



MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD IN THE WURRUMIYANGA BOARDROOM ON THURSDAY, 11 JUNE 2015 AT 1PM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 1.00pm.

The Official Manager welcomed staff.

1.2 Present

Official Manager: Allan McGill

Officers: Garry Lambert (A/Chief Executive Officer), Rosanna De Santis (Director Community Support), Lesley Palmer (Director Corporate Services), Marcelo Costi (Systems & Quality Officer), Heloise Kortekaas (Senior Infrastructure Administration Officer), Wade Charles (Pool Operations Officer) 1:07 pm, Antonio Tipiloura (Sport & Rec Officer) 1:07 pm.

Visitors: Nil

Minutes: Bruce Moller (Governance & Compliance Manager).

1.3 Apologies

Brenton Baillie (A / Director Infrastructure Services), Bill Toy (Deputy Director Community Support).

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 ASSET AUDIT REPORT

This Report tables the TIRC Asset Audit Report – May 2015 commissioned by the Official Manager.

1 RESOLUTION

Official Managers Determination

- A. That the Asset Audit Report, MAY 2015 be received and noted.
- B. That all of the sixty recommendations contained in the Report be adopted and referred to Management for implementation.
- C. That, current policy of recording assets or equipment purchased for \$ 5,000 or more be reviewed to ensure that amount is appropriate.
- D. That the portable and attractive items, that is those items with a purchase price of between \$ 300 and \$ 5,000 be maintained at all times.

CARRIED

5.2 FINANCIAL HEALTH REPORT – AGREED UPON PROCEDURES REPORT

The report on the Council's financial health and on major expenditure items prepared by Merit Partners was tabled.

2 RESOLUTION

Official Managers Determination

- A. That the "Agreed Upon Procedures Report" dated 3 June 2015 prepared by Merit Chartered Accountants (and also referred to as the Financial Health Report) be received and noted.
- B. That the findings and observations in relation to the Council's financial performance, its financial position, and questions as to its sustainability be noted with concern.
- C. That the key findings detailed in Schedule 4 of the Report be noted, and that urgent remedial action be taken in relation to those matters with a "HIGH" risk rating.

CARRIED



5.3 FINANCIAL RECOVERY PLAN

In response to the Compliance Review Report, the 2013/14 Audit Report and the Financial Health Report (Agreed Upon Procedures Report), a Financial Recovery Plan was tabled at the meeting.

3 RESOLUTION

Official Managers Determination

- A. That Council receives and notes this report.**
- B. That further development and implementation of a financial recovery plan proceed as a priority having regard to the following elements:**
- organisational structure
 - review of assets
 - business opportunities
 - partnerships
 - outsourcing
 - administration
- C. That the Financial Recovery Plan be a standing agenda item for Ordinary Meetings of the Council.**

CARRIED

5.4 POLICY DEVELOPMENT

4 RESOLUTION

Official Managers Determination

- A. That it be noted that the following are Council policies to be developed or revised and that this listing covers but is not limited to:**
- Review Travel & Accommodation Policy (Issue 13 – Compliance Report)
 - Review Reimbursement of Private Travel Costs (Issue 17 – Compliance Report)
 - Privacy Policy (Issue 23 – Compliance Report)
 - Borrowing Policy (Issue 24 – Compliance Report)
 - Review Accounting Policy Manual
 - Review HR Policy Manual
 - New Policy on Private Works
 - New Policy on Staff Training and Development
 - New Policy on Staff Housing Allocations
 - New Policy on Rates Concessions
- B. That progress on the development and revision of policies be a standard agenda item for Executive Management Meetings.**

CARRIED



5.5 ORGANISATIONAL STRUCTURE

This report forms part of the Financial Recovery Plan. It seeks a decision to introduce a new organisational structure for the Tiwi Islands Regional Council in response to the significant fiscal position the Council is currently in.

5 RESOLUTION

Official Managers Determination

- i) That Council adopts the organisational review as proposed and contained in Attachment 1 (whole of organisation chart – strategic level) and further detailed in the following appendices;
 - a. Appendices A – Details of Infrastructure Services
 - b. Appendices A1 – Financial impact (savings) on Infrastructure Services
 - c. Appendices B – Details of Organisational Services
 - d. Appendices B1 – Details of Business Services
 - e. Appendices B2 – Details of Families and Children’s Services
- ii) That Council acknowledges the requirement to conform with the applicable Award and other HR requirements at law when *implementing* this significant organisational reform and further acknowledges that any personal names mentioned in the documentation attached merely and simply reflects nominal allocation of existing staff, approximating a similar function or level and that such naming does not imply allocation to a new role or function.
- iii) That Council urgently seeks a further report on the industrial relations implications and effects associated with implementing this organisational restructure with a view to implementing the restructure as soon as practicable and in accordance with the applicable Award and relevant law.
- iv) That following the process of consultation the final organisational structure be implemented and form the Council’s Staffing Plan as required by Section 103 of the Local Government Act.

CARRIED

5.6 MINUTES OF GENERAL PURPOSE ADVISORY COMMITTEE MEETINGS

Draft Minutes of the TIRC General Purpose Advisory Committee Meetings held on the 10th April, 27th May, and 5th June are attached for Councils information and endorsement.

6 RESOLUTION

Official Managers Determination

That Council receives and notes the draft minutes of the TIRC General Purpose Advisory Committee Meetings held on 10th April, 27th May, and 5th June 2015.

CARRIED



5.7 SELECTION PANEL FOR THE RECRUITMENT OF A CEO

7 RESOLUTION

Official Managers Determination

A. That the following people appointed members of the Chief Executive Officer Selection Advisory Committee for the purpose of providing advice in relation to the shortlisting of candidates, participating in the interview of candidates, and in recommending preferred candidates.

- John Naden
- Barry Puruntatameri
- Crystal Johnson
- Emmanuel Rioli
- Cyril Kalippa
- Anita Moreen
- Gibson Farmer Illortaminni

B. That members of the Advisory Committee be paid a meeting fee of \$ 119.00 per meeting.

CARRIED

Wade Charles (Pool Operations Officer) and Antonio Tipiloura (Sport & Rec Officer)

left the meeting at 1:50 pm.

6 Closure

The meeting closed at 1:52 pm.

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

Signed: 

Official Manager

