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

- Thursday, 14 November 2019 at
- Wurrumiyanga Boardroom
- Commencing at 9:00am

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
(b) to the CEO.

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

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

Section 12 Contents of register of interests

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

(a) the name of the member making the disclosure; and
(b) the nature of the interest that gives rise to the conflict of interest; and
(c) the nature of the question on which the conflict of interest arises.

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

1.6 Confirmation of Previous Minutes
Ordinary Meeting - 30 October 2019

2 VISITORS AND PRESENTATIONS
2.1 CROSSFIT ABODE TIWI ISLANDS PROJECT
2.2 ABORIGINAL FAMILIES GROWING UP ABORIGINAL CHILDREN - PARTNERSHIP/COLLABORATION OPPORTUNITY

3 BUSINESS ARISING
3.1 BUSINESS ARISING FROM PREVIOUS MINUTES HELD ON 30 OCTOBER 2019

4 CORRESPONDENCE
Nil

5 GENERAL BUSINESS
Nil

6 REPORTS FOR DECISION
6.1 WARD UPDATE
6.2 REQUESTS FOR CONFIRMATION OF ABORIGINAL DESCENT - TYRONE DE SANTIS
6.3 REQUEST TO USE COUNCIL COMMON SEAL ON HOMELANDS MUNICIPAL AND ESSENTIAL SERVICES, HOUSING AND MAINTENANCE SERVICES AND HOMELANDS JOBS VARIATION
6.4 FINANCE END OF MONTH REPORT - OCTOBER

7 REPORTS FOR INFORMATION
7.1 COUNCILLORS MEETING ATTENDANCE REGISTER FOR 2019
7.2 INFRASTRUCTURE EoM REPORT - OCTOBER 2019
7.3 INFRASTRUCTURE REPORT INTERISLAND FERRY
7.4 INFRASTRUCTURE REPORT REQUEST FOR EXEMPTION
7.5 COMMUNITY ENGAGEMENT END OF MONTH REPORT - OCTOBER 2019
7.6 CHIEF FINANCIAL OFFICER END OF MONTH REPORT - OCTOBER 2019
7.7 MANAGERS REPORTING TO CEO END OF MONTH REPORTS FOR OCTOBER 2019
1 Welcome & Apologies

1.1 Welcome

The meeting opened at 9:42am
The Mayor welcomed councillors and guests.

1.2 Apologies

APOLOGIES FOR ORDINARY COUNCIL MEETING HELD 30TH OCTOBER 2019

1 RESOLUTION
Moved: Lynette DeSantis
Seconded: Mary Dunn

Council has considered the absence of Councillor Jennifer Clancy and resolves to give permission for absence from today's meeting.

Council is aware that a member who is absent without permission of the council, from two (2) consecutive ordinary meetings of the council ceases to hold office as a member of the council.

CARRIED

APOLOGIES FOR ORDINARY COUNCIL MEETING HELD 30TH OCTOBER 2019

2 RESOLUTION
Moved: Lynette DeSantis
Seconded: Mary Dunn

Council has considered the absences of Councillor Wesley Kerinaiu and Councillor Connell Tipiloura, and resolves not to give permission for their absence from today's meeting.

Council is aware that a member who is absent without permission of the council, from two (2) consecutive ordinary meetings of the council ceases to hold office as a member of the council.

CARRIED

1.3 Present

Mayor: Leslie Tungatulum
Councillors: Deputy Mayor Lynette DeSantis, Kevin Doolan, Therese Bourke (via teleconference), Francisco Babui, Pius Tipungwuti, Mary Dunn, Valentine Intalui and Osmond Pupangaraminni

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

Visitors: Maree De Lacey (DLGCD), Ethan (DLGCD), Florence Bouwer (Life Without Barriers) and Damien Mick (Life Without Barriers)

Minuter: Claire Scrymgour (A/Governance & Compliance Manager)

1.4 Leave of Absence
Nil

1.5 Declaration of Interest of Members or Staff

<table>
<thead>
<tr>
<th>DECLARED INTERESTS FOR COUNCIL MEETING HELD 30TH OCTOBER 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Deputy Mayor DeSantis declared for Item 2.2 – Presenting as part of her role with Dept. of Health</td>
</tr>
<tr>
<td>2. Councillor Dunn declared for Item 7.3 – Reports relating to Homelands and Town Ovals</td>
</tr>
<tr>
<td>3. Councillor Intalui declared for Item 7.3 - Reports relating to Homelands</td>
</tr>
</tbody>
</table>

1.6 Confirmation of Previous Minutes

Ordinary Meeting - 18 September 2019

<table>
<thead>
<tr>
<th>RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Lynette DeSantis</td>
</tr>
<tr>
<td>Seconded: Kevin Doolan</td>
</tr>
</tbody>
</table>

That the minutes of the Ordinary Meeting on 18 September 2019 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

Confidential Ordinary Council - 18 September 2019

<table>
<thead>
<tr>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the minutes of the Confidential Ordinary Council on 18 September 2019 as circulated, be confirmed as a true and correct record of that meeting.</td>
</tr>
</tbody>
</table>

2 VISITORS AND PRESENTATIONS

2.1 BURIAL AND CREMATION BILL UPDATE

Ethan from the Department of Local Government, Housing and Community Development provided Council with an update. The bill was not passed through Parliament and further consultation has been recommended to replace the current Cemeteries Act dated 1952.
The Department advised an advisory board will be formed and encouraged Council and Community members to be a part of these discussions.

### 2.2 LIFE WITHOUT BARRIERS
Florence Bouwer, Regional Manager Disability & Aged Care Darwin/Katherine from Life Without Barriers will present information to Council

**4 RESOLUTION**
Moved: Valentine Intalui  
Seconded: Osmond Pangiraminni

Deputy Mayor DeSantis and Councillor Doolan have accepted these discussions and support decision for Tiwi Islands Regional Council CEO to work in collaboration with LWB in providing future services to the Tiwi Islands.

CARRIED

### 2.3 PRIMARY HEALTH CARE SERVICES - TIWI ISLANDS
Primary Health Care Services/Top End Health Services presenting information and update on Primary Health Care Services across the Tiwi Islands.

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

Councillor Pupangaraminni and Councillor Bourke supported Tiwi Islands Regional Council CEO to write letter of support to the Department of Health in support of Primary Health Services to re-establish the Tiwi Islands Health Board, including support of proposal to extension on Renal facilities and services on Tiwi Islands.

CARRIED

### 3 BUSINESS ARISING

#### 3.1 BUSINESS ARISING FROM PREVIOUS MINUTES HELD ON 18 SEPTEMBER 2019
Business arising from previous minutes (Ordinary Council Meeting 18 September 2019).

**6 RESOLUTION**
Moved: Valentine Intalui  
Seconded: Francisco Babui

Item 3.1 – Business Arising from Previous Minutes
GM Infrastructure provided update to Council highlighting ongoing discussions with Homelands regarding upgrades to resources and infrastructure within Outstations. Variations to current status of residences in Wurankuwu have been received by the Department and funding provided to TIRC to reflect. GM infrastructure will re-visit Outstations to continue to assess and consider options at establishing a maintenance agreement with TITEB.
Item 6.3 – Ward Updates
GM Infrastructure provided update to Council on all wards. Request for variations between the Pontoon to Pool project at Pirlangimpi has been sent to Minister and awaiting response. Special purpose grant for bush roads has been submitted and awaiting response. Milikapiti town oval upgrades have been approved and TIRC will issues tender to commence work.

Item 7.6 – Councillors Meeting Attendance Register from July 2018 to Current
CEO provided update to Council that all matters raised have been actioned.

CARRIED

4 CORRESPONDENCE
Nil

5 GENERAL BUSINESS
Nil

6 REPORTS FOR DECISION

6.1 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.

7 RESOLUTION
Moved: Lynette DeSantis
Seconded: Mary Dunn

GM Community Engagement and GM Infrastructure provided updates to Council with further investigation requested from Council around Animal Management for Pigs and Horses within communities. By Law positions are in the process of being advertised with all road safety work in each ward complete, not including road safety around Pirlangimpi school and damages to speed bumps in Milikapiti ward, which require further investigations and follow up from GM Infrastructure.

CARRIED

Meeting Closed for Lunch – 12:00pm to 13:00pm

6.2 FINANCE END OF MONTH REPORT - SEPTEMBER
This report provided finance information to the Council for year to date September 2019 for decision.

8 RESOLUTION
Moved: Lynette DeSantis
Seconded: Mary Dunn

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

CARRIED
6.3 ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS 2018/19

This report includes the TIRC Annual Report and Audited Financial Statements 2018/19 for Councils consideration.

TIRC is required to prepare an Annual Report with Audited Financial Statements each year as a requirement of the Local Government Act.

9 RESOLUTION
Moved: Pius Tipungwuti
Seconded: Osmond Pangiraminni

1. Council approves the TIRC Annual Report and Audited Financial Statements 2018/19

2. Council Approves CEO to publicly release the Annual Report and Audited Financials 2018/19, distributing copy to the Minister, TIRC Offices, NT News and Council’s website.

CARRIED

6.4 HEARING FOR LEARNING INITIATIVE

10 RESOLUTION
Moved: Therese (Wokay) Bourke
Seconded: Lynette DeSantis

That Council note this report and liaise with the Tiwi Land Council to encourage finalisation of the Tiwi Research Access Agreement, so that the Hearing for Learning training can begin.

CARRIED

7 REPORTS FOR INFORMATION

7.1 COUNCILLORS MEETING ATTENDANCE REGISTER FROM JULY 2018 TO CURRENT.

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.

11 RESOLUTION
Moved: Francisco Babui
Seconded: Valentine Intalui

That the Council note the updated meeting attendance register from July 2018 to current for information.

CARRIED
### 7.2 COMMUNITY ENGAGEMENT END OF MONTH REPORT - SEPTEMBER 2019

This report illustrates the business within units including; Crèche Services, Outside School Hours Care, Pirlangimpi School Meals, Youth Diversion, Sports and Recreation, Libraries, Community Safety, Centrelink, Broadcasting, and Administration.

**12 RESOLUTION**  
Moved: Lynette DeSantis  
Seconded: Pius Tipungwuti

That Council receive and note this report number 228940 for information.  
CARRIED

### 7.3 INFRASTRUCTURE EOM REPORT - SEPTEMBER 2019

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

**13 RESOLUTION**  
Moved: Mary Dunn  
Seconded: Osmond Pangiraminni

That Council accept this report for information.  
CARRIED

**AT 14:39 TO 14:47 DEPUTY MAYOR MOVED TO CHAIR**

### 7.4 CHIEF FINANCIAL OFFICER END OF MONTH REPORT - SEPTEMBER 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  
- Reporting against Budget year ended June 2020  
- Rates Processing  
- Year-end processing June 2019  
- Finance Department Staffing  
- Grants and Policy Manager Report

**14 RESOLUTION**  
Moved: Mary Dunn  
Seconded: Francisco Babui

That Council receive and note this report number 228938 for information.  
CARRIED

### 7.5 MANAGERS REPORTING TO CEO END OF MONTH REPORTS FOR SEPTEMBER 2019

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

15 RESOLUTION
Moved: Mary Dunn
Seconded: Francisco Babui

That Council notes and agrees / not agrees to report number 228896 for information.

CARRIED

8 Next Meeting
Thursday, 14 November 2019

9 Closure
The meeting closed at 4:20pm.

8 NEXT MEETING
Tuesday, 17 December 2019

9 CLOSURE
Meeting closed at……..
VISITORS AND PRESENTATION

ITEM NUMBER 2.1
TITLE CrossFit Abode Tiwi Islands Project
REFERENCE 229822
AUTHOR Claire Scrymgour, Acting Governance & Compliance Manager

Cobi Head, Director and Head Trainer at CrossFit Abode will be presenting to Council
CrossFit Abode – Tiwi Islands Project

BACKGROUND
CrossFit Abode are based in Darwin and provide CrossFit program to both adults and
children. CrossFit Abode also provide programs such as nutrition coaching, healthy habits
challenge and personal trainers.

Coby is seeking approval from Council to upgrade the Tiwi Islands Regional Council’s Sport
and Recreation Hall, and create a free community gym.

There is a possibility of a television show doing a week long build with lots of volunteers and
the CEO of the Company is coming on the 11th December to make a decision, but for this to
happen we need a definite confirmation we are allowed to upgrade and repair the facilities
and it be allowed to be a free community gym.

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING

RECOMMENDATION:

That Council accepts report 229822 for decision:
1. Approval for upgrades to Sport and Recreation facility
2. Approval for CrossFit Abode to deliver a free community gym as required

ATTACHMENTS:
There are no attachments for this report.
Ordinary Meeting 14 November 2019

VISITORS AND PRESENTATION

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>2.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>Aboriginal Families Growing Up Aboriginal Children - Partnership/collaboration opportunity</td>
</tr>
<tr>
<td>REFERENCE</td>
<td>229855</td>
</tr>
<tr>
<td>AUTHOR</td>
<td>Claire Scrymgour, Acting Governance &amp; Compliance Manager</td>
</tr>
</tbody>
</table>

BACKGROUND

Pamela Marwood Family Finding and Kinship Program Manager with Minbani Bebe Larrakia Nation Aboriginal Corporation will be in attendance to present a short briefing information and take any questions from members.

Any attachments will be tabled on the day of the meeting.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council accepts and notes report 229855 for information and welcomes representatives from Larrakia Nation Aboriginal Corporation and provide any feedback.

ATTACHMENTS:

1. Minbani Bebe_flyer_proof1.pdf
Minbani Bebe
Aboriginal Carer’s for Aboriginal Children

Our program organizes Aboriginal family care by relatives or friends of an Aboriginal child who cannot live with their parents. This is very important, as Aboriginal family, community and culture are a huge part of making the child feel safe, stable and grow well in the future.

Our program aims to increase the number of children in out of home care that are placed with Aboriginal families and carer’s.

We can help with:

• Information and advice on becoming a family or foster carer
• Support through the carer application process
• Finding family for those children who are referred to the program from Territory Families
• Family mapping and family meetings
• Assistance and support
• Advocacy
• Connection to culture

Connecting children to family, community & culture

Larrakia Nation Aboriginal Corporation
Minbani Bebe

e: kinship@larrakia.com  p: 8997 2111

e: Unit 1B, 3 Tower Street, G eccentric, Gove, NT
## BUSINESS ARISING

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>3.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>Business arising from previous minutes held on 30 October 2019</td>
</tr>
<tr>
<td>REFERENCE</td>
<td>229665</td>
</tr>
<tr>
<td>AUTHOR</td>
<td>Claire Scrymgour, Acting Governance &amp; Compliance Manager</td>
</tr>
</tbody>
</table>

Business arising from previous minutes ( Ordinary Council Meeting 30 October 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_10_30_OCM_Draft_Minutes.pdf](#)
MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE WURRUMIYANGA BOARDROOM ON WEDNESDAY, 30 OCTOBER 2019 AT 9:00AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 9:42am
The Mayor welcomed councillors and guests.

1.2 Apologies

<table>
<thead>
<tr>
<th>APOLOGIES FOR ORDINARY COUNCIL MEETING HELD 30TH OCTOBER 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 RESOLUTION</strong></td>
</tr>
<tr>
<td>Moved: Lynette DeSantis</td>
</tr>
<tr>
<td>Seconded: Mary Dunn</td>
</tr>
</tbody>
</table>

Council has considered the absence of Councillor Jennifer Clancy and resolves to give permission for absence from today’s meeting.

Council is aware that a member who is absent without permission of the council, from two (2) consecutive ordinary meetings of the council ceases to hold office as a member of the council.

CARRIED

<table>
<thead>
<tr>
<th>APOLOGIES FOR ORDINARY COUNCIL MEETING HELD 30TH OCTOBER 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2 RESOLUTION</strong></td>
</tr>
<tr>
<td>Moved: Lynette DeSantis</td>
</tr>
<tr>
<td>Seconded: Mary Dunn</td>
</tr>
</tbody>
</table>

Council has considered the absences of Councillor Wesley Kerinaiu and Councillor Connell Tipiloua, and resolves not to give permission for their absence from today’s meeting.

Council is aware that a member who is absent without permission of the council, from two (2) consecutive ordinary meetings of the council ceases to hold office as a member of the council.

CARRIED

1.3 Present

Mayor: Leslie Tungatulum

Councillors: Deputy Mayor Lynette DeSantis, Kevin Doolan, Therese Bourke (via teleconference), Francisco Babui, Pius Tipungwuti, Mary Dunn, Valentine Intalui and Osmond Pupangaraminni

Minutes of the ORDINARY COUNCIL MEETING held on WEDNESDAY, 30 OCTOBER 2019 (Unconfirmed)
Officers: Valerie Rowland (Chief Executive Officer), Shane Whitten (Chief Financial Officer), Chris Smith (GM Infrastructure), Bill Toy (GM Community Engagement), Bala Donepudi (Finance Manager), Claire Scrymgour (A/Governance & Compliance Manager) and Kesara Scrymgour (Governance and Compliance Officer).

Visitors: Maree De Lacey (DLGCD), Ethan (DLGCD), Florence Bouwer (Life Without Barriers) and Damien Mick (Life Without Barriers)

Minuter: Claire Scrymgour (A/Governance & Compliance Manager)

1.4 Leave of Absence
Nil

1.5 Declaration of Interest of Members or Staff

<table>
<thead>
<tr>
<th>DECLARED INTERESTS FOR COUNCIL MEETING HELD 30TH OCTOBER 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Deputy Mayor DeSantis declared for Item 2.2 – Presenting as part of her role with Dept. of Health</td>
</tr>
<tr>
<td>2. Councillor Dunn declared for Item 7.3 – Reports relating to Homelands and Town Ovals</td>
</tr>
<tr>
<td>3. Councillor Intalui declared for Item 7.3 – Reports relating to Homelands</td>
</tr>
</tbody>
</table>

1.6 Confirmation of Previous Minutes

Ordinary Meeting - 18 September 2019

3 RESOLUTION
Moved: Lynette DeSantis  
Seconded: Kevin Doolan

That the minutes of the Ordinary Meeting on 18 September 2019 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

Confidential Ordinary Council - 18 September 2019

RECOMMENDATION
That the minutes of the Confidential Ordinary Council on 18 September 2019 as circulated, be confirmed as a true and correct record of that meeting.

2 VISITORS AND PRESENTATIONS

2.1 BURIAL AND CREMATION BILL UPDATE

Ethan from the Department of Local Government, Housing and Community Development provided Council with an update. The bill was not passed through Parliament and further consultation has been recommended to replace the current Cemeteries Act dated 1952.

The Department advised an advisory board will be formed and encouraged Council and Community members to be a part of these discussions.

Minutes of the ORDINARY COUNCIL MEETING held on WEDNESDAY, 30 OCTOBER 2019 (Unconfirmed)  Page 2 of 7
2.2 **LIFE WITHOUT BARRIERS**

Florence Bouwer, Regional Manager Disability & Aged Care Darwin/Katherine from Life Without Barriers will present information to Council

<table>
<thead>
<tr>
<th>RESOLUTION</th>
<th>Moved: Valentine Intalui</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seconded:</td>
<td>Osmond Pangiraminni</td>
</tr>
</tbody>
</table>

Deputy Mayor DeSantis and Councillor Doolan have accepted these discussions and support decision for Tiwi Islands Regional Council CEO to work in collaboration with LWB in providing future services to the Tiwi Islands.

CARRIED

2.3 **PRIMARY HEALTH CARE SERVICES - TIWI ISLANDS**

Primary Health Care Services/Top End Health Services presenting information and update on Primary Health Care Services across the Tiwi Islands.

<table>
<thead>
<tr>
<th>RESOLUTION</th>
<th>Moved: Kevin Doolan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seconded:</td>
<td>Therese (Wokay) Bourke</td>
</tr>
</tbody>
</table>

Councillor Pupangaraminni and Councillor Bourke supported Tiwi Islands Regional Council CEO to write letter of support to the Department of Health in support of Primary Health Services to re-establish the Tiwi Islands Health Board, including support of proposal to extension on Renal facilities and services on Tiwi Islands.

CARRIED

3 **BUSINESS ARISING**

3.1 **BUSINESS ARISING FROM PREVIOUS MINUTES HELD ON 18 SEPTEMBER 2019**

Business arising from previous minutes (Ordinary Council Meeting 18 September 2019).

<table>
<thead>
<tr>
<th>RESOLUTION</th>
<th>Moved: Valentine Intalui</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seconded:</td>
<td>Francisco Babui</td>
</tr>
</tbody>
</table>

*Item 3.1 – Business Arising from Previous Minutes*
GM Infrastructure provided update to Council highlighting ongoing discussions with Homelands regarding upgrades to resources and infrastructure within Outstations. Variations to current status of residences in Wurankuwu have been received by the Department and funding provided to TIRC to reflect. GM infrastructure will re-visit Outstations to continue to assess and consider options at establishing a maintenance agreement with TITEB.

*Item 6.3 – Ward Updates*
GM Infrastructure provided update to Council on all wards. Request for variations between the Pontoon to Pool project at Pirlangimpi has been sent to Minister and awaiting response. Special purpose grant for bush roads has been submitted and awaiting response. Milikapiti town oval upgrades have been approved and TIRC will issues tender to commence work.
Item 7.6 – Councillors Meeting Attendance Register from July 2018 to Current
CEO provided update to Council that all matters raised have been actioned

CARRIED

4 CORRESPONDENCE

Nil

5 GENERAL BUSINESS

Nil

6 REPORTS FOR DECISION

6.1 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.

CARRIED

7 RESOLUTION

Moved: Lynette DeSantis
Seconded: Mary Dunn

GM Community Engagement and GM Infrastructure provided updates to Council with further investigation requested from Council around Animal Management for Pigs and Horses within communities. By Law positions are in the process of being advertised with all road safety work in each ward complete, not including road safety around Pirlangimpi school and damages to speed bumps in Millikapiti ward, which require further investigations and follow up from GM Infrastructure.

CARRIED

Meeting Closed for Lunch – 12:00pm to 13:00pm

6.2 FINANCE END OF MONTH REPORT - SEPTEMBER

This report provided finance information to the Council for year to date September 2019 for decision.

8 RESOLUTION

Moved: Lynette DeSantis
Seconded: Mary Dunn

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

CARRIED

6.3 ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS 2018/19

This report includes the TIRC Annual Report and Audited Financial Statements 2018/19 for Councils consideration.

TIRC is required to prepare an Annual Report with Audited Financial Statements each year as a requirement of the Local Government Act.
9 RESOLUTION
Moved: Pius Tipungwuti
Seconded: Osmond Pangiraminni

1. Council approves the TIRC Annual Report and Audited Financial Statements 2018/19

2. Council Approves CEO to publicly release the Annual Report and Audited Financials 2018/19, distributing copy to the Minister, TIRC Offices, NT News and Council’s website.

CARRIED

6.4 HEARING FOR LEARNING INITIATIVE

10 RESOLUTION
Moved: Therese (Wokay) Bourke
Seconded: Lynette DeSantis

That Council note this report and liaise with the Tiwi Land Council to encourage finalisation of the Tiwi Research Access Agreement, so that the Hearing for Learning training can begin.

CARRIED

7 REPORTS FOR INFORMATION

7.1 COUNCILLORS MEETING ATTENDANCE REGISTER FROM JULY 2018 TO CURRENT.

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.

11 RESOLUTION
Moved: Francisco Babui
Seconded: Valentine Intalui

That the Council note the updated meeting attendance register from July 2018 to current for information.

CARRIED

7.2 COMMUNITY ENGAGEMENT END OF MONTH REPORT - SEPTEMBER 2019

This report illustrates the business within units including; Crèche Services, Outside School Hours Care, Pirlangimpi School Meals, Youth Diversion, Sports and Recreation, Libraries, Community Safety, Centrelink, Broadcasting, and Administration.

12 RESOLUTION
Moved: Lynette DeSantis
Seconded: Pius Tipungwuti
That Council receive and note this report number 228940 for information.

CARRIED

7.3 INFRASTRUCTURE EOM REPORT - SEPTEMBER 2019

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

13 RESOLUTION
Moved: Mary Dunn
Seconded: Osmond Pangiraminni

That Council accept this report for information.

CARRIED

AT 14:39 TO 14:47 DEPUTY MAYOR MOVED TO CHAIR

7.4 CHIEF FINANCIAL OFFICER END OF MONTH REPORT - SEPTEMBER 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
- Reporting against Budget year ended June 2020
- Rates Processing
- Year-end processing June 2019
- Finance Department Staffing
- Grants and Policy Manager Report

14 RESOLUTION
Moved: Mary Dunn
Seconded: Francisco Babui

That Council receive and note this report number 228938 for information.

CARRIED

7.5 MANAGERS REPORTING TO CEO END OF MONTH REPORTS FOR SEPTEMBER 2019

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

15 RESOLUTION
Moved: Mary Dunn
Seconded: Francisco Babui

That Council notes and agrees / not agrees to report number 228896 for information.

CARRIED
8  Next Meeting

Thursday, 14 November 2019

9  Closure

The meeting closed at 4:20pm.
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.

Due to communication issues we were unable to update at the time of printing – All ward updates will be tabled on the day

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:
That Council receives and notes report number 229782 and provide any feedback for discussion and decision making.

ATTACHMENTS:
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 Tyrone De Santis.

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 Tyrone De Santis and approves for the Council Common Seal to be applied on the application. (Reference number 229850)

ATTACHMENTS:
REPORTS FOR DECISION

ITEM NUMBER  6.3
TITLE Request to use Council Common Seal on Homelands Municipal and Essential Services, Housing and Maintenance Services and Homelands Jobs Variation
REFERENCE  229830
AUTHOR David Astalosh, Manager Grants and Policies

Decision is required to endorse and use Council Common Seal on a funding variation between TIRC and the NTG Department of Local Government and Community Development regarding 2019 – 2020 Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs – Grant Agreement R00047D.

BACKGROUND
TIRC received a letter from the department on 1st November 2019 requesting a variation to the existing 2019 – 2020 Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs agreement.

The proposed variation changes the funding available to Ranku and Condor Point. The variation to the agreement includes:

- Increase to the 2019 – 2020 funding allocations by $145,233.00
- The new funds are based on a population increase in each community

<table>
<thead>
<tr>
<th>Community Name</th>
<th>Original Allocation 2019-2020</th>
<th>Amended Allocation 2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of Dwellings Funded MES</td>
<td>No. of Dwellings Funded HMS</td>
</tr>
<tr>
<td>Condor Point -1012</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Ranku - 868</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Funding to the other homelands, Four Mile, Paru, Takapimiliyi and Pitjamirra remains unchanged.

In addition, the department have amended the payment schedule to increase the percentage of funds released for the first payment for Homelands Jobs. From November 2019 onwards, Council will receive 65% of the annual allocation in the first half and the remaining 35% in the second half (subject to conditions contained in the agreement). Noting that 50% of total funds have been released; an additional 15% of total funding will be paid on execution of this variation.

Municipal and Essential Services and Housing Maintenance Services payments will continue to be paid by invoice on a monthly basis.

The Council Common Seal is required to accept this variation and return a signed copy to the department no later than Monday 18 November 2019.

ISSUES/OPTIONS/CONSEQUENCES
Nil
CONSULTATION & TIMING
Recommended to sign as soon as possible to reduce risk of losing funding.

RECOMMENDATION:

That Council authorise the use of the Council Common Seal to execute the 2019 – 2020 Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs – Grant Agreement R00047D variation.

ATTACHMENTS:
1  Amended Letter and DOV - Tiwi Island Regional Council - R00047D.pdf
1 November 2019

Ms Valerie Rowland
Tiwi Islands Regional Council
PMB 80
Via ALICE SPRINGS NT 0871

Dear Ms Rowland

Re: Variation 2 of 2019-2020 Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs – Grant Agreement R00047D

I refer to Grant Agreement R00047D between the Northern Territory of Australia, the Department of Local Government, Housing and Community Development (the department) and Tiwi Islands Regional Council.

A letter was sent to your organisation on the 31st October 2019 advising that the department has made changes to your funding under the 2019/2020 Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs agreement. This letter contained errors regarding the variation that did not match the Deed of Variation sent to you. Please see the below information which is now correct.

The variation to the agreement include:

- Increase to the 2019/20 funding allocations by $145,233.00. The new funding allocation for the changed or new homelands is summarised below:

<table>
<thead>
<tr>
<th>Community Name</th>
<th>Original Allocation 2019-2020</th>
<th>Amended Allocation 2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of Dwellings Funded MES</td>
<td>No. of Dwellings Funded HMS</td>
</tr>
<tr>
<td>Conder Point -1012</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Ranku - 868</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Attached to this letter is a Deed of Variation which replaces the Reference Schedule of Grant Agreement R00047D and its Annexures to reflect the above changes.

In addition, we have amended the payment schedule (Item 6) to increase the percentage of funds released for the first payment for Homelands Jobs. From November 2019 onwards, service providers...
will receive 65% of the annual allocation in the first half and the remaining 35% in the second half (subject to the conditions contained in your agreement). Noting that 50% of total funds have been released; an additional 15% of total funding will be paid on execution of this variation.

Municipal and Essential Services and Housing Maintenance Services payments will continue to be paid by invoices on a monthly basis.

To accept this variation, you are required to sign the variation and return a scanned copy to the Central Grants Management Unit email address Grants.DLGHCD@nt.gov.au no later than Monday, 18 November 2019.

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

Yours sincerely

Tony Deale
A/Regional Director, Homelands Services Group
Deed of Variation No. 2

Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs 2019/2020

Tiwi Islands Regional Council - ABN: 61 507 431 031

Agreement No. R00047D
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 ABN: 61 507 431 031 ("External ESP" or "ESP").

RECITALS

A. On 14 August 2018 the parties entered into the Grant Agreement which was varied on 30 August 2019

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. 2

(b) By deleting Annexure 1 Variation No. 1 contained in the grant agreement and replacing it with a new Annexure 1 titled 'Annexure 1 Variation No. 2.'

(c) By deleting Annexure 2 Variation No. 1 contained in the grant agreement and replacing it with a new Annexure 1 titled 'Annexure 2 Variation No. 2.'
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.
SIGN the .........................................
(print name of delegate)

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.

 ....................................................
Signature of Delegate

on the .............. day of ..................... 2019 in the
presence of:

.................................................
Signature of Witness .................................................
Name of Witness

The COMMON SEAL of TIWI ISLAND
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 full name of Chief Executive Officer .................................................
Print name of Council Member

2018-2023 Grant Agreement R00047D – Deed of Variation 2
Page 4 of 15
REFERENCE SCHEDULE - VARIATION NO. 2

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 Group</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, RCG House, 83-85 Smith Street, Darwin NT 0800</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 Local Government Act 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>CBA</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 Services

<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>Total paid GST exclusive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-20 Variation 1</td>
<td>$172 030</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>(Release $40 516.32)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-20 Variation 2</td>
<td>$145 233</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2019-20 Total</td>
<td>$317 263</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</td>
<td>3</td>
<td>$6 216.60</td>
<td>$68 382.60</td>
</tr>
<tr>
<td>2018-19</td>
<td>$62 166</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2019-20</td>
<td>$84 500</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>Payment 1 - 50% of Homelands Jobs Allocation</td>
<td>Execution of 2018-19 Funding Agreement</td>
<td>July 2018</td>
</tr>
<tr>
<td></td>
<td>Payment 2 - 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 28 February 2019</td>
<td>May 2019</td>
</tr>
<tr>
<td>2018-19: Payments (MES/HMS)</td>
<td>By Invoice</td>
<td>Upon receipt of correctly rendered tax invoice when requested by Us.</td>
<td>See Special Conditions No. 4 in the Terms and Conditions</td>
</tr>
<tr>
<td>2019-2020: Payments (Homelands Jobs)</td>
<td>Payment 1 - 50% of Homelands Jobs Allocation</td>
<td>The Territory’s satisfactory receipt of all acquittal and reports requirements due by 30 June each financial year</td>
<td>July 2019</td>
</tr>
<tr>
<td></td>
<td>Payment 2 - 15% of Homelands Jobs Allocation</td>
<td>Execution of the 2019-20 Deed of Variation 2</td>
<td>November 2019</td>
</tr>
<tr>
<td></td>
<td>Payment 3 - 35% 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 28 February 2020</td>
<td>May 2020</td>
</tr>
<tr>
<td>2019-20: Payments (MES/HMS)</td>
<td>By Invoice</td>
<td>Upon receipt of correctly rendered tax invoice</td>
<td>Monthly (See Special Conditions No. 4 in the Terms and conditions)</td>
</tr>
<tr>
<td>2020-2023: Payments (Homelands Jobs)</td>
<td>Payment 1 - 65% of Homelands Jobs Allocation</td>
<td>The Territory’s satisfactory receipt of all acquittal and reports requirements due by 30 June each financial year</td>
<td>July</td>
</tr>
<tr>
<td></td>
<td>Payment 2 - 35% 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 28 February each year</td>
<td>May</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><strong>2018-19</strong></td>
<td></td>
</tr>
<tr>
<td>1. Execution of this agreement</td>
<td></td>
</tr>
<tr>
<td>2. Details of current subcontractors for this service</td>
<td>31 August 2018</td>
</tr>
<tr>
<td>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</td>
<td>15 November 2018</td>
</tr>
<tr>
<td>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.</td>
<td>28 February 2019</td>
</tr>
<tr>
<td>5. Annual Occupancy and Population Survey</td>
<td>28 February 2019</td>
</tr>
<tr>
<td><strong>2019-20</strong></td>
<td></td>
</tr>
<tr>
<td>6. Full year financial position and service statement (incorporates performance reporting and asset register) for period 1 July to 30 June 2019.</td>
<td>28 August 2019</td>
</tr>
<tr>
<td>7. Details of current subcontractors for this service</td>
<td>31 August 2019</td>
</tr>
<tr>
<td>8. Monthly Invoice/s of works</td>
<td>Mid-monthly commencing November 2019</td>
</tr>
<tr>
<td>9. 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.</td>
<td>15 November 2020</td>
</tr>
<tr>
<td>10. Half year statement of financial position and service statement (incorporates performance reporting and asset register) for period 1 July to 31 December.</td>
<td>28 February 2020</td>
</tr>
<tr>
<td>11. Annual Occupancy and Population Survey</td>
<td>28 February</td>
</tr>
<tr>
<td><strong>2019-2023</strong></td>
<td></td>
</tr>
<tr>
<td>12. Full year financial position and service statement (incorporates performance reporting and asset register) for period 1 July to 30 June.</td>
<td>28 August</td>
</tr>
<tr>
<td>13. Details of current subcontractors for this service</td>
<td>31 August</td>
</tr>
<tr>
<td>14. Monthly Invoice/s of works</td>
<td>Mid-monthly following works</td>
</tr>
<tr>
<td>15. 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.</td>
<td>15 November</td>
</tr>
</tbody>
</table>
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 Reference</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 No. 2

A. Service Name

| Service name and acronym | Municipal and Essential Services and Housing Maintenance Services (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>David</td>
</tr>
<tr>
<td>Surname</td>
<td>Astalosh</td>
</tr>
<tr>
<td>Job title</td>
<td>Manager Grants and Policy</td>
</tr>
<tr>
<td>Office telephone number</td>
<td></td>
</tr>
<tr>
<td>Mobile telephone number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:david.astalosh@tiwilslands.nt.gov.au">david.astalosh@tiwilslands.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>
<tbody>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

<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></td>
<td></td>
<td>2018-2019 Total Funding $233 450</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>Condor Point</td>
<td>1012</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>1012 (new)</td>
<td>2</td>
<td>$9 327</td>
<td>$18 654</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></td>
<td>868 (variation)</td>
<td>9</td>
<td>$9 327</td>
<td>$83 943</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></td>
<td></td>
<td>2019-20 TOTAL $235 867</td>
</tr>
</tbody>
</table>

2018-2023 Grant Agreement R00047D – Deed of Variation 2
## HMS

<table>
<thead>
<tr>
<th></th>
<th>2018-2019 Total Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019-20</strong></td>
<td></td>
</tr>
<tr>
<td>4 Mile Camp</td>
<td>$35,231.78</td>
</tr>
<tr>
<td>Condor Point</td>
<td></td>
</tr>
<tr>
<td>1006</td>
<td>$3,876</td>
</tr>
<tr>
<td>1012</td>
<td></td>
</tr>
<tr>
<td>1012 (variation)</td>
<td>$3,876</td>
</tr>
<tr>
<td>Paru</td>
<td>$11,628</td>
</tr>
<tr>
<td>Putjamirra</td>
<td>$7,752</td>
</tr>
<tr>
<td>Ranku</td>
<td>$3,876</td>
</tr>
<tr>
<td>868 (variation)</td>
<td>$34,884</td>
</tr>
<tr>
<td>Takapimiliyi</td>
<td>$3,876</td>
</tr>
<tr>
<td><strong>2019-20 TOTAL</strong></td>
<td><strong>$81,396</strong></td>
</tr>
<tr>
<td><strong>2018-2020 Total Funding</strong></td>
<td><strong>$585,944.78</strong></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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE 2 – VARIATION No. 2

A. Service Name

| Service name and acronym | Homelands Jobs |

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>David</td>
</tr>
<tr>
<td>Surname</td>
<td>Astalosh</td>
</tr>
<tr>
<td>Job title</td>
<td>Manager Grants and Policy</td>
</tr>
<tr>
<td>Office telephone number</td>
<td></td>
</tr>
<tr>
<td>Mobile telephone number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:david.astalosh@tiwilands.nt.gov.au">david.astalosh@tiwilands.nt.gov.au</a></td>
</tr>
</tbody>
</table>
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

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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**REPORTS FOR DECISION**

**ITEM NUMBER** 6.4  
**TITLE** Finance End of Month Report - October  
**REFERENCE** 229784  
**AUTHOR** Bala Donepudi, Finance Manager

This report provided finance information to the Council for year to date October 2019 for decision.

### Statement of Financial Performance  
for the period ended 31th October 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>2,515,417</td>
<td>1,144,139</td>
</tr>
<tr>
<td>62 - Income Council Fees and Charges</td>
<td>409,878</td>
<td>412,867</td>
</tr>
<tr>
<td>63 - Income Operating Grants Subsidies</td>
<td>3,168,332</td>
<td>4,011,538</td>
</tr>
<tr>
<td>64 - Income Investments</td>
<td>17,409</td>
<td>12,000</td>
</tr>
<tr>
<td>65 - Income Contributions Donations</td>
<td>27</td>
<td>12,000</td>
</tr>
<tr>
<td>66 - Income Reimbursements and Others</td>
<td>102,847</td>
<td>333</td>
</tr>
<tr>
<td>67 - Income Agency and Commercial Services</td>
<td>370,733</td>
<td>445,567</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>6,584,644</td>
<td>6,026,444</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>2,547,208</td>
<td>2,860,688</td>
</tr>
<tr>
<td>72 - Contract and Material Expenses</td>
<td>1,138,365</td>
<td>1,166,491</td>
</tr>
<tr>
<td>73 - Finance Expenses</td>
<td>2,001</td>
<td>2,120</td>
</tr>
<tr>
<td>74 - Communication Expenses</td>
<td>130,975</td>
<td>131,380</td>
</tr>
<tr>
<td>75 - Asset Expense</td>
<td>664,076</td>
<td>683,080</td>
</tr>
<tr>
<td>79 - Miscellaneous Expenses</td>
<td>369,222</td>
<td>849,798</td>
</tr>
<tr>
<td><strong>Total Operating Expenditure</strong></td>
<td>4,850,612</td>
<td>5,693,556</td>
</tr>
</tbody>
</table>

| Allocations                                |              |           |           |
|--------------------------------------------|--------------|-----------|
| Net Surplus/(Deficit)                      | 1,734,032    | 332,887   | 1,401,145 | 421%  | (3,594,060)|
| Adjust for Capital and Depreciation        |              |           |           |
| Less: Capital Expense                      | 346,617      | 33,333    | 313,284   | 940%  | 100,000   |
| Add back: Depreciation expense             | 664,076      | 682,914   | 18,838    | 3%    | 2,048,741 |
| **Net Cash Surplus/(Deficit)**             | 2,051,490    | 982,468   | 1,066,992 | 109%  | (1,645,319)|
| Restricted Cash Carried Forward            | 1,655,045    | 1,222,922 | 432,122   | 30%   | 1,655,045 |
| **Total Surplus/(Deficit)**                | 3,706,535    | 2,253,404 | 1,453,131 | 64%   | 9,726     |

| Represented by:                            |              |           |           |
| Tied Funding Surplus/(Deficit)             | 1,597,865    | 1,163,532 | 434,333   | 37%   | (57,827)  |
| Untied Funding Surplus/(Deficit)           | 2,108,670    | 1,089,872 | 1,018,798 | 93%   | 67,553    |
### Statement of Financial Position
#### as at 31st October 2019

<table>
<thead>
<tr>
<th><strong>Current Assets</strong></th>
<th><strong>$</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Operating accounts &amp; Cash on Hand</td>
<td>11,024,978</td>
</tr>
<tr>
<td>Trade and Other Receivables</td>
<td>288,408</td>
</tr>
<tr>
<td>Debtors</td>
<td>247,238</td>
</tr>
<tr>
<td>Inventory</td>
<td>59,050</td>
</tr>
<tr>
<td>Prepayments</td>
<td>456,597</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>12,076,271</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Current Liabilities</strong></th>
<th><strong>$</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade and Other Payables</td>
<td>307,360</td>
</tr>
<tr>
<td>Creditors</td>
<td>533,381</td>
</tr>
<tr>
<td>Accrued Creditors</td>
<td>232,662</td>
</tr>
<tr>
<td>Current Provisions</td>
<td>937,576</td>
</tr>
<tr>
<td>Unexpended Grant Liability</td>
<td>6,884,190</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td><strong>8,895,168</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Net Current Assets</strong></th>
<th><strong>$</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>3,181,103</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Non-Current Assets</strong></th>
<th><strong>$</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings Prescribed</td>
<td>17,361,902</td>
</tr>
<tr>
<td>Infrastructure Prescribed</td>
<td>2,652,654</td>
</tr>
<tr>
<td>Plant</td>
<td>500,627</td>
</tr>
<tr>
<td>Equipment</td>
<td>637,018</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>604,826</td>
</tr>
<tr>
<td>Work in Progress</td>
<td>451,540</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td><strong>22,208,567</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Non-Current Liabilities</strong></th>
<th><strong>$</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Current Provisions</td>
<td>246,814</td>
</tr>
<tr>
<td>Non-Current Borrowings</td>
<td>660,001</td>
</tr>
<tr>
<td><strong>Total Non-Current Liabilities</strong></td>
<td><strong>906,815</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Net Assets</strong></th>
<th><strong>$</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>24,482,856</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Equity</strong></th>
<th><strong>$</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated Surplus/(Deficit)</td>
<td>(13,574,087)</td>
</tr>
<tr>
<td>Asset Revaluation Reserve</td>
<td>36,177,569</td>
</tr>
<tr>
<td>Election Reserve</td>
<td>145,342</td>
</tr>
<tr>
<td>Asset Replacement Reserve</td>
<td>0</td>
</tr>
<tr>
<td>Current Year Surplus/(Deficit)</td>
<td>1,734,032</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td><strong>24,482,855</strong></td>
</tr>
</tbody>
</table>
Current Operating Accounts & Cash on Hand

Account Balances as at 30th September 2019:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Account</td>
<td>$31,400.47</td>
</tr>
<tr>
<td>Trust Account</td>
<td>$9,078,197.29</td>
</tr>
<tr>
<td>Christmas Saving Account</td>
<td>$169,675.37</td>
</tr>
<tr>
<td>PMC Bank Account</td>
<td>$1,700,415.93</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>
</tbody>
</table>

$11,030,389.06

The actual Bank Balance of $11,030,389.06 is more than the ledger balance of $11,024,978. This is because Outstanding Receipts of $5,411.06

Ageing Receivables

The outstanding Debtors owed to Council at the end of Oct 2019 total $247,238 with 63% 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>247,238</td>
<td>-6,172</td>
<td>82,292</td>
<td>6,848</td>
<td>8,068</td>
<td>156,202</td>
<td>0</td>
</tr>
</tbody>
</table>

The Total Rates & Charges Outstanding at the end of Oct 2019 is $341,819 of this $253,713 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>$341,819</td>
<td>$253,713</td>
<td>$88,106</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 Sept 2019 total $186,544 with less than 13% of this exceeding 90 days. The ageing 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>533,793</td>
<td>-1,741</td>
<td>288,517</td>
<td>170,053</td>
<td>50,427</td>
<td>26,538</td>
<td>0</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 30 2019.

ATTACHMENTS:
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 44</td>
</tr>
</tbody>
</table>

![Graph and Table](Approval/31.10.2019.pdf)
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 to current.

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 current for information.

ATTACHMENTS:

1. TIRC Councillors Meeting Attendance for 2019.pdf
REPORTS FOR INFORMATION

ITEM NUMBER 7.2
TITLE Infrastructure EoM Report - October 2019
REFERENCE 229788
AUTHOR Chris Smith, General Manager Infrastructure

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

BACKGROUND
Meetings and Training attended by Infrastructure GM
- WHS Meeting
- NT Corrections Service re Community Service Orders
- Community Safety Meeting Wurrumiyanga
- OCM September
- Milikapiti Local Authority September
- Community Safety Meeting Pirlangimpi
- Outstations Meeting with NTG Ranku Infrastructure
- OTL Community Consultation Meeting
- Tiwi Enterprises Monthly Meeting

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 assisted with various community events providing:
- Chairs
- Additional wheelie bins
- Litter cleaning
- Vegetation clearing
TIRC continues to show a strong presence at community/cultural events.

1.1.2 Training
   1. Coxswain 2 Near Coastal (MAR10418)
      - Completed (9 x staff)

   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 driving training on the Tiwi Islands

   3. Corporate gun license for animal management
      - Application pending
      - Gun safe inspection complete by police
      - Training to be scheduled when license is reinstated
4. **First Aid Training**  
   - Ongoing with all staff scheduled to be completed by end of Nov (14 x staff completed)

5. **Leadership training and computer skills (TITEB)**  
   - Scheduled to commence Nov (3 x staff)

**1.1.3 Parks and Gardens**  
- Council responsible areas have been maintained accordingly
- Hard rubbish around the community have been removed in preparation for cyclone season

**1.1.4 Waste Management**

**Sucker Machine**  
- The main street and drains throughout the community have been cleaned of litter, leaves and debris
- Areas with high public traffic over night continue to produce significant litter. Crews prioritise such areas as required to maintain clean streets and public spaces.

**Garbage Truck**  
- Community bins emptied twice per week
- Preventative maintenance routinely conducted on Wednesdays referencing a strategically designed check list
- Blocked Greece nipples repaired when identified
- Each pick-up location/area documented in checkpoint form to ensure all scheduled bins are collected

**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
- Community wide bin count audit scheduled for November. Any dwelling with more than 1 bin will have excess distributed to dwellings with without bins. Bin repairs will also be conducted in the same operation where necessary

**Recycling**  
SeaSwift has agreed to assist with freight costs associating recycling streams. A signed freight assistance sponsorship has been established.

**10c Recycling Facility**  
- A recycling facility licensed for the 10c container deposit scheme (CDS) would likely be financially feasible, based on estimated input potential from the stores/takeaway and club
- Discussions regarding licensing options with NT EPA are ongoing
- All three Can crushers have been compiled in Wurrumiyanga
- Electric can crusher has been repaired and placed back into service
- All historical cans within the compound have been crushed and palletised for sale, cleaning up the area and providing income to TIRC. First batch scheduled for sale November (delays due to forklift out of service)

**Other Recycling**
- Recycled car/truck batteries are palletised and sold to Sell and Parker. The first batch of batteries are scheduled to be sent November (delays due to forklift out of service)
- Old historical drums of waste oil and ongoing new waste oil are being compiled in a 5000L vessel. Since Jul19 5000L has been disposed of via NTRS
- E-Waste disposal options are being progressed with NT recycling solutions

**Landfill**
- Wurrumiyanga landfill strategy established, outlining key steps required to establish NT EPA compliance and best practices. Subject matter expert advice and quotes associating each step are being investigated in order to provide content for funding applications.
- D6 dozer out of service for 29 weeks, impacting ability to reconfigure tip area to facilitate waste segregation bays, and properly cap off legacy pits
- Deceased animals have been safely transported to the tip and covered when required
- 7 abandoned car bodies were safely transported to the landfill site for storage in a designated area. Hard rubbish removal will continue in preparation for cyclone season.

**1.1.5 Swimming Pool**
- Remained opened since Jan 2019, with no unplanned closures
- Pool quality maintained at optimal conditions
- Open spaces maintained accordingly. Excessive leaves were removed with the sucker machine

**Future works**
Viking Swimming Pools and Pool Werx have provided quotes to repair the pool leak and provide a lighter coloured surface:
- Project estimated to cost between $150,000 to $300,000
- SPG applications submitted. Results pending

**1.9 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)**
- One unplanned closure occurred to trouble shoot electrical issues with starting motors
- Service scheduled early November. Delayed due to fleet availability.
- New position titled ‘Inter-Island Ferry Coordinator’ has been developed and accepted by council. Recruiting scheduled for November

**1.3. Aerodrome**
- Daily inspections have been conducted with no major issues identified
- Slashing and mowing is up to date
- Clearing trees on the transition sides scheduled for future works (30 m clearance either side of boundary fence). Discussions ongoing with DIPL to explore funding options (requires D6 Dozer, out of service 29 weeks)

- Permanent lighting needs to be implemented, as current lights 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 (requires D6 Dozer, out of service 29 weeks)

1.4. Civil Works

*Routine town maintenance*
- Various potholes have been patched up around the community
- The dump has been routinely pushed up and maintained using the Loader
- Hard rubbish removal ongoing with loader and tipper
- Drains cleared around the community and accumulated silt removed
- Excess fill from drain clearing have been transported to the dump and incorporated into the earthwork operations

*Routine regional maintenance*
- 3rd grade to Ranku 70% completed. Clearing under power lines at Ranku ongoing 60% completed
- Drains and swales prioritised in preparation for wet season

*Landfill Project*
- Earthworks to date have started to rehabilitate legacy pits, and begin reconfiguring the site for new operations
- D6 dozer out of service for 29 weeks, impacting ability to continue the rehabilitation project

*Foreshore Drainage Project*
- Beautification work scope and delivery method being investigated. Implementation cannot occur until the pontoon project is complete, due to the high construction traffic in the area

1.5. Outstations

**Overview**
- Jun, Jul, Aug, Sep invoice paid by NTG Homelands
- Oct works to be compiled and sent to finance for processing into an invoice
- HEA 2019/2020 applications sent to NTG Homelands for 10 x Ranku dwellings and 2 x Condor Point dwellings

TIRC was successful for the following 2019/20 MESSPG:
1. Ranku Powerline clearing 4m either side

TIRC has the following ABA project application in progress:
1. Upgrade Ranku Power Station Generators
2. Upgrade Paru Water Supply

1.5.1 Ranku
Funding agreements have been updated to reflect 10 dwellings permanently occupied.

**Power**
Waste oil transported back to Wurrumiyanga and compiled into a 5000L vessel for future appropriate disposal.

**NUMBER 1 (Hino Generator)**
- Online and operating (oil leak requiring more frequent maintenance)
- Service conducted fortnightly
- Cleaning operations conducted weekly

**MES SPG**

**Powerline Clearing Project**
- Grader works complete with as much clearing completed as practical.
- Loader required to complete clearing of larger vegetation.
- 60% complete.

**Power Station Upgrade Project**
- 40 kVa Hatz generator purchased to replace existing Hino.
- Arrived in Darwin 30/10/19
- Diesel Contractors Pty Ltd and Castle Contracting Services Pty Ltd currently installing control panels

**ABA Funded Power Station Upgrade**
- Funding agreement completed
- 25 kVa generator ordered and currently being constructed. Urgency has been conveyed.
- 25 kVa gen set will be installed in sync with the 40 kVa gen set, providing 25 kVa for low loads, 40 kVa for medium loads and 65 kVa for high loads.

**Slashing/Mowing**
- Slashing and Mowing up to date

**Water**
- ABA application being developed to improve water supply

**HMS (Housing Maintenance Services)**
- Various plumbing, electrical and carpentry repairs conducted that were identified in housing inspections
- Roof condition assessment conducted on all dwellings

1.5.2 Paru

**Power**
- No outages

**Slashing/Mowing**
- Slashing up to date

**Water**
- No water outages since early July

**HMS and MES**
- Septic tank lid for Lot 1 replaced

**MES SPG**
- Dangerous tree removal project and all clean-up work completed and ready for acquittal

**ABA Funded Paru Water Supply Upgrade**
Funding secured for exploration early September. No water found after 5 attempts at various strategic locations. Mobilisation and demobilisation costs were covered external to TIRC, providing a saving of approximately $30,000.
Suitability investigation of existing bores at 3-ways ongoing to establish flow rates and water quality.
Future Projects
- Bore pump access platform on creek. Project logistics and scope indicate that funds will not be sufficient. Discussions ongoing.
- Grade access roads (MES)
- New boundary fence for Lot 1 (HEA)
- New front fence and gates for Lot 7 (HEA)

1.5.3 4-Mile
An additional 6 dwellings have been occupied. Water connected to 6 of 6. Power connected to 1 of 6. Works and costs required to connect power to the other 5 dwelling is being investigated. Correspondence with NTG to increase funding ongoing.

Power
- No outages
Slashing/Mowing
- Slashing up to date

Water
- Plumbing repairs to ablution block completed

HMS (Housing Maintenance Services)
- Electrical repairs completed for Lot 11

1.5.4 Pitjamirri

Power
- No outages
Slashing/Mowing
- Slashing up to date

Water
- Water tank leaking. Repairs have been unsuccessful. New tank to be installed early November

HMS (Housing Maintenance Services)
- No report

Future Projects
- Installation of water treatment (MES)
- Installation of elevated tank platform and safety ladder (MES SPG)
- Grade access roads (MES)

1.5.5 Takapimiliyi

Power
- No outages
Slashing/Mowing
- Up to date

Water
- No outages

HMS (Housing Maintenance Services)
- No report

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)

1.5.6 Condor Point

Power
- No outages
Slashing/Mowing
- Slashing up to date
Ordinary Meeting 14 November 2019

Water
- No outages to report
- 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 Civil Works
Mobilised water tank standpipe to Garden Point and connected new transfer pump from billabong to water standpipe
Started to grade gravel on Bluewater road using new grader and water truck
Graded Milikapiti road
Felled large tree on the approach to Garden Point runway
Opened up new drains beside the runway fence as per Bluewater road design drawings
Water truck starter motor is being repaired
Case front end loader is still out of action and wrong parts were sent from the US, this repair has been ongoing for 10 months.
Cat loader is also having issues with its transmission.

2.2 Town Services Milikapiti
General garbage collection of household bins and public area’s
Removal of car bodies around the community has continued this month.
Weekly fuel pickups from barge and decanter into fuel tanks
Irrigation has been completed on the oval and regular mowing occurs
Street signs have been installed around the community and more have arrived in readiness for installation.
Six speed humps have been installed as directed by MLA.
Cyclone season clean-ups
As Civil workers don’t have a vehicle they have been helping Town Services with waste management, speed humps and freight/fuel pickups.

2.3 Town Services Pirlangimpi
Regular twice weekly garbage collection around the community.
Work on submitting a services application to power and water for the water park has been ongoing.
Installation of new goal posts on the oval.
Mobilisation of a new water tank at Pitjamira.
Cyclone seasons clean-ups
Weekly barge collection and daily post-delivery collection
Daily cleaning of council and airport amenities

2.4 Airports
Daily inspections have been carried out on both airports as required by CASA
A large tree was felled on the eastern approach as required by AMS.
We require the bulldozer to continue clearing works on the aerodromes and for the Bluewater Road project.

2.4 Outstations
Pitjamira outstation will have the water tank replaced as the one there has split in the old tank.

2.5 Summary
Having issues with AWOLs through Melville Island Civil and Town Services worker and have addressed this problem with them. We need truck licences done for our workers also.
2.6 Meetings

Weekly managers meetings are being held to ensure the continual improvement of TIRCs services. Monthly meeting at both Pirlangimpi and Milikapiti are ongoing, I believe these meeting are beneficial for the continual growth of these communities.

3.0 Fleet and Buildings Services

3.1 Fleet

October has been a busy month for the workshops and Fleet.

Milikapiti workshop has been completing steady work. The mechanic has gotten most of the Plant Equipment running which includes the backhoe, roller and loader which and is assisting where needed on the Bluewater road job. He is also taking on more private work as the council workload decreases and has been praised by the community for his work ethic.

Wurrumiyanga workshop is making progress in clearing some backlog. The mechanic has organized the office and workshop to help streamline work. Interviews for another mechanic have been completed and he could be on island in a few weeks’ time pending final approval.

Pirlangimpi workshop has been steadily completing jobs for the council and other organisations. The mechanic is supporting the Bluewater road works as needed.

3.2 Accommodation

<table>
<thead>
<tr>
<th>Location</th>
<th>Bookings</th>
<th>Fully Booked</th>
<th>Cancellations/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wurrumiyanga Motel</td>
<td>5</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Wurrumiyanga Contractors Qtrs.</td>
<td>4</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Pirlangimpi Contractors Qtrs.</td>
<td>4</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Milikapiti Contractors Qtrs.</td>
<td>5</td>
<td>1</td>
<td>WTD Constructions continued</td>
</tr>
</tbody>
</table>

3.3 Building Services

The painter has been painting at several council houses at Wurrumiyanga. He has painted a house at Ranku as well as Paru. Painting at the Wurrumiyanga workshop has also been completed.

The new carpenter has been extremely busy. He has completed a lot of outstanding jobs. He has completed works on council housing at Milikapiti as well as the council offices. He has been working hard to help mentor Chaz Vigona who it is hoped will soon be employed as an apprentice.

The Electrician has also been busy with repairs to the child care centres, post offices, Centrelink and other council buildings. His workload remains high with air conditioning jobs taking up most of his time. Work has been completed to council houses to allow for movement of staff over the next couple of months.

The Plumber is working well and has been utilized by Power and Water and AA Electrical for a large number of jobs. He has carried out work to council houses and facilities and been attending Ranku and other outstations when required.
RECOMMENDATION:

That Council accept this report for information.

ATTACHMENTS:
Chris Smith (GM Infrastructure) to be provide information for Council regarding the existing inter-island ferry, the Murantingala

BACKGROUND

Council has commissioned the building of a new two car inter-island ferry, which has raised the question of what is to become of the existing ferry.

There has been some suggestions regarding relocating the ferry to Pirlangimpi, however any future use of the ferry will depend on maintaining its status as a surveyed and compliant vessel under AMSA regulations, if Council wants to carry cars and/or passengers.

The Murantingala has passed its last two AMSA surveys with the note that repairs to the forward hull (plates welded over the existing hull) are temporary repairs, with the proviso that the ferry is replaced in the immediate future. If Council wanted to keep the ferry in survey, we would need to remove the temporary plating and rebuild the forward hull.

Quotes on this work indicate that it would cost somewhere between $80,000 and $100,000 and would necessitate taking the vessel to Darwin for the work to be completed. It is not economical for Council to invest this money.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council accept this report for information.
REPORTS FOR INFORMATION

ITEM NUMBER  7.4
TITLE           Infrastructure Report Request for Exemption
REFERENCE  229619
AUTHOR           Chris Smith, General Manager Infrastructure

Request from Infrastructure regarding an exemption to procurement regulations for repairs to RAMCAN machinery

BACKGROUND

For the purchase of items over $10,000 inc GST (or $9090.91 ex gst) Council must seek at least three quotes for the services or goods.
Exemptions to the three quotes are permitted in the following instances:
Where no other supplier of the goods or services exists
Where an emergency arises
Where Ministerial exemption has been obtained
Where other suppliers have declined to provide a quote
Where Council are familiar with the goods or service and already trained in its particular use

Council recently had repairs made to RAMCAN machinery used in recycling cans. In this instance, Council could not use another contractor due to the specific works conducted on patented machinery. Larger hydraulic pistons compatible with the machine were retro fitted. This required custom machined parts specially built in the Ramcan factory that would be compatible with our older model Ramcan machinery, coupled with alterations to the machine to facilitate the retrofit. Parts for the machine could only be sourced from Ramcan due to the very specific application and patented design. In this instance the work totalled $10,025 inc.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council accept this request for exemption and approve the purchase without three quotes. This decision will be appended to the purchase order.

ATTACHMENTS:
Ordinary Meeting 14 November 2019

REPORTS FOR INFORMATION

ITEM NUMBER 7.5
TITLE Community Engagement End of Month Report - October 2019
REFERENCE 229789
AUTHOR Bill Toy, GM Community Engagement

This report illustrates the business within units including; Crèche Services, Outside School Hours Care, Pirlangimpi School Meals, Youth Diversion, Sports and Recreation, Libraries, Community Safety, Centrelink, Broadcasting, and Administration.

BACKGROUND
This report is for the month of October 2019

General Manager Community Engagement
General Business for the month
GM on Annual Leave 1st to the 13th October
GM Community Engagement; October OCM, Local Authority and Executive Leadership meetings.
Community Forum (Wurrumiyanga) with all community stakeholders and NT Police members Wurrumiyanga Community Safety meeting
Host Learning module with Human Services Centrelink.
GM Community Engagement &Manager Grants and Policy; Dept. Education &Training
Crèche Transition working group.
NIAA Funded program Monthly review.

Manager Community Engagement
Consultations Engagement
Natalie Sarsfield – Mental health AOD
Karl Gunderson & Stephen Thompson, NT Police
Andrew Urkurt Pirlangimpi Clinic
Wayne Baylis, NT Police Youth Diversion unit
Tim Bowden – Department of Environmental Health re: Pirlangimpi Meals Program
Gavin May AFLNT
Michael Bates – Catholic Care
Alasdair & Michael Page TITEB/CDP
Steve Cutter – Animal Arc
Kerin Whitnall – PAWA
Ashley Anderson – Pularumpi School
Kerrie Oxley & Tim Scott – NIAA
Karen Kinnersley & Kathy Wright – Territory Families
James Parfitt - NAARJA

Meetings:
Pirlangimpi Community Meeting, Monthly meeting 7th October 2019
Youth diversion funding meeting with Territory Families and Manager Grants and Policy
Pirlangimpi Meals Program meeting with NIAA representatives
Administration

MILIKAPITI
Milikapiti Administration service provide office and customer services to external clients in Darwin and support to Tiwi Islands Regional Council Internal Business Units and Elected Members.

Human Resources
All matters including:

Attendance: Very Good
Incidents: None for this reporting period
Recruitment: None for this report period
Leave: Senior Office Coordinator – Annual Leave 1st-11th (9 days) Administration Officer 8th-10th (3 days) Medical Care Flight
Training: Friday 4th First Aid. Follow up email sent to General Manager Infrastructure forwarded to HR Manager Organisation Development & Change

Events:
Meeting Room Hire:
Monday 14th - North Australian Aboriginal Family Legal Service
Tuesday 29th & Wednesday 30th – Tiwi Plantations

Finance:
Cash Receipting and Reconciliation: All sales transactions entered on the financial spreadsheet daily.
Banking: Friday 18th - Safe cash reconciled ready for banking

Stakeholder Engagement/Meetings
• Human Resources: New Employee - Workshop Trades Assistance.

• Department of Human Services: Monday14th Agent Coordinator re: Centrelink Agent position.

• Infrastructure: Tuesday 22nd - Flick Pest Control technician. Council property inspections. Airport Pick up & Drop off.
  Tuesday 15th – WHS Meeting via Teleconference

• Local Authority: Monday 21st - Meeting held with Stakeholders for end of year planning to organise Community Christmas gathering.

• Governance: Wednesday 9th - Notices for all OCM and MLA Meeting dates sent to Office Coordinators to display in designated notice boards.

• Australia Post: Thursday 17th - Regional Administration Manager Stephanie Banks

• West Arnhem Regional Council– Matthew Ryan Mayor, Adrian McCann Manager Community Services, Erin Riddell Senior Project Officer Community Services

PIRLANGIMPI
General Business for the month
Administration provided services to external clients as well as support to Internal Business Units, Elected Members and the Local Authority

Human Resources
All matters including:
Attendance: Good
Incidents: Nil
Recruitment: Nil
Leave: Nil
Training: Nil

Events
- Conference Room hired by Dept. of Human Services for Centrelink Services from 7th to 10th October
- Office Coordinator worked at the Milikapiti Office from 8th to 10th October.

Stakeholder Engagement/Meeting
- Attended community meeting on 7th October
- Email communication with Nyssa Pastrikos regarding hire of conference room for Centrelink workspace in October.

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

HUMAN RESOURCES (All matters including):
Attendance: No un-notified absences.
Leave: Administration Officer – 1 day Annual Leave, Cleaner – 1 Day Funeral Leave 3.6 Hours Sick Leave, Office Coordinator – 1 Day Sick Leave
Training: None for this reporting period.
Recruitment: Nil for Administration – Jaunnita Costa transferred to Darwin Office from 23/9/19. Administration Officer (Receptionist) position vacant.
Incidents: Nil to Report.

Events/ Stakeholder engagement/ Meetings:

Boardroom/ Meeting Room Timeline of Events/ Meetings:
4th – 5th NAAJA Civil
6th – Meeting with Sydney University
10th – Tiwi Leaders Forum
16th Executive Leadership Group meeting
17th- 18th Local Court (Multiple Organisations/Departments)
19th – Dept. of Housing (Arafura) meeting
24th – Contract Meeting with Youth Diversion
26th – NAAJA Civil
30th - Teleconference with PMC

Motel/Contractors Accommodation
Motel - 23 nights’ accommodation booked.
Contractors – 15 nights’ accommodation booked.

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

Human Resources
All matters including:
- Attendance: Staff attendance has been hit and miss again this month. Staff taking leave without notification.
- Staff vacancy: Sport and Rec officers at Pirlangimpi and Milikapiti still. Hopefully filled by early November.
- Incidents: No Incidents to report.
- Leave: Wurrumiyanga staff member 5 days A/L 5 days AWOL
- Training: Nil this month

WURRUMIYANGA Sport and Recreation Participation Sheet
<table>
<thead>
<tr>
<th>Activity</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming Pool</td>
<td>71</td>
<td>88</td>
<td>27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essendon FC Community Visit</td>
<td></td>
<td></td>
<td></td>
<td>24</td>
<td>42</td>
</tr>
<tr>
<td>AFL Minis Academy</td>
<td>36</td>
<td>42</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rec Hall Basketball</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golf NT</td>
<td></td>
<td></td>
<td></td>
<td>34</td>
<td>26</td>
</tr>
<tr>
<td>AFL Auskick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults 18+</td>
<td>36</td>
<td>14</td>
<td>16</td>
<td>64</td>
<td></td>
</tr>
<tr>
<td>Children (5 years - 17 years)</td>
<td>107</td>
<td>95</td>
<td>88</td>
<td>124</td>
<td>131</td>
</tr>
<tr>
<td>Participants with disability</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other organisation assisting**
AFL Minis Academy, Essendon FC and Golf NT.
Red Cross, TITEB and Catholic Care.
Xavier College and MCPS

Swimming Pool days for October are Monday, Wednesdays and Thursday. Adult sessions Monday Tuesday, Wednesday and Thursday afternoons from 5pm.
AFLNT conducted Auskick sessions at the school oval on Tuesdays and Thursdays.
Fridays remain as the solitary Rec Hall day for basketball.
First two weeks of October was school holiday programs in community.
AFL Minis Academy were at Wurrumiyanga on the 2nd week of October Monday and Tuesday. This program was a huge event.
Golf NT visited and conducted clinics at the school during school hours.
Essendon FC conducted their annual community visit on Thursday and Friday 24/25th Oct.
Local TIFL started on Thursday 24th Oct.

**PIRLANGIMPI Sport and Recreation Participation Sheet**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming Pool</td>
<td>91</td>
<td></td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rec Hall Basketball</td>
<td></td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFL Auskick</td>
<td></td>
<td></td>
<td></td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Rec Hall Cricket</td>
<td></td>
<td></td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFL Minis Academy</td>
<td></td>
<td></td>
<td></td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Adults 18+</td>
<td>3</td>
<td>2</td>
<td>6</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Children (5 years - 17 years)</td>
<td>91</td>
<td>30</td>
<td>28</td>
<td>70</td>
<td>43</td>
</tr>
<tr>
<td>Participants with disability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Swimming Pool opening days Monday and Thursday
Basketball and Cricket conducted by Sport and Rec staff on Tuesdays and Wednesdays at the Rec Hall.
AFL Auskick delivered on Fridays’
AFL Minis Academy visited Pirlangimpi on Friday 11th Oct to deliver a successful program.

**Other organization assisting**
MILIKAPITI Sport and Recreation Participation sheet

<table>
<thead>
<tr>
<th>Activity</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td></td>
<td>28</td>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>AFL Minis Academy</td>
<td></td>
<td>42</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essendon FC Community Visit</td>
<td></td>
<td></td>
<td></td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>Indoor Soccer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>28</td>
</tr>
<tr>
<td>Bouncy Castle and Disco</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>44</td>
</tr>
<tr>
<td>Cricket</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>AFL Auskick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>Children (5 years - 17 years)</td>
<td>30</td>
<td>28</td>
<td>66</td>
<td>146</td>
<td>19</td>
</tr>
</tbody>
</table>

Basketball conducted by Sport and Rec staff on Tuesdays and Fridays at the Rec Hall. Other sports for the month were Indoor Soccer.
AFL Auskicck conducted on Wednesday afternoons at the Community oval which is green with grass.
AFL Minis Academy visit on Wednesday 7th Oct and morning Thursday 8th Oct. This was a massive success over the 2nd week of Holidays
Essendon FC community visit to the Primary school on Thursday 24th October.
School Holiday Bouncy Castle and Disco operated on the Thursday evening 3rd October.

Other organization assisting
Milikapiti Primary School. AFL Minis Academy, TIRC OSHC

Stakeholder Engagement/Meetings
Meeting with West Arnhem Shire Council Monday and Tuesday 20th and 21st October. Very successful discussions.

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.
Library Participation Sheet

**Community Pirlangimpi**  
**Staff – Darriene Bourke**

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults 18+</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Children</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Library has not been open for a number of days in October</td>
</tr>
</tbody>
</table>

Library Participation Sheet

**Community - Milikapiti**  
**Staff – Samantha Croker**

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults 18+</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Children</td>
<td>4</td>
<td>6</td>
<td>5</td>
<td>7</td>
<td>10</td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Library has been open every week day in October</td>
</tr>
</tbody>
</table>

**Stakeholder Engagement/Meetings**
Nil this month

**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.

**Human Resources**
All matters including:
- **Attendance**: Very good across all three communities
- **Incidents**: Wurrumiyanga vehicle damage. (Now repaired)
- **Recruitment**: Recruitment processes completed, all communities with a full complement of staff.
- **Leave**: Nil
- **Training**: No training this month

New Staff induction workshop Wednesday 23rd October 2019, facilitated by Community Safety Coordinator Jonno Mullins
7 new community safety officers participated in the workshop, 6 from Wurrumiyanga and 1 from Pirlangimpi.
Guess speakers ion the day were CEO Valerie Rowland, Deanne Rioli, Carmal Mullins and James Parfitt from NAAJA
The workshop was a success, we’re hoping to have more workshop to build on staff development.
Regular staff meetings to be planned along with training for seven newly appointed community safety officers.
Planning for the Christmas holidays has commenced to ensure continued service delivery during that period.

**Youth Diversion**
**General Business for the month**
The Youth Diversion team provide Youth with pre-court diversion, case management and reintegration in all three communities.

**Human Resources**
All matters including:
**Attendance:** Good.
**Incidents:** Nil
**Recruitment:** Nil
**Leave:** Nil
**Training:** No training this month

Assessments of new clients at Wurrumiyanga completed
Follow up with current clients, 3 on Melville and 4 on Bathurst Island (whenever possible).
Assessments of new clients at Wurrumiyanga.
On Caseworkers returns to fulltime work planning and preparation for fishing and hunting trips for youth at risk and families on both Bathurst and Melville Island to be finalised.

**Consultations & Engagement**
Family conferencing Wurrumiyanga, 3 families.
**Meetings:**
Nil this month

**Community Safety team induction and training**
Ordinary Meeting

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: New staff employed at Milikapiti (resignation) and Pirlangimpi (Maternity Leave)
Leave: Pirlangimpi agent on Maternity Leave
Training: Host and Specified Personnel Access Point Training.

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, closures, technical issues and recruitment

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.

Human Resources

All matters including:

Attendance: Milikapiti, Attendance this month has been good.
Pirlangimpi, Broadcaster position is currently vacant.
Wurrumiyanga, Very good
Incidents: Nil
Recruitment: Recruitment process for Pirlangimpi broadcaster continuing.
Leave: Nil
Training: Nil this month

Stakeholder Engagement: Nil this month

Children Services

Crèches / Outside School Hours Care
General Business for the month
Providing a learning framework to support each child’s learning development through the National Curriculum - ‘Early Year Learning Framework’
Ensure staff qualification requirements influence educators to guide and encourage learning and development.
Implement and carry out the National Quality Framework

Human Resources
All matters including:
Attendance: Attendance this month has been good in all centres
Incidents: Nil this month
Recruitment: Currently two OSHC Coordinator vacancies, one on each Island. One OSHC worker vacancy at Milikapiti and two at Wurrumiyanga
Leave: Pirlangimpi Team Leader AWOL one week...
Training: No training this month

Numbers of children attending remains low in Crèches on Melville Island although there have been a small but steady increases in families using the service at Wurrumiyanga. Staff numbers remain good with no vacancies at the Crèches. There are still vacancies in the Outside School Hours Care program although some positions have now been filled, more are needed at Wurrumiyanga community.
TIRC has been contracted to continue the service until December 31st 2019. Recording and reporting of information and statistics with both the Crèche service and the Outside School Hours programs continues to improve slowly. TIRC is working very closely with NTG Dept. of Ed. & Training to continue to develop staff and improve service delivery in the Crèches

Stakeholder Engagement/Meeting.
General Manager and Grant’s and Policy Manager along with NTG representatives make up the working group to assist with the transition of the Crèche services to a new provider. Manager for Grants and Policy participated in the October catch up and planning meeting. GM Community Engagement and Manager Grants and Policy also participated in a phone conference regarding Working Group and Transition.

Pirlangimpi School Meals program
Human Resources
All matters including:
Attendance: Attendance this month has been good
Incidents: Nil
Recruitment: Nil
Leave: Nil
Training: No training this month

Environmental Health officer scheduled to visit this month, has postponed to early November 2019.
Continued improvements with daily data collection, recording and meal planning.

Animal Control
GM Community Engagement attended a two day workshop in Darwin conducted by government funded Animal Management in Rural and Remote Communities, (AMRRIC) regarding Animal Management programs, legislation, resources available and planning for remote area animal management.

RECOMMENDATION:
That Council receive and note this report number 229789 for information.

ATTACHMENTS:
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
- Reporting against Budget year ended June 2020
- Rates Processing
- Year-end processing June 2019
- Finance Department Staffing
- Grants and Policy Manager Report

BACKGROUND

Financial Position:
Based on the attached finance report, I will now provide some commentary around current variances to our actual published budget.

Total Revenue received is more than the budget (+558K). All the income categories are showing a Positive Variance except Grants and Commercial Services. The area of Grants is showing a negative variance 843K. This is mainly due to the ‘timing differences’ i.e. the timing of receiving a number of grant instalments is also skewing our results. We have contracts in place for these amounts so whilst they are only timing issues, they can distort results very early in the financial year.

Total Expenditure is significantly less than the budget by (+842K). The Main area with significant underspend are employee expenses (313K) and Miscellaneous expenses (481K). We remain under budget for employee costs, again due to levels of absenteeism and a number of unfilled positions across council. We remain focused on filling these positions as soon as possible. The Miscellaneous underspend is due to the funds earmarked for the Unexpended grants repayments. These numbers will be adjusted in the first budget review. Capital Expenditure is showing a big overspend of 313,284. This is due to error in classification of expenditure during the budgeting process. We had $100k in our Budget for capital purchases, which has largely been spent with the purchase of 2 new vehicles this financial year. All other capital spending is in line with direct funding received for such purposes. For example, inter-island ferry, animal control vehicle and Jimani equipment. All the variance will correct after the completion of the first budget review.

We still have large amount of tied funds which we will be addressing as part of the Budget Review Tied Grant funding area remain our highest area off focus. We would commence the first budget review in the last week of November. The process involve comprehensive review of the actual vs budget with various program managers.

Staffing
Chief Financial Officer Shane Whitten has resigned during the month of October and left the council on Friday 1st November 2019. Finance Manager Bala Donepudi will be in the acting CFO role till further notice. A recruitment Process is currently underway to hire an Accountant. We have Shortlisted the candidates for the Interviews and invited them for Interviews.
Year-End Processing June 2019
Our Year-end Process is almost complete we are on track to submit the annual report to the department before the Legislative deadline of 15th November 2019. The current status of deliverable are:

- All 31 July Unaudited acquittals – SUBMITTED
- All 28 August Unaudited acquittals – SUBMITTED
- All 30 September audited acquittals - SUBMITTED
- All 31 October audited acquittals – SUBMITTED
- All 15 November audited financials – Merit Partners

Compliance Review
Department of Local Government, Housing and Community Development on XX October 2019. The Review of the council’s Finance section is done the Darwin office. The Review is carried by a department two of the department compliance inspectors. The Finance was able provide all the required information. We don’t expect any adverse finding in the financial management. One compliance inspector later travelled to the council office in Wurrumiyanga to review the council HR and Procurement Processes. The review still in Progress and we are awaiting the formal report from the department.

GRANTS AND POLICY MANAGER REPORT

New applications
SPG applications submitted on 18 October 2019
1. Refurbishments and maintenance to Wurrumiyanga pool
2. Heavy plant and equipment repairs and maintenance
3. Purchase 9 x new light work vehicles

A request to vary the Pirlangimpi Pontoon SPG to the Pirlangimpi Pool was sent to the Department on 18 October 2019.

Strategic Infrastructure Fund
TIRC submitted an application to commence stage one of a multi-step process to improve landfill practices at Wurrumiyanga. The application included a request to purchase dedicated heavy plant for the Wurrumiyanga landfill, waste management vehicle and funds to engage a waste management specialist to complete licencing activities at the existing site, new site and process to close/reclaim the current site.

New variations
Youth Diversion - NTG
CEO signed a variation to the Youth Diversion Funding agreement with Territory families. The variation extended the project end date to March 2020. Territory Families are engaging in community consultations prior to the release of a five year funding agreement. It is critical that TIRC improve service delivery in this project area to ensure that we remain the preferred provider.

Crèche services - Commonwealth Education and Training
CEO signed a variation to extend the crèche funding agreement to 31 December 2019. This additional time allows for the Department to continue consultations to identify and engage a new service provider.

New outcomes of funding applications
Community Benefits Fund Bima Wear successful
TIRC has been granted $192,906 to conduct urgent repairs to the BIMA Wear building. We are waiting to receive the funding agreement before organising the works.
ABA Ranku generators executed
Funding agreement with ABA to purchase a 25kva generator and smart panel for the Ranku Community.

ABA Paru Water project executed
Funding agreement with ABA executed to explore for water at the Paru outstation. The three drills were unsuccessful and TIRC will need to seek a variation to explore alternate water solutions for Paru.

Approved grants/projects
Sydney University project
No students will visit the Tiwi Islands during Semester two. This is due to TIRC not being offered a new service agreement. The University has new staff on board in key positions and TIRC CEO is waiting for a response to her efforts to make contact.

ABA Ranku generator project and ABA Paru water project
Infrastructure has worked closely with Tiwi Land Council (TLC) and NIAA to progress two ABA Homelands funded projects. The Paru water project has been expedited through due to a drilling machine already being on Melville Island. Drilling locations were recommended by TLC, however did not find water. TIRC is now liaising with NIAA to fund an alternate solution to resolve the water.

Interisland ferry NTG Strategic Infrastructure Fund - Infrastructure
The contract has been awarded for the new ferry and the ferry is under construction. Elected members and staff inspected the ferry on 29 August 2019.

Milikapiti Oval ABA 2014 - Infrastructure
Irrigation, perimeter fencing, portable grandstands, goalposts and are now up at Milikapiti Oval. Construction of shade structures are built, only outstanding activity is to cement the shades into the ground which is yet to be completed. NIAA conducted an inspection on 17 September. Advised that the project was over run and should have been completed before 30 June. NIAA waiting on shades to be installed and then for TIRC to complete final acquittal.

Safer Communities Fund - Commonwealth Department of Industry, Innovation and Science $233,327.20 - Security lights and CCTV. The CCTV tender process is complete. GM Infrastructure to notify tenderers of outcome. Grants and Policy Manager to contact the department and advise the costs of CCTV in order to adjust the total amount of expenditure for security lights.

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 will be sent to the Department.

NTG Special Purpose Grants (SPGs) April round
Priority 1) Alarms and security screens for staff housing all 3 communities – $279,734.00. Outcome pending

Priority 2) Pirlangimpi pontoon – $238,844 - CEO wrote to the Department requesting a variation to a new project at Pirlangimpi given new information regarding costs of the proposed pontoon. Council has approved this letter to be sent. The Department advised TIRC should submit the variation request in the form of a new SPG application. This has been developed and is now in the approval process before being returned to the Department.

Priority 3) Pirlangimpi equipment town services - Council has acquitted this 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 and received 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 - 95% complete in August.
2. Purchase deliver and install three new septic tanks at Paru - not commenced.
3. Upgrade Solar batteries at Takapimiliyi lots one and two - Quotes and preparation completed.

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 installed new air-cons in the Wurrumiyanga office, other sites to follow.

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. This project is being delivered by Community Engagement. 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 was granted by NT Major Events Company to support TIRC to create a strategic and operational plan for the 50th Tiwi Grand Final in 2020. This funding 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.

Milikapiti oval funding agreement - Variation signed and executed. $300,000 to extend the Milikapiti Oval. Infrastructure is developing tender documents.

MESSPG Ranku tree removal under power lines
Approved - works commenced by the Homelands team.

**Outstanding grant responses**
Requested variation to MESSPG to pool surplus MESSPG funds for dedicated outstations vehicle.

Submitted ABA application - Grading bush roads
We have submitted an application to ABA to support the purchase of new plant and equipment suitable and specific to bush roads and to support a dedicated Tiwi grader team to grade bush roads only during dry season 2020 and 2021.
RECOMMENDATION:
That Council receive and note this report number 229792 for information.

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

BACKGROUND

CEO

A number of changes occurred in this month with the resignation of Shane Whitten and we have paid him out of his contract up to the 18 December. We have commenced the TIFL season and everyone involved has come together in support of Mary and the TIFL team. The oval at Wurrumiyanga in excellent condition by our staff and volunteer.

Maree De Lacy, Executive Director Department of Local Government, Housing and Community Development spent two (2) days with us, both days Maree attended Local Authority and the Council meeting. Council received positive feedback from Maree a testament to how far Council has come from six (6) years ago.

Further to Christmas celebrations, on behalf of the Mayor and Councillors, I have written to a number of business providers, seeking kind donations. The financial donations will assist Council to purchase gifts for 0-13yrs; the elderly and those living with a disability. If enough funds raised, I am hopeful that we will be able to hold a New Year’s Eve Disco like 2017. The police played an integral role with balloons, providing flour, dancing with families and Fr Pat blessed the event. Volunteers from Council and BIHA helped feed everyone on the night. Cold drinks and chips sold raising money for the children at the crèches. We had lots of fun and a time to celebrate.

In the November report, a very special occasion will be reported as the Mayor and Council, is holding its first Tiwi Islands Citizenship Ceremony.

The rain has commence and as you can imagine the main roads will be getting a bashing due to the heavy traffic, therefore as previously arranged by this office LA will be via teleconference and charters will need to be organised. The Governance Manager will provide advice to my office the best strategy for meeting attendance throughout the Wet Season.

Finance will details a number of large projects for funding we have sought from the NTG government, in particular to build Council’s fleet. It has been disappointing that there is no accountability of duty of care in regards to our vehicles and ride on mowers.

With the large pay out in salaries and in particular leave, I am currently researching to install timesheet machines in all our offices and workshops. The timesheet machines will be a strategy that will ensure accountability and transparency across all programs, including management. Communities have a right to get angry when they see Council is not doing what it is paid to do and that is provide services on the ground. In reiterate, the money that pays our salary is public funds. Accountability starts here.
The Mayor and I invited to meet with the Tiwi Land Council Executives to discuss the new waste management site and the other site we have sought a lease on from OTL. I will provide more details in next month’s reports.

**Organisational Development EoM Report October 2019**

**Highlights**
- Two (2) termination were processed during October.
- One (1) employees were appointed during October.
- Staff turnover rate of 1 percent.
- Note that the graphs and data below includes 2 pay periods ended Sunday 13 October and Sunday 27 October 2019

**Figure 1.1** 30/09/2019 to 27/10/2019 Hours worked as percentage

**Figure 1.2** 30/09/2019 to 03/11/2019 Absences represented as a percentage
Table 1.1 Monthly Comparisons – Raw Hours and Percentages

<table>
<thead>
<tr>
<th>Description</th>
<th>PPE 15 September</th>
<th>% of Total</th>
<th>PPE 29 September</th>
<th>% of Total</th>
<th>Variance</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Time</td>
<td>5,552</td>
<td>65%</td>
<td>5,854</td>
<td>71%</td>
<td>+301</td>
<td>+5%</td>
</tr>
<tr>
<td>Casual Hours</td>
<td>625</td>
<td>7%</td>
<td>591</td>
<td>7%</td>
<td>-35</td>
<td>-6%</td>
</tr>
<tr>
<td>Extra Hours</td>
<td>371</td>
<td>4%</td>
<td>148</td>
<td>2%</td>
<td>-224</td>
<td>-60%</td>
</tr>
<tr>
<td>Overtime</td>
<td>24</td>
<td>0%</td>
<td>4</td>
<td>0%</td>
<td>-20</td>
<td>-83%</td>
</tr>
<tr>
<td>Public Holidays Worked</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Training</td>
<td>38</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>-38</td>
<td>-100%</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>981</td>
<td>11%</td>
<td>550</td>
<td>7%</td>
<td>-431</td>
<td>-44%</td>
</tr>
<tr>
<td>Personal Leave</td>
<td>122</td>
<td>1%</td>
<td>95</td>
<td>1%</td>
<td>-28</td>
<td>-23%</td>
</tr>
<tr>
<td>AWOL</td>
<td>467</td>
<td>5%</td>
<td>553</td>
<td>7%</td>
<td>+86</td>
<td>+18%</td>
</tr>
<tr>
<td>AWOL - Casual</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>LWOP</td>
<td>342</td>
<td>4%</td>
<td>399</td>
<td>5%</td>
<td>+57</td>
<td>+17%</td>
</tr>
<tr>
<td>Public Holiday</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Table 1.1 Monthly Comparisons – Raw Hours and Percentages**

![Length of Service Chart](image)

**Figure 1.2 Length of Service**
Figure 1.3 Distribution of Ages

Demographics

<table>
<thead>
<tr>
<th>Description</th>
<th>Wurr.</th>
<th>Pirl.</th>
<th>Mili.</th>
<th>Dar.</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>54</td>
<td>15</td>
<td>16</td>
<td>2</td>
<td>87</td>
<td>63%</td>
</tr>
<tr>
<td>Female</td>
<td>26</td>
<td>15</td>
<td>10</td>
<td>0</td>
<td>51</td>
<td>37%</td>
</tr>
<tr>
<td>ATSI</td>
<td>67</td>
<td>26</td>
<td>24</td>
<td>0</td>
<td>117</td>
<td>85%</td>
</tr>
<tr>
<td>NON-ATSI</td>
<td>13</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>21</td>
<td>15%</td>
</tr>
<tr>
<td>Full Time</td>
<td>48</td>
<td>16</td>
<td>14</td>
<td>2</td>
<td>80</td>
<td>58%</td>
</tr>
<tr>
<td>Part Time</td>
<td>19</td>
<td>12</td>
<td>9</td>
<td>0</td>
<td>40</td>
<td>29%</td>
</tr>
<tr>
<td>Casual</td>
<td>13</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>18</td>
<td>13%</td>
</tr>
<tr>
<td>Age under 20</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1%</td>
</tr>
<tr>
<td>20-25</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>11</td>
<td>8%</td>
</tr>
<tr>
<td>25-30</td>
<td>13</td>
<td>3</td>
<td>5</td>
<td>1</td>
<td>22</td>
<td>16%</td>
</tr>
<tr>
<td>30-35</td>
<td>16</td>
<td>4</td>
<td>7</td>
<td>0</td>
<td>27</td>
<td>20%</td>
</tr>
<tr>
<td>35-40</td>
<td>11</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>19</td>
<td>14%</td>
</tr>
<tr>
<td>40-45</td>
<td>10</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>15</td>
<td>11%</td>
</tr>
<tr>
<td>45-50</td>
<td>8</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>12</td>
<td>9%</td>
</tr>
<tr>
<td>50-55</td>
<td>4</td>
<td>8</td>
<td>2</td>
<td>0</td>
<td>14</td>
<td>10%</td>
</tr>
<tr>
<td>55-60</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>3%</td>
</tr>
<tr>
<td>60-65</td>
<td>8</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>12</td>
<td>9%</td>
</tr>
<tr>
<td>65-70</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1%</td>
</tr>
<tr>
<td>&lt; 1 year of service</td>
<td>32</td>
<td>4</td>
<td>5</td>
<td>0</td>
<td>41</td>
<td>30%</td>
</tr>
<tr>
<td>1-2 years</td>
<td>9</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>14</td>
<td>10%</td>
</tr>
<tr>
<td>2-3 years</td>
<td>7</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>12</td>
<td>9%</td>
</tr>
<tr>
<td>3-4 years</td>
<td>11</td>
<td>8</td>
<td>2</td>
<td>0</td>
<td>21</td>
<td>15%</td>
</tr>
<tr>
<td>4-5 years</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>7</td>
<td>5%</td>
</tr>
<tr>
<td>5-6 years</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>3%</td>
</tr>
</tbody>
</table>
Ordinary Meeting 14 November 2019

<table>
<thead>
<tr>
<th>Age Group</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>0</th>
<th>8</th>
<th>6%</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-7 years</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-8 years</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>3%</td>
</tr>
<tr>
<td>8-9 years</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>3%</td>
</tr>
<tr>
<td>9-10 years</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>2%</td>
</tr>
<tr>
<td>Over 10 years</td>
<td>9</td>
<td>7</td>
<td>4</td>
<td>0</td>
<td>20</td>
<td>14%</td>
</tr>
<tr>
<td>Total Employees</td>
<td>80</td>
<td>30</td>
<td>26</td>
<td>2</td>
<td>138</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Annual Leave Liability**
As of the 27 October 2019, the Council’s annual leave liability is for 12,771 hours totalling $489,542. Eight employees are deemed to have excess leave (in excess of 8 weeks).

**This report illustrates the business of Records Management.**

**BACKGROUND**

This report is for the month of October 2019

**General Business for the month**
To provide support to all program areas with records keepings and the administration of the TIRC electronic records and document management system. Be responsible for appropriate maintenance of active and archived records.

**Events**
None

**Human Resources**
All matters including:

- **Incidents**: None for this reporting period
- **Leave**: Administrative Governance/Records Officer Sick leave – 02/10/19 to 03/10/19 Personal leave – 8/10/19
  A/Executive Officer/Information and Records Officer - Personal Leave 04/10/19,
- **Training**: No training provided for the month of October

The Administrative Governance/Records Officer continue to assist the A/Executive Officer/Information and Records Officer with uploading and filing the hard copies of the CEO’s documents into MagiQ Documents and file away in the CEO’s office. Also provide assistant the Governance team and help out with Reception.

The archiving of council documents are on hold at this point of time.

The process for archiving council document is that all the iron mountain boxes and the contents of the documents needs to be archived accordingly and the content list saved into Magiq Documents.

To-date there has not been any disposal of council documents, there is a total of 1015 boxes on and off site.
For the month of October 150 generic documents were missing the document information so for this financial year 2019-2020 there are 150 outstanding documents at this present time.

To date there is 260,856 council document in Magiq Documents, which 933 were uploaded for this month. In September there were 259,923 documents.

Stakeholder Engagement/Meetings
The A/Executive Officer/Information and Records Officer contacted Ben Heaslip Records Coordinator West Arnhem Regional Council 23/10/19 regarding if Councils needs to move forward with implement the Records Disposal Schedule into TIRC Document Libraries.

The Records Coordinator West Arnhem Regional Council advised that it is not a compliance requirement, the schedule can be used as a guide when creating Council Document Libraries.

Stakeholder Engagement/Meetings
None for this reporting period
Governance Monthly Report

Acting Governance & Compliance Manager’s Report EoM October 2019

It has been a busy month for the Governance and Compliance team. The Compliance Review commenced on the 7th October with site visits to both Darwin and Wurrumiyanga taking place over a course of two (2) weeks. The Draft Annual Report was completed ahead of schedule - presented to ARMC on the 25th October and approved at last month’s OCM held 30th October. I attended the HR reference Group Meeting along with Harsha Wijesinghe (Organisational Development and Change Manager) on the 16th & 17th October, where there were plenty of discussions around upcoming legislation changes.

ICAC have made a tentative appointment to attend Council on the 13th December 2019, to provide an information session for all Local Authority members, Councillors and Senior Management Staff.

Audit and Risk Management Committee (ARMC)
25th October 2019, held at Tiwi Land Council Boardroom

Local Authorities
Wurrumiyanga
This month the Wurrumiyanga Local Authority meeting was held on Tuesday 29 October 2019 and met its quorum.

Pirlangimpi
No meeting held during this reporting month

Milikapiti
No meeting held during this reporting month

Local Authority Community Projects:
Milikapiti
• Vet Visit - Completed
• Traffic Management – Ongoing
• Uniform shirts – Completed

Pirlangimpi
• Vet Visit – Completed
• Pirlangimpi Town Oval – Ongoing

Wurrumiyanga
• Vet Visit – Completed
• Uniform shirts – Completed
• Playground Project – to be tabled at OCM for approval

Special Council Meeting
No meeting held during this reporting month

Council
Ordinary Council meeting was held on Wednesday 30th October 2019 at Wurrumiyanga Boardroom,

Human Resources
All issues, including:
• monitoring staff attendance – good
• personal leave - nil
• higher duties – nil
• staff meetings conducted – ongoing
• Professional development – Nil
RECOMMENDATION:

That Council receive this report for information.

ATTACHMENTS:
There are no attachments for this report.