



AGENDA

ORDINARY COUNCIL MEETING

WEDNESDAY, 27 MAY 2015

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

- Wednesday, 27 May 2015 at
- Pirlangimpi
- 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

Ordinary Meeting - 27 April 2015

2 VISITORS AND PRESENTATIONS

Nil

3 BUSINESS ARISING

Nil

4 CORRESPONDENCE

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Official Manager

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8	CONFIDENTIAL ITEMS	
8.1	RATES WRITE-OFF - LOT 740 <i>The report will be dealt with under Section 65(2) (b) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the personal circumstances of a resident or ratepayer.</i>	
8.2	PAYMENT PLAN OF KAKADU AIR - AVDATA DEBT DUE <i>The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.</i>	
9	NEXT MEETING	
	WEDNESDAY 24 TH JUNE 2015 AT MILIKAPITI COMMUNITY, MELVILLE ISLAND	
10	CLOSURE	
	Meeting closed at.....	

CORRESPONDENCE

ITEM NUMBER	4.1
TITLE	7th Indigenous Economic Development Forum - Alice Springs 18 to 20 October 2015
REFERENCE	159566
AUTHOR	Bruce Moller, Governance & Compliance Manager



Correspondence relating to the 7th Indigenous Economic Development (IED) Forum has been received from the NTG Dept. Chief Minister (Northern Australia Development Office), and is provided to Council for information.

BACKGROUND

A letter and partner prospectus was received by the A/CEO advising of an upcoming forum to be held later this year in Alice Springs on 18 to 20 October 2015.

The forum is held every two years and is to be hosted by the NT Government and is one of the largest Indigenous economic development specific events held in Australia. The Forum is a key event held during October Business Month and will include a welcome reception, plenary sessions with keynote presentations, breakout sessions, scheduled private business meetings and an expo showcasing Indigenous businesses and services and programs.

Council has been invited to consider supporting the Forum.

Partnership packages are available at the following levels:

- Platinum \$ 22,000
- Networking \$ 16,500
- Gold \$ 11,000
- Silver \$ 5,500

A copy of the covering letter, and extract pages 1,3,5,7,9 from the partner prospectus are attached for information.

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

That Council considers involvement in the 7th Indigenous Economic Development Forum (Alice Springs 18-20 October 2015), and elects participants to attend this Forum.

ATTACHMENTS:

- 1 Letter NTG Chief Minister re 7th Indigenous Economic Dev Forum.pdf

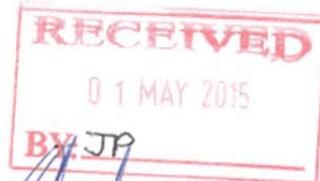


DEPARTMENT OF THE CHIEF MINISTER

Northern Australia Development Office
Ground Floor, Development House
76 The Esplanade Darwin NT 0800

Postal Address
GPO Box 4396
Darwin NT 0801

Tel: 08 8999 6099
luke.bowen@nt.gov.au



Mr Gary Lambert
Acting Chief Executive Officer
Tiwi Islands Regional Council
PMB 267
WINNELLIE NT 0822

Refer to Council

Dear Mr Lambert

I am writing to inform you that the 7th Indigenous Economic Development Forum (Forum) will be held at the Alice Springs Convention Centre on Monday 19 October and Tuesday 20 October 2015 and will include a business expo showcasing various Indigenous businesses. The Forum will commence with a welcome reception on Sunday 18 October 2015.

The Forum, hosted by the Northern Territory Government is now one of the largest Indigenous economic development specific events held in Australia.

Building on previous forums, the focus of this Forum will be 'Developing the North'. The Northern Territory is leading the push to develop the North and is laying the foundations of what is likely to be the biggest period of growth and access to opportunities for Indigenous Territorians. The Northern Territory Government maintains that Indigenous socioeconomic development is central to long term and sustainable northern development.

I would like to invite Tiwi Islands Regional Council to consider supporting the Forum. As a partner, you will receive maximum exposure, highlighting your organisation's commitment to doing business with Indigenous Territorians.

Depending on the partnership level you choose, a range of benefits will apply. A partner prospectus is enclosed for your consideration.

We look forward to discussing the range of partnership opportunities available and will be contacting your office shortly.

In the meantime, please do not hesitate to contact Anne Pearce on 8999 6908 or by email anne.pearce@nt.gov.au

Yours sincerely

LUKE BOWEN

www.nt.gov.au



Partner Prospectus



7th Indigenous Economic Development Forum

18 – 20 October 2015, Alice Springs NT



www.ied.nt.gov.au

Introduction

The Northern Territory Government through the Northern Australia Development Office is hosting the 7th Indigenous Economic Development (IED) Forum at the Alice Springs Convention Centre from Sunday 18 to Tuesday 20 October 2015.

The Forum is a key event held during October Business Month and will include a welcome reception, plenary sessions with keynote presentations, breakout sessions, scheduled private business meetings and an expo showcasing Indigenous businesses and services and programs.

This event will provide an opportunity for Indigenous businesses from across the Northern Territory to showcase their products and services to key stakeholders with a vested interest to progress Indigenous economic development.

Building on previous IED forums, there will be an emphasis on providing an opportunity to encourage partnerships between Indigenous entrepreneurs, private sector, government and non-government organisations.

The Northern Territory IED forum is one of the largest Indigenous economic development specific events held in Australia.

The 7th Indigenous Economic Development Forum theme is 'Developing the North'.

The Northern Territory is leading the push to develop the North and is laying the foundations of what is likely to be the biggest period of growth and access to opportunities for Indigenous Territorians.

The NT Government maintains that Indigenous socioeconomic development is central to long term and sustainable Northern development.

Forum Objective

The Forum will provide an environment to support people to come together from a diverse range of industry and backgrounds to promote services and programs, share knowledge and experiences and explore opportunities, including business partnerships to achieve sustainable economic outcomes for Indigenous Territorians.

Forum Details

Date

Sunday 18 to Tuesday 20 October 2015

Venue

Alice Springs Convention Centre
93 Barrett Drive
Alice Springs, Northern Territory

Delegate Profile

The Forum is expected to attract up to 300 Indigenous and non-Indigenous delegates in economic development and those who have an impact on the emerging Indigenous business landscape including:

- Indigenous organisations
- Micro including home based businesses
- Small to medium enterprises
- Private sector organisations
- Industry associations
- Councils
- Northern Territory and Federal Government key decision makers

Previous forums

Year	Forum Theme	Location	Delegate Numbers
2003	Seizing Our Economic Future	Alice Springs	150
2005	Our Place, Our Progress, Our Potential	Darwin	240
2007	Partnerships & Pathways	Darwin	340
2009	Developing Our Future Together	Alice Springs	300
2011	Working Toward a Strong Future	Darwin	300
2013	Taking Care of Business	Alice Springs	270*

*56% of delegates identified as Indigenous

Forum Format

Welcome reception (evening event) – Sunday 18 October 2015

- Official Welcome to Country
- Sponsor presentation

Day 1 – Monday 19 October 2015

- Registrations
- Ministerial address
- Networking morning and afternoon teas
- Networking lunch
- Plenary sessions with keynote presentations
- Panel discussion
- Breakout sessions
- Indigenous business expo
- Scheduled private business meetings

Day 2 – Tuesday 20 October 2015

- Registrations
- Day 1 feedback session (including reports from breakout sessions)
- Morning and afternoon teas
- Plenary sessions with keynote presentations
- Panel discussion
- Breakout sessions
- Indigenous business expo
- Scheduled private business meetings

Note: This is a proposed format and is subject to change

Communications and Marketing

A communications and marketing strategy has been developed to achieve the following objectives:

- To inform Indigenous Territorians of successful Indigenous businesses, their learnings and achievements.
- Raise awareness of Indigenous businesses to a broad range of stakeholders with a vested interest in progressing IED.
- Raise awareness across the business and community sector about the benefits and importance of IED.
- To inform stakeholders and service providers about key initiatives and services being developed or delivered in the NT to support IED.
- To promote the Forum sponsors and partners.

Reference Group

A Reference group will support the development and delivery of the Forum. The Reference group will be a representation from groups including the Northern Territory Indigenous Business Network.

Partnership Opportunities

The Forum will provide long lasting benefits, including:

- Maximum exposure at a premier forum devoted to IED.
- Opportunity to deliver a clear message that your organisation has a genuine commitment to Indigenous Territorians in supporting sustainable economic development.
- Promote your organisation to an identified audience.
- Gain new and strengthen existing business and key stakeholder relationships.
- Provide an opportunity to build partnerships with Indigenous delegates and identified key stakeholders.

We want to help you achieve your business objectives. A range of partnership packages are now available.

The packages as listed in this prospectus can be tailored to suit your specific marketing needs and may incorporate new ideas specific to your organisation into the available options.

If you would like to suggest other ways your organisation would like to be involved with the Forum, please don't hesitate to contact the Northern Australia Development Office to further discuss.

Partnership Structure

Platinum	\$22 000
Networking	\$16 500
Gold	\$11 000
Bronze	\$5 500

CORRESPONDENCE

ITEM NUMBER	4.2
TITLE	Local Government (Electoral) Regulations Amendments
REFERENCE	160031
AUTHOR	Bruce Moller, Governance & Compliance Manager



This report is provided for information to Council in relation to the recent changes to the Local Government Act and Local Government (Electoral) Regulations. The NT Electoral Commissioner has written to Council and a copy of this letter is attached.

BACKGROUND

An email and letter dated 18th May 2015 was received from the NT Electoral Commissioner advising of recent changes to the *Local Government Act* and Local Government (Electoral) Regulations which came into force on the 23rd April 2015.

ISSUES/OPTIONS/CONSEQUENCES

Council's now have the option of conducting By-Elections themselves, engage the services of an alternative electoral service provider, or engage the NT Electoral Commission.

CONSULTATION & TIMING

Also noted in the letter was advance notice of the 2017 Local Government General Election.

RECOMMENDATION:

That Council notes the correspondence from the NT Electoral Commission in relation to recent changes to the *Local Government Act* and Local Government (Electoral) Regulations.

ATTACHMENTS:

- 1 Email dated 18 May 2015 from NTEC re changes to LG Electoral Regs.pdf
- 2 N. A McGill Mngr Tiwi Islands RC.pdf

Bruce Moller

From: Garry Lambert
Sent: Monday, May 18, 2015 3:49 PM
To: Bruce Moller
Subject: FW: For information: Local Government (Electoral) Regulations Amendments
Attachments: N. A McGill Mngr Tiwi Islands RC.pdf

This would form the basis of a small one page paper to Council



Garry Lambert

Acting Chief Executive Officer | Tiwi Islands Regional Council

T: 0401 119 118 | PMB 267 Winnellie NT 0822

E/ Garry.Lambert@tiwiislands.nt.gov.au | W www.tiwiislands.nt.gov.au

If any matter is important or urgent please call my mobile. I work between office locations.

Tiwi Islands Regional Council Disclaimer

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From: Carol D'Allura [mailto:Carol.D'Allura@nt.gov.au]
Sent: Monday, 18 May 2015 12:42 PM
To: Allan McGill
Cc: Garry Lambert
Subject: For information: Local Government (Electoral) Regulations Amendments

Good afternoon

Please find attached a letter from Iain Loganathan, Electoral Commissioner, regarding the Local Government (Electoral) Regulations Amendments.

Authorised for electronic transmission by Iain Loganathan

Regards
Caroline (Carol) D'Allura
Project Officer

NORTHERN TERRITORY ELECTORAL COMMISSION

Level 3, TCG Centre | 80 Mitchell Street, DARWIN NT 0800 | GPO Box 2419, DARWIN NT 0801

T: 08 8999 7617 | F: 08 8999 7630 | E: carol.d'allura@nt.gov.au | ABN: 84 085 734 992

Website: www.ntec.nt.gov.au



Confidentiality and Disclaimer Statement:



**NORTHERN
TERRITORY
ELECTORAL
COMMISSION**

Level 3, TCG Centre | 80 Mitchell Street, Darwin | GPO Box 2419, Darwin NT 0801
T 08 8999 5000 | F 08 8999 7630 | E mail.ntec@nt.gov.au | ABN 8408 5734 992

OUR REF: LEG0020

Mr Allan McGill
Manager
Tiwi Islands Regional Council
PMB 267
WINNELLIE NT 0822

Dear Mr McGill

RE: Local Government (Electoral) Regulations Amendments

I am writing in regard to the recent Local Government Legislation Amendment Bill 2015, which provided changes to the *Local Government Act* and Local Government (Electoral) Regulations to modernise the administration of local government elections.

I note that the recent amendments provide councils with the options of conducting by-elections themselves or engaging the services of an alternative electoral service provider to that of the Northern Territory Electoral Commission (NTEC).

Whilst Councils have this option, I am hopeful that they will continue to utilise the services of the NTEC for the conduct of by-elections. This will ensure Councils maintain a level of independence, a clear separation of power from the administrative and political arm of Councils and receive the necessary electoral expertise. In addition, the NTEC has purchased specialised software to conduct proportional voting counts for local government elections and will continue to provide a detailed by-election plan with financial estimates to enable Councils to make a fully informed decision about the conduct of their by-elections.

The Commission has been delivering electoral services to Local Government Authorities for many years, and I am optimistic that this partnership will continue. I will be writing to you later this year regarding planning, costs and other associated matters concerning the 2017 Local Government General Election. I am keen to seek input from Council on electoral services to be provided at that election.

Should you have any queries regarding the recent electoral amendments to the *Local Government Act* and/or the 2017 Local Government General Election please call me on 8999 5000 or email iain.loganathan@nt.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Iain Loganathan', is written over a blue horizontal line.

Iain Loganathan
ELECTORAL COMMISSIONER
18 May 2015

cc: Mr Garry Lambert
Acting Chief Executive Officer, Tiwi Islands Regional Council

REPORTS FOR DECISION

ITEM NUMBER	6.1
TITLE	Council Operating Leases - AASB 117 Leases
REFERENCE	159484
AUTHOR	Selvan Supramaniam, Senior Accountant



This report provides Council with a recommendation to appoint a Responsible Officer for the resolution of matters raised by the External Auditors in relation to Council Operating Leases.

BACKGROUND

Following the External Audit for 2013/14 conducted for Council by Merit Partners, the following matter was identified for resolution.

HIGH RISK ITEM

“The Council has not provided documentation to support the following disclosures in the financial report:”

ii. Disclosure of the total future minimum lease payments for operating leases disclosed for the periods not later than one year, later than one year, and no later than 5 years and later than 5 years as required under AASB 117 Leases.

An extract of Page 2 and Page 11 of the Audit Management letter is attached for further information and discussion.

ISSUES/OPTIONS/CONSEQUENCES

This is a non compliance issue of disclosure required by the Australian Accounting Standards – AASB 117 Leases.

CONSULTATION & TIMING

To be addressed as soon as possible given the High Risk rating.

As part of Council's current restructuring it is recommended that a responsible officer be allocated and appointed to manage and take over future responsibility for all Council Leases.

It is recommended to Council that the position of Director of Corporate Services be nominated as the new responsible Council officer for all Council Leases.

RECOMMENDATION:

That Council endorses the appointment of the Director of Corporate Services, or any future Senior Officer, by whatever title, acting in a similar role as the responsible position for the future management of all Council Leases.

ATTACHMENTS:

1 Extract Pages 2 and 11 of Audit Management letter.pdf

Inherent Uncertainty Regarding Going Concern (continued)		The outcome of the official manager's report is not yet determinable at this stage, along with the other matters as set forth above, indicate the existence of a material uncertainty that may cast significant doubt on the Council's ability to continue as a going concern and realise its assets and discharge its liabilities in the normal course of business.
Disclosures required by Accounting Standards		<p>The Council has not provided documentation to support the following disclosures in the financial report:</p> <ul style="list-style-type: none"> i. Disclosure of key management personnel compensation as required under AASB 124 <i>Related Party Disclosures</i>. ii. Disclosure of the total future minimum lease payments for operating leases disclosed for the periods not later than one year, later than one year and no later than 5 years and later than 5 years as required under AASB 117 <i>Leases</i>. <p>This has resulted in non-compliance with Australian Accounting Standards. We have performed alternative procedures to ascertain these disclosures. Please refer to Appendix B for more details.</p>
Inventory		<p>We were unable to obtain sufficient and appropriate documentary evidence to support the value of inventory as at 31 December 2014, such as detailed stock listings and supplier invoices. We were also unable to perform alternative procedures to support the inventory balance. As a result of these matters, we were unable to determine whether the amount of inventory as stated in the financial report totalling \$851,782 is fairly stated.</p> <p>This has resulted in a modification to our audit report. Please refer to Appendix B for more details.</p>
Provision for employee entitlements		<p>Current and non-current provisions for annual leave and long service leave amounting to \$1,207,671 and \$151,033, respectively, are recorded on the Statement of Financial Position as at 31 December 2014. We were unable to obtain sufficient and appropriate audit evidence to support the annual entitlements, pay rates and the amount of leave taken during the current financial year. We have been unable to perform alternative procedures to verify the leave provisions. As a result of these matters, we were unable to determine whether employee entitlements are fairly stated in the financial report.</p> <p>This has resulted in a modification to our audit report. Please refer to Appendix B for more details.</p>

EXTRACT
Page 2
Bm

Tiwi Islands Regional Council
Report to Management
30 June 2014

1. Disclosures required by Accounting Standards (Risk Rating: High)

Issue:	<p>The Council has not provided documentation to support the following disclosures in the financial report:</p> <ol style="list-style-type: none">i. Disclosure of key management personnel compensation as required under AASB 124 <i>Related Party Disclosures</i>.ii. Disclosure of the total future minimum lease payments for operating leases disclosed for the periods not later than one year, later than one year and no later than 5 years and later than 5 years as required under AASB 117 <i>Leases</i>. <p>We have performed alternative procedures to ascertain these disclosures.</p>
Effect or Potential Effect:	<p>The Council is required to prepare general purpose financial reports, and as such, is in breach of Australian Accounting Standards. This has resulted in a modification to our audit report.</p>
Recommendation:	<p>The Council should ensure that it keeps up-to-date on all the relevant Australian Accounting Standards that it is required to comply with as preparer of general purpose financial statements, and that it maintains proper records to allow compliance with such Standards.</p>
Management Response:	<p>Management's responses will be provided as part of the Official Manager's Report at the end of June 2015.</p>

EXTRACT
Page 11
Bm

REPORTS FOR DECISION

ITEM NUMBER	6.2
TITLE	Request to waive fees and charges
REFERENCE	159674
AUTHOR	Rosanna De Santis, Director Community Support



This report seeks a decision to waive fees and charges for organisations including The Heart Foundation and Australian Red Cross.

BACKGROUND

The Heart Foundation and Tiwi Islands Regional Council are in the second year of a partnership and have a renewed agreement to deliver the “Healthy Lifestyles Cup”, which is an eight week nine-a-side women’s AFL competition. The competition is used to promote healthy lifestyle to the women of the Tiwi Islands.

The Australian Red Cross operates across the Tiwi Islands, delivering a range of programs for Men, Women, Children and Families. During the mid year school holiday period, the Red Cross seeks to utilise our sports and recreation facilities to deliver their “Remote Holiday Program”

ISSUES/OPTIONS/CONSEQUENCES

The related Fees and Charges for the facilities to be used include;

Recreation Hall		COST
	Hall Hire rate per day	\$380.00
Swimming Pool		
	Adult swimmers (over 17)	\$2.00
	Child swimmers (5 to 16 yrs)	Free
	Child swimmers (under 4)	Free
	<i>All children 12 years of age and under must be supervised by an adult</i>	
Private Function Hire		
	Full day with own qualified staff	\$ 626.00
	Full day with Council staff	\$1,879.00
	Monday - Friday with Council staff	\$188.00
	Lane hire - maximum 4 lanes - does not include admission fee (per lane)	\$19.00
	Commercial use of grounds per hour (no swimming)	\$31.00
Oval - Casual Use		
	Oval Hire - full day	\$428.00
	Hire change rooms, includes cleaning fee	\$212.00
	Oval Hire - hourly rate (excludes changing room)	\$106.00
TRANSPORT		COST
Car Ferry - Regular Transport		
	One Way per vehicle (Commercial)	\$86.00
	Return per vehicle (Commercial)	\$171.00

A calculation based on the programs presented to the Director of Community Support, we have been asked to consider waiving the following amounts;

Heart Foundation

- Ferry crossings for eight weeks - \$1,368.00

Australian Red Cross

- Wurrumiyanga Program - \$1,083.00
- Pirlangimpi & Milikapiti – \$2,814.00

TOTAL = \$5,265.00

A request from The Heart Foundation and Red Cross are attached.

CONSULTATION & TIMING

RECOMMENDATION:

That Council:

- i) **Waive the fees and charges for the next 12 months, concluding end of May 2016,**
- ii) **That this applies to the Heart Foundation and Australian Red Cross organisations, and**
- iii) **That a caveat permitting the CEO to waive such is applied to the fees and charges from 1 July 2015.**

ATTACHMENTS:

- 1** Email from Beth Woods - Heart Foundation dated 21 April 2015.pdf
- 2** Healthy Lifestyle Cup Draw 2015.pdf
- 3** 150513 Letter to Rosanna De Santis Tiwi Islands Regional Council.pdf

Bruce Moller

To: Bruce Moller
Subject: FW: Subsidised Car Ferry for the Healthy Lifestyle Cup
Importance: High

From: Beth Woods [<mailto:Beth.Woods@heartfoundation.org.au>]
Sent: Tuesday, 21 April 2015 4:02 PM
To: Maina Brown
Cc: Deanne Rioli; frederick.murphy@nt.gov.au; Simon Dixon
Subject: Subsidised Car Ferry for the Healthy Lifestyle Cup

Hi,

Re: Subsidised Car Ferry for the Healthy Lifestyle Cup

As you maybe aware the Healthy Lifestyles Cup is happening again this year, games started on Thursday 16th April, draw is attached.

The Healthy Lifestyle Cup is a Women's 9 a side, 8 week AFL competition, facilitated by Tiwi Islands Sport and Recreation in partnership with the Heart Foundation NT and support from NT Government Department of Sport and Recreation. The reason for the competition is to use AFL as the vehicle to promote a healthy lifestyle to the women of the Tiwi Islands. At each game there will be a healthy lifestyle message being delivered topics include; health checks, smoke free areas, hydration, health food, being active, heart week, world no tobacco day and keeping strong. The competition also urges all participants, including coaches and mangers, to have a health check.

Travel between Islands is required as part of the competition. To keep the competition cost down we are asking the Regional Council to subsidised car ferry between islands, for the games required. The Sport and Rec Team transporting Milikapiti and Pirlangimpi, Tiwi College and Xavier College transport their own teams.

If you have any questions please don't hesitate to contact me.

Kind regards,

Beth

Beth Woods

Regional Tobacco Coordinator
Heart Foundation, Level 3, Darwin Central Offices, 21 Knuckey Street Darwin NT 0800
GPO Box 4363, Darwin, NT 0801
Tel: (08) 8982 2711 **Mob:** 0428 443 150 **Fax:** (08) 8941 0344

For heart health information call 1300 36 27 87 or visit www.heartfoundation.org.au

We're working to reduce premature death and suffering from heart, stroke and blood vessel disease. To find out how, visit heartfoundation.org.au

Support the Heart Foundation simply by following us on:



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Healthy Lifestyle Cup

Tiwi Islands Female AFL Competition 2015

GAMES	VENUE	TIME
Round 1 – Health Checks – Youth Week		
Thursday 16 th April		
Pirlangimpi vs Milikapiti	(Pirlangimpi)	1:30pm
Wizards vs Tiwi College	(Wurrumiyanga)	1:30pm
Round 2 – Smoke Free Areas		
Thursday 23 rd April		
Milikapiti vs Wizards	(Milikapiti)	1:30pm
Tiwi College vs Pirlangimpi	(Tiwi College)	1:30pm
Round 3 – Hydration		
Thursday 30 th April		
Milikapiti vs Tiwi College	(Milikapiti)	1:30pm
Wizards vs Pirlangimpi	(Wurrumiyanga)	1:30pm
Round 4 – Heart Week		
Thursday 7 th May		
Pirlangimpi vs Milikapiti	(Pirlangimpi)	1:30pm
Tiwi College vs Wizards	(Tiwi College)	1:30pm
Round 5 – Exercise everyday		
Thursday 14 th May		
Wizards vs Milikapiti	(Wurrumiyanga)	1:30pm
Pirlangimpi vs Tiwi College	(Pirlangimpi)	1:30pm
Round 6 – Healthy food		
Thursday 21 st May		
Tiwi College vs Milikapiti	(Tiwi College)	1:30pm
Pirlangimpi vs Wizards	(Pirlangimpi)	1:30pm
Round 7 – World No Tobacco Day		
Thursday 28 th May		
Milikapiti vs Pirlangimpi	(Milikapiti)	1:30pm
Wizards vs Tiwi College	(Wurrumiyanga)	1:30pm
Round 8 – Keeping Strong		
Thursday 4 th June		
Milikapiti vs Wizards	(Milikapiti)	1:30pm
Tiwi College vs Pirlangimpi	Tiwi College)	1:30pm
Semi Final -		
Thursday 11 th June		
1 vs 4	TBA	1:30pm
2 vs 3	TBA	1:30pm
Grand Final		
Thursday 18 th June		
	TBA	1:30pm

Proudly supported by..





13 May 2015

Ms Rosanna De Santis
Director, Community Support
Tiwi Islands Regional Council
By email: Rosanna.Desantis@tiwiislands.nt.gov.au

Dear Rosanna,

This is written confirmation that Australian Red Cross NT agrees to work collaboratively and co-operatively with the Tiwi Islands Regional Council throughout the 15/16 FY to support and assist your delivery of community recreation programs and family and children services. This support and collaboration will be demonstrated in a range of ways as jointly agreed to, and could include shared planning meetings, exploring program funding development opportunities, program monitoring and evaluation and community service network development.

Additionally as part of this agreement, ARC NT will commit to the provision of program staff (subject to ensuring we meet all our funding and contractual agreements) on a roster basis to support the delivery of Regional Council activities, on the understanding that total responsibility for the implementation, safety and delivery of Regional Council activities rests entirely with your staff. Therefore our ARC staff and volunteers would be provided purely as additional support persons for pre-arranged activities throughout the 15/16 FY. Our practical support over that period could also extend to the sharing of equipment and resources held by ARC across both islands.

In return we would like to be provided with free access to Regional Council venues including ovals, recreation halls and on some occasions swimming pools, movie/disco equipment and meeting spaces for the 15/16FY. We would be happy to work together with Regional Council staff to establish a schedule of use in an attempt to avoid duplicate bookings and activities.

Yours sincerely

SANDRA CANNON
Executive Director, Northern Territory

CRISIS | CARE | COMMITMENT

redcross.org.au follow us    

Cnr Lambell Tce and Schultze St,
Larrakeyah NT 0820
T +61 8 8924 3900 **F** +61 3 8924 3909
ABN: 50 169 561 394

REPORTS FOR DECISION

ITEM NUMBER	6.3
TITLE	Lot 247 Milikapiti Community - Request to sign and stamp Office of Township Leasing (OTL) lease
REFERENCE	159683
AUTHOR	Rosanna De Santis, Director Community Support



This report seeks the signatures of an Elected Member and the CEO, on the lease of Lot 247 Milikapiti Community.

BACKGROUND

Tiwi Islands Regional Council through the reporting Director requested a change of permitted use for Lot 247 Milikapiti (see attachments).

The change of permitted use is required as the Women's Centre (original permitted use) is now used for the delivery of a number of Council services.

ISSUES/OPTIONS/CONSEQUENCES

Attached is a variation to the Sublease (that provides greater flexibility to the Council to deliver programs from the Lot) and requires signatures by the Tenant under seal by both the CEO and an Elected Member.

CONSULTATION & TIMING

Once signed the correspondence should be returned to the OTL to be registered.

RECOMMENDATION:

- i) **That Council and the CEO sign and stamp the attached lease document, and**
- ii) **The signed and stamped document is returned to the OTL**

ATTACHMENTS:

- 1 Amendment to Permitted Use Lot 247 Milikapiti Womens Centre.pdf
- 2 OTL Land Tenure Application 247 Milikapiti (2).pdf
- 3 OTL Land Tenure Application 247 Milikapiti_Variation (2).pdf

Form 34

Section 69

Land Title Act
REGISTRAR-GENERAL'S DIRECTIONS



NORTHERN TERRITORY OF AUSTRALIA

L	A	No:
IMPORTANT NOTICE		
Please Note Privacy Statement Overleaf		

Commissioner of Territory Revenue use only
(NOTE 1)

**AMENDMENT OF A LEASE
OR SUBLEASE**

The tenant being registered as the proprietor of the lease (or sublease) specified pursuant to an agreement with the registered proprietor of the land subject to the lease (or sublease) and consent of the registered proprietors of all affected registered dealings varies the said lease (or sublease) as set out below: (NOTES 2 - 3)

LEASE OR SUBLEASE BEING VARIED	Number: 760828	Extended until: Not applicable
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(NOTE 4)

Register	Volume	Folio	Location	Lot Description	Plan	Unit
CUFT	798	578	NT Portion NT Portion NT Portion	1640 1644 3042	CP 004186 CP 004194 CP 004186	N/A

(NOTE 5)

OTHER CONSIDERATION	Not applicable	GST Amount Not applicable
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(NOTE 6)

OWNER	Name only: Executive Director of Township Leasing GPO Box 3671, Darwin NT 0801
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(NOTE 7)

TENANT	Name only: Tiwi Islands Regional Council (formerly Tiwi Islands Shire Council) PO Box 104 Parap NT 0804
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(NOTE 8)

DETAILS OF VARIATION	The Permitted Use of the sublease is amended by deleting the words "Women's Centre" in Item 6 of the Schedule (Sublease Particulars) and replacing them with the words: "All uses associated with and reasonably incidental to the Sublessee's business as a Regional Council in accordance with the Local Government Act (NT)."
----------------------	--

(NOTE 9)

CONSENTS	Not applicable
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(NOTE 10)

.....

SIGNED by the Owner

on (Date)

In the Presence of:

.....

Signature of qualified witness:

.....

.....

.....

SIGNED by the Tenant

on (Date)

In the Presence of:

.....

Signature of qualified witness:

.....

.....

(NOTE 11)

Registered on At

CONSENT OF INTEREST HOLDERS

Instrument type:	Instrument type:
Instrument No:	Instrument No:
Name of Parties:	Name of Parties:
.....
I the registered proprietor of the interest shown above consent to the registration of this instrument.	I the registered proprietor of the interest shown above consent to the registration of this instrument.
Signed:	Signed:
(Date):	(Date):
In the presence of:	In the presence of:
Name of Qualified Witness:	Name of Qualified Witness:
Address or Telephone No.:	Address or Telephone No.:

SCHEDULE OF NOTES

1. The Amendment of Lease or Sub-Lease signed on or after 1 July 2007 is required to be stamped by the Commissioner of Territory Revenues where there is valuable consideration other than rent under the lease.
2. This form may be lodged in triplicate. The original must be typed or completed in ink or biro. The duplicate and triplicate may be a copy of the original but the signatures of all parties and their witnesses must be original and signed in ink or biro. Alterations to information entered on the form should be crossed out (nor erased or obliterated by painting over) and initialled by the parties.
3. If there is insufficient space in any panel use the space above or an annexure sheet (Form 95).
4. The number of the lease/sublease to be amended (or varied) and, if the term is to be extended, the date extended to must be entered here. The duplicate and triplicate lease does not need to be produced for notation.
5. Volume and Folio references must be given together with complete parcel description. If a certificate as to title has been issued it must be produced.
6. Insert the amount of other consideration. If no consideration is paid or payable insert the words "Nil" or "Not applicable".
7. Insert full name. Address is not required.
8. Insert full name. Address is not required.
9. Insert details of the variation. The instrument of amendment must not add or remove a party to a lease or be lodged after the lessee's term has ended.
10. Quote instrument type and number and attach consents (or sign).
11. Persons who may witness this document are a Commissioner for Oaths, a member of the Legislative Assembly, a legal practitioner within the meaning of the *Legal Profession Act*, a person holding office under the *Supreme Court Act*, the *Justices Act*, the *Local Court Act* or the *Registration Act*, a member of the Police Force, a person licensed as a conveyancing agent or real estate agent under the *Agents Licensing Act*, a Notary Public and any other person approved by the Registrar-General.

A witness to an instrument executed by an individual must first:

- take reasonable steps to ensure that the individual is the person entitled to sign the instrument;
- have the individual execute the document in the presence of the witness;
- not be a party to the instrument; and
- if witnessing more than one signature, clearly state that he/she has witnessed more than one signature (ie I have witnessed the two signatures above).

After signing, witnesses must legibly write, type or stamp their names and contact address or telephone number below their signature.

For a corporation, an instrument must be executed in a way permitted by law or sealed with the corporation's seal in accordance with the *Law of Property Act*, Section 48.

For witnessing of instruments executed outside the Northern Territory refer to Schedule 1 of the *Land Title Act* and the Registrar-General's Directions.

PRIVACY STATEMENT – LAND REGISTER FORMS

The Registrar-General's Office is authorised by the *Land Title Act* to collect the information on this form for the establishment and maintenance of the Land Register, which is made available for search by any person, anywhere, including through the Internet, upon payment of a fee. The information is regularly provided to other NT Government agencies, the Australian Valuation Office, local governments, the Australian Bureau of Statistics, the Australian Taxation Office or other Commonwealth Agencies as required or authorised by law, and some private sector organisations for conveyancing, local government, valuation, statistical, administrative and other purposes. The Department of Lands, Planning and the Environment also uses the information to prepare and sell or licence property sales reports to commercial organisations concerned with the development, sale or marketing of property.

Failure to provide the information in full or in part may prevent your application or transaction being completed.

Your personal information provided on this form can be subsequently accessed by you on request. If you have any queries please contact the Deputy Registrar-General on 8999 5318.



Australian Government
Office of Township Leasing

Existing Sublessee/Occupant Land Tenure Request

This form is to be completed by existing sublessee/land holders seeking approval from Executive Director Township Leasing (EDTL) for new leasing arrangements, to make changes to existing land tenure arrangements including changes to land usage and approval to develop or construct on land.

1. **Date of Application:** 21 November 2013

2. **Applicant/Organisation:** Tiwi Islands Shire Council

3. **Contact Person/Contact Details:** Rosanna De Santis, 0488559304,
rosanna.desantis@tiwiislands.nt.gov.au PO Box 104, Parap, NT 0804

4. **Proposal:** Continued use of the Milikapiti Women's Centre for the operation of a business unit (library) and as a community centre.

Request For	New lease	<input checked="" type="checkbox"/>
	Variation to Existing Lease	<input type="checkbox"/>
	Seeking approval to construct, place, add, replace or remove buildings or infrastructure on already leased land.	<input type="checkbox"/>
	Extinguish Existing Lease	<input type="checkbox"/>

5. **Request Overview:** This building will be used to operate a library and for the provision of activities for the community residents.

6. **Timeframes:** From Thursday 21 November 2013

7. **Lease Sites:** Lot 247 Milikapiti Community, Melville Island, NT

8. Additional Information: There will be no changes to the dwelling on this lot.

9. Attachments - Plans/Drawings: N/A

For further information or assistance in completing this form please contact the Office of Township Leasing on 1800 152 259.

Request should be forwarded to

Postal: GPO Box 3671 Darwin NT 0801
Email: townshipleasing@otl.gov.au



Australian Government
Office of Township Leasing

Existing Sublessee/Occupant Land Tenure Request

This form is to be completed by existing sublessee/land holders seeking approval from Executive Director Township Leasing (EDTL) for new leasing arrangements, to make changes to existing land tenure arrangements including changes to land usage and approval to develop or construct on land.

1. **Date of Application:** 27 February 2015

2. **Applicant/Organisation:** Tiwi Islands Regional Council

3. **Contact Person/Contact Details:** Rosanna De Santis, 0488559304,
rosanna.desantis@tiwiislands.nt.gov.au PO Box 104, Parap, NT 0804

4. **Proposal:** Continued use of the Milikapiti Women's Centre for the operation of Tiwi Islands Regional Council services and a community centre.

Request For	New lease	
	Variation to Existing Lease	√
	Seeking approval to construct, place, add, replace or remove buildings or infrastructure on already leased land.	<input type="checkbox"/>
	Extinguish Existing Lease	<input type="checkbox"/>

5. **Request Overview:** This building will be used to operate Regional Council Services and for the provision of activities for the community residents.

6. **Timeframes:** From Friday 27 February 2015

7. **Lease Sites:** Lot 247 Milikapiti Community, Melville Island, NT

8. **Additional Information:** There will be no changes to the dwelling on this lot.

9. **Attachments - Plans/Drawings:** N/A

For further information or assistance in completing this form please contact the Office of Township Leasing on 1800 152 259.

Request should be forwarded to

Postal: GPO Box 3671 Darwin NT 0801
Email: townshipleasing@otl.gov.au

GPO Box 3671 Darwin, Northern Territory 0801
Telephone 1800 152 259 • townshipleasing@otl.gov.au

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REPORTS FOR DECISION

ITEM NUMBER	6.4
TITLE	Risk Management Policy
REFERENCE	159705
AUTHOR	Lesley Palmer, Director Corporate Services



This report submits the Risk Management Policy, which has been reviewed by the Workplace Health and Safety Committee and the Directors, to Council for endorsement.

BACKGROUND

The TIRC had been operating with no Risk Management Policy, Risk Management Framework and Organisation Risk Register for a number of years.

A Request to Quote process was undertaken to procure the services of a contractor to undertake a comprehensive consultation process to develop these documents.

The successful proposal was from Echelon which is a wholly owned subsidiary of Jardine Lloyd Thompson Australia (JLT). JLT provides insurance broking with CouncilBiz and the Regional Councils.

The deliverables are the Risk Management Policy which informs the Risk Management Framework, and a Risk Register. The policy is the first component to be delivered.

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

That Council accepts and endorses the TIRC Risk Management Policy.

ATTACHMENTS:

- 1 2015-04-08 011 - Draft Risk Management Policy.pdf



Tiwi Islands Regional Council

Title: Risk Management Policy
Policy No: 011
Adopted By: Council
Next Review Date: XXXX
Responsibility: Chief Executive Officer
InfoXpert Document Number:

Version	Decision Number	Adoption Date	History
1		XXXXXXXX	Original document

1. Objective

To set out why, how and who will manage Tiwi Islands Regional Council's (TIRC) risks and require that risk management will be imbedded in Council policies, procedures and its decisions making.

2. Key Terms

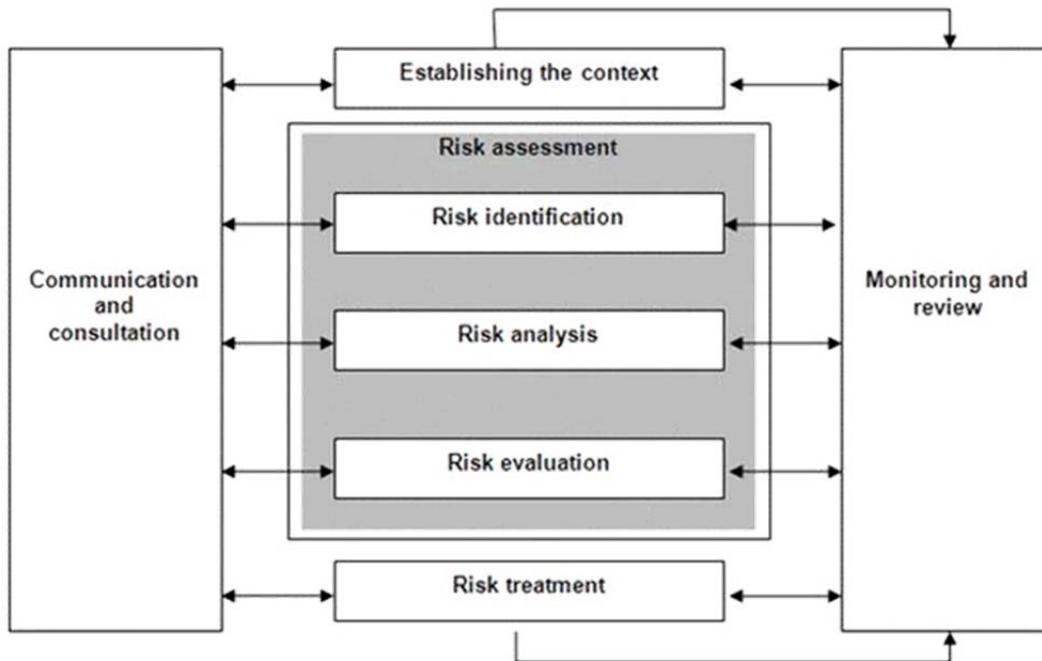
Risk Management ('RM')	The coordinated activities to direct and control Council with regard to risk. Activities are directed towards the effective management of culture; processes and structures in order to optimise potential opportunities and either eliminate, minimise or reduce adverse effects within acceptable legal and policy settings.
RM Framework	A set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout Council.
RM Plan	A scheme within the RM framework specifying the approach, management components and resources to be applied to the management of risk. It should include agreement on matters such as risk appetite, risk tolerance, benchmarks and planned activities to development RM over the immediate and medium term. It can be incorporated into a wider change or transition plan.
RM Standard'	The current RM standard, AS/NZ ISO 31000 (2009)
Hazard	A source or a situation with potential harm in terms of injury or illness, damage to property or the environment, or a combination of these.
Risk	The chance of something happening (effect of uncertainty) that could impact on objectives or expectations – whether negative or positive. Risk is often characterised by reference to potential events and consequences, or a combination of these and the associated likelihood of an occurrence.
Incident	Unplanned event resulting in, or having the potential for injury, ill health, damage or other loss.
Secondary Risk	The risk associated with risk treatment. Similar to 'side effects', it needs to be considered as part of risk treatment options before treatment is decided.



Tiwi Islands Regional Council

RM Process	The systematic application of management policies, procedures and practices, to the activities of establishing context, identifying, analysing, evaluating, treating, monitoring and communicating risk.
Risk Assessment (RA)	That part of the RM process which identifies, analyses and evaluates risk.
Risk Register (RR)	A collection of information with regard to risk. It may or may not include all information required in the full RM process. Best used as a consolidated summary of RM information and for classifying risks according to type, level and actions. A useful tool for review by management.
SMT	Senior Management Team
MFL	Maximum Foreseeable Losses

The overall linkages in assessing and managing risk are shown in the diagram below.





Tiwi Islands Regional Council

3. The rationale for managing our risks

Council operates in an uncertain environment. In order to reduce uncertainty we will develop and review our Risk Management Framework to improve performance and realisation of objectives and compliance.

This will be done by identifying key risks then determine whether it is reasonably practicable to eliminate these risks, or otherwise reduce, share or accept them at acceptable levels.

The TIRC RM Framework will consist of the elements that support the RM process across Council. Ultimately it will also support our mission and values, improve our ability to meet strategic, operational and financial objectives, seek opportunities as they arise and make Council more resilient to sudden and unforeseen threats.

Council acknowledges that it needs risks to operate, but in doing so it also must assess which are positive, tolerable and unacceptable. Council also recognises the supporting and interrelationships between good governance, compliance and risk management. Most key objectives are set under governance processes and governance has its own risks. Managing these is consistent with achieving our broadly defined role, functions and objectives described in sections 11, 12 and 13 of the *NT Local Government Act*.

4. Links between Council objectives, policies and procedures and this policy

Council will manage risks associated with policies, plans, executive decisions and laws.

Risk levels will be determined by establishing criteria to define risk and then assessing the potential consequences and likelihood of the inability to meet our objectives. Descriptions of risk will refer to formal (written) and / or implied (assumed) objectives.

Council and the SMT will review these objectives and the policies and procedures designed to achieve them. Policies and procedures will be a major part of risk 'controls' or treatments to moderate risk. Others are the appropriateness of organisational structures and our culture.

As policies, functions and laws are added or changed; risks associated with them will be reviewed and altered as required.

5. Accountabilities, Approach and Responsibilities for Risk

Every person is a 'risk owner' to the extent that they direct or are held responsible for the planning, designing and delivery of operations or has some authorised and material influence over council matters (such as a contractor).

Risk and hazard assessments are required continuously prior to activities or commitments, including contractual commitments, and any other time if material changes in circumstances occur. Assessments may not be required for routine activities where controls are fully understood, practiced and effective. Assessments could range from 'Take -5' and 'tool box' discussions to formal and complex reports.



Tiwi Islands Regional Council

Approach

The approach to be used by all risk owners is to:

- i. Contribute to RM development.

Participate in RM processes, undertake review and compliance with Council policies and procedures.

- ii. Communicate and Consult (also see section 9).

The best way to engage stakeholders and obtain information about matters important to them is to do this with a wide range of relevant internal and external stakeholders. Consultation requires the active seeking of views from relevant parties and in the case of workplace safety, it is a statutory requirement.

- iii. Compliance.

Capture key legislative and industry codes of practice, manufacturer's instructions and recognised best practice and the like.

Eliminate or reduce risk to 'As Low As Reasonably Practicable' (ALARP).

If we cannot eliminate risk, then efforts to manage risks are to be in accordance with the concept of reducing risk to ALARP and is tolerated according to Council risk criteria. The exception to ALARP is where strict regulatory or Council policy conformance requires a more expensive or difficult treatment.

Secondary and aggregated risk will form part of Risk Assessment's before ALARP and treatment decisions are made.

- iv. Safety first.

Apply a 'safety first' approach to workplace and public safety risks by eliminating them, or if that is not possible, to reduce them to ALARP and meeting any legal requirements after undertaking a risk assessment.

- v. Risk Management principles.

Management and supervisors will be taught to understand and apply the eleven RM principles in the Standard. The first and key principle is that RM should be designed to add value to Council. Considering and seeking reasonably available information prior to analysing and deciding on risk treatments is another. In all, the principles will be used as guidance to address risk issues and to review RM performance.

- vi. Determining causation.

We will examine potential and actual causes in order to choose the most appropriate controls to eliminate, minimise, detect and respond to adverse situations. Causation will



Tiwi Islands Regional Council

be examined according to a range of risk factors, including immediate and root causes in controls and management failures. More complex causation may need to consider 'chain of event' control points and human factors.

'Individual failures', if any, will only be considered after all other factors are considered.

vii. Ability to change or moderate risk.

Council will seek agreement or consensus on what can be changed, changed over time, may be influenced and where it has little or no ability or capability to change. For the later, we will either stop the activity or formally tolerate the risk.

viii. Additional consideration is to be given to risks that are considered:

- o high consequence (catastrophic), even if an apparently low likelihood
- o high frequency (chronic), even if considered of low consequence;
- o major or extreme and dependent upon a single or few critical controls; and
- o risk 'groups' with controls that are inter- dependent or exist cross-functionally between managerial and operating departments.

ix. Council will develop and maintain a RM Framework / Guide and Plan.

x. Financial risk

General

Consideration will be given to all risks of potential unplanned financial losses or gains. This includes risk areas not normally categorised as 'financial risk' (such as safety), but which still may involve a financial impact (such as fines and business interruption). Financial loss or benefits will extend to unnecessary waste, increased costs, inefficiency and lost opportunities.

Potential material variations to planned financial outcomes will have controls in place to limit losses and enhance opportunities. Otherwise, consideration will be given to changing or stopping the activity.

Risk Adjusted Delegated Authorities

If risk assessments indicate that maximum foreseeable losses (MFL) could exceed delegated limits for the defined activity or contract sum, then approval for the obligation or service will be escalated to the appropriate higher level based on the net maximum foreseeable losses. In determining risk adjusted delegated authorities, the net MFL exposure will take into account any strong security in Council's favour and its own insurances.

Typically, risk adjusted delegated authorities will arise when there are significant contractual indemnities, guarantees or damages in favour of other parties, or Council financial exposures found in legislation and civil liabilities.



Tiwi Islands Regional Council

Fraud

In accordance with the Local Government Act, Council will have a Fraud Management Plan. An effective Plan will include strategies to reasonably prevent, detect and respond to key areas of potential fraud. The plan will extend to non-financial fraud (such as false identity or qualifications), although they too may also lead to adverse financial consequences.

Financing Losses

All risks with the potential for large or chronic (ongoing) losses will require acceptance of controls needed to finance all or the greater part of those losses. Typically this includes insurance, but may also involve security, guarantees and other loss sharing arrangements. Otherwise, formal internal acceptance is required to self-fund losses.

Key Roles:

- Council: Elected members serving the interests of the region according to a Council Plan approved by them, defining core and non - core service, oversight of strategic and major risks and priorities and how they will be delivered.
- Local Authorities: Obligations from delegated authority, obtaining information and providing advice to Council from the community level.
- Senior Management Team: Operational and financial planning and report requirements, implementation, human resource selection, defining roles, division budgetary controls and management decision making processes. Development of strategic and major risk management, the RM Framework, priorities and how RM will be delivered.
- Managers: The way work is planned and performed on a day to day basis with respect to achieving objectives and managing risk.
- Specialists: Supervisors and senior managers who have certain skills and experience in training, work methods, compliance and delivery of safe and effective services for which others are reliant. They may have additional internal and legal responsibilities;
- Employees (generally): According to position descriptions, delegated authorities, training and experience and adequacy of resources provided to them from management.
- Contractors: Delivery of special skills, their staff and sub - contractors and to do so safely for all persons potentially impacted by their activities.

6. How conflicting and cross functional objectives and risks will be dealt with

Council recognises that from time to time working towards targets with agreed processes may create conflict between objectives and may arise across service functions. As a result priorities may need review, 'trade-offs' considered and sometimes even objectives require revision.

Examples include:



Tiwi Islands Regional Council

- Target completion time versus non – compliance or unacceptable health and safety risk;
- Using lower cost and quality service / materials versus long-term performance and life-cycle cost;
- Undertaking services that are unfunded / not fully funded versus opportunity cost – i.e. what value was sacrificed by not apply the same resources elsewhere;
- Current budget period cost versus long – term cost financial impact and value;
- Accepting a tolerable risk in one function or location but aggregation of the same risk 'Council – wide' across all functions or locations may not be acceptable or requires a different treatment strategy.
- Meeting a service level performance requirement which will, or is likely to lead, to greater loss, damage or failure of another objective or creates adverse reputation to Council.

The SMT will identify common or linked risks and where interdependencies exist, aggregate them in order to determine the full impact on Council. Risk strategies will include consideration of Council-wide treatments and efficiencies.

Employees will make reasonable efforts to inform their supervisor / managers of actual or potential conflicts in objectives in which they are reasonably aware. This may apply within their work area or across functions - between their work area and other work areas.

Managers will identify or confirm potential conflicting objectives and cross functional risks. then consider what is in the best interests of Council. If uncertain or other priorities apply, managers will escalate the matter to their own manager.

Managers of services will not be disadvantaged if they consciously forgo or delay their own service / function objectives in circumstance where wider consultation requires meeting a greater 'Council – wide' imperative to manage other or higher risk issues and priorities.

7. Commitment to make the necessary resources available

The SMT is ultimately responsible for ensuring that resources to provide capacity and expertise to develop RM and control / risk treatment initiatives will be fit for purpose, compliant and properly applied and maintained.

This includes equipment, technology, services, time, training, education etc. The commitment to make resources available applies at two levels. This is to develop, support, implement and review:

- The RM framework, and
- Specific risk contexts, assessments, treatments, reporting and consultation.



Tiwi Islands Regional Council

Recommendations to the SMT for the amount and nature of resources, including advice, will come from the *joint consideration* by specialist managers and supervisors (e.g. procurement, technical and safety officers). This will assist in determining appropriate design and control options and include consideration of compliance, availability, quantity, quality, safety, impact on the public and cost.

8. The way in which RM performance will be measured and reported

RM performance and reporting will be key and transparent features of effective RM for Council.

Performance Measures may include:

- i. The proportion of service areas that have risk profiles of key risks and / or hazards established, and kept up to date,
- ii. The proportion of each service area profile's that have approved decisions (i.e. accept or treat) and for those requiring treatment, have action plans.
- iii. The status of risks undergoing treatment against plans according to schedule, cost and quality.
- iv. The proportion and number of completed treatment plans since the last reporting period.
- v. The number of significant incidents in which the hazard / risk has not been formally identified.
- vi. The number and nature of significant opportunities lost, or near lost.
- vii. Qualitative or quantitative benefits / costs arising from current and past treatments: e.g. Lessons learned and changes in effectiveness, value, incidents / accidents, community response etc.
- viii. The progress of the current RM plan for the development, implementation, improvement and review of Council's RM Framework
- ix. Assurance.

RM assurance will be derived from a number of internal and external processes. Approved recommendations will be added to the action / treatment plans to improve risks and the supporting RM framework. Written reasons will be given by management for RM recommendations that are not accepted, modified or replaced by other strategies.

Assurance will involve providing findings, evidence, conclusions and recommendations in relation to:

- The achievement or otherwise of meeting compliance and performance requirements, and whether risk was adequately considered in the efforts to meet them;



Tiwi Islands Regional Council

- Identification of major non – conformances and the implications for risk;
- Whether treatments and required improvements were:
 - implemented in the scheduled time, and
 - meet expected outcomes including eliminating or reducing risk to a tolerable level
- Services / departments considered and took advantage of reasonable opportunities when they arose;
- Whether lessons are learned from losses, incidents or even exceeding objectives, and as a consequence, were appropriate responses or treatments considered and implemented.

Assurance of the RM framework will include a 'three lines of defence' ('two lines' if no IA) model:

1. External Audit- financial and other as required (e.g. accreditation, investigations)
 2. Internal Audit: *Risk based IA* program (only if Internal Audit exists).
 3. Management Reviews. Internal or outsourced review of compliance, performance and risks for internal or external functions and services.(Must have evidence of this if IA does not exist)
- x. Customer / community feedback from compliments, complaints, surveys, discussions etc.

Reporting Requirements

- i. Immediate (to next level of management unless other procedures say otherwise):
 - a. 'New' material risks, including:
 - i. new risks
 - ii. existing but until recently not identified or recorded risks, or
 - iii. increase in the risk level to major or extreme.
 - b. Hazards, risk 'alerts' from external authorities or manufacturers, control failures,
 - c. Accidents, incidents and investigations (including matters that have the potential to cause significant harm or damage),
 - d. Where it is known a significant objective / expectation can no longer be achieved,
 - e. Outcomes of latest tests / assurance reports,
 - f. Any crisis and key service interruption to service continuity or potential for interruption.

- ii. Monthly – Operating units to SMT

Summary of:

- a. Matters arising from current month's activities (including i. above)
- b. Progress of significant ongoing risk assessments and treatments
- c. Compliance: advise any material non- compliance and new or expected changes in compliance requirements impacting services or Council.



Tiwi Islands Regional Council

- iii. Quarterly - SMT
 - a. Progress towards achievement of strategic objectives and major risk treatments
 - b. Progress of other major risks treatment and emerging risks (i.e. not fully understood)
- iv. Yearly
 - a. To Council:
 - i. The SMT will provide a progress report against the past year's RM plan, and table the Risk Register..
 - ii. Internal Audit (if IA exists): Issue an assurance statement on the status of RM and its development according to the RM Plan.
 - iii. Financial Exposures. Confirmation of:
 - Insurance program / scheme renewals.
 - Fraud management status,
 - Exposures above \$XX (defined as aggregated and triggered by a single event)
 - Required financial security / guarantees in Council's favour
 - Guarantees / contingent liabilities by Council provided to others.
 - New / increased exposures against maximum foreseeable losses,
 - Implications of asset valuations obtained / required.
 - b. Annual Report

Will include a section on Council's RM development, major RM issues (past year and expected for the next 3 years) and achievements against RM Plan over the past year.
- v. Other Reports – as required to by external regulators and authorities.

9. Consultation and Communication

Council recognises and the Standard requires effective communication and active consultation as essential for good RM. It is a continual and iterative processes conducted to provide, share or obtain, and to engage in dialogue with stakeholders regarding the management of risk. It is important as an influence to decision-making.

The SMT will, as part of the RM Plan, develop / review the Consultation and Communication plan with internal and external stakeholders.

The plan will be formulated following discussions and negotiations concerning the views and expectations of persons and entities impacted by Council activities, and also how other persons and entities could impact Council. This is will ensure that the views of stakeholders are taken into account, ensure all parties are better informed of material needs and issues, and have realistic expectations given limited resources, other priorities and associated risks.

The resulting plan will provide an opportunity and evidence how objectives are set and risks associated with them can be better managed.



Tiwi Islands Regional Council

10. Review and improvement of this policy and the RM Framework

The SMT will review the effectiveness, value creation, protection and resilience afforded to Council arising out of the RM Framework. This will be done no less than every three (3) years and earlier if circumstances determine a need for an earlier review.

11. Key Related Policies and Procedures

Most other policies and procedures create objectives (and therefore risk) and controls to manage them. Many need to have statements that describe individual risk tolerance criteria and risk 'appetite' covering Council – wide exposures. Some key policies and procedures related to Council RM are: **(add or delete as required):**

- Corporate Plan
- Delegations
- Governance – meetings, conflicts of interest etc.
- Communications and Consultation
- Human Resources
- Procurement & Contract management
- Compliance: legislative, contracts (funding and others), negligence
- Fraud Management Plan (required in NT for Councils)
- Infrastructure and Capital Development
- Workplace Health & Safety and Injury Management
- ICT Disaster Recovery
- Disaster Management and / or Business Continuity
- Emergency evacuation plans
- Insurance program
- Asset Management
- Operational Induction programs

Review as needed or in 3 years whichever occurs first.

REPORTS FOR DECISION

ITEM NUMBER	6.5
TITLE	Special Leave over Christmas Closure period
REFERENCE	159706
AUTHOR	Lesley Palmer, Director Corporate Services



This report submits a proposal to change the Special Leave arrangements that have operated during the Christmas closure period to Council for endorsement.

BACKGROUND

During the Christmas - New Year office closure period, generally from approximately the 20th December to the 2nd January, the former CEO provided Special Leave to staff that was over and above entitlements under the Local Government Industry Award. Depending on the number of public holidays, in 2014 this comprised 8 days of fully funded leave; there does not appear to be a record of Council endorsing the provision of Special Leave during the Christmas closure.

Staff with less than a 90% attendance throughout the year were paid Special Leave on a pro rata basis for their attendance, any staff who were Absent Without Leave on the Day before or day after Special Leave lost all their Special Leave payments. This took a lot of work in the payroll area working out the pro rata amounts, applying them to payments in advance, and then after the leave recovering Special Leave from those paid in advance who did not attend work on the last official work day (AWOL) and removing it from those who failed to report for work (AWOL).

ISSUES/OPTIONS/CONSEQUENCES

Full time staff accrue 228 hours (6 weeks Annual Leave) per year, some staff have accumulated significant leave balances, exacerbated as a consequence of getting special leave and public holidays to make a substantial break at Christmas with no Annual Leave required to be taken.

Usually a full payroll run is in the vicinity of \$190,000 for 10 days, therefore the estimated cost to Council of the Special Leave is \$152,000.

For a full time staff member accruing 19 hours per month, this would mean that with 7 months of leave accrual to Christmas being 133 hours in round figures, that approximately 60.8 hours of Annual Leave would be needed for the Christmas closure (depending on which date we close and resume operations.)

The LGI Award permits staff to be required to take Annual Leave during Christmas closure periods (sect. 25.5 provided at least 4 weeks notice is given).

The unfunded Special Leave for the Christmas closure, which is not an entitlement, should cease, staff should be notified as soon as possible that this action is being taken, advised of the reasons why, and directed to ensure that they retain sufficient Annual Leave to cover the Christmas closure period to avoid being placed on Leave Without Pay.

CONSULTATION & TIMING

RECOMMENDATION:

That Council accepts and endorses the termination of the Special Leave arrangements during the Christmas closure and staff be advised of this action as soon as possible.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.6
TITLE	Staff Tenancy Rates
REFERENCE	159707
AUTHOR	Lesley Palmer, Director Corporate Services



This report puts forward a proposal that Council endorse a change from the two tiered staff tenancy rentals to a single tier system applicable equally to all staff with tenancy agreements.

BACKGROUND

In the first half of 2013 staff rental rates for staff in Council housing were set at: One bedroom \$100 per fortnight, 2 bedroom \$125 per fortnight, three bedroom \$150 per fortnight. Once on this system the staff member retains the entitlement to this rate even if they change houses.

From that point on anyone entering their first tenancy agreement was placed on a different rent rate set at: One bedroom \$100 per week, 2 bedrooms \$125 per week, three bedrooms \$150 per week.

In the past 21 months each new member of staff, or a staff member entering their first agreement, has been paying double the rate of staff who commenced their first agreement prior to September 2013, this has led to a feeling of inequity and unfairness for staff who have found this two tiered system to be operating.

ISSUES/OPTIONS/CONSEQUENCES

Fully furnished housing is provided to non Tiwi staff as part of the salary package to attract good quality applicants and enable them to work on the islands as there are no affordable alternative accommodation options available. The rental rate is considered subsidised as the median housing rental rate in Darwin is \$650 per week.

Staff have an expectation that houses will be maintained in good repair, with mattresses and other furnishings or electrical goods replaced as needed; pest treatment, air conditioning servicing and other work undertaken. Council also pays OTL lease fees (e.g. \$2,695pa for one Council house) and water charges, while staff pay for electricity.

The maximum return on a year's rental on the old 2013 system is $\$150 \times 26 = \3900 , the minimum is \$2600. Under the post August 2013 system the maximum rental return is \$7,800 for the same property and the minimum is \$5,200. This provides potential for funds to be allocated to some houses that are in very poor repair due to the failure of the tenants to provide advice of termite damage or in need of refurbishment.

Currently there are four X 3BR houses, four X 2BR houses and five X 1BR houses on the old rates; this represents a total increased rental difference to Council of \$41,600 a year.

CONSULTATION & TIMING

RECOMMENDATION:

That Council accepts and endorses a single rental system as follows: One bedroom \$100 per week, two bedroom \$125 per week, three bedroom \$150 per week to be introduced on a time frame of one of the following options

Option A - changes to commence in 2 pay cycles

Option B - changes to commence in 3 pay cycles

Option C - changes to commence in 4 pay cycles

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.7
TITLE	Vehicle Acquisition and Disposal Policy
REFERENCE	159708
AUTHOR	Mark Pollard, Regional Fleet Manager



A new policy has been prepared for Council to endorse in relation to Vehicle Acquisition and Disposal Policy.

BACKGROUND

A new policy covering Council's passenger and light vehicles providing guidelines for vehicle acquisition, allocation, and vehicle disposal / replacement has been prepared following the recent Assets Audit.

The policy outlines objectives and procurement principles which will provide staff with clear and easier to follow steps in managing and complying with vehicle acquisition and disposals.

ISSUES/OPTIONS/CONSEQUENCES

This policy also complies with Council's Procurement Policy and Accounting Policy and Manual.

It is also recommended in the policy that all new vehicles be diesel fuelled.

CONSULTATION & TIMING

The policy requires the Fleet Manager to liaise closely with the Finance Team in relation to vehicle cost allocations / re-allocations, and that all appropriate forms are completed and provided to Finance so that Council's Asset Register is kept current at all times.

RECOMMENDATION:

That Council accepts and endorses the TIRC Vehicle Acquisition and Disposal Policy.

ATTACHMENTS:

- 1 TIRC - Policy XX - Fleet Procurement and Disposal_DRAFT_revised27Apr2015.pdf



Tiwi Islands Regional Council

Title: Vehicle Acquisition and Disposal Policy

Policy No:

Adopted By:

Next Review Date:

Responsibility:

InfoXpert Document Number

Version	Decision Number	Adoption Date	History

PURPOSE:

This policy provides guidelines for fair, equitable and transparent vehicle acquisition, allocation and vehicle disposal/replacement.

This policy covers Council's passenger or Light Vehicles assigned to employees and to the Mayor.

Light Vehicles are defined as vehicles up to a Gross Vehicle Mass (GVM) of 4.5t where GVM is the maximum allowable total mass of a fully loaded motor vehicle, consisting of the tare mass (mass of the vehicle) plus the load (including passengers).

OBJECTIVES:

The objectives of this policy are:

- to ensure all vehicles purchased are the most sustainable and efficient vehicle allowable under the budget, and
- to ensure all vehicles meet the needs of the position and the employee while providing the best value for money to Council, and
- to ensure compliance with Council's Procurement Policy and Accounting Policy and Manual.

POLICY:

All purchasing arrangements for Council will be based on the following procurement principles:

- open and effective competition;
- value for money;
- enhancement of the capabilities of local business and industry;
- safety and environmental protection;
- ethical behaviour and fair and equitable dealing; and
- advancement of employment opportunities for Tiwi people.



Tiwi Islands Regional Council

Vehicle Acquisition

When purchasing new Council vehicles the Fleet Manager will either:

- obtain three (3) written quotations from suitable suppliers, provided that the total value of the intended purchase is <\$100,000; or
- where the total value of the intended purchase is >\$100,000 call for public tenders through public notices in the local newspaper, the NT News.

When written quotations are sought the Council must choose a supplier from amongst those submitting written quotations.

Where public tenders are called through advertisement in the local newspaper the notice must contain a statement to the effect that the successful tenderer will be published on the council's website.

A tender received in response to a public notice may only be opened in the presence of the Tender Panel being a panel of 3 members of staff delegated by the Council to open and consider the tenders and report to Council on the preferred tenders.

If Council accepts a tender for the provision of supplies to the Council at a cost of more than \$100,000, it must:

- a) accept the tender by written notice to the person who submitted the successful tender; and
- b) give notice of the successful tenderer:
 - i. in writing to all other persons who submitted a tender; and
 - ii. by publishing the notice on the Council's website.

The tender period will only be extended if there is a late or complex addendum to the specifications or if the original period specified is insufficient for contractors to obtain prices from suppliers or subcontractors. When there is a late addendum, tenderers should note on their tenders that they have taken this addendum into account.

The report prepared for Council following the opening of tenders, especially when the proposed expenditure is outside the Chief Executive Officer's delegation, will outline the tenders received, a comparison of prices and performance reports, results of any interviews and reference checks, financial considerations and recommendation.

All vehicle purchases shall be documented via proper completion of an Asset Registration Form which shall be prepared by the Fleet Manager and provided to the Finance team in order that the Asset Registers can be kept current.



Tiwi Islands Regional Council

Preferred Vehicles

The specification of vehicles will primarily be on the basis of the requirements of business and the vehicle's fitness for purpose, including safety. Luxury cars will not be purchased by Council under any circumstances.

The cost and availability of parts as well as the expected resale value of the vehicle shall inform the selection of vehicles.

No new petrol vehicles will be purchased by Council. All new vehicles are to be diesel fuelled.

Two wheel drive utility vehicles provide an economical solution for vehicles and are preferred where the vehicle will be used predominately within community i.e. not required for inter-Island travel or travel to outstations. Accessories provided with these vehicles will include canvas seat covers, rubber floor mats and tow kits.

Dual cab utilities are preferred over single cab utilities as they allow for the transport of groups of staff and they tend to hold their value better and provide a better return on resale.

Four wheel drive vehicles will be purchased for staff and roles that are required to undertake inter-island travel or to travel to outstations on a regular basis. High ground clearance shall also be a consideration for these vehicles. All 4WDs shall have an engine capacity of not less than 2.5 litres. Accessories provided with 4WDs will include canvas seat covers, rubber floor mats, tow kits, snorkels and bull bars. Winches may also be provided as an accessory on these vehicles.

Single or king cab utilities will be only purchased for staff and positions requiring a larger cargo area for e.g. tradespersons who require tool boxes and/or pipe/ladder racks.

In consideration of the capacity constraints of the current inter-island ferry, Light Vehicles shall not be purchased with a width of greater than 1850mm.

Vehicle Allocation

Vehicles are to be allocated by the Fleet Manager and may be re-allocated from time to time in accordance with changes to the business requirements or employees roles.

The allocation of vehicles will be strictly in accordance with the needs of the position and personal preference should be given the lowest priority in allocation.

The Fleet Manager shall keep the Finance team well informed of vehicle allocation and subsequent reallocation in order that the Asset Register and cost allocation information can be properly maintained.



Tiwi Islands Regional Council

Vehicle Disposal / Replacement

All vehicle disposals shall be documented via proper completion of an Asset Disposal Form which shall be prepared by the Fleet Manager and provided to the Finance team in order that the Asset Registers can be kept current.

Council will aim to replace vehicles when they have been commissioned for 2 years or when they have reached 30,000 km (whichever occurs first).

Replacing vehicles whilst they are relatively new should ensure a decent resale value for Council vehicles and minimise the requirement for major repairs and maintenance on Council vehicles.

Council will normally sell vehicles through Pickles Auctions in Darwin as sale at auction which will ensure the transparency of these transactions.

In instances where an independent valuation has shown the value of a vehicle to be less than \$10,000 the Fleet Manager may determine to sell the vehicle on the Tiwi Islands by public tender which shall be conducted in accordance with Council's Procurement Policy and Accounting Policy and Manual.

Very old or vehicles assessed as unsaleable may be transported to Darwin for scrap/resource recovery, provided that the cost of transporting those vehicles to Darwin does not exceed the expected recovery.

The proceeds of vehicle sales shall be deposited into an account which is reserved for the replacement of assets.

END OF POLICY.

REPORTS FOR DECISION

ITEM NUMBER	6.8
TITLE	TIRC - Policy and Procedures Framework
REFERENCE	159770
AUTHOR	Bruce Moller, Governance & Compliance Manager



This report submits the draft Tiwi Islands Regional Council “Policy and Procedures Framework” for Council to formally endorse and adopt.

BACKGROUND

Council does not currently have a guiding Policy Framework document for staff to follow in relation to the preparation of Council Policies and Procedures. This was discussed with Dept. Local Government Compliance staff during the Compliance Review held late last year (October 2014), and it was agreed at that time that it would be a positive compliance step for Council to prepare an over arching Policy Framework document.

The attached draft document has been carefully prepared, has been reviewed by Directors and is now submitted to Council for formal endorsement.

ISSUES/OPTIONS/CONSEQUENCES

The “Policy and Procedures Framework” document will provide senior staff with a consistent and flexible policy format with easy to follow steps when drafting and editing different types of policies.

CONSULTATION & TIMING

The A / CEO has instructed that all approved Council Policies will be uploaded onto Council’s website, Directors are responsible to ensure Policies and Procedures are filed in Council’s internal electronic InfoXpert Records Management System.

All TIRC staff will be able to access printed copies of all Policies and Procedures at each Council office (held by the respective Office Manager).

Note that for any printed copies of Policies or Procedures that the default reference should always be made to the Electronic version as the primary current record.

RECOMMENDATION:

That Council accepts and endorses the TIRC Policy and Procedures Framework.

ATTACHMENTS:

- 1 2015-05-15 Draft Policy and Procedures Framework - Ver 3.pdf



Tiwi Islands Regional Council

Title: Policy and Procedures Framework
Policy No: 01
Adopted By:
Next Review Date: Refer "Policy and Procedure Framework"
Responsibility: Chief Executive Officer
InfoXpert Document Number :

Version	Decision Number	Adoption Date	History
1			

1 Policy Summary

This Policy establishes a Policy and Procedures Framework incorporating a policy hierarchy, a template for the preparation of new policies and methodology for the management of policies and procedures whether adopted by Council or introduced by the Chief Executive Officer and the administration.

2 Policy Objectives

The objectives of the Council's Policy and Procedures Framework are to:

- 2.1 Develop a holistic and hierarchical policy and procedural framework which logically accommodates all of Council's policies and underlying procedures to guide effective decision-making and service delivery.
- 2.2 Create a common, consistent and timely process for the development and endorsement of policy and procedures which promotes alignment with the Council's values.
- 2.3 Establish a common standard for the development of policy and procedures including the collection of adequate information to support implementation and review.
- 2.4 Establish controls for the management and retention of the Council's policies within the Council's Electronic Document Records Management System (EDRMS).
- 2.5 Establish a common standard for policy documents to ensure adequate information is collected to assist implementation and review through the Council's EDRMS.

3 Background

The purpose of the Policy and Procedures Framework is to contribute to the consistency, clarity, transparency and accountability of the Council's decision-making processes and in the delivery of services. This will be achieved by providing a mechanism whereby Elected Members and staff create and access a comprehensive collection of the current Council and administrative policies and procedures.

The Framework will apply to all Council and administrative policies and procedures.



Tiwi Islands Regional Council

Tiwi Islands Regional Council is committed to maintaining a robust and integrated Corporate Governance Framework that will assure stakeholders that the Council is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability.

The operational aspects of policies should be separated and detailed in a procedural format to provide a consistent and accountable framework for service delivery.

4 Policy Statement

The following Policy Framework is established.

Policy Framework

Category	Approval Source	Comment
Governance	Council	<p>Mandatory policy required by legislation AND Policies established by Council for the guidance or direction of the organisation.</p> <p>For ease of reference these can be grouped into common subject headings:</p> <ul style="list-style-type: none"> • Animal Management • Cemetery Management • Climate Change and Environment • Community and Cultural Services • Council Property • Economic Development • Elected Members • Financial Management • Governance • Human Resources • Meeting Procedures • Recreation, Parks and Reserves • Roads and Traffic • Waste Management <p>N.B. This list is indicative only and is not intended as a holistic listing of those areas where Council policies may be potentially required now or in the future and may be varied as work progresses.</p>



Tiwi Islands Regional Council

Category	Approval Source	Comment
Corporate	Chief Executive Officer or Executive Management Team	Policies introduced by the Chief Executive Officer and/or adopted by the Executive Management Team to guide and direct staff. For convenience of use these are broken into sub-categories. <ul style="list-style-type: none"> • Administrative / Financial • Human Resource • Workplace Health & Safety • Asset Management • Information Communications Technology • Corporate Information and Knowledge • Contracts and Procurement
Directorate	Director	Policies adopted by the Director to direct business unit or work group

It is acknowledged that some policies, while administrative in nature, may also fall within the charter of Council – e.g. Fraud and Privacy Policies. Decisions as to whether these policies are endorsed by the Chief Executive Officer/Executive Management Team or Council are to be made on a case by case basis.

The creation of Council Policy can frequently bring about the creation of a lower level Administrative Policy to more specifically guide staff in the application of the Council's intent.

Policies may be supported by procedures which direct organisational action.

5 Writing and Reviewing Policies

5.1 Format

All policies shall be presented in a standard format and will include:

- Policy Summary
- Policy Objectives
- Background
- Policy Statement
- Legislation, Terminology and References
- Implementation and Delegation; and
- Evaluation and Review.

A policy template is attached.



Tiwi Islands Regional Council

5.2 Writing New Policies

<p>Step 1 RESEARCH</p>	<p>Undertake research, review legislation, existing policies (which may require amending) and best practice. Informally consult with other work groups which may be affected.</p>
<p>Step 2 DRAFT</p>	<p>Draft document. Council and Administrative Policies have a number of different stakeholders (i.e. Elected Members, management, staff, community, regulators, media, etc) and care will need to be taken to frame policy pronouncements in an appropriate tone and style for the respective stakeholders.</p> <p>The standard template must be used. Refer Attachment to this Policy.</p>
<p>Step 3 CONSULTATION</p>	<p>For all corporate policies and those requiring consideration by Council.</p> <ul style="list-style-type: none"> • First, submit to relevant Director for approval to seek comment. • Policies should be reviewed by the relevant Council Committee or business unit based on subject: <p>Policies that may have an impact on other Departments to be submitted to relevant Directors for consideration.</p> <p>Draft policy reviewed and updated in light of comments and resubmit to responsible Director for in principle approval.</p>
<p>Step 4 APPROVAL</p>	<p>The approval process is as follows:</p> <ul style="list-style-type: none"> • Directorate policies submitted to relevant Director for final approval. • Corporate policies submitted to Executive Management Team for final approval. • Governance and Legislative policies submitted to Executive Management Team for approval. If approved by Executive Management Team, Governance and Legislative policies submitted to Council for formal endorsement. <p>Policies for endorsement by Council should be submitted as an attachment to a report. The report's recommendation, should include the following:</p> <p>"THAT the (insert subject) Policy as contained in the Attachment to Report be adopted as Council Policy".</p>



Tiwi Islands Regional Council

<p>Step 5 RECORDING</p>	<p>Once adopted, the Governance & Compliance Manager (or relevant Director in the case of Directorate Policies) will ensure that the adopted policy has a unique identifier from InfoXpert.</p> <p>New approved policies are then to be forwarded to the Governance & Compliance Manager (GCM) for assignment of policy number and inclusion in the policy database.</p> <table border="1" data-bbox="435 712 1013 936"> <thead> <tr> <th>Policy Category</th> <th>Responsibility</th> </tr> </thead> <tbody> <tr> <td>Governance</td> <td>GCM</td> </tr> <tr> <td>Corporate</td> <td>GCM</td> </tr> <tr> <td>Directorate</td> <td>Relevant Director</td> </tr> </tbody> </table>	Policy Category	Responsibility	Governance	GCM	Corporate	GCM	Directorate	Relevant Director
Policy Category	Responsibility								
Governance	GCM								
Corporate	GCM								
Directorate	Relevant Director								
<p>Step 6 IMPLEMENTATION</p>	<p>Once adopted the Chief Executive Officer or relevant Director will be responsible for implementing the policy.</p> <p>Depending upon the policy this may necessitate:</p> <ul style="list-style-type: none"> • Advice to staff • Media releases <p>Drafting of complementary policies, or detailed operational procedures, etc</p>								

Reviewing Existing Policies

Policies will be reviewed as follows:

Governance	During each Council term in line with any reviews to the Council Plan or when there is a change to circumstances or legislation.
Corporate	During each Council term in line with any reviews to the Council Plan or when there is a change to circumstances or legislation.
Directorate	During each Council term in line with any reviews to the Council Plan or when there is a change to circumstances or legislation.

Individual policies may be reviewed more frequently if circumstances warrant.

When reviewing policies, the steps set out for writing new policies should be followed.

After each Council election, the Chief Executive Officer will establish a program for the review of all Governance policies during the term of the new Council.

All staff will be invited to comment on current policies as part of the review process.

The review process will be initiated by the Governance and Compliance Manager who will maintain the Policy Database.



Tiwi Islands Regional Council

6 Legislation, Terminology and References

6.1 Policy

A policy is a statement of Council's philosophical position on a specific issue. It is a high-level commitment to guide present and future decisions in relation to specific issues, or, principles of acceptable behaviour and action. The policies provide the overall framework in which the Council operates.

Policies are developed at two distinct levels:

- *Council Policies*: those policies that support the work of Council, some of which may be required by legislation and are created by a resolution of Council i.e. Governance Policies; and
- *Administrative Policies*: those policies that support the work of the Chief Executive Officer and are created by a decision of the Chief Executive Officer or Executive Management Team.

It should be noted, however, that some policies, while administrative in nature, also fall within the charter of Council – i.e. the Procurement Policy. Decisions as to whether these policies are endorsed by Chief Executive Officer/Executive Management Team or Council are to be made on a case by case basis. Some policies of this type may also include operational procedures.

The creation of Council Policy can frequently bring about the creation of a lower level Administrative Policy to more specifically guide staff in the application of the Council's intent.

Both Council and Administrative Policies have a number of different stakeholders (i.e. Funding Bodies, Elected Members, management, staff, community, regulators, media, etc) and care will need to be taken to frame policy pronouncements in an appropriate tone and style for the respective stakeholders.

6.2 Procedures

Procedures are more stringent rules for action. Procedures define the specific rules, steps or actions required to apply or implement a Council or Administrative Policy. Procedures will define management directives or rules, inputs, responsibilities, tasks to be completed, outputs and other elements necessary for the understanding and performance of a process.

Procedures set parameters, geared to implementing policy or complying with legislation, *about which choices may not be made*.

Procedures:

- Are mandatory steps (processes, templates);
- Must be supportive of laws and corporate policies;
- Respond to corporate policy and/or laws in a way that reflects corporate principles;
- Is a way of ensuring uniformity of behaviour across the organisation; and
- Ensures consistency and continuity of services.



Tiwi Islands Regional Council

6.3 Strategies

Strategies form the master plan for how objectives will be achieved. These can be developed at the corporate, business unit or functional levels e.g. Asset Management Plans. The Policy and Procedure Framework does not intend to record or classify strategies but plan developers should be aware that elements of policy and procedure are often incorporated into strategies. These elements should be distilled from the approved strategies and translated into the standard formats to maintain the completeness of the Framework.

7 Implementation and Delegation

7.1 Responsibilities

Council

Sections 11, 12 and 13 of the Local Government Act set out the statutory 'Role, Functions and Objectives' of the Council. Establishing Policies is one of the key mechanisms by which the Council carries out its statutory responsibilities.

The role of the Council is therefore to determine Council's policies and be knowledgeable of policy precedents to ensure a complementary Council policy environment.

Audit Committee

Must be satisfied that at minimum, the Council has adequate systems in place to ensure the maintenance of an appropriate financial control and compliance framework for the Council.

Executive Management Team

Led by the Chief Executive Officer to determine the Council's Administrative policies and be knowledgeable of the Council and Administrative policy precedents to ensure a complementary organisational policy environment.

CEO

Section 101 of the Local Government Act provides that the Chief Executive Officer is responsible to the Council for, inter alia, ensuring 'that the council's policies, plans and lawful decisions are implemented'. The Chief Executive Officer is also responsible for ensuring that the Council has appropriate administrative policies and procedures to ensure services are delivered with accountability and due diligence.

The CEO will also ensure that all approved Council Policies are uploaded onto Council's website, Directors are responsible to ensure Policies and Procedures are filed in Council's internal electronic InfoXpert Records Management System.

All TIRC staff will be able to access printed copies of all Policies and Procedures at each Council office (held by the respective Office Manager).

Note that for any printed copies of Policies or Procedures that the default reference should always be made to the Electronic version as the primary current record.



Tiwi Islands Regional Council

Directors, Managers and Staff

Ensure that Council and Administrative policies and procedures are developed and maintained in accordance with this Framework and to be knowledgeable of, and act in accordance with, the policy and procedural environment.

Records Management

Provide the EDRMS system, consultancy, education and training to facilitate the classification of policies and procedures within an established file referencing hierarchy, and to establish universal accessibility and appropriate document management and retention.

Governance & Compliance Manager

Manage the implementation of the Framework including the policy development and review timetable and provide a quality assurance and moderation service in relation to the development of policies and procedures.

7.2 Delegation

The Council delegates to the Chief Executive Officer the authority to determine those matters that need to be referred to Council for adoption utilising the Policy and Procedures Framework.

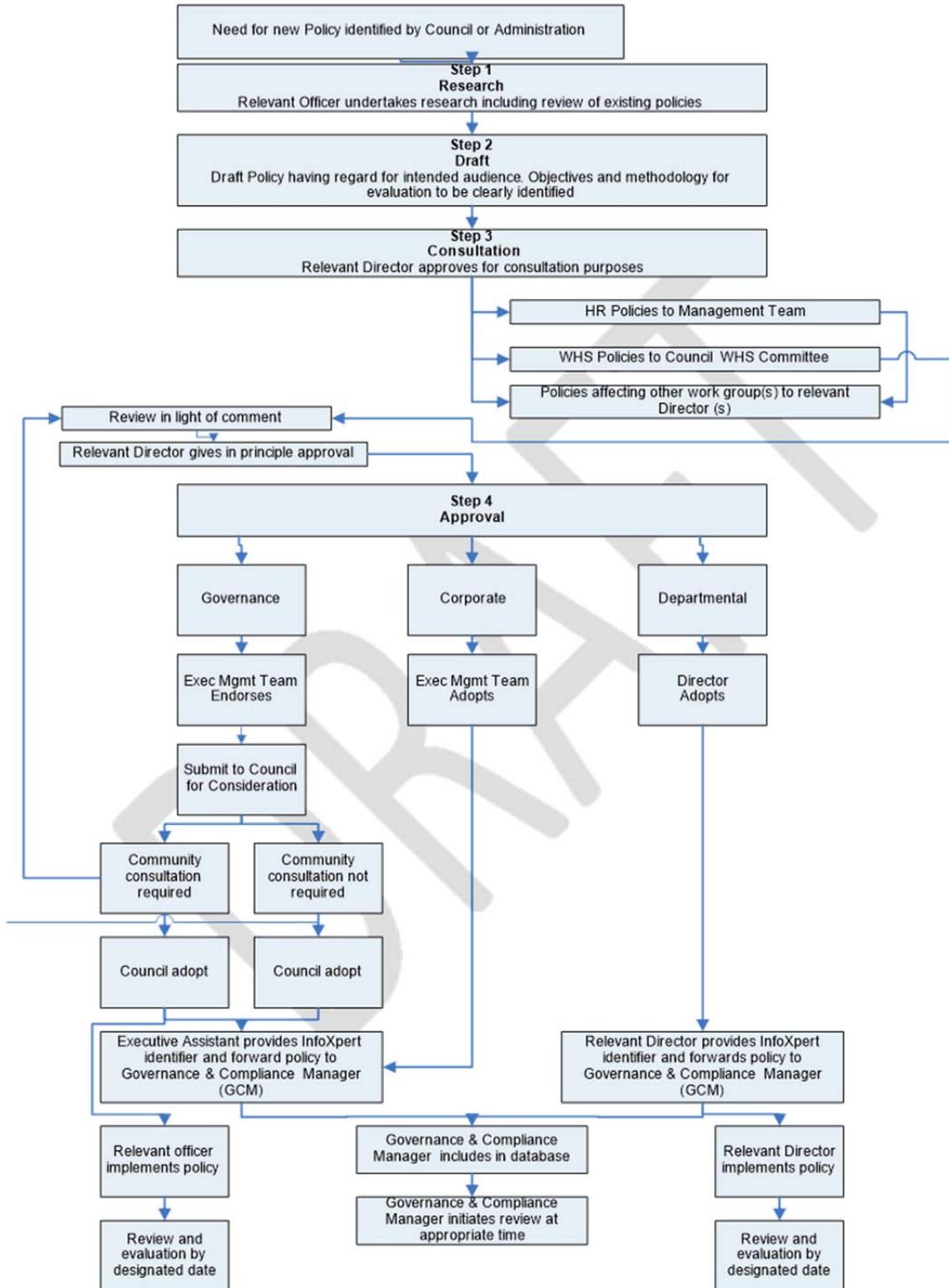
8 Evaluation and Review

Performance measures for monitoring the effectiveness of the Council Policy and Procedures Framework are:

- Extent to which the programmed policy initiatives are delivered;
- Availability and currency of strategy and Council policy documents covering all the major areas of interest on the Tiwi Islands Regional Council web site;
- Availability and currency on the intranet policy database of all operating procedures necessary to give effect to Council strategies and policies; and
- Consistency of terminology and format of policy documents.



Tiwi Islands Regional Council



REPORTS FOR DECISION

ITEM NUMBER	6.9
TITLE	Draft MOU for road upgrading - Pickataramoor Road Melville Island
REFERENCE	159826
AUTHOR	Garry Lambert, A / CEO



A draft MOU has been prepared and is nearing completion, and is expected to be signed by all parties towards the end of May 2015. As at the date of writing this report the final MOU is not yet to hand but is expected to be tabled at the Council Meeting next week.

BACKGROUND

Council has been in ongoing discussions with the NTG (Dept. Chief Minister), NTG Dept. Transport (Roads Division), and the Tiwi Plantations Corporation in relation to the Economic Development of the Tiwi Islands, and in particular the proposed road upgrading works between Port Melville and Pickataramoor on Melville Island.

Tiwi Plantations Corporation are preparing for their initial forestry harvest later this year, and the existing dirt roads will require significant upgrading works be done to meet their needs. Heavy vehicles will be using the existing roads over extended periods so it is necessary for significant upgrading work to be done.

In the recent NT Budget announcements a \$ 5 Million project was confirmed for the first stage being the upgrading of the Pickataramoor Road.

NT Government Policy is to seal when upgrading roads and an all-weather sealed access road will provide reliable access and will contribute significantly to the social and economic development of the Tiwi Islands.

Tiwi Islands Regional Council has the statutory responsibility for all public roads on the Tiwi Islands and will be responsible for the future maintenance of any upgraded public roads in the future.

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

That Council endorses the MOU and agrees for the CEO to sign the MOU under Council seal.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.10
TITLE	LGANT - Financial Assistance Grants & Constitutional Recognition of Aboriginal and Torres Strait Islander people
REFERENCE	159867
AUTHOR	Bruce Moller, Governance & Compliance Manager



The Australian Local Government Association (ALGA) and the State & Territory Local Government Associations (LGANT) have been seeking the support of Council's across Australia to advocate for the Federal Government to reverse the decision to freeze the indexation of Federal Assistance Grants (FAGs).

Also, as part of the ongoing campaign to recognise Indigenous people in the Australian Constitution, LGANT are seeking Council's support in passing a resolution on this important matter.

BACKGROUND

LGANT have recently contacted Council (copy of email attached from CEO Tony Tapsell) with a view to seeking Council's support on Financial Assistance Grants, and the Recognition of Indigenous people in the Australian Constitution.

FAGs are a vital part of the revenue base of all councils, and this year councils will receive \$2.3 billion from the Australian Government under this important program.

The Government's decision in the 2014 Federal Budget to freeze the indexation of FAGs for three years beginning in 2014-15 will unfortunately cost councils across Australia an estimated \$925 million by 2017-18.

ALGA and the state local government associations are seeking the support of Council for advocacy to have the Federal Government reverse the decision to freeze the indexation of FAGs.

While the FAGs are paid through each state's Local Government Grants Commission, the funding originates with the Commonwealth and it is important it is recognised as such. Council, and every other council in Australia, have been asked to pass a resolution acknowledging the importance of the Commonwealth's Financial Assistance Grants in assisting Council to provide important community infrastructure.

Council is also being asked to acknowledge the receipt of Financial Assistance Grants from the Commonwealth in media releases and council publications, including our annual report and to highlight to the media a council project costing a similar size to the FAGs received by Council so that the importance and impact of the grants can be more broadly appreciated.

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

RECOMMENDATION:

That the Council:

- 1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of Councils services and infrastructure;**
- 2. Acknowledges that the Council will receive \$ 418,260 in 2014 - 15; and**
- 3. Will ensure that this federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in Council publications, including annual reports.**
- 4. Supports the recognition of Aboriginal and Torres Strait Islander people in the Constitution Act of the Commonwealth of Australia.**

ATTACHMENTS:

- 1 Email from LGANT dated 12 May 2015 re FAGs and Indigenous recognition in Aust. Constitution.pdf**

Bruce Moller

From: Tony Tapsell <tony.tapsell@lgant.asn.au>
Sent: Tuesday, May 12, 2015 4:11 PM
To: Brendan Dowd; Brian Hylands; Bruce Moller; Cathryn Hutton; Cathy Winsley; Edwina Marks; Glenda Teede; Iain Wilson ; Jeff MacLeod; John Japp; Leigh Ashford; Michael Berto; Rex Mooney; Ricki Bruhn; Robert Jennings; Stuart Duncan
Subject: Council resolutions on important matters
Attachments: 2015-04-16 Draft resolution on Financial Assistance Grants.docx

Hi All,

In recent times we have been seeking council resolutions in respect of:

- Financial assistance grants
- Recognition of Indigenous people in the Australian Constitution.

I write therefore to ascertain your progress with both these matters. The specific resolution on financial assistance grants is attached if you wish to mirror it in your recommendations to council. The same goes for the recognition resolution which could be along the lines of the LGANT policy, namely:

- (a) LGANT supports the recognition of Aboriginal and Torres Strait Islander people in the Constitution Act of the Commonwealth of Australia. (Adopted at General Meeting November 2015, Item 7.3)

Thank you.

Tony Tapsell
CEO
Local Government Association of the Northern Territory
21 Parap Road, Parap, NT, 0820
PO Box 2017, Parap, NT, 0804
Ph: (08) 08 8944 9697; Fax: (08) 8941 2665
Email: tony.tapsell@lgant.asn.au
Website: www.lgant.asn.au



REPORTS FOR DECISION

ITEM NUMBER	6.11
TITLE	Local Authorities - Ordinary Member Appointment
REFERENCE	159912
AUTHOR	Bruce Moller, Governance & Compliance Manager



A recent application has been received to appoint a new ordinary member to fill a vacancy on the Pirlangimpi Local Authority. Subject to endorsement by the Pirlangimpi Local Authority at their meeting to be held on Tuesday 26th May, Council is being asked to appoint Francesca Puruntatameri to the Pirlangimpi Local Authority as an ordinary member.

BACKGROUND

There are currently two vacancies to be filled for which a recent nomination from Francesca Puruntatameri has been received (11 May 2015 for the Warntarringuwi Skin Group) and is attached to this report.

Council advertised to fill these two vacancies and this has resulted in one application being received so far.

CURRENT VACANCIES**Pirlangimpi Local Authority**

- **One Vacancy – Ordinary Member - (Representing Warntarringuwi Skin Group)**
- **One Vacancy – Ordinary Member - (Representing Lorrula Skin Group)**

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

That Council accepts the nomination of Francesca Puruntatameri representing the (Warntarringuwi Skin Group) (subject to endorsement by the Pirlangimpi Local Authority at their meeting to be held on Tuesday 26th May 2015) and appoints her as an ordinary member of the Pirlangimpi Local Authority.

ATTACHMENTS:

- 1 Francesca Puruntatameri - PLA applicated dated 06 May 2015.pdf

TIWI ISLANDS

Regional Local Authority Membership



Council Application & Declaration

I (Full Name) FRANCESCA PURUNTATAMERI

Of (Address) PIRLANGIMPI COMMUNITY

Declare that:-

- I am seeking appointment to the position of ordinary member of a Local Authority.
- I am enrolled as an elector in the Northern Territory/TIWI Islands/Local Authority Area.
- I do not hold a judicial office (other than Justice of the Peace).
- I am not bankrupt or subject to a composition or arrangement with creditors under the Bankruptcy Act 1966.
- I have not been sentenced to a term of imprisonment (which has not expired) of one year or longer.
- I am not indebted to the council for rates or surcharge and shall not fail to discharge any such debt within 6 months after the debt becomes due and payable.
- I am mentally fit to hold the position of ordinary member of a Local Authority.

Signature of Applicant Francesca Puruntatameri

Contact Details 0455 897679

Proof of identity provided Yes No

Type of Id (e.g. Driver's Licence) Indigenous Services and Support Unit, RDH

Witness Name LEONIE CARPENTER Signature [Signature]

Receiving Officer PATRICIA BROGAN Date 6.5.2015

Applicant Details

<p>Island of Residence Bathurst <input type="checkbox"/> Melville <input checked="" type="checkbox"/></p> <p>Skin Group Representative <input checked="" type="checkbox"/> Non-Skin Group Representative <input type="checkbox"/></p> <p>Skin Group Warntarringuwi <input checked="" type="checkbox"/> Miyartuwi <input type="checkbox"/> Lorrula <input type="checkbox"/> Takaringuwi <input type="checkbox"/></p> <p>Council Staff.....Yes <input type="checkbox"/>.....No <input checked="" type="checkbox"/></p> <p>Signed Copy to Applicant Y <input type="checkbox"/></p>	<p>Location Bathurst Island <input type="checkbox"/> Pirlangimpi <input checked="" type="checkbox"/> Milikapiti <input type="checkbox"/></p> <p>Sex Male <input type="checkbox"/> Female <input checked="" type="checkbox"/></p> <p>Age Under 25 years <input type="checkbox"/> 25 – 50 years <input checked="" type="checkbox"/> Over 50 years <input type="checkbox"/></p> <p>Copy to Governance & Compliance Manager <u>6.5.2015</u></p>
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Authorised for distribution by Mr. Garry Lambert, A / CEO Tiwi Islands Regional Council. April 2015

REPORTS FOR DECISION

ITEM NUMBER	6.12
TITLE	Creation of Council Election & Asset Replacement Reserves
REFERENCE	160041
AUTHOR	Bruce Moller, Governance & Compliance Manager



This report seeks Council's endorsement to the creation of an Election Reserve and an Asset Replacement Reserve and for the funds within each Reserve to be held in Council's Trust Account, (or other).

BACKGROUND**Create an Election Reserve - (Provision)**

It is recommended to Council that an Election Reserve be created to assist with funding for any unforeseen future By-Elections, and to build up over a 4 year period of the Council's normal term sufficient funds to conduct a full Local Government General Election.

Currently, Council has an annual budget expenditure line of \$ 10,000 to cover the costs for any unforeseen By-Elections (for example if a member dies, is disqualified from office, or resigns). If a By-Election is not held during a year then these budgeted funds lapse at the end of each year.

A number of Council's make an annual provision for future election costs knowing that in year 4 of the Council Election cycle the Council will need to find approx. \$ 40,000 to pay for the General Election expenses.

This proposal for Council's consideration would be to allocate \$ 10,000 per year as per the current budget arrangements, but for the unspent balance at 30 June each year to be transferred (cash) via a General Ledger journal and approved cash transfer into the Trust Account (Election Reserve). By following this method, Council can continue to budget each year for \$ 10,000 to cover for any By-Election costs, and the unspent funds can progressively build up over time to reduce the burden in year 4 to find the full \$ 40,000.

Create an Asset Replacement Reserve - (Provision)

Council does not currently have any form of Asset Replacement Reserve and needs to consider as part of conservative future financial planning to allocate some funds into an Asset Replacement Reserve.

This could be partly funded this year via allocating some of the proceeds from the recent sale of surplus Motor Vehicles and other items of Plant / Equipment as identified in the Asset Audit.

Council currently is only able to budget for the replacement of motor vehicles / plant / equipment out of each years budget process. This does not provide any reserve funds for the unforeseen replacement of key vehicles or major items of plant / equipment. (ie a Grader, or Rubbish Truck).

Unfortunately, Council's financial position has not identified any surplus funds being available prior to now.

It is recommended to Council that an Asset Replacement Reserve be created and that a nominal figure be placed into this Reserve as at 30 June 2015 to provide at least a starting point for a small future provision.

As the Regional Fleet Manager replaces future motor vehicles the proceeds from sale of each vehicle should automatically be credited to the Asset Replacement Reserve.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council:

1. Approves for the creation of an Election Reserve in the 14/15 year and approves for the automatic transfer at 30 June each year the unspent balance of the Election budget allocation into said reserve to be held as cash backed reserve in the Trust Account (or other).
2. Agrees that the purpose of the Election Reserve is to fund future Council By-Elections, and for the General Election and that any accumulated funds be made available from the Election Reserve to fund these elections as directed by the CEO.
3. Approves for the creation of an Asset Replacement Reserve in the 14/15 year and Council determines if an initial amount of funds \$ 25,000 is to be placed into the reserve from the recent sale of surplus Council vehicles.
4. Agrees that the purpose of the Asset Replacement Reserve is to fund future Council Motor Vehicle and Major Plant / Equipment purchases, and that all future proceeds from sale or auction of Council motor vehicles / plant / equipment be credited to the Asset Replacement Reserve as directed by the CEO.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.13
TITLE	Variation to Plant Hire Rates for Tiwi Plantations Corporation
REFERENCE	160055
AUTHOR	Brenton Baillie, A / Director Infrastructure Services



This report submits to Council for endorsement of amended Plant Hire Rates for use as part of the upcoming roadworks project on Pickataramoor Road, Melville Island.

BACKGROUND

The recent NT Government budget has now approved for the road upgrading project \$ 5 Million to proceed as part of the Tiwi Plantations Forestry harvest.

As part of this road upgrade project an initial amount of \$ 500,000 has been allocated for on island employment of indigenous people and for plant / equipment hire.

Amended plant hire rates (long term) have been negotiated to enable Council to participate in this project, and these are now attached for Council's information and approval.

This is an excellent opportunity for Council's staff to earn additional revenue and to learn new skills as part of a major road upgrading project.

ISSUES/OPTIONS/CONSEQUENCES

Currently, Council's Fees and Charges schedule only has Plant Hire Rates which do not reflect current market rates for long term plant hire.

CONSULTATION & TIMING

Approval for amended plant hire rates is urgent as work is due to commence late May 2015.

A meeting was held at Wurrumiyanga on Wednesday 20th May with representatives from Plantation Management Partners which established parameters and plant hire requirements for this project.

RECOMMENDATION:

That Council adopts the amended Plant Hire Rates as per the attachment for immediate use.

ATTACHMENTS:

- 1 TIRC - Amended Plant Hire Rates.pdf

Proposed Equipment Hire Rates - Tiwi Plantation Partners.	
	Rate Per Day
Excavator	1260.00
Drum Roller	472.50
140H Grader	997.50
Muliti Roller	472.50
Water Truck	840.00
Road Train	1260.00
Rates for plant hire only	

REPORTS FOR INFORMATION

ITEM NUMBER	7.1
TITLE	Community Support End of Month Report April 2015
REFERENCE	159626
AUTHOR	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 April 2015.

Director

- Director on Annual Leave for the period 1 & 2 April 2015.
- Met with TITEB regarding RJCP Activities, TIRC providing supervision of RJCP participants.
- Further discussion with Community Corrections in Darwin regarding Youth Diversion funding.
- Attended Management/Budget Meeting in Wurrumiyanga 14 April.
- Presented Directorate plan/budget for 15/15 to Local Authorities at Wurrumiyanga, Pirlangimpi and Milikapiti.
- Negotiated a variation of NTG funding for "Talent Quest/Karaoke Night at Pirlangimpi. To be delivered in the mid year school holiday period. Discussions being had with Local Authority members regarding a suitable date.
- Quick Response Grant for Wurrumiyanga and Pirlangimpi Pools, to purchase and install deluge station and a shade sail (Pirlangimpi). Estimated costs is:
 - Deluge units = \$2,467.00
 - Shade Sail = Range is \$3,000 to \$3,900
 - Freight = \$250.00
 - Installation = \$300.00 which is .5 day of plumber and one assistant

Children's Services

During the month of April: We have been assessing our Quality Improvement Plans and working through them with the assistance of Nikki Fangan from RRACSSU, and completing goals and setting new one as an ongoing self-improvement of each program.

Childcare

This month Southern Star has come and installed new fire equipment and pest control has been done at Jirnani CCC. We have also had a Technical Assessment on Jirnani by DSS with the Rhiannon Dawes. We have been working on health & safety and hygiene and quality to our childcare centres and buildings.

We provided our regular activities for all childcare service with some Easter crafts and we had Easter egg hunts for all child care services just before Good Friday.

Outside School Hours Care Programs

Wurrumiyanga OSHC: The Wurrumiyanga OSHC staff were supervising a Girls Youth Camp from 7th to 10th with Red Cross and other support community members.

Pirlangimpi OSHC & Milikapiti OSHC: We provided our OSHC activities and had one week of holiday activities 7th to 10th.

FaFT

Behavioural Management & Parenting skills: Some parents continue to make a huge effort to 'meet the emotional and practical needs' of their children, especially to prevent conflict. However, there are some who need constant support in dealing with conflict.

Adult Literacy and Numeracy: When handing out books in Homes mothers were encouraged to read the books themselves first so that they would understand stories and be familiar with them before sharing with their child/children. FE has noticed mothers reading books themselves at playgroup.

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. Playgroup and beach/park. LG 3, 9, 13 & 18 were added this term for new babies enrolled. Children and mothers made circles and X's in the sand at the beach. This was extended by jumping from circle to circle being one example of encouraging Notice Nudge Narrate with all LG's noted.

Training

Regional Children Service had Professional Development with Nikki Fagan – Project Officer of RRACSSU on service visits for all services during the April reporting period. Attached is the service visit report;

* Milikapiti Crèche/OSHC – 31st March

* Pirlangimpi Crèche/OSHC – 1st April

* Jirnani CCC/OSHC – 8th April

Strategic Planning:

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

W: Collecting Data correctly and consistently.

O: Provide training and staff development for staff. Staff development and training from RRACSSU/BIITE and CDU.

Human Resources:

- All Staffing issues, including:
 - Attendances: We have had a few staff need to improve on being on time to work with a discussion with their Team Leader & the Regional Manager.
 - Incidents: NIL.
 - Positions vacant: Pirlangimpi Crèche 1 PT position.
 - Recruitment: Nil for this reporting period.
 - Annual leave, leave coverage and proposed higher duties: We had 1 staff member on Annual Leave from 15th to 17th during this reporting period.
 - Staff meetings conducted: Regional Manager site visits at each service.
 - Training conducted (including training outcomes) and personnel development: RRACSSU
 - Professional development, service visits.
 - Travel (proposed and undertaken): Site visits between communities.

Sports and Recreation

Wurrumiyanga

Swimming Pool hours:

Day	Morning Hours	Hours of Pool Operation
Monday	8am to 12pm-operating	2pm to 8pm
Tuesday	10am to 12pm-cleaning	2pm to 5pm
Wednesday	10am to 12pm-operating	2pm to 5pm
Thursday	8am to 12pm operating	2pm to 8pm
Friday	10am to 12pm-cleaning	2pm to 5pm
Saturday		1pm to 4pm

Day	Gym Hours	Recreational Activities hours
Monday	4pm – 8pm	4pm start
Tuesday		4pm start
Wednesday	4pm – 8pm	4pm start
Thursday		4pm start
Friday	4pm – 8pm	4pm start

Pirlangimpi:

Day	Swimming Pool	Recreational Activities hours
Monday	2pm – 4pm	2pm - 5pm
Tuesday		2pm - 5pm
Wednesday	2pm – 4pm	2pm - 5pm
Thursday		2pm - 5pm
Friday	2pm – 4pm	2pm - 5pm

Milikapiti:

Day	Recreational Activities hours
Monday	2pm- 6pm
Tuesday	2pm- 6pm
Wednesday	2pm- 6pm
Thursday	2pm- 6pm
Friday	2pm- 6pm

Training:

There has been training almost every month for the sports & recreation officers. Training and up skilling will mean better delivery of our activities.

Completion of Austswim teacher's course at Wurrumiyanga & Pirlangimpi.

NT Basketball Championships:

The NT Basketball Champion held in Darwin during the Easter weekend. A U/14 girl's basketball side was selected from Tiwi College and MCPS. 7 girls in total flew into Darwin from Bathurst and Melville. We were lucky enough to stay at the Michael Long Leaning Centre. The girls won 2 out of their 7 games they played. Struggling against the more experienced Darwin teams and winning against the other community sides. By the last day the girls had really improved. I a really looking forward to next year's championship and hoping we can have both girls & boy teams.

Healthy Lifestyle Cup:

Women's 9 aside AFL has commenced on the 16th April With Pirlangimpi taking on Milikapiti, and Wurrumiyanga taking on Tiwi College.

This is a great opportunity for young & older women to get active and have fun.

Human Resources:

All Staffing issues, including:

- Attendances – Minor issues

- Incidents- Nil

- Positions vacant Milikapiti

- Recruitment

- Annual leave, leave coverage and proposed higher duties - nil

- OH&S matters - nil

- Staff meetings conducted -nil

- Training conducted (including training outcomes)
 - Austswim Teachers

- Conferences or external meetings attended Conference call - Healthy Lifestyle Cup

- Travel (proposed and undertaken). Nil

Youth and Community

Report could not be attached due to absence of Manager (away on sick leave)

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:

All Agents have undertaken Training again this month with Department of Human Services covering Client service delivery and the Self Help Computers located in each agency.

Emergency Response procedures were discussed by Human Services and Dep. Director Community Support. Posters and notices are to be produced by Dept. of Human Services and will be displayed at all agencies and Council Offices.

Human Resources:

All positions are full and staff performing their duties very well.

Congratulations to the Pirlangimpi Team who have received a state wide "Too Deadly Award" from the Department of Human Services for excellence in Statistics Reporting.

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.

Key Performance Indicators:

KPI	Owner	Action	Measure	Progress
Daily Statistics	Agents	Complete Statistic Sheets	Submitting data weekly as required by Funding body	All data submitted on time
Monthly Statistics	Agents	Complete Statistic Sheets	Submitting data Monthly as required by Funding body	All data submitted on time
Maintain a high level of Service	Agents	Agencies open according to Funding agreement	Customer satisfaction Improved assistance to Clients	No complaints or dissatisfaction with the agencies or agents

All KPI's have been met this month. Data submissions have been completed in accordance with Funding body's requirements.

ISSUES / OPTIONS / CONSEQUENCES

Pirlangimpi Centrelink painting, repairs, maintenance and furniture replacement have been completed.

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:

Changed Opening hours has seen a fair increase in the number of people using the Library at Milikapiti. Those times will now be put in place at Pirlangimpi in attempts to further increase the numbers using that facility.

Human Resources:

Staff attendances are very good. NT Libraries have reported excellent attendance and very good participation by TIRC Library officers after a three day Training Course at Wurrumiyanga and another three day course in Darwin covering all aspects of Library services.

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. Discussions around equipment usage, Lease arrangements and Utilities will be carried out later this month.

Key Performance Indicators:

KPI	Owner	Action	Measure	Progress
Monthly reporting of information from clients using the facility	Library staff	Maintain usage records		All reporting completed on time.
Increase usage of Computers and facilities.	Library staff	Promote Library Services and maintain records		All reporting completed on time. Promotional posters placed in the communities.
Upgrade of Facilities	Community Support management	Arrange general repairs and painting		Repairs and painting of the facility is complete. Weekly checks and WHS reporting is ongoing.

KPI's have been achieved for this month. Reporting requirements to the Funding body are completed and submitted by the due date.

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 to the Dept. of 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. The Pirlangimpi vehicle was swapped with Wurrumiyanga one due to the Pirlangimpi car having a cage on the back. Rationale being Wurrumiyanga team assist around 30 children at night compared to Pirlangimpi about 6.

Certificate 111 in Community Safety (Night Patrol) will commence on June 1st and will run for a three week period. The Training will be held at Wurrumiyanga. The Cert 111 will be a required qualification for all Community Safety staff as of July 1 2015.

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. Parental Leave employee is ready to return to work and will commence on May 18th.

Visitors and Meetings:

Community Safety Coordinator and the Wurrumiyanga team attended another one day workshop run by NAAJA. These one day or morning workshops take place whenever NAAJA is in Wurrumiyanga.

Two Public Meetings were held at Wurrumiyanga where community members aired their concerns regarding criminal activity, school attendances and the Club. Community Safety were in attendance at both meetings to answer any questions regarding their service to the community.

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. Community Safety Coordinator has received quotes; Orders will be placed early May.

Some staff members have been involved in disturbances at Wurrumiyanga. Reports and Statements are being sought and any disciplinary action required will be carried out using TIRC's policies and procedures.

RECOMMENDATION:

That Council notes this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.2
TITLE	Human Resources End of Month Report - April 2015
REFERENCE	159664
AUTHOR	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**

- Financial Advisor Trainer
- Deputy Director of Infrastructure Services
- Cleaner (M)
- Fencing Project Coordinator (M)

Current Vacancies processed

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

Current Vacancies advertised

- Housing Coordinator Carpenter (re-advertised)
- Fleet Officer (W)
- CEO

Resignations/Terminations

- One fixed term employee has terminated

Training

- TechOne Payroll & HR Training 5 May – 11 May

Payroll

Payroll has met processing deadlines each pay period. Three days of excellent training have been completed in the HR and Payroll Techone systems that will provide processing efficiency and better reporting capability, unfortunately one officer was on sick leave and missed the training.

Workplace Health and Safety

The May WHS meeting had to be cancelled due to work commitments and Payroll Processing after a Public Holiday. No Incident Reports have been received; one Workers Compensation Claim has been lodged.

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	\$266,737	-14%	\$16,000 First Aid Training courses charged to HR that should be charged to officers. \$19,868 Total internal cost allocations not listed in budget for fleet hire, ferry charges, staff housing.
Net Surplus / (Deficit)	(\$266,737)	-14%	

Organisation Demographics

2/04/2015

Community	Wurrumiyanga	Pirlangimpi	Milikapiti	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

14/05/2015

Community	Wurrumiyanga	Pirlangimpi	Milikapiti	Darwin	Total	%
Total	78	28	30	6	143	
M	44	14	17	3	78	54.5
F	34	14	13	4	65	45.5
Tiwi	55	25	21	0	101	70.6
Non Tiwi	23	3	9	7	42	29.4
FT	60	19	20	6	105	73.4
PT	18	9	10	0	37	25.9
Casual	1	0	0	1	2	1.4
<25	2	5	6	0	13	9.1
26 - 40	36	9	12	1	58	40.6
>40	40	14	12	6	72	50.3

Key Performance Indicators from the Regional Plan 2014/15
--

Key Performance Indicators	Action	Measure of Success	Status/Progress
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. Organisation structure has been sent to Council Biz to be uploaded. Recruitment process processing is meeting timelines.
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.
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	7.3
TITLE	Corporate Services End of Month Report - April 2015
REFERENCE	159439
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: 8 Days

- Advisory Committee Meeting: 9 April 2015
- TIRC Management Meeting: 14 April 2015
- NT Magistrate Court: 14-15 April 2015
- TIRC Executive Meeting: 23 April 2015
- Ordinary Council Meeting: 27 April 2015
- Local Authority Meeting: 28 April 2015
- TIRC Management meeting: 30 April 2015

Small Meeting Room: 7 Days

- NAAJA Civil team: 1 April 2015
- NAAJA Criminal: 13-15 April 2015
- TIO Psychologist: 22 April 2015
- Department of Business: 28 and 30 April 2015

Local Authorities Support

Local Authority meeting held on 28 April 2015.

Budget

ASDC: 146401	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$ 8,021	19%	More third party hired the small meeting room
Total Expenses	\$ 187,913	1%	
Net Surplus / (Deficit)	(\$179,892)	1%	

<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.	Four Local Authority meetings supported this financial year.

Post Office

The FlexiPos equipment was installed at the Post Office, training was held on 7 April 2015, this service allows electronic payment of bills, automated scanning and payment systems for a range of products sold through Australia Post and Commonwealth Bank facilities for key card accounts, although how we handle withdrawals in terms of limits will need some consideration. Having the CBA capability means that TIRC will be able to bank cash at the Post Office direct to our account, provided we have a key card, and then the cash is moved in Auspost bags the same as the takings up to a limit of \$10,000.

Budget:

ASDC: 118901 Post Office	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$ 58,896	3%	
Total Expenses	\$ 39,819	14%	Employee Salary expenditure less than budgeted due to absences, Contract and Material expenses were less than budgeted.
Net Surplus / (Deficit)	\$ 10,763	296%	PO is doing better than budget projections

Pirlangimpi Office – Patricia Brogan

Facilities Hire

Boardroom was hired out on these dates:

- Externally by Tiwi Resources for Munupi Family Trust Meeting on the 2nd April
- Externally by Tiwi Resources for Munupi Family Trust Meeting on 17th April
- Externally by Dept Human Services for Centrelink Services on 20th to 24th April
- Externally by Tiwi Resources for Munupi Family Trust Meeting on 29th April

Office Closure

No office closure during April

IT

- No network issues
- Telephone Landlines have been down since 22nd April as the 15 year old PABX system has failed. A replacement system has been organised.

Local Authorities Support

- Local Authority Special Meeting held on 16th April

Budget

ASDC: 146402 Office	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$ 3,136	48%	More meeting bookings than projected.
Total Expenses	\$ 110,066	7%	
Net Surplus / (Deficit)	(\$106,930)	8%	

<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

Milikapiti Office – Alice Williams

Facilities Hire / Use:

29th April – Department of Local Government & Community Services – Asbestos Removal Program

30th April – Tiwi Enterprise – Fire Project Unit

Local Authority Support:

17th April - Special Meeting

13th April - Local Authorities Vacancy advertisement displayed – (Received 1 Application)

Office Closure:

None for this reporting period

ICT

13th April –Monday Telstra lines down 8:00am to 9:00am

Budget

ASDC: 146403	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$3,774	10%	More meeting bookings than projected.
Total Expenses	\$95,849	26%	Due to salary actuals less than budget and also due to internal cost allocations entered, e.g. \$8K fuel internal allocation listed as PO done by journal which is correct as there is no car allocated, mail is delivered from airport
Net Surplus / (Deficit)	(\$92,275)	27%	Due to expenses above

<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	Variance exceeds 10% due to impact of allocations, query to be raised with finance regarding charges that are incorrect
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. One Local Authority Special Meeting held

Darwin Office

Budget

ASDC: 146400	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$3,475	0%	No budget for revenue, derives from fines and legal recovery and reimbursement for employees (although there are no employees in this ASDC)
Total Expenses	\$86,704	6%	
Net Surplus / (Deficit)	(\$83,229)	10%	Actual less than budget buy ~\$8,800

ICT – Chris Smith

Review of ICT Asset Register

ICT Asset register has been completed.

Darwin Office

New network and IP Phones have been installed into the Darwin office. The printer has been connected to the Citrix network and all appears to be working well.

Website

Initial build for approval has been completed and the finished product will be online by the end of May or early June.

Surface Pro Tablets

The rollout of the new Surface Pros has been completed.

Laptop Replacement

Many of our Dell laptops have reached their warranty of three years and will need to be replaced this year.

Budget

ASDC: 104500	YTD actual \$	Variance to budget %	Analysis
Total Revenue	\$10,559		No budget for revenue
Total Expenses	\$531,136	-1499%	This variance on YTD figures occurs due to subtracting actuals \$531,136 from a negative budget amount (\$865,000) giving a variance of (\$333,864). The negative budget amount comes from the allocation of ICT expense from units with staff using ICT.
Net Surplus / (Deficit)	(\$556,041)	253%	
CAPEX	\$29,184	-20%	WIP account (for new printers)

<i>Key Performance Indicators</i>	<i>Action</i>	<i>Measure of Success</i>	<i>Status/Progress</i>
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, Telstra and Amcom have been approached to provide a quote on an end to end single provider service for Wurrumiyanga office.
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 date. Work with finance to devalue all equipment, especially large items. Budget for managed replacement of all large and small items.	Smooth functioning of all ICT assets. Regular inspections. Regular turnover of out of warranty ICT equipment.	Progressively updated as items change.
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 will be completed by late May or early June

Community Engagement – Chris Smith

The video - Substance abuse – Your chance to say no! - is finished (see data stick provided for viewing at meeting).

Video of Tiwi ANZAC Day completed (see data stick provided for viewing at meeting).

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

<i>Key Performance Indicators</i>	<i>Action</i>	<i>Measure of Success</i>	<i>Status/Progress</i>
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 complete. There have been videos made of Council events such as ANZAC Day.
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:

REPORTS FOR INFORMATION

ITEM NUMBER	7.4
TITLE	Finance End of Month Report - April 2015
REFERENCE	159668
AUTHOR	Selvan Supramaniam, Senior Accountant

**BACKGROUND****Overview:**

The current report provides financial information as on 30th April 2015, for the financial year 2014/15. It includes reporting on:

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

Finance:

The Audited Financial Report for 2013-14, has been finalized and released, but the Funding Grant Acquittal is still in progress given the shortcomings in Grant management. In the meanwhile Georgina Slessar has been appointed as Finance Project Officer who is tasked in addressing all Grant Acquittal issues. There are about 35 Grants required to have Special Purpose audited grant acquittal and we are endeavoring to reconcile and complete these.

The Director Local Government Sustainability and Compliance, had visited our office and had a meeting with the finance team and A/CEO to discuss about the current Financial situation and solutions to help us come out of the poor cash situation.

Merit Partners have been appointed external auditors for the next two years, period ending 30 June 2015 and 30 June 2016.

The revised budget for 2014/15 with a deficit of 2.1 million is yet to be approved, pending expected grants from the Local Government to relieve us from the present difficult cash situation.

Karen Smith, our consultant for Fixed Assets has put together the Asset Register listing items: a) that are present physically present but not listed in the books, b) items that are listed in the books but are not physically available, c) Items that have been disposed off and removed from the register but are still available physically and is working condition. She has also designed forms for registering new assets and for disposing off old assets.

Human Resources:

Interviews were conducted for the position of Financial Advisor/Trainer to commence next week 18 May 2015. This position is based on the Island for the benefit of Local Authorities. This is a grant funded position.

Systems and Quality:

The Systems and Quality Officer will be working on the TechOne Budget Module for the next financial year 2015-16 subject to the approval of the current year's budget.

He has also been setting up TechOne worksheets to record additional data such as the 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 30 April 2015;
- Consolidated Balance Sheet for the period ending 30 April 2015;
- Ageing Receivables;
- Ageing Payables.

Profit and Loss

Attached

Balance Sheet

Attached

Current Operating Accounts & Cash on Hand

Account Balances as at 30 April 2015

Operating Account	\$1,877.01
Trust Account	\$1,907,248.72
Cash Deposit Account (credit cards)	\$57,967.77
TCU Operation Account	\$4,522.40
Cash on hand	\$900.00
	\$1,972,515.90

Ageing Receivables

The outstanding receivables (Debtors) owed to Council at the end of April totals \$944,647.33 (current to 90 days) with 50% of this exceeding 90 days trading term.. There is a minor variance of \$37,024 between Statement of Financial position and Debtors Age analysis Report due to posting done after closing date. The unapplied credits amounts to \$1,341,879.76 of which \$1,035,086 relates to Night Patrol and Community Services funding which has not being invoiced as at 30.4.2015. Total debts are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
-432,027	-397,232	-1,341,879	398,066	60,200	17,049	469,330	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.

Ageing Payables

The outstanding payments (Creditors) owed by Council at the end of April totals \$337,562 with 3% of this exceeding 90 days trading term. The total debts owed by Council that exceed 90 days trading terms are \$9,808. There is a minor variance of \$21,691 between Statement of Financial position and Creditors Age analysis Report due to posting done after closing date. Total payables are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
330,623	337,562	-25,390	264,217	82,481	5,754	10,500	-48,858

Net Income/ Expenditure

Upon completion of the 2014/15 Financial Audit the Council will review their cash flow to determine ability to pay back balance of NTG \$1,000,000 loan over the next 3 financial years amounting to 666,667. We have written to the Local Government for an extension to repay this amount in the next two years.

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 Balance Sheet April.pdf
- 2 Profit and Loss April.pdf
- 3 Cash Flow April.pdf
- 4 Graphs April.pdf



Statement of Financial Position

(in \$)

Description	08	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD (\$)	YTD (%)
ASSETS																
CURRENT ASSETS																
11 - Cash	1,650,715	325,672	(58,524)	(457,432)	721,378	(387,602)	(565,069)	74,850	(501,191)	(938,680)	1,105,588	0	0	1,972,216	(678,198)	-28%
13 - Receivables	914,747	(31,375)	450,776	756,195	(729,731)	(91,668)	(24,262)	(254,437)	81,870	80,726	(710,349)	0	0	122,512	(792,235)	-87%
14 - Inventory	831,782	0	0	0	0	0	0	0	0	0	0	0	0	831,782	0	0%
15 - Prepayments	50,798	0	0	(1,371)	(2,565)	(15,585)	(180)	(382)	(224)	(313)	(495)	0	0	9,554	(121,142)	-69%
Subtotal	4,448,040	(5,703)	392,235	(29,739)	(30,921)	(494,896)	(569,511)	(180,130)	(419,596)	(659,235)	394,749	0	0	2,995,658	(1,191,575)	-34%
NON CURRENT ASSETS																
31 - Acquisition of Asset	31,595,437	(227,923)	(227,923)	(220,571)	(227,923)	(220,571)	(227,923)	(224,742)	(205,215)	0	0	0	0	30,812,864	(1,782,793)	-5%
33 - Other Assets	45,489	58,038	15,384	14,127	1,189	13,318	22,727	81,646	30,757	6,045	2,550	119	0	291,281	245,731	54%
37 - Charging Account	2,413	0	0	0	0	0	0	0	0	0	119	0	0	2,452	119	5%
Subtotal	31,643,409	(169,885)	(212,539)	(206,444)	(226,733)	(207,253)	(205,196)	(143,096)	(174,458)	6,045	2,669	0	0	31,106,517	(1,536,891)	-5%
Subtotal	37,091,449	(175,597)	179,713	90,949	(237,645)	(702,108)	(794,307)	(323,246)	(594,054)	(849,210)	397,418	0	0	34,062,981	(1,528,468)	-8%
LIABILITIES																
CURRENT LIABILITIES																
21 - Creditors	(738,461)	208,689	(46,413)	116,840	120,942	(129,964)	152,740	14,789	(104,306)	115,061	(109,121)	0	0	(379,212)	359,253	-48%
22 - Current Provisions	(1,289,341)	0	0	0	0	0	(7,743)	0	0	0	0	0	0	(1,277,068)	(7,743)	1%
22 - Unexpended Grant Liability	(155,215)	0	0	0	0	0	0	0	0	0	0	0	0	(155,215)	(7,743)	0%
Subtotal	(2,183,017)	208,689	(46,413)	116,840	120,942	(129,964)	144,995	14,789	(104,306)	115,061	(109,121)	0	0	(1,811,631)	351,507	-45%
NON CURRENT LIABILITIES																
42 - Non Current Provisions	(151,875)	0	0	0	0	0	0	0	0	0	0	0	0	(151,875)	0	0%
49 - Other Non Current Liabilities	(666,667)	0	0	0	0	0	0	0	0	0	0	0	0	(666,667)	0	0%
Subtotal	(818,542)	0	0	0	0	0	0	0	0	0	0	0	0	(818,542)	0	0%
Subtotal	(2,981,661)	208,689	(46,413)	116,840	120,942	(129,964)	144,995	14,789	(104,306)	115,061	(109,121)	0	0	(2,650,151)	351,507	-12%
Total Assets & Liabilities	34,109,786	35,091	133,300	207,789	(136,703)	(832,072)	(649,712)	(308,437)	(698,362)	(714,149)	288,295	0	0	31,432,826	(2,676,961)	-8%
EQUITY																
51 - Accumulated Surplus Deficit	(5,401,202)	0	0	0	0	0	0	0	0	0	0	0	0	(5,401,202)	0	0%
53 - Asset Revaluation Reserves	(31,965,791)	0	0	0	0	0	0	0	0	0	0	0	0	(31,965,791)	0	0%
Subtotal	(37,366,993)	0	0	0	0	0	0	0	0	0	0	0	0	(37,366,993)	0	0%
Net Equity	(3,237,206)	35,091	133,300	207,789	(136,703)	(832,072)	(649,712)	(308,437)	(698,362)	(714,149)	288,295	0	0	(5,934,166)	(2,676,961)	82%

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



Statement of Financial Performance

Description	Budget	Actuals	Current Period (P10)		Year-To-Date (P1-P10)		Full Year (P1-P12)					
			Variance (\$)	Variance (%)	Budget	Actuals	Variance (\$)	Variance (%)	Budget	Forecast	Variance (\$)	Variance (%)
OPERATING REVENUE												
61 - Income Rates	(111,680)	13,636	108,044	-97%	(1,116,797)	(1,339,488)	(222,690)	20%	(1,340,137)	(1,560,847)	(222,690)	17%
62 - Income Council Fees and Charges	(86,638)	(110,366)	(23,551)	27%	(866,384)	(857,496)	8,888	-1%	(1,039,661)	(1,020,773)	18,888	-1%
63 - Income Operating Grants Subsidies	(755,836)	(764,676)	(8,840)	1%	(7,558,358)	(6,401,944)	1,156,413	-15%	(9,070,029)	(7,913,616)	1,156,413	-13%
64 - Income Investments	(4,187)	(2,221)	1,965	-47%	(41,667)	(66,139)	(4,472)	11%	(50,000)	(54,472)	(4,472)	9%
65 - Income Contributions Donations	(95)	0	95	-100%	(947)	(3,036)	(2,089)	305%	(1,356)	(4,028)	(2,672)	254%
66 - Income Reimbursements	(172)	(743)	(571)	331%	(1,722)	(18,750)	(17,029)	989%	(2,066)	(19,095)	(17,029)	824%
67 - Income Agency and Commercial Services	(73,743)	(197,710)	(123,967)	168%	(737,433)	(966,505)	(229,071)	31%	(884,920)	(1,113,991)	(229,071)	26%
68 - Income Capital Grants	(20,504)	0	20,504	-100%	(205,037)	(44)	204,993	-100%	(246,044)	(41,051)	(204,993)	-83%
69 - Inc Sale of Assets	(15,095)	(94,473)	(79,378)	526%	(150,947)	(214,745)	(63,798)	42%	(181,161)	(244,935)	(63,798)	35%
Subtotal	1,007,929	(1,173,655)	(105,726)	10%	(10,079,201)	(9,848,948)	830,343	-8%	(12,815,149)	(11,984,806)	830,343	-6%
OPERATING EXPENDITURE												
71 - Employee Expenses	710,139	569,056	(141,083)	-20%	6,783,272	6,374,995	(388,276)	-6%	8,183,545	7,795,269	(388,276)	-5%
72 - Contract and Material Expenses	361,142	241,801	(119,341)	-33%	3,611,439	2,886,711	(724,708)	-20%	4,333,703	3,608,995	(724,708)	-17%
73 - Finance Expenses	469	445	(24)	-5%	4,688	5,182	496	11%	5,623	6,119	496	9%
74 - Communication Expenses	49,515	28,993	(20,523)	-41%	495,153	382,657	(112,496)	-23%	594,183	481,687	(112,496)	-18%
75 - Asset Expense	227,654	6,956	(220,698)	-97%	2,276,539	1,800,596	(475,943)	-21%	2,731,847	2,285,804	(446,043)	-17%
79 - Miscellaneous Expenses	113,441	38,209	(75,232)	-66%	1,134,414	1,052,372	(82,042)	-7%	1,361,297	1,279,255	(82,042)	-6%
Subtotal	1,462,360	885,460	(576,900)	-39%	14,285,482	12,502,513	(1,782,969)	-12%	17,210,198	15,427,229	(1,782,969)	-10%
ALLOCATIONS												
91 - Internal Cost Allocations	1,005	0	(1,005)	-100%	10,047	0	(10,047)	-100%	12,056	2,209	(9,847)	-83%
92 - Allocation of Contract and Material Exp	(13,553)	(6,192)	7,361	-54%	(135,526)	(242,822)	(107,297)	79%	(162,811)	(260,928)	(107,297)	66%
94 - Allocation of Communications	(52,282)	0	52,282	-100%	(522,916)	0	522,916	-100%	(637,500)	(104,584)	532,916	-83%
97 - Internal Charges	(34,109)	6,182	40,301	-118%	(341,090)	(243,578)	97,512	-23%	(409,509)	(311,754)	97,754	-24%
99 - Internal Cost Allocations	21,830	0	(21,830)	-100%	218,295	485,917	267,622	123%	261,954	529,576	267,622	102%
99 - Allocation and Suspense	(63,902)	(100)	(64,002)	-100%	639,020	23,877	(615,143)	-96%	786,824	151,681	(635,143)	-80%
Subtotal	(13,217)	(100)	13,117	-9%	(132,170)	23,396	155,566	-118%	(158,605)	(3,039)	(155,566)	-98%
Net Result before Capital Expense: (Surplus)/Deficit												
	381,214	(288,299)	(669,509)	-176%	3,474,021	2,676,961	(797,060)	-23%	4,236,444	3,439,384	(797,060)	-19%
CAPITAL EXPENSE												
33 - WIP ASSETS	39,243	2,550	(36,693)	-94%	392,432	214,562	(177,870)	-45%	470,919	293,049	(177,870)	-38%
Subtotal	39,243	2,550	(36,693)	-94%	392,432	214,562	(177,870)	-45%	470,919	293,049	(177,870)	-38%
Net Result after Capital Expense: (Surplus)/Deficit												
	420,457	(285,745)	(706,202)	-168%	3,866,453	2,891,523	(974,930)	-25%	4,707,363	3,732,433	(974,930)	-21%

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Statement of Cash Flows

(Per City)

Description	08	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD (\$)	YTD (%)
CASH ACCOUNTS																
1111 - Cash at Bank-Operational General	297,385	1,020,073	(111,382)	(481,487)	195,582	(33,457)	(753,424)	48,211	(182,221)	56,581	(51,864)	0	0	1,877	(295,508)	-9%
1121 - Cash at Bank-Operational TCU	51,501	7,928	1,004	9,561	17,904	12,243	11,008	11,824	4,310	(125,943)	2,582	0	0	4,522	(46,078)	-1%
1122 - Cash at Bank-Trust General	2,243,871	(702,480)	91,751	14,384	508,091	(360,493)	177,246	18,514	(23,781)	(866,400)	1,154,990	0	0	1,907,249	(336,423)	-15%
1122 - Cash on Hand Pflanzheim	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0	0%
1143 - Cash on Hand Darwin	0	0	0	0	0	0	0	0	0	0	0	0	0	200	0	0%
1144 - Cash on Hand Ngunu	600	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	100	104	101	101	0	0	0	0	0	57,968	711	0%
Subtotal	2,650,715	325,672	(58,524)	(457,432)	721,378	(387,602)	(585,069)	74,650	(501,191)	(935,668)	1,105,588	0	0	1,972,516	(678,198)	-26%
Cash Movement																
		325,672	(58,524)	(457,432)	721,378	(387,602)	(585,069)	74,650	(501,191)	(935,668)	1,105,588	0	0	0	(678,198)	
TOTAL INCOME																
13 - Receivables	(331,375)	450,776	756,195	(748,339)	(1,850,629)	(944,406)	(480,326)	(1,087,084)	(595,722)	(251,160)	(1,884,464)	0	0	0	(10,662,325)	
15 - Prepayments	0	0	1,371	0	0	0	0	0	0	0	0	0	0	0	0	
61 - Income Rates	(6,045)	(80,009)	(1,371)	(1,371)	(2,568)	(15,585)	(180)	(382)	(274)	(315)	(490)	0	0	0	(21,142)	
62 - Income Council Fees and Charges	(36,280)	(80,009)	(49,712)	(49,712)	(111,483)	(74,859)	(138,603)	(46,907)	(119,970)	(89,487)	(110,166)	0	0	0	(857,466)	
63 - Income Operating Grants Subsidies	(1,075,660)	(1,535,408)	(80,216)	0	(80,216)	(675,670)	(221,147)	(705,556)	(441,845)	(1,187,707)	(764,676)	0	0	0	(6,403,044)	
64 - Income Investments	(5,240)	(5,352)	(5,877)	(5,877)	(5,387)	(4,595)	(5,514)	(5,058)	(3,999)	(2,935)	(2,221)	0	0	0	(46,139)	
65 - Income Contributions Donations	0	0	0	0	0	0	0	0	(2,700)	0	0	0	0	0	(3,816)	
66 - Income Reimbursements	(150)	(525)	(125)	(125)	(1,700)	1,000	(11,440)	(11,440)	(5,432)	785	(743)	0	0	0	(18,750)	
67 - Income Agency and Commercial Services	(70,143)	(85,972)	(81,656)	(81,656)	(118,564)	(96,577)	(89,640)	(63,354)	(84,636)	(90,232)	(197,710)	0	0	0	(966,505)	
69 - Income Capital Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(44)	
69 - Income of Assets	0	(36,091)	(12,727)	(12,727)	0	(6,818)	0	0	(37,364)	(27,273)	(94,473)	0	0	0	(214,745)	
Subtotal	(1,524,903)	(1,282,561)	(748,339)	(1,850,629)	(944,406)	(480,326)	(1,087,084)	(595,722)	(251,160)	(1,884,464)	0	0	0	0	(10,662,325)	
TOTAL EXPENSES																
21 - Creditors	208,689	(46,413)	116,840	120,942	(129,964)	152,740	14,789	(104,308)	135,061	(109,123)	0	0	0	0	359,253	
22 - Current Provisions	0	0	0	0	0	(7,745)	0	0	0	0	0	0	0	0	(7,745)	
31 - Acquisition of Assets	(227,923)	(227,923)	0	0	(220,571)	(227,923)	(224,742)	(205,215)	0	0	0	0	0	0	(1,782,793)	
33 - WIP Asset	58,029	15,384	14,127	1,199	13,318	22,727	81,646	30,757	6,045	2,550	0	0	0	0	245,781	
37 - Clearing Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
71 - Employee Expenses	617,750	661,896	640,169	565,939	612,562	574,352	617,464	691,334	623,574	569,056	0	0	0	0	6,374,995	
72 - Contract and Material Expenses	193,985	464,330	265,735	241,615	488,046	185,653	200,287	387,234	257,987	241,801	0	0	0	0	2,680,711	
73 - Finance Expenses	650	452	417	653	422	474	690	445	510	445	0	0	0	0	5,182	
74 - Communication Expenses	24,787	36,733	61,870	44,229	36,138	27,344	38,581	18,336	65,746	28,993	0	0	0	0	382,057	
75 - Asset Expense	227,923	229,393	221,661	227,923	221,271	227,923	227,342	208,060	2,153	6,956	0	0	0	0	1,800,596	
79 - Miscellaneous Expenses	71,159	217,262	108,036	153,679	151,035	84,994	60,913	70,611	98,478	38,209	0	0	0	0	1,052,372	
Subtotal	1,175,048	1,351,084	1,208,275	1,129,251	1,332,286	1,040,539	1,018,970	1,097,418	1,189,563	779,006	0	0	0	0	11,317,125	
UNRECONCILED BALANCES																
	24,182	0	(503)	0	(155)	5,457	(4,513)	(225)	(715)	(100)	0	0	0	0	23,296	
Activities Movement																
	(325,672)	58,524	457,432	(721,378)	387,602	585,069	(74,650)	501,191	935,668	(1,105,588)	0	0	0	0	678,198	

Prior year's closing balances - current year's opening balances not available yet.
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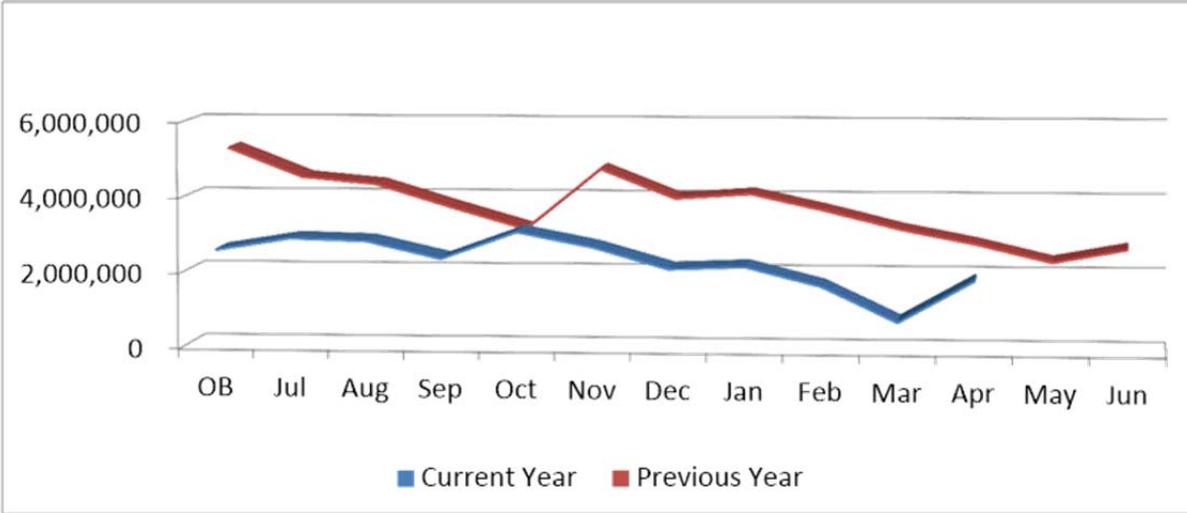
MONTHLY FINANCIAL REPORTS
April 2015

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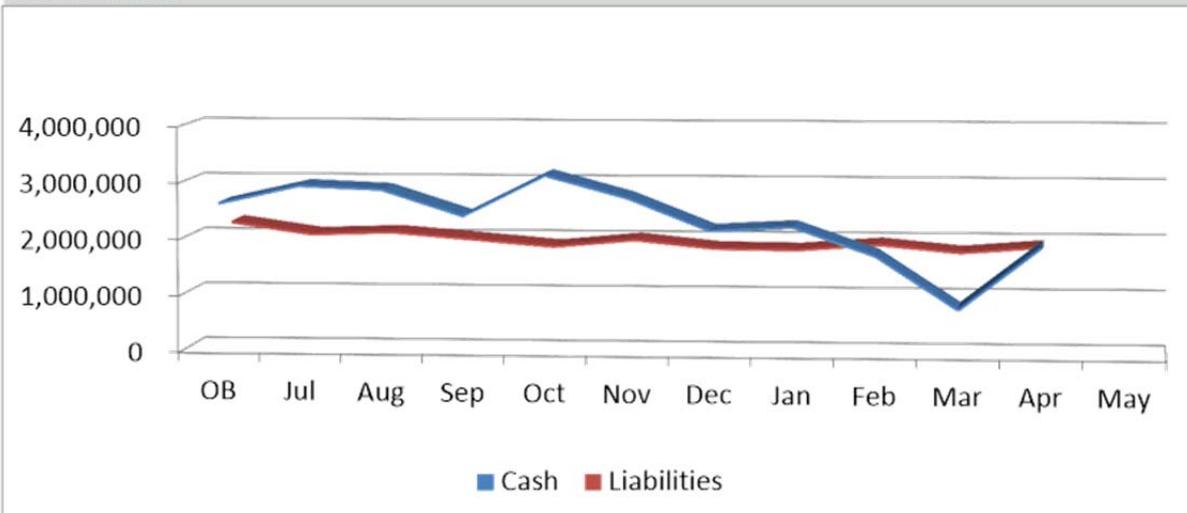
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CASH BALANCES

Cash in the Bank

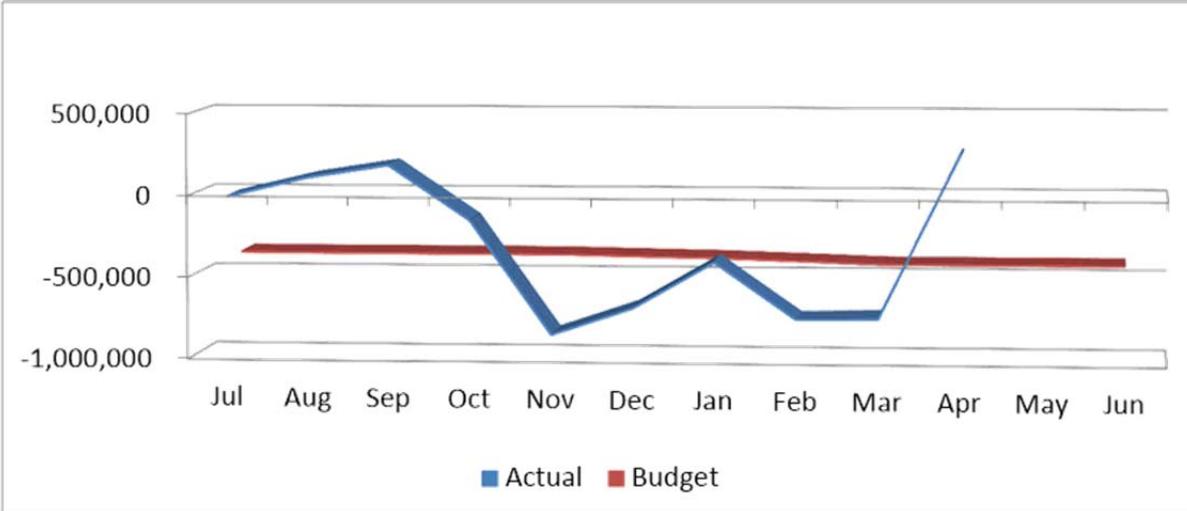


Cash v Liabilities

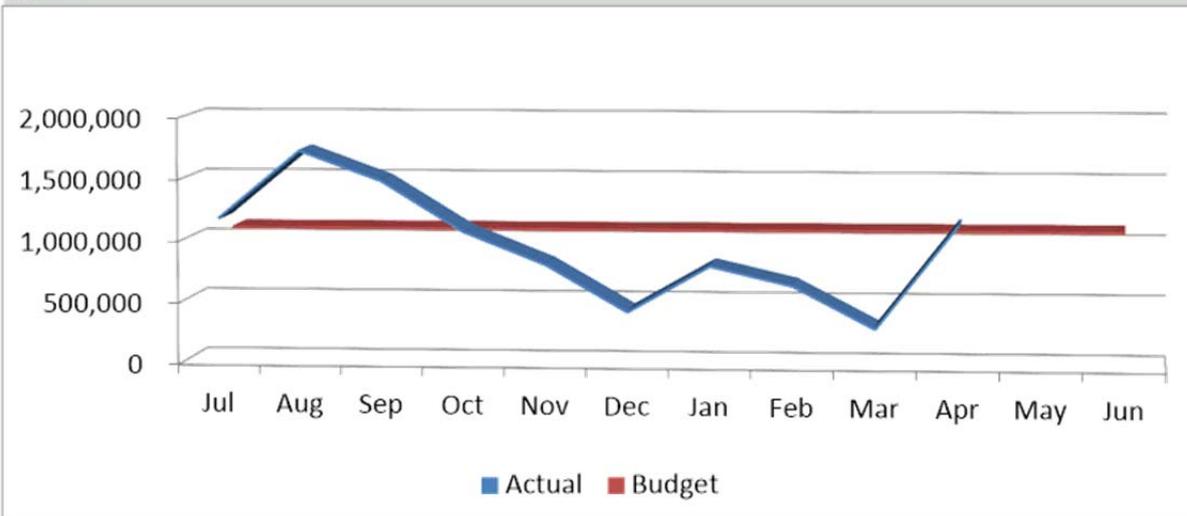


ACTUAL v BUDGET

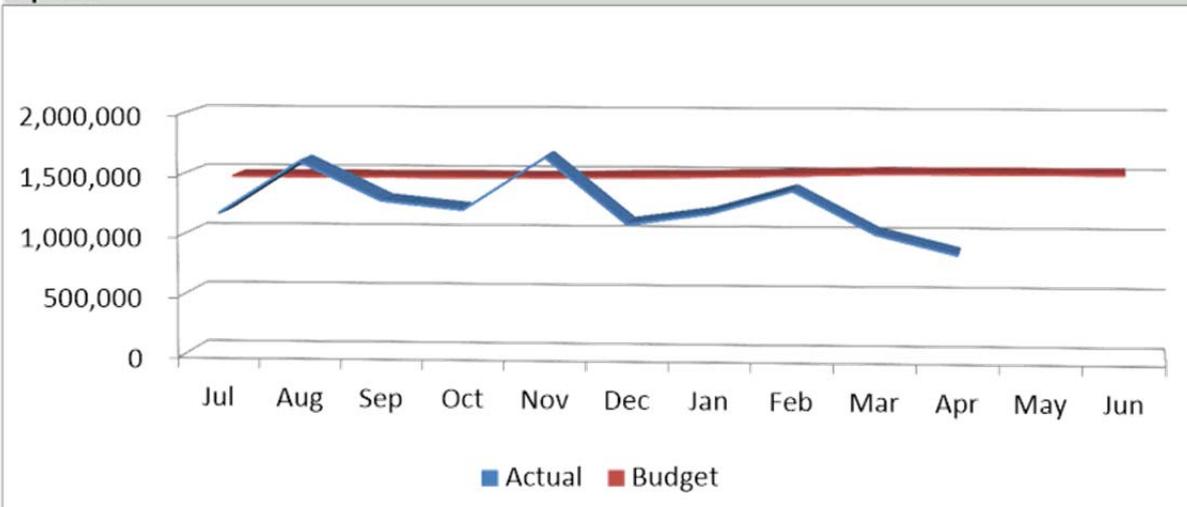
Net Result



Income

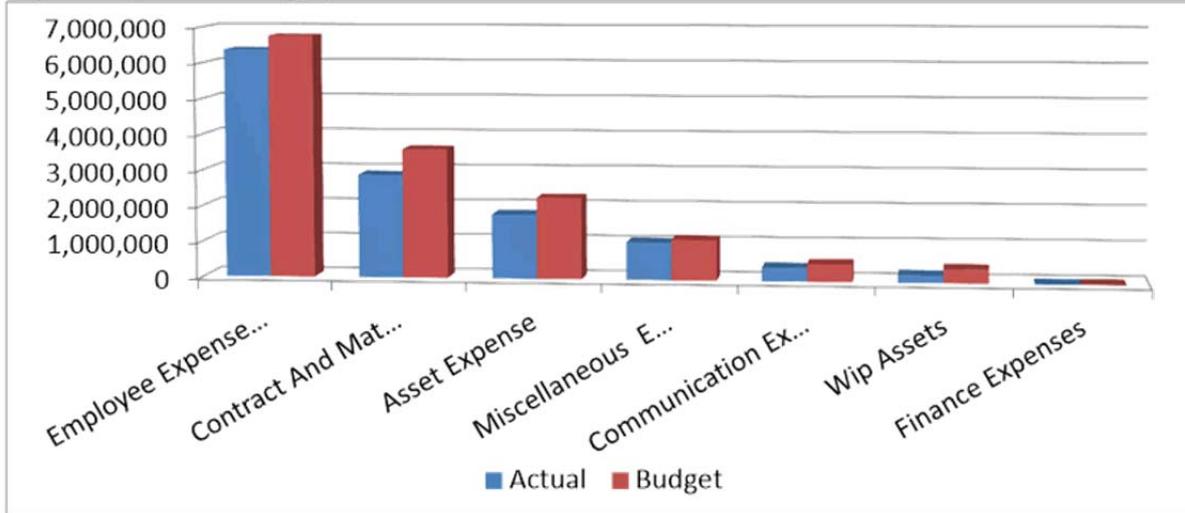


Expenses

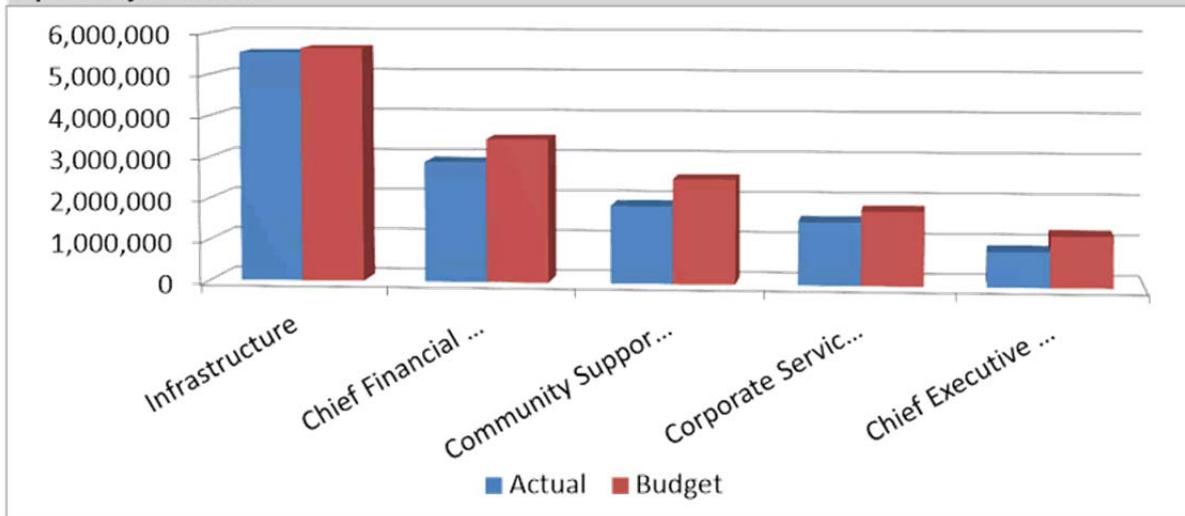


ACTUAL v BUDGET

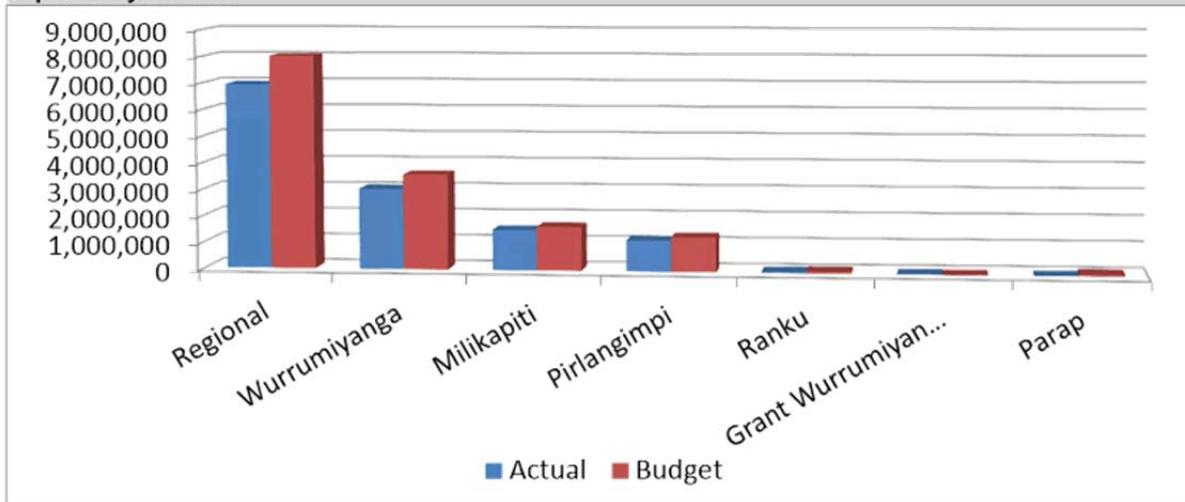
Expenses by Account Category



Expenses by Directorate



Expenses by Location



NET RESULT

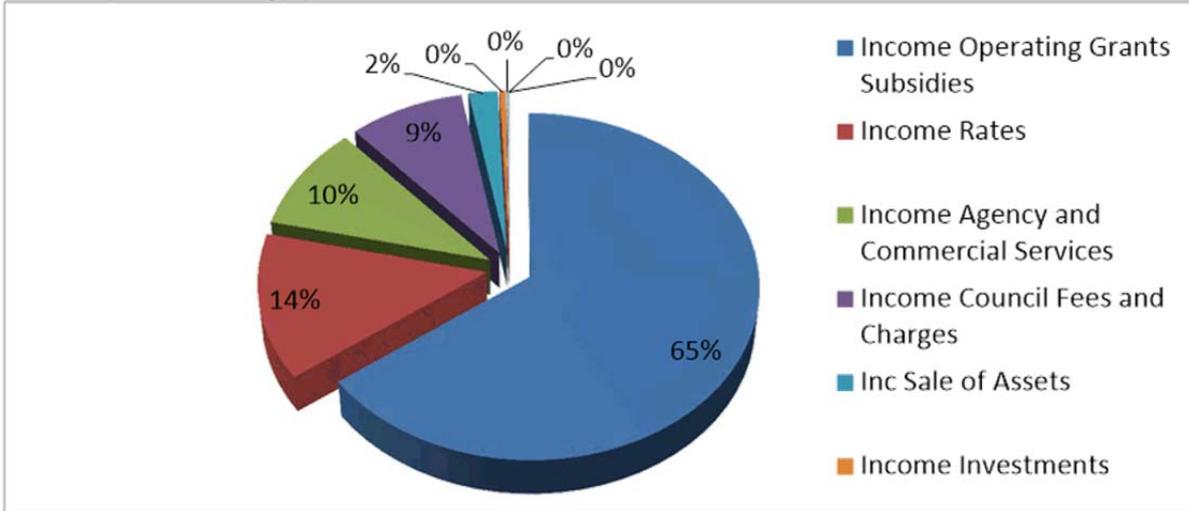
Directorate	Actual YTD	Budget YTD	Variance (\$)	Variance (%)
All Directorates				
Income	9,848,948	10,679,291	-830,343	-8%
Expenses	12,502,513	14,285,482	-1,782,969	-12%
CapEx	214,562	392,432	-177,870	-45%
Subtotal	-2,868,127	-3,998,624	1,130,496	28%
1000 - Chief Financial Officer				
Income	2,635,316	2,346,186	289,130	12%
Expenses	2,908,991	3,241,071	-332,080	-10%
CapEx	0	227,718	-227,718	-100%
Subtotal	-273,675	-1,122,603	848,928	76%
2000 - Infrastructure				
Income	4,187,091	4,274,299	-87,208	-2%
Expenses	5,356,436	5,503,106	-146,670	-3%
CapEx	185,378	140,395	44,983	32%
Subtotal	-1,354,724	-1,369,202	14,478	1%
3000 - Corporate Services				
Income	213,970	232,257	-18,287	-8%
Expenses	1,502,482	1,770,925	-268,444	-15%
CapEx	29,184	24,320	4,864	20%
Subtotal	-1,317,696	-1,562,989	245,293	16%
4000 - Chief Executive Officer				
Income	613,519	441,199	172,319	39%
Expenses	854,730	1,239,211	-384,481	-31%
CapEx	0	0	0	0%
Subtotal	-241,212	-798,012	556,800	70%
6000 - Community Support				
Income	2,199,053	3,385,350	-1,186,297	-35%
Expenses	1,879,873	2,531,168	-651,295	-26%
CapEx	0	0	0	0%
Subtotal	319,180	854,182	-535,002	-63%

Level of Materiality: 100,000 10%

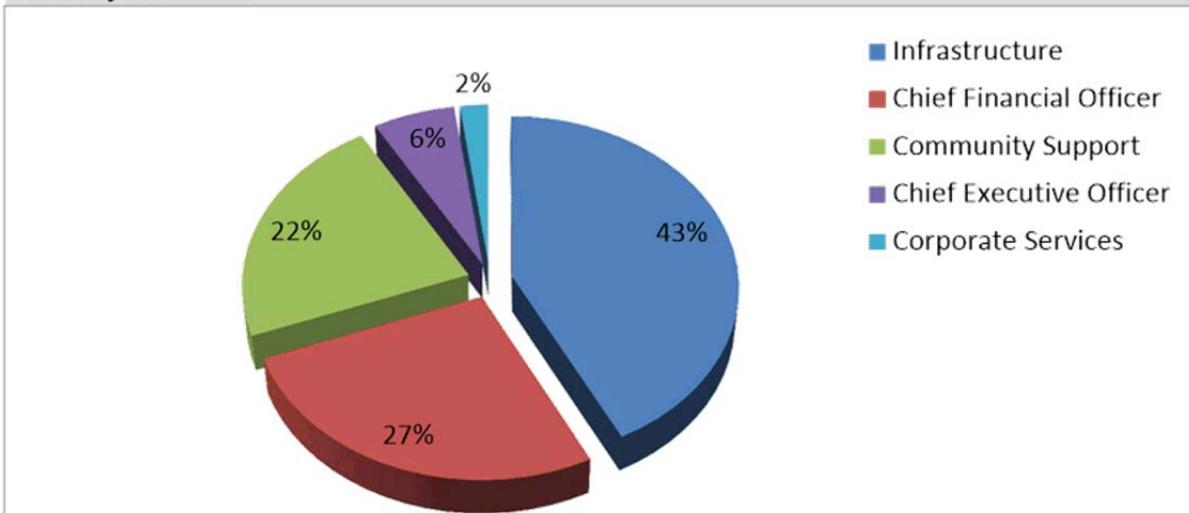


INCOME

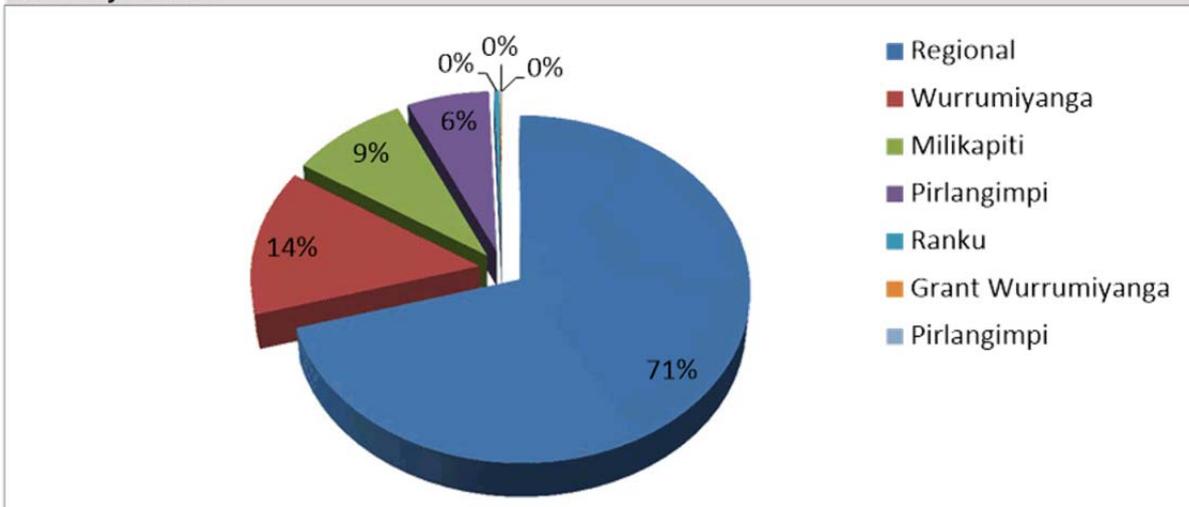
Income by Account Category



Income by Directorate

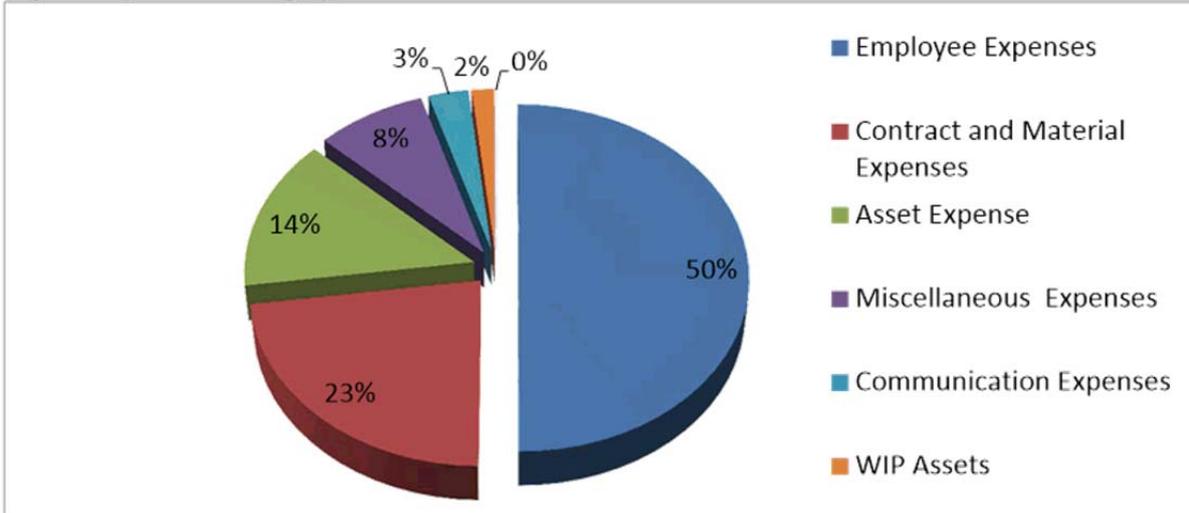


Income by Location

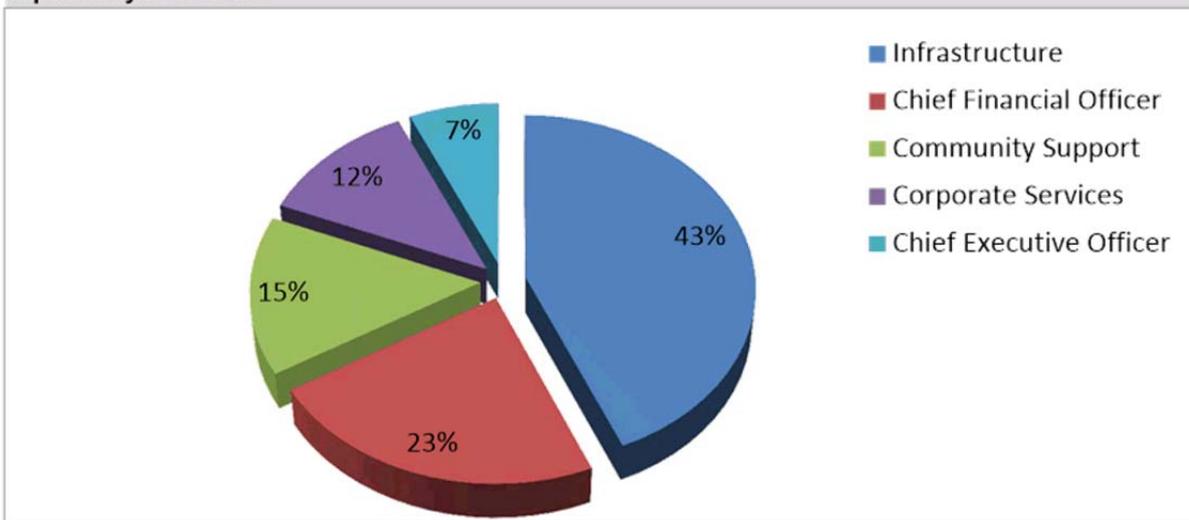


EXPENSES

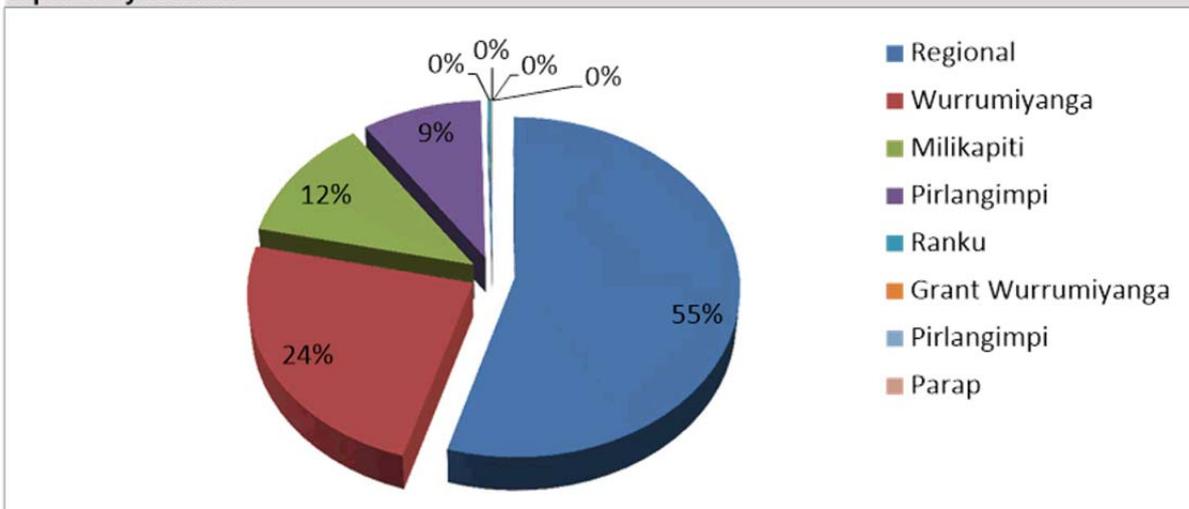
Expenses by Account Category



Expenses by Directorate



Expenses by Location

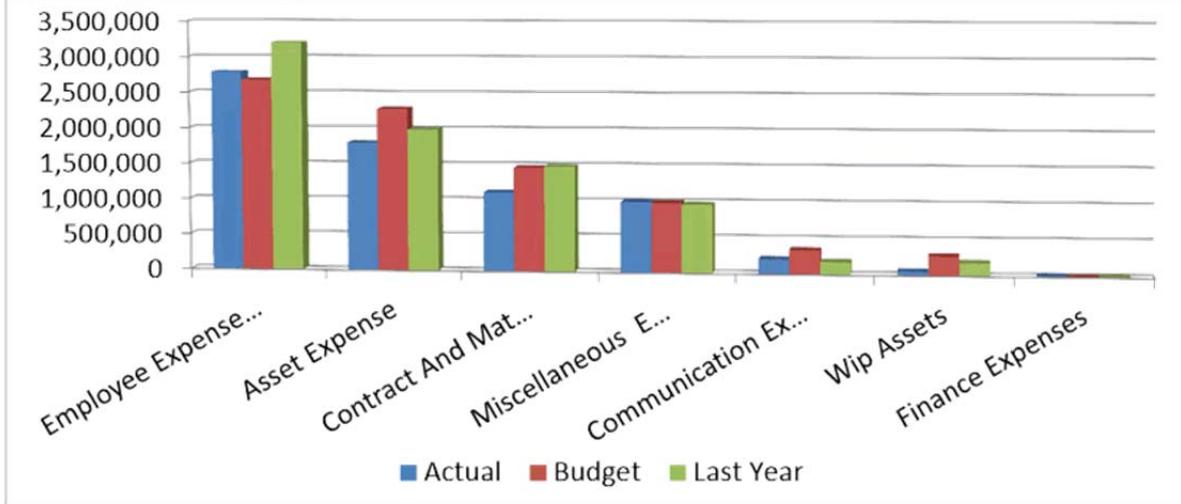


SERVICES PROVIDED

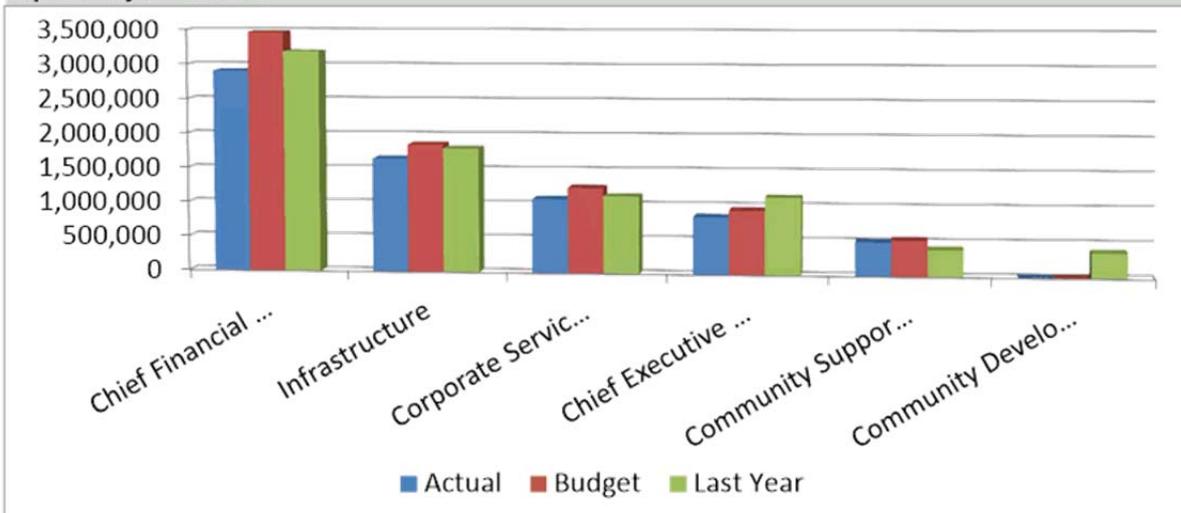
	Shire	Nguiu	Pirlangimpi	Milikarpiti	Ranku	Other Outstations	Darwin
Chief Financial Officer							
Corporate Services	*						
CEO	*						
Human Resources	*						
Womens Programs	*						
Finance	*	*					
Infrastructure							
Infrastructure	*	*	*	*			
Building Services	*	*	*	*			
Building Services Projects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

REGIONAL

Expenses by Account Category

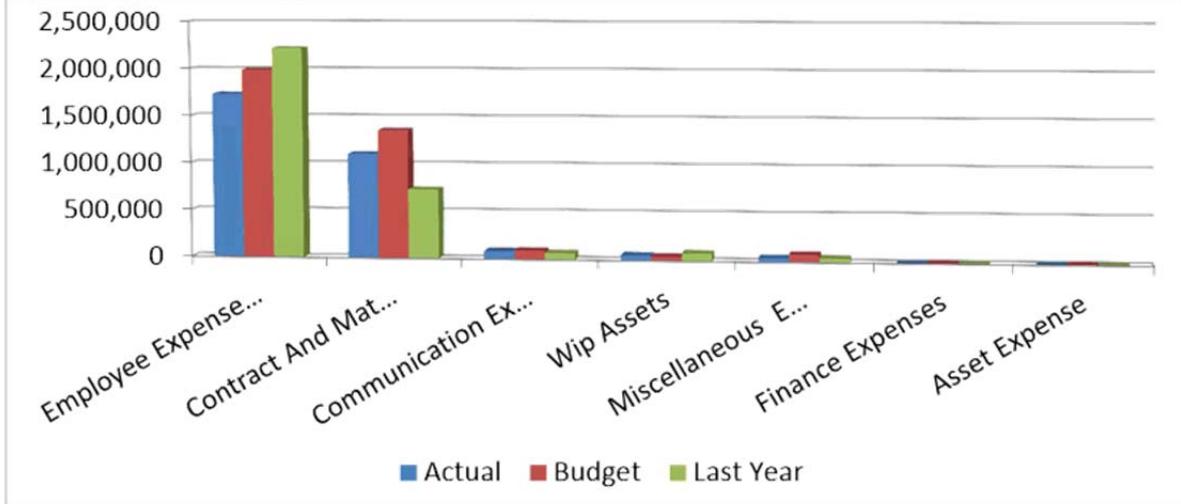


Expenses by Directorate

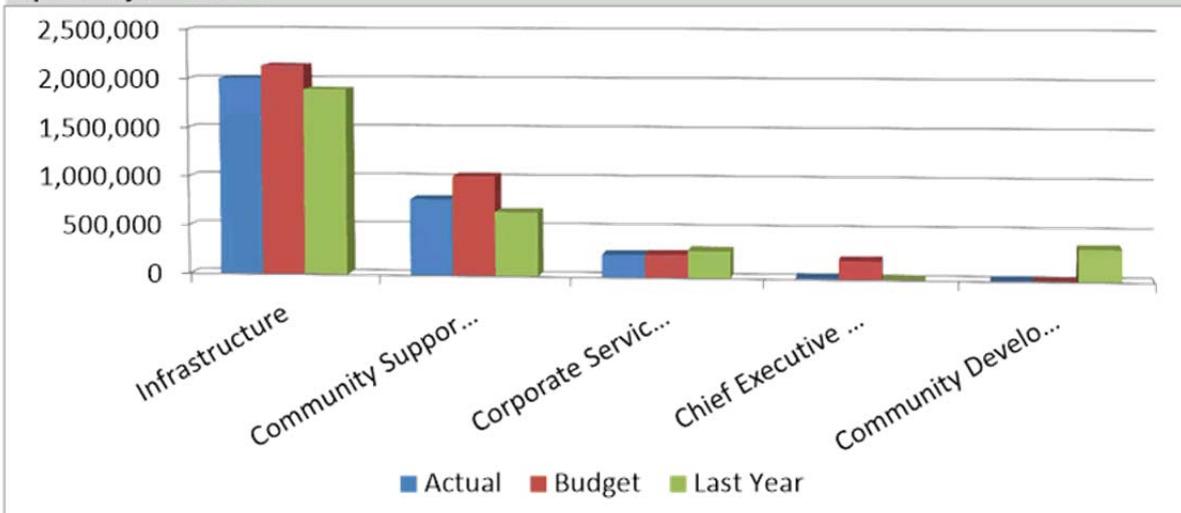


WURRUMIYANGA

Expenses by Account Category

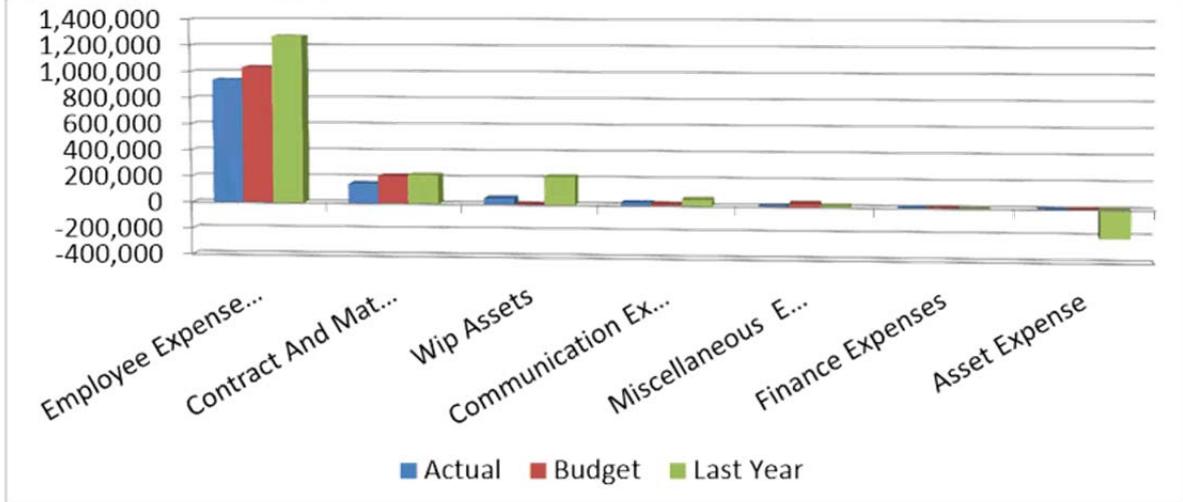


Expenses by Directorate

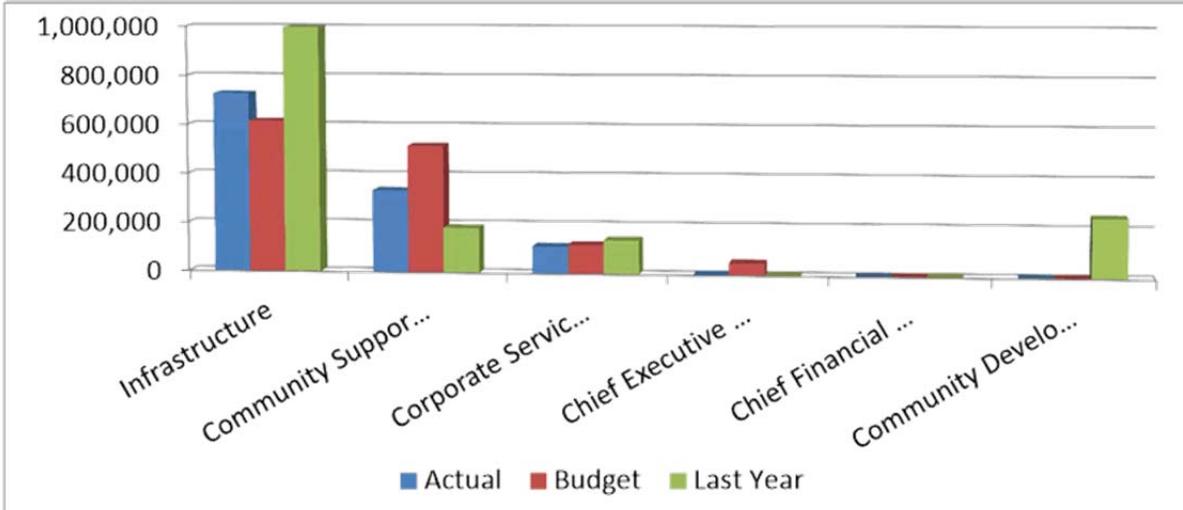


PIRLANGIMPI

Expenses by Account Category

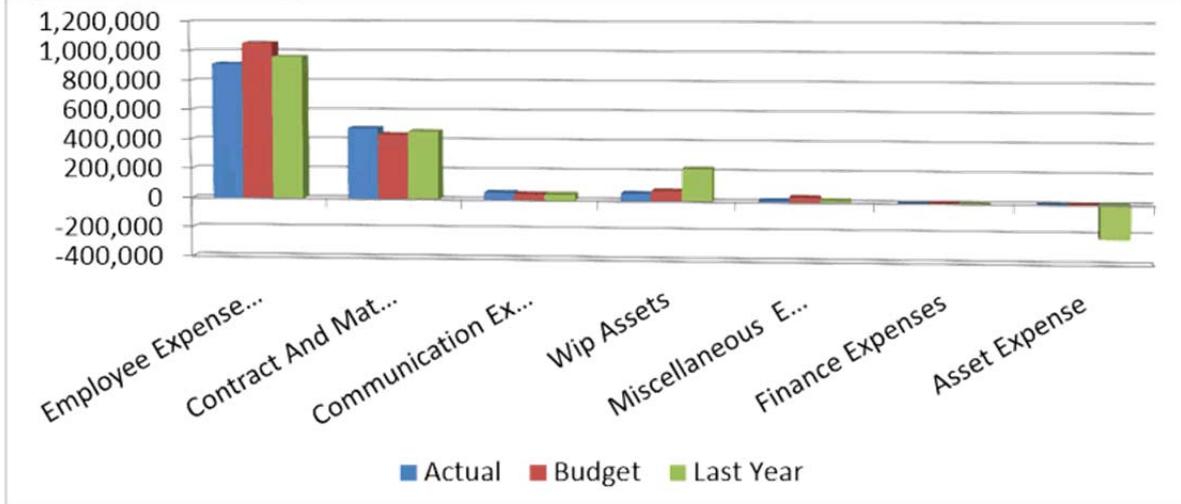


Expenses by Directorate

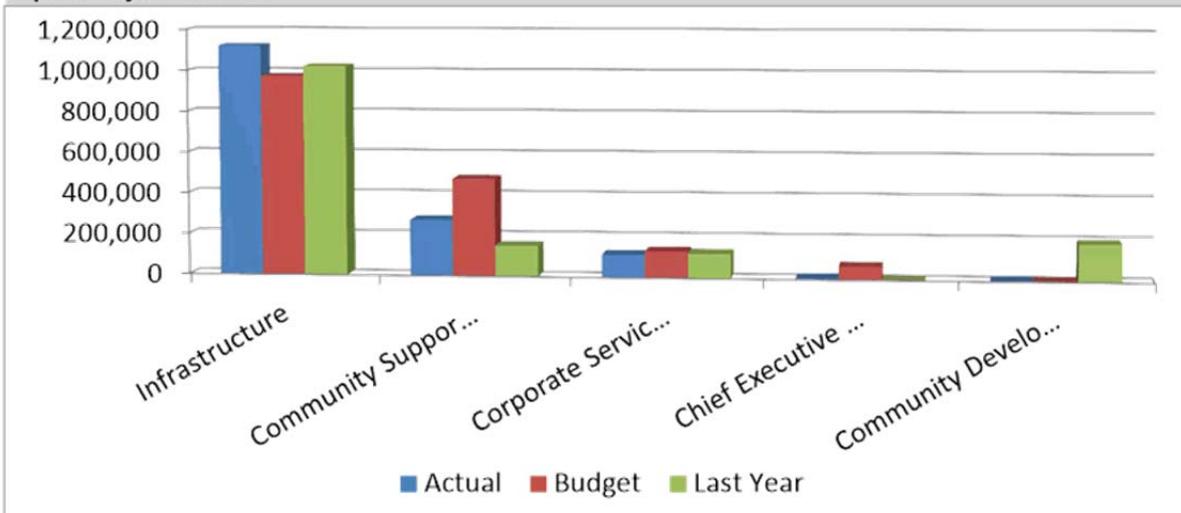


MILIKAPITI

Expenses by Account Category

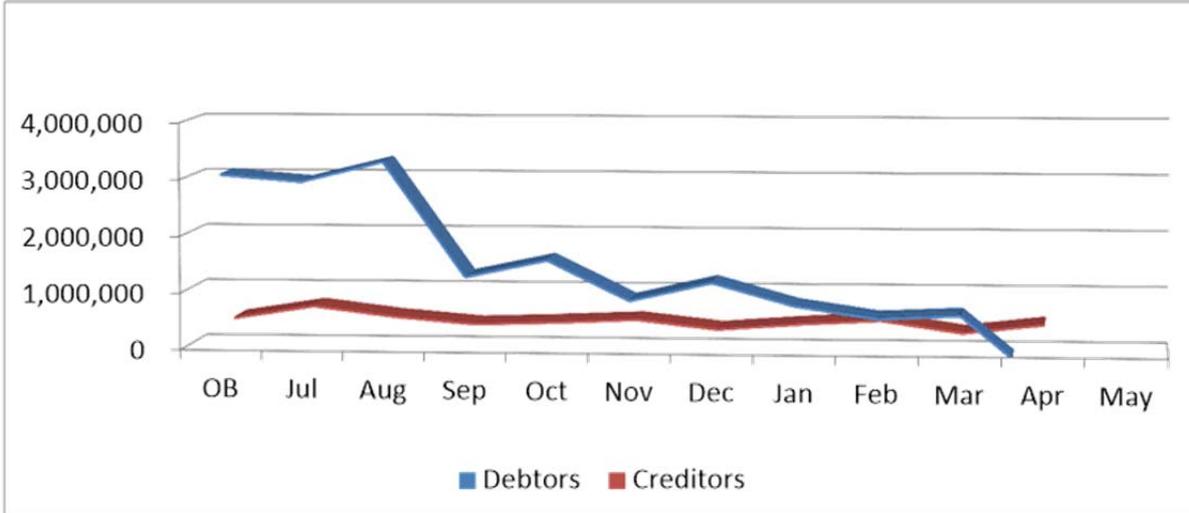


Expenses by Directorate

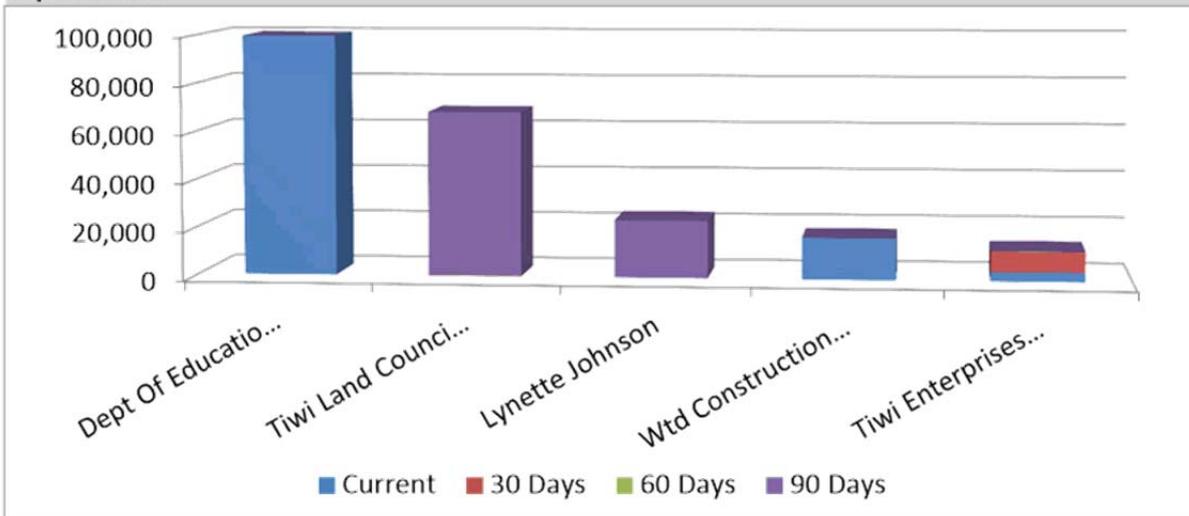


DEBTORS & CREDITORS

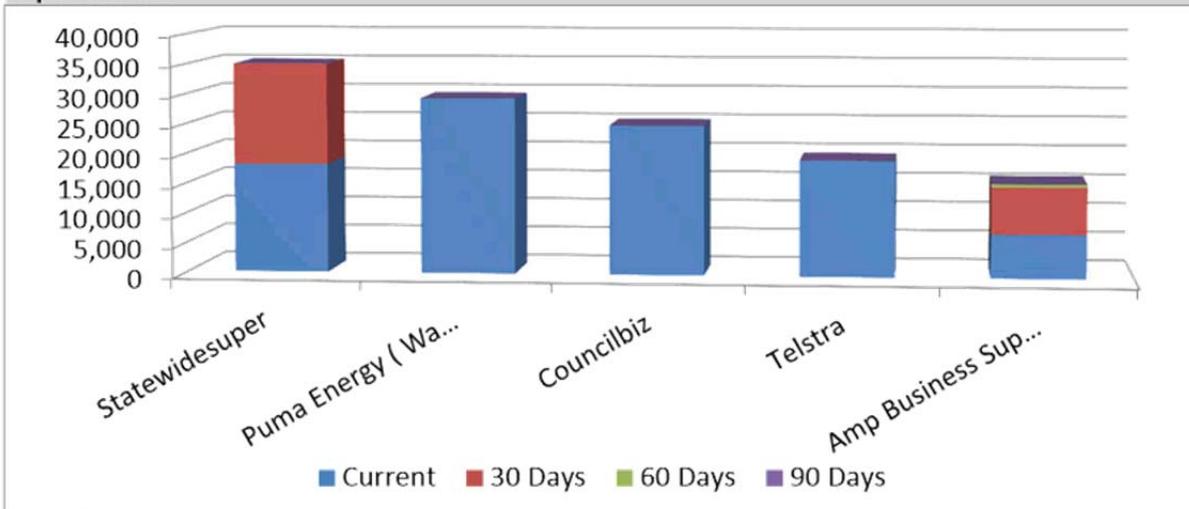
Debtors & Creditors



Top 5 Debtors



Top 5 Creditors



REPORTS FOR INFORMATION

ITEM NUMBER	7.5
TITLE	Governance & Compliance Managers Report - End of Month - April 2015
REFERENCE	159726
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 further detailed review of all Budget vs Actual (Revenue & Expenditure) was completed during late April 2015.

LOCAL AUTHORITIES

Advertising of Local Authority vacancies went ahead as scheduled after Easter with nominations opening on 15 April and closing on 12 May 2015 (28 day period).

Wurrumiyanga

- All Ordinary members now appointed.

Pirlangimpi

- Two Ordinary member vacancies to be filled.

One application received so far from Francesca Puruntatameri.

This application will be presented at the next PLA Meeting (Tuesday 26th May) for review and endorsement prior to being submitted to Council for formal appointment.

Milikapiti

- Three Ordinary member vacancies to be filled.

One application received so far from Malcolm Wilson.

This application will be presented at the next MLA Meeting (Tuesday 23rd June) for review and endorsement prior to being submitted to Council for formal appointment.

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

Local Authority Meetings held in:

- Special – Wurrumiyanga Local Authority – 15th April 2015
- Special – Pirlangimpi Local Authority – 16th April 2015
- Special – Milikapiti Local Authority – 17th April 2015
- Wurrumiyanga Local Authority – 28th April 2015.

Special Council Meeting / Sub Committee Meeting held in:

- Special Council Meeting – held on 9th April 2015 in Wurrumiyanga.
- Official Manager – Advisory Committee held on 10th April 2015 in Pirlangimpi.

Councillors Professional Development

Finance Training for all Councillors is to be co-ordinated once the new Local Authorities (Financial Advisor / Trainer staff member is on board - expected start date is now Monday 25th May) – new reporting templates are also to be developed for Local Authorities reporting.

Compliance Review

On the 17th of February 2015, all elected members were suspended by the Minister of Local Government, and Mr Allan McGill was appointed as the Official Manager.

Governance Training

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

KEY PERFORMANCE INDICATORS

Key Performance Indicators	Action	Measure of Success	Status / Progress
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: