



**SUPPLEMENTARY  
AGENDA  
ORDINARY MEETING  
THURSDAY, 29 SEPTEMBER 2011**

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

- Thursday, 29 September 2011 at
- Milikapiti Office
- Commencing at 10.00am

Your attendance at the meeting will be appreciated.

**Alan Hudson  
Chief Executive Officer**

## **AGENDA**

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**REPORTS FOR INFORMATION**

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<b>ITEM NUMBER</b>	5.11
<b>TITLE</b>	Infrastructure
<b>REFERENCE</b>	87393
<b>AUTHOR</b>	Martin Waddington, Director of Infrastructure and Engineering



Report on activities

**BACKGROUND**

This is a report for information on activities since last meeting in July

**ISSUES/OPTIONS/CONSEQUENCES****Dog Pounds**

Shire has received a modest amount of funds to establish three 'animal control compounds' for each of the three communities of Wurrumiyanga, Pirlangimpi and Milikapiti. Each compound will be pre-fabricated and then erected at each communities tip sites. Consultation with Tiwi Land Council has occurred with a view to obtaining authorisation from the land owners. The structures will allow for dogs deemed to be a nuisance to be secured under lock and key, provided food, water and shelter pending a decision on their future. Plans have been drawn up and materials have been ordered. As soon as the materials arrive fabrication will commence.

**Kit home Pirlangimpi**

As members are aware, the Shire has in its possession kit homes of the style already erected at Lot 630 Lot 631 Forestry. A site in Pirlangimpi has been identified (Lot 274 Pirlangimpi) and preparation work will commence shortly. Due to the limited number of experienced and qualified staff the project will be managed by drawing on resources in each of the three communities. Work will commence as soon as two replacement carpenter positions are filled (commence) which will happen in October 2011 and will involve, wherever possible, training opportunities.

**Barge Landing**

A site layout drawing has been completed of the new proposed Barge Landing area at Wurrumiyanga which includes goods handling and storage facilities, public toilets, car parking goods receiving areas and bulk storage area. First order cost have been proposed and staff are at present working through those costs to identify areas where savings can be made to match the funds and other resources available.

**Wurrumiyanga Oval**

Despite the closure of the oval as a consequence to the Australian Government's decision to reduce funding to support this asset, Shire has been working to preserve the assets and keep the facility prepared for the upcoming football season. Work completed include repairs to all sprinkler heads, repairs/replacement of the valves that control water flow to each of the stations, the installation of a new pump and soft starter at the pump shed and the top dressing of the low lying areas adjacent the goal square. A new fertiliser spreader has been ordered and the whole oval will be aerated to allow for better irrigation effort.

**Fleet management**

We have taken delivery of the new tractor/slasher/forklift for ESO's at Wurrumiyanga. This equipment is to be stored at the Airport under the ESO's supervision.

Staff other than those with specific authorization are now required to garage their vehicles overnight at their respective workshops. Consideration may need to be given to expanding a

secure parking area. The drive-through shed located at the Shire Offices could be caged in with additional gates added. This would allow for approx 6-8 vehicles being parked overnight. Although vehicles are being returned to the workshops, for overnight parking, we have yet to finalize and staff a booking and allocation system which will involve a fleet officer based in each community whose role among others are to maintain and track comings and goings of our vehicles and ensure they are returned in a clean and serviceable condition. Part of the launch of this process will be to equip each vehicle with a kit containing:

- Incident Report Form
- Vehicle Rules
- Contact information and 'How To'
- First Aid Kit
- Log Book
- FBT Form
- Booking Procedure

### **Incident Reporting and Insurance Claims**

The following insurance claim has been processed and finalised.

- 947313 – damaged during break-in at Wurrumiyanga workshop. Recently confirmed as write-off by insurer

The following incidents are in process.

- 921451 – possible fuel issue
- CA03EF - Night Patrol Ute incident – minor damage to offside rear passenger door
- 994984 – Directors DMAX - clutch issue – vehicle is currently located at Mitsubishi Darwin, awaiting Assessor's Report.
- CA03EE – Night Patrol Ute – incident – Criminal Damage
- 917470 – Night Patrol Ute - rollover

### **Asset Management Planning Workshop run by IPWEA**

A two day training course was held recently in Darwin by LGANT to look at putting together an Asset Management Plan. This was a very intensive course, which involved listing current assets as well as incorporating a lot of financial information. The course was attended by Sonia Guy and Rose Strobel

### **Staff accommodation**

Old Clinic – Work is progressing well at this site where the re-wiring of the four individual units is nearing completion. Once the re-wiring is complete then the units will be redecorated and other repairs completed. A caravan has been set up at the Wurrumiyanga workshop which will provide comfortable accommodation for a single man. The caravan provides living and sleeping areas and wet areas (Laundry and Bathroom) is provided separately in the adjacent building whose renovations are nearing completion. It is anticipated that one of the new mechanics will be offered this accommodation.

### **RECOMMENDATION:**

**That Council receive and note this report**

### **ATTACHMENTS:**

- 1 Attach - Infrastructure - Grant Summery.pdf

Grants Summary

		Income	Expenditure	Surplus/Deficit
AG	Families, Housing, Community Services & Indigenous Affairs			
131304	Community Infrastructure-Mururankuru (117800)	30,492.00	2	30,492.00
AG	Infrastructure Transport Local Gov & Regional Affairs			
142100	RLCIP \$30K Skatepark Ngulu Rd 2	30,000.00	7,071.00	22,929.00
119200	Animal Control Campounds Rd 3	30,136.00	7,999.99	42,746.00
NTG	MREIAS - Sport & Recreation			
142402	Pitangimpi Hall upgrade	30,000.00		30,000.00
NTG	Housing Local Government & Regional Services			
143803	CTG - Shade n Play Milkepiti	25,000.00		25,000.00
143702	CTG - Repairs Pitangimpi Library	50,400.00	32,818.00	17,582.00
143601	CTG - Flood Lighting Ngulu	70,000.00		70,000.00
143901	CTG - BMX Track Skate Park Ngulu	10,000.00		10,000.00
142200	CTG - Repairs to sport & recreation halls Mili & Ngulu	25,000.00		25,000.00
143200	SPG - Repairs to Public Toilets Pitangimpi and Ngulu	21,600.00	23,987.00	-2,387.00
143300	SPG - Share Slashing and mowing equipment	122,689.00	147,932.00	-25,243.00
142203	CTG - Water Park Feature Milkapiti	65,000.00	17,630.00	47,370.00
147500	CTG - Shade Structure for Carrieries	60,000.00		60,000.00
144200	SPG - Dual Drive Motor Vehicle	39,500.00		39,500.00
120100	Outstations Housing R&M	110,013.00	91,653.00	18,360.00
147300	Outstations Housing Management	40,000.00	40,000.00	0.00
131000	Municipal & Essential Services Program	338,318.00	306,269.00	32,049.00
142700	Outstation Community Converted Salary	60,332.00	51,173.00	9,160.00
142600	CI&P - 2009-2010 New Bore & Murankuru Outstation	140,909.00	158,695.00	-17,786.00
142800	CI&P 2010-2011 Mice repairs to Bores	63,637.00	7,728.00	55,909.00
NTG	Lands & Planning			
149501	Shires Street Naming Project	2,500.00		2,500.00

NOTES

QUERY EXP DETAIL, INCOME OR  
MONEY COUNTER AT OFFICE EARLY  
THIS MORNING IN ERROR, S/D = 0

OUR COMPUTER HAS DELETED.  
THIS MORNING IN ERROR, S/D = 0

NOT TO CONFUSE.

TO BE BUILT IN CONSTRUCTION TO WITHIN P1  
COMPUTER SOFTWARE AND ADD ADDITIONAL  
QUOTES BEING DRAWN  
OUR COMPUTER HAS DELETED.  
YOUR CONFIDENTIAL BY PERMISSION.  
COMPUTER (OVERSPEND)  
OVERSPEND OVER RAN FOR INCREASE  
DESIGN AND ADDITIONAL COSTS.  
TO BE RE-ALIGNED  
QUOTES OBTAINED

WORKS, FUEL (BANK) OTHER NEAR TO  
ELEC, POWER, VENTILATION, etc. WORK WORK  
MILKAPITI, WORKS, DRAWING OFF.  
SCHEDULE MAY BE FINISH FOR C.A.  
ALL OVERSTATION'S APPROXIMATE MAY HAVE  
SOME FOLLOW UP WORK TO  
COMPLETE.

CONTRACT APPROVED BY LOCAL  
COUNCIL NUMBER. CONTACT: 0800-555-555

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## REPORTS FOR INFORMATION

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**ITEM NUMBER** 5.12  
**TITLE** Night Patrol  
**REFERENCE** 87430  
**AUTHOR** Deanne Rioli, Night Patrol Regional Manager

Update and Progress Report

### **Equipment**

Torches and spotlights have been ordered and handed out to all 3 night patrols. Uniforms should be ready in 1-2 weeks.

### **Milimika festival**

Night patrol worked 24hrs to secure the stage and festival area. Myself and the patrollers felt this was too much as patrollers are not trained security guards'.

Also there was not support from the police; it was just luck that nothing serious happened.

Also I asked that the patrollers are not used to secure AFLNT matches at Nguiu. AFLNT can provide security or crowd controllers for the matches. The patrollers are more than happy to work along side security guards' but we do need the support of trained professionals.

### **Staff issues:**

Patrollers need training, this is one of the weakness. Kathy and myself are currently trying to put together a workshop with the help of Trevor and Marilyn Harris also Central Desert night patrol has offered to help. Hopefully we can incorporate team bonding follow especially with the Nguiu night patrollers. I will follow this up as soon as possible. And unlicensed is another weakness, Kathy will be following this up.

### **Vehicles:**

2 new vehicels, 1 for milikapiti this is the vehicle that got damaged) and 1 for nguui. 2 vehicles are off road, the Milikapiti trition and the managers vehicle.

Milikapiti night patrol vehicle was damaged by an intoxicated 3rd party on the 3rd of September. The 3rd party will be charged.

The bus at Nguiu is fixed but myself and kathy would rather not have the bus but a twin cab ute instead.

### **RECOMMENDATION:**

**That Council receive and note this report for information**

### **ATTACHMENTS:**

There are no attachments for this report.

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## REPORTS FOR INFORMATION

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**ITEM NUMBER** 5.13  
**TITLE** Human Resource Management  
**REFERENCE** 87599  
**AUTHOR** Marilyn Harris, Human Resources Manager

Update and Progress Report

### BACKGROUND

Another busy time in Human Resources with new staff appointments and terminations being processed. Staff have worked extremely hard to ensure records and current so that payroll is accurate. Great effort by all those involved.

HR has now moved to the back of the Wurrumiyanga office and is accessible via the outside reception window and also the internal reception window. We have applied for a HR project through CDEP so that we can have someone responsible for reception and learning more about HR.

Michelle has been on 6 weeks leave and her work has been taken up by Kathleen and myself.

Sonia Guy commences as Workplace Health and Safety and Training Co-ordinator on Monday 19 September.

### Strategic Planning:

- *Need for continued and repeated training* – staff are undertaking further payroll training in Darwin next week . Kathleen and I will be attending the HR Managers Reference Group Meeting in Darwin in October.
- *When CouncilBiz staff are on leave there may not be someone with required expertise* – CouncilBiz have continued to support with technical issues.
- *Regular training schedule including cultural awareness, induction, WHS, First Aid not yet in place* – Maralampuiwi has offered to present on Tiwi Cultural Awareness, and I am just waiting for dates when he will be available. Small Engines Training is being offered in early October to Civil Services staff and CDEP participants
- *Good relationship with Finance in areas of superannuation, PAYG, etc* – This continues through regular talks with staff at Parap, to ensure coding is correct for salaries etc.

### Financial Variances to Budget:

Not available.

### Human Resources:

#### New appointments

Farmer	Whilemena	Ms	29/08/2011	Centrelink Agent - Milikapiti
Patlas	Tina	Miss	29/08/2011	Centrelink Agent - Milikapiti
Pollard	Mark	Mr	8/08/2011	Mechanical Workshop Manager - Pirlangimpi
Pilakui	Natasha		18/07/2011	Night Patrol Officer - Wurrumiyanga
Alimankinni	Marie	Mrs	29/08/2011	Post Office Assistant - Nguuiu
Lynch	Vanessa	Ms	3/08/2011	Receptionist - Records Officer Trainee
Reeve	Peter	Mr	29/08/2011	Tradesperson/Leading Hand

### Advertised positions (external)

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Carpenter  
Plumber  
Diesel Mechanic  
Swimming Pool and Sporting Grounds Management couple  
Essential Services Manager

**Call for EOIs (internal)**

CDEP Assistant Manager-Wurrumiyanga  
CDEP Mentor – Milikapiti  
CDEP Administration Clerk – Wurrumiyanga and Milikapiti  
CDEP Database Operators – Wurrumiyanga and Milikapiti

Will be reviewing the cost of paid bereavement leave to the council to see if the number of days should be capped each year.

Traineeship and apprenticeship sign-ups with TITEB are continuing. Graduation is next week and TISC staff will be included in that day.

**Key Performance Indicators:**

Currency on HR records – being added/maintained as staff are appointed  
Delivery of payroll each fortnight – 100% of staff who submit timesheets are paid. There are corrections pays being done because timesheets are being received late. Working with CDEP to match participant list with HR list. Waiting for CDEP to provide an updated list from the CDEP database.  
Continuous improvement and maintenance of HR/Payroll system – worked with CouncilBiz to produce Payment Summaries. Updated award rates, elected member allowance, and CDEP participant rates for first pay in July.

**ISSUES/OPTIONS/CONSEQUENCES**

HR and CDEP need to work together more closely, to ensure currency around programs, payments, period of employment, active staff, staff training and development. We are working toward this, and with the appointment of the new CDEP Manager, Bill Toy, this will improve. CDEP rules have changed and HR/Payroll need to understand these to ensure correct salary payments.

**CONSULTATION & TIMING**

N/A

**RECOMMENDATION:**

**That Council receive and note this report for information**

**ATTACHMENTS:**

There are no attachments for this report.

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## REPORTS FOR DECISION

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<b>ITEM NUMBER</b>	6.6
<b>TITLE</b>	suggestion to simplify Council's logo
<b>REFERENCE</b>	87726
<b>AUTHOR</b>	Alan Hudson, Chief Executive Officer



Suggestion that Council approve changes to simplify the Tiwi islands shire Council Logo

### **BACKGROUND**

The shire council logo was adopted on commencement of the shire and is used on all correspondence and in identifying Council assets.

### **ISSUES/OPTIONS/CONSEQUENCES**

Whilst printed versions of the logo a best other versions, such as embroidery on staff uniforms vary considerably in quality because the Black outline of the Tiwi islands becomes unable to be recognised. People who are not familiar with the islands are thus unable to discern the significance of the logo other than the traditionally painted/design for the bird central to the logo.

As such the logo lacks the presence and presentation to represent the shire properly. Simplification of the logo will also reduce the cost of reproducing it, especially when embroidered on staff uniforms.

### **CONSULTATION & TIMING**

Discussions have occurred over the possibility of having the skin groups contribute to a completely new logo design. This mooted contribution has however not eventuated.

It is suggested therefore that Council simplify it's existing logo by removing all but the representation of the painted bird carving which is now central to the current logo.

### **RECOMMENDATION:**

**That Council endorse the proposal to simplify it's logo as suggested**

### **ATTACHMENTS:**

There are no attachments for this report.