



# **AGENDA**

## **ORDINARY MEETING**

### **WEDNESDAY, 29 AUGUST 2012**

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

- Wednesday, 29 August 2012 at
- Pirlangimpi Office
- Commencing at 10am

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 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?

1.6 Confirmation of Previous Minutes

*Ordinary Meeting - 25 July 2012*

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2.4	RESEARCH ON SOCIAL CLUBS IN THE NORTHERN TERRITORY.....	8

**3 BUSINESS ARISING**

*Nil*

**4 CORRESPONDENCE**

*Nil*

**5 GENERAL BUSINESS**

*Nil*

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<b>8</b>	<b>NEXT MEETING</b>	
	Wednesday, 26 September 2012	
<b>9</b>	<b>CLOSURE</b>	
	Meeting closed at.....	

**VISITORS AND PRESENTATION**

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<b>ITEM NUMBER</b>	2.1
<b>TITLE</b>	Presentation by Police Commissioner McRoberts
<b>REFERENCE</b>	102853
<b>AUTHOR</b>	Rosanna De Santis, Director of Corporate and Community Services

Police Commissioner McRoberts will answer questions developed at the July Council Meeting by Councillors

**BACKGROUND**

Police Commissioner McRoberts will answer the following questions which were raised at the July Council Meeting:

1. Why are there inadequate police staffing levels on the Tiwi Islands?
  - a. We seek additional Police Officers?
  - b. We seek Auxiliary members performing administrative business more than once a week, and
  - c. A full compliment of Aboriginal Community Police Officers (ACPO) to fill the designated positions across the islands.
2. Why are there are no female police officers at either Constable or ACPO ranks serving in our communities?
3. The Council seeks to again have input into the recruitment into the Police Force, of Tiwi men/women. Can this be achieved?

**ISSUES/OPTIONS/CONSEQUENCES****CONSULTATION & TIMING****RECOMMENDATION:**

**That Council endorse this presentation and the answers provided by Police Commissioner McRoberts**

**ATTACHMENTS:**

There are no attachments for this report.

**VISITORS AND PRESENTATION**

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<b>ITEM NUMBER</b>	2.2
<b>TITLE</b>	Presentation of the Shire Financial Sustainability Review Findings
<b>REFERENCE</b>	102847
<b>AUTHOR</b>	Trevor Harris, Governance Manager



Presentation of the Shire Financial Sustainability Review Findings

**BACKGROUND**

David Alexander (Dept Housing, Local Government & Regional Services) and team will present the findings of the shire sustainability review and answer any questions.

**ISSUES/OPTIONS/CONSEQUENCES****CONSULTATION & TIMING****RECOMMENDATION:**

**That Council endorse this report from DHLGRS**

**ATTACHMENTS:**

There are no attachments for this report.

**VISITORS AND PRESENTATION**

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<b>ITEM NUMBER</b>	2.3
<b>TITLE</b>	Elected Member Questionnaire
<b>REFERENCE</b>	102848
<b>AUTHOR</b>	Trevor Harris, Governance Manager



Kate When (Dept Housing, Local Government & Regional Services) will to explain the purpose of the questionnaire

**BACKGROUND**

This survey is designed to get an understanding of the experience of councillors in standing for election. It is part of the department's major review of the local government elections. Kate When would like to explain the purpose of the questionnaire to council and encourage councillors to complete the survey during the course of the day.

**ISSUES/OPTIONS/CONSEQUENCES****CONSULTATION & TIMING****RECOMMENDATION:**

**That Council endorse this presentation and complete this survey during the course of the day.**

**ATTACHMENTS:**

There are no attachments for this report.

**VISITORS AND PRESENTATION**

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<b>ITEM NUMBER</b>	2.4
<b>TITLE</b>	Research on Social Clubs in the Northern Territory
<b>REFERENCE</b>	102879
<b>AUTHOR</b>	Trevor Harris, Governance Manager

**RESEARCH ON SOCIAL CLUBS IN THE NORTHERN TERRITORY****BACKGROUND**

The Department of Justice (DoJ) in partnership with the Commonwealth Government (CWG) Department of Families and, Housing, Community Services and Indigenous Affairs (FaHCSIA) have been working with communities across the NT to develop Alcohol Management Plans (AMP's). We want to inform you about the research on social clubs in the NT and the intended process.

The following people will be in attendance to make the presentation:

Ms Jane Alley  
Senior Director Alcohol Strategy Unit  
Licensing, Regulation & Alcohol Strategy, NT Government - Department of Justice

Ms Robyn Hopkins  
Regional Co-ordination Manager  
Alcohol Strategy Unit  
Licensing, Regulation & Alcohol Strategy, NT Government – Department of Justice

Ms Veronica Cubillo  
Regional Alcohol Strategy Project Officer  
Alcohol Strategy Unit  
Licensing, Regulation & Alcohol Strategy, NT Government – Department of Justice

**ISSUES/OPTIONS/CONSEQUENCES**

In stage one, the researchers will document current good practices and what needs to be in place to minimise alcohol harms in communities and social clubs.

In stage two, the researchers will use this documented work to inform and trial best practice models in collaboration with a small number of the participating communities.

The successful group of research consultants is Bowchung Pty Ltd.

**CONSULTATION & TIMING**

The research will commence in October 2012 and is scheduled to be completed by June 2013.

**RECOMMENDATION:**

**That Council endorse and accept this presentation**

**ATTACHMENTS:**

1 Research on Social Clubs.pdf



DEPARTMENT OF JUSTICE

[www.nt.gov.au](http://www.nt.gov.au)**Licensing, Regulation and Alcohol Strategy**Level One, Enterprise House  
28-30 Knuckey Street, Darwin NT 0800**Postal address** GPO Box 1154  
Darwin NT 0801**Tel** 08 8999 1321**Fax** 08 8999 1888**Email** [jane.alley@nt.gov.au](mailto:jane.alley@nt.gov.au)**Our ref** 2012-7714

Ms Rosanna De Santis  
Councillor  
Tiwi Islands Shire Council  
PMB 257  
WINNELLIE NT 0822

Dear Rosanna

**RESEARCH ON SOCIAL CLUBS IN THE NORTHERN TERRITORY (NT)**

The Department of Justice (DoJ) in partnership with the Commonwealth Government Department of Families and, Housing, Community Services and Indigenous Affairs (FaHCSIA) have been working with communities across the NT to develop Alcohol Management Plans (AMPs).

Discussions in communities about alcohol management have highlighted that strong views exist in communities for and against licensed social clubs and the role that they play in addressing alcohol related harms and promoting responsible drinking. A number of communities developing or implementing an AMP already have a social club; some communities have expressed an interest in establishing one; whilst other communities have made it clear they want their communities to stay alcohol free (dry).

To explore the best way forward, both Governments decided to contract a group of independent researchers to undertake research on licensed social clubs in the NT and to consult with communities to find out how community based social clubs work and what strategies are used to help people drink safely.

In stage one, the researchers will document current good practices and what needs to be in place to minimise alcohol harms in communities and social clubs.

In stage two, the researchers will use this documented work to inform and trial best practice models in collaboration with a small number of the participating communities.

- 2 -

The successful group of research consultants is Bowchung Pty Ltd.

Bowchung was chosen for its expertise, long history of successful work in remote NT Indigenous communities and its respectful and collaborative research approach with alcohol, sniffing and Cannabis substance misuse. Bowchung plans to employ two local people to help with the research during the time they are in the community.

The research will commence in October 2012 and is scheduled to be completed by June 2013.

Senior officers from DoJ and FaHCSIA would like to visit your community to talk to people about the research and to seek agreement about your community being involved. During our visit we will ask for written permission for the Bowchung research team to visit Milikapiti and talk to community members and organisations about alcohol management and the Milikapiti Sports and Social Club.

A representative from the DoJ Alcohol Strategy Unit will be in contact to make arrangements for a suitable time to visit your community to discuss the research.

For further information please contact Vivienne Blandy on (08) 8936 4052, or email [Vivienneg.Blandy@nt.gov.au](mailto:Vivienneg.Blandy@nt.gov.au)

Yours sincerely

**Jane Alley**  
Senior Director, Alcohol Strategy

17 August 2012

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## REPORTS FOR DECISION

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<b>ITEM NUMBER</b>	6.1
<b>TITLE</b>	Change of Council Meeting Dates September 2012 and November 2012
<b>REFERENCE</b>	102924
<b>AUTHOR</b>	Trevor Harris, Governance Manager

Change of Council Meeting dates for September 2012 and November 2012

### BACKGROUND

Mayor Lynette DeSantis and CEO Alan Hudson will be attending official functions in Sydney and Canberra during September and November 2012.

They will be in Sydney for the week commencing 24<sup>th</sup> September 2012.  
They will also be in Canberra for the week commencing 26<sup>th</sup> November 2012.

### ISSUES/OPTIONS/CONSEQUENCES

Council Meetings are scheduled for Wednesday 26<sup>th</sup> September 2012 and Wednesday 28<sup>th</sup> November 2012.

It is proposed that these Council Meetings are brought forward to Wednesday 19<sup>th</sup> September 2012 and Wednesday 21<sup>st</sup> November 2012.

At this stage, it is proposed to leave the other two Council Meetings as scheduled on Wednesday 31<sup>st</sup> October and Wednesday 12<sup>th</sup> December 2012.

### RECOMMENDATION:

**That Council approve to bring forward the September Council Meeting to Wednesday 19<sup>th</sup> September 2012 and the November Council Meeting to Wednesday 21<sup>st</sup> Council 2012.**

### ATTACHMENTS:

There are no attachments for this report.

## REPORTS FOR DECISION

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**ITEM NUMBER** 6.2  
**TITLE** Sponsorship Request for Matthew Galarla  
**REFERENCE** 102946  
**AUTHOR** Ebony Costa, Regional Coordinator of Childrens Services



Sponsorship Request for Matthew Galarla

### BACKGROUND

Marlene Lorenzo is looking for sponsorship from the Shire for her son Matthew Galarla to attend an AFL program in Melbourne.

A letter from St John's Catholic College AFL Program is attached outlining details of the AFL program in Melbourne.

### ISSUES/OPTIONS/CONSEQUENCES

### CONSULTATION & TIMING

### RECOMMENDATION:

**That Council approve / not approve sponsorship for Matthew Galarla.**

### ATTACHMENTS:

1 Sponsorship request.pdf



Matthew Galarla

### AFL TOUR 2012 TO MELBOURNE

15 June 2012

Dear Parent/Guardian,

As part of the St John's Catholic College AFL Program there is an annual Interstate tour for the College. This year the squad will be travelling to Melbourne around the end of Week 6 / Week 7.

This is a letter to confirm that your son/daughter has shown an interest in being selected for this squad. A maximum of 24 students will be selected to travel to Melbourne. The selection process will involve rewarding students who have been working hard on their academic and sporting pursuits at the College.

The cost of the trip for the students is \$650. This covers airfares, transport, meals and team uniforms. The AFL Program will make a contribution to the cost of the Tour also through funding and sponsorship.

A deposit of \$150 is required by Fri 27 July 12 and the final \$500 is required by 15 August 2012. Should your son/daughter miss out on being selected for the trip a full refund will be made as soon as possible.

Bank Account details are below, please put in the particulars for the payment so it can be tracked.

Account Name: St John's College School Account  
Details: Student Name: AFL Tour 2012  
Bank: CBA  
BSB: 065901  
Account No: 00460269

The tour is very much in the planning stages at present and full travel and itinerary details will be given to you in the near future.

Should you require any further information, then please contact me at the College by telephone on 0432 469500 or (08) 8982 2271.

Regards,

A handwritten signature in black ink, appearing to read 'Paul Mead'.

Paul Mead  
AFL Programs Manager  
St John's Catholic College

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## REPORTS FOR DECISION

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<b>ITEM NUMBER</b>	6.3
<b>TITLE</b>	Extension of Building services to include additional plumbing roles
<b>REFERENCE</b>	102871
<b>AUTHOR</b>	Martin Waddington, Director of Infrastructure and Shire Engineer

Council are requested to consider expansion of the current building services function to provide for construction and related training of apprentices in the plumbing area

### BACKGROUND

Council has building services team based mainly on the contract with DHLGRS to maintain community housing, to maintain staff residences and for miscellaneous trade services in each of our communities and at outstations. Council also has outstanding funding obligations for the completion of two houses at Pirlangimpi and two at Milikapiti.

At the last Ordinary Council meeting in July, Council approved an expansion of the current building services function to three additional tradesmen and up to 8 Tiwi trade assistants (some of whom are to be subsequently transitioned to full trades apprentices) These are required to address a shortfall in the carpentry area.

Council is now in a position to provide further plumbing services to Power and Water Corporation via its existing contract. Previously the physical repair of water mains were contracted out to external providers, however we are now in a position to carry out the work in house and thus provide an opportunity to create employment opportunities for local people.

Council has also recently achieved Contractor accreditation status and is now able to contract for construction and trade related services for the NTG, and additional work is expected to be forthcoming with respect to R&M of government buildings pending a successful tender bid.

### ISSUES/OPTIONS/CONSEQUENCES

In addition to the expansion of the Building Services Team as previously approved, there is a similar need to make a similar expansion to the plumbing area. Specifically, Council is being asked to approve three new positions viz:

- One fully qualified plumber.
- One trade assistant to be transitioned into a full plumbing apprenticeship
- One trade assistant

### RECOMMENDATION:

**That Council approve the expansion of the Building services team to include One fully qualified plumber. One trade assistant to be transitioned into a full plumbing apprenticeship and One plumbing trade assistant**

### ATTACHMENTS:

There are no attachments for this report.

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## REPORTS FOR DECISION

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<b>ITEM NUMBER</b>	6.4
<b>TITLE</b>	New Position - Corporate Services Maintenance Officer
<b>REFERENCE</b>	102700
<b>AUTHOR</b>	Rosanna De Santis, Director of Corporate and Community Services



This report seeks to gain approval to implement a new position (change in structure) within the Corporate Services Directorate.

### **BACKGROUND**

An Injury to our Essential Services Officer, Gabriel Lorenzo has resulted in him only being able to perform limited duties, some of which cannot be adhered to in his present job role.

The rationale for the creation of the new position is as follows;

- To ensure the Shire complies with Work Health and Safety principles, and
- To Continue employment of a long serving employee

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

The new position will see Gabriel performing a combination of office admin duties and outdoor garden maintenance at the Shire's Milikapiti Office

### **CONSULTATION & TIMING**

### **RECOMMENDATION:**

**That Council approve the above new position.**

### **ATTACHMENTS:**

There are no attachments for this report.

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## REPORTS FOR DECISION

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<b>ITEM NUMBER</b>	6.5
<b>TITLE</b>	Change of Directorate for Vehicle Workshops and Events Management
<b>REFERENCE</b>	102949
<b>AUTHOR</b>	Shelley Davis, Deputy Director Corporate Services

Change of Directorate for Vehicle Workshops and Events Management

### BACKGROUND

To provide Fleet Management with the autonomy to manage the complete cycle of vehicle bookings, repairs and maintenance, acquisition and disposal and internal and external cost recovery the decision to place the Fleet and Plant Assets as well as the Vehicle Workshops within the Directorate of Corporate and Community Services has been reached.

This will enable ALL shire fleet and plant assets to be charged to the departments who utilise them, with no department having ownership of the fleet and plant in their own right.

Vehicle Managers will report to the Deputy Director of Corporate Services. The Workshop Manager at Milikapiti will take on responsibility for the training and record keeping for all mechanical apprentices across the Shire.

Given the alignment of Events Management to the use of Sport and Recreation and Facilities Management, the Events Manager will report directly to the Director of Corporate and Community Services, falling under the Community Services arm.

### ISSUES/OPTIONS/CONSEQUENCES

The changes in Vehicle Workshop reporting will enable more effective recharging recharge and the ability to capture vehicle costs more accurately. It will also allow Workshop Managers to determine usability of plant and vehicles, as well as controlling where vehicles are and who uses them.

### CONSULTATION & TIMING

This will roll out as soon as sustainable processes and procedures are developed.

### RECOMMENDATION:

**That council approve the changes to the Organisational Structure as outlined.**

### ATTACHMENTS:

1 Amended Org Chart Shire Plan Aug 2012.pdf



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## REPORTS FOR INFORMATION

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<b>ITEM NUMBER</b>	7.1
<b>TITLE</b>	Proposed Workshop - Darwin 11th, 12th & 13th September 2012
<b>REFERENCE</b>	102926
<b>AUTHOR</b>	Trevor Harris, Governance Manager

Proposed Workshop - Darwin 11th, 12th & 13th September 2012

### BACKGROUND

As we are approaching the end of the first quarter of the new financial year, it is necessary the Shire Plan and the Budget is reviewed.

### ISSUES/OPTIONS/CONSEQUENCES

A workshop is planned in Darwin from 11<sup>th</sup> September 2012 to 13<sup>th</sup> September 2012 to review both the Shire Plan and Budget. Other items may also be added to the agenda.

All Directors and Councillors will be required to attend this workshop.

It will be necessary to travel over on Monday afternoon, 10<sup>th</sup> September and return to the Islands on Friday 14<sup>th</sup> September to allow three full days for this workshop.

Travel times, venue and accommodation is still being arranged and all participants will be advised of final arrangements the week prior to the workshop.

### CONSULTATION & TIMING

#### RECOMMENDATION:

**That Councillors note the dates of the planned workshop from the 11<sup>th</sup> September 2012 to 13<sup>th</sup> September 2012 and make themselves available for this period.**

#### ATTACHMENTS:

There are no attachments for this report.

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## REPORTS FOR INFORMATION

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<b>ITEM NUMBER</b>	7.2
<b>TITLE</b>	Support from Red Cross for a Community Notice Board
<b>REFERENCE</b>	102790
<b>AUTHOR</b>	Trevor Harris, Governance Manager



Support from Red Cross for a Community Notice Board

### BACKGROUND

There have been requests for Community Notice Boards to be installed in communities.

### ISSUES/OPTIONS/CONSEQUENCES

These notice boards will be used for displaying information relevant for community members.

Individuals and businesses will need to present their notices to the Office Managers of TISC in each community to have displayed on these boards.

Red Cross has written a letter of support for these notice boards to be installed.

### CONSULTATION & TIMING

The council has ordered a total of nine (9) notice boards which should arrive in early September. These notice boards will be installed in each community at the following locations.

#### **Wurrumiyanga and Milikapiti:**

Council Office;

Airport; and

In the general business area of each community

#### **Pirlangimpi:**

Council Office / general business area; and

Airport

#### **Wurankuwu:**

General business area

### RECOMMENDATION:

**That Council note this report and advise locals within their community that notice boards will be installed over the next month .**

### ATTACHMENTS:

1 Red Cross Request for Notice Board.pdf



9 August 2012

To the Tiwi Island Shire Elected Members,

I am writing in my capacity as the Team Coordinator Tiwi Islands, for the Red Cross to support the application for a community notice board in Wurrumiyanga.

One of the roles of Red Cross is to support young people and people with mental health worries into employment, training opportunities and engage in community activities. At present there is no secure facility to advertise all employment and training opportunities available to the community. Currently it appears notices are placed in various places around the community and are usually ripped down or weather damaged within days. This too is the case for general community notices.

The purchase and installation of a weatherproof and tamper proof notice board in a central point in the community would allow for increased community access to information and resources and a more cohesive and collaborative approach to supporting community and service provider communication.

Services such as CatholicCare, the Clinic, Relationships Australia and Centrelink have also expressed their support and would like to utilise the notice board to advertise programs and notices related to their work. This would also provide a platform for the Shire and Land Council to display current information for community members.

At a relatively small cost this project could affect some very positive change within the community, at a time when services and community are working closely together to ensure better outcomes for the wider community.

Please do not hesitate to contact me for further information.

Thanking you for your consideration of this proposal

Jon Benham  
Team Coordinator Tiwi Islands, Red Cross  
Mob. 04288 561 117  
Email. jbenham@redcross.org.au

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## REPORTS FOR INFORMATION

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<b>ITEM NUMBER</b>	7.3
<b>TITLE</b>	Community Services Report - July 2012
<b>REFERENCE</b>	102701
<b>AUTHOR</b>	Rosanna De Santis, Director of Corporate and Community Services

This report outlines business within the Community Services Directorate, and includes Sport and Recreation, Pool/Oval, Facilities Management, Children's Services & Youth Diversion.

### **BACKGROUND**

This report is for the month of July 2012.

**Sport & Recreation** - Another big month in the Sport & Rec business unit, planning for Milimika Festival, Australian Cricket Team visit, and conducting staff 6 month appraisals.

This report will identify continued issues with staff absenteeism and steps that have been taken to rectify the situation.

We continue to work on building our sporting pathways with the focus this month on junior cricket and basketball. We are improving in this area however have a long way to go.

### **Strategic Planning:**

#### **Strengths**

- **Majority of Sport & Rec staff are Tiwi Staff with Tiwi & English language skills** – This month we interviewed 3 gentlemen for the vacant part time position at Wurrumiyanga. JJ Rioli, Nicole Tipungwuti and Mick Rees sat on the interview panel. A directive has been handed down from the Director of Corporate and Community Services stating that new staff must have an Ochre card to be placed into the position. Once the successful applicant has an Ochre card they will be issued a letter of offer.

- **Peak Bodies supporting programs** – This month the Manager of Sport & Rec has held NT Cricket to discuss the 4 Australian Cricketers who will be attending the clinics on the 10<sup>th</sup> of August. Meetings were held on the 2<sup>nd</sup> and 16<sup>th</sup> of July. The Regional Manager of Sport & Rec attended a meeting in Darwin held by the ISU to discuss how we can work together for the next 12 months. Fred Murphy from the ISU visited the Tiwi's on the 18<sup>th</sup> and 19<sup>th</sup> of July.

#### **Weaknesses**

- **Communication with staff** – Communication between staff members themselves and with management has not been the best in this past Month. A number of staff have had unexplained absences. David Guy was issued with a warning letter for this reason.

#### **Threats**

- **Unexplained absences** – Nine this month.
- **Lack of First Aid equipment** – First Aid equipment has been purchased and is now accessible at all 3 Rec halls in each community.

#### **Opportunities**

- **Provide staff with professional development opportunities** – Sport & Rec staff have no formally enrolled in a Certificate III in Sport & Recreation through a company called Above and Below. They also participated in harmonisation training at Wurrumiyanga on the 24<sup>th</sup> of July.

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**Financial Variances to Budget:**

***Action SDC – 1210 Active Remote***

**INCOME**

Balanced

**EXPENDITURE**

Balanced

**NET PROFIT / LOSS**

Balanced

***Action SDC – 1340 Sport & Rec***

**INCOME**

The income variance of 100% is a result of the annual funding being received in a lump sum.

**EXPENDITURE**

7111 – 7135: Salary Expense Normal: Monthly budget is the yearly budget divided by 12. The yearly budget however is only based on the months that a Sport & Rec Manager was employed (not 12 months). Thus, the monthly budget will always be lower than the actual amount.

7411 – Mobile Telephone Expenses: There is a variance of 100% as the phone bill for April has not been received yet.

**NET PROFIT / LOSS**

There is a net loss of \$15,543 for the month. This is because the annual funding was received in a lump sum and that the monthly budget is the yearly budget divided by 12. The yearly budget however is only based on the months that a Sport & Rec Manager was employed (not 12 months).

***Action SDC – 1341 DOHA Sport & Rec***

**INCOME**

The income variance of 100% is a result of the annual funding being received in a lump sum.

**EXPENDITURE**

7111 – 7134: Salary Expense Normal: There is a 22% positive variance to budget because we currently have two vacant positions in our business unit.

**NET PROFIT / LOSS**

Balanced

***Action SDC – 1223 Sports Demo***

**INCOME**

There is a positive variance of 1100% as the income for the month is not accurate.

**EXPENDITURE**

7251 – Material Exp General: There is a positive variance of 100% which is inaccurate as there is \$1951.37 in commitments which once accounted for will provide a more accurate variance.

**NET PROFIT / LOSS**

Balanced

***Action SDC – 1224 Imparja Cup***

**INCOME**

6314 Special Purpose Grant Inc Territory Govt: There is a positive variance of 1100% as the figures are not accurate. The \$2000 was exhausted in February, March 2012.

**EXPENDITURE**

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Balanced

## **NET PROFIT / LOSS**

Balanced

### **Human Resources:**

- **Attendances** – There were 9 unexplained absences this month. Staff have been counselled and warning letters have been issued.
- **Positions vacant** – There is only one vacant Sport & Recreation Officer position available at Wurrumiyanga.
- **Annual leave, leave coverage and proposed higher duties** – Nil
- **OH&S matters** – Nil
- **Staff meetings conducted** – A staff meeting was held at Pirlangimpi on the 3<sup>rd</sup> of July to discuss the planning for the Milimika Festival. The Australian Cricket Team visit and to present the new Staff uniforms that have arrived.
- **Training conducted (including training outcomes) and personnel development** – Nil
- **Conferences or external meetings attended** – This month the Manager of Sport & Rec has held teleconferences with NT Cricket and the Indigenous Sports Unit to discuss the Sports Demonstration Project and the continual development of a sporting pathway for Tiwi Islanders.
- **Travel (proposed and undertaken)** – The Manager of Sport & Rec travelled to Darwin on the 23<sup>rd</sup> of July for a meeting with the ISU on the 24<sup>th</sup> of July.
- **Vacant positions** – There is now only one vacant position. That position is for a part time Sport & Rec officer at Wurrumiyanga. As stated above once Ochre cards have been obtained by the successful applicant they will be appointed to the position.

### **Visitors and Meetings:**

Fred Murphy from the ISU

NT Cricket – Australian Cricket Team visit

The Marathon Project to discuss Tiwi Island X Country program for the next 12 months.

### **Events:**

Discos at Milikapiti

Basketball clinics at Wurrumiyanga and Milikapiti

Milo cricket at each community on the 7<sup>th</sup> 14<sup>th</sup> and 21<sup>st</sup> of July.

Camp in partnership with Red Cross

### ***Children's Services -***

- Camp: Boys & Girls camp (addressing Petrol Sniffing) at Wurrumiyanga.
- Holiday Camp at Milikapiti for Melville teenagers (12yrs to 18yrs).
- Holiday Program: Finished on 25<sup>th</sup> July (four weeks of activities). Assistance of Sport & Rec, Facilities Management and Red Cross.
- Red Cross: We have worked closely with Shelley at Wurrumiyanga to provide activities for the holiday program.
- FaFT Monthly Report attached.

The Holiday Program Finished on 25<sup>th</sup> July. The coordination between, Facilities Management staff, sport & Rec staff and Children's Service Manager & two staff members and the assistance of Red Cross.

### **Strategic Planning:**

**W: The lack of Commitment.** There has been no commitment to the roles and responsibilities of the VAC & OSHC staff. Which has lead to a less than adequate service for our children? I need to re-assess the both Programs and how they both engage the community and children in each site so we can provide quality service.

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**W: Staff attendance.** There were staff that have not been consistent in their attendance at work. We have held meetings regarding this issue to address the matter with staff and their coordinators. If this doesn't improve we will issue warning letters to staff or the termination of their contract.

**Financial Variances to Budget:**

**Childcare:**

**Wurrumiyanga**

SDC – 120501 Jirnani Childcare's total Expenditure for the month of July was \$35,233.

All expenses are in the areas of;

7111 - Employee Expenses: \$32,657

7251 - Materials General: \$3,104

7411 - Communication Expenses: \$238

6221 – Revenue: \$765

**Pirlangimpi**

SDC – 120502 Wulangurramatu Crèche's total Expenditure for the month of July was \$14,400.

All expenses are in the areas of;

7111 - Employee Expenses: \$14,400

**Milikapiti**

SDC – 120503 Jipingpila Crèche's total Expenditure for the month of July was \$15,661.

All expenses are in the areas of;

7111 - Employee Expenses: \$15,661

**Outer School Hours Care:**

**Wurrumiyanga OSHC**

SDC – 120401 total Expenditure for the month of July was \$21,193.

All expenses are in the areas of;

7111 - Employee Expenses: \$12,511

7251 - Materials General: \$8,000

7411 - Communication Expenses: \$682

**Pirlangimpi OSHC**

SDC – 120402 total Expenditure for the month of July was \$4,099.

All expenses are in the areas of;

7111 - Employee Expenses: \$4,099

**Milikapiti OSHC**

SDC – 120403 total Expenditure for the month of July was \$0.

No expenses for the month of July.

**Vacation Care:**

**Wurrumiyanga VAC**

SDC – 121101 total Expenditure for the month of July was \$11,200.

All expenses are in the areas of;

7111 - Employee Expenses: \$2,546

7251 - Materials General: \$8,109

7411 - Communication Expenses: \$544

**Pirlangimpi VAC**

SDC – 121102 total Expenditure for the month of July was \$3,651.

All expenses are in the areas of;

7111 - Employee Expenses: \$3,651

**Milikapiti VAC**

SDC – 121103 total Expenditure for the month of July was \$5,121.

All expenses are in the areas of;

7251 - Materials General: \$4,902

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7411 - Communication Expenses: \$219

**FaFT:**

**Wurrumiyanga**

SDC – 1228 total Expenditure for the month of July was \$9,128.

All expenses are in the areas of;

7111 - Employee Expenses: \$8,234

7251 - Materials General: \$749

7411 - Communication Expenses: \$145

**Human Resources:**

All Staffing issues, including:

- Attendances: This month staff attendances with Wurrumiyanga and Milikapiti VAC staff have not been unsatisfactory in their attendance and engagement to provide activities.
- Incidents: There was an incident at Jirnani Childcare. Attached is the a letter of complaint and the addressed response to Rosanna.
- Disciplinary matters: There will be 4 warning letters issued to the Holiday staff due to the lack of involvement with the program and lack of performance, 1 warning letter to Childcare staff, 2 Terminations for abandonment of duties.
- Positions vacant: No vacant positions.
- Recruitment: Nil
- Annual leave, leave coverage and proposed higher duties: Ebony Williams/Costa 1wk Annual Leave.
- OH&S matters: There were no OH&S matters for all childcare centres during this reporting period.
- Staff meetings conducted: Regional Manager visited all sites and held individual meetings with staff members in Children's Service regarding reporting requirements and assistance with reporting to the individual staff that are required to do Service Reports. There are still three outstanding reports Wurrumiyanga & Milikapiti VAC & Milikapiti OSHC. Pirlangimpi VAC & Pirlangimpi OSHC were late, but are now completed.
- Training conducted (including training outcomes) and personnel development: Nikita Mulder went to Darwin (DET Office) to do training around the reporting requirement for Families as First Teachers. The next training will be in August for the start of the next unit, Jirnani, Milikapiti & Pirlangimpi Children's Service sites will close for half a day for all staff.
- Conferences or external meetings attended: Nil
- Travel (proposed and undertaken): Nil

**Visitors and Meetings:**

Deirdre Sammon Department of Employment and Training (FaFT) did a site visit for the FaFT Program attached is the Report. Attached is the site visit.

Interaction with Councillors, particularly portfolio responsible members: Next month the Councillors for Children's Service will be conducting Service audits with the Children's Service Manager on Children's Service Programs.

**Events:**

The Boys 02/07 to 06/07 & Girls 16/07 to 20/07 camping trip at Wurrumiyanga addressing Petrol Sniffing. Bush camp for Melville teenagers at Milikapiti with Red Cross and community volunteers.

I would like to thank the very hard work of Katie & Warwick Westmore and Nicole Tipungwuti for their time and effort to make this happen.

**Key Performance Indicators:**

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**KPI – Staff working together:** Milikapiti & Wurrumiyanga Children's Services staff in the holiday program have not worked well with the assisting staff. The activity program and support was provided and the staff have not followed the planned program. **The Facilities Management, Sport & Rec staff and Shelley Wills from Red Cross have provided the activities for the Holiday Program with minimal assistance from the appropriate staff responsible for the running of this program.**

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

Issue: The non engagement of all OSHC & VAC staff in providing activities for their programs.  
Consequences: That warning letters be issued to the staff concerned and that they be counselled.  
Options: That we re-assess the way we run the OSHC & VAC Programs, because in the current form it is not working (a) Staffing (b) Rosters/Activities (c) Operation sites & Office base (d) Volunteers, so we can provide quality activity programs to the children in our communities.

### **Pool & Oval - School Holidays**

On the 25<sup>th</sup> June 2012 a meeting was held between Tiwi Shire staff and Red Cross to prepare the Vacation Care Program for the School Holidays scheduled in June/July. The Holidays began on 27<sup>th</sup> June and so did the Vacation Care Program. It was agreed that Red Cross and Tiwi Shire staff (this included Childcare staff, Swimming Pool and Sport and Recreation staff) would work together to deliver the program to the community. It was expected that there would be high numbers of participants throughout the duration of the holidays. However, due to Sorry Business, families camping for the holidays and colder weather, the Pool was not utilised to its full capacity during the school holiday period and therefore, attendance was low.

### **Health Inspector Visit**

On the 19<sup>th</sup> July the Pool was inspected by the Department of Health. Samples were taken for testing which all came back with results that were compliant and up to regulation.

### **Maintenance**

- Signs have been put up around the Pool to inform patrons of potential hazards.
- The hole around the Children's Swimming Pool has been filled with concrete.
- A Ramp has been installed to the Chemical Shed
- Bain Marie power cord has been fixed
- Deep Fryer power inlet has been installed

### **Maintenance Required:**

- For URGENT action: the Children's Playground area, this is structurally not sound and could collapse.
- Old Irrigation system holes to be filled.
- Broken edges around concrete seats – these seats are broken and have some sharp edges.

### **Kiosk**

#### **6723 – Sales**

Due to low attendance for July, sales have been down for this month. A total of \$218.90 was taken in sales for July.

### **Territory Day Celebrations (Cracker Night)**

The Kiosk was open from 6pm – 9pm. Katie Westmore and Nicole Tipungwuti were the staff members who worked that evening. Fireworks were let off on the oval for the community to enjoy.

### **Attendance for July**

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There have been very low numbers for July. A total of 62 children from 10 – 18yrs old attended the Pool for the duration of July. A total of 5 Adults attended for the month (this is not including the Adult Swimming Sessions run by the Facilities Managers).

### **Upcoming Events**

Milimika Festival 3<sup>rd</sup> August 2012.

#### *Pool Opening Hours:*

<b>DATE</b>	<b>TIME OPEN</b>	<b>TIME CLOSE</b>
Friday 3 <sup>rd</sup> Aug	10.30am	5.00pm
Saturday 4 <sup>th</sup> Aug	11.00am	4.00pm
Sunday 5 <sup>th</sup> Aug	11.00am	4.00pm
Monday 6 <sup>th</sup> Aug	11.00am	4.00pm

#### *Kiosk Opening Hours:*

<b>DATE</b>	<b>TIME OPEN</b>	<b>TIME CLOSE</b>
Friday 3 <sup>rd</sup> Aug	11.00am	7.00pm
Saturday 4 <sup>th</sup> Aug	11.00am	9.00pm
Sunday 5 <sup>th</sup> Aug	11.00am	9.00pm
Monday 6 <sup>th</sup> Aug	11.00am	4.00pm

The Pool and Kiosk will be run by the Swimming Pool and Oval Manager and Sport and Recreation Officers.

### **Issues to be addressed:**

Lack of Parental Supervision – Children who are under 10 years of age are to be accompanied by an adult (Parent/guardian) this is to ensure the safety of all who use the Swimming Pool Facilities. Children who are underage continue to come to the pool without supervision. This requires Pool Staff to then refuse them entry.

Training for Pool and Sport and Recreation Staff:

Training is still required for Pool and Sport and Recreation Staff around Pool Plant Operations. It is imperative that all of the above mentioned staff members are trained in this to ensure that when staff go on holidays etc, the Swimming Pool Facilities on the Islands will remain functional.

### ***Facilities Managers -***

#### **Territory Day Fireworks Display**

On the 1<sup>st</sup> of July the Facilities Managers assisted in the preparation and running of a fireworks display for Territory Day on the Wurrumiyanga oval. They assisted Peter the pyrotechnician to set up the fireworks on the oval and safely secure them. Warwick Westmore then assisted Peter to conduct the display for the local community. Katie Westmore and Nicole Tipungwuti run the canteen at the pool during the fireworks display.

#### **School Holiday Activities**

On the 25<sup>th</sup> June a meeting was held between Tiwi Shire Childrens Services, Sport and Recreation, Facilities and Pool staff along with the Red Cross to prepare the Vacation Care Program for the School Holidays scheduled in June/July.

The Holidays began on 27<sup>th</sup> June and so did the Vacation Care Program. It was agreed that Red Cross and Tiwi Shire staff would work together to deliver the program to the community.

During the program the Facilities Managers assisted Red Cross and Sport and Recreation staff in the implementation of activities.

The Pool and Oval Manager ran the pool on his own during this period as the Sport and Recreation Officer was required to assist with the holiday activities.

### **Girls Camp**

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The facilities managers assisted in the preparation and implementation of the Tiwi Islands Shire Council Petrol Sniffing Initiative girls camp that took place from the 17<sup>th</sup> to the 19<sup>th</sup> of July. The facilities managers arranged for the purchase of 40 sleeping bags for the camp, assisted in the planning of the program of activities and collected and transported all the necessary equipment to the camp. Katie Westmore then participated as a camp leader for the duration of the camp, supervising the girls, preparing meals and overseeing activities.

### **Department of Environmental Health – Pool Water Quality Testing**

On the 19<sup>th</sup> of July the Wurrumiyanga Pool was inspected by the Department of Environmental Health. The results of the testing were good with free chlorine, combined chlorine, alkalinity, calcium and cyanuric acid within regulations. However the pH in both the Toddlers pool and main pool were slightly high.

### **Milimika Festival Preparation**

During July the Facilities Managers were heavily involved in preparations for the Milimika Festival. They have been assigned the task of organising the commercial and information stalls for the festival. During the month this has involved receiving and processing applications, the purchase of sand bags, pegs, guy ropes, marquees, a gazebo and various other items. Due to a lack of regular accommodation the Facilities Managers also arrange for the purchase of extra camping tents and the preparation of alternate facilities to fill the housing gap.

### **Inflatable Screen Purchase**

The facilities managers were instructed by the Director of Community Services to purchase a 8m x 4m inflatable movie screen for use by the Tiwi Shire. As the screen is a valuable asset the Facilities Managers will take responsibility for it and supervise its use to prevent it being damaged.

### **Pirlangimpi Pool**

The Facilities Managers, Sport and Recreation Manager and the Sport and Recreation Supervisor for Pirlangimpi decided to suspend the operation of the Pirlangimpi swimming pool during the bush holiday period.

The decision was made due to the cooler weather and school holidays leading to very low demand for the pool. So it was felt that the time and effort of staff would be better spent elsewhere.

Following the bush holiday period, on the 24<sup>th</sup> of July, the Facilities Managers went to Pirlangimpi and spent a day there assisting in the cleaning of the pool and grounds with the Sport and Recreation Supervisor. The pool was then opened to the public that afternoon.

Prior to the holiday period the pool had continued to operate very infrequently as the Sport and Recreation Supervisor there was not comfortable working at the pool alone whilst the Sport and Recreation Officers were at the Recreation Hall.

Through a discussion with the Sport and Recreation Manager, it was decided that all three Sport and Recreation Staff in Pirlangimpi would work at the swimming pool on designated pool days. These being Mondays and Thursdays when the club is shut. On the other three days of the week the three staff would open the Recreation Hall.

### **Maintenance**

Information and safety signs were erected at both the Wurrumiyanga and Pirlangimpi swimming pools. These signs have addressed the requirements identified in the Royal Life Saving Society's guidelines for safe pool operation.

The holes in the concrete concourse around the Toddlers's Pool in Wurrumiyanga were filled in, permanently eliminating this hazard.

A concrete ramp was installed at the entrance to the new garden shed at the Wurrumiyanga pool. This allows access to the shed with trolleys and wheelbarrows, which in turn decreases OH&S risks.

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## **Strategic Planning:**

### **Weaknesses addressed from the strategic plan this month:**

#### **Limited Communication Between Sites.**

During July the communication between the Facilities Managers and the Sport and Recreation Supervisor in Pirlangimpi has greatly increased.

The Facilities Managers were able to get to Pirlangimpi twice during the month to meet with the Sport and Recreation Manager and Supervisor to discuss the operation of the pool.

The Sport and Recreation Supervisor has also been in regular contact with the Facilities Managers via phone calls and emails to update them on situations with the pool.

Hopefully this continues in the future and the pool in the Pirlangimpi Community can final run on a regular and consistent basis.

#### **Non existent or inadequate manuals and procedures.**

As there was no existing policy, the Facilities Managers have developed Terms and Conditions of Hire for the Sport and Recreation facilities in all three communities.

The document has been handed to the Director of Community Services for approval before it is put into use.

### **Opportunities address from the strategic plan this month:**

#### **New equipment.**

A 4m x 8m inflatable movie screen was purchased in July for use at Sport and Recreation and other shire events in Wurrumiyanga.

The screen is large enough to be viewed by up to 900 people and will provide opportunities for sport and recreation to show various sorts of entertainment for all members of the community.

### **Financial Variances to Budget:**

Report no loaded at time of submitting this report.

### **Human Resources:**

The Facilities Managers Warwick and Katie Westmore will be on leave in August from the 7<sup>th</sup> to the 19<sup>th</sup>. Jeremy Rioli, the Pool and Oval Manager, will be available to assist with any facilities enquiries and will liaise with the Sport and Recreation Manager Mick Rees for assistance if required.

### **Visitors and Meetings:**

On Wednesday the 25<sup>th</sup> of July Facility Manager Warwick Westmore met with Pool and Oval Manager Jeremy Rioli to instruct him on the completion of the Sport and Recreation Facilities monthly report, including the financial reporting.

This means that from now on Jeremy will be completing sections of the report regarding activities at the Wurrumiyanga pool and oval, as well as the finance reporting for the pool and kiosk.

### **Events:**

- The Facilities Managers assisted in the set up and running of fireworks on the Wurrumiynaga oval on July 1<sup>st</sup> for Territory Day.
- School holiday activities, 25<sup>th</sup> of June to the 22<sup>nd</sup> of July.
- Tiwi Islands Shire Council Petrol Sniffing Initiative – Girls Camp. The Facilities Managers were part of a Community Services team the prepared and ran this camp for teenage girls.
- School Swimming Program – To be implemented by Swimming NT
  - Unfortunately due to a resignation of the Swimming NT representative, who was meant to coordinate this program, it was cancelled.
  - Xavier College are hoping to run the program later this year.

### **Upcoming Events**

- The Milimika Festival will be held from the 3<sup>rd</sup> of August through to the 5<sup>th</sup> of August. Milimika Festival 3<sup>rd</sup> August 2012.

*Pool Opening Hours:*

DATE	TIME OPEN	TIME CLOSE
Friday 3 <sup>rd</sup> Aug	10.30am	5.00pm
Saturday 4 <sup>th</sup> Aug	11.00am	4.00pm
Sunday 5 <sup>th</sup> Aug	11.00am	4.00pm
Monday 6 <sup>th</sup> Aug	11.00am	4.00pm

*Kiosk Opening Hours:*

DATE	TIME OPEN	TIME CLOSE
Friday 3 <sup>rd</sup> Aug	11.00am	7.00pm
Saturday 4 <sup>th</sup> Aug	11.00am	9.00pm
Sunday 5 <sup>th</sup> Aug	11.00am	9.00pm
Monday 6 <sup>th</sup> Aug	11.00am	4.00pm

The Pool and Kiosk will be run by the Swimming Pool and Oval Manager and Sport and Recreation Officers.

- NT elections will be held in the Wurrumiyanga Recreation Hall on August 24<sup>th</sup>.

**Key Performance Indicators:**

Community participation	Patronage at the Wurrumiyanga pool has decreased by 40% from last month.
Canteen income	Due to the low patronage the canteen income also decreased in July.
Staff retention, development & commitment	The pool and oval manager received training in the monthly reporting, including the finance.
Program participation	Due to the low pool patronage only casual swimming occurred at the swimming pools.
Facility hire income	No facilities were hired during July
Pool water quality and compliance	Twice this month the pool water quality has been out of the required health regulations. This was acted upon immediately. Therefore, the pool water quality has been at the desired level 92% of the time.

***Youth Diversion -***

- Two Formal Youth Referrals from Nguiu Police as at 31/07/2012
- No further cases of petrol sniffing at Wurrumiyanga since family interventions with regular follow up undertaken by TIYDU team. There has been a rumour of one boy sniffing petrol during July however follow up with family indicated that the rumour was unfounded
- Community Work Order (CWO) referrals from court for work program – 3 referrals as at 31/07/2012
- Community Custody Order (CCO) referrals from court for work program – 1 CCO breached as at 31/07/2012

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- Referrals to Community Court – Youth Court - Coordinating Role – Regular discussions held with Nguiu Police to review court list and make recommendations for referrals of youth to Youth Court.
  - Ongoing Legal Education and Training provided by NAAJA each month to Community/Youth Court panel members and Ponki (Peace) Family Mediators.
  - Local Board meetings – Assisting with Community engagement – 3 x Tiwi communities – ongoing;
  - Men’s meetings in conjunction with Men’s Centre – meetings scheduled for 1 x month;
  - Family Mediations - Ongoing Family Mediation training through Community Justice Centre (CJC).

### **Strategic Planning:**

#### **Weaknesses**

Inadequate funding to employ additional Tiwi Youth Support Workers at Wurrumiyanga, Pirlangimpi and Milikapiti. There are only two F/T positions in TYDU i.e. Manager and Tiwi Youth Support Worker based at Wurrumiyanga to cover all Tiwi communities;

#### **Opportunities**

- Continue to involve Tiwi families and culture to further develop Tiwi Youth Diversion programs;
- To increase funding to employ 4 additional Tiwi Youth Support Workers for Wurrumiyanga (two extra positions), Milikapiti (one position) and Pirlangimpi (one position).

### **Financial Variance Report as at 31/07/2012**

#### **INCOME**

**6314** – DCF Grant income N.T. Grant - \$140,746.00 - *Note - Payments from funding body received quarterly whereas Shire reports are provided monthly.*

#### **EXPENDITURE**

##### **Employee Expenses**

**Total Employee Expenses** – Accrual not transacted in current years figures. When this is posted it will take salary costs to under budget.

##### **Contract and Material Expenses**

**7251 – Material Expenses General** – Nil expenditure leaving 100% positive variance.

##### **Communication Expenses**

**7411 – Mobile Phone Expenses** shows a **156%** positive variance - Phone bill not received until 20 August credit is for personal use allocation.

##### **Miscellaneous Expenses**

**7931 – Training Course Fee** shows a -218% negative variance - First installment paid in July. Budget based on even 12 months

**7935 – Airfare and general travel expense** shows a -27% variance – Budget based on an even 12 months.

##### **Allocation of Contract and Material Expenses**

No spend.

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## **Allocation of Communication**

**9417** – Allocation of ICT expense shows no spend, this is due to it being posted in the August report.

## **Internal Cost Allocations**

**Total Internal Cost Allocations** – No spend.

## **Major impacts to your Independent Business Unit's financial status**

Tiwi Islands Youth Diversion Unit needs to identify other relevant funding, to supplement the salary of additional staff needed to conduct the volume of work in the business unit.

## **Significant variations and proposed remedial or supplementary action:**

No significant variations.

## **Human Resources:**

### **Staffing issues:**

- **Attendances** -
- **Incidents** – No incidences to report;
- **Disciplinary matters** -
- **Positions vacant** - No positions vacant;
- Recruitment - No positions vacant;
- **Annual leave, leave coverage and proposed higher duties** – Annual leave taken as at 31<sup>st</sup> June 2012;
- **OH&S matters** – No OH&S matters;
- **Staff meetings conducted** – Meetings between TYDU Manager and Tiwi Youth Support Worker conducted on regular basis;
- **Training conducted (including training outcomes) and personnel development** - Mediator training ongoing
- **Conferences or external meetings attended** – No conferences or external meetings (i.e. Darwin) arranged to date;
- **Travel (proposed and undertaken)** – No travel proposed for current financial year;

### **Visitors and Meetings:**

- NAAJA Legal Education and training lawyer monthly visit providing legal education and training for community Court Panel members and Ponki Family Mediation team;
- Red Cross Save a Mate manager
- Barry Puruntatameri
- Men's coordinator Ivan Fernando
- Wurrumiyanga Police – Youth/family interventions follow up.

### **Visitors Scheduled in the next two months for TIYDU including purpose and outcomes:**

- NAAJA Community Legal Education and Training lawyer July 2012; to provide legal education and training to Community Court Panel and Ponki Family Mediation Team;
- CJC Mediator – Director CJC
- Wurrumiyanga Police - Ongoing

### **Interaction with Councillors and Local Board members:**

Interaction with Wurrumiyanga ward counsellors on a consistent basis i.e. Barry Puruntatameri, Leslie Tungutalum, Emmanuel Rioli. Interaction with other counsellors when required i.e. TISC Mayor Lynette De Santis, Pedro Rioli.

### **Events:**

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**Events implications, outcomes and relevance within TIYDU.** Tiwi Youth Diversion Unit provides events support upon request.

**Key Performance Indicators achieved or not achieved and relevant KPI Timelines:**

Regular discussions and working in conjunction with Nguiu Police/Tiwi Schools on youth and Police related issues.

**RECOMMENDATION:**

**That Council note this report for information.**

**ATTACHMENTS:**

There are no attachments for this report.

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## REPORTS FOR INFORMATION

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<b>ITEM NUMBER</b>	7.4
<b>TITLE</b>	Corporate Services End of Month Report July 2012
<b>REFERENCE</b>	102909
<b>AUTHOR</b>	Shelley Davis, Deputy Director Corporate Services

### **Background**

This Business Unit encompasses the Office operations in each community, Record Management, IT and Communications, Events Management, Fleet Administration, Business Development.

### **Corporate Services / Administration:**

#### **Pirlangimpi**

More funerals during this reporting period left the office short staffed again with the Office Manager in attendance, otherwise everything is running well. With more funerals coming up in this community we may have to shut the office to attend and pay our respects to our deceased elders.

Travel Services booking system has improved a lot and is much easier since we started processing bookings online. Not only have we stopped phantom tickets being charged to Shire we have also stopped the issues with not being able to get through to ladies at Fly Tiwi and it is easier to change flights.

#### **Milikapiti**

Milikapiti office is responsible for the day to day operations of all Shire services to the community including administration support, fuel sales, maintaining Australia Postal Services and has been operating efficiently for the month of July.

#### **Wurrumiyanga**

The Wurrumiyanga office of the Tiwi Islands Shire Council is primarily concerned with supporting those Shire Council business units that are located within the confines of the Shire building at Wurrumiyanga and the efficient running of the office in the areas of reception, cleaning and gardening. The Unit is also responsible for the good and proper running of the Post Office at Wurrumiyanga and ensuring that a professional postal service is provided to the community of Wurrumiyanga.

### **IT and Communications**

#### **Landlines**

Over the past three months, the Shire IT Officer and IT Manager have been checking all the landlines billed to the Shire. With the assistance of the Chief Financial Officer we arrived at 36 landlines to be disconnected. Savings to the Shire will be around \$20,000 per annum.

#### **Councillors Computer Access**

We have three desktop computers for Councillors to access Shire email and Council Agendas and Minutes. One will be set up in each Shire office over the next two weeks.

#### **New Printer for Wurrumiyanga Office**

We have ordered a replacement for the office printer at Wurrumiyanga. It will be delivered by barge sometime in the next two weeks and installed in the office.

#### **New Network Connections**

We have recently installed a network cable between the Milikapiti CDEP building and the main office. Once the network is completed access to Citrix will be available from network points in the CDEP Building.

#### **Community Phones**

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Under the Indigenous Communications Program run by the Dept of Broadband, Communications and the Digital Economy, remote Indigenous communities with fewer than 50 people that also lack reasonable access to a public payphone may qualify for a community phone—either a fixed satellite telephone or a mobile satellite handset. One fixed satellite public phone is already approved for Takapimiliyi Creek. Other outstations on both islands may be eligible.

### **New Phones/Turbo Modems**

New handsets have been issued to:

Therese Bourke

Peter Rioli

Crystal Johnson

New turbo modem accounts started for:

Matt Gigante Mechanic Milikapiti

### **Strategic Planning**

#### **Corporate Services / Administration:**

##### **Wurrumiyanga**

During the month staffing at the post Office was done on a piecemeal basis with the Office Manager and one of the other office staff assisting. No complaints were received from the Public regarding the reduced office hours or the quality of service the public received from the Post Office during this time. However, in the last week I have fielded a complaint regarding the opening times at the Post Office on days where funerals are taking place. The only way I can overcome this problem is to nominate someone from within the Wurrumiyanga office to take on a relieving role on these occasions. This will ensure the post office remains open.

The development of a Strategy for the repainting of the Wurrumiyanga Office and Post Office need to be considered. The interiors of both offices are looking tired. The Wurrumiyanga Office floor needs re-painting throughout as do the walls and ceilings. The walls in the Post Office are in a similar condition and require painting and the Post Office also requires new carpet behind the counter. The Post Office Toilet also needs painting and cleaning.

The need for a computer at the Post Office to assist with Postal work would be an advantage for Postal workers. Australia Post has a program on their computer system that provides up to date fees and charges and contact details for each of the post offices around Australia. This would also assist Postal workers when sending money orders interstate e.g. finding fax and phone numbers of the various post offices around Australia is very difficult at times.

The installation of all weather external power points within the caged areas on the external walls of the Shire Office building and within the caged area should also be considered. This would enable access to power from outside the Office area for workmen, and other visitors such as the Vet.

Additional taps are needed at the front of and rear of the Shire Building to enable watering the lawn and washing vehicles to take place and also for workmen on site. A tap would also have come in handy for the Vet, instead a fire hose reel was used.

New chairs for the Boardroom are required and prices are being obtained. The current eclectic set of chairs is clearly not suitable for the purpose of a Boardroom setting and long meetings and is also an OH&S issue.

The Boardroom was not used to its full potential during July. The Boardrooms (large and small) were booked out on 15 occasions. The Milimika Festival and the Workforce Development section used the Boardroom on a number of occasions during the month. The Boardroom was also used by the Magistrates Court for two days NAJA Criminal and Civil used the small Boardroom for five days, Night Patrol used the room for half a day, HR/Payroll for one day.

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## **Pirlangimpi**

### **Weakness:**

- As reported in last months report the multi-function Centre is still getting paper jammed. Fax machine is not working due to the phone line it is running from is dead. Telstra has been contacted.
- Due to all the funerals lately and other issues the office has been short staffed.

### **Opportunities:**

- As previously reported there is still opportunity for a CDEP worker to come into the office and gain some experience.

## **Milikapiti**

Discussions held with Rosanna De Santis regarding training and assessments. Rosanna De Santis has offered to assist with the monitoring of course modules which will be completed in the workplace instead of attending TITEB.

Melinda Saw (Workforce Development) met with Christine Joran to organise and clarify Training requirements. Assessments will be conducted with Christine Joran, who is currently enrolled in Cert III Business Administration with TITEB .There were some issues affecting attendance at TITEB which have been addressed.

Fees and charges are implemented and invoices and internal work orders issued for use of Council facilities. Internal work orders have been completed in a timely manner resulting in an increase of revenue.

## **IT and Communications**

Have started cabling for the CDEP Building in Milikapiti to connect to the Citrix network.

## **Financial Variances to Budget**

Budgets and Profit and Loss Reports are being rolled out across all Business Units. To date, whilst not all Budgets have been loaded into the Financial Management System, all Managers and Directors have received training in Financial Variance Reporting.

You will note the significant variances which are due to no Budgets currently being loaded.

## **Administration - Wurrumiyanga**

### **INCOME**

**Month to Date:** User charge fee (for the boardroom large and small) total is \$1228. This figure appears to be wrong as the Boardroom was used on a number of occasions during the month and the total should look more like \$ 1450.

**Year to Date:** User charge fee for the year to date total \$1450.

### **EXPENDITURE**

**Month to Date:** Contract and material expenses or the month totalled \$5,035. Expenditure appears to be for stationery, catering, freight and general consumables. The majority of this money will be returned to the Wurrumiyanga office in due course as various internal units use it up.

**Year to Date:** Expenditure to date is \$5035

**Commitments:** There is approximately \$700 worth of funds committed for the next period which is made up of stationery, catering and general expenses. These items have already been ordered and should be delivered in the next week.

### **Post Office**

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**Month to Date:** The Post Office has not incurred any discretionary expenses apart from the normal building operational costs such as power and water. This month the Post Office spent \$1,025 on consumable materials, which the Office Manager and the Postal Staff did not order.

**Year to Date:** A total of \$1,025 has been spent by the Post Office this year.

## **Administration – Pirlangimpi**

### **EXPENDITURE**

SDC Code: 146402

7411 – Mobile Telephone Expenses, these expenses includes costs of 2 satellite phones which have been allocated to Shire office for emergency communication during cyclone season or on the road travel. The phones are still in the hands of Building Services Manager and Director of Community Development.

7931 – Training Course Fee Expenses, Office Manager completing Diploma of Management.

7935 – Airfare and General Travel Expenses, this is due to Office Manager now travelling to Darwin for training.

7934 – Accommodation, this expense is also due to Office Managers travel for training

7937 –Travel Allowances, this expense is also due to Office Managers travel for training.

Every month until December you will see expenses in airfares, accommodation and travel allowances, this is due to Office Manager carrying out training one day every month in Darwin for Diploma of Management.

List any major impacts to your Independent Business Unit's financial status.

- Indigenous interpreter service held training sessions in the board room on the 18<sup>th</sup> to the 20<sup>th</sup> June, still waiting on purchase order. They have been contacted a number of times.
- ITEC hired the board room from 9 – 12 July.

## **IT and Communications**

### **Action – 1045 ICT Solutions**

#### **INCOME**

As previously noted, ICT has no actual income beyond cost recovery from funded programs and departments. ICT is a cost centre for all departments and will be costed to each user in our network. Once the internal costing is completed money will be journaled into the ICT budget from other departments. Costs against ICT include costs such as all of Shire charges by CouncilBIZ (over \$370,000 per annum) and charges such as Telstra billing (over \$300,000 per annum)

#### **EXPENDITURE**

Variations:

7231 System Maintenance and Support Fee \$27,570 – Standard monthly CouncilBIZ charges to Shire for Citrix network, server maintenance and support and Helpdesk support.

#### **NET PROFIT / LOSS**

Because there is no income loaded for ICT, all costs appear as losses. ICT is a cost centre and will generate income per user from all other Shire Departments over the financial year. When costs are journaled against departments and programs, income will be attributed to ICT on a monthly basis.

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## **Human Resources**

### **Wurrumiyanga Administration:**

**Reception:** The receptionist position was filled during the month with Maureen winning the position on a permanent basis.

**Groundsman:** The Groundsman position remains vacant. CDEP have not moved on filling this position at this time.

**Cleaning staff:** Anna Munkara is turning up to work regularly. The CDEP cleaner, Ita, has become fairly irregular over the last month due to Bush holidays and illness.

**Postal Workers:** Both Postal workers took leave during the month for four weeks with two of those weeks being on leave without pay. An altercation between one of the Postal workers (Bernard) and a customer took place 31<sup>st</sup> July however this appears to have been resolved with no complaints coming in from the customer. Both employees have been spoken to about the excessive use of the telephone at the post office and hopefully we will see a reduction in its use.

The addition of a CDEP worker for the morning shift at the Post Office is a welcome addition. If properly trained, the CDEP worker should be able to assist the Shire when Post Office staff take leave or if and when they decide to retire. The benefits of having a local person trained in postal work and postal procedures, such as money orders and how to properly handle and acquit money will be a bonus for the community.

**Finance Staff:** One of the functions of the Office Manager, Wurrumiyanga is to oversee the day to day work of the two finance officers on behalf of the Finance Section at the Parap Office. The Office manager has received some complaints from the Finance Section regarding the standard of work and their attendance at work. Both Finance Officers are currently undertaking training with TITEB for a Certificate III in Business Management. Joachim is also undertaking driver training to get his drivers licence. Joachim took seven days annual leave during the month and Ainsley was off for almost two weeks due to an illness in his family.

**Office Manager:** The Office Manager had a small health issue during the month due dehydration while working at the Post Office. That matter has now been resolved. Apart from the fact he will be applying for annual leave for three weeks over the Christmas/New Year period there are no other issues to report.

## **Pirlangimpi**

### **Recruitment**

- Office Manager had training in induction and recruitment

### **Annual leave and leave coverage**

- Officer Manager was on leave from the 9<sup>th</sup> – 16<sup>th</sup> July, during the school holidays.

### **Training conducted (including training outcomes)**

- Office Manager attended third unit of training in Diploma of Management on the 12th July.
- Staff attended Harmonisation training in Wurrumiyanga on the 24<sup>th</sup> July.

## **Milikapiti**

- Positions vacant – Interviews held for Full Time CDEP female mentor. Full Time CDEP administration.
- OH&S matters – staff have been reminded to wear shoes in the workplace and that Children are not permitted in the workplace during work hours (consistently).

## **Visitors and Meetings**

### **Corporate Services / Administration: Wurrumiyanga**

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The Boardroom was used by visitors for meetings during the month including NAAJA Criminal and Civil (small room adjacent to reception), and the Magistrates Court. The Local Reference Group met on two occasions and Territory Housing used the Boardroom on one occasion.

Internal bookings included, the Milimika Festival meeting, Workforce Development, OH&S and CDEP Induction on three occasions. Council used the room during the month which included a visit by a Federal Minister and his entourage. The room was used by the Workforce development section and the Parks and Garden section.

### **Milikapiti**

Both the June Ordinary Meeting of Council and the Local Advisory Board meetings were held in Milikapiti.

### **Pirlangimpi**

- Melinda Saw conducted Induction training with the Office Manager and conducted induction with Civil Works Trainees and the ESO.
- Renee Burchell was in the office on 13<sup>th</sup> July working with business groups within the Directorate of Community Development while she was acting in Lawrence Costa's role.

### **IT and Comms**

ICT Manager attended Milimika Festival Meetings

### **Events Management**

Multiple meetings held in the lead up to the Milimika Festival.

### **Events**

#### **Administration Wurrumiyanga**

The Milimika festival has been a major focus during the month with the Events Manager spending a lot of time in the Wurrumiyanga office.

The Office Manager assisted the Events Manager by ordering and purchasing signs, T-shirts, Polo shirts and Fishing shirts. The Office Manager also perused and updated the Risk Assessment procedures for the Milimika Festival with a view to ensuring that it is current and appropriate.

### **IT and Comms**

Both ICT Manager and ICT Officer assisted with the Milimika Festival web site, documentation and general duties.

### **Key Performance Indicators**

#### **Corporate Services / Administration: Wurrumiyanga**

**Schedule of fees:** There is a complete schedule of service fees available in Infoxpert. During July an increase to the Schedule of Fees were ratified by Council. To date there has not been any resistance to the increase in fees by the local community and those utilising the Boardroom.

The collection of monies is progressing well with funds being collected from a range of areas including the post office, swimming pool, power cards and inter-island ferry.

### **Milikapiti**

8<sup>th</sup> Aug. Staff Induction training conducted by Melinda Saw.

Cash handling procedures and reconciliations are occurring in a timely and accurate manner.

### **IT and Communications**

<b>Key Performance Indicator</b>	<b>Action</b>	<b>Completed by Whom</b>	<b>Target Date</b>	<b>Measure of Success</b>
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Manage Shire IT Assets inc. mobile phones, satellite phones, computers, printers, cameras etc	Asset List completed	ICT Manager, IT Officer	Ongoing	Up to date asset list and allocation spreadsheet
Deliver IT services to all communities	Network of CDEP Building Milikapiti.	ICT Manager, IT Officer	Ongoing	Timely resolution of problems across all sites
Train IT Assistant	Training Grace in HTML for updating Shire website	ICT Manager	Ongoing	IT Assistant taking on Level 1 ICT tasks on a daily basis
Develop Shire E-Waste Policy, Procedures and Practice	Writing a Draft Policy.	ICT Manager	December 2012	Completed and approved policy in Shire registry
Continue to reduce over all Shire Communications costs	Assessment of all landlines completed. 36 landlines disconnected	ICT Manager. IT Officer	Ongoing	Reduced Communications bills

**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.

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## REPORTS FOR INFORMATION

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ITEM NUMBER	7.5
TITLE	Human Resources End of Month Report (July 2012)
REFERENCE	102868
AUTHOR	Marilyn Harris, Human Resources Manager



### Background

Human Resources has had another busy month with end of financial year processing, driver training, staff development and training organisation, with the usual payroll and personnel workload.

### Strategic Planning

Staff who are willing to undertake further training to enhance their skills –

- All HR staff attended the Workplace Health and Safety Harmonisation training held at Wurrumiyanga

System that pays people each fortnight –

- Payroll continues to be handled by staff in each community, but some difficulties arise with staff absences to attend funerals. Working around this the best we can.
- Problems with receipt of late timesheets being handed in for processing

Training is being co-ordinated through HR, when requested –

- Civil Construction Trainees Monthly visits - Wurrumiyanga, Milikapiti and Pirlangimpi
- CDEP - mentoring with Michael Wilson White Card Training – Pirlangimpi
- CDEP - new participant's inductions for the CDEP Farm Project
- OHS Harmonisation - Wurrumiyanga and Parap
- Civil Construction - RTO, Project Manager and the Tiwi Steering Committee

### Financial Variances to Budget

**(Budget not yet loaded for 2012/2013 financial year, but there should not be much change to the information at the end of June – below.**

#### **1. Action SDC – 108000 HR Service**

##### **INCOME**

6319 – Employment Related Outcome Payments – untied funding

##### **EXPENDITURE**

71@@ Employee Expenses 22% underspend due to changes in structure/staffing.

72@@ Contract and Material Expenses 59% underspend due to over estimation of budget.

79@@ Miscellaneous Expenses 113% overspend due to extra staff training in payroll/HR system and related travel

#### **2. Action SDC – 133100 Workplace Mentoring**

##### **INCOME**

6312 – Operating Grant Inc Territory – tied funding 2% underspend due to over reporting of budget which should be \$118,000 not \$120,000.

##### **EXPENDITURE**

71@@ Employee Expenses 44% underspend due to changes in structure/staffing because of late receipt of funds and therefore staff appointments not made until October 2011.

79@@ Miscellaneous Expenses 97% underspend due to difficulties in finding a Mentor training provider. This is now organised and will commence with the first units in May 2012.

#### **3. Action SDC – 133000 Matching Funds**

##### **INCOME**

6319 – Employment Related Outcome Payments – 12% under payment of money from funding body.

#### 4. Action SDC – 150100 Driver Training

63@@ Grant money received \$25,200 to date

#### 5. Action SDC – 150200 ITEP Civil Works Trainees

63@@ Grant money received \$115,144

#### Human Resources

All Staffing issues, including:

- Attendances – HR staff agreed to the use of a daily sign-on sheet to track start and finish times as well as absences from the work area in non HR related work.
- Incidents – n/a
- Positions vacant – Employee Relations Officer advertised
- Annual leave, leave coverage and proposed higher duties – sick leave and funeral leave
- OH&S matters – n/a
- Staff meetings conducted – weekly with staff organising agenda, minutes, venue etc.
- Conferences or external meetings attended – Marilyn met with Nicholas Doyle from TechOne to discuss issues and suggestions. Our main areas of concern were having no written instructions for staff, training in using new modules within TechOne, and issues around entering of part time staff details. These seems to have been identified by a few councils so they will advise further on improvements in these areas.
- Travel (proposed and undertaken) – Lana went to Parap to work on payment summaries and Marilyn worked in Parap for 3 days at the end of July.

#### Visitors and Meetings

Marilyn attended Director's meeting at Milikapiti.

Meeting with Yvonne Kelly at Tiwi Islands Land Council regarding Staff Permits

Marilyn meeting with Nicholas Doyle regarding InfoXpert

Melinda attended ITEP meeting with other stakeholders

Melinda met with Advance Training regarding training program for Civil Works trainees

Melinda met with BIITE regarding White Card training

#### Events

N/A

#### 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
<b>Issues with casual staff being appointed without completion of personal details forms so that they can be entered in the HR system and paid.</b>				
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
<b>Issues with late receipt of timesheets</b>				
Health of staff, and safety of equipment and resources and	WHS Committees, WHS Policy Development &	WHS Officer	Ongoing	NT Worksafe visits Report good working conditions

equipment	compliance			and lack of Workplace incidents
Reports of incidents are being received, but response from Allianz can be slow. Have now moved to GIO from 1 July as our insurers.				
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
Continuous improvement and maintenance of HR/Payroll system	Work with CouncilBiz and TechOne on remediation of system	HR and Payroll staff	Ongoing	New upgrades to System are implemented
Continuing work with CouncilBiz across all areas of the system.				
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
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.

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## REPORTS FOR INFORMATION

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<b>ITEM NUMBER</b>	7.6
<b>TITLE</b>	Governance Manager's Report - End of Month Report July 2012
<b>REFERENCE</b>	102897
<b>AUTHOR</b>	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:**

The Governance section will endeavour to ensure the council is 99% compliant with Northern Territory Government Legislation.

They will also assist councillors with their roles and responsibilities to the Tiwi Islands Shire Council.

### **Financial Variances to Budget:**

#### **1. Action SDC – 147100 – Councillors**

No Budget loaded at this stage but to my knowledge, no un-necessary expenditure has been performed.

#### **2. Action SDC – 107200 – Governance**

No Budget loaded at this stage but to my knowledge, no un-necessary expenditure has been performed.

#### **3. Action SDC - 107300 – CTG Governance**

##### **INCOME**

107300 – Special Purpose Grant: Budget of \$113,068 for the year has been approved by Department of Housing, Local Government and Regional Services. This money is to cover my wages, training and work with local advisory boards.

No Budget loaded at this stage but to my knowledge, no un-necessary expenditure has been performed.

### **Human Resources:**

All Staffing issues, including:

- Attendances – Normal absenteeism due to illness and personal matters
- Incidents – Nil
- Disciplinary matters - Nil
- Positions vacant – Administration Assistant - Governance and Secretariat is currently vacant. Saadia Ullungura is currently relieving in the Parap Office
- Recruitment – Nil
- Annual leave, leave coverage and proposed higher duties – Governance Manager had two weeks leave from 27 July and returned on 13 August. Executive Assistant will be on leave from 23 August until 11 September 2012
- OH&S matters – Nil
- Staff meetings conducted – Nil
- Training conducted and personnel development – I will be attending InfoCouncil training in the next couple of weeks
- Conferences or external meetings attended - Nil

- Travel (proposed and undertaken) – Nil

**Visitors and Meetings:**

Contact with Councillors in person and via telephone on a daily basis.

Shire Planning Review and Budget Review Meeting is going to be scheduled in early September. All Councillors and Directors will be required to attend. This meeting will take approximately three days.

One council meeting was held in early August, and two Local Advisory Board meetings was also held in early August.

**Events:**

**Key Performance Indicators:**

<b>Key Performance Indicator</b>	<b>Action</b>	<b>Completed by Whom</b>	<b>Target Date</b>	<b>Measure of Success</b>	<b>Commenced</b>
Compliant with Local Government Legislation	Liaise on a regular basis with Dept of Local Government	Trevor Harris	Ongoing	99% compliant	Yes – All required Documents posted on the Web – Working with Dept Local Government On other issues
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	Yes
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.	Commencing first week in June
Councillor's Portfolios are recognised by council staff and staff update councillors on a monthly basis on their portfolio.	Make staff Aware of which Councillor hold the Portfolio in their area	Trevor Harris Directors	December 2012	100% of Monthly meetings are being held between Councillors, Directors and staff in their Portfolio.	To commence July 2012

**RECOMMENDATION:**

That council note this report for information

**ATTACHMENTS:**

There are no attachments for this report.

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## REPORTS FOR INFORMATION

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<b>ITEM NUMBER</b>	7.7
<b>TITLE</b>	Finance End of Month Report July 2012
<b>REFERENCE</b>	102920
<b>AUTHOR</b>	Brendan Cann, Chief Financial Officer

### **Background**

The current report provides financial information for the 2012/13 financial year to the end of July 2012. It includes reporting on Income and Expenditure, Ageing Payables and Receivables, and Cash Flows.

We are currently reviewing year end reporting requirements for grant funded programs and financial audit requirements. Most new funding agreements have only been received in July and early August in some cases we are not aware what funding we will receive in 2012.

Additional information will be provided with the Shires Draft Financial Statements in early September 2012.

Changes in some program funding means that new funding offers are not transparent these will require further analysis as part of the 2012/13 budget.

### **Strategic Planning**

Training has been continued in the areas of Accounts payable and purchase requisitions. Additional 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.

The 2012/2013 and four year budget is currently being reviewed so it can be loaded into Technology 1 for budget variance reporting purposes, this will be fully functional for the August reporting period.

### **Key Performance Indicators**

<b>Key Performance Indicator</b>	<b>Action</b>	<b>Completed by Whom</b>	<b>Target Date</b>	<b>Measure of Success</b>
<b>Creditors – Accounts Payable</b>	Reduce percentage of over 90 days to 20%	Gennie Wilsdon	01/04/2012	0.3%
<b>Creditors – Accounts Payable</b>	Accounts Payable is closed off by 7 <sup>th</sup> of month	Rose Strobel	01/03/2012	Closed 7 <sup>th</sup> June 2012
<b>Debtors – Accounts Receivable</b>	Reduce percentage of over 90 days to 30%	Ellaine Hoffman	01/04/2012	Over 90 days is less than 30% of total debt excluding Barge Landing Project invoice and Territory Alliance waste bill
<b>Internal Charges</b>	All internal charges and allocations processed by 10 <sup>th</sup> of following month	Rose Strobel	01/04/2012	Currently at 55% complete Processed by 10 <sup>th</sup> of Month
<b>Monthly Reporting</b>	All financial reports are available to managers and directors by 15 <sup>th</sup> of the following month	Rose Strobel	01/05/2012	Reporting available on 10 <sup>th</sup> the June for May period
<b>Timeliness/quality</b>	Monthly Reporting information complete	Brendan Cann	On going	55% complete
<b>Grant acquittals and reporting</b>	Financial reports and acquittals are lodged with the funding bodies before the due date to ensure compliance with all funding requirements	Renee Burchell	Ongoing	
<b>Knowledge Retention</b>	Reduction in staff turnover	Brendan Cann		1 Staff in August 2011
<b>Budget Reviews Monthly</b>	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 completed 01/05/2012
<b>Knowledge Transfer</b>	Complete training session	Finance Team	01/04/2012	Training around accounts payable and purchasing carried out on 24/07/2012

### **Human Resources:**

Finance is in year end processing mode with our auditors booked in for 26 August. The audit should take 6-8 weeks from this date so the Shires Financial statements will be due back around the 1<sup>st</sup> November 2012.

Finance is currently in catch up mode after Rose and Renee were acting in senior positions. This has meant that we have had to concentrate on 2011/12 financials over 2012/13 budget review process.

Finance Staff Holidays for 1<sup>st</sup> quarter

Brendan Cann 17/09/2012 to 29/09/2012

Rose Strobel 27/09/2012 to 16/10/2012

Renee Burchell 08/10/2012 to 24/10/2012

### **Financial Variances to Budget**

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Following training sessions conducted with all Managers it has become apparent that the format of the budget variance reports may need to be simplified for greater ease of understanding.

Similarly, the large number of budget variance reports completed for each Business Unit has led to discussions as to whether it would be more appropriate for the reports to be included in the monthly Council Report to be completed at Directorate level rather than Business Unit level. These discussions are ongoing.

#### Variance Reporting;

Salary and Wages are at showing 39% over spent. We still need to post salary accrual reversing journal into the 2012/13 financial year. This will be processed in early August when salary accruals are finalised. This figure includes the first pay period of the financial year which relates exclusively to the previous financial year. The value of this accrual is \$24,000 which reduces the variance to 5% under budget.

#### 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. These will be loaded into Technology 1 in August 2012 after the first review of the Shire budget. The limitation to the consolidated budget is 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.

#### 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 July 2012
- Ageing Receivables
- Ageing Payables.

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

Account Balances as at 31<sup>st</sup> July 2012.

	\$
Operating Account	231,135.34
Trust	\$
Account	5,432,405.52
	\$
Cash Deposit Account (credit cards)	53,505.52
	<hr/>
	\$
	<u>5,717,046.38</u>

	YTD Cash Income	YTD Cash Expenditure
Jul-12	\$ 519,774	\$ 1,883,842

#### Year to Date Income by Source

The **\$519,774** income received this financial year is broken down as follows:

#### Profit and Loss

Council reported income of \$519,774 and expenditure of \$1,883,842 providing for a deficit on operations of \$1,364,068.

Grant income is currently being recognised on a cash basis when it is received.

- Remote Housing is always 1-2 month behind in the recognition of revenue to the invoices being received late and processing of job cards.
- Income received in advance will be posted in August 2012 (\$1,312,216.50)
- Only \$207,881 of other grant funding releases were received in July 2012. The majority of 1<sup>st</sup> quarter and 1<sup>st</sup> half year funding was released in early August.
- The Nguiu Barge Landing project funds again have been held up. We were expecting to see a release of \$200,000 in the 2011/12 financial year this still has not been received. 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 is currently high as it still includes accrual expenditure that will be applied against the 2011/12 financial year, this will be processed in August 2012.

### Ageing Receivables

The outstanding payments (Debtors) owed to Council at the end of May totals \$4,347,945, with 82% 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 \$3,571,292. These debts are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
1,082,669	3,742,259	1,162,453	44,337	1,254,103	156,427	3,449,845	0

Dep Land & Planning	53% of outstanding debt	\$2,004,887.30
DLGHR	17% of outstanding debt	\$ 638,154.43
Territory Alliance	15% of outstanding debt	\$ 562,018.40
Attorney Generals	5% of outstanding debt	\$ 173,715.30
Power Water Corp	3% of outstanding debt	\$ 113,750.16
McKenna Construction	1% of outstanding debt	\$ 47,133.03
Wright Construction	1% of outstanding debt	\$ 28,375.00
Tiwi Land Council	1% of outstanding debt	\$ 25,813.80
Tiwi Enterprises	<1% of outstanding debt	\$ 19,191.02
Ranku Store (Old)	<1% of outstanding debt	\$ 16,056.50
Dept Construction & Infra	<1% of outstanding debt	\$ 10,535.06
Wuranku Store (New)	<1% of outstanding debt	\$ 7,983.70
Milikapiti Sports & Social Club	<1% of outstanding debt	\$ 6,087.63

### 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 2011/12 financial report to determine any doubtful debts. The bad debts will be included in the 2011/12 bad debt write-off allowance.

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 were looking at releasing \$200,000 in the 2011/12 financial year, this was not paid. 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. An agreement is underway between Alan Hudson and Territory Alliance. They have also failed to pay rates and charges invoices for there workers camp.

DLGHRS reconciliation is underway we have only received information on payments made in June and July 2012 so this can be allocated. We will then be chasing any other outstanding invoices for payment.

#### **Rates Outstanding as at 31/05/2012**

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 Owners Various	\$	33,736.92

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

#### **Ageing Payables**

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
558,215	557,845	-7,668	440,129	122,231	1,457	1,695	32,233

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 majority of the 30 days relates to Super companies which were paid on 1<sup>st</sup> August 2012.

#### **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.***

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This calculation uses the current assets and current liabilities. This committals figure represents outstanding creditors of \$630,546 plus an estimated \$300,000.00 of un-entered invoices. When compared to cash at hand, the ratio is as follows:

$$\frac{\$5,717,046}{\$ 858,215} = 6.66$$

**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 \$5.7 million cash at bank. In August we will receive the majority of our current year funding.

**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 July 12.pdf
- 2 aged receivables July 12.pdf

Twi Islands Shire Council  
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Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days <= 2/05/2012	Future Items
10000			AGEST								
	PAYTYPE	EFT		5,834.53	5,834.53	0.00	2,974.30	2,860.23	0.00	0.00	0.00
10001			AMP SUPERLEADER								
	PAYTYPE	EFT		3,776.67	3,776.67	0.00	1,832.29	1,944.38	0.00	0.00	0.00
10002			Australian Super								
	PAYTYPE	EFT		3,932.34	3,932.34	0.00	1,807.34	2,125.20	0.00	0.00	0.00
10003			AXA Australia								
	PAYTYPE	CHQ		13,936.71	13,936.71	0.00	6,843.85	7,093.06	0.00	0.00	0.00
10004			Catholic Superannuation Fund								
	PAYTYPE	CHQ		639.60	639.60	0.00	321.25	317.95	0.00	0.00	0.00
10006			Hesta Super Fund								
	PAYTYPE	CHQ		867.20	867.20	0.00	456.90	410.30	0.00	0.00	0.00
10008			ING Corporate Super								
	PAYTYPE	CHQ		312.13	312.13	0.00	157.87	154.46	0.00	0.00	0.00
10009			Local Government Superannuation Scheme								
	PAYTYPE	EFT		19,917.18	19,917.18	0.00	9,902.25	10,014.73	0.00	0.00	0.00
10010			MLC								
	PAYTYPE	CHQ		424.97	424.97	0.00	218.37	209.60	0.00	0.00	0.00
10014			Sun Superannuation								
	PAYTYPE	CHQ		2,642.60	2,642.60	0.00	1,359.47	1,283.13	0.00	0.00	0.00
10017			Victorian Super								
	PAYTYPE	CHQ		735.01	735.01	0.00	372.76	362.25	0.00	0.00	0.00
10023			Child Support Agency								
	PAYTYPE	EFT		513.30	513.30	0.00	140.90	300.90	0.00	0.00	0.00

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10024			Power and Water Authority _ Payroll Deds Only	PAYTYPE	EFT	CREDITTYPE	NA	0.00	250.00	330.00	0.00	0.00
							580.00	580.00				
10025			RIM (Receiver of Territory Monies) Fines Recovery 1	PAYTYPE	CHQ	CREDITTYPE	NA	0.00	22,640.00	134,117.00	0.00	0.00
							357.17	357.17				
10055			AUSTRALIAN GOVERNMENT DIRECTORY	PAYTYPE	CHQ	CREDITTYPE	NA	0.00	0.00	0.00	500.00	0.00
							500.00	500.00				
10056			BUNNINGS BUILDING SUPPLIES PTY LTD	PAYTYPE	EFT	CREDITTYPE	NA	0.00	4,027.95	0.00	0.00	0.00
							4,027.95	4,027.95				
10058			NGUIU ULLINTJINNI ASSOCIATION INC	PAYTYPE	EFT	CREDITTYPE	NA	0.00	2,396.38	0.00	0.00	0.00
							2,396.38	2,396.38				
10060			PIRLANGMIPPI PROGRESS ASSOCIATION	PAYTYPE	EFT	CREDITTYPE	NA	0.00	0.00	0.00	0.00	0.00
							665.00	665.00				
10084			HASTINGS DERING (AUSTRALIA) LTD	PAYTYPE	EFT	CREDITTYPE	NA	0.00	30,107.74	8,206.47	0.00	0.00
							34,302.98	34,302.98	3,921.23			
10092			HOLCO MEATS	PAYTYPE	EFT	CREDITTYPE	NA	0.00	0.00	0.00	0.00	0.00
							278.17	278.17				
10098			BIG MOWER	PAYTYPE	EFT	CREDITTYPE	NA	0.00	0.00	0.00	0.00	0.00
							69.75	69.75				
10114			ROYAL LIFE SAVING SOCIETY AUSTRALIA	PAYTYPE	EFT	CREDITTYPE	NA	0.00	0.00	0.00	0.00	0.00
							448.00	448.00				
10133			MILIKAPITI PROGRESS ASSOCIATION (STORE	PAYTYPE	EFT	CREDITTYPE	NA	0.00	0.00	0.00	0.00	0.00
							100.00	100.00				
10140			CONSTRUCTION & BUILDING SUPER	PAYTYPE	CHQ	CREDITTYPE	NA	0.00	720.15	699.84	0.00	0.00
							1,419.99	1,419.99				

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10163			AFD - AUSTRALIAN FUEL DISTRIBUTORS	52,632.34	52,632.34	-2,293.17	54,925.51	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
10164			HARDY AVIATION	920.00	920.00	0.00	920.00	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
10170			BOC GASES AUSTRALIA LIMITED	475.75	475.75	0.00	475.75	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
10189			INDEPENDENT GROCERS	1,683.70	1,683.70	0.00	1,683.70	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
10222			BATHURST ISLAND HOUSING ASSOCIATION (B	858.00	858.00	0.00	858.00	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
10247			LOCAL GOVERNMENT ASSOCIATION OF THE I	37,743.48	37,743.48	0.00	37,743.48	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
10248			DAVID DALY ELECTRONICS PTY LTD	3,317.60	3,317.60	0.00	3,317.60	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
10262			SBA OFFICE NATIONAL	136.83	136.83	0.00	136.83	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
10299			NORTRUSS BUILDERS SUPPLIES	6,280.75	6,280.75	0.00	5,346.39	934.26	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
10301			ALL TOOLS NT (FORMERLY TRADE TOOLS DIH	204.90	204.90	0.00	204.90	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
10314			PALMERSTON 4WD SPARES	2,462.75	2,462.75	0.00	2,462.75	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
10332			WESTERN DIESEL NT PTY LTD	708.22	708.22	0.00	708.22	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			

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10338			AIRPOWER								
				PAYTYPE	EFT		486.45	0.00	0.00	0.00	0.00
							486.45	0.00	0.00	0.00	0.00
10353			TIWI BARGE SERVICES PTY LTD								
				PAYTYPE	EFT		8,307.70	413.90	539.80	0.00	6,566.10
							8,307.70	7,360.30	0.00	0.00	0.00
10360			BT FINANCIAL GROUP								
				PAYTYPE	CHQ		608.00	0.00	0.00	0.00	0.00
							608.00	308.35	299.65	0.00	0.00
10363			CARLA FURNISHER COURT								
				PAYTYPE	EFT		13,490.00	0.00	0.00	0.00	0.00
							13,490.00	0.00	0.00	0.00	0.00
10366			TRADE BUILDING SUPPLIES								
				PAYTYPE	EFT		22,617.02	0.00	0.00	0.00	0.00
							22,617.02	0.00	0.00	0.00	0.00
10383			MM ELECTRICAL								
				PAYTYPE	EFT		11,663.71	0.00	0.00	0.00	0.00
							11,663.71	0.00	0.00	0.00	0.00
10434			IPAC								
				PAYTYPE	CHQ		443.28	0.00	0.00	0.00	0.00
							443.28	224.81	218.47	0.00	0.00
10436			VISION SUPER								
				PAYTYPE	EFT		704.32	0.00	0.00	0.00	0.00
							704.32	397.76	306.56	0.00	0.00
10469			FLY TIWI								
				PAYTYPE	EFT		7,461.00	0.00	0.00	0.00	0.00
							7,461.00	7,421.00	40.00	0.00	0.00
10495			COUNCILBIZ								
				PAYTYPE	EFT		7,986.82	523.66	7,463.16	0.00	0.00
							7,986.82	7,600.00	0.00	0.00	38,052.00
10545			TOP END PEST CONTROL								
				PAYTYPE	EFT		1,936.00	0.00	0.00	0.00	0.00
							1,936.00	1,336.00	0.00	0.00	0.00
10585			POWERWATER (ELECTRICITY AND SUPPLIER								
				PAYTYPE	CHQ		1,712.92	0.00	0.00	0.00	0.00
							1,712.92	0.00	0.00	0.00	495.85
							0.00	0.00	0.00	0.00	0.00

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10643			UNISUPER	PAYTYPE CHQ	915312	0.00	461310	451302	0.00	0.00	0.00
10678			DEPT OF EDUCATION,EMPLOYMENT & WORK	PAYTYPE EFT	50766410	0.00	0.00	50766410	0.00	0.00	0.00
10705			AUSTRALIAN SERVICES UNION SA & NT BRAN	PAYTYPE EFT	425500	0.00	207330	217770	0.00	0.00	0.00
10748			COLONIAL FIRST STATE- FIRST CHOICE PERS	PAYTYPE EFT	894334	0.00	729301	165133	0.00	0.00	0.00
10756			HOLIDAY INN ESPLANADE DARWIN	PAYTYPE EFT	138040	0.00	124830	13230	0.00	0.00	0.00
10762			ZIEGAM PTY LTD Was TELSTRASHOPS & BUSI	PAYTYPE EFT	140495	0.00	140495	0.00	0.00	0.00	0.00
10774			AMP FLEXIBLE LIFETIME SUPERANNUATION	PAYTYPE CHQ	144113	0.00	63155	50958	0.00	0.00	0.00
10795			COLLIERS INTERNATIONAL	PAYTYPE EFT	0.00	0.00	0.00	0.00	0.00	0.00	2110.79
10827			THE TRUSTEE FOR KIRIDJI	PAYTYPE EFT	262567	0.00	262567	0.00	0.00	0.00	0.00
10875			DIRECT AIR	PAYTYPE EFT	251300	0.00	251300	0.00	0.00	0.00	0.00
10902			CAMPING & SPORTING WHOLESALERS	PAYTYPE EFT	87834	0.00	87834	0.00	0.00	0.00	0.00
10925			NT AUTOMOTIVE GROUP	PAYTYPE EFT	439330	0.00	439330	0.00	0.00	0.00	0.00

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10976			QUICK PRINT DIGITAL								
				PAYTYPE	EFT	0.00	1,180.50	0.00	0.00	0.00	0.00
											0.00
10977			CHRIS STRONG ELECTRICAL								
				PAYTYPE	EFT	0.00	6,178.49	0.00	0.00	0.00	0.00
											0.00
10982			BEST WESTERN DARWIN AIRPORT GATEWAY 1								
				PAYTYPE	EFT	0.00	289.00	0.00	0.00	0.00	0.00
											0.00
11004			INFOCOUNCIL PTY LTD								
				PAYTYPE	EFT	0.00	3,500.15	0.00	0.00	0.00	0.00
											0.00
11039			BILLY HYDE MUSIC - TOP END SOUNDS-TOTAL								
				PAYTYPE	EFT	0.00	3,177.79	0.00	0.00	0.00	0.00
											0.00
11083			KR BLACKER & FRANGOULIS SUPER FUND & I								
				PAYTYPE	EFT	0.00	6,230.50	0.00	0.00	0.00	0.00
											0.00
11087			ONE PATH LIFE LTD -ANZ ONEANSWER PERSO								
				PAYTYPE	CHQ	0.00	820.57	0.00	0.00	0.00	0.00
											0.00
11088			RecitmentsSuper								
				PAYTYPE	EFT	0.00	543.56	0.00	0.00	0.00	0.00
											0.00
11089			NATIONAL AUSTRALIA BANK GROUP SUPER F								
				PAYTYPE	EFT	0.00	79.85	0.00	0.00	0.00	0.00
											0.00
11101			UB COOL								
				PAYTYPE	EFT	0.00	338.00	0.00	0.00	0.00	0.00
											0.00
11111			LEGALSUPER								
				PAYTYPE	EFT	0.00	365.00	0.00	0.00	0.00	0.00
											0.00
11124			DH/G&R - TERRITORY HOUSING PAYROLL DE								
				PAYTYPE	EFT	0.00	1,185.05	0.00	0.00	0.00	0.00
											0.00

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11128			TOP END ABORIGINAL BUSH BROADCASTING	PAYTYPE EFT	6,886.80	0.00	726.80	6,140.00	0.00	0.00	0.00
11140			MLC MASTERKEY SUPERANNUATION	PAYTYPE CHQ	948.44	0.00	482.50	465.94	0.00	0.00	0.00
11215			TIC RETIREMENT PLAN	PAYTYPE EFT	\$24.06	0.00	265.78	258.28	0.00	0.00	0.00
11233			CHRISTIAN SUPER	PAYTYPE EFT	461.37	0.00	233.98	227.39	0.00	0.00	0.00
11248			MTAA SUPER	PAYTYPE EFT	334.94	0.00	233.98	90.96	0.00	0.00	0.00
11275			KATHY RIGLI	PAYTYPE EFT	202.50	0.00	202.50	0.00	0.00	0.00	0.00
11285			DO NOT USE EAMONN THOMPSETT	PAYTYPE EFT	7,628.50	0.00	7,628.50	0.00	0.00	0.00	0.00
11292			TYRE TRADERS NT	PAYTYPE EFT	\$175.04	0.00	\$175.04	0.00	0.00	0.00	0.00
11293			FIELDERS STEEL ROOFING	PAYTYPE EFT	1,650.00	0.00	1,650.00	0.00	0.00	0.00	0.00
11297			OFFICERS SUPERANNUATION FUND	PAYTYPE EFT	498.22	0.00	252.87	235.55	0.00	0.00	0.00
11300			COOLALINGA CARPARTS	PAYTYPE EFT	616.49	0.00	616.49	0.00	0.00	0.00	0.00
11341			COMMONWEALTH SUPERANNUATION SELECT	PAYTYPE CHQ	473.33	0.00	240.85	233.28	0.00	0.00	0.00

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11343			GOODLINE - RIBSHIRE PTY LTD TDA	128,397.50	128,397.50	0.00	128,397.50	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
11366			STRUDDYS SPORTS TAMWORTH	132.50	132.50	0.00	132.50	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	NA			
11373			PETER RIOLI - ELECTORAL/ALICE	659.80	659.80	0.00	659.80	494.85	164.95	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	COUNCIL			
11374			PURRAWAYINGI MARIUS PURUNTAMERI - EL	838.71	684.71	0.00	168.91	350.85	164.95	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	COUNCIL			
11375			JOHN NADEN - ELECTORAL/ALICE	659.80	659.80	0.00	659.80	494.85	164.95	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	COUNCIL			
11376			LESLIE HYACINTH TUNGATULUM - ELECTOR	659.80	559.80	0.00	659.80	559.80	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	COUNCIL			
11377			ANDREW JOHN TIPUNGWUTI - ELECTORAL/AL	659.80	659.80	0.00	659.80	494.85	164.95	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	COUNCIL			
11378			CRYSTAL JOHNSON - ELECTORAL/ALICE	659.80	632.80	0.00	659.80	494.85	137.95	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	COUNCIL			
11379			THERESE BOURKE - ELECTORAL/ALICE	659.80	659.80	0.00	659.80	494.85	164.95	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	COUNCIL			
11380			BARRY PURUNTAMERI - ELECTORAL/ALICE	494.85	494.85	164.95	659.80	0.00	0.00	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	COUNCIL			
11381			RICHARD TUNGATULUM - ELECTORAL/ALICE	339.90	239.90	0.00	339.90	65.95	164.95	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	COUNCIL			
11382			EMMANUEL RIOLI - ELECTORAL/ALLOWANCE	659.80	659.80	0.00	659.80	494.85	164.95	0.00	0.00
				PAYTYPE	EFT		CREDITTYPE	COUNCIL			

*Twi Islands Shire Council*  
*APACT Accounts Payable (AUD)*  
**Age Analysis Report - Summary Report**  
**Ledger**

As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current		>30days		>60days		>90days		Future Items
							To 2/07/2012	To 2/06/2012	To 3/05/2012	<= 2/05/2012					
11383			LYNETTE DESANTIS - ELECTORAL ALLICE	PAYTYPE	EFT	0.00	675.51	659.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11385			BRIAN TIPUNGWUTI - ELECTORAL ALLOWAN	PAYTYPE	NA	0.00	0.00	494.85	164.85	0.00	0.00	0.00	0.00	0.00	0.00
11401			RENEE BURCHELL	PAYTYPE	EFT	0.00	213.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.00
11406			CHRISTOPHER TOMKINS	PAYTYPE	EFT	0.00	2,681.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11416			AUSCOAL SUPERANNUATION PTY LTD	PAYTYPE	CHQ	0.00	1,436.47	1,386.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11428			BATCHELOR INSTITUTE OF INDIGENOUS TERTI	PAYTYPE	EFT	0.00	3,768.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11436			BRONSON SAFETY PTY LTD	PAYTYPE	EFT	0.00	4,987.73	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 Report - Summary Report**  
**Ledger APACT Accounts Payable (AUD)**

As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days <= 2/05/2012	Future Items
11444			MLC Employer Super								
				PAYTYPE	EFT	CREDITYPE	OTHER				
				217.59	217.59	0.00	217.59	0.00	0.00	0.00	0.00
				558,215.01	557,845.01	7,668.59	444,129.06	122,211.04	1,457.55	1,695.95	12,231.79
				100%	-1%	79%	22%	0%	0%		

[END OF REPORT]

**Selection Criteria**  
 Ledger Name = 'APACT'  
 As At Date = 31/07/2012  
 Show (T)ransaction or (B)ase currency? = 'B'  
 (S)ummary (D)etail (E)xtended Detail = 'S'  
 Ageing Period One = 30  
 More...

**Sort Criteria**  
 Accbnri - Ascending  
 @fl\_currency\_group - Ascending  
 Trans Nbr - Ascending  
 Document Date - Ascending  
 Document Type - Ascending  
 Document Reference - Ascending

Tiwi Islands Shire Council  
 TISC Mgr Finance 01  
**Age Analysis Report - Summary Report**  
**Ledger ARACT Accounts Receivable (AUD)**

As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days <= 2/05/2012	Future Items
00001			Dept of Health	1,313.06	1,613.06	-150.00	1,233.06	510.00	0.00	0.00	0.00
00005			Dept Housing, Local Government and Regional Servi	-1,752,307.08	81,533.48	1,119,110.13	0.00	647,316.00	0.00	552,307.61	0.00
00007			Dept Families & Housing, Community Svcs & Indige	190.00	204.00	-110.00	0.00	394.00	0.00	0.00	0.00
00010			Attorney Generals Dept	173,715.30	173,715.30	0.00	0.00	173,715.30	0.00	0.00	0.00
00013			Dept of Justice	656.54	656.54	0.00	150.00	506.54	0.00	0.00	0.00
00014			Tiwi Land Council	41,207.30	25,813.80	0.00	600.00	3,868.30	400.00	20,945.50	0.00
00020			Bathurst Island Housing Association Inc	63.70	63.70	0.00	63.70	0.00	0.00	0.00	0.00
00021			Milikapiti Progress Association	169.56	169.56	0.00	0.00	169.56	0.00	0.00	0.00
00026			Tiwi Resources Pty Ltd - Tiwi Land Use Funds	1,858.75	1,858.75	0.00	750.00	1,108.75	0.00	0.00	0.00
00030			Calvary Silver Circle (Nguiu Aged Care)	750.00	750.00	0.00	750.00	0.00	0.00	0.00	0.00
00032			The Cool Guys	200.00	200.00	0.00	200.00	0.00	0.00	0.00	0.00

Trwi Islands Shire Council  
 TISC Mgr Finance 01  
 Age Analysis Report - Summary Report  
 Ledger ARACT Accounts Receivable (AUB)  
 As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days <= 2/03/2012	Future Items
00035			Territory Fire Service & Training formerly Fire Prote	300.00	300.00	0.00	0.00	300.00	0.00	0.00	0.00
00036			Nguni Ullinjini Association Inc.	858.25	858.25	0.00	638.25	220.00	0.00	0.00	0.00
00038			Dept of Construction & Infrastructure	10,575.06	10,575.06	0.00	0.00	3,556.30	0.00	6,978.76	0.00
00039			Munuppi Wilderness Lodge Pty	1,078.90	852.02	0.00	0.00	0.00	0.00	852.02	0.00
00040			Telstra - 787160 Fuel Officer	150.00	150.00	0.00	0.00	0.00	0.00	150.00	0.00
00041			Palmerston Rural Group School Management Counc	2,078.54	2,078.54	0.00	0.00	2,078.54	0.00	0.00	0.00
00042			Centralink	330.00	330.00	0.00	0.00	330.00	0.00	0.00	0.00
00045			Milikapiti Sports and Social Club Inc	194.98	172.72	0.00	0.00	0.00	0.00	172.72	0.00
00049			Catholic Diocese of Darwin	2,084.28	2,084.28	0.00	0.00	64.35	0.00	2,019.93	0.00
00054			CatholicCare NT (Centacare)	2,023.44	3,023.44	0.00	200.00	2,823.44	0.00	0.00	0.00
00059			PowerWater Corp - IES Retail	3,112.70	3,112.70	0.00	114.72	65.78	0.00	2,932.20	0.00

Twi Islands Shire Council  
 TISC Mgr Finance 01  
 Age Analysis Report - Summary Report  
 Ledger ARACT Accounts Receivable (AUD)  
 As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days <= 2/03/2012	Future Items
00060			LGANT Local Government Association Of The North	2,985.00	2,985.00	0.00	0.00	2,985.00	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	250.00	250.00	0.00	250.00	0.00	0.00	0.00	0.00
00117			ITEC Employment	140.80	140.80	0.00	0.00	140.80	0.00	0.00	0.00
00131			LAWRENCE COSTA	4,831.94	1,574.81	0.00	0.00	271.84	0.00	1,302.97	0.00
00138			LYNETTE DESANTIS	40.43	331.98	0.02	0.00	83.00	0.00	249.00	0.00
00142			Maralampwi Kurrapuwa	166.50	166.50	0.00	0.00	0.00	148.00	26.50	0.00
00152			Milkapiti Store	198.00	198.00	0.00	0.00	198.00	0.00	0.00	0.00
00168			PowerWater Corporation	241,649.55	113,750.16	281.02	5,296.34	6,275.48	25,016.64	74,543.02	0.00
00178			Telstra Corporation	75.00	75.00	0.00	0.00	0.00	0.00	75.00	0.00
00179			DHLGRS - Indigenous Essential Services	4,812.50	4,812.50	0.00	0.00	0.00	0.00	4,812.50	0.00

Twi Islands Shire Council  
 TISC Mgr Finance 01  
**Age Analysis Report - Summary Report**  
**Ledger ARACT Accounts Receivable (AUD)**

As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days <= 2/03/2012	Future Items
00188			Tom Butler Painting	130.01	130.01	0.00	0.00	0.00	0.00	130.01	0.00
00197			Ranku Store	273016.50	163056.50	0.00	0.00	0.00	0.00	163056.50	0.00
00198			Xavier CEC	50.00	50.00	0.00	0.00	0.00	0.00	50.00	0.00
00210			M ROLL ESTATE	6440.50	6440.50	0.00	0.00	0.00	0.00	6440.50	0.00
00220			HENRY DUNN	955.15	955.15	0.00	0.00	0.00	0.00	955.15	0.00
00242			NGUIU CATHOLIC CHURCH PETER HUAN	10,311.94	10,311.94	0.00	0.00	10,311.94	0.00	0.00	0.00
00245			Nguiu Club Association Inc	240.00	240.00	0.00	0.00	240.00	0.00	0.00	0.00
00250			EDWARD TIPUNGWUTI	165.00	165.00	0.00	0.00	0.00	0.00	165.00	0.00
00251			CONNIE PUAUTJIMI	165.00	165.00	0.00	0.00	0.00	0.00	165.00	0.00
00252			HENRY TIPUNGWUTTI	165.00	165.00	0.00	0.00	0.00	0.00	165.00	0.00
00253			MELINDAKERINAIUA	165.00	66.00	0.00	0.00	0.00	0.00	66.00	0.00

Tiwi Islands Shire Council  
 TISC Mgr Finance 01  
**Age Analysis Report - Summary Report**  
**Ledger ARACT Accounts Receivable (AUD)**

As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days ≤ 2/03/2012	Future Items
00254			A PURUNTATAMERI	18530	18530	0.00	0.00	0.00	0.00	18530	0.00
00255			TOMI BOHNING	94342	94342	0.00	0.00	0.00	0.00	94342	0.00
00263			Harvey World Travel - Darwin	434250	434250	0.00	0.00	742.50	280.00	3770.00	0.00
00268			NAZARETH ALFRED	215363	215363	0.00	0.00	0.00	0.00	215363	0.00
00273			Territory Alliance	56490840	56201840	0.00	0.00	180840	0.00	56021000	0.00
00274			Kellie Mary Purantameri	21000	21000	0.00	0.00	0.00	0.00	21000	0.00
00275			CAJETAN DUNN	49952	47172	992.30	0.00	0.00	11583	50465	0.00
00278			Tiwi Enterprises Pty Ltd	216049	232080	431.25	109080	200.00	311.35	1450.00	0.00
00284			Remote Building & Maintenance	176040	176040	0.00	15030	1387.32	22388	0.00	0.00
00286			Bima Wear	383347	383347	0.00	0.00	383347	0.00	0.00	0.00
00293			Maren Rusia	40000	25000	0.00	0.00	0.00	0.00	25000	0.00

Twi Islands Shire Council  
 TISC Mgr Finance 01  
**Age Analysis Report - Summary Report**  
**Ledger ARACT Accounts Receivable (AUD)**

As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days ≤ 2/03/2012	Future Items
00294			Kelvyco Electrical Services Pty Ltd	2254.17	2254.17	0.00	0.00	0.00	0.00	2254.17	0.00
00305			Ross Milburn	600.00	600.00	0.00	0.00	0.00	0.00	600.00	0.00
00308			North Australian Aboriginal Family Violence Legal S	494.00	494.00	0.00	0.00	114.00	0.00	0.00	0.00
00314			Christopher Smith	1,505.21	1,505.21	-100.35	0.00	0.00	0.00	1,605.56	0.00
00322			North Australian Aboriginal Justice Agency	60.00	60.00	0.00	60.00	0.00	0.00	0.00	0.00
00324			Batchelor Institute of Indigenous Tertiary Education	165.00	165.00	0.00	0.00	165.00	0.00	0.00	0.00
00325			Aileen Tipirai	511.50	261.50	0.00	0.00	0.00	0.00	0.00	261.50
00331			Southern Cross Moving & Storage	1,650.00	1,650.00	0.00	1,650.00	0.00	0.00	0.00	0.00
00334			Brad Tiploura	82.85	82.85	0.00	0.00	0.00	0.00	0.00	82.85
00335			Sandra Purantameri	61.95	61.95	0.00	0.00	0.00	0.00	0.00	61.95
00336			Francine Timeapatua	1,071.43	871.43	0.00	0.00	0.00	0.00	0.00	871.43

*Trwi Islands Shire Council*  
*TISC Mgr Finance 01*  
**Age Analysis Report - Summary Report**  
**Ledger ARACT Accounts Receivable (AUD)**

As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days ≤ 2/03/2012	Future Items
00337			Craig Rutherford	1,339.86	1,339.86	0.00	0.00	0.00	0.00	1,339.86	0.00
00349			Centrelink	330.00	330.00	0.00	0.00	330.00	0.00	0.00	0.00
00350			Shea Rotumah	19.50	19.50	0.00	0.00	0.00	0.00	19.50	0.00
00352			BARRY PURANTAMERI	1,188.70	1,188.70	0.00	0.00	1,188.70	0.00	0.00	0.00
00355			NT Police, Fire and Emergency Services	619.15	619.15	0.00	0.00	469.15	0.00	150.00	0.00
00357			PALMERSTON COMMUNITY CORRECTIONS	380.00	380.00	0.00	0.00	0.00	0.00	380.00	0.00
00363			Dept Lands & Planning	2,004,887.30	2,004,887.30	0.00	0.00	0.00	4,887.30	2,000,000.00	0.00
00369			Alan Hudson	0.00	0.00	-674.37	0.00	0.00	0.00	674.37	0.00
00374			Magistrates Chambers	448.80	448.80	0.00	303.80	145.00	0.00	0.00	0.00
00378			Chaya Bartlett	-200.22	-0.04	-0.04	0.00	0.00	0.00	0.00	0.00
00389			Jeffrey Hall	1,214.74	292.74	0.00	0.00	0.00	0.00	292.74	0.00

Twi Islands Shire Council  
 TISC Mgr Finance 01  
 Age Analysis Report - Summary Report  
 Ledger ARACT Accounts Receivable (AUD)  
 As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days <= 2/03/2012	Future Items
00391			Top End Aboriginal Bush Broadcast Association	1,520.00	1,520.00	0.00	0.00	1,520.00	0.00	0.00	0.00
00394			Richard Tungatulum	1,052.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	-150.00	-150.00	-150.00	0.00	0.00	0.00	0.00	0.00
00401			C & I Builders Pty Ltd	88.00	88.00	0.00	0.00	0.00	0.00	88.00	0.00
00403			Mckenna Constructions Pty Ltd	55,907.03	47,133.03	0.00	0.00	0.00	0.00	47,133.03	0.00
00405			Allira Costa	1,439.00	1,439.00	0.00	0.00	0.00	0.00	1,439.00	0.00
00416			Shelley Davis	422.41	636.31	0.04	0.00	636.35	0.00	0.00	0.00
00418			Dept Housing, Local Govt and Regional Services	443,384.19	556,620.95	-39,004.45	17,927.33	366,221.02	95,678.33	116,698.22	0.00
00419			Dion Daniels	772.68	772.68	0.00	0.00	0.00	0.00	772.68	0.00
00426			Relationships Australia	180.00	180.00	0.00	0.00	180.00	0.00	0.00	0.00

Triwi Islands Shire Council  
 TISC Mgr Finance 01  
**Age Analysis Report - Summary Report**  
**Ledger ARACT Accounts Receivable (AUD)**

As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days <= 2/03/2012	Future Items
00427			Wright Constructions	28,375.00	28,375.00	0.00	0.00	0.00	28,375.00	0.00	0.00
00431			Kathy Rioli	1,400.00	51.25	0.00	0.00	0.00	0.00	51.25	0.00
00432			Marion Scrymgour	600.00	600.00	0.00	0.00	0.00	0.00	600.00	0.00
00434			Mark Tumuck	735.70	735.70	0.00	735.70	0.00	0.00	0.00	0.00
00456			Wedge Tail Media	1,520.00	1,520.00	0.00	0.00	0.00	0.00	1,520.00	0.00
00462			Emmanuel Tipungyuth (Manny)	1,102.33	1,102.33	0.00	1,102.33	0.00	0.00	0.00	0.00
00463			FCm Travel Solutions	2,850.00	2,850.00	0.00	0.00	570.00	0.00	2,280.00	0.00
00466			Australian Electoral Commission	190.00	190.00	0.00	0.00	0.00	0.00	190.00	0.00
00471			Aboriginal Interpreter Service	1,777.54	1,777.54	0.00	1,777.54	0.00	0.00	0.00	0.00
00473			Wirankuvu Store	6,400.50	4,168.75	0.00	0.00	0.00	0.00	4,168.75	0.00
00476			Annunciata Pupang	150.00	150.00	150.00	0.00	0.00	0.00	0.00	0.00

*Trwi Islands Shire Council*  
*TISC Mgr Finance 01*  
**Age Analysis Report - Summary Report**  
**Ledger ARACT Accounts Receivable (AUD)**

As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days <= 2/05/2012	Future Items
00477			Donatelif NT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
00478			Diamond Constructions Pty Ltd	220.00	220.00	0.00	0.00	0.00	0.00	220.00	0.00
00484			Maina Brown	163.95	163.95	0.00	0.00	163.95	0.00	0.00	0.00
00491			NT Electoral Commission	344.00	344.00	0.00	0.00	344.00	0.00	0.00	0.00
00497			Kristy Lea DeSantis	320.00	320.00	0.00	0.00	320.00	0.00	0.00	0.00
00498			Modus Projects Pty Ltd	99.00	99.00	0.00	0.00	99.00	0.00	0.00	0.00
00502			Kidney Health Australia	5,089.10	5,089.10	0.00	0.00	5,089.10	0.00	0.00	0.00
00504			Manangrida Progress Association Inc	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
00505			Morris Catering	8,000.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00
00506			GP & JL Crowhurst Pty Ltd	6,041.20	6,041.20	0.00	0.00	6,041.20	0.00	0.00	0.00
00507			A & J Communications P/L	1,095.60	1,095.60	0.00	1,095.60	0.00	0.00	0.00	0.00

*Trwi Islands Shire Council*  
*TISC Mgr Finance 01*  
**Age Analysis Report - Summary Report**  
**Ledger ARACT Accounts Receivable (AUD)**

As At 31/07/2012

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2/07/2012	>30days To 2/06/2012	>60days To 3/05/2012	>90days <= 2/05/2012	Future Items
00508			Howard & Sons Pyrotechnics (Displays) PL								
				190300	190300	0.00	190300	0.00	0.00	0.00	0.00
				1,082,669.31	3,742,259.91	-1,162,453.87	44,337.57	1,254,103.28	156,375.44	3,449,845.78	0.00
					100%	-31%	1%	34%	4%	92%	

[END OF REPORT]

**Selection Criteria**  
 Ledger Name = 'ARACT'  
 As At Date = 31/07/2012  
 Show (T)ransaction or (B)ase currency? = 'B'  
 (S)ummary (D)etail (E)xtended Detail = 'S'  
 Ageing Period One = 30  
 More...

**Sort Criteria**  
 Accbntr - Ascending  
 @fl\_currency\_group - Ascending  
 Trans Nbr - Ascending  
 Document Date - Ascending  
 Document Type - Ascending  
 Document Reference - Ascending

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## REPORTS FOR INFORMATION

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**ITEM NUMBER** 7.8  
**TITLE** Community Development Report - July 2012  
**REFERENCE** 102975  
**AUTHOR** Lawrence Costa, Director Community Development

### **Background**

#### **LIBRARIES.**

There are two libraries on the Tiwi Islands, one at Milikapiti and the other at Pirlangimpi. In June 2012 the Acting Director of Community Development visited both sites. The Milikapiti library was closed and appears not to have been used for some time. Since Renee's last visit I have asked people at Milikapiti if they are interested in working at the library. I have not a response as yet. I have approached Bill Toy to see if we can place a CDEP participant there in the interim.

I have a meeting scheduled next week with both girls in the library at Pirlangimpi, to advise them that we can only employ 1 fulltime because we do not have the funding to employ 2 at the same time.

A discussion has been held with one of the full time employees at Pirlangimpi around reducing the number of positions available at the library to one full time equivalent position so that a full time library worker can be employed to run the Milikapiti library.

There are currently no CDEP participants working at either library however the activities have been resubmitted by CDEP to FaHCSIA and we are currently awaiting approval. I now understand that a we can place participants in libraries now.

#### **CENTRELINK.**

The Centrelink office agents contracts with the Shire are located at Milikapiti and Pirlangimpi. We are contracted to be open 32.5 hours per week at Pirlangimpi and 37.5 hours per week at Milikapiti. We currently have one staff member employed at Pirlangimpi who works a total of 25 hours per week. We are seeking expressions of interest to employ a second person to work permanent part time for 20 hours per week to ensure that the library is open for the hours required in our contract.

We have received 2 letters of expression of interest from 2 residents in each community expressing their desire to work with Centrelink. I am in the process of interviewing them as advised by the CEO.

#### **RIBS/BRACS.**

The RIBS program is ceased on 1<sup>st</sup> July 2012. This was due to the funding expiring on 30<sup>th</sup> June 2012. There is no longer a RIBS program operating on either Island.

Both myself and Renee have made contact with Digital Switchover from Sydney. Apparently there has been some problems with the rollout, but we are yet to be advised.

#### **NIGHT /COMMUNITY PATROL.**

The Tiwi Shire Community Patrol 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 if needed.

Tiwi Islands Community Night Patrol has received the new torches, Radios, Office equipment and Uniforms.

I will now order new steel cap runners the patrollers who do not have shoes.

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Will Crawford from NAAJA has informed both Kathy and myself about legal training “NAAJA Night Patrol legal Support Project.

Goals of the project are to:

- Assist Night Patrol to achieve their Service Delivery Standards and comply with their Operational Framework requirements
- Boost the competence and confidence of Night Patrol workers leading to higher work attendance, performance and staff retention, and building pathways for young leaders. Enhance the capacity of community night patrol services to raise awareness of law and justice issues and take a pro-active role in facilitating access to justice for indigenous people in remote communities, including those with a low level of engagement with the formal legal system.
- Give Night Patrol workers a solid understanding of the criminal justice system and their role in that system as well as early-intervention conflict resolution. Empower Night patrol Services to play a leadership role in crime prevention and community safety initiative to protect women and children from violent harm.
- Improve engagement and collaboration between Night Patrol Services and local allied services, including police, schools, health centres, youth workers, woman’s safe house, councils, elders, community corrections and local law and justice groups.

NAAJA are only funded to work at Wurrumiyanga but Will Crawford is willing to make the effort to travel to Melville Island when his available.

We are also yet to set dates for the training to commence.

This is a good opportunity for Tiwi Islands Community Night Patrol and both Kathy and myself, a better

Also The Attorney Generals Department have been holding Reference Group Meetings that I have been attending and are currently putting together a training package which will be Cert III course In Community Night Patrol. This course will be accredited for national delivery.

Community Night Patrol provided 24hrs security support for the Milimika festival. I ask for next year’s festival that the events manager arrange security to watch the equipment over night.

Kathy was invited to present at the Indigenous Justice forum in Canberra.

### **CDEP REPORT**

Tiwi Islands Shire Council Community Development Employment Program provides employment services to all of the Tiwi Islands, we are delivering this service through the 3 major Communities. The service provided by the staff at these locations is basically the same. TISC CDEP under the guidelines of the Program Specific Conditions, work with Employers and Participants to achieve good working practices and relevant Training programs to develop the skills for full time and part time employment. This business unit is continuing to operate in two distinct areas, those being, Work Readiness Services, this service assists job seekers to develop their skills, improve their chances of getting a job and move into work outside of CDEP. The other is Community Development activities which supports and develops Indigenous communities and organisations.

### **Strategic Planning**

#### **LIBRARIES.**

The Pirlangimpi library is being well utilised by local residents.

The Milikapiti Library is closed as there is no full time library worker.

An opportunity exists to provide a full time job opportunity for a local resident at Milikapiti and skills enhancement and experience for CDEP participants

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The threat is that funding may cease at some point in the future at the discretion of the NT Government.

### **CENTRELINK.**

Strengths: Both service locations are being well utilised by local community members.

Weaknesses: Inadequate number of staff at both locations.

Opportunities: Employment opportunities for local community members

Threat: That we are unable to fill the positions and therefore unable to comply with our contractual obligations.

### **NIGHT PATROL/COMMUNITY.**

. Strengths: Highly regarded and supported program by the Attorney General's Department.

Weaknesses: Local community members view night patrol as being a "taxi" service

Opportunities: To provide a safer community through regular patrols.

Threats: The TISC is unsuccessful in the tender process and therefore unable to continue the night patrol program post 31<sup>st</sup> December 2012.

### **CDEP REPORT.**

TISC CDEP's utilisation is sitting at 61.25%, up from 53.25% last month. ( a record level for TISC) Accredited Training courses in Childcare, Sport and Recreation, Administration and Record Keeping and Coxswains Tickets have/are being sourced and will commence next month. Relevant training aligned with actual jobs available in the communities have/are being sourced or created to raise the interest of people who normally would not participate on CDEP.

Approval for changing the Boatshed from Work Experience to Community Development has finally arrived allowing TISC CDEP to place both Grandfathered and Income Support participants into that activity. This will overcome the Staffing problems experienced previously.

Activities within the Shire Services areas of Sport and Recreation, Childcare and Administration have also been approved in addition to the Accredited Training in those areas. This will increase Participation, Utilisation and Outcomes.

### **Financial Variances to Budget**

To this point CDEP have not spent any of their Budget except for Fuel. Several quotes have been received for materials and equipment required to run the activities currently approved and Purchase Requisitions will be raised next week when staffing issues have been sorted.

Accruals and final postings are still being carried out for all Community Development business units. Final income and expense statements are not currently available due to end of financial year processing.

### **Human Resources**

#### **LIBRARIES.**

We will be looking at recruiting one full time staff member at Milikapiti and reducing the staff positions at Pirlangimpi to the equivalent of 1 full time employee.

#### **CENTRELINK.**

Expressions of Interests have been sought for part time CentreLink officers at both Milikapiti and Pirlangimpi.

#### **RIBS/BRACS.**

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The one employee that was working in the BRACS program ceased her employment as and from 01 July 2012.

**Night Patrol.**

Expressions of Interest have been sought for part time patrollers at both Milikapiti and Pirlangimpi. Now achieved great news.

**CDEP REPORT.**

Currently TISC CDEP have four vacancies. Wurrumiyanga has a vacancy for an Administration Officer after Ayesha Tipungwuti resigned. Milikapiti has a vacancy still for the Mentor after previous applicants proved to be unemployable in that position, and therefore needs to be readvertised. Interviews were held for the advertised position of Administration Officer at Milikapiti, unfortunately the successful applicant had some personal problem and could not start work immediately. Approval has been received from ICC to forego the Community Development Officers position and replace it with a Female Mentors position also based at Wurrumiyanga. That position will be advertised the first week in September, as will all vacancies.

Anthony Clayton (Former Community Development Officer) has been promoted to the Assistant Managers role. (Congratulations)

**Issues / Options / Consequences**

**CDEP**

FaCHSIA and ICC conducted their monthly Site visit and Activity inspections. Reports indicate they are happy with the progress of TISC CDEP, especially with utilisation figures. Visit included all three communities.

Batchelor Institute Training Coordinator and Senior Lecturer visited Milikapiti and Pirlangimpi to run Training courses with Early School Leavers. The result being the completion of a Sport and Recreation Vocational Training course which will conclude on August 31.

ITEC Employment have completed their monthly visit to the Melville communities. The working relationship between them and TISC CDEP is at an all time high with everyone it seems heading in the same direction.

Aggressive behaviour towards CDEP Management continues to happen as Centrelink penalise Income Support participants for not attending activities. This will become a serious issue when the aggressive behaviour turns to violence. This will be included in every monthly report as long as it continues to happen not as a complaint but as a record of consequences TISC CDEP face due to Centrelink regulations and guidelines.

Several instances have occurred recently with TISC CDEP Staff taking unapproved time off. That and the fact other staff have taken Annual Leave has caused a lot of problems with communications between communities and therefore with participation and Updating records.

**RECOMMENDATION:**

That council note this report for information

**ATTACHMENTS:**

There are no attachments for this report.

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## REPORTS FOR INFORMATION

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<b>ITEM NUMBER</b>	7.9
<b>TITLE</b>	Infrastructure End of Month Report (July 2012)
<b>REFERENCE</b>	102912
<b>AUTHOR</b>	Martin Waddington, Director of Infrastructure and Shire Engineer

### **Background**

Steve Allen was acting Director Infrastructure in the absence of Martin Waddington from 16 July to 13 August.

Martin Waddington has given notice of his resignation effective 6 September to take up a new position at Roebourne Shire Council in WA. Steve Allen will be acting Director Infrastructure until such time as the position is filled.

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

### **Building Construction and Maintenance Services** **Adam Andrews - Manager**

#### **Building Services**

The implementation of the new Territory Housing Asset Management System is still experiencing difficulties and as such only immediate and urgent jobs are being processed. The reduced number of requests received has been timely enabling BC&MS to attend to other work such as the water and electrical requirements for the Milimika Festival, erection of pool signage at both Pirlangimpi and Wurrumiyanga which has now been erected, but to also undertake necessary repairs and maintenance on internal infrastructure. Outstanding maintenance issues on staff houses are being addressed and it is anticipated that all will be addressed by end of August.

Since the end of June 2012 BC&MS have taken on the repairs and maintenance for all Power and Water plumbing works requests. This means that instead of our ESO's employing the services of a private contractor to repair water leaks and broken water mains, the work will instead be carried out by our own staff. This extra commitment in the interim has been quite demanding due to numerous water leaks since the dry season but is expected to settle and work well as part of normal routine.

The painting of power poles with non-climbing (permanently slippery) paint in Wurrumiyanga is on going, scheduled to be completed mid to late August. The new paint is a rusty colour instead of the familiar green but is just as effective. It should be noted that only power poles supporting un-insulated conductors (bare wires as opposed to insulated wires) are to be treated with this paint. The cost of this exercise will be at Power and Waters expense.

June/July has also been a time that many BC&MS staff opted to take annual leave and as a result staff numbers have been varied during this time.

The current HMP has now reached the end of the funding period (June 30). The contract however has been extended to coincide with the renewal of the Housing Service Level Agreement (SLA) which has in itself been extended until the end of the financial year. In the meantime Council will be required to tender for future work commencing 2012/13 financial year. In the meantime the future of the HMP is being considered by senior staff in particular how it may fit within the Housing SLA.

#### **Environmental Life Skills**

The current ELS team has been greatly reduced by the resignation of 2 staff at Milikapiti and 2 in Wurrumiyanga. Replacements have been postponed until agreement of the HMP future

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has been finalised. Remaining staff continue to visit houses to discuss healthy living options with householders.

### **Painting**

The current painting team are working well together albeit that 1 of the trade assistants has now been absent for all of July leaving two on the team for that period of time. Painting of 3 houses commenced and 3 were completed, two of which were external paint only.

### **Strategic Planning**

#### **Building Services**

##### Weakness

Reconciliation of outstanding works to ensure compliance with contractual commitments relies on a consolidated commitment from admin, trades, team leaders and management, and has at times presented a weakness. There are at times issues with receiving, distributing and returning job requests however a consistent approach by all levels of staff in reconciling paperwork is now seeing a more cohesive system emerge.

#### **Environmental Life Skills**

##### Weakness

Retention of staff is now presenting as a weakness with 4 resignations (although 1 resignation is to allow the officer to stand for Council) and 1 non attendance. In particular the Milikapiti staff found it difficult to gain momentum due not only to external influences but also not having an office base. The office base has since been rectified with the completion of the refurbishment of the housing area which has provided an office space for ELS staff to meet and plan their day.

### **Financials**

Below is commentary against the July 2012 financial report for Infrastructure Services (Attachment 1). At this stage there appears to be data missing in many areas and other data that is incomplete or inaccurate. It is therefore impossible to accurately comment on these figures. The CFO advises that not all the budget has been loaded at the time and this would reflect in these financial report. Nevertheless the following are comments based on the best information we have at this time but should not be relied upon to truly reflect the financial status of Infrastructure.

##### Income

6141 – Domestic Waste Charges – Early in the year therefore income from these charges are not due

6220 – Facilities Hire – Less than expected hire of board room for court and other meetings but early days

6225 – Equipment Hire Inc – more income form hiring our equipment such as bobcats than expected

6312 – Operating Grant – FAA grant for road maintenance no payment received

6313,14,16 –Grants – non received yet.

6721 – Sales Workshop Labour- indicates well down on expected income, but although there has been staff shortages the income seems too low. For further investigation

6722 – Sales Workshop Materials – For the same reasons as provided above under 6721

6723 – Sales Inc – To be investigated with Finance Department

6724 – Service Fee Inc – No income recorded at this stage

6725 – Contract Fee Inc – Income expected to pick up in following months as TH make further payments

##### Expenditure

Employee Expenses - 71## - Although the actual figure of \$482,356 appears overspent compared to the expected monthly figure of \$337,386 it is skewed by the influence of the last pay of the previous financial year being included and thus effectively blowing out. The actual figure with this effect removed is more like \$346,079 which includes the pay increase recently granted by the CEO.

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Contract and Material Expense - 72## - The actual expenditure of \$208,191 against the expected expenditure of \$272,553 for one month is lower mainly due to timing being close to the beginning of the year and purchases having not been made or invoiced as yet. For example there has not been any fuel purchase recorded for the Ranku power station this year yet there is a 'expectation' that \$8,833 would have been spent in July. These will correct themselves in subsequent months where a more representative record of expenditure emerges.

Communication Expense – 74## - Freight slightly higher than expected but at this stage no telephone invoices have been processed

Miscellaneous Expense – 79## - The main influence on this line is the \$27,255 expense incurred for the repairs to the hired backhoe from Hastings Dearing. While hired the machine suffered serious damage to its engine due to an air filter having not been installed correctly after being removed and cleaned. There was also other damage that had been incurred to the interior of the machine.

Internal and other Cost Allocations – 9### - to be adjusted by Finance Department

## **Human Resources** **Building Services**

### **Resignations**

Jasmine Daly  
Kylie Assan  
Tina Puautjimi  
Natasha Pilakui

### **Proposed leave for staff**

Peter Reeve 27/8/ - 29/8  
Cheryl Bowen 10/9 – 21/9

### **Parks and Gardens**

#### **Warwick Saw - Manager**

The Parks and Gardens Team are continuing with the mowing and maintenance of Parks, Road verges, Drains, and Quoted House Yards.

Parks and Gardens have also started to maintain the grounds outside the airport with good results.

Parks and Gardens Team assisted in the maintaining of the toilets at the airport as of the Milimika Festival

Parks and Gardens Team have also removed the tree re-growth that was occurring in front of the Airport Landing Strip and this area will require regular maintenance.

We have still been fortunate enough to have the five new Civil Works Trainees working in Parks and Gardens under Supervision and, we have managed to advance on our Community Clean up Program.

**Staff:** There have been No OHS Incidents for the month of July.

**Training:** all Staff has attended OHS White Card Training held on Thursday 28<sup>th</sup> June and completed their White Card. We have all received our White Card by mail.

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Training in Chainsaw use & maintenance and Tree felling & tree shaping is one of the next skills that is in the planning stage and also Training in the maintenance & repair of small engines is also in the planning stage.

### **Events:**

**Milimika Festival:** has been a great success. The clean up program is almost complete. The Porta Loo's have suffered some damage due to children walking on the roof on some toilets and also throwing full toilet rolls and other debris into the tank has made it difficult for the pumping out of the Porta Loos.

### **Farm**

#### **Bill Andrews - Manager**

The New Farm Manager William (Bill) Andrews started on the 2 /07/2012 at Wurrumiyanga Farm

The Farm has not been maintained for Approximately 7 months.

The farm generally has suffered from lack of water, nutrients/fertiliser starvation and maintenance.

Over the past month a team of CDEP and Centre link workers have been engaged in farm work.

Repairing of sprinklers and laying of new drip watering system have been a first priority. Submersible pump arrived but fittings to attach water line did not match and needed to be ordered. All working ok now.

Mechanical repairs have included Tractor tyre repair, 6 wheel Gator bought into mechanics shop for repair, Air compressor undergoing repairs.

Banana plantation blocks have been mowed, brush-cut and sprayed for weeds, with some blocks fertilised.

Due to lack of water yield and fruit quality has been affected.

Banana plants are being stripped of dead leaves, suckers cut out and dead plants removed.

**Sales:** Bananas sold to Local Nguiu Store 4-6 boxes weekly. Occasional box sold to Aged Care and private sale depending on availability and quality.

### **Pirlangimpi Workshops**

#### **Mark Pollard - Manager**

Mark is back at work after a successful kidney transplant in Adelaide. No major problems while I was away Bill Cameron did well looking after the workshops. We only had one major breakdown this month the caterpillar loader had a transmission failure out at Takamarprilly, with Grass fires all around the country Bill and myself had to get out there with the float and a grader to retrieve the loader before it got burnt. Having lots of electrical problems with new backhoe.

Have spoken with Emmanuel Rioli about the plans I have for the Pirlangimpi workshops we have planned a meeting in the future to discuss Plans.

Paul Burke one of the apprentices wants to leave I have given him some time off to have a think about it, He is due to see me at the end of this week to give me his decision

Have all the equipment and gases for air conditioning repairs and services. Also have started to buy a small amount of stock for retail area.

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## **Milikapiti Workshop**

Matt Gigante has taken up the position of workshop manager at Milikapiti following his holidays. This came into effect following the departure of its previous mechanic. Matt is settling in well at the workshop and starting to get to grips with his new environment and is looking to take on an apprentice which is something that has been lacking in the past.

## **Wurrumiyanga Workshop**

Much of July found the Wurrumiyanga workshop without a qualified (staff) mechanic due to sicknesses, resignations and the results of other disciplinary action. Consequently the workshop was not operating optimally with contract mechanics being flown in to deal with urgent issues.

## **Civil Works**

### **Wurrumiyanga**

The Supervisor for the Civil works crew at Wurrumiyanga was absent as a result of illness for all of July. However he was in daily contact with the crew from his hospital bed and provided valuable assistance in organising day to day activities which included, preparation for the Milimika Festival, grading roads and reopening bush tracks, some that have not been maintained for quite a number of years in readiness for bush holidays. A shipment of bitumen was received and was immediately dispatched to the worst sections of pot holed roads.

## **Melville Island**

### **Steve Dehne**

Maintenance was carried out on the following roads:

Tinganoo bay

Cape gambier

Takapramilli

Carslake

Milikapiti farm road

Milikapiti to 3 ways

3 ways to Miratoka

Back road to Maxwell creek

Additionally, garbage collection continues to be carried out by Civil Works twice a week in the two communities of Milikapiti and Pirlangimpi

## **Essential Services including airports**

### **Steve Allen – Assistant Director**

There were no major issues in the delivery of Power, Water and Sewerage services and in the management of aerodromes.

## **Strategic Planning:**

The painting of power poles at Wurrumiyanga with anti-climb paint continues in an attempt to reduce the incidents of pole-climbing.

## **Capital Expenditure:**

## **Human Resources:**

Gabriel Lorenzo, ESO at Milikapiti returned to work but on very restricted light duties and limited hours due to his injuries. Graeme Fegan and Eamon Thompsett relieved as ESO at various times to cover the ESO duties unable to be performed by Gabriel.

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On 13 July Angela Pilcher, a workplace assessor, and Steve Allen visited Milikapiti and met with Gabriel for an assessment of his history, abilities and his workplace in order to prepare a Return to Work plan.

Steve Allen will take leave from 29 August to 3 September inclusive.

On 24 July the new water storage tank and water treatment plant for Wurrumiyanga was formally opened in a ceremony arranged by Power and Water Corporation, attended by dignitaries from the Australian and Territory Governments. The event received television coverage.

On 30 July the second block training week for trainee ESOs commenced. However there were no attendees from the Tiwi Shire.

**RECOMMENDATION:**

That council note this report for information

**ATTACHMENTS:**

1 Infrastructure Financials-PDF.pdf









**Tiwi Islands Shire Council**  
**Profit and Loss Report by Directorate**  
**For the Month Ending 31st July 2012**

For Directorates:

**Infrastructure**

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Actual	Month			Budget - Full Year	Actual	Year to Date			Remarks
	Budget	Variance	Variance %			Budget	Variance	Variance %	
0	(7,008)	(7,008)	100%	(83,000)	0	(7,008)	(7,008)	100%	Allocation of Contract and Material Exp
0	83	83	100%	997	0	83	83	100%	9220 - Allocation Facilities Hire Internal
0	(1,580)	(1,580)	100%	(2,450)	0	(1,580)	(1,580)	100%	9225 - Allocation Hire Equipment
0	(19,054)	(19,054)	100%	(228,843)	0	(19,054)	(19,054)	100%	9261 - Allocation Electricity Exp
0	(26,137)	(26,137)	100%	(310,096)	0	(26,137)	(26,137)	100%	9272 - Allocation Fuel Exp Motor Vehicle
									Allocation of Communications:
0	(4,781)	(4,781)	100%	(5,851)	0	(4,781)	(4,781)	100%	9414 - Allocation Courier & Freight Expenses
0	25,389	25,389	100%	304,667	0	25,389	25,389	100%	9417 - Allocation ICT Exp
0	24,910	24,910	100%	298,815	0	24,910	24,910	100%	
									Internal charges
0	(89,532)	(89,532)	100%	(834,384)	0	(89,532)	(89,532)	100%	9721 - Allocation Workshop Labour
0	(36,782)	(36,782)	100%	(447,023)	0	(36,782)	(36,782)	100%	9722 - Allocation Workshop Materials
0	(988)	(988)	100%	(11,933)	0	(988)	(988)	100%	9728 - Internal Sales - Labour
0	(1,750)	(1,750)	100%	(2,100)	0	(1,750)	(1,750)	100%	9729 - Internal Sales - Materials
0	(107,447)	(107,447)	100%	(1,269,367)	0	(107,447)	(107,447)	100%	
									Allocation and Suspense
0	375	375	100%	4,500	0	375	375	100%	9915 - Allocation Ins Premium Exp General
0	380	380	100%	4,565	0	380	380	100%	9931 - Allocation Training Course Fee Exp
0	(11,271)	(11,271)	100%	(134,897)	0	(11,271)	(11,271)	100%	9934 - Allocation Accommodation Exp
0	25,642	25,642	100%	307,706	0	25,642	25,642	100%	9963 - Allocation Grant Admin Fee
0	(4,892)	(4,892)	100%	(59,700)	0	(4,892)	(4,892)	100%	9964 - Allocate Program Management Fee
0	1,667	1,667	100%	20,000	0	1,667	1,667	100%	9971 - Allocation R & M Exp Buildings
0	107,765	107,765	100%	1,294,282	0	107,765	107,765	100%	9990 - Budget Clearing Account
0	119,667	119,667	100%	1,437,656	0	119,667	119,667	100%	
									Internal Cost Allocations:
0	8,870	8,870	100%	106,437	0	8,870	8,870	100%	9811 - ESO Internal - Expense
0	(953)	(953)	100%	(11,550)	0	(953)	(953)	100%	9814 - Internal Rent Charges - Expense
0	67,450	67,450	100%	809,400	0	67,450	67,450	100%	9815 - Plant and Vehicle Cost Allocation - Expe
0	28,921	28,921	100%	347,054	0	28,921	28,921	100%	9817 - Workshop Charges - Expense
0	48,675	48,675	100%	584,103	0	48,675	48,675	100%	9819 - Housing - Internal Allocations - Expense
0	(47,075)	(47,075)	100%	(564,903)	0	(47,075)	(47,075)	100%	9820 - Housing Internal Allocation - Labour Expense
0	(31,384)	(31,384)	100%	(376,502)	0	(31,384)	(31,384)	100%	9821 - Housing Internal Allocation - Materials Expense
0	0	0	0%	0	0	0	0	0%	9822 - Allocation Housing Labour
0	0	0	0%	0	0	0	0	0%	9823 - Allocate Housing Materials
0	20,198	20,198	100%	242,380	0	20,198	20,198	100%	9826 - Civil Services Internal Allocation Exp



**Tiwi Islands Shire Council**  
**Profit and Loss Report by Directorate**  
**For the Month Ending 31st July 2012**

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For Directorates:

Actual	Month			Infrastructure	Budget - Full Year	Year to Date			Remarks
	Budget	Variance	Variance %			Actual	Budget	Variance	
0	(8,570)	(8,570)	100%	9851 - ESO Internal - Income	(108,487)	0	(8,570)	100%	
0	0	0	0%	9858 - Fuel Allocation Income	0	0	0	0%	
0	(14,888)	(14,888)	100%	9860 - Internal Allocation Staff Housing	(176,260)	0	(14,888)	100%	
0	71,136	71,136	100%		853,631	0	71,136	100%	
<b>745,175</b>	<b>724,897</b>	<b>(20,278)</b>	<b>-3%</b>	<b>Total Expenses</b>	<b>8,698,767</b>	<b>745,175</b>	<b>(20,278)</b>	<b>-3%</b>	
<b>(487,528)</b>	<b>30,888</b>	<b>528,417</b>	<b>1711%</b>	<b>NET SURPLUS / (DEFICIT) - Before CAPEX</b>	<b>370,660</b>	<b>(487,528)</b>	<b>30,888</b>	<b>1711%</b>	
				<b>Capital Expenditure</b>					
				<b>WIP Assets</b>					
0	8,758	8,758	100%	3334 - Expense Purchase Prescribed Infrastructure	105,095	0	8,758	100%	
116,725	0	(116,725)	0%	3341 - Expense Purchase Plant	0	116,725	0	0%	
0	18,939	18,939	100%	3352 - WIP Equipment	227,273	0	18,939	100%	
0	27,575	27,575	100%	3391 - Expense Purchase Motor Vehicles	330,904	0	27,575	100%	
116,725	55,273	(61,452)	-111%		663,272	116,725	55,273	-111%	
<b>116,725</b>	<b>55,273</b>	<b>(61,452)</b>	<b>-111%</b>	<b>Total CAPEX</b>	<b>663,272</b>	<b>116,725</b>	<b>55,273</b>	<b>-111%</b>	
<b>(614,254)</b>	<b>(24,384)</b>	<b>589,869</b>	<b>-2419%</b>	<b>NET SURPLUS / (DEFICIT) - Including CAPEX</b>	<b>(292,612)</b>	<b>(614,254)</b>	<b>(24,384)</b>	<b>-2419%</b>	