



AGENDA

ORDINARY MEETING

WEDNESDAY, 16 MAY 2012

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

- Wednesday, 30 May 2012 at
- Milikapiti Office
- Commencing at 10:00 am

Your attendance at the meeting will be appreciated.

Alan Hudson
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 Present
- 1.3 Apologies
- 1.4 Leave of Absence
- 1.5 Swearing in Protocol of Newly Elected Members
- 1.6 Statement of Commitment

We, the Elected Members of the Tiwi Island Shire Council, are committed to discharging our duties conscientiously and to the best of our ability.

In the performance of our community role we will act with honesty, integrity and transparency and generally conduct ourselves in a way that both generates community trust and confidence in us as individuals and enhances the role and image of the Council and Local Government generally.

In addition to all the legislative requirements, we have adopted the requirements of this Code of Conduct as the standards that we will abide by in the performance of our role.

- 1.7 Election of Mayor by Ballot
- 1.8 Election of Deputy Mayor by Ballot
- 1.9 Casting Vote Policy by Ballot

Section 61 of the Northern Territory *Local Government Act* states:

Procedure at meeting

Section 61 (7)

A policy to allow the Chair to exercise a casting vote:

- (a) may only be established by resolution of the council passed at the first meeting of the council to be held after a general election; and
- (b) cannot be altered or revoked during the term of the council; and
- (c) lapses at the conclusion of the next general election.

Section 61 (8)

Unless the council decides unanimously to take a vote by secret ballot voting is to be by show of hands.

- 1.10 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 or Senior Officer have any conflicts of interest to declare at this point of proceedings?

1.11 Confirmation of Previous Minutes

Ordinary Meeting - 7 March 2012

2 BUSINESS ARISING

Nil

3 CORRESPONDENCE

| | | |
|-----|---|----|
| 3.1 | CONFERENCE - ATTENDANCE AT THE NATIONAL GENERAL ASSEMBLY OF LG (NGA) AND AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT | 5 |
| 3.2 | BOARDING FACILITY FOR YOUNG GIRLS ATTENDING SCHOOL | 8 |
| 3.3 | XAVIER CATHOLIC COLLEGE WURRUMIYANGA CLEANUP PROJECT | 10 |
| 3.4 | CORRESPONDENCE FROM THE SMITH FAMILY ON BEHALF OF TIWI GIRLS EDUCATION SUPPORT GROUP | 12 |

4 GENERAL BUSINESS

| | | |
|-----|------------------------------|----|
| 4.1 | COUNCILOR'S PORTFOLIOS | 14 |
|-----|------------------------------|----|

5 REPORTS FOR INFORMATION

| | | |
|-----|---|----|
| 5.1 | ORDINARY COUNCIL MEETING DATES FOR REMAINDER OF 2012 | 15 |
| 5.2 | CORPORATE AND COMMUNITY SERVICES MONTHLY REPORTS MARCH 2012 | 16 |
| 5.3 | GOVERNANCE MANAGER'S REPORT - MARCH 2012..... | 33 |
| 5.4 | HUMAN RESOURCES REPORT FOR MARCH 2012..... | 35 |
| 5.5 | COMMUNITY DEVELOPMENT REPORT MARCH 2012..... | 38 |
| 5.6 | FINANCIAL MANAGEMENT REPORTS MARCH 2012..... | 42 |
| 5.7 | INFRASTRUCTURE MONTHLY REPORT - MARCH 2012 | 85 |
| 5.8 | MELVILLE ISLAND WORKSHOPS MONTHLY REPORT - FEBRUARY 2012 | 85 |
| 5.9 | BUILDING CONSTRUCTION AND MAINTENANCE SERVICES - MARCH 2012 | 85 |

6 REPORTS FOR DECISION

| | | |
|-----|--|----|
| 6.1 | CONFIRMATION OF ABORIGINAL AND OR TORRES STRAIT ISLANDER DESCENT FOR VALERIE ANNE ROWLAND | 85 |
| 6.2 | NEW NOMINATION FOR THE WURRUMIYANGA LOCAL BOARD - MICHAELA MARY TIPUNGWUTI..... | 85 |
| 6.3 | TRAVEL AND ACCOMMODATION POLICY 2011 - DRAFT..... | 85 |
| 6.4 | COUNCILLORS ALLOWANCE 2012-2013 | 85 |
| 6.5 | HMP VEHICLE BUDGET VARIATION REPORT | 85 |
| 6.6 | RESTRUCTURE OF HUMAN RESOURCES SECTION..... | 85 |
| 6.7 | FORMATION OF A GOVERNANCE AND POLICY SUB-COMMITTEE | 85 |
| 6.8 | MEMORANDUM OF UNDERSTANDING BETWEEN MELVILLE ISLAND COMMUNITY PATROL SERVICE AND MELVILLE ISLAND NORTHERN TERRITORY POLICE | 85 |

7 NEXT MEETING

Wednesday, 30 May 2012

CORRESPONDENCE

| | |
|--------------------|---|
| ITEM NUMBER | 3.1 |
| TITLE | Conference - Attendance at the National General Assembly of LG (NGA) and Australian Council of Local Government |
| REFERENCE | 98270 |
| AUTHOR | Alan Hudson, Chief Executive Officer |



Correspondence relating to upcoming Conferences and forum's is provided to Council for information

BACKGROUND

A letter was received advising an upcoming event of the National General Assembly of Local Government (NGA) on 17 to 20 June 2012.

The Theme for this year is:

- "Infrastructure" allows delegates to focus on the local and community infrastructure provided by local government and seeks to develop innovative ideas for the provision of this infrastructure now as well as into the future;
- "Planning" recognises the important role local government plays in planning for local communities. It asks delegates to consider how best to provide this critical role and the impact it has on shaping the future of communities in Australia; and
- "Services" refers to the wide range of services provided by local government and the need to ensure the delivery of these services caters to the needs and opportunities in Australia's diverse communities.

RECOMMENDATION:

- a) That Council note and receive this correspondence**
- b) That Council elect participants to attend this conferences**

ATTACHMENTS:

- 1 Letter - ALGA - Invitation to National General Assembly of Local Government - 27.02.2012 v2.pdf



AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION

27 February 2012

RECEIVED
29 FEB 2012

BY: 

Tiwi Islands Shire Council
PO Box 104
PARAP NT 0810

To the Mayor, Councillors and CEO,

I am writing to invite you to attend this year's National General Assembly of Local Government (NGA) in Canberra from 17 – 20 June 2012.

The theme for this year's NGA is '*National Voice, Local Choice – Infrastructure, Planning, Services*'.

The three elements of the theme allow us to explore the key priorities and challenges facing local government and our local communities and how we work with other levels of government:

- 'Infrastructure' allows delegates to focus on the local and community infrastructure provided by local government and seeks to develop innovative ideas for the provision of this infrastructure now as well as into the future;
- 'Planning' recognises the important role local government plays in planning for local communities. It asks delegates to consider how best to provide this critical role and the impact it has on shaping the future of communities in Australia; and
- 'Services' refers to the wide range of services provided by local government and the need to ensure the delivery of these services caters to the needs and opportunities in Australia's diverse communities.

Enclosed is the NGA Registration Brochure which contains full details of the program, business agenda and associated events.

You will see from the program that this year's NGA will be critically important in driving the local government agenda at the national level and influencing federal government policy. The Minister for Regional Australia, Regional Development and Local Government, the Hon Simon Crean MP and the Shadow Minister for Regional Development, Local Government and Water, Senator Barnaby Joyce have already confirmed they will address the NGA.

The Prime Minister, Leader of the Opposition, Minister for Health and Leader of the Greens have also been invited to address the 2012 NGA.

8 Geils Court Deakin ACT 2600 PHONE 02 6122 9400 EMAIL alga@alga.asn.au
ABN 31 009 613 876 FAX 02 6122 9401 WEB www.alga.asn.au

Your council's involvement in the NGA is vital to assist ALGA to maintain the renewed focus on local government and to drive improved outcomes for local government at the national level. A number of important policy motions will be debated at the NGA and it is essential that every council is represented in these debates and is able to have its say.

I look forward to seeing you in Canberra.



Mayor Genia McCaffrey
PRESIDENT

CORRESPONDENCE

ITEM NUMBER 3.2
TITLE Boarding facility for young girls attending school
REFERENCE 98271
AUTHOR Alan Hudson, Chief Executive Officer



Correspondence seeking assistance from Shire in facilitating a safe haven for young girls attending school.

BACKGROUND

A letter was received seeking assistance from the Shire helping to proceed with an idea to develop a facility that will serve as a safe haven for young girls attending school in Wurrumiyanga.

ISSUES/OPTIONS/CONSEQUENCES

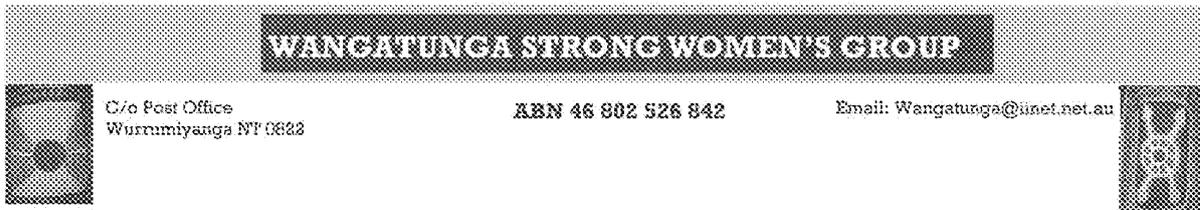
CONSULTATION & TIMING

RECOMMENDATION:

- a) That Council note and receive this correspondence
- b) That Council assist with the development of boarding facility

ATTACHMENTS:

- 1 Letter - WSWG - Boarding facility for young girls attending school - 8.03.2012.pdf



8th March 2012

Alan Hudson
Chief Executive Officer
Tiwi Shire Council
Council Offices
Wurrumiyanga NT 0822

Dear Alan

RE: Boarding facility for young girls attending school

Our group will appreciate the assistance of the Shire in helping it to proceed with an idea to develop a facility that will serve as a safe haven for young girls attending school in Wurrumiyanga.

The idea stems from three facts:

1. The historical value of dormitories in the Mission days where young girls used to live, learn and be taught how to manage their affairs.
2. The emergence of the Tiwi College with its boarding facilities for students and the need for a similar facility for students attending Xavier College at Bathurst Island.
3. The desire of a multitude of agencies in Government and the Non Government sector to have greater opportunities for young girls to develop to their full potential and have the upbringing that will allow them to make their own life choices.

It is our hope that with the right support in land, money and commitment we will be able to develop a boarding facility in Wurrumiyanga for young girls who prefer it as a place to live than their own home situation.

Your advice on this and support in writing for the idea will allow us to move forward with it. It is our intention to develop a Business Plan for the project once we know there is support forthcoming in land, funding and commitment.

Yours sincerely

**KILAPAYUWU PURUNTATAMERI
CHAIR**



Build social capital and build a healthy community—dedicated to children of the future

CORRESPONDENCE

| | |
|--------------------|--|
| ITEM NUMBER | 3.3 |
| TITLE | Xavier Catholic College Wurrumiyanga Cleanup Project |
| REFERENCE | 98272 |
| AUTHOR | Alan Hudson, Chief Executive Officer |



Correspondence proposal for Shire decisions to help with Xavier College cleanup project Wurrumiyanga request.

BACKGROUND

Letter was received on the 28th March 2012 that the students at Xavier College have been leaning about the affects of pollutions on the environment. The Students have also researched and developed pollutions awareness posters and posting around different areas in the community. Xavier College is now asking what could be done about the bins knocked over and rubbish being thrown on the ground.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

Children at the school have also contributed to this report – Please see handout of pictures and their correspondence.

RECOMMENDATION:

- a) That Council note and receive this correspondence**
- b) That Council will follow up and assist with proposal**

ATTACHMENTS:

- 1 Letter - Xavier College Wurrumiyanga - Cleanup Nguiu Project - 23.3.12.pdf**

RECEIVED
23 MAR 2012

Xavier Catholic College Wurrumiyanga BY:

23/03/2012



Tahnee Gale
 Xavier Catholic College Wurrumiyanga
 PMB 139
 Winnellie
 NT 0820
 Phone: (08) 89 78 39 70

To the members of the Tiwi Shire Council,

My name is Tahnee Gale and I am a teacher at Xavier Catholic College.

In Science classes this term the students at Xavier have been learning about the affects of pollution on the environment, ways in which we use plants and animals in our environment and the ways we can make the use of such natural resources more sustainable.

Students researched and developed pollution awareness posters and then selected different areas in the community which they felt had the greatest amounts of pollution. The areas selected were the car park and bus stop areas out the front of the shop and restaurant and also the grass area out the front of the Post Office and Centrelink. Students made posters and displayed them in common areas within the community so that people could understand what the students are doing, why they are doing it and to inform the community of ways in which they too can help stop land pollution in Wurrumiyanga. The students called this the *Cleanup Nguuu Project*.

Over 4 weeks we went to the selected areas during Science classes and cleaned up the rubbish. After the cleanup we would reflect on the progress we had made and important observations. The first session the students collected 22 garbage bags of rubbish in just 20 minutes! That's more than a garbage bag a minute! Students also observed that during the first clean up there were no bins in the selected areas.

The response from the community has been excellent and people would come and ask for gloves so that they too could help with the clean up. As the weeks progressed students also noticed that the areas were staying cleaner and the number of bags of rubbish collected was greatly decreasing (from 22 bags per lesson down to only 5). On a number of occasions when students were cleaning up they also noted that the bins in the selected areas were often knocked over by camp dogs or people, so even though some people were doing the right thing and putting their rubbish in the bin it was still ending up on the ground.

When asked what could be done about the bins being knocked over and rubbish being thrown on the ground the students decided that it would be a good idea for the council to have more bins in these common areas and install fixed bin stands. This has now led to the students writing their own letters to you with the proposal, to put more bins in the common areas with fixed bin stands. I have also included some before and after photos of the *Cleanup Nguuu Project*.

Thank you for taking the time to read this letter and it would be great if the students could please receive a letter in response to their project and proposal.

Yours sincerely,
 Tahnee Gale

CORRESPONDENCE



ITEM NUMBER 3.4
TITLE Correspondence from The Smith Family on Behalf of
Tiwi Girls Education Support Group
REFERENCE 98846
AUTHOR Alan Hudson, Chief Executive Officer

Correspondence for support from the Smith Family on behalf of Tiwi Girls Education Support Group for the up coming event called Ngapangimarri Amitiya Ngari Wanajirri – Families Day held on the 24th May from 1.00 – about 6.00pm

BACKGROUND

Letter was received on the 2 May 2012 from The Smith Family seeking support from the Tiwi Islands Shire Council to use Gsell Park for the event and for any practical in-kind assistance Council is able to provide.

RECOMMENDATION:

That Council note for information and for council to provide support

ATTACHMENTS:

1 Letter - The Smith Family - Tiwi Girls Education and Opportunities - 01.05.2012.pdf

02 MAY 2012

HS

1 May 2012

Mr Alan Hudson and Councillors
Tiwi Shire Council
PO Box 104
Parap NT 0810

*everyone's family*

Dear Mr Hudson and Tiwi Shire Councillors

I am writing to you on behalf of a group of people who have come together to support Tiwi girls' education and opportunities. The group includes local Tiwi women and community and health service staff.

The group is organising an event associated with National Families Week this year, to highlight the role of families in supporting education, and to provide an opportunity for information to be provided about support services. The event's working name, yet to be finalised, is Ngapangimari Amitya Ngari Wanajirri – Families Day. It is scheduled to be held from 1.00-about 5.00pm on the 24th May.

The group would appreciate Council's support to use Gsell Park for the event, and for any practical in-kind assistance Council is able to provide. We would also welcome your promotion and participation in any part of the Families Day.

Please contact me (contact information below) with any queries or suggestions. I look forward to hearing from you.

Yours sincerely,

Helen Crawford
Senior Program Coordinator
The Smith Family

on behalf of Tiwi girls' education support group

The Smith Family ABN 28 000 030 179

Level 2, 6 Pavonia Place
PO Box 553
Nightcliff NT 0814

Telephone: 08 8985 5541
Facsimile: 08 8985 5351
helen.crawford@thesmithfamily.com.au

GENERAL BUSINESS



| | |
|--------------------|-----------------------------------|
| ITEM NUMBER | 4.1 |
| TITLE | Councilor's Portfolios |
| REFERENCE | 98419 |
| AUTHOR | Trevor Harris, Governance Manager |

Councillors' are allocated portfolios so they have the knowledge in that related area to report back to the community on the progress in that particular area.

BACKGROUND

Councillors are allocated areas of responsibility (Portfolios) in core service and non core service areas. Through the Councillors, community members have access to information as to what may be currently happening or changes planned for the future in a particular core or non-core service the council undertakes.

It is expected that Directors, Assistant Directors and senior Managers meet with Councillors in their portfolio area on a monthly basis to keep the councillors informed on current and planned future activities in their area.

It is also expected that Councillors make themselves available for these meetings and report the information back to their relevant communities.

It is expected that all Councillors will have multiple portfolios.

Can all Councillors please nominate their area of preference from the list below.

| Areas of Responsibility by Service | Nguiu | Pirlangimpi | Milikapiti |
|---|--------------|--------------------|-------------------|
| CORE SERVICES | | | |
| Corporate | | | |
| Building Services | | | |
| Civil Services / Civil Works / Essential Services | | | |
| Governance | | | |
| NON-CORE SERVICES | | | |
| Children's Services | | | |
| Sport and Rec | | | |
| Youth Services | | | |
| Employment Services | | | |
| Community Support | | | |

RECOMMENDATION:

That Council note and report the chosen portfolios of Councillors.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



| | |
|--------------------|--|
| ITEM NUMBER | 5.1 |
| TITLE | Ordinary Council Meeting dates for remainder of 2012 |
| REFERENCE | 98280 |
| AUTHOR | Trevor Harris, Governance Manager |

Council Meeting dates for the remainder of 2012

BACKGROUND

Requirements under the Local Government Act 2008 – Chapter 6 Meetings:

6.1 Council Meeting – Section 58 – Nature and timing of council meetings:

(1) A council must hold a meeting of its members (an **ordinary meeting**) at least once in each successive period of 2 months.

ISSUES/OPTIONS/CONSEQUENCES

The dates that set out below are the Ordinary Council Meetings scheduled for the remainder of 2012.

| | | |
|---------------------------------------|----------|--------------|
| Wednesday 16 th May 2012 - | 10:00 am | Wurrumiyanga |
| Wednesday 30 th May - | 10:00am | Milikapiti |
| Wednesday 27 th June - | 10:00am | Pirlangimpi |
| Wednesday 25 th July - | 10:00am | Wurrumiyanga |
| Wednesday 29 th August - | 10:00am | Milikapiti |
| Wednesday 26 th September- | 10:00am | Pirlangimpi |
| Wednesday 31 st October- | 10:00am | Wurrumiyanga |
| Wednesday 28 th November- | 10:00am | Milikapiti |
| Wednesday 12 th December- | 10:00am | Pirlangimpi |

RECOMMENDATION:

That Council notes the dates of the Council Meetings for the remainder 2012

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



| | |
|--------------------|---|
| ITEM NUMBER | 5.2 |
| TITLE | Corporate and Community Services montly reports March 2012 |
| REFERENCE | 96804 |
| AUTHOR | Shelley Davis, Deputy Director Corporate Services |

Background

With Rosanna De Santis, Director of Corporate and Community Services, away on Annual Leave, this month's report encompasses the Office operations in each community, Record Management, IT and Communications, Events Management, Fleet Administration, Business Development as well as Sport and Recreation, Children's Services, Youth Diversion and Ovals and Pools Management.

Corporate Services / Administration:

Pirlangimpi

The Council office is looking better since lights in all sections were replaced due to the old ones were either blinking or dull.

As reported by the Clinic and feedback from residents International Women's Day was an overall success. Health workers from Darwin brought a hairdresser with them so women had their hair cut and dyed, pedicures and manicures done, lucky door prizes given out. Morning tea was supplied by the Progress Association and lunch supplied by TISC. Girls from Upper Primary also joined in the celebrations after lunch and enjoyed themselves with all the makeup.

There was a lot of excitement around with the grand finals both in Darwin and on Tiwi's. On the Monday after the TIFL grand final the community, in particular the office, was very quiet and quite slow.

The Local Government elections brought a bit of buzz to the office. We had four nominations in all and we are proud to say we have a female representative this time.

Milikapiti

Preparations for the upcoming Shire Council saw nominations received through the office.

Wurrumiyanga

Alan Stephens, the new Office Manager at Wurrumiyanga commenced this month, seeing Cheryl Bowen take up her new position in the Infrastructure Services and Housing section.

Finance training was conducted for both Alan Stephens and Ainslie.

Records Management

For this month and the end of last month so far we have had 4 new staff training on InfoXpert. The 5th of April will be our Records Officer – Denise Griggs's last day with the shire. Maina Brown will travel to the Parap Office for a hand over and discussion of higher duties with our receptionist.

IT and Communications

Some tasks completed or ongoing this month:

- Moving network points in the Housing Office Pirlangimpi to the old Bank
- Troubleshooting fax line in Pirlangimpi office and Pirlangimpi workshop
- Trench a new line into the Pirlangimpi work shop
- Install new land lines into Pirlangimpi and Milikapiti Childcare
- Will distribute new RSA FOB keys to staff in the next week
- Set up new Fleet Officer in Nguuu workshop

Events Management

Continued dialogue with CDU/ Arts NT & other music training providers for Music Course on Tiwi. Next possible date is late July August – Timing out as lead into Tiwi Festival on 3/4/5 Aug and don't want course to be seen as supporting the Festival.

Co-ordinated re - scheduled Australia Day Awards & Citizen Ship Ceremony at Pirlangimpi.

Co-ordinated TIFL Grand final & Art Sale Day & programming handed to the TIFL to run at 12noon on the day.

Major problem - Ferry situation NOT resolved through Gov & no new operators.

No word from Gov re outcome 2012-2013.

Cancellation of Arafura Pearl ferry service for TIFLGF - due to pre forecast of inclement weather 3 days out. Events on the Tiwi Islands will NOT deal with this business again.

Events opinion is that this business does not care about the islands and are ruthless colonial operators. It was not going to rain on this day. The final decision should have been made the day before on consultation with all people concerned.

TISC and another community org. provided buses to transport people to and from the islands

70 plus planes arrived through the airport.

Visitation down 50% & art sale down by \$50%. ****(Ferry situation will hinder Festival 2012 with regards to Tourism NT & funding)

Refer to Events Management report for full breakdown of issues regarding TIFL Grand Final.

Co- ordinate National Gallery of Australia's visit to Aged care & Ngaruwanajirri to talk about Art and Alzheimer's and Dementia – fact disease 5 times higher in indigenous people with link to NT soaring rate of diabetes.

Attended 3 days Regional Festival Meeting at Mt Bundy Station with David Guy & Jason De Santis- Organisers impressed by Tiwi Youth attendance at meeting. Other community festivals seemed interested in Tiwi Festival e.g. swapping experiences and 'stealing' other peoples ideas for events i.e. Bulman Festival has massive kites that Tiwi could use – Jason and DJ could attend their 1 day festival to assist on the day and vice versa. Showed Milimika DVD - Delegates seemed to be impressed,

Comment: other regional festivals appeared to be well organised by Aboriginal people with white folk advising ONLY. This meeting was represented by very vocal Indigenous Festival organisers who have taken programming, fund raising, volunteerism and documentation responsibility very seriously.

They realise that good documentation, recording and re broadcasting through out the year and on the day helps the next years festival and created jobs on the community.

Fleet Administration

Four Ford Ranger Crew Cab Ute's should be available for delivery middle of April 2012.

Completed F.B.T Forms as requested and am in process of compiling copies of drivers license for Pirlangimpi.

Another Five vehicles have arrived at Hidden Valley Ford , These are to be fitted out with tray's and accessories. There are still three vehicles outstanding. 2xSuper Cabs expect delivery by end of April and Transit Cab/Chassis by end of June.

Business Development

All Managers, Directors, Elected Members and some Local Board members attended the Shire Planning workshop in Darwin in March. All Managers and those present contributed well over the 3 day workshop. This information is being compiled into the 2012/13 Shire Plan

Sport and Recreation

Keiran De Santis has registered and is in the initial stages of qualification to compete in the New York Marathon through the Indigenous Marathon Project with Robert De Costella.

Both Milikapiti and Pirlangimpi rec halls have been reviewed and a list has been drawn up of what needs to be done to improve the facilities we have. The same will occur for Wurrumiyanga in the near future.

Warwick & Katie Westmore and Jeremy and Kellie Rioli have arrived and are settled into their new positions. This has allowed Lawrence Bruppacher to work at the pool and provided him with more direction within the work place. Lawrence is currently in the process of moving into a new position as a Sport & Rec officer working at the pool for 48 hrs a fortnight with the Rioli's. This move leaves the supervisor position vacant.

After reviewing the productivity of the structure of the Sport & Rec staff hours all part time staff are now working 4 hours a day 5 days a week. From 2 pm to 6pm. Except for Lawrence Bruppacher who is working a 48 hour fortnight.

Women's softball teams are being organised for the competition to start within the next 3 weeks. At this stage there looks like being three teams. One team representing each community.

A Swim and Survive program has started at Pirlangimpi on Fridays through the school. Shane Kerinua is working closely with Royal Life saving to implement this program.

Children's Services

Children's Service Vacation Care Program will start on Tuesday 10th April (Easter Holidays) at Wurrumiyanga, Pirlangimpi & Milikapiti this program will combine with Sport & Rec so that all staffing requirements are met and we can provide a variety of activities.

Regional Children's Service has had no major events or issues occur during the month of March. This month has been quiet for Regional Children's Service, but preparing for the 'Holiday programs'.

Our training will start for staff on 7th May. Denise Parrman will facilitate Children's Service training for TITEB & BIITE, as she works and lives at Wurrumiyanga staff will not have to leave the community to attend training.

Youth Diversion

1. **Formal Youth Referrals** - No formal police referrals as at 31/03/2012

2. **Pre-court youth referrals (informal) from Nguui Police:**

- **Update – 31/03/2012** – Interviews with youth and family conferencing held for 17 youth. All signed Pre-Court Agreements and will be followed up by TYDU to assist with youth abiding by the conditions of their agreements.

3. **Referrals by Nguui Police to TYDU – Petrol Sniffers:**

A list of eight youths suspected of sniffing petrol at Nguui was referred to TYDU for follow up.

- **Update – 29/03/2012** - After investigations six youths confirmed that they did sniff petrol on three occasions. All have signed agreements to undertake a youth program consisting of the same conditions as per point 3. Follow up on how the youths are progressing with their youth program is undertaken by TYDU on a regular basis.
- **Update - 7/03/2012** - There has been a further report of a young male from Katherine sniffing petrol at Nguui. Follow up will occur 08/02/2012.
- **Update – 31/03/2012** – The above person from Katherine has been sent in to Darwin and then to BushMob via Alice Springs. The person is staying with his sister in Darwin.
- **Update – 31/03/2012** - Interviews with youth and family conferencing held for 7 youth who confirmed that they had sniffed petrol on two or three occasions. All signed Pre-Court Agreements and will be followed up by TYDU to assist with youth abiding by the conditions of their agreements.

4. **CWO Referrals:**

TYDU is receiving young people referred from the Courts on Community Work Orders.

- **Update – 07/03/2012** – Three youths are undertaking CWO programs under TYDU supervision
- **Update – 06/03/2012** – Meeting held at TYDU with Community Corrections staff Luke Tipuamantumirri, Dean Wilson, and Amy Picone regarding the operation of a new program to be funded under the 'A New Era in Corrections' initiative. Under this program repeat offenders can be referred from the court to an approved community program instead of being sent to jail.
- **Update – 19/03/2012** – Amy Picone was asked to also send all information regarding this initiative to TISC Director Rosanna DeSantis.

5. **Community Court Referrals:**

- **Update – 19/03/2012** – Discussion held with Nguui Police OIC Michael Lunney in regards to a process to assess all young people on the Tiwi Islands for referral to Community Court.
- **Update – 31/03/2012** – Pre-court meeting between Youth Diversion and Nguui Police to continue on the Thursday prior to court at Nguui each month to consider youth referrals to community court.

6. Local Advisory Board:

- **Update – 31/03/2012** – All Local Advisory Board minutes etc. is referred to Governance Manager Trevor Harris. TYDU Manager will be involved from the Skin Group side.

7. Men's Meetings

- **Update – 31/03/2012** – TYDU and Men's group through Ivan Fernando working together when possible i.e. with youth or skin group issues.

Facilities Management

RLSSA Remote Pools Program

Royal Life Saving Society Australia Remote Pools Programs ran a Swim and Survive program at Pirlangimpi Pool from the 24th of February to the 30th March. This was a successful program with the school children thoroughly enjoying the sessions and also resulted in Shane Kerinauia gaining training in swim teaching. We have asked Royal Life Saving to provide us with a purchase order number for the booking invoice.

Wurrumiyanga Swimming Pool Re Opens

The pool at Wurrumiyanga was opened on Saturday March 3rd. Since then the pool has opened five days a week. As Lawrence Bruppacher's lifeguarding qualifications had expired the lifeguarding was done by Jeremy Rioli and Katie and Warwick Westmore. Lawrence assisted.

During the first after school session we had approximately 80 children attend. The majority of these children were under 10 years old and only one parent attended to supervise their child.

This created an extremely unsafe environment for the young children. We therefore decided in consultation with Jeremy that in future we would strictly enforce the rule that children under the age of 10 must be supervised by a parent or guardian aged 16 or over. We actioned this by posting Watch Around Water posters around the community stating the age restrictions and requirements of young children entering the pool.

Wurrumiyanga Swimming Pool Canteen Re Opens

The Wurrumiyanga Pool Canteen opened on the 8th of March and we have been receiving a modest income during pool opening hours. We also opened for the Tiwi Islands football semi final on the 11th of March. We had a minor set back later in the month when the canteen was broken into and an amount of food and drink was taken worth \$262.00. This incident was reported to the Police who attended and took a statement. As there was no sign of forced entry and everything was still locked we suspect the intruders had a key. We feel that a small amount of stock was going missing on a regular basis but had been going unnoticed as a robbery. We had the lock on the canteen door replaced. Currently only the Westmore's and Jeremy Rioli have a canteen key.

Tiwi island football Grand final

On the 18th March the Tiwi island football Grand final was held at Wurrumiyanga oval. We put a call out for volunteer staff but it resulted in little interest, this meant the pool and Canteen could not both remain open for the full day for safety reasons. The Red Cross also helped us by running their face painting and cup cake sales in the pool area so we would have more first aid qualified staff available. The pool was opened at 11:00am and closed at 2:00pm. The canteen was open 11:00am to 4:30pm. Volunteers included Vince Desantis, Rosanna Desantis and Ebony Costa. Staff that worked were Warwick Westmore, Jeremy Rioli and Lawrence Bruppacher.

Local Government Election

On Saturday 24th of March Wurrumiyanga and Milikapiti Recreation halls hosted council election polling. Katie and Warwick Westmore opened the canteen at Wurrumiyanga from 10:00am to 4:00pm to generate some income for sport and recreation.

Scotch College Verse Tiwi College Football Match

On Thursday the 29th of March Scotch College arrived at the Wurrumiyanga oval to play a series of games against the local schools. The event was apparently arranged by Tiwi College. Unfortunately they were not aware of the new costing and procedures in place for the booking of the oval. This was explained to them once they arrived and an invoice is being organised for the cost of the oval to Tiwi college. We also explained the new processes and provided them with our details to avoid future disappointment.

Pirlangimpi Swimming Pool

Steps have been made to address the issues at Pirlangimpi pool that were noted in last months report. The new storage sheds have been constructed at both pools and the pool chemicals that were previously stored

inappropriately are now inside. We also ordered pool salt, first aid equipment, pool testing tablets and chemicals for Pirlangimpi.

Shane has also been provided with new pool testing sheets that contain a guide to required and desired chemical levels. This has ensured that pool chemical levels are maintained correctly and recorded.

At this stage we have not been able to arrange structured and consistent opening times with Shane. In light of Shane's appointment to the full time Sport and Recreation supervisor role, it is our intention to have a meeting with Shane and Mick Rees to discuss the operating hours of the pool in the near future.

We also have concerns regarding staffing at Pirlangimpi as it may not be classed a low patronage pool. Only one qualified staff member is required for a low patronage pool, provided the attendance is consistently below 25 patrons. After speaking with Shane we feel this may not be the case.

Now that Lawrence Bruppacher has regained his lifeguarding qualification this will free the Facilities Managers up to visit the other sites.

Strategic Planning:

Corporate Services / Administration:

Wurrumiyanga

The receptionist position will become vacant in the next two weeks or so and this will cause some issues for the section. Ainslie has indicated that he is prepared to relocate his work station into the reception area and this may resolve the receptionist problem until we can source a replacement.

Pirlangimpi

Staff turning up for work late have been addressed.

IT and Communications

CSG Printer contract expired last month with Fuji Xerox. Our main office printers at Pirlangimpi, Milikapiti and Wurrumiyanga are Fuji Xerox and were purchased in 2008. CSG will continue the maintenance agreements in place until the expiry of the warranties in mid 2013. At this point we will need to determine ongoing support for these printers, or when/if we will need to replace them. CSG have advised that the service agreement can be extended beyond the initial 5 years, but after 7 years parts can become difficult to obtain.

Events Management

Weakness - Environment of Nguiu starting to look better visually.

Infrastructure – public facilities lacking.

Community expectations still high for lack of effort.

Risk Assessment (RA) needs to be completed for events- AFLNT RA covered TIFLGF, but not the crowd.

TISC & Police prioritised behaviour, security of officials and spectators, but there was not a written RA completed. This needs to be addressed.

Children's Services

S:

- Strong cultural awareness with the employment of local staff: All of our programs in all three sites have local Tiwi employed staff and cultural activities are provided within our daily programs.

W:

- The lack of community and family engagement: Engagement has somewhat improved, but can improve further with more promotion around all of our programs.

O:

- Management can encourage new development: With the role of Children's Service administration officer no longer existing (based at Jirmani) it has given the Co-ordinators the opportunity to develop the skills in this area. The responsibilities of the administration officer has now been taken on by the Co-ordinators and program Leaders and are now responsible for their own administration, ordering and reporting.

T:

- Staff turnover: Regional Children's Service had a high staff turn over, but since January our staff has had good stability and even increased to meet staff ratios standards we have made improvements in this area.

Youth Diversion

1. Pre-Court (Informal) Referrals to TYDU

Discussions have been held with Wurrumiyanga Police officers regarding Police sending 'youth at risk' of offending to TYDU for support (informal referrals).

- **Update – 19/03/2012** - Regular meetings held between TYDU and Wurrumiyanga Police.

2. Family Interventions

TYDU has received a referral from NAAJA of a young person to organising some counselling from the Ponki Mediation team. The person referred has received counselling from two Ponki Mediators. Counselling completed and CSO's hours completed.

- **Update – 19/03/2012** – Family Interventions held when necessary i.e. Four interventions held on Monday 12th March 2012

3. Grant Applications

Meeting held with TISC Grants Officer Renee Burchell and TISC Director of Community and Corporate Services Rosanna De Santis regarding submission of grants for funding for programs undertaken through TYDU.

4. Community Court – Legal Education and Training

Discussions are in place with Ben Grimes from NAAJA to provide ongoing legal education and training sessions to Community Court Panel and Wurrumiyanga Tiwi Ponki Mediator group.

- **Update – 19/03/2012** - Waiting for court 20-21 March 2012 and meeting with Will Crawford NAAJA legal education and training Solicitor regarding letters for court re Youth Offenders.

5. Skin Group meetings held at Milikapiti and Pirlangimpi:

- Skin Group meetings held at Milikapiti on 27/03/2012 and Pirlangimpi on 29/03/2012.

Update – 31/03/2012 – Minutes of both meetings forwarded to TISC.

6. Including Youth Diversion/Family Mediation/Skin group in Local Implementation Plans for Wurrumiyanga:

- Meeting held with LIP committee 27/03/2012 regarding inclusion of Tiwi Youth Diversion Program, Family Mediation Program and Tiwi Skin Group Project.

Update – 31/03/2012 - Issue to be discussed at TISC planning on TYDU program development

New business

1. Local Board Meetings:

- **Update – 31/03/2012** – Local Board meetings held at Nguuu, Milikapiti and Pirlangimpi. Meetings to link in with the Tiwi Skin Group and TISC meetings.

2. Tiwi Youth Council

- **Update – 31/03/2012** - Youth Council will be nominated through the Tiwi Skin Group project – Process to be confirmed with TISC CEO.

3. Staff Training – TYDU Staff

Discussions held with Marie Sloan TITEB re accredited training for Youth Support Worker Roland Cunningham and CDEP Support Worker Marie A. Kerinauia.

- **Update – 31/03/2012** - Above training undertaken by TYDU Manager.

4. Funding Skin Group Project

Confirmation required regarding an application for funding to continue the Tiwi Skin group project on the Tiwi Islands and an increase in Tiwi Youth Diversion funding.

- **Update – 31/03/2012** – Tiwi Skin group Project needs to attract funding to further develop the project.

5. Tiwi Youth Support Worker Position –

Tiwi Youth Support Worker has resigned the position. TYDU Manager will arrange a letter of resignation from the Tiwi Youth Support Worker.

Update – 31/03/2012 – Replacement Tiwi Youth Support Worker is Emmanuel Tipungwuti

Facilities Management

Weaknesses addressed from the strategic plan this month:

Lack of parental involvement at Wurrumiyanga swimming pool.

Watch around Water signage was placed around the community. Children under 10 years of age have been refused entry without a guardian over 16 to watch them. This has resulted in more parents attending the pool to supervise their children.

Lack of chemical storage.

Sheds have been built at both Wurrumiyanga and Pirlangimpi swimming pools. Chemicals are now being stored correctly inside.

Procedures and manuals

New pool test sheets have been created to show the desired and health regulation parameters for pool testing. This ensures compliance. New stock sales and stock take sheets have also been created.

Inconsistent procedures between sites.

Both swimming pool sites are now recording chemical usage and pool testing results in the same manner. This has made it easier to collate the results.

Financial Variances to Budget:

Budgets and Profit and Loss Reports are being rolled out across all Business Units. To date, some of the Community Services Managers have received their financial reports and some preliminary training in Variance Reporting. Further training will continue and is scheduled for late April.

It must be noted that any finance figures contained in this report are current at the end of February 2012.

Administration - Wurrumiyanga

Items for consideration in the upcoming Budget include:

- Fire fighting equipment in the office needs testing and repairing in some instances.
- Air-conditioning units all need servicing and cleaning.

Events Management

The current budget for the Tiwi Festival is \$364K. Although grant applications have been submitted, there is no secured funding at this time.

A smaller community based Festival could still happen for approx. \$100K but would not cater to outside visitors.

Applications written to ARTS NT Regional Development fund for \$20k Tiwi Culture for Tiwi Life partnership between Xavier School, Tiwi Designs, Museum and TISC.

Sport and Recreation

Our business has received \$2500.00 from the Milikapiti Sports and Social Club and \$6000.00 from the Milikapiti Shop to assist in the funding of the recent cricket tour to Alice Springs for the Imparja Cup.

26 shirts were purchased from the Cricket & Footy shop for a Men's and Women's Imparja Cup team at the cost of \$1014.00

Staff hours have been reviewed and changes have taken place. All staff except for supervisors are now working 38 hours a fortnight. Supervisors are still working their standard 76 hour fortnight. This change of hours has now created a surplus of just over \$4000.00

Active Remote Communities – 121000

| Actual | Budget | Variance | Variance % |
|---------|--------|----------|------------|
| 103,824 | 69,216 | 34,608 | 50% |

- Having \$34,608 left at this time of the year I would imagine is not common with this funding pool as it funds the wages for the 3 Supervisor positions at all three Communities.

The reason we have this amount at the moment is because the supervisor position at Wurrumiyanga is vacant and has been for a prolonged period of time due to a number of factors. The main reasons being: -

1. Two very likely candidates withdrew their applications the day they were to be interviewed.
2. Apart from the two applicants that withdrew their application a suitable candidate has not applied for the position or yet been identified.

Sports Demonstration Project - 122300

| Actual | Budget | Variance | Variance % |
|--------|--------|----------|------------|
|--------|--------|----------|------------|

| | | | |
|----------|---------------|-----------------|--------------|
| 0 | 38,667 | (38,667) | -100% |
|----------|---------------|-----------------|--------------|

- The reason that there is a 100% variance in the Sports Dem Funding is because the funds are yet to be transferred over to this area by the Finance department. Once this has occurred I estimate that the variance will be something in the order of 60% in the black.

Sport & Rec – 134000

| Actual | Budget | Variance | Variance % |
|----------------|---------------|-----------------|-------------------|
| 150,415 | 86,667 | 63,749 | 74% |

- This funding pool funds the Sport & Rec Manager's position and a small amount of administration costs. The reason there is a variance of 74% is because I have been in the position since Jan 23 2012 so wages for the Sport & Rec manager was not used.
- The variance below is not accurate and reads this way as funds have not yet been withdrawn for purchases made. I estimate that the funds in this area have been utilised to near capacity.

| | | | | |
|---|-------------------|-----------------------|-----------------------|----------------------|
| 7251 - Material Exp General | 0 | 1,963 | 1,963 | 100% |
|---|-------------------|-----------------------|-----------------------|----------------------|

DOHA Sport & Recreation

- This funding pool funds 1 full time and 5 part time positions over all three communities. These positions are currently filled by Davis Guy, Ricky Edgar, Graeme Henry-Whiting, Marius Puruntatameri and Daniel Stassi is going to be transitioned from CDEP to Sport & Rec this week to take up the vacant role at Milikapiti.
- The variance for this area should be much higher than 9% as for a very large proportion of this financial year there were 2 vacant positions at Wurrumiyanga. However the staff that were employed on a part time basis were submitting time sheets stating that they were working full time hours instead of part time. With Marius and Daniel just starting I estimate that this funding pool may run a little over budget.

| | | | |
|----------------|----------------|---------------|-----------|
| 133,834 | 123,000 | 10,834 | 9% |
|----------------|----------------|---------------|-----------|

Imparja Cup – 122400

- This pool of funds was used to fund the trip to the Imparja Cup Cricket tournament in February. The variance below is not accurate as \$2000 needs to be transferred from the Sports Dem funding.
- Payment for the transport in Alice Springs is yet to be settled as we encountered trouble with the Troopie and are currently waiting for a discount to be credited by Thrifty.
- A further amount of \$750 which was granted by the Red Cross is also yet to be transferred across.
- Once these actions are completed a more accurate variance will be achieved.

| | | | |
|--------------|---------------|--------------|------------|
| 6,635 | 10,424 | 3,789 | 36% |
|--------------|---------------|--------------|------------|

ISRP NON FUNDED – 134200

- This funding pool was established last year when the Sport & Rec Department lost a significant amount of funding. This area captured the costs that were incurred during this time and is no longer used.

| | | | |
|-----------------|----------|---------------|-----------|
| (75,504) | 0 | 75,504 | 0% |
|-----------------|----------|---------------|-----------|

Children's Services

Regional Children's Service is underspent in all of our OSHC programs and all VAC programs. Regional Children's Service leaders will attend a Budget meeting on Tuesday 17th April to plan for end of year finances for each program within Children's Service. I have had discussions with Rosanna about this and we have planned for equipment, resources and training/service visits for these two programs for all three sites.

Comparison of budget (by function and approved budget) to actual expenditure. This could include:

- Has your Program Funding Agreement been finalised? One variation contract for all three programs and nine services; Childcare, Outer School Hours Care & Vacation Care
- If NOT a funded program, what sources of income have you identified? N/A
- Have you had any major expenses? No major expenses this month.
- Repairs and Maintenance? No R & M done during this month.
- Have you purchased any capital items? The only capital item that was ordered for the month of March was a Television for Milikapiti Crèche.

Have you implemented a new schedule of fees and charges? New fee schedule already implemented.

Childcare:

Wurrumiyanga

SDC – 120501 Jirnani Childcare

Natural Accounts

Contract & Material Exp

7251 Materials Exp General - budgeted for \$46,807 variance is \$13,557

There are expenses for March to come out of \$13,557 YTD and new indoor activity resources will be purchased.

Communications Expenses – budgeted for \$7,733 variance is \$2,863

7414 Courier & Freight Exp

7415 Network Communication Exp

7416 Internal Service Provider

We have freight charges for March to be come out of \$2,863.

Miscellaneous Expenses – budgeted for \$12,133 variance is \$10,758

7931 Training Course Fee Exp

7934 Accommodation Exp

7935 Airfare & General Travel Exp

7937 Travel Allowance Exp

We have only spent \$1,375 with a variance of \$10,758 with Fire Training updates due the training will be spent against this variance.

Allocation & Suspense - budgeted for \$38,552 variance is \$5,497

9971 Allocation R & M Exp Building

We have had minor R & M done, but there have been no R & M expenses during the last two months.

Pirlangimpi

SDC – 120502 Wulangurumatu Crèche

Natural Accounts

Contract & Material Exp - budgeted for \$10,799 variance is \$5,286

7251 Materials Exp General

There are expenses for March to come out of \$5,286 YTD. There has been a purchase during March.

Miscellaneous Expenses – budgeted for \$2,533 variance is \$1,618

7931 Training Course Fee Exp

We have had no expenses made against training and there were no workshops attended during this period.

There is a service visit in Darwin for two staff members next month.

Milikapiti

SDC – 120503 Jipingpila Crèche

Natural Accounts

Contract & Material Exp - budgeted for \$10,504 variance is \$3,253

7251 Materials Exp General

There are expenses for March to come out of \$3,253 YTD as purchases were made during the March period.

We have one more order before the 4 quarter payment.

Miscellaneous Expenses – budgeted for \$2,867 variance is \$1,439

7931 Training Course Fee Exp

We have had no expenses made against training and there were no workshops attended during this period.

There is a service visit in Darwin for two staff members next month.

Outer School Hours Care:

Wurrumiyanga

SDC – 120401

Natural Accounts

Contract & Material Exp - budgeted for \$11,466 variance was \$7,345.75

7251 Materials Exp General

With a variance of \$8,651 YTD and one commitment for \$1,305.25 equipment will be purchased from the \$7,345.75 for the program to provide a wider range of activities.

Pirlangimpi

SDC – 120402

Natural Accounts

Contract & Material Exp - budgeted for \$3,829 variance is \$3,829

7251 Materials Exp General

There were no purchases made out of a budget of \$3,829 YTD. There will be purchases made against the budget to purchase Resources for activities.

Allocation of Contract and Material Exp - budgeted for \$7,600 variance is \$1,600

9220 Allocation Facilities Hire Internal

9272 Allocation Fuel Exp Motor Vehicle

There were no internal orders during this reporting month.

Milikapiti

SDC – 120403

Natural Accounts

Contract & Material Exp budgeted for \$6,000 variance is \$5,336

7251 Materials Exp General

There are expenses for March to come out of \$5,336 YTD. There will be purchases made against the budget to purchase resources for activities.

Allocation of Contract and Material Exp - budgeted for \$7,967 variance is \$1,914

9220 Allocation Facilities Hire Internal

9272 Allocation Fuel Exp Motor Vehicle

There were no internal orders during this reporting month.

Vacation Care:

Wurrumiyanga

SDC – 121101

Natural Accounts

Contract & Material Exp budgeted for \$16,400 variance is \$16,400

7251 Materials Exp General

There have been no purchases made against this Natural Account due to minimal program operations.

Planning for the following Holiday Program is underway now for the June/July holiday program for all Vacation Care programs, so that Team Leaders are ready for the upcoming Holidays. This so we can plan for activities and resources before time to be able to adequately provide age appropriate activities in a variety of locations.

Miscellaneous Expenses – budgeted for \$3,572 variance is \$3,032

7931 Training Course Fee Exp

7934 Accommodation Exp

7935 Airfare & General Travel Exp

7937 Travel Allowance Exp

There are still expenses for March to come out of \$3,032 YTD, as we attended service visits in Darwin during this reporting month.

Allocation of Contract and Material Exp - budgeted for \$14,667 variance is \$1,283

9272 Allocation Fuel Exp Motor Vehicle

There were no internal orders during this reporting month.

Pirlangimpi

SDC – 121102

Natural Accounts

Contract & Material Exp budgeted for \$6,573 variance is \$6,573

7251 Materials Exp General

There have been no expenses against the budget YTD. There will be purchases made against the budget to purchase Resources for activities.

Miscellaneous Expenses – budgeted for \$1,833 variance is \$1,833

7931 Training Course Fee Exp

7934 Accommodation Exp

7935 Airfare & General Travel Exp

7937 Travel Allowance Exp

We have had no expenses made against training and there were no workshops attended during this period.

There will be service visits in Darwin for two staff members next month.

Allocation of Contract and Material Exp - budgeted for \$11,000 variance is \$1,667

9272 Allocation Fuel Exp Motor Vehicle

There were no internal orders for fuel during this reporting month.

Milikapiti

SDC – 121103

Natural Accounts

Contract & Material Exp budgeted for \$8,039 variance is \$6,694

7251 Materials Exp General

There were no expenses for this reporting month. There will be purchases made against the budget to purchase Resources for activities.

Miscellaneous Expenses – budgeted for \$1,833 variance is \$1,833

7931 Training Course Fee Exp

7934 Accommodation Exp

7935 Airfare & General Travel Exp

7937 Travel Allowance Exp

We have had no expenses made against training and there were no workshops attended during this period.

There will be service visits in Darwin for two staff members next month.

Allocation of Contract and Material Exp - budgeted for \$8,000 variance is \$1,791

9272 Allocation Fuel Exp Motor Vehicle

There were no internal orders for fuel during this reporting month.

FaFT:

Wurrumiyanga - budgeted for \$82,137 variance is \$82,137 (100%)

SDC - 1228

FaFT was not operating at the time of February 2012. The recruitment of the FaFT Liaison Officer commenced 19th March, so those costs will be in the March budgets.

Youth Diversion

Program Funding Agreement has been finalised for 2011/2012. Meeting held in Tiwi Parap office with TISC Director Rosanna Desantis.

No capital purchases made by TYDU

Contacted TISC Finance Brendan Cann 12/09/2011 and advised that monthly budget figures will be ready for implementation for the October 2011 TISC meeting.

Attached (Received 15.09.2011) Statement of Income and Expenditure year ending 30th June 2011.

Refer below statement of Income and Expenditure to 30th June 2011.

Facilities Management

Notes:

- At the last stock take on the 27th of March we had approximately \$1,300 (cost price) worth of canteen stock remaining at Wurrumiyanga pool.
- Approximately \$400 (cost price) of stock was stolen from the Wurrumiyanga pool canteen in March.
- Approximately \$1,050 (cost price) worth of stock is remaining in the Wurrumiyanga Rec Hall canteen.
- Mick Rees has informed us that they are yet to sell canteen items in Milikapiti

Wurrumiyanga income:

| Pool entry | Pool Canteen | Rec hall canteen | Total |
|-------------------|---------------------|-------------------------|--------------|
| \$686.00 | \$2,967.70 | \$105.50 | \$3,759.20 |

Wurrumiyanga expenditure:

| | |
|-------------------------------|-------------------|
| Goods for pool canteen | \$3,775.62 |
| Pool salt | \$710.00 |
| Pool chemicals | \$539.00 |
| Personal Protective Equipment | \$259.35 |
| Goods for rec hall canteen | \$1,131.74 |
| TOTAL | \$6,415.71 |

Pirlangimpi expenditure:

| | |
|-----------|----------|
| Pool salt | \$710.00 |
|-----------|----------|

Milikapiti expenditure:

| | |
|----------------------------|------------|
| Goods for rec hall canteen | \$1,461.39 |
|----------------------------|------------|

Human Resources:

Corporate Services / Administration:

Wurrumiyanga

The section is currently down one CDEP worker. A replacement is being sought.

Kelly Rioli will soon be leaving to have her baby and this position will again be temporarily filled.

One of the office cleaners (Anna Munkara) will be taking three weeks leave 16 April to attend a course at Nungalinya College. This may cause me an issue as the other cleaner is not as reliable as Anna.

Pirlangimpi

Staffing issue include

:

- Training – Cecilia still waiting on TITEB trainer to return from his holidays
- Office Manager is enrolled to commence training for Diploma of Management on the 16th April.
- Office Manager travelled to Darwin with other Managers and Directors to attend the Shire Planning Workshop.

Milikapiti

Office Manager has been on leave, with Admin Officer Christine Joran fulfilling higher duties over this time.

Records Management

Position Vacant from the 9th April - Records officer backup plan to be considered

Leave – MB will be on leave on the 10 – 13 April 2012

IT and Communications

ITC Manager was on leave during this period, with Grace Young and CouncilBiz providing assistance as required.

Events Management

Training in website development cancelled due to personal reasons

Attended: Regional Festivals Meeting & Rioli Foundation Diner

AFLNT Grand Final with HG Nelson as chaperone & Guide

Meeting Larrakia Nation re synergies and ideas for festival collaborations leading towards performance

Fleet Administration

Currently recruiting for one Fleet Officer for Wurrumiyanga.

Travel: From Pirlangimpi to Darwin & return to Pirlangimpi, to attend 3 Day Shire Planning Meeting, 14to16, March.

Sport and Recreation

All Staffing issues, including:

- Attendances – Staff attendance has been good this month. Most staff absences have been accompanied by the required documentation. There have been two incidences where an absence has occurred. These staff members have been required to explain their absence and have not been paid for this. An email has been sent to all staff outlining what is expected from now on.
- Incidents – No incidents have been occurred during this reporting period.
- Disciplinary matters – Patrick Puruntatameri received his secons and final warning letter for not turning up to work.
- Positions vacant – Full Time Supervisor at Wurrumiyanga, Part Time Sport & Rec Officer at Wurrumiyanga, Full Time Supervisor at Pirlangimpi.
- Recruitment - Nil
- Annual leave, leave coverage and proposed higher duties – David Guy went on annual leave for 4 days to represent Milikapiti at the Imparja Cup. All staff went on bereavement leave as their was a funeral. On Thursday the 2nd of February. Shane Kerinua had 5 days annual leave.
- OH&S matters – Some staff have been coming to work not wearing shoes. I have advised all staff that appropriate footwear is to be worn at work at all times. No rec halls have adequate First aid kits, however steps have been taken to rectify this. The chlorine levels at the pool at Pirlangimpi are dangerously low. This is being addressed urgently by Warwick & Katie Westmore.
- Staff meetings conducted – Staff meetings were conducted on the 24th of January at Milikapiti, 24th of January at Pirlangimpi and the 31st of January at Wurrumiyanga.
- Training conducted (including training outcomes) and personnel development – Nil
- Conferences or external meetings attended – Rosanna De Santis Represented the Northern Territory Women's team at the Imparja cup. David Guy attended the Imparja Cup as a player in the Community Division. I attended the Imparja Cup in the capacity as Team Manager / coach. I held a teleconference with TITEB and CDU to determine what professional Development opportunities are

available for Sport & Rec staff. I am waiting to hear back from CDU on their availability to deliver a program in 2012 on the Tiwi Islands.

Children's Services

All Staffing issues, including:

- Attendances: This month staff attendances have been satisfactory.
- Incidents: No incidents accrued for this reporting month.
- Disciplinary matters: No disciplinary actions taken in March.
- Positions vacant: No vacancies available in all Children's Service programs.
- Recruitment: No recruitments during the month of March.
- Annual leave, leave coverage and proposed higher duties: We have one staff member on annual leave during this month from OSHC program at Wurramiyanga Andrew Kelantumama (two weeks leave).
- OH&S matters: Need to refresh all Children's Service staff 'Fire Training'.
- Staff meetings conducted: A Childcare Co-ordinators meeting was held at Jirnani Childcare on Thursday 22nd March.

The Agenda

- Business Plan
- KPI's and reviewing them
- Reports/Utilisations
- Fees – Centrelink
- Hubworks - Childcare software, attendance, fees and staffing.
- Training conducted (including training outcomes) and personnel development: Staff have not yet recommenced training yet still waiting for BIITE & TITEB to send through our training schedule, but I had a meeting with Denise and we will have our first meeting with all staff on May 7th. I have had my first one week block with BIITE 5th to 9th March (Bachelor of Education in Early Childhood).
- Conferences or external meetings attended: For the month of March 14th, 15th & 16th I attended the TISC Business Planning workshop for all Directors, Managers and Councillors.
- Travel (proposed and undertaken): Service visits attended in Darwin for Victoriana (W), Rhonda (W), Kristy Lee (P) and David (M). David could not attend as he was attending training with sport & rec and Kristy Lee was to sick to attend. Victoriana, Rhonda and I visited Nightcliff Early Learning Centre, Early Childhood Australia's head office and especially the ECA Library. We looked at their programming resources and their activities. We will be registering with ECA's Library services so all Children's Service Programs can access these resources. We also visited Leanyer Learning Centre. We visited the most important service Holy Spirit's Outer School Hour Care service so that Victoriana & Rhonda can get some ideas to bring back to their programs and make the ideas applicable to Tiwi. They were both welcomed back to share and experience new skills and ideas to implement into our OSHC & VAC program. We have formed positive links for our staff to do staff exchanges, exchange of ideas and an exchange of resources from all of the services we visited.

Youth Diversion

Positions vacant – One – Tiwi Youth Support Worker

Recruitment – N/A

Annual leave and leave coverage – To be negotiated with TYDU Staff.

Staff discussions conducted on a daily basis.

Training is being negotiated with TITEB

Conferences or external meetings attended – Shire Planning Workshop in Darwin

Facilities Management

Lawrence Bruppacher has moved from the full time Sport and Recreation Supervisor role in Wurrumiyanga to the part time swimming pool position. His attendance in March has been acceptable. Lawrence was on annual leave for the last week of the month.

Shane Kerinaia has been promoted to the full time Sport and Recreation Supervisor role in Pirlangimpi. Warwick met with Shane and discussed Shane's pool testing responsibilities. Shane is fully aware of the correct pool testing requirements and processes and that we will be monitoring his results. We plan to have a meeting with Shane and Mick Rees to discuss the split of Shane's hours between the pool and sport and recreation hall.

Jeremy Rioli has been working closely with us in regards to learning about the pool plant room and pool operations. We hope to put Jeremy and Lawrence through the pool operator's course run by RLSSA in the new financial year.

Visitors and Meetings:

Records Management

Attend the shire planning workshop on the 14th March to 16th March 2012.

Visit to Parap Office in order to do a handover with our Records Officer on the 30th March 2012 due to her resignation for the 5th of April.

Parap Receptionist and Records Manager will attend an InfoXpert 2 day Workshop on the 17th and 18th of April.

Events Management

Attendance at remote festival networking meeting on 21 & 22 March at Mount Bundy Station.

Fleet Administration

Meetings: 3 Day Shire Planning Meeting.

Children's Services

- Jirnani Childcare Centre had a visit from the DET consultant Deborah Moran for the purpose of continuing our subsidy funding from DET and to see if we are eligible for Childcare Benefits and Childcare Rebates.
- Let's Start Program – every Thursday (Parenting & Family program)
- Regional Children's Service had worked with Teresita at Wurrumiyanga around providing Cultural activities within our OSHC program. Also involving Marius in discussions around holding workshops for parents and community members on 'Brain Development' with the research unit in Menzies and Menzies 'Let's Start Program' staff Gary McDonald.

Facilities Management

RLSSA Remote Pools swim and survive program in Pirlangimpi.

Events:

Sport and Recreation

We have recently held 3 discos at Milikapiti in the school holidays. This generated a small amount of income for the business.

A blue light disco was held in each community on the 5th 6th and 7th of March.

A movie night was held at Milikapiti Rec hall.

Children's Services

The only upcoming event within Regional Children's Service is the Holiday Program. The outcomes are to provide;

- Age appropriate activities for the ages of 9yrs to 12yrs.
- To provide staff ratios requirements for adequate supervision.
- To provide a safe and healthy environment.
- To provide planning, activity programs and evaluation with attendance records.

Facilities Management

- RLSSA Remote Pools Program conducted swim and survive lessons and Pirlangimpi Pool on Fridays from the 24th of February to the 30th March. The instructors name was Wayne who also trained Shane Kerinaiaua in becoming a swim and survive instructor.
- Wurrumiyanga Pool opening on the 3rd of March
- Tiwi Islands Football grand final held on Wurrumiyanga oval on the 18th of March.
- On Saturday 24th of March Wurrumiyanga Recreation hall hosted council election polling
- Scotch Collage verse Tiwi College football game Thursday the 29th of March.

Key Performance Indicators:

Admin – Pirlangimpi

Fees and charges to community residents for paying of envelopes, photocopying, printing etc are slowly being accepted.

Events

Events Calendar: Notifications of major events sent to all major players & community & media.

A *published* Tiwi Calendar will not be developed until sufficient funds are found to develop Major events or all shire employees mandatorily upload and send global notifications of all happenings and events via all means available. This is starting to occur.

Festival: Planning is underway. The ability for the Events Manager to stay on the Islands will make this simpler.

Participation: Linkages with other Tiwi Orgs will be possible: on the ground noted as above.

Events & Festival Infrastructure: No Venue upgrades completed= subject to subs and funding; crowd control for Football seems to have worked.

Timely applications & reporting: All Aquitals in. On time applications for small money, but at expense of actually doing the Job of Events Management. Events Letter written to the Minister Crean about the Festival and Tiwi Applications and smallness of money & small programs.

Web & Newsletter: Training and offline computer TBA

IT and Communications

| Key Performance Indicator | Action | Completed by Whom | Target Date | Measure of Success |
|---|---|-------------------------|-------------|---|
| Manage Shire IT Assets inc. mobile phones, satellite phones, computers, printers, cameras etc | Grace has been developing an up to date asset list of all Shire ICT infrastructure | ICT Manager, IT Officer | Ongoing | Up to date asset list and allocation spreadsheet |
| Deliver IT services to all communities | Have been working in both Mili and Pirli, assisting the new Fleet Managers | ICT Manager, IT Officer | Ongoing | Timely resolution of problems across all sites |
| Train IT Assistant | Training Grace in HTML for updating Council Meetings on Shire website | ICT Manager | June 2012 | IT Assistant taking on Level 1 ICT tasks on a daily basis |
| Develop Shire E-Waste Policy, Procedures and Practice | Writing a Draft Policy Negotiating with Infoactiv Collect ewaste at each site | ICT Manager | June 2012 | Completed and approved policy in Shire registry Continue information to Shire from Infoactiv |
| Continue to reduce over all Shire Communications costs | Grace has been assessing all Shire landlines with a view to removing any unused lines | ICT Manager. IT Officer | Ongoing | Reduced Communications bills (i.e. Telstra bill now around \$15,000 per month, was around \$25,000 per month 2 years ago) |

Sport and Recreation

| Key Performance Indicator | Action | Completed by Whom | Target Date | Measure of Success |
|------------------------------|---|-------------------|---------------|--|
| Women's Participation | Have a women's Team from each Community Participate in each of the Sports for 2012. | Sport & Rec | December 2012 | Women's teams from Each community Participate in the Various sports. |
| Men's participation | Have a men's Team from each Community Participate in each of the Sports for 2012. | Sport & Rec | December 2012 | Men's teams from Each community Participate in the Various sports. |
| Darwin Basketball tournament | Have Tiwi teams represent at The HOOPS Basketball Competition | Sport & Rec | July 2012 | Tiwi Teams travel and Participate in the HOOPS tournament In July |
| Junior Sport | Have a registered Auskick and Milo cricket Program at each community | Sport & Rec | December 2012 | Having 3 centres Operating and Registered at each Community / school |
| Disco's | Hold a monthly disco at each community | Sport & Rec | December 2012 | 10 discos held in each community by Christmas 2012. |

Children's Services

- Management: Development/Review & implement policies and procedures. I have met with Gloria from Early Childhood Australia around policies & procedures. Gloria has assisted with this process and we will have the new policies reviewed and implemented before the end of the financial year June 30th.

Youth Diversion

Formal Police Referrals

Low number of Formal Police referral - Discussions held with Nguiu Police re: Informal referrals to TYDU for Youth Program/Counselling/other support provided.

- Update - 31/03/2012 – Case Files set up for 17 youth investigated for break-ins over Christmas holidays (referred by Wurrumiyanga Police to TYDU for Youth Program).

Staff Retention

Update – 31/03/2012 - TYDU has retained same staff for extended periods of time ensuring program continuity and effectiveness.

TYDU Current Programs

Update – 31/03/2012 - TYDU has three programs – Youth Diversion Referrals (Formal and Pre-court), Skin Group Project, Family Interventions/Mediations – TYDU Support Worker position at Wurrumiyanga is vacant and Skin Group Part-Time Project Officer at Wurrumiyanga is Manny Tipungwuti. Part-time Skin Group project officer at Milikapiti is John Anthony Wilson and at Pirlangimpi is Bernard Pangiraminni.

Facilities Management

| | |
|---|---|
| Community participation | Due to minimal qualified staff we were unable to increase the Opening hours of the pools in March. We are unable to compare this to last years attendances as we do not have those figures yet. |
| Canteen income | The Wurrumiyanga pool canteen opened on March 8 th . As the football grand final occurred during the month we received significant income from the canteen. We are unable to compare this last year's sales as we do not have those figures yet. |
| Staff retention, development & commitment | Lawrence Bruppacher became the first staff member for the Wurrumiyanga pool. Lawrence received informal training In the operation of the pool plant during March. |

| | |
|-----------------------------------|---|
| Program participation | The Swim and Survive program was run at Pirlangimpi pool In March. The program was well received by the school Children attending and participation was high. |
| Facility hire income | The Pirlangimpi Pool was hired by RLSSA for their swim and Survive swimming program. The Wurrumiyanga and Milikapiti Recreation halls were hired out for council election polling in March. The Wurrumiyanga Oval was also hired out for football games Between Scotch College and Tiwi school teams. |
| Pool water quality and compliance | 80% of pool tests were within health regulations in March. This is below our desired level of 95%, this is due to the Inconsistency of the pools salt chlorination system. We will Review the target level at the end of April to see if it is an unobtainable goal. Of the test out of regulations, action was taken to rectify them 58% of the time. This is far below our 100% goal. This is Due to staff inexperience and a lack of appropriate chemicals to rectify some issues. This target will also be reviewed at the end of April. |

ISSUES / OPTIONS / CONSEQUENCES

Facilities Management

Pool and oval hire pricing break down.

After reviewing the pool and oval pricing we feel that they are prohibitive to attracting bookings. We have crossed checked the Tiwi Islands Shire prices with similar facilities in Darwin. While a lot of the prices are constant, there are a few areas we would like to address. See separate report to Council on this issue.

CONSULTATION AND TIMING

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



| | |
|-------------|--|
| ITEM NUMBER | 5.3 |
| TITLE | Governance Manager's Report - March 2012 |
| REFERENCE | 98275 |
| AUTHOR | Trevor Harris, Governance Manager |

Background

The Governance Manager provides effective leadership in governance activities to support the strategic direction of Tiwi Islands Shire Council.

The position will be responsible for overseeing the establishment and ongoing implementation of good governance structures and processes including providing high level management advice and guidance to the Council, executive, senior management and staff on governance matters and. providing advice on the roles and responsibilities of elected and nominated members of Council and local advisory boards respectively.

Strategic Planning

As the Governance section is still in the process of being established in its' own right, the immediate challenges will be ensuring the council is 99% compliant with Northern Territory Government Legislation.

Another challenge is ensuring all elected councilors are familiar with their roles as soon as possible. This will entail sitting down with the councilors and identifying their strengths and weaknesses.

Financial Variances to Budget

Not Available

Human Resources

- **Attendances** – New Section – No absenteeism at this stage
- **Incidents** – Nil
- **Disciplinary matters** – Nil.
- **Positions vacant** – The position of Executive Assistant and Administration Assistant, Governance and Secretariat are currently vacant.
- **Recruitment** – It is anticipated the two positions above will be filled in the next month.
- **Annual leave, leave coverage and proposed higher duties** – I took eight days leave from 2nd April to 13th April.
- **OH&S matters** – All issues are being addressed as they arise.
- **Staff meetings conducted** – Unscheduled staff meetings happen on a regular basis.
- **Training conducted and personnel development** – I am currently undertaking a Certificate IV in Training and Assessment. Good Governance training will be held on 9th and 10th May for all elected Councillors.
- **Conferences or external meetings attended** – Nil
- **Travel** (proposed and undertaken) - Nil

Visitors and Meetings

Nil

Events

LGANT will be providing Good Governance training in Darwin in 09th and 10th May for all elected members.

Key Performance Indicators

| Key Performance Indicator | Action | Completed by Whom | Target Date | Measure of Success |
|---|---|----------------------------|--------------------|--|
| Compliant with Local Government Legislation | Liase on a regular basis with Dept of Local Government | Trevor Harris | Ongoing | 99% compliant |
| All Councillors aware of their roles | Training councillors in governance | Trevor Harris | September 2012 | 100% of Council meetings are Controlled and Managed by Elected Members |
| Local Advisory Boards operating efficiently and working in conjunction with the council | All concerned being made aware of protocols required between council and local boards | Trevor Harris | September 2012 | 100% of Information between Council and Local Boards is shared on a regular basis and both committees work in harmony. |
| Councillor's Portfolios are recognised by council staff and staff update councillors on a monthly basis on their portfolio. | Make staff aware which Councillor hold the Portfolio in their area | Trevor Harris Directors | September 2012 | 100% of Monthly meetings are being held between Councillors, Directors and staff in their Portfolio. |

Issues / Options / Consequences

Nil

Consultation and Timing

Nil

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



| | |
|--------------------|---|
| ITEM NUMBER | 5.4 |
| TITLE | Human Resources Report for March 2012 |
| REFERENCE | 98276 |
| AUTHOR | Marilyn Harris, Human Resources Manager |

Background

A report on all functions of the Human Resources area.

Strategic Planning

Need for continued training

- Due to postponement of the HR and Payroll system updates, Marilyn was given a demonstration of the new system by COUNCILBIZ staff. This will be rolled out to other HR staff before the system goes live.
- Marilyn, along with Shelley Davis and Lynette DeSantis represented TISC at the recent 'Family Friendly Workshop' in Melbourne for input into meeting a requirement of the Gender Equity Silver Award application.
- Patsy, Cecilia, Christine continue to assist Lana with timesheet entry for their communities.
- Maureen is undergoing on-the-job training until formal HR/Payroll system can be organised through COUNCILBIZ
- Kathleen and Michelle are still waiting for Mentoring training and the training identified is no longer being offered by that RTO due to small number of enrolments
- Sonia continues to learn more about training packages and funding opportunities

When COUNCILBIZ staff are on leave there may not be someone with required expertise –

- Doing the system checks required prior to the system upgrade
- They continue to work with us to resolve system issues as they arise
- They are organising training for Maureen when they have availability
- Providing training in the Training and WHS components of the system

Regular training schedule including cultural awareness, induction, WHS, First Aid

- A draft training schedule has been developed with six regular sessions being held twice a year. This was be circulated shortly and trainers will also be organised
- One WHS incident last month

Financial Variances to Budget:

Not available.

Human Resources:

Advertised positions (external)

Assistant Director Infrastructure
CDEP Assistant Manager
Families as First Teachers Educator
Electrician/Trainer

Call for EOIs (internal)

Painter
Painter Trades Assistant
Environmental Life Skills Officers
Apprentice Mechanic Wurrumiyanga
Sport and Rec Officers
Essential Service Officer Trainees
Night Patrol Officer

Office Manager

A number of recruitment processes are underway currently, for positions advertised.

Human Resources:

There have been staff absences due to unforeseen circumstances, but other staff have been covering the workload.

Visitors and Meetings:

Meeting with Karen Young from Department of Planning and Infrastructure in regard to remote area Driver licence training in conjunction with TISC.

Liaising with Ken Thorne from DHLHRS who John Tobin is handing over to in relation to Indigenous Workforce Development Mentoring project.

Attendance at the Australian Family Friendly Workplace Seminar 2012.

Events:

Upgrade of the HR/Payroll system and training involved with that update should take place within the next four weeks.

Key Performance Indicators

| Key Performance Indicator | Action | Completed by Whom | Target Date | Measure of Success |
|--|--|--|--------------------|---|
| Currency of HR records | Ensure new staff details are entered within 5 days of notification | HR Officers | Weekly | 100% of new appointments are entered prior to the first pay |
| This is being completed as signed offer acceptances are received. | | | | |
| Delivery of Payroll each fortnight | Ensure timesheets are collected, data is input and pays are processed | Payroll Officer and Corporate Service Officers | Fortnightly | 100% of timesheets received are processed |
| We need to improve our checking of timesheets received as each week there seems to be one or two Who miss out and correction pays have to be done. Payroll staff will check staff listings more diligently To ensure everyone who should be paid is paid. | | | | |
| Health of staff, and safety of equipment and resources and equipment | WHS Committees, WHS Policy Development & compliance | WHS Officer | Ongoing | NT Worksafe visits Report good working Conditions and lack of Workplace incidents |
| Reports of incidents are being received, but sometimes not immediately. This can be an issue for submitting the claim forms to Allianz. | | | | |
| Staff have option to choose positions and training suited to them regardless of gender. | Ensure awareness of gender equity and Council's commitment To this through ALGWA recognition | Gender Equity Officer | Ongoing | Appointments made |
| Attended a conference on Family Friendly Workplace in Melbourne to look at how TISC can achieve This as it is one of the criteria we will be addressing. | | | | |
| Continuous improvement and maintenance of | Work with CouncilBiz and TechOne on remediation of system | HR and Payroll staff | Ongoing | New upgrades to System are implemented |

| | | | | |
|---|--|--------------|-----------|---|
| HR/Payroll system | | | | |
| Working with CouncilBiz in regard to the HR/Payroll system upgrade and other maintenance issues. | | | | |
| Staff Development of HR/Payroll staff to ensure currency of expertise | Staff identify and undertake training as required | All HR staff | Ongoing | System is maintained and data integrity is maintained |
| Attend HR Managers Reference Group meetings regularly | Maintain network of HR managers | All HR staff | Quarterly | Decisions affecting Councils are made collaboratively with other Councils |
| These meetings will be held once per year from this year. | | | | |
| Continued development of women in the Council-elected and staff | Achieve Silver Award Status for Women in Local Government Appointment of Women's Officer | HR staff | Ongoing | Appointment made Policies for gender Equity Silver Award |
| Not much work done on this at this stage due to heavy workloads, but should be changed to Gender Equity group. | | | | |

Issues / Options / Consequences

N/A

Consultation and Timing

N/A

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



| | |
|--------------------|--|
| ITEM NUMBER | 5.5 |
| TITLE | Community Development Report March 2012 |
| REFERENCE | 98587 |
| AUTHOR | Lawrence Costa, Director Community Development |

Background LIBRARIES.

This Report was compiled by Jacqueline Bourke and myself at Garden Point. For the month of March we had a total of 37 men, 49 women and 78 children used the facilities at Pirlangimpi. The Library seems to be functioning well at the moment, with some minor staffing issues but we seem to sort out the problems fairly quickly. Most of our clients use the service mainly to do internet banking and to go online to research things. From reports I get from Milikapiti is that Naomi Brown is doing fine. I am currently talking with both Rosanna and Brendan to see if we can employ Naomi fulltime with top up coming from match funding. Both myself and Jacqueline will be visiting her this week.

CENTRELINK.

Milikapiti Centrelink has now relocated to the Housing office which is more central to the community. All IT is now connected down there. Pirlangimpi Dolores is collating Daily Stat Sheets for both sites.

RIBS/BRACS.

Since the last meeting not much has changed. The ABC and SBS transmitters have not been working for the past month at Nguuu. David Daly Electrics were over there 3 weeks ago fixing the problem. Chris Smith is assisting with this. The problem at Nguuu is now fixed thanks to Chris. The other 2 sites seem to be running fine with no major problem.

NIGHT PATROL/COMMUNITY.

The Tiwi Shire Community Patrols Service assists communities to take responsibilities to prevent anti-social, harmful, destructive and illegal behaviours by offering community patrolling and safe transport to protect vulnerable people. Also follow up and mediation.

Milikapiti has a new Team leader, Josephine Byrnes. Josephine Byrnes already works with Milikapiti Community Patrol and has replaced Peter Rioli who is now an elected councillor for the Milikapiti Ward.

CDEP REPORT.

TISC CDEP in the past month have vastly improved their ability to offer services to participants by way of updating Personal files for each Tiwi person receiving Centrelink or CDEP assistance. Creating identification files, (100 points) for all locals in preparation for the Transition to Income support. Adopting correct office procedures and behaviours including attendance and the creation of a central based Training Record for all CDEP staff and participants.

Strategic Planning:

LIBRARIES.

One weakness is that there is no phone connection this has been reported to the Shire. There needs to more training for new staff coming on board. Opportunity at the end of this month we have training with the department. To look at new systems. We will endeavour to bring Naomi from Milikapiti across for internal meetings or workshops on our Island.

CENTRELINK.

Dolores has been in contact with Centre link agents to get training from them, they have been doing some stuff with her.

Still waiting on the department to install another phone/fax line in the office.

RIBS/BRACS.

As we know we have had many a problem with this program. Ranging from staff not attending work,transmitters not working and lack off interest to attract community members to work in this area.I feel that once we go to Digital Satellite transmission this will alleviate these problems.

Opportunities are there but we for the past 6 years just can not seem to get the persons or people in.May be in the future when the time is right it may work, but in the interim NO.

NIGHT PATROL/COMMUNITY.

Opportunities:

Attorney General Department holding a workshop in April for Managers and Team leaders.

Challengers:

Patrol at Wurrumiyanga too small

CDEP REPORT.

Problems with Program Guidelines regarding Income Support participants continue to cause frustration for CDEP staff and confusion for everyone including DEEWR, Fahcsia and Job Services Providers. Government agencies are seeking resolutions to this problem. TISC CDEP can not solve the problem without changes to the guidelines.

Financial Variances to Budget:

Have not received reports from Finance team at this stage.

Still waiting on feedback from AG's RE; Funding Variation.

Human Resources:

LIBRARIES.

*In all we have 2 fulltime staff based at Pirlangimpi. Brendan and myself are looking at separating the positions, so that 1 fulltime position can be based at Milikapiti. We have a total of 5 on CDEP and they are across both communities.

*Staff attendance is not a great issue, as both sites are small. I have been trying to organize meetings with each site and will continue to pursue in the new year.

*Training is planned for Milikapiti on 19th-21st April to deliver internet and Community Stories training for Library and community people. Pirlangimpi will receive their training on 26th-29th March.

CENTRELINK.

We still have 2 part-time staff at Milikapiti. Reports that I get back is that they are doing a fantastic job. Dolores is the only person based at Pirlangimpi on full-time.

RIBS/BRACS.

Currently there are 2 vacant positions 1 at Milikapiti and 1 at Nguiu. There are no CDEP participates in this area. We have only got funding for the next 5 months. We will not be advertising the positions.

NIGHT PATROL/COMMUNITY.

All Staffing issues, including:

- Position vacant Milikapiti Male Patroller

-
- Recruitment Wurrumiyanga still waiting confirmation of councillors elected
 - Annual leave, leave coverage and proposed higher duties
 - Josephine Byrnes Team Leader for Milikapti Community Patrol
 - Staff meeting wurrumiyanga Friday 23rd March held by Kathy and myself community patrol regarding reports, attendance, timesheets and vehicle use.

CDEP REPORT.

Staff attendances have improved immensely at Wurrumiyanga, participants attendance is fair to good but could be a lot better with some sort of added incentive. Currently we are running at 65%. TISC CDEP are continually talking with government agencies and others in respect of this. In the last month TISC CDEP have conducted two staff meetings addressing Utilisation and future directions. These meetings are proving very valuable because we are receiving input from everyone involved in running the program.

TISC CDEP have now filled all vacancies except the Mentors position at Milikapiti. Those appointments have improved the service to the community immediately.

Visitors and Meetings:

RIBS/BRACS.

NIL

CENTRELINK.

Monthly from the Remote Service Team visit on a monthly basis.

CDEP REPORT.

Meetings between TISC CDEP, FaHCSIA, ICC, DEEWR and ITEC are now to be held monthly. The first of these meetings was held in late January where discussions regarding future Training courses and ensuring relevance to planned projects effecting Tiwi people.

FaHCSIA and ICC will be visiting Tiwi on 30th-2 April to conduct a site visit on each of the communities.

ITEC Training Coordinator visited Pirlangimpi last week to finalise preparations for a Horticulture Course which will include the construction of the nursery. This course will involve 15 participants at Pirlangimpi which will then be delivered at Wurrumiyanga involving another 20 participants, (10 male and 10 female).

Events:

CDEP. Discussions with Events manager will commence in preparation for the Music program and the Milimika festival which will this year be included in the approved activities for CDEP allowing much more participation over a much longer period.

Key Performance Indicators:

Performance Indicators for this Directorate varies from weekly, monthly, 3 monthly to 6 monthly. Most reports are checked by the Grants Manger and myself before they are sent to the funding agencies.

NIGHT PATROL/COMMUNITY.

- Patrols operating 6 days a week actively including Public holidays and after hours if urgent
- Data collected for number of people assisted recorded on a regular basis, but more from the Wurrumiyanga team would be good.

CDEP REPORT.

Utilisation figures are slowly increasing and when Training activities start TISC CDEP numbers look set to reach their highest since June 2011. Participants understanding of the current system has improved rapidly which makes it so much easier for CDEP staff to keep this happening

ISSUES / OPTIONS / CONSEQUENCES

CONSULTATION AND TIMING

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION



| | |
|--------------------|---|
| ITEM NUMBER | 5.6 |
| TITLE | Financial Management Reports March 2012 |
| REFERENCE | 98281 |
| AUTHOR | Brendan Cann, Chief Financial Officer |

BACKGROUND

The current report provides financial information for the 2011/12 financial year to the end of February 2012. It includes reporting on Income and Expenditure, Ageing Payables and Receivables, and Cash Flows.

We have also been busy reviewing all 3rd quarter grant funded programs to ensure that we meet important reporting requirement to ensure that we have our funds released in a timely fashion.

Strategic Planning:

Various training has been carried out to build managers capacity and skills. This has been in the areas of Accounts payable and purchase requisitions. Training will be carried out on budget variance reporting so managers are able to action the required changes in there business units. This is to try and develop managers financial knowledge to remove the us and them thinking with the finance department.

We are struggling to plan for next year regarding some areas that have shortfalls in funding. Until we get approved funding we are unable to determine how we will provide some programs. We have been asked to submit an application for extension of the current contract for the 2012/13 financial year. Currently we do not have information regarding CDEP, Outstations housing and Essential services and availability of Youth and Communities funding. As a group and through LGANT the shires have been pushing for changes in funding to ensure that 3 plus year funding agreements are in place to reduce this risk. We have had verbal confirmation that Match Funding is to continue at its current levels

Successful Applications;

FaFT (Family as First Teacher) (\$241,000)

The SLA for this program will be processed through in February, at this stage we will be able to appoint applicants for 2 positions.

Australia Day (\$3,000)

International Women's day (\$2,000)

Airport repairs and maintenance Contract (\$419,845)

Environmental Health Initiative (Water Bubblers) (\$10,200)

Youth Engagement (Fishing Activities) (\$2,000)

Driver Training (\$40,000)

Applications pending;

CDEP 2012/13 contract extension.

LCC (Local Community Campaigns to Promote Better Aboriginal Health Program)

Our initial application was rejected based on our application not meeting the guidelines for salary and capital components of the application. A request for review was lodged with the Department of Health and Ageing requesting that they check their own guidelines to make sure their rejection was valid.

Respectful Relationships (\$398,000)

This application has gone in with the view of complimenting our existing Youth Diversion and Skins Group Project officer programs. Under our current structure we have a shortfall in funding in the current year of \$120,000. If this is approved it will allow us to expand these programs to encompass a wider variety of projects that fall under this scope.

Indigenous Cultural Support (\$84,000)

NT Tourism (\$15,000)

Festival Australia (\$48,000)

Community Benefits - Printer and Computer for Events (2 x \$5,000)

Sport and Rec / Jobs Creation Package

Closing the Gap – Governance Manager

Closing the Gap – Sporting Equipment upgrade

NTG Commercial Building Repairs (Estimate \$300,000)

Closing the Gap Family and Children initiative (Playground in each community, shade sails and bike track for Milikapiti Creche, shade sail for Pirlangimpi Creche)

Future Applications;

Arts NT - Festival Funding

Grass Roots (\$3,000)

Facilities Grant (Irrigation Milikapiti Oval)

Heritage Grant (retention culturally significant material)

Multi-Cultural Youth Support Program

Community Benefits (Department of Justice)

Night Patrol 2012/13 Competitive funding round

Funding Application passed up;

Indigenous Broadcasting

Department of Immigration and Citizenship – Festival Funding

Anti Graffiti – Crime preventative measures

Key Performance Indicators

| Key Performance Indicator | Action | Completed by Whom | Target Date | Measure of Success |
|---------------------------------------|--|--|--------------------|--|
| Creditors – Accounts Payable | Reduce percentage of over 90 days to 20% | Gennie Wilsdon | 01/04/2012 | 19%, write-off to be processed in May for \$80,000 which will drop to 5% |
| Creditors – Accounts Payable | Accounts Payable is closed off by 7 th of month | Rose Strobel | 01/03/2012 | Closed 5 th April 2012 |
| Debtors – Accounts Receivable | Reduce percentage of over 90 days to 30% | Ellaine Hoffman | 01/04/2012 | Over 90 days is less than 30% of total debt |
| Internal Charges | All internal charges and allocations processed by 10 th of following month | Rose Strobel | 01/04/2012 | Currently at 80% complete Processed by 10 th of Month |
| Monthly Reporting | All financial reports are available to managers and directors by 15 th of the following month | Rose Strobel | 01/05/2012 | Training for managers on 30 April 2012 |
| Timeliness/quality | Monthly Reporting information complete | Brendan Cann | On going | 80% complete |
| Grant acquittals and reporting | Financial reports and acquittals are lodged with the funding bodies before the due date to ensure compliance with all funding requirements | Renee Burchell | Ongoing | |
| Knowledge Retention | Reduction in staff turnover | Brendan Cann | | 1 Staff in August 2011 |
| Budget Reviews Monthly | Complete Monthly spend to budget reviews | Finance team and Business unit manager | 01/04/2012 | Grant funded programs sent for managers to review. All others expected to be complete 01/05/2012 |
| Knowledge Transfer | Complete training session | Finance Team | 01/04/2012 | 4 training days around AP and purchasing in March |

Human Resources:

Finance has appointed Marishty Liam as our new finance officer. She will be looking after areas of accounts receivables and internal work order processing. Marishty started on the 27 February 2012. She has been busy clearing internal invoices for January to March. Finance has almost caught up on all outstanding items and is running at around 85% of internals completed. With variance to budget reporting managers will be looking in detail about what recoveries they are making.

Rose Strobel was involved with the LGANT asset planning workshops.

Brendan Cann (CFO) is on leave in May for 3 weeks. Renee Burchell and Rose Strobel will on higher duties for this period. Renee and Rose have been asked to cover Shelley Davis while she is on leave in June and July. Finance may have to get a temp into cover this period depending on timeframes with 2011/12 Audit.

Visitors and Meetings:

Fahcsia CDEP Meeting to discuss prior year financial acquittals. No direction could be given regarding the extension of the CDEP contract for the 2012/13 financial year which means the Shire is having to plan blindly.

Department of Construction and Infrastructure attended by Renee Burchell regarding the NTG Commercial building maintenance contract on the Tiwi Islands.

Department of Lands and Planning attended by Renee Burchell regarding the Barge Landing Project which full payment has been delayed into the 2012/13 financial year.

Financial Variances to Budget:

Below is an example of what future budget reporting will include (please note this is only a draft format and future publications will look slightly different);

For finance the current variances showing are for insurance premiums, ICT costs and motor vehicle (fleet charges) These are being processed through by finance in March/April 2012 and will clear out any variances to budget.

One item this does highlight is the requirement to include Nguui Finance under this budget to consolidate.

| Re Natural Account | Budget | Budget P8 | Actuals | | |
|----------------------------|--------|-----------|---------|---------|---|
| 7111 - Salary Normal | 504631 | 336420.7 | 302,828 | 0.09 | Under Budget for Salaries |
| 7113 - Salary Allowan | 0 | 0 | 1,000 | #DIV/0! | Part of Salary Normal |
| 7114 - Salary Leave | 0 | 0 | 26,782 | #DIV/0! | Part of Salary Normal |
| 7116 - Salary SGC | | | | | |
| Sup | 47832 | 31888 | 29,144 | 0.07 | |
| 7117 - Salary Exp Employer | | | | | |
| Superannuation | 0 | 0 | 2,747 | | Need to Split 7116 budget line |
| 7121 - Salary LSL Lia | 12616 | 8410.667 | 2,504 | 0.68 | |
| 7122 - Salary AL Liab | 10190 | 6793.333 | 15,292 | -0.75 | Holidays need to be taken |
| 7134 - Workcover Prem | 9782 | 6521.333 | -16,005 | #DIV/0! | |
| 7216 - Contract Labour | 0 | 0 | 3,000 | #DIV/0! | Old Rates Processing |
| 7251 - Materials - General | 3000 | 2000 | 0 | 1 | |
| 7253 - Mat Print Stat | 0 | 0 | 100 | #DIV/0! | Okay General Materials |
| 7259 - Mat Entertain | 0 | 0 | 133.18 | #DIV/0! | Okay General Materials |
| 7272 - Fuel Veh | 5000 | 3333.333 | 1,107 | 0.62 | |
| 7311 - Bank Fees | 0 | 0 | 36.36 | #DIV/0! | Okay General Materials |
| 7411 - Mobile Telep | 1600 | 1066.667 | 233.37 | 0.8 | |
| 7414 - Courier Freight | 0 | 0 | 18.18 | #DIV/0! | Okay General Materials |
| 7415 - Network Commun | 0 | 0 | 443 | #DIV/0! | Part of Mobile Still to Reallocation Done in February/March so reallocations can be |
| 7911 - Ins Premium PL | 0 | 0 | 39,993 | #DIV/0! | |

| | | | | | |
|------------------------------|--------|----------|---------|---------|---|
| 7914 - Ins Prem ISR | 0 | 0 | 135,912 | #DIV/0! | processed Still to Reallocation Done in February/March so reallocations can be processed |
| 7915 - Ins Prem Gen | 0 | 0 | 29,630 | #DIV/0! | Still to Reallocation Done in February/March so reallocations can be processed |
| 7916 - Ins Prem Motor | 0 | 0 | 44,902 | #DIV/0! | Still to Reallocation Done in February/March so reallocations can be processed |
| 7921 - Advertising | 0 | 0 | 677.45 | #DIV/0! | Job add not budgeted for spare money under General materials |
| 7931 - Training Cours | 12500 | 8333.333 | 786.37 | 0.89 | |
| 7934 - Accommodation | 13000 | 8666.667 | 596 | 0.87 | |
| 7935 - Airfare & Ferry | 18700 | 12466.67 | 6,951 | 0.4 | |
| 7936 - Taxi Exp | 0 | 0 | 211.51 | #DIV/0! | Part of general travel which is under budget |
| 7937 - Travel Allow | 15000 | 10000 | 1,145 | 0.77 | |
| 7941 - Vehicle Reg | 0 | 0 | 522.36 | #DIV/0! | To be included under vehicle re-charge |
| 7961 - Audit Fee Exp | 0 | 0 | 6,594 | #DIV/0! | To reallocate |
| 7970 - R & M Vehicles | 0 | 0 | 303.82 | #DIV/0! | To be included under vehicle re-charge |
| 7995 - Prior | 0 | 0 | -22,351 | #DIV/0! | To reallocate |
| 7996 - Member Subscr | 2500 | 1666.667 | 574.9 | 0.61 | Okay |
| 9934 - Alloc Accommoda | 0 | 0 | 760 | #DIV/0! | Part of accommodation |
| 9935 - Alloc Airfare | 0 | 0 | -1,054 | #DIV/0! | Okay |
| FBT - Motor Vehicle | 9000 | 6000 | 0 | 1 | March 31 Due To Process all vehicle recharges in |
| 9815 - Fleet Hire | 30000 | 20000 | 0 | 1 | February/March |
| 9417 - Allocation ICT Exp | 140000 | 93333.33 | 0 | 1 | To Process all ICT recharges in February/March |

ISSUES / OPTIONS / CONSEQUENCES

Current State of Accounts

Advice was provided previously on the financial reporting capability of Council. At this point in time there are a number of important reporting requirements Council is not yet in a position to fulfil:

- Reporting to budget requires up to date budget to be loaded into Technology 1. For funded programs these were entered into Technology 1 in February 2012. Budget sheets are being developed for all un-funded areas to tie into the Councils Consolidated Budget, we are still working through Corporate Services and Civil Works. As soon as these are finalised a reviewed consolidated budget will be submitted to council. This will also be the basis point for our 2013 budget, which will be going to council in late May 2012. The limitation to this budget will be around approval dates of funding. Most funding bodies will not commit to funding before this period even though we are required to budget for this area of un-certainty.
- Separation of Councils Profit and Loss statement into tied and Un-tied funding areas to give Council accurate information for budget alterations. This information should be available for the March Council Meeting.

Current Financial Reporting

While there are gaps in Council's financial reporting ability, there are important reports that can be provided at this time. Attached to this report are:

- Consolidated Profit and Loss for the period to the end of March 2012
- Ageing Receivables
- Ageing Payables.

The following Cash-flow has been calculated manually at this time and is as follows:

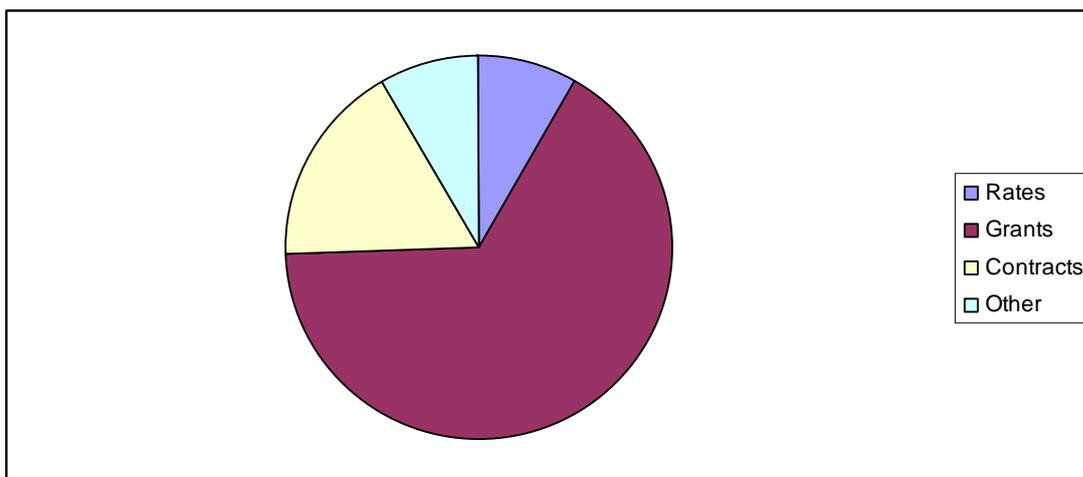
Account Balances as at 31st March 2012.

| | |
|-------------------------------------|---------------------|
| | \$ |
| Operating Account | 135,582.12 |
| Trust | \$ |
| Account | 3,779,132.37 |
| | \$ |
| Cash Deposit Account (credit cards) | 53,505.52 |
| | <hr/> |
| | \$ |
| | <u>3,968,220.01</u> |

| | YTD Cash Income | | YTD Cash Expenditure | |
|--------|-----------------|------------|----------------------|------------|
| Jan-11 | \$ | 14,785,946 | \$ | 15,276,920 |

Year to Date Income by Source

The **\$14,785,946** income received this financial year is broken down as follows:



Profit and Loss

Council reported income of \$14,785,946 and expenditure of \$15,276,920 providing for a deficit on operations of \$490,974.

Grant income is currently being recognised on a cash basis when it is received. We still have to complete supplementary rates runs for new Territory Housing Houses built as part of the SIHIP project. DLGHRs have provided information on these houses so rates notices will go out in April 2012.

- Some Funding agencies have not released funds for contracted programs due to some minor breaches in 10/11 in 4th Quarter Performance reports. We are currently working through these breach lists with the aim to clear CDEP performance breaches in March to have Community Development and Work Readiness funding released for

the 2012 Financial year, this funding was released in April 2012 (\$1,050,000). This income not recognised has contributed to current shire expenditure.

- Remote Housing is always 1 month behind in the recognition of revenue to the invoices being received late and processing of job cards.
- Funding bodies need to be aware that late notification is causing difficulties in planning and budgeting leading to under and overspends which the Council struggles to cover. 3 – 5 year rolling funding would allow councils to better utilise limited funding that is available.
- The Nguiu Barge Landing project funds again have been held up. We are only expecting to see a release of \$200,000 in the current financial year. The Council rejected the first draft contract as it was detrimental to the shire. The end value of the barge landing is currently reducing effectively by the building price index, as the NTG are not recognising interest revenue on the funding that they have not released. If the money had been release up front the NTG's expectation is for the Shire to recognize any interest revenue and apply it to the end project. This requirement is not two fold.

Expenditure includes \$1,423,657 of prescribed depreciation which under accounting standards is required to be reported in the Shires Profit and Loss. However this is for items that have been previously recognized as income and capitalized with no offset against this revenue in the year it was received. This means that the Council is still struggling to cover internally cost of replacement of assets provided under grant funding previously. This is due to most funding agreements not covering costs of asset replacement.

Ageing Receivables

The outstanding payments (Debtors) owed to Council at the end of March totals \$4,341,194.17, with 85% of this exceeding 90 days trading terms the majority of this is to NTG departments. The total debts owed to Council that exceed 90 days trading terms is \$3,822,284.71. These debts are broken down as follows:

| Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future |
|-----------|-------------|------------|---------|---------|---------|-----------|--------|
| 3,449,003 | 4,341,194 | 432,847.51 | 660,673 | 215,249 | 75,834 | 3,822,284 | 40,692 |

| | | |
|---------------------------------|-------------------------|----------------|
| Dep Land & Planning | 47% of outstanding debt | \$2,074,449.88 |
| DLGHR | 24% of outstanding debt | \$1,057,733.00 |
| Territory Alliance | 13% of outstanding debt | \$ 560,210.00 |
| Power Water Corp | 4% of outstanding debt | \$ 172,056.77 |
| Matilda Minerals | 3% of outstanding debt | \$ 127,615.34 |
| DET | 2% of outstanding debt | \$ 80,018.75 |
| McKenna Construction | 1% of outstanding debt | \$ 47,133.03 |
| Tiwi Land Council | 1% of outstanding debt | \$ 37,896.51 |
| Dept Broadband & Cont | 1% of outstanding debt | \$ 30,250.00 |
| Ranku Store (Old) | <1% of outstanding debt | \$ 16,056.50 |
| Jones Lang Lasalle | <1% of outstanding debt | \$ 8,763.44 |
| Wuranku Store (New) | <1% of outstanding debt | \$ 7,168.75 |
| Milikapiti Sports & Social Club | <1% of outstanding debt | \$ 6,053.90 |

Other Prolem Vendors

| | | |
|-------------------------------|-------------------------|-------------|
| QB Hire PTY Ltd | <1% of outstanding debt | \$ 8,708.00 |
| MJ R Estate | <1% of outstanding debt | \$ 6,440.50 |
| DLGHR – IES | <1% of outstanding debt | \$ 4,812.50 |
| Andrew Bush(Tiwi Enterprises) | <1% of outstanding debt | \$ 4,448.00 |
| Kellyco Electrical Services | <1% of outstanding debt | \$ 2,254.17 |
| Naz Alfred | <1% of outstanding debt | \$ 2,153.63 |

| | | | |
|-------------------------|-------------------------|----|----------|
| Catholic Diocese | <1% of outstanding debt | \$ | 2,019.93 |
| FinBuilt | <1% of outstanding debt | \$ | 1,374.00 |
| Craig Rutherford | <1% of outstanding debt | \$ | 1,339.86 |
| Marion Scrymgour Office | <1% of outstanding debt | \$ | 600.00 |
| Aileen Tiparui | <1% of outstanding debt | \$ | 261.50 |

Statements and invoices have been forwarded to the appropriate organisations; however investigation as to the legitimacy of some of these debts is underway. A full reconciliation of major vendors was completed as part of the 2010/11 financial report to determine any doubtful debts. These will be written off against the provision of doubtful debt in May 2012.

The Department of Lands and Planning Debt Relates to an invoice the department requested Tiwi Islands to raise in June 2011. This remains unpaid at this stage. A draft contract was provided in February 2012. This contract places undue and internal cost requirements that the Shire will not accept. Department of Lands and Planning are now looking at releasing \$200,000 in the current financial year. They will continue to hold the balance of the funds without indexation into the foreseeable future effectively reducing the end result that the Tiwi Island Shire Council is able to achieve.

Territory Alliance invoice relates to 4,500 tonnes of commercial rubbish dumped at the Wurrumiyanga dump as part of the SIHIP program. Of which Territory Alliance claims they do not have to pay. Receipt of payment or order of removal is expected regarding this debt. Independent reports are currently being issued for waste created at the Wurrumiyanga Dump and the illegal burning and disposal elsewhere on the Island and damage to roads due to increased traffic and poor practices. Territory Alliance has also failed to pay rates and charges invoices for there workers camp.

DLGHRs balance is true and correct as at 31st March 2012. Some progress has been made by Monica Baumgartner in clearing these outstanding invoices. At this stage we have not receipted payment for these invoices, the Department made a commitment in November to clear these items. This amount was made up of \$211,000 of invoices relating to the transition period from Grant funding to SLA. Fixed Payment invoices are now being paid close to the due date.

Rates Outstanding as at 31/03/2012

| | | |
|---------------------------------|----|-----------|
| Catholic Church School Housing | \$ | 84,852.36 |
| Territory Alliance | \$ | 24,466.50 |
| Munipi Arts | \$ | 22,660.58 |
| TITEB | \$ | 10,787.06 |
| Jilamara Arts | \$ | 8,211.83 |
| Department of Health and Ageing | \$ | 7,601.16 |
| Melville Island Lodge | \$ | 6,044.23 |
| Milkapiti Sports Club | \$ | 5,003.96 |
| Tiwi Enterprise | \$ | 4,219.56 |
| Tiwi Design | \$ | 4,031.66 |
| IBA Home Owneres Various | \$ | 33,736.92 |

Rates vendors will have additional legal costs for a debt judgement added to there outstanding arrears in May 2012 when these outstanding items are sent through for debt collection.

Council to Approve Write-off

| | | |
|----------------|----|----------|
| Ngariwanajirri | \$ | 7,827.83 |
|----------------|----|----------|

In 2009 Craig Rutherford approved non-rateable status for Ngariwanajirri. We will require yearly approval for this to continue. The Council needs to take into consideration outside funding for each non-rateable status issued. The majority of programs on the island are funded to include these cost outgoings.

Ageing Payables

| Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future |
|----------|-------------|-----------|---------|---------|---------|---------|---------|
| 577,312 | 552,864 | -7,146 | 402,156 | 48,449 | 2,182 | 107,223 | 155,660 |

The report shows the great majority of Payables running at 30 days or less. Staff have actioned most of the balances over 60 days and a number are subject to further discussion with the creditors. The future items as show payments being made in March 2012 which clears the majority of outstanding debt. We currently have disputes outstanding with Telstra for \$42,000 relating to double billed amounts and changes requested and not actioned. Telstra have now blocked all third party transactions which has reduced our overspend on mobile costs. A credit note will be processed through in April/May to clear the other outstanding balance that makes up the over 90 days.

Current Ratio

The Current Ratio (or working capital ratio) identifies the Council's ability to meet short term financial obligations. The higher the ratio, the more liquid we are.

This calculation uses the current assets and current liabilities. This committals figure represents outstanding creditors of \$500,238 plus an estimated \$300,000.00 of un-entered invoices. When compared to cash at hand, the ratio is as follows:

$$\frac{\$3,968,220}{\$ 852,864} = 4.65$$

The liabilities *do not* include unexpended grant funding.

Net Income/ Expenditure

The total net result highlights that Council remains in a positive fiscal position, with \$3.9 million cash at bank. In April we will receive a large portion of outstanding grant funds for the 2011/12 financial year.

CONSULTATION AND TIMING

Section 18 of the Local Government Accounting Regulations 2008 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.

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

- 1 aged payables mar 12.pdf
- 2 aged receivables mar 12.pdf
- 3 TISC Profit and Loss to 31 mar 2012.XLS

Trist Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| AGEST | Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items | Debits | |
|-------|--|-------------|-----------|-----------|---------|---------|---------|--------------|--------------|--------------|
| | | | | | | | | | To 2/03/2012 | To 1/02/2012 |
| 10000 | AGEST | | | | | | | | | |
| | | 5134.94 | 0.00 | 5134.94 | 0.00 | 0.00 | 0.00 | -1,608.42 | | |
| | | PAYTYPE | EFT | CREDITYPE | NA | | | | | |
| 10001 | AMP SUPERLEADER | | | | | | | | | |
| | | 4,490.87 | 0.00 | 4,490.87 | 0.00 | 0.00 | 0.00 | -2,464.02 | | |
| | | PAYTYPE | EFT | CREDITYPE | NA | | | | | |
| 10002 | Australian Super | | | | | | | | | |
| | | 3,786.18 | 0.00 | 3,786.18 | 0.00 | 0.00 | 0.00 | -2,132.58 | | |
| | | PAYTYPE | EFT | CREDITYPE | NA | | | | | |
| 10003 | AXA Australia | | | | | | | | | |
| | | 12,921.98 | 0.00 | 12,921.98 | 0.00 | 0.00 | 0.00 | -6,980.51 | | |
| | | PAYTYPE | CHQ | CREDITYPE | NA | | | | | |
| 10004 | Catholic Superannuation Fund | | | | | | | | | |
| | | 208.96 | 0.00 | 208.96 | 0.00 | 0.00 | 0.00 | -109.00 | | |
| | | PAYTYPE | CHQ | CREDITYPE | NA | | | | | |
| 10006 | Hesta Super Fund | | | | | | | | | |
| | | 328.42 | 0.00 | 328.42 | 0.00 | 0.00 | 0.00 | -163.67 | | |
| | | PAYTYPE | CHQ | CREDITYPE | NA | | | | | |
| 10008 | ING Corporate Super | | | | | | | | | |
| | | 282.35 | 0.00 | 282.35 | 0.00 | 0.00 | 0.00 | -135.55 | | |
| | | PAYTYPE | CHQ | CREDITYPE | NA | | | | | |
| 10009 | Local Government Superannuation Scheme | | | | | | | | | |
| | | 18,619.23 | -77.77 | 18,697.00 | 0.00 | 0.00 | 0.00 | -8,777.50 | | |
| | | PAYTYPE | EFT | CREDITYPE | NA | | | | | |
| 10010 | MLC | | | | | | | | | |
| | | 759.81 | 0.00 | 759.81 | 0.00 | 0.00 | 0.00 | -538.42 | | |
| | | PAYTYPE | CHQ | CREDITYPE | NA | | | | | |
| 10014 | Sun Superannuation | | | | | | | | | |
| | | 1,565.01 | 0.00 | 1,565.01 | 0.00 | 0.00 | 0.00 | -733.09 | | |
| | | PAYTYPE | CHQ | CREDITYPE | NA | | | | | |

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

| Account No | Description | Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items |
|------------|--|-----------|-------------|-----------|----------|---------|---------|-----------|--------------|
| | | | | | | | | | |
| 10017 | Victorian Super | 724.50 | 724.50 | 0.00 | 724.50 | 0.00 | 0.00 | 0.00 | 362.25 |
| 10022 | Centrelink | 80.16 | 80.16 | 0.00 | 80.16 | 0.00 | 0.00 | 0.00 | -80.16 |
| 10023 | Child Support Agency | 442.05 | 442.05 | 0.00 | 442.05 | 0.00 | 0.00 | 0.00 | 290.21 |
| 10024 | Power and Water Authority _ Payroll Deds Only | 810.00 | 810.00 | 0.00 | 810.00 | 0.00 | 0.00 | 0.00 | -405.00 |
| 10025 | RTM (Receiver of Territory Monies) Fines Recovery Unit | 297.34 | 297.34 | 0.00 | 297.34 | 0.00 | 0.00 | 0.00 | -188.67 |
| 10026 | Telstra | 40,715.31 | 16,267.86 | 0.00 | 4,098.33 | 0.00 | 0.00 | 13,378.73 | 17,784.09 |
| 10027 | Territory Housing Rent | 39,621.00 | 39,621.00 | 0.00 | 0.00 | 0.00 | 0.00 | 39,621.00 | 0.00 |
| 10031 | Child Care | 144.00 | 144.00 | 0.00 | 0.00 | 0.00 | 0.00 | 144.00 | 0.00 |
| 10052 | COATES HIRE | 8,769.98 | 8,769.98 | 0.00 | 8,769.98 | 0.00 | 0.00 | 0.00 | 8,302.48 |
| 10058 | NGUIU ULLINTJINI ASSOCIATION INC | 1,482.88 | 1,482.88 | 0.00 | 736.27 | 0.00 | 736.61 | 0.00 | -727.06 |
| 10060 | PIRLANGIMI PROGRESS ASSOCIATION | 659.15 | 659.15 | 0.00 | 458.00 | 201.15 | 0.00 | 0.00 | -659.15 |

Tiwi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items |
|---|-----------|-------------|-----------|-----------|----------|---------|---------|--------------|
| | | | | | | | | |
| 10064 WESTPAC LIFETIME SUPERANNUATION SERVICE | 235.90 | 235.90 | 0.00 | 235.90 | 0.00 | 0.00 | 0.00 | 235.90 |
| 10077 THINK WATER - WINNELLIE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 748.06 |
| 10084 HASTINGS DEERING (AUSTRALIA) LTD | 13,099.69 | 13,099.69 | 0.00 | 4,314.26 | 4,820.91 | 0.00 | 0.00 | 564.52 |
| 10088 TRADELINK | 15,907.56 | 15,907.56 | 0.00 | 15,907.56 | 0.00 | 0.00 | 0.00 | -19,975.82 |
| 10098 BIG MOWER | 2,494.75 | 2,494.75 | 0.00 | 1,494.75 | 0.00 | 0.00 | 0.00 | 2,152.80 |
| 10109 REPCO AUTO PARTS | 67.10 | 67.10 | 0.00 | 67.10 | 0.00 | 0.00 | 0.00 | 67.10 |
| 10114 ROYAL LIFE SAVING SOCIETY AUSTRALIA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 701.50 |
| 10132 BRIDGE TOYOTA | 555.73 | 555.73 | 0.00 | 555.73 | 0.00 | 0.00 | 0.00 | -488.73 |
| 10133 MILIKAPITI PROGRESS ASSOCIATION (STORE) | 28.45 | 28.45 | 0.00 | 28.45 | 0.00 | 0.00 | 0.00 | 167.21 |
| 10138 ACCOUNT CLOSED MANTRA PANDANUS | 505.00 | 505.00 | 0.00 | 505.00 | 0.00 | 0.00 | 0.00 | -505.00 |
| 10140 CONSTRUCTION & BUILDING SUPER | 909.81 | 909.81 | 0.00 | 909.81 | 0.00 | 0.00 | 0.00 | -146.32 |

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied | Current | | >30days | | >60days | | >90days | | Future Items |
|--|-----------|-------------|-----------|--------------|--------------|--------------|--------------|--------------|--------------|---------|------|--------------|
| | | | | To 20/3/2012 | To 1/02/2012 | To 2/01/2012 | To 1/01/2012 | To 2/01/2012 | <= 1/01/2012 | | | |
| 10141 AUSTRALIAN TAXATION OFFICE - PAYG | 71,984.00 | 71,984.00 | 0.00 | 71,984.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -71,984.00 |
| 10155 CARCHARGE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10161 ENZED SERVICE CENTRE | 679.41 | 679.41 | 0.00 | 679.41 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -679.41 |
| 10163 AFD - AUSTRALIAN FUEL DISTRIBUTORS | 4,787.77 | 4,787.77 | 0.00 | 4,787.77 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -4,787.77 |
| 10164 HARDY AVIATION | 6,715.00 | 6,715.00 | 0.00 | 6,715.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -6,715.00 |
| 10165 FARMWORLID | 28.00 | 28.00 | 0.00 | 28.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -28.00 |
| 10170 BOC GASES AUSTRALIA LIMITED | 534.56 | 534.56 | 48.18 | 582.74 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -484.62 |
| 10172 GEMINEX N.T. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -156.35 |
| 10175 PALINTEST AUSTRALIA | 775.50 | 775.50 | 0.00 | 775.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -775.50 |
| 10179 BIGPOND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10189 INDEPENDENT GROCERS | 8,768.16 | 8,768.16 | 0.00 | 8,768.16 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -7,996.86 |

Tiwi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items |
|-------|---|-------------|-----------|--------------|--------------|--------------|--------------|--------------|
| | | | Debits | To 20/3/2012 | To 1/02/2012 | To 2/01/2012 | <= 1/01/2012 | |
| 10192 | ARK ANIMAL HOSPITAL | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 9,240.00 | 9,240.00 | 0.00 | 9,240.00 | 0.00 | 0.00 | 0.00 | 9,240.00 |
| 10202 | TIWI ELECTRICAL SERVICES PTY LTD (Jim Lewis/Electrical) | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 1,683.00 | 1,683.00 | 0.00 | 1,683.00 | 0.00 | 0.00 | 0.00 | 1,683.00 |
| 10220 | MIRAMBEENA RESORT | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 798.00 | 798.00 | 0.00 | 798.00 | 0.00 | 0.00 | 0.00 | 798.00 |
| 10222 | BATHURST ISLAND HOUSING ASSOCIATION (BIHA) | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 1,557.60 | 1,557.60 | -436.70 | 1,994.30 | 0.00 | 0.00 | 0.00 | 1,557.60 |
| 10231 | ARNOS TYRE SERVICE PTY LTD | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 5,936.00 | 5,936.00 | 0.00 | 5,936.00 | 0.00 | 0.00 | 0.00 | 5,936.00 |
| 10247 | LOCAL GOVERNMENT ASSOCIATION OF THE NT | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10258 | CRICKET & FOOTBALL SHOP | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10262 | SBA OFFICE NATIONAL | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 3,666.74 | 3,666.74 | 87.68 | 2,850.85 | 894.57 | 0.00 | 0.00 | 1,998.46 |
| 10271 | POOLWERX DARWIN | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 1,959.00 | 1,959.00 | 0.00 | 1,249.00 | 710.00 | 0.00 | 0.00 | 1,479.00 |
| 10274 | CENTRELINK INCOME MANAGEMENT RETURNS | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 10299 | NORTRUSS BUILDERS SUPPLIES | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 16,310.81 | 16,310.81 | 0.00 | 7,578.90 | 8,751.91 | 0.00 | 0.00 | 11,399.26 |

Thwi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items |
|-------|--|-------------|-----------|--------------|--------------|--------------|--------------|--------------|
| | | | Debits | To 20/3/2012 | To 1/02/2012 | To 2/01/2012 | <= 1/01/2012 | |
| 10301 | ALL TOOLS NT (FORMERLY TRADE TOOLS DIRECT) | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 1,185.14 | 1,185.14 | 0.00 | 1,185.14 | 0.00 | 0.00 | 0.00 | -32.64 |
| 10302 | IN & OUTBOARD MARINE | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 147.67 | 147.67 | 0.00 | 147.67 | 0.00 | 0.00 | 0.00 | -147.67 |
| 10304 | CHUBB SECURITY AUSTRALIA PTY LTD | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 154.75 | 154.75 | 0.00 | 154.75 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10314 | PALMERSTON 4WD SPARES | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 2,282.31 | 2,282.31 | 0.00 | 2,282.31 | 0.00 | 0.00 | 0.00 | -495.76 |
| 10322 | AUSTRALIA POST DARWIN GPO | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 0.00 | 0.00 | -1,565.81 | 1,565.81 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10325 | VANDERFIELD MACHINERY PTY LTD | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 1,521.43 | 1,521.43 | 23.00 | 1,544.43 | 0.00 | 0.00 | 0.00 | 1,521.43 |
| 10328 | NORTHERN TERRITORY NEWS | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 784.30 | 784.30 | 0.00 | 784.30 | 0.00 | 0.00 | 0.00 | -784.30 |
| 10331 | DIESEL INJECTION SERVICES NT PTY LTD | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 3,384.00 | 3,384.00 | 0.00 | 3,384.00 | 0.00 | 0.00 | 0.00 | 3,384.00 |
| 10332 | WESTERN DIESEL NT PTY LTD | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 0.00 | 0.00 | -1,640.56 | 0.00 | 1,640.56 | 0.00 | 0.00 | 89,650.00 |
| 10333 | HARVEY NORMAN AV/TDARWIN SUPERSTORES P/L | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 13,056.00 | 13,056.00 | 40.00 | 4,080.00 | 7,805.00 | 0.00 | 0.00 | -6,703.00 |
| 10338 | AIRPOWER | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,550.89 |

Tiwi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items |
|-------|------------------------------------|-------------|-----------|--------------|--------------|--------------|--------------|--------------|
| | | | Debits | To 20/3/2012 | To 1/02/2012 | To 2/01/2012 | <= 1/01/2012 | |
| 10346 | SEA CAT FERRIES & CHARTERS PTY LTD | 18,730.00 | 18,730.00 | 18,805.00 | 0.00 | 0.00 | 0.00 | -151,700.00 |
| | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| 10353 | TIWI BARGE SERVICES PTY LTD | 27,843.30 | 27,843.30 | 23,498.20 | 11,180.60 | 30.60 | 3,181.50 | -27,713.40 |
| | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| 10360 | BT FINANCIAL GROUP | 599.31 | 599.31 | 599.31 | 0.00 | 0.00 | 0.00 | -299.06 |
| | | PAYTYPE | CHQ | CREDITYPE | NA | | | |
| 10366 | TRADE BUILDING SUPPLIES | 19,299.87 | 19,299.87 | 19,299.87 | 0.00 | 0.00 | 0.00 | -20,004.07 |
| | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| 10383 | MMI ELECTRICAL | 698.50 | 698.50 | 698.50 | 0.00 | 0.00 | 0.00 | 6,757.30 |
| | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| 10423 | THIRIFTY | 3,154.25 | 3,154.25 | 2,376.00 | 778.25 | 0.00 | 0.00 | 3,154.25 |
| | | PAYTYPE | EFT | CREDITYPE | OTHER | | | |
| 10426 | Iron Mountain | 610.81 | 610.81 | 610.81 | 0.00 | 0.00 | 0.00 | -673.19 |
| | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| 10434 | IPAC | 436.95 | 436.95 | 436.95 | 0.00 | 0.00 | 0.00 | -218.48 |
| | | PAYTYPE | CHQ | CREDITYPE | NA | | | |
| 10436 | VISION SUPER | 758.05 | 758.05 | 758.05 | 0.00 | 0.00 | 0.00 | -332.83 |
| | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| 10469 | FLY TIWI | 12,023.00 | 12,023.00 | 11,569.45 | 320.00 | 320.00 | 0.00 | -5,335.00 |
| | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| 10473 | LYNETTE DESANTIS for council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PAYTYPE | EFT | CREDITYPE | COUNCIL | | | |

Twi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied | Current | | >30days | | >60days | | >90days | | Future Items |
|-------|---------------------------|-------------|-----------|--------------|--------------|--------------|--------------|--------------|------|---------|------|--------------|
| | | | | To 20/3/2012 | To 1/02/2012 | To 20/1/2012 | To 20/1/2012 | <= 1/01/2012 | | | | |
| 10477 | | | | | | | | | | | | |
| | BARRY PURUNTAMERI | | | | | | | | | | | |
| | | PAYTYPE | EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | | | | | | |
| 10478 | | | | | | | | | | | | |
| | EMMANUEL MANYIROU | | | | | | | | | | | |
| | | PAYTYPE | EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | | | | | | |
| 10481 | | | | | | | | | | | | |
| | RICHARD HADLEY TUNGATALUM | | | | | | | | | | | |
| | | PAYTYPE | EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | | | | | | |
| 10485 | | | | | | | | | | | | |
| | HENRY DUNN | | | | | | | | | | | |
| | | PAYTYPE | EFT | 1,571.90 | 1,571.90 | 1,571.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | | | | | | |
| 10486 | | | | | | | | | | | | |
| | WALTER KERINAUIA (JNR) | | | | | | | | | | | |
| | | PAYTYPE | EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | | | | | | |
| 10489 | | | | | | | | | | | | |
| | GRACE REMOVALS | | | | | | | | | | | |
| | | PAYTYPE | EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | | | | | | |
| 10495 | | | | | | | | | | | | |
| | COUNCILBIZ | | | | | | | | | | | |
| | | PAYTYPE | EFT | 2,183.40 | 2,183.40 | 0.00 | 2,183.40 | 0.00 | 0.00 | 0.00 | 0.00 | 2,183.40 |
| | | | | 0.00 | | | | | | | | |
| 10538 | | | | | | | | | | | | |
| | MARILYN HARRIS | | | | | | | | | | | |
| | | PAYTYPE | EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 101.40 |
| | | | | 0.00 | | | | | | | | |
| 10557 | | | | | | | | | | | | |
| | DEANNE RIOU | | | | | | | | | | | |
| | | PAYTYPE | EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | | | | | | |
| 10558 | | | | | | | | | | | | |
| | TREVOR HARRIS | | | | | | | | | | | |
| | | PAYTYPE | EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | | | | | | |
| 10559 | | | | | | | | | | | | |
| | SEAN PHILLIPS | | | | | | | | | | | |
| | | PAYTYPE | EFT | -69.50 | -69.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | | | | | | |

Twi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Debits | Current To 20/3/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|---|----------|-------------|---------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------|
| | | | | | | | | |
| 10575 WESTSCHEME | | | | | | | | |
| | 466.57 | 466.57 | 0.00 | 466.57 | 0.00 | 0.00 | 0.00 | 233.29 |
| 10585 POWERWATER (ELECTRICITY AND SUPPLIER ACCOUNTS) | | | | | | | | |
| | 3,326.26 | 3,326.26 | -236.29 | 3,066.70 | 495.85 | 0.00 | 0.00 | 594.41 |
| 10619 AUSTRALIA POST - ACCOUNTS RECEIVABLE | | | | | | | | |
| | 802.96 | 802.96 | 0.00 | 802.96 | 0.00 | 0.00 | 0.00 | -802.96 |
| 10623 STATEWIDE POOL SERVICES (NT) PTY | | | | | | | | |
| | 96.80 | 96.80 | 0.00 | 96.80 | 0.00 | 0.00 | 0.00 | -96.80 |
| 10643 UNISUPER | | | | | | | | |
| | 902.04 | 902.04 | 0.00 | 902.04 | 0.00 | 0.00 | 0.00 | -451.02 |
| 10658 ROBERT CUNNINGHAM | | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 51.90 |
| 10664 CONNECTED SOLUTIONS GROUP PTY LTD | | | | | | | | |
| | 1,224.91 | 1,224.91 | 0.00 | 1,224.91 | 0.00 | 0.00 | 0.00 | -1,224.91 |
| 10681 TUM4WD MEGASTORE | | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 961.50 |
| 10697 INET | | | | | | | | |
| | 611.80 | 611.80 | 0.00 | 0.00 | 0.00 | 0.00 | 611.80 | -611.80 |
| 10705 AUSTRALIAN SERVICES UNION SA & NT BRANCH | | | | | | | | |
| | 445.80 | 445.80 | 0.00 | 445.80 | 0.00 | 0.00 | 0.00 | -228.10 |
| 10748 COLONIAL FIRST STATE- FIRST CHOICE PERSONAL SUPER | | | | | | | | |
| | 312.37 | 312.37 | 0.00 | 312.37 | 0.00 | 0.00 | 0.00 | -159.46 |

Twi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items |
|-------|---|-------------|-----------|--------------|--------------|--------------|--------------|--------------|
| | | | Debits | To 2/03/2012 | To 1/02/2012 | To 2/01/2012 | <= 1/01/2012 | |
| 10749 | | | | | | | | |
| | TIWI ISLANDS TRAINING & EMPLOYMENT BOARD | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 50,600.00 | 50,600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50,600.00 | 0.00 |
| 10756 | | | | | | | | |
| | HOLIDAY INN ESPLANADE DARWIN | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 606.66 | 606.66 | 0.00 | 606.66 | 0.00 | 0.00 | 0.00 | 606.66 |
| 10762 | | | | | | | | |
| | ZIEGAM PTY LTD vas TELSTRA SHOPS & BUSINESS CENTR | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 450.90 | 450.90 | 0.00 | 450.90 | 0.00 | 0.00 | 0.00 | 450.90 |
| 10769 | | | | | | | | |
| | do not use -----SAFETYWISE AUSTRALIA PTY LTD | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 20.00 | 20.00 | 20.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10774 | | | | | | | | |
| | AMP FLEXIBLE LIFETIME SUPERANNUATION | PAYTYPE | CHQ | CREDITYPE | NA | | | |
| | 466.57 | 466.57 | 0.00 | 466.57 | 0.00 | 0.00 | 0.00 | 466.57 |
| 10795 | | | | | | | | |
| | COLLIERS INTERNATIONAL | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10798 | | | | | | | | |
| | EAST ARNHEM SHIRE COUNCIL | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10827 | | | | | | | | |
| | THE TRUSTEE FOR KIRIDJI | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 5,414.92 | 5,414.92 | 0.00 | 5,251.34 | 163.58 | 0.00 | 0.00 | 1,635.67 |
| 10866 | | | | | | | | |
| | NATHAN RICHARDSON | PAYTYPE | CHQ | CREDITYPE | STAFF | | | |
| | 218.50 | 218.50 | 0.00 | 0.00 | 0.00 | 0.00 | 218.50 | 0.00 |
| 10872 | | | | | | | | |
| | MACK VOLVO DARWIN | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 1,036.70 | 1,036.70 | 0.00 | 1,036.70 | 0.00 | 0.00 | 0.00 | 1,036.70 |
| 10875 | | | | | | | | |
| | DIRECT AIR | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 1,982.00 | 1,982.00 | 0.00 | 1,982.00 | 0.00 | 0.00 | 0.00 | 387.00 |

Twi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| Original | Outstanding | Unapplied | Current | | >30days | | >60days | | >90days | | Future Items |
|----------|--------------------------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|---------|------|--------------|
| | | | To 2/03/2012 | To 1/02/2012 | To 2/01/2012 | To 1/01/2012 | To 1/01/2012 | To 1/01/2012 | | | |
| 10876 | RIM - MYR PAYMENTS ONLY | PAYTYPE CHO | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10892 | SAMUELLA PURUNTATAMERI | PAYTYPE EFT | 190.20 | 190.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -190.20 |
| 10925 | NT AUTOMOTIVE GROUP | PAYTYPE EFT | 10,142.45 | 10,142.45 | -1,695.71 | 10,142.45 | 1,695.71 | 0.00 | 0.00 | 0.00 | -10,142.45 |
| 10935 | RYDGES DARWIN AIRPORT HOTEL | PAYTYPE EFT | 545.00 | 545.00 | 0.00 | 545.00 | 0.00 | 0.00 | 0.00 | 0.00 | -545.00 |
| 10947 | GAVIN CALMA | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10977 | CHRIS STRONG ELECTRICAL | PAYTYPE EFT | 1,076.50 | 1,076.50 | 0.00 | 0.00 | 0.00 | 1,076.50 | 0.00 | 0.00 | -1,076.50 |
| 10996 | DON KYATT SPARE PARTS | PAYTYPE EFT | 1,328.35 | 1,328.35 | 0.00 | 1,328.35 | 0.00 | 0.00 | 0.00 | 0.00 | -1,328.35 |
| 10998 | INFOEXPERT | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,980.00 |
| 10999 | SHELLEY DAVIS | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11001 | TISC - PETTY CASH PARAP OFFICE | PAYTYPE NA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11009 | MARTIN WADDINGTON | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Triwi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items | |
|-------|--|-------------|-----------|-----------|---------|---------|---------|--------------|------------|
| | | | | | | | | | Debts |
| 11011 | ISS WASHROOM SERVICES | PAYTYPE | EFT | CREDITYPE | NA | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11012 | JANI-KING | PAYTYPE | EFT | CREDITYPE | NA | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11013 | NT RECYCLING SOLUTIONS | PAYTYPE | EFT | CREDITYPE | NA | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 55.66 | 55.66 | 55.66 | 0.00 | 0.00 | 0.00 | 0.00 | -55.66 |
| 11014 | UNITED PETROLEUM PTY LTD | PAYTYPE | EFT | CREDITYPE | NA | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 29,393.47 | 29,393.47 | 30,306.72 | 0.00 | 0.00 | 0.00 | 0.00 | -29,393.47 |
| 11031 | DELL AUSTRALIA PTY LTD | PAYTYPE | EFT | CREDITYPE | NA | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 3,910.72 | 3,910.72 | 3,910.72 | 0.00 | 0.00 | 0.00 | 0.00 | -3,910.72 |
| 11037 | PATRICIA BROGAN | PAYTYPE | EFT | CREDITYPE | STAFF | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11069 | MAINA BROWN | PAYTYPE | EFT | CREDITYPE | STAFF | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11083 | KR BLACKER & FRANGOULIS SUPER FUND & HMI WARDHLI | PAYTYPE | EFT | CREDITYPE | NA | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11087 | ONE PATH LIFE LTD -ANZ ONEANSWER PERSONAL SUPER | PAYTYPE | CHQ | CREDITYPE | NA | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 1,623.08 | 1,623.08 | 1,623.08 | 0.00 | 0.00 | 0.00 | 0.00 | -311.54 |
| 11088 | RecitementsSuper | PAYTYPE | EFT | CREDITYPE | NA | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 1,056.47 | 1,056.47 | 1,056.47 | 0.00 | 0.00 | 0.00 | 0.00 | -528.24 |
| 11089 | NATIONAL AUSTRALIA BANK GROUP SUPER FUND A | PAYTYPE | EFT | CREDITYPE | NA | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 305.99 | 305.99 | 305.99 | 0.00 | 0.00 | 0.00 | 0.00 | -158.04 |

Twi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items |
|--|----------|-------------|-----------|--------------|--------------|--------------|--------------|--------------|
| | | | Debits | To 20/3/2012 | To 1/02/2012 | To 2/01/2012 | <= 1/01/2012 | |
| 11095 JAYCAR | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 508.43 | 508.43 | 0.00 | 508.43 | 0.00 | 0.00 | 0.00 | 508.43 |
| 11099 MICHELLE SMITH | | PAYTYPE | EFT | CREDITYPE | STAFF | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11111 LEGALSUPER | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 554.78 | 554.78 | 0.00 | 554.78 | 0.00 | 0.00 | 0.00 | 277.39 |
| 11124 DHLG&R - TERRITORY HOUSING PAYROLL DEBDS | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 1,745.23 | 1,745.23 | 0.00 | 1,745.23 | 0.00 | 0.00 | 0.00 | 754.59 |
| 11133 NORFUEL | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 4,326.64 | 4,326.64 | 0.00 | 0.00 | 4,326.64 | 0.00 | 0.00 | 4,326.64 |
| 11138 KEITH BOWEN | | PAYTYPE | EFT | CREDITYPE | STAFF | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11140 MLC MASTERKEY SUPERNUATION | | PAYTYPE | CHQ | CREDITYPE | NA | | | |
| | 899.98 | 899.98 | 0.00 | 899.98 | 0.00 | 0.00 | 0.00 | 472.50 |
| 11144 WARAPORN SEHOMCHAI | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 693.00 | 693.00 | 0.00 | 693.00 | 0.00 | 0.00 | 0.00 | 693.00 |
| 11157 ROSANNA DESANTIS | | PAYTYPE | EFT | CREDITYPE | STAFF | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11189 ANTHONY CLAYTON | | PAYTYPE | EFT | CREDITYPE | STAFF | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11210 DE SILVA HERRON | | PAYTYPE | EFT | CREDITYPE | NA | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Twi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Debits | Current To 20/3/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|---|----------|-------------|---------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------|
| | | | | | | | | |
| 11215 TIC RETIREMENT PLAN | 516.57 | 516.57 | 0.00 | 516.57 | 0.00 | 0.00 | 0.00 | 258.29 |
| 11219 THOMMOS ALLWORX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,340.76 |
| 11233 CHRISTIAN SUPER | 454.78 | 454.78 | 0.00 | 454.78 | 0.00 | 0.00 | 0.00 | -227.39 |
| 11237 ADAM ANDREWS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11248 MITAA SUPER | 454.78 | 454.78 | 0.00 | 454.78 | 0.00 | 0.00 | 0.00 | -227.39 |
| 11257 TOTALLY WORKWEAR | 774.00 | 774.00 | 0.00 | 774.00 | 0.00 | 0.00 | 0.00 | -774.00 |
| 11269 DICK SMITH ELECTRONICS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 498.70 |
| 11275 KATHY RIOLI | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 303.50 |
| 11277 HOLCIM SUPER TRUSTEE HARWOOD NOMINEES LTD | 479.12 | 479.12 | 0.00 | 479.12 | 0.00 | 0.00 | 0.00 | -294.11 |
| 11278 ENERGY SUPER | 719.17 | 719.17 | 0.00 | 719.17 | 0.00 | 0.00 | 0.00 | -719.17 |
| 11282 WYNVARD BUS LINES PTY LTD | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 | 0.00 | 0.00 | -200.00 |

Twi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items |
|--|----------|-------------|-----------|--------------|--------------|--------------|--------------|--------------|
| | | | Debits | To 20/3/2012 | To 1/02/2012 | To 2/01/2012 | <= 1/01/2012 | |
| 11292 TYRE TRADERS NT | 179.92 | 179.92 | 0.00 | 179.92 | 0.00 | 0.00 | 0.00 | 4151.70 |
| 11295 CERTILAB - NCH AUSTRALIA P/L TDA | 616.18 | 616.18 | 0.00 | 616.18 | 0.00 | 0.00 | 0.00 | -616.18 |
| 11297 OFFICERS SUPERANNUATION FUND | 491.10 | 491.10 | 0.00 | 491.10 | 0.00 | 0.00 | 0.00 | -285.55 |
| 11300 COOLALINGA CARPARTS | 1308.31 | 1308.31 | 0.00 | 1308.31 | 0.00 | 0.00 | 0.00 | 1385.96 |
| 11301 EXIDE TECHNOLOGIES | 1324.36 | 1324.36 | 0.00 | 1324.36 | 0.00 | 0.00 | 0.00 | -964.86 |
| 11302 DARWIN ELECTRIC MOTOR REMINDS | 3061.30 | 3061.30 | 0.00 | 3061.30 | 0.00 | 0.00 | 0.00 | 3061.30 |
| 11304 HOLCIM AUST P/L | 6288.92 | 6288.92 | 0.00 | 6288.92 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11315 INTERTEK COMMODITIES | 1167.88 | 1167.88 | 0.00 | 1167.88 | 0.00 | 0.00 | 0.00 | 1167.88 |
| 11320 JOSHUA PUAUTJIMI | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11321 JOSEPHINE BOURKE | 226.00 | 226.00 | 0.00 | 226.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11322 BUCKLEY CONSTRUCTIONS | 1370.00 | 1370.00 | 0.00 | 1370.00 | 0.00 | 0.00 | 0.00 | -1370.00 |

Age Analysis - Summary Report
 Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items |
|----------|--------------------------------------|-------------|---------|---------|---------|---------|--------------|
| | | | | | | | |
| 11332 | DAVID BOYD - CONTRACTOR | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11336 | WARWICK WESTMORE | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11341 | COMMONWEALTH SUPERANNUATION SELECT | PAYTYPE CHQ | 116.64 | 116.64 | 0.00 | 0.00 | 116.50 |
| 11344 | HAYMES PAINTS | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 5,750.85 |
| 11347 | GERARD CUNNINGHAM | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 51.90 |
| 11348 | ADAM WHITLAM | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11349 | RICHARD PURANTAMERI | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11350 | ROWAN DRAPER | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11351 | STEVEN TIPILOURA | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11352 | THE AUSTRALIAN REFRIGERATION COUNCIL | PAYTYPE CHQ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11353 | SIMON TRANSPORT | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 7,150.00 |

Twiti Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger APACT Accounts Payable (AUD)

As At 31/03/2012

| Original | Outstanding | Unapplied | Current | | >30days | | >60days | | >90days | | Future Items |
|--------------------------|------------------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|------------|--------------|
| | | | To 2/03/2012 | To 1/02/2012 | To 2/01/2012 | To 1/01/2012 | To 1/01/2012 | To 1/01/2012 | | | |
| 11355 | MURRAY DANIELS | PAYTYPE NA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11356 | TWO DOGS 123 PTY LTD | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11357 | Josephine Byrnes | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 303.50 |
| 11360 | KATIE WESTMORE | PAYTYPE EFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11362 | BONAVENTURE TIMEAPATUA | PAYTYPE NA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 140.00 |
| Grand Total (AUD) | | | 577,312.94 | 552,864.69 | 7,146.50 | 402,156.30 | 48,449.13 | 2,182.71 | 107,223.45 | 154,660.90 | |

100% -1% 73% 9% 0% 19%

[END OF REPORT]

Selection Criteria
Ledger Name = 'APACT'
As At Date = 31/03/2012
Show (T)ransaction or (B)ase currency? = 'T'
Ageing Period One = 30
Ageing Period Two = 30
Ageing Period Three = 30

Sort Criteria
Document Date - Ascending
Document Type - Ascending
Document Reference - Ascending

Tiwi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger ARACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied | Current | >30days | >60days | >90days | Future Items |
|--|------------|-------------|------------|--------------|--------------|--------------|--------------|--------------|
| | | | Credits | To 2/03/2012 | To 1/02/2012 | To 2/01/2012 | <= 1/01/2012 | |
| 00001 Dept of Health | 6,463.70 | 6,463.70 | 530.00 | 2,393.30 | 150.00 | 0.00 | 4,450.30 | 97.40 |
| 00005 Dept Housing, Local Government and Regional Services | 953,376.40 | 257,951.20 | 375,365.88 | 163,855.36 | 168.00 | 190.00 | 469,103.81 | 79,644.69 |
| 00007 Dept Families & Housing, Community Svcs & Indigenous Affairs | 860.50 | 860.50 | 1,210.00 | 197.50 | 0.00 | 157.00 | 0.00 | 1,111.50 |
| 00010 Attorney Generals Dept | 1,072.80 | 1,072.80 | 0.00 | 0.00 | 0.00 | 0.00 | 1,072.80 | 0.00 |
| 00011 Dept Natural Resources Environment Arts & Sport | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 66,000.00 |
| 00013 Dept of Justice | 0.00 | 0.00 | 760.00 | 0.00 | 760.00 | 0.00 | 0.00 | 760.00 |
| 00014 Tiwi Land Council | 46,472.41 | 37,296.51 | 7,285.12 | 8,738.30 | 7,736.39 | 5,360.89 | 23,346.55 | -5,261.39 |
| 00016 Easy B&J Grader Hire Pty Ltd | 4,864.00 | 4,864.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,864.00 | 0.00 |
| 00019 Tiwi Islands Training And Employment Board | 160.00 | 166.00 | 0.00 | 60.00 | 100.00 | 0.00 | 0.00 | -100.00 |
| 00021 Milikapiti Progress Association | 194.00 | 194.00 | -202.00 | 186.40 | 0.00 | 0.00 | 0.00 | -79.64 |
| 00023 Melville Island Lodge | 2,436.75 | 2,436.75 | 0.00 | 2,436.75 | 0.00 | 0.00 | 0.00 | -2,436.75 |

Tiwi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger ARRACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|--|-----------|-------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| 00025 | | | | | | | | |
| QB Hire Pty Ltd | 8,708.00 | 8,708.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8,708.00 | 0.00 |
| 00026 | | | | | | | | |
| Tiwi Resources Pty Ltd - Tiwi Land Use Funds | 500.00 | 500.00 | -100.00 | 500.00 | 100.00 | 0.00 | 0.00 | 0.00 |
| 00027 | | | | | | | | |
| Menzies School Of Health Research | 1,215.00 | 1,215.00 | 0.00 | 1,215.00 | 0.00 | 0.00 | 0.00 | -1,065.00 |
| 00028 | | | | | | | | |
| Jhiamara Arts & Crafts | 57.50 | 57.50 | 0.00 | 57.50 | 0.00 | 0.00 | 0.00 | 315.72 |
| 00029 | | | | | | | | |
| Tiwi Education Board Inc | 5,434.07 | 5,434.07 | 0.00 | 4,302.13 | 878.84 | 243.10 | 0.00 | 500.00 |
| 00030 | | | | | | | | |
| Calvary Silver Circle (Ngunu Aged Care) | 450.00 | 450.00 | 0.00 | 450.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 00033 | | | | | | | | |
| Tiwi Design Aboriginal Corporation | 150.00 | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| 00034 | | | | | | | | |
| Great Southern Forestry Nt Pty Ltd | 800.00 | 800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 800.00 | 0.00 |
| 00036 | | | | | | | | |
| Ngunu Ullintjimi Association Inc. | 400.00 | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 | 0.00 | 0.00 |
| 00037 | | | | | | | | |
| Dept Business & Employment | 80.77 | 80.77 | -1,630.88 | 2,711.01 | 0.00 | 0.04 | 0.00 | 0.00 |
| 00038 | | | | | | | | |
| Dept of Construction & Infrastructure | 80,906.63 | 238.71 | -0.00 | 0.00 | 0.00 | 0.00 | 238.90 | 18,141.94 |

Twi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger AR/ACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items | |
|-------|--------------------------------------|-------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|------------|
| 00039 | Munupi Wilderness Lodge Pty | 1,909.47 | 1,973.05 | 0.00 | 102.78 | 17.44 | 0.00 | 1,523.83 | -1,378.16 |
| 00040 | Telstra - 787160 Fuel Officer | 150.00 | 150.00 | 0.00 | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00044 | Dept Education And Training | 83,018.75 | 83,018.75 | 0.00 | 83,018.75 | 0.00 | 0.00 | 0.00 | -83,018.75 |
| 00045 | Milkapiti Sports and Social Club Inc | 6,076.16 | 6,053.90 | 0.00 | 6,006.91 | 46.99 | 0.00 | 0.00 | 13.73 |
| 00047 | AA Electrical Pty Ltd | 825.00 | 825.00 | 0.00 | 0.00 | 825.00 | 0.00 | 0.00 | -75.00 |
| 00049 | Catholic Diocese of Darwin | 2,019.93 | 2,019.93 | 0.00 | 0.00 | 0.00 | 0.00 | 2,019.93 | 0.00 |
| 00052 | Pirangimpi Progress Association Inc. | 513.80 | 513.80 | -331.50 | 533.30 | 286.00 | 0.00 | 0.00 | 562.20 |
| 00053 | Munupi Arts And Crafts Association | 865.70 | 865.70 | 0.00 | 865.70 | 0.00 | 0.00 | 0.00 | -865.70 |
| 00054 | CatholicCare NT (Centacare) | 450.00 | 450.00 | -419.55 | 479.55 | 0.00 | 0.00 | 0.00 | 280.00 |
| 00059 | PowerWater Corp - HFS Retail | 1,027.61 | 1,027.61 | 0.00 | 1,027.61 | 0.00 | 0.00 | 0.00 | -847.13 |
| 00061 | Martida Minerals | 409,717.50 | 127,615.34 | 0.00 | 0.00 | 0.00 | 0.00 | 127,615.34 | 0.00 |

Tiwi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger AR/ACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 20/3/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|---|----------|-------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| 00064 Avdata | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00070 Andrew Bush | 4,448.00 | 4,448.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,448.00 | 0.00 |
| 00075 Australian Red Cross | 750.00 | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 | 0.00 | 0.00 |
| 00078 BEN HAVEN CARPENTRY | 78.50 | 78.50 | 0.00 | 0.00 | 0.00 | 0.00 | 78.50 | 0.00 |
| 00087 CENTRELINK AGENT | 0.00 | 0.00 | 15,682.30 | 15,682.30 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00088 Cheryl Whiting | 326.70 | 217.80 | -108.90 | 0.00 | 0.00 | 0.00 | 326.70 | 54.45 |
| 00112 Graeme Fegan | 3,538.58 | 3,538.58 | 0.00 | 0.00 | 0.00 | 0.00 | 3,538.58 | 0.00 |
| 00117 ITEC Employment | 380.00 | 380.00 | 0.00 | 380.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00123 Jones Lang Lasalle Centrelink Property Service Centre | 8,763.44 | 8,763.44 | -8,579.19 | 184,115.08 | 0.00 | 2,205.00 | 2,021.55 | 8,763.44 |
| 00131 LAWRENCE COSTA | 4,580.10 | 4,533.69 | 0.00 | 30.00 | 30.00 | 0.00 | 3,273.69 | 0.00 |
| 00137 LESLIE TUNGATALUM | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |

Tiwi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger AR/ACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items | |
|-------|--|-------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|-----------|
| 00138 | LYNETTE DESANTIS | 1,526.58 | 412 | -733.73 | 0.00 | 322.30 | 0.00 | 401.31 | 90.00 |
| 00142 | Maralampuvi Kurruyuvu | 26.50 | 26.50 | 0.00 | 0.00 | 0.00 | 0.00 | 26.50 | 0.00 |
| 00168 | PowerWater Corporation | 299,472.27 | 172,056.77 | -91.53 | 52,610.97 | 0.00 | 1,528.33 | 118,009.00 | 34,315.61 |
| 00172 | DHLGRS - Remote Housing Unit | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 00173 | ROBERT CUNNINGHAM | 43.00 | 43.00 | 0.00 | 0.00 | 0.00 | 0.00 | 43.00 | 0.00 |
| 00178 | Testra Corporation | 172.50 | 172.50 | 0.00 | 0.00 | 172.50 | 0.00 | 0.00 | 75.00 |
| 00179 | DHLGRS - Indigenous Essential Services | 4,812.50 | 4,812.50 | 0.00 | 0.00 | 0.00 | 0.00 | 4,812.50 | 0.00 |
| 00188 | Tom Butler Painting | 120.01 | 120.01 | 0.00 | 0.00 | 0.00 | 0.00 | 120.01 | 0.00 |
| 00193 | WALTER KERINALEA JUNIOR | -90.00 | -90.00 | -250.00 | 90.00 | 0.00 | 0.00 | 70.00 | 110.00 |
| 00197 | Ranku Store | 27,016.50 | 16,056.50 | 0.00 | 0.00 | 0.00 | 0.00 | 16,056.50 | 0.00 |
| 00198 | Xavier CEC | 1,037.70 | 1,037.70 | -150.00 | 154.00 | 150.00 | 0.00 | 483.70 | -350.00 |

Twi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger ARRACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|-------|----------------------------|-------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| 00209 | NT RENAL SERVICES | 1,600,000 | 1,500,000 | 0,000 | 0,000 | 1,600,000 | 0,000 | 0,000 |
| 00210 | MRIOLLESTATE | 6,440,500 | 6,440,500 | 0,000 | 0,000 | 0,000 | 6,440,500 | 0,000 |
| 00212 | ATO - GST REFUNDS | 0,000 | 0,000 | 0,000 | 0,000 | 0,000 | 0,000 | 0,000 |
| 00220 | HENRY DUNN | 1,204,239 | 0,000 | -401,341 | 0,000 | 0,000 | 401,341 | 955,135 |
| 00233 | AUSTRALIA POST | 0,000 | 0,000 | -4,839,238 | 4,839,238 | 0,000 | 0,000 | -6,531,900 |
| 00245 | Ngulu Club Association Inc | 100,000 | 100,000 | 0,000 | 0,000 | 0,000 | 0,000 | 100,000 |
| 00250 | EDWARD TIPUNGWUTTI | 165,000 | 165,000 | 0,000 | 0,000 | 0,000 | 0,000 | 165,000 |
| 00251 | CONNIE PUAUTJIMI | 165,000 | 165,000 | 0,000 | 0,000 | 0,000 | 0,000 | 165,000 |
| 00252 | HENRY TIPUNGWUTTI | 165,000 | 165,000 | 0,000 | 0,000 | 0,000 | 0,000 | 165,000 |
| 00253 | MELINDA KERINAIUA | 165,000 | 66,500 | 0,000 | 0,000 | 0,000 | 0,000 | 66,500 |
| 00254 | A PURUNTAMERI | 165,000 | 165,000 | 0,000 | 0,000 | 0,000 | 0,000 | 165,000 |

Tiwi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger AR/ACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items | |
|-------|----------|------------------------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|--------|
| 00255 | | TOM BOHNING | | 943.42 | 943.42 | 0.00 | 0.00 | 943.42 | 0.00 |
| 00258 | | CRYSTAL JOHNSON (CYRIL) | | 27.00 | 27.00 | 0.00 | 0.00 | 27.00 | 0.00 |
| 00263 | | Harvey World Travel - Darwin | | 2,960.00 | 2,960.00 | 0.00 | 2,100.00 | 860.00 | 760.00 |
| 00268 | | NAZARETH ALFRED | | 2,153.63 | 2,153.63 | 0.00 | 0.00 | 2,153.63 | 0.00 |
| 00273 | | Territory Alliance | | 563,210.00 | 563,210.00 | 0.00 | 0.00 | 560,210.00 | 0.00 |
| 00274 | | Kelli Mary Purantameri | | 210.00 | 210.00 | 0.00 | 0.00 | 210.00 | 0.00 |
| 00275 | | CAJETAN DUNN | | 487.53 | 487.53 | 292.20 | 0.00 | 25.91 | 0.00 |
| 00278 | | Tiwi Enterprises Pty Ltd | | 4,800.49 | 4,800.49 | 620.00 | 4,660.49 | 0.00 | 760.00 |
| 00279 | | Tim Hicks | | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 00286 | | Bima Wear | | 132.00 | 132.00 | 0.00 | 132.00 | 0.00 | 95.79 |
| 00287 | | JACK LONG | | 418.00 | 418.00 | 0.00 | 0.00 | 418.00 | 0.00 |

Tiwi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger AR/ACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|-------|---|-------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| 00293 | Marren Rusia | 400.00 | 350.00 | 0.00 | 0.00 | 0.00 | 450.00 | 0.00 |
| 00294 | Kellyco Electrical Services Pty Ltd | 2,254.17 | 2,254.17 | 0.00 | 0.00 | 0.00 | 2,254.17 | 0.00 |
| 00305 | Ross Milburn | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| 00308 | North Australian Aboriginal Family Violence Legal Service | 300.00 | 300.00 | 0.00 | 0.00 | 380.00 | 0.00 | 0.00 |
| 00312 | Australian Vanlines | 450.00 | 450.00 | 0.00 | 450.00 | 0.00 | 0.00 | 0.00 |
| 00314 | Christopher Smith | 1,605.56 | 1,605.56 | 0.00 | 1,605.56 | 0.00 | 0.00 | 0.00 |
| 00322 | North Australian Aboriginal Justice Agency | 297.00 | 297.00 | 0.00 | 297.00 | 0.00 | 0.00 | 0.00 |
| 00324 | Bachelor Institute of Indigenous Tertiary Education | 190.00 | 190.00 | 0.00 | 0.00 | 190.00 | 0.00 | 0.00 |
| 00325 | Aileen Tiparui | 511.50 | 261.50 | 0.00 | 0.00 | 0.00 | 261.50 | 0.00 |
| 00327 | Mr & Mrs William Nelson | 5,000.00 | 1,000.00 | -1,000.00 | 0.00 | 0.00 | 2,000.00 | -500.00 |
| 00334 | Brad Tiphoura | 42.85 | 42.85 | 0.00 | 0.00 | 0.00 | 42.85 | 0.00 |

Tiwi Islands Shire Council
 TISC Mgr Finance 01

Age Analysis - Summary Report
 Ledger ARRACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|--|-----------|-------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| 00335 | | | | | | | | |
| Sandra Purantameri | 61395 | 61395 | 0.00 | 0.00 | 0.00 | 0.00 | 61395 | 0.00 |
| 00336 | | | | | | | | |
| Francine Timeapatua | 107143 | 87143 | 0.00 | 0.00 | 0.00 | 0.00 | 87143 | 0.00 |
| 00337 | | | | | | | | |
| Craig Rutherford | 133986 | 133986 | 0.00 | 0.00 | 0.00 | 0.00 | 133986 | 0.00 |
| 00350 | | | | | | | | |
| Shea Kotumah | 1950 | 1950 | 0.00 | 0.00 | 0.00 | 0.00 | 1950 | 0.00 |
| 00351 | | | | | | | | |
| Rosyth Construction Pty Ltd | 45000 | 45000 | 0.00 | 0.00 | 0.00 | 0.00 | 45000 | 0.00 |
| 00352 | | | | | | | | |
| BARRY PURANTAMERI | 4200 | 4200 | -18000 | 9000 | 17400 | 0.00 | 0.00 | 0.00 |
| 00355 | | | | | | | | |
| NT Police, Fire and Emergency Services | 103510 | 103510 | 0.00 | 103510 | 0.00 | 0.00 | 0.00 | -88510 |
| 00357 | | | | | | | | |
| PALMERSTON COMMUNITY CORRECTIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53000 |
| 00360 | | | | | | | | |
| Teresita Purantameri | -30600 | -4292 | -30292 | 10000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00363 | | | | | | | | |
| Dept Lands & Planning | 107444988 | 107444988 | 0.00 | 2948672 | 4496316 | 0.00 | 200000000 | 2948672 |
| 00365 | | | | | | | | |
| Tiwi Art Network | 4250 | 4250 | 0.00 | 0.00 | 0.00 | 0.00 | 4250 | 0.00 |

Twi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger AR/ACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|---|----------|-------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| 00369 Alan Hudson | 0.00 | 0.00 | 90.00 | 90.00 | 0.00 | 0.00 | 0.00 | 574.37 |
| 00370 Cash Sales | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00374 Magistrates Chambers | 1,798.00 | 1,798.00 | 0.00 | 304.00 | 152.00 | 570.00 | 762.00 | 167.20 |
| 00376 Eddie Dickson | 148.07 | 148.07 | 0.00 | 0.00 | 0.00 | 0.00 | 148.07 | 0.00 |
| 00378 Chaya Bartlett | 200.22 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00386 LRB Building Contractors | 313.50 | 313.50 | 0.00 | 0.00 | 0.00 | 0.00 | 313.50 | 0.00 |
| 00389 Jeffrey Hall | 1,244.74 | 282.74 | 0.00 | 0.00 | 0.00 | 0.00 | 282.74 | 0.00 |
| 00394 Richard Tungatalum | 1,052.00 | 0.00 | 90.00 | 90.00 | 0.00 | 0.00 | 0.00 | 90.00 |
| 00395 Kathleen Tipungvuti | 1,702.48 | 32.00 | 453.00 | 0.00 | 140.00 | 0.00 | 281.00 | 90.00 |
| 00397 Lachlan Costa/Bruppacher | 812.27 | 812.27 | 0.00 | 0.00 | 0.00 | 0.00 | 812.27 | 0.00 |
| 00398 Department of Children and Families | 5,795.40 | 1,317.40 | 190.10 | 577.50 | 190.00 | 0.00 | 760.00 | 1,754.00 |

Twi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger AR/ACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|--------------|--|-------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| 00401 | C & I Builders Pty Ltd | | | | | | | |
| | 1,089,000 | 1,089,000 | 0.00 | 0.00 | 1,001,000 | 0.00 | 88,000 | -1,001,000 |
| 00402 | FinBuilt | | | | | | | |
| | 1,374,000 | 1,374,000 | 0.00 | 0.00 | 0.00 | 0.00 | 1,374,000 | 0.00 |
| 00403 | Mckenna Constructions Pty Ltd | | | | | | | |
| | 55,907,003 | 47,133,008 | 0.00 | 0.00 | 250,000 | 13,607,003 | 32,276,000 | 0.00 |
| 00405 | Allira Costa | | | | | | | |
| | 1,419,000 | 1,419,000 | 0.00 | 0.00 | 0.00 | 0.00 | 1,419,000 | 0.00 |
| 00416 | Shelley Davis | | | | | | | |
| | 1,069,660 | 1,069,660 | 0.00 | 1,069,660 | 0.00 | 0.00 | 0.00 | -213,900 |
| 00418 | Dept Housing, Local Govt and Regional Services | | | | | | | |
| | 736,090,110 | 709,782,900 | 5,083,222 | 245,076,380 | 108,175,000 | 47,722,510 | 403,270,830 | 65,087,000 |
| 00419 | Dion Daniels | | | | | | | |
| | 372,680 | 372,680 | 0.00 | 0.00 | 0.00 | 0.00 | 372,680 | 0.00 |
| 00426 | Relationships Australia | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50,000 |
| 00429 | Dept of Broadband, Communications and the Digital Economy | | | | | | | |
| | 30,250,000 | 30,250,000 | 0.00 | 0.00 | 30,250,000 | 0.00 | 0.00 | -26,370,000 |
| 00431 | Kathy Rloif | | | | | | | |
| | 1,297,500 | 51,250 | 202,500 | 0.00 | 0.00 | 0.00 | 153,250 | 0.00 |
| 00432 | Marion Scrymgeour | | | | | | | |
| | 600,000 | 600,000 | 0.00 | 0.00 | 0.00 | 0.00 | 600,000 | 0.00 |

Twi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger AR/ACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|-----------------------------------|----------|-------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| 00441 | | | | | | | | |
| Thrifty Rent a Car Pty Ltd | 18.50 | 18.50 | 0.00 | 0.00 | 0.00 | 0.00 | 38.50 | 0.00 |
| 00445 | | | | | | | | |
| LeasePlan Australia Limited | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 194.84 |
| 00448 | | | | | | | | |
| The Smith Family | 322.50 | 322.50 | 0.00 | 0.00 | 169.50 | 0.00 | 153.00 | 0.00 |
| 00456 | | | | | | | | |
| Wedge Tail Media | 1,570.00 | 1,570.00 | 0.00 | 0.00 | 0.00 | 1,130.00 | 180.00 | 0.00 |
| 00457 | | | | | | | | |
| Adrian Sibert | 1,273.18 | 599.50 | -224.49 | 599.50 | 0.00 | 0.00 | 224.49 | 0.00 |
| 00459 | | | | | | | | |
| Toll Express | 0.00 | 0.00 | -136.36 | 0.00 | 0.00 | 136.36 | 0.00 | 0.00 |
| 00460 | | | | | | | | |
| Goodline Contracting | 2,037.80 | 2,037.80 | 0.00 | 0.00 | 2,037.80 | 0.00 | 0.00 | -2,037.80 |
| 00461 | | | | | | | | |
| Joel Heenan | 885.65 | 213.89 | -417.84 | 0.00 | 0.00 | 641.73 | 0.00 | -213.89 |
| 00463 | | | | | | | | |
| Fcm Travel Solutions | 1,520.00 | 1,520.00 | 0.00 | 570.00 | 190.00 | 760.00 | 0.00 | -760.00 |
| 00466 | | | | | | | | |
| Australian Electoral Commission | 940.00 | 940.00 | 0.00 | 750.00 | 190.00 | 0.00 | 0.00 | -330.00 |
| 00467 | | | | | | | | |
| Jones Lang LaSalle Centrelink c/- | 2,162.16 | 2,162.16 | 0.00 | 0.00 | 2,162.16 | 0.00 | 0.00 | -2,162.16 |

Tiwi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger AR/ACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|---|----------|-------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| 00468 Jones Lang Lasalle Centrelink c/- | 2,093.52 | 2,093.52 | 0.00 | 0.00 | 2,093.52 | 0.00 | 0.00 | 2,093.52 |
| 00471 Aboriginal Interpreter Service | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00473 Wurankuyu Store | 9,168.75 | 7,168.75 | 0.00 | 0.00 | 7,168.75 | 0.00 | 0.00 | 2,000.00 |
| 00474 Chris Strong Electrician | 600.00 | 600.00 | 0.00 | 100.00 | 100.00 | 0.00 | 0.00 | 400.00 |
| 00475 Agnes Kerhatua | 0.00 | 0.00 | -90.00 | 90.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00477 Donatelife NT | 50.00 | 50.00 | 0.00 | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 |
| 00478 Diamond Constructions Pty Ltd | 374.00 | 374.00 | -357.50 | 731.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00480 Peter Rioli | 0.00 | 0.00 | -2,534.23 | 2,534.23 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00481 Patricia Brogan | 0.00 | 0.00 | -90.00 | 90.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00482 Neil Forsyth | 0.00 | 0.00 | -166.08 | 166.08 | 0.00 | 0.00 | 0.00 | 0.00 |
| 00483 Mark Pollard | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Twi Islands Shire Council
TISC Mgr Finance 01

Age Analysis - Summary Report
Ledger ARACT Accounts Receivable (AUD)

As At 31/03/2012

| | Original | Outstanding | Unapplied Credits | Current To 2/03/2012 | >30days To 1/02/2012 | >60days To 2/01/2012 | >90days <= 1/01/2012 | Future Items |
|--------------------------|--------------|--------------|-------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| 00484 Maina Brown | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 90.00 |
| Grand Total (AUD) | 5,440,004.12 | 4,344,194.17 | -432,887.51 | 660,673.20 | 215,249.18 | 79,834.59 | 1,821,284.21 | 40,492.00 |
| | | 100% | -10% | 15% | 5% | 2% | 88% | |

[END OF REPORT]

Selection Criteria
 Ledger Name = 'ARACT'
 As At Date = 31/03/2012
 Show (T)ransaction or (B)ase currency? = 'T'
 Ageing Period One = 30
 Ageing Period Two = 30
 Ageing Period Three = 30

Sort Criteria
 Document Date - Ascending
 Document Type - Ascending
 Document Reference - Ascending



Tiwi Islands Shire Council
Profit and Loss Report by Action
For the Month Ending 31st March 2012

CANB 27-Apr-2012 10:00:07

| Month | | | | 1053 Financial Mana | Budget - Full Year | Year to Date | | | | Remarks |
|---|---------|-----------|------------|--|--------------------|--------------|-----------|-----------|------------|---------|
| Actual | Budget | Variance | Variance % | | | Actual | Budget | Variance | Variance % | |
| Revenue | | | | | | | | | | |
| 0 | 0 | 0 | 0% | Total Revenue | 0 | 0 | 0 | 0 | 0% | |
| Operating Expenditure | | | | | | | | | | |
| Employee Expenses | | | | | | | | | | |
| 37,750 | 42,051 | 4,300 | 10% | 7111 - Salary Exp Normal | 304,831 | 340,580 | 356,472 | 37,013 | 10% | |
| 0 | 0 | 0 | 0% | 7113 - Salary Exp Allowances | 0 | 1,000 | 0 | 11,000 | 0% | |
| 1,974 | 0 | (1,974) | 0% | 7114 - Salary Exp Leave | 0 | 28,556 | 0 | (24,586) | 0% | |
| 1,548 | 1,509 | 48 | 3% | 7115 - Salary Exp Superannuation | 47,350 | 52,850 | 58,912 | 6,062 | 11% | |
| 192 | 0 | 192 | 0% | 7117 - Salary Exp Employee Superannuation | 0 | 2,450 | 0 | (2,450) | 0% | |
| 111 | 1,051 | 940 | 9% | 7118 - Salary Exp On-Call Allowance | 12,310 | 28,514 | 6,862 | 6,862 | 24% | |
| 4,163 | 849 | (3,313) | -39% | 7122 - Salary Exp Annual Leave Liability | 10,140 | 19,454 | 7,842 | (11,612) | -59% | |
| 23,700 | 875 | (22,825) | -260% | 7124 - Workover Premium Exp | 8,140 | 1,081 | 1,354 | (6,787) | -18% | |
| 71,224 | 48,754 | (22,470) | -29% | | 386,255 | 438,619 | 438,759 | 5,138 | 1% | |
| Contract and Material Expenses | | | | | | | | | | |
| 0 | 0 | 0 | 0% | 7201 - System Labour Only | 0 | 3,000 | 0 | (3,000) | 0% | |
| 0 | 250 | (250) | 100% | 7203 - System Maintenance & Support Fee Exp (C/O) | 0 | 3,000 | 0 | 2,750 | 100% | |
| 0 | 0 | 0 | 0% | 7203 - Material Exp Printing and Stationery | 0 | 100 | 0 | (100) | 0% | |
| 0 | 0 | 0 | 0% | 7207 - Material Exp Contract Hire/Lease | 0 | 0 | 0 | 0 | 0% | |
| 0 | 0 | 0 | 0% | 7209 - Material Exp Entertainment FBT | 0 | 133 | 0 | (133) | 0% | |
| 248 | 0 | 248 | 0% | 7212 - Fuel Exp Motor Vehicles | 0 | 1,817 | 0 | (1,817) | 0% | |
| 248 | 250 | 2 | 1% | | 3,300 | 4,950 | 2,250 | (2,000) | -101% | |
| Finance Expenses | | | | | | | | | | |
| 0 | 0 | 0 | 0% | 7311 - Bank Fees and Charge | 0 | 36 | 0 | (36) | 0% | |
| 0 | 0 | 0 | 0% | | 0 | 36 | 0 | (36) | 0% | |
| Communication Expenses | | | | | | | | | | |
| 205 | 133 | 163 | 123% | 7411 - Mobile Telephone Exp | 1,300 | 154 | 1,300 | 1,546 | 81% | |
| 0 | 0 | 0 | 0% | 7414 - Courier & Freight Expenses | 0 | 18 | 0 | (18) | 0% | |
| 0 | 0 | 0 | 0% | 7415 - Network Communication Exp (ISDN, ADSL) | 0 | 483 | 0 | (483) | 0% | |
| 205 | 133 | 163 | 123% | | 1,300 | 655 | 1,300 | 665 | 49% | |
| Miscellaneous Expenses | | | | | | | | | | |
| 7,168 | 0 | (7,168) | 0% | 7511 - Ins Premium Exp Public Liability | 0 | 47,161 | 0 | (47,161) | 0% | |
| 48,326 | 0 | (48,326) | 0% | 7512 - Ins Premium Exp Industrial & Special Ins | 0 | 487,416 | 0 | (487,416) | 0% | |
| 1,287 | 0 | (1,287) | 0% | 7515 - Ins Premium Exp General | 0 | 22,268 | 0 | (22,268) | 0% | |
| 0 | 0 | 0 | 0% | 7516 - Ins Premium Exp Motor Vehicles | 0 | 44,260 | 0 | (44,260) | 0% | |
| 0 | 0 | 0 | 0% | 7517 - Insurance Exp | 0 | 577 | 0 | (577) | 0% | |
| 0 | 1,042 | (1,042) | 100% | 7521 - Training Course Fee Exp | 12,500 | 786 | 6,375 | 6,375 | 51% | |
| 0 | 1,083 | (1,083) | 100% | 7524 - Accommodation Exp | 13,000 | 1,310 | 9,750 | 8,440 | 65% | |
| 200 | 1,509 | 1,309 | 87% | 7530 - Audit & General Travel Exp | 18,750 | 7,951 | 14,020 | 6,074 | 32% | |
| 197 | 1,250 | 1,053 | 84% | 7537 - Travel Allowance Expenses | 15,000 | 2,151 | 11,250 | 6,099 | 31% | |
| 0 | 0 | 0 | 0% | 7541 - Vehicle Registration Exp | 0 | 522 | 0 | (522) | 0% | |
| 0 | 0 | 0 | 0% | 7561 - Audit Fee Exp | 0 | 6,594 | 0 | (6,594) | 0% | |
| 0 | 0 | 0 | 0% | 7562 - Repairs & Maintenance Motor Vehicles | 0 | 24 | 0 | (24) | 0% | |
| (1,424) | 0 | 1,424 | 0% | 7565 - Price index adjustments | 0 | (24,315) | 0 | 24,315 | 0% | |
| 200 | 208 | 8 | 4% | 7566 - Membership or Subscription Exp | 2,300 | 875 | 1,347 | 1,300 | 29% | |
| 51,020 | 3,142 | (47,878) | -94% | | 61,700 | 229,617 | 46,275 | (232,342) | -54% | |
| Internal Cost Allocations | | | | | | | | | | |
| 0 | 0 | 0 | 0% | 9111 - Allocation Salary Exp Normal | 0 | 3,691 | 0 | (3,691) | 0% | |
| 0 | 0 | 0 | 0% | 9114 - Allocation Salary Exp Leave | 0 | 1,480 | 0 | (1,480) | 0% | |
| 0 | 0 | 0 | 0% | 9118 - Allocation Salary Exp Superannuation | 0 | 763 | 0 | (763) | 0% | |
| 0 | 750 | (750) | 100% | 9121 - Allocation Travel Expense | 0 | 0 | 6,350 | 6,350 | 100% | |
| 0 | 0 | 0 | 0% | 9134 - Allocation Workover Premium Exp | 0 | 0 | 0 | 0 | 0% | |
| 0 | 750 | (750) | 100% | | 0 | 8,338 | 8,750 | 814 | 12% | |
| Allocation of Contract and Material Exp | | | | | | | | | | |
| 0 | 417 | (417) | 100% | 9272 - Allocation Fuel Exp Motor Vehicle | 5,355 | 0 | 3,750 | 3,750 | 100% | |
| 0 | 417 | (417) | 100% | | 5,355 | 0 | 3,750 | 3,750 | 100% | |
| Allocation of Communications | | | | | | | | | | |
| 83 | 0 | 83 | 0% | 9414 - Allocation Courier & Freight Expenses | 0 | (750) | 0 | 750 | 0% | |
| 11,667 | 11,667 | 0 | 100% | 9417 - Allocation ICT Exp | 140,000 | 0 | 105,000 | 105,000 | 100% | |
| 83 | 11,667 | 11,750 | 101% | | 140,000 | (750) | 105,000 | 105,750 | 101% | |
| Allocation and Suspense | | | | | | | | | | |
| 4790 | 0 | 4790 | 0% | 9516 - Allocation for Premium Exp Motor Vehicle | 0 | (4,312) | 0 | 4,312 | 0% | |
| 0 | 0 | 0 | 0% | 9524 - Allocation Accommodation Exp | 0 | 780 | 0 | (780) | 0% | |
| 0 | 0 | 0 | 0% | 9525 - Allocation Audit & General Travel Exp | 0 | (11,044) | 0 | 11,044 | 0% | |
| 60 | 0 | 60 | 0% | 9530 - Internal Travel Booking - Expense | 0 | 1,509 | 0 | (1,509) | 0% | |
| 0 | 882,818 | (882,818) | 100% | 9599 - Suspense Account | (882,818) | 0 | (882,818) | 882,818 | 100% | |
| 0 | 0 | 0 | 0% | | 0 | 48 | 0 | (48) | 0% | |
| 1677 | 882,818 | (881,141) | 99% | | (882,818) | 13,000 | (869,818) | 882,818 | 100% | |
| Internal Cost Allocations | | | | | | | | | | |
| 0 | 2,500 | 2,500 | 100% | 9815 - Plant and Vehicle Cost Allocation - Equip | 30,000 | 0 | 22,500 | 22,500 | 100% | |
| 0 | 2,500 | 2,500 | 100% | | 30,000 | 0 | 22,500 | 22,500 | 100% | |
| 122,814 | 80 | (122,814) | 12281560% | Total Expenses | 80 | 742,874 | 80 | (742,174) | 8043766% | |
| (122,814) | 0 | 122,814 | 0% | NET SURPLUS / (DEFICIT) - Before CAPEX & Commitments | 0 | (742,174) | 0 | 742,174 | 0% | |
| Capital Expenditure | | | | | | | | | | |
| 0 | 0 | 0 | 0% | Total CAPEX | 0 | 0 | 0 | 0 | 0% | |
| (122,814) | 0 | 122,814 | 0% | NET SURPLUS / (DEFICIT) - Including CAPEX | 0 | (742,174) | 0 | 742,174 | 0% | |
| Current Commitments | | | | | | | | | | |
| Resolutions | | | | | YTD Commitments | | | | | |
| 0 | | | | | 0 | | | | | |
| 0 | | | | | 206 | | | | | |
| NET SURPLUS / (DEFICIT) - Including CAPEX & Commitments | | | | | (741,919) | | | | | |

REPORTS FOR INFORMATION



| | |
|--------------------|--|
| ITEM NUMBER | 5.7 |
| TITLE | Infrastructure Monthly Report - March 2012 |
| REFERENCE | 98277 |
| AUTHOR | Martin Waddington, Director of Infrastructure and Shire Engineer |

Background

The following provides Directors comments against each of the individual business reports submitted to this meeting:

Essential Service including airports:

Succession planning for ESO's at Milikapiti and Pirlangimpi has been carried out and addressed by creating two new trainee positions, one in each community. These trainee positions will be fully supported by full time employment and accredited training with a view to eventual qualifications as ESO's. The trainees will also provide our ESO's at Pirlangimpi and Milikapiti with welcome support during their training. Expressions of Interest were called and a healthy number of applicants were rolling in by the end of the month. Final selection will occur in April.

A diesel fuel spill occurred in Milikapiti resulting in diesel spilling out into the street adjacent the power station. During the delivery of fuel, a series of circumstances occurred involving mechanical and operator error to cause the spill. The two main issues were that

1. Too much diesel had been pumped by the barge, exceeding the capacity of the holding tank at the power station and exceeding the amount on the manifest (what was ordered)
2. That the bund drainage valves had accidentally been left open effectively causing the diesel that overflowed the tanks to not be contained and instead escape the bunded area by draining to the street.

Ongoing discussions with Power and Water and NRETAS are taking place with regard to cause and clean up arrangements.

Discussions have taken place with Power and Water to resolve a long term OHS issue at the Pirlangimpi Power Station. For some time now the oil storage arrangements have been the cause of concern due to the cramped conditions in the oil storage shed and the resulting manual handling issues that occur when manoeuvring drums around in such conditions. A site meeting was held with Power and Water to re-in vigour the matter as it had been first brought to Power and Waters attention over a year ago. The result of the discussions are that temporary improvements were made to limit the manual handling issues but more welcomingly a commitment was made by Power and Water to renew the shed worth a purpose built container within three months.

Preliminary financial examination of the business reveals that under the current contractual arrangements we would be struggling to break even if were not for the extra income received from OOR work. OOR's are additional and incidental to daily duties which are paid for separately. However, whereas the OOR work is fruitful in Wurumiyanga it is less so at Pirlangimpi and even less at Milikapiti.

Budget summary for 2012 below

| | Wurrumiyanga | Pirlangimpi | |
|--------------------|--------------|--------------|--------------|
| Power Water | - | | |
| regular | \$23,864.00 | -\$20,498.00 | -\$42,476.00 |
| OOR's | \$111,372.00 | \$35,756.00 | \$1,866.00 |
| Airport Inspection | \$12,522.00 | \$17,089.00 | \$16,839.00 |
| Airport | | | |
| Maintenance | -\$28,620.00 | -\$18,907.00 | -\$19,065.00 |
| Overall | \$71,410.00 | \$13,440.00 | -\$42,836.00 |

As can be seen from the summary table above, Wurrumiyanga is running at a reasonable profit, Pirlangimpi less so but Milikapiti is running at a loss mainly due to lack of OOR's and that there are two ESO's serving a relatively small community. However, the need for additional staff is such as provided by the trainees is still a real need, yet the contract with Power and Water does not accommodate these needs, hence the forthcoming discussions with Power and Water.

Civil Works:

The Civil works crews have been bitumen patching roads in the communities and reacting to road damage reports with repairs. The Pirlangimpi` crew did Grader road maintenance from Pirlangimpi to just South forestry turn off a 17mile. The crew were also involved in helping the workshop crew move the grader back to workshop for repairs. This ended up being a hydraulic hose but one that is very hard to access and so the grader was out of action fro some time.

The Milikapiti crew worked on pothole patching & edge repairs, they have used up all of the delivered premix, plus two extra bulka bags sent from Pirlangimpi. More bitumen product will be ordered.

They have also done ongoing dump maintenance & removal of fallen trees between Milikapiti & Paru

The Wurrumiyanga crew have assisted with clean ups in connection with Grand Final weekend and also repaired roads within the community and continually graded the road to the rubbish tip and further towards Wurankuwu

Gravel Pits have been inspected with a view to expansion in the upcoming dry season. Bathurst Island pits have been identified for expansion and the necessary permissions sought form the TLC. The pits on Melville Island have also been identified and await TLC personnel to inspect and advise as to what extent the expansions can be made.

We received expressions of interest from a number of persons around the Melville Island communities to become machinery operators.

Civil Services:

With the departure of the Manager to take up the position as Governance Manager, the Civil Works personnel have been reporting directly to the Manager Infrastructure. The

Parks and Garden team will have a new Parks and Gardens Manager to be appointed in April who will look after the Parks and Gardens teams on each island.

In the meantime the Parks and Gardens team has been concentrating on cleaning up the town but are still frustrated by the careless way people drop litter and allow litter to be spilt from overturned bins which makes their job at times futile and unfulfilling.

As mentioned before this time of the year brings rapid grass growth and it is near on impossible to keep up with. The old white posts around the Council Offices in Wurrumiyanga have been removed and the result is pleasing. Now the lawns can be mowed more easily without having to worry about having to whipper snip around each post. The removal of all post and rail fences of this type is also required from a safety point of view due to a couple of deaths that have occurred elsewhere where motorists have collided with these posts and managed to impale themselves. The Coroner subsequently recommends the removal of these types of fences as a result.

Mechanical Workshop Melville Island (Mark Pollard)

Things are a little quite in the snake bay and cdep workshops civil workshop has plenty to do, There has been no major occurrences, accidents or incidents.

Financial variances to Budget

Have had no major expenses just a few dollars on tools and repairs to workshop Ute. Have not finalized budget with Brendan yet.

Human Resources

No positions vacant at the moment and no staff on leave. Attended shire planning conference, arranged white card training have meetings with staff once a week all seem happy.

Key performance Indicators

Milikapiti fuel computer is up and running again.

Have received AU number for Refrigerant gas trading

Building Services including Housing Management Program:

See Managers report for details

Strategic Planning:

The following weaknesses were identified in the Infrastructure Strategic Plan

- Hard to attract quality staff due to competition in the labour market:- At the moment all trade positions have been filled, however the new electrician has not worked out and the position will be re-advertised
- Old and unreliable heavy equipment:- This was a big problem when there was a shortage of mechanics. This has been resolved now with three additional mechanics

available across the business. Also a number of near new equipment has been purchased.. two backhoes, one prim mover, one excavator. We are still looking for a replacement garbage compactor for Milikapiti..

- Light vehicles are in poor condition:- New utes have been ordered, mainly for the Building trades, awaiting delivery

Financial Variances to Budget:

There is some financial data starting to flow through for the Infrastructure area which members will begin to see reported against each area (e.g. Essential Services above) as of forthcoming April report

Human Resources:

- Attendances:- Good attendants by direct reports
- Incidents:- Back injury ongoing, review due end of March and end of April
- Positions vacant:-Deputy Director, Project Officer, Painter (qualified and assistant), Life skill officers and Admin
- Recruitment:- Nil for March
- Annual leave, none coming up
- OH&S matters:- The OHS Manager has been active in dealing with some issues concerning manual handling among ESO staff and others.
- Staff meetings conducted:- ESO meeting 21st Feb, various toolbox meetings with Civil staff
Training conducted (including training outcomes) and personnel development
- Travel (proposed and undertaken):- Nil

Visitors and Meetings:

No visitors or meetings of note other than what has been previously noted

Events:

N/A

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

REPORTS FOR INFORMATION



| | |
|--------------------|--|
| ITEM NUMBER | 5.8 |
| TITLE | Melville Island Workshops Monthly Report - February 2012 |
| REFERENCE | 98278 |
| AUTHOR | Mark Pollard, Workshop Manager - Pirlangimpi |

Background

All three workshops are working well with no major issues or sagas. Servicing and breakdowns are currently manageable, and all road plant is up and running.

Combining the two workshops at Pirlangimpi has been raised as an option to manage the workshops more effectively, and requires further discussions. The fuel issue at Milikapiti has been an on-going problem and close to being resolved.

Strategic Planning

N/A

Financial Variances to Budget

Budgets are still to be finalised with draft spreadsheets now received. The workshop has recently purchased a second-hand canopy for the workshop ute to keep tools and equipment out of the weather, as well as a replacement ice machine for the CDEP workshop.

Human Resources

All is fine in the HR department no accidents or incidents and attendance is great. All staff have just received new work wear and boots. A safety audit has commenced on the workshops to ensure an acceptable OH&S standard is met and maintained. The workshop building at Milikapiti has the potential to turn into a health and safety problem if the overall condition of the building is not addressed. A regular tool box meeting is conducted at all three workshops to address any issues.

Visitors and Meetings

No out side visitors or meetings

Events

N/A

Key Performance Indicators

No further progress on KPI's for this report

Issues / Options / Consequences

Nil

Consultation and Timing

N/A

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

| | |
|--------------------|---|
| ITEM NUMBER | 5.9 |
| TITLE | Building Construction and Maintenance Services - March 2012 |
| REFERENCE | 98279 |
| AUTHOR | Adam Andrews, Housing Manager |



Background

Work on the old clinic has successfully been completed and accommodation allocated.

Construction of the dog kennel compounds is ongoing.

Having overcome a series of setbacks the construction of the first kit home is underway at Pirlangimpi. Some members of the Wurrumiyanga Housing team have been deployed to Pirlangimpi to assist with this project until such time as suitable CDEP candidates are allocated. Many of the apprentices have themselves expressed excitement at being involved with this project and the learning opportunities presented eg profiling etc. This project provides the opportunity for apprentices to gain new skills not faced as part of the maintenance program.

HMP

Painting

The painting component of the HMP is now well underway with staff employed (1 qualified painter and two trade assistants) and painting schedule in place. The Shire is working closely with Territory Housing to ensure yard cleanups occur simultaneously with the painting schedule to provide unobscured access to the external surfaces of the houses.

Life Skills

The Environmental Life Skills (ELS) component has been hampered by the inability of the training providers to begin to date. BIITE have made changes in staff which has resulted in the currently allocated staff to be unavailable. However a tentative date has now been set for the end of April. Once this is set the 7 ELS positions will be appointed.

Strategic Planning

AIS, the program used to record maintenance requests by NTG Remote Housing and AMPRO, the program used by TISC to record projects of this department, do not communicate.

Earlier this year the NTG Asset Maintenance Officer (AMO) & Shire Housing Manager became aware of significant discrepancies between the records stored in each program. Prior to TISC strategic planning seminars, time was spent working in both TISC Parap Office and the NTG Remote Housing Office to identify the cause of the discrepancies and resolve the issues associated with same.

Primarily administrative issues existed in both sections further compounding the problems. These problems have now been addressed which should prevent any future concerns and together we are now moving forward with NTG to improve the manner in which we jointly operate this portion of the business.

The administration staff are working hard cross-checking all work in AMPRO to ensure that all jobs are captured on completion and submitted for payment. This is a massive project and all admin staff, together with Peter Reeve and myself are working extremely

hard to achieve a positive outcome. Consequently there is now significant improvement in the processes and significant sums of monies outstanding are now forthcoming.

Plans are in place to more effectively monitor this in future:

- Weekly meetings with the NTG AMO
- Use the monthly SLA meetings to physically compare reports from AIS & AMPRO (As the programs do not communicate with each other this cannot be achieved electronically)

Despite this ordeal TISC Housing has received positive feedback from NTG Remote Housing:

- **TISC Housing has the best working relationship with NTG Remote Housing across NT**
- **TISC Housing was the only Housing Team to complete SIHIP on time.**
- **TISC Housing is the only Housing Team currently on target to reconcile their contract.**

All of this is directly attributable to the dedication of our Housing Team.

It has become apparent though that there is a need for more administration staff in the Housing Team, even if only part time initially, with continued growth this could develop into the need for an extra full time admin support person.

Human Resources

TISC Housing welcomes Cheryl Bowen to the team. Cheryl has fitted well into the vacancy created when Chaya left. Coming to the team amid this administrative crisis Cheryl had to hit the ground running and her "induction" could be likened to "baptism by fire". She has taken this in her stride and proves another valuable asset to TISC Housing Team.

The former electrician was found to be unsuited to the Tiwi working environment. We are currently recruiting for a replacement and have had 6 applicants for the position. Consideration of suitable candidates is in progress and interviewing will take place shortly.

Training & Other Leave:

As discussed in the preamble the construction of the kit home at Pirlangimpi offers significant training & skill development opportunities for the apprentices. In this regard TISC Housing has benefited from the thus far lack of availability of suitable CDEP candidates.

Housing Manager will be in Darwin April 12 & 13 to attend training.

Geoff Eckert is on recreational leave. Return date April 11.

Peter Reeve is on recreation leave. Return date April 18

Key Performance Indicators:

TISC Housing is currently on target to reconcile the SLA contract with NTG on time.

RECOMMENDATION:

That council note this report for information

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION



| | |
|--------------------|---|
| ITEM NUMBER | 6.1 |
| TITLE | Confirmation of Aboriginal and or Torres Strait Islander Descent for Valerie Anne Rowland |
| REFERENCE | 98412 |
| AUTHOR | Alan Hudson, Chief Executive Officer |

Confirmation by council of Aboriginal and/ or Torres Strait Islander Descent for Valerie Anne Rowland

BACKGROUND

Please see attachment.

RECOMMENDATION:

That Council note and approved that the above person is accepted and recognised as an aboriginal and/ or Torres Strait Islander person by the Tiwi Islands Shire Council.

ATTACHMENTS:

- 1 Confirmation of Aboriginal and or Torres Strait Islander Descent.pdf



Confirmation of Aboriginal and/or Torres Strait Islander descent

For:

To be completed by the Applicant:

I, Valerie Anne Rowland (Ampirranguwula) (First & Last names)
 born on 02 May 1956 (Date dd/mm/yyyy)
 at East Arm (Place)
 and now living at 13 Easter Crescent Coconut Grove (Address)

Declare that I am of Aboriginal/Tiwi Islander descent.

My mother's name was: Clare Scrymgour (Mollomini)

My father's name was: John Keith Scrymgour (also known as Jack Woods)

My language group or home community is: Skin Group Mayartuwi/Melville Island

To be completed by the Tiwi Islands Shire Council during ordinary council meetings:

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

Address of organisation: PO Box 104, Parap, NT, 0804.

Moved by _____ Moved by _____

*Signature _____ *Signature _____

Seconded by _____ *Signature _____

Number of Council Meeting _____ Date of Council Meeting _____



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

REPORTS FOR DECISION



| | |
|--------------------|---|
| ITEM NUMBER | 6.2 |
| TITLE | New Nomination for the Wurrumiyanga Local Board - Michaela Mary Tipungwuti |
| REFERENCE | 98282 |
| AUTHOR | Kevin Doolan, Coordinator - Youth Services |

This report is seeking Council's endorsement for a new board member

BACKGROUND

Michaela Tipungwuti made a verbal request via Secretariat to nominate herself to be a member of the Wurrumiyanga Local Board.

Ms Tipungwuti is a member of the Miyartuwi Skin Group

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council endorse this nomination for Michaela Tipungwuti to become a member of the Wurrumiyanga Local Board

ATTACHMENTS:

REPORTS FOR DECISION

ITEM NUMBER 6.3
TITLE Travel and Accommodation Policy 2011 - Draft
REFERENCE 98283
AUTHOR Maina Brown, Records Manager



Reviewed policy for Travel and Accommodation needs to be approved by council.

BACKGROUND

This reviewed policy was never been approved by council but has been taking up for submission since July 2011 last year. No action was taken.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council to note and approve this policy

ATTACHMENTS:

1 Travel and Accommodation Policy 2011 - draft.doc

POLICY

TRAVEL & ACCOMMODATION

PURPOSE:

This policy outlines travel and accommodation guidelines for all Council employees, Elected Members and all other persons authorised to undertake business travel on behalf of Tiwi Islands Shire Council. Business related travel includes training, meetings and conferences attended as the **nominated representative** of the Council. It does not include attendance at events in any other role or representation, including but not limited to Sporting & Cultural Associations, Land Councils etc. Nominated representation will only be determined by the Chief Executive Officer for employees, within available travel budget constraints. For Elected Members nominated representation will be determined by the Chief Executive Officer.

OBJECTIVES:

The objectives of this policy are:

- To make clear Council's responsibilities to meet accommodation, travel and incidental expenses for Council employees, elected members and other authorised persons whilst on approved Council business
- To ensure that Council representatives provide clear accounting for all travel expenditures and are not financially disadvantaged as a result of business travel requirements.
- To maximise the effectiveness of travel budgets available to Council.

POLICY:

Delegations

Approval of all interstate and international travel and accommodation undertaken for Council business rests exclusively with the Chief Executive Officer.

All other business travel may be approved by the following delegates for employees under their direct line supervision and in accordance with financial delegations:

- Chief Executive Officer
- Directors, Deputy Director
- Chief Financial Officer
- Human Resources Manager

All Elected Members travel must be approved by the Chief Executive Officer or, in his absence, the Director of Corporate Services.

All Directors' travel must be approved by the Chief Executive Officer.

BUSINESS TRAVEL OUTSIDE TIWI ISLANDS

Movement Requisition

All employees and other authorised persons must received prior written approval, normally in the form of a properly completed and authorised Movement Requisition. All requisitions for accommodation and travel allowances shall be authorised by the relevant Manager or Director

Managers and Directors approving business travel and related expenses must ensure that funds are available under the relevant budget line items and provide appropriate finance codes.

Incomplete Movement Requisitions will not be processed and will be returned to the employee or manager. Failure to gain prior written approval for travel may result in reimbursement claims being refused.

In the event of an emergency or in unforeseen circumstances, every effort must be made by the traveller to seek approval by Movement Requisition, by phone from the relevant Manager or Director during business hours or by contacting them after hours if necessary. Phone approvals must be followed by a properly approved Movement Requisition with a covering memo outlining the reasons for post-travel approval.

There are a number of Movement Requisition forms depending on the traveller's position and salary remuneration. It is the traveller's responsibility to ensure correct and current version of the form is used.

Airfares

Airfares will be booked by the Travel Officers using details provided on the Movement Requisition. All domestic travel bookings will be the best economy airfare that is available. Where possible, airfares will be booked for travel during daylight hours. A purchase order should be issued for each booking according to the Purchasing Policy.

A credit card should not be used to pay for airfares unless there is no alternative.

Terms of cancellation for Fly Tiwi tickets, currently the sole provider for air travel to the Tiwi Islands is provided below:

"24 Hours notice of cancellation of a specific reservation should be given to avoid penalty. This ticket will become invalid if not used for flight on date shown thereon.

Any refund application, must be lodged with the issuing Agent within four weeks of the named date of travel, failing which, no refund will be available.

If the ticket shows no specific flight and date it will become invalid 12 months from date of issue".

The penalty for late cancellations is the full price of the ticket.

For interstate travel with Qantas and other providers, cancellation policies may vary depending on the classification of the ticket purchased. The terms and conditions of cancellations are provided on the ticket document issued. It is the responsibility of the person travelling to familiarise themselves with the cancellation procedures that apply to their bookings.

Penalties apply for cancellations and, where the terms and conditions for cancellations are not followed, the penalty may be the full price of the ticket.

Accommodation

When travel is required outside the Shire, or within the Shire but away from home, for a period requiring overnight absence, the Council will pay accommodation costs. Accommodation is only payable for authorised overnight business and no cash allowance is payable. Should an employee choose to extend their stay for personal reasons, either travelling earlier than required or staying extra days, accommodation will not be paid for any additional nights spent away.

All accommodation must be booked through the designated Travel Officer(s) providing as much advance notice of travel as possible. A minimum notice of one working week or five business days is required.

All accommodation, where practicable, should be booked through preferred providers. The selection of accommodation will be based on cost, proximity to the business venues to be visited on behalf of Council and availability. An up-to-date list of accommodation providers for Darwin is available through the Travel Officers. All accommodation should be booked at Government Rates or better.

Where possible, and cost effective, accommodation will be booked to include meals; for example accommodation with breakfast included. No meal allowance will be paid for these meals when this occurs.

Holders of Council issued credit cards shall not book accommodation directly with any hotel except where there is no other alternative. All booking confirmations should be kept as receipt of payment.

The Travel Officer, or person authorised to book the accommodation, will inform the persons travelling of the penalties that will apply for cancellation of accommodation.

An example of the standard cancellation terms and conditions for hotels in Darwin and interstate is quoted below

"All cancellations for this hotel forfeit the full amount for the first night cancelled.

An AUD \$20 administration fee applies to any amendments or cancellations to this booking."

For example, the cancellation of a booking for two nights @ \$120 per person/per night plus \$3.50 booking fee at this hotel will incur a penalty of \$140.00.

TRAVEL ALLOWANCE

To be entitled to travel allowances, the traveller must be away for minimum of one night from their primary place of residence.

Travel allowances shall be paid in accordance with the rates determined by the Australian Taxation Office and approved by Council. These rates are updated annually at 1 July. Refer to the Taxation Determination for reasonable travel rates for the current financial year.

Should an employee choose to extend their stay for personal reasons (either post or prior extension), travel allowances will only be paid from or up to the time the employee would have left or arrived home.

This policy does not apply to those who hold Council issued credit cards and elect to pay expenses rather than claim Travel Allowances. Credit card holders should refer to the Credit Card policy.

Meal allowances:

Payment of meal allowances depends on the period and time of travel. These rates only apply from the commencement of travel to the end of the travel period (except where travel is extended either post or prior). Meal allowance for breakfast and dinner will depend on the time that (unextended) travel begins and ends. Travel time will be deemed to begin and end at the airport.

A meal allowance is not payable where a meal is provided by the Council; e.g. attending Council meetings, workshops, etc.

A meal allowance is not payable where a meal is provided as part of conference attendance or where a meal is included in the accommodation booking.

Where travel allowance is paid in advance and the traveller is subsequently provided with a meal while travelling, the allowance for that meal will be deducted from the next travel allowance claimed.

Costs incurred for meals and refreshments which exceed the daily allowance, shall be the responsibility of the traveller.

There is no requirement to provide receipts for food or drink purchased with the travel allowance.

Incidentals allowance

Incidentals allowance is paid for each day, or part day, that the traveller is away from home. Incidental allowance covers minor personal expenses associated with travel, eg toiletries, food spoilage, laundry expenses, personal phone/internet. This also includes personal excess baggage charges. Representatives travelling on Council business have no entitlement to an excess baggage reimbursement unless approved in advance and goods transported are directly related to Council work requirements.

Incidentals allowance will not be paid for any additional days if the traveller chooses to extend their stay, either post or prior.

Other Travel Expenses

The Council will pay other travel costs incurred by Council employees and representatives for expenses not covered by the Travel Allowance. Other travel expenses may include:

- Taxi and public transport fares when a Cabcharge voucher has not been provided
- Parking fees
- Excess baggage costs for Council goods only (excess baggage will not be paid for personal items)
- Postal costs for Council business
- Internet costs e.g. e-mails to Council when without access to the system
- Telephone costs e.g. when without access to Council mobile phone.

These costs will be reimbursed upon provision of a tax invoice and a properly completed and authorised Reimbursement Claim Form.

Changes and cancellation of travel arrangements

The Council recognises that, from time to time, circumstances may arise requiring changes to and cancellation of travel arrangements.

To maximise the effectiveness of travel budgets, changes to, and cancellations of, travel arrangements must be kept to a minimum.

All persons travelling on Council business, including Elected Members, current and potential Council employees, guests and consultants, must:

- a) be informed in advance of procedures for varying and cancelling travel arrangements; and
- b) seek prior approval to change and cancel airfares and accommodation.

The Manager or Director responsible for approving the initial travel arrangements may approve changes and cancellations.

Wherever possible, changes and cancellations will be made by the Travel Officer or the person authorised to make the original bookings upon receipt of approval from the relevant Manager or Director.

In the case of an emergency requiring cancellation of travel arrangements, all persons travelling on Council business must make every effort to contact the Manager or Director or the Travel Officers to ensure that cancellations are made in as timely a manner as possible.

Emergencies may include inability to travel due to

- Illness
- Family related emergencies
- Severe weather conditions.

In an emergency or due to other constraints, where cancellations have been made without prior approval as outlined above, a written report must be submitted to the Manager or Director with a copy to the Travel Officer outlining the reasons for the changes or cancellation.

Failure to adhere to this procedure may result in Council seeking reimbursement of penalties incurred.

The Travel Officer will prepare a monthly report on all Council travel identifying the number of changes and cancellations to travel arrangements and the penalties incurred.

BUSINESS TRAVEL WITHIN THE SHIRE

When undertaking travel within the Shire, in particular when travelling to and from Council premises in the three main communities, employees are expected to develop travel plans approved in advance by the relevant Manager or Director.

When using Council vehicles to travel within the Shire, travellers are expected to make every effort to combine travel with others, where practicable, to minimise the costs.

Employees, to whom no specific vehicle has been assigned, that are required to travel to Nguui, Pirlangimpi or Milikapati on Council business must book a vehicle providing as much advance notice as practicable. Advance notice of at least two working days is required.

Employees requiring access to a Council vehicle in and around their primary place of work (Milikapati, Nguui or Pirlangimpi) must book a vehicle in advance, where practicable.

Employees using Council vehicles on council business during normal business hours are required

to sign for the receipt of vehicle keys and to return vehicle keys to the designated administrative officer as soon as they return to the Office.

All employees booking a Council vehicle must hold a current NT drivers licence of the appropriate class for the type of vehicle used.

Refer to Motor Vehicles policy for more information regarding use of Council vehicles.

Meal and incidental allowances

There is no entitlement for meal and incidental allowances for day travel within the Shire, including travel between Darwin and the islands. Costs incurred for meals and refreshments shall be the responsibility of the employee.

INTERNATIONAL TRAVEL

If a shire employee or elected member is required to travel overseas on Council related business the Council will pay the following expenses:

- Passport and application fees
- Vaccinations if recommended by World Health Organisation for the particular destination
- Visa fees
- Airport taxes.

Meal and incidentals allowances will be paid as per the rates determined by the Australian Taxation Office for the country or countries visited. The policy outlined above for payment of meal allowances will also apply to international travel.

International travel insurance will be provided by the Council for the duration of the travel.

MONITORING EMPLOYEE TRAVEL

For safety reasons as well as courtesy to colleagues, whose day to day work relates to the performance of the duties of other employees, it is essential that an employee's whereabouts and contact details are available to their supervisor and others.

When working off site, whether within the Shire or travelling outside the Shire, employees shall ensure that their travel plans and/or absences from their primary place of work during Council business hours are displayed on the appropriate office white board or on the Outlook Calendar maintained by the Travel Officers.

The Travel Officers shall develop a weekly/fortnightly travel schedule which shall be posted on the opening page of InfoXpert and/or a shared Outlook Calendar accessible to all employees.

A detailed Travel Report attaching Movement Requisitions and all approved expenditures shall be provided to the Chief Executive Officer on the third Monday of every month.

The Travel Officers will monitor credit card usage and will ensure that if meals are provided to Representatives travelling that meals or other travel allowances have not been claimed twice.

Other relevant Council documents:

Code of Conduct

Approved financial delegations.

Occupational Health and Safety: Out-of-office Safety

Vehicle Management and Use Policy

Credit card policy

Employee Declaration:

I have read and agree to adhere to the Travel and Accommodation policy

..... Signature

..... Name

Date / /

END OF POLICY

REPORTS FOR DECISION



| | |
|--------------------|--------------------------------------|
| ITEM NUMBER | 6.4 |
| TITLE | Councillors Allowance 2012-2013 |
| REFERENCE | 98284 |
| AUTHOR | Alan Hudson, Chief Executive Officer |

Review of Councillors Allowance for 2012 – 2013 Financial Year

BACKGROUND

An email was received on the 26 March from the Department of Housing, Local Government & Regional Services regarding the Local Government Act Guidelines – Elected Members

ISSUES/OPTIONS/CONSEQUENCES

The amended Guidelines include the revised categories of council. The Tiwi Shire allowances are in Category 3.

These allowances are applicable for the 2012 – 2013 financial year.

CONSULTATION & TIMING

A council must resolve allowance for the financial year on adopting its budget for the financial year as per section 71(3) of Local Government Act

Pursuant to section 128(2) of the Local Government Act, once rates of allowance have been resolved for the financial year they can not be changed by amendment.

RECOMMENDATION:

That Council and endorse the revised Councillor's Allowance for the 2012 – 2013 Financial year to be adopted into that financial year's budget.

ATTACHMENTS:

- 1 Email - DHLGRS Councillors Allowance 2012 - 2013.pdf
- 2 DHLGRS - Maximum Council Member Allowances 2012 - 2013.pdf

Trevor Harris

From: Alan Hudson
Sent: Monday, 26 March 2012 3:11 PM
To: Maina Brown; Trevor Harris
Subject: FW: New Elected Member Allowances Guidelines

Guys
For Council pls. Council needs to approve what level of allowances they will pay but these will apply to NEXT financial year
Thanks
Alan H

From: Kate Wheen [mailto:Kate.Wheen@nt.gov.au]
Sent: Monday, 26 March 2012 1:48 PM
To: 'mooney@asct.nt.gov.au'; 'david.shoobridge@barkly.nt.gov.au'; 'cathy.winsley@belyuen.nt.gov.au'; Roydon Robertson; 'melissa.kerr@coomalie.nt.gov.au'; 'b.dowd@darwin.nt.gov.au'; Ian Bodill; 'russell.anderson@lsc.nt.gov.au'; 'david.laughter@krc.nt.gov.au'; 'russell.anderson@lsc.nt.gov.au'; Diane Hood; 'ricki.bruhn@palmerston.nt.gov.au'; Michael Berto; Alan Hudson; Sandra Cannon; Alex Douglas; 'ceo@wagait.nt.gov.au'
Cc: Giovina D'Alessandro
Subject: New Elected Member Allowances Guidelines

Afternoon all,
I'm contacting you in relation to the provisions in the Local Government Act Guidelines that provide for elected member allowances. Apologies if you have already received this notification. New maximum rates of allowances have been indexed for the upcoming 2012-13 financial year and have been published on the department's website at:
http://www.localgovernment.nt.gov.au/_data/assets/pdf_file/0014/111731/Maximum_Council_Mem
As per the Guidelines, the rates have been indexed by the Darwin consumer price index figure from the December 2011 quarter, which was released on 25 January 2012. A council must resolve allowances for the financial year on adopting its budget for the financial year as per section 71(3) of the *Local Government Act*. Councils may resolve to pay less than the maximum listed in the table as published on the department's website and must consider allowances in the overall budget context. Pursuant to section 128(2) of the *Local Government Act*, once rates of allowance have been resolved for the financial year they cannot be changed by amendment.
Please get in touch if you have any further queries.
All the best,

Kate Wheen | Acting Team Leader Local Government Support
Dept of Housing, Local Government and Regional Services
RCG House, Ground Level, 83-85 Smith Street, Darwin 0800
p...(08) 8999 8524 | m...0437690506 | f...(08) 8999 8437
www.nt.gov.au/dhlgrs

27/03/2012

(8) Maximum Council Member Allowances

Amounts applicable 1 July 2012

Note: A council must resolve allowances for the financial year when it adopts the budget for the financial year (section 71(3)). A council must adopt its budget on or before 31 July (section 128(1)). The amounts in these tables indicate the maximum level at which allowances may be set. Councils can resolve to pay less than the maximums. A council needs to consider allowances in the overall context of its budget. Once a council has resolved the level of allowances for a financial year they cannot be changed by amendment (section 128(2)).

Ordinary Council Members

| Council Members other than Principal Member and the Deputy Principal Member | <i>Category 1:</i> | <i>Category 2:</i> | <i>Category 3:</i> | <i>Category 4:</i> |
|--|--------------------|------------------------------|--|---------------------------|
| | Darwin | Palmerston and Alice Springs | Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria Daly, Central Desert, Tiwi Islands | Belyuen, Coomalie, Wagait |
| Base Allowance | \$20,000.78 | \$14,001.30 | \$12,001.11 | \$4,000.37 |
| Electoral Allowance | \$7,318.25 | \$5,123.53 | \$4,391.59 | \$1,463.86 |
| Professional Development Allowance | \$3,334.00 | \$3,334.00 | \$3,334.00 | \$3,334.00 |
| Max extra meeting allowance | \$13,333.85 | \$9,334.56 | \$8,000.74 | \$2,667.63 |
| Total Claimable | \$43,986.88 | \$31,793.39 | \$27,727.44 | \$11,465.86 |

Acting Principal Member

| | <i>Category 1:</i> | <i>Category 2:</i> | <i>Category 3:</i> | <i>Category 4:</i> |
|-----------------------------|--------------------|------------------------------|--|---------------------------|
| | Darwin | Palmerston and Alice Springs | Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria Daly, Central Desert, Tiwi Islands | Belyuen, Coomalie, Wagait |
| Daily Rate | \$384.77 | \$270.85 | \$232.15 | \$77.38 |
| Maximum claimable (90 days) | \$34,726.48 | \$24,308.54 | \$20,835.89 | \$6,945.30 |

Deputy Principal Member

| | <i>Category 1:</i> | <i>Category 2:</i> | <i>Category 3:</i> | <i>Category 4:</i> |
|------------------------------------|--------------------|------------------------------|---|------------------------------|
| | Darwin | Palmerston and Alice Springs | Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria-Daly, Central Desert, Tiwi Islands | Belyuen, Coomalie, Wagait |
| Base Allowance | \$41,122.53 | \$28,786.12 | \$24,673.97 | \$8,225.38 |
| Electoral Allowance | \$7,318.25 | \$5,123.53 | \$4,391.59 | \$1,463.86 |
| Professional Development Allowance | \$3,334.00 | \$3,334.00 | \$3,334.00 | \$3,334.00 |
| Total claimable | \$51,774.78 | \$37,243.65 | \$32,399.56 | \$13,023.24 |

Principal Member

| | <i>Category 1:</i> | <i>Category 2:</i> | <i>Category 3:</i> | <i>Category 4:</i> |
|------------------------------------|---------------------|------------------------------|---|------------------------------|
| | Darwin | Palmerston and Alice Springs | Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria-Daly, Central Desert, Tiwi Islands | Belyuen, Coomalie, Wagait |
| Base Allowance | \$111,210.71 | \$77,848.15 | \$66,727.29 | \$22,242.79 |
| Electoral Allowance | \$29,270.84 | \$20,489.80 | \$17,563.16 | \$5,854.39 |
| Professional Development Allowance | \$3,334.00 | \$3,334.00 | \$3,334.00 | \$3,334.00 |
| Total claimable | \$143,815.55 | \$101,671.95 | \$87,624.44 | \$31,431.18 |

REPORTS FOR DECISION



| | |
|--------------------|--|
| ITEM NUMBER | 6.5 |
| TITLE | HMP Vehicle Budget Variation Report |
| REFERENCE | 98366 |
| AUTHOR | Terri Sawyer, Environmental Health Skills and Administration Manager |

Purchase of three smaller vehicles and one 4WD utility for the HMP Program

BACKGROUND

Council has agreed to run a new Housing Management Program under agreement with the Department of Housing Local Government and Regional Services. The program has two components;

- Environmental Life Skills (ELS), employing 7 employees in three communities (2 Pirlangimpi, 2 Milikapiti and 3 Wurrumiyanga)

Painting, employing one qualified painter and two trade assistants

ISSUES/OPTIONS/CONSEQUENCES

The agreement allows for the use of three vehicles (one for the painters and two for the ELS). Originally the vehicles were to all be utilities with three ELS teams expected to share two vehicles due to the funding body's budgetary constraints. However, while reviewing the situation there emerged an opportunity to provide each team with their own vehicle by providing smaller vehicles than originally envisioned, at a lesser cost per unit than utilities. As each ELS team is not expected to travel too far, nor operate outside of their communities, there is no need for a large car such as a dual cab utility and equipment can be stored easily in the boot of the car.

The painting team on the other hand are expected to travel between all communities all year around and so do require a suitable vehicle such as a 4WD dual cab utility.

Shire will need to agree to vary its budget to accommodate the purchase of these vehicles with a view to recovering their capital and running cost through the life of the HMP program.

Quotes have been obtained on several smaller vehicles as well as 4 x 4 Dual cab utilities and have provided indicative costs of approximately \$17,000 and \$43,000 respectively.

RECOMMENDATION:

That council endorse a variation to the current budget to purchase three smaller vehicles at approximately \$17,000 each and one 4WD dual cab utility at approximately \$43,000.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION



| | |
|--------------------|---|
| ITEM NUMBER | 6.6 |
| TITLE | Restructure of Human Resources Section |
| REFERENCE | 98414 |
| AUTHOR | Marilyn Harris, Human Resources Manager |

This is a proposal to restructure the Human Resources section to incorporate a new position which will improve service delivery, provide succession planning strategies, and to take into consideration the major responsibilities of the team.

BACKGROUND

The Human Resources Section started at the Local Government Reform in July 2008 with one Human Resources Manager. Since that time further appointments have been made and the current structure is – 1 x HR Manager, 2 x HR Assistants/Mentors, 1 x HR Assistant, 1 x Training and OHS Co-ordinator, 1 x Payroll Officer, 1 x Driver Training Program Co-ordinator.

To take the service to the next level the proposal for a new structure will ensure that the main functions are appropriately covered by skilled staff. It also allows for succession planning and the continuation and advancement of local people in the workplace.

The proposed new structure is attached showing functions and responsibilities within the HR Section.

A Workforce Development Co-ordinator is replacing the current vacant position of Training and OHS Co-ordinator. The position has been advertised, and will be paid at a lower rate than the previous position. The incumbent will have responsibility for:

- Training and development
- Mentoring
- Driver training management
- Workforce Planning
- Funding application
- Gender Equity
- Record Keeping
- Vet in School Programs

One new position is required which will cover the area of Workplace Relations, and the incumbent will have responsibility for:

- HR/Payroll systems maintenance
- Appointments and terminations
- HR staff liaison
- Funding subsidy applications
- Payroll
- Record Keeping
- Recruitment

The base salary costs for the proposed position is \$65,690 - \$70,936 depending on experience and qualifications, plus on costs of 12%.

ISSUES/OPTIONS/CONSEQUENCES

If approved, this will allow for succession planning and all required functions are performed by skilled workers.

CONSULTATION & TIMING

This position can be advertised as soon as approval is provided.

RECOMMENDATION:

That Council approve the proposed structure and a new position of Workplace Relations Co-ordinator.

ATTACHMENTS:

1 Draft HR structure March 2012.ppt

Placeholder for Attachment 1

Restructure of Human Resources Section

Draft HR structure March 2012.ppt

Pages

REPORTS FOR DECISION

| | |
|--------------------|--|
| ITEM NUMBER | 6.7 |
| TITLE | Formation of a Governance and Policy Sub-Committee |
| REFERENCE | 98423 |
| AUTHOR | Trevor Harris, Governance Manager |



Formation of a sub-committee to make decisions on policy and governance matters during the current legal proceedings.

BACKGROUND

It is recommended that a sub-committee be initiated of newly elected members to have input in policy and governance matters.

By forming this committee, this will allow the current council to make informed decisions on behalf of the newly elected members.

ISSUES/OPTIONS/CONSEQUENCES

This committee will consist of existing councillors and all nominally elected members which will assist them to transition into their role as councillors.

CONSULTATION & TIMING

It is recommended that this sub-committee be formed immediately.

RECOMMENDATION:

That Council approve the formation of a policy and governance sub-committee.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION



| | |
|--------------------|--|
| ITEM NUMBER | 6.8 |
| TITLE | MEMORANDUM OF UNDERSTANDING BETWEEN MELVILLE ISLAND COMMUNITY PATROL SERVICE AND MELVILLE ISLAND NORTHERN TERRITORY POLICE |
| REFERENCE | 98589 |
| AUTHOR | Lawrence Costa, Director Community Development |

Memorandum of Understanding between Melville island Community Patrol Service and Northern Territory Police

BACKGROUND

A MOU (memorandum of understanding) is intended to establish a working arrangement between the Melville Island Night Patrol Service and the Melville Island Police.

The MOU is not intended to provide a basis for legal rights or powers in the patrol and must not be construed as giving any such rights or powers.

It is intended that the parties to the MOU will act in good faith and that full and frank discussions will be held regularly between them to ensure the principles of this MOU are upheld.

ISSUES/OPTIONS/CONSEQUENCES

This MOU outlines the working principals and protocols between the two organisations.

RECOMMENDATION:

That Council accept this MOU in principal which will endeavour to build a better working relationship between the council and the Northern Territory Police.

ATTACHMENTS:

- 1 Melville Island night patrol mou 2011 (2).DOC

Introduction

This MOU (memorandum of understanding) is intended to establish a working arrangement between the Melville Island Night Patrol Service and the Melville Island Police.

The MOU is not intended to provide a basis for legal rights or powers in the patrol and must not be construed as giving any such rights or powers.

It is intended that the parties to the MOU will act in good faith and that full and frank discussions will be held regularly between them to ensure the principles of this MOU are upheld.

Principles

It is accepted that

1. patrollers and police will work together and assist each other wherever possible to ensure a safe and secure community
2. patrollers have no coercive powers
3. intoxicated persons who are violent, likely to be violent or continue to re-offend should be placed in police custody until sober rather than released to family or night patrol members
4. if a person is unconscious, exhibits signs of distress or other symptoms, where either police or patrollers become concerned about their welfare, they are to be assessed by clinic or health staff as a matter of urgency,
5. patrollers have a SPECIFIC scope of operations and cannot be called on duty by police, or used by police outside the hours of night patrol operation, and
6. patrollers should not be used as interpreters.

Protocols

If police receive a call from patrollers, they will understand that this action has been taken as a last resort and that the patrollers

- i. fear for their own or a community member's immediate safety, or
- ii. have not been successful in resolving the issue.

Police should attend as soon as possible and consult with patrollers if at the scene. If unable to attend immediately, police will advise patrollers on an estimated time of arrival.

Once police are in attendance after being called by patrollers, they will take charge of the situation and any decision of the police officer will then apply.

Police Cell Visitor Scheme

Patrollers will be permitted to undertake Cell visits as per the Melville Island police station cell visitor scheme.

Safe House

When police secure a person in the Safe House the following procedure should be followed:

- a. ask if there is any family members that could stay with the person
- b. contact the Safe House Coordinator if before 10.00pm. If any later, call the following morning.
- c. complete the client intake form.

Conflict Resolution

In circumstances where any action is taken and Melville Island night patrol service or police are not happy with the outcome a meeting shall be held at earliest opportunity between the Superintendent, Arafura Division and Shire (or service provider) Night Patrol Regional Manager to discuss the issue.

Training

Melville Island Police will assist Melville Island night patrol by providing new patrollers with relevant localised training.

Melville Island night patrol will assist police by providing informal training and/or information for new police members to orient them to Melville Island Community.

Melville Island Community Issues

The following issues have been identified of concern by the residents of Melville Island Community:-

Family Conflicts – Family conflicts often come about from a number of reasons and often result in violence and many victims. It is recognized by the community that this behaviour does not resolve any issues and in fact fuels

any ongoing feuding. Any rising issues that may have the potential to result in family conflicts will now be reported to the respective family elders who will organise mediation between the families and depending on the seriousness of the issue also invite night patrol officers and Police to help resolve or deal with any matters.

Grog Running – Grog running will be dealt with a zero tolerance approach. The community is aware of the resulting and ongoing disturbances as a result of grog running and the detrimental affect this has on the community. Anyone bringing liquor into the community will be reported to the Police and dealt with accordingly.

Domestic Violence – Domestic violence will continue to be reported and dealt with as a matter of priority and importance. An effort by both night patrol and Police will be made to promote and remind community residence of their obligation to report domestic violence when it occurs not just because it's the law but also to offer ongoing support to potential victims and to promote safety within the community.

Cannabis Use – Cannabis sale and use will be dealt with a zero tolerance approach. The community is aware of the resulting and ongoing disturbances as a result of cannabis use and the detrimental affect this has on the community. Anyone bringing cannabis into the community, using or selling cannabis will be reported to the Police and dealt with accordingly.

Traffic Violations – Traffic violations such as speeding, hooning and drink driving will not be tolerated in the community. Anyone committing these offences will be reported to the Police who will deal with the identified violations accordingly.

No Police based in Milikapiti – Police are required to respond to incidents in Milikapiti from Pirlangimpi. This ultimately means that response time is delayed and sometimes impossible if the roads are closed.

Police and Night Patrol Service agree to work together to resolve these issues.