AGENDA

ORDINARY COUNCIL MEETING

WEDNESDAY, 29 JULY 2015

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

- Wednesday, 29 July 2015 at
- Wurrumiyanga
- 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 of Senior Officer have any conflicts of interest to declare at this point of procedings?

1.6 Confirmation of Previous Minutes

Ordinary Meeting - 24 June 2015

Special Meeting - 24 June 2015

Special Meeting - 30 June 2015

2 VISITORS AND PRESENTATIONS

Nil

3 BUSINESS ARISING

Nil

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8.1 DEED OF SETTLEMENT WITH TIWI LAND COUNCIL

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.

8.2 PUBLIC TENDER FOR PURCHASE OF BULLDOZER

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.

8.3 BREACH OF CONTRACT - COURT ACTION BY A. HUDSON

The report will be dealt with under Section 65(2) (a) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

9 NEXT MEETING

26th August 2015 at Pirlangimpi Community, Melville Island.

10 CLOSURE

Meeting closed at…….

CORRESPONDENCE

ITEM NUMBER	4.1
TITLE	Letter from the Hon Warren Truss MP
REFERENCE	162075
AUTHOR	Garry Lambert, A / CEO

BACKGROUND

A letter was received on 6 July 2015 by the Tiwi Islands Regional Council from The Hon Warren Truss MP for information.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes this correspondence for information.

ATTACHMENTS:

1 Letter - The Hon Warren Truss MP - Australian Governments Commitment to Local Government - 6 July 2015.pdf

The Hon Warren Truss MP
Deputy Prime Minister
Minister for Infrastructure and Regional Development
Leader of The Nationals
Member for Wide Bay

RECEIVED
08 JUL 2015
BY: JP

PDR ID: MS15-001002

Cr Lynette De Santis
Mayor
Tiwi Islands Regional Council
PO Box 104
PARAP NT 0810

Dear Mayor

I had the pleasure of opening the Australian Local Government Association's (ALGA) National General Assembly in Canberra on Monday 15 June 2015 where I spoke about the Australian Government's commitment to Local Government.

One year after we announced a record $50 billion investment in infrastructure, the Government is getting on with the job of improving road and freight rail links in every state and territory – projects in the biggest cities and small local communities.

The 2015-16 Budget demonstrates this Government's continued commitment to working with Local Government to deliver the infrastructure and services you require for more prosperous communities. I encourage you to use the additional funding provided in the 2015-16 Budget this year.

Councils are the biggest winners from the Government's reintroduction of indexation of fuel excise. The Government will provide an additional $1.105 billion in funding for the Roads to Recovery Programme over the next two years from the proceeds of the indexation – $300 million in 2015-16 and $805 million in 2016-17. This means local governments across Australia will receive an extra $300 million in 2015-16, on top of the already doubled $700 million you are receiving this year. In 2016-17, local governments will receive an extra $805 million in addition to the $350 million you were scheduled to receive. In 2017-18, the Roads to Recovery Programme will revert to its base funding of $350 million.

The Government's commitment to the Roads to Recovery Programme and Local Government is demonstrated in the Government's *National Land Transport Act 2014*. We have increased the level of funding and the Programme is permanent – something Labor failed to do during their time in office.

Suite MG 41, Parliament House Phone: 02 6277 7680

The increased funding will be distributed to Councils according to the usual formulae and there will be no requirement for Councils to match this extra money.

This major boost to local road construction and maintenance reflects the importance the Australian Government places on building last mile infrastructure for the future of our nation.

At the ALGA National General Assembly I announced that Round Two of the $300 million Bridges Renewal Programme will be available exclusively to Local Government. Up to $100 million will be provided to Local Government for the repair and replacement of local bridges to deliver better transport links for their communities and industries. Applications will be open on 1 July 2015 and close on 31 August 2015. I was pleased that ALGA President Mayor Troy Pickard welcomed the Government's moves to ensure this much needed funding hits the ground where it is most needed.

From 2015-16 an additional $200 million has been committed by the Government over the next two years under the $500 million Black Spot Programme to further reduce crashes on Australian roads. The Government has also committed $200 million under the Heavy Vehicle Safety and Productivity Programme over five years providing councils with funding for important local infrastructure. I strongly encourage local governments to submit their applications to these important programmes.

Local governments are also encouraged to apply for Round Two of the $1 billion National Stronger Regions Fund to deliver priority infrastructure projects in disadvantaged communities. The guidelines have been revised to give the programme broader reach to Local Government by allowing two applications to be submitted in each round and by quarantining $25 million for projects worth less than $1 million. Round Two is currently open and closes on 31 July 2015.

I regret to say that the quality of applications under Round One of both the National Stronger Regions Fund and the Bridges Renewal Programme was in some instances disappointing. Many good projects were undersold or ruled ineligible – often because questions were not answered, evidence was not provided, matching funding was not confirmed or projects were simply not eligible. To address this issue I have tasked Regional Development Australia (RDA) Committees to work closely with local government and industry to develop robust proposals that will support economic development in their region. I encourage councils to seek feedback on their applications from my Department and to work with their RDA Committees to enhance the quality of their funding proposals for subsequent rounds.

The Government's decision to temporarily pause the Financial Assistance Grant indexation was an unpopular one, and it was not one the Government wanted to take. However, when elected the Government inherited $123 billion of cumulative deficits. The Government has undertaken the only responsible action in the circumstances and has succeeded in reducing that deficit by $41 billion. The indexation pause has contributed to the important task of budget repair; however, there is still a long way to go. The pause is temporary and Councils will still receive $9.45 billion across the forward estimates. Additionally, to ensure Councils have immediate access to untied funding to spend according to their local priorities, the first two 2015-16 quarterly Financial Assistance Grant payments have been brought forward. Councils will receive their payments from the week commencing 29 June 2015.

These programmes, along with other initiatives will help ensure councils have access to the funding they need to build the infrastructure they require. A list of Government investment programmes available to Local Government is included for your reference.

Over the months and years ahead, we are determined to strengthen the Budget and the economy so that all Australians benefit through more jobs and greater prosperity.

This Government's commitment to Local Government goes beyond providing financial support. There is now a once in a generation opportunity for us to rethink the way we as governments do business and serve our communities. The Government is providing the forum to discuss change through our White Papers on the Reform of the Federation and Taxation.

Our Federation has served our national well for over 100 years and shown some flexibility to deal with issues of concern over the years. But the balance of constitutional responsibility and revenue raising capability has become increasingly grotesque. Reforming the Federation is vital if we are to deliver our publicly funded services to the Australian people more effectively, more efficiently and more fairly.

I encourage all local governments to provide submissions and comments as part of the consultative processes in the development of the Green and White Papers.

Yours sincerely

WARREN TRUSS

30 June 2015

Australian Government investment programmes available to local government

Further information on these and other Commonwealth Grant Programmes can be found at: *<http://investment.infrastructure.gov.au/funding/>*

Bridges Renewal Programme

The Bridges Renewal Programme will improve the economic capacity of bridges and access for local communities, by investing $300 million over four years from 2015–16 to renew our nation's dilapidated bridges. Successful Round One projects were announced in February 2015. Nationally, 73 proposals for Australian Government funding of $114.8 million were approved. Round Two will be exclusively available to Local Government meaning up to $100 million will be provided for the repair and replacement of local bridges. Applications for Round Two of the programme will open on 1 July and close on 31 August.

Black Spot Programme

The Black Spot programme will continue to reduce crashes on our roads, with $60 million allocated annually to target dangerous areas where crashes regularly occur on local roads. The Australian Government is almost tripling its funding for the Black Spot programme for the next two years with an extra $100 million being allocated in 2015–16 and 2016–17 to accelerate road safety improvements.

Heavy Vehicle Safety and Productivity Programme

The Heavy Vehicle Safety and Productivity Programme will continue to fund infrastructure projects across Australia to improve the productivity and safety outcomes of heavy vehicle operations. The Australian Government has committed a further $200 million from 2014–15 to 2018–19. Funding of $96 million for 53 projects under Round Four of the Programme was announced in March 2015. Round 5 will be announced later in 2015.

Roads to Recovery Programme

The expanded $3.2 billion Roads to Recovery Programme will continue to support the construction and maintenance of local roads by councils. The Government will provide an additional $1.105 billion in funding for the Roads to Recovery Programme over the next two years – $300 million in 2015-16 and $805 million in 2016-17. This means Councils across Australia will receive an extra $300 million in 2015-16, on top of the already doubled $700 million they are receiving this year. In 2016-17, local governments will receive an extra $805 million in addition to the $350 million they were already scheduled to receive. More than 2,300 projects have already been listed for funding under the current 2014–2019 programme. The Roads to Recovery Programme operates uniformly across Australia. Under current arrangements, each council is guaranteed a share of the total available funding.

National Stronger Regions Fund

The National Stronger Regions Fund will begin from 2015–16, with the first 51 successful projects to support economic and infrastructure projects in regional communities; from freight and transport projects to convention centres and major multi-purpose sports facilities. $1 billion is available under the Fund for community projects over five years. The guidelines have been revised to give the programme broader reach to Local Government by allowing two applications to be submitted in each round and by quarantining $25 million for projects worth less than $1 million. Round Two is currently open and closes on 31 July 2015. This is on top of the over $300 million invested in Community Development Grants for 300 projects in local communities.

Stronger Communities Fund

The Australian Government's new Stronger Communities Programme will provide $45 million over two years to fund small capital projects in local communities. Commencing in 2015–16, grants of between $1,000 and $20,000 will be made available to reputable, not-for-profit organisations.

Beef Roads

The new $100 million Northern Australia Beef Roads Fund will work with the northern jurisdictions, transport and industry experts to improve the productivity and resilience of cattle supply chains in northern Australia by funding targeted upgrades to key roads necessary for transporting cattle in the north. The initiative will draw on CSIRO modelling and will commence in July 2015 terminating in June 2019.

Northern Australia: Our North, Our Future

The White Paper delivers an initial investment of $1.2 billion. This is in addition to the $5 billion Northern Australia Infrastructure Facility to provide concessional finance for infrastructure projects in the north. The Government will support the development of more water resources in the north by establishing a $200 million Water Infrastructure Development Fund. Further, the Government will focus on funding high priority infrastructure through additional initiatives including:

- a new $600 million roads package to improve key roads in the north, including consideration of upgrades for the Arnhem, Barkly, Flinders, Great Northern, Savannah and Hann highways, the Outback Way and the Tanami Road;
- investing $39.6 million to upgrade airstrips and subsidise air services in remote Australia; and
- investing $5 million in rail freight analyses — starting with a pre-feasibility analyses of the Mount Isa to Tennant Creek railway and an upgrade of the Townsville to Mount Isa line.

Drought Relief

A $333 million drought relief package was announced by the Prime Minister ahead of the budget including:

- $35 million for "shovel-ready" local infrastructure and employment projects
- $26 million for the control of weeds and animal pests such as wild dogs
- $20 million for social and community programs and improving mental health
- An extra $250 million in concessional loans

Financial Assistance Grant Programme

The Financial Assistance Grant programme is provided under the *Local Government (Financial Assistance) Act 1995* (the Act) and has the following components:

- a general purpose component, which is distributed between the states and territories according to population; and
- an identified local road component, which is distributed between the states and territories according to fixed historical shares.

Both components of the grant are untied allowing councils to spend the funds according to local priorities.

CORRESPONDENCE

ITEM NUMBER	4.2
TITLE	NT Grants Commission - Early Payment 2015-16 NT Financial Assistance Grants
REFERENCE	161983
AUTHOR	Garry Lambert, A / CEO

BACKGROUND

Council has received correspondence dated 2 July 2015 from the Northern Territory Grants Commission advising of Early Payment 2015-16 Northern Territory Financial Assistance Grants.

The Australian Government will be accelerating payment of the first and second quarter allocations of the 2015-16 financial assistance grants, with an approximate release date to Council of 6th July 2015.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council receives and notes the correspondence from NT Grants Commission dated 02 July 2015 for information.

ATTACHMENTS:

1 Letter - NTGC - EARLY PAYMENT 2015 - 16 - NORTHERN TERRITORY FINANCIAL ASSISTANCE GRANTS - 6.7.2015.pdf

Northern Territory Grants Commission

Office of the Executive
Ground Level, RCG House
83-85 Smith Street
Darwin NT 0800

RECEIVED
06 JUL 2015
BY: JP

File Ref:- NTGC2015/0002 & LGR2014/0001

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

Dear Mr Lambert Gary

EARLY PAYMENT 2015-16 NORTHERN TERRITORY FINANCIAL ASSISTANCE GRANTS

The Commission has received advice from the Department of Infrastructure and Regional Development that the Australian Government will be accelerating payment of the first and second quarter allocations of the 2015-16 financial assistance grants.

An amount totalling $16.5 million will be paid to the Northern Territory's local governing bodies early July 2015. With the recent commitment of $1.1 billion over the next two financial years for Roads to Recovery funding this early release will smooth the funding provided to councils and will give councils immediate use of these funds. Consequently the Australian Government has calculated the brought forward payment as roughly one-half of the 2014-15 cash entitlement. The four quarterly payments for 2015-16 will then be proportionately reduced by the amount of the brought forward payment.

The department has been advised that these monies were allocated proportionately, based on each local governing body's 2014-15 financial assistance grant relativities.

This letter is to now formally advise your council of its 2015-16 advance of the first and second quarter funding in respect of the general purpose and local road grants.

	Early Payment
FAA - General Purpose	$207,960
Approximate Release Date	06/07/2015
FAA - Roads	$487,741
Approximate Release Date	06/07/2015

It is important to mention again that this early release is based on 2014-15 relativities, and should therefore not be construed as being exactly 50% of the total funds to be paid in 2015-16. The Commission will not be in a position to finalise its 2015-16 Financial Assistance Act allocations until mid to late July 2015 when the total finalised pool amount will be advised by the Australian Government.

Yours sincerely

BOB BEADMAN
Chairman

02 July 2015

GPO Box 2850 DARWIN NT 0801 Telephone (08) 8999 8523 Facsimile: (08) 8999 8837

CORRESPONDENCE

ITEM NUMBER	4.3
TITLE	Keep Australia Beautiful NT and Tidy Towns
REFERENCE	162862
AUTHOR	Christopher Smith, ICT and Systems Manager

Correspondence received from Mary Williams, Keep Australia Beautiful NT with some proposals regarding litter in Wurrumiyanga.

BACKGROUND

From: Project Officer1 [mailto:PO1@kabcnt.org.au]
Sent: Thursday, 9 July 2015 11:33 AM
To: Garry Lambert
Subject: RE: Territory Tidy Towns Program

Hi Garry,

We provide a free service to communities and our first step is to assess if the 'Community' is interested in reducing ground litter. From a Tidy Town's perspective the community consists of key agencies such as the School, Store, Health Clinic, Social Club, Businesses as well as the Regional Council. In order to initiate and implement Tidy Town plans that achieves ownership at the grass roots level, we need confirmation that the Local Authority Group (representative community body) see value in and support these Tidy Town actions as 'Champions' or 'Warriors' acting as Tidy Towns leaders and mentors. Without this 'whole-of-community' support there will be no ownership or commitment from the community residents and we lose sustainability.

The community of Wurrumiyanga has a disappointing low LRI (Litter Rating Index) below 20, which can be improved upon if the whole community agree to various strategies such as those proposed and offered under the Tidy Towns (TT) program, which basically involves education, awareness, recognition and acknowledgment on a annual cyclical cycle. We would envisage a 3 – 5 yr commitment from the Wurrumiyanga community under the TT program to achieve increased LRI to 90 and then Wurrumiyanga could give serious consideration to the 4 Star Tidy Towns rating linked to Tourism.

In relation to your query of Tiwi Islands Regional Council Staff utilisation, the level of 'involvement' is dependent upon discussions with yourself and your key staff as I'm sure you need to operate within your budget and priorities, however there is no benefit in implementing the TT program until we obtain support and commitment from Wurrumiyanga's broader community. If Tiwi Islands Regional Council does not want to be involved or participate in the Wurrumiyanga Tidy Towns program then we cannot affectively achieve the 'whole-of-community' approach that is really necessary in order to obtain sustainable ownership and commitment.

Our strategies within other Northern Territory Regional Councils would include (but not limited to) :

- *Litter Education Presentation and Workshop to Council Work Teams that provide waste service collections or pick up rubbish regularly around community (this education helps staff to understand and focuses on different materials introduced to the Islands over the last 50 years and the effects they have on our health, country and environment, discussions around desired waste disposal practices, identify community links to achieve desired practices, identify 'Hot Spots', discuss cause analysis corrective actions, help develop and contribute towards Wurrumiyanga community clean-up plan, bin service review, bin placement, etc).*
- *Introduce Council staff to Litter Rating Index and Litter Audits (these tools are designed to identify opportunities and areas of possible improvement).*

- *The Clean-up Book is another tool that we would provide to key Council staff members (associated with Waste Services).*
- *Link Council to KAB community grants that can fund 'Litter' and 'Recycling' infrastructure and materials.*
- *Council installation of some signage throughout community (anti litter posters designed by school students can be turned into metal signs and placed throughout Wurrumiyanga, this signage would be in both English and language, anti litter post signs in Tiwi Bomber's colours, bin stickers in language for use throughout hot spots).*
- *Regular presentations (through Council events) of framed TT Appreciation certificates to identified 'Champions' or 'Warriors'.*
- *Invitations to Regional Council Staff to attend annual TT Forum and Awards (shared ideas from NT Regional Council Communities, commendable projects highlighted, networking opportunities, etc).*

We'd also be working with the other Wurrumiyanga key agencies such as the Schools to deliver various educational materials and activities, community stores to implement specific strategies and so on.

As stated before, we really need the support and commitment from the 'whole Wurrumiyanga community' and as a courtesy and respect for the local residents our formal first step we'd usually ask the Local Authority Group for their confirmation that 'cleaning up' their community is a priority and a desired direction.

Kind Regards

Mary Williams| Project Officer |Keep Australia Beautiful Council Northern Territory

Keep Australia Beautiful NT

Ph: 08 89815535 Fax 0889819719 Mobile: 0458 886 974
E: po1@kabcnt.org.au

'to lead, challenge and inspire all Australians to strive for a sustainable and litter free environment'

ISSUES/OPTIONS/CONSEQUENCES

Tiwi Islands Regional Council recognises that litter is a problem in our Communities. Infrastructure is committing a lot of resources, money and time to litter collection, to the point where it is limiting the time Town Services can spend on other tasks. There is little if any community involvement at present in developing solutions.

TIRC recognises the need to develop a litter eradication program but we also recognise that we cannot do it alone. We would appreciate the support and involvement of other organisations, including local schools, Keep Australia Beautiful, Tidy Towns, Local Authorities and members, Councillors, Land Council, Skin Groups and local businesses.

Any support offered by Keep Australia Beautiful and Tidy Towns must also fit within our available resources and labour commitments, but we would appreciate their input in addressing this pressing problem.

CONSULTATION & TIMING

RECOMMENDATION:

That Council:

1. **That the letter from KAB be received and noted**
2. **That TIRC accepts any assistance from KAB aimed at improving the culture of litter across the Region and we appreciate their input in addressing this pressing problem**
3. **That any support offered by Keep Australia Beautiful must also fit within our available resources and labour commitments**

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.1
TITLE	Adoption of 15/16 Tiwi Islands Regional Council Plan
REFERENCE	162058
AUTHOR	Garry Lambert, A / CEO

Tiwi Islands Regional Council Plan 2015/16.

BACKGROUND

The Council Plan identifies the strategic direction and key performance indicators of the Tiwi Islands Regional Council over the next 12 month period. In addition to operational matters, it also identifies the Budget, Schedule of Fees and Charges and Rates Declaration.

The Plan is Council's primary mechanism to communicate our objectives for the coming financial year.

ISSUES/OPTIONS/CONSEQUENCES

The Council must adopt a Regional Council Plan in time for a public consultation period of 21 days, prior to its final ratification on or before 31 July 2015.

Following the Special Council Meeting held on 30th June 2015 the Draft 15/16 Council Plan (including the Draft 15/16 Budget) was advertised in the NT News on Saturday 4th July 2015 and on Council's website for 21 days for public comment which closes on Monday 27th July 2015.

Currently (as at 24 July 2015 – date of writing this report), only one submission has been received by Council during this notice period (email from Dept. Local Government & Community Services) dated 24 July 2015. Final amendments to the plan are being actioned and completed by staff and a final version of the 15/16 Tiwi Islands Regional Council Plan will be tabled on the day of the meeting.

CONSULTATION & TIMING

This Plan has been written with extensive input and involvement from Local Authorities, Suspended Members of Council (in their capacity as the Council Advisory Committee), the A/ CEO, Directors and Managers of the Tiwi Islands Regional Council.

The Draft Plan is available on the Tiwi Islands Regional Council internet site for 21 days, with any amendments brought to Council at the 29 July Ordinary Council Meeting.

RECOMMENDATION:

That Council adopts this document as the Tiwi Islands Regional Council's Plan for the 2015/16 Financial Year.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.2
TITLE	Adoption of the 15/16 Council Budget
REFERENCE	162056
AUTHOR	Garry Lambert, A / CEO

Adoption of 2015/16 Financial Year Annual Budget.

BACKGROUND

In accordance with sections 127 & 128 of the *Local Government Act*, Council must adopt its budget for that particular financial year by the 31st July of that year.

The Tiwi Islands Regional Council is responsible for the delivery of a broad and unique range of services to its communities, with different communities within the Regional Council having their own different priorities.

The Tiwi Islands Regional Council is responsible for:

- Delivering core services
- Providing corporate governance
- Providing advice and advocacy
- Ensuring legislative compliance
- Facilitating local education and training and managing the following resources:
    - Financial resources
    - Human resources
    - Physical resources
    - Information resources
    - External resources (suppliers and contractors)
    - Partnerships and relationships

Following the Special Council Meeting held on 30th June 2015 the Draft 15/16 Council Plan (including the Draft 15/16 Budget) was advertised in the NT News on Saturday 4th July 2015 and on Council's website for 21 days for public comment which closes on Monday 27th July 2015.

Currently (as at 24 July 2015 – date of writing this report), only one submission has been received by Council during this notice period (email from Dept. Local Government & Community Services) dated 24 July 2015.

ISSUES / OPTIONS / CONSEQUENCES

The Council must adopt a budget.

The budget attached is in accordance with the following:

- *Local Government Act* Part 10.5 sections 127 and 128;
- *Local Government (Accounting) Regulations*
- Tiwi Islands Regional Council Strategic Plan – Financial Plan.

CONSULTATION & TIMING

The draft Regional Council Plan which includes the Budget was available for public consultation following the Special Council Meeting held on the 30th June 2015.

Pursuant to 128 (3) of the *Local Government Act* the Tiwi Islands Regional Council as soon as practicable after adopting its budget, or an amendment to its budget, for a particular financial year, must:

(a) publish the budget or the amendment as adopted on the council's website; and

(b) notify the Agency in writing of the adoption of the budget or amendment; and

(c) publish a notice in a newspaper circulating generally in the area informing the public that copies of the budget or amendment may be downloaded from the council's website or obtained from the council's public office.

RECOMMENDATION:

That Council adopts the Budget as presented for the Financial Year 2015/16.

ATTACHMENTS:
1 Budget 2015-2016 Draft.pdf

2016 Annual Budget Draft

Description	2015 Revised Budget Revenue	Expenditure	CapEx	Total	2015 Actuals (P1-P11) Revenue	Expenditure	CapEx	Total	2016 Original Budget Revenue	Expenditure	CapEx	Budget
ACCOUNT CATEGORY												
61 - Income Rates	(1,340,157)	0	0	(1,340,157)	(1,356,554)	0	0	(1,356,554)	(1,381,000)	0	0	(1,381,000)
6111 - General Rate Inc Base	(883,693)	0	0	(883,693)	(894,096)	0	0	(894,096)	(921,000)	0	0	(921,000)
6112 - General Rate Inc Fines Penalties Int	0	0	0	0	386	0	0	386	0	0	0	0
6141 - Domestic Waste Charge Inc Base	(456,464)	0	0	(456,464)	(462,844)	0	0	(462,844)	(460,000)	0	0	(460,000)
Subtotal	**(1,340,157)**	**0**	**0**	**(1,340,157)**	**(1,356,554)**	**0**	**0**	**(1,356,554)**	**(1,381,000)**	**0**	**0**	**(1,381,000)**
62 - Income Council Fees and Charges	(1,039,661)	0	0	(1,039,661)	(1,051,965)	0	0	(1,051,965)	(1,382,000)	0	0	(1,382,000)
6214 - Fines and Legal Recovery Fee Inc	(1,500)	0	0	(1,500)	(1,234)	0	0	(1,234)	0	0	0	0
6220 - Facilities Hire	(57,124)	0	0	(57,124)	(24,658)	0	0	(24,658)	(31,300)	0	0	(31,300)
6221 - User Charge Fee Inc	(571,200)	0	0	(571,200)	(623,950)	0	0	(623,950)	(585,950)	0	0	(585,950)
6222 - Fine Inc	(13,028)	0	0	(13,028)	(13,028)	0	0	(13,028)	0	0	0	0
6223 - Property Lease Rental Fee Inc	(154,044)	0	0	(154,044)	(128,234)	0	0	(128,234)	(193,000)	0	0	(193,000)
6224 - Administration Fee Inc	(3,650)	0	0	(3,650)	(3,368)	0	0	(3,368)	(150)	0	0	(150)
6225 - Equipment Hire Inc	(72,335)	0	0	(72,335)	(75,743)	0	0	(75,743)	(309,000)	0	0	(309,000)
6227 - Postal Income	(12,984)	0	0	(12,984)	(13,134)	0	0	(13,134)	(12,600)	0	0	(12,600)
6229 - Staff & Contractors Housing Rent	(150,000)	0	0	(150,000)	(158,728)	0	0	(158,728)	(250,000)	0	0	(250,000)
6230 - Vehicle Hire	(3,796)	0	0	(3,796)	(9,889)	0	0	(9,889)	0	0	0	0
Subtotal	**(1,039,661)**	**0**	**0**	**(1,039,661)**	**(1,051,965)**	**0**	**0**	**(1,051,965)**	**(1,382,000)**	**0**	**0**	**(1,382,000)**
63 - Income Operating Grants Subsidies	(9,070,029)	0	0	(9,070,029)	(8,891,760)	0	0	(8,891,760)	(8,775,262)	0	0	(8,775,262)
6312 - Operating Grant Inc Territory Govt	(1,669,472)	0	0	(1,669,472)	(1,255,472)	0	0	(1,255,472)	(1,255,000)	0	0	(1,255,000)
6313 - Special Purpose Grant Inc Federal	(3,274,620)	0	0	(3,274,620)	(2,030,160)	0	0	(2,030,160)	(3,341,453)	0	0	(3,341,453)
6314 - Special Purpose Grant Inc Territory Go	(4,132,862)	0	0	(4,132,862)	(4,412,403)	0	0	(4,412,403)	(3,288,809)	0	0	(3,288,809)
6316 - Unexpended funding prior year bought	0	0	0	0	(1,192,842)	0	0	(1,192,842)	(890,000)	0	0	(890,000)
6319 - Employment Related Outcome Paymer	6,925	0	0	6,925	(883)	0	0	(883)	0	0	0	0
Subtotal	**(9,070,029)**	**0**	**0**	**(9,070,029)**	**(8,891,760)**	**0**	**0**	**(8,891,760)**	**(8,775,262)**	**0**	**0**	**(8,775,262)**
64 - Income Investments	(50,000)	0	0	(50,000)	(51,328)	0	0	(51,328)	(50,000)	0	0	(50,000)
6411 - Interest Inc General Operating	(50,000)	0	0	(50,000)	(51,328)	0	0	(51,328)	(50,000)	0	0	(50,000)
Subtotal	**(50,000)**	**0**	**0**	**(50,000)**	**(51,328)**	**0**	**0**	**(51,328)**	**(50,000)**	**0**	**0**	**(50,000)**
65 - Income Contributions Donations	(1,136)	0	0	(1,136)	(3,836)	0	0	(3,836)	0	0	0	0
6523 - Cash Donation and Gift Inc	(1,136)	0	0	(1,136)	(3,836)	0	0	(3,836)	0	0	0	0
Subtotal	**(1,136)**	**0**	**0**	**(1,136)**	**(3,836)**	**0**	**0**	**(3,836)**	**0**	**0**	**0**	**0**
66 - Income Reimbursements and Others	(2,066)	0	0	(2,066)	(115,491)	0	0	(115,491)	(2,066)	0	0	(2,066)
6616 - Reimbursement Inc Insurance Claims	0	0	0	0	(26,231)	0	0	(26,231)	0	0	0	0
6617 - Reimbursement Inc Work Cover	(2,066)	0	0	(2,066)	(15,974)	0	0	(15,974)	(2,066)	0	0	(2,066)

6618 - Reimbursement Inc Employees	0	0	0	0	(6,460)	0	0	(6,460)	0	0	0	0
6619 - Reimbursement Inc PPL - Centrelink	0	0	0	0	(11,539)	0	0	(11,539)	0	0	0	0
6622 - Employee reimbursement - Travel	0	0	0	0	(311)	0	0	(311)	0	0	0	0
6640 - Other Income	0	0	0	0	(54,976)	0	0	(54,976)	0	0	0	0
Subtotal	**(2,066)**	**0**	**0**	**(2,066)**	**(115,491)**	**0**	**0**	**(115,491)**	**(2,066)**	**0**	**0**	**(2,066)**
67 - Income Agency and Commercial Services	(884,920)	0	0	(884,920)	(1,197,354)	0	0	(1,197,354)	(2,167,436)	0	0	(2,167,436)
6721 - Sales Workshop Labour	(52,323)	0	0	(52,323)	(55,123)	0	0	(55,123)	(640,200)	0	0	(640,200)
6722 - Sales Workshop Materials	(35,074)	0	0	(35,074)	(43,452)	0	0	(43,452)	(562,000)	0	0	(562,000)
6723 - Sales Inc	(57,885)	0	0	(57,885)	(434,112)	0	0	(434,112)	(372,000)	0	0	(372,000)
6724 - Service Fee Inc	(157)	0	0	(157)	(5,920)	0	0	(5,920)	0	0	0	0
6725 - Contract Fee Inc	(546,142)	0	0	(546,142)	(486,698)	0	0	(486,698)	(447,236)	0	0	(447,236)
6727 - Fuel Tax Credit Income	(98,000)	0	0	(98,000)	(84,517)	0	0	(84,517)	(56,000)	0	0	(56,000)
6728 - Sales - Labour	(79,528)	0	0	(79,528)	(78,031)	0	0	(78,031)	(78,000)	0	0	(78,000)
6729 - Sales - Materials	(12,622)	0	0	(12,622)	(27,539)	0	0	(27,539)	(12,000)	0	0	(12,000)
6730 - Sales - Subcontractor	(3,189)	0	0	(3,189)	18,038	0	0	18,038	0	0	0	0
Subtotal	**(884,920)**	**0**	**0**	**(884,920)**	**(1,197,354)**	**0**	**0**	**(1,197,354)**	**(2,167,436)**	**0**	**0**	**(2,167,436)**
68 - Income Capital Grants	(246,044)	0	0	(246,044)	(325,114)	0	0	(325,114)	(200,000)	0	0	(200,000)
6812 - Capital Grant Inc Territory Governmen	(44)	0	0	(44)	(44)	0	0	(44)	0	0	0	0
6813 - Capital Grant Inc Other	(246,000)	0	0	(246,000)	0	0	0	0	(100,000)	0	0	(100,000)
6815 - Unexpended Capital Funding Current Y	0	0	0	0	(325,070)	0	0	(325,070)	(100,000)	0	0	(100,000)
Subtotal	**(246,044)**	**0**	**0**	**(246,044)**	**(325,114)**	**0**	**0**	**(325,114)**	**(200,000)**	**0**	**0**	**(200,000)**
69 - Inc Sale of Assets	(181,136)	0	0	(181,136)	(218,655)	0	0	(218,655)	(150,000)	0	0	(150,000)
6915 - Proceeds from Sale Equipment	(1,136)	0	0	(1,136)	(1,136)	0	0	(1,136)	0	0	0	0
6919 - Proceeds from Sale Motor Vehicles	(180,000)	0	0	(180,000)	(217,518)	0	0	(217,518)	(150,000)	0	0	(150,000)
Subtotal	**(181,136)**	**0**	**0**	**(181,136)**	**(218,655)**	**0**	**0**	**(218,655)**	**(150,000)**	**0**	**0**	**(150,000)**
71 - Employee Expenses	0	8,183,545	0	8,183,545	0	7,834,879	0	7,834,879	0	8,345,848	0	8,345,848
7111 - Salary Exp Normal	0	6,121,659	0	6,121,659	0	5,579,083	0	5,579,083	0	6,276,951	0	6,276,951
7112 - Salary Exp Overtime	0	75,502	0	75,502	0	47,109	0	47,109	0	30,490	0	30,490
7113 - Salary Exp Allowances	0	24,776	0	24,776	0	52,398	0	52,398	0	5,800	0	5,800
7114 - Salary Exp Leave	0	938,204	0	938,204	0	1,222,681	0	1,222,681	0	962,004	0	962,004
7115 - Salary Exp Workers Compensation	0	2,500	0	2,500	0	32,606	0	32,606	0	2,500	0	2,500
7116 - Salary Exp SGC Superannuation	0	657,413	0	657,413	0	645,201	0	645,201	0	674,090	0	674,090
7117 - Salary Exp Employer Superannuation	0	210	0	210	0	12,112	0	12,112	0	5,730	0	5,730
7121 - Salary Inc or Dec in LSL Liability	0	173,003	0	173,003	0	2,985	0	2,985	0	177,392	0	177,392
7131 - Fringe Benefits Tax	0	0	0	0	0	(1,343)	0	(1,343)	0	25,500	0	25,500
7134 - Workcover Premium Exp	0	173,003	0	173,003	0	211,341	0	211,341	0	177,392	0	177,392
7135 - Staff Relocation Expenses	0	16,005	0	16,005	0	24,254	0	24,254	0	8,000	0	8,000
7136 - Other Staff Contract Expense	0	1,270	0	1,270	0	6,450	0	6,450	0	0	0	0
Subtotal	**0**	**8,183,545**	**0**	**8,183,545**	**0**	**7,834,879**	**0**	**7,834,879**	**0**	**8,345,848**	**0**	**8,345,848**
72 - Contract and Material Expenses	0	4,333,703	0	4,333,703	0	3,364,566	0	3,364,566	0	3,638,907	0	3,638,907
7200 - Contract Labour Exp - Plumbing	0	12,026	0	12,026	0	6,278	0	6,278	0	5,400	0	5,400
7201 - Contract Labour Exp - Electrical	0	43,930	0	43,930	0	34,076	0	34,076	0	500	0	500
7202 - Contract Labour Exp - Structural	0	11,818	0	11,818	0	5,909	0	5,909	0	0	0	0
7205 - Contract Labour Exp - Pest Control	0	9,200	0	9,200	0	7,590	0	7,590	0	1,000	0	1,000

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7206 - Contract Material Exp - Plumbing	0	0	0	0	0	616	0	616	0	2,500	0	2,500
7207 - Contract Material Exp - Electrical	0	7,110	0	7,110	0	5,994	0	5,994	0	650	0	650
7211 - Consulting Fee Exp	0	194,550	0	194,550	0	177,387	0	177,387	0	35,000	0	35,000
7212 - Legal Fee Exp	0	46,580	0	46,580	0	48,573	0	48,573	0	13,000	0	13,000
7216 - Contract Labour Other	0	546,417	0	546,417	0	327,562	0	327,562	0	91,820	0	91,820
7222 - Operating Lease Exp Office Equipment	0	5,966	0	5,966	0	3,100	0	3,100	0	7,200	0	7,200
7224 - Operating Lease Exp Property	0	272,334	0	272,334	0	257,572	0	257,572	0	168,874	0	168,874
7225 - Hire Equipment	0	17,985	0	17,985	0	32,267	0	32,267	0	22,035	0	22,035
7231 - System Maintenance & Support Fee Ex	0	329,855	0	329,855	0	251,379	0	251,379	0	280,125	0	280,125
7233 - Software Help Desk Support Exp	0	7,600	0	7,600	0	11,833	0	11,833	0	8,900	0	8,900
7244 - Repayment Prior Year Grant Funding	0	30,000	0	30,000	0	30,000	0	30,000	0	0	0	0
7250 - Inventory Material	0	642,312	0	642,312	0	545,978	0	545,978	0	443,700	0	443,700
7251 - Material Exp General	0	1,227,466	0	1,227,466	0	615,273	0	615,273	0	1,513,739	0	1,513,739
7252 - Material Exp Tyres	0	20,142	0	20,142	0	14,977	0	14,977	0	16,000	0	16,000
7253 - Material Exp Printing and Stationery	0	32,104	0	32,104	0	21,813	0	21,813	0	26,366	0	26,366
7254 - Material Exp Computer Consumables	0	28,364	0	28,364	0	24,735	0	24,735	0	7,108	0	7,108
7255 - Material Exp Meeting Catering	0	18,399	0	18,399	0	21,344	0	21,344	0	20,319	0	20,319
7256 - Material Exp Protective Clothing	0	11,209	0	11,209	0	14,389	0	14,389	0	7,750	0	7,750
7257 - Material Exp Council Uniforms	0	53,768	0	53,768	0	9,481	0	9,481	0	24,795	0	24,795
7258 - Material Exp Asset Purchases < $5,000	0	62,256	0	62,256	0	56,418	0	56,418	0	52,500	0	52,500
7259 - Material Exp Entertainment FBT	0	8,092	0	8,092	0	8,072	0	8,072	0	9,000	0	9,000
7260 - Material Exp First Aid	0	996	0	996	0	935	0	935	0	750	0	750
7261 - Electricity Exp	0	157,701	0	157,701	0	162,763	0	162,763	0	180,469	0	180,469
7262 - Gas Exp	0	8,906	0	8,906	0	7,001	0	7,001	0	7,625	0	7,625
7263 - Water Charge Exp	0	118,248	0	118,248	0	107,073	0	107,073	0	99,017	0	99,017
7264 - Sewerage Charge Exp	0	42,782	0	42,782	0	40,129	0	40,129	0	30,565	0	30,565
7265 - Contract Labour Exp - Cleaning	0	20,908	0	20,908	0	13,857	0	13,857	0	16,700	0	16,700
7271 - Fuel Exp Power Generation	0	80,000	0	80,000	0	1,933	0	1,933	0	0	0	0
7272 - Fuel Exp Motor Vehicles	0	261,033	0	261,033	0	495,314	0	495,314	0	545,500	0	545,500
7273 - Oil Expense	0	3,647	0	3,647	0	2,941	0	2,941	0	0	0	0
Subtotal	**0**	**4,333,703**	**0**	**4,333,703**	**0**	**3,364,566**	**0**	**3,364,566**	**0**	**3,638,907**	**0**	**3,638,907**
73 - Finance Expenses	0	5,623	0	5,623	0	6,074	0	6,074	0	4,664	0	4,664
7311 - Bank Fees and Charges	0	5,623	0	5,623	0	6,074	0	6,074	0	4,664	0	4,664
Subtotal	**0**	**5,623**	**0**	**5,623**	**0**	**6,074**	**0**	**6,074**	**0**	**4,664**	**0**	**4,664**
74 - Communication Expenses	0	594,183	0	594,183	0	469,116	0	469,116	0	465,276	0	465,276
7411 - Mobile Telephone Exp	0	46,890	0	46,890	0	(7,710)	0	(7,710)	0	18,119	0	18,119
7412 - Office Telephone Fax Exp	0	180,765	0	180,765	0	159,961	0	159,961	0	98,280	0	98,280
7413 - Postage Exp	0	1,450	0	1,450	0	720	0	720	0	795	0	795
7414 - Courier & Freight Expenses	0	269,378	0	269,378	0	269,023	0	269,023	0	252,732	0	252,732
7415 - Network Communication Exp (ISDN, AI	0	95,000	0	95,000	0	46,334	0	46,334	0	95,000	0	95,000
7416 - Internet Service Provider Exp	0	700	0	700	0	788	0	788	0	350	0	350
Subtotal	**0**	**594,183**	**0**	**594,183**	**0**	**469,116**	**0**	**469,116**	**0**	**465,276**	**0**	**465,276**
75 - Asset Expense	0	2,731,847	0	2,731,847	0	2,471,024	0	2,471,024	0	2,720,000	0	2,720,000
7512 - Depreciation Exp Infrastructure	0	2,000	0	2,000	0	2,107	0	2,107	0	2,000	0	2,000
7513 - Depreciation Exp Plant	0	291,000	0	291,000	0	263,758	0	263,758	0	291,000	0	291,000
7514 - Depreciation Exp Equipment	0	111,000	0	111,000	0	100,534	0	100,534	0	111,000	0	111,000
7519 - Depreciation Exp Motor Vehicles	0	333,000	0	333,000	0	295,749	0	295,749	0	333,000	0	333,000
7525 - Sale of Asset Exp Equipment	0	195	0	195	0	195	0	195	0	0	0	0

7529 - Sale of Asset Exp M Vehicles	0	13,793	0	13,793	0	14,634	0	14,634	0	3,000	0	3,000
7539 - Asset write off expense Land	0	409	0	409	0	1,091	0	1,091	0	0	0	0
7551 - Realised Revaluation Land	0	450	0	450	0	307	0	307	0	0	0	0
7561 - Depreciation Exp Prescribed Buildings	0	1,650,000	0	1,650,000	0	1,493,609	0	1,493,609	0	1,650,000	0	1,650,000
7562 - Depreciation Exp Prescribed Infrastruct	0	330,000	0	330,000	0	299,041	0	299,041	0	330,000	0	330,000
Subtotal	**0**	**2,731,847**	**0**	**2,731,847**	**0**	**2,471,024**	**0**	**2,471,024**	**0**	**2,720,000**	**0**	**2,720,000**
79 - Miscellaneous Expenses	0	1,361,297	0	1,361,297	0	1,171,334	0	1,171,334	0	1,276,428	0	1,276,428
7911 - Ins Premium Exp Public Liability	0	58,000	0	58,000	0	57,363	0	57,363	0	53,000	0	53,000
7914 - Ins Premium Exp Industrial Special Ris	0	126,000	0	126,000	0	125,749	0	125,749	0	114,000	0	114,000
7915 - Ins Premium Exp General	0	55,000	0	55,000	0	76,040	0	76,040	0	50,000	0	50,000
7916 - Ins Premium Exp Motor Vehicles	0	58,000	0	58,000	0	57,217	0	57,217	0	53,000	0	53,000
7921 - Advertising Exp	0	36,028	0	36,028	0	37,054	0	37,054	0	25,079	0	25,079
7922 - Promotion and Representation	0	10,000	0	10,000	0	0	0	0	0	0	0	0
7923 - Electoral Commission Expenses	0	9,996	0	9,996	0	796	0	796	0	10,000	0	10,000
7931 - Training Course Fee Exp	0	72,369	0	72,369	0	85,814	0	85,814	0	120,360	0	120,360
7932 - Conference or Seminar Course Fee Exp	0	17,785	0	17,785	0	31,148	0	31,148	0	28,250	0	28,250
7934 - Accommodation Exp	0	101,435	0	101,435	0	62,407	0	62,407	0	65,117	0	65,117
7935 - Airfare & General Travel Expense	0	150,839	0	150,839	0	129,971	0	129,971	0	95,562	0	95,562
7936 - Taxi Exp	0	7,826	0	7,826	0	7,594	0	7,594	0	5,640	0	5,640
7937 - Travel Allowance Expenses	0	79,995	0	79,995	0	50,991	0	50,991	0	66,121	0	66,121
7941 - Vehicle Registration Exp	0	39,981	0	39,981	0	36,105	0	36,105	0	34,500	0	34,500
7944 - License Fee Expenses	0	20,967	0	20,967	0	6,561	0	6,561	0	18,411	0	18,411
7951 - Chairman Mayoral Allowance Exp	0	62,000	0	62,000	0	57,588	0	57,588	0	90,200	0	90,200
7952 - Councillor Allowance Exp	0	147,000	0	147,000	0	142,315	0	142,315	0	228,121	0	228,121
7953 - Local Authority Allowances	0	11,000	0	11,000	0	12,092	0	12,092	0	26,400	0	26,400
7961 - Audit Fee Exp	0	91,000	0	91,000	0	79,811	0	79,811	0	91,000	0	91,000
7962 - Accounting Fee Exp	0	10,773	0	10,773	0	3,811	0	3,811	0	0	0	0
7970 - Repairs & Maintenance Motor Vehicles	0	8,825	0	8,825	0	8,905	0	8,905	0	2,200	0	2,200
7971 - Repairs & Maintenance Buildings	0	6,500	0	6,500	0	4,495	0	4,495	0	6,000	0	6,000
7977 - Repairs & Maintenance Plant & Equipn	0	2,750	0	2,750	0	8,000	0	8,000	0	4,000	0	4,000
7982 - Small balances write-off Exp	0	0	0	0	0	17	0	17	0	0	0	0
7992 - Staff Reimbursement Exp	0	5,000	0	5,000	0	4,545	0	4,545	0	5,000	0	5,000
7993 - Staff Police Checks	0	3,588	0	3,588	0	55	0	55	0	3,089	0	3,089
7994 - Provision for Doubtful Debts expense	0	139,020	0	139,020	0	50,164	0	50,164	0	45,000	0	45,000
7996 - Membership or Subscription Exp	0	29,620	0	29,620	0	34,727	0	34,727	0	36,378	0	36,378
Subtotal	**0**	**1,361,297**	**0**	**1,361,297**	**0**	**1,171,334**	**0**	**1,171,334**	**0**	**1,276,428**	**0**	**1,276,428**
9X - Allocations	0	0	0	0	0	0	0	25,478	0	0	0	0
Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**25,478**	**0**	**0**	**0**	**0**
33 - WIP Assets	0	0	470,919	470,919	0	0	234,161	234,161	0	0	3,000	3,000
3322 - WIP Buildings	0	0	0	0	0	0	6,912	6,912	0	0	0	0
3332 - WIP Infrastructure	0	0	133,192	133,192	0	0	110,128	110,128	0	0	0	0
3335 - WIP Prescibed Infrastructure	0	0	0	0	0	0	2,686	2,686	0	0	0	0
3352 - WIP Equipment	0	0	64,466	64,466	0	0	67,016	67,016	0	0	3,000	3,000
3392 - WIP Motor Vehicles	0	0	273,261	273,261	0	0	47,418	47,418	0	0	0	0
Subtotal	**0**	**0**	**470,919**	**470,919**	**0**	**0**	**234,161**	**234,161**	**0**	**0**	**3,000**	**3,000**
Subtotal	**(12,815,149)**	**17,210,198**	**470,919**	**4,865,968**	**(13,212,057)**	**15,316,992**	**234,161**	**2,364,574**	**(14,107,764)**	**16,451,123**	**3,000**	**2,346,359**

Exclude Depreciation (75 - Asset Expense)	0	2,717,000	0	2,717,000	0	2,454,797	0	2,454,797	0	2,717,000	0	2,717,000
Total	**(12,815,149)**	**14,493,198**	**470,919**	**2,148,968**	**(13,212,057)**	**12,862,195**	**234,161**	**(90,223)**	**(14,107,764)**	**13,734,123**	**3,000**	**(370,641)**

REPORTS FOR DECISION

ITEM NUMBER	6.3
TITLE	Tiwi Islands Regional Council Rates Declaration for 2015/16 Financial Year
REFERENCE	162797
AUTHOR	Garry Lambert, A / CEO

Tiwi Islands Regional Council Rates Declaration for 2015/16 Financial Year.

BACKGROUND

The Council is required to approve the Regional Council Rates Declaration for the 2015/16 Financial Year.

Following the Special Council Meeting held on 30th June 2015 Council advertised the Tiwi Islands Regional Council Draft Council Plan & Budget 15/16 including amounts to be raised by way of Rates in the NT News Public Notices on Saturday 4th July 2015.

Council also advertised the Draft 2015/16 Council Plan & Budget on Council's Website.

Public submissions are due to close on Monday 27th July 2015 in relation to the 15/16 Rates Declaration.

ISSUES/OPTIONS/CONSEQUENCES

The Official Manager has sought legal advice in relation to the wording of the 15/16 Rates Declaration and an updated version will be tabled on the day of the meeting.

CONSULTATION & TIMING

RECOMMENDATION:

That Council adopts the final Rates Declaration for the 2015/16 Financial Year.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.4
TITLE	Schedule of Fees and Charges 2015-16
REFERENCE	162795
AUTHOR	Garry Lambert, A / CEO

The purpose of this report is to adopt a standardised schedule of fees and charges across the Regional Council for the 15/16 Financial Year.

BACKGROUND

In accordance with section 127 of the *Local Government Act,* Council must adopt a budget for the upcoming year by the 31st July of that year.

This component is the "Schedule of Fees and Charges" and will form part of the Budget that is included in the Regional Council Plan.

ISSUES/OPTIONS/CONSEQUENCES

The Schedule of Fees and Charges closely mirrors that already in place with a general 3% increase with some services and charges removed due to its non applicability.

CONSULTATION & TIMING

Pursuant to section 128 (3) of the *Local Government Act* , Tiwi islands Regional Council must, as soon as practicable after adopting its budget or an amendment to its budget, for a particular financial year :

(a) Publish the budget or the amendment as adopted on the Council's website and

(b) Notify the Agency in writing of the budget adoption or amendment and

(c) Publish a notice in a newspaper circulating generally in the area informing the public that copies of the budget or amendments

RECOMMENDATION:

That Council adopts the new Schedule of Fees and Charges for the 2015/16 Financial Year effective from 1st July 2015.

ATTACHMENTS:

1 Schedule of Fees and Charges 2105-2016 - FINAL.pdf

TIWI ISLANDS REGIONAL COUNCIL
SCHEDULE OF FEES AND CHARGES
2015- 2016

All prices are GST inclusive

ACCOMMODATION		COST	UOM	ASDC	NAT ACCT
	Visitors Quarters - Wurrumiyanga (1 Bedroom with ensuite) per night	221	per night	122201	6723
	Contractors Quarters - Wurrumiyanga (shared bathroom)	105	per night	122210	6723
	Contractors / Visitors Quarters - Pirlangimpi (shared bathroom)	105	per night	122202	6723
	Contractors / Visitors Quarters - Milikapiti (shared bathroom)	105	per night	122203	6723
	within 24 hours				
ADMINISTRATION			**UOM**	**ASDC**	**NAT ACCT**
Photocopying/Printing flat rate					
	A4 (single sided) per side	1	each	14640x	6221
	A3 (single sided) per side	2	each	14640x	6221
Laminating					
	A4	4	each	14640x	6221
	A3	8	each	14640x	6221
Printing					
Meeting Room & Equipment Hire					
	Large Meeting Room or Boardroom (per day)	155	per day	14640x	6221
	Large Meeting Room or Boardroom (4hrs or less)	77	per half day	14640x	6221
	Small Meeting Room	77	per half day	14640x	6221
	Equipment Hire Charge - digital projector & screen (Wurrumiyanga only)	129	per day	14640x	6221
	Cleaning fee will be applied if room left in a dirty and disorderly state	103	per hour	14640x	6221
Council Minutes & Agendas					
	Minutes and Agendas are available for free on the Council's Website				
	Agenda Only (per meeting)	26	per meeting	14640x	6221
	Minutes Only (per meeting) current - on file	26	per meeting	14640x	6221
	Minutes Only (per meeting) from archives	37	per meeting	14640x	6221
	Minutes & Agenda (per meeting)	45	per meeting	14640x	6221
Other Council Publications					
	Local Laws / Bylaws	37	each	14640x	6221
Fees for Written Confirmation					
	Rate search Fee (1 Business Day notice)	52	each	14640x	6221
	Rate search Fee (Urgent same day response)	103	each	14640x	6221
	Copies of Rate Notices (Current rating year)	15	each	14640x	6221
	Copies of Rate Notices (Prior rating year)	21	each	14640x	6221
Dishonoured Cheque/Direct debit fees					
	1st presentation – admin fee	64	each	105300	6214
	2nd presentation – admin fee	129	each	105300	6214
Preparation Of Licence & Agreement Conditions					
	Prepared by external solicitor			14640x	6221
	Prepared In House	385	each	14640x	6221
Research and/or retrieval of council records:					
	Staff to conduct research of Shire records (per hour or part thereof)	129	per hour	14640x	6221
Information Act Requests					
	For fees and charges refer to the Information Regulations Act			14640x	6221
ANIMAL CONTROL			**UOM**	**ASDC**	**NAT ACCT**
	Voluntary Maximum 2 dogs per household				
	Dangerous dogs or cheeky dogs will be destroyed				
	Cats are banned from the Tiwi Islands				
Sterilised Dog Registration					
	One Year				
	Normal Fee	11	per dog	11920x	6213
Entire Dog Registration					
	One Year				
	Normal Fee	107	per dog	11920x	6213
Dog Sterilisation					
	Male dog	182	per dog	11920x	6213
	Female dog	214	per dog	11920x	6213
Replacement Dog Collars		20	each	11920x	6213
Dog Euthanasing		120	per dog	11920x	6213
Dog Vaccinations		POA	per dog	11920x	6213
Vet Consult		50	per dog	11920x	6213

Tiwi Islands Regional Council
SCHEDULE OF FEES AND CHARGES
2015- 2016

Impounding					
	Registered Dog Release fee	155	per dog	11920x	6214
	Unregistered Dog Release fee (plus cost of registration)	155	per dog	11920x	6214
	Impounded animals are destroyed after 72 hours of detention.				
BUILDING SERVICES			**UOM**	**ASDC**	**NAT ACCT**
Repairs and Maintenance - period contract pricing on application					
	Carpentry Repairs Labour	139	per hour	131100	6728
	Electrical Repairs Labour	139	per hour	131100	6728
	Plumbing Repairs Labour	139	per hour	131100	6728
	Unskilled Labour / Trade Assistant	77	per hour	131100	6728

	Project Manager	180	per hour	131100	6728
	Saturday / Sunday surcharge on all labour - 20%		per hour	131100	6728
	Public Holiday surcharge on all labour - 25%		per hour	131100	6728
	After Hours Callouts - per staff member (min. 3 hours labour)	152	per hour	131100	6728
Materials					
	At cost plus administration / handling - 12%	price on application		131100	6729
	MECHANICAL WORKSHOPS		**UOM**	**ASDC**	**NAT ACCT**
Vehicle & Plant Repairs					
	Labour	148	inc	11970x	6721
	Saturday / Sunday surcharge on all labour - 20%		per hour	11970x	6721
	Public Holiday surcharge on all labour - 25%		per hour	11970x	6721
Materials					
	At cost plus administration / handling - 12%	price on application		11970X	6722
	ESSENTIAL SERVICES		**UOM**	**ASDC**	**NAT ACCT**
Labour					
	Labour	139	per hour	11940x	6728
	Saturday / Sunday surcharge on all labour - 20% (min 4 hours)		per hour	11940x	6728
	Public Holiday surcharge on all labour - 25% (min 4 hours)		per hour	11940x	6728
	After Hours Callouts - per staff member (min. 4 hours labour)	152	per hour	11940x	6728
	CIVIL WORKS		**UOM**	**ASDC**	**NAT ACCT**
PLANT and EQUIPMENT HIRE - Wet Hire, incl fuel, min 3 hr charge					
W/P/M	Tractor & Slasher	139	per hour	11930x	6225
G/M	Grader 140H	278	per hour	11930x	6225
W	Grader 130G	236	per hour	11930x	6225
W/P/M	Loader 924	265	per hour	11930x	6225
W/P/M	Garbage Compactor	222	per hour	11930x	6225
W/P/M	Water Truck	195	per hour	11930x	6225
W/P/M	Skid steer loader	160	per hour	11930x	6225
W/P/M	SKL attachments	41	per hour	11930x	6225
W/P/M	Backhoe	243	per hour	11930x	6225
W/P/M	Vibe Roller	222	per hour	11930x	6225
W/P/M	Multi Tyre Roller	222	per hour	11930x	6225
W/P/M	Flat top Truck 4 - 9T	152	per hour	11930x	6225
W/P/M	Tip Truck 6 - 9T	152	per hour	11930x	6225
P/M	Mack Truck (Prime Mover)	209	per hour	11930x	6225
P/M	Float trailer	126	per hour	11930x	6225
P/M	Single Side Tipper Trailer	97	per hour	11930x	6225
P/M	Double Side Tipper Trailer	195	per hour	11930x	6225
P/M	Excavator 22T	305	per hour	11930x	6225
P/M	Mini Excavator	251	per hour	11930x	6225
Labour					
	Labour - unskilled	74	per hour	11930x	6221
	Labour - skilled	132	per hour	11930x	6221
	After Hours Callouts - per staff member (min. 3 hours labour)	145	per hour	11930x	6221
	CEMETERIES		**UOM**	**ASDC**	**NAT ACCT**
Public Cemeteries					
	Funerals Package - Wurrumiyanga	1,789	inc	10401x	6221
	Funerals Package - Milikapiti & Pirlangimpi	1,307	inc	10401x	6221
	Interment of Ashes	291	inc	10401x	6221
	Erection of Memorial				
	Concrete Head Beam (Headstone foundation excluding cost of materials)	349	inc	10401x	6221
	Concrete Head Beam - materials	price on application		10401x	6221
	Re-opening of an Ordinary grave - as for internment	Quote on request		10401x	6221
	Internment in a new grave after exhumation	Quote on request		10401x	6221
	Miscellaneous Labour Rate per hour	152	inc	10401x	6221
	Casual Backhoe Hire per hour (wet hire, minimum 3 hours hire)	252	inc	10401x	6225
	Coffins	514	inc	10401x	6723
	Note:				
	Overtime, weekend and public holiday rates apply. After hours surcharge apply after 4pm				

Tiwi islands Regional Council
SCHEDULE OF FEES AND CHARGES
2015- 2016

	COMMUNITY SERVICES		**UOM**	**ASDC**	**NAT ACCT**
Recreation Hall					
	Hall Hire rate per day	385	per day	12020X	6221
	Hall Hire rate per hour	51			
	Cleaning fee (will be applied if centre left in a dirty and disorderly state)	103	per hour	12020X	6221
	Cleaning and security deposit 3	291	NO GST	12020X	1392
	Key deposit	93	NO GST	12020X	1392
Women's Centre					
	Centre Hire rate per day	193	per day	12120x	6221
	Centre Hire rate per hour	25			
	Centre & Kitchen rate per day	255	per day	12120x	6221
	Cleaning fee (will be applied if centre left in a dirty and disorderly state)	103	per hour	12120x	6221
Equipment Hire					
	Chair hire - per chair per day	1	per day	12120x	6221
	Trestle table hire per trestle per day	8	per day	12120x	6221
Equipment Replacement					

	Chair	77	each		6723
	Table	129	each		6723
Cool Room Hire					
	Daily	185			
	Weekly Hire	515			
SWIMMING POOL					
	Adult swimmers (over 17)	2		120901	6221
	Child swimmers (5 to 16 yrs)	Free			
	Child swimmers (under 4)	Free			
	All children must be supervised by an adult				
	Activities and Programs				
	Recreation Programs	POA		120901	6221
	Private Function Hire				
	Full day with own qualified staff	643	per day	120901	6221
	Hourly with own qualified staff	85			
	Full day with Shire staff	1,928	per day	120901	6221
	Monday - Friday with Shire staff	193	per hour	120901	6221
	Weekend hire with Shire staff			120901	6221
	Lane hire - maximum 4 lanes - does not include admission fee (per lane)	20	per hour	120901	6221
	Commercial use of grounds per hour (no swimming)	32	per hour	120901	6221
	Security Deposit	632	NO GST	120901	1392
	Barbeque (where available)	25		120901	
OVAL					
	Sporting ovals are allocated to approved Sporting Organisations for seasonal and casual use in the first instance. If available, fees are as follows:				
Oval - Sporting use					
	Sporting Organisations or Territory / National Championships - per day	512	per day	12030x	6221
	Fundraising / Community Events - per day	959	per day	12030x	6221
	Commercial Events - per day	3,197	per day	12030x	6221
Oval - Seasonal User Groups					
	Per Annum Seasonal Usage	2,250	per annum	12030x	6221
	Per Annum Signage	723	per annum	12030x	6221
Oval - Casual Use					
	Oval Hire - full day	439	per day	12030x	6221
	Hire change rooms, includes cleaning fee	217	per day	12030x	6221
	Oval Hire - hourly rate (excludes changing room)	109	per hour	12030x	6221
	Deposit on Keys	117	NO GST	12030x	1392
Park					
	Park / public access area - Commercial Use	198	per day	12030x	6221
	Access to Power	71	per day	12030x	6221
	Security Deposit	606	NO GST	12030x	1392
	Cleaning Deposit	385	NO GST	12030x	1392
Standard Signs					
	Sports Oval - per week				
	Advertising - Commercial	295	per week	12030x	6221
	Advertising - Non commercial	129	per week	12030x	6221
LIBRARY			**UOM**	**ASDC**	**NAT ACCT**
Library Services					
	A4 (single sided) per copy	1	each	12150x	6221
	A4 (double sided) per copy	1	each	12150x	6221
	A3 (single sided) per copy	2	each	12150x	6221
	A3 (double sided) per copy	3	each	12150x	6221
	Copy to disc	6	each	12150x	6221
	Internet - per 30 minute usage	6	each	12150x	6221
	Lost & Damaged books/items Admin fee (plus depreciated replacement cost)	6	each	12150x	6221
RIBS					
	Production fees (per hour)	70	per hour	13800x	6723
	Broadcasting fees (per week)	70	per week	13800x	6723
POWER GENERATION				**ASDC**	**NAT ACCT**
Ranku					
	Kilowatt Hour	0	kWh	149104	6723
	Power generation fees are currently under review to meet minimum running costs				

Tiwi Islands Regional Council
SCHEDULE OF FEES AND CHARGES
2015- 2016

RATES			**ASDC**	**NAT ACCT**
Rates Declaration Local Government				
TRANSPORT		**UOM**	**ASDC**	**NAT ACCT**
Car Ferry - Regular Transport				
Foot Traffic Adult	3			
Foot traffic Pensioner and child	2			
One Way per vehicle (Commercial)	89	per vehicle	122000	6221
Return per vehicle (Commercial)	177	per vehicle	122000	6221
One Way per vehicle (Private)	34	per vehicle	122000	6221
Return per vehicle (Private)	68	per vehicle	122000	6221
Car Ferry - Sole Use				
Special purpose hire eg cultural and funeral purposes. Less than 20 vehicles $2,000. 20 to 40 vehicles $2,500. More than 40 vehicles $3,200.	POA	per day	122000	6221
Other commercial purposes	POA		122000	6221

Passenger Boat					
	Transfer Bathurst to Paru Adult	3	per person	122000	6221
	Transfer Bathurst to Paru Pensioner and Child	2	per person	122000	6221
Call Out Fees (Marine Rescue)					
	Marine Rescue, per hour	187			
	After hours Marine Rescue, per hour (min 3 hours)	268			
AIRPORTS					
Aircraft Landing Fees					
	[MTOW = Maximum take off weight]				
	Department of Defence	EXEMPT	each	12960x	6724
	Gliders	EXEMPT	each	12960x	6724
	Australian Army	EXEMPT	each	12960x	6724
	Balloons	EXEMPT	each	12960x	6724
	NT Police	EXEMPT	each	12960x	6724
Fixed Wing Aircraft (per landing)					
	8.999 tonnes (MTOW) per tonne and part thereof	34	each	12960x	6724
Rotary Wing Aircraft (per landing)					
	2.499 tonnes (MTOW), per tonne and part thereof	34	each	12960x	6724
	2.500 tonnes (MTOW) and over per tonne and part thereof	45	each	12960x	6724
Parking Fees					
	Non-airport resident charter operators (per annum, plus landing fees)	1,677	each	12960x	6724
	Non-airport resident charter operators (per night, plus landing fees)	83	each	12960x	6724
	Private owners (non-commercial) (per annum, plus landing fees)	608	each	12960x	6724
	Private owners (non-commercial) (per night, plus landing fees)	31	each	12960x	6724
	Light private - non commercial aircraft of single engine	350	per annum	12960x	6724
	Department of Defence	EXEMPT	each	12960x	6724
	Gliders	EXEMPT	each	12960x	6724
	Australian Army	EXEMPT	each	12960x	6724
	Balloons	EXEMPT	each	12960x	6724
	NT Police	EXEMPT	each	12960x	6724
Call Out Fees					
	After hours, per hour (min 3 hours)	166	per hour	12960x	6724
	WASTE MANAGEMENT		**UOM**	**ASDC**	**NAT ACCT**
	Dumping of waste outside the tip is not permitted and offenders will be prosecuted				
	Dumping of contaminated waste and asbestos is prohibited				
	Waste disposal fees must be paid where applicable				
REFUSE CHARGES					
Rubbish removal					
	Weekday per man/hr (min 4 hours)	54	per hour	11340x	6221
	Plus supervision per man/hr (min 4 hours)	77	per hour	11340x	6221
	Saturday per man/hr (min 4 hours)	77	per hour	11340x	6221
	Plus Supervision per man (min 4 hours)	114	per hour	11340x	6221
	Sunday per man/hr (min 4 hours)	77	per hour	11340x	6221
	Plus Supervision per man (min 4 hours)	114	per hour	11340x	6221
	Domestic garbage collection service (one bin)	700	per bin	11340x	6141
	Domestic garbage collection service (additional bins)	700	per bin	11340x	6141
	Commercial garbage collection (one bin)	1,509	per bin	11340x	6141
	Commercial garbage collection (additional bins)	626	per bin	11340x	6141
	Replacement of Bin (per bin at cost) (GST applied)		each	11340x	6141
	General Waste Disposal Town Dumps/Tips (Domestic Users)				
Trees and Shrubs (removal or Damage)					
	Tree pruning or removal works on non-council property – per person per hour	204	per hour	11340x	6221
	Plant Hire			11340x	6225
	Valuation of stolen/damaged trees: shrubs, palms, trees, cycads			11340x	6221
	Current value for trees/shrubs etc is assessed as current local nursery prices + replacement costs + transportation fees and administration costs + 20% for each. GST will be added to the cost of replacement				
Commercial / Bulk Waste:					
	Uncontaminated truckloads of foliage (per tonne)	37	per tonne	11910x	6226
	Commercial Waste Disposal Fee (by arrangement) per tonne	155	per tonne	11910x	6226
	Clean fill (by arrangement)				
	Car Bodies or part thereof	155	each	11910x	6226
Concessional community service fees					
	Community Services fee (per fortnight)	75	per fortnight		
	This consession covers the following services;				
	Garden Maintenance				
	Car Ferry				
	Passenger Ferry				
	Dog Registration				

REPORTS FOR DECISION

ITEM NUMBER	6.5
TITLE	MOU between (Tiwi Plantations, TIRC and NTG) - For Signature
REFERENCE	162187
AUTHOR	Garry Lambert, A / CEO

This report provides Council with a draft MOU for acceptance and signing in relation to the upgrading of Pickataramoor Road on Melville Island.

BACKGROUND

The Official Manager and A/ CEO have been in discussions with representatives of NTG and Tiwi Plantations Corporation in relation to the preparation of a MOU to cover future road upgrading works on Melville Island.

Road upgrading works have now commenced on the first section of Pickataramoor Road on Melville Island.

Road works will be done in stages and it was agreed that for the benefit of all parties involved that a MOU be prepared and signed.

There are three parties to the agreement:

- NTG (through the Department of Infrastructure & the Department of Transport)
- Trustee for Tiwi Plantations Corporation Trust
- Tiwi Islands Regional Council

ISSUES/OPTIONS/CONSEQUENCES

There are some final amendments to the draft MOU still being worked on and it is expected that a final agreed version of the MOU will be ready to be tabled on the day of the Ordinary Council Meeting.

CONSULTATION & TIMING

RECOMMENDATION:

That Council agrees to enter into a MOU agreement with the NTG and Trustee for Tiwi Plantations Corporation Trust, … and

The A/CEO sign the MOU on behalf of the Tiwi Islands Regional Council under Council Seal

ATTACHMENTS:

REPORTS FOR DECISION

ITEM NUMBER	6.6
TITLE	TIRC - Remedial Action Implementation Plan
REFERENCE	162579
AUTHOR	Bruce Moller, Governance & Compliance Manager

The Official Manager Mr Allan McGill has determined that an overarching comprehensive document be prepared which contains the 120 actions / recommendations from the following source documents (Remedial Action Implementation Plan) (RAIP) which are attached to this report.

The RAIP is based broadly on the following 4 reports:

- Official Manager's Report to the Minister dated June 2015.
- Merit Partners Agreed Upon Procedures Report 3 June 2015.
- Asset Audit Report dated May 2015.
- TIRC Compliance Review Report 2014.

BACKGROUND

The Official Manager has compiled the Remedial Action Implementation Plan (RAIP) for Council to consider corrective action to be taken over the next 12 months.

The 120 actions / recommendations have been assigned priorities as follows:

- **HIGH** - Immediate corrective action is required.
- **MODERATE** - Corrective action is required within 6 months.
- **LOW** - Corrective action is required within 6 – 12 months.

It is recommended that the CEO considers these priorities, and the resources available, and sets target dates for the completion of each individual item.

For all corrective action which Council is to undertake the responsibility for managing the specific actions has been indicated as being with:

- The CEO;
- The General Manager of Organisational Services
- The General Manager of Infrastructure Services

Where the action / recommendation relates to other stakeholders, such as the NTG, this has been indicated.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council:

A. Adopts the TIRC Remedial Action Implementation Plan (RAIP) and authorises the CEO to implement the plan noting the indicated timelines for each individual action / recommendation

B. That the CEO reports back to Council at each future Ordinary Council Meeting noting progress against each of the actions / recommendations

ATTACHMENTS:
1 Remedial Action Implementation Plan_14Jul2015.pdf

Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
MP_4.2.1	Appropriate management of all grant funding be implemented and the conditions of the grant agreements be met including the preparation of grant acquittals and their presentation to funding bodies. A qualified finance personnel be employed who has a strong background in the management of grant programs. Grant progress reporting be done on a monthly basis so management is able to see how grant funds are being spent, that conditions of the grant agreements are being met and are able to monitor the amount of unspent grants.	Organisational Services	Grant Management	CEO	High	underway	
MP_4.2.2	TIRC inform the Commonwealth bank of current authorised signatories so former employees are removed as authorised signatories. TIRC ensure a minimum of two authorised signatories with the appropriate delegation to authorise payments as per the Financial Delegation Policy are recorded for each bank account.	Organisational Services	Banking	CEO	High		
MP_4.2.3 OF_A29	There are deficiencies in the Council's record keeping practices. TIRC must follow the requirements of the (Local Government) Act and related legislated requirements at all times. The CEO must review TIRC's record keeping system to ensure appropriate records of all activity. For example in relation to procureme, quotes received or reasons why at least three quotes could not be obtained, should be appropriately recorded in TIRC's information management system.	Organisational Services	Records	CEO	Moderate		

Attachment 1 Remedial Action Implementation Plan_14Jul2015.pdf

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Remedial Action Implementation Plan_14Jul2015.pdf

Attachment 1

Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
MP_4.2.4	A full review of the account receivable and payables ledger be undertaken to remove all unapplied credit balances and the ledgers be reviewed regularly to ensure no unapplied balances are created in the future. Contact be made with the Department of Prime Minister and Cabinet to obtain an invoice for the two receipts of $43,850 and $69,380.	Organisational Services	Accounts Payable	GM Organisational Services	Moderate		
MP_4.2.5	TIRC should improve its collection drive and ask assistance, if needed, so that proper action may be done to facilitate the collection process. Further, to avoid occurrence of this in the future, we likewise suggest that TIRC closely monitor the status of all accounts receivable regularly (on a monthly basis). At present, TIRC prepares monthly aging schedules. However, this can be further improved through (1) evaluation of the cause of delay in collection and (2) constant follow-up, especially by those persons who have regular contacts with the customers' accounts payables teams. For those accounts that are deemed not collectible or questionable, management should slowly start writing-off the accounts in the books so that losses related to this will not penalise the current results of operations.	Organisational Services	Accounts Receivable	GM Organisational Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_1	• Update the FAR to include all registrable assets purchased since 30 April 2014. • Ensure that adequate processes are in place for assets acquired by Council to be promptly entered in the FAR. This could be done by requiring the completion of an Asset Registration Form which is forwarded to the finance department who are required on a monthly basis to review and process these Forms and reconcile any recorded WIP items. • As part of the monthly reconciliation of assets by the finance department, checks should be undertaken to identify any purchases of assets for which an Asset Registration Form may not have been completed and/or the relevant expenses accounts were not used. • Consider appointing a Purchasing Officer to centralise and streamline the procurement of assets. This would lead to greater consistency in the coding of purchases and alleviate the administrative burden on operational staff.	Organisational Services	Asset Management	CEO	Moderate		
AA_2	• Update the FAR to reflect the Disposal of assets as identified in the asset audit. • Ensure that adequate processes are in place to ensure that all assets disposed of are promptly recorded as such in the FAR. This could be done by requiring the completion of an Asset Disposal Form which is forwarded to the finance department who are required to perform a monthly update of the FAR in accordance with the information provided on those Forms. • As part of the monthly reconciliation of assets by the finance department checks should be undertaken to ensure that any funds received from the sale of assets are reconciled with the FAR.	Organisational Services	Asset Management	GM Organisational Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_3	• Establish an Asset Disposal Policy which clearly indicates the delegations for disposal of property and methods to be used for disposal. • Conduct regular physical checks of Council assets to ensure the currency of the FAR. • Update the FAR to reflect the re-commissioning of assets in accordance with the findings of the asset audit. • Locate and journal capital expenditure associated with any re-commissioning of those assets to enable depreciation. • Undertake a clean up of Council properties to remove items such as car wrecks which no longer exist on the FAR and which present a safety and environmental hazard.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_4	• Dispose of, or write off, assets which were are listed in the FAR and which Council has transferred to other organisations. • Institute proper asset disposal processes to ensure that any future asset transfers are documented and that the FAR can be maintained.	Organisational Services	Asset Management	GM Organisational Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_5	• Council to review its organisation and to ensure clear lines of responsibility for the provision of relevant insurance policies, as well as the preparation and lodgement of insurance claims and proper distribution of proceeds gained from any claims. • Council to make available its current insurance manual/certificates of currency on the InfoXpert document management system to ensure that relevant staff can access these as required. • Council to establish a register of insurance claims to provide greater transparency and to ensure that claims are able to be tracked and managed. • Council to review its procedures for the reporting of incidents and accidents to ensure that potential insurance claims can be considered during the reporting process. • Council to consider what strategies it can deploy to improve the timely reporting of incidents; this should include the induction and ongoing training of staff.	Organisational Services	Asset Management	GM Organisational Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_6	• Update descriptions in the FAR to ensure that the location is included as standard. This will improve the ability to search for items in Technology One and improve the ability to locate items in future asset audits. The simplest way to do this would be to use the first letter of the Community and the Lot number following by the item description for example W834 – Council Administration Office. • Dispose of, or write off, assets which were are listed in the FAR and which could not be located during the asset audit. • Ensure that all future entries in the FAR and the PAIR also include the location as standard.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_7	Replace all references in the FAR to Nguiu with Wurrumiyanga.	Organisational Services	Asset Management	GM Organisational Services	Low		
AA_8	Review and strengthen procedures for the collection of freight from the barge landings to ensure that assets purchased by Council are not lost. Lockable shipping containers and sheds should be utilised for short term storage at the barge landings.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		
AA_9	Ensure that all items of equipment are securely stored in a location accessible to a minimum number of responsible staff.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		
AA_10	The FAR be updated to reflect the disposal of certain buildings which no longer exist as made known in the asset audit.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_11	The FAR be updated to reflect the disposal of certain buildings which have been transferred to other organisations as made known in the asset audit.	Organisational Services	Asset Management	GM Organisational Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_12	• As a minimum the Lot reference should be included in all Building descriptions in the FAR. GPS coordinates could also be added in the future. • References to the use of specific buildings ought to be reviewed on a regular basis, say annually, to ensure the currency of information.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_13	• Council to consider funding planned / preventative maintenance on a risk basis to ensure the maximum longevity of building assets. • Council to seek opportunities for additional grant funding to upgrade its building assets as and where possible.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		
AA_14	• To ensure that Buildings are consistently referenced by Council ensure that all published changes to Lot numbers are reflected in the FAR.	Organisational Services	Asset Management	GM Organisational Services	Low		
AA_15	• Ensure that Building entries are given their own unique reference in the FAR where they are managed by separate tenancies as this will assist with asset identification and management of repairs and maintenance and the capitalisation of building improvements.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_16	• Conduct regular inspections of Council buildings with a view to identifying necessary repairs and maintenance items. • Ensure that staff / tenants are aware of their obligations to and the process for reporting repairs and maintenance. • Implement a system for prioritising repairs and maintenance and ensuring that job cards are completed within a reasonable time frame. • Implement a system for monitoring Council buildings for the presence of termites.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_17	• A register of Council's leases and sub-leases be set up, maintained and made available on InfoXpert. • Signed lease agreements be scanned, uploaded and made available on Council's InfoXpert document management system. • Commercial leases to be put in place between Council and its tenants including Territory Housing, with these agreements to clearly specify the responsibilities for repairs and maintenance. • Relevant Council staff, including the Infrastructure Administration Officers to be kept well informed in relation to the responsibilities for repairs and maintenance of building assets.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_18	• Council to provide signage outside its building assets as identified in the FAR.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		
AA_19	• Review agreements between OTL and Council to ascertain whether the coverage of these agreements is sufficient to cover the breadth of Council's operations. • Reconsider the inclusion in the FAR of Building "assets" located on Lots not covered by formal agreements with OTL as these may be subject to ownership claims by others.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_20	• Consider retiring the AMPRO database and utilising the operational asset management module within TechnologyOne to track Building assets and other items in the FAR. • Consider attaching (OTL) leasing information as well and any sub-leasing/rental to those items in Technology One. • Ensure that any changes made to the Financial Assets Module in Technology One are also made in the Rate Modules as they are not linked.	Organisational Services	Asset Management	GM Organisational Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_21	• Ensure that the condition of staff housing, including the furniture and contents, is properly documented at the commencement and the conclusion of each tenancy. This could be done using the forms created and used as part of the asset audit. • Develop and implement a process which ensures that the HRdepartment provide sufficient notice to the Infrastructure department for them to undertake required inspections to enable proper enforcement of tenancy agreement provisions related to care of the assets.	Organisational Services	Asset Management	CEO	Moderate		
AA_22	• Purchase and install a key box for the Pirlangimpi and Milikapiti offices to provide sufficient, secure storage for keys to Council operated assets in those communities. • Replicate the key management system currently being used at Wurrumyanga at Pirlangimpi and Milikapiti. This system provides for a 2 x sets of all keys (a spare and a Master). • Limit access to the Council key cutting machines to reduce the instance of keys being cut by staff at will. • Keep tenants accountable for the keys which they are given for a property by making a photocopy of the keys that they are issued with and requiring that these be returned at the end of the tenancy.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_23	• Ensure that the backlog of repairs and maintenance works documented through the asset audit are attended to promptly. These have been documented in emails to the Infrastructure Administration Officers and the relevant Managers. • Review the business processes for prioritising repairs and maintenance works and ensuring that they are completed in a timely manner. • Consider utilising contractors to complete repairs and maintenance works where staffing does not permit those works to be completed in a timely manner. • Modify the tenancy agreements used by Council for staff housing to make it clear that tenants have a responsibility to report repairs and maintenance items in writing as soon as practicable. • Conduct regular inspections of buildings to identify repairs and maintenance items, rather than relying solely on tenants to report them.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		
AA_24	• Develop and implement a Policy which ensures that all staff accommodation meets minimum standards. For example that all houses will include certain contents such as a washing machine and clothes dryer etc. • Consider having standard specifications for items such as white goods to improve equity and improve transparency and streamline purchasing processes. • Limit credit card purchases of furniture and contents for staff housing.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_25	• Fence all Council staff housing properties as soon as budget permits.	Organisational Services	Asset Management	GM Infrastructure Services	Low		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_26	• Inspect all Council staff housing properties as soon as possible to ensure that smoke alarms are installed and operating as required. • Develop and implement a process which ensures that Council actively complies with the legislative requirements in relation to regular inspections of smoke alarms.	Organisational Services	Compliance	GM Infrastructure Services	Moderate		
AA_27	• Consider installing an exhaust fan or a wall mounted pedestal fan in all bathrooms to improve the longevity of those rooms and reduce the need for maintenance.	Organisational Services	Asset Management	GM Infrastructure Services	Low		
AA_28	Develop a Policy which ensures that staff housing is allocated and re-allocated by Council in line with changing business requirements and which improves the transparency of decision making in this area.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_29	• Modify the tenancy agreements used by Council for staff housing to make it clear that Council intends to gain access at regular intervals for the purpose of checking that the dwelling is being duly cared for. • Allocate resources for an annual inspection of all staff housing from now on. • Review the provisions in the tenancy agreements which relate to the retention of monies as they do not appear to be consistent with relevant legislative requirements.	Organisational Services	Asset Management	GM Organisational Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_30 AA_32	• Develop and implement a procedure which ensures that repairs and maintenance are classified and prioritised according to a set of objective criteria. • Hold weekly team meetings which involve the trades staff, the infrastructure staff responsible for reporting repairs and maintenance of buildings and the Infrastructure Director during which the planned work priorities for the week ahead is discussed and agreed. • Avoid redirecting trades staff away from planned work unless absolutely necessary. • Track the location that the plumber, painter, electrician and carpenter are working in to ensure that over time there is an equitable split in the allocation of these resources. Keeping a record of this will also improve transparency and may address matters of perception.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		
AA_31 AA_32	• Devise and implement a procedure which ensures regular and systematic treatment/inspection for white ants/termites. • Educate staff and tenants about how to recognise and the need to promptly report white ant/termite activity.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_33	• Remind tenants that they are required to report maintenance items as soon as practicable. • Modify the tenancy agreements used by Council for staff housing to make it clear that tenants have a responsibility to report repairs and maintenance items in writing as soon as practicable. • Review AMPRO on a monthly basis to ensure that any maintenance items raised in the previous month have been acquitted. • Ensure that contractors are used as required to address maintenance where staff are unavailable/unable to do so within a reasonable timeframe.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_34	• An electrical audit is undertaken at the earliest opportunity to ensure that all tools and equipment are safe for use, particularly given the age of certain tools and equipment and the high risk nature of the work environments. • A procedure be put in place to ensure the regular inspection and test of Council's electrical equipment in order to demonstrate compliance with Regulation 147 under the Work Health and Safety (National Uniform Legislation) Act 2011.	Organisational Services	Compliance	GM Infrastructure Services	High		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_35	• Council to develop and apply an IT and Communications Assets Acquisition and Disposal Policy. • Council to implement proper procedures for the allocation of IT&C equipment to new staff, or staff who have a role change, and the safe return of that equipment at the conclusion of the employment relationship. • Council to dispose of its backlog of e-waste in Darwin in the near future as planned ensuring that the disposal is properly documented. As part of this any equipment which is still functioning and is judged to be of no further use to Council could be offered to local non-profit organisations. This process should be repeated at regular intervals, say bi-annually. • Council to undertake a further audit, say in 3 months time, of the management of its IT&C assets to ensure that the findings of the asset audit have been properly remedied.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_36	• Council to conduct a hazard assessment in relation to the brick stage currently located on the oval at Wurrumiyanga and to remove the structure if it is deemed necessary. Perhaps the bricks can be put to some more productive use in the community. • Council to store the portable aluminium stage currently located on the oval at Wurrumiyanga in a more secure and therefore more appropriate location for e.g. at Lot 400/401. • Add the portable aluminium stage to the Financial Assets Register.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_37	• Add the sound and lighting equipment to the Portable and Attractive Items Register as documented in the attachments to this audit report. • Council to review its requirement for the festival sound and lighting equipment which is currently stored at Wurrumiyanga, possibly the items could be sold if no longer required by Council.	Organisational Services	Asset Management	CEO	Moderate		
AA_38	• Consolidate the furniture and furnishings so that there are a maximum of 3 secure and appropriate storage locations on the Islands for these items. • Utilise the current stock of furniture and furnishings before purchasing any new items. This should include "sharing" of stock by the various sites and coordination by the two infrastructure administration officers. • Ensure that in future, items such as whitegoods are purchase on a just in time basis and that only limited stock of other furniture and furnishings are kept as these tend to degrade in storage.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		
AA_39 AA_40	• Council to undertake a coordinated clean up of all of its workshops and storage areas with a view to removing items to landfill as appropriate, improving the amenity and safety of these work locations and with a view consolidating and co-locating like items in secure locations so that they can be readily counted in inventory processes, and readily located by the relevant staff who require the items as part of their work. • The Policy for Disposal of Assets which is recommended be developed elsewhere in this document should underpin and support this process and good housekeeping of work spaces on an ongoing basis.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_41	• Council to review its procedures for the identification, management, removal, temporary storage and disposal of asbestos material to ensure that they are compliant with legislative requirements.	Organisational Services	Compliance	GM Infrastructure Services	High		
AA_42	• Ensure that the FAR, not the AMPRO database, is used as the primary reference in relation to Council's fleet.	Organisational Services	Asset Management	GM Infrastructure Services	Low		
AA_43	• Finance to implement changes to the fleet entries in the FAR taking into account the asset audit findings. • InfoXpert records related to Fleet to be made current with old information to be achieved. • Finance, Records and the Fleet Manger to establish a process for maintaining the currency of this information (suggest a quarterly review or internal audit be planned as well).	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_44	• All staff driving Council vehicles to be reminded of their obligation to promptly report any damage to a Council vehicle in their control (via the Incident Report Form). • Regular inspection of vehicles to be undertaken with a view to identifying any unreported incidents/damage to vehicles to improve accountability and transparency in relation to care and control of vehicles. • A Policy to be developed in relation what personal responsibility/liability of staff for the vehicles that they are utilising.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		
AA_45	• Institute a procedure to ensure that Asset Disposal is documented systematically. This could be done using the Asset Disposal Form developed as part of this audit.	Organisational Services	Asset Management	GM Organisational Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_46	• Recommend monthly inspection of vehicles as well as inspection of vehicles pre and post hire to third parties. The Vehicle Condition Form developed and used for the asset audit could be used for this purpose. • All staff driving Council vehicles be reminded of their obligation to keep vehicles clean, to promptly report any damage to a Council vehicle in their control (via the Incident Report Form) and also to report any general repairs which may be required.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		
AA_47	• Consider utilising a log book system for Council vehicles to provide greater transparency in relation to; who has care and control of vehicles from time, how fuel is being expended and also the split of business and private use of vehicles. • Develop some guidelines for the use of vehicle tracking devices which ensures they are put to the best possible use.	Organisational Services	Asset Management	GM Infrastructure Services	Low		
AA_48	• Move to a common registration date of for all MVR transactions. A date has been suggested by the MVR in their recent correspondence to Council.	Organisational Services	Asset Management	GM Infrastructure Services	Low		
AA_49	• Provide some dedicated administration support to the Fleet Manager at Wurrumiyanga, particular to assist with procurement and with keeping the Fleet Register up to date	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_51	• Ensure that these new vehicles and any others are appropriately added to the Financial Asset Register (FAR). • It is recommended that the Asset Registration Form devised as part of the asset audit be completed by the Fleet Manager and provided to the Finance Department for this to occur. • Take the opportunity to review the allocation of vehicles in light of the soon to be adopted Vehicle Acquisition and Disposal Policy and reallocate vehicles as deemed appropriate for the needs of the business.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_52	• Standardise the descriptions of MV and PL items in the FAR. It is suggested that the descriptions include as standard the; make, model, colour, year of manufacture, and VIN.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_53	• It is recommended that the preferred method for vehicle disposal be nominated in the vehicle acquisition and disposal policy.	Organisational Services	Asset Management	CEO	Moderate	completed	
AA_54	• Update the FAR to remove all vehicles disposed. It is recommended that the Fleet Manager complete the Asset Disposal Form devised as part of the asset audit and provide supporting documentation to the Finance department. • Ongoing Asset Disposal Forms should be provided to the finance department by the Fleet Manager as soon as practicable after a sale occurs. • Ongoing the Finance department to reflect any asset disposal in the FAR on a monthly basis. • Clarify the delegations for the Disposal of fleet items.	Organisational Services	Asset Management	GM Organisational Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
AA_55 AA_56 AA_57	Fleet Manager to ensure that number plates are promptly removed from vehicles where registration has lapsed. Fleet Manager to ensure that replacement number plates are promptly requested from MVR whenever they are lost/stolen. Fleet Manager to ensure that number plates are promptly changed whenever the registration of that vehicle is changed for any reason.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		
AA_58	• Finance department to create these items as new entries in the FAR with a zero purchase price. • Finance to journal any identifiable capital expenditure costs associated with refurbishing the items e.g. engine replacement/overhaul. • A policy/procedure to be put in place to ensure that decisions in relation to the major refurbishment of heavy plant are well considered, in certain cases it may be more prudent to dispose of the items and replace them.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
AA_59	• Fleet Manager to prepare a business case, including a cost benefit analysis, for disposal of the wrecks either by transporting them to Darwin for sale as scrap or locally in the solid waste management facilities operated by Council.	Organisational Services	Asset Management	GM Infrastructure Services	Moderate		
AA_60	• Use of an Asset Registration Form to be instituted to ensure that the Finance department are systematically informed of capital purchases. Suggested format is provided at Attachment 1. • All staff to receive basic training in regards to the processes for asset accounting with this item also to be included the induction for new staff. • Finance department to ensure that the capitalisation of assets is programmed as part of their monthly process for asset accounting.	Organisational Services	Asset Management	GM Organisational Services	Moderate		

Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_1	That the Council, by no later than 30 September 2015, adopt a policy and procedures framework that details the systems and procedures attached to Council policies.	Organisational Services	Governance	CEO	Moderate		
OF_2 AA_50	That the Council review existing policies and create new policies covering such matters as, asset management, vehicle acquisition and disposal and human resource management matters and that at least 20 of the highest priority policies be adopted by 30 September 2015.	Organisational Services	Governance	CEO	Moderate		
OF_3	That the actions and rectification proposals for all non-compliance matters and audit issues as detailed in Attachment 2, be noted and that the Council develop an action plan to implement the recommendations as a priority and that progress on the implementation be monitored on a monthly basis.	see individual items below	various	see individual items below	see individual items below	see individual items below	These matters are individually listed in this schedule for ease of tracking
OF_4	That the Council ensure the recommendations contained in the Asset Audit Report are implemented as a priority.	see individual items below	various	see individual items below	see individual items below	see individual items below	These matters are individually listed in this schedule for ease of tracking
OF_5	That given: a) That the non-compliance issues outlined in the Compliance Review Report and the 2013-14 Audit were the responsibility of Management; and b) That the Councillors have, as a group, performed their roles in a diligent and responsible manner; the Minister reinstate the Council, pursuant to Section 224 (5) (a) of the Local Government Act.	N/A	N/A	N/A	N/A	N/A	This recommendation is not an action for Council.
OF_6	That, should the Minister reinstate the Council, and to ensure there is unity within the Council, the Minister direct that the Council, at its first meeting following reinstatement, be required to conduct an election for the positions of Mayor and Deputy Mayor.	N/A	N/A	N/A	N/A	N/A	This recommendation is not an action for Council.

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_7	That the Department of Local Government and Community Services in conjunction with the Local Government Association of the Northern Territory, develop additional governance training for Councillors with a focus on financial management and the questions to ask of Council management.	N/A	N/A	N/A	N/A	N/A	This recommendation is not an action for Council.
OF_8	That the Department of Local Government and Community Services note that the Tiwi Islands Regional Council will continue to have financial challenges whilst it has a limited ability to raise revenue, and that this will have ongoing and negative impact on the Council's capacity to fund core or basis services and that in response to this situation consider actions to provide relief.	N/A	N/A	N/A	N/A	N/A	This recommendation is not an action for Council.
OF_9	That the Department of Local Government and Community Services further note that the Council is dependent upon additional discretionary revenue being generated from contracts for the delivery of services on behalf of other agencies.	N/A	N/A	N/A	N/A	N/A	This recommendation is not an action for Council.
OF_10	That, when the Minister pursuant to Section 224(4) of the Local Government Act seeks written submissions from the suspended Councillors in relation to this Report, copies of the Report be hand-delivered to each of those individual Councillors and that the Official Manager or a representative of the CEO of the Department of Local Government and Community Services, brief the Councillors to ensure they fully understand the contents of the Report and their rights to make a written submission.	N/A	N/A	N/A	N/A	N/A	This recommendation is not an action for Council.

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_11	That, by no later than 30 June, 2015, the Council adopt an action and implementation plan for all of the recommendations set out in this report and that, from 1 July 2015 the plan be monitored by the Council on a monthly basis to ensure implementation is progressing as planned.	Organisational Services	Governance	CEO	High	underway	
OF_12	That it be noted that the May, 2015, Report in relation to the Council Asset Stocktake and Audit has been presented to the Council for adoption and implementation.	N/A	N/A	N/A	N/A	N/A	Thisis a note rather than an action for Council.
OF_13	That the Minister consider reviewing the concept of a Regional Authority as a new governance and service delivery model for the Tiwi Islands.	N/A	N/A	N/A	N/A	N/A	This recommendation is not an action for Council.
OF_14	That appropriate support and mentoring be made available to the Council and the new Chief Executive Officer for a period of not less than three months to assist the Council re-establish itself and to support the new CEO as he or she settles in to the role.	N/A	N/A	N/A	N/A	N/A	This recommendation is not an action for Council.
OF_A1	The CRR found that the CEO had approved two Councillors be paid their electoral allowance in advance. The Official Manager found that in addition some Councillors have been granted credit for person debts owed to the Council. The Official Manager recommended that: • Policy to be developed clarifying the situation. • More targeted training needed for Councillors.	Organisational Services	Governance	CEO	Moderate		

Attachment 1

Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_A2 OF_A3 OF_A4	The CRR found deficicencies in the purchasing system including that; Council did not obtain at least three quotations or record in writing why three quotes were not obtained for purchases over $10000 but not more than $100,000, a number of purchase orders were raised after the invoice date or after work had commenced, and the Council did not call for public tenders for the provision of supplies over $100000. The Official Manager noted that a CEO Operational Instruction has been issued for staff to, at all times, comply with procurement requirements. The Offiical Manager noted that a centralised purchasing function is being considered as part of a review of the organisation structure.	Organisational Services	Procurement	CEO	Moderate		
OF_A5	The CRR found that a review of the 18 September 2014 special Council meeting agenda included a report regarding the costs associated with TIRC outsourcing of financial services to CouncilBiz. The amount in the report did not match the quote provided by CouncilBiz. The Official Manager noted that the issue of outsourcing the finance operations is not currently being considered and there is nothing further that can be added to this matter.	N/A	N/A	N/A	N/A	N/A	Noted.
OF_A6	The CRR found that a review of the 18September 2014 special Council meeting agenda item 6.3 included leasing costs charged by Council BIZ on the TIRC's Darwin office premises. The amount included in the report did not reconcile with the quote provided by Council BIZ. The Official Manager found no record of a follow up report to Council to finalise the matter and noted that new premises in Winnellie was leased.	N/A	N/A	N/A	N/A	N/A	Noted.

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_A7	The CRR found that Insufficient documentation was provided by TIRC to support the balance of expenditure committed post 30 June 2014 for the Milikapiti bunded fuel tanks funded through the Department's special purpose grant. The Official Manager noted that a CEO operational Instruction has been issued directing that monthly reconciliation reports be prepared for all grants and that the recruitment of capable staff will assist.	Organisational Services	Grant Management	CEO	High		
OF_A8	The CRR found no evidence to support the current approval by the Council to pay for storage costs of the CEO's personal belongings in Darwin. The Official Manager requires all HR policies be reviewed with processes clarified in relation to conditions of employment.	Organisational Services	Human Resources	GM Organisational Services	Moderate		
OF_A9	The CRR found that the Finance Reports provided as part of the agenda for the following ordinary Council meetings were incomplete, inaccurate and/or incorrectly presented. The Official Manager noted that the Finance Section is now fully staffed with capable and qualified people. A comprehensive budget review for 14/15 together with a detailed financial report as 30 April 2015 will be presented to the Council in May 2015. Regular reports from that point will be presented to the Council each month.	Organisational Services	Finance	GM Organisational Services	High		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_A10 OF_A22	The CRR found that The Council has failed to comply with significant statutory timeframes including that the Council did not adopt a 2014-15 Regional Plan by the due date of 31July2014 and there were delays in the annual audit and the annual report where not finalised until 9 April 2015, five months after the statutory deadline of 15 November 2014. The Official Manager noted that: - The new CEO and senior managers will be made fully aware of the absolute need to meet statutory timeframes. - An annual critical path calendar is being prepared to assist with meeting statutory deadlines. This "reminder" calendar will be reviewed by the Executive Management Team each month.	Organisational Services	Compliance	CEO	High		
OF_A11	The CRR found that there is no clear Corporate Services organisational structure. The Official Manager noted that the organisational structure is being reviewed and that review will deal with the corporate services directorate as well as other disjointed structural issues.	Organisational Services	Organisation	CEO	Moderate		
OF_A12	The CRR found a lack of supporting documentation for a number of credit card purchases. The Official Manager has dealt with this matter by changing Council Policy on 16 March 2015 to require a statutory declaration in cases where it is not possible to provide a receipt and to provide details of the purpose of the purchase. A CEO operational instruction has been issued directing that the policy be fully complied with and that supporting documentation must explain the purpose of the expenditure and what cost codes it is to be charged to.	Organisational Services	Finance	CEO	Low	completed	

Attachment 1

Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_A13 OF_A19	The CRR found that the Council's new Travel and Accommodation Policy, adopted 18 September 2014, fails to implement proper controls over expenditure of public funds. The CRR also found that the CEO was applying for an approving his own travel. The Official Manager requires that the Policy be revised with clearer definition of what the CEO may approve and what the Council needs to approve. A new policy is to be adopted by 30 September 2015.	Organisational Services	Corporate Travel	GM Organisational Services	Moderate		
OF_A14	The CRR inspectors were unable to determine from documentation provided whether the 2014 lodged Fringe Benefits Tax Return had captured all staff benefits provided and salary sacrifice payments made. The Official Manager noted that a review of FBT has been undertaken and Finance staff have attended a training course on FBT. It has been difficult to manage the FBT obligations due to a lack of communication between Finance and HR. The Official Manager requires that the fringe benefits attached to all employment arrangements be reviewed each week with closer liaison between the HR Section and the Finance Section.	Organisational Services	Payroll and Taxation	CEO	High		
OF_A16	The CRR found that the promotion of the Contract Manager to Acting Finance Manager, until the position is filled, appears deficient. The Official Manager noted that a new organizational structure will re organize the finance section. As an interim measure the Senior Accountant is acting as the Team Leader reporting directly to the A/CEO.	Organisational Services	Finance	CEO	High		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_A17	The CRR found that the Council has no formal policy to cover reimbursement of private travel costs offered to some staff. The Official Manager found that when feasible this allowance should be abolished, and that as part of the review of HR management a policy or guideline is to be developed to ensure consistent application in the short term.	Organisational Services	Human Resources	GM Organisational Services	Low		
OF_A18	The CRR found that there is no communication process to notify staff of TIRC's current policies. The Official Manager identified a number of actions to address this including: - Regular executive staff and management meetings which are now taking place. - An internal communication tool for all staff will be developed. - The induction staff for new employees will incorporate reference to policies and where copies can be found. - A new Policy Framework will be considered by the Council in May as the first step.	Organisational Services	Organisation	CEO	Moderate		
OF_A20	The CRR found that the Council did not have a Portable and Attractive Items Register. The Official Manager commissioned an Asset Audit which list the items on hand. The Official Manager notes that A new system to record all small and accountable items is being introduced and a new policy will be presented to Council in June 2015.	Organisational Services	Asset Management	CEO	Moderate		
OF_A23	The CRR found that The Council does not have a privacy policy. The Official Manager requires that a privacy policy be developed along with a number of other policies and procedures. To be completed by 30/9/15.	Organisational Services	Policy	GM Organisational Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_A24	The CRR found that The Council does not have a policy relating to borrowings. The Official Manager requires that a Policy related to Borrowings be developed.	Organisational Services	Policy	GM Organisational Services	Moderate		
OF_A25	The CRR found that the CEO has not updated the Council's register of interests. The Official Manager noted that the register will be reviewed at the Council meeting in May 2015 and then be maintained and updated following each meeting from May 2015.	Organisational Services	Compliance	CEO	Moderate		
OF_A26 OF_A27	The CRR found that the Council has not established an Audit committee as required by the Local Government (Accounting) Regulations and that the Council was non-compliant with aspects fo the Regulations. The Official Manager noted that a new Audit Committee will be formed in June 2015 with assistance from Darwin City Council and others experienced in best practice in the area of audit committees.	Organisational Services	Compliance	CEO	High		
OF_A30	The CRR found that a number of issues raised with Council in prior years, through compliance reviews and external audits, have either not been addressed, have reoccurred, and/or systems have regressed to cause Council's operations to be deficient. The Official Manager noted this and agreed that all outstanding actions should be dealt with by 30 September 2015.	Organisational Services	Compliance	CEO	Moderate		
OF_B1	The Financial Auditor noted that there had been a failure to provide documentation to support disclosures. The Official Manager noted that the recruitment of competent staff will ensure that this failure to provide documentation is not repeated.	Organisational Services	Finance	CEO	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_B2	The Financial Auditor was not provided with documentation to support disclosures in the 13/14 audit. The Official Manager found that this was due to the performance of the acting finance manager and noted that the recruitment of competent staff will ensure that this failure to provide documentation is not repeated.	Organisational Services	Finance	CEO	Moderate		
OF_B3	The Financial Auditor was not provided with an inventory in the 13/14 audit. The Official Manager noted that the inventory for 14/15 is planned for June 2015 and will involve a comprehensive process to identify, locate, value and record all items of inventory.	Organisational Services	Payroll	GM Organisational Services	Moderate		
OF_A15 OF_B4	The Financial Auditor raised concern in relation to the provision of employee entitlements. The CRR found that HR records were incomplete. The Official Manager found problems with the way TechOne processes accrued leave entitlements. The Official Manager noted that the provision of employee entitlements is a matter that requires detailed review. That review needs to include a review of all HR files and be supported by a policy position that deals with those situations where all available records, or where there are no such records, fail to confirm entitlements for an individual. Further the Official Manager noted that there are people who have been employed by the Council (and/or one of its previous entities) for many years , but this long-term employment history is not able to be confirmed or verified from records. Council is to raise the TechOne issues through Council Biz.	Organisational Services	Human Resources / Payroll	CEO	High		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_B5	The Financial Auditor raised concern in relation to Unexpended grants and completeness of trade payables. The Official Manager noted that this was a major issue and recommended monthly reconciliations of all grants, the trust account and transfers to the operating account.	Organisational Services	Human Resources	GM Organisational Services	Low		
OF_B6	The Financial Auditor raised concern in relation to the reasonableness of expenses. The Official Manager noted that a new internal system of issuing directions from the CEO to Directors and Managers has been introduced. These "CEO Operational Instructions" will formally direct the staff involved to ensure they comply with all statutory requirements. These Instructions will become a key item in disciplinary action for those who fail to comply. The prescribed procurement processes will be followed with adequate procedures in place to provide all of the needed information to support the procurement action.	Organisational Services	Compliance	CEO	High		
OF_B7	The Financial Auditor raised concern in relation to non-Compliance with the Local Government Act and Regulations. To address this the Official Manager noted that following a focus on correcting past failures there will need to be an emphasis on establishing new systems, procedures and reporting arrangements. The Official Manager also recommended that a review of the organisation be undertaken with a view to aligning functions and ensuring that Council has approriately qualified and competent professional staff to ensure past failures are not repeated.	Organisational Services	Compliance	GM Organisational Services	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_A21 OF_B8	The Financial Auditor raised concern in relation to Property, Plant and Equipment. The CRR found that the Council has not conducted regular stock takes of its property. The Official Manager commissioned a comprehensive stock take and audit of property, plant and equipment and this has been completed and presented to the Council. There is now an asset register that is up to date as at May 2015. Council needs to implement processes to ensure the ongoing maintenance of that register. A revaluation of assets is to be arranged in 2015.	Organisational Services	Asset Management	GM Organisational Services	Moderate		
OF_B9	The Financial Auditor raised concern in relation to Trade and Other Receivables. The Official Manager has recommended that a policy on dealing with trade and other receivables be developed by 30 September 2015.	Organisational Services	Accounts Receivable	GM Organisational Services	Moderate		
OF_B10	The Financial Auditor raised concern in relation to Cash and Other Equivalents. The Official Manger noted that this is a matter that has been the subject of considerable attention and the Senior Accountant has been liaising with the Commonwealth Bank to rectify and update account signatories. It is accepted that monthly bank reconciliations are essential and arrangements have been put in place to ensure this occurs.	Organisational Services	Banking	CEO	Moderate		
OF_B11	The Financial Auditor raised concern in relation to the ability of Council to continue. The Official Manager has recommended that the Council review expenditure and programs and identify new sources of funding to offset discretionary expenditure.	Organisational Services	Organisation	CEO	Moderate		

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Reference(s)	External Recommendation	Business Group	Area	Action Officer	Priority - high, moderate, or low	Status - completed, underway, or pending	Comments re: current status
OF_A28OF_B1	The Financial Auditor raised concern in relation to the fact that the significant issues they raised in the 12/13 audit were strill extant during the 13/14 audit. The CRR also noted that recommendations made by the Council's external auditors were not undertaken within a reasonable time. The Official Manager requires that Council prepare an action plan with accompanying timeframe to progressively rectify all non-compliant matters and outstanding audit issues and that this plan be presented to the Council by 30 June 2015.	Organisational Services	Finance	CEO	High		

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NOTES

1. Remedial Action Implementation Plan (draft) includes the 120 actions / recommendations contained from the following documents:

   A. Merit Partners Agreed Upon Procudures Report dated 3 June 2015 (MP...).

   B. Asset Audit Report dated May 2015 (AA...).

   C. Official Manager's Report dated June 2015 (OF...), including actions nominated by the Official Manager related to the CRR (AF_A...) and the 13/14 Finanical Audit Issues (AF_B...).

The unique identifier for each action / recommendation has been included for traceability. Where there are several similar or very closely related actions / recommendations these have been grouped and will appear

2. Recommendations have been assigned priorities as follows:

   - **High** - Immediate corrective action is required. These recommendations relate to a serious weakness which exposes the organisation to significant risk.

   - Moderate - Corrective action is required within 6 months. These recommendations relate to internal controls and/or efficiency.

   - Low - Corrective action is required within 6-12 months.

3. For all corrective action which Council is to undertake the responsibility for managing the specific actions has been indicated as being with:

   - the CEO;

   - the General Manager of Organisational Services; or

   - the General Manager of Infrastructure Services.

Where the action / recommendation relates to other stakeholder, such as the NTG, this has been indicated.

14/07/2015

REPORTS FOR DECISION

ITEM NUMBER	6.7
TITLE	A/CEO - Extend Contract to 31 August 2015
REFERENCE	162799
AUTHOR	Bruce Moller, Governance & Compliance Manager

This report is to request Council to consider a further one month extension to the A/CEO Employment Contract.

BACKGROUND

At the 24 June 2015 Ordinary Council Meeting the Official Manager resolved to extend the A/CEO Employment contract by one month to 31 July 2015.

Subsequently, at the Confidential Special Council Meeting held on 20 July the Official Manager resolved to defer a decision on the final selection of a new CEO until the Council is reinstated.

Due to the above it is necessary for Council to consider a further one month extension to the A/CEO's Employment Contract from 31 July 2015 to 31 August 2015.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council agrees that the appointment of Garry Lambert as the Acting Chief Executive Officer is extended from 31 July 2015 to 31 August 2015.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.8
TITLE	Appointment of Merit Partners as Council's External Auditors for 2014/15 and 2015/16
REFERENCE	162800
AUTHOR	Selvan Supramaniam, Senior Accountant

This report seeks Council to confirm the appointment of Council's External Auditors for 2014/15 and 2015/16.

BACKGROUND

Acknowledge Merit Partners engagement letter for the financial year ended 30 June 2015.

ISSUES/OPTIONS/CONSEQUENCES

The engagement letter, together with their General terms and Conditions, confirms the terms and conditions upon which Merit Partners Pty Ltd has been engaged to audit and report on the financial reports of the Tiwi Islands Regional Council for the year ended 30 June 2015.

As Merit Partners have been Council's Auditors for a number of years an exemption was sought by the A / CEO from the Dept. of Local Government & Community Services to extend Merit Partners engagement for another two years.

A copy of the DLGCS exemption letter is attached to this report and has been approved.

This exemption from Quotation requirements expires following the completion of the 2015-16 Audit.

CONSULTATION & TIMING

As soon as possible.

RECOMMENDATION:

That Council appoints Merit Partners as the Council's External Auditors for the years ending 30 June 2015, and 30 June 2016.

ATTACHMENTS:

1 Letter - Department of Local Government and Community Services - Exemption from Quotatation Requirements - 27.4.15.pdf

Northern Territory Government

DEPARTMENT OF **LOCAL GOVERNMENT AND COMMUNITY SERVICES**

Executive Director
Local Government
Ground Floor, RCG House,
83-85 Smith Street, Darwin NT

Postal address GPO Box 2850
Darwin NT 0801
Tel: 08 8995 5515
Fax: 08 8999 8437

RECEIVED
27 APR 2015
BY: SAU

File Ref: 2010/07240~060

Mr Garry Lambert
A/Chief Executive Officer
Tiwi Islands Regional Council
PMB 267
WINNELLIE NT 0822

Dear Mr Lambert GARRY

EXEMPTION FROM QUOTATION REQUIREMENTS

I refer to your correspondence dated 21 April 2015 requesting an exemption from quotation requirements as required under the *Local Government (Accounting) Regulations* (Regulations), for the provision of auditing services from Merit Partners.

Pursuant to Regulation 31, I have considered the information you have provided and approve an exemption under Regulation 31(1).

This exemption authorises the Tiwi Islands Regional Council (Council) to procure services directly from Merit Partners for the purposes of auditing its 2014/15 and 2015/16 annual financial statements. This exemption expires following the completion of the 2015-16 audit.

Should you have any queries regarding this exemption please do not hesitate to contact Ms Meeta Ramkumar, Director Sustainability and Compliance on 899 98868.

Yours sincerely

David Willing
23 April 2015

www.dlgcs.nt.gov.au

REPORTS FOR DECISION

ITEM NUMBER	6.9
TITLE	TIRC - Establish Audit Committee
REFERENCE	162659
AUTHOR	Bruce Moller, Governance & Compliance Manager

This report is provided to Council to recommend the establishment of an Audit Committee.

BACKGROUND

For a number of years the Tiwi Islands Regional Council was operating without an independent Audit Committee as was required under the Local Government (Accounting Regulations) Section 10-(3).

At a Special Council Meeting held last year (18th September 2014) under the recommendation of the former CEO, Council resolved to reconstitute the Finance Committee, and, due to the smaller size of TIRC to also add the Audit function with the role of that Committee into a combined Finance & Audit Committee.

Advice from the Dept. Local Government compliance officers at the time suggested that a dual role committee was not recommended as the Finance Committee had delegated powers from Council, whereas an Audit Committee was solely an independent advisory body to Council.

At the same time Council resolved to change the Ordinary Meeting schedule to be bi-monthly, hence the need for a Finance Committee to meet on alternate months.

The Finance & Audit Committee subsequently met three times:

- Wednesday 26th November 2014 at (Wurrumiyanga)
- Thursday 11th December 2014 at (Wurrumiyanga)
- Wednesday 21st January 2015 at (Pirlangimpi)

A Compliance Review was undertaken by Inspectors from the Dept. Local Government in October and December 2014 with a subsequent report issued to Council in mid January 2015 which contained a number of serious non-compliance issues.

The Minister for Local Government then on 17th February 2015 placed the Tiwi Islands Regional Council under official management by appointing Mr Allan McGill as Official Manager.

At the Special Council Meeting held on 16th March 2015 the Official Manager resolved to disband the TIRC Finance and Audit Committee and to seek a report from the A/CEO to create a future Audit Committee (copy of extract of SCM minutes 16-3-15) is attached.

The A/ CEO Mr Garry Lambert has progressed this matter and has had preliminary discussions with a possible independent Chairperson for the new Audit Committee.

Mr Phil Vivian (Tropical Consulting) has recently been engaged by the A/CEO to do some preliminary work and provide advice to Council in respect of the establishment of an Audit Committee. Mr Vivian has prepared a Draft Terms of Reference (attached), and has offered to undertake the role of Independent Chairperson for the Audit Committee once established.

ISSUES/OPTIONS/CONSEQUENCES

Mr Vivian has developed the TIRC Audit Committee Draft Terms of Reference in accordance with NT Dept. Local Government & Community Services General Instruction No. 3 (Audit Committees), as well as the Australian National Audit Office guidance on Audit Committees, and other Regional Council TOR's.

CONSULTATION & TIMING

In discussions with the Official Manager it was suggested that a two stage process now be undertaken in establishing the TIRC Audit Committee.

Stage 1

Council to approve for the establishment of the TIRC Audit Committee and to review and adopt the Draft Terms of Reference.

Stage 2

Seek public expressions of interest / advertise in NT News for the 2 independent external members of the Audit Committee. This would be done during August 2015.

It is recommended that a 5 Member Audit Committee be established (2 Independent External Members – one being the Chair), and (3 Councillors be appointed).

Council will then be asked to formally appoint the full Audit Committee at a future Council Meeting.

Note: The Official Managers Report to the Minister for Local Government has been lodged, and any future decision and timing on the reinstatement of Council will rest with the Minister.

RECOMMENDATION:

That Council:

(a) Approves the establishment of an Audit Committee, and

(b) Adopts the Draft Terms of Reference, and

(c) Approves for a (5) Member Audit Committee comprising (2 Independent External Members – one being the Chair), and (3 Councillors)

(d) Approves to seek public expressions of interest for the 2 Independent External Members during August 2015

ATTACHMENTS:

1 Extract - Page 3 of 5 - Special Council Meeting 16 March 2015.pdf
2 Draft Terms of Reference for TIRC Audit Committee July 2015 - Ver 2.docx

Extract Page 3 of 5
SCM Minutes 16-3-15

5.4 INTERNAL AUDIT COMMITTEE

4 RESOLUTION

Official Managers Determination

A. **That the Finance and Audit Committee be disbanded.**

B. **That a report be prepared in relation to the creation of an Audit Committee having a focus on risk management, policy development , governance and compliance.**

CARRIED

5.5 TITEB – OCCUPANCY OF THE WOMEN'S CENTER AT MILIKAPITI AND WURRUMIYANGA HOUSE

It was noted that there have been ongoing discussions with TITEB in relation to occupancy of a Council building at Milikapiti.

5 RESOLUTION

Official Managers Determination

A. **That, in the interests of supporting TITEB deliver training and women's activity at Milikapiti, the Council enter into an occupancy agreement with TITEB and that the agreement be based on a trial period of six months, that the rental be negotiated and cover the Council's leasing cost to OTL and that TITEB be responsible for any fit out costs and for power.**

B. **That until the Council employs a new CEO, the Council house allocated to that position be offered to TITEB as a joint accommodation facility for TITEB trainers and for short term Council employee accommodation.**

CARRIED

5.6 STAFF RESOURCES

The meeting considered the staff resources needed to deal with the current backlog of compliance issues and projects, the resources required to get on top of the 2014/15 budget and woks program and those resources needed in the longer term.

6 RESOLUTION

Official Managers Determination

That the A/CEO conduct an urgent review of the Council's organization structure having regard to appropriate functional alignment, reporting lines, role clarification of the various support services (eg Finance & HR) and the future direction of the Council.

CARRIED

Tiwi Islands Regional Council Audit Committee
Draft Terms of Reference

Introduction

The Tiwi Islands Regional Council (Council) has established an Audit committee pursuant to Regulation 10 of the Local Government (Accounting) Regulations and Section 54 of the Local Government Act.

The Audit Committee is an independent advisory body established by Council under the Local Government Act and Regulations. The Audit Committee provides an important independent role between Council and its management and between Council and its community.

Purpose

The purpose of the Audit Committee is to provide independent assurance and advice in relation to Council's:

- Risk Management
- Internal Control
- Governance arrangements and performance frameworks
- Financial management and statements
- Legislative and Policy Compliance
- Internal audit
- External audit

The Audit Committee will provide assurance as to the achievement of Regulation 10 (1) requirements such as the need for internal controls that:

- safeguard the assets of the council;
- ensure the accuracy, completeness and reliability of the accounting data;
- promote the operational efficiency of the council;
- ensure compliance with relevant laws in force in the Territory; and
- ensure adherence to council policies.

The Audit Committee will also support the requirements of Regulation 10 (3) and monitor Council compliance with:

- proper standards of financial management; and

- relevant regulations and the Accounting Standards.

The Audit Committee can assist in identifying areas where changes are required to strengthen internal controls and management systems and practices as well as reduce Council's exposure to various financial, operational, compliance and performance risks.

The Audit Committee is an Advisory Committee and does not have executive powers or authority to implement actions in areas which management has responsibility and does not have any delegated financial responsibility. The Audit Committee does not have any management functions and is independent from management.

The Audit Committee will play a role to assist in the development of:

- a culture of performance, accountability, transparency, high ethical standards, compliance with laws and policies and integrity; and
- good financial and corporate governance practices across the ongoing operations of the Council.

Membership

Members of the Audit Committee are appointed by the Council. The Audit Committee shall consist of five (5) members:

- three (3) Councillors
- two (2) external Independent Members

Independent Members of the Audit Committee shall have senior executive experience and knowledge in areas including corporate governance, internal control and risk management, financial management, budgeting and reporting, operational and business management. They will also have experience in the role and functions of audit committees and an understanding of the regulatory and operational setting of Regional Councils.

Appointments of external independent members to the Audit Committee shall be for a term of up to four years and no less than 2 years.

Appointments of Council Members shall be for a term of two years.

The Council shall appoint one of the Independent Members as Chairperson of the Committee.

Authority

The Council authorises the Audit Committee, within the scope of its role and responsibilities, through the Chairperson, to:

- seek any information it requires from any employee of the Regional Council or external third party (subject to any legal obligations to protect information);
- discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- request the attendance of any of any employees, including the Chief Executive Officer, at Audit Committee meetings; and
- obtain external legal or other independent professional advice with the agreement of the Chief Executive Officer.

The Committee is directly responsible and accountable to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Chief Executive Officer.

The Committee can perform or instigate investigations on Council's request.

Specific Roles and Responsibilities

Without prescribing the work and priorities of the Audit Committee (which will need to be determined having regard to the particular circumstances relevant to the Council), the committee will give consideration to reviewing and assessing the following matters:

Risk Management

- whether management has in place a current and comprehensive enterprise risk management framework and associated procedures for effective identification and management of the entity's business and financial risks, including fraud;
- whether a sound and effective approach has been followed in managing major risks including those associated with individual projects, program implementation, and activities;
- the impact of the Council's enterprise risk management framework on its control environment;
- whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested;
- the process of developing and implementing fraud control arrangements and whether appropriate processes and systems are in place to detect, capture and effectively respond to fraud-related information.

Internal Control

- whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisers, is sound and effective;
- the adequacy of strategic and operational planning, its integration with risk management practices and the means by which performance against plans is monitored and assessed;
- whether management has in place relevant policies and procedures, including Chief Executive's Instructions or their equivalent, and that these are periodically reviewed and updated;
- whether the appropriate processes are in place to assess whether key policies and procedures (including delegations) are complied with;
- how management identifies any required changes to the design or implementation of key internal controls; and
- whether management has taken steps to embed a culture that promotes the proper use of resources and is committed to ethical and lawful behaviour.

Financial Management and Reporting

- the adequacy of key internal controls and that the financial statements are supported by appropriate management sign-off;

- the quality and clarity of the financial statements, explanations and disclosures, and provide advice to the Chief Executive (including whether appropriate action has been taken in response to audit recommendations and adjustments)http://www.anao.gov.au/html/Files/BPG HTML/BPG_PublicSectorAuditCommittees/p2.html - footnote-55;

- the processes in place designed to ensure that financial information included in annual report is consistent with the signed financial statements;

- the consistency of, and any changes to, accounting policies;
- the methods used to account for significant or unusual transactions where different approaches are possible; and
- whether the Council has followed appropriate accounting standards and made appropriate estimates and judgments, taking into account the views of the external auditor.

Legislative and Policy Compliance

- the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies that the Council must comply with;
- whether management has appropriately considered legal and compliance risks as part of the entity's enterprise risk management plan;
- review the process for building the capacity of Council to manage misconduct risk and its management strategies to enhance resistance to misconduct while at the same time improving Council performance and integrity;
- whether there are adequate systems and practices to achieve compliance with Funding Agreements, Service Level Agreements or any other agreements with any funding bodies or agencies;

Internal and External Audit

- act as a forum for communication between the Council, senior management and internal and external audit;

- review the proposed internal audit coverage, ensure the coverage is aligned with key risks, and recommend approval of the Annual Work Plan by the Chief Executive;

- advise the Chief Executive on the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved internal audit work plan;

- review all audit reports and provide advice to the Council and Chief Executive on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice;

- monitor management's implementation of audit recommendations;

- periodically review the internal audit charter and internal audit performance to ensure appropriate authority, access and reporting arrangements are in place;

- provide input and feedback on financial statement and performance audit coverage proposed by external audit, and provide feedback on the audit services provided; and

- provide advice to the Chief Executive on action to be taken on significant issues raised in relevant audit reports.

Provision of Information

The CEO will advise the committee in the event of the following:

- any material deviations from the key financial or operational plans of the Council;
- any significant change in risks to the financial or operational capacity of the Council;
- any identified significant weakness in the Council's internal control systems;
- any material adverse financial or operational event; and
- any changes to key financial management and operating systems.

The Audit Committee will be provided with all Council meeting agenda, business papers and minutes and with copies of any changes to Council policies.

Meetings

A meeting of the Audit Committee can be called at the request of any two members of the Committee or by the Chair.

The Audit Committee Meetings shall be considered confidential subject to the Section 65 (2) of Local Government Act and Regulation 8 (c) of Local Government (Administration) Regulations.

The Audit Committee will hold meetings at least three times in a year.

Meetings can be held in person, by telephone, or by video conference.

Only members of Audit Committee are entitled to vote in Audit Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.

The Chief Executive Officer, the Director responsible for corporate governance matters and the Finance Manager shall be invited to attend each meeting, unless specifically requested not to do so by the chairperson of the Committee.

Quorum

A quorum for the Audit Committee is three members and must include 2 Independent Members.

Proxies

In order to ensure continuity and a useful level of knowledge and experience, Audit Committee members are not permitted to send proxies to the meeting.

Administrative Support

The Chief Executive Officer will appoint a Secretary to provide administrative support to the Audit Committee.

Reporting

Following each meeting of the Audit Committee, the meeting minutes will be presented to the Council providing information on the meeting and its outcomes.

Audit Committee minutes will be designated confidential.

The Chairperson of the Audit Committee shall prepare and provide an annual report on its operations to the Council.

Conflict of Interest

In accordance with Section 74(1) of the Local Government Act, Committee members will be invited to disclose conflicts of interest at the commencement of each meeting.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict of interest exists.

Meeting Sitting Fee

The Independent Members of the Audit Committee will be remunerated by agreement with the CEO.

Appropriate travel allowances will be paid to Members.

On attendance, each Councillor who is an Audit Committee Member will be paid extra meeting allowance for that meeting.

Committee Performance and Review

The Committee will review its performance on an annual basis and report to Council.

The review may be conducted as a self-assessment, and will be coordinated by the Chairperson. The assessment may also seek input from other parties.

The review will also include a review of the Terms of Reference for Audit Committee.
New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

Legislation referenced in the Terms of Reference

Local Government Act
Local Government (Accounting) Regulations

REPORTS FOR DECISION

ITEM NUMBER 6.10
TITLE Grant Acquittals x 4
REFERENCE 162128
AUTHOR Georgina Slessar, Finance Project Officer

Financial Grant Acquittals covering a number of various grants (FSEF – LED Security Lights at Wurrumiyanga Swimming Pool, Shade Structure at Milikapiti Water Park, Water Park Feature Milikapiti and Water Park Milikapiti) are required to be endorsed by Council. Listed below are four (4) grant acquittals that require endorsement.

BACKGROUND

Financial acquittals detailing income and expenditure are summarised below, with a copy of the front page of each one included as an attachment.

These acquittals are required to be laid before the Council and certified by an authorised person.

Table 1 – Various Grant Acquittals for various reporting periods.

	TIRC Ref	Description
1.	152800	LED Security lights at Swimming Pool 2014-15 Acquittal – 2012/05669
2.	143800	Shade Structure at Milikapiti Water Park 2014-15 Acquittal – 2011/04195
3.	143000	Water Park Milikapiti 2014-15 Acquittal – 2012/05669
4.	143000	Water Park Milikapiti 2013-14 Acquittal – 2012/05669

RECOMMENDATION:

That Council notes and endorses the acquittals of the four (4) grants listed in report number 162128 for the various reporting periods as follows:

1. **LED Security lights at Swimming Pool 2014-15 Acquittal – 2012/05669**
2. **Shade Structure at Milikapiti Water Park 2014-15 Acquittal – 2011/04195**
3. **Water Park Milikapiti 2014-15 Acquittal – 2012/05669**
4. **Water Park Milikapiti 2013-14 Acquittal – 2012/05669**

ATTACHMENTS:

1 1528 LED Swimming Pool lights 14-15 Acquittal - 2012-05669.pdf
2 1438 Shade-n-Play Milikapiti 14-15 Acquittal - 2011-04195.pdf
3 1430 Water Feature Milikapiti 14-15 Acquittal - 2012-05669.pdf
4 1430 Water Park Milikapiti 2013-14 Acquittal - 2012-05669.pdf

Northern Territory Government

DEPARTMENT OF
LOCAL GOVERNMENT

www.nt.gov.au

Local Government Grants Unit
Ground Floor RCG House
83-85 Smith Street
Postal address GPO Box 4621,
Darwin NT 0801
Tel 8999 8820
Fax 8999 8437
Email donna.hadfield@nt.gov.au
Web www.dhlgrs.nt.gov.au

Tiwi Islands Shire Council

14-15 20~~12-13~~ ACQUITTAL OF FAMILY SAFE ENVIRONMENT FUND GRANT

Department of Local Government **File number: 2012/05669**

Purpose of Grant: Installation of four mounted, motion activated LED security lights around the outside of the swimming pool.

Date of Approval of Variation to Grant (if applicable) 30 / 6 /2015

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2013

Family Safe Environment Fund Grant b/f	$23 605.20 ~~$30,791~~
Other income	0.00
Total income	23 605.20

Expenditure (Specify accounts and attach copies of invoices or ledger entries)
An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure	21,384.79
Surplus/(~~Deficit~~)	$ 2220.41

We Certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Georgina Slessar 9/7/2015

Laid before the Council at a meeting held on ...../...../201.... **Copy of minutes attached.**

Authorised Person ..../...../201_

DEPARTMENTAL USE ONLY

Grant. amount correct?	YES/NO
Expenditure conforms with purpose	YES/NO
Minutes checked	YES/NO
Balance of funds to be acquitted	$
Date next acquittal due	/ /
ACQUITTAL ACCEPTED	YES/NO

Prepared by

.....

Comments

Peter Thornton – Manager Grants Program / /

TIWI ISLANDS Regional Council

Department of Local Government and Regions

FSEF- LED Security Lights at Wurrumiyanga Swimming Pool 2012/05669

Statement of Income and Expenditure for the period ending 30 June 2015

TIWI ISLANDS Regional Council

Department of Local Government and Regions

FSEF Security Lights at Wurrumiyanga Swimming Pool
Dept. Ref: 2012/05669
Our Ref: 1528

Statement of Income and Expenditure
Period ending 30 June 2015

	2015 Actual $
Income	
Unexpended Grant funds brought forward from 13/14	23,605
Special Purpose Grant Funding	
Total Income	**23,605**
Expenditure	
Capital Expenses	
Contractors	18,207
Materials	2,840
Freight	338
Total Expenditure	**21,385**
Total Surplus as at 30 June 2015	**2,220**

Northern Territory Government

DEPARTMENT OF
HOUSING, LOCAL GOVERNMENT AND REGIONAL SERVICES

www.nt.gov.au

Local Government Grants Unit
Ground Floor RCG House
83-85 Smith Street
Postal address GPO Box 4621,
Darwin NT 0801
Tel 8999 8820
Fax 8999 8437
Email donna.hadfield@nt.gov.au
Web www.dhlgrs.nt.gov.au

TIWI ISLANDS SHIRE COUNCIL

14-15
20~~11~~-~~12~~ ACQUITTAL OF CLOSING THE GAP GRANT

Department of Housing, Local Government & Regional Services

File number: 2011/04195
Trim No: 2011/04195~0013

Purpose of Grant: For the installation of a shade structure at the Milikapiti WaterPark Feature.
(Original grant was to establish a "shade and play' facility at Milikapiti - approved in 2009-10)

Date of Approval of Variation to Grant (if applicable) 13/ 04 /2012

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2012

Closing the Gap Grant	25 000
Other income	
Total income	25.000

Expenditure (Specify accounts and attach copies of invoices or ledger entries)
An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure	6,239
Surplus/(Deficit)	$ 18,761

We Certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Georgina Slessar 9/7/2015

Laid before the Council at a meeting held on ...../...../201.... **Copy of minutes attached.**

Authorised Person ..../...../201_

DEPARTMENTAL USE ONLY

Grant. amount correct?	YES/NO
Expenditure conforms with purpose	YES/NO
Minutes checked	YES/NO
Balance of funds to be acquitted	$
Date next acquittal due	/ /
ACQUITTAL ACCEPTED	YES/NO

Prepared by

.....

Comments

Peter Thornton – Manager Grants Program / /

TIWI ISLANDS Regional Council

Department of Local Government and Regions

Closing the Gap – Shade structure at Milikapiti Water Park 2011/04195

Statement of Income and Expenditure for the period ending 30 June 2015

TIWI ISLANDS Regional Council

Department of Local Government and Regions

CTG – Shade Structure at Milikapiti Water Park
Dept. Ref: 2011/04195
Our Ref: 143803

Statement of Income and Expenditure
Period ending 30 June 2015

	2015 Actual $
Income	
Unexpended Grant funds brought forward from 13/14	25,000
Special Purpose Grant Funding	
Total Income	**25,000**
Expenditure	
Capital Expenses	
Contractors	
Materials	2,644
Freight	3,595
Total Expenditure	**6,239**
Total Surplus as at 30 June 2015	**18,761**

MINISTER FOR LOCAL GOVERNMENT

Parliament House
State Square
Darwin NT 0800
minister.mccarthy@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8901 4072
Facsimile: 08 8901 4080

Ms Lynette DeSantis
Mayor
Tiwi Islands Shire Council
GPO Box 4246
DARWIN NT 0801

02 FEB 2010

BY:

Dear Ms DeSantis

Thank you for your various funding applications for Closing the Gap Grants.

I am pleased to advise you that the following Closing the Gap Grants will be paid to your Council:

- $30,000 - to support the initiative and development of the Indigenous women's group (Governance);
- $100,000 – for expanding skin group programs as a means for community feedback into council (Governance);
- $10,000 - to create a BMX track and skate park design at Nguiu (Infrastructure);
- $25,000 – for repairs to the sport and recreation halls at Milikapiti and Nguiu (Infrastructure);
- $50,400 – for repairs to the Pirlangimpi Library (Infrastructure);
- $65,000 - to establish a water park feature at Milikapiti (Infrastructure);
- $70,000 - to establish flood lighting at Nguiu 4 ways (Infrastructure); and
- $25,000 - to establish a "Shade n Play" facility at Milikapiti (Infrastructure).

Please note that Closing the Gap Grant funding will not be released if there are any outstanding acquittals.

Your Council will receive further correspondence regarding the funds and any outstanding acquittals from the Department of Housing, Local Government and Regional Services in due course.

Yours sincerely

MALARNDIRRI McCARTHY

Northern Territory Government

Northern Territory Government

DEPARTMENT OF
HOUSING, LOCAL GOVERNMENT AND
REGIONAL SERVICES

www.nt.gov.au

RECEIVED
13 APR 2012

Local Government, Regional and Community Services
Level 2 RCG House
83-85 Smith Street, Darwin NT 0800

Postal address GPO Box 4621
Darwin NT 0801
Tel 08 8999 8892
Fax 08 8999 8499

File No 2011/04195
Trim No 2011/04195 ~0012

Mr Alan Hudson
Chief Executive Officer
Tiwi Island Shire Council
PO Box 104
PARAP NT 0804

Dear Mr ~~Hudson~~ Alan.

RE: VARIATION REQUEST TO UTILISE BALANCE OF AN APPROVED 2009-10 CLOSING THE GAP GRANT - $25 000.

I refer to your letter dated 26 March 2012 seeking the department's approval to use a $25 000 grant initially approved for the establishment of a 'shade and play' facility at Milikapiti to allow the construction of a shade structure over the proposed WaterPark Feature at Milikapiti.

With respect to your request for a variation to use the funding, I am pleased to advise that I have approved the $25 000 variation in principle to be used for the installation of a shade structure at the WaterPark Feature pending confirmation from yourself that these funds will allow the total completion of the project. If there is any uncertainty about the completion then the approval is null and void.

These funds will require acquittal. An acquittal form has been appended for completion at the end of the 2011-12 financial year.

On a related grants acquittal issue the Grants Unit received acquittal documentation earlier this year for a number of special purpose and closing the gap grants which indicated that an administration/management fee had been factored into the acquittal. Mr Thornton, Manager Local Government Grants Unit spoke to Mr Cann about the matter and explained that as the grants do not relate to the council delivering a service on behalf of government, the inclusion of a management fee for the purpose of acquittal is inappropriate. The expenditures to which Mr Cann refers to in his emails would be seen by this department as the council's 'in kind' contribution to the project.

I trust this clarifies the issue pertaining to grants where the council has requested specific financial assistance from the department. I look forward to receiving amended acquittal documentation for the grants in line with the department's standard requirements.

Yours sincerely

ROB KENDRICK
A/Senior Executive Director
Local Government, Regional and Community Services

16 April 2012

Northern Territory Government

DEPARTMENT OF
LOCAL GOVERNMENT AND REGIONS

www.nt.gov.au

Local Government Grants
Ground Floor, RCG House
83-85 Smith Street
DARWIN NT 0800

Postal address GPO Box 4621
Darwin NT 0801
Tel 08 8999 8820
Fax 08 8999 8437

Tiwi Islands Shire Council

2012-13 14-15 ACQUITTAL OF CLOSING THE GAP GRANT

Department of Local Government and Regions **File number: 2012/05669**

Purpose of Grant: Closing the Gap - Water Feature at Milikapiti. (Grant paid 31-May-2010 $65,000)

Date of Approval of Variation to Grant (if applicable)

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2013

Closing the Gap Grant *(Grant totalled $65,000 less previous acquittal $7,880)*	$57,120
Other income	
Total income	57,120

Expenditure (Specify accounts and attach copies of invoices or ledger entries)
An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure	63 480
~~Surplus~~/(Deficit)	$ 6360

We Certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by ...Georgina Slessar..... 9/7/2015

Laid before the Council at a meeting held on ...../...../201.... **Copy of minutes attached.**

Authorised Person ..../...../201_

DEPARTMENTAL USE ONLY

Grant. amount correct?	YES/NO
Expenditure conforms with purpose	YES/NO
Minutes checked	YES/NO
Balance of funds to be acquitted	$
Date next acquittal due	/ /
ACQUITTAL ACCEPTED	YES/NO

Prepared by

.....

Comments

Peter Thornton – Manager Grants Program / /

MINISTER FOR LOCAL GOVERNMENT

Parliament House
State Square
Darwin NT 0800
minister.mccarthy@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8901 4072
Facsimile: 08 8901 4080

Ms Lynette DeSantis
Mayor
Tiwi Islands Shire Council
GPO Box 4246
DARWIN NT 0801

07 FEB 2012

BY:

Dear Ms DeSantis

Thank you for your various funding applications for Closing the Gap Grants.

I am pleased to advise you that the following Closing the Gap Grants will be paid to your Council:

- $30,000 - to support the initiative and development of the Indigenous women's group (Governance);
- $100,000 – for expanding skin group programs as a means for community feedback into council (Governance);
- $10,000 - to create a BMX track and skate park design at Nguiu (Infrastructure);
- $25,000 – for repairs to the sport and recreation halls at Milikapiti and Nguiu (Infrastructure);
- $50,400 – for repairs to the Pirlangimpi Library (Infrastructure);
- $65,000 - to establish a water park feature at Milikapiti (Infrastructure);
- $70,000 - to establish flood lighting at Nguiu 4 ways (Infrastructure); and
- $25,000 - to establish a "Shade n Play" facility at Milikapiti (Infrastructure).

Please note that Closing the Gap Grant funding will not be released if there are any outstanding acquittals.

Your Council will receive further correspondence regarding the funds and any outstanding acquittals from the Department of Housing, Local Government and Regional Services in due course.

Yours sincerely

MALARNDIRRI McCARTHY

Northern Territory Government

TIWI ISLANDS Regional Council

Department of Local Government and Regions

Closing the Gap – Water Park Feature Milikapiti 2012/02585

Statement of Income and Expenditure for the period ending 30 June 2015

TIWI ISLANDS Regional Council

Department of Local Government and Regions

CTG – Water Park Feature Milikapiti
Dept. Ref: 2012/03585 or 05669
Our Ref: 143003

Statement of Income and Expenditure
Period ending 30 June 2015

	2015 Actual $
Income	
Unexpended Grant funds brought forward from 13/14	57,120
Special Purpose Grant Funding	
Total Income	**57,120**
Expenditure	
Capital Expenses	
Contractors	55,455
Materials	
Freight	8,026
Total Expenditure	**63,480**
Total Deficit as at 30 June 2015	**-6,360**

Northern Territory Government

DEPARTMENT OF
LOCAL GOVERNMENT AND REGIONS

www.nt.gov.au

Local Government Grants
Ground Floor, RCG House
83-85 Smith Street
DARWIN NT 0800

Postal address GPO Box 4621
Darwin NT 0801
Tel 08 8999 8820
Fax 08 8999 8437

Tiwi Islands Shire Council

2012-13 ACQUITTAL OF CLOSING THE GAP GRANT

Department of Local Government and Regions **File number: 2012/05669**

Purpose of Grant: Closing the Gap - Water Feature at Milikapiti. (Grant paid 31-May-2010 $65,000)

Date of Approval of Variation to Grant (if applicable)

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2013

Closing the Gap Grant *(Grant totalled $65,000 less previous acquittal $7,880)*	$57,120
Other income	
Total income	57,120
Expenditure (Specify accounts and attach copies of invoices or ledger entries) ***An 'administration fee' is not to be apportioned to the grant for acquittal purposes.***	
Total Expenditure	-
Surplus/(Deficit)	$ 57,120

We Certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by ..... Georgina Slessar 9/7/2015

Laid before the Council at a meeting held on ...../...../201.... **Copy of minutes attached.**

Authorised Person ..../...../201_

DEPARTMENTAL USE ONLY

Grant. amount correct?	YES/NO
Expenditure conforms with purpose	YES/NO
Minutes checked	YES/NO
Balance of funds to be acquitted	$
Date next acquittal due	/ /
ACQUITTAL ACCEPTED	YES/NO

Prepared by

.....

Comments

Peter Thornton – Manager Grants Program / /

TIWI ISLANDS Regional Council

Department of Local Government and Regions

Closing the Gap – Water Park Feature Milikapiti 2012/03585

Statement of Income and Expenditure for the period ending 30 June 2014

TIWI ISLANDS Regional Council

Department of Local Government and Regions

CTG – Water Park Feature Milikapiti
Dept. Ref: 2012/03585
Our Ref: 143003

Statement of Income and Expenditure
Period ending 30 June 2014

	2014 Actual $
Income	
Unexpended Grant funds brought forward from 12/13	57,120
Special Purpose Grant Funding	
Total Income	**57,120**
Expenditure	
Capital Expenses	
Contractors	
Materials	
Total Expenditure	
Total Surplus as at 30 June 2014	**57,120**

REPORTS FOR DECISION

ITEM NUMBER	6.11
TITLE	Request to increase establishment
REFERENCE	162552
AUTHOR	Rosanna De Santis, Director Community Support

This report seeks a decision to increase the Regional Council employee establishment by two positions.

BACKGROUND

The Tiwi Islands Regional Council received new funding from the Department of Prime Minister and Cabinet (DPM&C) for the Pirlangimpi Meals Program.

The funding is for a three year period and requires the Regional Council to deliver two meals per day to school children enrolled at the Pularumpi School, in the Pirlangimpi Community.

The positions will be filled through the transition of workers from the ALPA Pirlangimpi Store, and will be permanent part time positions for a three year period, concluding on 30 June 2018.

The new positions will be titled “Meal Program Officers”

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council creates two new officer positions.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	7.1
TITLE	Withdrawal of Resignation - Councillor John Naden - Nguiu Ward
REFERENCE	162645
AUTHOR	Bruce Moller, Governance & Compliance Manager

This report is to inform Council of the recent written request dated 7th July 2015 by Councillor John Naden (Nguiu Ward) to withdraw his previous resignation as Councillor for Nguiu Ward whilst Council was suspended.

BACKGROUND

Councillor John Naden previously submitted his written resignation from Council on the 19th February 2015, two days after official notification from the Minister that Council had been suspended.

Councillor Naden has now written to the CEO TIRC withdrawing his resignation "whilst Council was suspended" (copy of letter attached dated 7th July 2015).

Further advice has been sought regarding this matter by the Official Manager from the Dept. Local Government and from the NT Electoral Commissioner.

The Official Manager has now lodged his investigation report to the Minister (submitted on Tue 16th June 2015) and it will be up to the Minister to consider this request as part of the overall possible options for reinstatement of the Council.

ISSUES/OPTIONS/CONSEQUENCES

The suspended Councillors are currently reviewing the Official Managers report and have until the 12th August 2015 to provide any written responses to the Minister for consideration.

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes this report for information.

ATTACHMENTS:

1 Letter from Councillor John Naden dated 7 July 2015 withdrawing resignation.pdf

7th July 2015

To the C.E.O. Tiwi Islands Regional Council

Dear Gary,

I wish to withdraw my resignation made while I was suspended from the Council.

If the Council is reinstated I would be keen to continue to serve the Council.

Yours sincerely

JOHN NADEN

Handed to Allan McGill
at 4pm on Tuesday
7 July 2015
AMcGill.

REPORTS FOR INFORMATION

ITEM NUMBER 7.2
TITLE Human Resources End of Month Report July 2015
REFERENCE 162189
AUTHOR Lesley Palmer, Director Corporate Services

BACKGROUND

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.

Human Resources:

Vacancies Filled

Current Vacancies processed

- Housing Coordinator Carpenter - declined reduced employment timeframe, to be readvertised

Current Vacancies advertised

- Cleaner (P)
- HR/Payroll Officer
- Community Engagement Officer
- Centrelink Agent (M)

Resignations/Terminations

- Three staff have been terminated, two for failing to return to work, the other job ended.
- Three staff resigned, two secured other work.

Training

- None

Payroll

Payroll was processed early at the end of financial year for processing prior to financial year end.

Workplace Health and Safety

The July WHS meeting was re-scheduled to Monday 13th at Wurrumiyanga. One Incident report has been received and processed at the time of writing this report. One Workers Compensation Claim is open.

Budget

ASDC: 108000	YTD $	Variance to budget	Analysis
Total Revenue	$0	0%	
Total Expenses	$443,610	-55%	Salary expenses higher than budget due to changes in grant funding and officers. Internal cost allocations were added, a significant amount of training & conference expense has been placed into HR that should have been assigned to the staff that attended the course, given the time of year and workload, no request has been made to move the expenses.
Net Surplus / (Deficit)	($443,610)	-55%	

Organisation Demographics

12/06/2015

Community	Wurrumiyanga	Pirlangimpi	Milikapiti	Darwin	Total	%
Total	75	27	31	7	140	
M	42	14	19	3	78	55.7
F	33	13	12	4	62	44.3
Tiwi	51	24	22	0	97	69.3
Non Tiwi	24	3	9	7	43	30.7
FT	56	17	20	6	99	70.7
PT	18	10	11	0	39	27.9
Casual	1	0	0	1	2	1.4
25 or less	4	5	9	0	18	12.9
26 - 40	32	8	12	1	53	37.9
>40	39	14	10	6	69	49.3

10/07/2015

Community	Wurrumiyanga	Pirlangimpi	Milikapiti	Darwin	Total	%
Total	69	28	31	7	135	
M	39	15	20	3	77	57.0
F	30	13	11	4	58	43.0
Tiwi	46	24	21	0	91	67.4
Non Tiwi	23	4	10	7	44	32.6
FT	53	18	23	6	100	74.1
PT	15	10	8	0	33	24.4
Casual	1	0	0	1	2	1.48
<25	2	4	8	0	14	10.4
26 - 40	30	12	11	1	54	40.0
>40	37	12	12	6	67	49.6

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.	The current organisation structure has been loaded into TechOne. All employee information has been checked, the organisation structure now matches the actual arrangement. Recruitment 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.	Nil since commencement of new financial year.
Staff Development	Implement the 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:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER 7.3
TITLE Corporate Services End of Month Report - June 2015
REFERENCE 162323
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: 11 Days
- TIRC Budget meeting 3 June 2015
- TIRC Executive Meeting: 4 June 2015
- Tiwi leaders Forum Meeting 5 June 2015
- ICE Workshop 10 June 2015
- TIRC Management 11 June 2015
- Red Cross Training: 12 June 2015
- Aboriginal Interpreter Service Training: 15 June 2015
- NT Magistrate Court: 16 June 2015
- TIRC Executive: 18 June 2015
- TIRC Management 25 June 2015
- Staff Morning tea 26 June 2015

Small Meeting Room: 3 Days
- NAAJA Civil team: 15-16 June 2015
- NAAJA Criminal: 4 June 2015

Local Authorities Support

No Local Authority Meeting held this month.

Budget

Figures for the period to 30 June.

ASDC: 146401	YTD actual $	Variance to budget %	Analysis
Total Revenue	$ 9,889	22%	More third party hire of the small meeting room
Total Expenses	$ 259,369	-14%	Variance is due to Internal Allocations.
Net Surplus / (Deficit)	($ 249,481)	-14%	

Key Performance Indicators	*Action*	*Measure of Success*	*Status/Progress*
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 variance >10% due to impact of internal allocations.
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 Post Office has opened every business day.

Budget:

ASDC: 118901 Post Office	YTD actual $	Variance to budget %	Analysis
Total Revenue	$ 94,089	60%	Fees and sales higher than budget, figure inflated by insurance claim reimbursement.
Total Expenses	$ 118,749	-113%	Increased by insurance premium expense and internal allocations for salary, fuel and housing, that are incorrect and should not have been included.
Net Surplus / (Deficit)	$ (24,659)	856%	

Pirlangimpi Office – Patricia Brogan

Facilities Hire

Boardroom was hired out on these dates:

- Externally by Munupi Trust Meeting on the 2nd June
- Externally by Territory Housing – HRG on the 3rd June
- Externally by Munupi Trust – Full Day on the 10th June
- Externally by Munupi Trust – Half Day on the 11th June
- Externally by Dept of Human Services – Centrelink on the 22nd to 25th June
- Externally by Munupi Trust on the 26th June

Boardroom was also utilised internally on these dates:

- First Aid Training on the 29th and 30th June

Local Authorities Support

- Once vacancy still remains open for applications from the Lorulla Skin Group.

- No meetings since last report

Budget

ASDC: 146402 Office	YTD actual $	Variance to budget %	Analysis
Total Revenue	$ 4,159	63%	More meeting bookings than projected.
Total Expenses	$ 148,359	-5%	
Net Surplus / (Deficit)	($144,200)	-3%	

Key Performance Indicators	*Action*	*Measure of Success*	*Status/Progress*
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 held this financial year, including admin support to Governance Manager

Milikapiti Office – Alice Williams

Facilities Hire / Use:

North Australia Aboriginal Justice Agency - 3rd June
Department Human Services – 16th- 19th June

Local Authority Support:

Governance Local Authority Meeting 23rd June. Cater for lunches and pick up.
Governance Ordinary Council Meeting 24th June

Budget

ASDC: 146403	YTD actual $	Variance to budget %	Analysis
Total Revenue	$4,597	12%	More room hire than projected
Total Expenses	$157,790	-1%	
Net Surplus / (Deficit)	($153,194)	0%	

Key Performance Indicators	*Action*	*Measure of Success*	*Status/Progress*
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 < 10%
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 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	$4,663	0%	No budget for revenue derives from fines and legal recovery and reimbursement for employees that should not have been coded to the office.
Total Expenses	$101,628	8%	
Net Surplus / (Deficit)	($96,966)	12%	

ICT – Chris Smith

Website

The Tiwi Islands Regional Council website has been rebuilt using money from the Rebranding project. We are now in the fine tuning stage and the completed site will be ready to release in mid-July. We will be constructing some event and publicity around this important milestone.

New Telstra Contract

Council ICT and Corporate Services have recently signed off on a new contract for all of Council services with Telstra. This contract includes mobile phones, satellite phones, landlines, office data connections and data accounts. We will have single billing, end to end services with a single provider and considerably reduced costs as well as better service provision particularly at Milikapiti. Savings to Council over the next year is around $100,000.

Budget (To June 30 2015)

ASDC: 104500	YTD actual $	Variance to budget %	Analysis
Total Revenue	$2,636	0%	No budget for revenue shown. Items such as staff contribution towards mobile phone costs (approx. $13,000/annum) which should be included in actuals but are not showing.
Total Expenses	($192,181)	1617%	This variance on YTD figures occurs due to subtracting actuals from a negative budget amount.
Net Surplus / Deficit)	$194,818	1638%	
CAPEX	$29,184	-9%	

Key Performance Indicators	*Action*	*Measure of Success*	*Status/Progress*
Reduce overall communication costs	Monitor Telstra billing. Reduce overall numbers of landlines and faxes, Refine Telstra accounts	Reduced telecommunication costs. Reduce Telstra monthly bill.	Savings in the vicinity of $100K identified by changes to service provision.
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	Website rebuild expected to be complete and live by the Council meeting.

		with NTG regulations	

Community Engagement – Chris Smith

Staff assisting Council Community Services team with NAIDOC celebrations for the week of 13 to 17 July.

Staff attending Broadband for the Bush conference in Darwin sponsored by the Northern Territory Library.

Staff assisting Murray MacAllister, NTG Dept. of Business, with preparations for cruise ship visits to Tiwi Islands.

Staff assisting with Council participation in July 31 Wurrumiyanga Expo and Fun Day

Budget:

ASDC: 121700	YTD actual $	Variance to budget %	Analysis
Total Revenue	$85,267	0%	
Total Expenses	$81,901	0%	Total expenses should be $53,672 for wages and on-costs. The figure of $81,901 includes ICT and staff housing which cannot be costed against this funding. A variation to funding will be submitted.
Net Surplus / (Deficit)	$3,366	0%	Should be $31,595

Key Performance Indicators	*Action*	*Measure of Success*	*Status/Progress*
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	One staff employed full time, currently advertising to fill the other part time position.
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 Broadband for the Bush Conference Darwin

RECOMMENDATION:

That Council notes the content of this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.4
TITLE	Community Support End of Month Report June 2015
REFERENCE	162324
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 June 2015.

Director

- Attended Executive Managers meetings.
- Notified by PM&C that NAIDOC funding has been granted $12,790.00.
- Notified by DSS that Centrelink funding has been granted $186,936.00.
- Corporate Shooters Licence and Employee Licences renewed. A firearms safety course for all current employee licence holders should be considered in 2016/17.
- Completed CommBank applications.
- Meeting with Dept. Business / ALPA regarding Alcohol Management.
- Supported Territory Day (early) celebrations at Pirlangimpi in partnership with ALPA.

Children's Services

Childcare

Pirlangimpi crèche numbers have increased from two to eight full time, and 10 part-time. We are still low at Milikapiti and Jirnani and have been working to try and increase our numbers. We have been discussing having an open day for enrolments and an orientation of each centre so that the community can come into our centres and have a look around, meet our staff and see what our programs offers.

We are currently one staff down at the Pirlangimpi crèche and the OSHC staff have been assisting the Team Leader at the crèche and holding some holiday activities there to assist with supervision.

Outside School Hours Care Programs

All OSHC Programs: All OSHC sites started their holiday program (VAC) from 22nd June with a four week program including NAIDOC Week on the last week.

Families as First Teachers

FaFT operated their regular program during the month of June with 15 participant children; they closed from 22nd June to 10th July (staff on annual leave).

Human Resources
All Staffing issues, including:

- Attendances: There have been a few late arrivals to work but overall satisfactory attendance.
- Incidents: Nil during this reporting period.
- Positions vacant: Pirlangimpi Crèche 1 PT position.
- Recruitment: Nil for this reporting period.
- Annual leave, leave coverage and proposed higher duties: We had 3 staff member on Annual Leave during this reporting period.
- OH&S matters: NIL.
- Staff meetings conducted: Regional Manager site visits at each service.
- Training conducted (including training outcomes) and personnel development: FaFT staff training in Katherine with Department of Education during this report period. First Aid training held at Pirlangimpi office.
- Conferences or external meetings attended: NIL conferences & external meetings during this reporting period.
- Travel (proposed and undertaken): FaFT staff to staff training in Katherine and Regional Manager travelling between communities.

Visitors and Meetings

- Environmental Health, Laura Blow, follow up visit and discussions for safety food prep workshop.
- Red Cross (C4C) Joan Meredith regarding nutrition program with two other Red Cross officers. Meeting was at Wurrumiyanga Office.
- Department of Health, Dietician, Annabel Thallon. Meeting regarding site visits with all centres.
- All Regional and Remote Aboriginal Children and Services Support Unit site visits for staff development cancelled due to site officer away.

Sports and Recreation

Healthy Lifestyle Cup (HLC)

The HLC has come to an end for another year.

Tiwi College winning their 2nd HLC Grand final undefeated. Tiwi College defeated Pirlangimpi in a one sided win. All up Tiwi College have won their 4th grand final in the AFL's 9's.

This year a Tiwi representative team was selected to take on a leadership camp and to play against a Darwin team, in Darwin.
The Leadership camp was funded by the Heart Foundation. The team was selected on leadership, positive attitudes on and off field also commitment to training.

The Tiwi HLC team stayed at the Michael Long learning Centre. Menzies did a health check up on everyone. Dean Rioli was a guest speaker and did a great speech on leadership, commitments in life. Also he gave the team some good advice on coaching and playing. This leadership camp was welcomed as a positive experience for the Tiwi girls & women's. I hope there will be opportunity to do something like this more often.

School Holiday Program
The sport & recreation team will be helping out the Outside School Hours Care with this years school holidays program.

Ebony and myself held a meeting with the Kevin Doolan, S&R officers & OSHC officers at Milikapiti to ensure they all understood the program planned and so that they could all have an input.

Wurrumiyanga
Wurrumiyanga Sports & Recreation Officers: Antonio Tipiloura & Sharon Kantilla.
Sharon & Antonio opening of the gym, recreation hall and activities on the oval.

Venue	Activity	Children	Adult
Rec Hall	Basketball/cricket	76	
Oval	Outdoor sports	80	
Gym	Gym		12
Pool	Aquatics	16	2

Pirlangimpi
Pirlangimpi Sports & Recreation Officers: Joseph Bourke (Jnr), Edward Henry-Whiting & Ricky Edgar. This month Joseph (Jnr) filled in at Wurrumiyanga pool while Wade was on leave. Edward & Joseph travel to Wurrumiyanga every Tuesday, checking chemicals in pool also yard maintenance.

Venue	Activity	Boys	Girls	Adults
Pool	Aquatics	16	13	
Rec Hall	Basketball	159	113	
Oval	Football	48	36	
Healthy Lifestyle Cup	Women's AFL 9's		25	38

Milikapiti
Milikapiti Sports & Recreation Officer: Trevor Wilson.
The Pirlangimpi Sport & Recreation officers helped Trevor clean the Milikapiti recreation hall to get it ready for use. Trevor will be working with the OSHC officers to help deliver the holiday program.
Trevor has shown great commitment to the HLC, making sure teams are ready, umpiring also giving the women advice on the field.

Venue	Activity	Boys	Girls	Adults
Oval/Recreation Hall	Football/Basketball	91	85	
Healthy Lifestyle Cup	Women's AFL 9's			28

Human Resources:
All Staffing issues, including:
- Attendances – Minor issues
- Incidents - Nil
- Positions vacant - Milikapiti
- Recruitment - Nil
- Annual leave, leave coverage and proposed higher duties - nil
- OH&S matters - Nil
- Staff meetings conducted - Nil
- Training conducted (including training outcomes) - Nil
- Conferences or external meetings attended Conference call - Healthy Lifestyle Cup
- Travel (proposed and undertaken) – Nil

Youth and Community

Ongoing:
- Youth Diversion assessments of youth for YD program suitability
- Follow up/monitoring with Youth on diversion programs i.e. Youth/family/school/Skin Groups etc.
- Proactive and preventative delivery to students attending Tiwi schools
- Family conflict mediations as required
- Internal/external networking with TY&CS stakeholders
- WOSHC/VAC programs

Human Resources
- No attendance issues
- No incidents to report
- No OH&S matters
- Staff meetings – TY&C work programs discussed on days when TYSO employed i.e. Tuesdays Wednesdays and Thursdays of each week; other meetings attended as directed
- No travel undertaken during reporting period

Visitors and Meetings
Visitors:
- 22.06.2015 – Jone Lotu and Andreea from NAAJA legal education & training/mediator court reference letters
- 23.06.2015 – Nick Joseph visit re delivering to Tiwi 'recognising and responding to trauma;
- 23.06.2015 – Sharon Kantilla re supervision of 1 x YD referral re volunteer hours as part of YD program
- 23.06.2015 - Barry Puruntatameri – informal visit
- 23.06.2015 – Manny Tipungwuti – informal visit

Meetings:
- 12.06.2015 – VAC Meeting at Milikapiti re VAC mid year holiday programs
- 22.06.2015 – Court reference letters with NAAJA
- 25.06.2015 – Managers meeting at TIRC Veranda re: CEO recruitment process; Council decisions; Council budget

PROGRAMS AND WORKSHOPS
Programs:
- 4.06.2015 - Setting up 3 x new YD Police referrals
- 9.06.2015 – Milikapiti visit Follow up 2 x YD clients
- YD finalisation reports x 2 completed 9.06.2015
- 9.06.2015 - Family conference held 1 x YD client Wurrumiyanga
- 10.06.2015 – Tiwi College A&OD delivery to students; senior girls x 18 students; senior boys x 14 students; middle boys x 19 students
- 10.06.2015 – 1 x YD assessment for youth program
- 16.06.2015 – Milikapiti Visit delivery to Milikapiti Primary students – 35 students total x 3 classes
- 16.06.2015 – 1 x YD assessment for youth program
- 16.06.2015 – meeting at Milikapiti with Andrew Tipungwuti and Gibson Illortaminni re formal apology by 1 x YD referrals re break in to Yapilika Forestry
- Tiwi College visit – 1 x YD assessment for youth program
- 18.06.2015 – 'ICE' workshop at TITEB delivered by Jeffrey Lyons from Darwin Alcohol and Other Drug Unit

- 18.06.2015 – Meeting at TITEB with Henry Dunn and Kristien Ottewill re Wurrumiyanga Alcohol Management plan
- 24.06.2015 – Pirlangimpi visit 2 x YD Police referrals – meeting with Pirlangimpi Store management Nick and Sandy re: formal apology by 2 x YD referrals and volunteer hours to undertake at store as part of YD youth program

Centrelink Service

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.

Future Planning

Centrelink have agreed to undertake Training, and arrange Federal Criminal History checks for two people on each community who will then be able to act as emergency agents, and can apply for the positions whenever they become vacant.

Human Resources

One vacancy exists at Milikapiti due to one agent resigning to move on to a more rewarding position. The Position has been advertised with applications closing on July 17th. The remaining agent at Milikapiti has very good attendance, working two shifts of 3.75 hours per day to cover the loss of the other agent. Pirlangimpi remains fully staffed. No complaints have been received from community members using the service.

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.

Libraries

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.

Future Planning

Hard wired Internet connection will be installed in both Milikapiti and Pirlangimpi communities, in the first quarter of the next financial year thanks to NT Libraries offering to pay for the installation.

Human Resources

Staff attendances continue to be very good.
Both Libraries have qualified staffs who continue to undertake training courses as new programs and procedures are implemented.

Visitors and Meetings

No official visitors during the month.

Community Safety

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.

Human Resources
Currently there is one vacancy at Pirlangimpi due to a resignation and one vacancy at Milikapiti due to the transfer of a Patroller to Pirlangimpi. Wurrumiyanga have a vacancy for a male patroller.

Certificate III in Community Safety (Night Patrol) commenced on June 1st and ran for a three week period through to the 19th. The Training was held at Wurrumiyanga. Attendance and participation was first class by all Community Safety Staff. The Coordinator of Community Safety and the Manager also completed the course.

Visitors and Meetings
Wurrumiyanga Police and NAAJA Representatives visited the Community Safety teams while they were at the Cert III Training to assist with instructions regarding the Law and Traffic Control.

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

Community Safety - Vehicle replacement for two of the communities will need to take place in the next few months. Mitsubishi Triton that was based at Pirlangimpi is now at Wurrumiyanga but needs replacing. Pirlangimpi now have the old Wurrumiyanga car which also needs replacing and the Milikapiti vehicle is still in good condition.

Some staff members have been involved in disturbances again this month at Wurrumiyanga. Again, 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	7.5
TITLE	Infrastructure Services - End of Month - June 2015
REFERENCE	162327
AUTHOR	Brenton Baillie, A / Director Infrastructure Services

Month: June 2015

The following summary is a report of activity, issues and initiatives taken during June 2015.

The stock take was a major priority, which was successfully completed. It was an ideal time for all sections to clean up their respective work shops and sort out stock.
A number of meetings have been attended, including the Milikapiti Local Authority meeting and TIRC Council Meetings.

Discussions with TITEB have been undertaken re subleasing Lot 170 Milikapiti and Lot 302 Milikapiti. TIRC are to retain Lot 302 and renovate when we have sufficient staff in place. Negotiations with OTL has commenced re Lot 170, who are consulting with the Wulirankuwu Land Owners in regards to the proposed usage and transfer. The application to OTL has been submitted and TIRC are now waiting for a formal response from OTL.

Initial discussion has commenced with OTL re the proposal to develop a new cemetery at Milikapiti. An initial design concept OTL has been provided to OTL, who will hold discussions with relevant community members. Until formal feedback has been received, no further work will be undertaken.

Pirlangimpi Rubbish Dump: Ongoing discussions are continuing with the appointed consultant and a site inspection will take place on Tuesday 14 June. Consultation with Power and Water has been undertaken by the consultant, to identify issues regarding water supply issues.

Drugs and Alcohol Policy: Some initial research has commenced to ascertain the current TIRC policy to establish its existence and WALGA has provided a policy used by other councils. Ongoing work will be undertaken to refine the policy, including; testing methods, employee education, implications of introducing a policy and actions required from positive test results.

Carpenter Coordinator: All applicants interviewed for this position have withdrawn for various reasons. The position will be readvertised in the near future to support the increasing work load being undertaken for Territory Housing.

Community: Wurrumiyanga

Housing
A significant amount of contract work for is being quoted and performed for Territory Housing. It is anticipated that the requests for additional work will increase. The following figures provide information on both quoted and completed work since March.

Quoted & Completed	$109,290
Completed & Invoiced	$ 34,260
To be completed	$ $41,200
Quoted (not approved)	$ $34,000
Work completed by Trade	
Carpenter	$ 78,000
Plumber	$ 1,022
Electrician	$ 13,500
Painters	$ 16,800

A tender has been submitted to demolish houses for the Territory Housing in Milikapiti. Confirmation for the tender has not yet been received from Territory Alliance. (Contractor).

Civil Services
A total of 170 Kilometres of roads have been graded on Bathurst Island. Roads graded include: Fourcroy, Port Herd, Interview Point, Rocky Point Tarantipi, Ranku beach and Ranku barge landing.

A form up grade has commenced on the Wurrumiyanga to Ranku road.
The overburden from cleaning of drains at Wurrumiyanga has been removed

Funerals: Nil

Issue: Some ongoing equipment reliability issues and standard of equipment continues, but most issues have been resolved. Receiving equipment usage summary has not yet received **for** June and is being followed up.
Income: $ 86,600
Equipment Sale: Forestry has requested TIRC sell some of our plant and equipment to them. Implications of selling are currently being reviewed and sale price are being considered for other equipment.

Town Services
Rubbish bin collections are taking place every second day. With the assistance of a second driver waste collection is being maintained.
All community lawned/grass areas including the airport public areas has been maintained.
General rubbish clean ups are continuing around the shop area.

Boat Shed: The boat shed has had a trouble free run with no major ferry or engine issues. Minor repair work was undertaken on the small boat trailer.
Income: $600 was invoiced this month for delivering the dialysis products.

Fleet
Significant time and effort was put into cleaning up the workshops and sorting parts etc. for the stocktake. Surplus items from the stocktake will be packed onto pallets and shipped to Darwin for sale. Significant amount of time and effort has been required to maintain the Town Service rubbish truck, partly due to old vehicles, but driver abuse of the vehicles is a significant factor.

Community: Milikapiti

Water Park
The second stage of the water park will be completed in the near future. This includes the installation of the outside concrete circle, shed poles, pump shed and pumps.

Civil Services
The Pickataramoor and 70 Kilometres of road have been graded.

Town Services
All rubbish collection has been maintained on a regular basis. Parks and gardens have been cut once, weeds sprayed and drains cleared. Damaged fencing around the town service shed has been repaired to prevent further break-ins.

Airport inspection and maintenance has been maintained as per CASA requirements.
The rubbish dump has been pushed into the pit once this month. Other waste clean ups has taken place due to illegal dumping outside of the designated dump area.

A significant amount of time has been spent assisting the fencing crew, resulting from the Telstra line being damaged. The line has been repaired and the team is back in full operation.

Fleet
The Milikapiti mechanic has spent significant time traveling to Pirlangimpi to assist the new mechanic to keep plant hired to Forestry in an operational condition.

Pirlangimpi Community: Pirlangimpi

Civil Services
No grading has taken place in Pirlangimpi due to staff being on Annual Leave.

Town Services
The team has performed a broad range of work including: maintaining rubbish collection, ground maintenance work including whipper snipping and mowing, weed spraying, cleaning airport toilets and in conjunction with the plumber and electrician, cleaned up their sheds.
A mahogany tree in front of the sports and recreation hall has been removed.

Fleet
A new mechanic is settling in well and work is steadily increasing. Mark spent a week in Wurrumiyanga assisting the workshop repair plant equipment required by forestry.

RECOMMENDATION:

That Council notes this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.6
TITLE	Finance End of Month Report - June 2015
REFERENCE	162532
AUTHOR	Selvan Supramaniam, Senior Accountant

BACKGROUND

Overview:

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

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

Finance:

The rollover of 2013-14 to 2014-2015 has been completed and the balances up to May 2015 have been submitted to the external auditors for the preparation of the 2014-15 final audit. The Funding Grant Acquittal had been submitted to the Auditors and they have come up with some queries. The same is being attended to and once submitted they will review it and issue a certificate of completion.

The annual year ending stock take for 2014-15 was successfully completed. Count sheets are being progressively posted into TechOne with the assistance of Garry Wise, in guidance with Marcelo from the Finance Office, Darwin.

All properties in the Slap map have been reconciled with the Rates book. There were some properties that were not in the Rates book and the same has now been included by the Rates officer.

Avdata has started paying the outstanding and we have received $6,732.94 of $44,277.09. The bulk of the outstanding, coming from Nguiu amounting to $42,414.91.

The financials are complete with the exceptions of some routine journals like allocations, accruals with assets related movements. This will be finalized prior audit

Human Resources:

The Rates Finance Officer has submitted her resignation and will be working until the end of August 2015. HR has been informed and recruitment for her replacement is under process.

The Systems and Quality Officer has informed the management to work part-time from July 2015 onwards.

Systems and Quality:

The Systems and Quality Officer has been working on the TechOne Budget Module for the next financial year 2015-16. A draft budget has been handed over to the A/CEO for his recommendation and presenting of the same to the council for the final approval.

Current Financial Reporting

- Consolidated Profit and Loss for the period ending 30 June 2015;
- Consolidated Balance Sheet for the period ending 30 June 2015;
- Ageing Receivables;
- Ageing Payables.

Profit and Loss

Attached

Balance Sheet

Attached

Current Operating Accounts & Cash on Hand

Account Balances as at 30th June 2015

Operating Account	$	17,820.93
Trust Account	$	995,860.82
Cash Deposit Account (credit cards)	$	57,967.77
TCU Operation Account	$	43,398.37
Cash on hand		$900.00
		$1,115,947.89

Ageing Receivables

The outstanding receivables (Debtors) owed to Council at the end of June 2015 totals $477,753.05 (current to 90 days) with 28% of this exceeding 90 days trading term. The unapplied credit amounts to $149,329. Total debts are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
226,416	193,593	-254,160	183,455	71,705	68,635	123,959	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 June 2015 totals $448,248.90 with 8.99% of this exceeding 90 days trading term. The total debts owed by Council that exceed 90 days trading terms are $43,931.51. Total payables are broken down as follows:

Original	Outstanding	Unapplied	Current	>30days	>60days	>90days	Future
445,913	445,645	-42,604	407,418	23,737	13,163	43,932	0.00

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 June 2015 Balance Sheet.pdf
2 June 2015 Balance Sheet Detailed.pdf
3 June 2015 Profit and Loss.pdf
4 June 2015 Cash Flow.pdf
5 June 2015 Cash flow by Funding type.pdf
6 June 2015 Financial Report with graphs.pdf

Statement of Financial Position

as at 30 Jun 2015

Description	OB (PY CB)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD	%
ASSETS & LIABILITIES																
ASSETS																
CURRENT ASSETS																
11 - Cash	2,650,715	325,672	(58,524)	(457,432)	721,378	(387,602)	(565,069)	73,141	(502,473)	(926,608)	1,106,793	(316,346)	(591,096)	1,072,550	(1,578,165)	60%
13 - Receivables	914,747	(331,375)	453,813	756,195	(482,398)	(91,668)	(24,262)	(254,417)	81,870	80,726	(710,348)	602,073	(421,624)	573,334	(341,413)	37%
14 - Inventory	851,782	0	0	0	0	0	0	0	0	0	0	0	0	851,782	0	0%
15 - Prepayments	30,796	0	0	(1,371)	(2,568)	(15,585)	(180)	(362)	(274)	(313)	(490)	(1,562)	10,244	18,336	(12,460)	40%
Subtotal	**4,448,040**	**(5,703)**	**395,289**	**297,393**	**236,412**	**(494,856)**	**(589,511)**	**(181,638)**	**(420,878)**	**(846,194)**	**395,957**	**284,166**	**(1,002,476)**	**2,516,001**	**(1,932,038)**	**43%**
NON CURRENT ASSETS																
31 - Acquisition of Assets	32,595,477	(227,923)	(227,923)	(220,571)	(227,923)	(220,571)	(227,923)	(224,742)	(205,215)	(226,326)	(218,355)	(7,382,960)	0	22,985,043	(9,610,434)	29%
33 - WIP Assets	45,499	58,029	15,384	14,127	1,199	13,318	22,727	81,646	30,757	6,045	2,550	9,598	33,290	334,169	288,669	634%
37 - Clearing Account	2,433	0	0	0	0	0	0	0	0	0	119	(119)	0	2,433	0	0%
Subtotal	**32,643,409**	**(169,895)**	**(212,539)**	**(206,444)**	**(226,725)**	**(207,253)**	**(205,196)**	**(143,096)**	**(174,458)**	**(220,281)**	**(215,686)**	**(7,373,481)**	**33,290**	**23,321,645**	**(9,321,764)**	**29%**
Subtotal	**37,091,449**	**(175,597)**	**182,750**	**90,949**	**9,688**	**(702,108)**	**(794,707)**	**(324,734)**	**(595,336)**	**(1,066,476)**	**180,270**	**(7,089,314)**	**(969,186)**	**25,837,646**	**(11,253,803)**	**30%**
LIABILITIES																
CURRENT LIABILITIES																
21 - Creditors	(738,465)	208,689	(46,413)	116,800	96,639	(129,964)	152,740	14,789	(104,338)	135,565	(108,855)	(18,801)	(80,611)	(502,225)	236,240	32%
22 - Current Provisions	(1,269,341)	0	0	0	0	0	(7,745)	0	0	0	0	0	104,831	(1,172,255)	97,086	8%
25 - Unexpended Grant Liability	(1,607,242)	1,515,902	0	0	0	0	0	0	0	0	0	0	26,097	(65,243)	1,541,999	96%
Subtotal	**(3,615,048)**	**1,724,591**	**(46,413)**	**116,800**	**96,639**	**(129,964)**	**144,995**	**14,789**	**(104,338)**	**135,565**	**(108,855)**	**(18,801)**	**50,318**	**(1,739,723)**	**1,875,325**	**52%**
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	**(4,433,590)**	**1,724,591**	**(46,413)**	**116,800**	**96,639**	**(129,964)**	**144,995**	**14,789**	**(104,338)**	**135,565**	**(108,855)**	**(18,801)**	**50,318**	**(2,558,265)**	**1,875,325**	**42%**
Subtotal	**32,657,859**	**1,548,993**	**136,337**	**207,749**	**106,327**	**(832,072)**	**(649,712)**	**(309,945)**	**(699,674)**	**(930,911)**	**71,415**	**(7,108,116)**	**(918,869)**	**23,279,381**	**(9,378,478)**	**29%**
EQUITY																
51 - Accumulated Surplus Deficit	(5,285,856)	0	0	0	0	0	0	0	0	0	0	0	0	(5,285,856)	0	0%
53 - Asset Revaluation Reserves	(31,965,790)	0	0	0	0	0	0	0	0	0	0	0	0	(31,965,790)	0	0%
Subtotal	**(37,251,645)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(37,251,645)**	**0**	**0%**
Total	**(4,593,786)**	**1,548,993**	**136,337**	**207,749**	**106,327**	**(832,072)**	**(649,712)**	**(309,945)**	**(699,674)**	**(930,911)**	**71,415**	**(7,108,116)**	**(918,869)**	**(13,972,264)**	**(9,378,478)**	**204%**

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Attachment 1

Statement of Financial Position

as at 30 Jun 2015

Description	OB (PY CB)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD	%
ASSETS & LIABILITIES																
ASSETS																
CURRENT ASSETS																
11 - Cash	2,650,715	325,672	(58,524)	(457,432)	721,378	(387,602)	(565,069)	73,141	(502,473)	(926,608)	1,106,793	(316,346)	(591,096)	1,072,550	(1,578,165)	60%
13 - Receivables	914,747	(331,375)	453,813	756,195	(482,398)	(91,668)	(24,262)	(254,417)	81,870	80,726	(710,346)	602,073	(421,624)	573,334	(341,413)	37%
1311 - Receivables Rates General	136,055	2,079	(309)	919,543	(701,570)	(159,190)	(972)	(18,124)	(21,235)	(4,873)	(5,528)	(20,266)	7,978	133,587	(2,468)	2%
1312 - Receivable Other - Property and Rating	300	0	0	0	0	0	0	0	0	0	0	0	0	300	0	0%
1321 - Receivables Waste Collection General	119,133	1,852	(186)	432,684	(313,380)	(44,091)	(658)	(9,115)	(11,822)	(4,078)	(5,647)	(10,431)	4,521	158,782	39,650	33%
1361 - Receivables GST	884	87,645	31,541	(18,418)	(66,519)	17,048	(52,177)	33,924	10,256	4,642	28,895	(36,675)	(2,372)	38,673	37,789	4,273%
1391 - Receivables Control account	624,920	(422,951)	422,767	(577,613)	599,071	94,564	29,545	(269,715)	104,671	85,036	(727,763)	662,715	(431,655)	193,593	(431,327)	69%
1392 - Deposits and Bonds held	5,000	0	0	0	0	0	0	8,613	0	0	0	0	0	13,613	8,613	172%
1393 - Sale of Assets Clearing	(2,000)	0	0	0	0	0	0	0	0	0	0	6,818	0	4,818	6,818	341%
1394 - Accrued Receivables - manual	30,544	0	0	0	0	0	0	0	0	0	0	0	0	30,544	0	0%
1396 - Wages Overpayment Receivable	(88)	0	0	0	0	0	0	0	0	0	(303)	(88)	(98)	(577)	(489)	554%
Subtotal	**914,747**	**(331,375)**	**453,813**	**756,195**	**(482,398)**	**(91,668)**	**(24,262)**	**(254,417)**	**81,870**	**80,726**	**(710,346)**	**602,073**	**(421,624)**	**573,334**	**(341,413)**	**37%**
14 - Inventory	851,782	0	0	0	0	0	0	0	0	0	0	0	0	851,782	0	0%
15 - Prepayments	30,796	0	0	(1,371)	(2,568)	(15,585)	(180)	(362)	(274)	(313)	(490)	(1,562)	10,244	18,336	(12,460)	40%
Subtotal	**4,448,040**	**(5,703)**	**395,289**	**297,393**	**236,412**	**(494,856)**	**(589,511)**	**(181,638)**	**(420,878)**	**(846,194)**	**395,957**	**284,166**	**(1,002,476)**	**2,516,001**	**(1,932,038)**	**43%**
NON CURRENT ASSETS																
31 - Acquisition of Assets	32,595,477	(227,923)	(227,923)	(220,571)	(227,923)	(220,571)	(227,923)	(224,742)	(205,215)	(226,326)	(218,355)	(7,382,960)	0	22,985,043	(9,610,434)	29%
33 - WIP Assets	45,499	58,029	15,384	14,127	1,199	13,318	22,727	81,646	30,757	6,045	2,550	9,598	33,290	334,169	288,669	634%
37 - Clearing Account	2,433	0	0	0	0	0	0	0	0	0	119	(119)	0	2,433	0	0%
Subtotal	**32,643,409**	**(169,895)**	**(212,539)**	**(206,444)**	**(226,725)**	**(207,253)**	**(205,196)**	**(143,096)**	**(174,458)**	**(220,281)**	**(215,686)**	**(7,373,481)**	**33,290**	**23,321,645**	**(9,321,764)**	**29%**
Subtotal	**37,091,449**	**(175,597)**	**182,750**	**90,949**	**9,688**	**(702,108)**	**(794,707)**	**(324,734)**	**(595,336)**	**(1,066,476)**	**180,270**	**(7,089,314)**	**(969,186)**	**25,837,646**	**(11,253,803)**	**30%**
LIABILITIES																
CURRENT LIABILITIES																
21 - Creditors	(738,465)	208,689	(46,413)	116,800	96,639	(129,964)	152,740	14,789	(104,338)	135,565	(108,855)	(18,801)	(80,611)	(502,225)	236,240	32%
2121 - Creditors Payroll General	(307,425)	307,425	0	0	0	0	0	0	0	0	0	0	0	0	307,425	100%
2122 - PAYG Payable Clearing	0	0	(63,722)	63,722	(34)	(44,752)	1,962	42,824	0	836	576	(47,782)	46,370	0	0	0%
2161 - Creditors GST Payable	(6,494)	(83,863)	(6,208)	42,493	(44,189)	58,485	18,862	(4,195)	(24,228)	4,497	(81,519)	79,843	(9,914)	(56,430)	(49,936)	769%
2171 - Credit WHT	(73)	0	0	0	0	0	0	0	0	0	0	0	0	(73)	0	0%
2181 - Credit Card Liability	0	5,997	10,429	8,461	(24,887)	0	0	370	(448)	1,913	9,280	2,957	(14,150)	(78)	(78)	100%
2191 - Creditors Other General - control	(320,343)	(125,001)	13,088	2,123	165,749	(143,697)	131,916	(24,210)	(79,662)	128,319	(37,192)	(53,819)	(102,916)	(445,645)	(125,302)	39%
2192 - Accrued creditors - manual	(104,130)	104,130	0	0	0	0	0	0	0	0	0	0	0	(0)	104,130	100%
Subtotal	**(738,465)**	**208,689**	**(46,413)**	**116,800**	**96,639**	**(129,964)**	**152,740**	**14,789**	**(104,338)**	**135,565**	**(108,855)**	**(18,801)**	**(80,611)**	**(502,225)**	**236,240**	**32%**
22 - Current Provisions	(1,269,341)	0	0	0	0	0	(7,745)	0	0	0	0	0	104,831	(1,172,255)	97,086	8%
25 - Unexpended Grant Liability	(1,607,242)	1,515,902	0	0	0	0	0	0	0	0	0	0	26,097	(65,243)	1,541,999	96%
Subtotal	**(3,615,048)**	**1,724,591**	**(46,413)**	**116,800**	**96,639**	**(129,964)**	**144,995**	**14,789**	**(104,338)**	**135,565**	**(108,855)**	**(18,801)**	**50,318**	**(1,739,723)**	**1,875,325**	**52%**
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	**(4,433,590)**	**1,724,591**	**(46,413)**	**116,800**	**96,639**	**(129,964)**	**144,995**	**14,789**	**(104,338)**	**135,565**	**(108,855)**	**(18,801)**	**50,318**	**(2,558,265)**	**1,875,325**	**42%**
Subtotal	**32,657,859**	**1,548,993**	**136,337**	**207,749**	**106,327**	**(832,072)**	**(649,712)**	**(309,945)**	**(699,674)**	**(930,911)**	**71,415**	**(7,108,116)**	**(918,869)**	**23,279,381**	**(9,378,478)**	**29%**

Description	OB	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD	%
EQUITY																
51 - Accumulated Surplus Deficit	(5,285,856)	0	0	0	0	0	0	0	0	0	0	0	0	(5,285,856)	0	0%
53 - Asset Revaluation Reserves	(31,965,790)	0	0	0	0	0	0	0	0	0	0	0	0	(31,965,790)	0	0%
Subtotal	(37,251,645)	0	0	0	0	0	0	0	0	0	0	0	0	(37,251,645)	0	0%
Total	(4,593,786)	1,548,993	136,337	207,749	106,327	(832,072)	(649,712)	(309,945)	(699,674)	(930,911)	71,415	(7,108,116)	(918,869)	(13,972,264)	(9,378,478)	204%

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Statement of Financial Performance

as at 30 Jun 2015

Description	Year-To-Date (P1-P12) Budget	Actuals	Variance	%	Full Year Budget
REVENUE & EXPENDITURE					
OPERATING REVENUE					
61 - Income Rates	(1,340,157)	(1,356,554)	(16,397)	1%	(1,340,157)
62 - Income Council Fees and Charges	(1,039,661)	(1,102,893)	(63,232)	6%	(1,039,661)
63 - Income Operating Grants Subsidies	(9,070,029)	(8,909,506)	160,523	2%	(9,070,029)
64 - Income Investments	(50,000)	(51,328)	(1,328)	3%	(50,000)
65 - Income Contributions Donations	(1,136)	(3,836)	(2,700)	238%	(1,136)
66 - Income Reimbursements and Others	(2,066)	(115,491)	(113,425)	5,490%	(2,066)
67 - Income Agency and Commercial Services	(884,920)	(1,197,360)	(312,440)	35%	(884,920)
68 - Income Capital Grants	(246,044)	(325,070)	(79,026)	32%	(246,044)
69 - Inc Sale of Assets	(181,136)	(225,473)	(44,337)	24%	(181,136)
Subtotal	**(12,815,149)**	**(13,287,510)**	**(472,361)**	**4%**	**(12,815,149)**
OPERATING EXPENDITURE					
71 - Employee Expenses	8,183,545	7,834,879	(348,666)	4%	8,183,545
72 - Contract and Material Expenses	4,333,703	3,426,907	(906,796)	21%	4,333,703
73 - Finance Expenses	5,623	6,074	451	8%	5,623
74 - Communication Expenses	594,183	476,378	(117,805)	20%	594,183
75 - Asset Expense	2,731,847	9,629,261	6,897,414	252%	2,731,847
79 - Miscellaneous Expenses	1,361,297	1,267,012	(94,285)	7%	1,361,297
Subtotal	**17,210,198**	**22,640,510**	**5,430,312**	**32%**	**17,210,198**
ALLOCATIONS					

Attachment 3

Description	Budget	Actuals	Variance	%		Budget
91 - Internal Allocations	0	0	0	0%	→	0
92 - Internal Allocations	0	(362,668)	(362,668)	100%	↑	0
94 - Internal Allocations	0	3,240	3,240	100%	→	0
97 - Internal Allocations	0	(422,266)	(422,266)	100%	↑	0
98 - Internal Allocations	0	781,693	781,693	100%	↓	0
99 - Internal Allocations and Suspense	0	25,478	25,478	100%	↘	0
Subtotal	**0**	**25,478**	**25,478**	**100%**	↘	**0**
Subtotal	**4,395,049**	**9,378,478**	**4,983,429**	**113%**	↓	**4,395,049**
CAPITAL EXPENSE						
33 - WIP Assets	482,419	288,669	(193,750)	40%	↑	482,419
Subtotal	**482,419**	**288,669**	**(193,750)**	**40%**	↑	**482,419**
Total	**4,877,468**	**9,667,147**	**4,789,679**	**98%**	↓	**4,877,468**

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Attachment 3

Statement of Cash Flows

as at 30 Jun 2015

Description	OB (FY CB)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD	%
CASH ACCOUNTS																
1111 - Cash at Bank Operational General	297,385	1,020,073	(111,382)	(481,487)	195,282	(33,457)	(753,424)	44,703	(183,503)	65,641	(50,479)	(198,139)	206,607	17,821	(279,564)	94%
1121 - Cash at Bank Operational TCU	51,501	7,928	1,004	9,561	17,904	12,243	11,008	11,824	4,810	(125,843)	2,582	37,662	(42,184)	0	(51,501)	100%
1131 - Cash at Bank Trust General	2,243,671	(702,430)	51,751	14,394	508,091	(366,493)	177,246	16,514	(323,781)	(866,406)	1,154,690	(155,869)	(755,519)	995,861	(1,247,811)	56%
1142 - Cash on Hand Pirlangimpi	100	0	0	0	0	0	0	0	0	0	0	0	0	100	0	0%
1143 - Cash on hand Darwin	200	0	0	0	0	0	0	0	0	0	0	0	0	200	0	0%
1144 - Cash on hand Nguiu	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	1%
Subtotal	**2,650,715**	**325,672**	**(58,524)**	**(457,432)**	**721,378**	**(387,602)**	**(565,069)**	**73,141**	**(502,473)**	**(926,608)**	**1,106,793**	**(316,346)**	**(591,096)**	**1,072,550**	**(1,578,165)**	**60%**
ACTIVITIES																
INCOME																
13 - Receivables		(331,375)	453,813	756,195	(749,731)	(91,668)	(24,262)	(254,417)	81,870	80,726	(710,346)	595,255	(154,291)		(348,231)	
15 - Prepayments		0	0	(1,371)	(2,568)	(15,585)	(180)	(362)	(274)	(313)	(490)	(1,562)	10,244		(12,460)	
61 - Income Rates		(6,045)	0	(1,353,066)	0	10,275	0	0	18,629	(5,645)	(3,636)	(3,686)	(13,380)		(1,356,554)	
62 - Income Council Fees and Charges		(36,290)	(80,009)	(49,712)	(111,483)	(74,859)	(138,603)	(46,907)	(119,970)	(89,467)	(110,196)	(93,617)	(151,779)		(1,102,893)	
63 - Income Operating Grants Subsidies		(2,266,491)	(1,538,444)	0	(863,216)	(675,670)	(221,147)	(705,556)	(441,845)	(118,767)	(764,676)	(1,295,948)	(42,048)		(8,933,809)	
64 - Income Investments		(5,240)	(5,332)	(5,877)	(5,367)	(4,595)	(5,514)	(5,058)	(3,999)	(2,935)	(2,221)	(2,386)	(2,803)		(51,328)	
65 - Income Contributions Donations		0	0	0	0	0	(1,136)	0	(2,700)	0	0	0	0		(3,836)	
66 - Income Reimbursements and Others		(150)	(525)	(125)	(1,700)	1,000	(400)	(11,440)	(5,432)	765	(743)	(74,312)	(22,428)		(115,491)	
67 - Income Agency and Commercial Services		(70,408)	(85,972)	(82,057)	(116,564)	(86,577)	(89,685)	(63,354)	(84,931)	(90,252)	(197,801)	(81,871)	(147,927)		(1,197,398)	
68 - Income Capital Grants		(325,070)	0	0	0	0	0	0	0	0	0	0	0		(325,070)	
69 - Inc Sale of Assets		0	(36,091)	(12,727)	0	(6,818)	0	0	(37,364)	(27,273)	(94,473)	(3,909)	0		(218,655)	
Subtotal		**(3,041,069)**	**(1,292,561)**	**(748,740)**	**(1,850,629)**	**(944,498)**	**(480,926)**	**(1,087,094)**	**(596,017)**	**(253,160)**	**(1,184,582)**	**(962,035)**	**(524,413)**		**(13,665,725)**	
EXPENSES																
21 - Creditors		208,689	(46,413)	116,800	120,942	(129,964)	152,740	14,789	(104,338)	135,565	(108,855)	(18,801)	(80,572)		260,581	
22 - Current Provisions		0	0	0	0	0	(7,745)	0	0	0	0	0	104,831		97,086	
25 - Unexpended Grant Liability		1,515,902	0	0	0	0	0	0	0	0	0	0	26,097		1,541,999	
31 - Acquisition of Assets		(227,923)	(227,923)	(220,571)	(227,923)	(220,571)	(227,923)	(224,742)	(205,215)	(226,326)	(218,355)	(7,382,960)	0		(9,610,434)	
33 - WIP Assets		58,029	15,384	14,127	1,199	13,318	22,727	81,646	30,757	6,045	2,550	9,598	33,290		288,669	
37 - Clearing Account		0	0	0	0	0	0	0	0	0	119	(119)	0		0	
71 - Employee Expenses		617,750	661,896	640,169	566,939	812,562	574,352	617,464	691,234	614,010	567,572	868,469	602,463		7,834,879	
72 - Contract and Material Expenses		193,985	464,330	265,725	241,615	448,046	185,653	200,287	387,274	257,997	241,974	337,796	202,227		3,426,907	
73 - Finance Expenses		650	432	417	653	422	474	690	490	518	445	404	488		6,074	
74 - Communication Expenses		24,787	36,733	61,870	44,229	36,138	27,344	38,581	18,236	65,746	28,993	36,109	57,611		476,378	
75 - Asset Expense		227,923	229,383	221,661	227,923	221,271	227,923	227,342	208,066	228,478	225,311	7,383,984	0		9,629,261	
79 - Miscellaneous Expenses		71,159	217,262	105,975	153,675	150,880	84,994	62,421	73,893	98,478	38,037	43,165	169,074		1,267,012	
Subtotal		**2,690,950**	**1,351,084**	**1,206,172**	**1,129,251**	**1,332,100**	**1,040,539**	**1,018,478**	**1,098,390**	**1,180,502**	**777,789**	**1,277,646**	**1,115,509**		**15,218,411**	
Unreconciled Balances																
9999 - Suspense Account		24,447	0	0	0	0	5,457	(4,525)	100	(735)	0	735	0		25,478	
Subtotal		**24,447**	**0**	**0**	**0**	**0**	**5,457**	**(4,525)**	**100**	**(735)**	**0**	**735**	**0**		**25,478**	
Subtotal		**(325,672)**	**58,524**	**457,432**	**(721,378)**	**387,602**	**565,069**	**(73,141)**	**502,473**	**926,608**	**(1,106,793)**	**316,346**	**591,096**		**1,578,165**	
Total		**0**	**0**	**0**	**(0)**	**(0)**	**(0)**	**(0)**	**0**	**(0)**	**0**	**(0)**	**0**		**0**	

Accumulated Balances	OB	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB
Cash Accounts	2,650,715	2,976,387	2,917,863	2,460,431	3,181,809	2,794,206	2,229,137	2,302,279	1,799,806	873,198	1,979,991	1,663,645	1,072,550	1,072,550
Income		3,041,069	1,292,561	748,740	1,850,629	944,498	480,926	1,087,094	596,017	253,160	1,184,582	962,035	524,413	
Expenses		2,690,950	1,351,084	1,206,172	1,129,251	1,332,100	1,040,539	1,018,478	1,098,390	1,180,502	777,789	1,277,646	1,115,509	
	2,650,715	**8,708,406**	**5,561,508**	**4,415,343**	**6,161,689**	**5,070,804**	**3,750,602**	**4,407,851**	**3,494,213**	**2,306,860**	**4,642,362**	**3,903,326**	**2,712,472**	**1,072,550**

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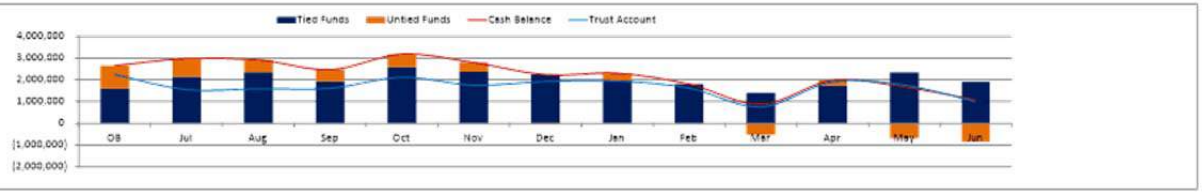
Cash Balances by Funding Type

as at 30 Jun 2015

Description	OB (PY CB)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB	YTD	%
CASH ACCOUNTS																
TRUST																
1131 - Cash at Bank Trust General	2,243,671	(702,430)	51,751	14,394	508,091	(366,493)	177,246	16,514	(323,781)	(866,406)	1,154,690	(155,869)	(755,519)	995,861	(1,247,811)	56%
Subtotal	**2,243,671**	**(702,430)**	**51,751**	**14,394**	**508,091**	**(366,493)**	**177,246**	**16,514**	**(323,781)**	**(866,406)**	**1,154,690**	**(155,869)**	**(755,519)**	**995,861**	**(1,247,811)**	**56%**
OPERATIONAL																
1111 - Cash at Bank Operational General	297,385	1,020,073	(111,382)	(481,467)	195,282	(33,457)	(753,424)	44,703	(183,503)	65,641	(50,479)	(198,139)	206,607	17,821	(279,564)	94%
1121 - Cash at Bank Operational TCU	51,501	7,928	1,004	9,561	17,904	12,243	11,008	11,824	4,810	(125,643)	2,582	37,662	(42,184)	0	(51,501)	100%
1142 - Cash on Hand Pirlangimpi	100	0	0	0	0	0	0	0	0	0	0	0	0	100	0	0%
1143 - Cash on hand Darwin	200	0	0	0	0	0	0	0	0	0	0	0	0	200	0	0%
1144 - Cash on hand Nguiu	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	1%
Subtotal	**407,043**	**1,028,102**	**(110,275)**	**(471,826)**	**213,286**	**(21,109)**	**(742,315)**	**56,628**	**(178,693)**	**(60,202)**	**(47,897)**	**(160,477)**	**164,423**	**76,689**	**(330,355)**	**81%**
Subtotal	**2,650,715**	**325,672**	**(58,524)**	**(457,432)**	**721,378**	**(387,602)**	**(565,069)**	**73,141**	**(502,473)**	**(926,608)**	**1,106,793**	**(316,346)**	**(591,096)**	**1,072,550**	**(1,578,165)**	**60%**
ACTIVITIES																
TIED FUNDING																
Opening Balance (Unexpended Grants)	(1,591,070)	0	0	0	0	0	0	0	0	0	0	0	0	(1,591,070)	0	
1000 - Chief Financial Officer	0	1,507,428	30,000	0	0	0	0	0	0	0	0	0	32,655	1,570,083	1,570,083	
2000 - Infrastructure	0	(834,961)	136,211	164,721	(252,006)	(36,553)	(27,661)	71,564	66,836	65,358	(227,879)	(149,515)	120,061	(903,826)	(903,826)	
3000 - Corporate Services	0	(113,509)	(44,402)	16,603	13,395	53,139	9,742	8,579	11,145	(43,465)	9,240	10,548	5,726	(63,260)	(63,260)	
4000 - Chief Executive Officer	0	(101,764)	(341,521)	1,785	4,616	6,349	4,906	8,353	5,436	8,899	(254,079)	114,157	7,579	(535,302)	(535,302)	
6000 - Community Support	0	(1,001,249)	(4,275)	253,200	(412,320)	170,054	125,754	211,077	83,643	370,734	141,109	(504,675)	259,319	(307,628)	(307,628)	
Subtotal	**(1,591,070)**	**(544,075)**	**(223,986)**	**436,309**	**(646,314)**	**192,988**	**112,741**	**299,572**	**167,061**	**401,524**	**(331,608)**	**(609,484)**	**425,340**	**(1,911,004)**	**(319,933)**	
UNTIED FUNDING																
Opening Balance (excl. Unexpended Grants)	(1,059,644)	0	0	0	0	0	0	0	0	0	0	0	0	(1,059,644)	0	
1000 - Chief Financial Officer	0	(255,300)	(335,325)	24,377	(525,220)	(347,159)	193,947	(939,359)	(286,350)	287,233	(89,001)	531,459	(366,976)	(2,360,673)	(2,360,673)	
2000 - Infrastructure	0	200,479	437,052	(161,965)	237,464	261,944	130,551	372,784	282,921	161,047	(803,787)	83,950	510,852	1,713,272	1,713,272	
3000 - Corporate Services	0	152,482	11,700	84,619	61,149	129,510	34,753	51,605	105,607	86,171	80,347	97,917	135,829	1,064,609	1,064,609	
4000 - Chief Executive Officer	0	80,200	117,048	92,960	102,770	109,640	83,117	85,620	185,614	54,336	76,883	111,950	76,219	1,176,357	1,176,357	
6000 - Community Support	0	43,542	52,036	(18,049)	48,773	40,460	9,959	26,637	44,621	(13,703)	(39,627)	100,554	9,812	304,255	304,255	
Subtotal	**(1,059,644)**	**218,403**	**282,510**	**21,123**	**(75,063)**	**194,614**	**452,328**	**(372,713)**	**335,412**	**525,084**	**(775,185)**	**925,830**	**165,756**	**838,454**	**1,898,098**	
Subtotal	**(2,650,715)**	**(325,672)**	**58,524**	**457,432**	**(721,378)**	**387,602**	**565,069**	**(73,141)**	**502,473**	**926,608**	**(1,106,793)**	**316,346**	**591,096**	**(1,072,550)**	**1,578,165**	
Total	**0**	**0**	**(0)**	**(0)**	**(0)**	**0**	**(0)**	**(0)**	**(0)**	**0**	**(0)**	**(0)**	**(0)**	**0**	**0**	



Accumulated Balances	OB	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	CB
Cash Balance	2,650,715	2,976,387	2,917,863	2,460,431	3,181,809	2,794,206	2,229,187	2,302,279	1,799,806	873,190	1,979,991	1,663,645	1,072,550	1,072,550
Trust Account	2,243,671	1,541,241	1,592,992	1,607,387	2,115,478	1,748,986	1,926,232	1,942,745	1,618,965	752,559	1,907,249	1,751,380	995,861	995,861
Tied Funds	1,591,070	2,135,146	2,359,132	1,922,823	2,569,187	2,376,149	2,263,408	1,963,836	1,796,775	1,395,251	1,726,859	2,336,343	1,911,004	1,911,004
Operational Accounts	407,043	1,435,145	1,324,871	853,044	1,066,330	1,045,221	302,906	359,534	180,841	120,639	72,742	(67,735)	76,689	76,689
Untied Funds	1,059,644	841,241	556,791	537,608	612,671	418,057	(34,271)	338,443	3,031	(522,053)	253,132	(672,698)	(838,454)	(838,454)
Amount to transfer from Operetional to Trust														**915,143**

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TIWI ISLANDS
Regional Council

MONTHLY FINANCIAL REPORTS
June 2015

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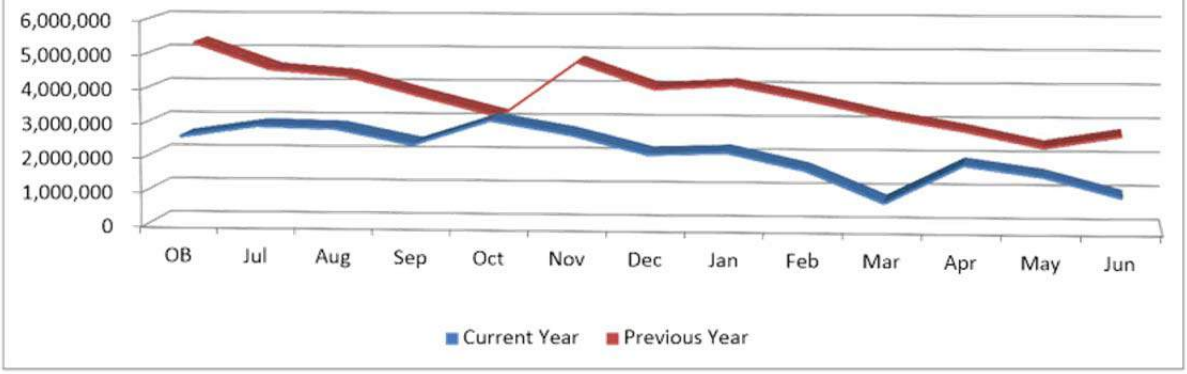
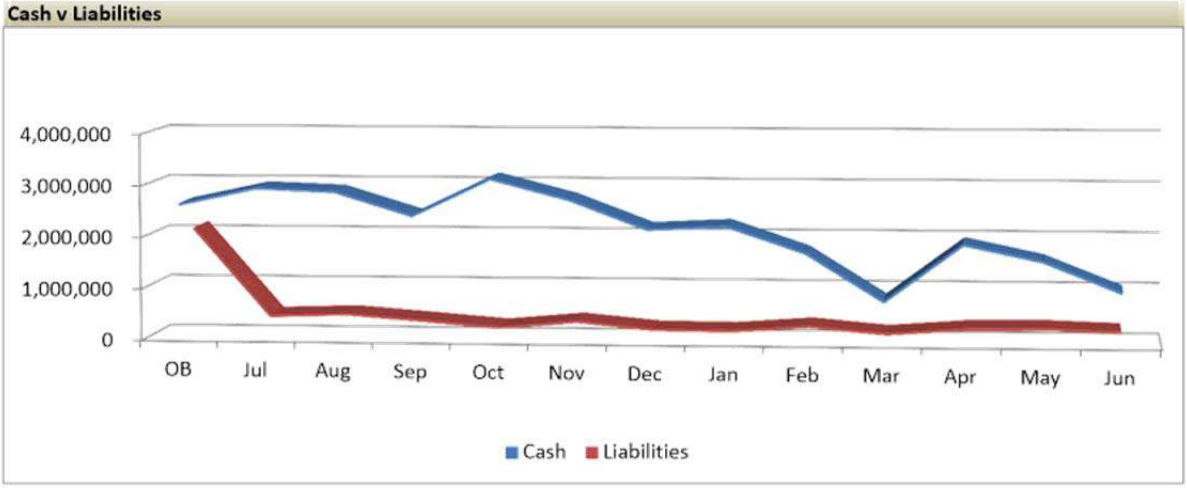
CASH BALANCES

Cash in the Bank

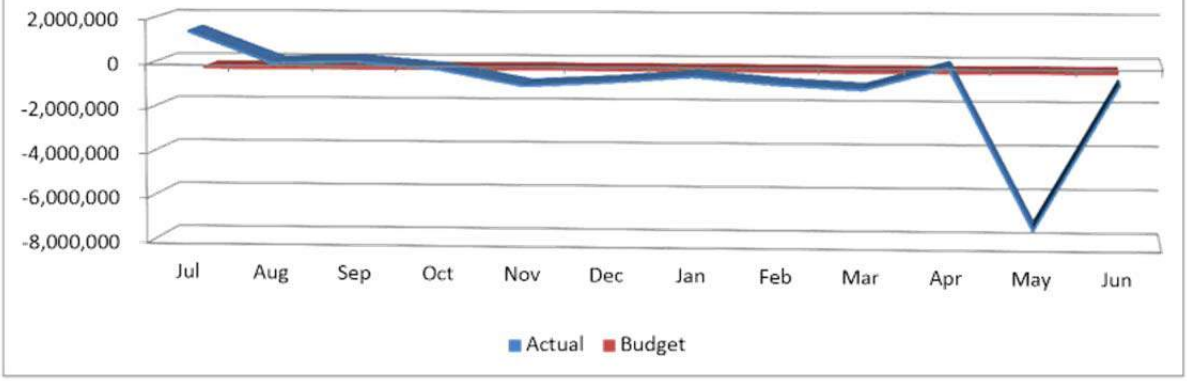


Cash v Liabilities

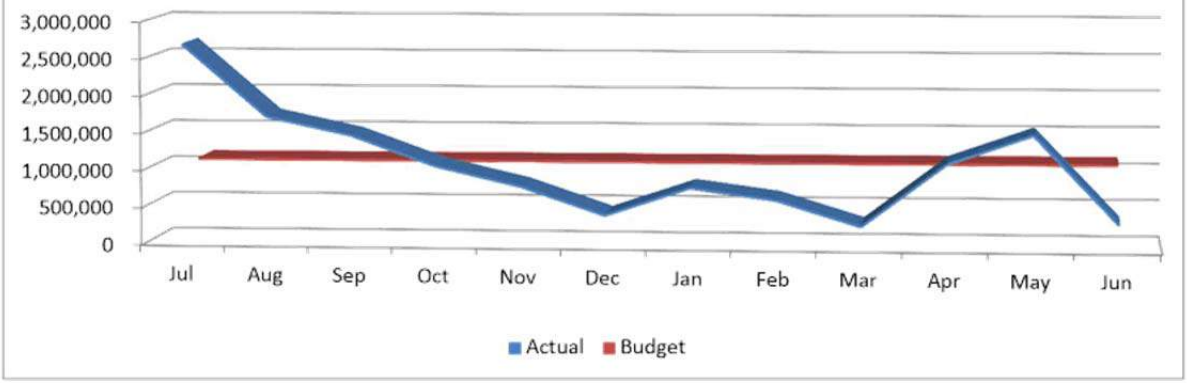


ACTUAL v BUDGET

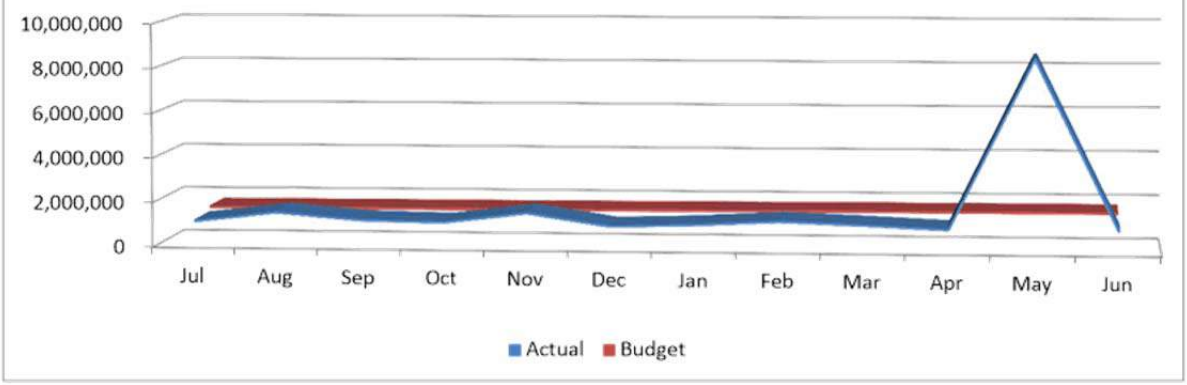
Net Result



Income



Expenses



TIWI ISLANDS Regional Council

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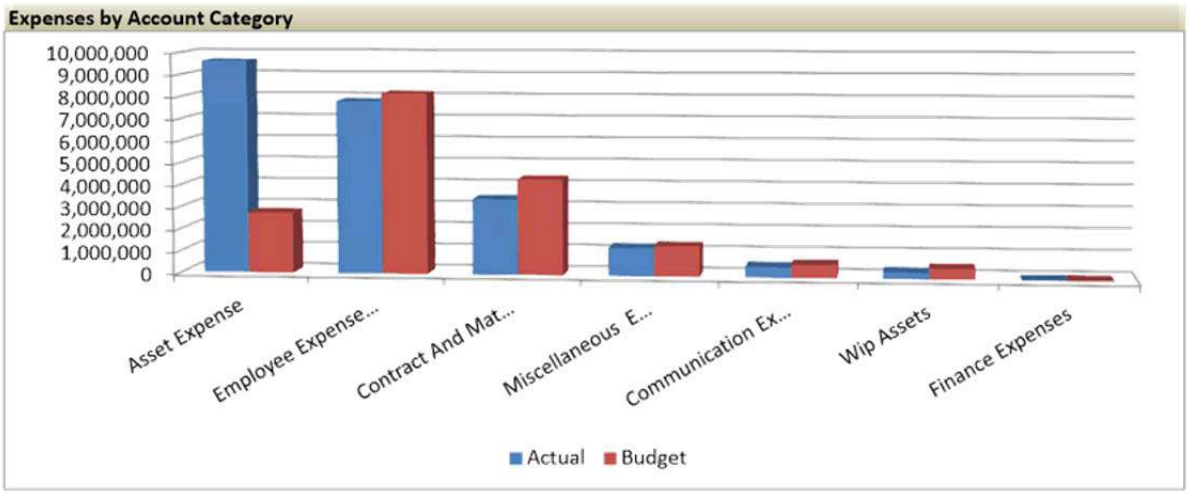
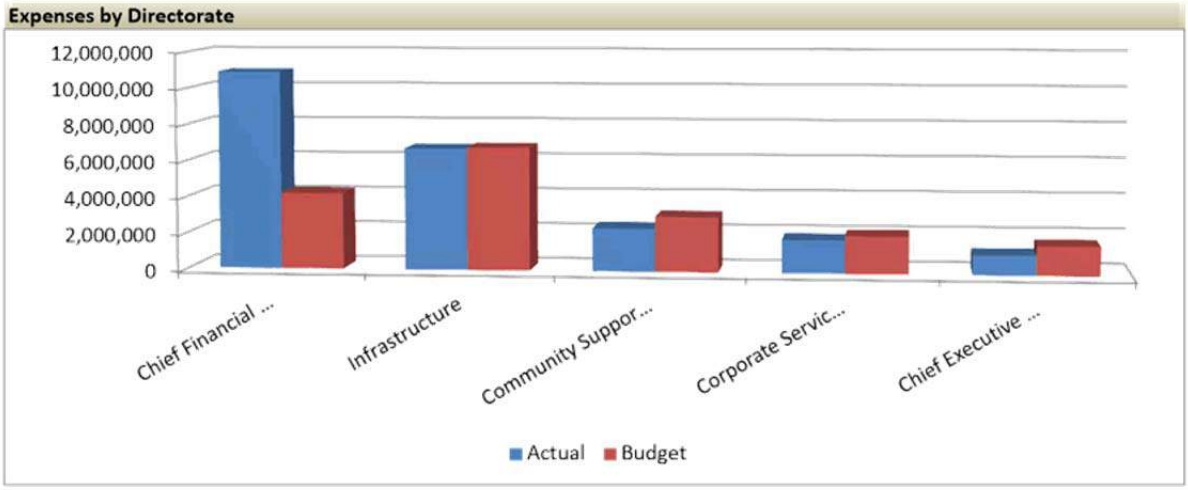
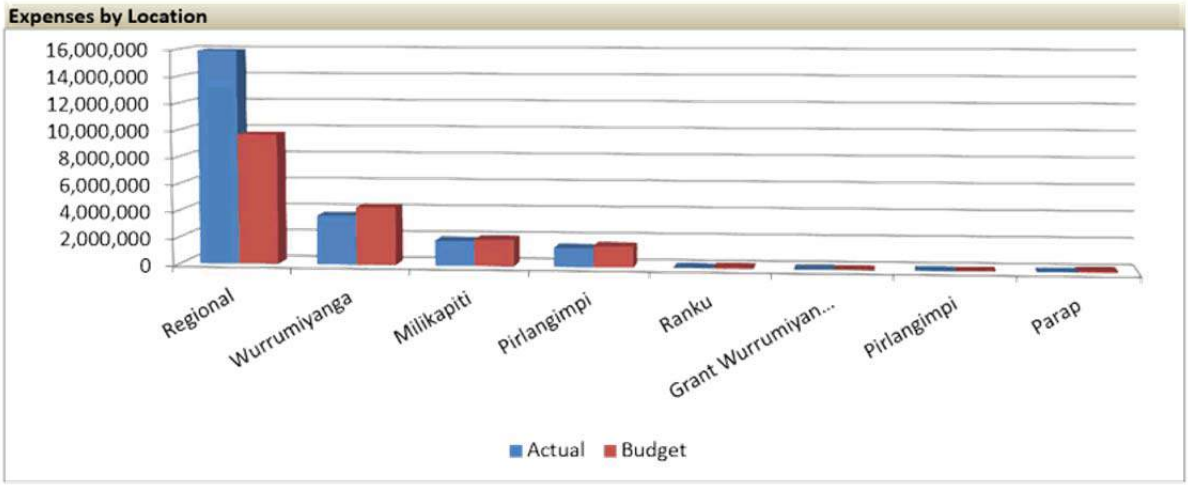
ACTUAL v BUDGET







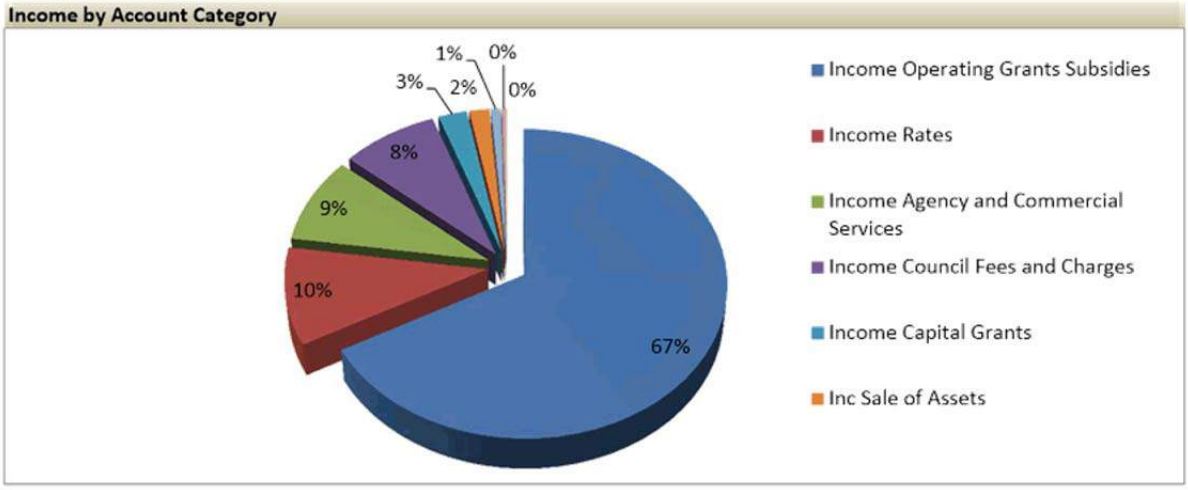
NET RESULT

Directorate	Budget YTD	Actual YTD	Variance ($)	Variance (%)
All Directorates				
Income	(13,311,813)	(12,815,149)	(496,664)	4%
Expenses	22,929,179	17,692,617	5,236,562	30%
Subtotal	9,617,366	4,877,468	4,739,898	97%
1000 - Chief Financial Officer				
Income	(3,270,094)	(2,815,423)	(454,671)	16%
Expenses	10,920,890	4,195,139	6,725,750	160%
Subtotal	7,650,796	1,379,716	6,271,080	455%
2000 - Infrastructure				
Income	(5,780,420)	(5,129,159)	(651,261)	13%
Expenses	6,713,210	6,783,701	(70,492)	1%
Subtotal	932,790	1,654,542	(721,752)	44%
3000 - Corporate Services				
Income	(353,871)	(169,190)	(184,681)	109%
Expenses	1,826,374	2,063,526	(237,152)	11%
Subtotal	1,472,503	1,894,336	(421,833)	22%
4000 - Chief Executive Officer				
Income	(633,411)	(628,457)	(4,954)	1%
Expenses	1,095,280	1,612,851	(517,572)	32%
Subtotal	461,869	984,394	(522,526)	53%
5000 - Community Development				
Income	0	0	0	0%
Expenses	0	0	0	0%
Subtotal	0	0	0	0%
6000 - Community Support				
Income	(3,274,018)	(4,072,920)	798,902	20%
Expenses	2,373,427	3,037,399	(663,973)	22%
Subtotal	(900,591)	(1,035,521)	134,929	13%

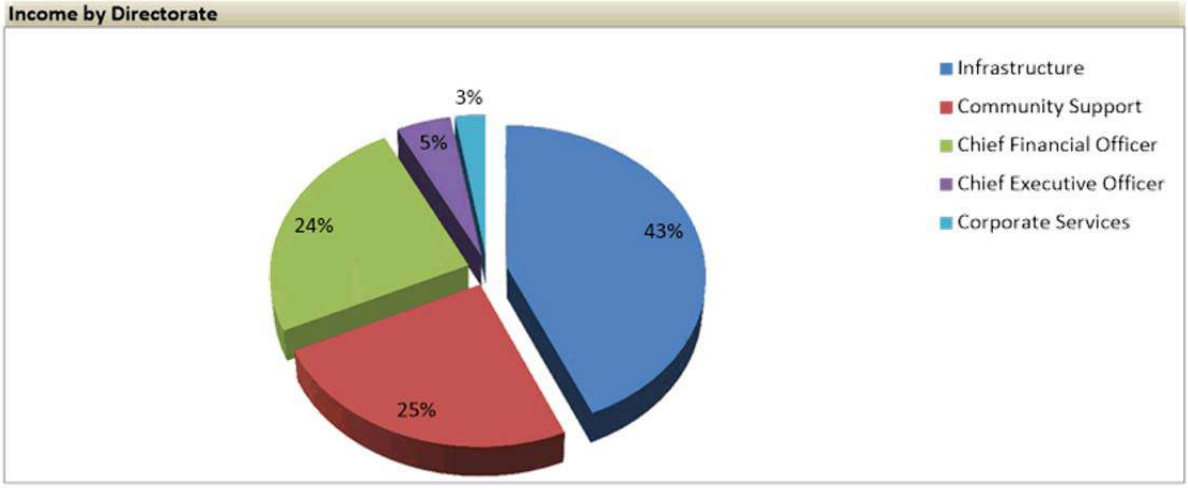
Level of Materiality: 100,000

INCOME

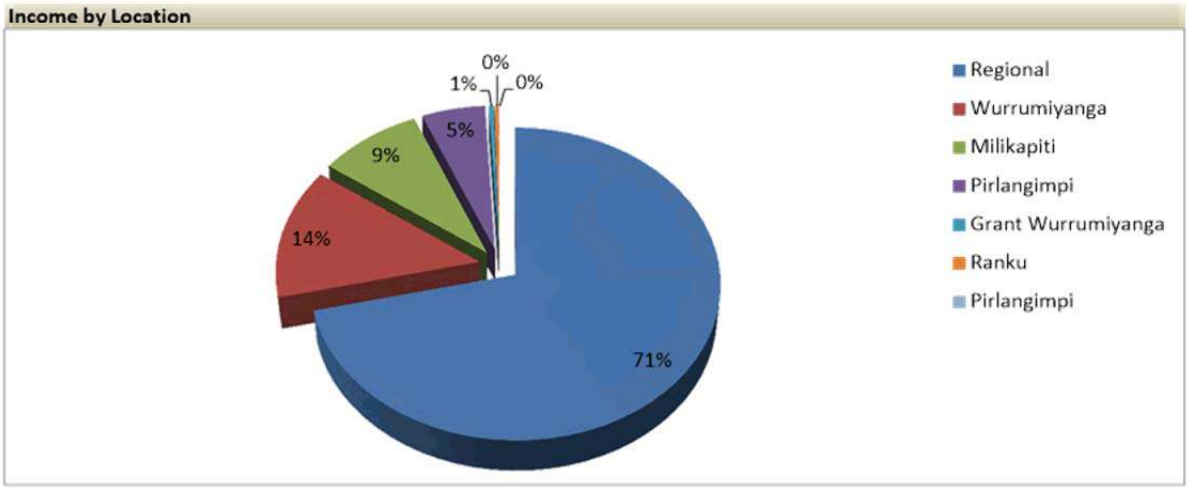
Income by Account Category



Income by Directorate



Income by Location



TIWI ISLANDS Regional Council

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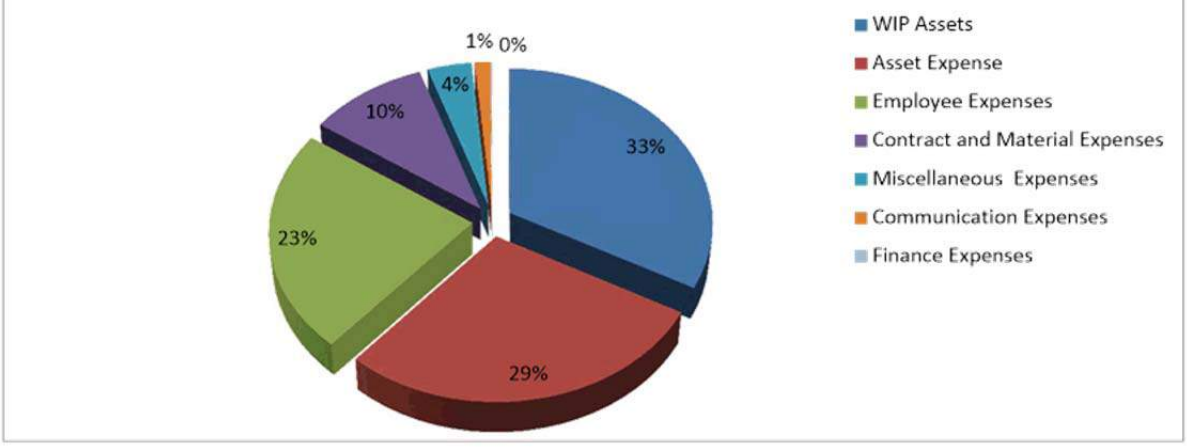
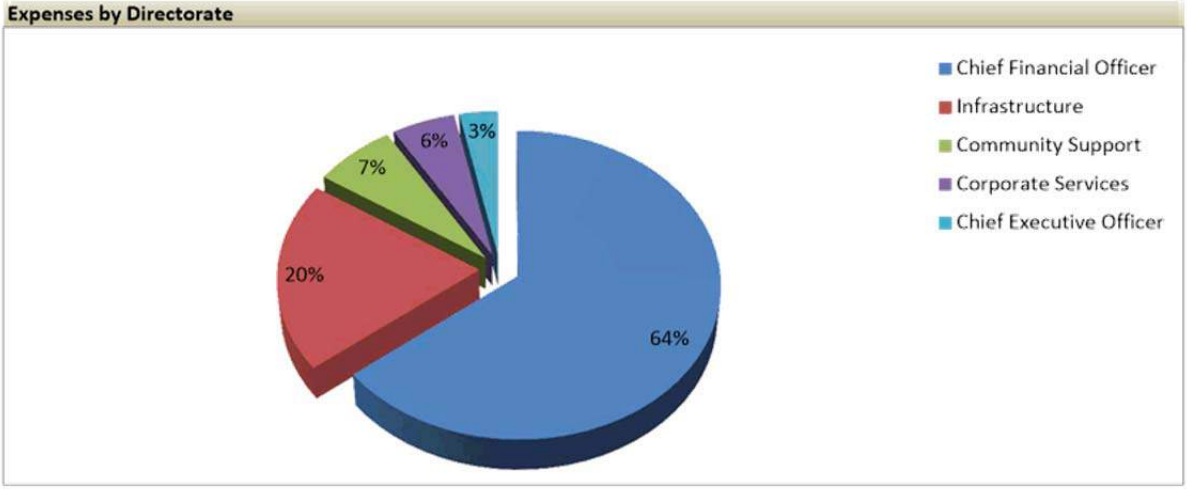
EXPENSES

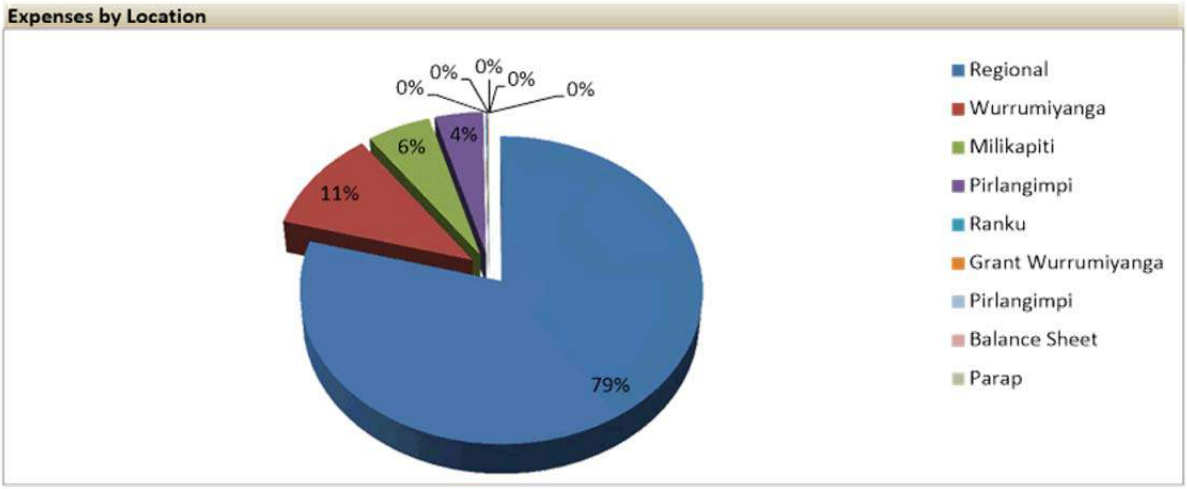
Expenses by Account Category



Expenses by Directorate



Expenses by Location



TIWI ISLANDS Regional Council

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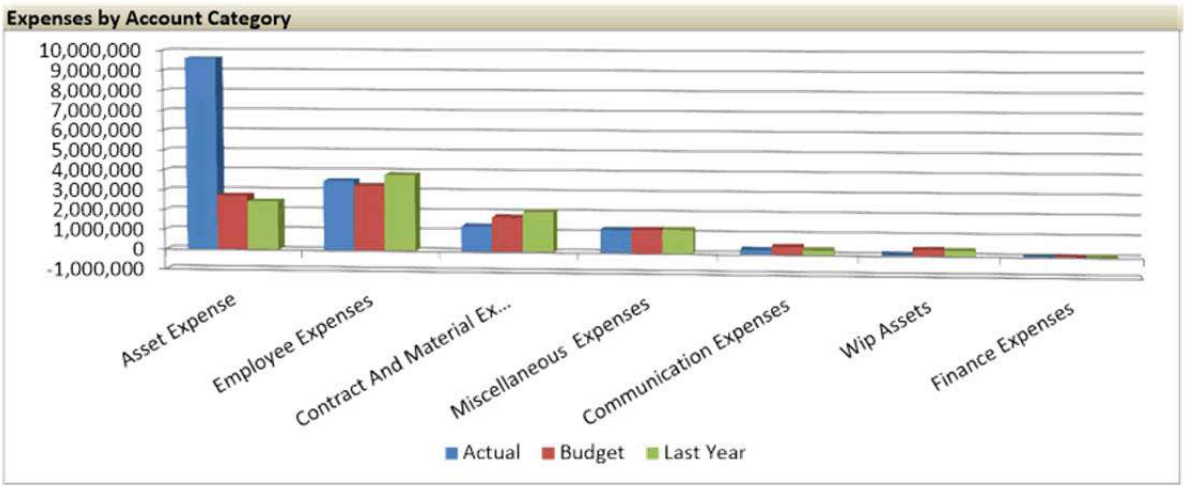
SERVICES PROVIDED

Business Unit	Regional	Wurrumiyanga	Pirlangimpi	Milikapiti	Ranku	Other Outstations
Corporate Services						
Corporate Admin						
ICT Solutions						
Records Management						
Events						
Australia Post						
Infrastructure						
Building Services						
Building Services Projects						
Outstation Housing						
Civil Works Roads						
Civil Services						
Essential Services						
Workshops						
Infrastructure Projects						
CEO						
Governance						
Human Resources						
Community Services						
Children's Services						
Sport & Recreation						
Employment Services						
Community Support						
Youth Intervention						
Night Patrol						
Womens Programs						
Finance						
Asset Management						

TIWI ISLANDS Regional Council

REGIONAL


Expenses by Account Category
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Asset Expense
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Contract And Material Ex...
Miscellaneous Expenses
Communication Expenses
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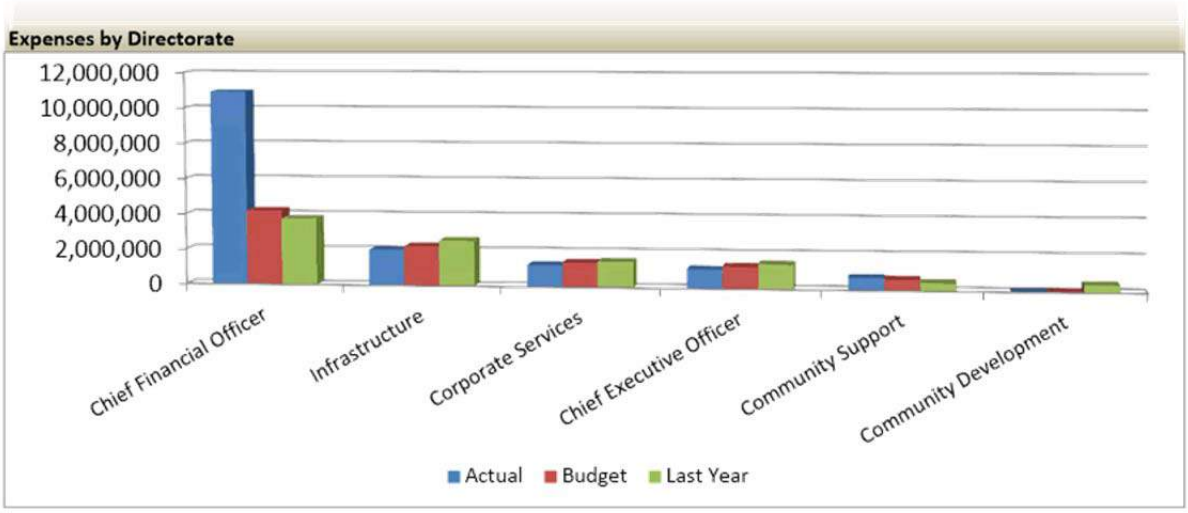
Finance Expenses
Actual
Budget
Last Year


Expenses by Directorate
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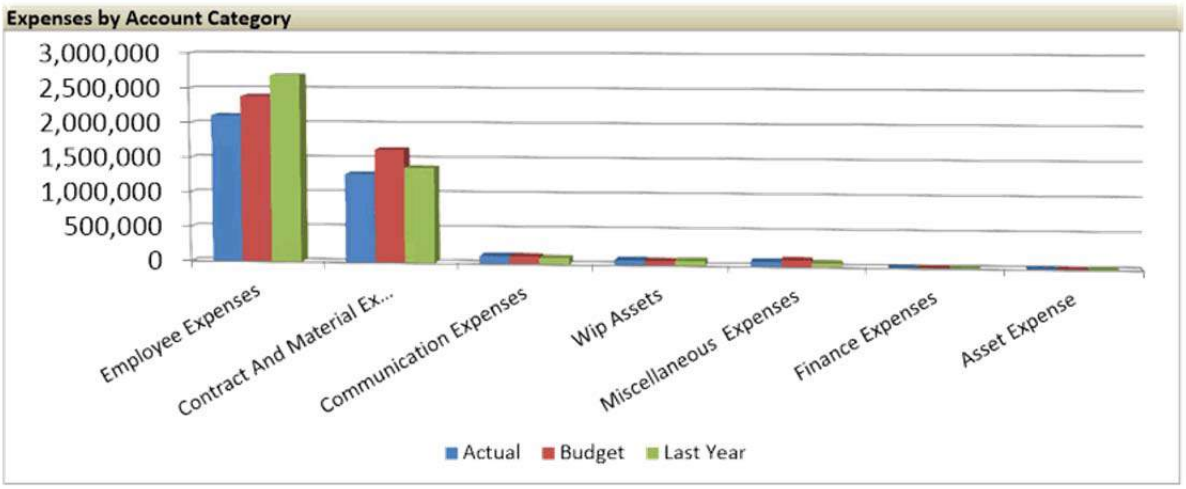
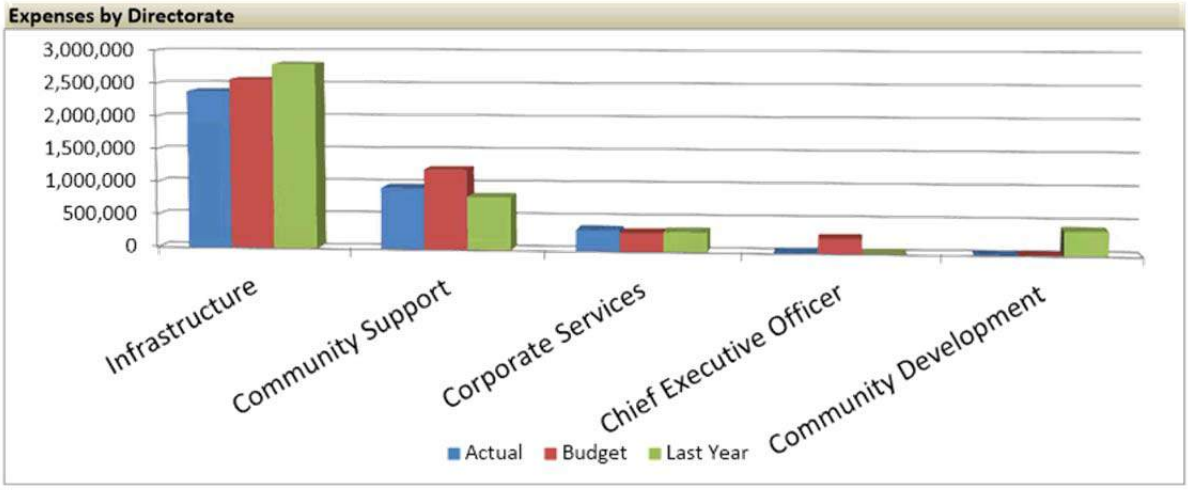
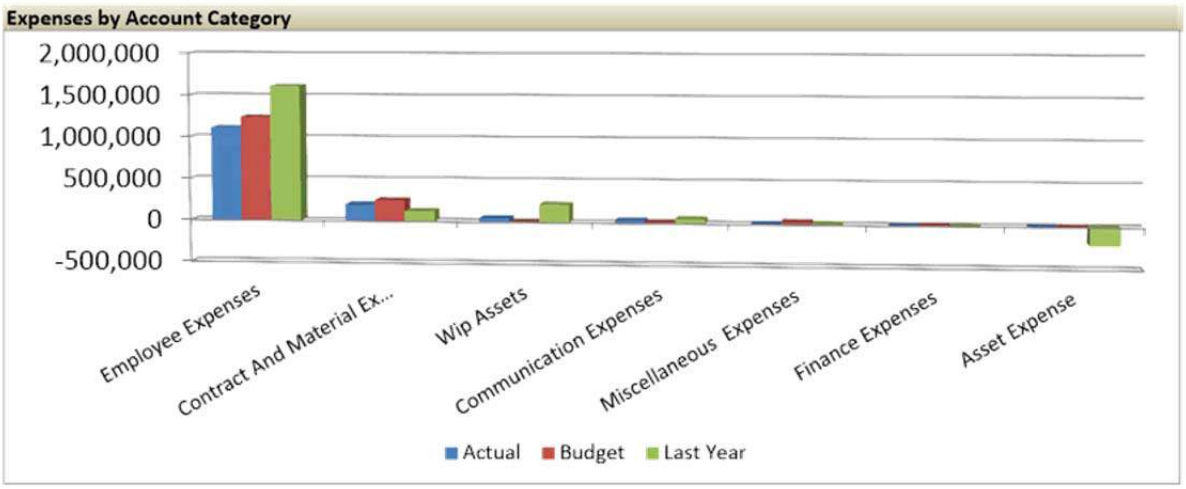
0
Chief Financial Officer
Infrastructure
Corporate Services
Chief Executive Officer
Community Support
Community Development
Actual
Budget
Last Year

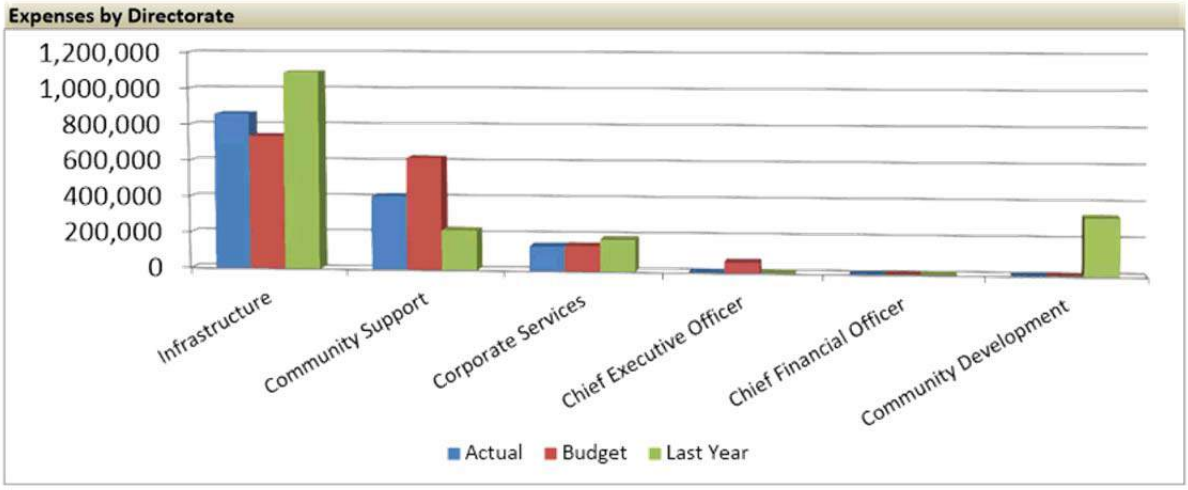
WURRUMIYANGA



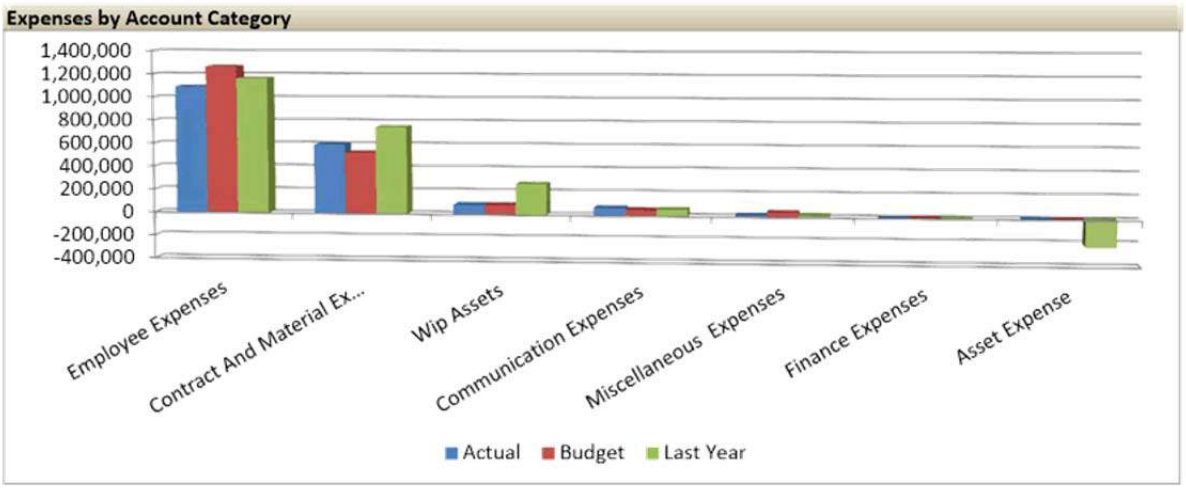


PIRLANGIMPI





MILIKAPITI


Expenses by Account Category
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Employee Expenses
Contract And Material Ex...
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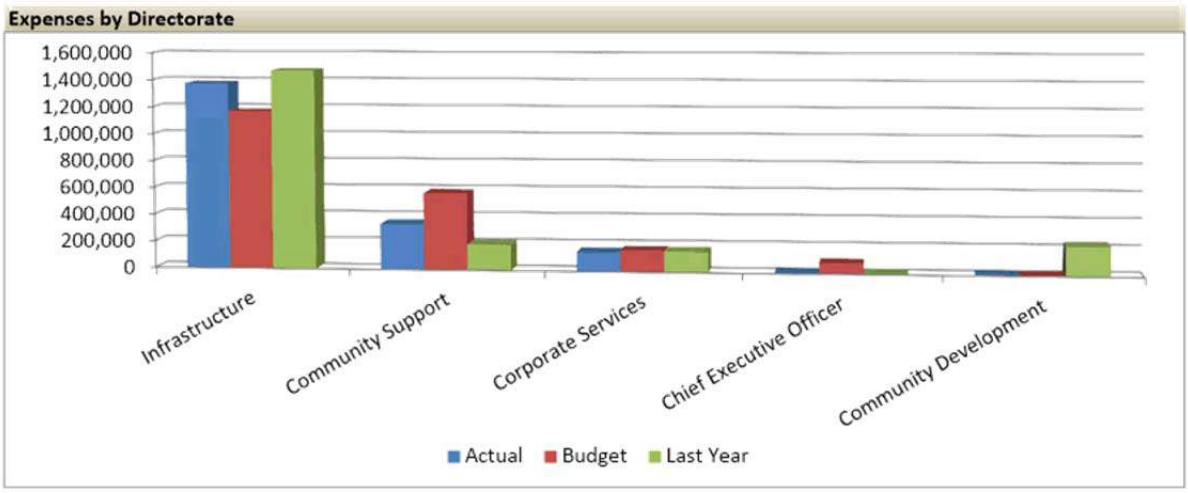
Communication Expenses
Miscellaneous Expenses
Finance Expenses
Asset Expense
Actual
Budget
Last Year


Expenses by Directorate
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800,000
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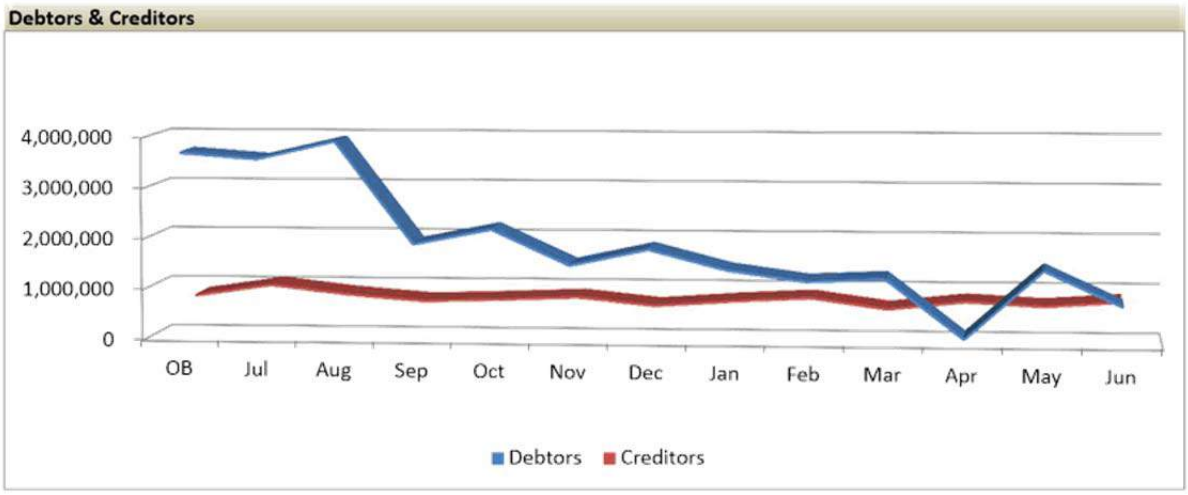
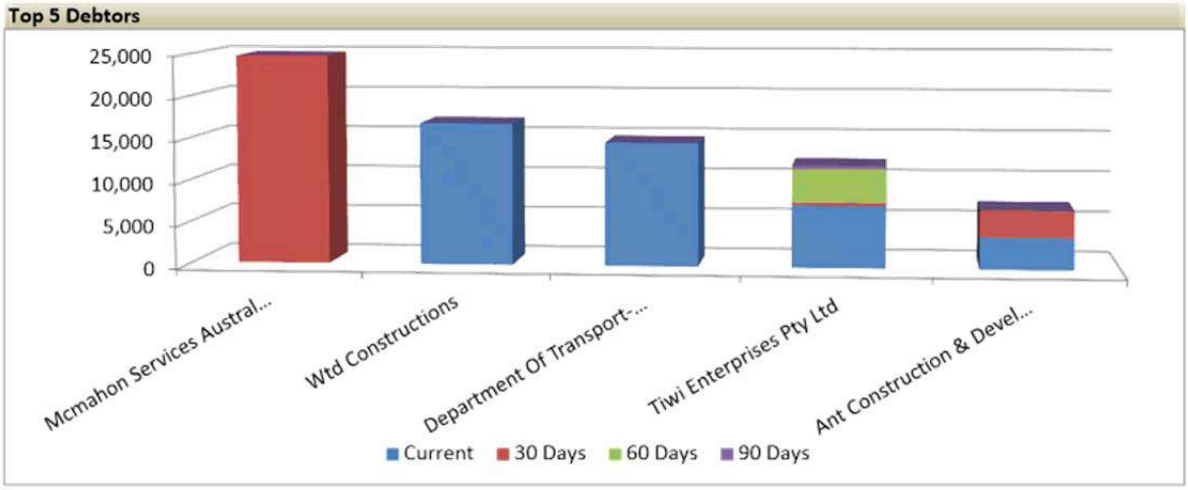
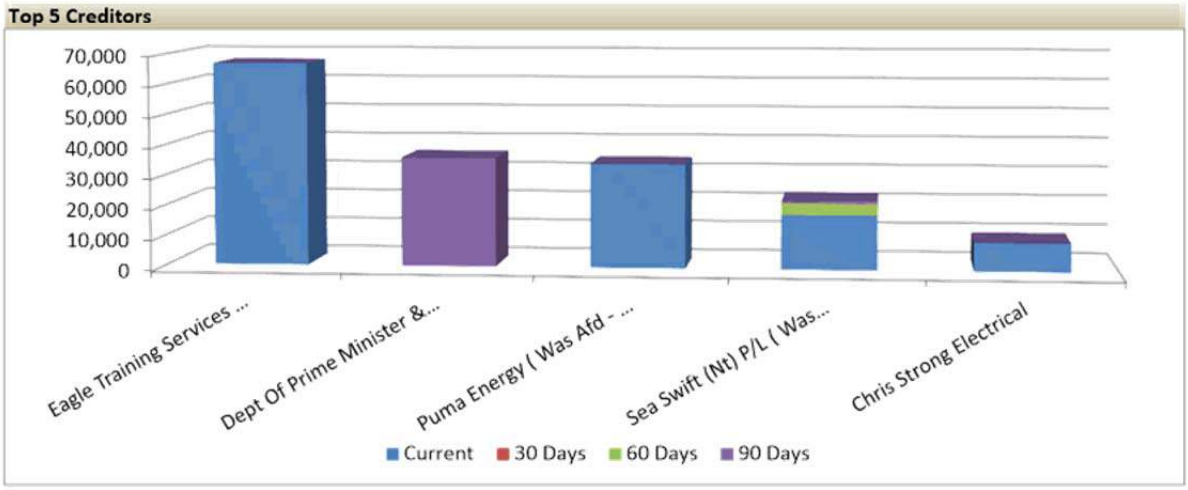
Infrastructure
Community Support
Corporate Services
Chief Executive Officer
Community Development
Actual
Budget
Last Year

DEBTORS & CREDITORS







REPORTS FOR INFORMATION

ITEM NUMBER	7.7
TITLE	Governance & Compliance Managers Report - End of Month - June 2015
REFERENCE	162388
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)**

End of financial year processing is underway by the Finance Section, and a review of all outstanding Purchase Orders / payments has been completed for the above projects.

LOCAL AUTHORITIES

Wurrumiyanga

- All Ordinary members now appointed.

Pirlangimpi

- One Ordinary member vacancy remaining to be filled.

Milikapiti

- One Ordinary member vacancy remaining to be filled.

Council has recently employed Garry Wise (Financial Advisor / Trainer) for a 12 month fixed term to undertake a range of activities to support the three Local Authorities on the Tiwi Islands. This position is funded via a Grant from NTG Dept. Local Government (Strengthening Local Authorities Funding).

Garry is settling in well and is busy getting familiar with Council's Finance System (Tech 1) and has had preliminary discussions with Marcelo Costi (Systems & Quality Officer) in relation to budgets and financial reporting formats for 15/16.

Garry has attended 2 Local Authority Meetings so far with the next scheduled meeting being the Wurrumiyanga Local Authority to be held on Tuesday 28th July 2015.

Human Resources:

All Staffing issues, including:

- Attendances – Normal absenteeism due to illness and personal matters
- Incidents – Nil
- Disciplinary matters – Nil
- Recruitment – Nil
- Annual leave – Saadia Ullungura (8th June to 18th June inclusive), Bruce Moller (22nd June to 10 July).
- Higher Duties – Maina Brown A / Governance & Compliance Manager from 22nd June to 10 July (3 week period).
- OH&S matters – Nil
- Staff meetings conducted – Ongoing.

Local Authority Meetings held in:

- Milikapiti Local Authority – 23rd June 2015.

Special Council Meetings / Sub Committee Meetings held in:

- Tiwi Leaders Forum 5th June 2015 at 10am (Wurrumiyanga).
- TIRC Advisory Committee Meeting 5th June 2015 12:30 pm (Wurrumiyanga).
- Special Council Meeting 11th June 2015 at 1pm (Wurrumiyanga).
- CEO Recruitment Panel Meeting 11th June 2015 (10am to 1pm – Wurrumiyanga).
- CEO Recruitment Panel Meeting 18th June 2015 (10am to 3pm – Wurrumiyanga).
- Special Council Meeting 24th June (Milikapiti)
- CEO Recruitment Panel Meeting 25th June 2015 (Wurrumiyanga).
- Special Council Meeting 30th June (Darwin)

Councillors Professional Development

Finance Training for all Councillors is currently under development by Garry Wise - new Local Authorities (Financial Advisor / Trainer), and this will be scheduled for later in the year.

New reporting templates are being currently being prepared for Local Authorities for the 15/16 year.

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.

The Official Manager lodged his report to the Minister on the 16th June 2015 (2 weeks before the 30 June 2015 deadline).

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.

RECOMMENDATION:

That Council notes this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	7.8
TITLE	CEO Certificate - Regulation 24 (1) of Local Government (Accounting) Regulations
REFERENCE	162801
AUTHOR	Selvan Supramaniam, Senior Accountant

This report is provided to Council for information as part of the compliance steps required to be completed before adopting the annual Council Budget.

BACKGROUND

As part of the annual Council Budget process each year, Section 24 (1) of the Local Government (Accounting) Regulations requires that the CEO must:

(1) Before a council adopts its budget for a financial year, the CEO must:

(a) Check all available records to ensure that all rateable land is recorded in the assessment record; and

(b) Certify to the Council that, to the best of the CEO's knowledge, information and belief, the assessment record is a comprehensive record of all rateable land within the area.

At the request of the Official Manager a thorough review of Council's rateable land has recently been completed and attached to this report is the CEO Certificate dated 23rd July 2015 which details this compliance requirement for Council for the 15/16 Budget.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes this report for information and endorses the CEO Certificate dated 23rd July 2015

ATTACHMENTS:

1 CEO Certicate - Regulation 24(1) LG (Accounting) Regs dated 23 July 2015.pdf

TIWI ISLANDS Regional Council

PMB 267 Winnellie NT 0822
info@tiwiislands.nt.gov.au
www.tiwislands.org.au
ABN 61 507 431 031

Our Ref:

Certificate in Terms of Regulation 24 (1) of the Local Government (Accounting) Regulations

This is to certify that property ID numbered 60000 to 601045 declared pursuant to Sections 155-157 of the Local Government Act are recorded in the assessment record and to the best of my knowledge, information and belief the assessment record is a comprehensive record of all rateable land within the Tiwi Islands Regional Council.

Signed .....

Garry Lambert
Acting Chief Executive Officer
Dated at Wurrumiyanga, Tiwi Islands this 23rd. Day of July 2015

Section 24 of the Local Government (Accounting) Regulations states that the above certification must be made before a Council adopts its budget.

REPORTS FOR INFORMATION

ITEM NUMBER	7.9
TITLE	Minutes - Pirlangimpi Local Authority Meeting held on 26 May 2015
REFERENCE	162803
AUTHOR	Bruce Moller, Governance & Compliance Manager

Minutes of the Pirlangimpi Local Authority Meeting held on 26 May 2015.

BACKGROUND

Attached are the draft Minutes of the Pirlangimpi Local Authority Meeting held on 26 May 2015 (Pages 1 to 4) , and (Page 5 includes the updated Community Projects Listing).

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the Minutes of the Pirlangimpi Local Authority Meeting held on 26 May 2015.

ATTACHMENTS:

1 2015_05_26_Pirlangimpi_Local_Authority_Draft_Minutes.pdf

TIWI ISLANDS Regional Council

MINUTES OF THE PIRLANGIMPI LOCAL AUTHORITY MEETING HELD IN THE PIRLANGIMPI BOARD ROOM ON TUESDAY, 26 MAY 2015 AT 10:00 AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 11:00 am.

The Chairperson welcomed councillors, members and guests.

1.2 Present

Chairperson: Regis Pangiraminni.

Local Authority Members: Cr Therese (Wokay) Bourke, Cr Manyi Rioli, Henry Dunn, Ebony Williams-Costa, Patrick Puruntatameri, Anne Marie Puruntatameri, Simona Wonaeamirri.

Visiting Councillors: Official Manager Mr Allan McGill.

Visitors: Colvin Crowe (NTG-LGCS), Hugh King (NTG- LGCS), Mike Owen (S.E.P. Consulting).

Officers: Brenton Baillie (A / Infrastructure Director), Rosanna De Santis (Director Community Support), Garry Wise (Financial Advisor / Trainer), Patricia Brogan (Office Manager).

Minutes: Bruce Moller (Governance & Compliance Manager).

1.3 Apologies

Accepted: Deputy Mayor Pirrawayingi, Carol Puruntatameri, Garry Lambert A/CEO, Lesley Palmer (Director Corporate Services).

Not Accepted: Nil.

1.4 Leave of Absence

Nil

1.5 Declaration of Interest

Nil

1.2 Confirmation of Previous Minutes

Pirlangimpi Local Authority - 24 February 2015

RESOLUTION

Moved: *Emmanuel Rioli*
Seconded: *Theresa Bourke*

That the minutes of the Pirlangimpi Local Authority held on 24 February 2015 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

Special Pirlangimpi Local Authority - 16 April 2015

RESOLUTION

Moved: *Henry Dunn*
Seconded: *Ebony Williams-Costa*

That the minutes of the Special Pirlangimpi Local Authority held on 16 April 2015 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

2 BUSINESS ARISING

2.1 BUSINESS ARISING FROM PREVIOUS MINUTES

Business arising from previous minutes (24 Feb 2015 and 16 April 2015).

RECOMMENDATION:

That the Pirlangimpi Local Authority accepts these discussions and reports.

3 GENERAL BUSINESS

3.1 2015 - MEETING ATTENDANCE REGISTER

As an ongoing record keeping requirement, members will be provided with an updated meeting attendance listing at the beginning of each meeting. Member's attendance is based on the official minutes of each PLA meeting.

RECOMMENDATION:

That the Pirlangimpi Local Authority members note the updated 2015 meeting attendance register.

3.2 TIWI ISLANDS REGIONAL COUNCIL - ANNUAL REPORT FOR 13/14

Under the Ministerial Guidelines No. 8 there is a compliance requirement for the Regional Council to report on the previous financial year to each Local Authority in their Council area. The 13/14 Annual Report contains Council's Audited Annual Financial Statements plus information in relation to Service Delivery and Key Performance Indicators.

RECOMMENDATION:

That the Pirlangimpi Local Authority notes the 13/14 Tiwi Islands Regional Council's Annual Report which includes the Audited Financial Statements.

3.3 PIRLANGIMPI LOCAL AUTHORITY - ONE VACANCY

Currently the Pirlangimpi Local Authority has two vacancies for ordinary member positions (Warntarringuwi Skin Group, and Lorrula Skin Group). A new nomination has recently been received (06 May 2015) from Francesca Puruntatameri for the Warntarringuwi vacancy and members are asked to review the application and make a recommendation to Council for appointment.

RECOMMENDATION:

That the Pirlangimpi Local Authority reviews the new application from Francesca Puruntatameri and recommends appointment to Council.

3.4 TIRC CEMETERIES PROJECT

Council has just commenced some preliminary investigatory work on scoping the various elements relating to Cemeteries on the Tiwi Islands. This is due to the NT Government moving to a proposed new Cemeteries Act in the near future. We have invited Mr Mike Owen (Consultant) to talk to members today and to provide a short briefing on proposed consultations and how Council can engage with each community to assist with scoping out this project.

RESOLUTION
Moved: *Theresa Bourke*
Seconded: *Emmanuel Rioli*

That the Pirlangimpi Local Authority members provide advice and feedback to the Consultant Mr Mike Owen in relation to the Cemetery Project, and

Members agreed to add the (Cemetery Project) to the PLA Community Projects Listing.

CARRIED

4 REPORTS FOR DECISION

4.1 14/15 - COMMUNITY PROJECTS LISTING

At the last meeting (24th February 2015) members discussed and reviewed a number of possible community projects. We have now prepared an updated list of proposed projects for further discussion at today's meeting.

Rosanna De Santis raised with members the idea of a new small project to add to the current list – this was for an Eye Wash Station at the Pirlangimpi Pool with an estimate of $ 1,400.00. A separate grant application had recently been lodged for this but as an interim step it was recommended to members that this project be completed utilising PLA funding, and should the grant application be successful then the funds would be refunded to the PLA Project funding pool.

RECOMMENDATION:

That the Pirlangimpi Local Authority reviews and updates the Community Projects Listing and recommends any projects to Council for approval to proceed.

1. **PLA has recommended that a new project be added – PLA 15 – 1 Pirlangimpi Pool – New eye wash station (Est $ 1,400), and that this project be referred to Council at the Ordinary Meeting to be held on Wed 27th May 2015 for approval.**

5 REPORTS FOR INFORMATION

Nil

6 OTHER BUSINESS

6.1 PIRLANGIMPI POOL – NEW SHADE CLOTH

Rosanna De Santis advised members that Council has also recently lodged a grant application for a new shade cloth for the Pirlangimpi Pool.

6.2 UPDATE FROM OFFICIAL MANAGER

Mr Allan McGill provided members with a brief update on matters relating to the Council whilst under official management.

Allan advised that his report to the Minister was progressing well and it was hoped that the report would be provided to the Minister towards the middle of June 2015.

Allan also advised members that the recruitment process for the new Council CEO was progressing well and that over 80 applications had so far been received and shortlisting had commenced.

It was also discussed that an interview panel would soon need to be put together comprising representatives from the TIRC Advisory Committee, plus a senior representative from each community.

7 Closure

The meeting closed at 12:40 pm.

2014/15 Funding Allocation - $ 55,334.00 (thru TIRC)

Meeting Date	Community Project Description	Priority	Project ID	Estimated Cost	Responsible Officer	Comments
8/26/2014	Pirlangimpi - Fabricate a new Jetty / Pontoon structure from (aluminium)	ONE	PLA 14 - 5	To be prepared	Director Infrastructure	Suggestion that this could be a Joint Project with the Tiwi
	adjacent to the Barge Landing for fishing / community recreational use.					Land Council.
	(size to be approx. 10 metres long x 4 metres wide).					
	Safety lighting (LED) to be included as appropriate.					RJCP have been approached in regards to joint venture as this fits in well with the
						welding training that has been underway. Awaiting feedback on material cost.
						TIRC has suggested that we can cover venue costs for the fabrication.
						Suggested - (Labour provided by RJCP, Materials & venue costs by Council).
						24/2/15 - Members have asked Council to change this project to PRIORITY 1 and for
						some additional options be prepared for the next meeting.
8/26/2014	Pirlangimpi - Provision of new Public Toilet Facilities at Barge Landing	TWO	PLA 14 - 2	$120,000	Director Infrastructure	Indicative figures and options on public toilets to be provided at November meeting for
	(Portable Demountable style facilities were suggested)					public toilet block. (Note : possible location is below sewer line).
						Possibility of being able to provide self contained septic if additional funding can be sourced.
8/26/2014	Pirlangimpi - Provision of Solar Powered LED Lighting at Barge Landing	THREE	PLA 14 - 3	$11,000	Director Infrastructure	Quote to be provided to PLA at November meeting.
	and Front Beach.					Cost per location would be approx. $11K (including cement base & freight).
						PLA - no decision made - awaiting lease negotiation outcomes.
						24/02/2015 - Recommended by PLA to Council for approval to proceed ASAP.
8/26/2014	Pirlangimpi - Children's Playground Equipment to be upgraded or	FOUR	PLA 14 - 4	To be prepared	Director Infrastructure	Partnership Agreement with the Pirlangimpi School.
	replaced.					Deputy Mayor Pirrawayingi & Cr Therese Bourke were happy
						to discuss with the School to progress this project.
						Awaiting feedback from discussions with school. Indicative playground options and costs
						to be provided at November meeting. Playground Equipment prices vary between $15 K
						and $ 110 K. Awaiting further recommendation from Local Authority.
8/26/2014	Pirlangimpi - Resurface Community Basketball Court	FIVE	PLA 14 - 1	To be determined	Director Infrastructure	May be able to seek additional funding via SPG round 14/15.
	(adjacent to Library - consider also as possible multi use sport facility)			(Major Project)		Henry Dunn advised that the Pirlangimpi Store Board and
						Munupi Family Trust would also be supportive of this project.
						Scoped and existing facility determined to be beyond repair. Grant application for
						replacement of asset has been made through ABA funding round. Estimated replacement
						cost is $ 90K ($ 76K in concrete alone). Estimated cost via external contractor $ 225 K.
						ABA Grant was not successful.
8/26/2014	Pirlangimpi - New Public Toilet Facilities at Front Beach	SEVEN	PLA 14 - 7	$3,000	Director Infrastructure	Rosanna De Santis (Director Community Support) suggested
						that a separate access be made (via new back gate) to the
						existing Pirlangimpi Pool Complex. This could be designed to
						access the existing toilet facilities outside pool hours.
						Indicative figures and options on public toilets to be provided at November meeting
						for public toilet block. Estimate of $ 3,000 in labour & materials to do this job.
						To be discussed at 24/2/15 meeting.
						24/02/2015 - Recommended by PLA to Council for approval to proceed ASAP.
5/26/2015	Pirlangimpi - New eye wash station for Pool	NINE	PLA 15 - 1	$1,400	Director Community Support	Rosanna De Santis (Director Community Support) advised members that
						a separate grant application has been lodged for the eye wash station (Est $ 1,400).
						Members agreed to recommend this new project to Council for approval.
						Note: Should the grant application be successful then the PLA funding will be re- credited.
5/26/2015	Pirlangimpi - Cemetery project for community	TEN	PLA 15 - 2	To be determined	Director Infrastructure	Each Local Authority has expressed a keen interest interest in upgrading and supporting local
				(Major Project)		cemeteries. Council has recently commenced a preliminary scoping study of all Tiwi Islands
						Cemeteries.
8/26/2014	Pirlangimpi - Community Safety Signage (Front Beach & Barge Landing)	EIGHT	PLA 14 - 8		Director Infrastructure	To be discussed and cleared with the Tiwi Land Council.
	Crocodile Warning signs to be erected at nominated locations around					Awaiting on an update from Kate Hadden (TLC) re progress with signage.
	the community.					**Agreed at PLA Meeting on 24 Feb 2015 that this item now be funded by Council.**
8/26/2014	Pirlangimpi - Community Event (Kids Talent Show / Karaoke Night)	SIX	PLA 14 - 6		Director Community Support	Funding exists for Community Events, National Youth Week (closes Friday 7/11/14).
						Funding now available via National Youth Week Grant - Talent Quest to be held 16/04/15.

Prepared by Bruce Moller
Tiwi Islands Regional Council
Updated after PLA Meeting Tuesday 26/05/15

REPORTS FOR INFORMATION

ITEM NUMBER	7.10
TITLE	Minutes - Milikapiti Local Authority Meeting held on 23 June 2015
REFERENCE	162804
AUTHOR	Bruce Moller, Governance & Compliance Manager

Minutes of the Milikapiti Local Authority Meeting held on 23 June 2015.

BACKGROUND

Attached are the draft Minutes of the Milikapiti Local Authority Meeting held on 23 June 2015 for Council's information.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council notes the Minutes of the Milikapiti Local Authority Meeting held on 23 June 2015.

ATTACHMENTS:

1 2015_06_23_Milikapiti_Local_Authority_Minutes.pdf

MINUTES OF THE MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE MILIKAPITI BOARD ROOM ON TUESDAY, 23 JUNE 2015 AT 10:00 AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10:00 am.

.

The Chairperson Pius Tipungwuti welcomed members, staff and guests.

1.2 Present

Chairperson: Pius Tipungwuti.

Local Authority Members: Christine Joran, Mary E Moreen, Thomas Puruntatameri, Connell Tipiloura.

Officers: Allan McGill (Official Manager), Garry Lambert (A/CEO), Brenton Baillie (A/Director Infrastructure), Bill Toy (Deputy Director Community Support) and Garry Wise (Financial Trainer/Advisor).

Minutes: Maina Brown (A/Governance & Compliance Manager).

Guests: Colvin Crowe (Department of Local Government Community Services).

Visitor: Malcolm Wilson.

1.3 Apologies

Accepted: Bruce Moller, Loretta Cook, Lynette De Santis, Irene Tipiloura and Anita Moreen.

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

Nil

1.6 Confirmation of Previous Minutes

Milikapiti Local Authority - 24 March 2015

RESOLUTION:

Moved: Connell Tipiloura

Seconded: Mary E Moreen

That the minutes of the Milikapiti Local Authority on 24 March 2015 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

Special Milikapiti Local Authority - 17 April 2015

RESOLUTION:

Moved: Connell Tipiloura

Seconded: Mary E Moreen

That the minutes of the Special Milikapiti Local Authority on 17 April 2015 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

2 BUSINESS ARISING

2.1 BUSINESS ARISING FROM PREVIOUS MINUTES

Business arising from previous minutes.

RECOMMENDATION:

That the Milikapiti Local Authority accepts these discussions and reports.

3 GENERAL BUSINESS

3.1 2015 - MEETING ATTENDANCE REGISTER

As an ongoing record keeping requirement, members will be provided with an updated meeting attendance listing at the beginning of each meeting. Members attendance is based on the official minutes of each MLA meeting.

RESOLUTION:

Moved: Mary E Moreen

Seconded: Christine Joran

That the Milikapiti Local Authority members note the 2015 meeting attendance register.

CARRIED

3.2 TIWI ISLANDS REGIONAL COUNCIL - ANNUAL REPORT FOR 13/14

Under the Ministerial Guidelines No. 8 there is a compliance requirement for the Regional Council to report on the previous financial year to each Local Authority in their Council area. The 13/14 Annual Report contains Council's Audited Annual Financial Statements plus information in relation to Service Delivery and Key Performance Indicators.

RESOLUTION:

Moved: Mary E Moreen

Seconded: Christine Joran

That the Milikapiti Local Authority notes the 13/14 Tiwi Islands Regional Council's Annual Report which includes the Audited Financial Statements.

CARRIED

3.3 MILIKAPITI LOCAL AUTHORITY - VACANCIES FOR FILLING

Currently the Milikapiti Local Authority has three vacancies for ordinary member positions (Warntarringuwi Skin Group, Takaringuwi Skin Group, and Non Skin Group). Three nominations have recently been received from Malcolm Wilson, Andre Darcy, and Adrian McCann. Members are asked to review these applications and make a recommendation to Council for appointment.

RESOLUTION:

Moved: Thomas Puruntatameri

Seconded: Connell Tipiloura

That the Milikapiti Local Authority:

A. Reviews the two applications from Malcolm Wilson and Andre Darcy and recommends Malcolm Wilson for appointment to represent the Takaringuwi Skin Group on the Milikapiti Local Authority, and

B. Reviews the application from Adrian McCann and recommends his appointment to represent the Non Skin Group on the Milikapiti Local Authority

CARRIED

3.4 COMMUNITY AWARENESS EVENTS

This report is to provide a short introduction to Members of our new staff member Mr Garry Wise. Garry has been employed by Council as the Financial Advisor / Trainer for the three Local Authorities on the Tiwi Islands. Council was successful last year in obtaining a Grant from the Dept. Local Government to provide additional support and training to Local Authority members.

RECOMMENDATION:

That the Milikapiti Local Authority welcomes Garry Wise and provides feedback in relation to future community awareness events.

4 REPORTS FOR DECISION

4.1 14/15 - COMMUNITY PROJECTS LISTING

At the last meeting (24th March 2015) members discussed and reviewed a number of possible community projects. We have now prepared an updated list of proposed projects for further discussion at today's meeting.

RESOLUTION:

Moved: Mary E Moreen

Seconded: Christine Joran

That the Milikapiti Local Authority reviews and updates the Community Projects Listing and recommends any projects to Council for approval to proceed.

CARRIED

5 REPORTS FOR INFORMATION

Nil

6 OTHER BUSINESS

See separate listing of Milikapiti Local Authority Action Items, plus the Community Projects Listing which have been both updated as part of these Minutes.

The Regional Council must respond to Local Authority Action Items in a timely manner so that members can relay this information back to their local communities.

7 Next Meeting

29 September 2015

10 Closure

The meeting closed at 11:35 am.