



**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE PIRLANGIMPI  
BOARDROOM ON WEDNESDAY, 27 MAY 2015 AT 10:00 AM**

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**1 Welcome & Apologies**

**1.1 Welcome**

The meeting opened at 10.25 am.

The Official Manager welcomed staff and guests.

**1.2 Present**

**Official Manager:** Allan McGill

**Officers:** Rosanna De Santis (Director Community Support), Brenton Baillie (A/ Director Infrastructure Services) (10:28 am), Marcelo Costi (Systems & Quality Officer), Maina Brown (Executive Assistant).

**Visitors:** John Naden, Cr Therese Bourke, Cr Many Rioli (10:38 am).

**Minutes:** Bruce Moller (Governance & Compliance Manager).

**1.3 Apologies**

Garry Lambert (A/Chief Executive Officer), Lesley Palmer (Director Corporate Services), Bill Toy (Deputy Director Community Support).

**1.4 Leave of Absence**

Nil

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

Nil

**1.6 Confirmation of Previous Minutes**

**Ordinary Meeting - 27 April 2015**

**1 RESOLUTION**

**Official Managers Determination**

**That the minutes of the Ordinary Meeting held on 27 April 2015 as circulated, be confirmed as a true and correct record of that meeting.**

**CARRIED**

**2 VISITORS AND PRESENTATIONS**

Nil

**3 BUSINESS ARISING**

Nil



## 4 CORRESPONDENCE

### 4.1 7TH INDIGENOUS ECONOMIC DEVELOPMENT FORUM - ALICE SPRINGS 18 TO 20 OCTOBER 2015

Correspondence relating to the 7<sup>th</sup> 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.

## 2 RESOLUTION

### Official Managers Determination

- (a) That the report, Ref. 159566 be received and noted.
- (b) That, due to financial constraints the Council declines the invitation to attend or financially support the 7<sup>th</sup> Indigenous Economic Development Forum, in 2015.
- (c) That the Council convey its best wishes for a productive Forum

**CARRIED**

### 4.2 LOCAL GOVERNMENT (ELECTORAL) REGULATIONS AMENDMENTS

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.

## 3 RESOLUTION

### Official Managers Determination

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.

**CARRIED**

## 5 GENERAL BUSINESS

### 5.1 REGISTER OF INTERESTS

## 4 RESOLUTION

### Official Managers Determination

- (a) That the Council notes that the Register of Interests is maintained by the Council
- (b) (i) That, to assist with recording interests declared by Councillors and staff, a "Declaration of Interest" form be prepared for completion by the person declaring the interest.
- (b) (ii) The form is to include, the name of the person, details of the matter, and the reasons why an interest exists.

**CARRIED**

## **5.2 COMMUNITY CLEAN UP and COUNCIL EQUIPMENT**

The Official Manager raised the issue of old and seemingly unwanted Council equipment located in public areas and on Council land and the need to remove these items as part of a clean up.

### **5 RESOLUTION**

#### **Official Managers Determination**

- (a) That an area be set aside at all waste disposal sites for old vehicles and equipment owned by the Council and others.**
- (b) That the Council carry out a general clean up of such equipment that it owns and relocate it to the newly created sites.**
- (c) That following an inspection and assessment by Council mechanics that certain equipment is beyond economic repair and of NO further use, disposal of that equipment be approved by the Acting Director of Infrastructure.**
- (d) That records be maintained of all items removed and that where necessary the asset register be updated accordingly.**

**CARRIED**

### **5.3 PIRLANGIMPI LOCAL AUTHORITY – COMMUNITY PROJECTS – DELUGE SHOWER FOR POOL**

At the Pirlangimpi Local Authority (PLA) Meeting held Tuesday 26<sup>th</sup> May, it was recommended by the PLA Members to install a deluge shower at the Pirlangimpi Pool based on advice from the Director Community Support.

Estimated cost is \$ 1,400 and it was noted that a separate grant application had been submitted for this item, but for health and safety reasons it was recommended that this project be commenced as soon as possible. Should the grant application be successful then the \$ 1,400 would be returned to the PLA Community Projects Fund.

### **6 RESOLUTION**

#### **Official Managers Determination**

**That Council approves for the purchase and installation of the deluge shower at Pirlangimpi Pool utilising PLA Community Project funds ( Cost \$1,400 ), and**

**Council agrees that should other Deluge Shower grant applications be successful then the \$ 1,400 would be returned to the PLA Community Project funding pool for reuse on another project.**

**CARRIED**



## **6 REPORTS FOR DECISION**

### **6.1 COUNCIL OPERATING LEASES - AASB 117 LEASES**

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.

#### **7 RESOLUTION**

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

**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.**

**CARRIED**

### **6.2 REQUEST TO WAIVE FEES AND CHARGES**

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

#### **8 RESOLUTION**

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

- (a) That, in recognition of the positive health and lifestyle programs being held by the Heart Foundation ("Healthy Lifestyle Cup"), and Australian Red Cross (2015 mid year school holiday period), the Council waives the fees and charges associated with the use of Council facilities, and waives 50% of the fees for use of the inter Island Ferry Service for the Healthy Lifestyle Cup.**
- (b) The waiver of these fees and charges applies only to the activities referred to above and only until the 31 July 2015.**
- (c) That a report be presented to the July Meeting of the Council evaluating the two programs, including participation numbers and beneficial outcomes.**

**CARRIED**

### **6.3 LOT 247 MILIKAPITI COMMUNITY - REQUEST TO SIGN AND STAMP OFFICE OF TOWNSHIP LEASING (OTL) LEASE**

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

#### **9 RESOLUTION**

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

- (a) That, the Council enter into a lease of Lot 247 Milikapiti, and that the Common Seal of the Council be affixed to the lease document.**
- (b) That the Official Manager and CEO be authorised to sign the lease.**

**CARRIED**



#### **6.4 RISK MANAGEMENT POLICY**

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.

#### **10 RESOLUTION**

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

**That Council accepts and endorses the TIRC Risk Management Policy.**

**CARRIED**

#### **6.5 SPECIAL LEAVE OVER CHRISTMAS CLOSURE PERIOD**

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

#### **11 RESOLUTION**

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

**That this matter be DEFERRED for further discussion and submission to the June Meeting.**

**CARRIED**

#### **6.6 STAFF TENANCY RATES**

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.

#### **12 RESOLUTION**

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

**( A ) That the Council accepts and endorses a single rental system for staff housing as follows:**

- (i) one bedroom \$100 per week,**
- (i) two bedroom \$125 per week,**
- (ii) three bedroom \$150 per week**

**( B ) That the new rental system and weekly amounts be introduced and apply from the first pay period commencing on or after 1 July 2015**

**( C ) That a further policy be prepared dealing with the methodology used to allocate the housing stock to staff.**

**CARRIED**

#### **6.7 VEHICLE ACQUISITION AND DISPOSAL POLICY**

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

#### **13 RESOLUTION**

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

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

**CARRIED**



## **6.8 TIRC - POLICY AND PROCEDURES FRAMEWORK**

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

### **14 RESOLUTION**

#### **Official Managers Determination**

**That the Council accepts and endorses the TIRC Policy and Procedures Framework (Ref 159770) being Policy Number 01, subject to the following amendments:**

- (i) Clause 4 – Policy Statement be amended to replace the word policy where it appears in the "Corporate" and "Directorate" categories with the words "Corporate Procedure" and "Administrative Procedure" accordingly.**
- (ii) That, reference be made to a "CEO Operational Instruction" as an additional category, and that such an instruction be defined as a specific direction given to one or more senior staff in relation to operations and performance.**

**CARRIED**

## **6.9 DRAFT MOU FOR ROAD UPGRADING - PICKATARAMOOR ROAD MELVILLE ISLAND**

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.

### **15 RESOLUTION**

#### **Official Managers Determination**

**That subject to several points of clarification the Council endorses the MOU and authorises for the CEO to sign the MOU under Council seal.**

**CARRIED**

## **6.10 LGANT - FINANCIAL ASSISTANCE GRANTS & CONSTITUTIONAL RECOGNITION OF ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE**

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.

### **16 RESOLUTION**

#### **Official Managers Determination**

**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.

**CARRIED**

#### **6.11 LOCAL AUTHORITIES - ORDINARY MEMBER APPOINTMENT**

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 26<sup>th</sup> May, Council is being asked to appoint Francesca Puruntatameri to the Pirlangimpi Local Authority as an ordinary member.

#### **17 RESOLUTION**

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

**That Council accepts the nomination of Francesca Puruntatameri representing the (Warntarringuwi Skin Group) and points her as an ordinary member of the Pirlangimpi Local Authority.**

**CARRIED**

#### **6.12 CREATION OF COUNCIL ELECTION & ASSET REPLACEMENT RESERVES**

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).

#### **18 RESOLUTION**

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

##### **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 transfers an initial amount of \$ 25,000 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.

**CARRIED**

### **6.13 VARIATION TO PLANT HIRE RATES FOR TIWI PLANTATIONS CORPORATION**

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

#### **19 RESOLUTION**

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

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

**CARRIED**

### **6.14 2014/15 REVISED BUDGET**

This report provides Council with the latest update on the 2014/15 Revised Budget position.

#### **20 RESOLUTION**

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

**That Council :**

**1. Receives and notes the revised budget as presented for 2014/15 which shows an overall deficit of \$ 2,148,968 (before depreciation), as compared to the original budget which adopted a surplus of \$ 955,651; and**

**2. Notes and acknowledges the particularly difficult and special circumstances surrounding the development and delivery of this budget noting in particular lateness of preparation and the lack of constructive information on which to develop the budget and including the compliance issues identified in the Compliance Review conducted by the Dept. of Local Government; and**

**3. Notes that the general financial circumstances of the Council have been communicated and highlighted to the Dept. of Local Government, including discussion regarding the lateness of preparation of this budget and related non compliance issues.**

**CARRIED**

## **7 REPORTS FOR INFORMATION**

### **7.1 COMMUNITY SUPPORT END OF MONTH REPORT APRIL 2015**

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

#### **21 RESOLUTION**

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

**(a) That Council notes this report for information and endorses the Wurrumiyanga Swimming Pool operating times as below:**

**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

(b) That future monthly reports contain statistical information related to usage, participation, etc.

**CARRIED**

**7.2 HUMAN RESOURCES END OF MONTH REPORT - APRIL 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.

**22 RESOLUTION**

**Official Managers Determination**

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

**CARRIED**

**7.3 CORPORATE SERVICES END OF MONTH REPORT - APRIL 2015**

**23 RESOLUTION**

**Official Managers Determination**

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

**CARRIED**

**7.4 FINANCE END OF MONTH REPORT - APRIL 2015**

**24 RESOLUTION**

**Official Managers Determination**

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

**CARRIED**

**7.5 GOVERNANCE & COMPLIANCE MANAGERS REPORT - END OF MONTH - APRIL 2015**

**25 RESOLUTION**

**Official Managers Determination**

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

**CARRIED**

**7.6 MINUTES - PIRLANGIMPI LOCAL AUTHORITY SPECIAL MEETING HELD ON 16 APRIL 2015**

Minutes of the Pirlangimpi Local Authority Special Meeting held on 16 April 2015.

**26 RESOLUTION**

**Official Managers Determination**

**That Council notes the Minutes of the Pirlangimpi Local Authority Special Meeting held on 16 April 2015.**

**CARRIED**

**7.7 MINUTES - WURRUMIYANGA LOCAL AUTHORITY SPECIAL MEETING HELD ON 15 APRIL 2015**

Minutes of the Wurrumiyanga Local Authority Special Meeting held on 15 April 2015.

**27 RESOLUTION**

**Official Managers Determination**

**That Council notes the Minutes of the Wurrumiyanga Local Authority Special Meeting held on 15 April 2015.**

**CARRIED**

**7.8 MINUTES - MILIKAPITI LOCAL AUTHORITY SPECIAL MEETING HELD ON 17 APRIL 2015**

Minutes of the Milikapiti Local Authority Special Meeting held on 17 April 2015.

**28 RESOLUTION**

**Official Managers Determination**

**That Council notes the Minutes of the Milikapiti Local Authority Special Meeting held on 17 April 2015.**

**CARRIED**

**7.9 MINUTES - WURRUMIYANGA LOCAL AUTHORITY MEETING HELD ON 28 APRIL 2015**

Minutes of the Wurrumiyanga Local Authority Meeting held on 28 April 2015.

**29 RESOLUTION**

**Official Managers Determination**

**That Council notes the Minutes of the Wurrumiyanga Local Authority Meeting held on 28 April 2015.**

**CARRIED**



## **8 CONFIDENTIAL ITEMS**

**12:00 PM**

### **30 RESOLUTION**

#### **Official Managers Determination**

That pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider a Confidential matter. **CARRIED**

## **ADJOURNMENT OF OPEN MEETING**

**12:00 PM**

### **31 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 12:05 pm, and the Official Manager re-opened the Ordinary Council meeting to record those resolutions that may be made public as follows:*

It was confirmed that at the conclusion of the discussion on the confidential item(s), the meeting was reopened and the decision on the item(s) noted.

## **CONFIDENTIAL ITEM DECISIONS**

### **8.1 RATES WRITE-OFF - LOT 740**

This report is provided to Council for decision in requesting Council write-off an amount of Rates totalling \$ 4,461.83 as at 20 May 2015.

### **32 RESOLUTION**

#### **Official Managers Determination**

That Council agrees to writing off of the total Rates on Lot 740 of \$ 4,461.83 as at 20 May 2015. **CARRIED**

### **8.2 RESTRICTED DUE TO CONFIDENTIAL REASONS**

### **9 Next Meeting**

Wednesday 24<sup>th</sup> June at Milikapiti Community, Melville Island.

### **10 Closure**

The meeting closed at 12:10 pm.



These Minutes were confirmed at the Ordinary Meeting of the Council held on 24<sup>th</sup> June 2015.

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

Official Manager

