



AGENDA

ORDINARY MEETING

WEDNESDAY, 30 APRIL 2014

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

- Wednesday, 30 April 2014 at
- Wurrumiyanga Board Room
- Commencing at 10:00 am

Your attendance at the meeting will be appreciated.

Alan Hudson
Chief Executive Officer

AGENDA

1 WELCOME & APOLOGIES

- 1.1 Welcome
 - 1.1.1 Opening of Meeting
 - 1.1.2 CEO welcome to Councillors & guests
- 1.2 Present
- 1.3 Apologies
- 1.4 Leave of Absence
- 1.5 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

Special Meeting - 20 March 2014

Ordinary Meeting - 26 March 2014

2 VISITORS AND PRESENTATIONS

Nil

3 BUSINESS ARISING

Nil

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Nil

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8 CONFIDENTIAL ITEMS

8.1 CONFIDENTIAL MATTER 13 MARCH 2014

The report will be dealt with under Section 65(2) (b) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the personal circumstances of a resident or ratepayer.

9 NEXT MEETING

9 CLOSURE

Meeting closed at.....

CORRESPONDENCE

ITEM NUMBER 4.1
TITLE Local Government - Amendment Bill 2014
REFERENCE 143771
AUTHOR Alan Hudson, Chief Executive Officer



Council are provided with a copy of a recent email dated 26 March 2014 received from NTG Dept. Local Government & Regions which outlines further changes to the NT Local Government Act.

BACKGROUND

The attached email from NTG Dept. Local Government & Regions advises of a Local Government Amendment Bill being introduced into the NT Legislative Assembly on Wed 26th March 2014.

A two page fact sheet has been prepared which identifies the proposed changes and is attached to this report.

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

That Council notes the email from NTG Dept. Local Government & Regions identifying proposed changes to the Local Government Act.

ATTACHMENTS:

- 1 Email dated 26 March 2014 re LG Amendment Bill.pdf
- 2 Fact Sheet Local Govt Amendment Bill 2014.pdf

Bruce Moller

From: Alan Hudson
Sent: Wednesday, 26 March 2014 3:15 PM
To: Bruce Moller
Subject: Fwd: Local Government Amendment Bill 2014 introduced
Attachments: Fact Sheet Local Govt Amndmt Bill 2014.pdf; ATT00001.htm; Bill018.pdf; ATT00002.htm

Bruce
for next council meeting please

Alan Hudson
CEO
Tiwi Islands Shire Council
0428 646976

Begin forwarded message:

From: "Lee Williams" <Lee.Williams@nt.gov.au>
To: "ceo@coomalie.nt.gov.au" <ceo@coomalie.nt.gov.au>, "Edwina Marks" <edwina.marks@barkly.nt.gov.au>, "cathy.winsley@belyuen.nt.gov.au" <cathy.winsley@belyuen.nt.gov.au>, "Cathryn Hutton" <Cathryn.Hutton@centraldesert.nt.gov.au>, "Ricki Bruhn" <ricki.bruhn@palmerston.nt.gov.au>, "b.dowd@darwin.nt.gov.au" <b.dowd@darwin.nt.gov.au>, "John Japp" <John.Japp@eastarnhem.nt.gov.au>, "david.laughter@krc.nt.gov.au" <david.laughter@krc.nt.gov.au>, "russell.anderson@lsc.nt.gov.au" <russell.anderson@lsc.nt.gov.au>, "Tony Tapsell" <Tony.tapsell@lgant.asn.au>, "Jeff MacLeod" <Jeff.MacLeod@macdonnell.nt.gov.au>, "michael.berito@ropergult.nt.gov.au" <michael.berito@ropergult.nt.gov.au>, "Alan Hudson" <Alan.Hudson@tiwiislands.nt.gov.au>, "Stuart Duncan" <Stuart.Duncan@vicdaly.nt.gov.au>, "ceo@wagait.nt.gov.au" <ceo@wagait.nt.gov.au>, "Brian Hylands" <Brian.Hylands@westarnhem.nt.gov.au>, "rmooney@astc.nt.gov.au" <rmooney@astc.nt.gov.au>
Cc: "Allan McGill" <Allan.McGill@nt.gov.au>
Subject: Local Government Amendment Bill 2014 introduced

I advise that the Local Government Amendment Bill 2014 was introduced into the Legislative Assembly by the Minister for Local Government and Regions today.

Please find a copy of the Bill attached along with a fact sheet outlining the changes proposed in the Bill.

Regards

Lee

Lee Williams
Director Legislation
Department of Local Government <<http://www.localgovernment.nt.gov.au/>> and Regions
Ground Floor RCG House 83-85 Smith Street Darwin NT 0800
p...(08) 8999 8405 f...(08) 89237630

The information contained in this message and any attachments may be confidential

Fact Sheet

Local Government Amendment Bill 2014

The Local Government Amendment Bill 2014 includes the following changes:

1. Casual vacancies in council membership (Section 39)

The CEO of the council must notify the Electoral Commissioner as soon as practicable and in any event not later than 10 days after the CEO becomes aware of a vacancy.

2. Voting by council members (Section 61)

All council members must vote on questions arising for decision at a meeting. Also, in the event of an equality of votes, where the Chair has a casting vote, the Chair must use it.

3. Disciplinary Committee (Section 80 onwards)

Rather than appoint disciplinary committees, the Minister appoints persons to a pool from the 3 classes of people eligible for disciplinary committee membership. The three classes are:

- (a) legal practitioners nominated by the Attorney-General;
- (b) nominees of the Minister;
- (c) nominees of LGANT.

When a complaint about a breach of the code of conduct is received by the Department, the Department constitutes a disciplinary committee with one member from each of the classes of people.

The disciplinary committee has powers to require people to give evidence. It is an offence for a person to refuse to give evidence to a disciplinary committee. Failure to give evidence as required by the disciplinary committee has a maximum penalty of 100 penalty units. The disciplinary committee can now impose a penalty for breach of code of conduct of up to 120 penalty units.

Members of current disciplinary committees will automatically be taken to be appointed as people eligible for disciplinary committee membership for the class from which they were appointed.

4. Councils must have a caretaker policy (New section 96A)

Councils have to have a caretaker policy to cover the period running up to a local government general election. The Minister may make guidelines about what must be in a caretaker policy.

5. Portability of long service leave (Section 109)

When a person starts working for a council, the employer must, within 5 days, ask the person to sign a declaration stating whether the person was employed by another NT local government body. The person must sign the declaration within 28 days if they want to claim the benefit of long service leave accrued when working for the previous employer.

The employer can then claim the amount of accrued long service leave from the previous employer. If the previous employer does not pay within 30 days, the debt can be recovered by court action.

People who are already employed by councils can make a declaration within 12 months if they wish to benefit from an accrued long service leave entitlement from a previous employer.

Note that "employer" in this section means an NT local government council, a local government subsidiary formed with the Minister's approval, or LGANT.

6. Changing council member allowances (section 128)

The rule has been that council member allowances could not be changed once they have been set for the financial year. In future, it will be possible to change allowances but only in order to decrease them. However, local authority member allowances may only be changed in accordance with Ministerial guidelines. This section commences on 1 July 2014.

7. Conditionally rateable land (section 142)

Councils can make submissions to the Minister about the rates to be set for conditionally rateable land up to the end of January preceding the financial year in which the rates are to apply.

The Minister must consider submissions and consult with the Ministers for the pastoral and mining sectors. The Minister must publish a notice in the *Gazette* by the end of April indicating the rates that can apply to conditionally rateable land.

This is different from the scheme in the 2008 Act. Under the old scheme, councils had to send a proposal to the Minister, in accordance with guidelines, by the end of February. The Minister did not have to gazette conditional rates but had to advise councils by the end of May. The new scheme moves the timing back a month to assist councils with timing issues and does not use guidelines to restrict council submissions. This section commences on 1 December 2014.

8. Land of a school which is exempt from rates (Section 144(1)(g))

The definition of "school" in this subsection has been improved. It now provides that a kindergarten, Government school as defined in section 4(1) of the *Education Act*, a non-Government school registered under the *Education Act*, or a university or other tertiary educational institution is exempt from rates.

9. Charges (Section 157)

Where a council declares charges as part of its declaration of rates and charges, the council must state the purpose of the charge.

10. Public access to information (Section 200 and new section 200A)

Generally speaking, documents must be on the council's website while they are current, and remain on the council's website for 3 years after they are no longer current.

11. Surcharge (Section 213)

A surcharge is an amount imposed by a council where the council has suffered loss due to a person's dishonest or illegal act. The surcharge must not exceed the amount of the loss suffered by the council together with the amount incurred by the council in recovering the surcharge.

12. Chair of audit committee (Regulation 10)

The chair of an audit committee must not be a member of council or a member of the council's staff.

13. Amendments to other Acts

A number of Acts are being amended to make references to local government councils, areas and authorities consistent.

CORRESPONDENCE



ITEM NUMBER	4.2
TITLE	National Remote and Regional Transport Infrastructure and Services Forum - Alice Springs
REFERENCE	143795
AUTHOR	Alan Hudson, Chief Executive Officer

Council are provided with a copy of a recent email and invitation letter dated 10th and 11th April 2014 received from the Hon. Peter Styles MLA Minister for Transport which advises of an upcoming forum in Alice Springs on Thursday 22 May 2014.

BACKGROUND

The attached email and letter of invitation from the Minister of Transport outlines details of an upcoming important one day transport infrastructure forum to be held in Alice Springs.

At this stage I have registered and confirmed my attendance to represent Council at this forum.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the correspondence from the Transport Minister the Hon. Peter Styles advising of the National Remote & Regional Transport Infrastructure & Services Forum to be held in Alice Springs on Thursday 22 May 2014.

ATTACHMENTS:

- 1 Email dated 11 April 2014 re invitation to attend Nation Remote Infrastructure Forum.pdf
- 2 Mr A Hudson.pdf

Bruce Moller

From: Alan Hudson
Sent: Monday, 14 April 2014 2:45 PM
To: Maina Brown; Bruce Moller
Subject: FW: Invitation to attend the National Remote and Regional Transport Infrastructure and Services Forum - 22 May 2014, Alice Springs
Attachments: Draft Agenda_Remote Transport Forum_Alice Springs_22 May 2014.pdf; Forum Registration Form.docx; Mr A Hudson.pdf

Please respond on my behalf and register me for attendance. Bruce to attach copy of invitation for next council meeting

From: Libby Strong [<mailto:Libby.Strong@nt.gov.au>] **On Behalf Of** Minister Styles
Sent: Friday, 11 April 2014 12:09 PM
To: Alan Hudson
Subject: Invitation to attend the National Remote and Regional Transport Infrastructure and Services Forum - 22 May 2014, Alice Springs

Dear Mr Hudson

On behalf of the Honourable Peter Styles MLA please find attached an invitation to attend the National Remote and Regional Transport Infrastructure and Services Forum (the Forum), together with a registration form and draft agenda. To confirm your attendance please complete and return to Ms Hilary Tagell in the Northern Territory Department of Transport via email: hilary.tagell@nt.gov.au by Friday 18 April 2014.

Further information can be obtained from the Northern Territory Department of Transport on 08 8924 7916.

Yours sincerely

Libby Strong
Personal Assistant to the Hon Peter Styles MLA
Minister for Transport
Minister for Infrastructure
Minister for Multicultural Affairs
Minister for Senior Territorians
Minister for Young Territorians

☎: 08 8928 6547
✉: libby.strong@nt.gov.au

5th Floor Parliament House
GPO Box 3146 Darwin NT 0801



MINISTER FOR TRANSPORT

Parliament House
State Square
Darwin NT 0800
minister.styles@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8928 6547
Facsimile: 08 8928 6621

Mr Alan Hudson
Chief Executive Officer
Tiwi Shire Council
alan.hudson@tiwiislands.nt.gov.au

Dear Mr Hudson

As a key transport stakeholder, you would have recently received advice about the **National Remote and Regional Transport Infrastructure and Services Forum (the Forum)** seeking to reserve the dates in your diary. As the Northern Territory Minister for Transport, I would like to formally invite you to participate in the Forum to be held at the Alice Springs Convention Centre in Alice Springs on Thursday 22 May 2014.

Please note that participation in the Forum is by invitation only to your organisation.

This important Forum will provide you with an opportunity to work with government, industry and community representatives to develop actions to address the transport issues faced in remote and regional Australia, with an aim to improve productivity and unlock the economic growth potential of this vast region.

The full day Forum program will cover all transport modes and will focus discussion on the challenges and opportunities across the four key priority areas of Infrastructure, Services, Regulation and Governance. A draft Forum agenda is attached for your information.

Transport Ministers and Transport Agency Chief Executives from around Australia have also been invited to participate in the Forum by leading working group sessions in the morning and a plenary session in the afternoon.

A discussion paper to inform and generate debate at the Forum is being developed and will be distributed to all registered participants prior to the Forum.

As a key transport stakeholder, I look forward to your commitment to participating in this Forum and contributing to its outcomes.

A Forum registration form is enclosed which can be completed and returned to Ms Hilary Tagell in the Northern Territory Department of Transport via email: hilary.tagell@nt.gov.au by Friday 18 April 2014.

Further information can be obtained from the Northern Territory Department of Transport on telephone 08 8924 7916.

Yours sincerely



PETER STYLES

10 APR 2014



CORRESPONDENCE

ITEM NUMBER 4.3
TITLE Media Release - Central Desert Regional Council - New School Attendance Policy
REFERENCE 143797
AUTHOR Alan Hudson, Chief Executive Officer



Council are provided with a copy of a recent media release dated 4th April 2014 received from the Central Desert Regional Council which advises of a new school Council policy on School Attendance.

BACKGROUND

The attached Media Release outlines details of a new Policy adopted recently by the Central Desert Regional Council to help **"Close the Gap"** and improve school attendance.

Council may wish to consider this new policy and how this may be incorporated into Council planning and management of community events and sports carnivals.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the media release from the Central Desert Regional Council and decides if it would be suitable for the Tiwi Islands Regional Council to adopt a similar policy.

ATTACHMENTS:

- 1 Copy of Media Release re New School Attendance Policy.pdf

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Central Desert Regional Council Media Release.



Central Desert Regional Council

MEDIA RELEASE

Council Policy to Help Close the Gap

"A new School Attendance Policy adopted by the Central Desert Regional Council will help improve school attendance." So says Regional Council President Adrian Dixon.

The Central Desert Regional Council has passed a new Policy that will help create an environment where it's easier for families to get their kids ready for school.

Mr Dixon said that the Council is committed to improving educational achievement amongst all its residents. "We are fully behind what Federal Minister for Indigenous Affairs, Nigel Scullion is trying to do to close the gap on school attendance. Education underpins the future of our kids and the future of our communities."

"Our Council stands by the principle that every school child should attend school every school day. It's up to the parents to ensure that their kids are getting to school but as a council, we can make sure that what we're doing makes it easier for them to do that." Mr Dixon said

The new policy ensures that activities for school aged kids run by the Council on nights preceding school days are finished by no later than 8.30pm. It also mobilises Council resources such as Night Patrol to help get kids home at night.

Mr Dixon said that Senator Scullion has been very clear about his desire to provide support to parents so that kids are well prepared for school. "This is a policy that we strongly support, we're really happy to be able to focus the attention of Night Patrol on the care and safety of kids. Getting kids off the streets at night is a priority. We've already started and assisted in getting over 200 kids home in just 3 weeks. This is a good start. In some places our Patrollers also help get kids to school in the mornings." Mr Dixon said.

The Central Desert Regional Council's School Attendance Policy extends to community events and sporting carnivals. "The Council is very clear that it won't

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support events that interrupt school days. We will only support those sports weekends that are planned well in advance and approved by Local Authorities, are scheduled for school holidays or long weekends and are well time-managed." Mr Dixon said.

Central Desert Regional Council CEO Cathryn Hutton explained that where possible Council operations will be geared towards supporting the Policy. "Our Youth, Sport and Recreation and, Night Patrol Officers and our Council Service Managers are committed to working together. Our programming is aimed at providing the least disruption possible to the school term."

Ms Hutton called on other Councils and Social Clubs to adopt a similar policy and to work with Government towards a Central Australia wide compact to improve the management of sports carnivals and events.

End:

For More information contact: John Gaynor 0428 849 520

[Forward to Friend](#)

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REPORTS FOR DECISION



ITEM NUMBER	6.1
TITLE	Grant Acquittal - NDRRA - (Cyclone Carlos)
REFERENCE	143755
AUTHOR	Hollie Abra, Contracts Manager

Financial Grant Acquittal covering Natural Disaster Relief & Recovery Assistance (Cyclone Carlos – Feb 2011) funded by Department of Local Government & Regions is required to be endorsed by Council.

BACKGROUND

Financial acquittal for the period commencing 01/07/2012 detailing income and expenditure for NDRRA.

This acquittal is required to be laid before the Council and certified by an authorised person.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

This acquittal relates to the 2012 / 2013 financial year.

RECOMMENDATION:

That Council endorses the acquittal of the NDRRA Grant (Cyclone Carlos) for the reporting period ending 30 June 2013

ATTACHMENTS:

- 1 Acquittal - NDRRA Cyclone Carlos to 30 June 2013.pdf



DEPARTMENT OF LOCAL GOVERNMENT AND REGIONS

www.nt.gov.au

Ground Floor, RCG House
83-85 Smith Street
DARWIN NT 0800

Tiwi Islands Shire Council

Postal address GPO Box 4621
Darwin NT 0801
Tel 08 8999 8820
Fax 08 8999 8437

ACQUITTAL OF NATURAL DISASTER RELIEF AND RECOVERY ASSISTANCE (NDRRA)

Department of Local Government and Regions

File number: 2012/05669

Purpose of Grant: NDRRA - To assist with roads damaged by Cyclone Carlos – February 2011

Date of Approval of Variation to Grant (if applicable)

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 01 July 2012 to _____

NDRRA Grant (Grant totalled \$124,375 less previous acquittal \$178,501) \$341,524

Other income

Total income

341,524

Expenditure (Specify accounts and attach copies of invoices or ledger entries)

An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure

Surplus/(Deficit)

347,024

— \$ 5,500

—We

Certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Hollie Abra

26/3/2014

Laid before the Council at a meeting held on/...../201.... Copy of minutes attached.

Authorised Person/...../201_

DEPARTMENTAL USE ONLY

Grant. amount correct?

YES/NO

Expenditure conforms with purpose

YES/NO

Minutes checked

YES/NO

Balance of funds to be acquitted

\$

Date next acquittal due

/ /

ACQUITTAL ACCEPTED

YES/NO

Prepared by

Comments

Peter Thornton – Manager Grants Program

REPORTS FOR DECISION



ITEM NUMBER	6.2
TITLE	Request to confirm descent - Jarrod Puruntatameri
REFERENCE	143738
AUTHOR	Bruce Moller, Governance Manager

Council is being asked to confirm Aboriginal and / or Torres Strait Islander descent of the applicant Jarrod Puruntatameri.

BACKGROUND

HR Section has a standard form to assist community members in obtaining Council confirmation of Aboriginal and / or Torres Strait Islander descent.

IBA also have a standard form for descent recognition.

An application form has recently been received and is attached.

- Jarrod Puruntatameri

ISSUES/OPTIONS/CONSEQUENCES

Please note that the Council Mover and Secunder must not be members of the applicant's family.

CONSULTATION & TIMING

RECOMMENDATION:

That Council confirms the descent recognition of the applicant Jarrod Puruntatameri and for two Councillors sign the form where indicated

ATTACHMENTS:

- 1 Descent Recognition - Jarrod Puruntatameri.pdf



Confirmation of Aboriginal and/or Torres Strait Islander descent

For: JARROD PURUNTATAMERI

To be completed by the Applicant:

I, JARROD PURUNTATAMERI (First & Last names)
 born on 21st DECEMBER, 1997 (Date dd/mm/yyyy)
 at PIRLANGIMPI (Place)
 and now living at Melbourne VICTORIA (Address)

Declare that I am of Aboriginal/Torres Strait Island descent.

My mother's name is/was: SHIRLEY MARIE PURUNTATAMERI
 My father's name is/was: PETER JAMES PURUNTATAMERI (Deceased)
 My language group or home community is: TIWI MELVINE ISLAND

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

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

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

Moved by _____ Moved by _____

*Signature _____ *Signature _____

Seconded by _____ *Signature _____

Number of Council Meeting _____ Date of Council Meeting _____

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



REPORTS FOR DECISION

ITEM NUMBER	6.3
TITLE	Review of Electoral Representation
REFERENCE	143873
AUTHOR	Alan Hudson, Chief Executive Officer



The Department of Local Government & Regions has written to Council outlining the compliance requirement for a review of Electoral Representation which needs to be completed by no later than 31 March 2015.

BACKGROUND

A Council must conduct a review at least once in the Council's term (every 4 years), and must be completed at least 12 months prior to the next scheduled Local Government General Elections which are set for March 2016.

The purpose of a review of electoral representation is to assess whether the Council's constitutional arrangements provide the most effective possible representation for residents in the Council's area.

The information paper previously provided to Council at the February Ordinary Council Meeting (held on 11 March 2014) outlines what is assessed in the review and what needs to be considered by Council – for example (Ward representation, Ward Boundaries, Consultation with residents & NTEC, NTEC voter enrolment data, ABS population growth trends etc).

ISSUES/OPTIONS/CONSEQUENCES

As indicated in the letter Council must have this review completed by 31 March 2015 which is now approximately 9 months away.

Consultation with the newly formed Local Authorities is recommended as a way of seeking local advice and input to this review and this can be planned over the next three months.

- Local Authority Meeting – Pirlangimpi – 27 May 2014
- Local Authority Meeting – Milikapiti – 24 June 2014
- Local Authority Meeting – Wurrumiyanga – 29 July 2014

The Electoral Representation Review can be co-ordinated in house and the NTEC has already been approached to provide updated enrolment data by Ward. Population statistics and demographic information will also be sourced from the ABS.

Maps of the current Tiwi Islands Ward boundaries will be made available to Local Authority members for information.

Following the 3 Local Authority meetings outlined above it is recommended to Council that a final report be prepared, and that this report be presented at the 24 September 2014 Ordinary Council Meeting.

CONSULTATION & TIMING

Council must submit a report to the Minister who can either accept or reject Council's recommendations. This can be prepared and submitted during October 2014.

RECOMMENDATION:

That Council notes this report and authorises the CEO to undertake the Electoral Representation Review and to report back to Council at the 24 September 2014 Ordinary Council Meeting.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER 7.1
TITLE Minutes - Takaringuwi Tiwi Skin Group Meeting held on 04 March 2014
REFERENCE 143747
AUTHOR Bruce Moller, Governance Manager



Minutes of the Takaringuwi Tiwi Skin Group Meeting held on 04 March 2014.

BACKGROUND

Attached are the Minutes of the Takaringuwi Tiwi Skin Group Meeting held on 04 March 2014 for Council's information.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the Minutes of the Takaringuwi Tiwi Skin Group Meeting held on 04 March 2014.

ATTACHMENTS:

1 Takaringuwi Skin Group Meeting 04 03 2014.pdf

Takaringuwi Tiwi Skin Group Meeting

04.03.2014



Meeting opened: Meeting opened by Emmanuel Tipungwuti at 10.30am.

Meeting Chairperson: Emmanuel Tipungwuti

Present at meeting:

- | | |
|---------------------------|--------------------------------|
| 1. Emmanuel Tipungwuti | 14. Sebastian Tipungwuti |
| 2. Bonaventure Timaepatua | 15. James Puruntatameri |
| 3. Aquin Pilakui | 16. Jonathan Munkara |
| 4. Robert Wilson | 17. Dino Wilson |
| 5. Gordon Pupangamirri | 18. Andrew Puautjimi |
| 6. Campion Timaepatua | 19. Mavis Kerinaia CE |
| 7. Greg Orsto (Visitor) | 20. Bridgett Kennedy PM & Cab. |
| 8. Paul Portaminni | 21. Debbie Lockhard PM & Cab. |
| 9. Aida Kantilla | |
| 10. Henry Tipungwuti | |
| 11. Tony Pilakui | |
| 12. Ivan Fernando Snr | |
| 13. David Tipuamantumirri | |

Issues Discussed:

1. **Rubbish in Community:** Put into action the Litter By-Law. **Follow up:** Refer to Tiwi Islands Regional Council (TIRC)
2. **Rubbish at card games:** People need to take more responsibility and clean up at card games, in all public areas, in yards and houses. **Follow up:** Put up notices at card games and talk to Skin Group and Family leaders about keeping Wurrumiyanga clean
3. **Speed Bumps:** Cars driving too fast in community area; put speed bumps outside old shop on Kerinaia Highway opposite Child Care and further on the road opposite MCPS entrance. **Follow up:** Refer to TIRC
4. **Speed Limit Signs put up in community:** Speed limit signs need to be put up in community 40 kms per hour or less. **Follow up:** Refer to TIRC
5. **Street Lights at Wurrumiyanga:** All street signs should be working at night for safety and security reasons. **Follow up:** Refer to TIRC
6. **Wheelie Bins at new Church:** Put Wheelie bins in front of new church especially for funeral time. **Follow up:** Refer to TIRC
7. **Playground equipment in park areas:** Can Tiwi Islands Regional Council (TIRC) or Tiwi Enterprise (TE)/Tiwi Land Council (TLC) buy playground equipment for parks at all suburbs at Wurrumiyanga? **Follow up:** Refer to TIRC/TE/TLC
8. **Funeral costs:** Some people saying that TIRC are going to charge \$600 for digging hole and machinery hire. Is this true? There should be no charge to show respect to person being buried and their families. **Follow up:** Refer to TIRC
9. **Students not attending school:** Too many students enrolled at MCPS and Xavier not going to school every day. Parents need to support their children by making sure kids go to school every day. Some students are walking to shops at smoko break and not going back to school. Can the gates be closed to keep students at school? **Follow up:** Refer Xavier and MCPS schools

- 10. Kids walking around late at night:** Parents need to take more care for their children at night. Night Patrol should take names of kids out late and ban their parents from club after two warnings? **Follow up:** Refer to other Skin Groups for comment
- 11. Bush Camps for kids during school holidays:** Manager Youth and Communities to talk to Ted Green (Alcohol & Other Drug Unit) about A&OD Unit providing a grant to support bush camp for kids and deliver Drug & Alcohol information and awareness to the kids on bush camps. **Follow up:** TY&C Manager to discuss grant application with Ted Green A&OD unit Darwin
- 12. Secondary Boarding facility at Wurrumiyanga (11 to 16 year old):** Too many kids missing out on education because of family issues at night. A boarding facility will help look after young people at night and get students to school every morning. **Follow up:** Send Minutes to Tiwi Services providers i.e. TIRC/Tiwi Enterprises/TLC
- 13. Police banning system:** Have the Police got a banning system when they ban people from the club? **Follow up:** Refer to Wurrumiyanga Police OIC and Nguui Club Committee
- 14. Invitation to attend Skin Group meetings:** Skin Groups should invite TIRC, Police, Tiwi Enterprises, Tiwi Land Council and other relevant organisation representatives to attend Skin Group meetings to discuss community issues. Local member Francis Xavier Kurrupuwu should also attend Skin group meetings to provide NTG input and advise at Skin Group meetings. **Follow up:** Forward invitations to above to attend next Skin Group meetings
- 15. Alcohol Permit Holders:** People with alcohol permits should drink their alcohol at home and not drink their alcohol in public areas at Wurrumiyanga. **Follow up:** Refer to Wurrumiyanga Police OIC
- 16. Alcohol Permit Holders purchasing alcohol from Nguui Club:** Alcohol Permit Holders should be able to purchase their alcohol from the Nguui Club instead of from Darwin. **Follow up:** Refer to Wurrumiyanga Police OIC

- 17. Alcohol & Other Drug Education and Training for 18 year olds before accessing Nguiu Club:** All 18 year old people at Wurrumiyanga should complete an Alcohol & Other Drug Information and Awareness program at Catholic Care before consuming alcohol at the Nguiu Club for the first time. **Follow up:** Refer to Nguiu Club Committee
- 18. Opening of Swimming Pool and Sport & Rec. Hall at Wurrumiyanga:** Are these facilities open for use and if not why not? **Follow up:** Refer to TIRC
- 19. Present Skin Group Minutes to TIRC:** **Follow up:** Refer Skin Group meeting Minutes to TIRC Governance Officer for discussion at Local Authority and TIRC meetings.

Meeting closed 12.15pm.

REPORTS FOR INFORMATION



ITEM NUMBER	7.2
TITLE	Minutes - Milikapiti Local Authority Meeting held on 25 March 2014
REFERENCE	143751
AUTHOR	Bruce Moller, Governance Manager

Minutes of the 1st Milikapiti Local Authority Meeting held on 25 March 2014.

BACKGROUND

Attached are the Minutes of the Milikapiti Local Authority Meeting held on 25 March 2014 for Council's information.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the Minutes of the Milikapiti Local Authority Meeting held on 25 March 2014.

ATTACHMENTS:

1 2014_03_25_Milikapiti_Local_Authority_Minutes.pdf



**MINUTES OF THE MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE MILIKAPITI
BOARDROOM ON TUESDAY, 25 MARCH 2014 AT 10:00AM**

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10:25 am.

The newly appointed Chair (David Boyd) welcomed councillors, members and guests.

1.2 Present

Chairperson: David Boyd

Local Authority Members: Mayor Lynette De Santis, Cr Anita Moreen, Mary E Moreen, Loretta Cook, Christine Joran, Connell Tipiloura, Thomas Puruntatameri, Pius Tipungwuti.

Visiting Councillors: Nil

Officers: Saadia Ullungura (Governance Support Officer).

Visitors: Kate Wheen (DLGR), Colvin Crowe (DLGR), Wendy Miller.

Minutes: Bruce Moller (Governance Manager)

1.3 Apologies

Accepted : Cr Irene Tipiloura, Bronson De Santis.

Not Accepted : Nil

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

Nil

1.6 Election of Chairperson

David Boyd was appointed as the permanent Chair at the TIRC Combined Special Local Authorities Meeting held in Darwin on Thursday 20th March 2014.

1.7 Confirmation of Previous Minutes

Milikapiti Local Board Meeting - 10 December 2013

RESOLUTION

Moved: Thomas Puruntatameri
Seconded: Loretta Cook

That the minutes of the Milikapiti Local Board held on 10 December 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 Milikapiti Local Authority accepts these discussions and reports.

3 GENERAL BUSINESS

3.1 MILIKAPITI LOCAL AUTHORITY - CHAIRPERSON

A Special Meeting of the Combined 3 Local Authorities (Wurrumiyanga, Pirlangimpi, and Milikapiti) was held in Darwin last Thursday 20th March to elect a Chairperson for each Local Authority.

RECOMMENDATION:

That the Milikapiti Local Authority Members note this report for information and welcome their new Chairperson Mr David Boyd.

3.2 APPROVED MEETING DATES FOR 2014

Milikapiti Local Authority Meeting dates for 2014.

RECOMMENDATION:

That the Milikapiti Local Authority members note the Council approved meeting dates for 2014, plus the additional meeting day of 8th May for participation in the 2014/15 Draft Regional Council Strategic Plan & Budget session.

3.3 MILIKAPITI LOCAL AUTHORITY - NEW MEMBERS LISTING - MARCH 2014

At the 11th March Ordinary Council Meeting at Pirlangimpi Council appointment the initial members of the new Milikapiti Local Authority. Attached to this report is the listing for members information.

RECOMMENDATION:

That the Milikapiti Local Authority members note the new membership listing.

3.4 GUIDELINE 8 - REGIONAL COUNCILS AND LOCAL AUTHORITIES

The Minister for Local Government has now approved the new Ministerial Guideline # 8 which introduces Regional Councils, and the new Local Authorities.

RECOMMENDATION:

That the Milikapiti Local Authority Members note this report for information.

4 REPORTS FOR DECISION

Nil

5 REPORTS FOR INFORMATION

Nil

6 OTHER BUSINESS

See separate listing of Milikapiti Local Authority Action Items which has been prepared as part of these Minutes.

The Regional Council must respond to Local Authority Action Items in a timely manner so that members can relay this information back to their local communities.

7 Next Meeting

The next scheduled meeting of the Milikapiti Local Authority is Tuesday 24th June 2014.

8 Closure

The meeting closed at 11:55 am.

Milkapiti Local Authority – Action Items 2014

SUMMARY OF ACTIONS AND OUTCOMES

Agenda Item	Action or Outcome Arising	Responsible person	Timeline	Action to be taken	Response to Local Authority
General Business Item 1 – Street Lighting 25/3/14	General query in relation to progress on fixing street lights around the community	Director Infrastructure	Next Meeting	Check with ESO at Milkapiti to determine street light maintenance regime.	
General Business Item 2 – Speed Bumps 25/3/14	Members requested for the installation of speed bumps at appropriate positions around the community	Director Infrastructure	Next Meeting	Discuss with Civil Works Regional Manager and seek possible locations around the community. Check Grant Funding options.	
General Business Item 3 – Community Speed Limits 25/3/14	Speed limit signage needs to be placed up around the community. (40km / hr)	Director Infrastructure	Next Meeting	Signs are ordered. Locations discussed were near school crossing and near Store / Jilamara Art Centre.	
General Business Item 4 – Territory Housing 25/3/14	Members would like to invite a Territory Housing representative to next meeting (24 June 2014)	CEO	Immediate	CEO to write a letter of invitation to Territory Housing to attend the next Milkapiti LA Meeting.	
General Business Item 5 – Women's Centre 25/3/14	Update required on the progress of OTL Lease application	CEO	Next Meeting	CEO to check with OTL as to the current status of application.	
General Business Item 6 – Airport Facilities 25/3/14	Members are concerned as to the current poor state of the Airport Facilities – urgently in need of upgrading / refurbishing including new signage.	Director Infrastructure	Next Meeting	Consider undertaking a survey of existing facilities and preparing a project plan for possible upgrading of buildings and signage.	

Milikapiti Local Authority – Action Items 2014

Agenda Item	Action or Outcome Arising	Responsible person	Timeline	Action to be taken	Response to Local Authority
General Business Item 13 – Recreation Hall 25/3/14	Members enquired as to what Sports / Recreation activities are currently being delivered and what were the timings for the Recreation Hall to be open each day.	Director Community Support	Next Meeting	Advice to be provided in relation to the current sport / recreation programs at Milikapiti. Include Recreation Hall opening times	
General Business Item 14 – Cemetery Maintenance 25/3/14	Could an update be provided to members advising of the current maintenance regime.	Director Infrastructure	Next Meeting	Prepare a brief update of the current maintenance program at the cemetery.	
General Business Item 15 – Relocate shelter from playground 25/3/14	Members enquired as to the possibility of relocating the shelter from playground to an area adjacent to Lot 226.	Director Infrastructure	Next Meeting	Investigate the feasibility of re-locating the shelter to a more accessible area for the general community to use.	

Milikapiti Local Authority – Action Items 2014

Agenda Item	Action or Outcome Arising	Responsible person	Timeline	Action to be taken	Response to Local Authority
General Business Item 7 – Old Jetty	Investigate options for rebuilding the former wooden jetty (possible heritage project). Include handrails and safety signage.	Director Infrastructure	Next Meeting	Seek information / old photos of the original jetty to determine size and construction methods. Contact NT Heritage Council re possible funding.	
25/3/14 General Business Item 8 – Water Feature	Well utilised community facility. Members would like an update on the progress of the water feature project.	Director Community Support	Next Meeting	Update required for members at the June 24 Meeting.	
25/3/14 General Business Item 9 – Community Safety (Night Patrol)	Members were interested in the new requirements of the program in relation to young children out in community areas at night.	Director Community Support	Next Meeting	May be beneficial for Chris Bush (Community Safety Regional Manager) to come to next LA Meeting to provide members with a short overview.	
25/3/14 General Business Item 10 – Community Bus	Members enquired as to the availability of the community bus ? Suggestion was to invite the Club President (Brian Austral) to the next meeting.	Mayor	Next Meeting	Mayor to invite Milikapiti Club President to next LA Meeting on June 24.	
25/3/14 General Business Item 11 – Park / Playground	Members asked if the children's play equip (adjacent to the store) could be inspected as there was some fire damage.	Director Infrastructure	Next Meeting	Inspection of play equipment to be undertaken and a brief report re the fire damage / replacement options to be prepared.	
25/3/14 General Business Item 12 – Public Toilets	Members enquired as to the lack of any public toilets in the community.	Director Infrastructure	Next Meeting	Investigate options for building suitable public toilet facilities.	

REPORTS FOR INFORMATION

ITEM NUMBER	7.3
TITLE	Director Community Support - EOM Report for March 2014
REFERENCE	143864
AUTHOR	Rosanna De Santis, Director Community Support



This report illustrates the business conducted within the independent business units including; Children's Services, Youth Diversion, Sports and Recreation, Centrelink Service, Library Services and Community Night Patrol.

BACKGROUND

This Directorate is known as "Community Support." The restructuring of business units, see this directorates operations consisting of funded support (to community) functions.

This report is for the month of March 2014.

Children's Services

Regional Children's Service's for the month of **March**;

Children's Service for the month of March: This month we have been operating our early childhood learning programs in our childcare centres. We have been working with a focus on staff engaging with the children and the activities provided so it minimises incidents and allows the staff to capture individual child development. Milikapiti Crèche, OSHC & Sport & Rec staff have been work together with the local school to provide afterschool activities at the crèche with the supervision & assistance from the Milikapiti Team Leader.

The FaFT program at Wurrumiyanga has been doing well with parent education supported by Catholic Care and the local Clinic staff. There was support around nutrition working with the parents and the Liaison officer, who assists the parents in cooking the program meals.

Regional Manager had staff and program/roster meetings at each site with all staff. Crèche Team Leader meeting was held at Milikapiti Crèche 12th;

Staffing Issues

Cleaning Rosters

Programs

Fees & Enrolments

Open days

Induction Presentation

Are any events happening within your Independent Business Unit?

Not during this month. Next month, School Holidays – Vacation Care Program for all three sites, 1 week 07/04 to 11/04.

Strategic Planning:

Identify the areas from your SWOT Analysis that presented weaknesses or opportunities that you have strategically addressed.

W: Provide training and staff development for staff. We provide staff training and development through BIITE and RRACCSU.

O: Gain funding for a parenting support program. We now get grant funding for our FaFT program to support our families but only in Wurrumiyanga, but we also have support from the Let's Start Program and our local clinics at Milikapiti and Pirlangimpi community for parent education and support.

Human Resources:

All Staffing issues, including:

- Attendances: We have had issues around punctuality on morning rosters. We also had a few closures due to funerals.
- Positions vacant: 1 vacant positions – Pirlangimpi OSHC
- Recruitment: Two new staff at Milikapiti OSHC
- Annual leave, leave coverage and proposed higher duties: 4 staff on annual/compassionate leave.
- OH&S matters: NIL
- Staff meetings conducted: The Regional Manager in all three sites for all 7 programs and staff.
- Training conducted (including training outcomes) and personnel development: Cert III CS, Louise BIITE Wurrumiyanga 20th, 21st & 22nd
- Conferences or external meetings attended: Belinda Burkit & Gill Abraham DET 19th & Joanne Buckely (Diploma CS) CDU/ACIKE 20th.
- Travel (proposed and undertaken): Darwin – Induction Workshop Local Authority.

Youth and Community

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.

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.

1. Formal Police Referrals to TY&C – for March 2014 – 2 referrals and 2 Conferences.
2. Petrol/Inhalants Sniffing – Nil petrol sniffing on Tiwi communities reported.
3. Community Work Order (CWO) referrals for month of March 2014 – 3.
4. School deliveries – Milikapiti x 2, Pirlangimpi x 2, MCPS x 1 – for month of March 2014. Tiwi College and Xavier school planned deliveries by TY&C in Term 2.
5. Community Custody Order (CCO) referrals - Nil CCO referrals for month of March 2014.
6. Visits to Tiwi Communities – for month of March 2014 – Pirlangimpi x 2, Milikapiti x 2.
7. Legal Education and Training – 1 x Training session for month of March 2014.
8. Local Board meetings – Milikapiti Local Board meeting 26.03.2014.
9. Family Mediations - 3 mediations for March 2014.
10. Raymond Tipungwuti – YDU referral to TY&C from Darwin region February 2014. Agreement completed in March 2014.

Staffing issues

1. **Attendances** – No attendance issues for month of March 2014;

2. **Incidents** – No incidences to report for month of March 2014;
3. **Renewal of Motor Vehicle Drivers Licence (L Plates) and Ochre Card for Youth Support Worker Bernard Pangiraminni** – TY&C Manager continues to follow up with Youth Support Worker Bernard Pangiraminni regarding the renewal of his Motor Vehicle Drivers Licence and Ochre Card.
4. **Positions vacant** - Nil.
5. **Annual leave, leave coverage and proposed higher duties** –Annual leave for 2014 developed and approval received.
6. **OH&S matters** – Nil OH&S matters for month of March 2014.
7. **Staff meetings conducted** – TY&C Manager regular community visits Youth Officer based at Pirlangimpi.
8. **Training conducted (including training outcomes) and personnel development** – appropriate training for Youth Officer in place with TITEB at Pirlangimpi.
9. **Conferences or external meetings attended** – Nil for month of March 2014.
10. **Travel (proposed and undertaken)** – Nil for month of March 2014

Visitors to TY&C for month of March 2014 including purpose and outcomes:

1. Wurrumiyanga and Pirlangimpi Police OIC – Contact as required; YDU Follow ups
2. Tiwi various i.e. Barry Puruntatameri, Ivan Fernando, Nelson Mungatopi - Informal visits
3. Kevin North TIRC Supervisor – CWO work program
4. Ron Poantimilui/Manny Tipungwuti – Re: RJCP TY&C Youth Diversion and CWO programs
5. Ivan Fernando Dept. Children and Families
6. Nelson Mungatopi and Luke Tipuamantumirri Corrections and Brian Phillips/Kevin North Community Services Manager Re: CWO's/CCO's – regular contact as required
7. TISC Night Patrol – Bonaventure Timaepatua/Janie Puautjimi – regular contact as required
8. Michael Yaxley (Consultant) Youth Justice using Community Based Model to strengthen Youth Justice process
9. Rohan Thwaites - NAAJA visit – Legal Education and Training 17-19 March 2014.

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

1. Legal education and training being delivered to Community Court Panel and Ponki Family Mediation Team by NAAJA Community Legal Education and Training lawyer Rohan Thwaites scheduled for every two months in 2014;

2. Mediator training to continue on site 9 - 10 April 2014

3. Wurrumiyanga/Pirlangimpi Police – Ongoing

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. Also to help promote healthy lifestyle.

This month Vic Daly invited Tiwi to attend their Sports & recreation workshop in Batchelor. Rick Edgar & Graeme Henry Whiting was the only two who were able to attend.

The focus of the workshop included:

- certified accredited training in coaching and officiating AFL
- planning and coordinating Auskick programs
- accredited training in coaching and officiating 7 a-side football, (soccer)
- training from the Australian Sports Commission, (active after school care)
- training from Dept. Sport and Rec (Active Remote Communities)
- training modules in Cert 1/2/3 in Sport and Rec
- training in reporting to the funding bodies
- recreational activity day at Litchfield National Park

Would have been good had the entire Sports & Recreation officer attended, unfortunately 2 sports & recreation officers were unable to as they are not yet enrolled with Batchelor yet.

AFL Day Pirlangimpi

An AFL day was held at Pirlangimpi on the 13th for school kids from year 3-6. Kids from Pularumpi, Milikapiti & Tiwi College attend. AFL day was run by Richie McCann (Active After-school Communities), Ian Brown (AFLNT), Sports & rec, Fred Murphy (Sports & Recreation, Darwin) and assisted by SEDA (SEDA is a program for Tiwi College Senior boys who are currently training to become sports & recreation officers). Unfortunately Xavier College did not want to be apart of the Active Afterschool Program this term, hopefully they will change their mind.

Wurrumiyanga Swimming Pool

Wurrumiyanga Pool has had repairs this month. Interviews for the Pool Coordinator position have been conducted. So hopefully soon we will have the pool operational again and open to the public. Thank you all for your patience

Strategic Planning:

Opportunities:

Training

Workshops

Human Resources:

All Staffing issues, including:

- Attendances
 - Attendances have been alright

- Incidents
 - Nil
- Positions vacant
 - 1 FT Wurrumiyana, 1 FT Milikapiti, 1 PT Pirlangimpi, Pool Coordinator Wurrumiyana
- Recruitment
 - Nil, In the process of recruiting
- Annual leave, leave coverage and proposed higher duties
- OH&S matters
 - Risk Assessment for Pirlangimpi, Milikapiti & Wurrumiyana Recharts
- Staff meetings conducted
 - No Staff meetings conducted for this month
- Training conducted (including training outcomes) and personnel development
 - Managing Unacceptable Employee Behaviour
 - Sports & Recreation Workshop
 - Managers & Directors Meeting
- Conferences or external meetings attended
 - Local Authority presentation
- Travel (proposed and undertaken)
 - Local Authority Presentation Darwin 3 Days
 - Sports & Recreation Workshop Batchelor 5 Days

Visitors and Meetings:

Richie McCann Afterschool activities & Fred Murphy Sports & Recreation

Centrelink Service

Centrelink Offices on both Melville Island Communities offer assistance to all community members with Centrelink issues including Age Pensions, Disability Support and Job search.

Agencies are open between 8:00am and 4:00pm.

Strategic Planning:

Due to the nature of the service, there is little opportunity for the Centrelink agents to attend such activities as the Womens Conference other than attending on a rotation basis. (One from each community this time and one next time)

Human Resources:

Staff attendances are very good.
No vacancies exist.

Visitors and Meetings:

Dept of Human Services Remote Support staff conducted their monthly visit to offer any assistance the agents might need and to update both the system and staff.

There has been no interaction with Councillors this month. The agents have had no issues requiring Councillors assistance.

Events:

Upcoming events such as Easter and Anzac long weekends will not effect the operations of the agencies. All staff have indicated they will be attending work between the weekends.

Library Services

Libraries on Melville Island provide a comfortable area for both children and adults where they can read for pleasure or information in a variety of topics. Both Libraries are very well resourced with books and magazines suitable for all ages. Computers provided by NT Libraries allow users to access through the Internet, a wide range of services including research stations, internet banking, desktop publishing and movie and photo editing. The Milikapiti Library has started moving to their new location next to the Safe House. All books and furniture have been moved and the Computers will be moved this week when the power is reconnected.

Library Officers in Pirlangimpi and now working part time hours, so that we have a staff member from;

0800 to 1200 hours

1300 to 1600 hours

Milikapiti Library – One Library worker position will be advertised.

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 where they can read for pleasure or for information in a variety of topics. Both libraries are well stocked with books and magazines suitable for both children and adults.

Human Resources:

Staff attendances are very good.

No vacancies exist with the Libraries.

Visitors and Meetings:

NT Libraries Remote Support Team will be visiting both Milikapiti and Pirlangimpi next month to upgrade the Cloud which is a program that allows for residents to bring along stories including old films and photos from the past and have them uploaded into the system so others can view them.

There has been no interaction with Councillors over this month.

Community Safety

The Tiwi Islands Community Safety Service assists communities in taking responsibility for the prevention of anti – social, harmful, destructive and illegal behaviours by offering community patrolling and safe transport to protect vulnerable people.

Community Safety patrollers also assist with mediations, follow up on incidents reported and work with other agencies regarding Court appearances and attendances at behaviour workshops for both victims and offenders.

Community Safety teams are provide service in all community activities including the local football, discos, public meetings and school functions.

Tiwi Islands Community Safety teams complete weekly reports for the Prime Minister and Cabinet showing the numbers of children out after 9:00pm.

The Community Safety Patrol contract is being extended until 31 Dec 14. Minister Scullion sent out a new framework for Community Patrolling.

- Wurrumiyanga community has an exceedingly higher number of employees to meet the needs of community. A recent review has scaled back those numbers and staffs have been appointed as permanent full time or permanent part time employees.
- Milikapiti is in relatively high demand, and this is due to the fact that there is no Police presence in the community. Our staff are called upon for a various reasons including, lost/overdue parties, concerns for welfare, domestic violence incidents
- 3rd quarter financial reports revealed the strategies implemented in relation to salary/wages have resulted in a insignificant underspend for the whole of the quarter budget.

Human Resources:

All Staffing issues, including:

- **Attendances.** Very few staff have poor attendance records. Those that do are being treated according to the Council's policies.
- **Positions vacant.** No vacancies exist in Community Safety.
- **OH&S matters.** Staff receiving constant reminders about being in uniform with correct footwear.
- **Training.** Certificate 11 in Security Operations was completed by most of the Community Safety teams.

Visitors and Meetings:

There has been no interaction with Councillors this month

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes this report for information

ATTACHMENTS:

REPORTS FOR INFORMATION



ITEM NUMBER	7.4
TITLE	Finance End of Month Report - March 2014
REFERENCE	143730
AUTHOR	Lysa Hoang, Finance Manager

BACKGROUND

The current report provides financial information for the 2013/14 financial year to the end of March 2014.

It includes reporting on:

- Income and Expenditure
- Balance Sheet
- Ageing Payables
- Ageing Receivables
- Cash Flows.

Strategic Planning:

- Budgeting and strategic planning processes for 2014 / 2015 have begun
 - Local Authorities to meet in May in regards to strategic planning and budgeting

Human Resources:

- No significant movements.

Finance Variances to Budget:

Variance Reporting

Insurance is 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 Financial Reporting

- Consolidated Profit and Loss for the period ending 31 March 2014
- Consolidated Balance Sheet for the period ending 31 March 2014
- Ageing Receivables
- Ageing Payables.

Profit and Loss	YTD Income	YTD Expenditure
31 March	\$ 11,130,297	\$ 12,201,762

Council reported income of \$11,130,297 and expenditure of \$12,201,762 providing for a deficit on operations of \$1,071,465. Expenditure includes \$1,429,284 of prescribed depreciation that the Council is not funded to cover. This changes the net deficit figure to a net surplus figure to \$357,819. This net surplus is already fully budgeted to be spent through existing wage commitments.

Due to changes in reporting of NTG operational funding early releases from June 2013 this revenue was recognised in 2012/13 financials and is shown as restricted cash in the balance sheet.

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 Contracts inspection reports normally come through 3 - 4 weeks into the following month. PO are not being provided within appropriate timeframes. Power and Water are quick to enforce contract points around invoicing within 30 days but are unable to provide purchase orders in a timely fashion.
- Operational Grant income is showing under budget due to change in recognition in 2012/13 financial statements. This income is now shown as restricted cash in equity. Total restricted cash recognized is \$1,644,662.
- Interest income is down from budget levels due to lower interest rates and reduced cash on hand.
- Expect to find out in May 2014 the amount of NTG operational funding to be received in 2015

Expenditure

- 4th quarter (Apr – Jun) insurance payment made in March 2014
- Higher airfare and travel costs given work required for Local Authorities
- Increased contract labour for electrical work for street lighting and tree pruning

Balance Sheet

Tiwi Island Shire Council

Statement of Financial Position as at 31 March 2014

	2014
CURRENT ASSETS	
Current Operating Accounts & Cash on Hand	3,146,846
Investments	-
Trade and Other Receivables	1,141,870
Inventories and Prepayments	1,185,386
TOTAL CURRENT ASSETS	5,474,102
CURRENT LIABILITIES	
Trade and Other Payables	379,140
Current Provisions	1,142,994
Other Current Liabilities	10,746
Unexpended Grant Liability	188,180
TOTAL CURRENT LIABILITIES	1,721,061
NET CURRENT ASSETS	3,753,041
NON CURRENT ASSETS	
Buildings Prescribed	24,534,626
Infrastructure Prescribed	4,714,162
Plant	1,743,529
Equipment	271,600
Motor Vehicles	808,038
Work in Progress	1,224,180
TOTAL NON CURRENT ASSETS	33,296,135

NON CURRENT LIABILITIES

Non Current Provisions	86,982
Non Current Borrowings	666,667
TOTAL NON CURRENT LIABILITIES	753,649

NET ASSETS**36,295,526****EQUITY**

Accumulated Funds	37,366,992
Surplus/Deficit	-1,071,465

TOTAL EQUITY**36,295,526****Current Operating Accounts as at 31 March 2014****Cash**

Operating Account	\$	43,155.62
Trust Account	\$	3,020,374.32
Cash Deposit Account (credit cards)	\$	56,954.08
TCU Operation Account	\$	25,461.70
Cash on Hand	\$	900.00
	\$	3,146,845.72

Trade and Other Receivables

Receivables Rates General	\$	194,794
Receivables Other – Property and Rating	\$	43
Receivables Waste Collection General	\$	152,419
Receivables GST	\$	96,311
Receivables Control account	\$	913,058
Deposits and Bonds held	\$	5,000
Wages Overpayment Receivable	\$	197
Current Provision Doubtful Debt General	\$	-219,952
Total Trade and Other Receivables	\$	1,141,870

Ageing Receivables

The outstanding payments (Debtors) owed to Council at the end of March totals \$923,337, with 74% (\$683,758) of this balance exceeding 90 days trading terms, with the majority of this to NTG departments. Total debts are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
1,577,630	923,337	(204,208)	274,583	152,885	16,319	683,758	0

Statements and invoices have been forwarded to the appropriate organisations; on-going debt collection is being completed, and any additional information requested for clearance of invoices has been sent.

Government Vendors			
	VENDOR	TOTAL AMOUNT OWING TO COUNCIL (\$)	OVER 90 DAYS (\$)
00014	Tiwi Land Council	70,373	51,988
00100	Department of Transport	126,880	126,880
00168	Power and Water Corporation	188,692	71,682
00418	Department of Housing, Local Government and Regional Services	36,032	21,155
00429	Department of Broadband, Communications and the Digital	96,250	0
00590	Department of Transport – Road Network	19,565	0
00602	Department of Regional Development & Women's Policy	248,897	248,897

Other Problem Vendors			
	VENDOR	TOTAL AMOUNT OWING TO COUNCIL	OVER 90 DAYS
00403	McKenna Constructions Pty Ltd	47,133	47,133
00427	Wright Constructions	18,775	18,775
00637	Lynette Johnson	10,108	10,108
00473	Wurankuwu Store (New)	16,921	10,975
00629	Facte (Ranku Store New)	5,947	3,161
00210	M Rioli Estate	6,440	6,440
00070	Andrew Bush (Tiwi Enterprises)	3,914	3,914
00294	Kellyco Electrical Services Pty	2,254	2,254
00268	Nazareth Alfred	2,153	2,153
00337	Craig Rutherford	1,339	1,339
00432	Marion Scrymgour	600	600
00325	Aileen Tiparui	261	261
00256	Martin Costa	4,800	4,800

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 only contributed 2 actual costs of funerals in 5 ½ years, out of it funeral distributions.

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. Ernie has responded with a revised figure of \$76,473.18. Finance will discuss with CEO and likely schedule a meeting with Ernie to discuss the figures.

Rates Outstanding as at 31 March 2014

NTG Rate Payers	
Rate payer	Amount
Department of Business	9,918
Department of Justice	3,192
Department of Local Government and Housing –	3,875

Community	
NT Department of Health and Families	32,395

Other Rate Payers	
Rate payer	Amount
Mantiupwi	92,663
Munupi Arts	14,023
Catholic Church	36,964
Tiwi Islands Adventures	34,801
TITEB	28,690
Kelly Bow	8,043
H Johnson / A Tipiloura	6,935
Tiwi Land Council	6,541
Munupi Wilderness Lodge	5,408
D Munkara / N Kerinaia	3,654
G J & N Orsto & Alfred	3,360
V & R Apuratimi	4,158
L E Tipumantumirri & F M Tipungwuti	3,031

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.

Tiwi Land Council, Kelly Bow and Munupi Wilderness lodge were sent to debt collection in late November. TITEB, Tiwi Island Adventures, and Mantiupwi were forwarded to De Silva Hebron for debt judgement proceedings.

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

These charges are all subject to 18% interest charges.

Ageing Payables

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
340,240	338,856	(24,117)	345,755	4,079	1,369	11,770	0

The report shows the great majority of Payables running at 30 days or less. Staff have actioned most of the balances over 30.

Individual Payments in Excess of \$50,000

Amount	Vendor	Description
\$60,584.34 (invoice incurred 20/2/14, paid 10/3/14)	NT Automotive Group	Land Rover Discovery 4 TDV6 14MY 3.0D7 Seat Auto Wagon (CEO's vehicle)
\$59,133.81	JLT	Workers' Compensation insurance premium – 4 th quarterly instalment for the period 31/03/2014 – 30/06/2014
\$66,000.00	Petro Industrial	Tank liquitainer, ULP Tank, pumps, dispenser, COMPAC system

Equity

	Mar – 14
Surplus (Deficit) 31 March 2014	\$ - 1,071,465
Retained Earnings	\$ 3,756,540
Retained Earnings - Internal Restrictions	\$ 1,644,661
Revaluation Reserve Prescribed Buildings	\$ 2,845,450
Revaluation Reserve Prescribed Infrastructure	\$ 29,120,340
Total Equity	\$ 36,295,526

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.

$$\frac{\$5,474,102}{\$1,721,061} = 3.18$$

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

Net Income/ Expenditure

The total net result highlights that Council remains in a positive fiscal position, taking into adjustments due to non-recognition of restricted cash as income in year that it is used and inclusions of prescribed depreciation which is not covered under current funding models.

With completion of 2012/13 Financial Audit the Shire Council have reviewed there cash flow to determine ability to pay back the NTG \$1,000,000 loan over the next 3 financial years. Tiwi Islands Shire Council has re-paid \$333,333 on 28 January 2014.

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:

1 P L - March 2014.pdf



Tiwi Islands Regional Council **Consolidated Profit and Loss Report** **For the Month Ending 31st March 2014**

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Month				Year				Year to Date			
Actual	Budget	Variance	Variance %	Budget	Actual	Budget	Variance	Variance %			
Revenue											
Income Rates											
4,899	54,282	(49,384)	-91%	651,388	658,825	488,541	170,084	35%			
3,896	38,064	(32,868)	-90%	432,763	484,117	324,572	139,545	43%			
8,595	90,346	(81,751)	-90%	1,084,151	1,122,742	813,113	309,629	38%			
Income Council Fees and Charges											
0	0	0	0%	0	0	0	0	0%			
0	0	0	0%	0	50	0	50	0%			
3,804	2,896	908	31%	34,750	12,875	26,062	(13,187)	-51%			
91,910	15,936	75,974	477%	191,232	213,660	143,424	70,236	49%			
206	0	206	0%	0	14,904	0	14,904	0%			
2,533	10,248	(7,715)	-15%	122,982	90,496	92,237	(1,741)	-2%			
1,279	0	1,279	0%	0	1,288	0	1,288	0%			
8,936	0	8,936	0%	0	64,025	0	64,025	0%			
0	0	0	0%	0	327	0	327	0%			
0	0	0	0%	0	0	0	0	0%			
10,250	9,333	917	10%	112,000	91,895	84,000	7,895	9%			
1,818	0	1,818	0%	0	2,293	0	2,293	0%			
0	30,333	(30,333)	-100%	364,000	78	273,000	(272,922)	-100%			
120,735	68,747	51,987	76%	824,964	491,892	618,723	(126,831)	-20%			
Income Operating Grants Subsidies											
0	214,218	(214,218)	-100%	2,570,617	1,003,409	1,927,963	(924,554)	-48%			
347,104	307,270	39,834	13%	3,687,240	2,587,990	2,765,430	(177,440)	-6%			
(28,836)	203,530	(232,366)	-114%	2,442,355	1,920,370	1,831,766	88,604	5%			
0	0	0	0%	0	0	0	0	0%			
0	5,750	(5,750)	-100%	69,000	780,316	51,750	728,566	1408%			
0	0	0	0%	0	18,483	0	18,483	0%			
318,268	730,768	(412,499)	-56%	8,789,212	6,310,567	6,576,909	(266,342)	-4%			
Income Investments											
7,173	12,500	(5,327)	-43%	150,000	66,077	112,500	(46,423)	-41%			
7,173	12,500	(5,327)	-43%	150,000	66,077	112,500	(46,423)	-41%			
Income Contributions Donations											
0	0	0	0%	0	0	0	0	0%			
0	167	(167)	-100%	2,000	49,217	1,500	47,717	3181%			
0	167	(167)	-100%	2,000	49,217	1,500	47,717	3181%			
Income Reimbursements											
0	0	0	0%	0	0	0	0	0%			



Tiwi Islands Regional Council **Consolidated Profit and Loss Report** **For the Month Ending 31st March 2014**

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Tiwi Islands Regional Council **Consolidated Profit and Loss Report** **For the Month Ending 31st March 2014**

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Tiwi Islands Regional Council **Consolidated Profit and Loss Report** **For the Month Ending 31st March 2014**

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		Month		Year		Year to Date			
Actual	Budget	Variance	Variance %	Budget	Actual	Budget	Variance	Variance %	
0	155	155	100%	1,863	0	1,397	1,397	100%	
(519)	18,865	19,384	103%	226,383	110,398	189,787	59,389	35%	
1,111	100	(1,011)	-1011%	1,200	4,961	900	(4,061)	-451%	
0	10,631	10,631	100%	127,575	57,932	95,681	37,749	39%	
0	3,123	3,123	100%	37,475	28,987	28,107	(881)	-3%	
8,405	1,000	(7,405)	-741%	12,000	33,586	9,000	(24,586)	-273%	
0	9,000	9,000	100%	108,000	64,383	81,000	16,617	21%	
42,345	33,819	(8,526)	-25%	405,830	353,709	304,372	(49,336)	-16%	
0	0	0	0%	0	1,056	0	(1,056)	0%	
300,666	320,853	20,188	6%	3,857,439	2,831,598	2,894,879	63,281	2%	
382	333	(48)	-15%	4,000	3,255	3,000	(255)	-8%	
0	0	0	0%	0	0	0	0	0%	
382	333	(48)	-15%	4,000	3,255	3,000	(255)	-8%	
(1,489)	4,866	6,155	132%	55,992	56,154	41,983	(14,161)	-34%	
18,150	6,458	(11,691)	-181%	77,506	88,844	58,129	(30,715)	-53%	
405	208	(197)	-95%	2,500	1,396	1,875	479	26%	
22,158	17,564	(4,594)	-26%	210,786	179,981	158,074	(21,907)	-14%	
0	1,358	1,358	100%	16,304	5,248	12,228	6,980	57%	
73	8,333	8,261	99%	100,000	8,564	75,000	66,436	89%	
39,297	38,589	(708)	-2%	463,069	340,188	347,300	7,112	2%	
0	0	0	0%	0	0	0	0	0%	
195	0	(195)	0%	0	1,723	0	(1,723)	0%	
24,530	21,950	(2,580)	-12%	263,400	221,348	197,550	(23,789)	-12%	
6,506	0	(6,506)	0%	0	56,846	0	(56,846)	0%	
27,618	22,917	(4,701)	-21%	275,000	247,001	206,250	(40,751)	-20%	
0	0	0	0%	0	0	0	0	0%	
0	0	0	0%	0	0	0	0	0%	
0	0	0	0%	0	0	0	0	0%	
134,215	0	(134,215)	0%	0	1,186,229	0	(1,186,229)	0%	
27,489	0	(27,489)	0%	0	243,055	0	(243,055)	0%	
0	0	0	0%	0	(626,886)	0	626,886	0%	
220,563	44,867	(175,697)	-392%	538,400	1,329,117	403,800	(925,317)	-229%	
7,625	4,101	(3,524)	-86%	49,209	48,216	36,907	(12,309)	-33%	
0	886	886	100%	10,634	0	7,975	7,975	100%	
0	0	0	0%	0	0	0	0	0%	
37,979	14,133	(23,846)	-169%	189,590	151,916	127,193	(24,723)	-19%	



Tiwi Islands Regional Council **Consolidated Profit and Loss Report** **For the Month Ending 31st March 2014**

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Month

Actual	Budget	Variance	Variance %		Budget	Actual	Budget	Variance	Variance %
				Allocation of Contract and Material Expe					
0	(0)	(0)	100%	9220 - Allocation Facilities Hire Internal	0	0	(0)	(0)	100%
0	0	0	0%	9225 - Allocation Hire Equipment	0	(310,607)	0	310,607	0%
0	0	0	0%	9233 - Allocation Software Help Desk Support Ex	0	0	0	0	0%
0	0	0	0%	9251 - Allocation Material Exp General	0	6,441	0	(6,441)	0%
0	0	0	0%	9253 - Allocation Material Exp Printing and Sta	0	(144)	0	144	0%
0	0	0	0%	9261 - Allocation Electricity Exp	0	0	0	0	0%
0	0	0	0%	9271 - Allocation Fuel Exp Power Generation	0	0	0	0	0%
0	(0)	(0)	100%	9272 - Allocation Fuel Exp Motor Vehicle	0	0	0	0	100%
0	(0)	(0)	100%		0	(304,310)	0	304,310	760774400%
				Allocation of Communications					
0	0	0	0%	9411 - Allocation Mobile Telephone Exp	0	0	0	0	0%
0	0	0	0%	9412 - Allocation Office Telephone Fax Exp	0	0	0	0	0%
0	0	0	100%	9417 - Allocation ICT Exp	0	0	0	0	100%
0	0	0	100%		0	0	0	0	100%
				Asset Expense - Internal Allocation					
0	0	0	0%	9511 - Allocation Depreciation Exp Buildings	0	0	0	0	0%
0	0	0	0%	9512 - Allocation Depreciation Exp Infrastructu	0	0	0	0	0%
0	0	0	0%	9513 - Allocation Depreciation Exp Plant	0	0	0	0	0%
0	0	0	0%	9514 - Allocation Depreciation Exp Equipment	0	0	0	0	0%
0	0	0	0%	9519 - Allocation Depreciation Exp Motor Vehicle	0	0	0	0	0%
0	0	0	0%		0	0	0	0	0%
				Internal charges					
(8,011)	0	8,011	0%	9721 - Allocation Workshop Labour	0	(146,695)	0	146,695	0%
(18,047)	0	18,047	0%	9722 - Allocation Workshop Materials	0	(158,418)	0	158,418	0%
0	(86,475)	(86,475)	100%	9728 - Internal Sales - Labour	-1,037,700	(305,356)	(778,275)	(472,919)	61%
0	(27,865)	(27,865)	100%	9729 - Internal Sales - Materials	-394,375	0	(250,781)	(250,781)	100%
(24,059)	(114,340)	(90,281)	79%		-1,372,075	(610,469)	(1,028,056)	(418,587)	41%
				Allocation and Suspense					
(0)	0	0	157%	9911 - Allocation Ins Premium Exp Public Liabil	0	(0)	1	1	158%
0	0	0	100%	9912 - Allocation Ins Premium Exp Professional	0	0	0	0	100%
(0)	(240)	(240)	100%	9914 - Allocation Ins Premium Exp Industrial Sp	0	(0)	721	721	100%
(0)	0	0	0%	9915 - Allocation Ins Premium Exp General	0	(0)	0	0	0%
0	0	(0)	0%	9916 - Allocation Ins Premium Exp Motor Vehicle	1	0	0	(1)	0%
0	0	0	0%	9931 - Allocation Training Course Fee Exp	0	0	0	0	0%
0	25	25	100%	9934 - Allocation Accommodation Exp	0	0	(75)	(75)	100%
0	(16)	(16)	100%	9938 - Internal Travel Booking - Income	0	0	49	49	100%
0	0	0	0%	9939 - Internal Travel Booking - Expense	0	0	0	0	0%
0	0	0	100%	9961 - Allocation Audit Fee Exp	0	0	1	1	100%
0	2	2	100%	9963 - Allocation Grant Admra Fee	0	0	(5)	(5)	100%



Tiwi Islands Regional Council **Consolidated Profit and Loss Report** **For the Month Ending 31st March 2014**

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		Month		Year		Year to Date		
Actual	Budget	Variance	Variance %	Budget	Actual	Budget	Variance	Variance %
3,116	4,672	1,557	33%	56,068	54,895	42,051	(12,845)	-31%
0	5,553	5,553	100%	66,640	58,054	49,980	(8,074)	-16%
2,475	1,454	(1,021)	-70%	17,450	12,666	13,088	421	3%
0	833	833	100%	10,000	832	7,500	6,668	89%
7,774	12,199	4,426	36%	147,594	44,237	110,995	66,758	60%
0	0	0	0%	0	3,327	0	(3,327)	0%
1,119	7,905	6,786	86%	95,458	43,724	71,742	28,019	39%
22,300	13,778	(8,522)	-62%	165,851	112,186	124,516	12,330	10%
514	545	31	6%	6,545	3,398	4,909	1,509	31%
6,255	8,851	2,596	29%	106,214	40,762	79,661	38,909	49%
8,425	5,417	(3,008)	-56%	65,000	54,885	48,750	(6,136)	-13%
1,044	1,588	544	34%	19,880	12,993	15,095	2,102	14%
6,484	7,024	540	8%	84,290	61,597	63,218	1,621	3%
18,026	19,916	1,890	9%	238,995	151,979	179,246	27,267	15%
456	0	(456)	0%	0	1,056	0	(1,056)	0%
0	4,508	4,508	100%	54,100	(9,777)	40,575	50,352	124%
0	0	0	0%	0	6,503	0	(6,503)	0%
935	1,250	315	25%	15,000	1,916	11,250	9,334	83%
(18)	0	18	0%	0	3,071	0	(3,071)	0%
2,805	5,000	2,195	44%	60,000	19,661	45,000	25,339	56%
(0)	0	0	0%	0	210	0	(210)	0%
0	0	0	0%	0	0	0	0	0%
0	0	0	0%	0	0	0	0	0%
0	0	0	0%	0	150	0	(150)	0%
0	128	128	100%	1,535	911	1,151	240	21%
0	4,130	4,130	100%	49,450	17,503	37,056	19,553	53%
10,560	0	(10,560)	0%	0	(5,384)	0	5,384	0%
0	3,768	3,768	100%	45,215	33,592	33,911	319	1%
137,873	127,642	(10,231)	-8%	1,534,698	926,070	1,151,768	225,699	20%
Internal Cost Allocations								
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REPORTS FOR INFORMATION

ITEM NUMBER 7.5
TITLE Human Resources End of Month Report - March 2014
REFERENCE 143685
AUTHOR Lesley Palmer, Deputy Director Corporate Services



Background

The Human Resources & Payroll unit provides processing of timesheets and payroll to staff, employee enquiries on pay and conditions, Work Health and Safety Reports, Workers Compensation claims, maintenance of the organisational structure and staff data, and training either initiated by the unit under the Mentoring program or requested from other units. Not all training is organised through Human Resources.

The updated organisational structure has been sent to CouncilBIZ to be tested and eventually loaded into the system, this will make employee positions, grades, codes and reporting lines current to April 2014. Following this systems have been put in place to ensure that the organisational structure main current.

A significant amount of recruitment has been underway in the past six weeks; so far all positions advertised recently have been filled.

Three days of Councillor and Local Authority Induction Workshops for over 50 people has been completed and invoices processed.

Strategic Planning:

Strength – Return to full workforce strength.

Weakness – absences of staff at critical workload times.

Financial Variances to Budget

Action SDC code – 108000 HR Services

ASDC: 108000	Variance \$ = Act - Bud	Variance % = Var./Budget%	Analysis
Total Revenue	\$0	0%	No budget for revenue
Total Expenses	(\$427,296)	422%	The inclusion in the budget expenses of a Allocation Grant Administration Fee of (\$499,962) wipes out most of the expenses and creates this high variance
Net Surplus / (Deficit)	(\$19,161)	-95,805%	This occurs as the budget amount shown in the report is 20

Action SDC code – 133100 Workplace Mentoring

Full grant funding for the year has been received.

ASDC: 133100	Variance \$ = Act - Bud	Variance % = Var./Budget%	Analysis
Total Revenue	\$33,000	33%	Full year budget received in advance

Total Expenses	(\$13,838)	-14%	Expenses higher than budget for ICT, Allocation and Suspense
Net Surplus / (Deficit)	(\$19,161)	-95805%	This occurs as the budget amount shown in the report is 20

Action SDC code – 133000 Matching Funds

Full grant funding for the year has been received.

ASDC: 133000	Variance \$ = Act - Bud	Variance % = Var./Budget%	Analysis
Total Revenue	\$0	0%	Actual and budget are equal
Total Expenses	\$20,748)	86%	Actuals are below budget
Net Surplus / (Deficit)	(\$20,748)	-5%	

Human Resources:

Vacancies Filled

- Outside School Hours Care x 2
- Works Coordinator (W)
- Works Coordinator (P)
- Town Services Officer Marine
- Community Engagement Officer

Vacancies offered

- Pool Operations Officer – Wurrumiyanga – Offer accepted
- Town Services Officer x 2 - Offers made

Vacancies advertised:

- Diesel Trades Coordinator – Wurrumiyanga
- Management Accountant – closed
- Sports and Recreation Officers x 3 - closed

Worker's Compensation Claims.

- Nil

Resignations/Terminations

- One officer resigned moving interstate
- One officer terminated for failure to attend work
- One officer terminated for Code of Conduct and attendance

Training

- NT Worksafe Seminar – 2 staff attended
- First Aid – staff at Darwin Office

Work Health and Safety Committee Update
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- Meeting held in March
- Meeting held in April

Key Performance Indicators from the Shire Plan 2013/14:
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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	Achieved
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	Five WHS Committee meetings have been held starting from September.
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. Staff interviews are being conducted, training delivery is on track.

RECOMMENDATION:

That Council notes this report for information

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.6
TITLE	Corporate Services End of Month Report - March 2014
REFERENCE	143686
AUTHOR	Lesley Palmer, Deputy Director Corporate Services



This report illustrates the business conducted within the independent business units including; Administration, ICT, and Community Engagement.

Background

This report covers Office Management at Wurrumiyanga, Milikapiti and Pirlangimpi; ICT and Community Engagement.

The Office Managers supply provide a direct point of contact to Local Authority Members

Milikapiti Office – Alice Williams

The Milikapiti office is also concerned with the efficient running of the office in the areas of reception, mail service, cleaning and gardening in and around the Milikapiti office building.

Weakness – Lack of support staff to complete when office staff are absent, the need for office staff to provide fuel pump service

Opportunity – Seek a casual staff member to provide back up in when administrative staff are taking planned or unplanned absences.

Financial Information

ASDC: 146403	Variance \$ = Act - Bud	Variance % = Var./Budget%	Analysis
Total Revenue	\$15,142	224%	Unbudgeted revenue from Centrelink reimbursements, sales & labour, income from agency and commercial services. Facilities hire significantly lower than budget.
Total Expenses	\$29,854	20%	Expenses lower than budget
Net Surplus / (Deficit)	(\$44,996)	32%	Actuals significantly under budget

Key Performance Indicators

Key Performance Indicators	Action	Measure of Success	Results
Increase revenue from fees and charges	Ensure all scheduled fees and charges Request to Invoice Customer are sent to Finance in a timely manner (within 24hr turnaround)	100% Revenue received from IWO charged to IBU& External BU	Fees & Charges invoiced & payments received
Accurate cash reconciliation	Cash/Cheque entered on Tiwi Accounts spreadsheet on a daily basis	Cumulative Cash/Cheque reconciliations to balance fortnightly	All reconciliations balanced

Pirlangimpi Office – Patricia Brogan

The Pirlangimpi Office also processes travel and accommodation requisitions for staff.

Strengths	<i>Staff that is multi-skilled, staff that turn up every day, there is other staff available to back fill when staff shortage in the office</i>
Weaknesses	<i>Slow connection to Outlook and other applications, cleaning being carried out by office staff. Office Security – People entering the TIRC building looking for a particular officer to deal with their enquiry rather than going to reception desk.</i>
Opportunities	<i>Part time staff - when the office manager is on leave travel arrangements could be handled by the Corporate Support Officers at Pirlangimpi and Milikapiti.</i>
Threats	<i>Power Outage, Viruses</i>

Financial Information

ASDC: 146402	Variance \$ = Act - Bud	Variance % = Var./Budget%	Analysis
Total Revenue	(\$6,619)	-98%	No income generated from hire of facilities
Total Expenses	(\$7,777)	-8%	
Net Surplus / (Deficit)	\$17,558	-9%	

Key Performance Indicators

Key Performance Indicators	Action	Measure of Success	Results
Increase revenue from fees and charges	Ensure all scheduled fees and charges Request to Invoice Customer are sent to Finance in a timely manner (within 24hr turnaround)	100% Revenue received from IWO charged to IBU& External BU	Fees & Charges invoiced & payments received
Accurate cash reconciliation	Cash/Cheque entered on Tiwi Accounts spreadsheet on a daily basis	Cumulative Cash/Cheque reconciliations to balance fortnightly	All reconciliations balanced
Staff Development	Staff undertake training		Training completed

Wurrumiyanga Office – Nunuk Andayani

The Wurrumiyanga office is also concerned with the efficient running of the office in the areas of reception, cleaning in the Wurrumiyanga office building. The Administration Office provides postal services to members of the Wurrumiyanga community. The Post Office will be open full day starting on Monday, 14 April 2014.

ASDC: 146401	Variance \$ = Act - Bud	Variance % = Var./Budget%	Analysis
Total Revenue	(\$1,334)	-15%	Lower revenue than budgeted
Total Expenses	(\$16,224)	-8%	Higher expenditure than budget
Net Surplus / (Deficit)	\$17,558	-9%	

Key Performance Indicators	Action	Measure of Success	Results
Increase revenue from fees and charges	Ensure all scheduled fees and charges Request to Invoice Customer are sent to Finance in a timely manner (within 24hr turnaround)	100% Revenue received from IWO charged to IBU& External BU	Fees & Charges invoiced & payments received
Accurate cash reconciliation	Cash/Cheque entered on Tiwi Accounts spread sheet on a daily basis	Cumulative Cash/Cheque reconciliations to balance fortnightly	All reconciliations balanced
Staff Development	Staff undertake training		Training completed

ICT – Chris Smith

Replacement of computers

We have installed 20 new computers across all locations in the Council. These computers are on a three year warranty and are required to run the latest software rolled out with the CouncilBIZ Citrix upgrade. We are probably the first Council to now be running almost all of our computers on Windows 7.

Server located at Wurrumiyanga

CouncilBIZ are still ironing out some issues for the local Tiwi Citrix server and will contract us when it is ready to deploy. We are hoping that the server may speed up for of the Citrix applications, especially assisting with printing.

Financial Information

No significant variations to budget in Dec 2013 beyond standard costs such as CBIZ support changes and monthly Telstra billing. ICT is a cost centre for other departments and income will be loaded through out the year by Finance.

ASDC: 146403	Variance \$ = Act - Bud	Variance % = Var./Budget%	Analysis
Total Revenue	\$0	0%	
Total Expenses	(\$208,726)	117%	Expenses lower than budget
Net Surplus / (Deficit)	(\$208,726)	117%	

Community Engagement – Chris Smith

NAIDOC Week

The Community Engagement Team has submitted a funding request for around \$10,000 for events in NAIDOC Week July 6 to 13. These include a competition in schools to design a poster for Tiwi NAIDOC Week events, funding to construct a small memorial for Tiwi's who have served in the armed forces at Pirlangimpi and Milikapiti Council offices, and a short movie on the Bombing of Darwin dance.

Short Movie on Substance Abuse

We have started the story board for the short movie and are purchasing some new equipment for the project.

Financial Information

No significant variation to budget.

RECOMMENDATION:

That Council notes this report for information

REPORTS FOR INFORMATION

ITEM NUMBER	7.7
TITLE	Infrastructure Report - EOM March 2014
REFERENCE	143731
AUTHOR	Karl Sibley, Director Infrastructure Services



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

Housing/ Fixed asset maintenance

The reduced trade team have been kept busy this month with completing works on Council assets and Capital/special purpose grants.

Packages being released by DHsg have been a lot smaller in size that initially indicated (Around 10K) and have not been economically viable to quote.

The first package we quoted was for an amount of around \$ 3500. All organisations on the Islands were beaten on this quote by an external organisation (Katherine based). With the Sealink ferry being so economical and package sizes being so small, the overheads that we experience having staff based on the Islands make Island based organisations non competitive in providing this service.

Civil services

General Maintenance

The rain started to slow down this month and the roads have begun to dry out. We anticipate that by the end of next month we will be able to start serious road works. Pedro started the maintenance grade from Wurrumiyanga to Ranku but was stopped by mechanical failure the grader broke down about 15km out of town. Another grader has now been sent over on the barge.

The side tipping trailer behind the Mack prime mover was sent to Darwin to get the ram saddles fixed as they were cracked at both ends and need reinforcing. This should be back within three weeks.

Our Civil crew have started the paving at Poantumili but are being severely hampered by the weather(this keeps filling with rain).

The Civil crew has been completing minor repairs to roads across Melville Island. Nine mile bend has had gravel dropped off at the site and we have flattened out the road over the pipes to complete this project.

The 22 tonne Excavator will be going up to Pirlangimpi to dig the new dump at the end of this month. A Land Use Request Form (LURF) was completed for the new dump which will be adjacent to the existing site.

Two driveways and a shed pad for staff housing were also completed this month.

The poisoning of drains around town has been completed in Milikapiti and the quad bike is going over to Pirlangimpi at the end of the month for the same to be done there.

We have contractors coming out at the start of next month to close out the work at Ranku and the end of Fourcroy road that was not finished by SKE when on site.

We have had two set backs this month with the grader dropping a ring and the tipper being out of action; we will bring the second side tipper over to Wurrumiyanga to start work with the contractors. The Civil staff are excited about next month as getting back to repair roads after a big wet will be a challenge.

Funerals

There were three funerals this month in Wurrumiyanga

Town Services

Town services have been kept busy keeping up with the grass cutting in public areas. Machinery failure has again been an issue, with the downtime of slashers being the main problem.

Bin brackets have been installed in several locations around Wurrumiyanga in an effort to ensure that bins are always available in prominent positions; at this stage this seems to be having little affect with large quantities of rubbish being on the ground around these site. Two large Mahogany trees were removed (at the request of tenants) from Puti Drive this month. We are awaiting the return of the side tipper from Darwin to remove the larger pieces; the smaller pieces are to be cut up for firewood for use within the town.

Barge Landing Operations

The boat shed operation and commercial return has been greatly improved by having Lorenzo responsible for this area.

Essential services

Current PWC extension expires on 31/04/2014. PWC had contractors on location this month to trim trees from power lines. We were able to piggy back this service to save on mobilisation and managed to replace thirty streetlights in Wurrumiyanga, fifteen in Pirlangimpi and fifteen in Milikapiti.

Fleet

March has been a busy month for fleet and workshops in all three locations with significant repairs and maintenance on lawn mowers, tractors and slashers.

Milikapiti workshop continues to be busy repairing civil works machinery, with a loader repaired this month that has been out of action for over 12 months.

Pirlangimpi workshop has been working on tractors, lawn mowers and private work.

In Wurrumiyanga the focus has been on grass cutting equipment with continual issues with aged slashers.

Fleet has released 6 surplus vehicles for on Island tender.

Fleet hire has been quiet this month with only a few to Governance and Youth Diversion.

	Retain
	Auction
	Local sale
	Program owned
	Under tender

Year	Registration	VIN No	Model/Type	Unit
2007	787-629	JTERV71J300001244	Toyota troopcarrier	Civil
2012	CA60OQ	MROFZ22G501181954	Toyota Hilux D/cab Ute	Civil
2008	CA16YV	JTERV71J100002585	Toyota Landcruiser Troopcarrier	Civil

2009	958-668	MPATFS85H9T102049	Isuzu Dmax d/cab ute	Civil
2011	CA26QP	MNAUMFF50BW101356P	Ford ranger crew cab	Com services
2011	CA26QO	MNAUMFF05BW100771	Ford ranger crew cab	Com services
2012	CA34QU	MNBAXXXARJACR85091	Ford Fiesta sedan	Com services
2012	CA53HP	MNTFBUK13A0006466	Nissan Micra Hatchback	Com services
2008	919-437	JTFSR22P400003836	Toyota Hiace PSGVAN	Com services
2012	CA34QT	MNBAXXXARJACR84647	Ford Fiesta sedan	Com services
2012	CA80LQ	MMU156FHODH647050	Holden Colorado station wagon	Corp serv
2012	CA84IC	MNTVCUD40AOO25137	Nissan Navara d/cab	Corp serv
2012	CA66RD	MNAUMAF50CW115271	Ford Ranger Super cab	ESO
2005	CA84NT	MNAUMFF50DW169513	Ford ranger crew cab	ESO
2010	991-029	MPATFS85JAT101427	Isuzu Dmax d/cab ute	ESO
2005	746-556	MRODZ22G100003469	Toyota Hilux Ute	ESO
2010	981-038	JSAJTDA4V00204446	Suzuki Grand Vitara	Finance
2006	CA21UW	JN1CNUD22A0052432	Nissan Navara d/cab	Fleet
2006	CA21UY	JN1CNUD22A0052070	Nissan Navara d/cab	Fleet
2012	CA84IK	MNTVCUD40A0025101	Nissan Navara d/cab	Fleet
2005	736-270	JN1UCLY61A0522796	Nissan Patrol Ute	Fleet
2005	CA89NR	JN1CNUD22A0054526	Nissan Navara d/cab	Fleet
2005	900-074	JTFDV626X00009187	Toyota Hilux D/cab Ute	Fleet
2006	930-593	JN1CNUD22A0054532	Nissan Navara d/cab	Fleet
1998	920-824	JT721PJ508014818	Toyota troopcarrier	Fleet
1998	544-244	JN1URNY60A0011505	Nissan Patrol ute Y60	Fleet
2003	701-261	MR032LNH905002308	Toyota Hilux ute extra cab	Fleet
2004	908-886	JTFDV626400021271	Toyota Hilux D/cab Ute	Fleet
2005	921-568	JN1ANUD22A0029977	Nissan Navara ute	Fleet
2006	974-215	JN1CNUD22A0052241	Nissan Navara d/cab	Fleet
2001	789-361	JTFAM426600094992	Toyota Hilux Ute	Fleet
2002	CA64PW	JTFDV696500009989	Toyota Hilux Ute	Fleet
2002	637-500	JN1ANUD22A0012111	Nissan Navara d/cab	Fleet
2002	952-421	MR033LNE909001745	Toyota Hilux D/cab Ute	Fleet
2003	980-779	JTFEK426900012180	Toyota Hilux D/cab Ute	Fleet
2004	978-558	JTFEK426600013593	Toyota Hilux D/cab Ute	Fleet
2004	975-634	JTELB71J907044217	Toyota Landcruiser Ute	Fleet
2005	952-910	JNIWCLY61A0523158	Nissan Patrol ute	Fleet
2005	976-032	JTERB71J800028612	Toyota troopcarrier	Fleet
2005	974-214	JN1CNUD22A0052886	Nissan Navara d/cab	Fleet
2005	733-387	JN1CNUD22A0047731	Nissan Navara d/cab	Fleet
2005	941-621	JT733LNA609049707	Toyota Hilux Ute	Fleet
2006	753-776	JN1CNUD22A0052579	Nissan Navara d/cab	Fleet
2006	753-605	JN1CNUD22A0052364	Nissan Navara d/cab	Fleet
2009	919-385	JMFLNV98WAJ000110	Mitsubishi Pajero stat/wag	Fleet
2005	743-625	JNICNUD22A0051856	Nissan Navara d/cab	Fleet
2001	707-870	JTELB71J607017248	Toyota Landcruiser Ute	Fleet
2003	703-208	JTFDK626000030185	Toyota Hilux D/cab Ute	Fleet
2003	928-075	MR032UNF405001871	Toyota Hilux Ute	Fleet
1997	508-965	JMFJNP15VVA000291	Mitsubishi light goods van	Fleet
1998	971-549	JT733LNG700009234	Toyota Hilux ute	Fleet
2000	583-396	MR031LNG705501775	Toyota Hilux Ute	Fleet
2000	919-352	JT731LNG700021395	Toyota Hilux Ute - single cab	Fleet

2002	767-658	JT743LHJ401011415	Toyota Commuter bus 120	Fleet
2003	972-870	MR033LNG907820802	Toyota Hilux D/cab Ute	Fleet
2004	974-213	JT743LHJ401019248	Toyota Hiace light Omnibus	Fleet
2004	928-076	JT743LHJ401020348	Toyota Commuter bus	Fleet
2004	947-285	JTFDK626X00031151	Toyota Hilux D/cab Ute	Fleet
2004	947-298	JTECB01JX01017828	Toyota Landcruiser d/cab Ute	Fleet
2004	179-145	JTECB01J901016508	Toyota Landcruiser d/cab Ute	Fleet
2004	921-589	JTGFG518507000450	Toyota Coaster light Omnibus	Fleet
2005	798-676	JTERB71J200026287	Toyota troopcarrier	Fleet
2006	975-206	SALLAAA136A396331	Land Rover Discovery	Fleet
2008	996-910	SALLDHMS79A766622	Land Rover Defender	Fleet
2011	994-984	MPATFS85HBT102016	Isuzu Dmax d/cab ute	Fleet
2011	994-986	MPATFS85HBT102017	Isuzu Dmax d/cab ute	Fleet
2011	CA20BM	WF0XXXTTFXBC31330	Ford Transit Van	Fleet
2012	CA44ME	MNAUM1F50CW107162	Ford Ranger super cab	Fleet
2010	991-034	MPATFS85HAT101984	Isuzu Dmax d/cab ute	Fleet
2010	991-030	MPATFS85JAT101461	Isuzu Dmax d/cab ute	Fleet
2010	991-032	MPATFS85HAT105384	Isuzu Dmax d/cab ute	Fleet
2010	991-031	MPATFS85HAT105365	Isuzu Dmax d/cab ute	Fleet
2011	994-974	MPATFS85HBT102015	Isuzu Dmax d/cab ute	Fleet
2011	CA26KU	MNAUMFF50BW100631	Ford ranger crew cab	Housing
2012	CA34IS	MNAUM1F50CW10731	Ford Ranger Super cab	Housing
2012	CA44MG	MNAUM1F50CW107485	Ford Ranger super cab	Housing
2010	971-333	MPATFS85JAT100384	Isuzu Dmax d/cab ute	Housing
1990	CA32AI	6FPAAJG31LM56825	Ford Falcon LTD Hearse	Inf
2013	CA 84 ML	MNUAMFF5ODW169498	Ford Ranger twin cab 4WD	Inf
2011	CA0-3EF	MR0EX12G702052054	Toyota Hilux D/cab Ute	Night Patrol
2011	CA0-3EE	MR0EX12G402055705	Toyota Hilux D/cab Ute	Night patrol
2008	921-452	MMBJNKA408D083554	Mitsubishi Triton ute	Night Patrol
2008	921-451	MMBJNKA408D092416	Mitsubishi Triton ute	Night Patrol
2007	799-788	JTFST22P7000021146	Toyota Hiace PSGVAN	Night Patrol
2006	972-280	JTELB71J607057300	Toyota Landcruiser Trayback	Outstations
2011	994-985	MPATFS85HAT103104	Isuzu Dmax d/cab ute	TS
2010	971-334	MPATFS85HAT102002	Isuzu Dmax d/cab ute	TS
2012	CA34QW	MNAUM1F80CW10691	Ford Ranger Super Cab Hi Rider	TS
2012	CA34QX	MNAUM1F80CW10680	Ford Ranger Super Cab Hi Rider	TS
2012	CA34QV	WFOFXXTTFFBU76996	Ford Transit Flat Top Truck	TS
2012	CA44MD	WFOFXXTTFFCB53651	Ford Transit Flat Top Truck	TS
2012		1HFTE37UXC4350702	Honda Quad bike	TS
			TRX420FPA	TS
			Quad bike GT Motor Puma 250	TS

Strategic Planning:

Fleet has been conducting an audit on the light vehicles the plan is to reduce the fleet size by approximately 50%, but still have enough vehicles for allocations and pool, surplus vehicles will be disposed of by either tender trade in or auction.

With both the inability to recruit a suitable mechanic and the health issues being experienced with one of our mechanical staff we have engaged two contract mechanics for a period of six weeks. This is already having significant impact in reducing work loads and increasing productivity.

Infrastructure HR

Works Coordinator positions were filled in both Wurrumiyanga and Pirlangimpi this month.

Recruiting for the Diesel Fitter position has been unsuccessful, with only three applications received and these being deemed unsuitable. This has been advertised again using different forms of media in the hope that we may increase interest.

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

That Council notes this report for information

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.8
TITLE	Wurrumiyanga Barge Landing Facility
REFERENCE	143821
AUTHOR	Karl Sibley, Director Infrastructure Services



Recent email correspondence and copies of concept plans are attached for Council's information. NTG Dept. Infrastructure are the project managers for this project and Jacob's SKM have been appointed as their design consultants.

BACKGROUND

Please refer to the attached email and copies of concept designs / sketches for the proposed new Wurrumiyanga Barge Landing Facility.

Council would be aware that this project is now under the project management of NTG Dept. Infrastructure and that there is a revised budget with reduced scope of works (based on the original concept designs previously prepared by the Shire Council).

We have reviewed the Dept. Infrastructure proposal and have identified our concerns.

Council may wish to provide additional comments in relation to this project.

ISSUES/OPTIONS/CONSEQUENCES

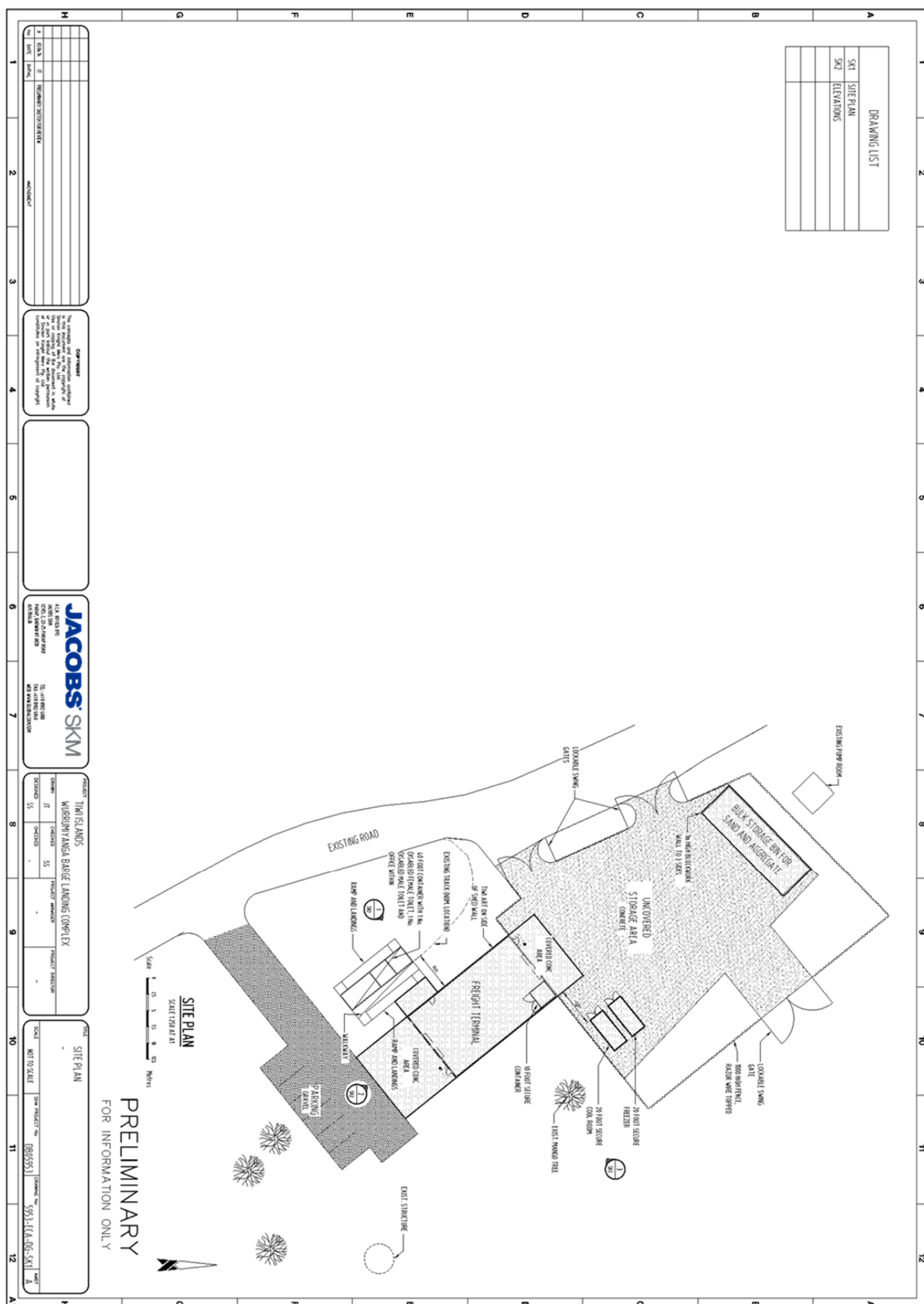
CONSULTATION & TIMING

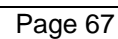
RECOMMENDATION:

That Council notes the report for information and decides if any additional correspondence is required.

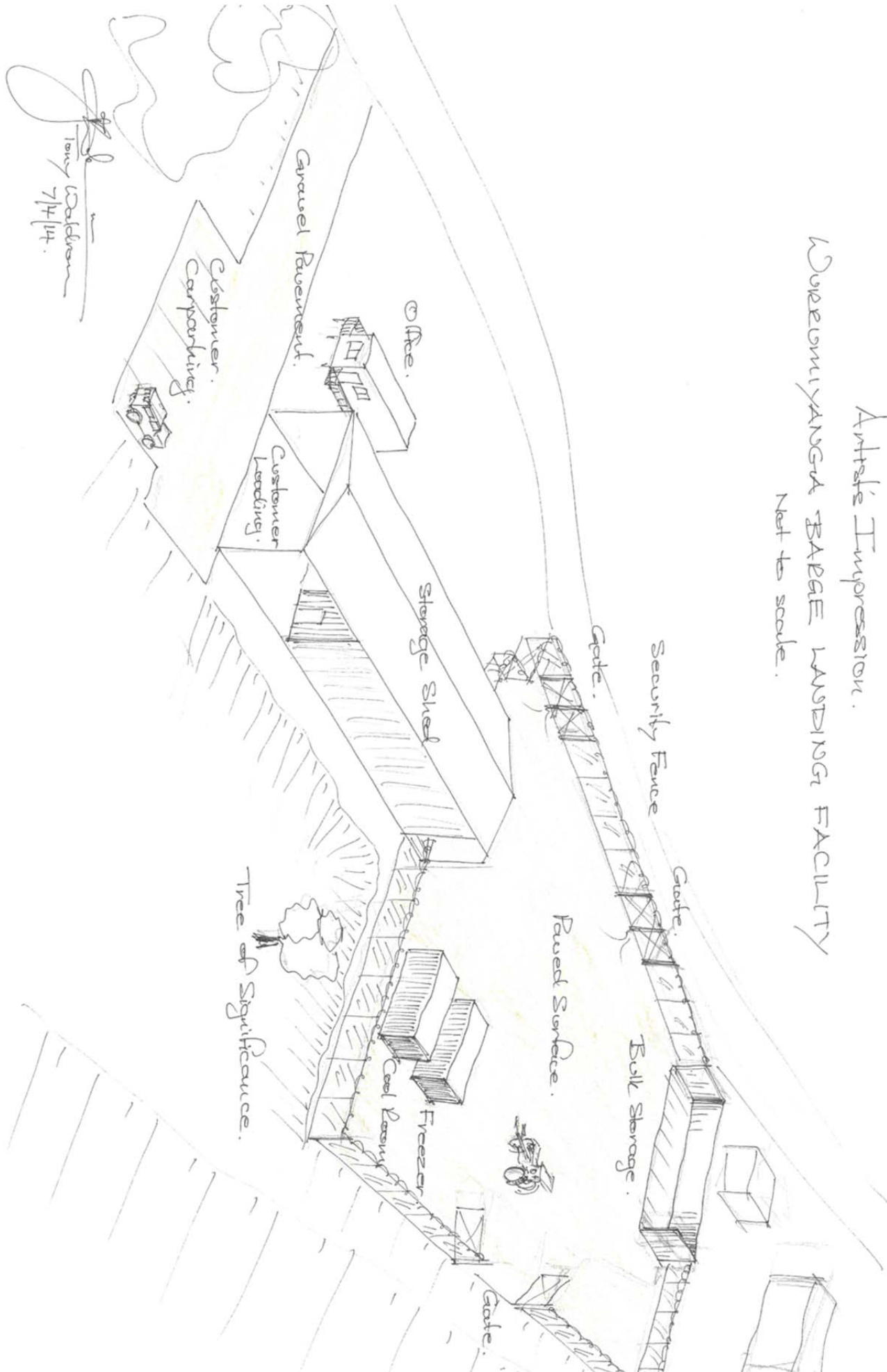
ATTACHMENTS:

- 1 Stakeholder consult plan.pdf
- 2 Stakeholder consult elevations.pdf
- 3 Stakeholder Facility Impression.pdf
- 4 Email dated 11 April re Wurrumiyanga Barge Landing Facility.pdf





Artist's Impression.
 DUEENIYANGDA BARGE LANDING FACILITY
 Not to scale.



Bruce Moller

From: Tony Waldron <Tony.Waldron@nt.gov.au>
Sent: Friday, 11 April 2014 2:34 PM
To: Karl Sibley
Cc: Alan Hudson
Subject: RE: Wurrumiyanga Barge Landing Facility

Karl,

Thanks for the time to provide feedback. I will explain the reasons for the reduction in scope.

DoI is building an operational barge landing with a relatively small budget. In 2013 the cost estimates of the original scope were too high so the scope was reduced with the agreement of Stakeholders in 2013. The agreed reductions were the deletion of;

- Concrete barge ramp
- Bitumen pavements
- Public toilet block.
- Tiwi Artwork and landscaping
- Awnings on the end of the storage building

However estimates of the reduced scope were still too high so SKM (Design Consultants) produced the recent concept. It provides cost reductions through using module proprietary items and reducing the footprint of the facility. During design a tree of cultural significance came to light which further impacted the design.

In answer to your comments I provide the following;

1. Parking has been reduced. The delivery and distribution of freight will be much more orderly once the complex is operational. Customers will not have to rush in the morning to obtain their items because they will not be left in the open to spoil.
2. I fully understand your preference for a sealed barge ramp but it is a high cost item which is not affordable at this stage. The new concept allows for upgrades as funds become available.
3. Toilets may be essential to the development of a tourism transport terminal but not to the barge landing complex. The complex will have staff toilets.
4. Landscaping and Artwork would no doubt beautify the area but are not essential to an operational barge complex. There is an area between the road and the office which can be landscaped when funding permits.

Tony G Waldron | Project Manager
Department of Infrastructure

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 PO Box 61, Palmerston NT 0831

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PLEASE CONSIDER THE ENVIRONMENT BEFORE YOU PRINT THIS E-MAIL

From: Karl Sibley [<mailto:Karl.Sibley@tiwiislands.nt.gov.au>]
Sent: Wednesday, 9 April 2014 12:59 PM
To: Tony Waldron
Cc: Alan Hudson
Subject: RE: Wurrumiyanga Barge Landing Facility

Hi Tony,

We have some concerns around the suitability of this concept, it lacks key elements of the original concept.

- 1) Inadequate parking. Usually there are over 20 vehicles that attend the site on a Thursday morning to receive groceries. Due to the fact that goods are often packed and placed in the wrong area (eg fruit and vegetables being packed in with freezer goods) we believe that even when a storage facility is available most customers will still want to collect their goods upon barge arrival.
- 2) Barge landing. One proponent of the original concept was a sealed/concrete barge landing. Often large machinery cannot be unloaded at the lower parts of the tide due to the steep incline of the natural bank. This is often problematic to us when moving civil equipment.
- 3) Public Toilets. These were in the original concept and are critical component in this area with the nearest public toilets being over 800 meters away.
- 4) Landscaping. There is no mention of landscaping at or around this site as discussed initially with traditional owners.

Kind Regards

Karl Sibley

Director Infrastructure Services

Tiwi Islands Regional Council

PO BOX 104

Parap NT 0801

karl.sibley@tiwiislands.nt.gov.au

FAX: 08 89709006

PH: 08 89709569

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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From: Tony Waldron [<mailto:Tony.Waldron@nt.gov.au>]

Sent: Monday, 7 April 2014 3:36 PM

To: 'ceo@tiwilandcouncil.com'; rayallwright@tiwienterprises.com; Alan Hudson; Karl Sibley

Subject: Wurrumiyanga Barge Landing Facility

Dear Stakeholders,

The Department of Infrastructure is working towards completing the construction of the Wurrumiyanga barge landing facility this year. Jacobs' SKM have been awarded the design consultancy.

As you are aware the budget is tight and recent estimates indicate the previously approved design concept unachievable. In order to provide a fully functional facility within budget, SKM has split the building into separate modules comprising of main storage shed, office and toilet block, fridge and freezer. The secure alcohol storage will be a secure unit within the secure main storage shed. The security fencing has been reduced to a minimum by

enclosing only the hardstand/working area. The level of the lot must be raised to keep it above tidal influence, which is one of the big expenses. It is planned to provide a concrete or asphalt pavement in the hardstand area only, but it must be recognised this is a very expensive item and may not be possible.

Jacobs' SKM is currently designing the attached concept and I am seeking your comments as to its suitability. Time is short so please reply by C.O.B. Thursday.

Should you wish to discuss any matter do not hesitate to phone me.

Tony G Waldron | Project Manager
Department of Infrastructure

p... (08) 8999 4618 | f... (08) 8999 4682 | m...0417 808 022 | e... tony.waldron@nt.gov.au | www.nt.gov.au

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REPORTS FOR INFORMATION

ITEM NUMBER	7.9
TITLE	Governance Managers Report - End of Month - March 2014
REFERENCE	143687
AUTHOR	Bruce Moller, Governance Manager



BACKGROUND

The Governance Manager provides effective leadership in governance activities to support the strategic direction of Tiwi Islands Regional 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 / local authority 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 Regional 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. Note: Salary costs for Sally Ullungura from February to June 2014 were not allocated as part of the original Governance budget for 2013/14.

3. Action SDC – 146200 – CTG - Governance

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

4. Action SDC – 154000 – SPG – Rebranding Regional Council

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

5. Action SDC – 154100 – SPG – Local Authority Establishment

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.

Due to recent staff restructuring Sally Ullungura has re-joined the Governance Team from February 2014 as Administrative Support Officer.

Travel (undertaken) March 2014

- 11 March – Council Meeting (Pirlangimpi) – deferred from 26 Feb 2014
- 17 March to 20 March (Darwin) – Local Authorities Induction / Information Workshops
- 21 March – (Darwin) – work in Darwin office.
- 25 March – (Milikapiti) – 1st Local Authority Meeting
- 26 March – (Milikapiti) – Council Meeting
- 27 March – (Milikapiti) – TIRC / Tiwi Land Council Meeting

Travel (proposed) April 2014

- 15–16 April – (Pirlangimpi) 1st Meeting – Draft 2014/15 Strategic Plan / Budgets.

Visitors and Meetings:

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

Local Authority Meeting held in:

- Milikapiti (1st Meeting) Tuesday 25 March 2014 (10 am)

Ordinary Council Meeting held in:

- Pirlangimpi (11 March) – Deferred from Wednesday 26 February 2014 (10 am).
- Milikapiti (26 March)

Special Council Meeting / Sub Committee Meeting held in:

- Mon 10 March – TIRC Local Authority - Sub C'tee Meeting # 2 at Wurrumiyanga (cancelled due to death in community)
- Thur 27 March – Joint Meeting held with Tiwi Land Council.

Councillors Professional Development

Governance Training.

We have completed some combined training and inductions for both Councillors and newly appointed Local Authority members in Darwin on Tue 18 March to Thur 20 March 2014.

A full day training workshop was undertaken by all 12 Councillors on Wed 19th March as part of the above 3 day program covering Prevention of Discrimination, Harassment & Bullying at work.

Regional Councils & Local Authorities

TIRC held the Local Authority (LA) member inductions / training in Darwin from 17 to 20 March (this included (12) Elected Members, (24) new Ordinary LA members, plus senior staff (total attendees were approx. 50).

Key Performance Indicators (From TISC Shire Plan):

Key Performance Indicator	Action	Completed by Whom	Target Date	Measure of Success	Commenced
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 REGIONAL COUNCIL
COUNCIL MEETINGS - 2013 - 14 F/Y
OFFICIAL ATTENDANCE REGISTER**

COUNCILLOR	WARD	Jul 31 ORD W	Aug 28 ORD P	Oct 2 ORD M	Oct 30 ORD W	Nov 26 ORD P	Dec 18 ORD P	Jan 29 ORD W	Mar 11 ORD P	Mar 26 ORD M
1. Lynette Jane De Santis - Mayor	Milikapiti	Y	Y	Y	Y	C	Y	Y	Y	Y
2. Marius Puruntatameri - Deputy Mayor	Pirlangimpi	X	Y	A	Y	C	Y	A	A	Y
3. Anita Moreen (Appointed 28 June 2013)	Milikapiti	Y	Y	Y	Y	C	Y	A	Y	Y
4. Irene Tipiloura (Appointed 23 January 2014)	Milikapiti							Y	Y	Y
5. Peter Rioli (Resigned 10 December 2013)	Milikapiti	X	Y	Y	X	C				
6. Emmanuel Rioli	Pirlangimpi	X	Y	Y	A	C	Y	A	Y	A
7. Therese Bourke	Pirlangimpi	A	A	A	Y	C	Y	A	Y	Y
8. Brian Tipungwuti	Wurankuwu	Y	Y	Y	Y	C	Y	Y	A	Y
9. Barry Puruntatameri	Nguiu	Y	Y	Y	Y	C	Y	Y	X	Y
10. Leslie Tungutalum	Nguiu	Y	Y	A	Y	C	Y	Y	Y	Y
11. John Naden	Nguiu	Y	Y	Y	Y	C	Y	Y	Y	Y
12. Crystal Johnson	Nguiu	Y	Y	Y	Y	C	Y	Y	A	Y
13. Gawin Tipiloura	Nguiu	Y	Y	Y	Y	C	Y	Y	Y	Y

COUNCILLOR	WARD	Jul 8 SP W	Aug 6 SP W	Nov 14 SP W	Jan 21 SP W	Mar 20 SP D
1. Lynette Jane De Santis - Mayor	Milikapiti	Y	A	Y	Y	Y
2. Marius Puruntatameri - Deputy Mayor	Pirlangimpi	X	Y	Y	Y	Y
3. Anita Moreen (Appointed 28 June 2013)	Milikapiti	Y	A	A	Y	Y
4. Irene Tipiloura (Appointed 23 January 2014)	Milikapiti					Y
5. Peter Rioli (Resigned 10 December 2013)	Milikapiti	A	X	Y		
6. Emmanuel Rioli	Pirlangimpi	X	A	Y	Y	Y
7. Therese Bourke	Pirlangimpi	Y	A	Y	Y	Y
8. Brian Tipungwuti	Wurankuwu	X	Y	Y	Y	Y
9. Barry Puruntatameri	Nguiu	Y	Y	Y	Y	Y
10. Leslie Tungutalum	Nguiu	Y	Y	A	A	Y
11. John Naden	Nguiu	Y	Y	Y	Y	Y
12. Crystal Johnson	Nguiu	Y	Y	A	A	Y
13. Gawin Tipiloura	Nguiu	Y	Y	A	Y	Y

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

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

COUNCILLOR	WARD	Jul 30 PRE W	Aug 27 PRE P	Oct 1 PRE M	Oct 29 PRE W	Nov 26 PRE P	Dec 17 PRE P	Jan 28 PRE W	Feb 25 PRE P
1. Lynette Jane De Santis - Mayor	Milikapiti	Y	Y	Y	Y	C	Y	Y	C
2. Marius Puruntatameri - Deputy Mayor	Pirlangimpi	X	Y	Y	Y	C	A	A	C
3. Anita Moreen (Appointed 28 June 2013)	Milikapiti	Y	Y	Y	Y	C	A	A	C
4. Irene Tipiloura (Appointed 23 January 2014)	Milikapiti							Y	C
5. Peter Rioli (Resigned 10 December 2013)	Milikapiti	X	Y	Y	X	C			
6. Emmanuel Rioli	Pirlangimpi	X	A	Y	A	C	Y	A	C
7. Therese Bourke	Pirlangimpi	A	A	A	A	C	A	A	C
8. Brian Tipungwuti	Wurankuwu	Y	A	Y	A	C	Y	Y	C
9. Barry Puruntatameri	Nguiu	Y	Y	Y	Y	C	Y	Y	C
10. Leslie Tungutalum	Nguiu	Y	A	Y	Y	C	Y	Y	C
11. John Naden	Nguiu	A	Y	Y	Y	C	Y	Y	C
12. Crystal Johnson	Nguiu	Y	Y	Y	Y	C	A	Y	C
13. Gawin Tipiloura	Nguiu	Y	Y	Y	Y	C	Y	Y	C

COUNCILLOR	WARD	Jul 30 LB W	Aug 27 LB P	Oct 1 LB M	Oct 29 LB W	Nov 26 LB P	Dec 10 LB M	Dec 17 LB P	Jan 28 LB W	Feb 25 LB P	Mar 25 LB A
1. Lynette Jane De Santis - Mayor	Milikapiti	Y	Y	Y	Y	C	Y	Y	Y	Y	Y
2. Marius Puruntatameri - Deputy Mayor	Pirlangimpi	A	Y	A	Y	C	A	X	A	Y	A
3. Anita Moreen (Appointed 28 June 2013)	Milikapiti	Y	Y	Y	Y	C	A	X	A	A	Y
4. Irene Tipiloura (Appointed 23 January 2014)	Milikapiti								Y	A	A
5. Peter Rioli (Resigned 10 December 2013)	Milikapiti	A	Y	Y	X	C	A				
6. Emmanuel Rioli	Pirlangimpi	A	Y	Y	A	C	A	Y	A	Y	A
7. Therese Bourke	Pirlangimpi	A	Y	A	A	C	A	X	A	A	A
8. Brian Tipungwuti	Wurankuwu	Y	X	Y	Y	C	A	Y	Y	A	A
9. Barry Puruntatameri	Nguiu	Y	Y	Y	Y	C	A	Y	A	A	A
10. Leslie Tungutalum	Nguiu	Y	A	Y	Y	C	A	Y	Y	A	A
11. John Naden	Nguiu	A	Y	Y	Y	C	A	Y	Y	A	A
12. Crystal Johnson	Nguiu	Y	Y	Y	Y	C	A	Y	Y	A	A
13. Gawin Tipiloura	Nguiu	Y	Y	Y	A	C	A	Y	Y	A	A

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

LEGEND	
Meeting Type	Location
ORD = Ordinary Meeting	W = Wurumiyanga (Nguiu)
SP = Special Meeting	P = Pirlangimpi
LB = Local Board Meeting	M = Milikapiti
LA = Local Authority Meeting	
PRE = Pre Agenda Meeting (Ordinary)	
Attendance	NT LG Act - Councillor will be automatically disqualified from Council if absent (without approved apology) from two consecutive ordinary meetings.
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