



# **AGENDA**

## **ORDINARY COUNCIL MEETING**

### **MONDAY, 27 APRIL 2015**

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

- Monday, 27 April 2015 at
- Wurrumiyanga Board Room
- Commencing at 10:00 am

Your attendance at the meeting will be appreciated.

**Garry Lambert**  
**A / 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 - 16 March 2015*

*Ordinary Meeting - 25 March 2015*

*Special Meeting - 09 April 2015*

#### **2 VISITORS AND PRESENTATIONS**

*Nil*

#### **3 BUSINESS ARISING**

*Nil*

#### **4 CORRESPONDENCE**

*Nil*

#### **5 GENERAL BUSINESS**

*Nil*

#### **6 REPORTS FOR DECISION**

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6.2	TIWI'S IN MANAGEMENT ROLES REPORT .....	7
6.3	APPLICATION FOR NEW CONTINUING SPECIAL LIQUOR LICENCE - NORTHERN RISE VILLAGE SERVICES P/L, PORT MELVILLE TEMPORARY WORKER CONSTRUCTION CAMP .....	11

**NOTE :** AS AT THE CLOSEOFF TIME FOR THIS AGENDA, TWO ADDITIONAL REPORTS FOR DECISION WERE STILL UNDER PREPARATION AND MAY BE SUBMITTED TO COUNCIL AS PART OF A SUPPLEMENTARY AGENDA.

- 14/15 REVISED BUDGET REVIEW
- MOU IN RELATION TO ROAD WORKS ON MELVILLE ISLAND

#### **7 REPORTS FOR INFORMATION**

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**8      NEXT MEETING**

WEDNESDAY 27<sup>TH</sup> MAY AT PIRLANGIMPI COMMUNITY, MELVILLE ISLAND.

**9      CLOSURE**

Meeting closed at.....

*Insert Previous Minutes here*

**Confirmation of Previous Minutes**

*Special Meeting - 16 March 2015*

*Ordinary Meeting - 25 March 2015*

*Special Meeting - 09 April 2015*

**REPORTS FOR DECISION**

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<b>ITEM NUMBER</b>	6.1
<b>TITLE</b>	Appointment of External Auditors for 14/15 & 15/16
<b>REFERENCE</b>	157698
<b>AUTHOR</b>	Selvan Supramaniam, Senior Accountant



To consider appointment of external auditor for the next two financial years 14/15 and 15/16.

**BACKGROUND**

Due to present circumstances we are NOT following normal renewal process of public tender / quotation for an external auditor, whom have been our auditor for the past five years, but noting the continuation of Merit Partners as Auditors until such reasonable time of two financial years when we are fully across current financial circumstances. This is subject to approval for exemption or dispensation by the Department of Local Government and Community Services.

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

As soon as possible.

**RECOMMENDATION:**

**That Council appoints Merit Partners as the external auditors for the financial years ending 30 June 2015 and 30 June 2016.**

**ATTACHMENTS:**

There are no attachments for this report.

## REPORTS FOR DECISION

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<b>ITEM NUMBER</b>	6.2
<b>TITLE</b>	Tiwi's in Management Roles Report
<b>REFERENCE</b>	158049
<b>AUTHOR</b>	Lesley Palmer, Director Corporate Services



The recruitment of Tiwi people to management roles is a desirable outcome for the organisation, the TIRC Workforce Development Plan details issues from the internal and external environment that impact the achievement of Tiwi staff to management roles. Options to support pathways to management are outlined below.

### **Pathways for progression**

- High School Engagement Program** - The foundation stone to management roles is to have a Year 12 education that provides the skill sets needed for roles within the Council including computer literacy – MS Word and MS Excel; good communication skills in English (written and verbal), basic maths and willingness to undertake further study. This would entail meetings with high school staff to discuss the options for positions in the Council and the skill sets needed and presentations to Year 10 students. There may be options for Vocational Education and Training (VET) courses that support job roles in administration, ICT & management.

Pros – school leavers better equipped to apply for jobs with TIRC (and other employers) that are beyond basic entry level.

Cons – No major negative points, although TIRC may not always have vacancies available at the time school leavers finish Year 12.

Budget – no required costs in existing staff time for meetings and school visits.

- Internal development** through the identification of staff who show the capacity and willingness to undertake team leader and supervisor roles, offer Acting roles where appropriate, target these staff for training opportunities, which may initially be one or 2 day courses with an aim to enrol these staff on a Certificate of Business (Frontline Management) as a basic overall style course for people moving to management roles. There is also the option of a Diploma of Frontline Management. It is essential that reputable Registered Training Providers who are the primary training provider are used, this will ensure that standards and competencies are met qualification e.g. Charles Darwin University and Tiwi staff are not rubber stamped with a empty qualification. Staff should undertake capability assessments with the RTO prior to commencing training.

Pros - internal promotion, reward for good performance and attendance, moves Tiwi people through the ranks toward management positions.

Cons – experience has been that while people have been previously been identified as capable and placed in team leading roles, they have declined to continue due to being humbugged by family for money, favours, or been abused for failing to give concessions to family. There has a been a recent case where a quite young and junior staff member outranked his team leader on the cultural scale and was dictating what job he would do each day and effectively keeping the “plum” job for himself, preventing rotation of staff through all the work the unit was undertaking.

Budget: training costs can be drawn from annual budget allocation, training set up through Australian Apprentices program for Aboriginal people (which covers courses which are not traditional apprenticeships) is funded by federal government with CDU as the RTO, travel and accommodation costs to attend study blocks (if required) are reimbursed to Council.

**3. Traineeships** - a fulltime traineeship is based on a 28 hour week, with 20% of ordinary hours being approved training, to gain a Certificate in areas that the Council can provide support for – *Wage Level A*: business services, ICT, Local Government )other than Operational Works certificates 2), Civil Construction (Cert. 3); *Wage Level B*: Local Government [operational works] (Cert 1 & 2), Civil construction (Cert. 1). A traineeship would be a commitment for a year for trainees to complete training and then, if TIRC have no vacancies, the trainee leaves our employment with the skill set to gain employment with other entities, on or off the island. Sport and Recreation as well as Childcare have access to funds for training through their grant funding (all Childcare staff are enrolled in a Certificate 3 in Childcare) and have consequently have not been specifically listed here.

The weekly cost to employ a trainee (current wage Level A schedule) who has completed Year 12 are as follows:

School leaver	\$377.80 per week
Plus 1 year out of school	\$439.60
Plus 2 years out of school	\$511.60
Plus 3 years out of school	\$585.80
Plus 4 years out of school	\$585.80 (same as Year 11)
Plus 5 or more years out of school	\$585.80 (same as Year 10)

Then add 30% on-costs and an amount for operating costs (e.g. computer access, additional training, travel, administration costs etc.)

Pros – provides training for Tiwi people, can be linked to the Year 12 graduation year as the priority applicants, other applications ranked second. Provides transferable skills sets to find other employment on or off the island, provides a source of people who can enter the TIRC workforce as positions become available.

Cons - Having a trainee makes a lot a work for the staff providing supervision of support, therefore I recommend that only one or two trainees are taken on in a year and the unit that supports them changes each year so that no undue stress or workload is placed on a single unit that may be more popular than others.

4. **Apprenticeships** – currently offered in areas such as motor trades, carpentry and plumbing however staff have been entered onto the wrong pay rate and paid far in excess of the correct rate for apprentices. Some apprentices have been enrolled in Certificate 2 courses which do not result a full trade qualification unless a Certificate 3 is also completed, leaving people potentially training for years. There has been no limitation set on the time taken to complete a course, which has lead to some people spending in excess of 7 years on an apprenticeship and still not finished. There have also been serious questions regarding the quality of the training provided by our tradesmen when relatively simple tasks cannot be completed. The apprenticeship program needs to tightened up considerably as the longer one person sits for years and does not complete the apprenticeship denies someone else the opportunity to undertake an apprenticeship. Apprenticeships could be reserved for staff who complete traineeships on time, or for staff with good work attendance and commitment to completing the apprenticeship.

In general all training provision needs to be clear about the commitment from the applicant, TIRC expectations for passing units and the time limits for completion e.g. a traineeship 12 months, certificate courses for existing staff 6 months extra for exceptional circumstances approved by the CEO, same limits for apprenticeships

#### **RECOMMENDATION:**

That Council approves and endorses the following actions:

- A High School Engagement Program
- Actively promote identification of existing staff for acting in higher positions and management focussed training.
- Seek funding for a traineeship program for up to 2 trainees per year on a 12 month fixed term.

- Provided TIRC has a quality tradesman employed, re-commence the apprenticeship program provided sufficient funding is available.
- Clear time limits are set on training completion so that those who fail to progress can be dropped from the program to give other people an opportunity.

**ATTACHMENTS:**

There are no attachments for this report.

**REPORTS FOR DECISION**

<b>ITEM NUMBER</b>	6.3
<b>TITLE</b>	Application for new continuing Special Liquor Licence - Northern Rise Village Services P/L, Port Melville Temporary Worker Construction Camp
<b>REFERENCE</b>	158136
<b>AUTHOR</b>	Bruce Moller, Governance & Compliance Manager

Council have been asked to provide comments on the attached special liquor licence application.

**BACKGROUND**

The attached email was received by the Official Manager Mr Allan McGill on Wed 15<sup>th</sup> April 2015 from NTG Dept. of Business (Licencing, Regulation and Alcohol Strategy).

Attached to this email are 2 additional supporting documents:

- Port Melville Village – proposed sale, provision, promotion and consumption of liquor, and
- Map of the Layout.

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

**That Council reviews the special liquor licence application made by Northern Rise Village Services P/L for the Port Melville Temporary Worker Construction Camp, and provides any comments to the Dept. of Business.**

**ATTACHMENTS:**

- 1 Email dated 15-4-15 re application for Special Liquor Licence for Northern Rise Village Services Pty Ltd.pdf
- 2 0201\_001.pdf
- 3 0202\_001.pdf

**Bruce Moller**

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**From:** Allan McGill  
**Sent:** Wednesday, April 15, 2015 6:03 PM  
**To:** Bruce Moller; Maina Brown  
**Cc:** Garry Lambert  
**Subject:** Fwd: New Continuing Special Liquor Licence: Northern Rise Village Services Pty Ltd, Port Melville Temporary Worker Construction Camp  
**Attachments:** 0201\_001.pdf; ATT00001.htm; 0202\_001.pdf; ATT00002.htm

Bruce/ Maina, this should be included on the next council agenda

Allan McGill  
Official Manager  
Tiwi Islands Regional Council  
0438822505

Begin forwarded message:

**From:** "Melanie Henggeler" <[Melanie.Henggeler@nt.gov.au](mailto:Melanie.Henggeler@nt.gov.au)>  
**To:** "Allan McGill" <[Allan.McGill@tiwiislands.nt.gov.au](mailto:Allan.McGill@tiwiislands.nt.gov.au)>  
**Cc:** "Malcolm Richardson" <[Malcolm.Richardson@nt.gov.au](mailto:Malcolm.Richardson@nt.gov.au)>, "Bernard Kulda" <[Bernard.Kulda@nt.gov.au](mailto:Bernard.Kulda@nt.gov.au)>  
**Subject: New Continuing Special Liquor Licence: Northern Rise Village Services Pty Ltd, Port Melville Temporary Worker Construction Camp**

Good Morning Allan,

As discussed with Malcolm, can you please provide comments on the below application for a New Continuing Special Liquor Licence for Northern Rise Village Services Pty Ltd, Port Melville Temporary Worker Construction Camp.

Patricia Wolf, Stephen Tootell, Gary Mickler, Brent Earl Aitken and Terence O'Brien are the proposed nominees for Northern Rise Village Services Pty Ltd, Port Melville Temporary Worker Construction Camp continuing special liquor licence.

The provision of this licence is to provide a 'wet mess' bar service to employees and guests attending the Port Melville Temporary Worker Construction Camp. (attached is the Port Melville Village, propose sale, provision, promotion and consumption of liquor document)

The address for the premises is:  
Northern Rise Village Services Pty Ltd  
Port Melville Temporary Worker Construction Camp  
Melville Island NT 0822

The hours of trade requested:  
Monday to Saturday 17:00 hours to 18:30 hours and then 19:00 hours to 20:30 hours (public Holidays included)  
Sunday 15:00 hours to 17:00 hours and then 18:00 hours to 20:30 hours.

No trading Good Friday and Christmas Day.

The applicant expects a maximum of 25 patrons in the premises at any time.

The types of alcoholic beverages available will be light and med strength beer and spirits.

All alcohol will be secured and will be staffed by nominee during hours of operation.

Included is the map of the layout attached, also includes the smoking area.

If you require further information, please let me know.

Thank you

Melanie Henggeler  
Senior Licensing Officer  
Licensing, Regulation and Alcohol Strategy  
Department of Business | Northern Territory Government, Australia  
28-30 Knuckey Street, Darwin NT 0800 | GPO Box 1154 Darwin NT 0801  
t 08 8999 1335 | f 08 8999 7498 | e  
[melanie.henggeler@nt.gov.au](mailto:melanie.henggeler@nt.gov.au)<<mailto:melanie.henggeler@nt.gov.au>> |  
[www.nt.gov.au/dbe](http://www.nt.gov.au/dbe)<<http://www.nt.gov.au/dbe>>

Our Vision: Creating a public sector that provides the highest quality service to Territorians

Our Values: Commitment to Service | Ethical

Practice | Respect | Accountability | Impartiality | Diversity

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**port melville village**

sale, provision, promotion and consumption of  
liquor

CATERING ACCOMMODATION MAINTENANCE SECURITY TRANSPORT

The logo for Northern Rise Village Services. It features a stylized red and blue graphic element on the left. To its right, the word "northern" is written in a lowercase, sans-serif font, followed by "rise" in a larger, bold, lowercase font. Below "rise", the words "VILLAGE SERVICES" are written in a small, all-caps, sans-serif font.

northern rise  
VILLAGE SERVICES

## port melville accommodation village management plan for the sale, provision, promotion and consumption of Liquor

The Port Melville Village is part of the new Port Melville Offshore Logistics base being developed by Ezion and its Partners.

The village is a state of the art 150 bed accommodation facility to house those employed on the project.

The Village has a dining and recreation facility to allow the residence quiet enjoyment while away from home and following a day's work. Recognizing the environment and the public interest to ensure that the facilities and services provided in the Port Melville Accommodation Village are fully utilized and safety enjoyed by all, the following plan have been established management plan for the sale, provision, promotion and consumption of Liquor.

This management plan is to support the application of a lenience for the sale of liquor at the village for the sole benefit of residents and their guests taking into consideration the village is located in a GRA or protected area to address the criteria set out in Part Viii of the Liquor Act which deals with General and Public restricted areas, and consider, the Stronger Futures Act which is a Commonwealth Act, as well as Health concerns for residents of the area and the concerns of residents.

In consideration of the interest of key community this plan has been formulated to demonstrate through consultation that every effort is made to maintain the integrity of the GRA or restricted area and that the health and well-being of the community is placed first.

The key stakeholders are;

Tiwi Island Council  
Office of the Prime Minister  
Local residents  
NT Police  
Department of Health



## Proposed Hours of Operation

- **NORTHERN RISE VILLAGE SERVICES OFFICE HOURS : 6.00am to 6.00pm**  
All residents must check in before 6.00pm and check out before 9.00am.

- **PROPOSED MEAL TIMES**

Breakfast : 4.30am to 6.30am  
Crib Lunch : To be collected from dining room at breakfast  
Dinner : 5.30pm to 8.00pm

- **PROPOSED BAR OPENING HOURS**

Monday to Saturday	Sunday
5.00pm to 6.30pm	Open
6.30pm to 7.00pm	Closed
7.00pm to 8.30pm	Open



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VILLAGE NEARBY

## Responsible Service of Alcohol

All staff will have completed a Responsible Service of Alcohol course (RSA) so that any Liquor that is to be sold or sold and consumed on the licensed premises is done so in a responsible manner.

There will be no practices which encourage irresponsible drinking.

No discounted or free drink offers will be offered, it is intended that the bar will not commercially compete with the existing licensed club in the community.

## Proposed type and quantity of liquor to be sold over the counter.

It is proposed that the Port Melville Village will only sell package light and mid strength beers, ciders and premixed spirits in 375 ml cans, no glass products will be sold.

It is proposed product will be sold open, to be consumed on the premises. Residents will be allowed to take up to 6 takeaways to their room for their own consumption and will not be allowed to store any more than 8 units in their rooms any product found in the rooms above this amount will be confiscated.

To be served or to purchase a take away a resident will be required to show their room key to verify they are a resident of the Port Melville Village.

## Venue

The facilities are designed to provide a safe and quiet place for residents and their guests to enjoy a drink responsibly. Due to its size and design we will not be holding any large events where Liquor is sold or consumed.

There are no large speakers in the venue as it is designed as a "workers mess". There is no intention that festivals or the like be held in this venue.

The area around the venue is virgin bush land leading onto an industrial port facility.

The entrance to the village is contained inside the Port Melville facility compound and the roadway will be gated with restricted access. This is a private Port facility and not on a general thoroughfare and is located some 10 minutes' drive from the Pirlangimpi community.

## Designated Smoking Areas



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The village and bar are no smoking area and in the interest the safety, health and wellbeing of persons who use the licenced premises dedicated smoking areas located away from where it is proposed alcohol will be consumed. This is enforced by the village rules and regulations.

## training

Staff involved with the serving of alcohol will be properly inducted into the village and in addition to RSA training will be trained in fire, food safety and first aid

## retail services

The Port Melville Village Bar will in addition to alcohol sell, water, soft drinks, snacks and toiletries and the like.

The sale of all items will be controlled by eftpos operated registers.

## application

An application has been submitted to the NT Lichening office for consideration and we seek as part of this application consultation and advice from the community.

## Village rules and regulations

The following rules will apply to all persons who are resident in, or visiting, the Village.

You agree that it is a condition of you being given access to the Village that:

- a. The legal right to possession and control of the accommodation and the Village remains vested in the Company at all times;
- b. Access to boarding and lodging at the Village is on the terms specified herein;
- c. No relationship of landlord and tenant exists between you and the Company nor shall any such relationship arise by virtue of the provision of accommodation at the Village, or any other accommodation provided by the Company;
- d. Breach of these rules will result in disciplinary action including withdrawal of accommodation privileges and Village access and/or result in the termination of work with the Project; and
- e. The Company reserves the right at its absolute discretion to withhold offers of accommodation and/or to withdraw accommodation from any individual.

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VILLAGE SERVICES

**1. EMERGENCY PROCEDURES**

You shall be inducted into the Village emergency evacuation procedures upon check-in.

In addition to this you should take the time to study and understand the emergency procedures, Village lay-out, evacuation routes, assembly areas and be familiar with alarm signals in the event the Village, or any part of it, needs to be evacuated in an emergency.

Emergency evacuation procedures are located in your accommodation room and throughout the Village.

**2. PRECAUTIONS AGAINST FIRE**

Firefighting equipment is to be used to fight fires only. Any misuse of fire extinguishers or fire alarm systems will result in disciplinary action.

You shall be inducted into the location of fire prevention equipment and procedures upon check-in. In addition, you should familiarise yourself with the location of fire prevention equipment near your accommodation room, and throughout the Village generally.

Be constantly vigilant in fire prevention. Potential cause of fire and fires must be reported immediately to the Village Manager and/or the Village Supervisor.

**3. VILLAGE RESIDENTS : IDENTIFICATION THROUGH ROOM KEY**

You must carry your room key at all times. Your identification is required:

- a. To obtain access to the dining room at meal times.
- b. To be presented, upon request, to representatives of the Village Manager, the Village Supervisor and/or Site Control Officers (Security).
- c. To be able to purchase Take away drinks at the Tavern.(limit 6 cans)

**4. VILLAGE RESIDENTS : MEALS and DINING ROOM**

Meals will be provided in the dining room during the published times. Meal service will NOT be provided outside published times unless the Company has approved prior arrangements.

Crib meals can be made up during morning dining room operation times. Meals and foodstuffs (other than for personal consumption) are not to be taken out of the dining room without specific prior approval of the Village Manager.

All residents must wash their hands prior to attending food service points, sinks, hand wash, sanitizer and hand towels are available at the entrance to the dining room

Removal of Hot Food from the dining room is against Northern Territory Health Regulations. Crockery, cutlery, utensils and items or materials of any kind are not to be removed from the dining room.



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VILLAGE HIGHLIGHTS

Alcohol is not to be taken into or consumed in the dining room. The kitchen/dining room area is also a "no smoking" area.

Minimum dress requirements for ALL residents in the dining room MUST be adhered to and include a sleeved shirt (short or long), shorts, sandals or thongs of reasonable cleanliness.

**Work clothing may only be worn in the dining room at breakfast time and must be in a reasonable and clean condition – residents who attend the dining room for evening meal dressed in work clothing (unless on duty) will be refused meal service.**

Should you have a comment, query or concern in relation to the food or service, your contribution is welcome. Communication is vital and in most cases your query or concern can be answered immediately.

Please do not approach kitchen staff or dining room attendants in relation to any comments or concerns you may have.

Comments Forms are available in the dining room and from the Village Administration Office should you wish to register your comment formally. It is essential, in order for your comment to be evaluated and responded to, that your comment is timely, specific and constructive and the form is completed in full.

##### 5. ACCOMMODATION

No person is entitled to accommodation or meals at the Village without prior approval by the Company Representatives.

Once a person's application for accommodation has been approved by the Company, the Village Manager or Accommodation Officer will allocate rooms. No room changes will be permitted without the prior approval of Village Management.

Accommodation rooms are provided on the basis of one person to a room. Management reserves the right to charge residents for accommodation and services for unauthorised periods of occupancy. Authorised residents are not permitted to share rooms or to allow unauthorised persons to live in or stay overnight in the Village.

A resident departing on rostered days off or annual leave is required to return their key. Failure to do so will result in continuing charges to the resident or resident's employer.

Upon Check-Out your room must be emptied and any personal belongings taken with you or stored in the lockers or bag-storage room provided. You will be given a new room on your return and be able to collect your stored belongings from storage after checking in.

**Repeated non-compliance will lead to a review of ongoing accommodation privileges.**

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Upon permanently vacating accommodation residents will return all issued items, otherwise charges will be incurred to the person concerned.

Authorised persons will regularly inspect the rooms for hygiene control, checking and maintenance purposes.

No modification, structural alteration, removal or rearrangement of fixtures and equipment, alteration or extension of electrical wiring or circuits or the addition or alteration of furniture and bedding or the addition of other effects is permitted without the consent of the Village Manager.

Electrical appliances, apparatus and extension cords for personal use are not to be connected or used unless they carry an electrical inspection tag which is approved by the Village Manager.

The means of placing pictures, posters, ornaments and other articles to walls or furnishings shall be such that no damage or defacement is caused by placement and removal. Unless the means is first approved by the Village Manager, the costs of any repairs will be charged to the resident.

Each resident of the Village will be allocated the following items in good order and clean condition:

- Two (2) pillows and pillow cases
- Two (2) double bed sheets (1flat 1 fitted)
- One (1) mattress protector
- Two (2) bath towels
- One (1) reverse cycle air conditioner, with remote controller
- One (1) TV and TV remote Control
- One (1) Fridge
- One (1) Doona and cover

All accommodation rooms will be maintained in a clean and hygienic condition by residents between services.

The installation of bar heaters and the like shall not be permitted in any accommodation rooms.

**Cooking and the preparation of food in Village accommodation rooms is prohibited.**

**Smoking is prohibited inside all buildings and rooms in the Village and within 4m of doorways.**

**Smoking is only permitted in the designated smoking areas identified by line marking and as identified on the Village map.**

Smoking is prohibited in all areas outside of the designated smoking areas including: inside all buildings/rooms, in the breezeways between and behind accommodation units, within 4 metres of any doorway (including accommodation doors), bus loading zones, car parks and all walkways.

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A residents' accommodation is dependent upon the observance of the Conditions of Occupancy and any breaches of these Conditions will jeopardise that occupancy and may result in accommodation being withdrawn. As managers of the Village, Northern Rise Village Services will ensure that residents and visitors to the Village comply with all Conditions of Occupancy.

The Village Project Manager will ensure that the Code of Conduct, which is designed for the well-being of all residents, is observed. As a resident of the Village you are expected to show respect to your fellow residents and act on any lawful instruction from Village management or a security officer including any request for identification and/or room number. A breach of the Conditions of Occupancy which may result in the withdrawal of accommodation includes, but is not limited to the following:



#### **Harassment**

Residents are expected to maintain an environment where the personal dignity of all individuals is respected. Discrimination, intimidation or any harassment on the basis of race, gender, national origin, religious belief or on any individual's personal characteristic is not permitted. Any sexual harassment including unwanted sexual advances, sexual jokes or innuendos, subtle or overt pressure for sexual favors or offensive propositions will not be tolerated.

#### **Offensive Language**

Offensive, provocative or abusive language including profanity, swearing, vulgarity or verbal abuse directed to any individual will not be tolerated.

#### **Offensive Material**

No provocative, offensive or sexually explicit material is to be displayed in the accommodation units or anywhere in the village at any time.

#### **Additions or Alterations**

Alterations or additions to allocated accommodation rooms, buildings (including verandas) or any permanent fixtures whatsoever without written approval from the Village Project Manager is prohibited. Pictures, posters or adornments cannot be attached to walls other than by blue-tack or magnets.

#### **Illegal Activities**

Residents will not conduct any offensive or noxious trades, occupation or calling, or do anything within the Village, which may be offensive or harmful to other occupants.

#### **Excessive Noise**

Excessive noise or annoying behavior within the accommodation areas or anywhere within the Village that is disruptive or a nuisance to other residents is not permitted.

Excessive noise levels after 10.00pm (dayshift) or after 10.00am (night shift) will not be tolerated.

#### **Gambling**

Residents shall not conduct any gambling or games of skill for monetary gain anywhere within the Village facilities.

#### **Deliberate Refusal to Comply**

Residents will comply with any reasonable instruction from Village management or Security officers in relation to safety, noise levels, traffic rules and regulations, parking, hygiene, security, and Village Guidelines or procedures.

#### **Pets**

The keeping or feeding of any dogs, cats, birds, fish or any animal in your room or any area of the Village is strictly prohibited.



#### **Cooking and Naked Flames**

The cooking of food in accommodation rooms is not permitted under any circumstances. This includes the use of candles, incense sticks and matches.

#### **Electrical Appliances**

The use of any electrical appliance that does not meet Australian Standards approval is not permitted.

#### **Unauthorised Liquor**

Residents shall not brew, keep for sale, sell or permit to be sold any intoxicating liquor within any area of the Village

#### **Unsanitary Behavior**

No resident shall act in an unsanitary manner or cause unsanitary conditions anywhere within the Village. Urinating in any area, other than specified ablution facilities, will be deemed to be a serious breach of the Conditions of Occupancy.

#### **Offensive and Dangerous Weapons**

Possessing or using firearms or any dangerous or offensive weapon, flammable liquids or explosives within the Village is strictly prohibited.

### **6. RESIDENT VISITORS - VILLAGE**

For reasons of security and safety, a system of authorisation of visitors shall operate at the Village. Only authorised visitors shall be permitted access to the Village grounds or allowed to remain on Village grounds.

The resident shall obtain authorisation from the Management Representative by way of submission Form 40 – Site Visitor Application Form. This Form shall be submitted at least 48 hours prior to the date of the desired visit. The Management Representative may withdraw the visitor's authorisation at any time. Visitor behavior is the responsibility of the host whilst on Village grounds. The provisions of the Village Rules shall apply to all visitors. Visitors are not permitted to remain on Village grounds after 8:00pm on any day.

Visitors and non-residents are not entitled to meals unless authorised by the Village Manager or the Teras Australia Management Representative.

### **7. REPORTING DEFECTS - MAINTENANCE**

Residents must report defects and malfunction of equipment/facility on a Maintenance Request Form that can be located in the Village dining room or office. Any defect of a dangerous or urgent matter must be reported immediately to the Village office. Village maintenance will be carried out during normal working hours.



#### **8. HYGIENE and SANITATION**

Residents are responsible for the general cleanliness of their allocated room and its surrounds and cleaning equipment and consumables are available on request from the Village administration office. Residents must use the rubbish bins provided in the accommodation unit or located throughout the Village. Excessively untidy rooms will not be serviced and repeated instances will be deemed as a breach of the Conditions of Occupancy.

All residents are required to leave laundry, toilet, washing and shower facilities in a reasonably clean condition after use. Unsanitary use of any facility and acts against acceptable hygiene standards are not acceptable.

Residents shall maintain a high standard of personal hygiene. Instances of infectious disease whether real or suspected, shall be reported immediately to the Village Management, for the safety and protection of other residents.

All litter and rubbish shall be disposed of in receptacles provided in the Village.

#### **9. PERSONAL PROPERTY**

All residents should insure their personal belongings against fire, theft, etc. The Company and the Village Manager will not accept any responsibility for claims in this respect.

#### **10. KEY COST TO RESIDENT – VILLAGE RESIDENTS**

A key will be provided for your accommodation room. If the key is lost, the loss is to be immediately reported to the Village Office where a new key will be issued. In the event of the loss of a room key, the resident will incur a \$26.00 replacement charge.

Should the Village Manager be called out after 8.30PM to open a room for a resident who has lost their key, a fee of \$5 will be charged and donated to a project charity.

#### **11. RECREATIONAL FACILITIES – VILLAGE RESIDENTS**

Recreational Facilities are available for residents during specific hours and persons utilizing these facilities must, be properly attired. Recreational Facilities and equipment may be booked in advance at the NORTHERN RISE VILLAGE SERVICES Administration Office.

Recreational Facilities and equipment are for specific use of authorised residents and authorised visitors only. Abuse of, or damage to, the facilities will not be tolerated.



A curfew for noise, gatherings, parties etc. shall be enforced at 9pm and at all times between 7am to 5pm.

#### **12. CONSUMPTION OF ALCOHOL**

Residents shall comply with the provisions of the licensing permit and the particular rules established by the Village Manager for the operation of the Tavern facility, including dress code. Bar service will be refused to any person creating a disturbance, using insulting or offensive language, refusing to comply with a reasonable request of the Village or Tavern Manager or being a nuisance to other patrons.

Liquor purchased from the Tavern may not be sold or bartered. Liquor will only be supplied to persons eligible to use the Tavern. No alcoholic liquor of any kind may be taken into or consumed in the Tavern area unless it has been purchased in the Tavern area.

All take away sales of alcoholic liquor purchased from the Tavern area must be consumed within designated areas in the Village Accommodation area only. These areas are limited to the Tavern facility and accommodation units exclusively unless otherwise authorised by the Village Manager.

Maximum number of 'takeaway' alcohol purchases is 6 per person, per day. Residents are reminded that they may have a maximum of 8 cans of alcohol in their room (Fridge) at any one time. Discovery of amounts exceeding this quantity in fridges or rooms will be reported to Management (\*Cupboards and private property will not be searched)

No alcohol is to be bought into or consumed within Village boundaries that has been purchased from an external provider (This includes gifts and items that may have been won in raffles off / on site – these items can be stored at the Village administration office for collection on departure form site).

#### **13. VEHICLES – ONSITE / VILLAGE RESIDENTS**

Private Vehicles are not permitted on site unless approved by the Village Manager.

All Company and Contractor vehicle owners and drivers must comply with the requirements of the Northern Territory Transport Act and observe the posted speed limit and parking signs. All vehicles are to be parked in the Village parking area. No vehicles are to be parked outside the accommodation units. Heavy vehicles and other machinery must not be parked in the Village car park.

Unregistered and/or un-roadworthy vehicles are not permitted on Village property.

Repairs to vehicles shall not be carried out in the Village area.



#### 14. NOTICE BOARDS

Notice boards will not be placed or posted except on the official Village Notice Boards and only with prior approval of the Village Manager. Any notices so approved shall be periodically removed.

#### 15. PROHIBITED ITEMS

Prohibited items in the Accommodation Village include, but are not limited to the following:

- The possession of, or use of, firearms, offensive weapons and explosives.
- Posting on any wall or placing in public view, including your accommodation room, pornographic material, or material of a like nature which could give offence.
- The possession of, and or use of, any illegal drug or substance, corrosive or obnoxious substances of like matter.
- Animals or live pets of any kind.
- Any illegal item, implement, subject matter whatsoever.
- Any glass vessels.
- Please Note: It is not permitted to bring Alcohol into the Village.

#### 16. MEETINGS

Meetings shall not be allowed in the Village area without the consent of the Village Manager

#### 17. ELECTRONIC RESOURCES

The use of any Electronic Resources provided in the Village is subject to the Company's Electronic Resources policies and rules. A full copy of the policy and rules can be obtained from the Company Representative.

#### 18. STANDARDS OF BEHAVIOR

Conformity with normal accepted standards of community behavior is expected at all times for the benefit and wellbeing of all residents. Conduct that is considered unacceptable by the Company will not be tolerated and may lead to Village access being revoked and or disciplinary action being taken.

##### Misconduct

The following forms of behavior constitute **MISCONDUCT**; proven breaches of which will result in disciplinary action being taken which will result in withdrawal of accommodation entitlement and/or termination of employment.

Behavior which constitutes 'misconduct' includes, but is NOT limited to the following:

- Unsanitary use of any facility and acts against acceptable hygiene standards renders the person or persons concerned liable to withdrawal of accommodation;
- Riotous, drunken, boisterous or noisy behavior;
- Provocative or insulting language or offensive behavior (including that directed to staff of the Village Operator or their authorised contractors);
- Causing a nuisance to others, or causing a disturbance;



- Posting of posters of a sexually explicit or pornographic nature anywhere within the Village grounds and/or within provided accommodation rooms;
- Refusal to present Identification when requested;
- Refusal to adhere to Dining Room registering procedures and/or rules, or failure to observe dress code in the Dining Room and Recreation facilities;
- Failure to maintain your accommodation room in a clean and hygienic condition;
- The playing of a stereo, radio, TV, musical instrument or other audible equipment at what constitutes a high level and disturbing others in the accommodation facility;
- Gambling, betting and games of chance without prior approval from Village Manager or representative;
- Negligence or wilful acts that cause and/or have the potential to cause fire;
- Inappropriate use, tampering, wilful damage to firefighting equipment, including firefighting extinguishers, alarms, hoses, smoke detectors, emergency lights etc.;
- Abuse of, damage to or vandalism of facilities and amenities;
- Fighting, and/or offensive, intimidating or violent behavior (either initiating and/or in response to actions of another) will automatically result in withdrawal of accommodation;
- Harassment of any kind (including on the basis of sex, religion, race, ethnicity, colour, ancestry, age, impairment);
- Inciting or abetting others to commit offences;
- Possessing or using firearms, dangerous weapons, explosives, illegal drugs, corrosive or noxious substances of like matter;
- Conducting or participating in any illegal activity or act;
- Wilful damage to property belonging to another person, the Company, the Village Manager, including the facilities and amenities;
- Selling, keeping for sale, or permitting to be sold intoxicating liquor in any area of the Village
- Possessing or consuming intoxicating liquor in the dining room;
- Theft of, or unauthorised use of, property belonging to another person, Contractors, Company, Associates or the Village Manager additionally any unauthorised removal of cutlery, crockery or gym equipment from the Village facilities is stealing and will be prosecuted accordingly ;
- Wilful refusal to comply with safety, security, hygiene, environmental and/or accommodation rules and/or instructions;
- Breach of internet or email use policy;
- Posting of stickers, notices or flags on external doors or walls of accommodation units; and
- No alcohol is to be bought into or consumed within village boundaries that has been purchased from external provider.

#### 19. TAVERN CONDITIONS OF USE

The Village Tavern is open to all authorised residents and Project Personnel as defined in the legislated operating license terms and conditions (NT Liquor Act 1992 & Liquor Regulation 2002).



**northern rise**  
residential services

### Approved Hours of Operation

<b>Monday to Saturday</b>		<b>Sunday</b>	
5.00pm to 6.30pm	Open	3.00pm to 5.00pm	Open
6.30pm to 7.00pm	Closed	5.00pm to 6.00pm	Closed
7.00pm to 8.30pm	Open	6.00pm to 8.00pm	Open

- The Tavern and external beer garden areas MUST BE VACATED BY 8.45PM, other than for 'Special Events' authorised by the Village Manager;
- Security personal will undertake regular patrols within this area during operation times - please be respectful to them at all times;
- Patrons are reminded that smoking is restricted to 'Designated Smoking Areas' within the Tavern environs (please see marked areas and abide by restrictions);
- Tavern staff must by law follow the "responsible service of alcohol" rules mandated in the Liquor License, "Intoxicated Patrons will not be served" as per this act;
- No alcohol is to be bought into or consumed within Village boundaries that has been purchased from an external provider;
- Maximum number of 'Takeaway' alcohol purchase is 6 per person, per day; residents are reminded that they may have a maximum of 8 cans of alcohol in their room (fridge) at any one time. Discovery of amounts exceeding this quantity in fridges will be reported to Management (cupboards and private property will not be searched);
- Residents who participate in any form of drunken, intimidating or disrespectful behavior will be subject to disciplinary action in accordance with Port Melville Village Rules and Regulations;
- The licensee of the Tavern has the lawful right to refuse service for the following:  
(Under conditions of NT Liquor Act 1992 & Liquor Regulation 2002)
  1. the law requires it (e.g. if the person is a minor or unduly intoxicated or disorderly)
  2. safety of the patron—the consumption of liquor is placing their safety in jeopardy
  3. safety of others—the consumption of liquor by a particular patron is placing the safety of other persons in jeopardy
  4. Civil liability of an individual is adversely impacted.

**Failure to comply with any of the above conditions will result in disciplinary action against individuals.**

**Breaches of the Northern Territory Liquor Laws 'Patron Behavior' will be reported to the Police Service for further action.**



northern rise  
03 444 309 125

#### ACKNOWLEDGEMENT

I understand and accept the Village and Accommodation Rules and Regulations and agree to abide by them while living at Port Melville Village.

I understand that the Village and Accommodation Rules and Regulations may be varied from time to time and that any such future changes will be communicated to me.

I understand that if I breach the Village and Accommodation Rules and Regulations it may result in the withdrawal of my accommodation privileges and Village access and/or result in the termination of my working on the living at Port Melville Village.

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

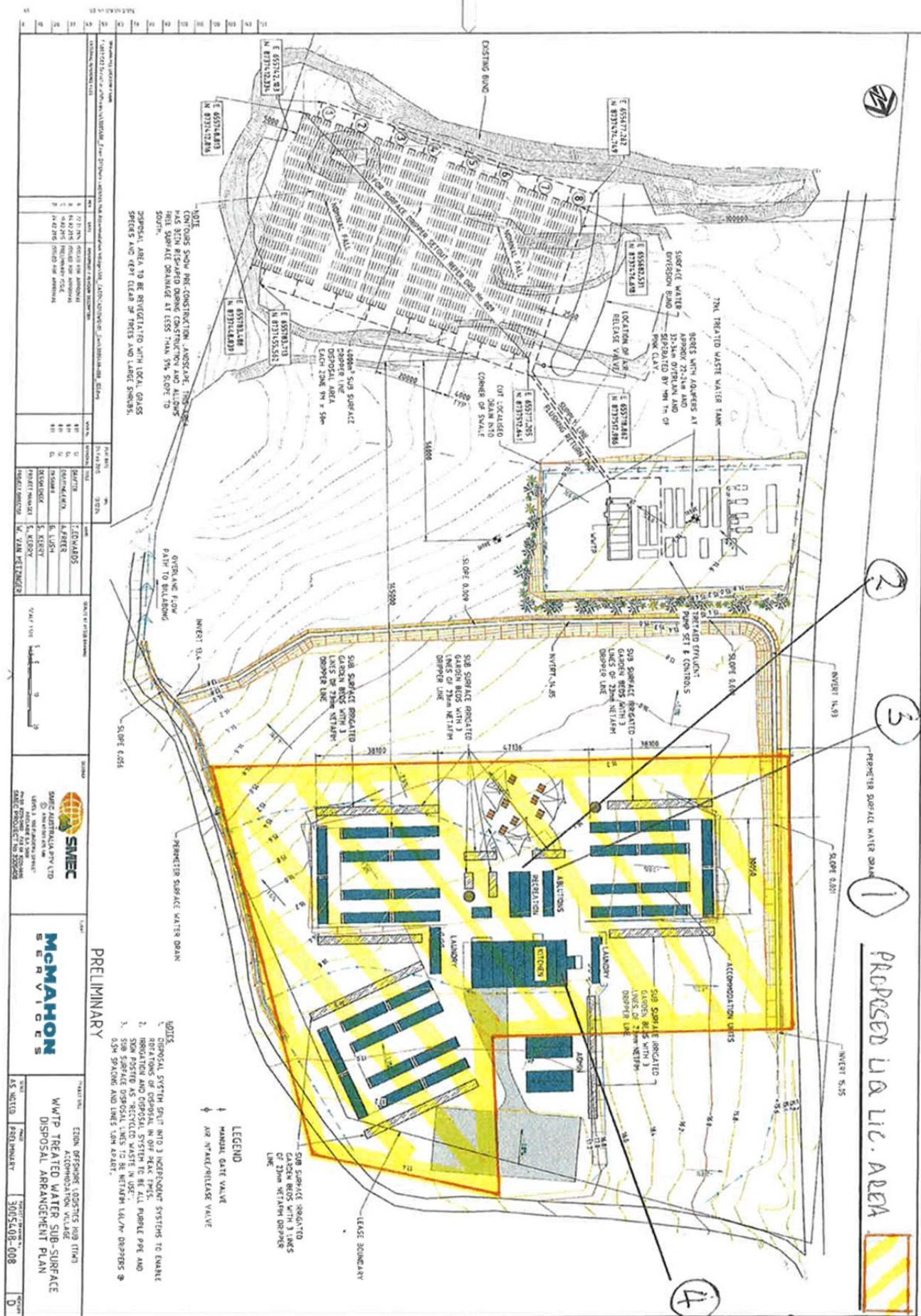
ROOM NUMBER \_\_\_\_\_

COMPANY/CONTRACTOR \_\_\_\_\_

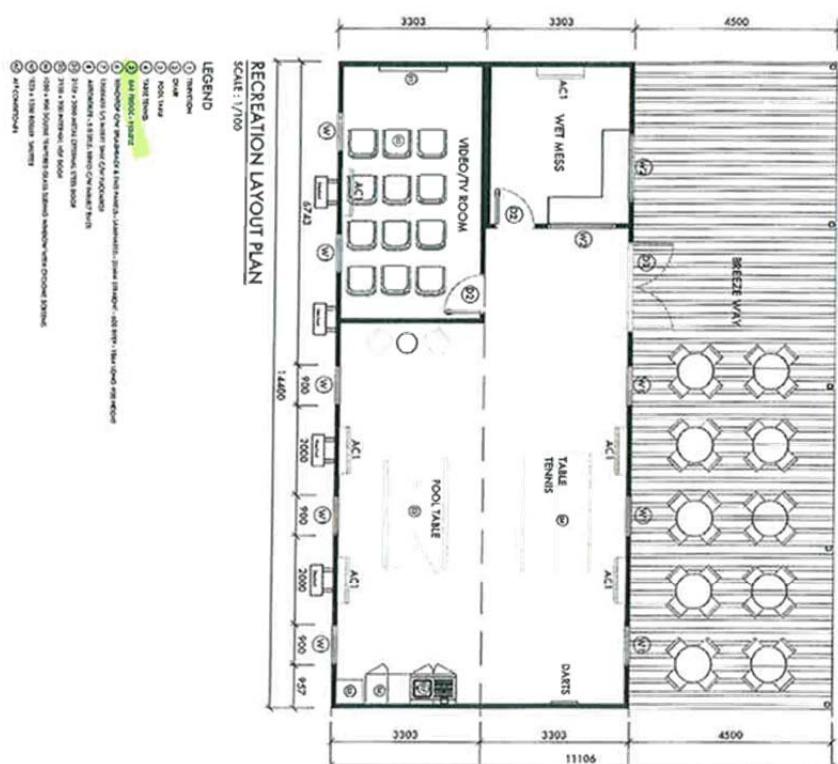
Please return the signed form to the NORTHERN RISE VILLAGE SERVICES Support Services Office.

Thank you

NB: NORTHERN RISE VILLAGE SERVICES Scan Named Documents to: [melvillemanager@northernrise.com.au](mailto:melvillemanager@northernrise.com.au)



TIWI ISLANDS PROJECT  
RECREATION ROOM



REC. ROOM BAR &  
SERVICE AREA.

A-6

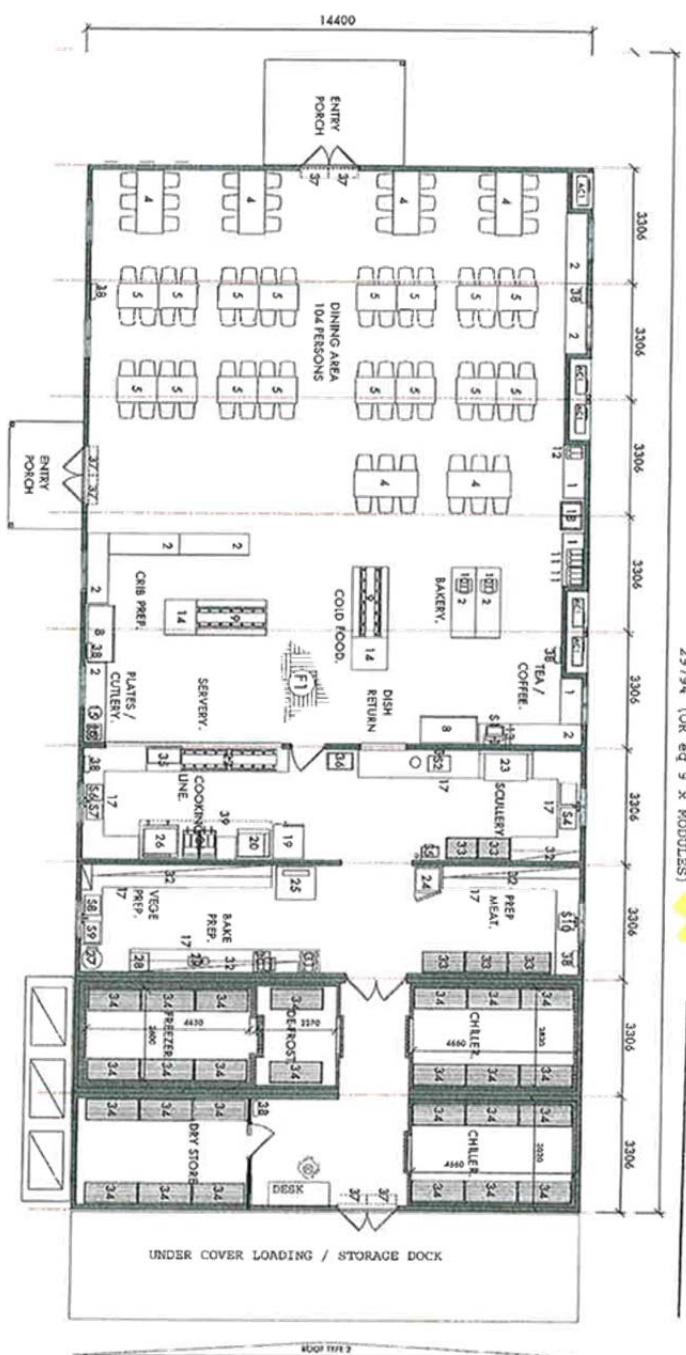
TWI ISLANDS PROJECT  
DRY MESS 150 PERSON

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**150 PERSON KITCHEN LAYOUT PLAN**

FURNITURE, FITTINGS & EQUIPMENT SCHEDULE



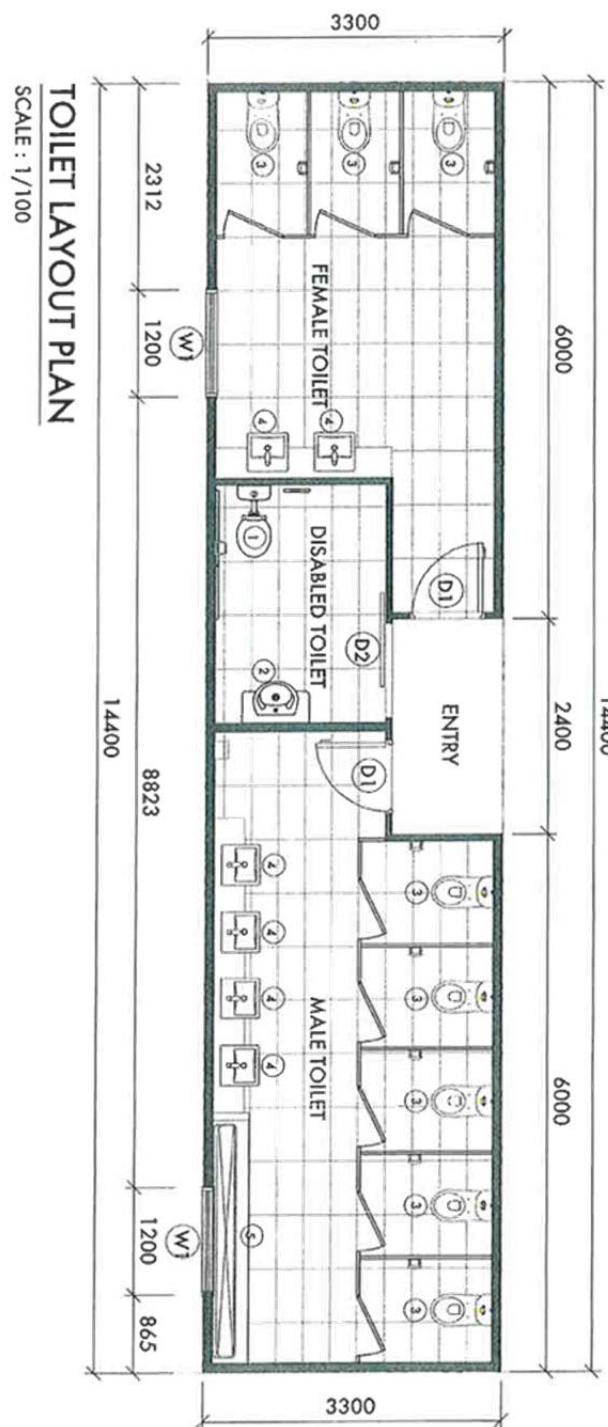
DINING ROOM

29794 (OB ACT 9 X 1333 MARCH 1961)

4

A-03

(3) BAR TOILETS



### TOILET LAYOUT PLAN

SCALE : 1/100

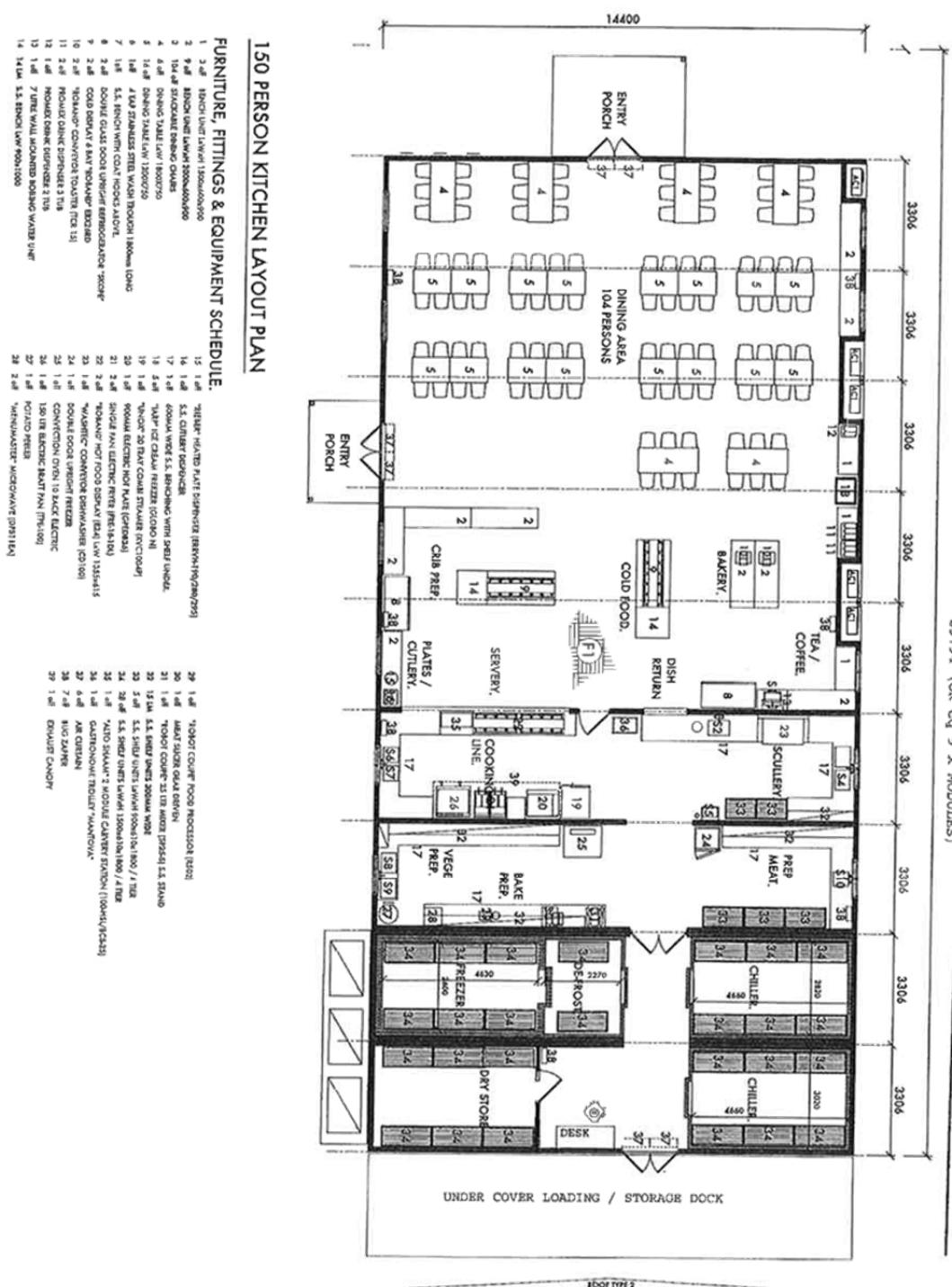
#### LEGEND

- (1) TOILET SUITE, DISABLERD 475mm GRAB RAILS & BACKREST
- (2) DISABLED HAND BASIN - VITREOUS CHINA - FLICK MIXER - OVERSIZED MIRROR OVER
- (3) WC SUITE 675mm TOILET ROLL HOLDER
- (4) HANDBASIN
- (5) UNIBAL
- (6) 2150 x 900 INTERNAL H/D SIDE DOOR
- (7) 2150 x 1050 INTERNAL H/D SIDE DOOR
- (W1) 1050 x 1200 LAMINATED O/BSCURE GLASS.

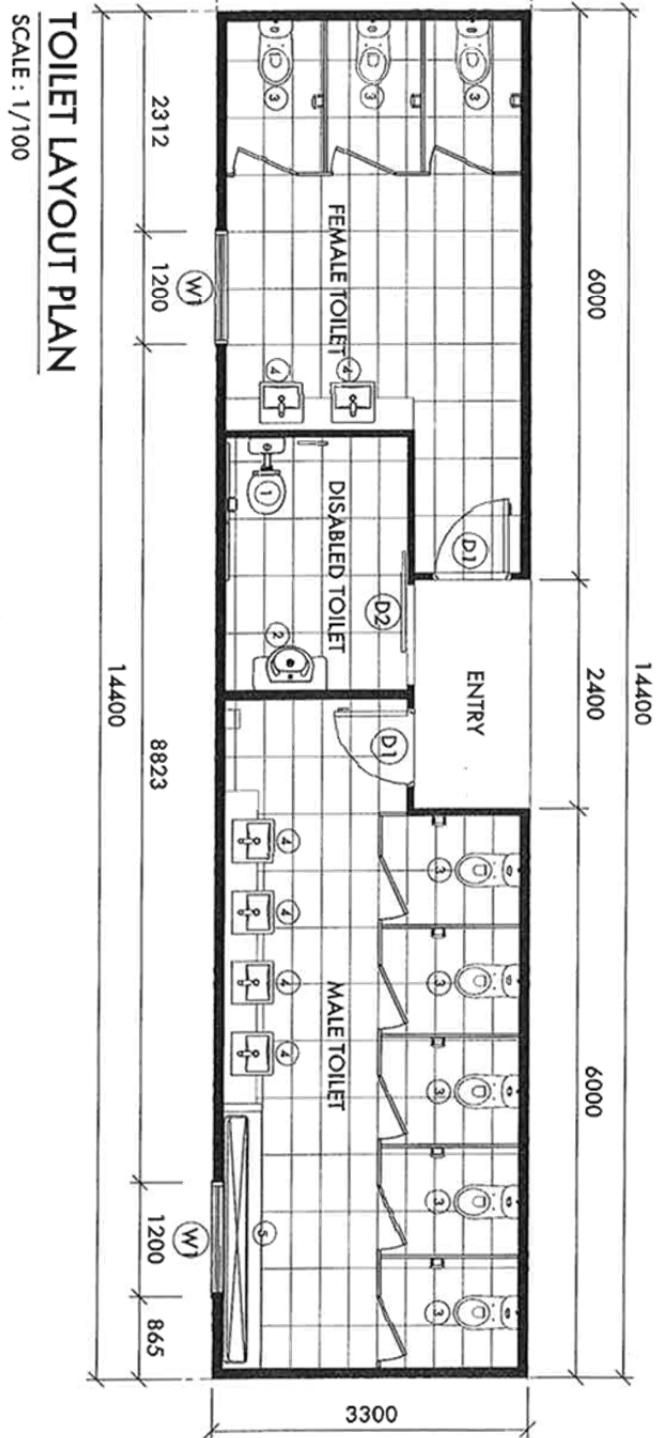
**TIWI ISLANDS PROJECT  
MFUA BUILDING**

A-10

**TIWI ISLANDS PROJECT  
DRY MESS 150 PERSON**



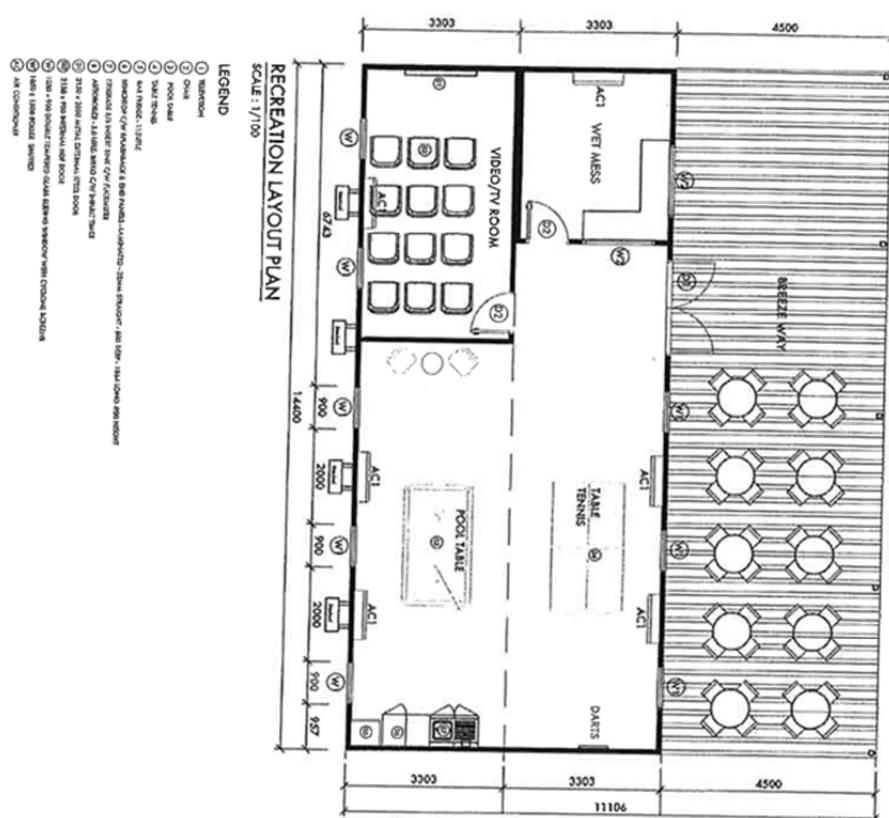
(3) BAR TOILETS



**TIWI ISLANDS PROJECT  
MFUA BUILDING**

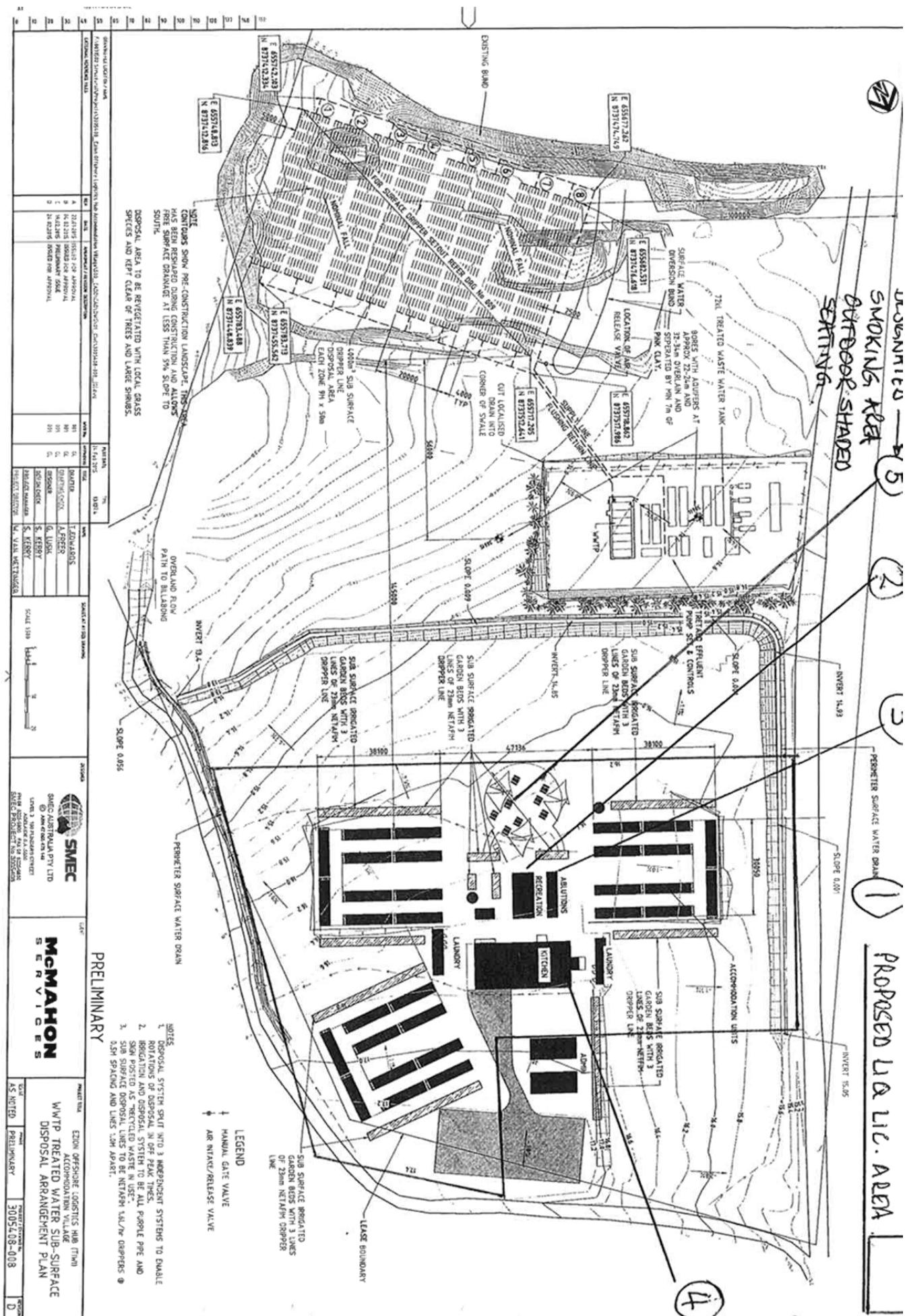
**A-10**

TIWI ISLANDS PROJECT  
RECREATION ROOM



2

REC. ROOM BAR &  
SERVICE AREA.



**REPORTS FOR INFORMATION**

<b>ITEM NUMBER</b>	7.1
<b>TITLE</b>	Human Resources End of Month Report - March 2015
<b>REFERENCE</b>	158044
<b>AUTHOR</b>	Lesley Palmer, Director Corporate Services

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 or requested from other units.

**BACKGROUND****Human Resources:****Vacancies Filled**

- Town Services Officers (W) x 3
- Centrelink Agent (M)
- Chief Executive Officer
- Cleaner (W)
- Centrelink Agent (P)
- Fencing Project Coordinator

**Current Vacancies processed and placed on hold**

- Financial Advisor Trainer
- Deputy Director of Infrastructure Services

**Current Vacancies processed**

- Mechanical Workshop Coordinator
- Fencing Officer x 2 (M)

**Resignations/Terminations**

- One has another job

**Training**

- Payroll & HR Training booked with Technology One 5 May – 11 May

**Payroll**

Payroll has met processing deadlines each pay period.

**Workplace Health and Safety**

Ten WHS meetings have been held this financial year, with recommendations actioned. The Risk Management Policy was tabled to the April Meeting, it has been circulated to the senior Managers and will be put to Council at its May meeting. The Risk Management Framework is

now progressing and a draft is expected within the month. The Risk Register that was commenced during the on-site consultation and has been amended to reflect the current structure, it will be a work in progress for full development by Management into the future.

### Budget

The HR year to date figures for actual to budget is less 0% variation

ASDC: 108000	YTD \$	Variance to budget	Analysis
Total Revenue	\$0	0%	
Total Expenses	\$219,453	0%	
Net Surplus / (Deficit)	(\$219,453))	0%	

### Organisation Demographics

Community	Wurumiyanga	Pirlangimpi	Milkapiti	Darwin	Total	%
Total	73	26	28	6	133	
M	40	14	16	3	73	54.9
F	33	12	12	3	60	45.1
Tiwi	55	24	20	0	99	74.4
Non Tiwi	18	2	8	6	34	25.6
FT	56	18	20	6	100	75.2
PT	16	8	8	0	32	24.1
Casual	1	0	0	0	1	0.8
<25	3	6	7	0	16	12.0
26 - 40	32	9	10	1	52	39.1
>40	38	11	11	5	65	48.9

Community	Wurumiyanga	Pirlangimpi	Milkapiti	Darwin	Total	%
Total	78	26	29	6	139	
M	44	14	16	3	77	57.9
F	34	12	13	3	62	46.6
Tiwi	54	24	21	0	99	71.2
Non Tiwi	24	2	8	6	40	28.8
FT	55	17	20	6	98	70.5
PT	18	9	9	0	36	27.1
Casual	1	0	0	0	1	0.8
<25	3	5	7	0	15	11.3
26 - 40	36	9	11	1	57	42.9
>40	39	12	11	5	67	50.4

<b>Key Performance Indicators from the Regional Plan 2014/15</b>
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<b>Key Performance Indicators</b>	<b>Action</b>	<b>Measure of Success</b>	<b>Status/Progress</b>
Maintain organisational structure and record changes to demographics	Recruitment and selection processes responsive and timely, records maintained.	Point in time update of the organisational structure as changes occur during the year. Monthly report on new staff, terminations and, recruitment status for vacancies, and demographics by locality for gender, age and Tiwi staff.	Changes to organisation structure details completed as paperwork signed off. Recruitment process processing is meeting timelines, delays are occurring in some interview processes and paperwork return to HR.
Payroll completed on time and HR data is current and accurate	Payroll processed and paid each fortnight following pay period ending. Forms used for staff data entry.	100% of Exception Timesheets processed.	100% of Exception timesheets received by payroll deadline are processed.
Work Health Safety Committee meetings organised	Minutes and Action items circulated after scheduled meetings	Ten WHS Committee meetings per year. Development and implementation of a Risk Management Policy, Risk Management framework and Risk Register by June 2015.	Ten meetings held. Final version of Risk Mgt will be talked to May meeting. The Risk Mgt Framework development has commenced. Draft Risk Register reviewed and discussed with contractor.
Staff Development	Prepare and implement a Workforce Development Plan.	Report the type and number of courses run and number of participants.	All training held, that HR is aware of, is listed in each HR Council report.

**RECOMMENDATION:**

That Council notes the content of this report for information.

**ATTACHMENTS:**

**REPORTS FOR INFORMATION**

**ITEM NUMBER** 7.2  
**TITLE** Corporate Services End of Month Report - March 2015  
**REFERENCE** 158048  
**AUTHOR** Lesley Palmer, Director Corporate Services

**Background**

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

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

**Wurrumiyanga Office – Nunuk Andayani****Facilities Hire**

Boardroom: 7 Days

- NT Magistrate Court: 17-18 March 2015
- ARO Training: 23-24 March and 26-27 March 2015
- Ordinary Council Meeting: 25 March 2015

Small Meeting Room: 6 Days

- NAAJA Civil team: 4-5 March 2015
- NAAJA Criminal: 16-18 March 2015
- Department of Business: 23 March 2015

ASDC: 146401	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$ 7,194	18%	More meeting bookings than projected
Total Expenses	\$ 172,051	-1%	
Net Surplus / (Deficit)	(\$164,857)	-1%	

**Local Authorities Support**

No Local Authority meeting held in March.

Key Performance Indicators	Action	Measure of Success	Status/Progress
Office open and functioning	Adequate staff to provide reception and administrative services	Count days each Office has an unplanned closure, aim <5 days per year.	No unplanned closures.
Budgets maintained and financial actions recorded	Run monthly budget reports	Provide monthly reports on variance to budget report on variances >10%, savings identified and re-assigned to offset any shortfalls	YTD achieved <10% variance to budget
Local Authority meetings supported.	Meeting organisation and administrative support.	Number of Local Authority meetings supported at community location against number of meeting scheduled.	Three Local Authority meetings supported this financial year.

<b>Pirlangimpi Office – Patricia Brogan</b>
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### **Facilities Hire**

Boardroom was hired out on these dates:

- Externally by Tiwi Resources for Munupi Family Trust Meeting on the 6<sup>th</sup> March
- Externally by Jonathon Mullins for Information Session on the 12<sup>th</sup> March
- Externally by Tiwi Resources for Munupi Family Trust Meeting on 19<sup>th</sup> March
- Externally by Tiwi Resources for Governance Training to Directors on 23<sup>rd</sup> to 27<sup>th</sup> March

### **Office Closure**

No office closure during March

### **IT**

No network issues and new multifunction printer is working perfectly.

### **Budget**

ASDC: 146402	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$ 2,318	21%	More meeting bookings than projected.
Total Expenses	\$ 97,279	8%	
Net Surplus / (Deficit)	(\$94,976)	9%	

### **Local Authorities Support**

- Received resignation letter from Bernard Pangiraminni.

<i>Key Performance Indicators</i>	<i>Action</i>	<i>Measure of Success</i>	<i>Status/Progress</i>
Office open and functioning	Adequate staff to provide reception and administrative services	Count days each Office has an unplanned closure, aim <5 days per year.	No unplanned closures
Budgets maintained and financial actions recorded	Run monthly budget reports	Provide monthly reports on variance to budget report on variances >10%, savings identified and re-assigned to offset any shortfalls	YTD achieved <10% variance to budget
Local Authority meetings supported.	Meeting organisation and administrative support.	Number of Local Authority meetings supported at community location against number of meeting scheduled.	Three Local Authority meetings held this financial year, including admin support to Governance Manager

<b>Milikapiti Office – Alice Williams</b>
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**Facilities Hire:**

31<sup>st</sup> March – North Australian Aboriginal Justice Agency – 1 day

**Local Authority Support:**

Meeting held on 24th March

**Office Closure:**

None for this reporting period

**Information Technology**

Offline twice for a few hours on each occasion. The new multifunction printer was installed.

**Budget**

ASDC: 146403	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$3,638	18%	More meeting bookings than projected.
Total Expenses	\$100,979	13%	Leave expenses higher than budget (automated budget calculation)
Net Surplus / (Deficit)	(\$87,041)	14%	Employee expenses higher than budget

<i>Key Performance Indicators</i>	<i>Action</i>	<i>Measure of Success</i>	<i>Status/Progress</i>
Office open and functioning	Adequate staff to provide reception and administrative services	Count days each Office has an unplanned closure, aim <5 days per year.	There were no unplanned closures.
Budgets maintained and financial actions recorded	Run monthly budget reports	Provide monthly reports on variance to budget report on variances >10%, savings identified and re-assigned to offset any shortfalls	Expenses YTD 13% higher than budget
Local Authority meetings supported.	Meeting organisation and administrative support.	Number of Local Authority meetings supported at community location against number of meeting scheduled.	Three Local Authority meetings held against number of meeting scheduled for the year

<b>Darwin Office</b>
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**Budget**

ASDC: 146400	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$2,925	0%	No budget for revenue, derives from fines and legal recovery and reimbursement for employees (no employees in this ASDC)

Total Expenses	\$79,950	3%	Leave expenses higher than budget (automated budget calculation)
Net Surplus / (Deficit)	-(\$77,025)	7%	Employee expenses higher than budget

### ICT – Chris Smith

#### Review of ICT Asset Register

In line with our current directives, ICT has provided an up to date asset list for the compliance review, including all ICT equipment and software.

#### Darwin Office

The new network installation in the Darwin office is scheduled for the week after Easter and consequently should be complete by the time of the Council meeting.

#### Website

The development of the new website is going well and will be implemented in a staged approach with parts of it containing information from the old site coming on line first. The initial pages look very good and are a huge move forward from the original site.

#### Surface Pro Tablets

The rollout of the new Surface Pros has commenced with everything operating well.

#### Budget

ASDC: 104500	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$ 2,636		No budget for revenue
Total Expenses	\$390,385	254%	This variance on YTD figures occurs due to subtracting actuals \$390,385 from a negative budget amount (\$252,720) giving a variance of (\$643,105). The negative budget amount comes from the allocation of ICT expense from units with staff using ICT.
Net Surplus / (Deficit)	(\$387,749)	253%	
CAPEX	\$ 29,184	33%	WIP account

Key Performance Indicators	Action	Measure of Success	Status/Progress
Reduce overall communication costs	Monitor Telstra billing. Reduce overall numbers of landlines and faxes, Refine Telstra accounts	Reduced telecommunication costs. Reduce Telstra monthly bill.	Following the communications crisis in March, options to reduce the two service providers supporting different parts of our system, into one are being considered.
Maintain, upgrade and manage replacement of all Council ICT equipment.	Maintain complete inventory of all ICT equipment and software. Regular inspection of all equipment. Inventory track warranty, purchase date and disposal	Smooth functioning of all ICT assets. Regular inspections. Regular turnover of out of warranty ICT equipment.	Progressively updated as items change.

	date. Work with finance to devalue all equipment, especially large items. Budget for managed replacement of all large and small items.		
Maintain and develop Council Communications	Manage Council website and newsletter. Develop alternate means of communication – Corporate Facebook page, mobile phone app.	Increased public profile of TIRC. Engagement of local businesses in TIRC communications projects. Compliance with NTG regulations	Website rebuild in progress with an external contractor

### Community Engagement – Chris Smith

The video production on "Substance abuse – Your chance to say no!" is almost complete, with video footage and dialogue developed, the new step is approval and the production of the DVDs.

Support for football grand final used a lot of resources, a BBQ was out on for the staff who worked on the day.

#### Budget:

ASDC: 121700	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$87,701	33%	Full year budget received
Total Expenses	\$32,474	41%	Salaries lower than expected due to period of time with lower EFT than required, no Internal allocation has been made for housing that was budgeted at \$9K, no ICT expense has ben included as this is not part of the grant funding
Net Surplus / (Deficit)	\$55,233	413%	Distorted due to receiving all revenue placed against YTD budget

Key Performance Indicators	Action	Measure of Success	Status/Progress
Employ two Tiwi's, one full time, one part time	Maintain employment of both Community Engagement Officers during the term of funding	Retain two staff throughout the project	Achieved
Develop video, music or radio projects	Work with local schools, media providers such as ABC Open and Tiwi Cultural mentors to develop projects on both islands at primary and secondary level	Completed projects ready for publication.	Video production on prevention of substance abuse is almost complete. There have been videos made of two Council events.
Provide training for two Tiwi Community Engagement Officers	On the job training in video editing, sound recording and video recording. Formal training provided by organisations such as ABC Open.	Quality of completed projects, training courses attended, levels attained.	Attendance at a Story Telling and Cyber safety workshop in Darwin run by NT Libraries.

**RECOMMENDATION:**

**That Council notes the content of this report for information.**

**ATTACHMENTS:**

There are no attachments for this report.

## REPORTS FOR INFORMATION

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<b>ITEM NUMBER</b>	7.3
<b>TITLE</b>	Community Support End of Month Report March 2015
<b>REFERENCE</b>	158058
<b>AUTHOR</b>	Rosanna De Santis, Director Community Support



This report illustrates the business within units including; Children's Services, Youth and Community, Sports and Recreation, Community Safety, Centrelink and Libraries.

### BACKGROUND

This report is for the month of March 2015

#### Director

- Youth Diversion application submitted.
- Secured recreation hall booking at Wurrumiyanga for Menzies School of Health.
- Annual Leave for the period 5 & 6 March 2015

#### Children's Services

During the month of March: Completion of Compliance Reports, Checking of new enrolments, Staffing issues, Programing & Utilisation reports (Dept. of Ed).

#### Childcare

This month we have Jirnani has been working towards building maintenance and improvements of the yard and facilities. Jirnani has also had their fire audit of the centre and were working towards completing the recommendation for the Fire Report. Pirlangimpi Crèche has been working towards on quality of standards and their food plans for environmental health report. Milikapiti Crèche have been doing good but working on increasing their child numbers/enrolments.

#### Outside School Hours Care Programs

Wurrumiyanga OSHC: The Wurrumiyanga OSHC staff have been on a camp with the older children for the school holidays assisting with camp activities and supervision with Red Cross (towards the end of the month).

Pirlangimpi OSHC & Milikapiti OSHC: Both OSHC programs have been working with the crèche staff to provide after school care activities for the school aged children. The numbers at Milikapiti are low and have been working to increase their numbers by working with the local school and their enrolment lists.

#### FaFT

Behavioural Management & Parenting skills: Dealing with behavioural issues as they happen and referring to ways of handling same. Some parents continue to make a huge effort to 'meet the emotional and practical needs' of their children, especially to prevent conflict. The overall atmosphere at playgroup has dramatically improved over the past 12-18 months.

Adult Literacy and Numeracy: When looking at children's book at playgroup mothers are encouraged to read the books themselves first so that they will understand stories and be familiar with them before sharing with their child/children.

Abecedarian – Learning Games: FE has been advised to pick specific LGs for coaching - Chosen by FE & FLO - 3, 9, 13, 18, 27, 32, 67, 68, 80, 92, 94, 97, 100. These learning

games were incorporated into activities such as: collecting sticks in wheelbarrows for fire wood, watching the boat activity on the ocean, water play, climbing, water slide, blocks, painting, play dough, cutting and pasting, singing and dancing - for older children. While babies love to watch and be watched by their parents - encouraged to extend physical and emotional development through LGs.

Attached is a photo from FaFT parents involved in the domestic violence film with NAAJA



### **Human Resources:**

All Staffing issues, including:

- Attendances: Were satisfactory for the month of March.
- Positions vacant: Pirlangimpi 1 PT position, Jirnani CCC 1 PT Position, Milikapiti 0.
- Recruitment: Nil for this reporting period.
- OH&S matters: Jirnani Childcare Centre, date of installation of new Fire Equipment. Southern Star's Fire Officer – Alan Gelera will install new equipment on Monday 20<sup>th</sup> April.
- Staff meetings conducted: Regional Manager site visits at each service.
- Travel (proposed and undertaken): Site visits Between the BBF services with the quality improvement plans.

## **Sports and Recreation**

### **BACKGROUND**

To provide opportunities to 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 & encourage healthy lifestyle for all people living on the Tiwi Islands.

### **S&R:**

#### **Wurrumiyanga**

Swimming Pool hours: Monday, Tuesday, Wednesday, Friday Saturday 2pm – 6pm & Thursday 2pm to 7.30pm. Consultation with commercial users of the facility is being conducted, with an intention to adjust hours to suit community needs.

Gym hours: Monday, Wednesday & Friday 4-6pm

#### **Pirlangimpi:**

Activities delivered at recreation hall & oval from 2pm- 6pm

#### **Milikapiti**

Outdoor activities afterschool hours.

**Training:**

Pool Operators course 16<sup>th</sup> 19<sup>th</sup> March at Wurrumiyanga. 2 of the sports & recreation officers attended and completed the pool operator's course.

AFL coaching and Officiating Course 20<sup>th</sup> March Wurrumiyanga, all of the sports & rec officers attended.

**Up Coming Events:****NT Basketball Championships:**

Held in Darwin over the Easter weekend. I have registered a U/14 Tiwi islands girls team into the competition.

**Healthy Lifestyle Cup:**

In partnership with the Heart foundation we will be starting the women's 9 aside Healthy Lifestyle Cup. The 8 week competition will kick off on Thursday 16<sup>th</sup> of June 2015. Our focus is on educating young Tiwi women/girls on health issues and the benefit of living healthy and active. All women and girls will need to take part in a simple health check to register for the competition.

At the end of the 8 week competition we will select a Tiwi representative side to play a Darwin side in June. The rep team will be staying at the Michael Long Learning Centre and will take part in leadership activities. There will be teams from Nguiu, Pirlangimpi, Milikapiti and Tiwi College. Tiwi College dominates the competition are last years GF winners.

**Youth and Community****BACKGROUND:**

- Youth Diversion assessments of youth for YD program suitability
- Follow up/monitoring with Youth on diversion programs
- proactive and preventative delivery to students attending Tiwi schools
- Family conflict mediations as required
- Internal/external networking with TY&CS stakeholders
- WOSHC/VAC programs

**New event:** Young Women's bush camp proposed for 07-09 April 2015

**VISITORS AND MEETINGS****Visitors:**

- Nelson Mungatopi – Follow up YDU/Court Legal Education and Training Ponki Mediators
- Emmanuel Tipungwuti – Informal Visit
- Barry Puruntatameri - Informal Visit
- Ivan Fernando Snr – Informal Visit
- Will Crawford and Alex - NAAJA Legal Education & Training to family mediators, night patrol workers, TY&CS KD and RP

**PROGRAMS AND WORKSHOPS****Programs**

- MCPS delivery to commence 20.03.2015 - 65 students at assembly
- Xavier College deliveries 10.03.2015 – 22 students; 17.03.2015 – Ron Poantimilui 19 students
- 04.03.2015 Tiwi College visit - Delivery to Middle Boys Class-22 students-Issues discussed respect; strong education/strong culture; staying strong making the right

- choices; acceptable behaviour; two way learning; not breaking the law (western and culture)
- 05.03.2015 Milikapiti school delivery to students – 3 classes – Senior class, middle primary x 2 – Nos of students 36 total-Issues-anger management/back talk, showing respect to adults; learning at school/learning at home and making positive choices
  - 11.03.2015 Pirlangimpi School-two school assembly in March 2015– 36 students at school assembly
  - Meeting with Pirlangimpi school principal (11.03.2015) with Rosanna, Deanne and Ebony, Ron and Kevin
  - Six current formal Police referrals; One file transferred to Darwin YD – attending Kormilda College; one new referral – relocated to Wurrumiyanga from Maningrida; two completed program – YD follow ups x 2 Tiwi College-04.03.2015-FT & ML; Milikapiti YDU Follow ups x 4 (BJ, SL SA, EM) – 18.03.2015
  - 1 x Mediation held at Wurrumiyanga March J. Puautjimi family re use of private car

### **Workshops**

- NAAJA legal education & training and court reference letters with Ponki mediators workshop – 23.03.2015

## **Centrelink Service**

### **BACKGROUND**

Centrelink Agent Offices at Pirlangimpi and Milikapiti offer assistance and support to all community members with Centrelink issues including Family payments, Age pensions, Disability support payments, Job search allowances and Study payments for youth. Offices in both communities are open to the public from 8:00am to 4:00pm Monday to Friday.

### **Strategic Planning:**

Both current Agents and two newly appointed Agents have undertaken Training again this month with Department of Human Services covering topics including, the new Centrelink procedures, Client service delivery and the Self Help Computers located in each agency.

### **Human Resources:**

Eusebia Puantulura at Pirlangimpi and Gabriella Lorenzo at Milikapiti have completed their Training and are performing their duties very well which after a long period is welcomed by the Agents who have been covering two Part Time positions.

### **Visitors and Meetings:**

Human Services Remote Assistance Team visited both Milikapiti and Pirlangimpi again this month as part of their continuous support program.

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

## **ISSUES / OPTIONS / CONSEQUENCES**

Pirlangimpi Centrelink agency has received a face lift. Furniture and fittings have been provided by the Department of Human Services.

## **Libraries**

### **BACKGROUND**

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.

**Strategic Planning:**

As a result of discussions with the Pre School, Primary School and the Creche around children attending the Library in and out of School hours, to further increase the number of people utilising the facility. Vanessa Daniels with the Outside School Hours Care children now attends the Library on Tuesday afternoons.

Library Staff will be participating in two Training Courses next month, one at Wurrumiyanga and the other in Darwin, both over three days.

**Human Resources:**

Staff attendances are very good.

**Visitors and Meetings:**

RJCP Providers have met with Dept Director Community Support to discuss again their proposed usage of the building currently housing the Library and Community Safety Office. Further meetings to take place in April.

Official Manager met with NT Libraries Director in Darwin.

Facility usage has increased and further increases are expected.

General repairs, painting and maintenance have been completed and Air conditioners installed.

**ISSUES / OPTIONS / CONSEQUENCES**

Milikapiti Library was broken into for the second time with a Wireless Modem being stolen. Incident reported to NT Libraries immediately and Wireless service cancelled. The Modem will need to be replaced.

**Community Safety****BACKGROUND**

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

Tiwi Islands Community Safety completes weekly reports for the Prime Minister and Cabinet showing the numbers of children out after 9:00pm as part of the school attendance program.

**Strategic Planning:**

Having moved Milikapiti Community Safety to a more central location in the community has improved access to support for community members. Several people who are unable to ring the Community Safety Team have been able to walk to the office, or simply call out for support.

**Human Resources:**

Currently the Pirlangimpi Team is short 2 Patrol Officers due to one Resignation and one employee currently Suspended from duties. Milikapiti is short 1 Patrol Officer due to an Employee being on Parental Leave.

**Visitors and Meetings:**

Community Safety Coordinator and the Wurrumiyanga team attended another one day workshop run by NAAJA.

Deputy Director Community Support and Wurrumiyanga Coordinator attended a Service Providers meeting at Wurrumiyanga to pass on information to other Service Providers around what services Community Safety Guidelines indicate are permitted or not permitted and the hours of operations.

Weekly Reports concerning Children out at night and Monthly reports regarding operations of Community Safety are sent to Department of Prime Minister and Cabinet by the due dates. Set Patrols continue to take place on each community.

**ISSUES / OPTIONS / CONSEQUENCES**

Currently some Community Safety staff do not have uniforms. David Fleming has received quotes and Orders will be placed early next month.

**RECOMMENDATION:**

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

**ATTACHMENTS:**

## **REPORTS FOR INFORMATION**

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**ITEM NUMBER** 7.4  
**TITLE** Finance End of Month Report - March 2015  
**REFERENCE** 158071  
**AUTHOR** Selvan Supramaniam, Senior Accountant



### **BACKGROUND**

#### **Overview:**

The current report provides financial information as on 31<sup>st</sup> March 2015, for the financial year 2014/15. It includes reporting on:

- Income and Expenditure
- Balance Sheet
- Ageing Payables
- Ageing Receivables

#### **Finance:**

TIRC finance department now has a good team and is gearing up and continuing efforts to provide training in order to better equip program Managers and Directors with usable reports measured against actual budgets. The Financial Advisor / Trainer position, which is to be based in the Island is still vacant and will remain so until the ban on recruitment is lifted.

Merit Partners, our Auditors have finalized and submitted the overall financial report for the year 2013-14. The Funding Grant Acquittals is still to be audited as we understand that they are waiting for some reports from our Contracts department. The Finance team has been working extensively and collaboratively with Latitude 12 and Merit Partners in order to finalize the 2013/14 audited financials

Now that the audit is over and overall financial report finalized and submitted, we have asked Council Biz to rollover the closing balances of 30.06.2014 to the current year. The same has been approved by Garry and we are waiting for Council Biz to complete their part.

Regarding Fixed Assets Register Karen is helping us set up the system, with physically checking and counting the assets. There are certain procedures being designed and developed moving forwards for us to work on in future.

#### **Human Resources:**

The recruitment of Financial Advisor / Trainer is currently on hold due to current financial situation; however there were interviews conducted and few candidates shortlisted and selected for the position. The position could be filled if and when we lift the ban.

#### **Systems and Quality:**

The Systems and Quality Officer has been working on the TechOne Budget Module while assisting the data entry process that is still ongoing, by providing basic training on the use of the system and assisting with the preparation of journals to adjust figures entered against incorrect accounts, as identified by directors during the process.

He has also been setting up TechOne worksheets to record additional data such as the Portable and Attractive Items Register, stock take sheets, templates for monthly journals (fleet, housing, phones, ICT allocations), cash flow forecast and other management reports.

A review of the current chart of accounts is currently in place, with new attributes being assigned to accounts to label them as Open or Closed, until a permanent solution is applied by TechOne to the problem involving accounts that cannot be made inactive without interfering with payroll entitlement calculations.

### **Current Financial Reporting**

- Consolidated Profit and Loss for the period ending 31 March 2015;
- Consolidated Balance Sheet for the period ending 31 March 2015;
- Ageing Receivables;
- Ageing Payables.

### **Profit and Loss**

*Attached*

### **Balance Sheet**

*Attached*

### **Current Operating Accounts & Cash on Hand**

#### **Account Balances as at 31 March 2015**

Operating Account	\$64,494.72
Term Deposit (lease)	\$8,613.00
Trust Account	\$752,558.81
Cash Deposit Account (credit cards)	\$57,967.77
TCU Operation Account	\$1940
Cash on Hand	<u>\$710.69</u>
	<u><u>\$886,284.99</u></u>

### **Ageing Receivables**

The outstanding receivables (Debtors) owed to Council at the end of March totals \$421,509 with 75% of this exceeding 90 days trading term. The total debts owed to Council that exceed 90 days trading terms are \$470,396.64 ( we have received \$251,115 in April 2015 as against \$470,396, leaving balance of \$219,282 reducing the over 90 days to 52 % ). Total debts are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
385,341	421,509	-156,177	85,530	19,963	1,796	470,397	0.00

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.

### **Rates Outstanding as at 31 March 2015**

The 2014/15 financial year rates run was completed in October these were posted into our accounts dated October with a due date of 28 October 2014. These charges are all subject to 18% interest charges.

The current outstanding rates balance is \$321,991.

### **Ageing Payables**

The outstanding payments (Creditors) owed by Council at the end of March totals \$251,385 with 4% of this exceeding 90 days trading term. The total debts owed by Council that exceed 90 days trading terms are \$9,808. Total payables are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
244,446	251,385	-27,424	237,018	22,712	9,270	9,808	0.00

### **Net Income/ Expenditure**

Upon completion of the 2014/15 Financial Audit the Council will review their cash flow to determine ability to pay back the NTG \$1,000,000 loan over the next 3 financial years. Tiwi Islands Regional Council re-paid \$333,333 on 28 January 2014.

### **CONSULTATION AND TIMING**

Section 8 of the Local Government Accounting Regulations 2014 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.

#### **Part 8 Financial reports to council**

##### **18                  Financial reports to council**

- (1)                  The CEO must, in each month, lay before a meeting of the council a report, in a form approved by the council, setting out:
  - (a)                  the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and
  - (b)                  the forecast income and expenditure for the whole of the financial year.
- (2)                  The report must include:
  - (a)                  details of all cash and investments held by the council (including money held in trust); and
  - (b)                  a statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and
  - (c)                  other information required by the council.
- (3)                  If a council does not hold a meeting in a particular month, the report is to be laid before the council committee performing the council's financial functions for the particular month.

**RECOMMENDATION:**

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

**ATTACHMENTS:**

- 1 Cash Flow.pdf
- 2 Financial Performance.pdf
- 3 Financial Position.pdf
- 4 Graphs.pdf


**Statement of Cash Flows**

Description	(P/YTD) <sup>a</sup>	O/S	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	C/S	YTD(\$)	YTD (%)
<b>CASH ACCOUNTS</b>																	
1111 - Cash at Bank Operational General	297,346	1,020,073	(111,382)	(481,457)	195,282	(33,457)	(753,424)	46,211	[182,221]	56,581	0	0	0	0	53,522	(243,624)	-8.2%
1121 - Cash at Bank Operational TCU	54,594	7,928	1,004	9,584	17,904	12,243	11,008	14,824	4,410	(125,545)	0	0	0	0	1,940	(49,561)	-9.7%
1131 - Cash at Bank Trust General	2,243,671	(702,430)	51,751	14,394	508,091	(366,493)	177,246	16,514	(321,781)	(886,406)	0	0	0	0	752,559	(1,491,113)	-6.6%
1142 - Cash on Hand Petty Cash	100	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0	0%
1143 - Cash on Hand Drawn	200	0	0	0	0	0	0	0	0	0	0	0	0	0	200	0	0%
1144 - Cash on Hand Neg/Jul	600	0	0	0	0	0	0	0	0	0	0	0	0	0	600	0	0%
1151 - Cash Deposit Account / Credit cards	57,257	101	104	100	107	104	101	101	0	0	0	0	0	0	57,968	(1,783,711)	-5.7%
<b>Subtotal</b>															895,859	(1,783,711)	
<b>Cash Movement</b>																	
<b>TOTAL INCOME</b>		<b>325,672</b>	<b>(58,524)</b>	<b>(457,432)</b>	<b>721,378</b>	<b>(387,602)</b>	<b>(565,069)</b>	<b>74,690</b>	<b>(501,191)</b>	<b>(935,666)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,783,787)</b>		
13 - Receivables			(351,375)		450,776	796,195	(749,731)	(91,688)	(24,262)	(254,417)	81,870	79,285	0	0	0	(83,327)	
15 - Prepayments			0	0	(1,371)	(2,586)	(15,585)	(180)	(352)	(274)	(31,5)	0	0	0	(20,652)		
61 - Income Rates			(6,051)	0	10,275	0	18,629	0	(5,645)	0	(1,355,624)				(745,990)		
62 - Income Council Fees and Charges			(18,008)	0	(49,712)	(111,483)	(138,603)	(45,907)	(80,157)	(118,767)	0	0	0	(5,612,811)			
63 - Income Operating Grants Subsidies			(1,051,213)	(1,358,408)	(863,216)	(675,679)	(221,147)	(705,556)	(44,845)	(18,676)	0	0	0	(42,918)	(18,006)		
64 - Income Investment			(15,240)	0	(5,332)	(5,371)	(4,598)	(5,058)	(1,314)	(3,999)	(2,335)	0	0	(3,838)	(765)		
65 - Income Contributions Donations			0	0	0	0	0	0	0	0	0	0	0	0	(44)		
66 - Income Reimbursements			(150)	(525)	(125)	(1,700)	1,000	(11,440)	(5,422)	(18,640)	(84,636)	(90,256)	0	(768,794)			
67 - Income Agency and Commercial Services			(70,141)	(85,525)	(81,656)	(116,564)	(86,577)	(89,640)	(63,354)	(84,636)	(60,913)	(1,277)	0	(120,273)			
68 - Income Capital Grants			0	0	0	0	0	(46)	0	(37,384)	(27,273)	0	0	0	(8,753,515)		
<b>Subtotal</b>			(1,500,456)	(1,793,561)	(748,339)	(1,850,629)	(944,498)	(480,926)	(1,087,084)	(959,722)	(253,291)	0	0	0			
<b>TOTAL EXPENSES</b>																	
21 - Creditors			208,689	(46,413)	116,840	120,942	(129,964)	182,740	34,789	(99,968)	139,807	0	0	0	477,461		
22 - Current Provisions			0	0	0	(7,745)	0	0	0	0	(7,745)				(7,745)		
31 - Acquisition of Assets			(227,931)	(227,923)	(220,571)	(227,923)	(224,742)	0	0	0	0	0	0	0	(1,977,577)		
33 - Vat Assets			58,029	15,384	14,127	1,199	15,318	22,727	82,648	30,757	6,045	0	0	0	243,331		
71 - Employee Expenses			71,175	601,896	640,169	566,919	812,462	574,532	617,464	613,374	580,919	580,919	0	0	2,641,162		
72 - Contract and Material Expenses			193,985	484,330	285,725	244,615	488,046	185,653	200,287	386,752	255,370	0	0	0	4,737		
73 - Finance Expenses			650	432	653	422	474	690	490	510	0	0	0	353,556			
74 - Communication Expenses			24,877	36,733	61,870	44,223	36,138	27,344	38,581	48,336	65,638	0	0	0	1,580,423		
75 - Asset Expense			227,923	219,383	221,661	227,923	221,271	227,933	227,342	2,848	2,183	0	0	0	1,006,464		
79 - Miscellaneous Expenses			71,159	217,762	106,016	155,675	151,035	84,984	60,913	66,792	98,599	0	0	0	10,558,153		
<b>Subtotal</b>			1,175,048	1,195,084	1,206,273	1,128,251	1,192,256	1,016,970	1,097,138	1,189,694	0	0	0	0			
<b>UNRECONCILED BALANCES</b>																	
<b>Activites Movement</b>		(264)	0	(505)	0	(155)	5,457	(4,525)	(225)	(735)	0	0	0	0	(951)		
		<b>(325,672)</b>	<b>58,524</b>	<b>457,432</b>	<b>(721,378)</b>	<b>387,602</b>	<b>585,099</b>	<b>(74,650)</b>	<b>501,191</b>	<b>935,668</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,783,787</b>		

Prior year's closing balances - current year's opening balances not available yet.

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## Statement of Financial Performance

Description	Current Period (P9)			Year-To-Date (P1-P12)			Full Year (P1-P12)					
	Budget	Actuals	Variance (\$)	Variance (%)	Budget	Actuals	Variance (\$)	Variance (%)	Budget	Forecast	Variance (\$)	Variance (%)
<b>OPERATING REVENUE</b>												
61 - Income Rates	(93,928)	[5,445)	88,384	-94%	(845,395)	(1,395,852)	(490,497)	5.8%	(1,127,140)	[1,417,637]	(490,497)	44%
62 - Income Council Fees and Charges	(127,553)	(86,577)	39,427	-3.1%	(1,145,250)	(745,960)	452,260	-15%	(1,531,000)	[1,125,742]	422,160	-26%
63 - Income Operating Grants Subsidies	(821,509)	(118,667)	702,742	-8%	(7,393,576)	(5,612,821)	1,780,757	-24%	(9,858,104)	[5,077,748]	1,760,757	-15%
64 - Income Investments	(6,667)	(2,935)	3,732	-55%	(60,000)	(43,918)	15,082	-27%	(61,918)	[18,000)	16,082	-20%
65 - Income Contributions Donations	(2,083)	0	2,083	-100%	(18,750)	(18,008)	1,4914	-20%	(25,000)	(10,086)	14,914	-50%
66 - Income Reimbursements	0	765	105%	0	(18,008)	(18,008)	0	100%	(18,008)	(18,008)	0	100%
67 - Income Agency and Commercial Services	(159,621)	[90,152)	69,370	-43%	(1,436,600)	(785,794)	657,805	-46%	(1,915,466)	[1,425,651]	567,805	-35%
68 - Income Capital Grants	0	0	0	0%	(144,000)	(144,000)	0	100%	(144,000)	(144,000)	0	100%
69 - Inc Sale of Assets	0	(27,773)	(27,271)	-100%	(120,273)	(120,273)	0	100%	(120,273)	(120,273)	0	100%
<b>Subtotal</b>	<b>[1,211,392]</b>	<b>[332,663)</b>	<b>879,130</b>	<b>-73%</b>	<b>(10,902,532)</b>	<b>(8,649,596)</b>	<b>2,252,996</b>	<b>-21%</b>	<b>(14,516,710)</b>	<b>[12,283,141]</b>	<b>2,252,996</b>	<b>-15%</b>
<b>OPERATING EXPENDITURE</b>												
71 - Employee Expenses	623,514	144,907	30%	4,303,000	5,803,939	1,497,939	35%	\$ 7,144,000	7,211,939	1,497,939	26%	
72 - Contract and Material Expenses	330,282	255,370	-23%	2,972,337	2,641,762	(330,775)	-11%	3,985,382	3,652,607	(330,775)	-10%	
73 - Finance Expenses	23,102	510	(27,532)	-98%	232,915	4,737	(248,176)	-98%	337,220	89,042	(248,176)	-73%
74 - Communication Expenses	32,792	65,658	32,946	100%	295,128	355,556	58,428	20%	393,504	481,942	58,428	15%
75 - Asset Expense	0	2,153	1,580,425	100%	1,580,425	1,580,425	0	100%	1,580,425	1,580,425	0	100%
79 - Miscellaneous Expenses	216,079	95,599	(119,481)	-55%	1,944,715	1,008,464	(936,351)	-48%	2,592,933	1,656,703	(936,251)	-34%
<b>Subtotal</b>	<b>1,085,922</b>	<b>1,043,843</b>	<b>(42,079)</b>	<b>-4%</b>	<b>9,773,795</b>	<b>11,402,883</b>	<b>1,629,500</b>	<b>17%</b>	<b>13,031,059</b>	<b>14,660,648</b>	<b>1,629,500</b>	<b>13%</b>
<b>ALLOCATIONS</b>												
92 - Allocation of Contract and Material Exp	0	0	0	0%	0	(2,366,610)	(2,366,610)	100%	0	(2,366,610)	(2,366,610)	100%
97 - Internal charges	0	0	0	0%	0	(249,768)	(249,768)	100%	0	(249,768)	(249,768)	100%
98 - Internal Cost Allocations	0	0	0	0%	0	483,917	483,917	100%	0	483,917	483,917	100%
99 - Allocation and Suspense	0	(735)	(735)	100%	0	(470)	(470)	100%	0	(470)	(470)	100%
<b>Subtotal</b>	<b>0</b>	<b>(735)</b>	<b>(735)</b>	<b>100%</b>	<b>0</b>	<b>(921)</b>	<b>(921)</b>	<b>100%</b>	<b>0</b>	<b>(921)</b>	<b>(921)</b>	<b>100%</b>
<b>Net Result before Capital Expense (Surplus)/Deficit</b>	<b>(125,471)</b>	<b>710,845</b>	<b>836,316</b>	<b>-65%</b>	<b>(1,129,238)</b>	<b>2,752,396</b>	<b>3,881,534</b>	<b>-34%</b>	<b>(1,505,651)</b>	<b>2,375,983</b>	<b>3,881,534</b>	<b>-25%</b>
<b>CAPITAL EXPENSE</b>												
133 - WIP Assets	45,033	5,045	(39,755)	-87%	412,500	212,012	(200,486)	-49%	550,000	349,512	(200,486)	-35%
<b>Subtotal</b>	<b>45,033</b>	<b>5,045</b>	<b>(39,755)</b>	<b>-87%</b>	<b>412,500</b>	<b>212,012</b>	<b>(200,486)</b>	<b>-49%</b>	<b>550,000</b>	<b>349,512</b>	<b>(200,486)</b>	<b>-35%</b>
<b>Net Result after Capital Expense: (Surplus)/Deficit</b>	<b>(79,638)</b>	<b>716,889</b>	<b>796,527</b>	<b>-1,000%</b>	<b>(716,738)</b>	<b>2,964,408</b>	<b>3,681,146</b>	<b>-534%</b>	<b>(955,651)</b>	<b>2,725,495</b>	<b>3,681,146</b>	<b>-385%</b>

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### Statement of Financial Position

Description	(P) (C)	04	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD (\$)	YTD (%)	
<b>ASSETS</b>																		
<b>CURRENT ASSETS</b>																		
11 - Cash																		
11 - Receivables		2,550,676	335,672	(50,524)	(457,421)	721,376	(357,621)	74,650	(51,191)	(955,659)	0	0	856,059	(4,793,871)	-67%			
14 - Inventory		914,996	(331,375)	450,776	756,195	(748,731)	(91,688)	(24,081)	(15,417)	81,870	0	0	831,659	(33,327)	-9%			
15 - Prepayments		30,995	0	0	(1,371)	(2,565)	(15,535)	(180)	(362)	(274)	0	0	851,782	0	0%			
<b>Subtotal</b>		4,447,949	(5,702)	392,235	297,393	150,921	(494,336)	(503,511)	(149,996)	(556,626)	0	0	10,144	(20,452)	-67%	-42%		
<b>NON CURRENT ASSETS</b>																		
31 - Acquisition of Assets																		
33 - WIP Assets		32,595,47	(227,923)	(217,923)	(20,571)	(227,923)	(20,571)	(224,742)	0	0	0	0	31,017,500	(1,577,577)	-5%			
37 - Chasing Account		45,011	58,029	15,384	14,127	1,199	13,318	22,727	81,645	30,727	6,045	0	0	288,442	243,231	540%	0%	
<b>Subtotal</b>		32,641,920	(169,923)	(112,559)	(206,441)	(226,728)	(207,235)	(205,196)	(144,096)	30,757	6,045	0	0	31,308,724	(1,394,446)	-41%		
<b>Subtotal</b>		37,090,869	(175,597)	179,713	90,949	(257,745)	(792,108)	(794,707)	(122,226)	(388,839)	(850,621)	0	0	33,868,758	(3,222,112)	-9%		
<b>LIABILITIES</b>																		
<b>CURRENT LIABILITIES</b>																		
21 - Creditors																		
22 - Current Provisions		(398,461)	208,689	(46,413)	116,840	1,20,942	(129,964)	151,740	14,789	(89,986)	119,827	0	0	0	{161,004}	437,461	-65%	
23 - Unexpended Grants Liability		(204,301)	0	0	0	0	0	(7,745)	0	0	0	0	0	{1,305,578}	{7,745}	1%		
<b>Subtotal</b>		(2,240,556)	206,659	(45,413)	115,640	120,942	(129,954)	141,995	14,769	(93,955)	119,507	0	0	0	{1,770,631}	459,716	-21%	
<b>NON CURRENT LIABILITIES</b>																		
42 - Non Current Provisions																		
49 - Other Non Current Liabilities		{151,033}	0	0	0	0	0	0	0	0	0	0	{151,033}	0	0%			
<b>Subtotal</b>		{86,667}	0	0	0	0	0	0	0	0	0	0	{66,667}	0	0%			
<b>Total</b>		{817,700}	0	0	0	0	0	0	0	0	0	0	{817,700}	0	0%			
<b>Total Assets &amp; Liabilities</b>		34,032,573	33,091	133,300	207,789	(136,703)	(832,072)	(649,712)	(108,437)	(488,807)	(710,845)	0	0	0	31,280,177	(2,752,396)	-8%	
<b>EQUITY</b>																		
51 - Accumulated Surplus Deficit																		
53 - Asset Revaluation Reserves		{5,401,202}	0	0	0	0	0	0	0	0	0	0	{5,401,202}	0	0%			
<b>Subtotal</b>		{1,955,760}	0	0	0	0	0	0	0	0	0	0	{1,955,760}	0	0%			
<b>Net Equity</b>		{57,306,982}	0	0	0	0	0	0	0	0	0	0	{37,306,982}	0	0%			
Prior year's closing balances - current year's opening balances not available yet.		(3,344,419)	33,091	133,300	207,789	(136,703)	(832,072)	(649,712)	(108,437)	(488,807)	(710,845)	0	0	(6,086,815)	(2,752,396)	83%		

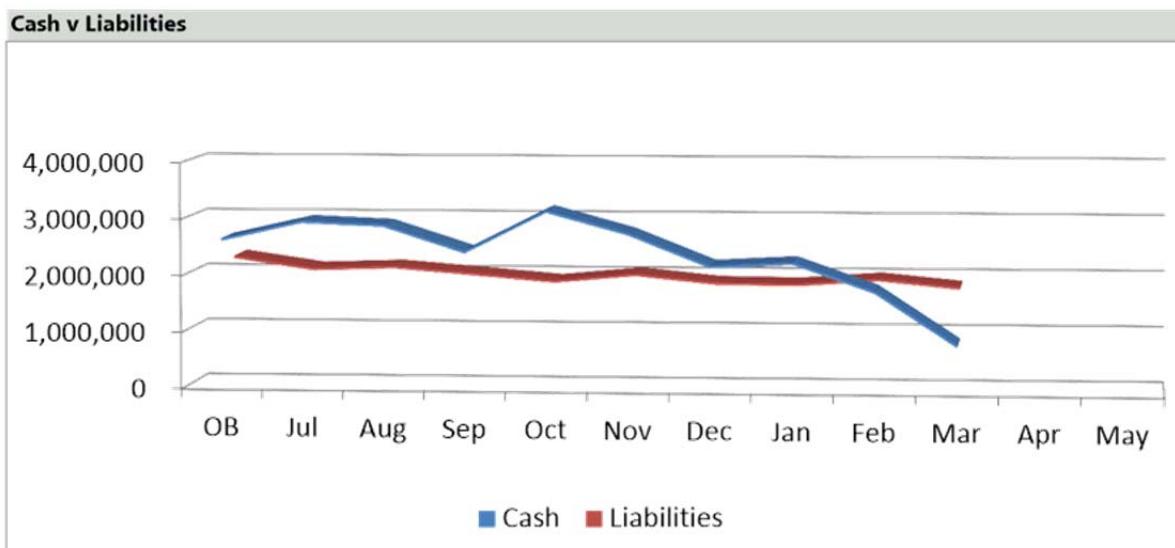
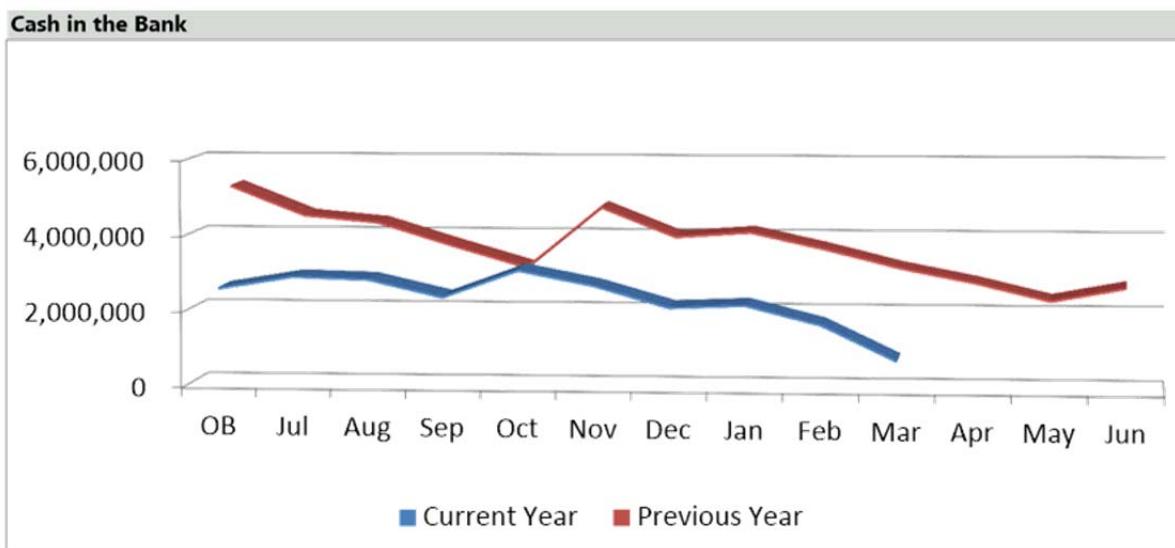


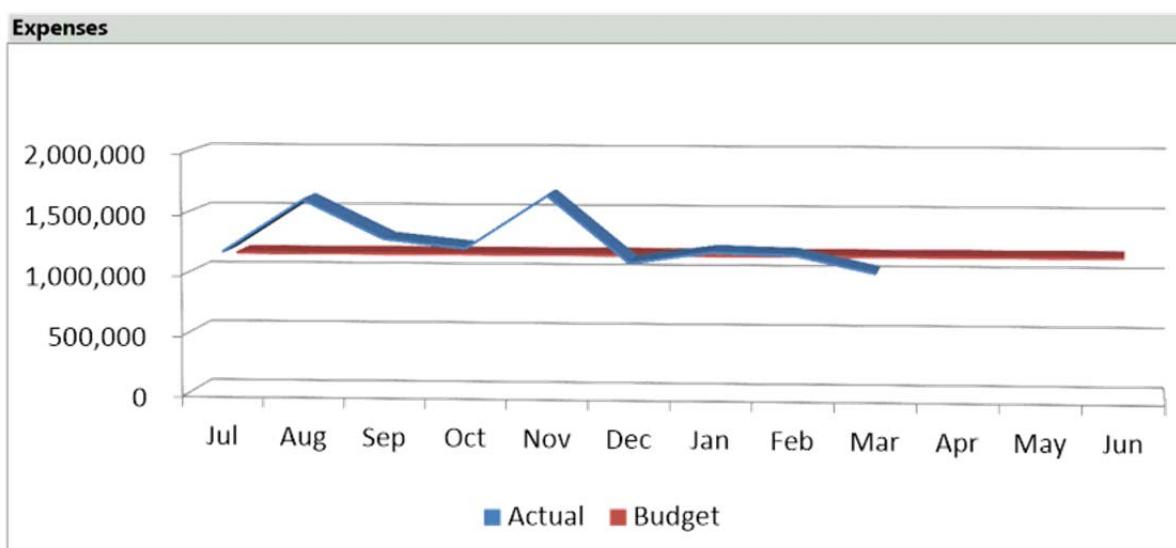
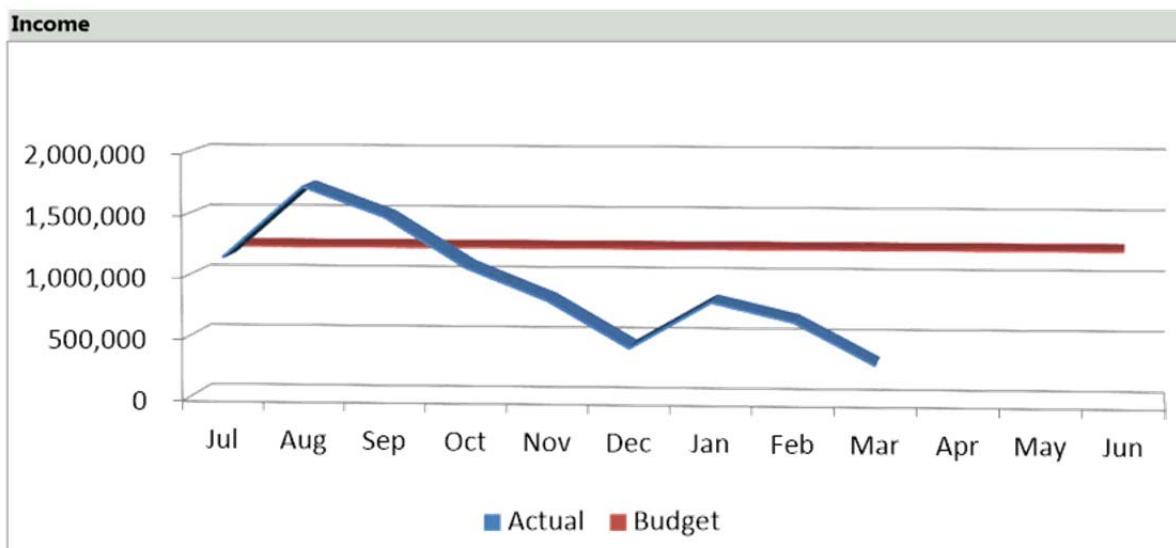
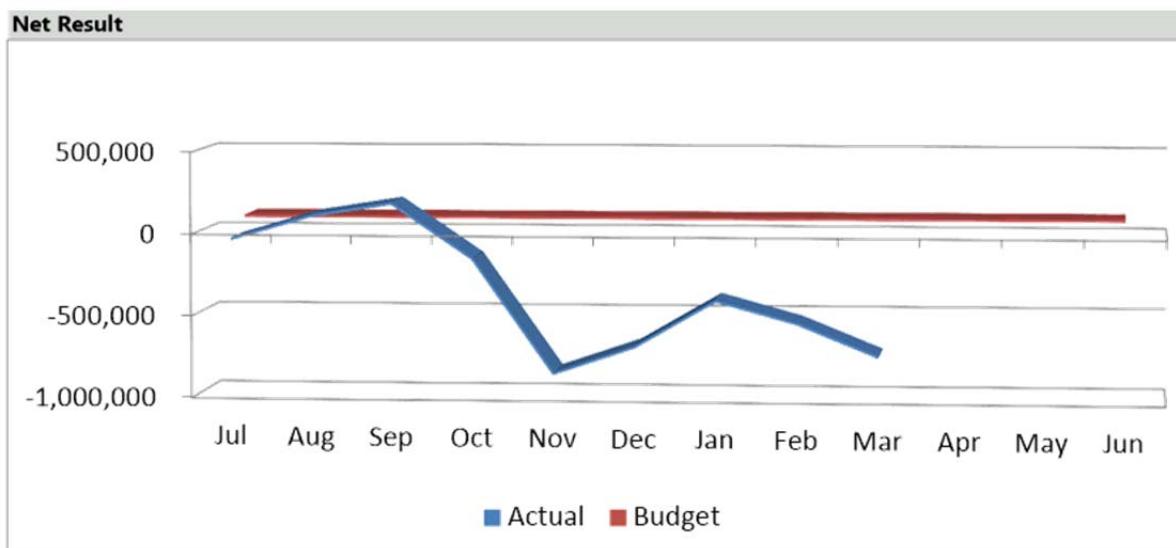
**MONTHLY FINANCIAL REPORTS  
March 2015**

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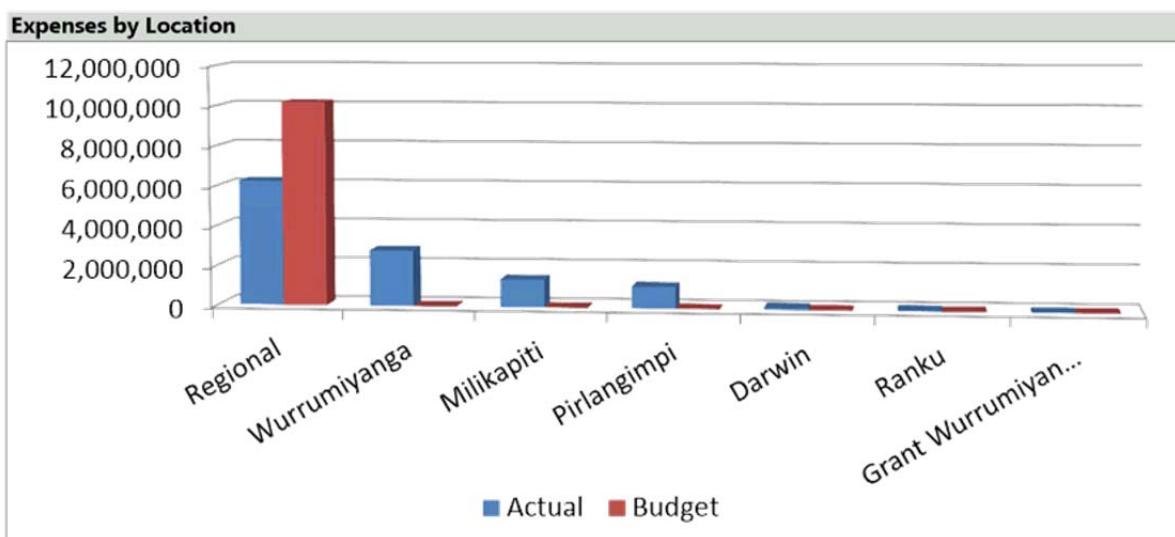
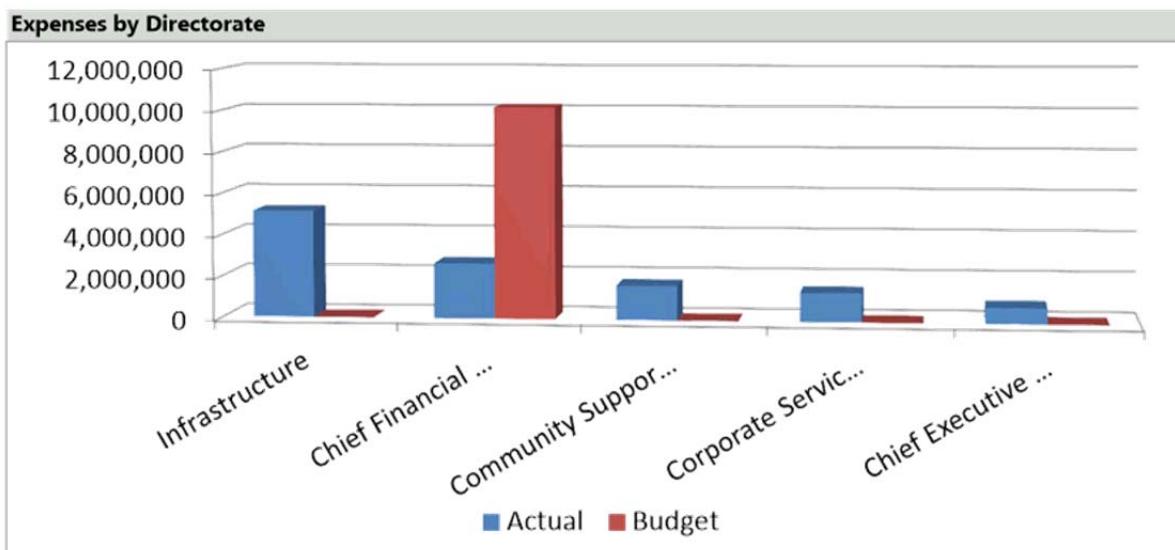
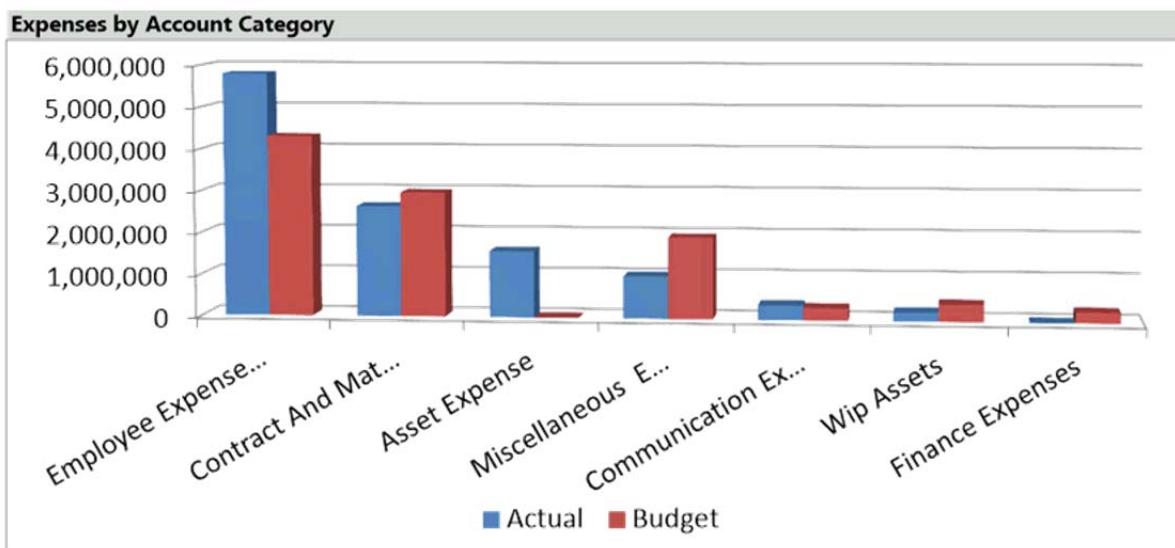
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## CASH BALANCES



**ACTUAL v BUDGET**

## ACTUAL v BUDGET



## NET RESULT

Directorate	Actual	Budget	Variance (\$)	Variance (%)
<b>All Directorates</b>				
Income	8,649,536	10,902,532	-2,252,996	-21%
Expenses	11,402,883	9,773,295	1,629,588	17%
CapEx	212,012	412,500	-200,488	-49%
<b>Subtotal</b>	<b>-2,965,359</b>	<b>716,738</b>	<b>-3,682,097</b>	<b>-514%</b>
<b>1000 - Chief Financial Officer</b>				
Income	3,301,642	10,902,532	-7,600,890	-70%
Expenses	2,652,941	9,773,295	-7,120,354	-73%
CapEx	0	412,500	-412,500	-100%
<b>Subtotal</b>	<b>648,701</b>	<b>716,738</b>	<b>-68,036</b>	<b>-9%</b>
<b>2000 - Infrastructure</b>				
Income	2,768,903	0	2,768,903	100%
Expenses	4,961,065	0	4,961,065	100%
CapEx	182,828	0	182,828	100%
<b>Subtotal</b>	<b>-2,374,990</b>	<b>0</b>	<b>-2,374,990</b>	<b>-100%</b>
<b>3000 - Corporate Services</b>				
Income	205,451	0	205,451	100%
Expenses	1,362,697	0	1,362,697	100%
CapEx	29,184	0	29,184	100%
<b>Subtotal</b>	<b>-1,186,430</b>	<b>0</b>	<b>-1,186,430</b>	<b>-100%</b>
<b>4000 - Chief Executive Officer</b>				
Income	344,862	0	344,862	100%
Expenses	776,505	0	776,505	100%
CapEx	0	0	0	0%
<b>Subtotal</b>	<b>-431,644</b>	<b>0</b>	<b>-431,644</b>	<b>-100%</b>
<b>6000 - Community Support</b>				
Income	2,028,679	0	2,028,679	100%
Expenses	1,649,676	0	1,649,676	100%
CapEx	0	0	0	0%
<b>Subtotal</b>	<b>379,003</b>	<b>0</b>	<b>379,003</b>	<b>100%</b>

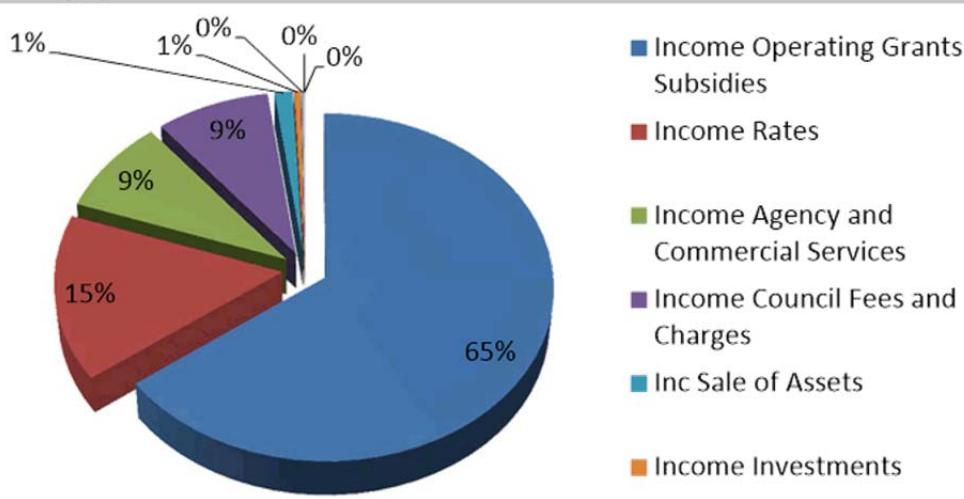
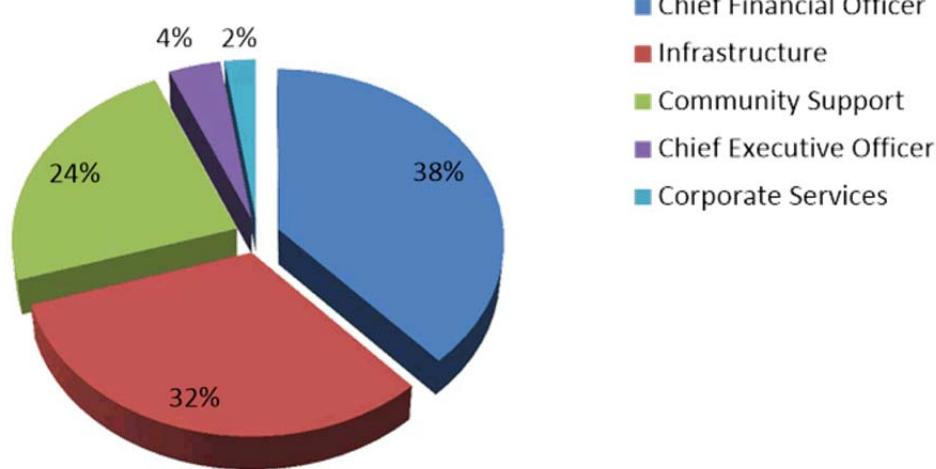
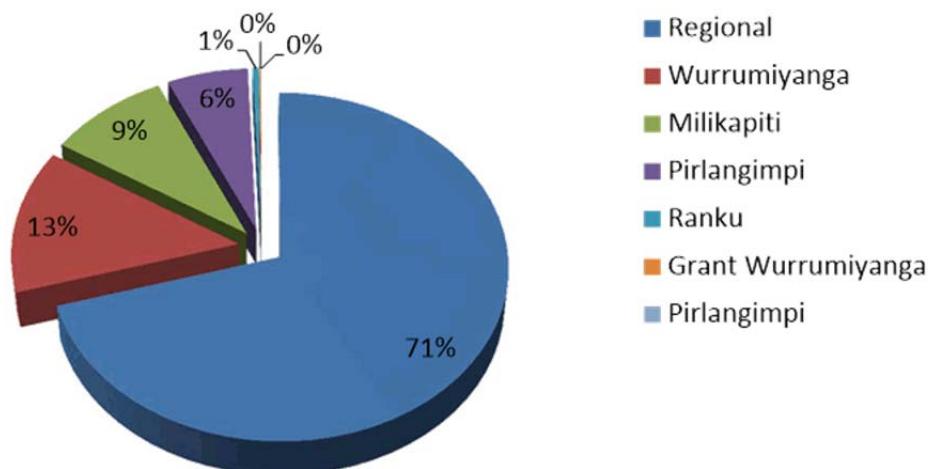
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100,000

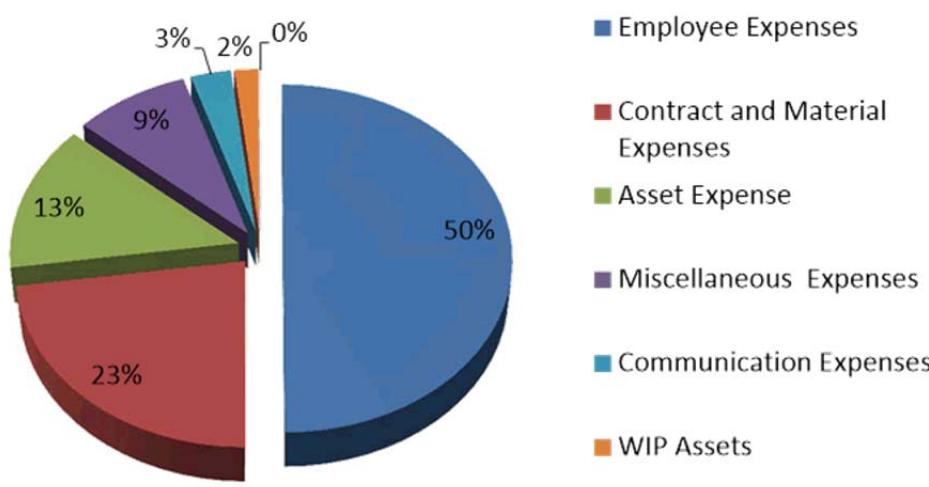
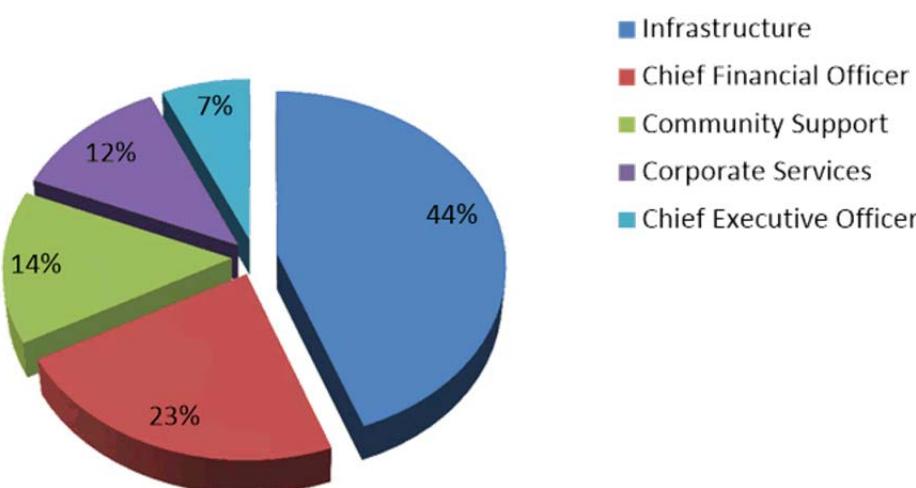
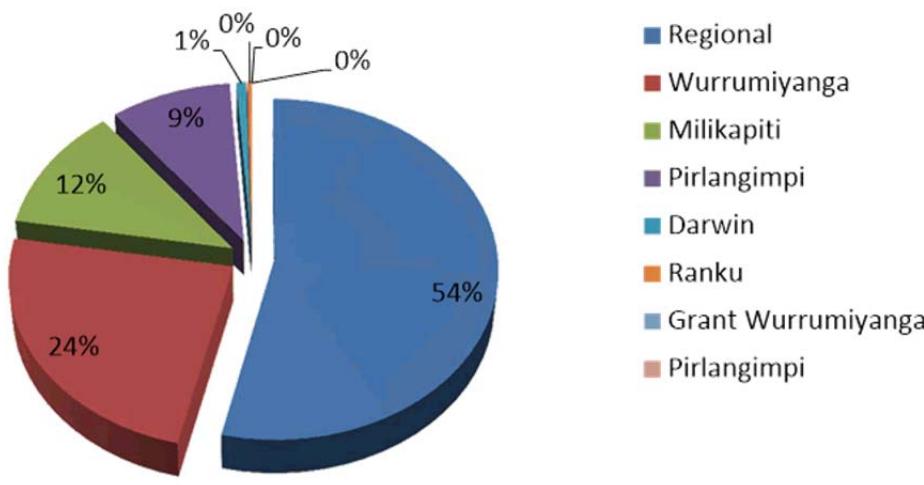
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## INCOME

**Income by Account Category****Income by Directorate****Income by Location**

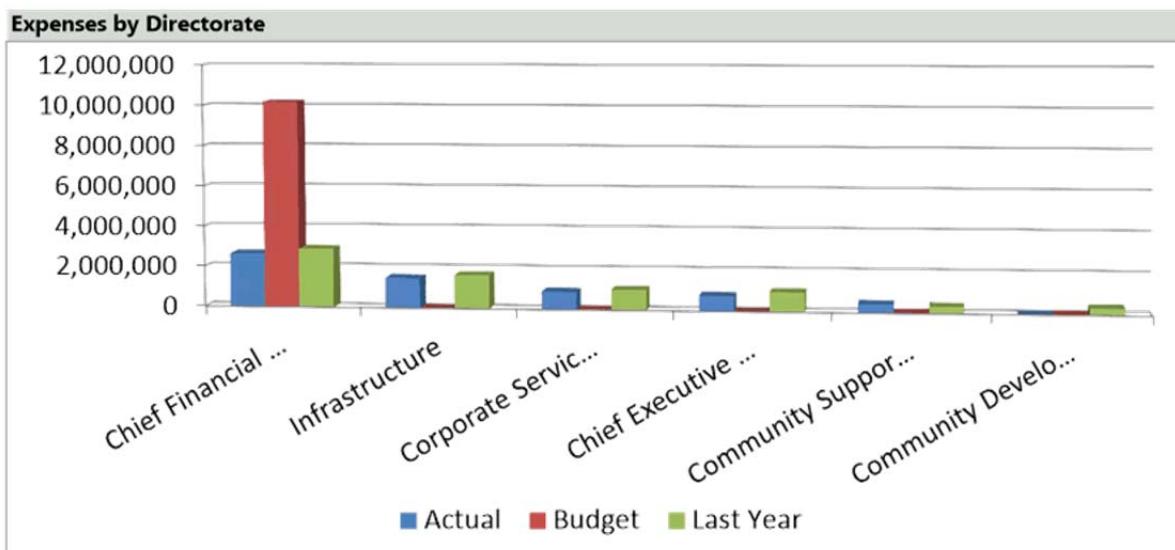
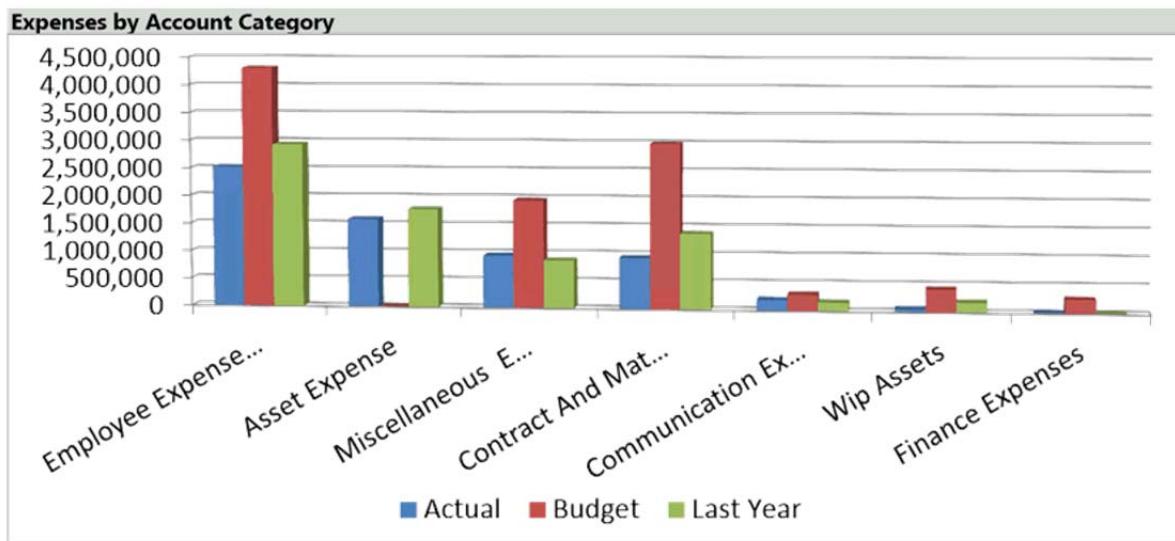
## EXPENSES

**Expenses by Account Category****Expenses by Directorate****Expenses by Location**

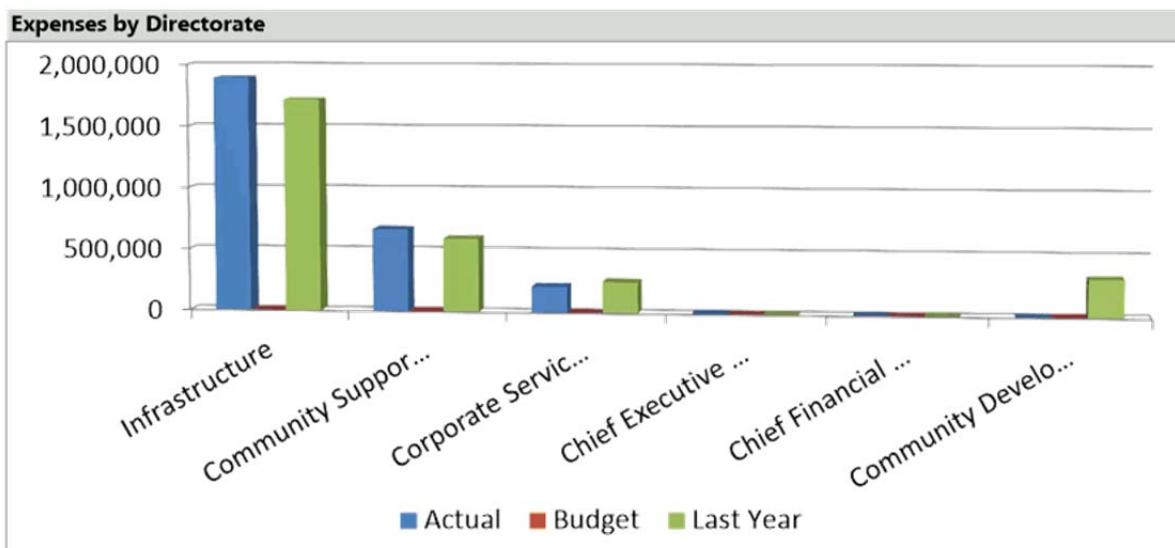
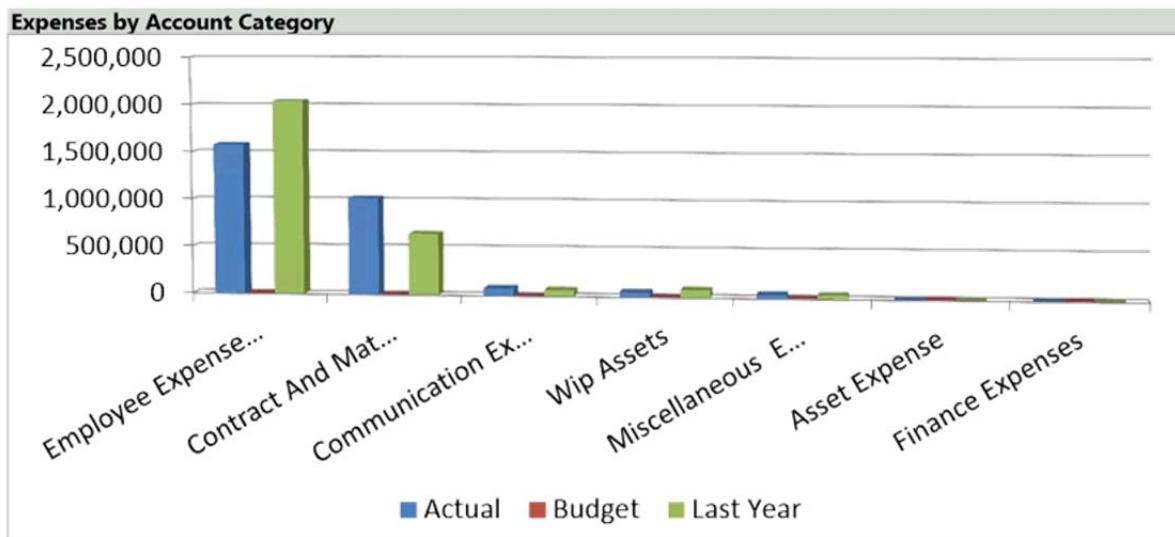
## SERVICES PROVIDED

	Shire	Nguiu	Pirlangimpi	Miliikarpiti	Ranku	Other Outstations	Darwin
<b>Chief Financial Officer</b>							
Corporate Services	*						
CEO	*						
Human Resources	*						
Womens Programs	*						
Finance	*	*					
<b>Infrastructure</b>							
Infrastructure	*	*	*	*			
Building Services	*	*	*	*			
Building Services Projects	*	*	*	*			
Outstation Housing	*				*		
Civil Works Roads	*	*	*	*			
Civil Services	*	*	*	*			
Essential Services	*	*	*	*	*		
Workshops	*	*	*	*			
Infrastructure Projects	*	*			*		
CEO		*			*		
Community Services		*					
Sport & Recreation		*					
Employment Services	*		*				
Asset Management	*	*	*	*			
<b>Corporate Services</b>							
Corporate Admin	*	*	*	*			*
ICT Solutions	*	*					*
Records Management	*						
Events	*						
Australia Post		*	*	*			
Governance	*						
Human Resources	*	*					
Community Services	*	*					
Community Support		*			*		
<b>Chief Executive Officer</b>							
Corporate Admin	*	*	*	*			
CEO	*						
Governance	*	*	*	*			
<b>Community Development</b>							
Employment Services					*		
<b>Community Support</b>							
Corporate Services	*						
Community Services	*	*	*				
Children's Services		*	*				
Sport & Recreation	*	*	*	*			

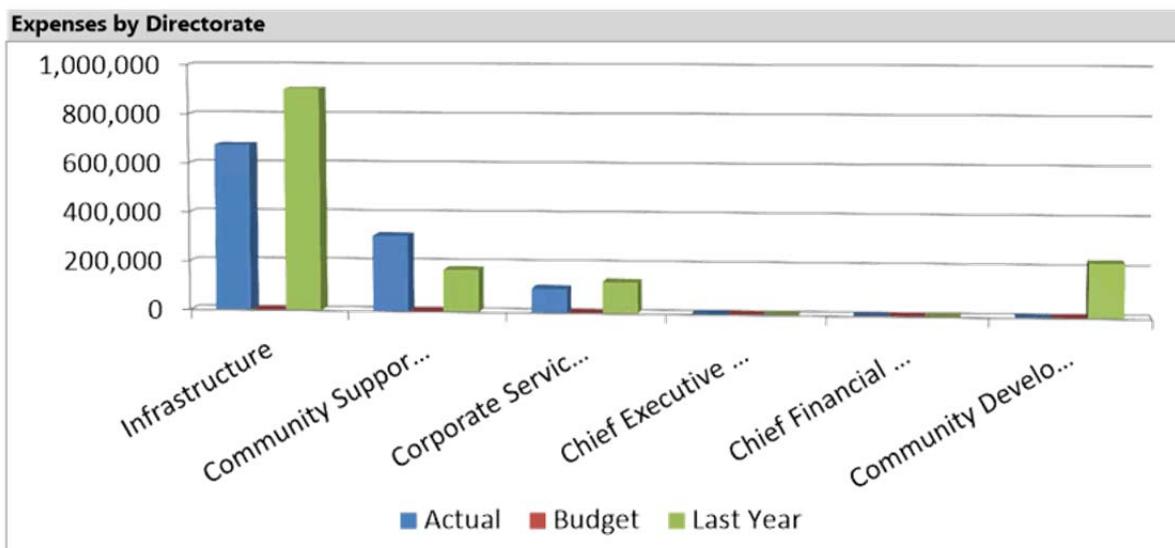
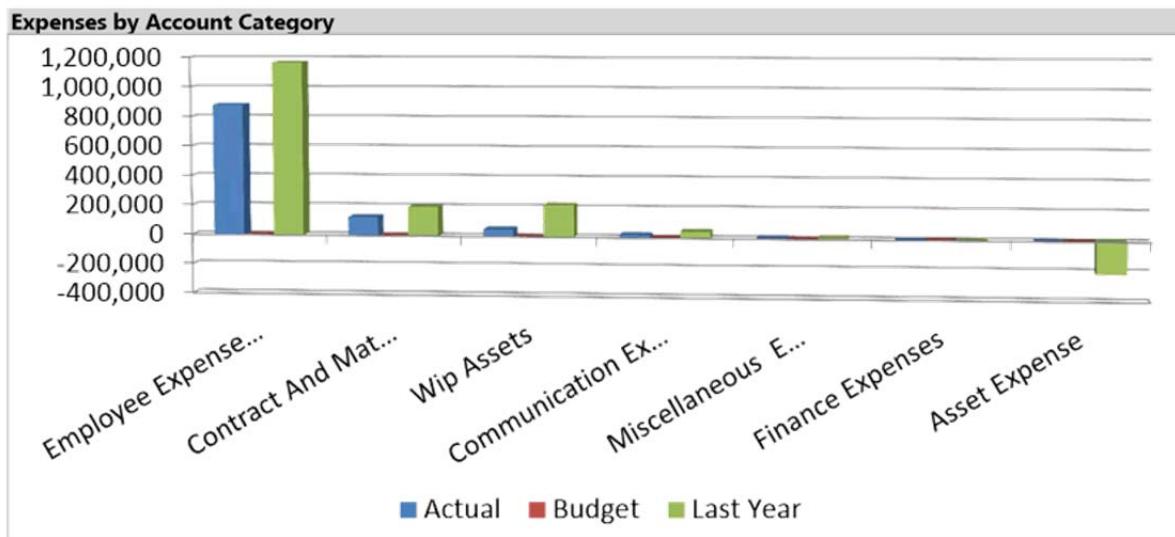
## REGIONAL



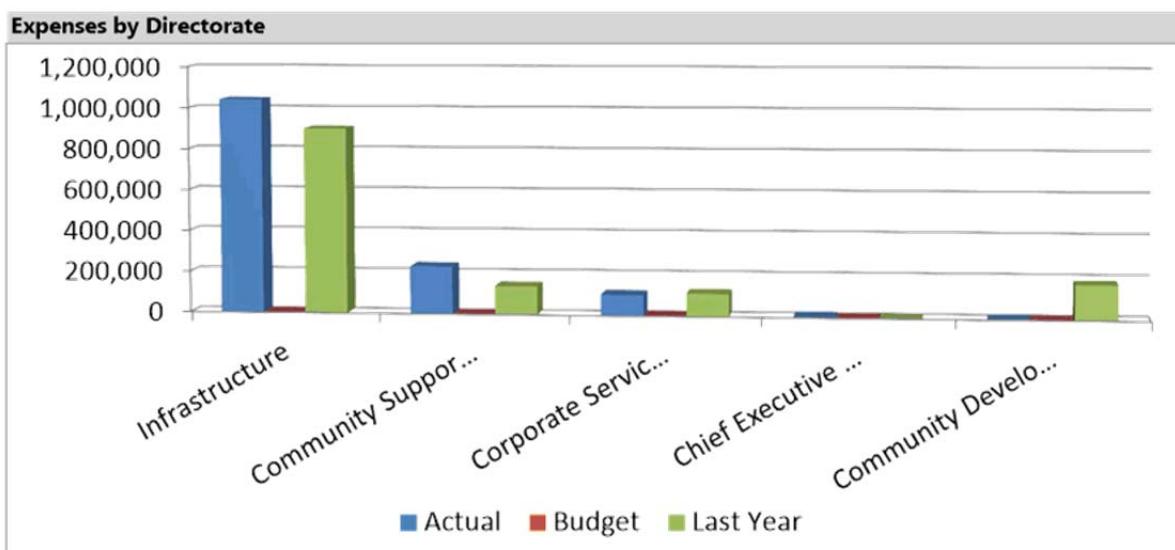
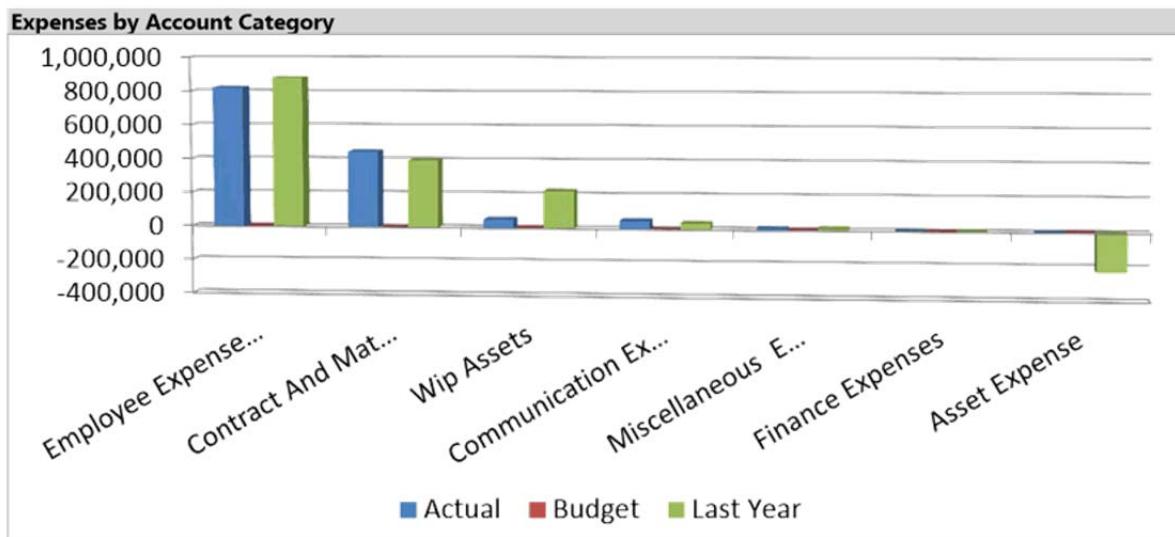
## WURRUMIYANGA



## PIRLANGIMPI

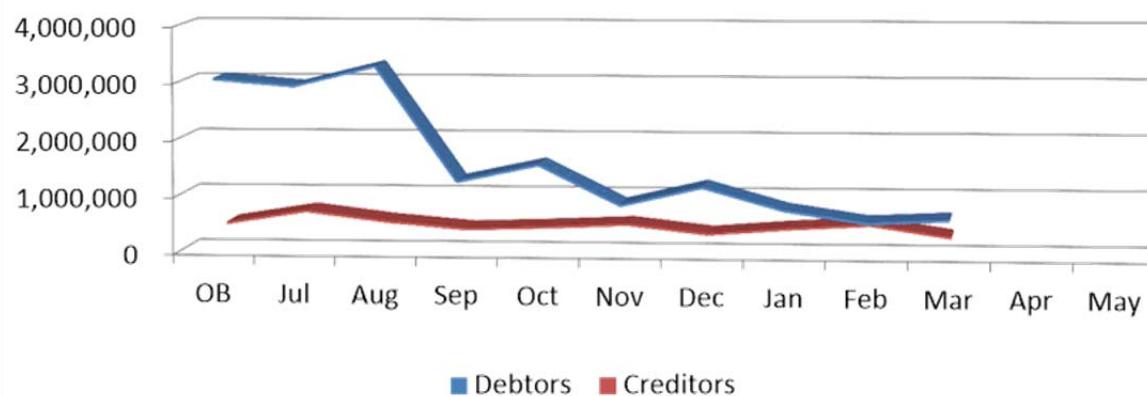


## MILIKAPITI

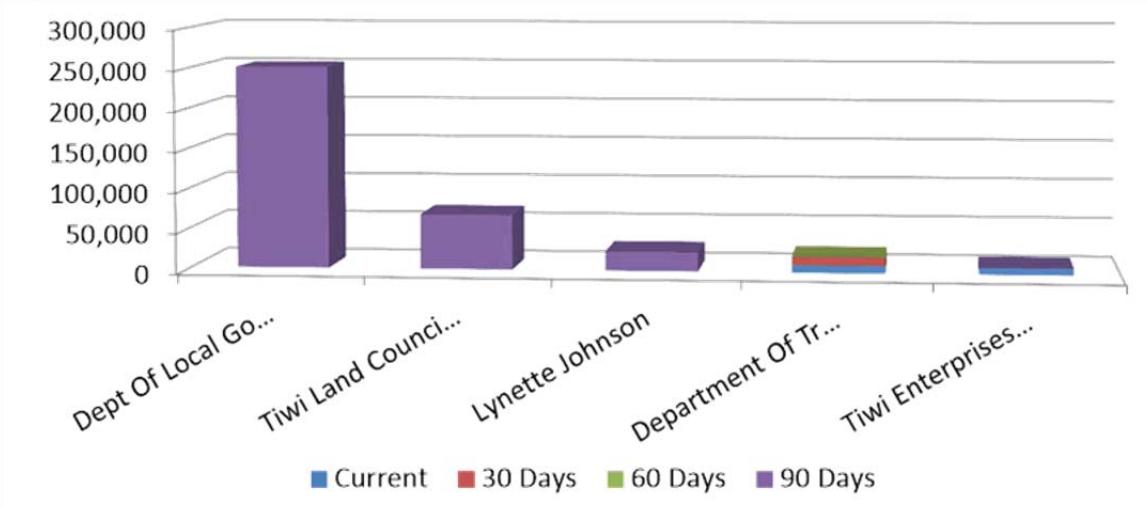


## DEBTORS & CREDITORS

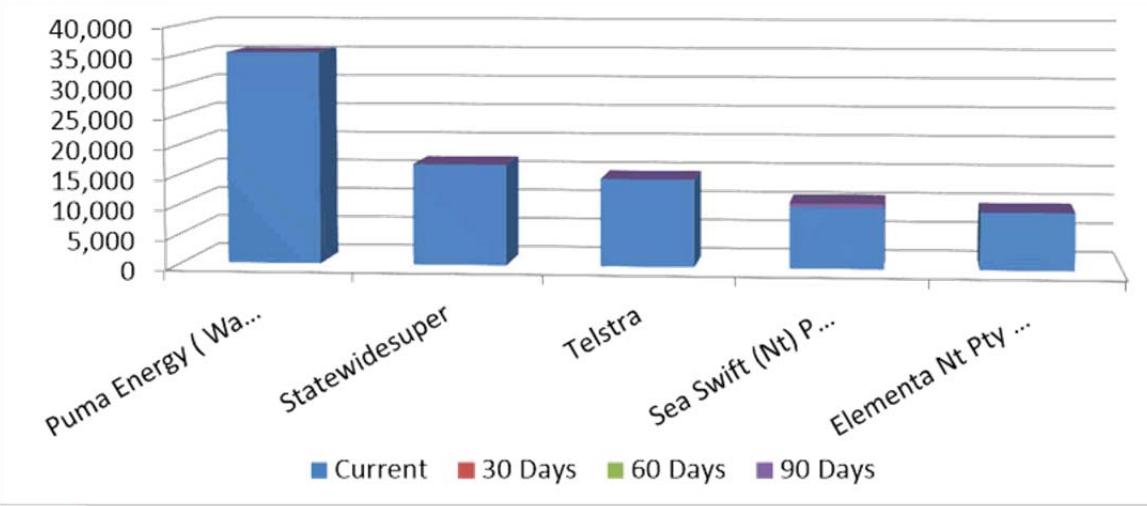
### Debtors & Creditors



### Top 5 Debtors



### Top 5 Creditors



## REPORTS FOR INFORMATION

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<b>ITEM NUMBER</b>	7.5
<b>TITLE</b>	Infrastructure - EOM Report for March 2015
<b>REFERENCE</b>	158081
<b>AUTHOR</b>	Karl Sibley, Director Infrastructure Services



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

### BACKGROUND

#### Civil Services

##### **Wurrumiyanga**

During March the civil crew began working on the roads between wet spells; gravel was carted in to repair to two major sink holes between Four Mile and the Waste Facility turn off. Gravel was also carted to Puti Drive (behind the boat shed) and was graded out. The last of the cold mix stock was used around town for repairing potholes, with more product currently on order.

We have had a lot of wet days over the last month so they have done well to keep moving and spent time with town services when it was to wet'.

##### **Pirlangimpi**

Due to two resignations in Pirlangimpi (one to follow football career and the other to gain employment at Port Melville) we have only one civil works team member remaining at this location. This month this staff member stockpiled gravel between the t-intersection and the airport for upcoming re-sheeting.

##### **Milikapiti**

The Civil crew spent most of the month assisting with Town Services as it was still quite wet on Melville Island to complete any significant road works. Guide posts were installed on corners between Three Ways and Milikapiti to improve safety during low visibility periods.

##### **Commercial Income**

With the continuation of the barge landing project (Rusca Brothers Constructions) we are still attracting a reasonable amount of commercial hire at Wurrumiyanga being;

Semi trailer hire \$7,629.00

Loader hire \$777.00

Excavator hire \$880.00

##### **Machinery**

Moving into the prime road works period there is a large component of our road works plant undergoing repairs. Priority has been put on repairing the two graders being the 140H (engine replacement) and the 130G (Engine and radiator replacement) that are currently in the Milikapiti workshop. Civil works has offered support to complete these two projects in the form of labour to assist.

##### **Short Term Road Forecast**

The Paru to Three ways road will be graded before Easter. To complete last years road program 10 of the 14 headwalls will be installed on road pipes this month, with the remaining 4 headwalls scheduled for May (at 17 mile & Paru two culverts remain to wet to complete). We will be forming up on the road into Pirlangimpi, between the T-intersection and the Airport, and grading the unsealed roads around this town after Easter.

The new subdivision at Wurrumiyanga will be having the drains cleaned and trees removed. Although never officially accepted by Council we can no longer afford not to maintain this asset at the rate that it is deteriorating due to insufficient design.

The Milikapiti to Three Ways road will have a scratch grade completed in the next 6 weeks as well as Three Ways to Pirlangimpi section.  
A scratch grade will start on the Wurankuwu road as soon as machinery becomes available.

### **Town Services**

#### **Pirlangimpi**

No report was submitted by the Garden Point Works Coordinator.

#### **Wurumiyanga.**

With the biggest event on the Tiwi calendar, the TIFL grand final, held in March the Town Services crew had a very busy month. The boat shed and Town Services crew worked three consecutive weekends in a row transporting people between Islands and setting up marquees.

The grand final day saw an early wind storm, unfortunately damaging three marquees beyond repair.

Grass cutting has continued with some positive feedback from community members on the appearance of the town.

Signage was installed, flyers were delivered and passenger tickets were introduced at the boat shed, with no major incidents being recorded whilst rolling out this change to operation. Assistance in implementing this was given by a senior culturally strong community member for the initial two week period following introduction.

Litter leading up to the grand final was a real challenge with the general litter being a real issue currently.

#### **Commercial Income**

Sea Link-Cool room, table, chair and Forklift hire \$1700. (external)

Dialysis- freight delivery \$920 (external)

Child care -lawns and yard service \$1152 and delivery's of pallets and cartons \$80 (internal).

#### **Milikapiti**

For the month of March all rubbish collection runs where completed without problem.

The five identified cemetery areas were cleared of debris and the grass was cut and poisoned. Town storm water drainage was cleared and sprayed.

For thee days this month there was a whole of community clean up of rubbish in park areas held in conjunction with RJCP participants.

Inter island passenger service signage was installed at the road closed gates and one on the top of the hill as you leave town to remind resident of the new process and ticketing system for inter island travel.

Public open space areas were mowed 3 times over the course of the month.

Twelve cubic meters of rock was placed at the end of the main boat ramp to prevent boat trailers from getting hung up on the drop off at the end.

In the lead up to the TIFL final the Milikapiti Town Services team assisted in Wurumiyanga with a town clean up for grand final (152 man hours).

There has been one employee doing community service (corrections) with us within Town Services this month.

Fencing materials for the HMP fencing program was transported from the barge landing to be securely stored within Council compounds.

**Fleet**

The entire fleet business unit has had a busy month in March; the fleet manager has been helping with an audit of all council's plant and equipment, light vehicles and small ancillary equipment such as lawnmowers, brush cutters and chainsaws. Fleet has also been researching in preparation for upcoming drafts of policies that will help the unit run efficiently and comply with local Government regulations.

Of the six new vehicles currently on order, Council has been advised by the suppliers that the first two will be delivered towards the end of May, a third early June and the rest delivered throughout July.

Unserviceable vehicles have been returning good prices at the salvage and wrecking auctions at Pickles and are more than covering costs freight/transport costs.

Pirlangimpi workshop is currently unmanned; small requests like batteries and tyre repairs can be arranged for council vehicles only at this location.

Milikapiti workshop is near completion on the 140h grader and preparing other road plant for the busy dry season ahead.

Wurrumiyanga workshop has had the usual run on lawn mower repairs through out the month and has also been busy with repairs for civil works and town services. The larger international garbage truck is back on the road after a number of years out of service. This truck has the ability to service the whole community in one run, (instead of 3 to 4 runs to the dump to empty as the smaller truck) enabling savings to Council in terms of wear and damage. The smaller truck can now be relocated to Milikapiti to replace the aged asset there.

Common expiry date for registrations has been organised with the MVR. The date is the 15<sup>th</sup> September; all future renewals and will expire on the same day, it will now be simple to keep track of registration and more efficient in completing inspections.

**RECOMMENDATION:**

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

**ATTACHMENTS:**

## **REPORTS FOR INFORMATION**

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**ITEM NUMBER** 7.6  
**TITLE** Governance Managers Report - End of Month - March 2015  
**REFERENCE** 158087  
**AUTHOR** Bruce Moller, Governance & Compliance Manager



### **BACKGROUND**

The Governance & Compliance 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 the new 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
2. Action SDC – 107200 – Governance
3. Action SDC – 154000 – SPG – Rebranding Regional Council
4. Action SDC – 147001 147002 147003 – Local Authorities (Operational)
5. Action SDC – 147801 147802 147803 – Local Authorities (Community Projects)
6. Action SDC – 147900 Grant – Local Authorities (Strengthening Local Authorities)

A review of all Budget vs Actual ( Revenue & Expenditure ) was completed during March 2015.

### **LOCAL AUTHORITIES**

#### **Wurrumiyanga**

- All Ordinary members now appointed.

#### **Pirlangimpi**

- Miyartuwi Position is now filled and was passed by Council on last Ordinary Council Meeting held on 25<sup>th</sup> February 2015.
- Two Ordinary member vacancies to be filled.

**Milikapiti**

- Three Ordinary member vacancies to be filled.

Advertising of Local Authority vacancies is planned to be undertaken after Easter (during April / May 2015) for a 28 day period.

**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.

Maina Brown was on higher duties as Acting Governance & Compliance Manager from 27 February 2015 to 26 March 2015, with a further extension of 2 weeks thru to Friday 10<sup>th</sup> April.

- OH&S matters – Nil
- Staff meetings conducted – Ongoing.

**Local Authority Meetings held in:**

- Milikapiti Local Authority – 24<sup>th</sup> March 2015.

**Special Council Meeting / Sub Committee Meeting held in:**

- Special Council Meeting held on 16<sup>th</sup> March 2015 in Wurrumiyanga.

**Councillors Professional Development**

Finance Training for all Councillors is to be co-ordinated once new staff member is on board – new reporting templates are also to be developed for 2014/15 Local Authorities reporting.

**Compliance Review**

On the 17<sup>th</sup> of February 2015, all elected members were suspended by the Minister of Local Government. Mr Allan McGill has been appointed as the Official Manager.

**Governance Training**

While the Council is under review, all professional development has been put on hold.

## **KEY PERFORMANCE INDICATORS**

<b>Key Performance Indicators</b>	<b>Action</b>	<b>Measure of Success</b>	<b>Status / Progress</b>
Compliant with Local Govt Act, Regulations and Ministerial Guidelines.	Regular Liaison with LG staff	99 % compliant	Ongoing monitoring
Council Members are aware of their roles and responsibilities, separation of powers, and meeting attendance.	Governance Training	Council Meetings are well attended, Quorums achieved, well structured agendas with good understanding of reports by all councillors.	Regular advice and training is being provided.
Councillors Portfolios are recognised by Council staff and regular updates are provided by staff to Councillors on their portfolio areas of responsibility.	Ensure staff are aware of Councillor Portfolios	Regular meetings are being held between Councillors, Directors and Staff in their Portfolios	CEO / Directors and Councillors to ensure regular meetings are held.
Newly established Local Authorities are operating efficiently and working in conjunction with the Regional Council.	Ensuring that protocols are followed to keep information flowing both ways.	Regular meetings of Local Authorities are being held with information shared across communities providing a forum for community engagement.	Local Authority Meetings are being held regularly with good participation.
Council Policies and procedures are updated regularly to ensure compliance with NT and Federal Legislation, Policies and procedures.	New Policy Framework to be developed and implemented	New Policy Framework approved by Council in early 2014-15. Update all existing policies procedures progressively during 14/15.	Underway.  Further work is required to finalise the framework.

## **CONSULTATION & TIMING**

### **RECOMMENDATION:**

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

### **ATTACHMENTS:**

**REPORTS FOR INFORMATION**

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<b>ITEM NUMBER</b>	7.7
<b>TITLE</b>	Minutes - Pirlangimpi Local Authority Meeting held on 24 February 2015
<b>REFERENCE</b>	158102
<b>AUTHOR</b>	Bruce Moller, Governance & Compliance Manager



Minutes of the Pirlangimpi Local Authority Meeting held on 24 February 2015.

**BACKGROUND**

Attached are the draft Minutes of the Pirlangimpi Local Authority Meeting held on 24 February 2015.

Note that due to system access problems these draft minutes were unable to be put up to the 25<sup>th</sup> March 2015 Ordinary Council Meeting, and are now provided for Council's noting and information.

The attached pages 1 to 5 cover the Draft Minutes, and page 6 covers the updated PLA Community Projects Listing for 14/15 F/Y.

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

**That Council notes the Minutes of the Pirlangimpi Local Authority Meeting held on 24 February 2015.**

**ATTACHMENTS:**

- 1 2015\_02\_24\_Pirlangimpi\_Local\_Authority\_Minutes.pdf
- 2 Pirlangimpi Local Authority - Community Projects Listing - Update after Meeting 24 Feb 2015.pdf



## MINUTES OF THE PIRLANGIMPI LOCAL AUTHORITY MEETING HELD IN THE PIRLANGIMPI BOARDROOM ON TUESDAY, 24 FEBRUARY 2015 AT 10:00 AM

### 1 Welcome & Apologies

The meeting opened at 10:40 am.

Regis Pangiraminni confirmed his acceptance of his prior nomination as Chairperson at the previous Pirlangimpi Local Authority Meeting held on 25 November 2014.

Regis welcomed councillors, members and guests.

At this point of the meeting the Chair welcomed Mr Allan McGill to the meeting and Allan then provided a short briefing to members on his new appointment by the Minister for Local Government as the Official Manager of Tiwi Islands Regional Council.

#### 1.1 Present

**Chairperson:** Regis Pangiraminni.

**Local Authority Members:** Cr Therese (Wokay) Bourke, Cr Manyi Rioli, , Henry Dunn, Ebony Williams-Costa, Patrick Puruntatameri, Anne Marie Puruntatameri, Carol Puruntatameri,

**Visiting Councillors:** Official Manager Mr Allan McGill.

**Visitors:** Colvin Crowe (NTG-LGCS), Charlie Fuller (NTG- LGCS).

**Officers:** Bruce Moller (A/CEO), Rosanna De Santis ( Director Community Support), Karl Sibley (Infrastructure Director) from 11:00 am, Patricia Brogan (Office Manager).

**Minutes:** Bruce Moller.

#### 1.2 Apologies

Accepted: Deputy Mayor Pirrawayingi, Irene Mungatopi (sick),

Not Accepted: Bernard Pangiraminni.

#### 1.3 Leave of Absence

Nil

#### 1.4 Declaration of Interest

Nil

**1.5 Confirmation of Previous Minutes**

**Pirlangimpi Local Authority - 25 November 2014**

**RESOLUTION**

*Moved:* Anne Marie Puruntatameri  
*Seconded:* Theresa Bourke

That the minutes of the Pirlangimpi Local Authority held on 25 November 2014 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 Pirlangimpi Local Authority accepts these discussions and reports.

**3 GENERAL BUSINESS****3.1 2014 - MEETING ATTENDANCE REGISTER**

As an ongoing record keeping requirement, members will be provided with an updated meeting attendance listing at the beginning of each meeting. Members attendance is based on the official minutes of each PLA meeting.

**RECOMMENDATION:**

That the Pirlangimpi Local Authority members note the updated 2014 meeting attendance register.

**3.2 OFFICIAL MANAGEMENT - TIWI ISLANDS REGIONAL COUNCIL**

On Tuesday the 17<sup>th</sup> February 2015 the Minister for Local Government and Community Services (via NT Government Gazette Notice) suspended the Tiwi Islands Regional Council and placed the Council under official management.

Mr Allan McGill has been appointed by the Minister as the Official Manager of the Council.

**RECOMMENDATION:**

That the Pirlangimpi Local Authority notes this report for information.

Cr Emmanuel Rioli, and Cr Therese Bourke were both concerned with the way the story broke in the NT News in relation to the suspension of the Council. The NT News published the names of all 12 Councillors in the paper. Mr McGill advised that the official NTG Media

Release did not provide provide any names, and it was understood that the NT News must have obtained the names of all Councillors from the Council website.

Cr Therese Bourke was also concerned at the social media reaction on facebook and how this was being portrayed across the Tiwi Islands.

### 3.3 PIRLANGIMPI LOCAL AUTHORITY - ONE VACANCY

Currently the Pirlangimpi Local Authority still has one remaining vacancy for an ordinary member position to represent the Miyartuwi Skin Group. A nomination has recently been received (18 February 2015) from Simona Jane Wonaemirri and members are asked to review the application and make a recommendation to Council for appointment.

#### RESOLUTION

Moved: Henry Dunn  
Seconded: Emmanuel Rioli

That the Pirlangimpi Local Authority reviews the new application from Simona Jane Wonaemirri and recommends appointment to Council.

**CARRIED**

## 4 REPORTS FOR DECISION

### 4.1 14/15 - COMMUNITY PROJECTS LISTING

At the last meeting (25<sup>th</sup> November 2014) members discussed and reviewed a number of possible community projects. We have now prepared an updated list of proposed projects for further discussion at today's meeting.

#### RECOMMENDATION:

That the Pirlangimpi Local Authority reviews and updates the Community Projects Listing and recommends any projects to Council for approval to proceed.

An updated PLA Community Projects listing will be provided as part of these minutes.

Recommended to Council for approval:

**Project 3 – Pirlangimpi – Provision of Solar Powered LED lighting at Barge Landing and Front Beach ( EST \$ 11,000 )**

**Project 7 – Pirlangimpi – Access to Pirlangimpi Pool via new back gate as after hours access to toilet facilities ) ( EST \$ 3,000 ).**

## 5 REPORTS FOR INFORMATION

Nil

## 6 OTHER BUSINESS

At this point of the meeting the Official Manager Mr Allan McGill asked members if they would like to raise any issues around the Regional Council's service delivery in Pirlangimpi Community as an open discussion forum.

### **OPEN FORUM**

#### **6.1 GARBAGE TRUCK**

Councillor Therese Bourke asked if the local Rubbish Truck was repaired yet?

Response by Karl Sibley was that a spare Rubbish Truck has been brought to the community today and would be in service until the repairs could be completed.

#### **6.2 GARBAGE BINS AT PIRLANGIMPI STORE**

Henry Dunn raised a query in relation to the number of rubbish bin collections that were scheduled each week, and the number of bins provided as part of that service to the store.

Response by Karl Sibley was that as part of the Council Rates & Charges Council were currently providing three bins as a commercial service to the store. It was mutually agreed for some additional bins to be provided at nil cost to the store so that extra bins could be made available for the community to use in the front area of the store.

#### **6.3 NEW DUMP SITE UPDATE**

Karl Sibley provided members with an update on the latest issues in relation to the proposed new dump site.

A site had been selected and Council was progressing with clearing the agreed site ( after receiving Land Council approvals ). However, the Power & Water Corporation had recently contacted Council in relation to the proposed site being over a Power /Water area reserved for future water resources. Council had spent \$ 18,000 on the land clearing of the 80,000 m<sup>2</sup> site and further discussions with the Land Council and Power / Water were continuing to try and resolve this matter.

#### **6.4 LAWN MOWING**

Cr Therese Bourke enquired as to whether Council could still undertake lawn mowing for community members at Pirlangimpi.

Karl Sibley responded by saying that Council can provide a quote to undertake mowing and yard cleanup / rubbish removal ( as per the 2014/15 Schedule of Council Fees & Charges ).

It was suggested that a one page summary be extracted from the main Fees & Charges List just for Pirlangimpi Community ( which would cover lawn mowing / yard cleanup / rubbish removal ) and that this new list be placed up on Council and Community Noticeboards.

**Action : Karl Sibley to prepare a new Pirlangimpi lawn mowing listing ( one page ) and seek Council approval if amendments to the current fees / charges were necessary.**

#### **6.5 COMMUNITY TALENT QUEST ( Thursday 16<sup>th</sup> April 2015 )**

Rosanna De Santis advised members that Council had been successful in obtaining some grant funding as part of National Youth Week to hold a community talent quest night.

A date for this event has been set for Thursday 16<sup>th</sup> April 2015.

Members were asked if three volunteers could be provided to be the Judges for this event.

It was agreed that Cr Therese Bourke, Anne Marie Puruntatameri, and Patrick Puruntatameri would be the three judges for the Talent Quest.

**7      Closure**

The meeting closed at 12:03 pm.

Pirlangimpi Local Authority - Community Projects Listing 2014/15 Funding Allocation - \$ 55,334.00 ( thru TIRC )						
Meeting Date	Community Project Description	Priority	Project ID	Estimated Cost	Responsible Officer	Comments
8/26/2014	Pirlangimpi - Fabricate a new Jetty / Pontoon structure from (aluminium ) adjacent to the Barge Landing for fishing / community recreational use. ( size to be approx. 10 metres long x 4 metres wide ). Safety lighting (LED ) to be included as appropriate.	ONE	PLA 14 - 5	To be prepared	Director Infrastructure	Suggestion that this could be a Joint Project with the Tiwi Land Council.
8/26/2014	Pirlangimpi - Provision of new Public Toilet Facilities at Barge Landing ( Portable Demountable style facilities were suggested )	TWO	PLA 14 - 2	\$120,000	Director Infrastructure	Indicative figures and options on public toilets to be provided at November meeting for public toilet block. ( Note - possible location is below sewer line ). Possibility of being able to provide self contained smonic if additional funding can be sourced
8/26/2014	Pirlangimpi - Provision of Solar Powered LED Lighting at Barge Landing and Front Beach.	THREE	PLA 14 - 3	\$11,000	Director Infrastructure	Quote to be provided to PLA at November meeting Cost per location would be approx. \$11K( including cement base & freight ). PLA - no decision made - awaiting lease negotiation outcomes.
8/26/2014	Pirlangimpi - Children's Playground Equipment to be upgraded or replaced.	FOUR	PLA 14 - 4	To be prepared	Director Infrastructure	Partnership Agreement with the Pirlangimpi School. Deputy Mayor Pirrawaying & Cr Therese Bourke were happy to discuss with the School to progress this project.
8/26/2014	Pirlangimpi - Resurface Community Basketball Court ( adjacent to Library - consider also as possible multi use sport facility )	FIVE	PLA 14 - 1	To be determined ( Major Project )	Director Infrastructure	Awaiting feedback from discussions with school. Indicative playground options and costs to be provided at November meeting . Playground Equipment prices vary between \$15 K and \$ 110 K. Awaiting further recommendation from Local Authority
8/26/2014	Pirlangimpi - New Public Toilet Facilities at Front Beach	SEVEN	PLA 14 - 7	\$3,000	Director Infrastructure	May be able to seek additional funding via SPG round 14/15. Henry Dunn advised that the Pirlangimpi Store Board and Munupi Family Trust would also be supportive of this project.
8/26/2014	Pirlangimpi - Community Safety Signage ( Front Beach & Barge Landing )	EIGHT	PLA 14 - 8	Director Infrastructure	To be discussed and cleared with the Tiwi Land Council. Awaiting on an update from Kate Hadden (TLC) re progress with signage.	
8/26/2014	Pirlangimpi - Community Event ( Kids Talent Show / Karaoke Night )	SIX	PLA 14 - 6	Director Community Support	Agreed at PLA Meeting on 24 Feb 2015 that this item now be funded by Council. Funding exists for Community Events, National Youth Week ( closes Friday 7/11/14 ). Funding now available via National Youth Week Grant - Talent Quest to be held 16/04/15.	
Prepared by Bruce Molter Tiwi Islands Regional Council Updated after PLA Meeting Tuesday 24/02/2015						

**REPORTS FOR INFORMATION**

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<b>ITEM NUMBER</b>	7.8
<b>TITLE</b>	Minutes - Milikapiti Local Authority Meeting held on 24th March 2015
<b>REFERENCE</b>	158112
<b>AUTHOR</b>	Bruce Moller, Governance & Compliance Manager



Draft minutes of the Milikapiti Local Authority Meeting held on 24 March 2015.

**BACKGROUND**

Attached are the draft minutes of the Milikapiti Local Authority Meeting held on 24 March 2015 (Pages 1 to 3 cover the Draft Minutes, Pages 4 to 6 Action Items, and Page 7 covers the new MLA Community Projects Listing for 14/15 F/Y).

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

**That Council notes the draft minutes of the Milikapiti Local Authority Meeting held on 24 March 2015.**

**ATTACHMENTS:**

- 1 2015\_3\_24\_Milikapiti\_Local\_Authority\_Minutes.pdf



MINUTES OF THE MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE MILIKAPITI BOARDROOM ON TUESDAY, 24 MARCH 2015 AT 10:00 AM

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1      Welcome & Apologies

1.1    *Welcome*

The meeting opened at 10:11 am

The Chair (Pius Tipungwuti) welcomed members and staff.

1.2    *Present*

**Chairperson:** Pius Tipungwuti

**Local Authority Members:** Mary E Moreen, Christine Joran, Loretta Cook and Connell Tipiloura

**Suspended Councillors:** Anita Moreen 10:40am

**Officers:** Allan McGill (Official Manager), Bruce Moller (A/CEO), Rosanna De Santis (Director Community Support), Bill Toy (Deputy Director Community Support) 10:50am and Maina Brown (A/Governance Manager)

**Minutes:** Maina Brown (A/Governance Manager)

1.3    *Apologies*

Accepted: Thomas Puruntatameri, Lynette De Santis, Irene Tipiloura and Karl Sibley.

Not Accepted: Nil

1.4    *Leave of Absence*

Nil

1.5    *Declaration of Interest of Members or Staff*

Nil

**1.6 Confirmation of Previous Minutes**

*Milikapiti Local Authority - 16 December 2014*

**RESOLUTION:**

Moved: Loretta Cook

Seconded: Anita Moreen

That the minutes of the Milikapiti Local Authority on 16 December 2014 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 - RESIGNATION OF A LOCAL AUTHORITY MEMBER**

A resignation letter was hand delivered by Bronson De Santis (Local Authority Member) to Bruce Moller on 18<sup>th</sup> February 2015 at the Wurrumiyanga Office advising that he was formally resigning from the MLA due to work commitments.

**RECOMMENDATION:**

That the Milikapiti Local Authority discuss the ongoing vacancies with a view to finding suitable candidates as soon as possible, and that nominations be sought by Council and advertised 8<sup>th</sup> April closing on 5<sup>th</sup> May 2015 (28 day period).

**3.2 2014 - MEETING ATTENDANCE REGISTER**

As an ongoing record keeping requirement, members will be provided with an updated meeting attendance listing at the beginning of each meeting. Members attendance is based on the official minutes of each MLA meeting.

**RECOMMENDATION:**

That the Milikapiti Local Authority members note the 2014 meeting attendance register.

**4 REPORTS FOR DECISION**

Nil

**5 REPORTS FOR INFORMATION**

Nil

**6 OTHER BUSINESS**

See separate listing of Milikapiti Local Authority Action Items, plus the Community Projects Listing which have been both updated 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.

**6.1 Allan McGill (Official Manager)**

- 6.1.1 Update and Clarification of Council status to Milikapiti Local Authority Members for the last month of February.
- 6.1.2 Newsletter
- 6.1.3 Budgets

**6.2 Rosanna De Santis (Director Community Support)**

- 6.2.1 A funding request was submitted last year to upgrade recreation hall at Milikapiti and that it is suitable as a cyclone shelter
- 6.2.2 Clarification of what LA Members want to do with oval upgrades whether to extend or resurface

**6.3 Bruce Moller (A/CEO)**

- 6.3.1 Report for Decision – Request to confirm descent – Tarlina Tipungwuti.

**Recommendation**

- A. That the two Milikapiti Local Authority Members Mary E Moreen and Connell Tipiloura confirmed or know of Tarlina Tipungwuti.
- B. That this Report for Decision will be put through to the Ordinary Council Meeting to be held on 25 March for Council to approve.

**6.3.2 Community Projects Listing****Recommendation**

MLA members reviewed each of the (6) existing projects plus two new projects and recommended the following to Council.

**A. Project MLA - 7**

Timrambu – Investigate options for water point (old tank) and site approvals.

**B. Project MLA – 8**

Timrambu – Solar LED lighting (EST \$11k) be investigated for site approvals and positioning near roundabout.

**7 Next Meeting**

23 June 2015

**8 Closure**

The meeting closed at 11:35am.

## Milikapiti Local Authority – Action Items 2015

### SUMMARY OF ACTIONS AND OUTCOMES

Agenda Item	Action or Outcome Arising	Responsible person	Timeline	Action to be taken	Response to Local Authority
<b>General Business</b> 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 Millikapiti LA Meeting.	Deferred. Other TH issues to resolve.
24/6/14 - Pending 30/9/14 - Pending 16/12/14 - Pending 24/03/15 - Pending					16/12/14 - Agreed for New Yr DOH have mooted LA become Housing Reference Group.
<b>General Business</b> 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 project plan for possible upgrading of buildings and signage.	Discussed with RJCP as project. Concept plan being developed.
24/6/14 - Pending 30/9/14 – Pending 16/12/14 – Pending 24/03/15 - Pending				LA recommended Regional Council to write to OTL re upgrading of airport facilities.	Awaiting OTL response. OTL Budget does not have sufficient capital funds.
					16/12/14 - Water issue now resolved. Signage to be upgraded as part of the Regional Council Rebranding project.
					Building identified for termite treatment by Council.

## Milikapiti Local Authority – Action Items 2015

Agenda Item	Action or Outcome Arising	Responsible person	Timeline	Action to be taken	Response to Local Authority
<b>General Business</b> Item 8 – Water Feature	Members would like an update on the progress of the water feature project.	Director Infrastructure	Next Meeting	Update required for members at the June 24 Meeting.	Procurement completed. Estimated start date 20/10/20 OTL approval given.
25/3/14  24/6/14 - Pending 30/9/14 – Pending 16/12/14 – Pending				LA members were keen on holding a Special Meeting. Further briefing re timeframe and available funds.	Project is now underway with Contractors on site in three (3) weeks time.
24/03/15 - Pending			16/12/14	MLA to seek further sponsors for adding extra play equipment.	Contractors on site 01/12 work is underway. Additional Grant funds received from ABA – re-scoping project
<b>General Business</b> 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.	Stainless modular toilet units priced- single unit approx. \$ 70k, double unit \$ 90k. Funding required.
25/3/14  24/6/14 - Pending 30/9/14 – Pending 24/03/15 - Pending				LA recommended Regional Council write to OTL re possible provision of toilet facilities under community lease.	Awaiting OTL response.  OTL Budget does not have sufficient capital funds.  See the new 14/15 Milikapiti Community Projects listing.

## Milikapiti Local Authority – Action Items 2015

### NEW ITEMS RAISED ON 24/6/14

Agenda Item	Action or Outcome Arising	Responsible person	Timeline	Action to be taken	Response to Local Authority
General Business Item 17 – New Cemetery 24/6/14	Members were asking if discussions could be commenced about selecting a site for a new community cemetery as the existing capacity is almost exhausted?	Director Infrastructure	Next Meeting	Recommend Infrastructure Director attends the next LA meeting (23 Sept 14 ) to seek a briefing from members for possible new cemetery location?	Location for new cemetery to be discussed at today's meeting.

Milikapiti Local Authority - Community Projects Listing 2014/15 Funding Allocation - \$ 69,004.00 ( thru TIRC )						
Meeting Date	Community Project Description	Priority	Project ID	Estimated Cost	Responsible Officer	Comments
9/30/2014	Milikapiti - Concrete boat ramp inside breakwater	MLA - 1A	To be prepared	Director Infrastructure	Ramp \$45K ( 18 m3 of concrete estimated ).	
9/30/2014	Milikapiti - Toilets at Airport - Options to upgrade / refurbish	MLA - 2	To be prepared	Director Infrastructure	Termite treatment to be done, then refurbish. To be cleaned on a weekly basis.	
9/30/2014	Milikapiti - New Cemetery Project	MLA - 4	To be prepared	Director Infrastructure	New location for proposed cemetery to be pegged with Traditional Owner.	
	- Prepare site plan					
	- Location to be checked with ( OTL or TLC )					
	- Clearing the site ( one week ) + new perimeter fencing + gate					
9/30/2014	Milikapiti - New Public Toilet at Boat Ramp Prepare options / costings for a new public toilet facility	MLA - 5	To be prepared	Director Infrastructure	Information provided at the meeting.	
12/16/2014	Milikapiti - Airport - Fencing around tank	MLA - 6	To be prepared	Director Infrastructure	New item raised on 16/12/14. Estimate to be prepared. Agreed for Council to do this project during 14/15.	
24/03/2015	Milikapiti - Timrambu - Investigate water point / tank facilities and check lease status of site.	MLA - 7	To be prepared	Director Infrastructure	New item raised on 24/03/15. Estimate to be prepared.	
24/03/2015	Milikapiti - Timrambu - Investigate Solar LED lighting options near roundabout and check lease status of site.	MLA - 8	To be prepared	Director Infrastructure	New item raised on 24/03/15. Estimate to be prepared.	
24/03/2015	Milikapiti - Barge Landing - Solar LED Lighting	MLA - 1B	Completed	Director Infrastructure	Solar LED installed at Barge Landing via separate Grant.	
9/30/2014	Milikapiti - Alternative water supply for Airport (look at options and investigate bringing water from Karslate (Black Tank)	MLA - 3	Completed	Director Infrastructure	Work done by Council - electric shutoff valve installed.	

Updated by Bruce Moller - Governance Manager 30/03/15  
Tiwi Islands Regional Council