



**MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD IN THE
WURRUMIYANGA OFFICE ON MONDAY, 16 MARCH 2015 AT 2:00 PM**

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 2:00 pm.

The Official Manager Mr Allan McGill welcomed staff and guests.

1.2 Present

Council: Mr Allan McGill (Official Manager)

Officers: Bruce Moller (A/CEO), Karl Sibley (Director Infrastructure), Rosanna De Santis (Director Community Support), Lesley Palmer (Deputy Director Corporate Services), Bill Toy (Deputy Director Community Support), Selvan Supramaniam (Senior Financial Accountant), Maina Brown (A/Governance Manager) Marcelo Costi (Systems and Quality Officer).

Minutes: Maina Brown (A / Governance Manager)

1.3 Apologies

Nil

1.4 Leave of Absence

Hollie Abra (A/Finance Manager and Contracts Manager)

1.5 Declaration of Interest of Members or Staff

Nil

2 BUSINESS ARISING

Nil

3 CORRESPONDENCE

Nil

4 GENERAL BUSINESS

Nil

5 REPORTS FOR DECISION

5.1 CREDIT CARD POLICY

It was noted that the existing policy does not clearly require a statutory declaration in cases where receipts have been misplaced. All credit card expenditure must be supported by all relevant paper work.

1. RESOLUTION

Official Managers Determination

That policy number 014 regarding Corporate Credit Cards be amended by the inclusion of the following in the section “Responsibilities – Tax Invoices “ -

- A. “ Should , in extenuating circumstances , receipts and tax invoices be misplaced the Card Holder must provide a signed and witnessed Statutory Declaration providing an explanation of the purpose and nature of the expenditure as well as the transaction amount and the transaction vendor.”**
- B. And further that the Policy be amended to set the meal allowances to not exceed the rates approved via Council staff movement requisitions.**

CARRIED

5.2 TIWI ISLANDS FOOTBALL LEAGUE SPONSORSHIP

2. RESOLUTION

Official Managers Determination

That, as part of the total package of Council assistance and support for the TIFL, the Council contributes up to \$650 towards the cost of trophies for the 2015 Grand Final.

CARRIED

5.3 TRAVEL POLICY DELEGATIONS

3 RESOLUTION

Official Managers Determination

That, further to the resolution of 18 February 2015, in which certain delegations were suspended in relation to approval of staff travel between the Tiwi Islands and Darwin, that part of the resolution be withdrawn allowing those with delegations for this level of work related travel to resume that delegated authority.

CARRIED

5.4 INTERNAL AUDIT COMMITTEE

4 RESOLUTION

Official Managers Determination

- A. That the Finance and Audit Committee be disbanded.**
- B. That a report be prepared in relation to the creation of an Audit Committee having a focus on risk management, policy development , governance and compliance.**

CARRIED

5.5 TITEB – OCCUPANCY OF THE WOMEN’S CENTER AT MILIKAPITI AND WURRUMIYANGA HOUSE

It was noted that there have been ongoing discussions with TITEB in relation to occupancy of a Council building at Milikapiti.

5 RESOLUTION

Official Managers Determination

- A. That, in the interests of supporting TITEB deliver training and women’s activity at Milikapiti, the Council enter into an occupancy agreement with TITEB and that the agreement be based on a trial period of six months, that the rental be negotiated and cover the Council’s leasing cost to OTL and that TITEB be responsible for any fit out costs and for power.**
- B. That until the Council employs a new CEO, the Council house allocated to that position be offered to TITEB as a joint accommodation facility for TITEB trainers and for short term Council employee accommodation.**

CARRIED

5.6 STAFF RESOURCES

The meeting considered the staff resources needed to deal with the current backlog of compliance issues and projects, the resources required to get on top of the 2014/15 budget and woks program and those resources needed in the longer term.

6 RESOLUTION

Official Managers Determination

That the A/CEO conduct an urgent review of the Council’s organization structure having regard to appropriate functional alignment, reporting lines, role clarification of the various support services (eg Finance & HR) and the future direction of the Council.

CARRIED

5.7 BUDGET REVIEW

7 RESOLUTION

Official Managers Determination

A. Fees and Charges

That, in response to the Tiwi Education Board letter dated 2 January 2015, regarding transport costs, and in recognition of the Board's role in the Tiwi College transporting students to and from Wurrumiyanga, the Board be granted "private rate" status in relation to the fees payable for vehicles involved with the transportation of students on the inter-Island ferry service.

- B. That all internal facility hire charges for Council use of Council owned or controlled meeting rooms, equipment etc be suspended for the 2014/15 financial year.**

CARRIED

5.8 TOURIST PRECINCT

The A/CEO reported on a meeting held on 12/3/15 in relation to plans for a tourism precinct at Wurrumiyanga. Although the plans were only conceptual the Council had very little involvement until recently.

8 RESOLUTION

Official Managers Determination

That the oral report from the A/CEO on the proposed tourism precinct be noted and that Council staff continue to liaise with Government Departments and Tiwi Enterprises to further develop and consider the plans.

CARRIED

5.9 GENERAL PURPOSE ADVISORY COMMITTEE

The meeting noted that, although Local Authorities provided advice to the Council, a broader Advisory Committee would be beneficial to assist the Official Manager as the 2015/16 Council Plan and budget is developed. For this reason it was proposed that, notwithstanding that they are currently suspended, all existing Councillors be invited to join an advisory committee.

9 RESOLUTION

Official Managers Determination

- A. That pursuant to Section 54 of the Local Government Act , a General Purpose Advisory Committee is hereby formed to provide advice to the Official Manager in relation to Council programs, the preparation of the**

2015/16 Council Plan and Budget and other matters that Official Manager seeks advice on.

B. That the following people be appointed to the Committee -

- 1. Lynette De Santis**
- 2. Marius (Pirrawayingi) Puruntatameri**
- 3. Barry Puruntatameri**
- 4. Leslie Tungutalum**
- 5. Crystal Johnson**
- 6. Venard Pilakui**
- 7. Gawin Tipiloura**
- 8. John Naden**
- 9. Manyi Rioli**
- 10. Therese (Wokay) Bourke**
- 11. Anita Moreen**
- 12. Irene Tipiloura**

C. That members of the Committee be paid an allowance equal to the meeting allowance payable to a member of a local authority for each meeting attended to be paid in arrears.

D. That the Council will arrange, or reimburse Members of the Committee for any travel, accommodation or general expenses incurred in attending meetings of the Committee provided that the that those travel, accommodation and other expenses are approved prior to being incurred.

CARRIED

6 Closure

The meeting closed at 2:40 pm.