AGENDA

ORDINARY COUNCIL MEETING

WEDNESDAY, 22 MARCH 2023

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

- Wednesday, 22 March 2023 at
- Pirlangimpi Boardroom
- Commencing at 10.00am

Your attendance at the meeting will be appreciated.

Allan McGill

Temporary 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 - 6 March 2023 1

2 BUSINESS ARISING FROM PREVIOUS MINUTES

3 VISITORS AND PRESENTATIONS

Nil

4 CORRESPONDENCE

Nil

5 REPORTS FOR INFORMATION

5.1 HUMAN SERVICES MONTHLY REPORT - FEBRUARY 2023 12
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5.3 TOWN SERVICES REPORT 25
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6 REPORTS FOR DECISION

6.1 TIRC APPROVE HIGHER DUTIES POLICY 38
6.2 POLICY REVIEW - ACCOUNTING POLICY AND MANUAL 41
6.3 TIRC APPROVE DRUG AND ALCOHOL POLICY 42

7 BUSINESS ARISING FROM LOCAL AUTHORITIES

Nil

8 GENERAL BUSINESS

Nil

9 CONFIDENTIAL ITEMS

9.1 CONFIRMATION OF ABORIGINALITY FOR TIFFANY PARKER
The report will be dealt with under Section 293(1) (51(e)) of the Local Government Act 2019 and General Regulation 2021 Part (3)

Administration - Division 2 (s.51). It contains subject to subregulation 51(3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE WURRUMIYANGA BOARDROOM – TELECONFERENCE & TEAMS ON MONDAY, 6 MARCH 2023 AT 10.22AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10.22am

1.1.1 Appointment of Acting Chair

The Mayor, who was attending via telephone suggested that it would be better for another member to chair the meeting.

Councillor De Santis was appointed to Chair the meeting. The CEO reminded the meeting that this was the resumption of the meeting that was adjourned on 22 February 2023 and pointed out that Councillor De Santis chaired the meeting on 22/2/23

The meeting was asked to consider appointing a Chairperson give the communication link with the Mayor at Pirlangimpi was not all that good and that at the moment there wasn't a Deputy Mayor.

Nomination of Acting Chairperson
1 **RESOLUTION** *Moved: Pius Tipungwuti* *Seconded: Luke Tipumantumirri* **That Council agrees for Councillor Lynette De Santis to chair the Ordinary Meeting held on Monday 6 March 2023.** **CARRIED**

1.2 Present

COUNCILLORS	
Mayor Pirrawayingi	Pirlangimpi Ward – Teams
Councillor Stanely Tipiloura	Bathurst Ward – In Person
Councillor Peter Kantilla	Bathurst Ward - Absent
Councillor Francis Xavier Kurrupwu	Bathurst Ward – In Person
Councillor Jennifer Clancy	Bathurst Ward - Teleconference
Councillor Jeffrey Ullungura	Milikapiti Ward - Absent
Councillor Lynette De Santis	Milikapiti Ward - Teams
Councillor Pius Tipungwuti	Milikapiti Ward - Teams

Councillor Therese Bourke	Pirlangimpi Ward - Teams
Councillor Joseph Gideon Pangiraminni	Pirlangimpi Ward - Teleconference
Councillor Luke Tipuamantumirri	Bathurst Ward – In Person
STAFF	
Allan Mc Gill	Temporary Chief Executive Officer – In Person
Bala Donepudi	Chief Financial Officer - Teams
Kesara Scrymgour	Governance Support Officer
GUESTS	
Nil	

Minuter: Allan McGill (Temporary Chief Executive Officer)

1.3 Apologies

There were no apologies but Councillor Kantilla and Councillor Ullungura were absent without permission.

1 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Pius Tipungwuti*

That the Council note that Councillors Kantilla and Ullungura were absent without permission to Section 47(1)(10) of the Local Government Act 2019.

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 - 22 February 2023

2 **RESOLUTION**

Moved: *Lynette DeSantis*
Seconded: *Jeffrey Ullungura*

That the minutes of the Ordinary Meeting on 22 February 2023 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

1.6.1 Adjournment of Ordinary Meeting at 11.11am - 22 February 2023

3 **RESOLUTION**

Moved: *Lynette DeSantis*
Seconded: *Jeffrey Ullungura*

Adjournment of Council meeting at 11.11am

A. That the meeting be adjourned until 10.30am on Friday 24th February 2023 at Wurrumiyanga.

B That a Charter be arranged to transport Councillors to the meeting on 24/02/2023.

CARRIED

RESUMPTION OF MEETING AT 10AM ON MONDAY 6 MARCH 2023 AT WURRUMIYANGA

1.6.2 **RESOLUTION**

Moved: *Stanley Tipiloura*
Seconded: *Pius Tipungwuti*

That Council note that the meeting be resumed, noting that the intended resumption date of the 24 February 2023 was not possible due to adverse weather conditions.

CARRIED

2 Business Arising from Previous Minutes

3 VISITORS AND PRESENTATIONS

Nil

4 CORRESPONDENCE

Nil

5 REPORTS FOR INFORMATION

The Chairperson suggested that there be a single motion to note all information reports.

0.0 LGANT CONFERENCE & GENERAL MEETING

<This should set out what the report is about, why it was written and why it is relevant.>

4 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That Council note this report for information.

CARRIED

5.1 FLEET / WORKSHOP MANAGER'S REPORT - DECEMBER 2022 AND JANUARY 2023.

Monthly report to Council providing monthly updates in relation to Council Fleet and Workshops across the Tiwi Islands.

5 **RESOLUTION**

Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That Council note this report for information.

CARRIED

5.2 TOWN SERVICES/INTER-ISLAND FERRY/AERODROME/CIVIL WORKS/OUTSTATIONS JANUARY 2023 REPORT

6 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That Council note this report for information.

CARRIED

5.3 HUMAN SERVICES MONTHLY REPORT - DECEMBER 2022

7 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That Council note this report for information.

CARRIED

5.4 REMOTE PASSENGER TRANSPORT PROGRAM 2022-23 ROUND OUTCOME

8 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That:
A. Council Consider and approve the Funding Agreement
B. Upon Resolution, The Council Common Seal be affixed to the executed Funding Agreement

CARRIED

5.5 EOM NOVEMBER COMMUNITY ENGAGEMENT

9 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That Council receive and note this report as information.

CARRIED

5.6 INFORMATION TECHNOLOGY

10 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That Council note this report for information.

CARRIED

5.7 TIWI ISLANDS FOOTBALL LEAGUE PRESEASON FIXTURE.

11 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That Council note this report for informational purposes.

CARRIED

5.8 COMMUNITY ENGAGEMNT MONTHLY REPORTS DECEMBER 2022, JANUARY 2023

12 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That Council receive and note the reports for January 2023 as informational

CARRIED

5.9 MONTHLY FINANCE REPORT DECEMBER 2022

13 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That Council notes and accepts the Finance Report for the reporting period to 31 December 2022.

CARRIED

5.10 MONTHLY FINANCE REPORT JANUARY 2023

14 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That Council notes and accepts the Finance Report for the reporting period to 30 Nov 2022

CARRIED

5.11 INFRASTRUCTURE MONTHLY REPORT

15 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Luke Tipuamantumirri*

That Council note the report for information

CARRIED

6 REPORTS FOR DECISION

S.1 PROJECT LOVE - TIWI EVENT

16 **RESOLUTION**
Moved: *Joseph (Gideon) Pangiraminni*
Seconded: *Therese (Wokay) Bourke*

a. That the Council supports the proposal to host Project Love in 2023 and that a more detailed program be developed with the view to a Tiwi Community event being held in July 2023.

CARRIED

6.1 CONFIRMATION OF TIRC MEETING CALENDAR 2023

17 **RESOLUTION**
Moved: *Pius Tipungwuti*
Seconded: *Lynette DeSantis*

That Council note report for decision and approve/do not approve the 2023 council meeting calendar

CARRIED

6.2 WASTE AND RESOURCE MANAGEMENT (WARM) 2020/21 FUNDING - PALLETS FOR OIL STORAGE

18 **RESOLUTION**
Moved: *Stanley Tipiloura*
Seconded: *Therese (Wokay) Bourke*

1. That Council ENDORSES the remaining funding for the WaRM 2020/21 grant be used for the purchase of Oil Storage Pallets at the three Waste Management Facilities.

CARRIED

6.3 PROCESS FOR ABSENCE FROM A MEETING WITHOUT PERMISSION.

19 **RESOLUTION**
Moved: *Pius Tipungwuti*
Seconded: *Stanley Tipiloura*

A. That the Council note that the process for dealing with a Councillor absent from Council meetings without permission, must be followed.

CARRIED

6.4 NAIDOC FUNDING AND 2023

20 **RESOLUTION**
Moved: *Pirrawayingi Pirrawayingi*
Seconded: *Therese (Wokay) Bourke*

That Council supports the proposal to seek approval to reuse unspent NAIDOC grants for NAIDOC activities in 2023.

CARRIED

6.5 TITEB TRAINING & JOB CREATION

21 **RESOLUTION**
Moved: *Therese (Wokay) Bourke*
Seconded: *Pirrawayingi Pirrawayingi*

That Council supports participating in the TITEB Trialling Pathways program with the creation of 15 new training and employment positions that will be hosted by TIRC.

That the Council authorises the CEO to negotiate with TITEB and to finalise an appropriate arrangement.

CARRIED

6.6 BUSINESS CASE - WURRUMIYANGA MULTI-PURPOSE HALL UPDATE - TO UPDATE THE SCOPE OF WORKS FOR THE WURRUMIYANGA MULTI-PURPOSE HALL

22 **RESOLUTION**
Moved: *Luke Tipuamantumirri*
Seconded: *Francis Xavier Kurrupuwu*

1. That Council SUPPORTS the proposed Business Case for the change of Scope of Works – Wurrumiyanga Multipurpose Hall Upgrades

CARRIED

6.7 SECURITY PATROLS AT WURRUMIYANGA 22/23
23 **RESOLUTION** *Moved:* *Stanley Tipiloura* *Seconded:* *Francis Xavier Kurrupuwu* **That Council note that a security patrol service was provided in December and January at a total cost of $53,790 and that this expenditure be referred to the next budget review.** **CARRIED**

7 BUSINESS ARISING FROM LOCAL AUTHORITIES

7.1 TOP END REGIONAL ORGANISATION OF COUNCILS
24 **RESOLUTION** *Moved:* *Therese (Wokay) Bourke* *Seconded:* *Lynette DeSantis* **That the Council consider the membership to the Top End Regional Organisation of Councils and request further information as required.** **CARRIED**

8 GENERAL BUSINESS

8.1 Roads

Councillor Clancy expressed her strong concerns about the condition of roads on Melville Island and the fact that contractors had been using the road even though the roads were closed to traffic.

8.2 Flooding issue at Pirlangimpi

Councillor Bourke raised a concern with a pedestrian area that flooded when it rained.

8.3 Drainage

Councillor Kurrupuwu raised a concern about the lack of regular maintenance of drains pointing out that the poor drainage was a health problem.

8.4 Local community radio –

Councillor Kurrupuwu asked for an update on the local radio station.
The CEO reported that the stations are operating at Milikapiti and Pirlangimpi abd that a job has been advertised or a person to operate the Wurrumiyanga station.

8.5 Wurrumiyanga pool

Councillor Clancy asked that information on the current situation with the pool be placed on the Council web site and the Community notice board to let the community know what is being planned.

8.6 Personal development and self-improvement program

The Mayor informed the Council that he was developing a program to help encourage self-improvement across the Tiwi community and that although this was a project that he was undertaking himself, he would welcome any contributions from others.

8.7 Resignation of Councillor Tungutalum

The CEO reported that Councillor Tungutalum had resigned from Council so he could contest the by election for the seat of Arafura on 18 March 2023.

The CEO explained that, should he be unsuccessful, he can apply to be reinstated to the Council.

The CEO referred to an email that he sent to Councillors on 27/2/23 advising them of the resignation.

In view of the resignation of Councillor Tungutalum and the fact that he was the Deputy Mayor, the Council was of the view that anew deputy Mayor should be appointed.

Nominations were invited with Councillor Tipuamantamirri and Councillor De Santis being nominated.
A ballot was held with Councillor De Santis being elected.

8.8 **Appointment of Deputy Mayor**

25 **RESOLUTION**

Moved: *Therese (Wokay) Bourke*
Seconded: *Stanley Tipiloura*

That Council appoint Councillor De Santis as the deputy Mayor.

CARRIED

9 Confidential Items

12.10pm.

27 **RESOLUTION**
Moved: *Stanley Tipiloura*
Seconded: *Pius Tipungwuti*

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

CARRIED

At the conclusion of the discussion on the confidential item(s), the meeting was reopened and the decision on the item(s) noted.

28 **RESOLUTION**
Moved: *Stanley Tipiloura*
Seconded: *Pius Tipungwuti*

That the meeting be reopened and the decisions on the confidential item be noted.

CARRIED

CONFIDENTIAL ITEM DECISIONS

1.1 CONFIRMATION OF ABORIGINALITY FOR CORA JOHNSTON

29 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Stanley Tipiloura*

The report will be dealt with under Section 293(1) (51(e)) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 (s.51). It contains subject to subregulation 51(3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

CARRIED

2.2 CATHOLIC CARE RATES CONCESSION EXEMPTION REQUESTS

30 **RESOLUTION**
Moved: *Francis Xavier Kurrupuwu*
Seconded: *Pius Tipungwuti*

The report will be dealt with under Section 293(1) (51(b)) (51(c)(i)) (51(c)(ii)) (51(d)) (51(e)) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 (s.51). It contains information about the personal circumstances of a resident or ratepayer; AND information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person; AND information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law; AND information subject to an obligation of confidentiality at law, or in equity; AND subject to subregulation 51(3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

CARRIED

10 Next Meeting

Wednesday, 22 March 2023

11 Closure

The meeting closed at 12.21pm.

These minutes were confirmed at the Ordinary Council Meeting held on 22 March 2023.

Signed:……..

Mayor

10 NEXT MEETING

11 CLOSURE

Meeting closed at…….

REPORTS FOR INFORMATION

ITEM NUMBER	5.1
TITLE	Human Services Monthly Report - February 2023
REFERENCE	245961
AUTHOR	Harsha Wijesinghe, Manager Organisational Development and Change

Human Services Monthly Report February 2023

Highlights

- Two (2) terminations were processed during February 2023.
- One (1) employee was appointed during February 2023.
- Staff turnover rate was 1.7% percent.
- Note that the graphs and data below from 01st February to 28th February 2023.

Charts

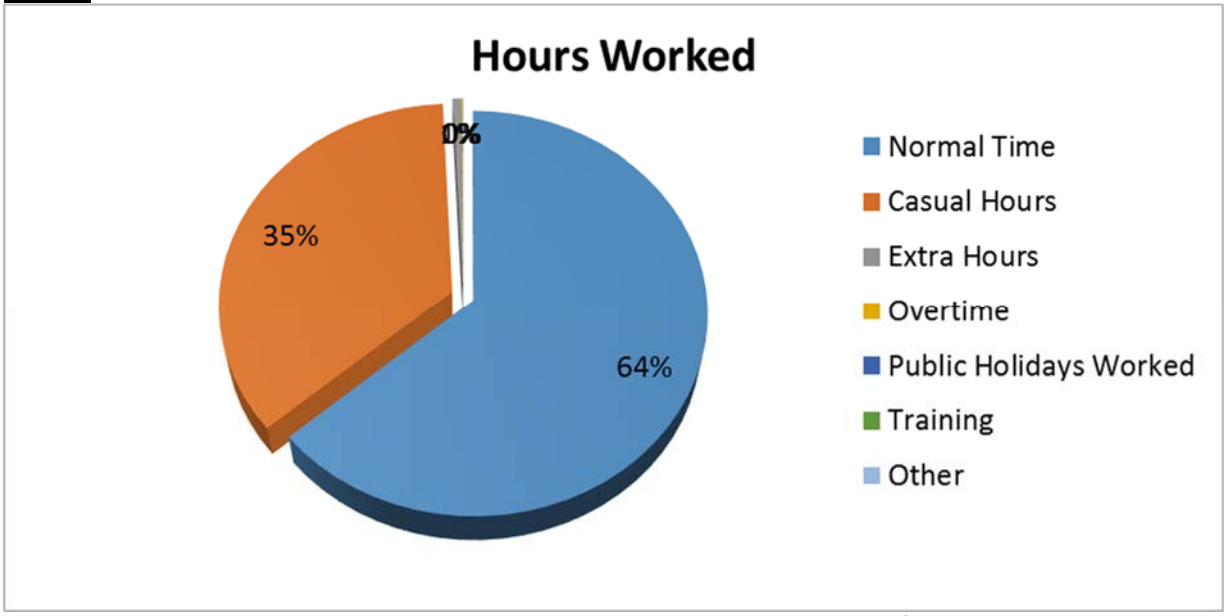

Chart 1: Hours worked as percentage 01st February to 28th February 2023

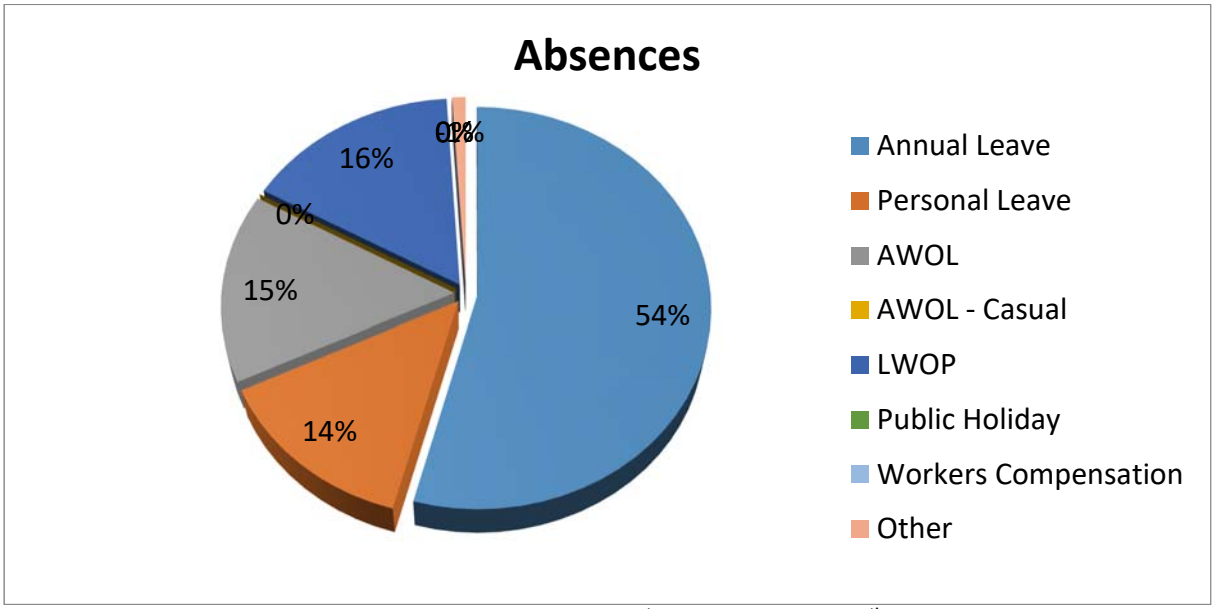

Chart 2: Absences as percentage 01st February to 28th February 2023

Hours Worked

Description	PPE 12th February 2023	% of Total	PPE 26th February 2022	% of Total	Variance	Variance %
Normal Time	3,772	56%	3,642	55%	-129	-3%
Casual Hours	2,153	32%	2,026	31%	-126	-6%
Extra Hours	38	1%	38	1%	0	0%
Overtime	0	0%	7	0%	+7	+100%
Public Holidays Worked	0	0%	4	0%	+4	+100%
Training	0	0%	0	0%	0	0%
Annual Leave	397	6%	429	6%	+32	+8%
Personal Leave	84	1%	125	2%	+42	+50%
AWOL	139	2%	92	1%	-47	-34%
AWOL-Casual	0	0%	0	0%	0	0%
LWOP	99	1%	143	2%	+44	+44%
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

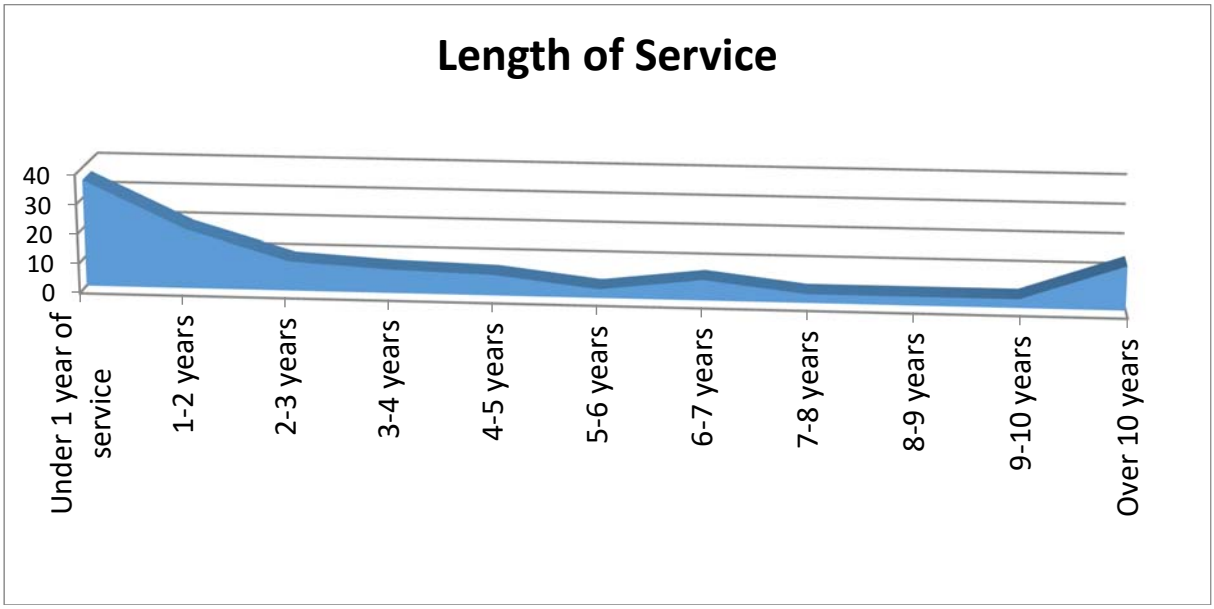

Chart 3: **Length of Services – February 2023**

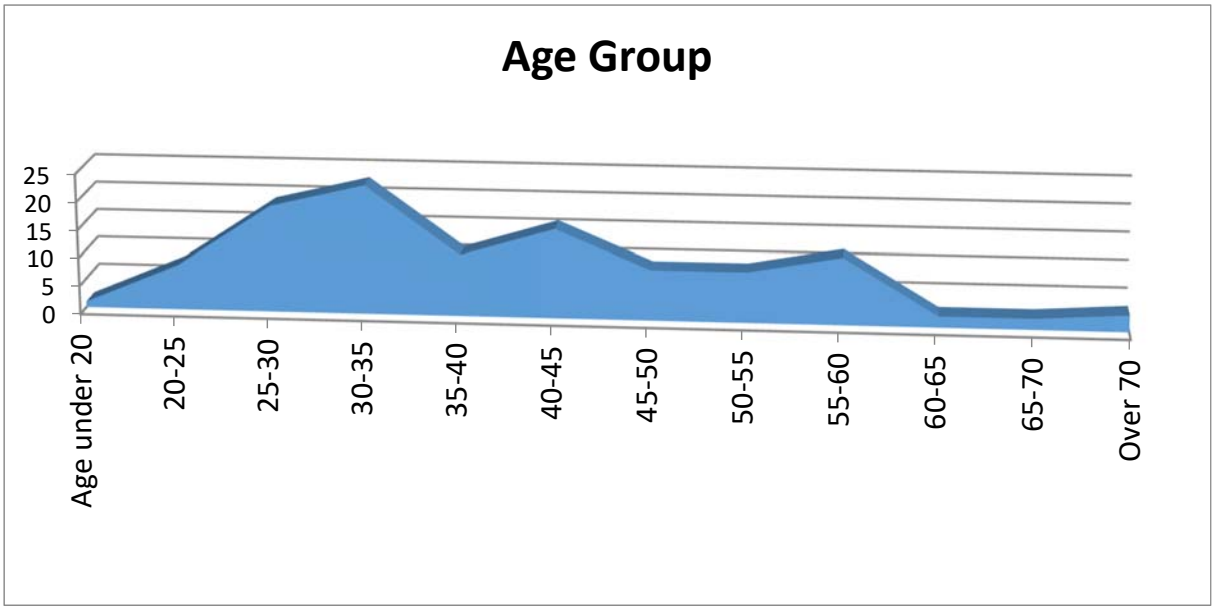

Chart 4: Distribution of Ages – February 2023

Demographics

Description	Wurr.	Pirl.	Mili.	Dar.	Total	%
Male	45	15	17	4	81	70%
Female	20	7	6	1	34	30%
ATSI	43	20	17	0	80	70%
NON-ATSI	22	2	6	5	35	30%
Full Time	23	10	12	3	48	42%
Part Time	2	7	6	0	15	13%
Casual	40	5	5	2	52	45%
Age under 20	1	0	0	0	1	1%
20-25	5	1	2	0	8	7%
25-30	13	4	2	0	19	17%
30-35	12	5	5	1	23	20%
35-40	7	0	3	1	11	10%
40-45	7	5	2	2	16	14%
45-50	8	0	1	0	9	8%
50-55	4	2	3	0	9	8%
55-60	5	5	2	0	12	10%
60-65	1	0	1	0	2	2%
65-70	0	0	2	0	2	2%
< 1 year of service	28	3	3	2	36	31%
1-2 years	17	1	2	0	20	17%
2-3 years	6	1	2	1	10	9%
3-4 years	5	3	0	0	8	7%
4-5 years	2	1	3	1	7	6%
5-6 years	1	1	0	1	3	3%
6-7 years	3	2	2	0	7	6%
7-8 years	0	0	3	0	3	3%
8-9 years	0	2	1	0	3	3%
9-10 years	1	0	2	0	3	3%
Over 10 years	2	8	5	0	15	13%
Total Employees	65	22	23	5	115	100%

Table 2: Monthly Demographics **–** February 2023

Annual Leave Liability

As of the 28th February 2023, the council's annual leave liability is for 9,837 hours totalling $428,187. The annual leave liability amount includes 17.5% leave loading.

New Hires

Position	Date Hired	Directorate	Employment Type
Outstations Officer	08 February 2023	Town Services	Casual

Terminations

Position	Termination Date	Directorate	Reason / Emp Type
Community Safety Officer	26 February 2023	Community Engagement	Resigned
Plumber	24 February 2023	Infrastructure	Resigned

Records Management EoM Report February 2023

BACKGROUND

This report is for the month of February 2023
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

Archive boxes

As of 28th February 2023, there have been 408 boxes securely stored at Iron Mountain facility, 10 Olive Place, Holtze NT 0829.

There was no storage activity recorded since 2017 and no records were found when the last box sent to Iron Mounting facility.

Wurrumiyanga, Pirlangimpil and Milikapiti have also stored the boxes in their possession but they are not in the secured facility like in the Iron Mountain storage in Darwin. It is recommended to count the boxes and check the condition of the boxes which were stored in Wurrumiyanga, Pirlangimpi and Milikapiti.

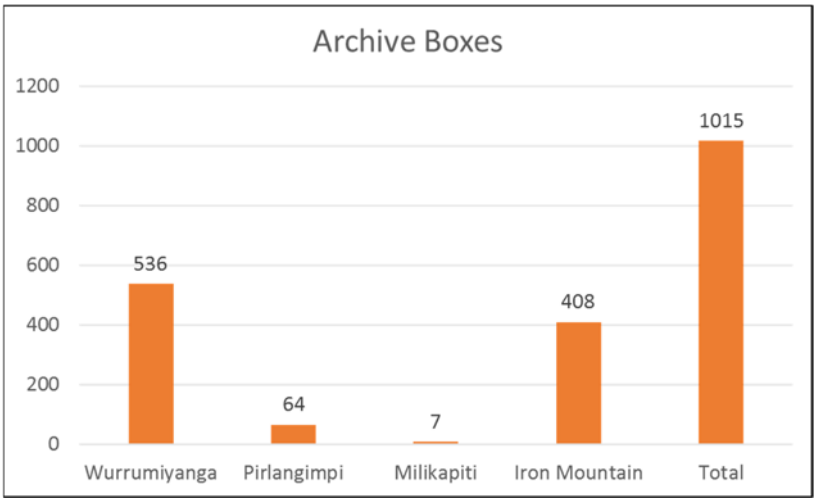

Chart 5: Archive Boxes

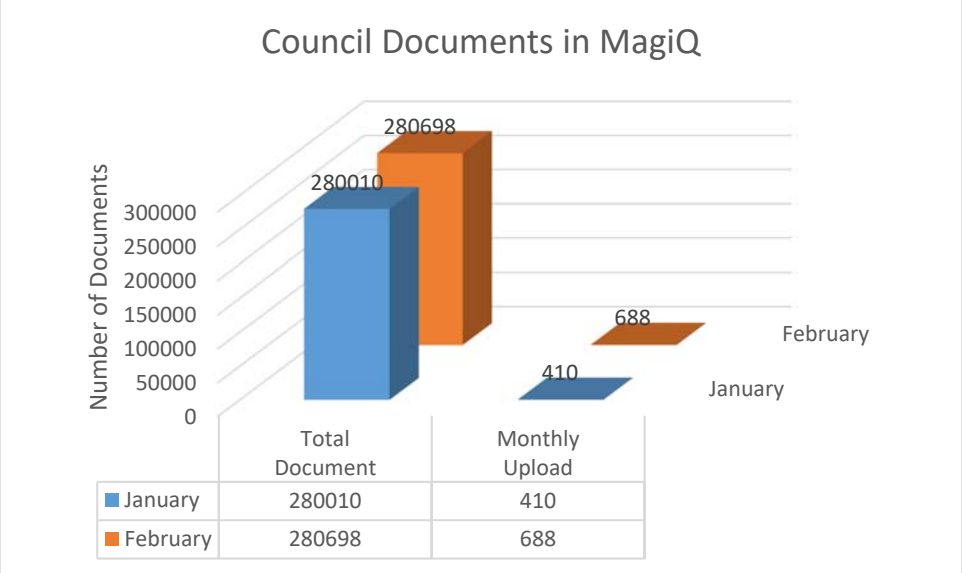

Chart 6: Documents in MagiQ in February 2023

Stakeholder Engagement/Meetings

Nil

Workers Compensation

Submitted

RECOMMENDATION:

That Council note this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	5.2
TITLE	Community Engagement Report
REFERENCE	245966
AUTHOR	Bill Toy, GM Community Engagement

BACKGROUND

This report illustrates the business within units including; Youth Diversion, Sports and Recreation, Libraries, Community Safety, Centrelink, Broadcasting, Animal Management, By laws and Administration.

Manager Community Engagement

General Business for the month
Department of Health Environmental Assessments Milikapiti

Services Australia Monthly Statistical report and Specified Personnel Training

NIAA Community Safety Contract management meeting

NIAA, Community Safety Night Patrol Six Month and Financial Reporting

Territory Families Youth Diversion Monthly Data

NT Police Youth Diversion Unit Client updates

Manager Organisational development, Recruitment Community Safety, Youth Diversion (Wurrumiyanga)

Office of Township Leasing, Airport Containers and owners

Acting Infrastructure Manager, Melville Island LA and Infrastructure projects

Milikapiti Water Park, Pirlangimpi Basketball Court and Cemetery Shades

School Principals in all three communities NAIDOC Celebrations Portrait painting

TFHC, Youth Diversion Monthly Contract Management meeting, staff changes

NT Police YDU, Case Management, Client Updates, Conferences and Assessments

Services Australia Cashless Debit Card program ending. New Contract signed.to provide Enhanced Income Management at Milikapiti and Pirlangimpi

Administration

MILIKAPITI

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.

- **Australia Post:**

Mail Bags collected daily and sorted and delivered to Australia Post via Fly Tiwi

- **Meeting Room Hire:**

Tiwi Islands Training & Employment Board (1 day)

- **Facility Hire: Nil**

- **Finance**

All receipted transactions entered in Corporate Services Tiwi Accounts spreadsheet. Eftpos receipts, Request to Invoice Customer, Purchase Orders sent to Accounts Receivable at end of day.
Cash Reconciliation form completed & ready for Banking
IWO**:** Work orders for the month sent to requesting Officer

- **Human Resources**: All matters including:
- **Attendance**: Coordinator on Sick Leave (3 weeks)
- **Incidents:** None for this reporting period
- **Recruitment:** None for this reporting period
- **Training:** None for this reporting period
- **Other:** Nil

- **Stakeholder Engagement/Meeting.**

Nil this month

- **Issues/Options/Consequences**

COVID-19 Hygiene Plans continue to be applied, hand sanitisers and wipes available for customers, and facilities cleaned before and after use

PIRLANGIMPI

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:**

No office closures during this month

- **Meeting Room Hire:**

Nil this month

- **Finance:** Problems again with Cash and Reconciliation spreadsheet, reported to finance

- **Australia Post**: All mail collected and sorted for distribution and collection.

Human Resources
All matters including:
- **Attendance:** Good
- **Incidents:** Nil
- **Recruitment**: Nil
- **Training:** Nil

Events
- Nil

Stakeholder Engagement/Meetings:
- Monthly community meeting

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

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.

General Business for the month
Messages and Announcements made over the radio whenever requested by community members, groups, stakeholders and businesses.

Human Resources
All matters including:
Incidents: Nil
Recruitment: Wurrumiyanga position advertised
Leave: Nil
Training: Nil this month

Stakeholder Engagement:
TEABBA Board Meeting
TITEB Radio broadcasting training

Centrelink

BACKGROUND
Centrelink Agent Offices at Pirlangimpi and Milikapiti offer assistance and support to all community members with Centrelink issues including Family payments, Age pensions, Disability support payments, Job search allowances and Study payments for youth. Offices in both communities are open to the public from 8:00am to 4:00pm Monday to Friday.

General Business for the month
Centrelink offices in Milikapiti and Pirlangimpi remained open throughout February. Clients continue to make use of the Self Help Computers, Phones and / or assistance provided by the Specified Personnel. Specified Personal Training modules completed by Manager and all Agents. Cashless debit card to end on March 6th being replaced with the Income Management Card.

Stakeholder Engagement/Meetings
Daily phone calls between Specified Personnel and Services Australia
Centrelink Tech team, troubleshooting computer issues.

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

Youth Diversion

General Business for the month
Youth Diversion Program currently case managing 9 clients across both islands. Community Safety Coordinator and Manager Community Engagement are assisting clients with fulfilling their obligations to the program. No Family group conferences conducted in this period. Three Assessments completed with new starters. Client updates and Monthly Data Reports updated and submitted to TFHC. Three finalisations this month, successful finalised by TIRC YDU. Youth Diversion Coordinator position has been filled by previous Community Safety Coordinator

Human Resources
All matters including:
- Incidents: Nil reported for the month
- Recruitment: Coordinator position filled
    - Training: - Nil this month

Stakeholder Engagement/Meetings
Toshiba Prior Territory Families
Aaron Muller, Melanie Baird NT Police YDU
Joanne Huyben Territory Families YDU
Wayne Bayliss NT Police

Remote Sports

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 continue to deliver the NTG Funded Remote Sports program by providing structured activities for people wishing to participate in Team Sports
Remote Sports officers have been opening the recreation hall in Milikapiti Wurrumiyanga
.
Human Resources
All matters including:
Incidents: Nil this month
Recruitment: Wurrumiyanga position re-advertised
Training: Nil this month

Stakeholder Engagement / Meetings:
Nil this month

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

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. to ensure their safety and as a strategy to help improve school attendance, Community Safety also assist with mediations, follow up on incidents reported and work with other agencies, providers and Stakeholders.

General Business for the month
Community Safety Night Patrol teams continue to patrol five to six days per week and attend Call Outs whenever necessary. Recruitment issues at Wurrumiyanga have been addressed. Currently there are two female and one Male vacant position at Wurrumiyanga. Community concerns with the number of Break In's at Wurrumiyanga increasing pressure on Community Safety Night Patrol staff although guidelines clearly state Night Patrol are not a security service and are not permitted to patrol community assets such as shops or offices.

Human Resources
All matters including:
- Incidents: Nil
- Recruitment: Wurrumiyanga Two Female and One Male Patroller
    - Training: - Continued Data Base Training Wurrumiyanga, Pirlangimpi and Milikapiti provided by Melville Coordinator

Events:
Nil for this month

Stakeholder Engagement/Meetings:
Manager / Coordinator and Staff Meetings
Milikapiti NT Police
Julie Kartinyeri NIAA

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

Attachments:
If you have an attachment for any part of your report, you will need to scan it in and send it to me as a titled PDF.

RECOMMENDATION:

That Council That Council receive and note this report as information.

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER 5.3
TITLE Town Services Report
REFERENCE 245967
AUTHOR David Ciosmak, Town Services Manager

Town Services/Inter-Island Ferry/Aerodrome/Civil Works/Outstations
February 2023 Report

Town Services - Wurrumiyanga
1.2 Training
Attempting to liaise with TITEB for future courses.
1.4 Parks and Gardens
- Council responsible areas maintained accordingly with a focus on the main street into town.
- Hard rubbish around the community removed prior to mowing verge.
- Slashing of drains, parks and several houses to assist older people in the community.

1.5 Waste Management (Town Services + Civil Works)
1.5.2 Garbage Truck
- Community bins emptied four times per week
- Preventative maintenance routinely conducted on Wednesdays, referencing a strategically designed check list
- Each pick-up location/area documented in checkpoint form to ensure all scheduled bins are collected
- The truck has been running consistently this month and the new driver is doing a great job

1.5.3 Wheelie Bins
- Wheelie bins have arrived in Wurrumiyanga and can be ordered through the council.

1.5.5 Landfill
- Due to the road conditions we have had no choice but to dump at the old transfer site.
- The skip bin truck is the only truck able to get to the dump.
- Council is still lacking in labour, funding and equipment to be able to manage the waste sites to a Minimum level
- TIRC to look at options/funding for all year road access to the dump.

1.6 Swimming Pool
- NBC has conducted a site visit and will present council a report which will dictate how we proceed.
- TIRC is looking to start works in June or July.
- Pool has been filled and community notified about status of works.

2. Inter-Island Ferry (Boat Shed)

- Ferry maintenance – Awaiting new outboards.
- Outboards will arrive next week and NT power sports will attend the site to install.

3. Aerodrome
- Daily inspections conducted with no major issues identified
- Slashing and mowing within the fence perimeter is in progress
- Slashing on both approaches complete and around secondary windsock
- Water on airport has made slashing outer perimeter impossible.

4. Civil Works
4.1 Routine town maintenance
- Potholes repairs will continue as the rain has washed old repairs away.
- Landfill operations routinely conducted weekly using the small loader.

4.2 Routine regional maintenance

- Grading has not been running due to weather and gearbox issues.
- Damage on the roads will be surveyed and repaired once weather permits.

4.3 Landfill

- Work conducted daily to consolidate waste.
- D6 dozer is currently in Darwin currently having major repairs conducted.

4.4 Projects

- TIRC has a lot of projects to complete. I am working on a priority basis to complete these projects with the assistance of Peter Cole.

5.1 Milikapiti Town Services and Civil Works

BACKGROUND

This report is for the Month of February 2023

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.

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 Gladys.

Maintenance:

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

The water tank has been hooked up to the old bore but requires a new pump.

TOWN/ROAD WORKS:

- Rubbish collection walk through main areas, with garbage bags twice a week.
- Old items/rubbish outside people houses taken to the Tip.
- Push Rubbish in Tip with Loader. Done with Loader.
- Clean Workshop take rubbish to Tip. Done with Bobcat and Tip Truck.
- Helped Mechanic whenever he needed help with anything within the workshop or outside the workplace. 2 Town Services 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.
- Whipper snip main areas of the community. 3 whipper Snippers.

CIVIL WORKS

- Removing trees off roads. Work to repair damage will start once weather subsides.

6.1 PIRLANGIMPI TOWN SERVICES AND CIVIL

6.2 WASTE COLLECTION AND MANAGEMENT:

- Waste collected twice a week Monday &Friday between the hours of 8am to 12pm
- General community litter hand picked up by Town Services in garbage bags twice a week.
- Drain ways cleaned and rubbish removed from inside.
- Replacement rubbish truck is running with no issues.

6.3 TOWN/ROAD WORKS

- Mowing of community areas
- Collection of freight from airport and barge
- Cleanup of rubbish from shop and high traffic areas
- Patch potholes

6.5 CIVIL WORKS

- There was some grading and road clearing on road to the dump.
- Grading of Paru road and 3 ways to Milikapiti road.
- Grading of main entrance road into town.

7.1 OUTSTATIONS

7.2 Ranku

- Currently no houses occupied at Ranku.

Power

- Only one generator working. Other genset is awaiting parts approx… 3 months

Slashing/Mowing

- Slashing and Mowing has been completed

Water

- Running as normal

HMS (Housing Maintenance Services)

- No report

7.2 Paru

Power

- Quotes submitted for capital grants for new solar systems.

Slashing/Mowing

- Mowing completed.

Water

- No water outages

HMS (Housing Maintenance Services)

- Repairs to roof at Charlies house.

7.3 4-Mile

Power

- Power was out due to a tree falling on the lines

Slashing/Mowing

- Slashing and mowing completed

Water

- Two water leaks have been repaired.

HMS (Housing Maintenance Services)

- No report

7.4 Pitjamirri

Power

- No outages

Slashing/Mowing

- Slashing and mowing to be completed in next few weeks.
- Removal of rubbish

Water

- No outages

HMS (Housing Maintenance Services)

- Replacement of roofing 100 % complete

Future Projects

- Upgrade of solar power system – Funding application has been submitted.
- Preparation for upcoming funeral at this homeland.

7.5 Takapimiliyi

Power

- No outages

Slashing/Mowing

- Up to date

Water

- No outages

HMS (Housing Maintenance Services)

- Plumbing and electrical work to be conducted when on next visit

Future Projects

- TIRC and offgrid have completed the install of the solar hybrid farm. We are just waiting on a cable to switch over to the new system.
- Fence around solar panels has been installed.

7.6 Condor Point

Power

- No outages

Slashing/Mowing

- Slashing to be scheduled. Weather and roads permitting

Water

- No outages to report

Future Projects

- Grade access track (MES)
- Graded Fire Break (MES)
- Rodent & Pest control (HMS)
- Solar inspection (MES)
- Repairs to Infrastructure (HEA)

RECOMMENDATION:

That Council accepts and considers the report for information .

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER 5.4
TITLE Infarstructure Report : Peter Cole
REFERENCE 245968
AUTHOR Peter Cole, Infrastructure

REPORT FOR ORDINARY COUNCIL MEETING 03/2023

Wurrumiyanga –
Swimming pool –
Hi Tech pool and spa site visit: Assessment of the filtration and chlorination system

- Quote on 12 month supply of chemicals
- Training for pool attendants
- Supply of equipment
- Clean pool

Site visit planned for Kwikcut :

- This contractor specialises in Leak detection and repair of leaky pools
- Has the certification for repairs to the expansion joint
- 10 year guarantee on repairs to leaks
- Has the ability for carryout full leak test and pressure testing of the pool pipework
- Has the personnel to do repair work to the tiles and broken section of the pool.

Renko : Site visit to carryout upgrade to the current electrical and power supply to pool and assets assoc. with the pool.

Shipping containers:

- Quote from one company for supply of 2 x Dangerous goods containers for chemical storage. Current
- Sheds are U/S and will be removed

Football oval: Repairs to the stands, fit new shade cloth to the grand stand, work on the storage tank compound, fitting a Water outlet to the oval gates for the teams. Looking at introducing water sprays – making enquiries.

Roads: Engineers have visited the 3 communities – submitted assessment – preparing a scope for tender purposes.

Internal roads:

Housing: Commencing work on the CEO's house CEO Vehicle Stolen just recently – recovered – little damage – security review – extra locks – seeking ways to make council offices more secure – upgrading alarm system to include a UPS system, this will allow the alarm system to function even if the power is disconnected by intruders.
S&R hall Commencing working with the consultant NBC in preparation of drafting up scope for engineers to inspect and to have a costing for the funding body – review of current scope.

Pirlangimpi : Talking to plumbers re: water meters at the beach front and down at the barge landing – engineers have drawn up dimensions for the footy oval – up to NTFL standards – talking to Cadillac Transport about conversion of the old rubbish truck – removing the bin, fitting a tray, fitting a pintel tow hook to move around the digger, need to

get a quote for a trailer for the digger, talking to EJA re: survey of the toilet at the crèche to subdivide – starting to write to OTL re: water meters etc., - liaison with Power Water regarding the water meters, made application for new ride on mower, made application for replacement of the cement mixer bin and replacement. PO raised for fitting lights to the pool, inspecting work required for the vacant police house. Need to sort out some of the trees close to our houses. Need decision on revote on basketball project.

Milikapiti Water Park – survey of lot completed – Lucid have submitted paper work to power water seeking the go ahead for the site – consultancy with Water playgroup to do site investigation as to what is required to complete the site works already done. Tried to find history attached to this project – most of paperwork missing – this is the same with all of the projects, Quotes for the electric bar b ques received – trees to be removed – electrical upgrade to be carried out.

Footy oval – after the wet finish of the sewerage works and complete the ground works – extend the oval to meet NTFL specifications –

Rec hall – white ant in the hall – arrange for concrete edging to have drill and inject with appropriate pesticide,

Draftsman to visit and to do drawing for the office building – submit plans to council – these drawings can be used for tendering purposes at a later date – urgent work is needed to rectify the situation of the toilet being beside the kitchen area – embarrassing when visitors arrive especially court. Lights ordered for the airport. Preparing a scope to present to the MLA regarding the upgrade of the tank and plumbing at the airport –

Projects Liaising with the Project team with sorting out acquittals and reporting on a number of projects that are historical, some going back many years – prepared submission for CBF funding – submission included mowers, ride on and replacement of the cement truck mixing bin. With this funding round had to make quick decision based on previous Council requests.

Peter Cole

RECOMMENDATION:

That Council review and consider the report for informational purposes

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER 5.5
TITLE Finance End of Month Report - February 2023
REFERENCE 245973
AUTHOR Bala Donepudi, Chief Financial Officer

BACKGROUND

Statement of Financial Performance for the period ended Feb 2023

Income	Year to Date				Full Year
	Actual	Budget	Variance*	%	Budget
61 - Income Rates and Charges	3,127,853	2,098,605	1,029,248	49%	3,147,908
62 - Income Council Fees and Charges	889,518	1,038,500	(148,982)	-14%	1,557,750
63 - Income Operating Grants Subsidies	5,534,865	5,781,093	(246,229)	-4%	10,171,640
66 - Income Reimbursements and Others	82,388	73,324	9,064	12%	109,986
67 - Income Agency and Commercial Serv	434,310	642,500	(208,190)	-32%	963,750
69 - Income Sale of Assets	0	1,000	(1,000)	-100%	1,500
Total Operating Revenue	**10,068,934**	**9,635,023**	**433,911**	**5%**	**15,952,534**
Expenditure					
71 - Employee Expenses	4,181,488	4,492,839	311,351	7%	6,739,258
72 - Contract and Material Expenses	2,197,879	4,531,535	2,333,656	51%	8,157,303
73 - Finance Expenses	3,347	5,076	1,729	34%	7,614
74 - Communication Expenses	335,624	275,410	(60,214)	-22%	553,115
75 - Asset Expense	1,228,357	1,359,217	130,860	10%	2,038,825
79 - Miscellaneous Expenses	942,099	1,192,626	250,527	21%	1,788,938
Total Operating Expenditure	**8,888,794**	**11,856,702**	**2,967,908**	**25%**	**19,285,052**
Allocations	**0**				
Net Surplus/(Deficit)	**1,180,140**	**(2,221,680)**	**3,401,820**		**(3,332,518)**
Adjust for Capital and Depreciation					
Less: Capital Expense	319,204	376,667	57,462	15%	565,000
Add back: Depreciation expense	1,228,357	1,359,217	(130,860)	-10%	2,038,825
Net Cash Surplus/(Deficit)	**2,089,292**	**(1,239,130)**	**3,328,422**		**(1,858,693)**
Restricted Cash Carried Forward	0	1,240,465	(1,240,465)	-100%	1,860,697
Total Surplus/(Deficit)	**2,089,292**	**1,335**	**2,087,957**		**2,004**
Represented by:					
Tied Funding Surplus/(Deficit)	1,959,503	49,879	1,909,624		74,819
Untied Funding Surplus/(Deficit)	129,789	(48,544)	178,334		(72,815)
* **Note: Negative variances ( ) are unfavou**	2,089,292	1335			2004

Current Operating Accounts & Cash on Hand

Account Balances as at 28st Feb 2023:

	$
Operating Account	$135,873
Trust Account	$2,681,607
Christmas Saving Account	138

NIAA Bank Account	$2,060,879
Cash Deposit Account (credit cards)	$50,898
Cash on hand	$974
	$4,930,368

Cash Funding Type Split

	$
Tied Funding	$2,587,046
Untied Funding	$2,343,322
	$4,930,368

Ageing Receivables

The outstanding Debtors owed to Council at the end of Feb 2023 total $ 113,225. The ageing of the outstanding receivables balances is as follows:

Description	Outstanding	Unapplied Credits	Current	>30days	>60days	>90days
Debtors	**113,225.33**	**($4,946)**	**$29,707**	**$8,868**	**$7,436**	**$72,161**

The total Rates & Charges Outstanding at the end of Feb 2023 is $ 427,880 of this $239,628 relates to the 2022-23 financial year.

Description	Outstanding	2022-23	Previous Years
Rates & Charges	**$427,880**	**$ 188,251**	**$ 239,629**

Ageing Payables

The outstanding amounts owed by Council to Creditors at the end of Feb 2023 total $ 13,378. The ageing of the outstanding balance is as follows:

Outstanding	Unapplied Credits	Current	>30days	>60days	>90days
$ 13,378	**(5,010)**	**$2,279**	**$738**	**$10,695**	**$13,695**

Statement of Financial Performance for the period ended Feb 2023						
Income	**Year to Date**				**Full Year**	
	Actual	**Budget**	**Variance***	**%**	**Budget**	
61 - Income Rates and Charges	3,127,853	2,098,605	1,029,248	49%	3,147,908	FY 2023 Rates Run completed
62 - Income Council Fees and Charges	889,518	1,038,500	(148,982)	-14%	1,557,750	Income for property fees less than the budget
63 - Income Operating Grants Subsidies	5,534,865	5,781,093	(246,229)	-4%	10,171,640	
66 - Income Reimbursements and Others	82,388	73,324	9,064	12%	109,986	
67 - Income Agency and Commercial Serv	434,310	642,500	(208,190)	-32%	963,750	Income from Fuel sales is reduced & Airport invoices to be sent.
69 - Income Sale of Assets	0	1,000	(1,000)	-100%	1,500	
Total Operating Revenue	**10,068,934**	**9,635,023**	**433,911**	**5%**	**15,952,534**	
Expenditure						
71 - Employee Expenses	4,181,488	4,492,839	311,351	7%	6,739,258	Unspent grant areas in CEO, Infrastructure , Grants Policy.
72 - Contract and Material Expenses	2,197,879	4,531,535	2,333,656	51%	8,157,303	Underspent in LCRI , R2R , LAPF , Community Saftey fundings.
73 - Finance Expenses	3,347	5,076	1,729	34%	7,614	
74 - Communication Expenses	335,624	275,410	(60,214)	-22%	553,115	Overspend on Network Charges
75 - Asset Expense	1,228,357	1,359,217	130,860	10%	2,038,825	
79 - Miscellaneous Expenses	942,099	1,192,626	250,527	21%	1,788,938	
Total Operating Expenditure	**8,888,794**	**11,856,702**	**2,967,908**	**25%**	**19,285,052**	
Allocations	**0**					
Net Surplus/(Deficit)	**1,180,140**	**(2,221,680)**	**3,401,820**		**(3,332,518)**	
Adjust for Capital and Depreciation						
Less: Capital Expense	319,204	376,667	57,462	15%	565,000	
Add back: Depreciation expense	1,228,357	1,359,217	(130,860)	-10%	2,038,825	
Net Cash Surplus/(Deficit)	**2,089,292**	**(1,239,130)**	**3,328,422**		**(1,858,693)**	
Restricted Cash Carried Forward	0	1,240,465	(1,240,465)	-100%	1,860,697	
Total Surplus/(Deficit)	**2,089,292**	**1,335**	**2,087,957**		**2,004**	
Represented by:						
Tied Funding Surplus/(Deficit)	1,959,503	49,879	1,909,624		74,819	
Untied Funding Surplus/(Deficit)	129,789	(48,544)	178,334		(72,815)	
* **Note: Negative variances ( ) are unfavou**	2,089,292	1335			2004	

Council's Statutory Payments and Reporting Obligations:

Fringe benefits Tax:

Council's FY 2022 Fringe benefits tax return has been accepted and processed by ATO.

Insurance:

Council Insurance policy is renewed through the insurance broker JLT for FY 22-23. The policy coverage starts from 1st July 22 to 30th June 23.All JLT invoices are paid.

Superannuation:

Council's has processed its Superannuation liability for the period till 20th Nov 22 on 06th Dec 22.
We are up to date with our Superannuation Compliance.

PAYG:

The tax Withheld from the staff salaries is remitted to the tax office on a Weekly basis. Latest Instalment PAYG of TIRC was released on 06th Feb 23.
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. Feb-22 BAS is filled on 01st March 23.

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 28 Feb 2023.

ATTACHMENTS:
1 Cashflow.pdf

Cash Flow

as at 28 Feb 2023

Description	Opening	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Adj	Closing	YTD	%
Cash Accounts																	
Cash at Bank Operational General	52,965	(134,388)	142,885	43,285	(14,543)	60,806	(214)	(119,676)	(71,594)	-	-	-	-	-	(40,475)	(93,440)	(176%)
Cash at Bank Trust General	4,237,983	(1,125,154)	112,221	1,806,527	(422,475)	(531,365)	(692,315)	(93,301)	(434,166)	-	-	-	-	-	2,857,954	(1,380,029)	(33%)
PMC Bank ACCOUNT	1,459,016	454	1,134	291,563	2,532	293,047	3,635	4,702	4,797	-	-	-	-	-	2,060,879	601,863	41%
Staff Christmas Savings Account	79,399	32,275	60	40,760	5,620	4,995	(163,115)	148	(5)	-	-	-	-	-	137	(79,262)	(100%)
Cash on hand Milikapiti	1,610	-	(1,610)	-	-	-	-	-	-	-	-	-	-	-	-	(1,610)	(100%)
Cash on Hand Pirlangimpi	732	-	(732)	-	-	-	-	-	-	-	-	-	-	-	-	(732)	(100%)
Cash on hand Nguiu	1,328	-	(354)	-	-	-	-	-	-	-	-	-	-	-	974	(354)	(27%)
Cash Deposit account (Credit cards)	50,898	-	-	-	-	-	-	-	-	-	-	-	-	-	50,898	-	0%
Total Cash Accounts	5,883,931	(1,226,812)	253,604	2,182,135	(428,865)	(172,516)	(852,011)	(208,128)	(500,968)	-	-	-	-	-	4,930,368	(953,562)	(16%)
Operating Activities																	
Receipts	-	1,801,232	965,036	3,808,782	463,667	885,433	407,673	919,412	610,930	-	-	-	-	-	9,862,165	9,862,165	
Income Rates and Charges	-	29,317	46,734	2,632,039	142,410	58,347	99,429	16,329	790	-	-	-	-	-	3,025,396	3,025,396	
Income Council Fees and Charges	-	224,459	49,840	64,870	74,812	147,396	115,019	147,919	65,203	-	-	-	-	-	889,518	889,518	
Income Operating Grants Subsidies	-	1,896,103	955,866	940,011	149,000	519,329	4,555	681,000	389,002	-	-	-	-	-	5,534,865	5,534,865	
Income Investments	-	1,755	4,018	6,331	7,970	12,881	13,258	13,487	12,095	-	-	-	-	-	71,796	71,796	
Other Operating Receipts	-	(350,402)	(91,423)	165,531	89,474	147,482	175,412	60,678	143,839	-	-	-	-	-	340,591	340,591	
Payments	-	3,125,191	530,308	1,648,093	911,430	995,327	1,185,344	1,070,923	1,109,064	-	-	-	-	-	10,575,681	10,575,681	
Employee Expenses	-	480,557	480,114	462,139	502,711	509,405	520,316	710,213	516,034	-	-	-	-	-	4,181,488	4,181,488	
Contract and Material Expenses	-	435,823	(19,434)	930,624	266,895	337,126	281,148	226,076	397,176	-	-	-	-	-	2,855,434	2,855,434	
Finance Expenses	-	404	493	473	456	430	388	393	310	-	-	-	-	-	3,347	3,347	
Other Operating Payments	-	2,207,588	69,137	252,829	139,608	148,425	359,217	125,122	194,348	-	-	-	-	-	3,496,273	3,496,273	
Other Operating Payments	-	749	-	-	-	-	-	5,862	1,144	-	-	-	-	-	7,754	7,754	
Other Operating Payments	-	71	-	2,029	1,760	(59)	24,275	3,256	52	-	-	-	-	-	31,384	31,384	
Total Operating Activities	-	(1,323,960)	434,727	2,160,689	(447,763)	(109,894)	(777,671)	(151,510)	(498,135)	-	-	-	-	-	(713,516)	(713,516)	
Investing Activities																	
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Proceeds from Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Payments	-	-	131,080	(68,549)	-	61,447	56,618	56,618	2,834	-	-	-	-	-	240,046	240,046	
Purchase of Assets	-	-	131,080	(68,549)	-	61,447	56,618	56,618	2,834	-	-	-	-	-	240,046	240,046	
Total Investing Activities	-	-	(131,080)	68,549	-	(61,447)	(56,618)	(56,618)	(2,834)	-	-	-	-	-	(240,046)	(240,046)	
Financing Activities																	
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Repayment of Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Increase or (Decrease) in Cash Held	-	(1,323,960)	303,647	2,229,238	(447,763)	(171,340)	(834,289)	(208,128)	(500,968)	-	-	-	-	-	(953,562)	(953,562)	
Accumulated Cash Balance	5,883,931	4,657,118	4,910,722	7,092,857	6,663,991	6,491,475	5,639,464	5,431,337	4,930,368	-	-	-	-	-	4,930,368	953,562	

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Attachment 1

REPORTS FOR INFORMATION

ITEM NUMBER	5.6
TITLE	Second Budget Review 2022/23
REFERENCE	245974
AUTHOR	Bala Donepudi, Chief Financial Officer

BACKGROUND

The purpose of this report is to provide the Council with the second Review of the Budget for 2022-2023

BACKGROUND

The Local Government (General) Regulations, 2019 state in section 9 that the council budget must be reviewed on at least one occasion between 1 July and 31 December; and again between 1 January and 30 April.

Summary:
A review of the 2022/2023 budget has been undertaken by the council management.
Changes are recommended to the council budget contained in regional plan.
The amended 2022/23 budget has been drafted for council's approval.
The Budget review papers will be presented to the council for discussion on 22 March 2023

RECOMMENDATION:

That Council:

1. **Adopts the Revised budget for 2022-23 as per Section 203(2) of the *Local Government Act 2019*,**

1.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER 6.1
TITLE TIRC approve Higher Duties Policy
REFERENCE 245972
AUTHOR Allan McGill, Temporary Chief Executive Officer

This report seeks Council approval for renew the Higher Duty Policy

BACKGROUND

The Council has a suite of approved policies that guide its operations. These are reviewed on a regular basis to ensure that they remain relevant and up to date.

ISSUES/OPTIONS/CONSEQUENCES

The Higher Duties Policy has been reviewed by Council staff and are now presented to the Council for approval:

- Higher Duties Policy – due for review March 2020. Reviewed with minor changes

CONSULTATION & TIMING

Council staff revised the policy

RECOMMENDATION:

That Council adopt and approve the revised Higher Duties Policy.

ATTACHMENTS:

1 17 - Higher Duties Policy- DRAFT February 2023.pdf

Tiwi Islands Regional Council

Title:	**Higher Duties Policy**
Policy No:	017
Adopted By:	Council
Next Review Date:	22 March 2025
Responsibility:	Chief Executive Officer
MagiQ Documents ID:	151195

Version	Decision Number	Adoption Date	History
1	Resolution 6 of 18-09-14	18 September 2014	Original document
2	Resolution 8 of 30-03-17	30 March 2017	Review
3	TBA	TBA	30 March 2017

Background: Higher Duties are used to fill positions during leave absences of staff; it provides the opportunity for staff to act in a higher grade position, learn the requirements of a higher grade position, gain experience, build capacity and enhance career advancement, caretaking of the higher position and smooth operational performance of the organisation. Higher duties should be used to encourage staff who have shown a willingness and capacity to expand their work knowledge and skills, it can reward desirable workplace behaviour, it is not a right of a subordinate employee.

This document explains the parameters applying to the use of Higher Duties.

Parameters:

- In the event of a leave absence from the workplace of 2 weeks or more, a senior manager, manager, coordinator, or team leader should consider placing a subordinate employee to act in their position under Higher Duties. Acting in a position and Higher Duties cannot occur if the incumbent employee is on duty (i.e. not on leave) but absent from the workplace e.g. attending a multi day workshop.
- In considering such an employee for placement in Higher Duties, the knowledge, ability and capacity of the subordinate officer to step up to a higher grade should be considered, also their willingness to undertake higher duties while maintaining functionality of their existing position. The role, obligations and caretaker role should be explained.
- Should the subordinate officer decline Higher Duties OR if senior person does not wish to place a subordinate employee in an acting and higher duties role, this should be discussed with the CEO so that critical duties can be managed by alternate means.

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- The percentage of Higher Duties will be proposed and agreed between the parties but may not be less than 30% and maximum of 80% of the duties of the higher position, recorded on the Higher Duties form.
- A Higher Duties Request form must be filled out and approved by the CEO prior to the period of Higher Duties,
- Higher Duties must be worked for a minimum of 10 working days to be payable.
- Higher Duties Allowance will not apply if the employee takes leave, is on leave or if there are Public Holidays (LGIA Section 18.2) or Special Leave days occurring during the period of Higher Duties.
- Higher Duties Allowance will be paid at the base salary rate for the position (not the rate of the incumbent officer); in arrears, after attendance is checked and the percentage of work has been confirmed by the incumbent employee, this advice must be sent to HR prior Pay Period Ending and payment of Higher Duties.
- The incumbent officer should discuss the performance of the subordinate officer and record this information in writing, then send it CEO for review and to HR for filing.

DRAFT

REPORTS FOR DECISION

ITEM NUMBER	6.2
TITLE	Policy Review - Accounting Policy and Manual
REFERENCE	246014
AUTHOR	Bala Donepudi, Chief Financial Officer

The council is being presented with one policy for review, comment, amendment where appropriate and adoption if accepted

BACKGROUND

The council has a suite of approved policies that guide its operations .These policies are reviewed on regular basis to ensure that they remain relevant and up to date.

ISSUES/OPTIONS/CONSEQUENCES

The following polies have been reviewed by the council personnel and are now presented to council for its consideration:

- Accounting Policy and Manual – Due for review .This policy has been reviewed and updated

The main change in the review is the treatment of unexpended grant liability .Grants that were held in Unexpended grant liability for more than seven years are to be transferred to general revenue.

The Accounting Policy and Manual will be tabled on the day.

RECOMMENDATION:

That council adopt and approve the following attached policy manual:

- **Accounting Policy and Manual**

ATTACHMENTS:

REPORTS FOR DECISION

ITEM NUMBER	6.3
TITLE	TIRC approve Drug and Alcohol Policy
REFERENCE	246023
AUTHOR	Allan McGill, Temporary Chief Executive Officer

SUMMARY

This report seeks Council approval for renew the Drug and Alcohol Policy

BACKGROUND

The Council has a suite of approved policies that guide its operations. These are reviewed on a regular basis to ensure that they remain relevant and up to date. This policy outlines TIRC commitment to a safe workplace and is aimed at preventing, or minimising, any risk of injury or harm to the health and safety of its workers, or others at the workplace, from the use of alcohol or drugs.

ISSUES/OPTIONS/CONSEQUENCES

The Drug and Alcohol Policy has been reviewed by Council staff and are now presented to the Council for approval:

- Drug and Alcohol Policy – due for review August 2022. Reviewed with minor changes

CONSULTATION & TIMING

Council staff revised the policy.

RECOMMENDATION:

That Council adopt and approve the revised Drug and Alcohol Policy.

ATTACHMENTS:

1 Policy 21 - TIRC WORKPLACE DRUG AND ALCOHOL POLICY - Draft 2023.pdf

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Title:	**Workplace Drug and Alcohol Policy**
Policy No:	021
Adopted By:	Council
Next Review Date:	August 2024
Responsibility:	Chief Executive Officer
InfoXpert Document Number:	193828

Version	Decision Number	Adoption Date	History
1	Resolution 5 of 31-8-16	31 August 2016	Doc ID: 193826
2	Resolution 29 of 29/08/18	29 August 2018	Doc ID: 219838
3	TBA	22 August 2024	193828

Purpose

Tiwi Islands Regional Council (TIRC) is committed to providing a safe and healthy work environment, so far as is reasonably practicable in which all employees are treated fairly, with dignity and respect. The use of drugs and alcohol may impact on an individual's capacity to perform work safely, efficiently and with respect, thereby posing a risk to the health and safety of the individual and others at the workplace.

This policy outlines TIRC commitment to a safe workplace and is aimed at preventing, or minimising, any risk of injury or harm to the health and safety of its workers, or others at the workplace, from the use of alcohol or drugs. It describes the standards of behaviour expected in relation to the use of drugs and alcohol, the responsibilities of TIRC, works and others at the workplace, and the consequences of breaching the policy.

Commencement of Policy

This second version policy will commence from the date approved. It replaces all other Workplace and Alcohol Policies of TIRC.

Background

Drugs or alcohol can be a contributing factor in workplace accidents. People dangerously affected by alcohol or other drugs are a safety hazard to themselves and all others present in the workplace. There can also be legal ramifications, resulting reduced Workcover payments and even common law claims if an affected worker hurts a member of the general public.

Scope

This Policy applies to:

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- All TIRC employees (including Elected Members and Local Authority Members) and all persons performing work at the direction of, or on behalf of TIRC (for example contractors, subcontractors, agents, consultants, and temporary staff) collectively referred to as 'workers');
- All of TIRC workplaces and to other places where workers may be working or representing TIRC for example, when visiting a customer, client or supplier (collectively referred to as 'workplace'); and
- All work-related functions, for example, work lunches, conferences, Christmas parties and client functions.
- This policy has been developed and implemented in consultation and co-operation with TIRC workers and/or the work, health and safety representatives. It does not form part of any employee's contract of service, nor does it form part of any contract for service.

Definitions

The following are terms used in this Policy:

'Drugs' – include illegal drugs, prescription or pharmacy drugs, or synthetic drugs as defines below.

'Illegal drugs' – include:
Any drug prohibited by Australian State, Territory or Federal law or any other laws (including foreign and international laws) to which TIRC is subject or which apply to the work performed at or for TIRC;

Prescription or pharmacy drugs (as defined below) which are used without the necessary prescription, or for non-medical purposes;

'Synthetic drugs' (whether prohibited by law or not), being a psychoactive herbal and/or chemical product which, when consumed, mimics the effects of a prohibited drug, for example synthetic cannabis (aka 'Kronic').

'Management' – means TIRC managers, supervisors, team leaders (whichever are relevant) and all employees with supervisory responsibilities.

'Prescription drugs' – mean lawful drugs which are prescribed by a medical practitioner for a diagnosed medical purpose and issued by a pharmacist.

'Pharmacy drugs' – mean drugs which are lawfully available at Australian pharmacies (without a prescription) and are required for a legitimate medical purpose.

'Under the influence' – means that a person's faculties are impaired by the use of drugs or alcohol to the extent that the person is unfit to be entrusted with a duty they perform, or may be called on to perform, with efficiency and safety to themselves and others.

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Responsibilities of workers

It is the worker's responsibility to:

- comply with this policy;
- observe all directions from TIRC in regards to this policy;
- recognise that performance of duties could be affected by alcohol or drugs ; and
- immediately notify management if they are aware of any breach of this policy by another worker. Subject to any disclosures required by law, any notifications received by management will be treated confidentially. Failure to report any breach of this policy by another worker may itself constitute a breach of this policy.

Except as set out in this Policy, worker must not:

- manufacture, possess, distribute, sell, purchase, use or consume illegal drugs in the workplace. Such conduct constitutes serious misconduct. It may also constitute a criminal offence, in which case TIRC may notify the police, or other appropriate government authority;
- work while under the influence of drugs or alcohol, particularly where the worker's judgement and performance may be impaired by the drugs or alcohol;
- attend work, commence or return to work while under the influence of alcohol and/or drugs; or
- consume alcohol and/or drugs during work, or at the workplace (note qualification for prescription and pharmacy drugs below).

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Responsibility of management

Management is responsible for ensuring that this policy is implemented in their business unit. This includes ensuring:

- all workers are made aware and understand this policy
- risk assessments are undertaken on work task in consultation with workers and/or work health and safety representatives;
- the behaviour of workers is observed to ensure adherence with the policy;
- any concerns or issues are addressed proactively and expediently to ensure the health and safety of all workers;
- support is provided to workers where appropriate; and
- any suspected breaches of this policy are acted on promptly and in accordance with this policy.

Prescription and pharmacy drugs

Where a worker is taking prescription or pharmacy drugs for medical purposes, the worker will not breach this policy by attending work, if the worker:

- takes the prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions applying to the use of those drugs;
- does not misuse or abuse the use of prescription or pharmacy drugs;
- ensures they are able to perform their work effectively, competently and safely;
- informs themselves of the impact of consumption of alcohol with prescription and pharmacy drugs and they limit consumption accordingly;
- checks with their medical practitioner or pharmacist about the effect of the drug on their ability to drive vehicles operate machinery and safely perform their normal work duties.

If a worker's ability to perform work competently, efficiently and safely is affected, the worker should obtain this advice in writing from the medical practitioner, or pharmacist, and provide it to their manager or supervisor as soon as possible and before undertaking their work.

If TIRC suspects that the workers ability to safely perform work is affected, TIRC may take steps to address the issue in accordance with this policy.

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Consumption of alcohol – workers responsibilities

TIRC recognises that at some work related functions responsible consumption of alcohol is allowed, for example, at a staff function, Christmas party or customer function. Workers must not consume alcohol in the workplace or at work-related functions unless specifically authorised by Management to do so.

The following restrictions apply at all work-related functions:

- workers must consume alcohol responsibly;
- workers must not become drunk. As set out above, it is a condition of waiving the prohibition on alcohol that workers consume alcohol responsibly. Inebriation does not diminish a worker's responsibility for misconduct;
- workers must uphold an appropriate standard of behaviour at all times, consistent with TIRC's codes of conduct and workplace policies;
- the restrictions set out below in relation to TIRC vehicles and machinery continue to apply; and
- a worker is not permitted to consume alcohol at a function if they are expected to return to the workplace at its conclusion.

If a worker breaches this policy at a work related function and acts inappropriately, the worker may be subject to disciplinary action, and may not be permitted to consume any alcohol at future work related functions.

The prohibition relating to drugs will not be waived in any circumstances, except in relation to prescription and pharmacy drugs as set out in this policy.

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Driving TIRC vehicles and machinery

Alcohol and Illegal Drugs

TIRC has a legal obligation to provide a safe and healthy working environment for its workers and others in the workplace as far as is reasonably practicable. To ensure a safe environment, no machinery or vehicles are to be operated or used by anyone who is under the influence of alcohol, or used or consumed illegal drugs. In reference to alcohol, TIRC defines under the influence as an employee records a blood alcohol content (BAC) in excess of 0.00.

TIRC will not accept liability for any damage to a TIRC vehicle, an injury to another person, or damage to other property caused by a worker's use of a TIRC vehicle while intoxicated from alcohol or illegal drugs. The worker will be personally liable in such circumstances.

Prescription and pharmacy drugs

Where a worker is taking prescription or pharmacy drugs that contain a warning that the person should not drive a vehicle or operate machinery, then that worker must not drive a TIRC vehicle or any vehicle, or operate machinery unless contrary specific medical advice is obtained and confirmed in writing, from the worker's medical practitioner.

If a worker is taking prescription or pharmacy drugs and feels that their ability to safely drive a vehicle or operate machinery is affected, the worker must not drive a TIRC vehicle, or any vehicle, or operate machinery and must notify their manager or supervisor immediately.

Smoking

Smoking is not permitted at any of TIRC's workplaces, except in specifically designated areas.

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What will TIRC do if it suspects a worker is affected by drugs or alcohol?

If TIRC suspects, on reasonable grounds, that a worker is under the influence of drugs or alcohol in breach of this policy, TIRC will take steps to address the issue.

Reasonable grounds may include (but are not limited to) where the worker:

- is unable to coordinate their actions;
- has red or bloodshot eyes, or dilated pupils;
- smells of alcohol;
- acts contrary to their normal behaviour;
- exceeds alcohol concentration limits applicable to the task they perform or may be called on to perform;
- is not behaving in a professional and competent manner and in accordance with TIRC standards; and/or
- otherwise appears to be impaired or affected by drugs or alcohol.

In such circumstances, TIRC may take (but is not limited to the following actions:

- Direct the worker to go home. Suitable arrangements for safe transport will be made by the relevant manager;
- Direct the worker to attend a medical examination to determine whether the worker is fit to perform their duties effectively and safely. The medical examination may include a drug and/or alcohol test, such as a breath test, blood test, urine test or oral swab. In relation to prescription or pharmacy drugs, TIRC may require evidence as part of the medical examination about the effects and proper use of the drug. The worker may be directed to go home following the medical examination;
- If the worker refuses to attend a medical examination, they will be directed to go home;
- Refusal to attend a medical examination, refusal to go home, or providing false information constitutes a breach of this policy and may result in disciplinary action being taken against the worker, including action as set out below under 'Breach of policy';
- Where a worker is sent home, or required to attend a medical examination, the worker must report to Management (or as directed) on the next working day, or as soon as possible once the worker is no longer under the influence of drugs or alcohol. TIRC will deal with the issue as set out below under 'Breach of policy'. Failure to report constitutes a breach of this policy.

What will TIRC do if finds drug or alcohol at the TIRC workplace?

If TIRC finds drugs or alcohol at the workplace in breach of this policy, TIRC may take, but is not limited to, the following actions:

- Investigate the matter in order to attempt to determine who is responsible, including by conducting searches, as set out in this policy;
- Require some or all workers, to undergo a medical examination in order to test for the presence of drugs or alcohol in their system.

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Workers are required to co-operate in any investigation. Failure to co-operate, or providing false information in an investigation, constitutes a breach of this policy and may result in action as set out below under 'Breach of this policy'.

What will TIRC do if it suspects a worker has drugs or alcohol in their possession at work?

If TIRC reasonably suspects that a worker has drugs or alcohol in their possession at work, TIRC may take, but is not limited to, the following actions:

- Investigate the matter to attempt to determine whether the worker does have drugs or alcohol in their possession;
- Request the worker to open their locker, bag, or vehicle or to empty their pockets or jacket for the purpose of locating any drugs or alcohol.
- Workers are expected to permit such inspection and co-operate with TIRC's investigation.
- Failure to co-operate, or providing false information in an investigation, may result in action being taken against the worker, as set out below under 'Breach of this policy'.
- At all times TIRC will operate within the confines of the Law and will report all matters (suspected or determined) related to illegal drugs to the Police.

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When will TIRC conduct drug and alcohol testing?

Dictionary

The following definitions will apply to this part:

'Alcohol screen test' – means any analytical procedure or test which is carried out on a worker to determine the presence and/or the concentration alcohol (including but not limited to a breath test, urine sample, oral swab and blood test). These procedures are not limited to those which presently exist. As new technology is developed these may also be used for alcohol testing purposes.

'Authorised Officer' - means a suitably trained, qualified and authorised person from an independent testing agency or a suitably trained, qualified and authorised person appointed by TIRC for the purposes of undertaking or arranging an alcohol screen test and/or drug test.

'Confirmatory test' – means any analytical procedure or test which undertaken subsequent to a first alcohol screen test or drug screen test, which is used to verify the presence of drugs or alcohol. This may include, but is not limited to the following:

- A test applied to a second sample of a worker's urine;
- A test applied to any oral swab taken from a workplace;
- A second breath test;
- Analysis of a worker's blood.

'Drug screen test' – means any analytical procedure or test which is carried out on a worker to determine the presence and/or the concentration of any drug (including but not limited to a breath test, urine sample, oral swab and blood test). These procedures are not limited to those which presently exist. As new technology is developed this may also be used for drug testing purposes.

'Sample' – in relation to urine, includes, if the sample is divided into portions, a portion of the sample.

Drug and alcohol testing

TIRC may require workers to undergo testing for the presence of drugs or alcohol in the following circumstances, with or without, prior notice:

Casual based testing

- If TIRC suspects, on reasonable grounds, that a worker is under the influence of drugs or alcohol in breach of this policy;
- Upon finding evidence that a worker has used, possessed, sold, purchased, solicited or transferred drugs whilst in the workplace or while on TIRC property;
- Where TIRC finds drugs or alcohol in the workplace in breach of this Policy;
- Upon receipt of a report of drug or alcohol use, provided by a reliable and credible source and confirmed by investigation, in breach of this policy;
- Upon obtaining evidence that a worker has interfered with, tampered with, falsified or destroyed an alcohol screen test or drug screen test;

- Where a worker has previously received a positive alcohol screen test or drug screen test and has refused to undergo a confirmatory test, he/she shall be required to undergo subsequent testing;
- Where a worker has previously received a confirmatory test result confirmation the use of illegal drugs or alcohol in breach of this policy, he/she shall be required to undergo subsequent testing;
- Where a worker notifies TIRC that he/she has a drug or alcohol problem;
- Where a worker is taking prescription or pharmacy drugs which may affect their ability to perform the duties and responsibilities of their position in an efficient, competent and safe manner, without risk to the health, welfare or safety of the worker, or others in the workplace.

Targeted testing

- Where the worker holds a position in TIRC in which the use of drugs or alcohol by that worker in carrying out the duties and responsibilities of that position would pose a significant risk to the health, welfare or safety of that worker or others in the workplace.

Post incident or near-miss

- Where the investigation of an incident or near-miss determines that the worker's actions may have been impaired due to the use of drugs or alcohol, or the worker was under the influence of drugs or alcohol.

Random testing

- When a worker, or group of worker's are randomly selected by TIRC or an authorised officer to undergo a drug screen test and/or alcohol screen test.
- A worker who is required to undertake a drug screen test and/or alcohol screen test will be requested to sign a consent form before taking a drug screen test and/or alcohol screen test.

All information obtained through the above testing is covered by Australian privacy laws and TIRC's privacy policy. TIRC will not use this information other than for the purposes for which it is collected. The purposes of such monitoring and examination are to ensure the productivity, health and safety of personnel, to apply this policy, and for disciplinary purposes.

A refusal to undergo a drug screen test and/or alcohol screen test or providing false information, constitutes a breach of this policy and may result in action being taken against the worker, including action as set out blow under 'Breach of this Policy'.

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Breach of this Policy
Workers must comply with this policy at all times.

If an employee is found to have breached this policy, they may be subjected to disciplinary action. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.

Examples of disciplinary action that may be taken include (but are not limited to):

- performance counselling
- a formal warning
- suspension
- demotion
- termination of employment
- referral to an Employee Assistance Programme ("EAP") and/or some other referral source, for counselling; treatment or rehabilitation for drug or alcohol dependency
- agents or contractors (including temporary contractors) of TIRC who are found to have breached this Policy may have their contracts with TIRC terminated, or not renewed
- in circumstances where a worker's behaviour or conduct may involve a breach of any Australian law, TIRC may notify the police or other relevant government authority.

Access to support services
If an employee notifies TIRC that they have a drug or alcohol problem, they will be encouraged to complete a rehabilitation programme or undergo counselling.

Education and training
TIRC will inform and conduct training or information sessions for all employees, relating to:

- This policy, including but not limited to the consequences of breaching this policy;
- The effects of alcohol and drug use (including prescription and pharmacy drugs) in the workplace; and
- The EAP (if applicable) and any other referral sources for counselling, treatment or rehabilitation, which are available to employees.
- Where appropriate, TIRC will conduct induction sessions for agents, contractors and their respective employees when they undertake work for TIRC in the workplace. These induction sessions will cover:
- This policy, including but not limited to the consequences of breaching this policy;
- The effects of alcohol and drug use (including prescription and pharmacy drugs) in the workplace;
- The risks to the health and safety of workers by the use of alcohol and drugs in the workplace.

Related Documents
Work Health and Safety (National Uniform Legislation) Act 2011
Alcohol Harm Reduction Act 2017
Liquor Act 2019

Tiwi Islands Regional Council

ANNEXURE A

Drug and alcohol Policy Worker Acknowledgement

I acknowledge that:

- I have received a copy of Tiwi Islands Regional Council Workplace Drug and Alcohol Policy (the "policy") and understand its effect;
- I must comply with the policy; and
- There may be disciplinary consequences if I fail to comply with the policy, which may result in the termination of my employment, or the cancellation of my engagement, or the loss of my position.

……

Name Signature

Date:……/……/……