AGENDA

ORDINARY COUNCIL MEETING

WEDNESDAY, 22 SEPTEMBER 2021

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

- Wednesday, 22 September 2021 at
- Milikapiti
- Commencing at 09:00am

Your attendance at the meeting will be appreciated.

Valerie Rowland
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 - 28 July 2021 1

2 GENERAL BUSINESS

Nil

3 VISITORS AND PRESENTATIONS

Nil

4 CORRESPONDENCE

Nil

5 REPORTS FOR DECISION

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5.2 FINANCE END OF MONTH REPORT – AUG 2021 8
5.3 DRAFT TIRC - 65 HUMAN RESOURCE MANAGEMENT POLICY 15
5.4 DRAFT HOME GARAGING POLICY 19
5.5 CONFLICT OF INTEREST- STAFF 21

6 REPORTS FOR INFORMATION

6.1 MANAGERS REPORTING TO CEO END OF MONTH REPORT FOR JULY 2021 24
6.2 WURRUMIYANGA FORESHORE ROADWORKS - SITE VISIT 11 AUGUST 2021 40
6.3 TIWI ISLANDS PONTOONS - GRANT OF CROWN LEASE TERM 2631 TO MANTIYUPWI P/L ATF MANTIYUPWI FAMILY TRUST 45
6.4 INDIGENOUS LAND USE AGREEMENT NOTICE OF REGISTRATION AND EXTRACT - TIWI ISLANDS PONTOON PROJECT 51
6.5 INFRASTRUCTURE REPORT EOM JULY - AUGUST 2021 56
6.6 CHIEF FINANCIAL OFFICER END OF MONTH REPORT – AUG 2021 62

7 BUSINESS ARISING

Nil

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE WURRUMIYANGA ON WEDNESDAY, 28 JULY 2021 AT 10:30AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 9:25am
The Mayor welcomed councillors and guests.

1.2 Present

COUNCILLORS

Mayor Leslie Tungatulum	Wurrumiyanga Ward
Deputy Mayor Lynette De Santis	Milikapiti Ward
Councillor Valentine Intalui	Wurrumiyanga Ward
Councillor Therese Bourke	Pirlangimpi Ward
Councillor Mary Dunn	Pirlangimpi Ward
Councillor Osmond Pangiraminni	Pirlangimpi Ward
Councillor Connell Tipiloura	Milikapiti Ward

STAFF

Valerie Rowland	Chief Executive Officer
Bala Donepudi	Chief Financial Officer
Bill Toy	General Manager Community Engagement
Chris Smith	General Manager Infrastructure
Helen Daiyi	Governance & Compliance Manager

GUESTS

Colin Southam	St John Ambulance Australia (NT) Inc.
Judith Barker	St John Ambulance Australia (NT) Inc.
Kate Hull	St John Ambulance Australia (NT) Inc.
Brad Hatton	Telstra Enterprise

Minuter:
Helen Daiyi (Governance & Compliance Manager)

1.3 Apologies

Apologies from members who were absent from the meeting

Councillor Jennifer Clancy	Wurrumiyanga Ward
Councillor Kevin Doolan	Wurrumiyanga Ward
Councillor Francisco Babui	Wurrumiyanga Ward
Councillor Pius Tipungwuti	Milikapiti Ward

72 **RESOLUTION**
Moved: *Lynette DeSantis*
Seconded: *Valentine Intalui*

That members

1. **Accept the acknowledgement from the members that they were unable to attend the meeting.**

2. **Approve the applications from the members for leave of absence from the meeting.**

CARRIED

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

Nil

1.6 Confirmation of Previous Minutes

Ordinary Meeting - 24 June 2021

73 **RESOLUTION**

Moved: *Therese (Wokay) Bourke*
Seconded: *Mary Dunn*

That the minutes of the Ordinary Meeting on 24 June 2021 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

2 GENERAL BUSINESS

Nil

3 VISITORS AND PRESENTATIONS

Public Access Defibrillator Project Phase 2

10:45am – 11:00am

Colin Southam	St John Ambulance Australia (NT) Inc.
Judith Barker	St John Ambulance Australia (NT) Inc.
Kate Hull	St John Ambulance Australia (NT) Inc.

Telstra Connectivity on the Tiwi Islands

14:30pm – 15:00pm

Brad Hatton	Telstra Enterprise

4 CORRESPONDENCE

Nil

5 REPORTS FOR DECISION

5.1 ARAFURA CLASS SHIPS BADGE DESIGNS - NUSHIP ARAFURA

74 **RESOLUTION**
Moved: *Therese (Wokay) Bourke*
Seconded: *Valentine Intalui*

That Council respond in favour of the the Royal Australian Navy for the Badge Design for Arafura.

CARRIED

5.2 FINANCE END OF MONTH REPORT – JUNE 2021

75 **RESOLUTION**
Moved: *Valentine Intalui*
Seconded: *Therese (Wokay) Bourke*

That Council notes and accepts the Finance Report for the reporting period to 30 June 2021

CARRIED

5.3 GRANT ACCEPTANCE - WASTE AND RESOURCE MANAGEMENT GRANT PROGRAM

76 **RESOLUTION**
Moved: *Osmond Pangiraminni*
Seconded: *Mary Dunn*

That Council accepts the Waste and Resource Management Grant for 2020-21

CARRIED

5.4 RATES

77 **RESOLUTION**
Moved: *Lynette DeSantis*
Seconded: *Mary Dunn*

That Council agree to waive/or not waive the interest changes on the outstanding rates balances

CARRIED

1.1 TIRC - 65 HUMAN RESOURCE MANAGEMENT POLICY

78 **RESOLUTION**
Moved: *Therese (Wokay) Bourke*
Seconded: *Mary Dunn*

That Council accept the TIRC – 65 Human Recourse Management Policy.

CARRIED

0.0 WURRUMIYANGA LOCAL AUTHORITY RECOMMENDATIONS

79 **RESOLUTION**
Moved: *Lynette DeSantis*
Seconded: *Mary Dunn*

That Council note receipt of all WLA resolutions and approve/do not approve the resolution items

CARRIED

6 REPORTS FOR INFORMATION

6.1 MANAGERS REPORTING TO CEO END OF MONTH REPORT FOR JUNE 2021

80 **RESOLUTION**
Moved: *Mary Dunn*
Seconded: *Therese (Wokay) Bourke*

That Council receive and note this report for information.

CARRIED

6.2 CALL FOR NOMINEES OF CEO TO PARTICIPATE ON THE LG2030 STRATEGIC WORKSHOP

RECOMMENDATION:

That Council receive and this report for information.

6.3 TIRC COUNCILLORS ATTENDANCE REGISTER 2020-2021

81 **RESOLUTION**
Moved: *Lynette DeSantis*
Seconded: *Osmond Pangiraminni*

That Council note report number 239469 for information

CARRIED

6.4 INFRASTRUCTURE REPORT

82 **RESOLUTION**
Moved: *Therese (Wokay) Bourke*
Seconded: *Valentine Intalui*

That Council accept this report for information.

CARRIED

6.5 CHIEF FINANCIAL OFFICER END OF MONTH REPORT – JUNE 2021

83 **RESOLUTION**
Moved: *Valentine Intalui*
Seconded: *Connell Tipiloura*

That Council receive and note this report for information.

CARRIED

1.1 IN PRINCIPLE FUNDING AGREEMENT - TIWI ISLANDS REGIONAL COUNCIL SPORTS AND RECREATION FACILITY UPGRADE (WURRUMIYANGA) AND CYCLONE PROOFING.

84 **RESOLUTION**
Moved: *Connell Tipiloura*
Seconded: *Valentine Intalui*

That Council note and support this report the Project Plan Committee facilitated

by the Council.

CARRIED

7 BUSINESS ARISING

Nil

8 Next Meeting

Wednesday, 25 August 2021

9 Closure

The meeting closed at 3:35pm.

8 NEXT MEETING

Wednesday, 24 November 2021

9 CLOSURE

Meeting closed at…….

REPORTS FOR DECISION

ITEM NUMBER	5.1
TITLE	Work, Health and Safety (WHS) Procedures
REFERENCE	239754
AUTHOR	Harsha Wijesinghe, Manager Organisational Development and Change

The council did not have the Work, Health and Safety (WHS) procedure and the Executive Leadership Group has decided to create a comprehensive WHS procedures and outsourced a registered WHS consultant to address them.

BACKGROUND

In month of July 2021, the registered WHS consultant from Darwin visited council's all service areas and created the WHS procedure for all areas of council operation.

ISSUES/OPTIONS/CONSEQUENCES

To Improve WHS of council staff and wellbeing of all service users.
To subside the legal implication of not complying WHS procedures.

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council approves the Work, Health and Safety procedures that is to be published on MaqiQ documentary management system and made it available to all staff.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER 5.2
TITLE Finance End of Month Report – Aug 2021
REFERENCE 240115
AUTHOR Bala Donepudi, Chief Financial Officer

Statement of Financial Performance for the period ended 31 August 2021					
Income	**Year to Date**				**Full Year**
	Actual	**Budget**	**Variance***	**%**	**Budget**
61 - Income Rates and Charges	2,952,868	483,129	2,469,739	511%	2,898,772
62 - Income Council Fees and Charges	333,825.00	206,875.00	126,950	61%	1,241,250
63 - Income Operating Grants Subsidies	2,794,262.00	1,166,877.00	1,627,385	139%	7,001,262
65 - Income Contributions Donations	0.00	667.00	(667)	0%	4,000
66 - Income Reimbursements and Others	8,113.00	667.00	7,446	1116%	4,000
67 - Income Agency and Commercial Services	142,041.00	182,892.00	(40,851)	-22%	1,097,350
69 - Income Sale of Assets	4,959.00	0.00	4,959		
Total Operating Revenue	**6,236,068**	**2,041,107**	**4,194,961**	**206%**	**12,246,634**
Expenditure					
71 - Employee Expenses	1,017,854	1,035,908	18,054	2%	6,293,771
72 - Contract and Material Expenses	828,108	652,636	(175,472)	-27%	3,915,815
73 - Finance Expenses	914	1,276	362	28%	7,654
74 - Communication Expenses	25,743	59,372	33,629	57%	356,231
75 - Asset Expense	327,452	340,304	12,852	4%	2,041,825
79 - Miscellaneous Expenses	177,674	264,675	87,001	33%	1,588,051
Total Operating Expenditure	**2,377,745**	**2,354,171**	**(23,574)**	**-1%**	**14,203,347**
Allocations					
Net Surplus/(Deficit)	**3,858,323**	**(313,064)**	**4,171,387**	**537%**	**(1,956,713)**
Adjust for Capital and Depreciation					
Less: Capital Expense	2,068	224,167	222,099	100%	1,345,000
Add back: Depreciation expense	327,452	340,304	(12,852)	-4%	2,041,825
Net Cash Surplus/(Deficit)	**4,183,707**	**(196,927)**	**4,380,634**	**769%**	**(1,259,888)**
Restricted Cash Carried Forward	1,590,931	210,415	1,380,516	5%	1,262,492
Total Surplus/(Deficit)	**5,774,638**	**13,488**	**5,761,150**	**42813%**	**2,604**
Represented by:					
Tied Funding Surplus/(Deficit)	2,787,171	(4,684)	2,791,855	-59604%	(45,561)
Untied Funding Surplus/(Deficit)	3,047,888	18,172	3,029,716	16672%	48,165

Statement of Financial Position as at 31st August 2021	
	$
Current Assets	
Current Operating accounts & Cash on Hand	4,379,504
Trade and Other Receivables	3,245,917
Debtors	241,426
Inventory	79,370
Prepayments	472,243
Total Current Assets	**8,418,461**
Current Liabilities	
Trade and Other Payables	343,197
Creditors	614,422
Current Provisions	853,641
Other Current Liabilities	166,103
Unexpended Grant Liability	418,894
Total Current Liabilities	**2,396,256**
Net Current Assets	**6,022,205**
Non Current Assets	
Buildings Prescribed	15,032,392
Infrastructure Prescribed	2,017,616
Plant	969,439
Equipment	369,345
Motor Vehicles	481,311
Work in Progress	99,298
Other Non Current Assets	3,511,546
Total Non Current Assets	**22,480,947**
Non Current Liabilities	
Non Current Provisions	211,679
Non Current Borrowings	640,001
Non Current Lease Liabilities	3,145,102
Total Non Current Liabilities	**3,996,782**
Net Assets	**24,506,370**
Equity	
Accumulated Surplus/(Deficit)	7,188,975
Asset Revaluation Reserve	13,253,309
Election Reserve	2,479
Asset Replacement Reserve	142,863
Current Year Surplus/(Deficit)	3,918,745
Total Equity	**24,506,370**

Current Operating Accounts & Cash on Hand

Account Balances as at 31st August 2021:

	$
Operating Account	151,272
Trust Account	2,949,616
Christmas Saving Account	138,720
NIAA Bank Account	1,438,733
Cash Deposit Account (credit cards)	50,000
Cash on hand	700
	4,729,036

The Bank Balance of $4,729,036 is more than the Ledger Balance of $4,379,504 due to payroll transactions of $145,153 and creditor's payments creditor's payments of $204,379 are posted in ledger in September and paid out from the bank in September.

Cash Funding Type Split

	$
Tied Funding	3,364,442
Untied Funding	1,015,062
	4,379,504

Ageing Receivables

The outstanding Debtors owed to Council at the end of August 2021 total $ 241,426 .The ageing of the outstanding receivables balances is as follows:

Description	Outstanding	Unapplied Credits	Current	>30days	>60days	>90days	Future
Debtors	241,426	31,624.17	84,981	78,072	1,605	132,848	0

The total Rates & Charges Outstanding at the end of August 2021 is $ 3,142,305 of this $2,899,515 relates to the 2021-22 financial year.

Description	Outstanding	2021-22	Previous Years
Rates & Charges	$ 3,142,305	$ 2,899,515	$ 242,790

Ageing Payables

The outstanding amounts owed by Council to Creditors at the end of August 2021 total $ 614,422. The aging of the outstanding balance is as follows:

Outstanding	Unapplied Credits	Current	>30days	>60days	>90days	Future
614,421.87	-20,142.51	203,724.38	410,985.98	1,078.02	18,776	0

Statement of Financial Performance for the period ended 31 August 2021					
Income	Year to Date				
	Actual	Budget	Variance*	%	
61 - Income Rates and Charges	2,952,868	483,129	2,469,739	511%	2021 Rates Run is Completed
62 - Income Council Fees and Charges	333,825.00	206,875.00	126,950	61%	Actual Income from Landing Fees and Council Rental accommodation is more than the budget.
63 - Income Operating Grants Subsidies	2,794,262.00	1,166,877.00	1,627,385	139%	Carried forward Income Raised is more than the budget estimates.
65 - Income Contributions Donations	0.00	667.00	(667)	0%	
66 - Income Reimbursements and Others	8,113.00	667.00	7,446	1116%	
67 - Income Agency and Commercial Services	142,041.00	182,892.00	(40,851)	-22%	Airport Maintenance invoices yet to be raised causing a negative variance .
69 - Income Sale of Assets	4,959.00	0.00	4,959		
Total Operating Revenue	**6,236,068**	**2,041,107**	**4,194,961**	**206%**	
Expenditure					
71 - Employee Expenses	1,017,854	1,035,908	18,054	2%	
72 - Contract and Material Expenses	828,108	652,636	(175,472)	-27%	Foreshore Road Job is complete ,Invoice payments are made ,It caused unfavourable variance and Payments are ahead of Budget Schedule.
73 - Finance Expenses	914	1,276	362	28%	
74 - Communication Expenses	25,743	59,372	33,629	57%	
75 - Asset Expense	327,452	340,304	12,852	4%	
79 - Miscellaneous Expenses	117,252	264,675	147,423	56%	Favourable variance due to underspend on Allowances and Insurance booking
Total Operating Expenditure	**2,317,323**	**2,354,171**	**36,848**	**2%**	
Allocations					
Net Surplus/(Deficit)	**3,918,745**	**(313,064)**	**4,231,809**	**537%**	
Adjust for Capital and Depreciation					
Less: Capital Expense	2,068	224,167	222,099	100%	
Add back: Depreciation expense	327,452	340,304	(12,852)	-4%	
Net Cash Surplus/(Deficit)	**4,244,129**	**(196,927)**	**4,441,056**	**769%**	
Restricted Cash Carried Forward	1,590,931	210,415	1,380,516	5%	
Total Surplus/(Deficit)	**5,835,060**	**13,488**	**5,821,572**	**43261%**	
Represented by:					
Tied Funding Surplus/(Deficit)	2,787,171	(4,684)	2,791,855	-59604%	
Untied Funding Surplus/(Deficit)	3,047,888	18,172	3,029,716	16672%	

Council's Payment and Reporting Obligations:

Fringe benefits Tax: Council's Fringe benefits tax return is lodged before the Deadline of 21st May 2021.A refund is issued following the assessment of the tax return.

Insurance: Council Insurance policy is procured the insurance broker JLT. The policy coverage starts from 1st July 2021 to 30th June 2022. JLT send the invoices on the periodic basis .Payments are made to JLT upon the receipt of the invoices

Superannuation: Council Superannuation is paid on a quarterly basis .Fourth Quarter superannuation Payment of 2020-21 financial year is complete.

PAYG: The tax Withheld from the staff salaries is remitted to the tax office on a weekly basis .All the payments are up to date.

Business Activity Statements (BAS) : We are up to date will all the lodgement of the council business activity statements .The Aug -2021 BAS lodgement is complete on 10th September 2021.

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, present 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:

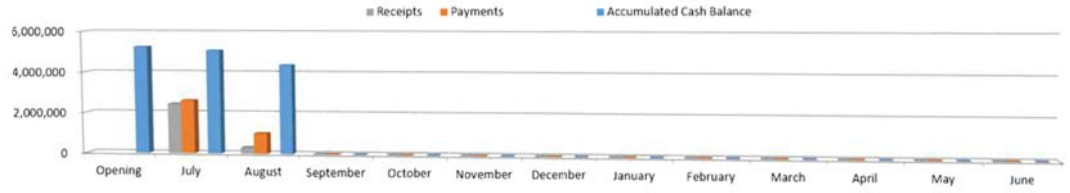
That Council notes and accepts the Finance Report for the reporting period to 31 August 2021

ATTACHMENTS:
1 Cash Flow.pdf 1 Page

Cash Flow

as at 30 Aug 2021

Description	Opening	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Adj	Closing	YTD	%
Cash Accounts																	
Cash at Bank Operational General	42,498	173,887	(415,014)	-	-	-	-	-	-	-	-	-	-	-	(198,629)	(241,127)	(567%)
Cash at Bank Trust General	3,617,768	(343,432)	(324,720)	-	-	-	-	-	-	-	-	-	-	-	2,949,616	(668,152)	(18%)
PMC Bank ACCOUNT	1,438,733	(5)	(5)	-	-	-	-	-	-	-	-	-	-	-	1,438,722	(11)	(0%)
Staff Christmas Savings Account	100,320	(5)	38,405	-	-	-	-	-	-	-	-	-	-	-	138,720	38,400	38%
Cash on Hand Pirlangimpi	100	-	-	-	-	-	-	-	-	-	-	-	-	-	100	-	0%
Cash on hand Nguiu	974	-	-	-	-	-	-	-	-	-	-	-	-	-	974	-	0%
Cash Deposit account (Credit cards)	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	-	0%
Total Cash Accounts	5,250,393	(169,555)	(701,334)	-	-	-	-	-	-	-	-	-	-	-	4,379,504	(870,890)	(17%)
Operating Activities																	
Receipts	-	2,446,915	301,368	-	-	-	-	-	-	-	-	-	-	-	2,748,283	2,748,283	
Income Rates and Charges	-	780	17,073	-	-	-	-	-	-	-	-	-	-	-	17,853	17,853	
Income Council Fees and Charges	-	156,984	176,841	-	-	-	-	-	-	-	-	-	-	-	333,825	333,825	
Income Operating Grants Subsidie	-	2,324,545	469,717	-	-	-	-	-	-	-	-	-	-	-	2,794,262	2,794,262	
Other Operating Receipts	-	(35,394)	(362,262)	-	-	-	-	-	-	-	-	-	-	-	(397,656)	(397,656)	
Payments	-	2,616,470	1,005,594	-	-	-	-	-	-	-	-	-	-	-	3,622,064	3,622,064	
Employee Expenses	-	507,141	510,712	-	-	-	-	-	-	-	-	-	-	-	1,017,854	1,017,854	
Contract and Material Expenses	-	569,461	229,112	-	-	-	-	-	-	-	-	-	-	-	798,573	798,573	
Finance Expenses	-	733	181	-	-	-	-	-	-	-	-	-	-	-	914	914	
Other Operating Payments	-	1,529,985	256,535	-	-	-	-	-	-	-	-	-	-	-	1,786,520	1,786,520	
Other Operating Payments	-	5,358	7,758	-	-	-	-	-	-	-	-	-	-	-	13,116	13,116	
Other Operating Payments	-	3,792	1,295	-	-	-	-	-	-	-	-	-	-	-	5,087	5,087	
Total Operating Activities	-	(169,555)	(704,226)	-	-	-	-	-	-	-	-	-	-	-	(873,781)	(873,781)	
Investing Activities																	
Receipts	-	-	4,959	-	-	-	-	-	-	-	-	-	-	-	4,959	4,959	
Proceeds from Sale of Assets	-	-	4,959	-	-	-	-	-	-	-	-	-	-	-	4,959	4,959	
Payments	-	-	2,068	-	-	-	-	-	-	-	-	-	-	-	2,068	2,068	
Purchase of Assets	-	-	2,068	-	-	-	-	-	-	-	-	-	-	-	2,068	2,068	
Total Investing Activities	-	-	2,891	-	-	-	-	-	-	-	-	-	-	-	2,891	2,891	
Financing Activities																	
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Repayment of Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Increase or (Decrease) in Cash Held	-	(169,555)	(701,334)	-	-	-	-	-	-	-	-	-	-	-	(870,890)	(870,890)	
Accumulated Cash Balance	5,250,393	5,080,838	4,379,504	-	-	-	-	-	-	-	-	-	-	-	4,379,504	870,890	



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Attachment 1

REPORTS FOR DECISION

ITEM NUMBER	5.3
TITLE	Draft TIRC - 65 Human Resource Management Policy
REFERENCE	240139
AUTHOR	Harsha Wijesinghe, Manager Organisational Development and Change

SUMMARY

The purpose of this policy is to ensure that overarching Human Resource Management Policies are in place and complied with by the CEO when determining employment policies.

BACKGROUND

Section 172 of the Act requires Council to adopt policies on Human Resource Management that give effect to the principles that are set out in that section.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council accept report number 240139 and adopt the Human Resource Management Policy

ATTACHMENTS:

1 TIRC - 65-Human resource management policy 28-07-21.pdf 3 Pages

Tiwi Islands Regional Council

Title:	**Human resource management policy**
Policy No:	065
Adopted By:	Council
Next Review Date:	July 2022
Responsibility:	Manager Organisational Development and Change
InfoXpert Document Number:	TBA

Version	Decision Number	Adoption Date	History
1		28 July 2021	

1.0 Purpose

The purpose of this policy is to ensure that overarching human resource management policies are in place and complied with by the CEO when determining employment policies.

These human resource management policies, as well as the statutory principles of human resource management, are to be reflected appropriately in all policies and processes of the Council.

2.0 Scope

The Human resource management policy applies to all Tiwi Islands Regional Council employees.

3.0 Objective

The objective of this policy is all HR procedures will be fair, transparent and equitable and aligned to Local Government Act 2020, Fair Work Act, Anti-discrimination Act, Workplace Safety Act and any other relevant Government Acts.

Tiwi Islands Regional Council

4.0 Procedure

4.1 Selection processes for appointment or promotion

Council will have a robust recruitment system for the CEO that demonstrates a fair and equitable process based on the merit principle.

Council directs the CEO to have a robust recruitment system for council staff members that demonstrates a fair and equitable process based on the merit principle.

Council directs the CEO to ensure that:

(a) every permanent vacancy is to be publicly advertised and existing council staff members may apply;

(b) there is a documented and transparent process based on merit for temporary appointments and existing council staff members will be given the opportunity to apply internally; and

(c) a fair and reasonable probation period will apply to all new permanent employees.

4.2 Benefits and performance appraisals

Council directs the CEO to ensure that benefits available to council staff members will be as provided in the relevant workplace agreement or award and as contained in any relevant employment policies determined by the CEO.

Council directs the CEO to ensure that council staff members are to have:

(d) fair and equitable access to employment-related benefits according to their role;

(e) appropriate development opportunities according to their role and abilities; and

(f) an annual documented performance discussion with their supervisor.

4.3 Work health and safety

Council directs the CEO to ensure a safe and healthy working environment for all staff.

Council directs the CEO to provide appropriate training to ensure safety at work.

4.4 Workplace culture

Council directs the CEO to promote a positive and family friendly organisational culture.

Council directs the CEO to ensure a flexible work environment for council staff members.

4.5 Discrimination

Council directs the CEO to ensure that there is no discrimination in the workplace.

There is to be no unlawful discrimination against a council staff member, or potential council staff member on the ground of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground.

There is to be no other form of unreasonable or otherwise unjustifiable discrimination against a council staff member or potential council staff member.

5.0 Employment policies

For each employment policy determined by the CEO, the CEO must ensure that the policy is consistent with the principles of human resource management specified in section 172 of the Local Government Act 2019 and the Council's human resource management policies outline above.

The CEO must update the Council at least once a year in relation to employment policies that have been introduced, materially changed or removed.

6.0 Evaluation and Review

Review as needed or in one year whichever occurs first.

7.0 Relevant Legislations and documents:

- *Local Government Act 2019*
- Local Government Award 2020
- *Fairwork Act 2009*
- *Anti-Discrimination Act 1992*
- *Work Health and Safety Act 2011*
- *Superannuation Guarantee Act 1992*
- *Privacy Act 1981*

REPORTS FOR DECISION

ITEM NUMBER	5.4
TITLE	Draft Home Garaging Policy
REFERENCE	240140
AUTHOR	Valerie Rowland, Chief Executive Officer

SUMMARY

The purpose of home garaging is for the employee to commute between the employee's place of residence and official place of work by the most direct route. The vehicle is not to be used for any other purposes outside of work hours. The vehicle is only to be driven by TIRC employees with a current Driver's License.

ISSUES/OPTIONS/CONSEQUENCES

Log Books will now be provided for all Council vehicles to record all trips undertaken including drivers name, journey date, starting and ending odometer readings and purpose of the journey as a require for Audit purposes.

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council approve and adopt the Home Garaging Policy

ATTACHMENTS:

1 Draft Home Garaging Policy.pdf 1 Page

Tiwi Islands Regional Council

Title: **HOME GARAGING**

Policy No:

Adopted by: **Council**

Next Review Date: **September 2022**

Responsibility: **Manager, Organisational Development and Change**

Magiq ID:

Version	Decision Number	Adoption Date	History

DRAFT

An employee who has authorised home garaging of a Council vehicle, as an employee benefit, will have specifically provided through their employment contract or permission granted in writing by the CEO.

The purpose of home garaging is for the employee to commute between the employee's place of residence and official place of work by the most direct route. The vehicle is not to be used for any other purposes outside of work hours. The vehicle is only to be driven by TIRC employees with a current Drivers Licence.

Log Books

Log Books will now be provided for all Council vehicles to record all trips undertaken including drivers name, journey date, starting and ending odometer readings and purpose of the journey as a require for Audit purposes.

Authorisation Home Garaging (Employee Names) **Date**

_____ _____

SIGNED AND DATE BY CEO_____

REPORTS FOR DECISION

ITEM NUMBER 5.5
TITLE Conflict of Interest- Staff
REFERENCE 240144
AUTHOR Valerie Rowland, Chief Executive Officer

Tiwi Islands Regional Council is seeking approval from the Council to adopt the Conflict of Interest – Staff Policy.

BACKGROUND

All employees of Tiwi Islands Regional to read, acknowledge and sign the Conflict of Interest – Staff Policy and apply the fundamental principles of the policy.

Also to declare their private interest and work responsibilities.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council accept the Conflict of Interest – Staff Policy.

ATTACHMENTS:

1 Conflict of Interest_staff Policy.pdf 2 Pages

Tiwi Islands Regional Council

TITLE: Conflict of Interest – Staff

Policy No _____

Adopted By: Council

Next Review Date: April 2023

Responsibility: Manager Organisational Development and Change

Magiq ID: _____

Version	Decision No	Adoption Date	History
2		22 September 2021	Adapted from Policy 62 Code of Conduct 232723

As an employee of Tiwi Islands Regional Council, I acknowledge that I have read the Code of Conduct and have agreed to apply the fundamental principles.

Specifically, I confirm that:

- I understand I may handle and obtain information, which is of a confidential nature, and that this information must be kept confidential.
- I have and will maintain confidentiality at all times and will not make improper use of confidential information obtained in my capacity as the Council employee to gain a private benefit or to cause harm to another.
- I understand that the promise of confidentiality shall continue even if I am no longer a Council employee.
- I understand that I must avoid conflict of interest between my private interests and my work responsibilities.
- I am to immediately notify the Chief Executive Officer of any conflicts of interest, real or potential, as I become aware of them.
- I currently have no (to delete) conflicts of interest, real or potential, to be declared.

Details of related interests (if applicable)

_____

_____

If conflicts of interests are declared, I propose to manage them as follows:-

_____

_____

I understand that failure to comply with the Code of Conduct and/or the Declaration of Interests and Confidentiality may result in disciplinary action being taken against me.

Employees Name and Signature _____

_____

Date _____

As the Chief Executive Officer of Tiwi Islands Regional Council, I approve/do not approve with the proposed management plans/actions in relation to the conflict of interest declared.

The following are further actions to be taken:-

_____

_____

_____

_____

_____

_____

_____

_____

REPORTS FOR INFORMATION

ITEM NUMBER	6.1
TITLE	Managers Reporting to CEO End of Month Report for July 2021
REFERENCE	239625
AUTHOR	Valerie Rowland, Chief Executive Officer

BACKGROUND

This report includes all Managers report who currently report direct to the CEO. It also reports on the CEO activities for the month.

CEO

I pay my respects to elders and leaders, past and present and those who are no longer with us and their memory lingers forevermore.

In this edition I acknowledge previous Councilors Mary Dunn; Osmond Pangiraminni, Connell Tipiloura, Kevin Doolan who unfortunately were not returned for another three (years). All these members have put their heart and soul in making Council strong through their commitment and support to myself and staff in the delivery of local government services. For the Councilors who did not recontest their seats thank you also your support and confidence shown towards me in my ability to lead Council as the CEO. I am sure our paths will continue to cross as we are all keen to ensure Tiwi services are ongoing supported by local employment.

Further to the ongoing wellbeing of Bima Wear and the ladies work continues in the support from key players in keeping this important icon on track. The ongoing support of the Mantiyupwi Board will be a catalyst in bringing everyone together for the betterment of this service created by Sr Eucharia and many of our mothers and grandmothers back in the 1930's. As landlord, Council is committed to ensure refurbishment will to continue that will created a safe work place. Bima Wear needs to be relevant to today's needs as it offers history and a presence that all Tiwi's can attest its power within. A place of gathering and learning by females elders, young and old.

The Waste Management Working Group continues to meet and Council hosted LGANT and Belinda Belz, Consultant travelling to all three waste sites across the Tiwi Islands. The Working Group is still working towards expanding its role and presence at Milikapiti and Pirlangimpi for better coverage and education.

Meetings

02/08 Public Holiday
03/08 R2R teleconference meeting
04/08 Hutsix Database (Night Patrol) Digital Creator
04/08 Teleconference LG Workshop – National Resilience and Adaptation Strategy
04/08 LG2030 Workshop
05/08 Audit and Risk Management Committee

06/08 NIAA – Indigenous Employment Strategic Plan
11/08 All Staff Meeting
12/08 NIAA and TIRC Funding Agreement Meeting- Sports and Recreational Hall Upgrade and Cyclone Proofing
16/08 ELG meeting
17/08 Waste Management Working Group Meeting
19/08 OTL – Lease Meeting
23/08 NTEC – Voting
24/08 Homelands Program Meeting in Darwin with NIAA
24/08 Indigenous Employment Consultation – NIAA Jacana House
24/08 Merit Partners – Auditors – Darwin office
25/08 OCM – Pirlangimpi
25/08 Skype Meeting – Bima Wear
26/08 KPMG Risk Management Framework Meeting
26/08 NIAA S&R Hall Upgrade and Cyclone Proofing – Project Manager discussions.

Issues Arising

Community unrest and the expectations placed upon Council to address.

Community Engagement

Territory Families, Youth Diversion program Client Updates, Monthly Data reports
Territory Families, Quarterly Service Delivery Review Youth Diversion,
Catholic Care Meetings Sports for Life Program (Collaborations and Facility usage)
Manager Organisational development, (Recruitment, Terminations, Variations to Employment, Community Safety, Wurrumiyanga.
CEO, Executive Leadership Group Meeting,
Pirlangimpi Ordinary Council Meeting
NTG Remote Sports Monthly Service Delivery Review,
Services Australia, Centrelink Equipment repairs and Learning Modules
Kerrie Oxley NIAA programs.
Wurrumiyanga Police,
MACCST Meeting
TITEB Training staff (Certificate 11 Community Services)
Submission of all Youth Diversion, Sport and Recreation and Community Safety Monthly and Quarterly reports to relevant funding bodies.
Hut Six, Data Base for TIRC Community Safety programs

Administration

MILIKAPITI (A Williams)
Milikapiti Administration service provide office and customer services to external clients in Darwin and support to Tiwi Islands Regional Council Internal Business Units and Elected Members.

General Business for the month

- **Hours of Operation:** 8:00am – 4:36pm.
- **Meeting Room Hire:**
  6th TITEB - Due to unforeseen circumstances Meeting room booking cancelled
  23rd & 27th North Australia Aboriginal Justice Agency. Due to unforeseen circumstances Meeting room booking cancelled.
  26th NTEC – Local Government Elections
  31st Department of Territory Families, Housing & Communities
- **Facility Hire:** None for this reporting period
- **Finance**
  Sales Transactions entered in Corporate Services Tiwi Accounts spreadsheet.
  Eftpos receipts and Cumulative Totals emailed to Accounts Receivable at end of day.
  Request to Invoice Customer, Quotes and Purchase Orders sent to Finance within a 24 hour turnaround or better.
  Cash counted and Cash Reconciliation form completed at end of month.
  Cash delivered to TIRC Office Coordinator

  IWO: All Internal work orders for the month sent to Accounts receivable and Senior Finance Officer

- **Human Resources**
  All matters including:
- **Attendance**: Good
- **Incidents:** None for this reporting period
- **Recruitment:** None for this reporting period
- **Leave:** Administration Officer – Long Service Leave - 2nd to 31st August (22 days)
- **Training:** None for this reporting period
- **Other:**
- **Stakeholder Engagement/Meetings:**
  Emails:
  NTEC – Re: Nominations open for Local government elections
  Assistance for Candidate Nomination forms printed, photos taken and forwarded to Senior Project Officer Greg Hibble.

PIRLANGIMPI (P Brogan)

Pirlangimpi Administration provides services to external clients as well as support to Internal Business Units, Elected Members and the Local Authority

General Business for the month

- **Hours of Operation:** 8:00am – 4:36pm
- **Meeting Room Hire:**

  TITEB for Training
- **Finance:** Nil
- **Australia Post**:

Human Resources
All matters including:

- **Attendance:** Good
- **Incidents:** Nil
- **Recruitment**: In Process of recruiting a Receptionist/Cleaner
- **Leave:** Nil
- **Training:** Nil

Events
- Nil

Stakeholder Engagement/Meetings:

- Monthly Community Meeting held on Monday August 2nd.

Broadcasting

BACKGROUND
The Indigenous Broadcasting National Jobs program provide local broadcasting in local languages, communicating locally based service messages in regard to Health, Education, Local government and Cultural information.

Human Resources
All matters including:
Attendance: Milikapiti = Good, Pirlangimpi / Wurrumiyanga = Excellent
Incidents: Nil
Recruitment: Nil
Leave: Nil
Training: Pirlangimpi Broadcaster announcing from Wurrumiyanga

Stakeholder Engagement:
Training and Development TEABBA Radio
Consultations regarding re positioning the Radio Room at Milikapiti

Centrelink

BACKGROUND
Centrelink Agent Offices at Pirlangimpi and Milikapiti opened for 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.

General Business for the month
Centrelink offices remain open to the community members daily for clients to use the Self Help Computers or have assistance provided by the Specified Personnel.
COVID-19 Hygiene Plans continue to be applied, hand sanitisers and wipes are available for participants, and facilities are cleaned regularly.

Events: Nil

Human Resources
All matters including:
Attendance: Very good
Incidents: Nil
Recruitment: Nil
Leave: Two full closures this month due to funerals
Training: Nil this month

Stakeholder Engagement/Meetings
Daily phone conversations between Specified Personnel and Services Australia
Equipment checks

Libraries

BACKGROUND
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 free WiFi, a wide range of services including research stations, internet banking, desktop publishing and movie and photo editing.

Events: Nil

Human Resources
All matters including:
Attendance: Attendance this month has been very good
Incidents: Nil this month
Recruitment: Nil this month
Leave: Nil
Training: Nil this month
Stakeholder Engagement / Meetings:
Statistical and Financial Reports completed and submitted
Planning for NT Library staff to visit Pirlangimpi for WiFi repairs.

Community Safety
Background

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. The number one Priority for Community Safety teams is to ensure children out at night (after 9.00pm) can Get a ride home or to a safe place which hopefully helps with school attendance. Community Safety also assists with mediations, follow up on incidents reported and work With other agencies, providers and Stakeholders.

General Business for the month

Wurrumiyanga are facing staffing shortages again, recruitment of two Male and one Female patroller will be finalised mid-September. Although there are now two vehicles in operation, one for Females and the other for Males and Community Safety are now rostered on through to 1.00am, the number of children out at night does not seem to be decreasing and many

are refusing a ride home after 9.00pm. Community unrest is having a flow on effect with youth and younger children fighting instead of talking. Melville Island Coordinator has been fantastic providing much needed assistance and supervision to current staff and organising Community Stakeholder meetings.

Human Resources
All matters including:
- Attendance: Very good
- Incidents: Nil
- Recruitment: Wurrumiyanga 2xMale and 1x female patroller, Milikapiti x 1 Patroller
- Leave:

Events:
Nil for this month

Stakeholder Engagement/Meetings:

Manager / Coordinator and Staff Meetings
Milikapiti NT Police
Sarah Hutchinson/ Ben Higgins Wurrumiyanga Police
Lynette DeSantis TIRC
NIAA Kerrie Oxley

Youth Diversion

General Business for the month
TIRC youth diversion are currently case managing 7 clients across both islands after finalising, (Completed Successfully) two female youth this month. Clients continue to be supported to meet their obligations to the program. YD staff and Police met over two days to review diversion processes and reporting templates. There were two clients removed from the case load as they were no longer deemed suitable for diversion. Reporting requirements are being met, client updates and Monthly Data reports submitted. Youth Diversion Coordinator based at Wurrumiyanga but does have clients on Melville.

Human Resources
All matters including:

- Attendance: Excellent.
- Incidents: Nil reported for the month
- Recruitment: Nil this month
- Leave: Nil
- Training: - Nil this month

Stakeholder Engagement/Meetings
Phillip Stanley NT Police
Wurrumiyanga Police
Aymie Bates Territory Families
NT Police Youth Diversion Unit

ISSUES/OPTIONS/CONSEQUENCES
COVID-19 Hygiene Plans continue to be applied, hand sanitizers and wipes are available for clients, and facilities are cleaned regularly.

Sports and Recreation

BACKGROUND
To provide opportunities for all men, women and children, to participate and achieve within their chosen Sport or Recreational activity.

General Business for the month
TIRC Sport and Recreation now deliver the NTG Funded Remote Sports program only. Funding for this program allows for one staff member in each community, total number of staff being three. TIRC Remote Sports program is designed to provide structured activities such as Sporting Competitions including Coaching and Officiating programs to further develop the skill of those participating in their chosen sports.

Human Resources
All matters including:
Attendance: Staff attendance very good during this month
Incidents: Nil this month
Recruitment: Nil this month
Leave: Nil
Training: Nil this month

Events: Nil

Stakeholder Engagement / Meetings:
Royal Life, Swimming lessons at Pirlangimpi pool.
Teleconferences with NTG Remote Sports Program
Financial and Statistical reports submitted

ISSUES/OPTIONS/CONSEQUENCES
COVID-19 Hygiene Plans continue to be applied, hand sanitizers and wipes are available for participants, and facilities are cleaned before and after use.

Governance

General
Local Government Election 2021
Declaration of the election result

Election of 6 Councillors – Bathurst Island ward

In accordance with Part 8.1, section 135 of the *Local Government Act 2019*, a periodic general election was held on Saturday 28 August 2021.

At the close of nominations there were 13 candidates, an election was duly held and the first preference votes recorded were as follows:

Candidate	First preferences
Peter KANTILLA	33
Luke TIPUAMANTUMIRRI	79
Stanley TIPILOURA	48
Veronica JOHAN	11
Richard Hyacinth TUNGUTALUM	26
Teddy PORTAMINNI	29
Leslie TUNGATULUM	42
Marie Assumpta CLANCY	11
John Ross Pilakui	19
Jennifer ULLUNGURA CLANCY	29
Francis Xavier KURRUPUWU	59
Kevin DOOLAN	31
Valentine INTALUI	25
Total	**442**

As a consequence, under the proportional representation voting system the quota of votes required for this election was **64**.

Following the distribution of preferences and in accordance with Schedule 1 of the *Local Government (Electoral) Regulations 2021* the results are as follows:

- Luke TIPUAMANTUMIRRI received the quota at count 1
- Francis Xavier KURRUPUWU received the quota at count 3
- Leslie TUNGATULUM received the quota at count 14
- Stanley TIPILOURA received the quota at count 20
- Jennifer ULLUNGURA CLANCY received the quota at count 26
- Peter KANTILLA received the quota at count 30

I therefore declare **Luke TIPUAMANTUMIRRI, Francis Xavier KURRUPUWU, Leslie TUNGATULUM, Stanley TIPILOURA, Jennifer ULLUNGURA CLANCY and Peter KANTILLA** duly elected as **Bathurst Island ward** Councillors under regulation 71 of the *Local Government (Electoral) Regulations*.

Election of 3 Councillors – Milikapiti ward

In accordance with Part 8.1, section 135 of the *Local Government Act 2019*, a periodic general election was held on Saturday 28 August 2021.

At the close of nominations there were 8 candidates, an election was duly held and the first preference votes recorded were as follows:

Candidate	**First preferences**
Tristan James MUNGATOPI	15
Pius TIPUNGWUTI	33
Jeffrey SIMON ULLUNGURA	62
Pedro Dennis WONOEAMIRRI	4
Laurie TIPILOURA	5
Connell Patrick TIPILOURA	15
Pauletta Mary KERINAIUA	11
Lynette Jane DE SANTIS	36
Total	**181**

As a consequence, under the proportional representation voting system the quota of votes required for this election was **46**.

Following the distribution of preferences and in accordance with Schedule 1 of the *Local Government (Electoral) Regulations 2021* the results are as follows:

- Jeffrey SIMON ULLUNGURA received the quota at count 1
- Lynette Jane DE SANTIS received the quota at count 8
- Pius TIPUNGWUTI received the quota at count 12

I therefore declare **Jeffrey Simon Ullungura, Lynette Jane DE SANTIS and Pius Tipungwuti** duly elected as **Milikapiti ward** Councillors under regulation 71 of the *Local Government (Electoral) Regulations*.

Election of 3 Councillors – Pirlangimpi ward

In accordance with Part 8.1, section 135 of the *Local Government Act 2019*, a periodic general election was held on Saturday 28 August 2021.

At the close of nominations there were 5 candidates, an election was duly held and the first preference votes recorded were as follows:

Candidate	**First preferences**
Mary DUNN	21
Therese Rose BOURKE	39
Osmond PANGIRAMINNI	12

Joseph Gideon PANGIRAMINNI	40
PIRRAWAYINGI	36
Total	**148**

As a consequence, under the proportional representation voting system the quota of votes required for this election was **38**.

Following the distribution of preferences and in accordance with Schedule 1 of the *Local Government (Electoral) Regulations 2021* the results are as follows:

- Joseph Gideon PANGIRAMINNI and Therese Rose BOURKE received the quota at count 1
- PIRRAWAYINGI received the quota at count 4

I therefore declare **Joseph Gideon PANGIRAMINNI, Therese Rose BOURKE and PIRRAWAYINGI** duly elected as **Pirlangimpi ward** Councillors under regulation 71 of the *Local Government (Electoral) Regulations*.

Policy & Procedure

Due to being in a caretaker period commencing on the 5 August 2021 as well as our August OCM being cancelled the following policies will be tabled at OCM on the 22 September 2021:

- **Human Resource Management Policies**
- **Home Garaging Policy**

Local Authority
Pirlangimpi Local Authority – 24 August 2021
Full attendance from PLA Members
The following action item was requested by PLA members:

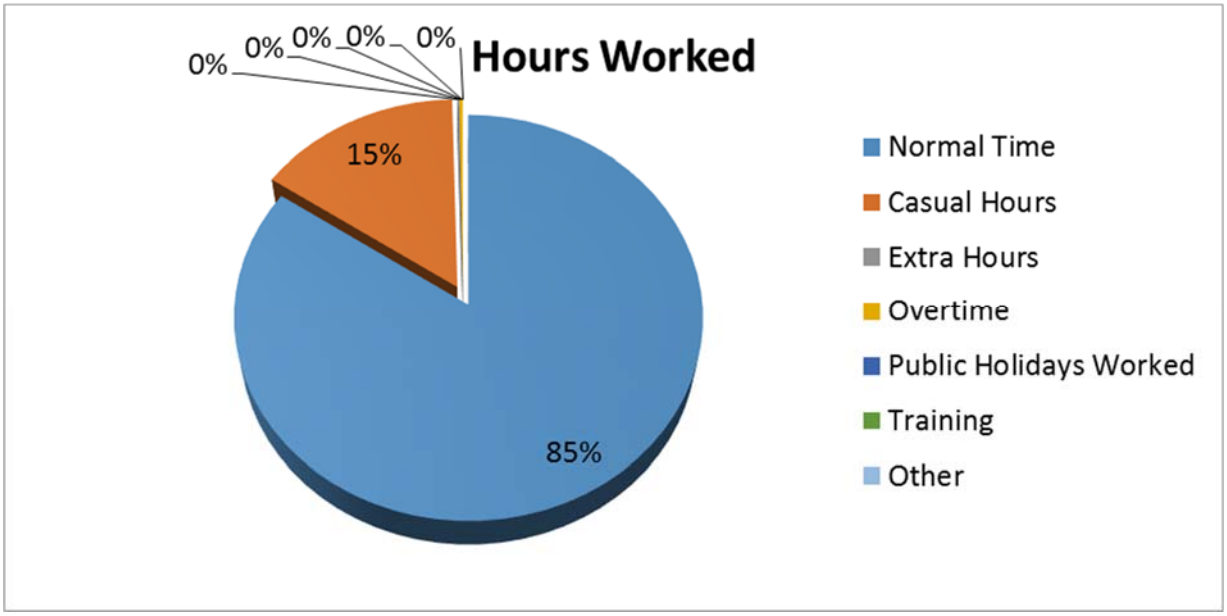
- **Development of a PLA specific handbook for members.**
- **Governance training for PLA members.**

Organisational Change

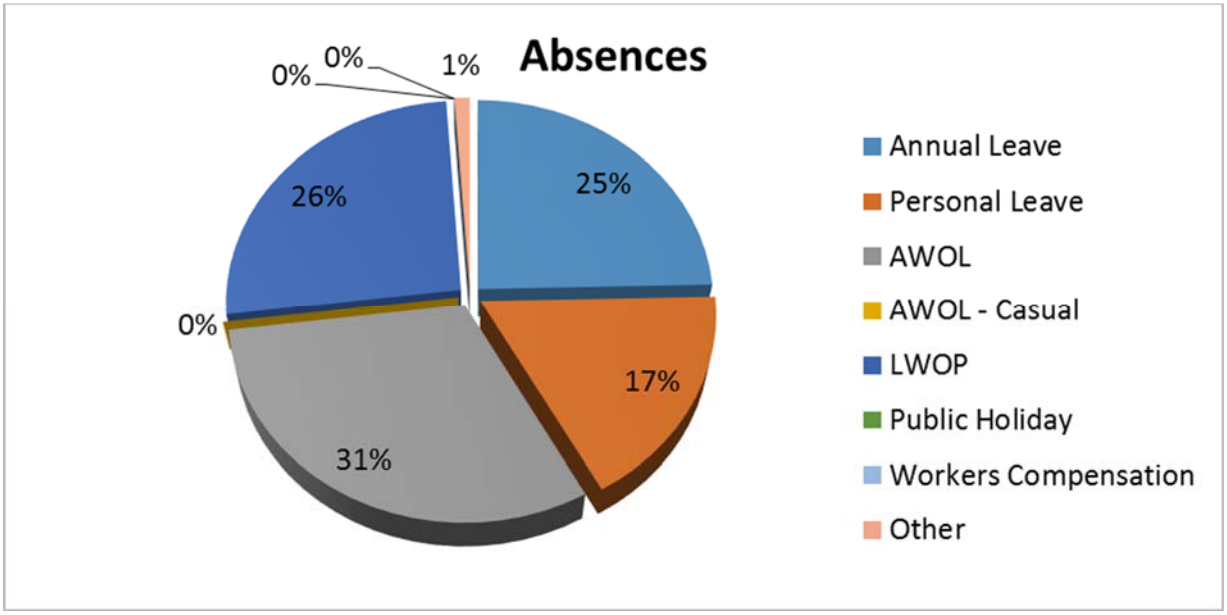
Highlights

- One (1) termination was processed during August.
- Three (3) employees were appointed during August.
- Staff turnover rate was less than 1% percent.
- Note that the graphs and data below from 1st August 2021 to 31st August 2021.

Charts 1



Charts 1: 1st August 2021 to 31st August 2021 - Hours worked as percentage



Charts 2: 1st August 2021 to 31st August 2021 - Absences represented as a percentage

Hours Worked

Description	PPE 15th August 2021	% of Total	PPE 29th August 2021	% of Total	Variance	Variance %
Normal Time	5,458	73%	5,171	72%	-288	-5%
Casual Hours	920	12%	993	14%	+73	+8%
Extra Hours	8	0%	11	0%	+4	+50%
Overtime	31	0%	2	0%	-29	-93%
Public Holidays Worked	0	0%	0	0%	0	0%
Training	0	0%	0	0%	0	0%
Annual Leave	268	4%	236	3%	-32	-12%
Personal Leave	189	3%	166	2%	-23	-12%
AWOL	290	4%	345	5%	+56	+19%
LWOP	282	4%	247	3%	-35	-13%
Public Holiday	0	0%	0	0%	0	0%
Workers Compensation	0	0%	0	0%	0	0%

Table 1: Monthly Comparisons – Raw Hours and Percentages

Charts 2

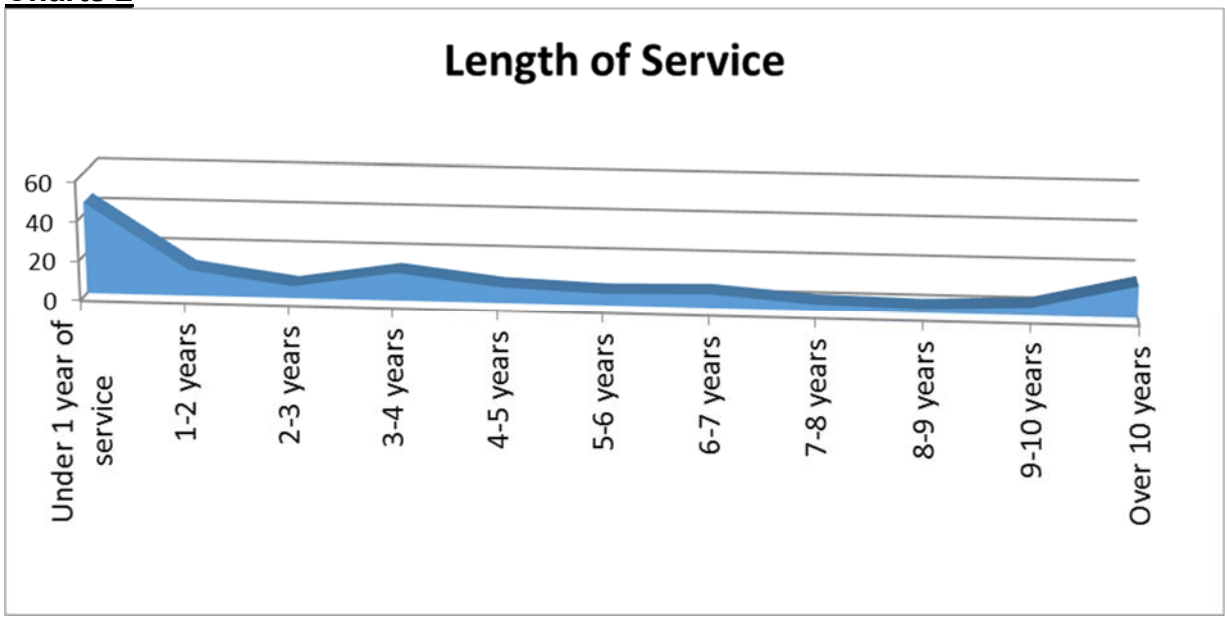


Chart 3: Length of Services

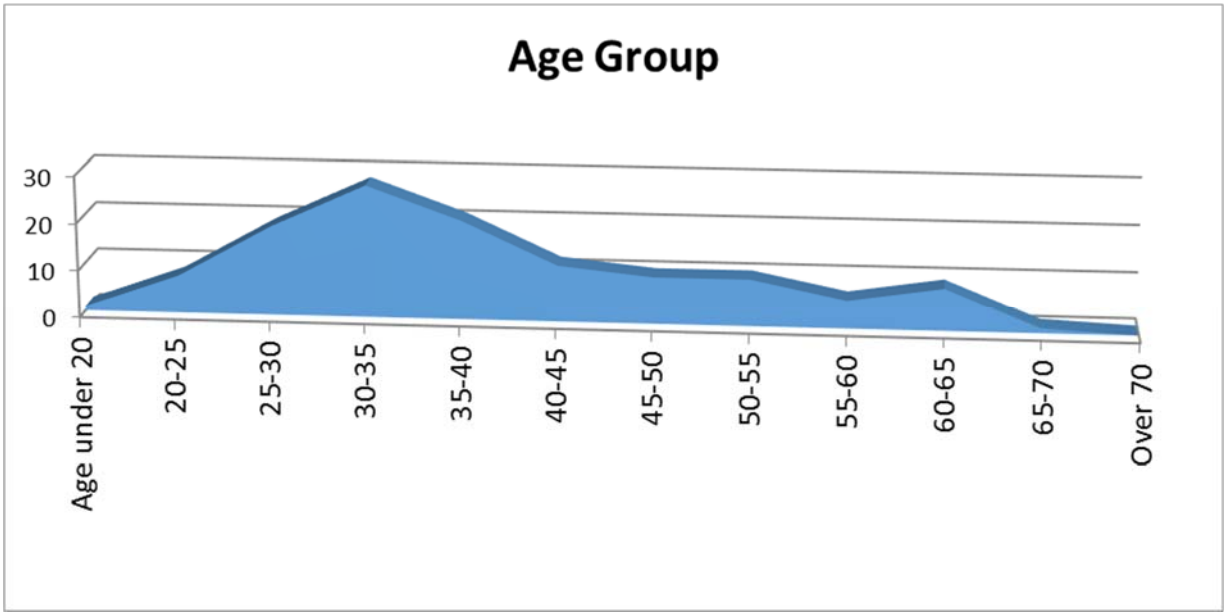


Chart 4: Distribution of Ages

Demographics

Description	Wurr.	Pirl.	Mili.	Dar.	Total	%
Male	52	12	15	5	84	64%
Female	27	12	9	1	49	36%
ATSI	71	23	21	0	115	88%
NON-ATSI	9	0	4	5	16	12%
Full Time	37	9	12	5	63	48%
Part Time	6	12	7	0	25	18%
Casual	36	4	5	0	45	34%
Age under 20	1	0	0	0	1	1%
20-25	4	0	2	0	6	5%
25-30	10	4	4	1	19	14%
30-35	12	5	4	2	23	17%
35-40	17	3	3	3	24	18%
40-45	11	3	1	0	14	11%
45-50	11	2	2	0	15	11%
50-55	3	5	5	0	13	10%
55-60	7	1	0	0	8	6%
60-65	3	1	2	0	5	4%
65-70	2	0	1	0	3	2%
Over 70	1	0	0	0	0	1%
< 1 year of service	33	1	0	2	33	30%
1-2 years	11	3	2	1	17	15%

2-3 years	2	4	2	0	8	7%
3-4 years	4	1	1	2	8	7%
4-5 years	3	1	1	0	5	5%
5-6 years	6	2	1	0	9	8%
6-7 years	2	1	2	0	5	5%
7-8 years	2	1	2	0	5	5%
8-9 years	0	1	1	0	2	2%
9-10 years	1	0	1	0	2	2%
Over 10 years	4	6	5	0	15	14%
Total Employees	77	24	24	6	133	100%

Table 2: Monthly Demographics **–** August 2021

Annual Leave Liability
As of the 31st August 2021, the Council's annual leave liability is for 11,032 hours totalling $409,973. The annual leave liability amount includes 17.5% leave loading.

New Hires

Position	Date Hired	Directorate	Employment Type
Boatshed Coordinator (W)	16 August 2021	Infrastructure	Full time
Admin Officer (W)	30 August 2021	Infrastructure	Fulltime
Youth Service Coordinator (W)	30 August 2021	Community Engagement	Full time
Casual Cleaner	16 August 2021	CEO	Casual
Records and Payroll Officer	02 August 2021	CEO	Fulltime
Officer Coordinator (W)	30 August 2021	CEO	Fulltime

Terminations

Position	Termination Date	Directorate	Reason / Emp Type
Office Coordinator (W)	27 August 2021	CEO	Resigned – Full time

Probation Reviews

Position	Date	Directorate	Outcome
Admin Officer Infrastructure	22 August 2021	Infrastructure	Successful
Assets and Fleet Manager	22 August 2021	Infrastructure	Successful

Transfers

Previous Position	Current Position	Date
Admin Officer Infrastructure (W)	Office Coordinator (W)	30-08-2021
Casual Admin Assistant CEO Office	Admin Officer Infrastructure (W)	30-08-2021
Project Officer Infrastructure	Records and Payroll Officer	02-08-2021

Contract Renewals

The GM infrastructure's contract is ending on the 17 September 2021, the council will be extending his contract

Records Management EoM Report August 2021

BACKGROUND

This report is for the month of August 2021

General Business for the month

To provide support to all program areas with records keeping and to provide the support in the administration of the TIRC electronic records and document management system, as required. It is critically important that Managers in each work areas, upload documents, including work related emails and texts on the system, MagiQ.

To avoid non-compliance Records and Information Support is every Council staff business to get the upload documents or at a computer correct, ensuring appropriate maintenance of active and archived records are in place in diligent manner. Records Management and Information Support is available to support and work closely with staff that are struggling to upload corporate documents.

Events
None

Human Resources
All matters including:

- Incidents: none
- Training: Nil

To-date there has not been any disposal of council documents, there is a total of 1015 boxes on and off site. The archiving of council documents is on hold at this point of time.

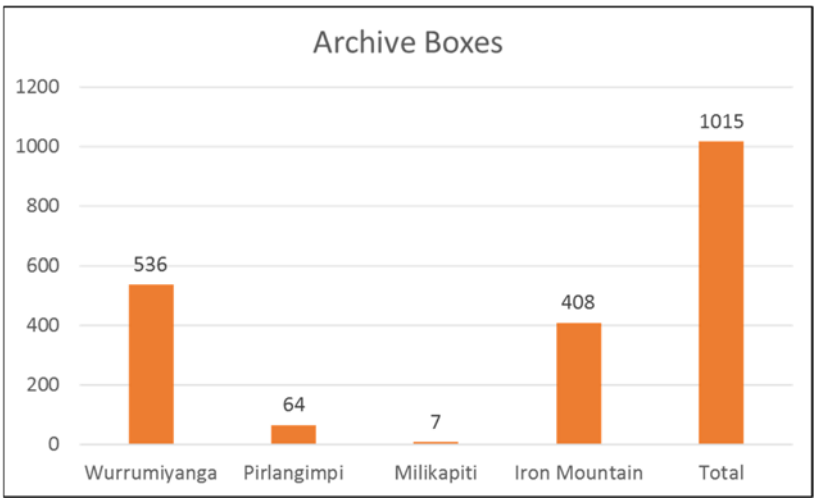


Chart 5: Archive Boxes

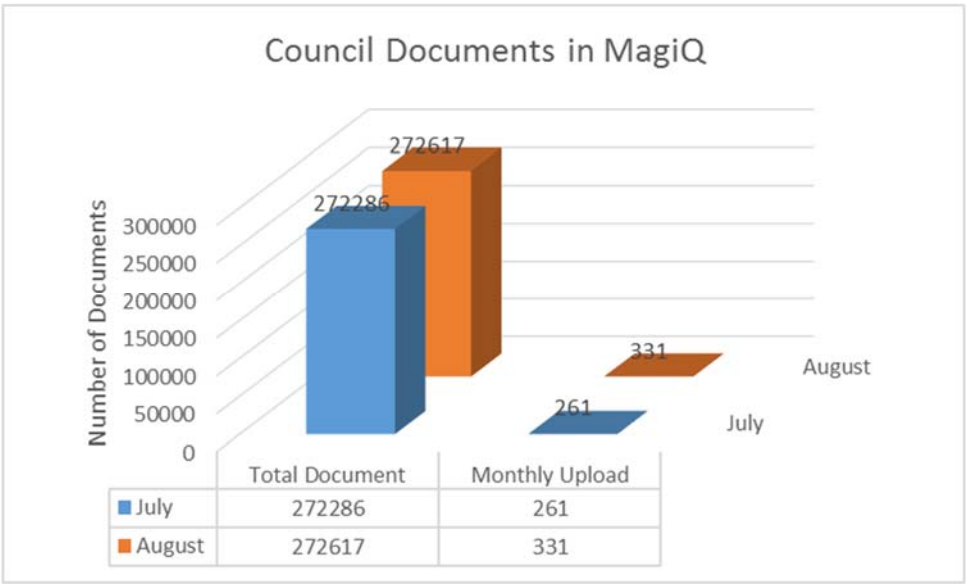


Chart 6: Documents in MagiQ in August 2021

Stakeholder Engagement/Meetings

Nil

RECOMMENDATION:

That Council receive and note this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	6.2
TITLE	Wurrumiyanga Foreshore Roadworks - Site Visit 11 August 2021
REFERENCE	239731
AUTHOR	Valerie Rowland, Chief Executive Officer

Council received a letter from Wallbridge Gilbert Aztec RFP on 16 August 2021 regarding the Wurrumiyanga Foreshore Roadworks which a site visit was performed on 11 August 2021.

BACKGROUND

Tiwi Enterprises won the tender to seal the Wurrumiyanga Foreshore They subcontracted to Vince North to do the gravel form work on the road and carpark. Once this was completed there was an initial spray seal applied to the surface. Acting Town Services Manager inspected the road and bought a number of issues to the attention of Council. GM Infrastructure and Acting Town Services Manager inspected the work with Manager of Tiwi Enterprises and agreed that a number of areas of the work required further attention.

An external civil; engineer was contracted to examine the work and supplied the above mentioned report to Council.

All works have now been completed to Council's satisfaction and the road will be sealed on the weekend of August 20th.

ISSUES/OPTIONS/CONSEQUENCES

Road has now been satisfactorily prepared for the spray seal which will proceed on the weekend of 20th August

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council receive and note this report for information.

ATTACHMENTS:

1	Letter_Wallbridge Gilbert Aztec RFP_Wurrumiyanga Foreshore Roadworks-Site Visit.pdf	4 Pages

WGA

WALLBRIDGE GILBERT AZTEC RFP

16 August 2021

Job No: 210820

Tiwi Islands Regional Council

Via Email: Valerie.Rowland@tiwiislands.nt.gov.au

ATTENTION: Ms Valerie Rowland

Dear Valerie,

WURRUMIYANGA FORESHORE ROADWORKS – SITE VISIT

A site visit was performed during the morning of the 11th August 2021 to the Wurrumiyanga Foreshore Works. The following is noted from the site visit.

Weather:
Overcast, calm.

Present:
Chris Smith (Tiwi Islands Regional Council)
Peter Rowland (Tiwi Islands Regional Council)
Scott Simpson (Tiwi Enterprises)
Vince North (subcontractor to Tiwi Enterprises)
Peter (accompanying Vince North)
Rory Hinton (WGA)

Description of Works
Approximately 250 m of compacted gravel road pavement terminating in a cul-de-sac and with a car parking area. The road pavement had been finished to final trim and primed with cutback bitumen. A shallow steel pipe had been installed across the road (towards the cul-de-sac/car parking end) for the purposes of minor stormwater drainage.

It is understood that the road is proposed to be finished with a 14/7 two coat sprayed seal. No drawings or documentation for the Works were made available.

Site Visit Observations
A natural gravel was used for the road pavement. This material had been sourced from a Tiwi Islands Regional Council gravel pit located adjacent the town solid waste disposal site. This gravel pit was visited and the source material inspected (refer *Visual & Tactile Material Assessment - Gravel* below). It is understood that material from this pit has been used extensively in road pavement construction in Wurrumiyanga.

Some oversize material (< 100 mm nominal) was noted in the natural gravel. The final trim had dislodged some of the oversized particles to leave a 'pock-marked' appearance to the prepared pavement surface.

The basecourse had not been swept prior to applying the prime.

Suite 7/9 Keith Lane
Fannie Bay NT 0820
GPO Box 563, Darwin NT 0801
T: 08 8941 1678
Rodeghiero Fong & Partners Pty Ltd
ABN 15 088 045 229

ADELAIDE DARWIN MELBOURNE PERTH WHYALLA

The steel drainage pipe had been installed with 50 mm or less gravel cover. It was evident that the pipe had been installed via trench installation following construction and compaction of the road pavement material. The backfill pavement material to the trench installation was visibly less compacted than the adjacent pavement material.

Visual & Tactile Material Assessment - Gravel
The following visual and tactile assessment was performed on stockpiled material at the gravel pit:

Clayey sandy GRAVEL/sandy clayey GRAVEL, fine to coarse gravel, subangular, fine sand, low to medium plasticity clay, orange, with some cobbles (< 100 mm).

A visual and tactile assessment was also performed on a sample of gravel material at the Site and was found to be similar in characteristics.

It is our opinion that this material is suitable for use as pavement basecourse material for the Wurrumiyanga Foreshore Roadworks, based on the visual and tactile material assessment and the history of use and performance of the material around Wurrumiyanga.

Site Discussions
There were no design drawings or specification for the Works. It is understood that the road was constructed as mostly decided by a skilled and experienced road construction and plant operator, with regular liaison, supervision and inspection performed by TIRC.

It was advised that the natural gravel had been compacted in maximum 150 mm layers using a TIRC owned and supplied vibrating steel drum roller. The roller was not observed at the time of the site visit.

It is understood that the prime was a cutback bitumen and the proposed wearing course is a 14/7 two coat sprayed bituminous seal.

There were a small number of 'potholes' noted as a consequence of the oversized material being plucked out during the final trim grading, and usually associated with some 'boniness' to the gravel in these areas. It was suggested that these 'potholes' are cleaned out and filled with compacted cement stabilised sand and gravel mixes (say 5% cement content) prior to sealing.

Generally, the surface roughness could be improved using make-up mix (bitumen emulsion and aggregate) applied selectively to the surface imperfections prior to the application of the two coat sprayed seal, in order to promote a smoother final wearing course. However, cement stabilised gravel is suggested for the larger 'potholes' as mentioned above.

There was an area of loose surface material approximately 5 m x 5 m noted towards the north western corner of the car park. It was suggested that this area is moisture conditioned and further compaction applied with a roller, prior to sealing.

An approximate 80 mm diameter steel pipe had been placed within the road pavement at a very shallow depth. The intent of this pipe is to alleviate ponding water within a shallow depression in the verge beside the road. However, the compacted pavement has been greatly disturbed during the installation of the steel pipe, and combined with insufficient pavement depth over the pipe, the pavement is not anticipated to remain in a serviceable condition for any reasonable period of time.

A concrete invert was discussed as an alternative option. Concern was raised that the concrete invert would impact traffic speeds; however, given the location of the crossing at the entrance to the car park and cul-de-sac, and the anticipated pedestrian traffic generally in the area, the forced slowing of traffic was considered a positive benefit. The concrete invert won't completely alleviate ponding water in the adjacent depression; however, structurally it will provide a more robust pavement treatment for the stormwater drainage crossing.

Recommendations
Moisture condition and recompact the approximate 5 m x 5 m pavement area identified towards the north western area of the car park to tighten the surface finish of the pavement.

Clean out the larger potholes/bony areas of oversize material and replace with compacted cement stabilised sand and gravel (approx. 5% cement content by mass).

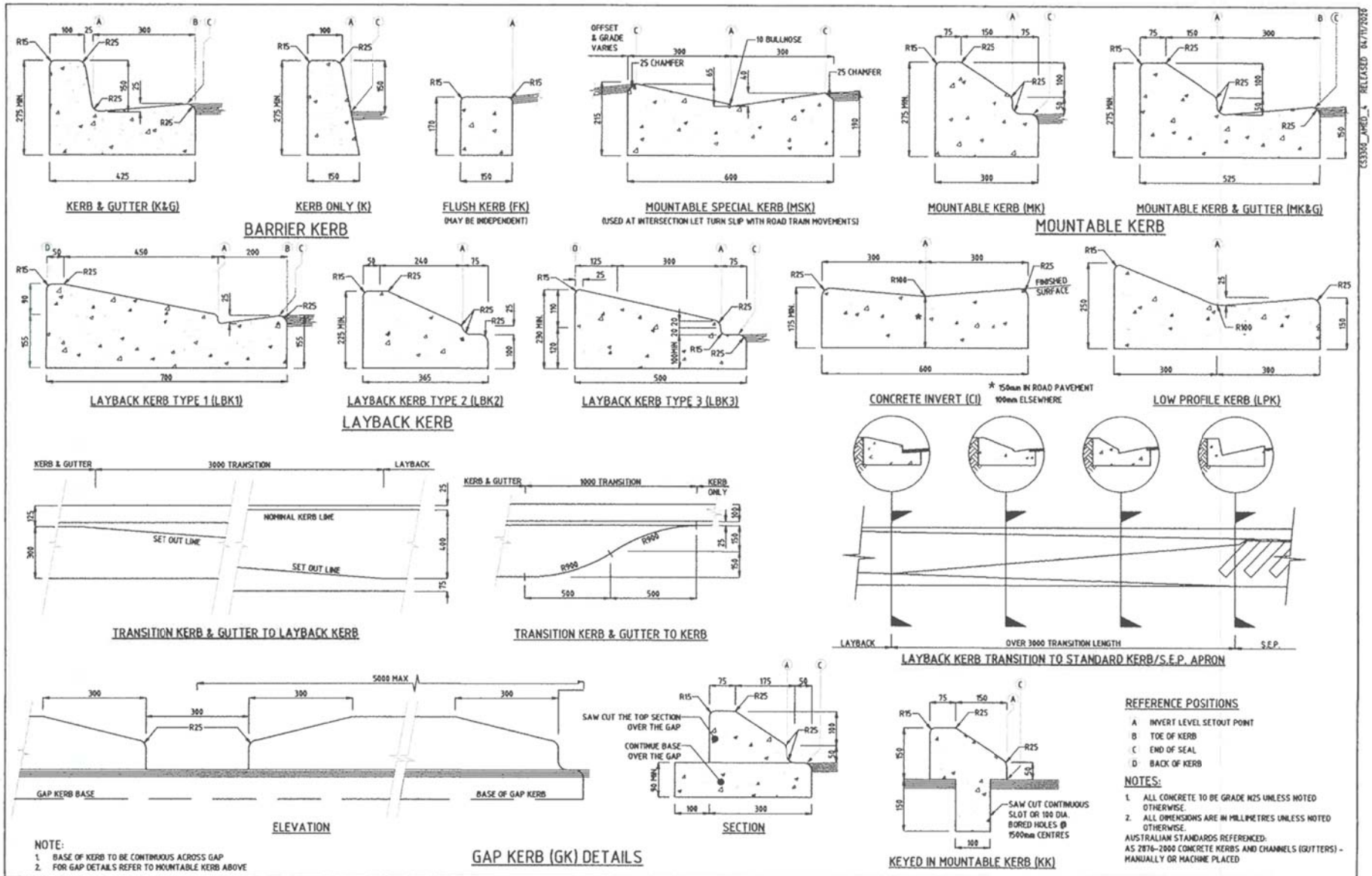
Replace the steel pipe with a concrete invert (refer DIPL standard drawing CS3300 for suggested concrete invert). A similar concrete invert could be incorporated, but adjusted to suit the site, as required.

Treat the remaining surface roughness using localised application of bitumen emulsion and 7 mm aggregate, prior to spray sealing.

Yours sincerely,

RORY HINTON
Director/Senior Civil Engineer
WALLBRIDGE GILBERT AZTEC RFP

Encl:
DIPL Standard Drawing CS3300 'Standard Kerb Profiles'



No.	DESCRIPTION	DATE	NAME	DEPT/COMPANY
4	CONCRETE GRADE AMENDED	NOV 2020	N.K	EES/DEPL
3	GAP KERB BASE DETAIL AMENDED	DEC 2019	S.SHI	EES/DEPL
2	ADDITION OF DEPTH DETAIL FOR GAP KERB	MAY 2019	S.SHI	EES/DEPL
1	ADDITION OF ABBREVIATIONS	DEC 2018	H. ZHU	EES/DEPL
0	ISSUED AS A STANDARD DRAWING	SEPT 2017	J.LEESON	EES/DEPL

AMENDMENTS

WARNING

BEWARE OF UNDERGROUND SERVICES.
THE LOCATIONS OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE PROVEN ON SITE. NO GUARANTEE IS GIVEN THAT ALL EXISTING SERVICES ARE SHOWN.

DRAWN	CHECKED
A.R DATE DEC 2012	L.Mc DATE DEC 2012
DESIGNED	CHECKED
DATE	DATE
DESIGN LEADER S.HATZI DATE 1/08/2017	DESIGN DIRECTOR S.JACKSON DATE 1/08/2017

Northern Territory Government

STANDARD DRAWINGS
KERBING, FENCING & LANDSCAPING

STANDARD KERB PROFILES

FILE No.	ASSET No.	SHEET No.	DRAWING No.	AMEND.	SHEET SIZE
-	-	1 OF 1	CS3300	4	A1

REPORTS FOR INFORMATION

ITEM NUMBER	6.3
TITLE	Tiwi Islands Pontoons - Grant of Crown Lease Term 2631 to Mantiyupwi P/L ATF Mantiyupwi Family Trust
REFERENCE	239996
AUTHOR	Valerie Rowland, Chief Executive Officer

Tiwi Islands Regional Council received an email on 02 September 2021 from Alla Filkovskaya A/Senior Project Officer Department of Infrastructure, Planning and Logistics Darwin.

BACKGROUND

The Department advising the Council that Crown Lease Term 2631 over NT Portions 7581 and 7582 was granted to Mantiyupwi P/L ATF Mantiyupwi Family (Mantiyupwi) on 27 August 2021.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council receive and note this report for information.

ATTACHMENTS:

1 Tiwi Islands Pontoons_Grant of Crown Lease CLT2631.pdf 5 Pages

Date Registered: 27/08/2021 **Volume** 851 **Folio** 352
Duplicate Certificate as to Title issued? No

SEARCH CERTIFICATE

CROWN LEASE TERM 02631

N.T. Portion 7581 from plan(s) S2020/017
N.T. Portion 7582 from plan(s) S2020/018
Area under title is 9390 square metres

Owner:
Mantiyupwi Pty Ltd (ACN 129 310 710) as trustee for Mantiyupwi Family Trust (ABN 26 652 290 749)
of C/- PO Box 40245, Casuarina NT 0810

Easements:
Electricity supply easement to Power and Water Corporation

Registered Date	Dealing Number	Description
27/08/2021	955561	Notice of a Right to a Grant of Interest
End of Dealings		

Commencement Date: 27th August 2021

Expiry Date: 26th August 2023

Definitions:

"the Act" means the Crown Lands Act 1992.

"Commencement Date" is the date upon which this Lease is registered at the Land Titles Office in Darwin.

"Development Works" means the construction of the pontoon jetty infrastructure that will support ferry landing services on the Leased Land in accordance with the Lease Purpose.

"Complete Development Works" obtaining written certification from a qualified civil engineer to demonstrate completion of jetty pontoon structure in accordance with all relevant standards.

"Laws" refers to all laws, (general or legislative, whether subordinate or not), ordinances, proclamations, orders or regulations of the Commonwealth of Australia or the Northern Territory of Australia.

"Lessee" means Mantiyupwi Pty Ltd (ACN 129 310 710) as trustee for Mantiyupwi Family Trust (ABN 26 652 290 749) or its servants or agents, sub-contractors, employees or invitees.

"Leased Land" means Crown Lease Term 2631 issued over NT Portion 7581(A) and NT Portion 7582(A).

"Lease Purpose" means the purpose outlined in Provision (1).

"Minister" means the Minister responsible for the administration of the Crown Lands Act 1992. "Substantially Commence Works" means the completion of piling and footings, for the Development Works.

Reservations:

The Northern Territory of Australia ("the Territory") reserves:

1. a right of entry and inspection;

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2. all rights in all minerals, mineral substances and ores in or upon the leased land, including gems, stones, sands, valuable earths and fossil fuels; and

3. a power of resumption in accordance with the Crown Lands Act 1992 (the Act).

Provisions:

1. The purpose of the Lease is for the construction of the Development Works (Lease Purpose).

2. The annual rent for the Lease will be nil.

3. The Lessee must obtain consent of the Minister or delegate responsible for the Act to subdivide, transfer, novate, assign, mortgage, sub-let or otherwise part with possession of the Leased Land, or part of the Leased Land, including the creation of an easement or a covenant.

4. This Lease is granted pursuant to the Act and the Crown Lands Regulations 1992 (the Regulations), and is liable to forfeiture for non-compliance with a provision or condition of this Lease by the Lessee.

5. The Lessee, may surrender the Lease in the manner prescribed under the Act or the Regulations.

6. For the purpose of section 58 of the Act the Lessee agrees that the Minister may at her absolute discretion determine the Lessee's rights in improvements.

Conditions and Covenants:

1. Subject to the Act, the Lessee will use the Leased Land only for and in accordance with the Lease Purpose.

2. The Lessee must not at any time, without the prior consent in writing of the Territory, use the Leased Land for any purpose other than the Lease Purpose. In particular, but without limitation to the foregoing, the Lessee must not operate the Development Works as a public jetty during the term of this Lease.

3. The Lessee must within:

a) Twelve (12) months of the Commencement Date, Substantially Commence Works;

b) Twenty-three (23) months of the Commencement Date, Complete Development Works; and

c) Twenty-three (23) months of the Commencement Date, have completed the subdivision of the Leased Land. For the purpose of this Lease, subdivision is complete once approval is obtained in accordance with Part 5 of the Planning Act. All associated costs to obtain development consent are to be borne by the Lessee.

4. Prior to commencing any physical works or activities upon the Leased Land the Lessee must obtain all clearances, approvals, licences and permits, as it is required to obtain, under any Laws applying to the Lessee in relation to all the works and activities carried out in relation to the Lease Purpose, including but not limited to from the Regional Harbour Master, Development Assessment Services, Department of Environment and Natural Resource, Transport and Civil Services, the NT Environment Protection Authority, Tiwi Land Council and the Power and Water Corporation.

5. All Development Works are to be constructed in accordance with the detailed design documentation provided with Permission to Use by the Transport and Civil Service Division of the Department of Infrastructure, Planning and Logistics.

6. No permanent structures are to be constructed within the 30 metre clearance area for the Apsley Strait Seabed Pipeline as shown on S2020/018.

7. Appropriate erosion and sediment control measures should be effectively implemented throughout the construction stage of the development and all disturbed soil surfaces must be satisfactorily stabilised against erosion at completion of works. Information can be obtained from the IECA Best Practice Erosion and Sediment Control Guidelines 2008 available at www.austieca.com.au and the NT Government website https://nt.gov.au/environment/soil-land-vegetation.

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8. The Lessee acknowledges that all activities on the Leased Land must be undertaken in accordance with the Environmental Management Plan – Tiwi Island Public Pontoons.

9. The Lessee must not pollute or permit to be polluted any waters within the vicinity of the Leased Land and comply with all requirements of the Waste Management and Pollution Control Act 1998.

10. If during the term of the Lease, the Lessee comes across any cultural or heritage material during any construction activity the Lessee is required to contact the Heritage Branch, Department of Tourism and Culture.

11. The Lessee must construct and meet, to the satisfaction of the relevant authorities, the cost of connection, supply, upgrade and installation of all services necessary for the completion of Development Works.

12. If the Territory or a relevant service authority requires any easement over the Leased Land, the Lessee must grant an easement in favour of the Territory or the relevant service authority at nil cost to the Territory or the service authority.

13. The Lessee may, if appropriate, mark the boundaries of the Leased Land with suitable navigational aids in compliance with any relevant maritime laws, regulations or applicable Australian Standards.

14. The Lessee may exclude a person or a vessel from passing over the Leased Land (or part of the Leased Land) if the Lessee reasonably considers such exclusion necessary to ensure safety or wellbeing of such persons or vessels and the Lessee’s employees, improvements, equipment or property.

15. If the Lessee elects to exclude people or vessels in accordance with condition 11 the Lessee must, at its own expense:

a) erect warning signs notifying people or vessels passing through or near the Leased Land that they cannot pass over the water that is within the Leased Land (or part of the Leased Land);

b) ensure appropriate navigational aids are installed and maintained in accordance with any applicable Laws and any relevant Northern Territory or national standards; and

c) notify the Director of the Marine Safety Branch, Department of Infrastructure, Planning and Logistics (Northern Territory) in writing that it is excluding persons or vessels from passing over the Leased Land (or part of the Leased Land), including details as to the reasons for such exclusion, when the exclusion commenced and when it will end. The Lessee must provide such notification within one week of effecting such exclusions.

16. The Lessee must at all times comply with the requirements of the Marine Act 1981, particularly in relation to the establishment, alteration and removal of marine navigational aids and ensuring the safe passage or navigation of vessels is not obstructed.

17. The Lessee will ensure that at all times and to the satisfaction of the Minister, the Leased Land is kept clean, tidy and free of rubbish and other unsightly or offensive poisonous, toxic or hazardous matter.

18. The Lessee will at all times maintain, repair and keep in repair all improvements on the Leased Land to the satisfaction of the Minister.

19. If the Lessee fails to observe and carry out or cause to be observed or carried out the requirements of Condition 17 or 18, the Territory has the right to enter onto the Leased Land and do all things necessary to that end and the expense and the cost thereof, will be payable by the Lessee on demand.

20. The Lessee must at all times during the term comply with all Laws in force in the Northern Territory and the Commonwealth from time to time, in respect of the Leased Land.

21. The Lessee acknowledges and agrees that:

a) it accepts the Leased Land in the condition it is in at the Commencement Date, including without limitation the waters and seabed within the Leased Land;

b) it has carried out its own investigations and inquiries into the suitability of the Leased Land for the Lease Purpose; and

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c) it accepts this Lease and undertakes the activities permitted in accordance with the Lease Purpose entirely at its own cost and risk in all respects, including without limitation the risk that the Leased Land may become less suitable or unsuitable for the Lease Purpose during the Term.

22. The Lessee releases and indemnifies to the full extent permitted by law, the Territory and its officers, employees, agents, subcontractors, visitors and invitees from all responsibility or liability for the loss of or damage to any property and the injury to or death of any person in connection with the Lease Purpose, the Leased Land, and this Lease generally and indemnifies and holds harmless the Territory from and against any:

a) claim including (without limitation) any application for a determination and/or claim for compensation made under the Native Title Act 1993 (Cth);

b) liability for compensation payable in accordance with any Indigenous Land Use Agreement entered into pursuant to the Native Title Act 1993 (Cth);

c) action, demand, liability, loss, damage, costs (including the cost of any settlement and reasonable legal costs on a solicitor and own client basis) and expenses arising directly out of or as a consequence of:

i) the Lessee's acts, omissions or negligence;

ii) the grant of this Lease;

iii) the Lessee's use and occupation of the Leased Land;

iv) any work carried out by or on behalf of the Lessee;

v) a breach of the Lease by the Lessee; and

vi) a breach by the Lessee or its employees, agents or contractors of any law, authorisation, condition or consent of any authority.

The release and indemnity provided under this clause survives termination or expiry of this Lease.

23. The Lessee must effect and maintain the following insurance policies:

i) public liability insurance in respect of the Lease of at least twenty million dollars ($20,000,000.00) for any one occurrence;

ii) workers compensation as required by law; and

iii) full value of the Lessee's property, being fixtures, fittings, plant, equipment and other articles in the Leased Land.

24. The Lessee must, if requested to do so by the Territory, provide the Territory with a copy of the Certificate of Currency for any insurance policy required under this Lease, which has been certified as being true and correct by the insurer. Unless the Territory otherwise agrees, the Lessee must provide a certified copy of the Certificate of Currency within fourteen (14) days of being requested to do so by the Territory.

25. The Lessee must pay any rates and taxes assessed in respect of the Leased Land, which may at any time become due.

26. The Lessee may, upon completion of the Development Works and subdivision of the Leased Land, surrender the whole of this Lease in exchange for a further Crown lease term for forty (40) years at nil cost, subject to the payment of any administrative costs and/or lodgement fees.

27. If, in accordance with the Act or this Lease, this Lease is surrendered by the Lessee without completion of the Development Works or if this Lease is terminated prior to expiry of the Crown lease term, the Lessee must within 90 days remove the Lessee’s improvements except those nominated by the Minister in writing. Any improvements not required to be removed will become the property of the Territory. The Leased Land must be returned to the Territory in

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a safe, clean and tidy state with any improvements not required to be removed to be left in good and substantial repair together with all constructed drawings for all the improvements to be provided to the Territory.

REPORTS FOR INFORMATION

ITEM NUMBER	6.4
TITLE	Indigenous Land Use Agreement Notice of Registration and Extract - Tiwi Islands Pontoon Project
REFERENCE	240015
AUTHOR	Valerie Rowland, Chief Executive Officer

Tiwi Islands Regional Council received a letter from the National Native Title Tribunal (13/08/2021) regarding the Tiwi Islands Pontoon Project – Indigenous Land Use Agreement.

BACKGROUND

On 13 August the Agreement was registered on the Register of Indigenous Land Use Agreements. The Register extract provides the details held on the Register as required by S119B of the Native Title Act 1993 (Cth).

The Register extract can be viewed on the National Native Title Tribunal website www.nntt.gov.au.

When an Indigenous Land Use Agreement (ILUA) is registered, its details will remain on the Register until or unless: • one of the parties advises the Native Title Registrar (the Registrar) in writing that the agreement has expired.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council receive and note report for information.

ATTACHMENTS:

1	DI2021_001 ILUA REGISTER EXTRACT.pdf	2 Pages
2	DI2021_001 NOTICE TO TIWI ISLANDS RC - ILUA REGISTRATION.pdf	2 Pages

National Native Title Tribunal

Extract from Register of Indigenous Land Use Agreements

NNTT number	DI2021/001
Short name	Tiwi Pontoon Project ILUA
ILUA type	Area Agreement
Date registered	13/08/2021
State/territory	Northern Territory
Local government region	

Description of the area covered by the agreement

4. RELEVANT AREA FOR THIS AGREEMENT
This Agreement applies to the ILUA Area.

ILUA Area means, the area to which this Agreement applies, being the land as described in Schedule 1 and depicted on the plans at Schedule 2;

[Copies of Schedule 1, Schedule 2 and the additional map in Attachment B are attached to this register extract.

The following general description of the agreement area has been provided by the National Native Title Tribunal to assist people to understand the location of the agreement area. It is provided for information only and should not be considered part of the Register of ILUAs:

The agreement area comprises two lots located in Apsley Strait between Melville and Bathurst Islands, covering a combined area of approx. 9,390 square metres.]

Parties to agreement

Applicant

Party name	Northern Land Council
Contact address	Level 3, 45 Mitchell Street Darwin NT 0801

Other Parties

Party name	Mantiyupwi Pty Ltd
Contact address	PO Box 40245 Casuarina NT 0811

Party name	Northern Territory of Australia
Contact address	c/- Solicitor for the Northern Territory Level 2, Old Admiralty Towers 68 The Esplanade Darwin NT 0801

Period in which the agreement will operate

Start date	26/02/2021
End Date	not specified

3. TERM

(a) This Agreement commences on the Commencement Date and operates for the duration of Project, unless terminated earlier with the consent of all Parties.
(b) Upon termination, this Agreement may be removed from the Register.
(c) If this Agreement is terminated after the Agreement is recorded on the Register, then the Parties must advise the Registrar in writing in accordance with section 199C(1)(c)(ii) of the NTA.

Commencement Date means the date this Agreement is executed by the last of the Parties to execute it;

NTA means the *Native Title Act 1993* (Cth);

Project means all activities, works and operations to develop, construct, install, use, operate, maintain, replace and further develop boating pontoon infrastructure for the provision of ferry services in the ILUA Area;

Registrar has the meaning given to that term in section 253 of the NTA;

Registration, **Registered** and **Register** means the entry of this Agreement by the Registrar on the Register of Indigenous Land Use Agreements;

Statements of the kind mentioned in ss. 24EB(1) or 24EBA(1) or (4)

6. STATEMENTS FOR THE PURPOSE OF THE NTA

(a) For the purposes of section 24EB(1)(c) of the NTA and regulation 7(5)(b) of the ILUA Regulations, the Parties agree that Subdivision P, Division 3, Part 2 of the NTA is not intended to apply to the Agreed Acts.

7. CONSENT TO AGREED ACTS

The Parties consent and agree to the doing of the Agreed Acts and the validation of any Prior Acts.

Agreed Acts means:
(i) the grant of the Crown Leases; and
(ii) all acts necessary or expedient for, in connection with or in relation to, or ancillary or incidental to the Project, including all activities conducted or authorised under any Project Right; and
(iii) the Prior Acts,
to the extent that such matters constitute or amount to Future Acts, whether before, on or after the Commencement Date;

Crown Lease or Crown Leases means a Crown lease granted pursuant to section 9(1) of the *Crown Lands Act 1992* (NT) for a term of 2 years with development covenants relating to the establishment of the Project, which will be (upon satisfaction of those covenants) convertible to a Crown lease term granted for 40 years for the operational aspects of the Project;

Future Act has the meaning given to that term in section 233 of the NTA;

ILUA Regulations means the *Native Title (Indigenous Land Use Agreement) Regulations 1999* (Cth);

Prior Acts means any of those things done by Mantiyupwi or the Territory prior to the Registration Date which fall within the scope of clause 1.1(a)(ii) of the definition of 'Agreed Acts';

Project Rights means all approvals, authorisations, authorities, certificates, consents, declarations, directions, easements, leases, licences, notices, permits, renewals, rights, tenures or titles:
(i) from any Government Agency; and
(ii) for the carrying out of the Project in the ILUA Area;

Attachments to the entry

Schedules 1 and 2 - Written description and map of the ILUA area.pdf

Attachment B - Geographic map of the ILUA area.pdf

National Native Title Tribunal

Reference: DI2021/001

13 August 2021

Ms Valerie Rowland
Chief Executive Officer
Tiwi Islands Regional Council
PMB 267
Winnellie NT 0822

By email: info@tiwiislands.nt.gov.au

Dear Ms Rowland

DI2021/001 Tiwi Pontoon Project ILUA

On 13 August 2021, the above agreement was registered on the Register of Indigenous Land Use Agreements (the Register).

I enclose a copy of the Register extract which provides the details held on the Register as required by s 199B of the *Native Title Act 1993* (Cth). The Register extract and attachment(s) can also be viewed on the National Native Title Tribunal website www.nntt.gov.au.

When an Indigenous Land Use Agreement (ILUA) is registered, its details will remain on the Register until or unless:

- one of the parties advises the Native Title Registrar (the Registrar) in writing that the agreement has expired, and the Registrar believes on reasonable grounds that this is the case;
- all parties advise the Registrar in writing that they wish to terminate the agreement;
- an order is made by the Federal Court of Australia (the Federal Court) to remove the details of the agreement from the Register where it is established through an application to the Federal Court that a person would not have become a party to the ILUA but for fraud, duress or undue influence by any person;
- an approved determination of native title is made and the persons who, under the determination, hold native title in relation to the area are not the same as those who had previously been determined to hold it (and the Federal Court has not made an order not to remove the details of the agreement from the Register); or

Level 5, Harry Gibbs Commonwealth Law Courts, 119 North Quay, Brisbane QLD 4000 | GPO Box 9973, Brisbane, QLD 4001
Email Enquiries@nntt.gov.au | Telephone +61 7 3052 4040 | www.nntt.gov.au

- the Federal Court, for any other reason orders the details of the agreement to be removed from the Register.

If you have any queries, please contact me on the details below.

Yours faithfully

Sylvia Jagtman
Senior Officer – Applications

Tel: (07) 3052 4248
Email: sylvia.jagtman@nntt.gov.au

Encl. Copy of Register Extract for DI2021/001

REPORTS FOR INFORMATION

ITEM NUMBER	6.5
TITLE	Infrastructure Report EoM July - August 2021
REFERENCE	240096
AUTHOR	Chris Smith, General Manager Infrastructure

SUMMARY

Infrastructure report to Council for the month of July and August 2021

HIGHLIGHTS

Council has employed a boatshed coordinator. Hoping this will alleviate much of the risk associated with the ferry operations.

The sealing of the foreshore road has been completed.

New lights were used for the first time on Wurrumiyanga Oval

INFRASTRUCTURE PROJECTS

WURRUMIYANGA REC HALL

Council has received funding to retrofit the Sport and Rec hall as a cyclone refuge. We are in the early stages of the funding agreement and need to do quite a lot of preparatory work before we can construct anything. Construction may commence sometime in the next dry.

WASTE MANAGEMENT GROUP

The waste management group meet early August. Consultant interested in attending after CEO and GM Infrastructure attended a meeting with LGANT and a waste management consultant who will be developing a Tiwi islands Waste Management Strategy paper
The Tiwi leaders Forum are interested in participating in the waste management group and the new GM of Mantiyupwi will be invited to the next meeting. LGANT and our Waste management Consultant came to the Islands for a day and inspected the Ranku, Wurrumiyanga, Milikapiti and Pirlangimpi tips.

WEED MANAGEMENT GROUP

Weed management group has successfully sprayed gamba grass in Wurrumiyanga community and has removed ornamental rubber vine. Next meeting in August

PIRLANGIMPI POOL

The Pirlangimpi Pool project has two remaining projects – fencing and replacement of the chemicals shed, which was damaged in a fire last year. Before this can commence the trees will have to be removed.
Total budget repurposed from Pirlangimpi Pontoon $235,000
Remaining $91,000

MILKAPITI OVAL EXTENSION

A purchase order for the construction of a boundary fence has been processed and Totem fencing will be on site within 6 to 8 weeks to complete. Council plumber has started work on extending the irrigation system. Staff have met with Hobbs to review the length of the oval. At present there is 145m between the goal posts but there is room for another 5m behind the posts on the shop end of the oval.

MILIKAPITI WATER PARK

Funding in the hands of NIAA and Council is waiting on them to finalise the terms and conditions.

FORESHORE ROAD SEALING

Foreshore road has been completed.

BATURST ISLAND AERODROME LIGHTING

No response from CASA yet

TAKAPRIMILI HOMELAND PROJECT (NIAA FUNDING)

Some funds have been released and work has started on the water line from the bore to the tank and a civil engineer has been contracted to do an assessment of the tank stand.. ABA want Council to reprice the hybrid power solution to see if we can reduce the overall cost of the project by $50,000

OUTSTATIONS

Work for the month of July

- HMS plumbing repairs Paru lot 1
- Paru waterline MES SPG finish air relief valve install move to tank stand repairs
- Repair Skid steer for ABA project Taka waterline and transport machine and materials to site
- Commence ABA Taka waterline excavations
- Complete Condor point HEA gas oven replacement and repairs waiting on compliance checks from contractor
- Various plumbing repairs Putjamirra HMS
- Various plumbing repairs Ranku HMS
- Various electrical repairs Ranku HMS
- Ongoing Generator maintenance Ranku MES
- Mowing and Tidy Ranku Township MES

For the month of August

- Ranku plumbing repairs HMS
- Ranku push dump, tidy town roads with tractor scraper MES

- Ranku Bin collection MES
- Ongoing generator maintenance Ranku MES
- Ranku fuel delivery MES
- Complete first stage of excavations and plumbing to house 1 TAKA ABA

- Line and insulate Shed at 4 Mile HMS
- Continue excavations Taka ABA bore to tank stand
- Prepare materials MES SPG Paru waterline tank stand repairs
- Asses Taka house 1 plumbing works from new water supply
- Finalise 20-21 financial year maintenance log

ASSETS AND FLEET

Report for Infrastructure July 2021

- Managing worker absenteeism
- Ferry maintenance planning for August
- Appointing ferry coordinator
- Appointing for second mechanic
- Rego renewals and licence compliance
- Managing insurance claims for break-ins
- Asset Expression of interest
- Damaged Graders cylinder sourcing servicing
- Preparing report for airport claim

Fuel levels

Garden point:	Diesel	1572 litres
	ULP	0 litres
Milikapati:		
Fuel sales:	Diesel:	9301 litres
	ULP:	6254 litres
Wurumiyanga:		
	Diesel:	9688 litres (last reading)
	ULP :	1990 litres (upto 6th Aug)

Accommodation bookings for July 2021
Not available until Brian is back

Fleet and Assets have been focusing on the registration of all Council fleet and plant for the month of August.

MILIKAPITI TOWN SERVICES and CIVIL

WASTE COLLECTION AND MANAGEMENT:

- Waste collected twice a week Tuesday &Friday between the hours of 8am to 12pm
- General community litter hand picked up by Town Services in garbage bags twice a week.
- General household rubbish left outside of front of houses for pick-ups with trailer.

- Drain ways cleaned and rubbish removed from inside.
- Tree removed from side of the road near the local Park ground and taken to the waste.

AIRPORT

Inspections – Field Checklist:

Inspections are carried out every morning by Romel Siplon Serviceability Inspection Field checklist sent to Project Manager and Finance at the end of Month.

Monthly Reporting Register:

Sent to Project Manager and Finance at the end of Month – Romel, Austin and Troy.

Maintenance:

Airport aprons slashed, mowed and whipper snip around gables and lights.

TOWN/ROAD WORKS

- Rubbish collection walk through main areas, with garbage bags twice a week. Garbage Bags and Ute Tiwi15 and trailer taken to the Tip.
- Old items/rubbish outside people houses taken to the Tip. Done with Ute Tiwi15 and trailer.
- Unable to fill up airport tank with water truck for public toilet use at the airport. Done with water truck/workers both Civil and Town Services.
- Patch roads and gutters around community. Done with Backhoe/workers.
- Push Rubbish in Tip with backhoe. Done with backhoe.
- Clean Workshop take rubbish to Tip. Done with Ute Tiwi15 and trailer.
- Helped Mechanic whenever he needed help with anything within the workshop or outside the workplace. Couple workers.
- Remove trees on main roads from Milikapiti/Taracumbi. Done with Ute and trailer.
- Empty fuel tanks taken to the Barge Landing with Mechanic if needed help. Ute, trailer and Loader.
- Barge pick-ups. Ute and trailer TIRC assets and Loader.
- Support to family funerals. One early June helped with civil guys.
- Supported civil works on roads when they needed help and in around the community. Work and help each other out.
- Clean gutters and flattened rough surface for wet season ahead. Done with Backhoe and Town Services/Civil workers
- Back fill barge landing road end of bitumen with gravel/soil. Done with Backhoe.
- Baulker bags filled with rubbish taken to tip and return empty. Done with Ute Tiwi15.

- Mow and cut around community and public areas sections. None was done last month cause of the dry.
- Help Civil Works remove old vehicles from houses taken to workshop for parts and then taken to the tip. Done with loader.
- Airport mowing and slashing 4 days with help from civil works. Done with 2 Ride on mowers and 2 mini slashers.
- Cut down trees around community and public areas. Tip Truck/backhoe with Mechanic and Town Services/Civil.

CIVIL WORKS

- Remove old vehicles from houses taken to the back of workshop shed then taken to Tip all up 15 to 20 vehicles. Done with Loader.
- Grade top road at Milikapiti down to the bottom main road and areas within the community. Grader – 140.
- Help Town Services with rubbish collection. Done with garbage bags and vehicle Tiwi15.
- Clean drain ways with Town Services in community. Done with Backhoe and Tip truck.
- Remove old stuff from houses and take to the Tip. Done with Ute and Tip Truck.
- Help and support funerals with Town Services. Helped with one early June with Town Services.

- Blocked main road to Timramboo due to a big wash out on the road and opened up old road. Done with Grader 140
- Clean around and push rubbish in the tip and clean new areas for all old vehicles. Done with loader.
- Grade from Milikapiti road all the way out to Taracumbi road with Grader 140.

AUGUST

WASTE COLLECTION AND MANAGEMENT:

- Waste collected twice a week Tuesday & Friday between the hours of 8am to 12pm
- General community litter hand picked up by Town Services in garbage bags twice a week.
- General household rubbish left outside of front of houses for pickups with trailer.
- Drain ways cleaned and rubbish removed from inside.
- Tree removed from side of the road near the local Park ground and taken to the waste.

AIRPORT

Inspections – Field Checklist:

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Monthly Reporting Register:

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Maintenance:

Airport aprons slashed, mowed and whipper snip around gables and lights.

TOWN/ROAD WORKS

- Rubbish collection walk through main areas, with garbage bags twice a week. Garbage Bags and Ute Tiwi15 and trailer taken to the Tip.
- Old items/rubbish outside people houses taken to the Tip. Done with Ute Tiwi15 and trailer.
- Unable to fill up airport tank with water truck for public toilet use at the airport. Done with water truck/workers both Civil and Town Services.
- Patch roads and gutters around community. Done with Backhoe/workers.
- Push Rubbish in Tip with backhoe. Done with backhoe.
- Clean Workshop take rubbish to Tip. Done with Ute Tiwi15 and trailer.
- Helped Mechanic whenever he needed help with anything within the workshop or outside the workplace. 2 Town Services workers.
- Remove trees on main roads from Milikapiti/Taracumbi. Done with Ute and trailer Town Servicers/Civil workers.
- Empty fuel tanks taken to the Barge Landing with Mechanic if needed help. Tip truck and Loader.
- Barge pick-ups. Ute and trailer TIRC assets Tip Truck and Loader.
- Support to family funerals. Town Services and civil workers.

- Supported civil works on roads when they needed help and in around the community. Work and help each other out.
- Clean gutters and flattened rough surface for wet season ahead. Done with Backhoe and Town Services/Civil workers
- Back fill barge landing road end of bitumen with gravel/soil. Done with Backhoe.
- Baulker bags filled with rubbish taken to tip and return empty. Done with Ute Tiwi15.
- Mow and cut around community and public areas sections. None was done last month cause of the dry.
- Help Civil Works remove old vehicles from houses taken to workshop for parts and then taken to the tip. Done with loader.
- Airport mowing and slashing 4 days with help from civil works. Done with 2 Ride on mowers and 2 mini slashers.

- Cut down trees around community and public areas. Tip Truck/backhoe with Mechanic and Town Services/Civil.
- Dig new pit and clean tip. **Done with Loader and excavator.**

CIVIL WORKS

- Remove old vehicles from houses taken to the back of workshop shed then taken to Tip all up 15 to 20 vehicles. Done with Loader.
- Grade top road at Milikapiti down to the bottom main road and areas within the community. Grader – 140. Arthur Civil works
- Help Town Services with rubbish collection. Done with garbage bags and vehicle Tiwi15.
- Clean drain ways with Town Services in community. Done with Backhoe and Tip truck.
- Remove old stuff from houses and take to the Tip. Done with Ute and Tip Truck.
- Help and support funerals with Town Services. Civil and Town Services
- Blocked main road to Timramboo due to a big wash out on the road and opened up old road. Done with Grader 140
- Clean around and push rubbish in the tip and clean new areas for all old vehicles. Done with loader.
- Dig new pit and clean tip. **Done with Loader and excavator.**

Maintenances of drainage:
Trees and dead branches cut around council facilities.

RECOMMENDATION:

That Council note and receive this report for information.

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	6.6
TITLE	Chief Financial Officer End of Month Report – Aug 2021
REFERENCE	240116
AUTHOR	Bala Donepudi, Chief Financial Officer

SUMMARY

This report is to provide Council members with an update on the activities of the broader finance team. It will cover several main areas being:

- Financial Position & Forecast
- Year End processing
- Rates Processing
- Grants and Policy Manager Report

BACKGROUND

FINANCIAL POSITION

Based on the attached finance report, I will now provide some commentary around current variances to our actual published budget.

Total Revenue received is more than the budget (2 M).Income from Agency and Commercial Services is showing a negative variance of 58K.This is mainly due to the invoices to be sent to the Airport maintenance and Inspection contracts. Actual Expenditure incurred is more than the budget by 23K.The Main area of overspend is Contract and Materials .The extra spend of (175K) relates to the mover paid towards to the road works done on the foreshore. All the Expenses incurred on the foreshore is included in the budget .All the Miscellaneous expenses (165K). We remain under budget for employee costs. The Miscellaneous underspend is due to the underspend in councilor costs and Insurance invoice to paid.

We still have large amount of tied funds which we will be addressing as part of the Budget Review Tied Grant funding area remain our highest area off focus. We would commence the first budget review in the last week of November .The process involve comprehensive review of the actual vs budget with various program managers.

YEAR END PLANNING JUNE 2021

Merit Partners have commenced the final audit of the council's accounts. We have an audit and risk committee meeting scheduled for Monday 25 October where Merit
Partners will be in attendance presenting their findings and closing report from the audit. It is Our intention to have the audit and risk committee recommend acceptance of the financial Statements to Council, and authorize the CEO to sign the annual report as complete.

We have the contingency of a Special Council Meeting available on or about 12 November Should it be required to approve the annual report in time for submission by the deadline of 15 November.

RATES PROCESSING

All rates notices have now been sent out and payments have started to be received by Council. Around 75% of our rates revenue comes from the Department of Territory families, Housing and Communities, and given our agreement with them, we expect to receive their portion of our rates revenue ($2.2m approx.) by the end of September 2021.

Grants and Policy Coordinator's Report:

Grant Applications Pending:

Currently still awaiting a response:

- TIRC has applied for funding with NIAA in their Targeted Assistance Employment Grants which if successful could help us employ more Indigenous/Tiwi staff from the CDP Program

Grants Applications Outcomes:

TIRC has also received $704,011.00 from the NTG in their Financial Assistance Grant. With majority of it will go towards repairing local roads and the remainder going to general purpose.

TIRC has been awarded an ABA grant that will go towards upgrading the existing Sport and Rec hall in Wurrumiyanga and cyclone proofing it.

New Variations:
TIRC has successfully received a variation for the Safer Communities Grant with Dept. of Industry, Innovation & Science to the end of September 2021. The electrician from the supplier in Darwin has assisted Romel with installations in early September.

Upcoming Grant Applications/Proposals:
TIRC has sent out letters to Mantiyupwi, Wuliwurankuwu and Munupi Land Groups seeking letters of support for TIRC to apply for funding to beautify the cemeteries in each township. The funding body is NIAA and they request community support prior to applications. TIRC has received a letter from Mantiyupwi. We are currently still waiting for Munupi and Wuliwurankuwu.

TIRC is currently in the process of applying for an ABA grant for Asset Funding. The funding will be used to purchase capital equipment that will enable TIRC to keep projects internally and help boost Tiwi professional development in terms of Tiwi's becoming operators.

TIRC is currently beginning a proposal for a NT Grant that is aimed at Youths and Alcohol and Other Drugs. The application closes 1st of October so beginning to create a plan for submission.

Department Grant Responses/Updates:
TIRC is currently in the process of acquitting the Territory Day grant that was used to hold a community bbq before the fireworks display in Wurrumiyanga last month (August 29th).

Project Updates
Currently all reports are up to date and have been submitted to the relevant Departments.

ISSUES/OPTIONS/CONSEQUENCES

N/A

CONSULTATION & TIMING

N/A

RECOMMENDATION:

That Council note and receive this report for information.

ATTACHMENTS:
There are no attachments for this report.