AGENDA

MILIKAPITI LOCAL AUTHORITY MEETING

TUESDAY, 26 JUNE 2018

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

- Tuesday, 26 June 2018 at
- Milikapiti Board room
- Commencing at 10:00 am

Your attendance at the meeting will be appreciated.

Marion Scrymgour
Chief Executive Officer

AGENDA

1 WELCOME & APOLOGIES

1.1 WELCOME

1.2 PRESENT

1.3 APOLOGIES

1.4 LEAVE OF ABSENCE

1.5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

1.6 CONFIRMATION OF PREVIOUS MINUTES

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Nil

MINUTES OF THE MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE MILIKAPITI BOARD ROOM ON TUESDAY, 20 MARCH 2018 AT 9:00 AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10:08 am.

The CEO welcomed councillors, members, staff and guests.

The Chairperson then took over chairing the meeting.

1.2 Present

Chairperson: Malcolm Wilson.

Local Authority Member: Mayor Gawin Tipiloura, Trevor Wilson, Mary Moreen, Roy Farmer, Andrew Lyons, Thomas Puruntatameri, Cr Pius Tipungwuti, Cr Lynette De Santis, Patrick F Puruntatameri (10:42 am) and Christine Joran (10:45 am).

Visiting Councillors: Nil

Officers: Marion Scrymgour (Chief Executive Officer), Yoakim Pastrikos (Town Services & Outstation Manager) and Maina Brown (Governance & Compliance Manager).

Guests: Ben Laidlaw (ARDS Aboriginal Corporation) and Nick Thorpe (Dept of Housing and Community Development).

Minuter: Maina Brown (Governance & Compliance Manager).

1.3 Apologies

Accepted: Rosanna De Santis (GM Community Development & Services) and Bala Donepudi (Finance Manager).
Not Accepted: Cr Connell Tipiloura and Loretta Cook.

Apologies – Milikapiti Local Authority Meeting – 20 March 2018

1 ***RESOLUTION***

Moved: *Lynette De Santis*
Seconded: *Mary Moreen*

That the apologies of staff members Rosanna De Santis (GM Community Development & Services) and Bala Donepudi (Finance Manager) be accepted by members and Cr Connell Tipiloura and MLA member Loretta Cook not accepted by members.

CARRIED

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 - 18 December 2017

2 **RESOLUTION**

Moved: *Thomas Edward Puruntatameri*
Seconded: *Pius Tipungwuti*

That the minutes of the Milikapiti Local Authority held on 18 December 2017 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 (Ordinary MLA Meeting 18 December 2017).

RECOMMENDATION:

That the Milikapiti Local Authority accepts these discussions and reports.

3 GENERAL BUSINESS

3.1 2017 - 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.

2 **RESOLUTION**
Moved: *Andrew Lyons*
Seconded: *Malcolm Wilson*

That Milikapiti Local Authority members:

a. **note the 2017 meeting attendance register for information.**

b. **authorises the CEO and Mayor to write a letter to request the Chief Minister, Police Commissioner and Lawrence Costa MLA for Arafura to attend the next MLA meeting and to meet with the community to discuss community issues.**

CARRIED

Action:
Governance & Compliance Manager to write a notice letter to MLA member Loretta Cook and advise her of her meeting attendance.

CEO and Mayor to liaise and request for Kevin Doolan (Red Cross Manager) to assist and to sort out the Milikapiti skin groups and counselling services in all communities.

At this point of the meeting a lunch was called at 12:05 pm.

The meeting recommenced at 1:10 pm.

3.2 2017/18 - LOCAL AUTHORITY FINANCIAL REPORT TO 31 FEBRUARY 2018

This report is provided for information to the Milikapiti Local Authority to advise on expenditure to 31 February 2018 for the 2017/18 F/Y.

RECOMMENDATION:

That the Milikapiti Local Authority notes this report for information and provides any comments or feedback on the new financial reporting format.

4 REPORTS FOR DECISION

4.1 MILIKAPITI - COMMUNITY PROJECTS LISTING

At the last meeting (18 December 2017) members requested the reporting format be changed to make it easier to understand. We have included a new summary to focus on the status of approved projects, expenditure to date and the balance to be spent for discussion at today's meeting.

3 **RESOLUTION**
Moved: ***Lynette De Santis***
Seconded: ***Thomas Edward Puruntatameri***

1. That the Milikapiti Local Authority reviews and updates the Approved Projects Summary,

2. Notes the funding allocations for 14/15, 15/16, 16/17 and 17/18,

3. Recommends any projects to Council for approval to proceed.

New Community Project

Project Description	Project ID	Upper Limit Amount	Responsible Officer
Equipment for specific beautification project. Ride on mower Whipper Snippers	**MLA 18 – 1**	**$ 41,776**	**Town Services & Outstation Manager**

4. Members agreed to place notice to the Milikapiti Community fee for service of $50 to mow grass and to recommend to Council for approval.

CARRIED

4.2 2018/19 DRAFT COUNCIL PLAN & BUDGET - CONSULTATION WITH MLA

As part of the preparation of the new 18/19 Council Plan & Budget, Council is required to consult with the Local Authority and the Public covering service delivery across the Tiwi Islands.

4 **RESOLUTION**

Moved: *Andrew Lyons*
Seconded: *Patrick Puruntatameri*

That the Milikapiti Local Authority receives, notes and accepts this report for information and recommends no change to the local authority priorities on the report to Council as part of the overall planning and budget development process.

CARRIED

5 REPORTS FOR INFORMATION

5.1 TIRC BUDGET REVIEW 2017/18

The report provides the Milikapiti Local Authority with an updated review of 2017/18 Budget as at 26 February 2018 for members information.

RECOMMENDATION:

That the Milikapiti Local Authority notes the revised budget for 2017/18 financial year for information.

5.2 SOLAR SET UP PROGRAM PRESENTATION

This report provides information on the Solar Energy Transformation Program (SETuP) and update to the Milikapiti Local Authority on the progress of SETuP in these communities and discusses Community Engagement options for the sites.

RECOMMENDATION:

That the Milikapiti Local Authority notes this report for information, welcomes Ben Laidlaw from ARDS Aboriginal Corporation and listens to his short presentation.

5.3 INFORMATION ON COMMUNITY LAND USE PLAN

This report provides information on Community Land Use Plan which will be used to guide future development on the Tiwi Islands, particularly housing and other government infrastructure.

RECOMMENDATION:

That the Milikapiti Local Authority welcomes Nick Thorpe from Department of Housing and Community Development and listens to the short presentation.

Action:
It was suggested that MLA members to notify OTL and Tiwi Land Council to find out where the new cemetery is going to be and notify the Senior Land Use Planner from the Dept of Housing and Community Development to add onto the Milikapiti Community Land Use Plan.

6 OTHER BUSINESS

Nil

7 Next Meeting

Tuesday 19 June 2018.

8 Closure

The meeting closed at 2:25 pm.

These Minutes were confirmed at the Milikapiti Local Authority Meeting of the Council held on _____.

Signed: ……

Chairperson

7 NEXT MEETING

BUSINESS ARISING

ITEM NUMBER	2.1
TITLE	Business Arising from Previous Minutes
REFERENCE	218069
AUTHOR	Maina Brown, Governance & Compliance Manager

Business arising from previous minutes (Ordinary MLA Meeting 20 March 2018).

BACKGROUND

This is the section of the meeting where any business arising from the previous meeting is dealt with.

Attached are the Draft Minutes of the 20 March 2018 Meeting for Local Authority Members to read and provide any comments on.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Milikapiti Local Authority accepts these discussions and reports.

ATTACHMENTS:

1 2018_03_20_MLA_Minutes_Draft.pdf

MINUTES OF THE MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE MILIKAPITI BOARD ROOM ON TUESDAY, 20 MARCH 2018 AT 9:00 AM

1 Welcome & Apologies

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The meeting opened at 10:08 am.

The CEO welcomed councillors, members, staff and guests.

The Chairperson then took over chairing the meeting.

1.2 Present

Chairperson: Malcolm Wilson.

Local Authority Member: Mayor Gawin Tipiloura, Trevor Wilson, Mary Moreen, Roy Farmer, Andrew Lyons, Thomas Puruntatameri, Cr Pius Tipungwuti, Cr Lynette De Santis, Patrick F Puruntatameri (10:42 am) and Christine Joran (10:45 am).

Visiting Councillors: Nil

Officers: Marion Scrymgour (Chief Executive Officer), Yoakim Pastrikos (Town Services & Outstation Manager) and Maina Brown (Governance & Compliance Manager).

Guests: Ben Laidlaw (ARDS Aboriginal Corporation) and Nick Thorpe (Dept of Housing and Community Development).

Minuter: Maina Brown (Governance & Compliance Manager).

1.3 Apologies

Accepted: Rosanna De Santis (GM Community Development & Services) and Bala Donepudi (Finance Manager).
Not Accepted: Cr Connell Tipiloura and Loretta Cook.

Apologies – Milikapiti Local Authority Meeting – 20 March 2018

1 ***RESOLUTION***

Moved: *Lynette De Santis*
Seconded: *Mary Moreen*

That the apologies of staff members Rosanna De Santis (GM Community Development & Services) and Bala Donepudi (Finance Manager) be accepted by members and Cr Connell Tipiloura and MLA member Loretta Cook not accepted by members.

CARRIED

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 - 18 December 2017

2 **RESOLUTION**

Moved: *Thomas Edward Puruntatameri*
Seconded: *Pius Tipungwuti*

That the minutes of the Milikapiti Local Authority held on 18 December 2017 as circulated, be confirmed as a true and correct record of that meeting.

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2.1 BUSINESS ARISING FROM PREVIOUS MINUTES

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2 **RESOLUTION**
Moved: *Andrew Lyons*
Seconded: *Malcolm Wilson*

That Milikapiti Local Authority members:

a. **note the 2017 meeting attendance register for information.**

b. **authorises the CEO and Mayor to write a letter to request the Chief Minister, Police Commissioner and Lawrence Costa MLA for Arafura to attend the next MLA meeting and to meet with the community to discuss community issues.**

CARRIED

Action:
Governance & Compliance Manager to write a notice letter to MLA member Loretta Cook and advise her of her meeting attendance.

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Action:
It was suggested that MLA members to notify OTL and Tiwi Land Council to find out where the new cemetery is going to be and notify the Senior Land Use Planner from the Dept of Housing and Community Development to add onto the Milikapiti Community Land Use Plan.

6 OTHER BUSINESS

Nil

7 Next Meeting

Tuesday 19 June 2018.

8 Closure

The meeting closed at 2:25 pm.

These Minutes were confirmed at the Milikapiti Local Authority Meeting of the Council held on _____.

Signed: .....

Chairperson

GENERAL BUSINESS

ITEM NUMBER	3.1
TITLE	2017/18 - Meeting Attendance Register
REFERENCE	218089
AUTHOR	Maina Brown, Governance & Compliance Manager

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.

BACKGROUND

As an important element of good governance and meeting procedures, an attendance register has been put together for all of the Milikapiti Local Authority meetings held in 2017-2018.

Standard procedure will be for the Chairperson to review this listing at the commencement of each meeting and to follow up any previous non attendance / s with members.

Council will be including all Local Authority Meeting attendance records into each year's Tiwi Islands Regional Council Annual Report.

ISSUES/OPTIONS/CONSEQUENCES

On the meeting attendance register it states that Loretta Cook have missed two consecutive meetings. Given that she was not aware of the Local Authority Policy which states membership termination, Governance & Compliance Manager had written a courtesy letter to Ms. Cook dated on 26 March 2018. A copy of the Local Authority Policy was also attached to the letter.

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Milikapiti Local Authority members note the 2017/18 meeting attendance register for information.

ATTACHMENTS:

1 MLA - Meeting Attendance for 2017-2018.pdf

TIWI ISLANDS REGIONAL COUNCIL

MILIKAPITI LOCAL AUTHORITY MEETINGS - 2017/2018

OFFICIAL ATTENDANCE REGISTER

				2017		2018		
MEMBER NAME	**COUNCILLOR / ORDINARY MEMBER**	**Rep Group**	**Date Appointed by Council**	**Sep 12 ORD M**	**Dec 18 ORD M**	**Mar 20 ORD M**		
Lynette De Santis	Milikapiti Ward Councillor	Council Rep	Automatic Member	Y	A	Y		
Pius Tipungwuti	Milikapiti Ward Councillor	Council Rep	Automatic Member	Y	Y	X		
Connell Tipiloura	Milikapiti Ward Councillor	Council Rep	Automatic Member	Y	Y	Y		
Trevor Wilson	Ordinary Member	Warntarringuwi (Sun)	16-Dec-15	Y	Y	Y		
Mary E Moreen	Ordinary Member	Warntarringuwi (Sun)	11-Mar-14	Y	Y	Y		
Thomas Puruntatameri	Ordinary Member	Miyartuwi (Pandanus)	11-Mar-14	Y	Y	Y		
Roy Farmer (Appointed on 19/12/2017)	Ordinary Member	Miyartuwi (Pandanus)	11-Mar-14			Y		
Patrick Freddy Puruntatameri (Appointed on 19/12/2017	Ordinary Member	Lorrula (Rock)	11-Mar-14			Y		
Loretta Cook	Ordinary Member	Lorrula (Rock)	11-Mar-14	A	X	X		
Malcolm Wilson (Chairperson)	Ordinary Member	Takaringuwi (Mullet)	24-Jun-15	Y	Y	Y		
Christine Joran	Ordinary Member	Takaringuwi (Mullet)	11-Mar-14	Y	A	Y		
Andrew Lyons	Ordinary Member	Non-Skin	29-Jun-16	Y	A	Y		
Adrian McCann - Resigned 9-5-16	Ordinary Member	Non-Skin	24-Jun-15					
Anita Moreen	Milikapiti Ward Councillor	Council Rep	Automatic Member	Y	Y			
Irene Tipiloura (Automatically dismissed as of 18/6/17)	Milikapiti Ward Councillor	Council Rep	Automatic Member	A	X			

LEGEND

Meeting Type	**Location**
LA = Local Authority Meeting (Ordinary)	M = Milikapiti
SP = Local Authority Meeting (Special)	D = Darwin
Attendance	**Note 1: Councillors attendance at Local Authority Meetings**
Y = Present at Meeting	**is only mandatory for their own Ward.**
A = Apology accepted	
X = Apology not accepted	**Note 2: Ordinary Meetings are held every three months, with 2 additional (Special Meetings)**
C = Meeting cancelled	**held between Feb to June each year for input into TIRC Strategic Planning / Budgets.**

Attachment 1

GENERAL BUSINESS

ITEM NUMBER	3.2
TITLE	2017/18 - Local Authority Financial Report to 31 May 2018
REFERENCE	218107
AUTHOR	Bala Donepudi, Finance Manager

This report is provided for information to the Milikapiti Local Authority to advise on expenditure to 31 May 2018 for the 2017/18 F/Y.

BACKGROUND

Council's finance section has prepared a new five page report (attached) to be presented to both Council each month and to each Local Authority.

This new format reports on expenses by location broken down to program and account category.

Following a request from the Wurrumiyanga Local Authority – comments to provide explanation of variations between actual and budgeted amounts that are greater than $10,000 will be presented to the sitting Local Authority.

Please note this is a new report and it may still require some further development / changes over coming months.

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:

That the Milikapiti Local Authority notes this report for information and provides any comments or feedback on the new financial reporting format.

ATTACHMENTS:
1 Expenditure by Local authority May 2018.pdf

Expense by Local Authority Area

as at 31-May-2018

Description	Budget YTD	Actuals YTD	Variance	%	Comments	Annual Budget
Expense by Directorate INCLUDING Allocations and Capital Expense						
Wurrumiyanga	7,336,807	6,319,746	1,017,061	14%		7,849,020
Finance & Compliance	827,397	415,049	412,349	50%	«	897,505
Infrastructure & Assets	4,989,283	4,831,608	157,676	3%	«	5,293,184
Chief Executive Officer	1,846	1,988	(141)	(8%)		2,014
Community Development and Services	1,518,280	1,071,102	447,178	29%	«	1,656,317
Pirlangimpi	2,759,480	2,420,000	339,479	12%		3,008,967
Finance & Compliance	193,724	82,282	111,441	58%	«	211,335
Infrastructure & Assets	1,732,499	1,616,216	116,282	7%	«	1,886,936
Community Development and Services	833,258	721,502	111,756	13%	«	910,696
Milikapiti	2,935,663	2,774,333	161,329	5%	**Total Expenditure for the Milikapiti Community is 161K less than budget**	3,203,850
Finance & Compliance	294,403	105,516	188,887	64%	Total Expenditure in Finance & Compliance is 189K less than budget	321,167
147803 (Tied) - Local Authority Project Fı	206,857	20,524	186,333	90%	Expenditure is 186K less than Budget .The Budget assumes all funds are spent at the end of the year .Most likely unspent funds will be carried over.	225,662
147003 (Untied) - Local Authority Milikap	6,087	2,553	3,534	58%		6,640
147103 (Untied) - Regional Council & Ele	81,460	82,439	(980)	(1%)		88,865
Infrastructure & Assets	1,884,948	1,962,016	(77,068)	(4%)	Total Expenditure in Infrastructure & Assets is 77K over the budget	2,058,189
160003 (Tied) - Milikapiti Oval Upgrade A	18	13	6	32%		20
160803 (Tied) - Aerodrome Fencing Upgr	0	623	(623)	(100%)		0
103903 (Untied) - Commercail Facilities -	11,401	8,732	2,669	23%		12,201
105503 (Untied) - Fleet Administration - I	9,167	13,343	(4,176)	(46%)		10,000
108803 (Untied) - Town Services Milikapi	484,966	488,508	(3,542)	(1%)		529,054
111503 (Untied) - Street Lighting Milikapi	11,920	4,659	7,261	61%		12,022
113403 (Untied) - Waste collection and d	246,568	233,154	13,413	5%	Favourable Variance due to lower spend on Labour costs due to less time spent on Rubbish Pickup.	268,983

Description	Budget YTD	Actuals YTD	Variance	%	Comments	Annual Budget
116003 (Untied) - Fuel - Milikapiti	241,484	227,448	14,035	6%	Favourable Variance due to lower spend on fuel purchases - 14,034 ; This is due to lower sales .	263,437
119103 (Untied) - Waste Management Mi	20,900	29,261	(8,361)	(40%)		22,800
119303 (Untied) - Civil Works Milikapiti	243,094	225,872	17,222	7%	Favourable Variance due to lower spend on salary Costs - 15,261 ; underspend in Materials - 1,961	268,485
119503 (Untied) - Airport Maintenance M	44,367	50,913	(6,547)	(15%)		48,400
119603 (Untied) - Airport Inspection Milik	37,308	28,992	8,316	22%		40,700
119703 (Untied) - Mechanical Workshops	211,635	183,146	28,489	13%	Favourable Variance due to lower spend on Workshop Materials - 18K ; Lower spend on Staffing costs - 8,408 ; Building Repair costs - 1,882	230,875
119803 (Untied) - Staff Housing - Milikap	47,311	129,263	(81,951)	(173%)	Unfavourable variance due to excess spend on Maintenance Costs - 62,803 and Overspend on Material costs - 15,530	51,612
120203 (Untied) - Recreation Hall Milikap	10,925	18,698	(7,773)	(71%)		11,750
120303 (Untied) - Oval - Milikapiti	48,033	82,047	(34,014)	(71%)	Overs spend on maintenance of oval ;The jobs like removing the old trees and pilling out the old fence and other costed way more than the budget.	52,400
121403 (Untied) - Facilities Milikapiti	10,150	17,181	(7,031)	(69%)		11,050
122203 (Untied) - Transit Accommodatio	6,600	6,443	157	2%		7,200
129603 (Untied) - Airport Landing Fees M	1,375	907	468	34%		1,500
130003 (Untied) - Roads General Mainter	187,917	206,088	(18,172)	(10%)	Overspend on labour costs & Equipment Hire costs for the maintenance of Melvil roads	205,000
131103 (Untied) - Commercial Building S	183	669	(485)	(265%)		200
152103 (Untied) - Funeral Services - Milik	9,625	6,053	3,572	37%		10,500
Community Development and Services	756,312	706,802	49,511	7%	Total Expenditure 50K less than the budget for Community Services.	824,494
120403 (Tied) - Outside School Hours Ca	41,324	30,348	10,976	27%	Favourable Variance due to lower spend on Materials - 4,509 ; Underspend on Utilities - 1,308 ; Underspend on Building repair costs - 2,750 ; savings on Travel costs - 1,905	44,507
120503 (Tied) - Creche Milikapiti	177,119	166,531	10,587	6%	Favourable variance due to lower spend on Salary costs - 10,270	193,220
120803 (Tied) - Community Safety - Milik	145,064	147,128	(2,064)	(1%)		158,251
121003 (Tied) - Active Remote Communi	21,666	15,540	6,126	28%		23,635
121503 (Tied) - Library Milikapiti	30,575	34,440	(3,865)	(13%)		33,354
134003 (Tied) - ISRP - Indigenous Sport	31,741	30,244	1,497	5%		34,627
118903 (Untied) - Post Office Milikapiti	13,338	2,939	10,400	78%	Favourable variance due to lower spend on MV Costs - 7,838 ; Underspend on Payroll costs - 2,561	14,551

Attachment 1

Description	Budget YTD	Actuals YTD	Variance	%	Comments	Annual Budget
119003 (Untied) - Centrelink Milikapiti	87,605	92,282	(4,676)	(5%)		95,569
146403 (Untied) - Administration Service	207,880	187,350	20,530	10%	Favourable Variance due to lower spend on salaries - 20,530	226,777
Regional (Including Outstations)	10,311,405	9,722,010	589,395	6%		11,146,459
Finance & Compliance	4,243,028	4,179,478	63,551	1%	«	4,631,625
Infrastructure & Assets	4,223,607	3,732,226	491,381	12%	«	4,504,374
Chief Executive Officer	911,417	892,385	19,032	2%	«	992,256
Community Development and Services	933,353	917,921	15,432	2%	«	1,018,203
Total INCLUDING Allocations & CapEx	23,343,354	21,236,090	2,107,265	9%		25,208,295

Expense by Account Category INCLUDING Allocations and Capital Expense

Wurrumiyanga	7,336,807	6,319,746	1,017,061	14%		7,849,020
WIP Assets	278,149	317,325	(39,176)	(14%)	«	283,548
Employee Expenses	2,291,673	2,056,567	235,106	10%	«	2,496,812
Contract and Material Expenses	2,619,427	2,123,950	495,477	19%	«	2,737,317
Finance Expenses	733	501	232	32%		800
Communication Expenses	60,634	52,674	7,961	13%		65,652
Miscellaneous Expenses	222,437	218,610	3,826	2%		242,299
Allocation Expense	1,863,753	1,550,119	313,634	17%	«	2,022,591
Pirlangimpi	2,759,480	2,420,000	339,479	12%		3,008,967
WIP Assets	677	739	(61)	(9%)		739
Employee Expenses	1,070,776	1,058,595	12,180	1%	«	1,168,563
Contract and Material Expenses	401,540	206,105	195,435	49%	«	436,225
Finance Expenses	458	427	31	7%		500
Communication Expenses	19,488	13,746	5,742	29%		21,260
Miscellaneous Expenses	80,881	71,118	9,763	12%		88,234
Allocation Expense	1,185,659	1,069,270	116,389	10%	«	1,293,446
Milikapiti	2,935,663	2,774,333	161,329	5%	**Total Expenditure for the Mili Community is 161K less than budget**	3,203,850
WIP Assets	0	1,444	(1,444)	(100%)		0
Employee Expenses	1,096,464	1,043,890	52,574	5%	Total salary Costs in LA is 53K less than the budget ; underspend in Mili Crèche - 10k ; Administration Service - 22K; Civil Works - 15K; Sport and rec Program - 3K	1,199,434

Attachment 1

Description	Budget YTD	Actuals YTD	Variance	%	Comments	Annual Budget
Contract and Material Expenses	642,856	381,841	261,015	41%	Total Expenditure on materials is 261K less than budget.LAPF has an underspend of 192K;Mili fuel - 25K; workshop - 18K;Street Lighting - 7K & Creche - 7K	699,434
Finance Expenses	1,238	1,195	43	3%		1,350
Communication Expenses	41,204	43,498	(2,294)	(6%)		44,927
Miscellaneous Expenses	85,829	82,724	3,105	4%		93,536
Allocation Expense	1,068,072	1,219,742	(151,670)	(14%)	Internal Charges 151k more than the budget; Staff Housing - 63K ; Mili Oval - 34K;Roads Maintenance - 18K ; Library - 10K; Creche - 10K;Rec Hall - 6K ; Admin service - 6K	1,165,169
Regional (Including Outstations)	10,311,405	9,722,010	589,395	6%		11,146,459
WIP Assets	130,317	99,931	30,386	23%	«	131,787
Employee Expenses	3,099,538	2,980,367	119,171	4%	«	3,389,942
Contract and Material Expenses	2,348,351	2,123,329	225,023	10%	«	2,470,138
Finance Expenses	3,120	2,762	358	11%		3,400
Communication Expenses	272,649	240,704	31,945	12%	«	296,742
Asset Expense	1,886,631	1,874,465	12,166	1%	«	2,058,142
Miscellaneous Expenses	633,642	526,253	107,389	17%	«	685,819
Allocation Expense	1,937,157	1,874,200	62,957	3%	«	2,110,488
Total INCLUDING Allocations & CapEx	23,343,354	21,236,090	2,107,265	9%		25,208,295

Attachment 1

REPORTS FOR DECISION

ITEM NUMBER	4.1
TITLE	Milikapiti - Community Projects Listing
REFERENCE	218117
AUTHOR	Bala Donepudi, Finance Manager

At the last meeting (20 March 2018) members requested the reporting format be changed to make it easier to understand. We have included a new summary to focus on the status of approved projects, expenditure to date and the balance to be spent for discussion at today's meeting.

BACKGROUND
The Council has received $ 69,004.00 in funding for the 14/15 financial year, $ 69,004.00 for 15/16 financial year, $ 69,004.00 in funding for the 16/17 financial year and $65,210.00 for the 17/18 financial year.

This provides the Milikapiti Local Authority with total funding of $272,723 to recommend to the Regional Council for expenditure on community projects.

The NT Department of Housing and Community Development (DHCD) has confirmed that the LAPF funds must be fully expended within 2 years from receipt of the funds or DHCD may request unspent funds to be repaid.

The MLA Community Projects Listing will continue to be used for projects and a new A4 Approved Projects Summary will be used to focus discussion on the status of approved projects.

The Approved Projects summary has been updated to highlight the total funding received, total expenditure, the balance to be spent by financial year and the total available for new projects.

ISSUES/OPTIONS/CONSEQUENCES:
The aim of today's meeting will be to explain the information presented and get feedback from Local Authority members. The status and expenditure of current projects will be discussed. Any variations required to existing projects and possible unapproved projects will be discussed.

CONSULTATION & TIMING:
Variations to existing projects and proposed new projects will be recommended to the Regional Council for approval to proceed.

RECOMMENDATION:

1. That the Milikapiti Local Authority reviews and updates the Approved Projects Summary,

2. Notes the funding allocations for 14/15, 15/16, 16/17 and 17/18,

3. Recommends any projects to Council for approval to proceed.

ATTACHMENTS:
1 LAPF as at 31 05 2018.pdf
2 Sponsorship Support Letter Milikapiti Festival.pdf
3 Draft Project Proposal Milikapiti Festival 070318.pdf

Milikapiti Local Authority Project Funding A/SDC 147803

Summary of available funding as at 31/05/2018

MLAI14-15	2014/15 Grant Funding - must be spent by 30 June 2017	$69,004
MLAI15-16	2015/16 Grant Funding - must be spent by 30 June 2018	$69,004
MLAI16-17	2016/17 Grant Funding - must be spent by 30 June 2019	$69,004
	2017/18 Grant Funding - to be confirmed	$65,210
MLAIV16-15	Income from Vet services	$501
	Total:	**$272,723**

	Summary of Completed Projects - Expenditure as at 31/05/2018	**Expenditure**	**Budget**
MLA16-4	Extend Existing Cemeteries (Stage 1 - Investigate multiple locations)	$10,000	$10,000
MLA16-10	Upgrade outside of Basketball Court	$4,992	$4,992
MLA16-11	Provide sponsorship for basketball uniforms for Milikapiti participants	$1,816	$1,816
MLA17-2	Milikapiti Territory Day Blue Light Disco	$2,151	$2,151
MLA17-5	Tiwi Day Community Celebration	$1,335	$1,335
MLA16-9	Milikapiti - Additional Public Seating at Airport	$5,623	$5,623
MLA16-13	Milikapiti - Oval Upgrading Project - (contingency funds)	$17,065	$17,065
MLA17-1	Karslake Bores & Tanks Repairs	$8,726	$8,726
	Total for Completed Projects:	**$51,708**	**$51,708**

	Summary of Current Projects - Expenditure as at 31/05/2018	**Expenditure**	**Budget**
MLA16-9	Milikapiti - Additional Public Seating at Airport	$5,623	$8,000
MLA15-8	Milikapiti - Barge Landing - Supply & install additional Solar LED Light	$13,195	$12,000
MLA16-12	Milikapiti - Cultural and Sports Festival	$0	$30,000
MLA16-14	Milikapiti - Water Park/ Swimming Pool (contingency funds)	$0	$100,000
MLA16-15	Milikapiti - Community Vet Visits	$7,083	$8,601
MLA17-3	Upgrades to Recreation Hall & improved traffic management	$0	$12,152
MLA17-4	Milikapiti End of year Community Celebration	$0	$5,000
MLA18-1	Equipment's for beautification project;Ride on mower & Whipper Snippers	$0	$41,776
	Total for Current Projects:	**$25,901**	**$217,529**
	Total for Completed and Current Projects:	**$77,609**	**$269,237**

Balance to be spent

Spend by 30 June 2017	$0
Spend by 30 June 2018	$60,900
Spend by 30 June 2019	$69,004
Spend by 30 June 2020	$65,210
Total:	**$195,114**

Available for new projects: $3,486

Milikapiti Local Authority Project Funding A/SDC 147803
Approved Projects Listing - Expenditure as at 31/05/2018

MLA15-8 Milikapiti - Barge Landing - Supply & install additional Solar LED Light **TS&O Manager**
In Progress

Approved budget	$12,000
Total Expenditure	$13,195
Balance to be spent	-$1,195

Expenditure of $4600 is for solar light and switch only
29/3/17 The light has not been installed (stored at workshop) - installation to be followed up ASAP
28/6/17 - Currently waiting to receive replacement parts for light via mail - posted on 5 July from NSW then will re-install light post to new footing and complete the installation.
12/9/17 - TS&O Manager will follow up on completion of the installation with the Council electrician
18/12/17 - Concrete has been done & electrician has instructed to complete in December
15/01/18 - Installation completed in December , Solar panel being replace in Janauary
20/02/2018 - Electrician checking on the other light above the boat ramp (the LED funded by DIPL)
20/06/2018 - Need to increase the funding allocation to complete the project.

MLA16-12 Milikapiti - Cultural and Sports Festival **GM CD&S**
In Progress

Approved budget	$30,000
Total Expenditure	$0
Balance to be spent	$30,000

21/2/17 GM may be able to engage a consultant to fast track
29/3/17 MLA members authorised GM to select a consultant to coordinate this event
28/6/17 - GM to follow up with Nick. LA members suggested Term 3 Holiday for 2 days festival.
Suggested events include kids got talent, sports & rec activities, cultural activities & fishing competition
12/9/17 - GM hasn't had any response from Nick and has contacted another event coordinator
GM would like to suggest the formation of a working group to liaise with the event coordinator
Working group nominated: Lynette De Santis, Thomas Puruntatameri & Christine Joran
If unable to fast track for October school holidays, might need to reschedule to Dry Season - July 2018
13/3/18 - GM meeting with working group to discuss proposal rxvd from consultant on 8/3/18.
12/06/17 - Meeting and training (see draft proposal) of the Milikapiti Festival Working Group (MFWG) was held in May, and weekly meeting have been scheduled. Consultants to return for further face-to-face meetings, and at this stage the proposed 24 & 25 August may have to be adjusted to a later date, mostly due to the funding approval timeframes that are required.
See attached letter drafted by MFWG for sponsorship of the festival.

Milikapiti Local Authority Project Funding A/SDC 147803
Approved Projects Listing - Expenditure as at 31/05/2018

MLA16-14 Milikapiti - Water Park/ Swimming Pool (contingency funds) **TS&O Manager**
On Hold

Approved budget	$100,000
Total Expenditure	$0
Balance to be spent	$100,000

Additional funds to supplement ABA grant, if required
13/12/16 - Variation from Water Park to a Swimming Pool, budget increased by 75k to 100k
25/03/17 - PM & C are waiting on assessment from Canberra for the pool/wave pool and oval. Once we have those clearances we can move on other discussions.
28/6/17 - discussion about potential locations for pool
12/9/17 - TS&O Manager suggested changing the current water park site into a community BBQ area
PM&C advised the ABA for the water park would only be changed if the funding gap is bridged
Early estimates $941,000 TIRC applied for the gap in funding from the NTG strategic infrastructure fund
16/03/18 - TIRC was advised in Feb that we were unsuccessful in our application for funding to build a new swimming pool at Milikapiti.
16/03/18 - While other funding is still being pursued it is recommended that the community identify a suitable site for the pool. This will help in all future funding applications and to determine a more accurate indication of cost.
23/03/18 - Members agreed a discussion needs to be held with the Consultative Forum, OTL, Traditional Owners and School to identify an area near the school for the community pool.

MLA16-15 Milikapiti - Community Vet Visits **GM CD&S**
In Progress

Approved budget	$8,100
Total Expenditure	$7,083
Income from Vet services	$501
Net expenditure	$6,581
Balance to be spent	$1,519

20% of Vet program net expenses (Wurrumiyanga funding 60% & Pirlangimpi 20%)
Vets visited 28 July 2016, 9 February 2017 and 29 August 2017
Expenditure as at 31/12/17: $5,338 less Income as at 31/12/17: $454 Net result : $4,884
15/1/18 - GM has contacted vets to organise visit 19 - 23 February 2017
13/3/18 - Ongong. Recent vet visit occurred in February.
12/06/18 - Next visit is due in August.

Milikapiti Local Authority Project Funding A/SDC 147803
Approved Projects Listing - Expenditure as at 31/05/2018

MLA17-3 **Upgrades to Recreation Hall & improved traffic management** **GM CD&S**
In Progess

Approved budget	$12,152
Total Expenditure	$0
Balance to be spent	$12,152

25/10/17 Letter from Local Authority members sent to Council requesting change in scope for MLA17-3
13/3/18 - Meeting with Bob from BIHA on 14/3 to provide a complete description to be quoted on
for the shade structure at the recreation hall
20/03/18 - Members requested for speed bump near Rec hall,1 Speed Bumps near the School and another near the art centre .Members also requested for a stop sign at T Intersection near club.
20/03/18 - CEO to liaise with Louise McCormack from DPIL for getting the funding for roadsigns and speed bumps near school and clinic
12/06/18 - Several requests by phone and email have been sent to BIHA, with no result.
Email sent to infrastructure, to have the same job quoted by our tradesmen.

MLA17-4 **Milikapiti End of year Community Celebration**
In Progess

Approved budget	$5,000
Total Expenditure	$0
Balance to be spent	$5,000

Responsible officer - Milikapiti Office Coordinator with Cr L De Santis and MLA member T Wilson,
also suggested to call for volunteers from TITEB and yellow shirts.

Equipments for specific beautification project Ride on mower
MLA 18-1 **Whipper Snippers**
In Progess

Approved budget	$41,776
Total Expenditure	$0
Balance to be spent	$41,776

20/06/2018 - Two Tractor Slashers have been ordered, They will be delivered in two weeks;
Quotes have recived for the whipper snippers ,An order will be placed in the next few weeks

Total Expenditure on Completed & Approved Projects:	**$77,609**
Approved Budgets on Completed & Approved Projects:	**$269,237**

Milikapiti Local Authority Project Funding A/SDC 147803
Summary of Expenditure & Available Funding as at 31/05/2018

Income Received:

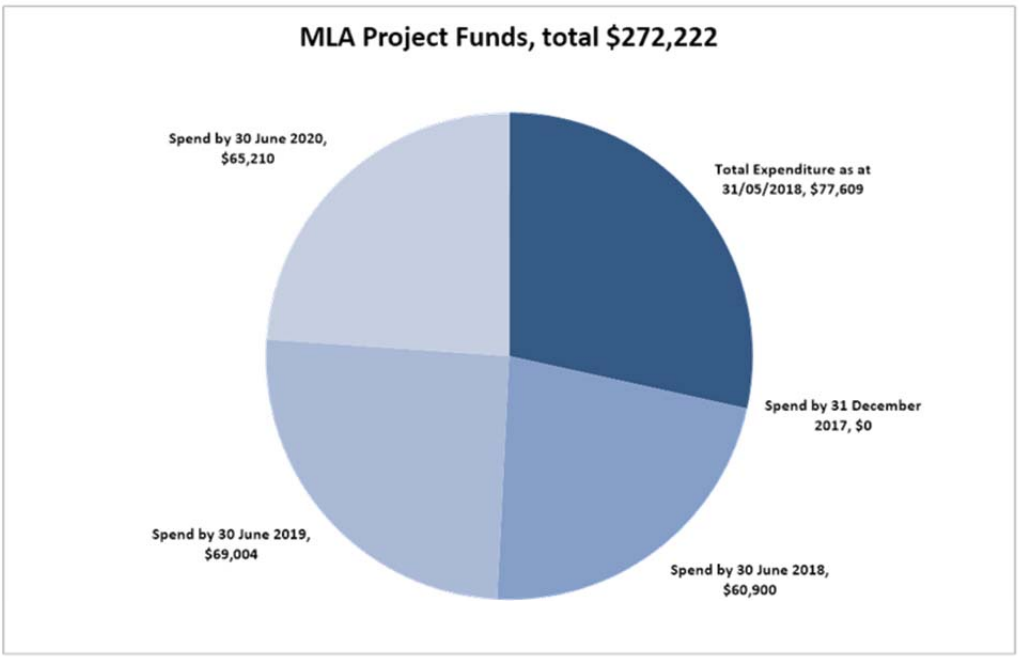
	2014/15 Grant Funding - must be spent by 31 Dec 2017	$69,004
	2015/16 Grant Funding - must be spent by 30 June 2018	$69,004
	2016/17 Grant Funding - must be spent by 30 June 2019	$69,004
	2017/18 Grant Funding - to be confirmed	$65,210
MLAIV16-15	Income from Vet Services	$501
	Total:	**$272,723**

Expenditure:

	Total Expenditure as at 31/05/2018	$77,609

Balance to be spent:

	Spend by 31 December 2017	$0
	Spend by 30 June 2018	$60,900
	Spend by 30 June 2019	$69,004
	Spend by 30 June 2020	$65,210
	Total:	**$195,114**
		$195,114



Funding available for projects:

Total of Funding Received:	**$272,723**
less Total of approved project budgets:	**$269,237**
Available for new projects:	**$3,486**

Letter to Sponsors.

Seeking Sponsorship/Donation in Kind for ~~Mitiyal~~ Milikapiti Cultural and Sports ~~Festival~~ 24 - 25 August 2018 at Milikapiti, Tiwi Islands.

The people of Milikapiti have come togethe and are excited and proud to present a festival ~~for~~ Tiwi Celebrating and Promoting Tiwi. Milikapiti Cultural and Sports Festival is ~~for~~ being presented to bring family togethe The festival is to share Aboriginal culture and Aboriginal life.

Milikapiti is a small community off the Tiwi Islands ~~with~~ surrounded by sea, rolling hills full of bushtucker, with friendly people and when you visit ~~that~~ you feel at home. ~~Come Step~~ and ~~join us in two days of~~ Embrace the spirit of Milikapiti and our people. let us show you our culture, walk with us and talk with us. Milikapiti Cultural ~~Festivals~~ and Sports Festival will be for two days and two nights ~~five~~ filled with song, dance, art, sport, ~~and~~ storytelling and ~~great~~ for

Memorable experience.

Milikapiti people and Community ask for your support, either by Sponsorship or donations in kind.

Draft Project Proposal
Milikapiti Festival - Our Sport and Cultural Celebration
17 – 18 August 2018

Tanyah Nasir Consulting Service (TNCS) is a local Darwin Aboriginal business. TNCS are specialists in working with Aboriginal and/or Torres Strait Islander people's engagement and empowerment to create the change and life they want. TNCS are skilled in diverse scopes and privilege's *'Indigenous ways of doing'* through the Rise Up Way™ to successfully meet relevant outcomes.

Purpose

Develop Tiwi people's shared understanding, ownership and capacity from the remote Aboriginal community of Milikapiti in how to design, organise, manage, prepare, project manage, implement and evaluate the community Festival.

Deliverables

TNCS will do the following:

- Deliver a 3 day Rise Up to Lead Workshop to develop shared understanding and ownership, determine strength based approaches to apply to Indigenous people that are working on Milikapiti festival.
- Within the 3 day Rise Up to Lead Workshop Tiwi will work with TNCS in the co-design the Milikapiti Festival.
- During this process develop the following: shared ownership, festival checklist, action plan, identify helpers, stalls, toilets, electricity, budget and how to access, develop group and team collaboration and cohesion, set calendar of team meetings, marketing and communications plan to community, identify cultural authority/permission, who they need to engage/ who can assist or participate at the festival, identify risks and shared problem solving, etc.
- Provide bi - monthly mentoring/work sessions to Tiwi workers/volunteers and check status of tasks, monitor progress , identify risks and obstacles and solutions as well as who is responsible to undertake certain tasks?
- Support staff with risk management situations of development and implementation of festival i.e. night patrol, ambulance, health clinic, WHS, crowd safety, etc
- Compile evaluation of training and project development
- Work collaboratively with Milikapiti Festival Organizers.
- Mentor individuals - how are they progressing in their role? What support do they need?

Tanyah Nasir
Consulting Service

Attachment 3

Milikapiti's Festival Organisers are responsible for:

- Providing administration, management support and advice in the design, development and implementation of festival e.g. site planning, environmental health, signage, insurance, safety, emergency services.
- Providing administration and management support for the festival e.g. emails, phone calls, contact person, process to access budget, monitor cash flow, paying for services, acquittals, report back to working group, etc.
- Identify the Tiwi workers/volunteers and working group
- Provide venue and catering for working group training and mentoring sessions.
- Accessing additional funding for festival activities, resources and training budget.
- Identifying the festival team who can be contact people.

Outcomes

- For Aboriginal people from remote communities to design, develop and implement their own festival with and by their own mob
- Access training that is relevant and real to meet their learning needs and can be applied to a project that they own, manage and work as a community.
- Review training and festival efficacy and lessons learnt
- Inclusive, collaborative and transparent way of doing for the people to model and learn from for future aspirations of festival/project development, working relationships and practices.

Our Proposed approach and methodology

- All Indigenous workers/volunteers of the Milikapiti Festival to attend 3 day Rise Up to Lead Workshop
- Six (6) facilitating/training/mentoring Sessions (1 day) with working group every month
- Three (3) days per month for planning and progressing the festival actions working with the group and individually.
- Attend festival to monitor efficacy of workers and practices and learning applied
- Debrief of festival – lessons learnt (1 day)

Timeframe

March – 30 August 2018

Estimated days required

- 24 Days training & Mentoring in community (approx 4 days each month)
- 6 Days for administration & follow up

Costing To be Confirmed after discussion

Attachment 3

Timeframe: March – 30 August 2018

January	Invite/advertis/form working group Funding i.e submissions , Quick Response Grants
February	1st meeting with working group Discuss expectations, festival aspirations, commitment, action plan, group and team cohesion benefits to community, marketing and communication plan, identify other funding options, identify risks, etc.
March	Secure acts/entertainment, costs and expenses, develop risk mitigation plan, contingency plans, Health regulations, safety, food stalls, government stalls, etc
April	
May	
June	Local Authority to promote in June 2018 (promotion flyers)
July	Prepare site
August	2 days before festival to assist with preparation

Attachment 3

REPORTS FOR INFORMATION

ITEM NUMBER	5.1
TITLE	TIRC Code of Conduct and Local Authority Policies
REFERENCE	218109
AUTHOR	Maina Brown, Governance & Compliance Manager

The report provides the Milikapiti Local Authority of the adopted Code of Conduct and Local Authority policies for members information.

BACKGROUND

There are two policies included in this report for members information.

1. Code of conduct policy

Council's code of conduct lays down the standard of behaviour expected of council staff, councillors and local authority members. There are already general provisions relating to conduct both within the workplace and outside work hours. These provisions include;

- behaviour which brings Council into disrepute
- behaviour that involves breaching Council policy, laws and restrictions involving drugs and alcohol

2. Local Authority policy

This policy has been developed to ensure that Local Authorities are run in accordance with the provisions of the Local Government Act and Guideline 8, so that the community has a strong voice and is actively engaged in their local decision making. This policy also outlines the roles and functions of a Local Authority and membership.

ISSUES/OPTIONS/CONSEQUENCES

Recently there have been a number of incidents involving domestic violence and which have caused concern within the wider community that such incidents reflect poorly on the standard of behaviour expected of persons identified within that community as responsibilities under Council's code of conduct.

This request to include a specific provision in our code of conduct is to ensure that it is clear that Domestic violence is unacceptable and is a serious breach of our code of conduct. Failure to now respond to the concerns raised would reflect poorly on Council.

Everyone should also note that there is, in the Northern Territory a statutory obligation requiring mandatory reporting of instances of domestic violence.

It has brought to our attention that members have been constantly missing meetings and therefore we couldn't proceed due to not enough quorum or sometimes hold provisional meetings. We would like to stress to all members that the attached policy under section 4.2.6 Membership termination states that Local Authority members stop being members if they:

- Resign in writing
- Pass away
- Do not attend 2 consecutive meetings without an apology (not accepted)
- Commit a serious offence or are sent to prison for 1 year (Council can use its discretion)
- Are dismissed by Council

CONSULTATION & TIMING

The suggestion for inclusion of such a clause is in response to concerns raised by Councillors, staff and members of the community.

RECOMMENDATION:

That the Milikapiti Local Authority receives and notes this report for information and members to sign that they have read and understood these policy.

ATTACHMENTS:
1 TIRC - Policy 31 - Code of Conduct Policy V2 - Approved 27 April 2016.pdf
2 TIRC - 03 Policy - Local Authority Policy - Approved 27.07.2017.pdf

Tiwi Islands Regional Council

Title:	**Code of Conduct**
Policy No:	31
Adopted By:	Council
Next Review Date:	April 2018
Responsibility:	Chief Executive Officer
InfoXpert Document Number	180964

Version	Decision Number	Adoption Date	History
2	Resolution 9 of 27-04-16	27 April 2016	Revised version
1	Resolution 6.6 of 25-07-12	25 July 2012	Original extract from HR Manual 2012

POLICY

This Code of Conduct is to provide Elected Members, Local Authority members and Council employees with guidelines for an acceptable standard of professional conduct.

The Code addresses in a concise manner the ethical responsibilities of Elected Members, Local Authority members and Council employees and encourages a high level of accountability and transparency in Local Government.

The provisions of the Northern Territory Local Government Act and regulations apply to all Elected Members, Local Authority members and Council employees in the Tiwi Islands Regional Council (TIRC). These provisions are legally enforceable. The Code, whilst having no legislative force aims to be complementary to the provisions of the Tiwi Islands Regional Council and regulations.

The Code provides a guide and a basis of expectations for Elected Members, Local Authority members and Council employees and encourages a commitment to ethical and professional behaviour of all Elected Members, Local Authority members and Council employees. All Elected Members, Local Authority members and Council employees are urged to read the Code and retain a copy as a personal reference source.

It is recommended that all new Elected Members, Local Authority members and Council employees receive a copy of this Code.

Community Expectations

The Council is the sphere of government closest to the people of the region. The

Tiwi Islands Regional Council

actions and behaviour of Elected Members, Local Authority members and Council employees are likely to be closely monitored by the local community.

In performing their roles and functions, the community expects that Elected Members, Local Authority members and Council employees will:

- Be committed to ethical behaviour;
- Deal with all Members of the community honestly, fairly and not to offend or embarrass individuals or groups;
- Not discriminate against people on the basis of sex, sexuality, marital status, pregnancy, race, physical impairment, intellectual impairment or age;
- Be aware of situations that may cause a tension between their public and private roles and in such cases give priority to the public role;
- Ensure that Council mechanisms are in place to deal promptly and efficiently with the handling of community complaints and concerns.

Role of Elected Members, Local Authority members and Council employees

Elected Members, Local Authority members and Council employees should generally conduct themselves in a professional manner that reflects community trust and confidence in them as individuals and enhances the role and image of Local Government.

They should be well informed about the roles, functions and processes of their Council to perform effectively their contribution to

1. the collective decision making of the Council;
2. in setting of policies and objectives;
3. in the determination of strategies to achieve the Council objectives; and
4. by collectively monitoring the overall performance of the Council against the stated and objectives
    - Ensuring accountability and sound financial management;
    - Representing the Council to the community;
    - Being aware of the statutory obligations imposed on Elected Members, Local Authority members and Council employees on the Council; and
    - Undertaking appropriate professional development activities.

Tiwi Islands Regional Council

Council employees in fulfilling their various roles and duties should focus on:

1. Knowing their Council area and the make up of the community;
2. Cross-cultural competence in all aspects of fulfilling their duties;
3. Maintaining quality Council services that are efficient and responsive to community needs;
4. Assisting in the formulation of policies and plans;
5. Implementing policies and plans developed by the Council;
6. Providing experience and expertise to assist Elected Members, Local Authority members and Council employees;
7. Being aware of the statutory obligations imposed on officers and employees and on the Council; and
8. Undertaking appropriate professional development activities, including cross-cultural training as required

Elected Members, Local Authority members and Council employees Relationships

Elected Members, Local Authority members and Council employees are required to work effectively together as part of the Council team.

The teamwork of Elected Members, Local Authority members and Council employees must be based on mutual respect and co-operation in order to achieve the Council's goals and implement its policies.

To achieve the teamwork approach, Elected Members, Local Authority members and Council employees need to:

- Develop a mature and constructive working relationship based on mutual trust
- Establish an effective means of communication and be clear regarding the distinction in roles of Elected Members, Local Authority members and Council employees and how they work together for the benefit of the community;
- Accept that the Elected Members, Local Authority members and Council employees role is a community representative and leadership one to determine goals and policies;
- Observe Council policy and practice regarding the various staff Members to approach the Chief Executive Officer to obtain routine reports or other

information;

- Be aware that Elected Members, Local Authority and Council employees have a right to view and access information relative to matters being considered at Council meetings in order to undertake their Council responsibilities in an effective and appropriate manner.

- Not publicly criticise individuals in a way that casts doubts on their competency and integrity;

- Not use their position to improperly influence an individual to gain an advantage for themselves or others;

- In addition Elected Members and Local Authority members must not individually direct Council employees, as this is the responsibility of the Chief Executive Officer.

Communications and Public Relations

All aspects of communication by staff (including verbal, written or personal), involving the Council's activities should reflect the status and objectives of the Council. Communications should be accurate and professional.

As a representative of the community, Elected Members, Local Authority members and Council employees are required to be responsive to community views and to adequately communicate the attitudes and decisions of the Council. In doing so, Elected Members, Local Authority members and Council employees should acknowledge that:

- As Members of the Council there is a respect for the decision making processes of the Council which are based on a decision of the majority of the Council;

- Information of a confidential nature ought not be communicated until it is no longer treated as confidential;

- Information relating to decisions of the Council on approvals or permits should only be communicated in an official capacity by a designated officer of the Council;

- Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately;

- In addressing the community or the media, it must be made clear whether or not they are representing the Council in accordance with an adopted viewpoint or as an individual;

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- In expressing personal views, care is taken not to show disrespect for the Council, its decisions, decision making, other Elected Members, Local Authority and Council employees or staff.

Usage of Information

Elected Members, Local Authority members and Council employees are often provided with information that is required to be handled in a sensitive or confidential manner.

The usage of Council information obtained through their role with the Council for financial or other personal advantage is illegal. Elected Members, Local Authority members and Council employees are expected to:

- Observe any legal requirements and any specific policies that the Council has on the use of Council information;
- Be careful and prudent about how they collect and use confidential or controversial information;
- Balance the interests of the community and its right to information with the potential for significant damage to occur if confidentiality is not maintained in relation to information of documents that are likely to be determined by the Council to be confidential;
- Not use or disclose information in a way that may cause:
    a. significant damage of distress to a person;
    b. significant damage to the interests of the Council or a person; or
    c. unfair commercial or financial advantage.
- Observe any order made by the Council or a Council Committee that a document is to remain confidential until such time as that order ceases to apply.

Conflict of Interest and Disclosure of Information

Conflict of Interest

- Elected Members, Local Authority members and Council employees are to ensure that there is no actual or perceived conflict of interest between their personal interests and the impartial fulfillment of their professional duties.

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- Elected Members, Local Authority members and Council employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Council, without first making full disclosure to the Chief Executive Officer.

- Elected Members, Local Authority members and Council employees who exercise recruitment or other discretionary functions will make a disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

- An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions are not a basis for discrimination and this is supported by anti discriminatory legislation.

Pecuniary Interest

Elected Members, Local Authority members and Council employees will adopt the principles of disclosure of pecuniary interest as contained within the Northern Territory Local Government Act.

Disclosure of Interest

Elected Members, Local Authority members and Council employees will disclose at the relevant meeting any interests which has the capacity to be in conflict with their public or professional duties.

Personal Benefit

Use of Confidential Information

Elected Members, Local Authority members and Council employees are not permitted to use confidential information in which to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

Improper or Undue Influence

Elected Members, Local Authority members and Council employees will not take advantage of their position to improperly influence other members of staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

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Gifts and Bribery

Elected Members, Local Authority members and Council employees will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) for themselves or for any other person or body, relating to their status within the Council or their performance of any duty or work which touches or concerns the Council.

If any gift, reward, or benefit is offered (other than gifts of a token kind or moderate acts of hospitality), disclosure is to be in a prompt and full manner.

Conduct of Members and Staff Personal

General Behaviour

Elected Members, Local Authority members and Council employees will:

- Act and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
- Perform their duties impartially and in the best interests of the Council uninfluenced by fear or favour
- Act in good faith (i.e. honestly, for the appropriate, and without exceeding their powers) in the interests of the Council and the community
- Make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment
- Act in a responsible and socially acceptable manner whilst on duty, including when travelling on council business

Specific Behaviour

- Ensure that where accommodation is provided to either an Elected Member, Local Authority members or staff member, whether it be when representing the Council outside the Council or in a residential context that that person's behaviour is appropriate, respectful at all times, does not result in damage or in bringing Council or the Tiwi Islands into disrepute.
- Have proper regard to and comply with the access and permit provisions of the Aboriginal Land Rights Act (Northern Territory)
- Council finds domestic violence unacceptable and consequently any staff member or Elected member, Local Authority members responsible for domestic violence will have committed a serious breach of this code of conduct, to have brought Council into disrepute and, in the case of a staff member may be disciplined or even dismissed summarily. In the case of an Elected Members, Local Authority members such instances will be referred initially to Council and subsequently to the Local Government disciplinary

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Tribunal.

- Council requires that staff and Elected Members, Local Authority member or cognizant of mandatory reporting of domestic violence and considers that failure by staff or Elected Members, Local Authority members to do so is also a breach of this Code of Conduct.

Honesty and Integrity

Elected Members and Council employees will:

- Observe the highest standards of honesty and integrity and avoid conduct which may suggest departure from these standards
- Bring to the notice of the President/Mayor any dishonesty or possible dishonesty on the part of any other Members and in the case of an employee to the Chief Executive Officer.
- Be frank and honest in their official dealings with each other

Performance of Duties

- While on duty, staff will give their complete time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Council.

- Elected Members, Local Authority members will at all times, exercise reasonable care and diligence in the performance of their duties, be consistent in their decision making although treat all matters on individual merits. Elected Members, Local Authority members will be as informed as possible regarding the functions of the Council and treat all Members of the community honestly and justly.

Legal Compliance

Elected Members, Local Authority members and Council employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order, and if resolution is unable to be achieved, with the Chief Executive Officer.

Elected Members and Council employees will give effect to the lawful policies of the Council, regardless of whether they agree with or approve of them.

Administration and Management Practices

Elected Members, Local Authority members and Council employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices

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Conduct at Meetings

Elected Members, Local Authority members and Council employees will not:

- Obstruct or interrupt the proper conduct of the meeting
- Use indecent or offensive language
- Make a statement reflecting adversely on the reputation of the Council or any committee of the Council
- Make an intemperate statement reflecting adversely on the character or motives of a Members or officer of the Council
- Refuse or wilfully fail to comply with a direction given by the chairperson of the meeting

Council Property Use of Council Property

Elected Members, Local Authority members and Council employees will:

- Be scrupulously honest in their use of the Council's property and shall not misuse or permit misuse by any other person or body
- Use Council property entrusted to them effectively and economically in the course of their duties
- Not use Council property (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so

Travelling and Sustenance Expenses

Elected Members, Local Authority members and Council employees will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Council in accordance with Council policy and the provision of the Northern Territory Local Government Act.

Appointments to Other Bodies

Elected Members, Local Authority members and Council employees may be asked to represent the Council on external organisations as part of their community representative or corporate role. Some appointments may be to other government communities or as a Council representative in a particular community interest group.

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It is important those Elected Members, Local Authority members and Council employees:

- Clearly understand the basis of their Council nominated appointment and are aware of the ethical and legal responsibilities attached to such appointments
- Are aware of all relevant Council policies
- Balance and represent the interest of the Council and the local community
- Remain objective and not seek to influence the Council so as to give preferential treatment to such bodies
- Provide regular reports to the Council on the activities of the organisation
- Inform the Council of any intention to undertake an activity which may interfere with their role.

Compliance with the Code of Conduct

Compliance of Elected Members, Local Authority members and Council employees with these standards of conduct should be monitored by Elected Members, Local Authority members themselves and their electors.

Alleged breaches or failure to comply with the Code of Conduct that are not subject to any statutory provisions of the Northern Territory Local Government Act or other legislation should be dealt with internally by the Council. Where an alleged breach of the code is considered and found to be of substance, the Chief Executive Officer should prepare a report on the matter for the Council's consideration.

Compliance by Council employees with these standards of conduct is the responsibility of the Chief Executive Officer.

Availability of the Code

The availability of this Code should be promoted to the local community and displayed prominent position at the offices of the Council.

Adoption of the Code

It is recommended that Council adopts this Code of Conduct for the Elected Members, Local Authority members and Council employees and provides a copy to guide all Elected Members, Local Authority members and Council employees.

Declaration:

I have read and agree to the Code of Conduct policy.

……

Signature Name

Date:……../……../……

Tiwi Islands Regional Council

Title:	**Local Authority Policy**
Policy No:	03
Adopted By:	Council
Next Review Date:	April 2021
Responsibility:	Governance & Compliance Manager
MagiQ Document Number	206917

Version	Decision Number	Adoption Date	History
1	Resolution 9 of 27-07-17	27 July 2017	Original document

1. Purpose

Local Authorities are formed to encourage participation and involvement of local communities in the system of Local Government. This policy has been developed to ensure that Local Authorities are run in accordance with the provisions of the Local Government Act, and so that the community has a strong voice and is actively engaged in their local decision making.

2. Organisation Scope

This policy applies to all Tiwi Islands Regional Council's (TIRC) Local Authority Members.

3. Policy Statement

All Local Authority established within the boundaries of the Tiwi Islands Regional Council region shall:

- Advise TIRC on services delivery plans including infrastructure requirements for communities, outstations or local region or wards.
- Contribute to the development of Councils Regional Plans.
- Be actively supported by the Council to ensure opportunities exist for residents to meaningfully engage in local government processes.
- Alert and advise TIRC on new and emerging issues within the scope of TIRC activity.
- Advise on specific Council, community and social projects that impact on community or region.
- Advise and support the Tiwi Islands Regional Council staff on local implementation of the Regional Plan, particularly on cross-culture best practice in governance and service delivery.

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- Respond to identified community needs. This may involve organising and participating in activities such as community events, youth, community safety, housing and community planning and infrastructure development.

4. Principles

4.1 Roles and functions of a Local Authority

The Local Authority shall be a voluntary, group that provides advice and recommendations to TIRC about issues in their local community. Recommendations made at Local Authority meetings are not 'final' decisions. Council needs to decide on all issues and/or request from all communities.

The functions of a Local Authority are to:

- involve local communities more closely in issues related to local government
- ensure that local communities are given an opportunity to express their opinions on questions affecting local government
- allow local communities a voice in the formulation of policies for their locality and on policies for the area and the region
- take the views of local communities back to council and act as advocates on their behalf
- share Council information and decisions with the community so people are more aware
- contribute to the development of the relevant Regional Management plan and the Municipal or Council plan
- provide a representative for employment selection advisory panels in relation to TIRC managerial positions in the Local Authority area.

4.2 Membership

4.2.1 Membership size

The size of the Local Authority should reflect the community size and structure as well as represent key groups in the community. The membership of the Local Authority will include community members, Ward Councillors and Mayor of the TIRC. The number of community members that a local Authority should have is minimum of four (4) and up to a maximum of fourteen (14). If Council wishes to have more than 14 members, The CEO must request in writing to the Minister to have more than 14 members.

When a vacancy arises people who nominate for Local Authority memberships are to be approved by the Council at the next Ordinary Council Meeting.

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When a Local Government election is called, all Local Authority Ex-Officio Members will cease their Local Authority membership. Once the new Council is formed the new word Elected Members will automatically become Ex-Officio Members of their respective Local Authority.

Number for each Local Authority will be as follows:

Community Ward	Appointed members	Ex Officio	Quorum (Total)	Provisional (Appointed only)
Bathurst Island	11	6 *	9	6
Pirlangimpi	9	3*	7	5
Milikapiti	9	3*	7	5

* Includes Mayor. The Mayor is entitled to sit on the Local Authority beyond their ward. However is not included in calculations for quorum of those local authorities.

4.2.2 Ordinary Members' Appointment Process:

Council has determined that each Local Authority will have representatives from the four (4) skin groups. This membership is represented by a male and a female totaling eight (8) Ordinary Members. Provision should be made for an additional "non-skin group" member bringing the total to nine (9) Ordinary Members each for Bathurst Island, Pirlangimpi & Milikapiti Local Authorities. However in the case of Bathurst Island Ward will also include two (2) representatives from Wurankuwu bringing the total to 11 appointed members.

Local Authority	Warntarringuwi (Sun)	Miyartuwi (Pandanas)	Lorrula (Rock)	Takaringuwi (Mullet)	Non-Skin Group	Wurankuwu	TOTAL
Bathurst Island	2	2	2	2	1	2	11
Pirlangimpi	2	2	2	2	1		9
Milikapiti	2	2	2	2	1		9

4.2.3 Period of membership

At its Council meeting held on 29 June 2017, Council approved for Local Authority members to have unlimited terms.

This means that, once appointed, members do not need to reapply for their position on the Local Authority.

See section 4.2.5 for how a member's appointment can be terminated.

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4.2.4 Eligibility for membership

Community residents over 16 years or who are on the electoral roll and live in the Ward for the majority of the time, can nominate or be nominated to become a Local Authority member.

Local Authorities are permitted to have up to two members under the age of 18.

4.2.5 How to nominate for membership

As Local Authority vacancies arise nominations will be called for in the relevant community, the nomination period being 28 days. To become a local Authority member, the candidate must complete a Local Authority nomination form. The form can be handed directly to a TIRC Office, in any of our communities, it will then be submitted for Council decision at the next Ordinary Council meeting.

Council will have the final say on all Local Authority membership

4.2.6 Membership termination:

Local Authority members stop being members if they:

- resign in writing
- pass away
- do not attend 2 consecutive meetings without an apology
- commit a serious offence or are sent to prison for 1 year (Council can use its discretion)
- are dismissed by Council.

4.2.7 No proxies (substitute members)

A member of a Local Authority may not be represented by a proxy (substitute) during a meeting. [Section 12.0, Guideline8]

4.3 Local Authority meetings:

The following points cover the running of Local Authority meetings. A Local Authority:

- shall hold a minimum of four each year
- shall elect a permanent chair at the first meeting of the Local Authority
- the quorum for meetings will be of half plus one of the community-nominated members
- shall be supported by TIRC staff who will provide the secretariat and act as advisors to the chair and the Local Authority, but will not run the meeting
- will publicly advertise meetings with draft agendas at least three days before the meeting
- will follow and adopt the draft agenda suggested by Council.

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4.3.1 Provisional meeting where quorum not present:

- In the event that a quorum is not present for a meeting, but the majority of appointed members are present, the members that are in attendance may hold a provisional meeting [Section 13.1, Guideline 8].
- During a provisional meeting agenda items may be discussed and minutes must be kept [Section 13.2, Guideline 8]
- Members at the provisional meeting may, by majority vote, make recommendations to the Council, including Local Authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting, rather than the Local Authority [Section 13.3 Guideline 8].
- A provisional meeting may not approve the minutes of a Local Authority meeting but a Local Authority may approve the minutes of a provisional meeting [Section 13.4 Guideline 8].
- A provisional meeting does not have the powers or functions which a council may have delegated to a Local Authority [Section 13.5, Guideline 8]

4.3.2 Roles and responsibilities

The following outlines the roles and responsibilities of key stakeholders when reporting to and from the Local Authority:

- Local Authority members will advise on strategic, not operational matters (operational matters are the responsibility of Council Officers).
- The Council discusses both the Local Authority reports and the management responses and then decides on actions.
- The Mayor and Ward Councillors will report to Local Authorities on Council decisions and take the views of Local Authority to Council.
- Local Authority members report to their community about their advice to Council and take community views to Council.

Each new Local Authority will receive training at its first meeting on roles and responsibilities, meeting procedures, council responsibilities and separation of powers.

Anyone wishing to make a deputation to a Local Authority must seek permission from the Local Authority's chair person in writing at least 10 business days prior to the meeting.

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4.4 Administrative support and secretariat

Local Authority meetings are convened by the TIRC CEO. The TIRC Governance unit will be responsible for coordinating the Local Authority meetings.

Dates for Local Authority meetings shall be set out the beginning of the calendar year. If there are any changes to the scheduled meeting time, members of the Local Authority must be given at least three days notice about the rescheduled date, time and venue for the meeting.

Governance and Compliance area will provide admin support as required for creating and distributing agenda, recording of minutes and organising meeting venue.

Governance unit will be a central depository and will be responsible for keeping records of Local Authority Member's details, agenda, minutes and attendance.

4.5 Community meetings

Community meetings can be called at any time. Community meetings are different from Local Authority meetings and these types of meeting will determine their own procedures. Decisions made at these meetings may be used to advise the Local Authority.

4.6 Local Authority member allowances

The Local Authority member allowance is a sum of money provided to Local Authority members when they attend a Local Authority meeting.

Local Authority members will be paid at the end of each Local Authority meeting. TIRC staff attending a Local Authority meeting, as a Local Authority member within that staff member's normal hour of work, will not be paid a Local Authority Member allowance unless that staff member is casual staff. If a meeting is held outside the staff members normal hours of work, that staff member, who is also a Local Authority member will be entitled to the Local Authority member allowance.

5. Definition

Appointed members
Means a Local Authority member who has been appointed pursuant to section 53C(1)(b) of the Act. [Section 4, Guideline 8]

Members
Includes appointed members and non-appointed members. [Section 4, Guideline 8]

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Non-appointed member
Means a person who is Local Authority member by virtue of section 53C(1)(a) or (2) of the Local Government Act. [Section 4, Guideline 8]

Provisional meeting
Means, at the time and place set for a local authority meeting when a quorum has not been established, a majority of appointed members. [Section 4, Guideline 8]

Note: a provisional meeting is able to make recommendations to council pursuant to clause 13 (Provisional meeting where quorum not present). There must be more than half of the appointed members present. [Section4, Guideline 8]

References

- *Local Government Act*
- *Local Government Guideline 8: Regional Councils and Local Authorities*
- *Relevant Policies: Code of Conduct, Workplace Drugs & Alcohol, Privacy, Travel & Accommodation and Elected Members and LA Chairs ICT Support.*
- *Relevant Forms: Local Authority Member Nomination Form, New Member Details Form and Tax File Declaration Form.*

Declaration:

I have read and agree to the Local Authority Policy.

.....
Name Signature

Date:……../……../……