



**MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD IN THE
WURRUMIYANGA OFFICE ON WEDNESDAY, 18 FEBRUARY 2015 AT 12:00 PM**

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 12:04 pm.

Allan McGill reported that the Minister for Local Government and Community Services has placed the Tiwi Islands Regional Council under official management as of Tuesday 17th February 2015. (NTG Gazette Notice N0. S14 dated 17th February 2015 refers).

All 12 Councillors have now been suspended from the 17th February 2015 (during the period of official management).

Mr Allan Raymond McGill has been appointed by the Minister to manage the affairs of the Council, and investigate and report back to the Minister by 30th June 2015 on the conduct of the Council and the affairs and financial position of the Council.

The Official Manager Mr Allan McGill welcomed staff and guests.

1.2 Present

Council: Mr Allan McGill (Official Manager)

Suspended Councillors: John Naden, Leslie Tungutalum from (12:25 pm)

Officers: Alan Hudson (CEO), Karl Sibley (Director Infrastructure), Rosanna De Santis (Director Community Support), Lesley Palmer (Deputy Director Corporate Services), Bill Toy (Deputy Director Community Support), Hollie Abra (A/ Finance Manager Contracts Manager), Selvan Supramaniam (Senior Financial Accountant), Chris Smith (ICT & Systems Manager), Saadia Ullungura (Governance Support).

Visitors: Colvin Crowe (DLGCS) from 12:12pm.

Minutes: Bruce Moller (Governance Manager)

1.3 Apologies

Nil

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

Nil



2 BUSINESS ARISING

Nil

3 CORRESPONDENCE

Nil

4 GENERAL BUSINESS

Nil

5 REPORTS FOR DECISION

5.1 WITHDRAWAL OF DELEGATIONS / CREDIT CARD POLICY

The Official Manager made the following determination in relation to Withdrawal of Delegations / Credit Card Policy.

1. RESOLUTION

Official Managers Determination

- A. That notwithstanding the existence of a range of Council Policies – ALL TRAVEL is, until further notice, to be approved by the Official Manager.**
- B. Those DELEGATIONS that relate to the purchase of motor vehicles, the re-allocation of funds across existing projects, and the engagement of consultants are suspended until further notice. Approval for actions that would have otherwise been performed by nominated delegates are to be approved by the Official Manager.**
- C. That the use of Council Credit Cards is to be in strict compliance with the Council Policy on the use of Credit Cards and that any such use of those Credit Cards must only be where it is essential to transact business.**

CARRIED

5.2 CURRENT STATUS OF 2013/14 AUDIT

The Official Manager asked the A/ Finance Manager for an update on the status of the 13/14 Audit.

The A/ Finance Manager advised that it should be completed by the 1st March 2015.

The Auditors (Merit Partners) have advised that it is very close to completion.

2. RESOLUTION

Official Managers Determination

That it be noted that the 2013/14 Audit Report is expected to be completed by the 1st March 2015.

CARRIED



5.3 ASSET STOCKTAKE & CONTROL

The Official Manager discussed the need for a stocktake of assets.

The CEO advised that the "4 Yearly" review and valuation was due this year.

It was noted that there needed to be a stocktake not a valuation.

3 RESOLUTION

Official Managers Determination

- A. That Karen Smith & Associates be commissioned to carry out a stocktake of assets (Major Assets, Minor Assets, and Accountable Items).
- B. That support staff be sought from TITEB.

CARRIED

5.4 GOVERNMENT GRANTS

The Official Manager discussed the need for a comprehensive schedule of Government Grants to be provided.

4 RESOLUTION

Official Managers Determination

That a comprehensive schedule of Government Grants be provided.

CARRIED

5.5 BUDGET BRIEFING

The CEO provided an update on the preparation of the 14/15 budget adopted in August 2014. It was reported that the Council Plan was also adopted in August 2014. It was noted that the Council website only has a draft.

It was noted that the Council Plan did not contain a "works schedule for the year".

The A/Finance Manager produced prior to the meeting, a set of new look financial reports for January 2015.

5 RESOLUTION

Official Managers Determination

That the briefing on the 2014/15 budget be noted.

CARRIED



5.6 COMPLIANCE AUDIT REVIEW

The Official Manager highlighted that the recent compliance review raised 30 issues related to procurement and governance.

The CEO advised that the letter and report had been received (electronically & by mail) on 19 January 2015 (some mail was a few days later).

Noted that the Council and Members had the choice of responding or not.

The matter had not been referred to a Council Meeting and in the absence of any response by 3rd February 2015, the Minister took the action she did.

The suspension of the Elected Members was the only action open to the Minister and although they are no doubt hurt by this decision the core issues are to do with the administration.

The extent of the compliance review was not known to most staff. The Official Manager outlined the nature of the issues.

We all need to address the issues.

6 RESOLUTION

Official Managers Determination

That the Dept of Local Government and Community Services (DLGCS) be advised that the Compliance Review Report has been noted and that the various matters listed in the report will be attended to in order to ensure the Council is compliant.

CARRIED

5.7 REPAYMENT OF LOAN TO DLGCS

The CEO reported that the \$ 333,333 repayment of the loan was included in the 2014/15 budget. Once cash is sufficient the payment will be made.

7 RESOLUTION

Official Managers Determination

That it be noted that the next loan repayment instalment of \$ 333,333 to the Dept of Local Government and Community Services (DLGCS) will be made prior to 30 June 2015.

CARRIED



5.8 13/14 ANNUAL REPORT DELAY

A draft of the 13/14 Annual Report was tabled but needed some review.

It was noted that the Audited Financial Statements needed to be part of the report.

It was noted that previous advice was that the Audit Report was expected by the end of February 2015.

The target for the release of the Annual Report was Monday 9th March 2015.

8 RESOLUTION

Official Managers Determination

That the Dept of Local Government and Community Services (DLGCS) be advised of the expected completion and publication date for the 13/14 Annual Report.

CARRIED

5.9 UPDATE ON FINANCIAL POSITION

The Official Manager noted that an accurate report on the financial position of the Council was not available.

9 RESOLUTION

Official Managers Determination

That the External Auditors Merit Partners, be commissioned to prepare a "Financial Health Review".

CARRIED

5.10 SENIOR STAFF RECRUITMENT

The Official Manager noted that the recruitment of several senior staff was nearing completion.

10 RESOLUTION

Official Managers Determination

That the update be noted.

CARRIED



5.11 ORGANISATION CHART

A detailed schedule of all Council employees was tabled.

11 RESOLUTION

Official Managers Determination

That the schedule of employees be noted.

CARRIED

Adjournment at 12:40 pm.

At this point of the meeting the Official Manager called for an adjournment until 10:00 am on Thursday 19th February 2015.

Resumption of Meeting at 10:00 am on Thursday 19th February 2015.

Present at Resumption.

Allan McGill (Official Manager), Karl Sibley (Director Infrastructure), Lesley Palmer (Deputy Director Corporate Services), Chris Smith (ICT & Systems Manager) from 10:03 am, Bruce Moller (Governance Manager), Saadia Ullungura (Governance Support).

5.12 TERMINATION OF EMPLOYMENT CONTRACT – A. HUDSON

12 RESOLUTION

Official Managers Determination

That the employment contract with Alan Hudson for the position of CEO be terminated pursuant to Section 9.2 of the contract, effective from 2:30 pm on Wednesday 18th February 2015.

CARRIED

5.13 APPOINTMENT OF ACTING CEO

13 RESOLUTION

Official Managers Determination

That Bruce Moller be appointed as A / CEO from 19th February 2015.

CARRIED

5.14 COUNCIL LEGAL PROCEEDINGS

14 RESOLUTION

Official Managers Determination

That all Council initiated legal action be suspended with the view to negotiating appropriate resolution of those matters subject to the legal action.

CARRIED

6 Closure

The meeting closed at 10:20 am.

These Minutes were confirmed at the Ordinary Meeting of the Council held on 25th February 2015.

Signed:



Official Manager

