



**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE WURRUMIYANGA  
OFFICE ON WEDNESDAY, 25 MARCH 2015 AT 10:00 AM**

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**1 Welcome & Apologies**

**1.1 Welcome**

The meeting opened at 10.03am

The Official Manager welcomed staff and guests.

**1.2 Present**

**Official Manager:** Allan McGill

**Officers:** Bruce Moller (A/Chief Executive Officer), Rosanna De Santis (Director Community Support), Bill Toy (Deputy Director Community Support), Karl Sibley (Director Infrastructure Services), Lesley Palmer (Deputy Director Corporate Services), Hollie Abra (A/Finance Manager/Contracts Manager), Maina Brown (A/Governance Manager), Kevin Doolan (Youth and Community Manager), Ron Poantimilui (Youth Sport Officer).

**Visitors:** Garry Lambert, Jo McGill, Dave Dean (Airport), Amanda Cox (Youth Diversion Darwin, YMCA of Darwin), Monica Thomsen (Youth Diversion Darwin, YMCA of Darwin),

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

**1.3 Apologies**

Nil

**1.4 Leave of Absence**

Nil

**1.5 Declaration of Interest of Members or Staff**

Nil

**1.6 Confirmation of Previous Minutes**

**Ordinary Meeting - 25 February 2015**

**1 RESOLUTION**

**Official Managers Determination**

**That the minutes of the Ordinary Meeting held on 25 February 2015 as circulated, be confirmed as a true and correct record of that meeting.**

**CARRIED**

## 2 VISITORS AND PRESENTATIONS

David Dean – Clarifications and reasons why its important for Tiwi Islands Regional Council to undertake Airport Training.

## 3 BUSINESS ARISING

Nil

## 4 CORRESPONDENCE

Nil

## 5 GENERAL BUSINESS

**AT THIS POINT THE COUNCIL AGREED FOR THIS REPORT TO BE DISCUSSED AFTER ITEMS 6 REPORTS FOR DECISION AND ITEM 7 REPORTS FOR INFORMATION. REFER CONTINUATION OF GENERAL BUSINESS SECTION SEE SECTION 8.**

### 5.1 OFFICIAL MANAGER – UPDATE – DEFERRED AFTER ITEMS 6 AND 7

This report is prepared as an update for matters to be raised by the Official Manager Mr Allan McGill, and for any decisions to be noted and recorded. Refer to item 8.

### 5.2 MILIKAPITI LOCAL AUTHORITY REPORT FOR DECISION – REQUEST TO CONFIRM DESCENT – TARLINA TIPUNGWUTI

This report has been put forward to Council for approval based on advice from two Milikapiti Local Authority Members who have confirmed the applicants descent.

## 2 RESOLUTION

### Official Managers Determination

- A. That Council notes and approves the application from Tarlina Tipungwuti and recognises her as an aboriginal and/ or Torres Strait Islander person by the Tiwi Islands Regional Council.
- B. That Council applies the common seal as part of confirmation of this application.

**CARRIED**

## 6 REPORTS FOR DECISION

### 6.1 FERRY TICKETS FOR LOCAL TIWI PEOPLE USING HIRE CARS

This report is provided to Council for decision in relation to the attached letter from Tiwi Enterprises seeking approval for private use rates for local people utilising hire cars for travel on the TIRC Ferry.

## 3 RESOLUTION

### Official Managers Determination

- A. That Council approves for the private use rate to be applied for Tiwi people utilising Tiwi Enterprises vehicles that have been hired for private purposes when travelling on the TIRC inter island ferry.



**B. That Council agrees for an exemption to be granted for the student living at Paru to not pay for using the ferry crossing from Paru to Wurrumiyanga and return to attend school.**

**CARRIED**

## **6.2 LOCAL AUTHORITY - ORDINARY MEMBER VACANCIES**

### **4 RESOLUTION**

#### **Official Managers Determination**

**That Council Agrees to advertising the five (5) Local Authority vacancies for 28 days on all Council and Community Noticeboards commencing on 8<sup>th</sup> April and closing on 5<sup>th</sup> May and that any previous nominations that were not accepted can be considered again for nomination.**

**CARRIED**

### **7 REPORTS FOR INFORMATION**

#### **7.1 PROPOSAL TO AMEND NT PLANNING SCHEME PA2015/0150**

The new barge landing site was identified by DOI in consultation with the Mantuwupi group, Tiwi Land Council and Tiwi Enterprises. Construction of the facility began in November 2014 and is now nearing completion.

### **5 RESOLUTION**

#### **Official Managers Determination**

- A. That Council notes this report for information.**
- B. That the Council advise the Department of Lands Planning and Environment that the Council has no objection to the proposed rezoning of part NT Portion 1640 Wurrumiyanga from Public Open Space to light Industry and the creation of Lot 429.**
- C. That the Council further advise the Department that it is concerned and disappointed that the rezoning proposal, dated 9 March 2015, has emerged well after the land in question was being developed as a freight handling depot and that as at 25 March 2015 the Council was unaware of any development application for the building under construction and therefore unable to comment on roads, drains, parking and access issues.**

**CARRIED**

#### **7.2 HUMAN RESOURCES END OF MONTH REPORT - FEBRUARY 2015**

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.

### **6 RESOLUTION**

#### **Official Managers Determination**

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

B. That a report be prepared on strategies and policy settings that will support Council's desire to engage more Tiwi people in managerial positions.

CARRIED

### 7.3 CORPORATE SERVICES END OF MONTH REPORT - FEBRUARY 2015

#### 7 RESOLUTION

##### Official Managers Determination

That Council notes this report for information.

CARRIED

### 7.4 DIRECTOR COMMUNITY SUPPORT END OF MONTH REPORT FEBRUARY 2015

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

#### 8 RESOLUTION

##### Official Managers Determination

A. That Council notes this report for information.

B. That the opening hours of the Wurrumiyanga pool be reviewed to provide morning sessions for schools and other groups such as Families as First Teachers.

C. That discussions take place with the Director of NT Libraries to canvass the opportunity for the 15/16 Library Funding agreement to provide for a Library service in Wurrumiyanga.

CARRIED

### 7.5 FINANCE END OF MONTH REPORT - FEBRUARY 2015

#### 9 RESOLUTION

##### Official Managers Determination

A. That Council notes this report for information.

B. That the Financial Reports as submitted be subject as to further in depth analysis.

CARRIED

### 7.6 INFRASTRUCTURE - EOM REPORT FOR FEBRUARY 2015

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

#### 10 RESOLUTION

##### Official Managers Determination

That Council notes this report for information.

CARRIED

**11 RESOLUTION**

**Official Managers Determination**

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

**CARRIED**

**8 CONTINUATION OF GENERAL BUSINESS – OFFICIAL MANAGER UPDATE**

**8.1 ORGANISATIONAL STRUCTURE**

It was noted at the Special Meeting held on 16 March 2015, it was resolved that the Acting CEO undertake an urgent review of the organisation structure. In response to that resolution the Acting CEO proposed to the Official Manager that there be an interim change to the structure whilst a more in depth review takes place. The interim changes were proposed in response to issues and concerns raised by Directors, Managers and the Compliance Review Report. The following resolution formalises these changes.

**12 RESOLUTION**

**Official Managers Determination**

**That as an interim measure to 30 June 2015, the Councils organisation structure be changed as follows:**

- A. That the position of Finance Manager be abandoned and deleted and, the position of the Senior Accountant be the Team Leader for the Finance Section for the period to 30 June 2015.**
- B. That the position of Director Corporate Services be created and be filled by Lesley Palmer, the Deputy Director Corporate Services for the period to 30 June 2015.**
- C. That the position of Governance Manager be varied to become Governance and Compliance Manager.**
- D. That during this interim period to 30 June 2015, the positions of Governance and Compliance Manager, Contracts Manager and Senior Accountant report to the Acting CEO.**
- E. That additional short term staff, or contract resources, be engaged to assist with the backlog of compliance, reporting and Council planning.**
- F. (i) That, due to a lack of clarity and the absence of sufficient documentation to confirm the status of the content of some employment contracts with conditions beyond the Award, the Acting CEO undertake a review of those contracts.**  
  
**(ii) That following the review the Acting CEO report back with clear, and if necessary, re-negotiated contracts.**

**CARRIED**

## 8.2 ACTING CEO

It was noted that Bruce Moller had been Acting CEO since 19 February 2015 but that he would revert to his substantive role.

### 13 RESOLUTION

#### Official Managers Determination

- A. That, in view of current work load facing the existing Council management team and the imperative that progress is made with the 2014/15 budget and program, the compliance review and preparation of the 2015/16 Council Plan, the Council engage the services of an external Acting CEO.
- B. That Garry Lambert be appointed Acting CEO from 25<sup>th</sup> March 2015 to 30 June 2015 and that the contract of employment be based upon, and within the overall parameters of the contract for the previous CEO.
- C. That the Official Manager be authorised to settle on the final contract arrangement.

CARRIED

## 8.3 RECRUITMENT OF NEW CEO

### 14 RESOLUTION

#### Official Managers Determination

- A. That the Council commence the recruitment process for a new CEO and that during that process the Tiwi Community be kept informed of the opportunities that could exist for those with appropriate qualifications.
- B. That LGANT be invited to submit a proposal to organise and manage the recruitment process including advertising, short listing and thorough reference checking.
- C. That a suitable selection panel be appointed to conduct interviews and to recommend the appointment of a preferred candidate.

CARRIED

## 8.4 DELEGATIONS POLICY

### 15 RESOLUTION

#### Official Managers Determination

That the Financial Delegations Policy (Policy No 013) be amended as follows:

#### A. Purchase Requisitions and Orders

- (i) Add the position of Director Corporate Services with \$50,000 level of delegation.
- (ii) Remove the position of Finance Manager.
- (iii) Add the position of Senior Accountant with a \$10,000 level of delegation.



## **B. To Authorise and make Payments**

- (i) Add the position of Director Corporate Services as a category A position with a level of delegation of \$100,000.
- (ii) Delete the position of Finance Manager
- (iii) Add the position of Senior Accountant as a category B position with a level of delegation of \$10,000.

**CARRIED**

### **8.5 LGANT REPRESENTATIVE**

#### **16 RESOLUTION**

##### **Official Managers Determination**

**That during the period of Council suspension the Official Manager be the Council delegate to LGANT**

**CARRIED**

### **8.6 MILIKAPITI LOCAL AUTHORITY COMMUNITY PROJECTS UPDATE**

#### **17 RESOLUTION**

##### **Official Managers Determination**

**That following the MLA meeting held on 24<sup>th</sup> March the following projects are approved to commence.**

- A. Project MLA – 7**  
Timrambu – Investigate options for water point (old tank) and site approvals.
- B. Project MLA – 8**  
Timrambu – Solar LED lighting (EST \$11K) be investigated for site approvals and positioning near roundabout.

**CARRIED**

## **9 Confidential Items**

**ADJOURNMENT OF OPEN MEETING: 11:45am.**

***Confidential Ordinary Council - 25 February 2015***

#### **18 RESOLUTION**

##### **Official Managers Determination**

**That the open section of the meeting be adjourned to allow the confidential section of the meeting to commence.**

**CARRIED**

**The Closed Session of Council was completed at 11:46am, and the Official Manager re-opened the Ordinary Council meeting to record those resolutions that may be made public as follows:**



**9.1 Confidential Ordinary Council - 25 February 2015**

**19 RESOLUTION**

**Official Managers Determination**

**That the minutes of the Confidential Ordinary Council on 25 February 2015 as circulated, be confirmed as a true and correct record of that meeting.**

**CARRIED**

**10 Next Meeting**

29<sup>th</sup> April 2015 meeting reschedule to 27<sup>th</sup> April 2015.

**11 Closure**

The meeting closed at 11:45am.

**These Minutes were confirmed at the Ordinary Meeting of the Council held on 25<sup>th</sup> March 2015.**

Signed: .....  .....

Official Manager