



# **AGENDA**

## **ORDINARY MEETING**

### **TUESDAY, 26 NOVEMBER 2013**

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

- Tuesday, 26 November 2013 at
- Pirlangimpi
- Commencing at 1:30 pm

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 - 30 October 2013*

*Special Meeting - 14 November 2013*

**2 VISITORS AND PRESENTATIONS**

*Nil*

**3 BUSINESS ARISING**

*Nil*

**4 CORRESPONDENCE**

4.1	ALGA LETTER DATED 29 OCT 2013 RE CONSTITUTIONAL RECOGNITION CAMPAIGN .....	5
4.2	TISC EMAIL RE NTG HOUSING TENDER CONCERNs .....	8
4.3	TIWI LAND COUNCIL - QUARANTINE POLICY AND EXTRACTION OF SAND, TOPSOIL AND GRAVEL POLICY .....	11
4.4	LETTER FROM NTG DEPT. LGR RE REPAYMENT OF LOAN .....	16

**5 GENERAL BUSINESS**

*Nil*

**6 REPORTS FOR DECISION**

*Nil*

**7 REPORTS FOR INFORMATION**

7.1	MINUTES - WURRUMIYANGA LOCAL ADVISORY BOARD MEETING HELD ON 29 OCTOBER 2013.....	19
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**8 CONFIDENTIAL ITEMS**

8.1 WURRUMIYANGA POST OFFICE

*The report will be dealt with under Section 65(2) (a) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual; AND information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

**8.2 HOUSING TENDER**

*The report will be dealt with under Section 65(2) (a) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual; AND information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

**9 NEXT MEETING**

Wednesday, 11 December 2013

**9 CLOSURE**

Meeting closed at.....

**CORRESPONDENCE**

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<b>ITEM NUMBER</b>	4.1
<b>TITLE</b>	ALGA letter dated 29 Oct 2013 re Constitutional Recognition Campaign
<b>REFERENCE</b>	136783
<b>AUTHOR</b>	Alan Hudson, Chief Executive Officer



Council are provided with a copy of a recent letter dated 29 October 2013 from ALGA advising all Councils around Australia of their agreement with the Federal Government to reimburse Local Government for the costs incurred in the Referendum campaign.

**BACKGROUND**

The attached letter from ALGA provides a report on the Constitutional Recognition issue and the results of negotiations with the new Deputy Prime Minister the Hon. Warren Truss.

ALGA confirms that they have already refunded to each State / Territory Associations the unspent funds that Councils around Australia contributed to the National Referendum Campaign.

ALGA was left with a shortfall of \$ 3.5 M - this has now been agreed between ALGA and the Federal Government Minister Truss to be refunded and ALGA is finalising arrangements for the return of these funds back to local government associations.

As stated in the letter due to the referendum not proceeding the uncertainty around the continuation of direct federal funding of local government remains – for our Council this means the Roads to Recovery program.

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

**That Council notes the ALGA letter dated 29 October 2013 in relation to the recent Referendum Campaign for Recognition of Local Government in the Constitution.**

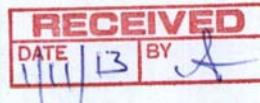
**ATTACHMENTS:**

- 1 Letter - ALGA - 29.10.13.pdf



## AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

29 October 2013



Twi Islands Shire Council  
PO Box 104  
PARAP NT 0810

Dear Mayor and Councillors

**The Constitutional Recognition Campaign**

I am writing to provide you with a report on the issue of constitutional recognition and to let you know that the Government has agreed to allow the Australian Local Government Association (ALGA) to use the federal funding provided for the referendum campaign to reimburse local government for the costs incurred in the campaign, prior to the referendum being cancelled. I know that many councils have been under pressure regarding the contributions they made to the national campaign and I trust this comes as good news.

This letter follows my discussions with the Deputy Prime Minister, the Hon Warren Truss on 18 October and subsequent discussions with his Department. Mr Truss has responsibility for local government matters and my meeting with him was an opportunity to clarify the new Government's position on the constitutional recognition issue. I also used the meeting to pursue the case for reimbursement of local government for the costs incurred in the campaign for the cancelled referendum and clearly the Government was listening.

Let me say at the outset that I want to thank all of the councils which contributed to the referendum campaign, in terms of money, time and effort. The campaign was perhaps the most complex and challenging activity that local government, as a whole, has ever undertaken. Referendums are rare in Australia (the local government referendum would have been only the second referendum in the last twenty-five years) and coordinated campaigns in support of a referendum are even rarer.

After the announcement on 9 May that a referendum to recognise local government would be held in 2013, ALGA and the state and territory local government associations moved heaven and earth to put in place the management structure and resources required to run a credible and effective campaign and almost every council across Australia contributed to that effort. I believe that the campaign we were ready to launch in August would have been successful because of the support from councils and what we managed to achieve is a credit to all.

The decision by Mr Rudd to bring forward the Federal Election date and, as a consequence, to sacrifice the possibility of holding the referendum, was made without consultation with local government and was a bitter blow to all of us, coming as it did at the end of six years of intense effort to secure the referendum. I know it caused anger and dismay across the local government sector and placed all of us in a very difficult position, given our commitment and expenditure on a campaign for a referendum which did not take place.

ALGA has already refunded to its state and territory local government association members all of the unspent funds contributed to the national campaign. The campaign, which had a budget of up to \$20 million based on a contribution from the local government sector of up to \$10 million and matching funding from the Commonwealth, was left out of pocket to the tune of \$3.5 million. This money had been spent on a Campaign Director and National Campaign Team, campaign management, research to support the campaign, developing the campaign, including preparation of advertisements for TV and print, the branding of the campaign, advertising costs and arrangements for polling day.

I have spent the period since the referendum was cancelled on 5 August arguing for the reimbursement of the funds spent by local government on the clear basis that it is completely inequitable to expect councils to bear the cost of the campaign following the decision to cancel it for reasons which were beyond local government's control. I am pleased to say that ALGA's arguments have not fallen on deaf ears and Minister Truss announced on Friday 25 October that Government has agreed to allow ALGA to use the public funding to refund local government costs in full. ALGA is finalising arrangements with the Commonwealth and expects to be able to reimburse local government associations for the remaining expenditure shortly. I know this is small consolation for the cancellation of the referendum, but it is at least something positive from this disappointing episode.

Since the referendum did not proceed, the uncertainty around the continuation of direct federal funding of local government remains. The implications of previous High Court decisions cannot be ignored and while programs such as Roads to Recovery can continue for the present, they remain vulnerable to a future challenge. Mr Truss has reiterated the Government's commitment to direct funding of local government through programs such as Roads to Recovery and stated that the Government will look at the implications of any further High Court challenges as they arise. As previously signalled, however, the Government does not intend to put forward a referendum to recognise local government in the near future. We will have to wait and see what the Court does in its judgement on the second case initiated by Mr Ron Williams against the Commonwealth's school chaplaincy program, which is scheduled to go to the High Court next year.

Although the future of any referendum remains uncertain, ALGA will be looking carefully at the processes and developments which led up to the 2013 referendum campaign and drawing appropriate lessons from the experience. The conduct of a future referendum must reflect these lessons if that referendum is to have a reasonable chance of success. One of the key lessons is that all councils must be effectively engaged so that local campaigns, which will be vital to the success of any referendum, can be fully supported. I am confident that a future referendum campaign run by local government will be successful if our sector displays the commitment so evident over the past year and that is something ALGA will work towards.

Yours sincerely



Mayor Felicity-ann Lewis  
President

**CORRESPONDENCE**

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<b>ITEM NUMBER</b>	4.2
<b>TITLE</b>	TISC email re NTG Housing Tender concerns
<b>REFERENCE</b>	137371
<b>AUTHOR</b>	Alan Hudson, Chief Executive Officer



Council are provided with a copy of a recent email dated 7 November 2013 sent by the Director of Infrastructure Services addressed to NTG Dept. Housing outlining various concerns in relation to the Housing Tender process.

**BACKGROUND**

The attached email was recently sent to the NT Dept. Housing and outlines a number of serious concerns that we have in relation to the lengthy tender process.

It will be necessary to discuss this matter at some length and I will provide a further update to Council on the day.

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

**That Council notes the TISC email dated 7 November 2013 in relation to concerns with the NTG Housing Tender process.**

**ATTACHMENTS:**

- 1 Email dated 7 Nov 2013 to NTG - Dept of Housing re Tender concerns.pdf

**From:** Karl Sibley  
**Sent:** Thursday, 7 November 2013 8:39 AM  
**To:** 'Garry Scapin'  
**Cc:** Alan Hudson; Tiwi Islands Shire Council Directors  
**Subject:** TISC- Department of Housing Tender/contract Concerns  
Gary,

I am writing to express our concerns in regards to the implementation of the new Housing tenders; namely the Panel Contract for the Provision of Trade Qualified Repairs and the Provision of Housing maintenance Co-ordination Services tenders.

Firstly, I would like to establish that Tiwi Islands Shire Council has demonstrated good will by agreeing to extensions of prior Service Level Agreements (SLA'S)/contracts; both little notice and in some instances after the contract expiry.

For the past three weeks we have been making attempts to discuss an estimated date that contracts would likely be awarded by. On numerous occasions I have been transferred between the Procurement and the Arafura Region Departments. Multiple phone messages have been left, with none returned.

Department of Housing have taken a "whole of Territory approach" in issuing and conditions of these tenders. Staffing structures, current indigenous employment levels and each community's geographical location have not even been considered.

It seems that little or no thought has gone into the effects that this tender is having on people (Repairs and Maintenance staff) that have been employed on a full time basis under the current extension, past extensions and past Service Level Agreements. Throughout this process there has been no consideration demonstrated in regards to the impact that continual SLA extensions, extensions of tender durations and notification periods have on staff employed on a full time basis to complete repairs and maintenance works.

It is fair to stay that due to Northern Territory Governments inability to structure, release, assess and award contracts/tenders in a timely manner, we have been unable to provide any level of mid to long term job security for our housing staff. Please be reminded that back to back short term extensions have been issued here (it would be unfair to say negotiated) since the 12<sup>th</sup> August 2012. This has had an impact on both morale and retention of quality personnel throughout our indigenous and non-indigenous staff base, and with three weeks until the new tender precedes the current extension, we can still give our staff no indication of whether they will have secure employment after December 1st.

There is a very real chance that our organisation may need to make 19 full time employees (10 of these indigenous participants) redundant with less than three weeks notice. Was this considered by the Department of Housing when setting target dates and indigenous employment levels for these tenders?

For the Department of Housing to have the expectation those companies (not currently completing works in this industry) awarded tenders can recruit quality staff, in the lead up to Christmas, in less than a three week period is completely unreasonable and will without doubt lead to a significant dip in quality of services being provided in the short term.

Separately, due to the fact that we have been continuing service provision on an extension basis we have had little option but to employ a Housing Manager through a recruitment agency- paying an absolute premium for this service. Although several attempts we made, we were not able to meet with any representative last week to discuss. With regret I inform you we have had to let this position be vacated as we have already significantly overspent in this area.

Regards

Karl Sibley  
Director Infrastructure Services  
Tiwi Islands Shire Council  
PO BOX 104

Parap NT 0801

[karl.sibley@tiwiislands.nt.gov.au](mailto:karl.sibley@tiwiislands.nt.gov.au)

FAX: 08 8944 7036

MOB: 0488 155 863

SHIRE WEB: <http://www.tiwiislands.org.au>

MILIMIKA FESTIVAL: <http://www.tiwifestival.com/>

Tiwi Islands Shire Council Disclaimer

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**CORRESPONDENCE**

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<b>ITEM NUMBER</b>	4.3
<b>TITLE</b>	Tiwi Land Council - Quarantine Policy and Extraction of Sand, Topsoil and Gravel Policy
<b>REFERENCE</b>	137418
<b>AUTHOR</b>	Alan Hudson, Chief Executive Officer



Council are provided with a copy of a recent email dated 20 November 2013 received from the Tiwi Land Council (TLC). Attached to this report are two of the TLC updated policies (Extraction and Quarantine) and these are provided to Council for information.

**BACKGROUND**

The attached email was recently received from the Tiwi Land Council which provides a copy of their updated policies on Extraction (Sand, Topsoil & Gravel), and Tiwi Islands Quarantine.

The Tiwi Land Council are also in the process of updating their Quarantine Brochure and Borrow Pit Standards document and these will be provided to the Shire Council once they are completed.

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

**That Council notes the Tiwi Land Council email dated 20 November 2013 in relation to their updated policies on Extraction and Quarantine.**

**ATTACHMENTS:**

- 1 Email from Tiwi Land Council dated 20 November 2013.pdf
- 2 TLC Extraction Policy.pdf
- 3 TLC Quarantine Policy.pdf

**Bruce Moller**

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**From:** Alan Hudson  
**Sent:** Wednesday, 20 November 2013 11:54 AM  
**To:** Tiwi Islands Shire Council Directors; Bruce Moller; Bill Toy  
**Subject:** FW: Quarantine

**Attachments:** borrow pit standards.pdf; TLC extraction policy.pdf; brochure.pdf; TLC quarantine policy.pdf

Bruce  
Can we provide these two policy documents to Council please?

Thanks  
Alan Hudson

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**From:** Kate Hadden [mailto:[tiwilcnrm@bigpond.com](mailto:tiwilcnrm@bigpond.com)]  
**Sent:** Wednesday, 20 November 2013 10:37 AM  
**To:** Alan Hudson  
**Subject:** Quarantine

Hi Alan

Attached is our up to date Extraction Policy and Quarantine Policy, and out of date Quarantine Brochure and Borrow Pit Standards. We are in the process of updating all of the brochures and fact sheets, but these things take time! Once they are all updated we will be putting together a package for contractors, which will also include a fact sheet on permits/access and any other relevant information. We would be happy for you to use these once they're ready for any visitors or contracts you are involved in, and I will send you a complete set once they're done.

Cheers  
Kate

Kate Hadden  
Manager Land & Resources  
Tiwi Land Council  
PO Box 38545 WINNELLIE NT 0821  
ph: 08 8944 8416 fax: 08 8944 8444

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20/11/2013

Managers:  
 Nguiu: (08) 8978 3755  
 Pirlangimpi: (08) 8978 3788  
 Milikapiti: (08) 8970 9152

Marine Rangers:  
 Pirlangimpi: (08) 8978 3788  
 Milikapiti: (08) 8970 9152



All correspondence to:  
 The Chairman  
 PO Box 38545  
 Winnellie NT 0821  
 Tel: (08) 8997 0797  
 Fax: (08) 8947 2552

## EXTRACTION OF SAND, TOPSOIL AND GRAVEL Policy

Sand is mostly required for community development activities, and requests for local reserves are regularly made. While in the past the requests have been for low volume amounts, recent house construction and upgrades of community water mains has seen a number of requests for high volumes (up to 8,000 cubic metres).

Sand reserves close to community centres are becoming increasingly scarce. The practice of taking sand from coastal areas has continued, despite previous recommendations from Landowners and the Tiwi Land Council that it ceases. As a general rule, coastal sand does not meet high grade construction standards due to salt content and particle size. This is of particular concern to bedding water mains.

Taking sand from coastal areas is also environmentally unsound.

There are some (not many) potential sand reserves remote from communities. These are mostly located in wetlands that are subject to seasonal flooding and access constraints. Many are also subject to environmental protection through the plantation forestry project.

Taking small amounts of sand locally for cultural purposes does not impact on the resource.

***Tiwi Land Council Policy is that community development projects include the provision for barging in construction sand from the mainland, and that the practice of sourcing local sand for large projects ceases.***

Topsoil is used almost exclusively for beautifying around communities. There are a number of areas close to communities that have been used as sources of topsoil. While this is generally a low volume use, there are some areas that have been exhausted.

***Tiwi Land Council Policy is:***

- ***That exhausted topsoil pits are progressively rehabilitated through surface reshaping and replacement of vegetative material that has been pushed to the edges.***
- ***Should there be an ongoing demand for topsoil, that extraction areas are selected and managed in accordance with the Tiwi Land Council's 'Standards for borrow pit operation on the Tiwi Islands'.***

Gravel reserves at the top of the catchment (where the major roads are located) are often shallow, and large areas sometimes need to be accessed to gain sufficient material. There is also high variability in the quality of gravel along main roads. There are some potential reserves remote from the communities, however the extent and quality of the gravel is unknown.

With plantation forestry, there is now a commitment to mange red goshawk and masked owl populations on the islands. These birds use trees that are located in areas that may be a potential source of gravel.

Gravel pit rehabilitation has not been a common practice in the past, and issues associated with a number of these pits include weed outbreaks, soil erosion and water ponding (a risk of mosquito borne diseases).

***Tiwi Land Council Policy is:***

- ***That landowners are consulted and required to approve the opening of new gravel pits;***
- ***That potential pit areas are assessed for red goshawk and masked owl nests prior to disturbance;***
- ***That for major works, gravel is assayed and only high quality gravel used for construction;***
- ***That the location, management and rehabilitation of gravel pits is formalised, and follows recommendations from the Tiwi Land Council's existing Standards;***
- ***That exhausted pits, or areas of exhausted pits, are progressively rehabilitated on a priority basis according to Landowner advice and environmental and visual amenity.***

**Royalties**

The Tiwi Land Council has determined that sand, topsoil and gravel resources may attract a royalty that will be determined from time to time. Royalties will not include developing the pits or cartage.

Land Council Operational  
Headquarters Pickataramoor  
Phone: (08) 8919 4305

[www.tiwilandcouncil.com](http://www.tiwilandcouncil.com)

All correspondence to:  
The Chairman, PO Box 38545  
Winnellie NT 0821



Management Offices  
Wurrumiyanga: (08) 8978 3755  
Pirlangimpi: (08) 8978 3788  
Milikapiti: (08) 8970 9152  
Environmental Management: (08) 8944 8416  
Secretariat  
Phone: (08) 8997 0797  
Fax: (08) 8947 2552

## TIWI ISLANDS QUARANTINE Policy

The natural resources of the Tiwi Islands are our most valuable asset. They not only form the basis of our customary and ceremonial activities, but also underpin our economic aspirations.

The introduction of feral animals, weeds and other pests and diseases places the unique flora and fauna of the Tiwi Islands at great risk. Our forestry and marine enterprises are also vulnerable to attack from pests and diseases. A single incursion could destroy our hopes for an independent economy.

The major threats from introduced species are the introduction and re-introduction of exotic species that currently occur on the Northern Territory mainland, and the introduction of marine pests through international shipping. Some Australian mainland pest species already occur on the Tiwi Islands, however their abundance is relatively low. Further introductions are likely to increase their rate of spread, and limit the effectiveness of current and proposed control activities.

Vectors for the entry of unwanted species include ships entering Port Melville, barges and barge freight, airline freight and personal luggage, and recreational visitors travelling by private means.

***The Tiwi Land Council is committed to developing and implementing processes and procedures that prevent the transport and introduction of exotic species to the Tiwi Islands. We will do this through:***

- ***Identifying and managing quarantine risks***
- ***Developing and maintaining a positive quarantine culture in our staff, contractors and suppliers***
- ***Engaging only contractors and suppliers that have demonstrated a willingness to meet or exceed our quarantine aspirations***
- ***Including quarantine requirements in all contracts that involve transport of goods or freight to the Tiwi Islands***
- ***Supporting and encouraging the expansion of Australian Quarantine and Inspection Service (AQIS) programmes on the Tiwi Islands***
- ***Maintaining quarantine awareness and education activities***
- ***Lobbying for legislative quarantine controls between mainland Australia and the Tiwi Islands***

**CORRESPONDENCE**

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<b>ITEM NUMBER</b>	4.4
<b>TITLE</b>	Letter from NTG Dept. LGR re repayment of Loan
<b>REFERENCE</b>	137479
<b>AUTHOR</b>	Alan Hudson, Chief Executive Officer



Council are provided with a copy of a recent letter dated 15 November 2013 (received 21 November 2013) from NTG Dept. Local Government & Regions in relation to the proposed repayment of the \$ 1 M loan.

**BACKGROUND**

The attached letter was received on 21 November 2013 from the CEO of NT Dept. Local Government & Regions and outlines some options for the proposed repayment of the \$ 1 M loan over the next three financial years.

It is recommended that this matter be further discussed with Council today and the CFO Brendan Cann provides advice in relation to the cash flow issues / future implications.

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

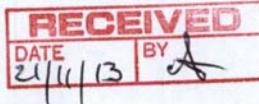
**That Council notes the letter from NTG Dept. Local Government and Regions in relation to the proposed repayment of the \$ 1m loan.**

**ATTACHMENTS:**

- 1 Letter - Local Government and Regions - \$1m Loan repayment - 15.11.13.pdf

DEPARTMENT OF  
LOCAL GOVERNMENT AND REGIONS

www.nt.gov.au



Department of Local Government and Regions  
Ground Floor, RCG House  
83-85 Smith Street  
DARWIN NT 0800

Postal address GPO Box 4621  
Darwin NT 0801  
Tel 08 8995 5115

File No. 2013/04638-4~007

Mr Alan Hudson  
Chief Executive Officer  
Tiwi Island Shire Council  
GPO Box 104  
PARAP NT 0804

Dear Alan

I would like to follow-up the positive indication you gave me regarding repayment of the \$1 million loan.

I have reviewed your most recent draft (unaudited) financial statement and cash-at-bank position which was presented to your most recent council meeting. I acknowledge it is not your audited AFS, however from your statement of working capital, which acknowledges the \$333 333 as a current borrowing, I can see no reason for delay of payment of the first instalment.

Kate Wheen informs me, from informal discussions with your CFO Brendan Cann, that your council's primary concern relating to the repayments is not your current cash situation but your concern for future years. Can we agree to the following?

1. Commitment to \$333 333 in FY2013-14;
2. In-principle agreement to future repayments of \$333 333 and \$333 334 in the two following financial years;
3. Agreement for the Department to review any changes to council's untied cash-at-bank position at this time (15 November) for the next two financial years, prior to requiring the 2<sup>nd</sup> and 3<sup>rd</sup> instalments.

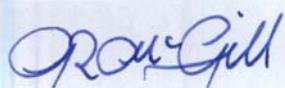
Point three above relates to substantial unexpected changes. I would expect that council generally implements expenditure controls to prevent any foreseeable deterioration of council's position.

Kate Wheen is available to discuss this proposal with council elected members at your next meeting.

I would like to see arrangements for the repayment of the loan finally agreed upon, as these discussions have now continued for some time.

Regards

Yours sincerely



ALLAN MCGILL  
Chief Executive Officer  
*15* November 2013

**REPORTS FOR INFORMATION**

---

<b>ITEM NUMBER</b>	7.1
<b>TITLE</b>	Minutes - Wurrumiyanga Local Advisory Board Meeting held on 29 October 2013
<b>REFERENCE</b>	137291
<b>AUTHOR</b>	Bruce Moller, Governance Manager



Minutes of the Wurrumiyanga Local Advisory Board Meeting held on 29 October 2013.

**BACKGROUND**

Attached are the Minutes of the Wurrumiyanga Local Advisory Board Meeting held on 29<sup>th</sup> October 2013 for Council's information.

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

**That Council notes the Minutes of the Wurrumiyanga Local Advisory Board Meeting held on 29<sup>th</sup> October 2013**

**ATTACHMENTS:**

- 1 2013\_10\_29\_Wurrumiyanga\_Local\_Board\_Minutes Ver2.pdf



**MINUTES OF THE WURRUMIYANGA LOCAL BOARD MEETING HELD IN THE  
WURRUMIYANGA BOARD ROOM ON TUESDAY, 29 OCTOBER 2013 AT 10:00AM**

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**1      Welcome & Apologies**

**1.1    Welcome**

The meeting opened at 10:30 am.

The Chairperson welcomed Councillors and guests.

**1.2    Present**

**Chairperson:** Ivan Fernando (Snr)

**Local Board Members:** Cr Crystal Johnson, Cr Barry Puruntatameri, Cr Leslie Tungutalum, Cr John Naden, Kilipayu Puruntatameri, Kevin Doolan, Francisco Babui, Wayne Tipungwuti, Wesley Kerinaiua, Marie Frances Tipiloura, Cheryl Kerinaiua, Jacinta Tipungwuti.

**Visiting Councillors:** Mayor Lynette De Santis, Deputy Mayor Pirrawayingi, Anita Moreen, and Brian Tipungwuti.

**Visitors:** Gabriella Alimankinni, Kate Wheen (NTG-LGR), Pauline Corpus (NTG-LGR), Anne Davis (NTG-Health), Clarence Bruinsma (Macquarie University).

**Officers:** Alan Hudson (CEO).

**Minutes:** Bruce Moller (Governance Manager).

**1.3    Apologies**

Cr Therese Bourke, Cr Gawin Tipiloura, Cr Manyi Rioli, Robert Tipungwuti, Bonaventure Timaepatua.

**1.4    Leave of Absence**

Nil

**1.5    Declaration of Interest of Members or Staff**

Nil

**1.6    Election of Chairperson**

Ivan Fernando (Snr) agreed to be the Chairperson for today's meeting.

**1.7 Confirmation of Previous Minutes****Wurrumiyanga Local Board - 30 July 2013****RESOLUTION**

Moved: Francisco Babui  
Seconded: Wesley Kerinaiua

That the minutes of the Wurrumiyanga Local Board held on 30 July 2013 as circulated, be confirmed as a true and correct record of that meeting.

**CARRIED****2 BUSINESS ARISING****2.1 BUSINESS ARISING FROM PREVIOUS MINUTES**

Business Arising from Previous Minutes.

**RECOMMENDATION:**

That the Wurrumiyanga Local Advisory Board accepts these discussions and reports.

**3 GENERAL BUSINESS****3.1 VISIT BY MACQUARIE UNIVERSITY - PACE PROGRAM**

Mr Clarence Bruinsma from Macquarie University (Indigenous Outreach & Support Coordinator) is coming to Wurrumiyanga to provide a short briefing to the Local Board on a new program called PACE and will provide a briefing to members.

**RECOMMENDATION:**

That the Wurrumiyanga Local Board welcomes the representative from Macquarie University

**VISIT BY ANNE DAVIS – NT HEALTH- WURRUMIYANGA COMMUNITY STI SCREENING**

Ms Anne Davis ( NTG Health ) representative from Wurrumiyanga Health Clinic requested a short session to present information to the Local Board in relation to an upcoming community screening program for STI's. A new program of community screening is due to commence in Wurrumiyanga in November 2013 for the full month.

Anne Davis was seeking prior permission and support from the Wurrumiyanga Local Board members on behalf of the Community for this to proceed.

**RECOMMENDATION:**

That the Wurrumiyanga Local Board welcomes Anne Davis (representative from NT Health ) and recommends community support and involvement in the community health screenings during the month of November 2013.

**3.2 CHANGES TO LOCAL GOVT. ACT - REGIONAL COUNCILS AND LOCAL AUTHORITIES**

Over the last several months NTG – Department of Local Government staff have provided community briefings and attended a number of Council Meetings and Local Board Meetings in all Tiwi Islands communities to explain about the NT wide review of Regional Governance.

The Minister for Local Government announced on the 12<sup>th</sup> August 2013 proposed changes to the Local Government Act that Shire Councils are to become Regional Councils, and Local Advisory Boards are to become Local Authorities.

**RECOMMENDATION:**

**That the Wurrumiyanga Local Board notes this report for information**

**3.3 NEW ITEMS TO RAISE AND DISCUSS**

New Items to Raise and Discuss

**RECOMMENDATION:**

**That the Wurrumiyanga Local Advisory Board accepts these new items for discussion**

**NEW ITEMS RAISED FOR DISCUSSION****3.3.1 PALAKUI PARK – MANGO TREES**

John Naden asked if the Council could assist with planting a small number of mango trees in this park as this had been a small project agreed to in prior years. The CEO agreed that Council could purchase up to 10 or so Mango trees and for these to be planted prior to the wet season commencing this year.

**Action: CEO to request the Town Services Manager to arrange for the purchase and planting of around 10 mango trees in Palakui Park.**

**3.3.2 RUBBISH AROUND WURRUMIYANGA COMMUNITY**

Crystal Johnson raised concerns in relation to general rubbish and litter spreading to outlying areas when community members went camping / hunting or fishing. It was agreed that any loose rubbish / litter should be taken home and disposed of properly, and that it would be a good idea for rubbish bags to be taken and used for the collection of litter when undertaking these sorts of regular activities.

**3.3.3 SKIN GROUPS**

Kevin Doolan raised the importance of Skin Groups as a culturally acceptable group to liaise with and to work together in keeping community harmony. Skin Groups are a key consultative forum and it was agreed they have an important ongoing role to play in each community on the Tiwi Islands.

### **3.3.4 MOBILITY SCOOTERS**

John Naden advised the Local Board that there were several recent sightings of Mobility Scooters being operated by children around the community. This was obviously not an appropriate use of these expensive items of equipment and was a potential community safety risk.

**Action: CEO to write to the Wurrumiyanga Police to alert them of the reported sightings of children operating mobility scooters around Wurrumiyanga and for the Police to take appropriate action as needed.**

### **3.3.5 DANGEROUS DRIVING**

Crystal Johnson raised the issue of instances of dangerous driving of motor vehicles in and around Wurrumiyanga Community. There have been reports of under age drivers in charge of vehicles who have been seen driving dangerously around the community. Suggestion that more random Police patrols are needed in an effort to catch the offenders. This is a high risk unlawful activity and community safety is potentially at risk.

**Action: CEO to write to the Wurrumiyanga Police to alert them of the reported sightings of under age and dangerous driving of motor vehicles in and around Wurrumiyanga Community.**

### **3.3.6 COMMUNITY STREET LIGHTING**

The Chairperson Ivan Fernando raised concerns in relation to lack of street lighting in some areas of the community and that some street lights were not working or not providing sufficient lighting.

Alan Hudson responded by saying that regular audits of street lighting are conducted by the Shire Council with a report provided to Power & Water for rectification of any lights that are not in operation. The issue of ownership and responsibility for street lighting and ongoing maintenance costs is still unclear as the Australian Government OTL leases now cover these community areas.

### **3.3.7 AFTER SCHOOL CARE PROGRAMS**

The Chairperson Ivan Fernando mentioned how well the after school programs were going and how this program was an important community program for both parents and children. Parents need to continue to ensure strong rules and guidance are given to children in home surroundings and to reinforce these links with the after school care programs.

### **3.3.8 TIWI ISLANDS EDUCATION**

The Deputy Mayor Pirrawayingi advised Board Members how fundamentally important education is to children and that a group of consultants has commenced a report into all Schools on the Tiwi Islands with a focus on curriculum input and appropriate planning. A possibility of an independent consultant to manage all the schools on both islands has been discussed and will be further investigated. A process has also commenced to look at the possibility of a school at Wurankuwu Outstation.

**3.3.9 ALCOHOL AWARENESS FOR PARENTS**

The Deputy Mayor Pirrawayingi advised Board Members that he had recently attended a Seminar in Darwin entitled "Kids and Alcohol" which covered alcohol awareness and the effects of alcohol on unborn babies and young children. The overwhelming message was "Don't drink while Pregnant", and medical evidence is now available to support how important the first 5 years of a young child's life is in shaping their future health and wellbeing.

It is recommended that a workshop be considered to be delivered to community members on the Tiwi Islands.

**4 REPORTS FOR DECISION**

Nil

**5 REPORTS FOR INFORMATION**

Nil

**6 OTHER BUSINESS**

Nil

**7 APPOINTMENT OF CHAIRPERSON FOR NEXT MEETING****7.1 APPOINTMENT OF CHAIRPERSON FOR NEXT MEETING TO BE HELD ON TUESDAY 28 JANUARY 2014**

Appointment of Chairperson for next meeting to be held on Tuesday 28 January 2014.

**RESOLUTION**

Moved: Kevin Doolan

Seconded: Wesley Kerinaiua

**That the Wurrumiyanga Local Advisory Board accepts the nomination of Kilipayu Puruntatameri as Chairperson for the next meeting to be held on Tuesday 28 January 2014**

**CARRIED**

**8 Next Meeting**

Tuesday 28 January 2014 Wurrumiyanga Community, Bathurst Island.

**9 Closure**

The meeting closed at 12:35 pm.

**REPORTS FOR INFORMATION**

ITEM NUMBER	7.2
TITLE	Human Resources End of Month Report - October 2013
REFERENCE	137288
AUTHOR	Lesley Palmer, Executive Human Resources Manager

**BACKGROUND**

A major update of the organisational structure has been undertaken, working with Directors to clarify job titles, units and reporting lines.

An update of Human Resources forms and development of new forms was also commenced to ensure that information relating to the management of human resources is documented, entered correctly and provides an audit trail for employment changes.

A new system of reporting attendance by exception is being developed for trial, this will replace traditional timesheets and allow patterns of attendance and types of absences to be assessed so that workforce planning may be undertaken.

There have been quite a number of staffing changes to roles with promotions and internal transfers of staff following the close review of the organisational structure.

The Womens Conference in November will provide an opportunity for the mentors to talk with women and hold informal interviews with all the women across the organisation.

**Strategic Planning:**

Strength – development of new systems to streamline work and improve documentation and records

Weakness – as reported last month one staff member assisting at the Post Office, the HR area is limited in the ability to progress succession planning until back to a full complement of staff; Opportunity then exists to improve role flexibility and workload distribution within the unit. The staff member is returning to HR in January following the Xmas break.

**Financial Variances to Budget****Action SDC – 133100 Workplace Mentoring**

Full grant funding for the year has been received.

Year To Date Expenditure is under budget.

**Action SDC – 133000 Matching Funds**

On track with less than 10% variation in expenditure

**Human Resources:****Vacancies Filled by External Advertising**

- Work shop Manager at Milikapiti filled. – Rhys Myram due to start 18.11.2013
- Nunuk Andayani commenced work as the Office manager at Wurrumiyanga

**Vacancies Filled Internally**

- Bill Bouwer moved to be Town Services Coordinator and Wurrumiyanga.
- Vince North moved to Civil Works Manager Position based in Wurrumiyanga.
- 1 Part time Sport and recreation Officer commenced at Wurrumiyanga

**Vacancies still to be filled:**

- Facilities Management Couple (Pool, Gym) - as yet have not been advised to advertise.
- Post Office staff- have not been advised to advertise.
- Grants Officer Position has been advertised externally , applications close 4.11.2013
- Civil Works Supervisor advertised externally, applications close 4.11.2013

**Worker's Compensation Claims.**

- No new claims.
- 1 claim of long standing remains (>12months), which we are seeking to close

**Resignations/Terminations**

- One staff member resigned.
- Trevor Harris completed his time as acting office manager.

**Training**

- Heavy Equipment (excavator) training completed, all eleven participants successfully completed the course.
- Health and Safety Representative (HSR) training successfully completed.
- Chainsaw Use training and Chemical Users courses, booked for November,
- 15 Infrastructure participants to attend.
- Coxswain Training Course booked to commence 4.11.2013
- Airport Training for ESO's booked for November

**Work Health and Safety Committee Update**

The WHS Committee did not meet in October due to a combination of staff absences and all meeting rooms being booked when the meeting was due to be held.

**Key Performance Indicators from the Shire Plan 2013/14:**

Key Performance Indicator	Action	Measure of Success	Status
Recruitment and Selection processes are responsive and timely	Liaise with Directors and Managers to fill vacant positions	Process is completed and appointments made within 3 weeks	Letters of offer are generally made within 3 weeks of end of advertising period, provided panel convenors are able to complete recruitment processes.
Payroll is completed on time and HR data is current and accurate	Complete data entry, process pays fortnightly and terminations weekly	100% of timesheets received are processed	Achieved
Training and staff development organised and recorded	Advise and liaise with Directors and Managers to arrange required training, staff development and record outcomes in HR system.	80% of staff undertaking training each year	Training is run as requested and approved, no % has been calculated.
Workplace Health and Safety Committee organised and recorded	Set up WHS Committee and develop and deliver training	WHS Committee holding meetings each month and reporting through HR Reports to Council. Staff undertaking WHS training through a series of training sessions each quarter	Two WHS Committee meetings have been held to date
Mentoring Program established and operational	Mentors undertaken Mentoring training and interviews conducted	Two interviews per year for indigenous staff and one interview per year for non-indigenous staff	Mentors trained, program underway

**RECOMMENDATION:**

**That Council notes this report for information**

**ATTACHMENTS:**

There are no attachments for this report.

**REPORTS FOR INFORMATION**

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<b>ITEM NUMBER</b>	7.3
<b>TITLE</b>	Director Corporate and Community Services Report
<b>REFERENCE</b>	137284
<b>AUTHOR</b>	Rosanna De Santis, Director of Corporate and Community Services



This report illustrates the business conducted within the Independent Business Units, including; Office Administration, ICT, Records Management, Children's Services, Youth Diversion, Events Management, and Sports and Recreation

**BACKGROUND****Office Administration**

The Administration Office of the Tiwi Islands Shire Council is primarily concerned with supporting those Shire Council business units which are located within the confines of the Shire buildings across both islands.

The Milikapiti office has additional responsibility of fuel supply to community residents and businesses. Christine Joran returned to work after maternity leave, but has required time away from work whilst her daughter has been ill. Third office person is required mostly for backfill and when the existing staffs need time off.

The Pirlangimpi office has additional responsibility of providing travel clerk service to all Shire employees.

The Wurrumiyanga office has additional responsibility of overseeing service delivery of Post Office. Identified areas for improvement in the reception area will be undertaken by the Office Manager. The relocation of the Post Office into the vacant (formerly CDEP space) is being considered, and additional training for postal officers is being sought. The recruitment process is complete and we have a new Office Manager in place. Please welcome Nunuk Andayani.

All office managers have been involved in the coordination of the upcoming women's conference to be held at the end of November 2013.

**ICT**

ICT manager is now working with three staff, the IT Officer and two Community Engagement Officers.

**Digital TV Switchover**

Install of Digital TV has been slower than expected in all locations except Pirlangimpi. Pirlangimpi has now been finished. An installer was dismissed from Milikapiti for violating OHS standards. Installers from Wurrumiyanga will be travelling to Milikapiti in the second week of November to complete the installs there. All current applications for Wurrankuwu have been completed. There are two houses in Wurrumiyanga where there is a height issue for installation and a number of houses where line of sight is impeded by trees. Installers are waiting on delivery of poles to mount the satellite dish outside these houses where line of sight is not available from the roof.

Please remember that all analogue TV signals will be discontinued in early December. Applications can still be received for the free installation, but may not be completed until 2014.

**Shepherd St**

The Shepherd St office now has a new phone system. The new reception number is 8944 4480.

**Shire Newsletter**

The Shire newsletter is waiting on the CEOs report for completion.

**New Phones/Turbo Modems**

New handsets have been issued to:  
David Boyd  
Sofi Thomson  
Crystal Johnson  
Bill Cameron

**Records Management****Mail Processing:**

Since the last reporting period, incoming mail to the Darwin Office had been very little. Again, all mail have been registered, filed in InfoXpert (RMS) and distributed to the appropriate action officer.

**Filing:**

Records Manager had started a draft file structure within InfoXpert records management system. During this process, consultation with the Director of Corporate and Community Services was also included to advise on how the files will be structured. This is a big project therefore liaising with the Governance Manager and maybe Latitude 12 will hopefully complete this task within the time frame.

**Archiving:**

No archiving been completed over at Wurrumiyanga office due to backfilling for other staffs, meetings and annual leave.

**Contact Us Email:**

Continue to distribute incoming emails to action officers.

**Children's Services**

This month the Regional Manager held staff meetings at each site about program activities, resources, annual leave and building maintenance. We have been setting up our activity areas and trying to making sure we are using our facilities better so we can provide improved activity programs. Milikapiti Crèche has done rather well with working on their goals set in their quality improvement plan and meeting their KPI's. The other services need more work around supervision, staff engagement & creating a cleaner environment.

Edwina Moreen will be the first to complete her Cert III in Children's Service in the NT under the Remote Service Training Project with DEEWR. Edwina completes her certificate in December and graduates in April next year with BIITE. DEEWR will also be doing a profile story on Edwina regarding her completion of her certificate and the start of the Diploma in the New Year.

Director & Regional Manager attended a meeting in Darwin regarding the FaFT program at Wurrumiyanga. The meeting was about reporting, meeting reporting time frames & meeting the objectives of the FaFT program with guidance from the FaFT Handbook.

**Key Performance Indicators:**

KPI – NQS 2, Children's Health & Safety: Children are adequately supervised at all times. We have been working on each staff member providing an activity and that each staff member engages with the activity and the child.

**Youth Diversion****TIYDU Program Summary**

The Tiwi Islands Youth Diversion Unit provides a single point of contact for the effective and culturally appropriate formal and pre-court youth diversion programs for Tiwi Youth and provides a link between NT Police and referred youth from the Tiwi Islands communities who are at risk of coming into contact with the formal justice system. Youth are placed into

appropriate activities and case managed by TIYDU staff. TIYDU encourage constructive participation by referred Youth and their families and Skin Group leaders in social life based on preventative and restorative initiatives. TIYDU, through its programs provide social and developmental activities for young Tiwi people in areas such as crime prevention and awareness, reduction of substance misuse, health awareness and life skills and encouraging positive family relationships. TIYDU programs assist in empowering young people to make positive changes through healthy informed decisions and choices.

### **Community Work Grant – CWO/CCO Program Summary**

TIYDU provides administrative and motivational support to Offenders referred from the Wurrumiyanga Court on Community Work Order (CWO) and Community Custody Order (CCO) programs. Supervision and work placements of CWO's and CCO's relate to community based work on all the Tiwi communities. The program supervises and encourages offenders to participate in meaningful Community Based work and not to re-offend. The program also encourages participants to practice positive behaviour at the individual, family and community levels.

### **Unit Activities**

- 1. Formal Police Referrals to TIYDU** – Two TIYDU formal Referrals completed as at 31.10.2013; One current formal referral as at 31.10.2013 (KA); (Assessment for one Youth Diversion referral to be undertaken at Pirlangimpi on 05.11.2013).
- 2. Petrol/Inhalants Sniffing** – Rumours of possible petrol Sniffing at Milikapiti; TIYDU will follow up in November 2013
- 3. Community Work Order (CWO) referrals** – All TIYDU CWO's completed as at 31.11.2013; one new CWO as at 31.11.2013; Progress report submitted October 2013; 2721 CWO Supervisor hours 1.08.2012 to 31.07. 2013
- 4. Community Custody Order (CCO) referrals** –No CCO as at 31.10.2013;
- 5. Circuit Youth Court** – No Youth court referrals as at 31.10.2013
- 6. Legal Education and Training** to Ponki Mediator team provided by NAAJA on 7.10.2013
- 7. Local Board meetings** – Wurrumiyanga Local Board meeting held 29.10.2013
- 8. Family Mediations** – Three Family Mediations for month ending 31.10.2013
- 9. Tiwi College Visit** – Focus 'keeping safe/use of drugs and alcohol/not breaking the law/strong education/strong culture'. Two Tiwi College deliveries for month ending 31.10.2013
- 10. TIYDU Deliveries to MCPS School term 4** - To commence at MCPS School May 2013. Deliveries at MCPS to commence on 12.11.2013
- 11. Deliveries to Xavier School at Wurrumiyanga-Term 4** – Meeting request with Principal to discuss deliveries to Xavier school for Term 4 in 2013. Waiting for follow up response from Xavier refer emails to Principal/Vice Principal refer to Ben McCasker emails 28.10.2013

### **Events Management (Community Engagement Team)**

#### **New Team and New Project**

The first task in any working group is to start to build a team and to begin work on goals and strategies. The Manager will be meeting with the Community Engagement Officers and outlining the expectations of work and attendance, and developing a plan for meeting the requirements of the project.

**Video Training from ABC Open**

Community Engagement Officers, the IT Officer and ICT Manager will be attending training for video creation and editing with staff from ABC Open in Dec 16 to 20.

**Australia Day Celebrations 27 January 2014**

The Community Engagement Team will be planning the Australia Day celebrations and citizenship ceremonies for a number of island residents who have recently passed their Citizenship test.

**Sports and Recreation**

To provide opportunities for all men, women and children to participate and achieve within their chosen Sport or Recreational activity. This business unit operates throughout all three communities on the Tiwi Islands.

**Pool Lifeguard Course**

Arnold Alimankinni, Jason Puruntatameri & Graeme Henry-Whiting attended a pool life guard course which they all successfully completed.

I will now set dates for the boys to practice the "spinal" once a month at Wurrumiyanga pool.

Arnold has been doing a great job in maintaining the pool & oval at Wurrumiyanga.

**New employees**

We welcome Antonio Tipiloura to our team. He is working part time at Wurrumiyanga.

**Men's Sexual Health**

28<sup>th</sup> & 29<sup>th</sup> of October Jason Puruntatameri, Graeme Henry-Whiting & Ricky Edgar were invited to attend a Men's Sexual Health course at Pirlangimpi. Rick said he enjoyed the course is more aware.

**Human Resources:**

All Staffing issues, including:

- Recruitment - 1 Part time Sports & Recreation officer at Wurrumiyanga
- Staff meetings conducted
- Training conducted (including training outcomes) and personnel development
  - Pool Life Guard, 3 Sports & rec officers completed the Pool Life Guard Course which they attended at Wurrumiyanga 2<sup>nd</sup> & 3<sup>rd</sup> September
  - Cert II sports & recreation (BIITE) 23<sup>rd</sup> October, Pirlangimpi
  - Firearms training course 10/10/2013 Wurrumiyanga
  - Men's Sexual health course Pirlangimpi S&R
- Conferences or external meetings attended

## FINANCIAL REPORTING WITHIN DIRECTORATE

### Administration

146403	Variance \$	Variance %	Analysis
Revenue	590.00	-79%	Over budget – due to the incorrect allocation of one employee on Maternity Leave and payment of Paid Parental Leave (PPL)
Employees	3408.00	36%	Under budget due to resignation of one staff member
Contract & Mat (C&M)	1855.00	61%	Under budget due to no spend on utilities and uniforms
Communication	172.00	31%	Under budget due to reduced use
Misc	462.00	100%	Under budget due to no travel for training purpose being conducted.
<b>Internal Cost Allocations</b>	<b>553.00</b>	<b>100%</b>	<b>Over budget in fuel allocation – used during provision of postal services</b>
<b>Overall report depicts this ASDC as being under budget by \$\$8668.88 for the month. YTD indicates 22% under budget.</b>			

146402	Variance \$	Variance %	Analysis
Revenue	750.00	-100%	Over budget – due to no income generate from hire of facilities
Employees	458.00	-5%	Over budget due to annual leave liability spend
Contract & Mat (C&M)	1170.00	95%	Under budget due to no spend on utilities and uniforms
Communication	606.00	90%	Under budget due to reduced use
Misc	671.00	100%	Under budget due to no travel for training purpose being conducted.
Internal Cost Allocations	0	0%	Nil analysis required
<b>Overall analysis depicts this ASDC as being under budget by \$3153.00 for the month. YTD indicates 38 % under budget.</b>			

146401	Variance \$	Variance %	Analysis
Revenue	815.00	-81%	Over budget – due to minimal income generated from boardroom hire.
Employees	1509.00	-14%	Over budget due to annual leave liability spend
Contract & Mat (C&M)	1331.00	30%	Under budget due to no spend on utilities and uniforms
Communication	516.00	69%	Under budget due to reduced use
Misc	1149.00	0%	Over budget – due to no allocation on this group of line items
Internal Cost Allocations	1797.00	100%	Under budget due to no actual spend for the month
<b>Overall analysis depicts this ASDC as being under budget by \$4437.00 for the month. YTD indicates 15% under budget.</b>			

**ICT**

104500	Variance \$	Variance %	Analysis
Revenue - ICT has no actual income beyond cost recovery from funded programs & departments			
Employees	686.00	-6%	Over budget due to annual leave liability spend
Contract & Mat (C&M)	9419.00	-29%	Over budget due to month and quarter spend for CouncilBiz support fees
Communication	3053	-33%	Over budget as spend covers all Shire phone numbers
Misc	163.00	15%	Under budget due to no participation in training courses
Internal Cost Allocations	2208	100%	Under budget due to no spend in this group of line items for the month.
<b>Overall analysis depicts this ASDC is over budget. This is because there is no income loaded for ICT. ICT is a cost centre and will generate income per user from all other Shire Departments and Programs over the financial year. YTD indicates 104% over spend</b>			

**Records Management**

110800	Variance \$	Variance %	Analysis
Revenue – Records Management has no actual income beyond cost recovery from funded programs & departments			
Employees	4587.00	53%	Under budget due to only one salary being paid from this
Contract & Mat (C&M)	1642.00	82%	Under budget due to the majority of line items not being used
Communication	296.00	100%	Under budget due to no spend in this group of line items
Misc	1628.00	100%	Under budget due to no participation in training courses, therefore no travel/accommodation required
Internal Cost Allocations	250.00	100%	Under budget due to no spend in this group of line item
<b>Overall analysis depicts this ASDC is under budget by \$12,944 for the month. A review of cost recovery from other funded programs will be conducted to achieve a greater balance. YTD indicates 55% under budget.</b>			

**Children's Services**

120501	Variance \$	Variance %	Analysis
Revenue			
Employees	65.00	3%	Under budget by a small but healthy margin
Contract & Mat (C&M)	5374.00	79%	Under budget due to no spend on utilities & uniforms, & a reduced spend on materials general
Communication	482.00	81%	Under budget due to a reduced spend on this group of line items
Misc	406.00	74%	Under budget due to reduced or no spend in this group of line items
Internal Cost Allocations	3702.00	93%	Under budget due to reduced or no spend in this group of line items
<b>Overall analysis depicts this ASDC is under budget by \$22,830 for the month. A review of line allocations to be made. YTD indicates -4% over budget.</b>			

120502	Variance \$	Variance %	Analysis
Revenue			
Employees	491.00	4%	Under budget by a small margin
Contract & Mat (C&M)	1012.00	100%	Under budget due to no spend on this group of line items (utilities/uniforms)
Communication	96.00	100%	Under budget due to no spend on

			mobile phone expense
<b>Misc</b>	<b>156.00</b>	-	<b>Over budget due to no allocation in Staff Police Checks</b>
Internal Cost Allocations	00	00	Nil to report
<b>Overall analysis depicts this ASDC is under budget by \$6328 for the month. YTD indicates 29% under budget.</b>			

120503	Variance \$	Variance %	Analysis
Revenue	\$17,555.00 budget per month – funding DEEWR		
Employees	5419.00	50%	Under budget due to one employee being moved to OSHC code
Contract & Mat (C&M)	829.00	69%	Under budget due to no spend on utilities allocations
Communication	170.00	100%	Under budget due to no spend in this group of line items
Misc	17.00	100%	Under budget due to no spend on lice fees
Internal Cost Allocations	750.00	100%	Under budget due to no spend in this group of line items
<b>Overall budget depicts this ASDC is under budget by \$11,538 for the month. A review and changes to be made on line allocations - given it is less than 10% of the funded amount. YTD indicates 43% under budget.</b>			

**FaFT**

122801	Variance \$	Variance %	Analysis
Revenue	\$21,726.00 budget per month – Funding by DET		
Employees	4616.00	36%	Under budget. Needs review of funds allocated to this line
Contract & Mat (C&M)	1299.00	75%	Under budget due to minimal spend in materials general
Communication	263.00	87%	Under budget due to minimal spend in mobile phone expense and courier/freight
Misc	301.00	-3611%	<b>Over budget due to no funds allocated to the airfare/general travel line.</b>
Internal Cost Allocations	2667.00	100%	Under budget due to no spend against these line items (fleet/housing)
<b>Overall budget depicts this ASDC is under budget by \$14,123 for the month. A review and consideration to moving allocations is to be made. YTD indicates 38% under budget.</b>			

**Youth Diversion**

120600	Variance \$	Variance %	Analysis
Revenue	\$18,333.00 budget per month – Funding by DoJ		
Employees	4102.00	-37%	<b>Over budget due to the additional of one employee to these line items. Review and adjustment to be made to avoid continued overspend</b>
Contract & Mat (C&M)	187.00	50%	Under budget due to reduce spend in materials general
Communication	198.00	92%	Under budget due to spend in courier/freight line only. No spend in remaining line items
Misc	606.00	100%	Under budget due to no spend on training/travel and accommodation
Internal Cost Allocations	3504.00	85%	Under budget due to minimal spend on ferry charges, but none on fleet hire/housing
<b>Overall budget depicts this ASDC is under budget by \$1,894 for the month. YTD indicates 44% under budget.</b>			

**Community Engagement**

<b>121700</b>	Variance \$	Variance %	Analysis
Revenue	\$7910.00 budget per month AG – Jobs Transition Program		
<b>Employees</b>	<b>3213</b>	<b>-51%</b>	<b>Over budget due to OT and Leave expense not having an allocation</b>
Contract & Mat (C&M)	00	00	Nil comment required
Communication	00	00	Nil comment required
Misc	866.00	100%	Under budget due to no participation in training for the month
Internal Cost Allocations	00	00	Nil comment required
<b>Overall budget depicts this ASDC is over budget by \$1,861 for the month. YTD indicates 6% under budget.</b>			

**Sports and Recreation**

<b>134000</b>	Variance \$	Variance %	Analysis
Revenue	\$12,573.00 budget per month AG – ISARP – Tiwi Sports for Life		
<b>Employees</b>	<b>352.00</b>	<b>-5%</b>	<b>Over budget by minimal, not concerning amount. Additional costs associated with Annual Leave</b>
Contract & Mat (C&M)	1040.00	100%	Under budget due to no spend in material general.
<b>Communication</b>	<b>43.00</b>	<b>-50%</b>	<b>Over budget due to spend on freight, which does not have an allocation</b>
Misc	398.00	100%	Under budget due to no participation in training for the month
Internal Cost Allocations	405.00	26%	Under budget, but an error of charges was identified in the ferry charges. Finance section alerted to error and request made to rectify.
<b>Overall budget depicts this ASDC is under budget by 31% for the month. YTD indicates 7% under budget.</b>			

<b>134100</b>	Variance \$	Variance %	Analysis
Revenue	\$15,840.00 budget per month AG - ISARP- Jobs Creation Package		
<b>Employees</b>	<b>12,372.00</b>	<b>100%</b>	No actual amounts recorded, therefore unable to determine budget variation
Contract & Mat (C&M)	250.00	100%	No actual amounts recorded, therefore unable to determine budget variation
<b>Misc</b>	<b>743.00</b>	<b>100%</b>	No actual amounts recorded, therefore unable to determine budget variation
Internal Cost Allocations	1000.00	100%	No actual amounts recorded, therefore unable to determine budget variation

<b>121000</b>	Variance \$	Variance %	Analysis
Revenue	\$8912.00 budget per month NTG - Active Remote Communities		
<b>Employees</b>	<b>5835.00</b>	<b>100%</b>	No actual amounts recorded, therefore unable to determine budget variation
<b>Misc</b>	<b>535.00</b>	<b>100%</b>	No actual amounts recorded, therefore unable to determine budget variation

120901	Variance \$	Variance %	Analysis
Revenue	Nguiui Pool – zero income		
Contract & Mat (C&M)	5772.00	77%	Under budget due to minimal spend materials and no spend for utilities
Communication	295.00	84%	Under budget due to minimal spend
Misc	313.00	100%	Under budget due to no spend in training/travel/accommodation
Internal Cost Allocations	2183	100%	Under budget due to no spend in fleet/housing
<b>Overall budget depicts this ASDC as being under budget by 85% for the month; this is mostly due to the facilities being maintained by Sports and Recreation staff. YTD indicates 68% under budget.</b>			

120902	Variance \$	Variance %	Analysis
Revenue	Pirlangimpi Pool – zero income		
Contract & Mat (C&M)	449.00	28%	Under budget due to minimal spend in material general and no spend on utilities
Communication	5.00	-9%	<b>Over budget due to the fact that there is no allocation for freight</b>
Internal Cost Allocations	333.00	100%	Under budget due to the fact that there has been no spend in ferry/housing allocations
<b>Overall budget depicts this ASDC as being under budget by 59% for the month; this again reflects the fact that S&amp;R staffs are maintaining the facility. YTD indicates 84% under budget</b>			

## ISSUES/OPTIONS/CONSEQUENCES

An observation made when interrogating our enterprise suite for financial reports is that there are a few areas that can be enhanced to ease the time taken to develop a financial report for council. These issues include and are not limited to;

- The use of one ASDC to capture income and expenditure, as opposed to there being four, i.e. Indigenous Sports and Recreation (Jobs Creation Package) the following ASDC's exist 134100, 134101, 134102, 134103 – yes the 01, 02, 03 indicate location, but I feel there is no need for it.
- Budget line items need to be reviewed and consultation with executive on particular groupings for line items.

Issue has been raised with CFO.

## CONSULTATION & TIMING

## RECOMMENDATION:

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

## ATTACHMENTS:

There are no attachments for this report.

**REPORTS FOR INFORMATION**

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<b>ITEM NUMBER</b>	7.4
<b>TITLE</b>	Corporate & Community Services Report - EOM October 2013
<b>REFERENCE</b>	137319
<b>AUTHOR</b>	Bill Toy, Deputy Director Corporate & Community Services



This report illustrates the business conducted within the Independent Business Units, including; Community Night Patrol, Centrelink, and Libraries.

**BACKGROUND****Community Night Patrol**

The Tiwi Shire Community Patrol Service assists communities in taking responsibility for the prevention of anti-social, harmful, destructive and illegal behaviour, by offering community patrolling, mediation, intervention and safe transport for vulnerable people.

**Strategic Planning:**

Management have become more involved with actual patrolling.  
Staffing numbers have been adjusted to comply with guidelines.  
Currently Wurrumiyanga has two Full Time staff with seven Casuals.  
Pirlangimpi has three Full Time staff and no Casuals.  
Milikapiti has two Full Time staff with four Casuals.

**Financial Variances to Budget:****Human Resources:**

Two vacancies exist at Wurrumiyanga and one at Pirlangimpi. Those positions will be advertised after budget checks have been carried out.

**Visitors and Meetings:**

Monthly Staff meeting held in Milikapiti and Wurrumiyanga to discuss patrol officer responsibilities, program delivery and community response.

**Events:**

Nil

**Key Performance Indicators:**

The required number of patrols are being conducted on a regular basis on all 3 communities.

Statistics sheets completed as required by the Attorney Generals Office.

**ISSUES / OPTIONS / CONSEQUENCES**

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**Centrelink**

Centrelink Offices on both Melville Island Communities offer assistance to all community members with Centrelink issues including Age Pensions, Disability Support and Jobsearch. Agencies are open between 8:00am and 4:00pm.

**Strategic Planning:****Human Resources:**

All positions have been filled with Centrelink approved and accredited staff.

**Visitors and Meetings:**

Centrelink representatives conducted their monthly visit to both Pirlangimpi and Milikapiti communities to undertake Training and with local agents and interview clients.

**Events:**

Nil

**Key Performance Indicators:**

Daily statistic sheets are completed in accordance with funding agreement.  
Monthly data provided to Centrelink as required.

**ISSUES / OPTIONS / CONSEQUENCES****Libraries**

Pirlangimpi Library is opened to the public from Monday to Friday 8:00 to 4:00pm. Libraries on Melville Island provide a comfortable area for both children and adults to where they can read for pleasure or for information in a variety of topics. Both libraries are very well stocked with books and magazines suitable for both children and adults. Computers provided by NT Libraries allow users to access through the internet, a wide range of services including Google and other research stations, internet banking, desktop publishing and photo and movie editing.

**Strategic Planning:**

Move one twenty hour per week position from Pirlangimpi to Milikapiti as per the Funding agreement with NT Libraries. Move the Milikapiti Library from it's current position to the old Womens Centre, making it more central and easier for people to visit.

**Financial Variances to Budget:**

**Human Resources:**

Discussions are taking place to have one of the two Library positions moved to Milikapiti.

**Visitors and Meetings:**

Nil

**Events:**

Nil

**Key Performance Indicators:**

Statistic sheets are being completed to comply with NT Libraries guidelines. Those statistics will assist in the ongoing funding for the Libraries.

Client numbers vary from week to week.

**ISSUES / OPTIONS / CONSEQUENCES**

**CONSULTATION & TIMING**

**RECOMMENDATION:**

**That Council notes this report for information**

**ATTACHMENTS:**

There are no attachments for this report.

**REPORTS FOR INFORMATION**

<b>ITEM NUMBER</b>	7.5
<b>TITLE</b>	Infrastructure Report - EOM October 2013
<b>REFERENCE</b>	137370
<b>AUTHOR</b>	Karl Sibley, Director Infrastructure Services



This report outlines activities for the Infrastructure Directorate for the previous month.

**Housing**

Territory Housing are yet to award any tenders Territory wide. The Current Housing Maintenance contract will expire on December 1<sup>st</sup>. I have sent an email to Territory Housing outlining our concerns (attached) and have yet received no response. Current figures demonstrate that (due to short term contract extensions) we were forced to employ Management staff on a short term basis and have now overspent in this area by over \$41,751.

Staff House 234 in Pirlangimpi is very close to practical completion. There are a couple of plumbing items on back order.

**Civil services**

Cape Fourcroy turn off - Ranku road is formed up and ready for gravel. Concrete piping is still to be put in place at the Wurankuwu end.

The road from Wurankuwu bore through to the beach has been graded this month. Access at this stage is 4wd only. As the road is quite wet already we have not been able to get a loader in to complete the serious work required on washouts

Wurankuwu Power station and sewer ponds access roads have also been graded.

The Milikapiti bend has been completed and significant drainage added to the south side to ensure the bend is not washed out in the future. All spur drains in the lead up to the bend have also been recut to disperse runoff before it reaches this problem area.

The rock baskets have been completed at the Wurrumiyangga foreshore drain/sea wall junction. Feedback from Environmental Services has been very positive in regards to the quality/design of works.

Stormwater pipe work connecting the two outlets to the sea is currently underway.

Malawu street pipes are finished the pavers went down this month.

This area was identified as a traffic management issue and a traffic management grant we has been applied for; a ten car park, bollards, speed humps and signage will be installed in this area to control vehicle parking and speeds in the new shopping centre precinct.

Pedro Tipiloura has been promoted to a supervisor this month and his crew have completed all of the works at the Wurankuwu end of Bathurst Island.

Sebastian Pilakui received high praise from his instructor whilst obtaining his Heavy Combination licence. Sebastian is now able to operate our side tipper.

We have received 13 applications for Civil Works Supervisor- Melville. These are being assessed.

A large proportion of the civil works heavy plant on Bathurst Island is still out of operation, mostly due to age/condition of the assets, having a significant affect on our operations. A

good example of this is that in the past eight weeks we have not been able to keep either of our small tippers on the road for more than 3 consecutive days.

Department of Transported have been contacted and with Councils authorisation we would like to begin the procedure of reducing the Islands speed limits from 110km/ph back to 90km/ph.

With significant numbers of rollovers, the seasonal conditions of roads and future plantation works being taken in consideration, a reduction in speed limits and clearly marked/signed speed zones is recommended.

### **Township services**

Town services in Wurrumiyanga have been challenged operationally this month by the amount of training underway. Eight employees have completed a three week coxswains course, with a further three employees participating in chainsaw and chemical certification.

Grass cutting required in Parks/Gardens and The Garden Maintenance program is steadily increasing with the seasonal shift.

A focus on Occupational Health and Safety in this area is ongoing, with several issues identified and resolved this month.

In-kind services such as assistance with funerals, ferry unloading on weekends and support of football events have , this month, had a heavy impact on non recoupable overtime expenditure. There has also been significant expenditure on replacement plastic chairs and marquees for these events.

Survey inspections were completed and passed on both our vessels this month. The vehicle barge mooring was lost due to heavy corrosion of components, a new mooring is on order and due to arrive on the 22<sup>nd</sup> November. In the interim we have been able to utilise the Sealink Ferry mooring.

### **Essential services**

The PAWA Essential Services tender has still not been awarded. ESO's are currently completing training in Chainsaw operation, chemical certification and will next week be completing Airport Security Training. Peter McLinden has informed us that we are now leaders in airport compliance within the Northern Territory remote aerodromes area, and has asked that we complete a presentation at the next LGANT meeting on the topic.

### **Outstations**

Wurankuwu received a new generator (larger capacity) this month and this has been installed. Our outstations officer is working closely with me to develop a works program (Island wide), to ensure services and capital upgrades are delivered to all locations.

### **Fleet**

Fleet management has been considered extensively over the past couple of months. Whilst there are currently some effective procedures in place, as a whole, there are many areas that need improvement. There is a consensus that at Wurrumiyanga fleet is not managed anywhere near as well as at both Milikapiti and Pirlangimpi.

Due to this fact, and that 2/3 of our fleet is based at Wurrumiyanga, Mark Pollard will be relocating to Wurrumiyanga as Fleet Manager.

Mark's first task is the introduction of an asset management system, which will enable us to track things such as expenditure, parts, labour, fuel, servicing requirements and km's/hours

on mobile assets. Not only will this aid us in cost recovery but also in fleet turnover decisions.

## **Workshops**

### **Pirlangimpi**

The Pirlangimpi workshops have been kept busy with private works and council repairs, including on going maintenance of plant and equipment. One of mechanics has been on medical leave, due to return to work next month.

A new motor for the case loader has arrived on the island and we are in the middle of fitting this.

One backhoe has had a diff replaced this month; another has had significant auto electrical works completed.

Several tracking units have been installed in assets at Pirlangimpi.

### **Milikapiti**

Milikapiti has a new mechanic beginning on the 18<sup>th</sup> November. The workshop will reopen to both private and Shire work on this date. Several tracking devices have been fitted to assets at Milikapiti by a contracting auto electrician

## **Wurrumiyanga**

Workshop productivity has increased this month at Wurrumiyanga, with several items of heavy plant being back on the road, although the backlog has not decreased significantly.

The age of assets leading to repetitive breakdowns is the most significant issue.

One of the largest issues with productivity at this location is the fact that there is few procedures in place, with equates to the workshop manager spending little time on the tools. The workshop managers role, as well as fleet procedures, has become blurred; this will be resolved very quickly with the fleet manager being based here.

A contracting mechanic from Hastings-Deering has managed to get the 140 grader back on the road.

Reginald Tipiloura has been transitioned from the Civil works team across to the workshop as a trades assistant.

## **ISSUES/OPTIONS/CONSEQUENCES**

## **CONSULTATION & TIMING**

## **RECOMMENDATION:**

**That Council notes this report for information**

## **ATTACHMENTS:**

There are no attachments for this report.

**REPORTS FOR INFORMATION**

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<b>ITEM NUMBER</b>	7.6
<b>TITLE</b>	Finance End of Month Report - October 2013
<b>REFERENCE</b>	137373
<b>AUTHOR</b>	Brendan Cann, Chief Financial Officer

**BACKGROUND**

The current report provides financial information for the 2013/14 financial year to the end of October 2013. It includes reporting on Income and Expenditure, Ageing Payables and Receivables, and Cash Flows.

2012/13 Financial year Draft Annual Statements were completed by 31 October 2013, Final Audited Financial Statements will be completed and published by 15<sup>th</sup> November 2013. Finance will then concentrate on developing a draft budget at community level to meet future requirements under the amended local government act to take into account requirements set-out for local boards.

**Strategic Planning:**

Rates declarations were published in late June 2013. No negative feedback has been received from the community, the Department of Local Government or the Minister of Local Government. Rates runs were issued on the 4<sup>th</sup> October 2013; these were sent out by the 8<sup>th</sup> October 2013 with a due date of 8<sup>th</sup> November 2013. For all rates unpaid on the due date an interest run will be carried out.

The Council is still subsidizing PWANGA operations through costs incurred due to space they are using at the commercial centre. RJCP are not able to pick up costs involved under the RJCP funding guidelines.

There was no change to the situation regarding the contract review for Australia Post in October 2013. In the 2011/12 financial year the Shire contributed \$80,000 towards postal services on the Tiwi Islands.

Uncertainty around NTG tender processed still have not been corrected for Power and Water Contracts and Remote housing maintenance. This is restricted the Council's ability to plan for future staff employment. It is expected that the Council will continue to incur costs due to lack of direction from NTG procurement.

With recent expectation levels from the local community Council needs to highlight recommendations from representatives from both Federal and State departments if we are not funded for a complete service we should not provide it means we need to look seriously at reductions in areas like these. This means the Shire will have to look closely at the costs of Ovals, Pools, Barge Service and funeral services.

**Human Resources:**

Lysa Hoang started with Council on the 21<sup>st</sup> October 2013.

The recruitment process was started in early October for the vacant Grants position. When this is filled it will allow the CFO to concentrate on higher level financial direction setting.

### **Finance Variances to Budget:**

Variance Reporting;

Salary and Wages are under budget by 18%. This is due to the 1 unfilled position that is included in the current finance structure.

All other line items are under budget for Finance.

Insurance are currently coded against Finance, which is showing a variance against budget for finance, at consolidated level we are showing as over budget due to budget being loaded in monthly amounts where payments are made quarterly in advance.

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

#### **Current State of Accounts**

- Year end processing is almost complete; when this is finalised we will load forward balances into the current year.
- Grant liability versa restricted cash application under Australian financial reporting standards have affected our net profit figures in the 2011/12. Previously the Shire has recognised income in the same year that expenditure was made. The balance was transferred to grant liability. In the current financial year we are being forced to recognise this income in the year that it is received. This is due to the Australian Financial reporting standards not implementing a specific government section regarding the treatment of grant income.

#### **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 October 2013
- 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> October 2013.

Operating Account	\$	126,153.66
Trust Account	\$	2,915,121.92
Cash Deposit Account (credit cards)	\$	56,562.55
	\$	<u>3,097,838.13</u>

	<b>YTD Cash Income</b>	<b>YTD Cash Expenditure</b>
Oct-13	\$ 5,586,507	\$ 4,837,926

#### **Profit and Loss**

Council reported income of 5,586,507 and expenditure of \$34,837,926 providing for a cash surplus on operations of \$748,581. Of this amount \$1,200,000 is grant liability or income

received in advance. This does not recognise any grant funding for which NTG grants are very late being released. Currently this is not being recognised on a monthly basis.

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.
- Power and Water Contacts inspection reports normally come through 3 - 4 weeks into the following month. At this stage we have a dispute out regarding the July Inspection reports as with changes in Power and Water staff they have reverted back to old practices. The main problem stems back to changes Power and Water have made to there processes without updating contract details. The current inspection reports is paying for fuel deliveries based on frequency, which the contract states 100 deliveries of 25,000 litres at 4 hours. Currently they are delivering 50 to 120,000 litres 26 deliveries outside hours and are trying to pay 4 hours. This may require court ordered compensation. Income for short payment has not been recognised in the current financial figures. Promises have been made by Power and Water staff to correct in November.

#### Expenditure

- 2<sup>nd</sup> quarter insurance payments were released in October which is recognized when it is paid. This means we are currently showing an extra 2 months of insurance costs over budget.
- \$182,000 of construction expenditure is will be transferred to work in progress so will reduce overall operations expenditure.
- Increase in contractor expenditure due to uncertainty around Remote Housing which means the Council is incurring further costs relating to the Territory Housing contract that no consideration is provided by Remote Housing SLA extensions.

#### Ageing Receivables

The outstanding payments (Debtors) owed to Council at the end of September totals \$3,891,834 with 83% 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 are \$3,247,710. Total debts are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
2,487,490	1,993,443	-266,810	471,235	893,544	336,043	559,430	0

Vendor	Total	Over 90 days
		See Dep Transport
Dep Land & Planning	\$ 126,880.92	\$ 126,880.92
Dep of Transport	\$ 641,147.33	\$ 11,410.57
DLGHRS	\$ 545,489.90	\$ 156.00
Dep Regional Devel	\$ 212,277.53	\$ 84,197.11
Power Water Corp	\$ 74,135.22	\$ 54,951.50
Tiwi Land Council	\$ 66,882.00	\$ 0.00
Department of Arts	\$ 57,750.00	\$ 0.00
Department of Broadband	\$ 47,133.03	\$ 47,133.03
McKenna Construction	\$ 37,500.00	\$ 0.00
NT Emergency Services	\$ 26,392.76	\$ 0.00
Wurankuwu Store (New)	\$ 21,724.70	\$ 449.26
Tiwi Enterprises	\$ 18,775.00	\$ 18,775.00
Wright Construction	\$ 15,113.61	\$ 228.80
DCI	\$ 16,056.50	\$ 16,056.50
Ranku Store (Old)	\$ 13,196.38	\$ 0.00

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Facte (Ranku Store New)	\$ 13,196.38	\$ 0.00
Energy Industry	\$ 10,000.00	\$ 0.00

**Other Problem Vendors**

MJ R Estate	<1% of outstanding debt	\$ 6,440.50
DLGHRS – 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; on-going debt collection is being competed any additional information requested for clearance of invoices has been sent. The bad debts were included in the 2011/12 bad debt write-off allowance.

Tiwi Island Land Council Outstanding Debt is to be reviewed by Alan Hudson for old TILG balances brought forward. Funeral cost invoices will stay until ABA has recognised that the Tiwi Island Land Council has not contributed any of it funeral distributions towards the actual costs of funerals.

The Department of Lands and Planning (Department of Transport) Debt \$2.0M related too an invoice the department requested Tiwi Islands to raise in June 2011 for the Barge Landing Project. This invoice was reversed in September 2013. A new invoice was raised to the Department of Transport for the costs incurred by the Tiwi Islands Shire Council due to requests and demands put in place by Department of Lands and Planning Staff. This new invoice was sent to Ernie Wanka at the Department of Transport for \$126,881 Inclusive of GST. This will be forwarded onto the Councils lawyers in November to start debt proceedings.

Territory Alliance has also failed to pay rates and charges invoices for there workers camp. This may now be the responsibility of Mantiyupwi as the workers camp was transferred in September 2012. No payment for rates outstanding has been made by Mantiyupwi in October 2013.

Department of Regional Development covers Outstations funding. The release was held up due to a breach by the Council regarding late audited reporting. This breach will be cleared in November 2013.

HMP Housing invoices were finally settled in early September. A final payment of \$31,000 will be made in November.

Power and Water have reverted back to old habits there are disputes on the July inspection reports, they have not include services completed and with changes in staff it seems that they are trying to pay greatly reduced amounts.

There was little change in overall accounts receivables the Northern Territory Government department are the Shires worst debt problem.

**Rates Outstanding as at 08/11/2013**

Territory Housing	\$ 744,723.87
Mantiyupwi	\$ 107,986.25
Government Housing	\$ 64,351.00
Munipi Arts	\$ 42,123.40
Nguiu Catholic Church	\$ 37,758.86
Department of Business	\$ 44,387.39
Bathurst Island Housing	\$ 33,717.34
Melville Island Lodge	\$ 31,957.20
TITEB	\$ 26,083.70
Jilamara Arts	\$ 10,859.00
Kelly Bow	\$ 7,305.53
H Johnson / A Tipiloura	\$ 6,866.16
D Munkara / N Kerinaiua	\$ 4,192.03

The 2013/14 financial year rates run were completed in October these were posted into our accounts dated October with a due date of 8 November 2013. Problem rates vendors were sent notification in October that legal action will be taken within 14 days. Debt judgements will be taken out against the property or lessees. Other IBA home owners will be added to this list as they have not kept up with payment arrangements organised with IBA and the Council. Interest will be charged on the due date for any rate invoices that remain unpaid from the current rates charges. Territory Housing and Government housing will be sent an interest summary in November for items unpaid as at 8<sup>th</sup> November 2013.

These charges are all subject to 18% interest charges.

**Ageing Payables**

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
345,944	345,627	-33,873	316,918	19,604	20,696	22,281	0

The report shows the great majority of Payables running at 30 days or less. Staff have actioned most of the balances over 30. Outstanding items relate to Airline Charter companies who had excessive landing fee bills outstanding with Avdata, two of these companies are now in liquidation.

**Current Ratio**

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

This calculation uses the current assets and current liabilities. This committals figure represents outstanding creditors of \$345,944 plus an estimated \$300,000 of un-entered invoices. When compared to cash at hand, the ratio is as follows:

$$\frac{\$ 3,097,838}{\$ 645,944} = 4.79$$

**The liabilities do not include unexpended grant funding.**

**Net Income/ Expenditure**

The total net result highlights that Council remains in a positive fiscal position, with \$3.09 million cash at bank. With the 2012/13 Financial year audit completed in November and

2013/14 rate and charges due on 8<sup>th</sup> November 2013 cash on hand will improve with releases from the NTG expected for outstanding rates and various 2<sup>nd</sup> quarter funding still to be released. With completion of 2012/13 Financial Audit the Shire Council will review their cash flow to determine ability to pay back the NTG \$1,000,000 loan over the next 3 financial years.

**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 notes this report for information**

**ATTACHMENTS:**

**REPORTS FOR INFORMATION**

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<b>ITEM NUMBER</b>	7.7
<b>TITLE</b>	Governance Managers Report - End of Month - October 2013
<b>REFERENCE</b>	136899
<b>AUTHOR</b>	Bruce Moller, 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 members of Council and local advisory board members 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**

I have completed a brief review of YTD expenditure plus outstanding commitments and to my knowledge no un-necessary expenditure has been processed.

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

I have completed a brief review of YTD expenditure plus outstanding commitments and to my knowledge no un-necessary expenditure has been processed.

**Human Resources:**

All Staffing issues, including:

- Attendances – Normal absenteeism due to illness and personal matters
- Incidents – Nil
- Disciplinary matters – Nil
- Recruitment – Nil
- Annual leave, leave coverage and proposed higher duties.
- OH&S matters – Nil
- Staff meetings conducted – Ongoing.

**Travel (undertaken) October 2013**

01 October – Milikapiti Local Board Meeting (morning), Council Pre Agenda Meeting (afternoon)  
02 October – Milikapiti Ordinary Council Meeting

03 October – Milikapiti – New Councillor briefing day for Anita Moreen.  
14 October – Wurrumiyanga – (CEO / Directors / Managers Meeting).  
28 October – Wurrumiyanga – Ordinary Meeting preparation  
29 October – Wurrumiyanga – Local Board Meeting / Pre Agenda Council Meeting  
30 October – Wurrumiyanga – Ordinary Council Meeting

**Travel (proposed) November**

15 November – Wurrumiyanga (CEO / Directors / Managers Meeting)  
19 November – Wurrumiyanga (Council Sub-Committee Community Service Charges)  
20 November – Governance Forum (Darwin) at LGANT Offices Parap  
25 November – Wurrumiyanga – Ordinary Meeting preparation  
26 November – Pirlangimpi Local Board Meeting (morning), Council Ordinary Meeting (afternoon)  
27 November – Pirlangimpi (Council attending the “Tiwi Women as Leaders Gender Equity Workshop at Pitjamarra).

**Visitors and Meetings:**

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

**Local Board Meeting held in:**

- Milikapiti on Tuesday 1<sup>st</sup> October 2013 (10 am) ( deferred from Tue 24<sup>th</sup> Sept )
- Wurrumiyanga on Tuesday 29 October (10 am)

**Ordinary Council Meeting held in:**

- Milikapiti on Wednesday 2<sup>nd</sup> October 2013 (10 am) ( deferred from Wed 25<sup>th</sup> Sept )
- Wurrumiyanga on Wednesday 30 October 2013

**Special Council Meeting held in:**

- Nil
- 

**Councillors Professional Development**

LGANT are currently finalising the preparation of a number of modules for Elected Member Governance Training.

**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	Bruce Moller	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	Bruce Moller	Ongoing	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	Bruce Moller	Ongoing	100% of Information between Council and Local Boards is shared on a regular basis and both committees work in harmony.	Commenced first week in June 2012
Councillor's Portfolios are recognised by Council staff and staff update Councillors on a monthly basis on their portfolio.	Make staff aware of which Councillors hold Portfolios in their area	Bruce Moller Directors	Ongoing	100% of Monthly meetings are being held between Councillors, Directors and staff in their Portfolio.	Commenced July 2012

It is an important element of good governance that both Councillors and staff continue to work together in promoting the Council and across the Tiwi Islands.

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

#### **CONSULTATION & TIMING**

#### **RECOMMENDATION:**

**That Council notes this report for information**

#### **ATTACHMENTS:**

- 1 TISC - Councillors Meeting Attendance for 2013 -14.pdf

**TIWI ISLANDS SHIRE COUNCIL**  
**COUNCIL MEETINGS - 2013 - 14 F/Y**  
**OFFICIAL ATTENDANCE REGISTER**

COUNCILLOR	WARD	Jul	Aug	Oct	Oct
		31 ORD W	28 ORD P	2 ORD M	30 ORD W
1. Lynette Jane De Santis - Mayor	Milikapiti	Y	Y	Y	Y
2. Marius Puruntatameri - Deputy Mayor	Pirlangimpi	X	Y	A	Y
3. Anita Moreen ( Appointed 28 June 2013 )	Milikapiti	Y	Y	Y	Y
4. Peter Rioli	Milikapiti	X	Y	Y	X
5. Emmanuel Rioli	Pirlangimpi	X	Y	Y	A
6. Therese Bourke	Pirlangimpi	A	A	A	Y
7. Brian Tipungwuti	Wurankuwu	Y	Y	Y	Y
8. Barry Puruntatameri	Nguiu	Y	Y	Y	Y
9. Leslie Tungatalum	Nguiu	Y	Y	A	Y
10. John Naden	Nguiu	Y	Y	Y	Y
11. Crystal Johnson	Nguiu	Y	Y	Y	Y
12. Gawin Tipiloura	Nguiu	Y	Y	Y	Y

COUNCILLOR	WARD	Jul	Aug
		8 SP W	6 SP W
1. Lynette Jane De Santis - Mayor	Milikapiti	Y	A
2. Marius Puruntatameri - Deputy Mayor	Pirlangimpi	X	Y
3. Anita Moreen ( Appointed 28 June 2013 )	Milikapiti	Y	A
4. Peter Rioli	Milikapiti	A	X
5. Emmanuel Rioli	Pirlangimpi	X	A
6. Therese Bourke	Pirlangimpi	Y	A
7. Brian Tipungwuti	Wurankuwu	X	Y
8. Barry Puruntatameri	Nguiu	Y	Y
9. Leslie Tungatalum	Nguiu	Y	Y
10. John Naden	Nguiu	Y	Y
11. Crystal Johnson	Nguiu	Y	Y
12. Gawin Tipiloura	Nguiu	Y	Y

LEGEND	
<b>Meeting Type</b>	<b>Location</b>
ORD = Ordinary Meeting	W = Wurrumiyanga ( Nguui )
SP = Special Meeting	P = Pirlangimpi
LB = Local Board Meeting	M = Milikapiti
PRE = Pre Agenda Meeting ( Ordinary )	
<b>Attendance</b>	<b>NT LG Act - Councillor will be automatically disqualified from Council if absent (without approved apology) from two consecutive ordinary meetings.</b>
Y = Present at Meeting	
A = Apology accepted	
X = Apology not accepted	
C = Meeting cancelled	

**TIWI ISLANDS SHIRE COUNCIL**  
**COUNCIL MEETINGS - 2013 - 14 F/Y**  
**OFFICIAL ATTENDANCE REGISTER**

COUNCILLOR	WARD	Jul	Aug	Oct	Oct
		30 PRE W	27 PRE P	1 PRE M	29 PRE W
1. Lynette Jane De Santis - Mayor	Milikapiti	Y	Y	Y	Y
2. Marius Puruntatameri - Deputy Mayor	Pirlangimpi	X	Y	Y	Y
3. Anita Moreen ( Appointed 28 June 2013 )	Milikapiti	Y	Y	Y	Y
4. Peter Rioli	Milikapiti	X	Y	Y	X
5. Emmanuel Rioli	Pirlangimpi	X	A	Y	A
6. Therese Bourke	Pirlangimpi	A	A	A	A
7. Brian Tipungwuti	Wurankuwu	Y	A	Y	A
8. Barry Puruntatameri	Nguiu	Y	Y	Y	Y
9. Leslie Tungatalum	Nguiu	Y	A	Y	Y
10. John Naden	Nguiu	A	Y	Y	Y
11. Crystal Johnson	Nguiu	Y	Y	Y	Y
12. Gawn Tipiloura	Nguiu	Y	Y	Y	Y

COUNCILLOR	WARD	Jul	Aug	Oct	Oct
		30 LB W	27 LB P	1 LB M	29 LB W
1. Lynette Jane De Santis - Mayor	Milikapiti	Y	Y	Y	Y
2. Marius Puruntatameri - Deputy Mayor	Pirlangimpi	A	Y	A	Y
3. Anita Moreen ( Appointed 28 June 2013 )	Milikapiti	Y	Y	Y	Y
4. Peter Rioli	Milikapiti	A	Y	Y	X
5. Emmanuel Rioli	Pirlangimpi	A	Y	Y	A
6. Therese Bourke	Pirlangimpi	A	Y	A	A
7. Brian Tipungwuti	Wurankuwu	Y	X	Y	Y
8. Barry Puruntatameri	Nguiu	Y	Y	Y	Y
9. Leslie Tungatalum	Nguiu	Y	A	Y	Y
10. John Naden	Nguiu	A	Y	Y	Y
11. Crystal Johnson	Nguiu	Y	Y	Y	Y
12. Gawn Tipiloura	Nguiu	Y	Y	Y	A

Note 1: Councillors attendance at Local Board Meetings  
 is only mandatory for their own Ward.

LEGEND	
<b>Meeting Type</b>	<b>Location</b>
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