assessment and recommendation.

Priority 2) Pirlangimpi pontoon – $238,844

CEO to write to the Department requesting a variation to a new project at Pirlangimpi given new information regarding costs of the proposed pontoon. Letter is with the CEO for review.

Priority 3) Pirlangimpi equipment town services –

Council has acquitted this grant. Approval received to spend the remaining $3,000 on other small equipment such as chainsaws at Pirlangimpi. Information forwarded to Melville Shire Services Manager to spend the grant.

NTG Special Purpose Grants 18/19 Round 1:

1) SPG Mechanical workshops- $180 246 - Infrastructure working through procurement processes to purchase items.
2) Animal management- $89 445 - towards building capacity to deliver animal management program across Tiwi communities. Grants includes funds for staff training in animal management by AMRICC and an animal management vehicle. Infrastructure has ordered the animal management vehicle.

Municipal and Essential Services Special Purpose Grants (Homelands SPG)
Funding agreement executed and received by TIRC. Infrastructure and Outstations to deliver the project.

1. Successful for removal of 20 trees at Paru - Tree removalists on site end of July
2. Purchase deliver and install three new septic tanks at Paru.

NTG Special Purpose Grants

TIRC submitted applications for the below activities:
Priority 1 - Jirnani security upgrade - Successful.

TIRC is waiting on the outcome of the Children Services review and then permission from Department of Education and Training to arrange works for the security upgrades works.

NTG Energy Efficiency Grants

TIRC was successful in our application for $70,545.45 to replace 25 air conditioners in TIRC offices and other facilities with newer more energy efficient units. Infrastructure has ordered a number of air conditioning units. Refer to Infrastructure update for more information on this project.

NAIDOC Week

Notified on 3 June - TIRC was successful for $4,880.00 to celebrate NAIDOC week 2019. TIRC is waiting on feedback from PMC to see if we can use the underspends on NAIDOC week from previous years on this year’s celebration. Community Engagement is delivering this project.

The funding agreement requires the below activities:

1. Educational workshop on treaty (focusing on education young people of all skin groups)
2. Local dance shows
3. Culture shows
4. Grand finale spectacular in Wurrumiyanga

NT Major Events Company - TIFL 2020 Grand Final

Funding approved by NT Major Events Company to support TIRC to create a strategic and operational plan for the 50th Tiwi Grand Final in 2020. The approved funds must be used to engage a consultant to develop the plans that can then be used to source additional funding.

Project brief to be developed and expressions of interest sought from event specialists on island and in Darwin.

Outstanding grant responses

Requested variation to MESSPG to pool surplus MESSPG funds for dedicated outstations vehicle.

ABA homelands projects

Application submitted on 28 June to Prime Minister and Cabinet and ABA to complete works to replace Generator at Ranku. Proposal is to install a smaller generator with smart control board that will switch generators when the load levels change. Waiting on response.

ISSUES/OPTIONS/CONSEQUENCES

N/A

CONSULTATION & TIMING

N/A
RECOMMENDATION:

That Council receive and note this report number 227987 for information.

ATTACHMENTS:
REPORTS FOR INFORMATION

ITEM NUMBER 7.3
TITLE Infrastructure EoM Report - July 2019
REFERENCE 227986
AUTHOR Chris Smith, General Manager Infrastructure

Infrastructure report to Council for the month of July 2019, covering town services in Wurrumiyanga, Pirlangimpi and Millkapiti, civil works, interisland ferry and outstations. As the Fleet and Assets manager is on leave, there will not be a report from Fleet or Workshops this month.

BACKGROUND

Tree Clearing around Aerodromes
All our airstrips were recently the subject of Aerodrome Safety Inspections. Some significant tree clearances have been mandated as a result of these reports. Attached are some images of the areas that we need to clear to comply with Civil Aviation Safety Authority (CASA) requirements.

Cyclone Shelters Report to NTG
GM Infrastructure has spoken with the Wurrumiyanga Police and is following up with the school and the clinic. But there are no certified shelters anywhere on the two islands. The police have our rec hall listed as a ‘refuge’. The school at Wurrumiyanga is listed as capable of accepting 300 people, but as far as Council is aware, any cyclone building needs stored water, toilet facilities and food preparation area. Police also mentioned that all the concrete-block houses here are Code 3, but Territory Housing will not accredit them as such.

1.0 Service Delivery Bathurst Island Town Services/Civil/ferry/Aerodromes/Outstations
1.1 Town Services

1.1.1 Community/cultural commitments
Town Services, Civil Works and Outstation crews helped facilitate various funeral services for the community. TIRC continues to show strong presence at such community/cultural events.

1.1.2 Training
Manager Town Services has organized upcoming training:

1. Coxswain 2 Near Coastal (MAR10418)
   - Funding sourced from Department of Trade, Business and Innovation NT
   - Training scheduled to commence 12/08/19

2. Truck license (Medium Rigid, Heavy Rigid, Heavy Combination)
   - Funding sourced from Centre for Appropriate Technology Ltd (CFAT)
   - Discussion ongoing to obtain a certified route to conduct drive training on the Tiwi Islands

3. Corporate gun license for animal management
   - TIRC corporate gun license scheduled for reinstatement August
   - Training to be scheduled late 2019
1.1.3 Parks and Gardens
- Left over grant funding from 2017-18 was compiled into one lump sum and approved for purchasing a new zero turn ride-on mower. The mower has arrived and commenced servicing the pool area. A commercial size grass catcher attachment has been installed on the mower to improve pool area aesthetics and minimize grass going through the filtration system.
- Council responsible areas have been maintained accordingly
- Slashing and mowing of parks and public areas have been caught up in preparation for fire safety
- Intersections/corners with high grass have been targeted to create safer conditions for pedestrians

1.1.4 Waste Management

Sucker Machine
- New motor has been ordered (out of service for 17 weeks)
- A more robust hose has been sourced and will be purchased August.

Garbage Truck
Waste collection crews have been inconsistent during July due to numerous sorry business commitments and other external factors influencing attendance.
- Preventative maintenance routinely conducted on Wednesdays. Laminated check list provided to ensure all maintenance tasks are executed
- Laminated check list of major waste collection points provided to ensure all bins are emptied

Wheelie Bins
- Numerous bins have been replaced within the community upon request and payment.
- Lid and wheel repairs have been conducted on an opportunistic basis
- In order to help reduce dog induced litter, rope and latch systems have been installed in problematic areas and at individual lots upon request.
- Community events are serviced with temporary bins. Funerals are permanently serviced by 5 bins provided to the Church.

Bin posts for Kerinaiua Hwy are being investigated upon the request of Local Authority. This will cover:
- Residential
- Club
- NUA area
- 2 separate card rings
- Red Cross
- Church

10c Recycling Facility
A report has been completed to conceptually outline the process and feasibility:
- A 10c Recycling facility would be financially feasible
- Accurate estimates of capital expense required to start the facility needs to be investigated
- SeaSwift has agreed to waver all freight charges associating the 10c recycling scheme
- Discussions regarding licensing options with NT EPA are ongoing
- All three Can crushers are being compiled in Wurrumiyanga to assess repairs and suitability for service.
- 15/08/19, Ramcan has been contracted to conduct repairs/improvements to the electric can crusher. Two remaining petrol driven can crushers will be assessed to see if repairs are economically feasible. Ramcan have offered to purchase can crushers back for historical purposes.

Other Recycling
SeaSwift has agreed to waver all freight charges associating recycling streams transported off the island to Darwin. Recycling companies have been organized to transport recycling streams from the SeaSwift yard:
- Pallets of batteries stacked two layers high are sold to Darwin Recycling Pty Ltd or Sell and Parker, providing TIRC income. Batteries from the Workshop and community hard rubbish are being palletized for future sales.
- End of July, the 5000L waste oil tank was transported to Darwin for disposal from NT Recycling Solutions. When returned, old historical drums of waste oil will be compiled into the safe compliant 5000L vessel.
- E-Waste disposal options are being progressed with NT recycling solutions

Landfill
- NT EPA were contacted to discuss licensing of the current landfill and future endeavors to open up a new landfill in a better suited location with best practice designs. Discussions ongoing
- D6 dozer out of service for last 17 weeks, impacting ability to reconfigure tip area to facilitate waste segregation bays, and properly cap off legacy pits.
- Batteries separated during hard rubbish collection for recycling
- All major contactors should at pay fees based on estimated waste generated. Discussions ongoing
- Deceased animals have been safely transported to the tip and covered when required

1.1.5 Swimming Pool
- Remained opened since Jan 2019, with no unplanned closures
- Pool quality maintained at optimal conditions
- Grass has been cut when required using the new mower and grass catching attachment that also removes most of the leave debris. Storage shed has been fitted with a new air compressor to facilitate cleaning of the mower
- Pool usage has progressed to incorporate more of the community, facilitating adult swimming sessions and training programs

Future works
Viking Swimming Pools and Pool Werx have provided quotes to repair the pool leak and provide a lighter colored surface:
- Project estimated to cost between $150,000 to $300,000. This requires the tender process
if Council secure funds and wishes to progress
- Pool repair works included in the new round of SPG applications for TIRC
- Chlorinator system needs investigating to ascertain capital expenditure required to repair. This would automate the dosing process and enhance efficiency and quality control. Irrigation system scheduled for repairs August 2019.

1.1.6 **Streetlights**
- 8 separate street lights have been repaired since Mar 2019
- A map is being developed to show where all street lights are located, and which are not working. Future works can be strategically planned and costed using the information collected.

1.1.7 **Local Authority Project**
**Dangerous Tree Removal**
- Tree removal contractors have completed works in Wurrumiyanga, as per allocated funds from Local Authority. All significantly dangerous trees identified have been removed.
- Clean up works are 70% complete and ongoing

1.1.8 **Other allocated work**
Various job cards have been completed in a timely manner, including furniture transporting, yard cleaning and vegetation clearing.

1.2. **Inter-Island Ferry (Boat Shed)**
Service scheduled for mid-August. Additional works will be conducted while the vessel is out of the water:
- Wear plates to be repaired with new aluminum strips
- New propellers to be installed
- Computer analysis of motor data to be conducted
- Door cable reel mount to be repaired (cracks in weld)
- General Service

1.3. **Aerodrome**
- Daily inspections have been conducted with no major issues identified
- Slashing and mowing is up to date
- Windsock blackening of the circle completed using rubber mats
- Signal circle blackened using existing tar and blue metal
- Clearing trees on the transition sides was previously scheduled for future works (30 m clearance either side of boundary fence). Recent findings from both AMS and CASA may require said clearance to extend up to 70m, requiring significant expenditure. Discussions with DIPL ongoing to explore funding options
- Permanent lighting needs to be implemented, as current are designed for temporary use. Discussions ongoing with DIPL to explore funding options
- The Northern approach to airport runway requires additional clearing of trees infringing on the TODA gradient, as identified by surveyors after the airport upgrades
1.4. Civil Works

Routine town maintenance
- Various pot holes have been patched up around the community
- The dump has been routinely pushed up and maintained using the Loader

Routine regional maintenance
- Grading to Ranku complete. Additional touch ups from Ranku to Forcroy turn off have been conducted while the Grader travelled
- Bush road grading to Port Hurd, Parnappi, and Forcroy ongoing. Completion scheduled for end of August. Grading of said roads have not occurred for 3+ years
- Loader works scheduled to create new access track into Mrinto Beach

Clearing drains in Wurrumiyanga
- Excess fill from drain clearing have been transported to the dump and incorporated into the earthwork operations

Landfill Project
- Earthworks to date have started to rehabilitate legacy pits, and begin reconfiguring the site for new operations
- Civil crews have been trained to conduct the new environmentally improved operations of the landfill

Foreshore Drainage Project
- Drainage formation complete
- Final level and gradient complete
- Beautification work scope and delivery method being investigated

1.5. Outstations

.15.1 Overview
- June invoice 80% complete. HMS invoice from 2018/19 to be finalised to capture works completed that were scheduled prior to end of financial year. All available funds on track to be acquitted.
- HEA 2018/2019 approved
- HEA 2019/2020 will be available for new applications 1/07/19 onwards

MES SPG submitted for 2018/2019 (approval pending)
1. Multi-purpose spray trailer
2. Outstations Vehicle
3. Paru water upgrade
4. Ranku sewer ponds upgrade
5. Melville Island generator upgrade
6. Buffalo proof fencing around bores (Melville Island)
7. Bore maintenance program (Melville Island)
8. Fire break following power lines from Ranku power station to community.
An application has been submitted (ABA funded project) to upgrade Ranku power station. An application is being developed for ABA funding to improve Ranku water supply.

1.5.2 Ranku

Power
Waste oil disposal scheduled for August.
NUMBER 1 (Hino Generator)
- Online and operating (oil leak requiring more frequent maintenance)
- 3/8/19 (Saturday) Outstation officers responded to a power outage, rectifying the issue within 6 hrs of being notified
- Mechanic conducted service 6/8/19
- Three outages to date since 17/4/2019

NUMBER 2 (Perkins Generator)
- Offline due to bad oil leak

Power line clearing from power station is at 75% completed. Completion dependent on funding.

Slashing/Mowing
- Slashing and Mowing completed

Water
- Water leaks repaired to one dwelling
- New bore required, based on historical issues. ABA application being developed

Future Projects
- Upgrade Generators & Power stations
- Sewer Ponds Upgrade
- Street Lighting Upgrade
- Graded Fire Break
- Rodent & Pest Control
- Graded fire breaks
- Grade outstation roads

HMS (Housing Maintenance Services)
- All building resources and funding have been exhausted to complete repairs on houses for the returned residents
- Correspondence with NTG are ongoing regarding refurbishing houses, subject to additional funding approval

1.5.3 Paru

Power
- No outages

Slashing/Mowing
- Slashing completed in preparation for fire season

Water
- Various repairs to fire damage bore line have been conducted. No water outages since early July

HMS (Housing Maintenance Services)
- Repair to leaking pipe in Lot 1 completed
MES SPG
- Dangerous tree removal project 60% complete
- Clean up works ongoing with completion scheduled for late-August

Future Projects
- Bore pump access platform on creek. Project logistics and scope indicate that funds will not be sufficient. Discussions ongoing.
- Graded fire breaks (MES)
- Grade access roads (MES)
- Painting lot 7 outside (HMS)
- New boundary fence for Lot 1 (HEA)
- New front fence and gates for Lot 7 (HEA)

1.5.4 Four-Mile

Power
- No outages

Slashing/Mowing
- Slashing completed in preparation for fire season

Water
- Repaired two separate leaks in one dwelling. Repairs to plumbing and installation of a tap to the ablution block conducted

HMS (Housing Maintenance Services)
- Oven in Lot 9 replaced
- TV dish on Lot 9 installed

MES SPG
- Dangerous tree removal project 90% complete
- Clean up works ongoing with completion scheduled for mid-August

Future Projects
- Graded fire breaks (MES)
- Grade outstation roads (MES)

1.5.5 Pitjamirri

Power
- No outages
- Off-grid Electrical was contracted to complete audits and reports on solar system for strategic future upgrades

Slashing/Mowing
- Slashing completed in preparation for fire season

Water
- Water upgrades have improved water pressure (No Outages)

HMS (Housing Maintenance Services)
- No works to report on

Future Projects
- Installation of water treatment has progressed to the next level (MES)
- Installation of elevated tank platform and safety ladder (MES SPG)
- Grade access roads (MES)
1.5.6 Takapimiliyi

**Power**
- No outages

**Slashing/Mowing**
- Fire mitigation and slashing complete

**Water**
- No outages

**HMS (Housing Maintenance Services)**
- No works to report on

**Future Projects**
- Upgrade patio eves Lot 1 Lot 2 (HMS)
- Installation crim safe security screens Lot 1 Lot 2 (HEA)
- Graded fire breaks (MES)
- Grade access roads (MES)

1.5.7 Condor Point

**Power**
- No issues

**Slashing/Mowing**
- Slashing and fire mitigation clearing complete

**Water**
- Water pipe disconnected from the main tank. Rectified within 1 day of notification.
- New water tank and piping system running well
- Descaling of bore required for future works (MES)

**Future Projects**
- Grade access track (MES)
- Graded Fire Break (MES)
- Rodent & Pest control (HMS)
- Solar inspection (MES)
- Repairs to Infrastructure (HEA)

2.0 Service Delivery Melville Island Town Services/Aerodrome/Civil Works/

2.1 Milikapiti

**2.1.1 Town Services**

- Garbage compactor truck has been completing garbage collection twice weekly.
- Stage 2 Milikapiti Oval, waiting for funding before we can proceed.
- Oval irrigation commissioning is on going as the plumber has been busy with other works.
- Loader is still having issues with the hydraulic pump.
- General township clean-ups have been done also throughout this month.
- Workshop area has been cleaned this month and will continue regularly.
- Grandstands have been delivered and are waiting to be erected, still waiting for the delivery of the shade structures for Milikapiti Oval.
- Score board has been painted and are waiting for the carpenter to install.
- 172 -

- Airport slasher has been repaired.
- 3 Bin holders have been erected outside the shop.
- A double speed hump has been installed near the school and is being monitored to see if it slows down traffic, if so we will install several more around the community, we are utilising the speed humps that were already here
- Signs and signposts have been ordered for the MLA traffic management project.

2.1.2 Airports:

Inspections are carried out every morning by TIRC AROs at each aerodrome for Serviceability Inspection Field checklist sent to Project Manager and Finance at the end of Month.

2.1.3 Maintenance:
Airport aprons slashed, mowed and whipper snip around gables and lights.

2.2 Melville Island Civil Works:

- Brakes have been repaired on the Mack but are still having problems with a airleak.
- Shire service manager is in the process of trying to gain an approved MVR route for the HR testing and licencing of workers on the Tiwi Islands.
- DT Hobbs have been contracted to cart gravel for Bluewater rd project
- Vibrator Roller has been commissioned and is ready for work.
- Trees have been cleared around Paru bridge as vision was impaired approaching the corner.
- Parts have arrived from O/S for the case loader and are waiting to be fitted.
- Flanagan Consultancy have began designing stormwater drainage works for Bluewater road.
- Pickataramoor road has been graded to the college turnoff and Carslakes road has also been graded

2.3 Pirlangimpi

2.3.1 Town services

- All rubbish collections completed twice a week as scheduled.
- Daily collection of litter conducted around town, beach area and swimming pool.
- Town Service and Civil workers have been clearing there workshop on a weekly basis.
- Goalpost have been relocated to Oval, waiting for concrete truck to be repaired and mobilised to Pirlangimpi for the installation of the goalpost on the oval.
- Variation for the funding for Pirligimpi pool has been finalised and submitted to the government department, waiting for approval.
- Still waiting for lease holders approval to continue the refurbishment of the Old Camp Toilet block.
- Road verges around the township have been filled and is ongoing.
- Town services coordinators ute has had aluminium tray installed and is back in operation.

2.4 Outstations

- We have received quote from aluminium fabricator for the Paru Pontoon and are deciding on which direction to proceed.
- Several jobs have been completed by our tradesman at Pitjarmirra outstation this month.

2.5 Summary
Having issues with plant being repaired still, this hold up any progress on any works.
Roads across Melville Island are in good condition and we will start to grade outstationoads.
Plantation Partners have been maintaining the roads from Pirlangimpi to Pickatarmoor
Plantation.

2.6 Meetings

Weekly managers meetings are being held to ensure the continual improvement of TIRCs
services.
The host agreement with TITEB is nearly completed and we should be able to utilise there
workers in the near future.

3.0 Fleet and Buildings Services

No report this month as the manager concerned is on paternity leave.

RECOMMENDATION:

That Council accept this report number 227986 for information.

ATTACHMENTS:
1  Tree Clearing Tiwi Aerodromes.pdf
Garden Point Aerodrome
Bathurst Island Aerodrome
REPORTS FOR INFORMATION

ITEM NUMBER 7.4
TITLE Community Engagement End of Month Report - July 2019
REFERENCE 227988
AUTHOR Bill Toy, GM Community Engagement

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

BACKGROUND
This report is for the month of July 2019

General Manager Community Engagement

General Business for the month

- GM Community Engagement attended June OCM, Local Authority and Executive Leadership meetings.
- GM Community Engagement, Manager Sport and Rec attended Children and Schooling Meeting with PM&C and stakeholders
- Territory Families and NT Police, Youth Diversion
- TEABBA, regarding recruitment, broadcasting and contract renewal or continuance.
- Meeting with Brooke Kennedy from the Vet regarding Animal Management
- Meeting with PM&C advisors, Indigenous Liaison officers and School attendance officers re, School Attendance and assisting each other.
- Staff management / recruitment of Wurrumiyanga Community Safety Coordinator and staff.
- Workshop with Human Services around Centrelink Balancing scheme for parents with children attending Crèche’s.
- Meetings with Manager Organisational development in relation to recruitment and meetings will resume once Manager has been appointed since the previous Managers departure.
- Reports for all funded programs including Community Safety, Youth Diversion, Outside School Hours Care and Pirlangimpi School Meals Program currently being actioned for completion.

Manager Community Engagement

Consultations Engagement

- Kathy Wright & Karen Kinnersley, Territory Families
- Jason Taylor, NDIS
- Robbie Joran & Michelle Murakami Remote School Attendance
- Stuart Ward, Tiwi College
- Wayne Baylis, NTPES
- Dr Steve Cutter, Animal ARC
- Moya Perry, TITEB
- Manda Foord, Community Engagement Officer
- Community Resilience Unit

Meetings:
- 178 -

- Pirlangimpi Community Meeting, Monthly meeting
- Moya Perry, Kristine, Jonathan re: TITIEB Host Agreement

Meetings:

- NDIS, Wurrumiyanga re: Proposal Tiwi Islands Regional Council
- Australian Bureau of Statistics, Wurrumiyanga
- Pirlangimpi Community Meeting, Monthly meeting

Sports and Recreation and Libraries

General Business for the month

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

<table>
<thead>
<tr>
<th>Sport and Recreation Participation Sheet</th>
<th>Community Wurrumiyanga</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff – Daryl, Adam, Sharon and Baptista</strong></td>
<td></td>
</tr>
<tr>
<td>Swimming Pool</td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>Tue</td>
</tr>
<tr>
<td>122</td>
<td>69</td>
</tr>
<tr>
<td>Cricket</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Soccer</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Rec Hall</td>
<td>Basketball</td>
</tr>
<tr>
<td>90</td>
<td>130</td>
</tr>
<tr>
<td>143</td>
<td></td>
</tr>
<tr>
<td>NT Athletics</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>63</td>
</tr>
<tr>
<td>40</td>
<td>33</td>
</tr>
<tr>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Adults 18+</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>Children (5 years - 17 years)</td>
<td></td>
</tr>
<tr>
<td>113</td>
<td>150</td>
</tr>
<tr>
<td>204</td>
<td>97</td>
</tr>
<tr>
<td>176</td>
<td>19</td>
</tr>
<tr>
<td>Other organization assisting</td>
<td></td>
</tr>
<tr>
<td>Red Cross, TITEB and Athletics NT and Catholic Care. Xavier College and MCPS</td>
<td></td>
</tr>
</tbody>
</table>

Comments

- Athletics NT visited w/c Monday 15th July for the week conducting programs with games at the Community Park in the 10am - 12pm timeslot and the Rec Hall in the 2pm - 6pm afternoon timeslot.
- Swimming Pool open in July for 2 days a week being Monday and Thursday. School Holidays averaged around 40 kids for the two-day sessions. Adult sessions are still steady with numbers but remain over 2 days per week.
- Lunches made available each day during the school holiday program. Thanks to TITEB, yellow shirts with their support with this.
- Cricket conducted on Tuesdays after school at the school oval for the 3rd term.
- Soccer conducted at the school on Wednesdays after school at the school oval for the 3rd term.
- Fridays remain as Rec Hall days for Basketball.
- Sport Providers when visiting take precedence with their delivery over standard Sport and Rec programs. It was great to have the provider NT Athletics attend during the school holidays.
- Red Cross provided a bush day out and movie night for the
final week of holidays with the strong support from TIRC Sport and Rec officers. Catholic Care were present as well on selective days.

### Sport and Recreation Participation Sheet

**Community Pirlangimpi**

*Staff – Joseph and Lucia*

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming</td>
<td>91</td>
<td></td>
<td>94</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>91</td>
<td></td>
<td>75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NT Athletics</td>
<td>26</td>
<td>23</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cricket</td>
<td></td>
<td>61</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Adults 18+ | 2 | 4 |
| Children (5 years - 17 years) | 91 | 91 | 87 | 117 | 100 |
| Participants with disability | | | | | | | 1 |
| Other organization assisting | NT Athletics, Red Cross and TITEB Pirlangimpi Primary School. |

**Comments**

- Swimming Pool opening days Monday and Thursdays. Averaging 30 kids during the school holidays.
- NT Athletics attended the community from Wednesday 24 July till Friday 26th July. They conducted activities in the Rec Hall and on the nearby oval involving all forms of Athletics. Some good numbers in attendance for the school holidays.
- Basketball and Cricket conducted by Sport and Rec staff on Tuesdays and Wednesdays and Fridays at the Rec Hall. Basketball in the Rec Hall overshadowed the Athletics NT program.
- Red Cross attended Pirlangimpi during week one of school holidays to conduct a movie night and a day out bush for the kids w/c 15th July. All events strongly supported by TIRC staff. BBQ lunches supplied also during this week to kids participating.

### Sport and Recreation Participation Sheet

**Community Milikapiti**

*Staff – Martina, Emilio, Dominic*

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>32</td>
<td></td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indoor Soccer</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NT Athletics</td>
<td>14</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rec Hall Bouncy Castle</td>
<td></td>
<td>32</td>
<td>36</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cricket</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults 18+</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children (5 years - 17 years)</td>
<td>43</td>
<td>50</td>
<td>40</td>
<td>58</td>
<td>56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other organization assisting</td>
<td>NT Athletics, TITEB and Red Cross.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ordinary Meeting 21 August 2019

<table>
<thead>
<tr>
<th>assisting</th>
<th>Milikapiti Primary School.</th>
</tr>
</thead>
</table>

**Comments**

- **•** NT Athletics in w/c Mon 15th to 17 July both for 2 days at the start of the week all tied in with our school holiday program. Programs conducted during the day with strong interest and afternoon sessions at the Rec Hall with the community.
- **•** Basketball conducted by Sport and Rec staff on Tuesdays and Fridays at the Rec Hall.
- **•** Other sports for the month Cricket and Indoor Soccer.
- **•** AFL conducted on Wednesdays.
- **•** Jumping Castle was brought out for the last 2 days of the school holidays with strong interest from ages 3 - 16.
- **•** Red Cross with TIRC and TITEB supporting provided a day out bush on Wednesday 3rd July along with a movie night and lunches during the week for all participants.

**Libraries**

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

<table>
<thead>
<tr>
<th>Library Participation Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Pirlangimpi</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Mon</td>
</tr>
<tr>
<td>Adults 18+</td>
</tr>
<tr>
<td>Children</td>
</tr>
</tbody>
</table>

**Comments**

- **•** Consistent numbers visiting the Library and using the available resources.
- **•** WIFI a plus for users.
- **•** Quieter month with other activities for school holidays for 3 weeks.

<table>
<thead>
<tr>
<th>Library Participation Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community - Milikapiti</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Mon</td>
</tr>
<tr>
<td>Adults 18+</td>
</tr>
<tr>
<td>Children</td>
</tr>
</tbody>
</table>

Events – Major Focus delivering a quality School Holiday Program over 3 weeks in July. Prognosis is we still need to tinker with some areas to get them better and have all parties work closer to deliver a better product.

**Human Resources**

All matters including:

- **•** Attendance: Staff attendance has been very good. Staff starting times have improved.
- **•** Staff vacancy for Sport and Rec officer Pirlangimpi to be filled in August.
- **•** Incidents: No Incidents to report this month.
Ordinary Meeting 21 August 2019

• Leave: Baptista Portaminni on 4 days leave during July. Sam Croker (Library) for 2 weeks during July.
• Training: No staff training this month.

Stakeholder Engagement/Meetings
• Yarning Circles NTG meeting for Alcohol and Drug Harm was attended and conducted on Tuesday 30th July.
• Meeting planned to discuss School Holiday program improvements with other providers and linked to PMC to work as one.

ATTACHMENTS:

Wurrumiyanga School Holiday Program in the Community Park

![Wurrumiyanga School Holiday Program in the Community Park](image1)

Milikapiti Jumping Castle

![Milikapiti Jumping Castle](image2)

Administration

MILIKAPITI
HUMAN RESOURCES:
All matters including:

• **Office Hours of Operation:**

Monday 15th Office closed.8:00am to 4:36pm
As part of Council Cultural Awareness Policy Mayor and Councillors had requested all TIRC offices across Tiwi Islands to be closed as a show of respect.
All TIRC staff were required to attend

• **Staffing Attendance:** Very Good

• **Staff Leave/Absence:** Administrative Officer 4 days Annual Leave 22nd to 25th

• **New Staff Recruitment:** None for the report period
Training: None for this report period

Accident / Incidents: None for this report period.

ADMINISTRATION:
All matters including:

Finance:
Schedule of Fees and Charges 2019/20 Effective from 1st July and implemented as of 1st July
All customers informed of new charges and advised viewing available on TIRC website

Cash Receipting and Reconciliation: All sales transactions entered on the financial spreadsheet daily and reconciled at end of day.

Banking: 1 deposit - 24th. Cash taken to Wurrumiyanga to Office Coordinator for banking

Request to Invoice customers Meeting/Boardroom Hire payments and purchase orders received and forwarded to Finance

Meeting Room / Boardroom Hire:
Mon 8th –Thurs 11th. Department of Human Services - Centrelink - 5 full days
Fri 12th Tiwi Islands Training Employment Board -1 full day
Wed 31st North Australian Aboriginal Justice Agency - 1 full day

Information Communication Technology:
Milikapiti reported on 08th to ICT TELSTRA connectivity problems and experienced continual interruptions throughout most of July.

Australia Post: Mail picked up daily and registered in Record of Delivery.

Council Meetings: Local Authority and Ordinary Council. None for this report period.

Staff Meetings: None for this report period

Stakeholder Engagement / Meetings:
Territory Day. Community residents and visitors gathered at Recreation grounds for barbeque, fireworks (shared by community residents) and disco.
A successful and enjoyable event was made with thanks and appreciation to Local Authority, TIRC staff, Community volunteers and Store

Additional Administrative Duties/Support:
Infrastructure: Fleet and Building Services: Compac Fuel System.
Replacement of Card Reader due to damaged card reader.
Office Coordinator requested quote from Jetstream
Initial cost for labour, travel and parts were to the total cost of $4,171.62
Office Coordinator queried quote amount and informed that if we replaced the Card Reader ourselves taking cost down for parts and freight only to the total cost of $2,862.62. Fleet & Building Manager informed and alternative taken.
Electrician Romel Siplon replaced Card Reader.

PIRLANGIMPI
Events
Ordinary Meeting 21 August 2019

- Conference Room hired by Commonwealth Indigenous Line for Customer Services on 2nd July
- Conference Room hire for ARO Meeting on 9th July
- Conference Room hired for Sydney University Presentation on 10th July

**Human Resources**
All matters including:

- Attendance: Good
- Incidents: Nil
- Recruitment: Nil
- Leave: Office Coordinator was on Personal Leave from 24th June to 22nd July
- Training: Nil

**Stakeholder Engagement/Meeting**

- Email and phone communication with Sammy regarding hire of conference room for Community Consultation
- Email communication with Nyssa Pastrikos regarding hire of Conference Room for Centrelink Services in August

**Finances**
Income for July

<table>
<thead>
<tr>
<th>User</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Com. Indigenous Line</td>
<td>Community Consultation</td>
<td>$165</td>
</tr>
</tbody>
</table>

**WURRUMIYANGA HUMAN RESOURCES** (All matters including):

- **Attendance**
  
  No un-notified absences.

- **Leave**:

  Administration Officer – 1 day (SL), 1 day (LWOP), 6 days (AL), 1 day (Funeral)

  Cleaner – 2 1/2 days (SL), 1 day (Funeral)

  Office Coordinator – 1 day (SL), 4 days (AL), 1 day (Funeral)

- **Training**: None for this reporting period.

**Recruitment: Nil for Administration**

**Incidents:**

- **1st July 2019 – Water Interruption**

  No water at office - office closed.

- **15th July 2019 – Office closure**

  Council office closed for funeral at Ranku.

**Boardroom/ Meeting Room Timeline of Events/ Meetings:**

11th Sydney University Presentation
Motel/Contractors Accommodation
Motel - 13 nights accommodation booked.
Contractors - 32 nights accommodation booked.

Events/ Stakeholder engagement/ Meetings: None for this reporting period

FINANCES

<table>
<thead>
<tr>
<th></th>
<th>Cash</th>
<th>EFTPOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym Memberships/ Rec Hall</td>
<td>$30.00</td>
<td>$225.00</td>
</tr>
<tr>
<td>Ferry Tickets</td>
<td>$94.00</td>
<td>$1164.22</td>
</tr>
<tr>
<td>Additional Services (i.e. printing)</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Other (i.e. workshop)</td>
<td>$320.00</td>
<td>$310.03</td>
</tr>
<tr>
<td><strong>Total Sales Amount</strong></td>
<td>$447.00</td>
<td>$1699.25</td>
</tr>
</tbody>
</table>

There has been some loss through EFTPOS surcharge fees. Office Coordinator has advised staff and will continue to monitor 3% Surcharge on all transactions.

<table>
<thead>
<tr>
<th></th>
<th>Purchase Orders</th>
<th>Internal Work Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle – Private</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>Vehicle – Commercial</td>
<td>$3246.00</td>
<td>$4410.00</td>
</tr>
<tr>
<td>Passenger</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>Small Meeting Room</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>NAAJA Civil</td>
<td>$330.00</td>
<td></td>
</tr>
<tr>
<td>Sydney University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boardroom</td>
<td>Nil</td>
<td>NIL</td>
</tr>
<tr>
<td>Local Courts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other - Power cards Ranku</td>
<td>$150.00</td>
<td>NIL</td>
</tr>
<tr>
<td><strong>Total Amounts to be Invoiced</strong></td>
<td>$3396.00</td>
<td>$4740.00</td>
</tr>
</tbody>
</table>

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: Very good in Milikapiti and Pirlangimpi, poor at Wurrumiyanga.
• Incidents: Nil
• Recruitment: There are currently five vacancies at Wurrumiyanga due to several resignations, one Male patroller and four Female patrollers, Coordinator has commenced working on rebuilding the team at Wurrumiyanga

Stakeholder Engagement/Meetings
Meeting with PM&C Staff and participation in Community Meeting at Pirlangimpi
Meeting with Wurrumiyanga Police MOU
Phone conference with Territory Families re Youth Diversion and reporting
Conference with NTG Remote Sports, GM Community Engagement, Manager Grants and Policy and Manager Sport and Recreation Communication with NT Police YDU organising Two Family conferences and one new referral
Monthly Children Reports and Rosters submitted to PM&C.

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: Attendance this month has been very good
• Incidents: Nil
• Recruitment: Currently one vacancy at Milikapiti due to resignation
• Leave: Nil this month
• Training: No training this month.

Stakeholder Engagement/Meetings
Remote Support Team visited Pirlangimpi for four days.
Daily phone conversations between G/Manager Community Engagement and Dept Human Services regarding openings and closures. All statistics are submitted by due dates.

Broadcasting

General Business for the month
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:
Ordinary Meeting 21 August 2019

Nil

Human Resources:
Milikapiti, Attendance this month has been good.
Pirlangimpi, Broadcaster position is currently vacant.
Wurrumiyanga, Broadcaster position almost complete, successful applicant identified

Stakeholder Engagement:
Emails and phone conversations between GM Community Engagement and TEABBA regarding non-attendance and recruitment of broadcasters and continuance of service.

RECOMMENDATION:

That Council receive and note this report number 227988 for information.

ATTACHMENTS:
1 MEMO to CEO - Signed.pdf
2 Multiagency Community Resilience Film Project.pdf
Northern Territory Fire, Rescue and Emergency Services

memo

To: CHIEF EXECUTIVE OFFICER
Through: FRES EXECUTIVE DIRECTOR
Through: DIRECTOR FINANCE
Through: GENERAL COUNCIL
Through: CHIEF OFFICER/DIRECTOR STRATEGY & CAPABILITY
From: FRES COMMUNITY ENGAGEMENT OFFICER
Subject: Signing of MOU – Multi Agency Community Resilience Films Project

Date: 3 May 2019

BACKGROUND

A submission was made for National Disaster Resilience Program funding for a project that was identified to support the building of community resilience and education of the potential and imminent dangers of Cyclones, Floods and Bushfires that affect communities in the Northern Territory.

It is the outcome of this project to deliver a visual audio education tool that conveys community resilience key messaging in language and from multiple agencies, relevant to specific individual remote communities. The identified outputs of the project are outlined in the Memorandum of Understanding.

Communities have been selected based on stakeholder engagement and high level of risk of disaster occurring to the community, these include:
Beswick Community
Kintore Community
Groote Eylandt Community
Wurrumiyanga Community
Pirlangimpi Community
Town Camps in the Alice Springs locality

CURRENT SITUATION

The NTFRES Community Engagement Unit was successful in our National Disaster Resilience Program application (ATTACHMENT B) for grant funding of $250,000.00 to roll out the Multi Agency Community Resilience Film Project.
Signing of MOU – Multi Agency Community Resilience Films Project

RECOMMENDATION

1. It is recommend that you approve this memo and sign the attached Memorandum of Understanding so that the Multi Agency Community Resilience Films Project can commence.

Gemma Bellenger
Community Engagement Officer
Northern Territory Fire, Rescue and Emergency Service

Endorsed/Not Endorsed

Jenny Nelson Willis
Chief Officer/Director Strategy & Capability
Northern Territory Fire, Rescue and Emergency Services
Date: 08/05/2019

Endorsed/Not Endorsed

Paul Kelly
Director Finance
Northern Territory Police, Fire and Emergency Services
Date: 8/5/19

Endorsed/Not Endorsed

Bill Rogers
General Council
Northern Territory Police, Fire and Emergency Services
Date: 28/5/2019

Endorsed/Not Endorsed

David Willing
Executive Director
Northern Territory Fire, Rescue and Emergency Services
Date: 28/5/19

Approved/Not Approved

Reece P Kershaw APM
Chief Executive Officer
Northern Territory Police, Fire and Emergency Services
Date: 3/6/2019
To whom it may concern

RE: MULTI AGENCY COMMUNITY RESILIENCE FILM PROJECT

We are seeking your support for an approved Northern Territory Multi Agency Project with the aim to deliver an audio visual education tool that conveys community resilience key messaging in language, from multiple agencies, and relevant to specific individual remote communities.

This project will support the building of community resilience and education of the potential and imminent dangers of cyclones, floods and bushfires that affect communities in the Northern Territory.

In consultation with key stakeholders, we will engage an appropriate media design agency to develop various community education films on staying safe in remote NT. Utilising current resilience agency messaging, we will ensure the films will be culturally appropriate, and community specific.

The agencies directly involved in the films are:
- NT Police, Fire and Emergency Services
- Australian Red Cross
- St John Ambulance
- Bureau of Meteorology
- Department of Health
- Bushfires NT

The 6 nominated communities are:
Beswick, Kintore, Groote Eylandt, Wurrumiyanga, Pirlangimpi and the Alice Springs Town Camps.

The communities have been selected based on agency need and a high level of risk exposure to a disaster occurring within them. It is the intention of these audio visual tools to educate Aboriginal communities about the hazards and risk associated with cyclones, floods and bushfires within the Northern Territory.

The film content will be decided by the project team, in consultation with relevant stakeholders including town councils and community members. It is our intention that the film will include interviews with community members about past experiences of weather events such as cyclones and bushfires as well as footage shot during our visits to schools in the area delivering our school based education programs.

We seek to work closely with town councils and community members throughout the project to ensure it is meeting the needs of the community and we are seeking your assistance and support throughout the stages of this project.
Pending your approval to film in the community, our team will require assistance with:

- Identifying community members who can talk through their experiences in emergencies.
- Guidance on appropriate dates for our team to visit the community and commence filming.
- Identify possible events in the community we should be aware of to avoid conflicting with filming project.

We’re looking forward to have your support into this project and please feel free to contact us on **08 8946 4128** if you have suggestions or any questions.

Yours sincerely

The Project Team

11 July 2019
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 July 2018 up to July 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 July 2018 to July 2019.

ATTACHMENTS:

1. TIRC - Councillors Meeting Attendance from July 2018 to current.xlsx
## Ordinary Council Meeting

<table>
<thead>
<tr>
<th>COUNCILLOR</th>
<th>WARD</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Jul</td>
<td>Aug</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ORD</td>
<td>ORD</td>
</tr>
<tr>
<td>Leslee Tjangalak</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Jennifer Clancy</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Valentine Hunt</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Keum Doohan</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Francesco Ibbota</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Wesley Kimmars</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Mary Dunn</td>
<td>Maitland</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Theresa (Wicky)</td>
<td>Maitland</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Constand Phangarn</td>
<td>Maitland</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Lynelle De Tantis</td>
<td>Maitland</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Plus Tjupanawit</td>
<td>Maitland</td>
<td>A</td>
<td>Y</td>
</tr>
</tbody>
</table>

## Local Authority Meeting

<table>
<thead>
<tr>
<th>COUNCILLOR</th>
<th>WARD</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Jul</td>
<td>Aug</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ORD</td>
<td>P</td>
</tr>
<tr>
<td>Leslee Tjangalak</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Jennifer Clancy</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Valentine Hunt</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Keum Doohan</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Francesco Ibbota</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Wesley Kimmars</td>
<td>Bathurst</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Mary Dunn</td>
<td>Maitland</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Theresa (Wicky)</td>
<td>Maitland</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Constand Phangarn</td>
<td>Maitland</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Lynelle De Tantis</td>
<td>Maitland</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Plus Tjupanawit</td>
<td>Maitland</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Connell Tiupura</td>
<td>Maitland</td>
<td>A</td>
<td>Y</td>
</tr>
</tbody>
</table>

## Special Council Meeting

<table>
<thead>
<tr>
<th>COUNCILLOR</th>
<th>WARD</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Nov</td>
<td>Nov</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SP</td>
<td>SP</td>
</tr>
<tr>
<td>Leslee Tjangalak</td>
<td>Bathurst</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Jennifer Clancy</td>
<td>Bathurst</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Keun Doohan</td>
<td>Bathurst</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Francesco Ibbota</td>
<td>Bathurst</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Wesley Kimmars</td>
<td>Bathurst</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Valentine Hunt</td>
<td>Bathurst</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Mary Dunn</td>
<td>Maitland</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Theresa (Wicky)</td>
<td>Maitland</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Constand Phangarn</td>
<td>Maitland</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Lynelle De Tantis</td>
<td>Maitland</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Plus Tjupanawit</td>
<td>Maitland</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Connell Tiupura</td>
<td>Maitland</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

### Meeting Type
- O = Ordinary Meeting
- E = Special Meeting
- L = Local Authority Meeting
- S = Special Local Authority Meeting

### Tendance
- Present at Meeting
- Apology accepted
- Apology not accepted
- Meeting cancelled

NTLG Act - Councillor will be automatically disqualified from Council if absent (without approved apology) from two consecutive ordinary meetings.
The Hearing for Learning Initiative is continuing consultations with people across the Northern Territory to identify the 20 communities that will be part of the project. The project team proposes to begin with a 6-month test-run (a pilot phase) in two communities from August 2019, with the other 18 communities to be randomised to one of 6 start dates between early 2020 and late 2022. Wurrumiyanga is proposed as one of the two pilot communities because the community is easy to access, has ready accommodation and a good-sized population of children aged 0-16 years.

BACKGROUND
Following presentations to the Wurrumiyanga, Pirlangimpi, and Milikapiti Local Authorities on 22 January, 19 February, and 26 March 2019 respectively, all three local authorities provided a letter of support for their community’s participation in the project.

ISSUES/OPTIONS/CONSEQUENCES
The project team would like the two pilot communities to include one government-run health clinic and one Aboriginal community-controlled health clinic. This is so data collection from the two different health information systems, PCIS and Communicare can be tested as part of the pilot phase. It is proposed that Pirlangimpi and Milikapiti will still be included in the project but will be randomised to a start date when all 20 communities have been identified. Pirlangimpi and Milikapiti will receive annual training/community information sessions prior to their commencement date for the Hearing for Learning Initiative.

CONSULTATION & TIMING
The project team has been liaising with the A/Health Centre Manager of the Julanimawu Clinic who is supportive of Wurrumiyanga participating in the pilot. A community consultation meeting was held on 17 July at Wurrumiyanga to confirm the community was happy to begin as part of the pilot; discuss potential members of the Community Reference Group; and propose a first meeting date for the group in early August. If Council agrees with this approach the project team will write to the Pirlangimpi and Milikapiti local authorities reassuring them of their involvement in the project at a later date.

RECOMMENDATION:
That Council provides a letter of support for Wurrumiyanga participating in the pilot phase of the Hearing for Learning Initiative, with Pirlangimpi and Milikapiti (along with 16 other NT communities) to be assigned to one of 6 start dates between early 2020 and late 2022.

ATTACHMENTS: