AGENDA

ORDINARY COUNCIL MEETING

WEDNESDAY, 24 MARCH 2021

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

- Wednesday, 24 March 2021 at
- Milikapiti
- Commencing at 10:30am

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 Apologies

1.3 Present

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.

Part 7.4 Code of Conduct

(1) the Council must have a Code of Conduct;

(2) the Code of Conduct must Govern the conduct of Member of Council, Members of Local Authorities, Members of Local Boards, and Members of Council committees;

(3) a Council Code of Conduct must be accessible on the Councils website.

Does any Councillor of Senior Officer have any conflicts of interest to declare at this point of procedings?

1.6 Confirmation of Previous Minutes
Ordinary Meeting - 24 February 2021 1

2 GENERAL BUSINESS

Nil

3 VISITORS AND PRESENTATIONS

10:45am Felicity Keppie - Julanimawu Primary Health Centre Manager

11:15am Neville Khan – Australian Bureau of Statistics

4 CORRESPONDENCE

Nil

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7 BUSINESS ARISING

Nil

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE PIRLANGIMPI ON WEDNESDAY, 24 FEBRUARY 2021 AT 10:30AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10:45am.
The Mayor welcomed councillors and guests.
A minutes silence was held in honour and memory of deceased relatives

1.2 PERSONS PRESENT AT THE MEETING OR ON THE TELEPHONE

COUNCILLORS

Mayor Leslie Tungatulum	Wurrumiyanga Ward
Deputy Mayor Lynette De Santis	Milikapiti Ward
Councillor Kevin Doolan	Wurrumiyanga Ward
Councillor Francisco Babui	Wurrumiyanga Ward
Councillor Jennifer Clancy	Wurrumiyanga Ward
Councillor Valentine Intalui	Wurrumiyanga Ward
Councillor Therese Bourke	Pirlangimpi Ward
Councillor Mary Dunn	Pirlangimpi Ward
Councillor Osmond Pangiraminni	Pirlangimpi Ward
Councillor Pius Tipungwuti	Milikapiti Ward
Councillor Connell Tipiloura	Milikapiti Ward

STAFF & VISITORS

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
Sally Ullungura	Governance Officer
Peter Gamlin	Department of Chief Minister & Cabinet
Saati Divekar	Fleet & Assets Manager

DRAFT

1.3 APOLOGIES FROM MEMBERS WHO WERE ABSENT FROM THE MEETING

Councillor Wesley Kerinaiua Wurrumiyanga Ward

16 **RESOLUTION**
That members:
1. Accept the acknowledgement from the member that they are unable to attend the meeting
2. Approve the applications from the member for leave of absence from the meeting

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

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 - 29 January 2021

17 **RESOLUTION**

Moved: *`Lynette DeSantis*
Seconded: *Valentine Intalui*

That the minutes of the Ordinary Meeting on 29 January 2021 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

Confidential Ordinary Council - 29 January 2021

RECOMMENDATION

That the minutes of the Confidential Ordinary Council on 29 January 2021 as circulated, be confirmed as a true and correct record of that meeting.

2 GENERAL BUSINESS

2.1 TIRC COUNCILLORS 2020 - 2021 MEETING ATTENDANCE REGISTER

18 **RESOLUTION**
Moved: *Francisco Babui*
Seconded: *Jennifer Clancy*

That Council notes receipt of report number 237568 and endorses the new layout of the 2020 – 2021 meeting attendance register.

CARRIED

DRAFT

2.2 TIRC MEETING CALENDAR 2021

19 **RESOLUTION**
Moved: *Therese (Wokay) Bourke*
Seconded: *Francisco Babui*

That Council note report number 237529 and endorse the changes to the TIRC meeting calendar 2021.

CARRIED

3 VISITORS AND PRESENTATIONS

Nova Peris OAM OLY MAICD – 11:30am

Ordinary meeting was closed at 12:00pm for lunch.

Mayor welcomed members back from lunch at 1:00pm.

Confidential meeting was opened 1:05pm.

4 DECISION TO MOVE TO CLOSED SESSION

4.1 CONFIDENTIAL AGENDA

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, 2008.

20 **RESOLUTION**
Moved: *Jennifer Clancy*
Seconded: *Connell Tipiloura*

That Council receive and note the confidential resolutions and action items.

CARRIED

Confidential meeting was closed at 2:20pm

A 20 minute break was called

Ordinary meeting was reopened at 2:40pm

5 REPORTS FOR DECISION

5.1 2021 NT ABORIGINAL LEADERSHIP AND GOVERNANCE FORUM

21 **RESOLUTION**
Moved: *Valentine Intalui*
Seconded: *Jennifer Clancy*

That Council approve to send the following delegates to attend the 2021 NT Aboriginal Leadership and Governance Forum in Alice Springs held on 3 & 4 June 2021:

- **Deputy Mayor Lynette De Santis**
- **Councilor Mary Dunn**
- **Councilor Therese (Wokay) Bourke**
- **Councilor Jennifer Clancy**
- **Councilor Francisco Babui (tentative)**
- **Councilor Valentine Intalui (tentative)**

CARRIED

5.2 FINANCE END OF MONTH REPORT - JANUARY 2021

22 **RESOLUTION**
Moved: *Kevin Doolan*
Seconded: *Francisco Babui*

That Council receives and adopts the financial reports for the reporting period to 31 January 2021.

CARRIED

5.3 TENDER ASSESSMENT PANEL MEMBERS

23 **RESOLUTION**
Moved: *Jennifer Clancy*
Seconded: *Mary Dunn*

That Council note report number 237584 and endorse the following tender assessment panel for 2021:

- **Mrs Valerie Rowland, Chief Executive Officer**
- **Mr Chris Smith, General Manger Infrastructure**
- **Mr Jayesh Vasandani, Management Accountant**
- **Mr Iftekhar Ehsan, Procurement, HR & Compliance Coordinator**
- **Ms Thida Leartpaiboon, Projects Officer**

CARRIED

5.4 NO WOMAN LEFT BEHIND CONFERENCE - FRIDAY, 5 MARCH 2021

24 **RESOLUTION**
Moved: *Kevin Doolan*
Seconded: *Francisco Babui*

That Council accept report number 237586 and approve for Tiwi Islands Regional Council to send four female delegates to attend the No Woman Left Behind Conference.

CARRIED

5.5 NORTHERN TERRITORY GOVERNMENT AGENCY NOMINATED RECIPIENT

25 **RESOLUTION**
Moved: *Valentine Intalui*
Seconded: *Mary Dunn*

That Council approve and nominate Deputy Mayor Lynette De Santis and Councillor Therese (Wokay) Bourke to be the primary contacts to assist Public officers in the Office of the Independent Commission Against Corruption (NT).

CARRIED

5.6 CHANGES TO CORPORATE STRUCTURE

26 **RESOLUTION**
Moved: *Lynette DeSantis*
Seconded: *Jennifer Clancy*

That Council agree to the job description name change from IT Officer to IT and media Officer

CARRIED

6 REPORTS FOR INFORMATION

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

27 **RESOLUTION**
Moved: *Mary Dunn*
Seconded: *Francisco Babui*

That Council receive and note this report for information.

CARRIED

6.2 INFRASTRUCTURE REPORT END OF MONTH JANUARY 2021

28 **RESOLUTION**
Moved: *Valentine Intalui*
Seconded: *Francisco Babui*

That Council receive and note this report for information.

CARRIED

6.3 CHIEF FINANCIAL OFFICER END OF MONTH REPORT - JANUARY 2021

29 **RESOLUTION**
Moved: *Jennifer Clancy*
Seconded: *Kevin Doolan*

That Council receive and note this report number 237570 for information.

CARRIED

Ordinary meeting was closed at 3:30pm. Supplementary agenda items tabled.

1.1 – 1.2 EOM REPORT COMMUNITY ENGAGEMENT DECEMBER 2020 & JANUARY 2021

30 **RESOLUTION**
Moved: *Kevin Doolan*
Seconded: *Mary Dunn*

That Council receive and note supplementary reports 1.1-1.2 for information

CARRIED

0.0 PIRLANGIMPI LOCAL AUTHORITY ACTION ITEMS

31 **RESOLUTION**
Moved: *Mary Dunn*
Seconded: *Kevin Doolan*

That Council note this report for information.

CARRIED.

7 BUSINESS ARISING

Nil

8 Next Meeting

The next meeting will be held on Wednesday, 24 March 2021

9 Closure

There being no further business, the meeting closed at 4:00pm.

8 NEXT MEETING

Wednesday, 28 April 2021

9 CLOSURE

Meeting closed at…….

REPORTS FOR DECISION

ITEM NUMBER 5.1
TITLE Pirlangimpi Local Authority
REFERENCE 237927
AUTHOR Helen Daiyi, Governance & Compliance Manager

SUMMARY

Appointment of Pirlangimpi Local Authority Lorrula female member

BACKGROUND

Application was received on Tuesday 2 February 2021.

Pirlangimpi Local Authority Vacancy

Call for Local Authority Members

Vacancies at Pirlangimpi

Pirlangimpi Local Authority have one vacancy

Lorrula (Rock) - Female x1

You have 28 Days to complete and register your Application Form.

APPLICATIONS OPEN: Monday 1 February 2021
APPLICATIONS CLOSE: Monday 8 March 2021

ISSUES/OPTIONS/CONSEQUENCES

Under Parts 5.1A and 19.10 of the *Local Government Act*.

1.3 Consideration of the nominations received, which must be an agenda item at the first ordinary meeting of council after nominations have closed.

Tiwi Islands Regional Council - Local Authority Policy 03
4.2 Membership
4.2.1 Membership size

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

CONSULTATION & TIMING

Vacancy closed on Monday 8 March. One application received by Rebecca Yunupingu. To be tabled at OCM 24/03/2021.

RECOMMENDATION:

That Council accept the nomination of Rebecca Yunupingu and endorse her appointment the Pirlangimpi Local Authority as the female Lorrula representative.

ATTACHMENTS:

1 PLA nomination - Rebecca Yunupingu.pdf 1 Page

TIWI ISLANDS Regional Council

Local Authority Membership Application & Declaration

TIWI ISLANDS Regional Council

I (Full Name)...Mrs REBEKAH YUNUPINGU.....

Of (Address).....PIRLANGIMPI COMMUNITY NT.....

Declare that:-

1. I am seeking appointment to the position of ordinary member of a Local Authority.
2. I am enrolled as an elector in the Northern Territory/TIWI Islands/Local Authority Area.
3. I do not hold a judicial office (other than Justice of the Peace).
4. I am not bankrupt or subject to a composition or arrangement with creditors under the Bankruptcy Act 1966.
5. I have not been sentenced to a term of imprisonment (which has not expired) of one year or longer.
6. I am not indebted to the council for rates or surcharge and shall not fail to discharge any such debt within 6 months after the debt becomes due and payable.
7. I am mentally fit to hold the position of ordinary member of a Local Authority.

Signature of Applicant.....

Contact Details.....0498373880.....

Proof of identity provided Yes ☐ No ☑

Type of Id (e.g. Driver's Licence) .....

Witness Name.....Leonie Carpenter.....**Signature**.....

Receiving Officer.....PATRICIA BROCHU.....**Date** 2./2./2020

Applicant Details

Island of Residence Bathurst ☐ Melville ☒

Skin Group Representative..... ☒

Non-Skin Group Representative... ☐

Skin Group Warntarringuwi ☐ Miyartuwi ☐ Lorrula ☒ Takaringuwi ☐

Council Staff.....Yes ☐.....No ☒

Signed Copy to Applicant Y ☐ N ☐

Location Bathurst Island: Pirlangimpi ☒ Milikapiti ☐

Sex Male..... ☐ Female..... ☒

Age Under 25 years ☐ 25 – 50 years ☒ Over 50 years ☐

Copy to Governance & Compliance Manager ..../..../2020

Authorised for distribution by Mrs. Valerie Rowland CEO Tiwi Islands Regional Council May 2020

REPORTS FOR DECISION

ITEM NUMBER	5.2
TITLE	External Auditor - Proposed Term of Appointment
REFERENCE	237944
AUTHOR	Bala Donepudi, Chief Financial Officer

This report is to seek a decision from Council as to the proposed length of appointment for the External Auditor.

BACKGROUND
Currently the term of Council's appointed external auditors (Merit Partners) expired with the completion of 19/20 Audit.

A new tender document has been prepared outlining the requirements of the external Audit and a decision from Council is required as to the proposed length of the new appointment.

Quotations will be sought from suitably qualified and experienced external auditors.
The *Local Government Act (Part 10.8, Division 1, and Section 133) covers the requirements for appointing an external auditor) – (copy of relevant section is attached).*
The minimum period for appointment is (2) years and the maximum is (5) years.

ISSUES/OPTIONS/CONSEQUENCES
We are recommending that Council to Consider an appointment period of (3) years for the following reasons:

- A (3) year period (20/21, 21/22, and 22/23) will provide a solid period to obtain Competitive pricing.
- A (3) year appointment will allow the new external auditor a suitable length of time to Become familiar with TIRC financial operations.

The Tender Advertisement will be Published in Tender link .A Tender Panel will be constituted to assess the applications.

The Tender Panel members for assessing the audit tender are Valerie Rowland – Chief Executive Officer; Bala Donepudi – Chief Financial Officer; Iftekhar Ehsan, Procurement, HR & Compliance Coordinator; Chris Smith – General Manager Infrastructure.

CONSULTATION & TIMING
Nil

RECOMMENDATION:

1. **That Council considers the term of appointment for the External Auditor to be either:**

   a. **3 years (20/21, 21/22 and 22/23) or**
   b. **Other term between 2 and 5 Years as deemed appropriate.**

2. **Council Endorse the tender panel for the Assessing Audit Tender**
   - **Valerie Rowland – Chief Executive Officer**
   - **Bala Donepudi – Chief Finance Officer**
   - **Iftekhar Ehsan – Procurement, HR and Compliance Coordinator**
   - **Chris Smith – General Manager of Infrastructure**

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	5.3
TITLE	Staff Housing Allocation Policy TIRC 019
REFERENCE	237951
AUTHOR	Harsha Wijesinghe, Manager Organisational Development and Change

BACKGROUND

Seek approval from the Council to the updated Staff Housing Allocation Policy 019. To ensure that employee housing is managed efficiently, economically and in accordance with Council's Staff Housing Allocation Policy while supporting the service delivery requirements of Tiwi Islands Regional Council.

ISSUES/OPTIONS/CONSEQUENCES

Staff Housing Allocation Policy was adopted in 2015. It was renewed in 2018. With aim of complying with *NT Residential Tenancy Act 1999 and NT Residential Tenancies Regulations 2009,* protecting Council assets, providing Council's staff subsidised accommodation this policy will demonstrate an clear outline in terms of Council accommodation.

CONSULTATION & TIMING

One (1) week

RECOMMENDATION:

That Council accept this updated policy.

ATTACHMENTS:

1 TIRC - 19-Staff-Housing-Allocation Edited 22-02-2021.pdf 4 Pages

Tiwi Islands Regional Council

Title:	**Staff Housing Allocation Policy**
Policy No:	019
Adopted By:	Council
Next Review Date:	~~August 2022~~
Responsibility:	Manager Organisational Development and Change
InfoXpert Document Number:	TBA

Version	Decision Number	Adoption Date	History
3			
2	Resolution 29 of 29-08-2018	29 August 2018	Doc ID: 219844
1	Resolution 6 of 24-08-15	24 August 2015	Doc ID: 164966

1.0 Purpose

This policy aims to clarify Tiwi Islands Regional Council's position on employer provided accommodation, as well as the rights and responsibilities of both the employer and employee.

2.0 Scope

The Employee Accommodation Policy applies to all Tiwi Islands Regional Council employees who are provided accommodation by Tiwi Islands Regional Council.

3.0 Objective

Tiwi Islands Regional Council (TIRC) provides staff relocating to the islands for work, or moving from another organisation's staff house on the islands, with fully furnished accommodation (excluding linen, towels and some non-electrical kitchen items) subject to availability. No provision is made for staff to bring or store personal furniture.

The TIRC endeavours to provide accommodation that is suited to the employee's family needs and to the best standards available, subject to funding and budget constraints.

Staff housing is allocated at the discretion of the CEO taking in to account of the officer, position in the council and special requirements.

4.0 Policy

The Council offers the following housing configurations:

- 1 bedroom demountable
- 2 bedroom demountable
- 2 bedroom duplex
- 3 bedroom house.

Rental rates payable by TIRC employees are significantly less than the market value of a similar property, generally found across the Islands. Rental rates are not related to market forces. Rental rates are determined by a decision of Council and are generally set significantly below market forces as determined by Council's social and economic responsibilities. Rental rates will always be advised to occupiers ahead of any rental increase. Rental rates declared or noted in any offer of employment are effective at the time of offer only, and are subject to change in accordance with this policy.

Employees will enter a tenancy agreement that contains all relevant details pertaining to the rental. In addition, employees will be required to pay a bond upon moving into a new property equivalent of four weeks equivalent rent. This can be paid over a four week period. The bond will be reimbursed upon vacation of the property providing it has been left in good condition.

This policy should also be read in conjunction with relevant legislation.

5.0 Prohibitions

Staff houses are provided for dwelling only. All occupants should not use staff houses to carry out private business. All occupants refrain from doing anything that could unreasonable and considered to constitute a conflict of interest or a breach of the TIRC's Code of Conduct.

Any illicit activity carry on in the staff houses by all occupants against law and order of the country will result eviction.

The Council accommodation cannot be used for any private business purposes by all occupants.

5.1 **Sub-letting or extra tenants**

Council provided accommodation is to be used to house the staff member listed on the Residential Tenancy Agreement and their any person/s accompanied by staff member on arrival or visitors who visiting the staff member. Therefore sub-letting of Tiwi Islands Regional Council premises is prohibited. As stated above the Council accommodation cannot be used for any business purposes by all occupants.

6.0 Prior Occupation

A Residential Tenancy Agreement documentation will be provided to incoming employees prior to their commencement with Council. This documentation will include:

• Residential Tenancy Agreement (2 copies);

• Property Condition Report;

• Record of Supplied Keys;

• Furniture Agreement (where Council have supplied furniture);

• Personnel Deduction form for the payment of the security deposit; and

• Power connection form

Before occupation of a dwelling can take place, the incoming employee is required to sign the Residential Tenancy Agreement and Personnel Deduction Form for the payment of the security deposit, and return to the officer noted on the lease documentation. When receiving the keys, the employee is required to sign the Record of Supplied Keys and return to the Council Services Coordinator or Tenancy staff in that community as appropriate.

7.0 Pets

The employee is not to keep any animal, bird or reptile in or about the premises without the written permission of the Chief Executive Officer. In the event that approval for a pet has been given proper vaccination needs to be arranged for the pet and any damage caused to the dwelling, lawns, trees, shrubs or any part of the tenanted property will be repaired to the original condition in a professional standard at the employee's expense.

8.0 Smoking

Smoking is prohibited within Tiwi Islands Regional Council staff accommodation. Smoking is permitted outdoors, preferably out of public view, outside of official work hours. If there is evidence of smoking in a Council provided employee accommodation dwelling, then the employee may be accountable for all reasonable costs to clean and rectify smoking smells, stains and damage e.g. carpet/curtain replacement and repainting, with the full cost to be charged to the employee tenant.

9.0 Yard Maintenance

It is anticipated that all occupants of Council properties keep up their yard in a clean and respectable state. This take account of standard cutting, weeding, garden watering, evacuation of dead plants and branches and tree upkeep. The occupants may be responsible for all sensible costs related with yard upkeep in the event that it gets to be an issue.

10.0 Return of security deposit (bond) and property damage

In accordance with Section 112 of the Residential Tenancies Act, an employee is entitled to have his or her security deposit reimbursed at the end of the tenancy agreement.

Tiwi Islands Regional Council must, within seven business days after the employee gave up vacant possession of the premises or has, in the opinion of Tiwi Islands Regional Council, apparently abandoned the premises, reimburse to the employee the amount of the security deposit, other than an amount that Tiwi Islands Regional Council is entitled to retain, or to continue to hold.

At the end of tenancy, Council will assess the condition of the house. If the assessment finds damages of the council property and if the recovery cost of the damage is not within the bond money, Council reserves right to ask the tenant to pay for the recovery cost otherwise Council can go for prosecution.

11.0 Electricity and Amenities

Electricity and other amenities eg. Internet, Foxtel, land line phone has to be acquired on own arrangement.

12.0 Removals

Staff is not allowed to remove any Council property while vacating the house.

13.0 Modification

No structural modification is permitted in Council property such as electrical or plumbing unless it is essential and approved by the Chief Executive Officer or concerned department.

14.0 Right to evict

In the event of rental payment not being made the Council can issue an eviction notice as per the terms and condition of Northern Territory of Australia, *Residential Tenancy Act 1999*, Division 3A, and subdivision 96A.

15.00 Hiring staff locally

15.1Tiwi Staff seek council accommodation when apply for the jobs in the council

Tiwi people are eligible to have the NTG Territory Housing in the Tiwi Islands. In a rare case, the Council accommodation will be provided to Tiwi staff members who are not from the same location in the islands. Requests for accommodation will be assessed and considered by the Council on a case by case basis. Especially, when filling a significant position in a certain location and the availability of right staff to meet the requirements of the position becomes necessary.

15.2 Non –Tiwi Staff seek council accommodation when apply for the jobs in the council and currently employed on the island by another organisation

When non-Tiwi Staff is applying for a Council job while employed by another organisation in the Islands and having accommodation from the same organisation maybe eligible to have the Council accommodation. This must be brought and discussed in the interview and agreed upon by both employer and applicant.

15.2 Non-Tiwi Staff seek council accommodation when apply for the jobs in the council and who currently in the island living with partner accommodation

This category of applicants are not eligible to have the Council accommodation when applying for the Council jobs to avoid double-dipping situations and future complication.

16.0 Evaluation and Review

Review as needed or in 3 years whichever occurs first.

17.0 Relevant Legislations and documents:
NT Residential Tenancies Act 1999 and
NT Residential Tenancies Regulations (2009)
TIRC Tenancy Agreement

REPORTS FOR INFORMATION

ITEM NUMBER	6.1
TITLE	Managers Reporting to CEO End of Month Report for February 2021
REFERENCE	237632
AUTHOR	Valerie Rowland, Chief Executive Officer

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

BACKGROUND

CEO

Firstly, I pay my respects to elders and leaders, past and present and acknowledging all emerging new leaders who are the cornerstone of our future.

With the never ending rain the Town Services crew need to be commended and recognized for maintaining the work at the cemetery, slashing and whipper snipping. It has been extremely challenging to continue working outdoors at this time of the year. Council has received criticism alike and I ask for patience and support.

As Members living at Wurrumiyanga, the local cemetery has been mowed and cleaned up and I look forward to positive feedback.

Telstra and our local MLA visited Wurrumiyanga and presented to the TBFC President a cheque for the TBFC Women's. A very welcomed financial support to the team and an outcome for the hard work by Mary, the Board and supporters. Council will continue its support to the TBFC and TIFL as both teams represent Tiwi people and our pride in the sports, in actual fact any sports encountered, we are renowned to play at the highest level and family support is always there.

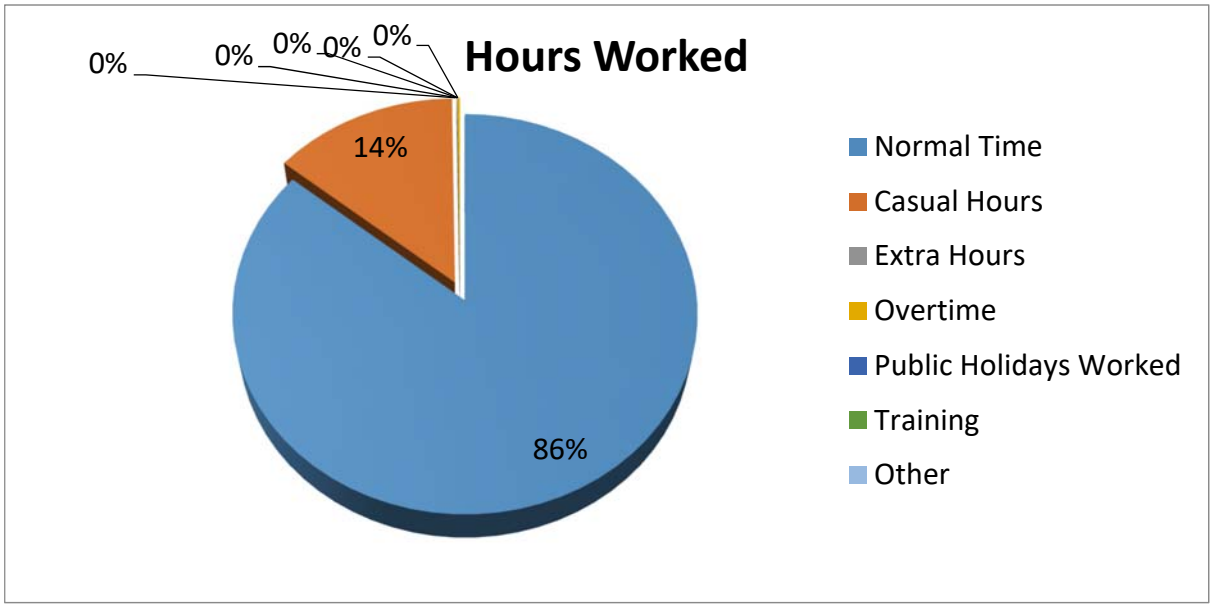
Now is the opportunity to meet with leaders and the Tiwi Land Council to look at ceremony dates throughout the dry season. I believe the demand for the interisland ferry will be higher than usual therefore now is the time for planning to avoid not being able to provide a vital service without the funds to support wages and running costs.

Governance End of Month Report

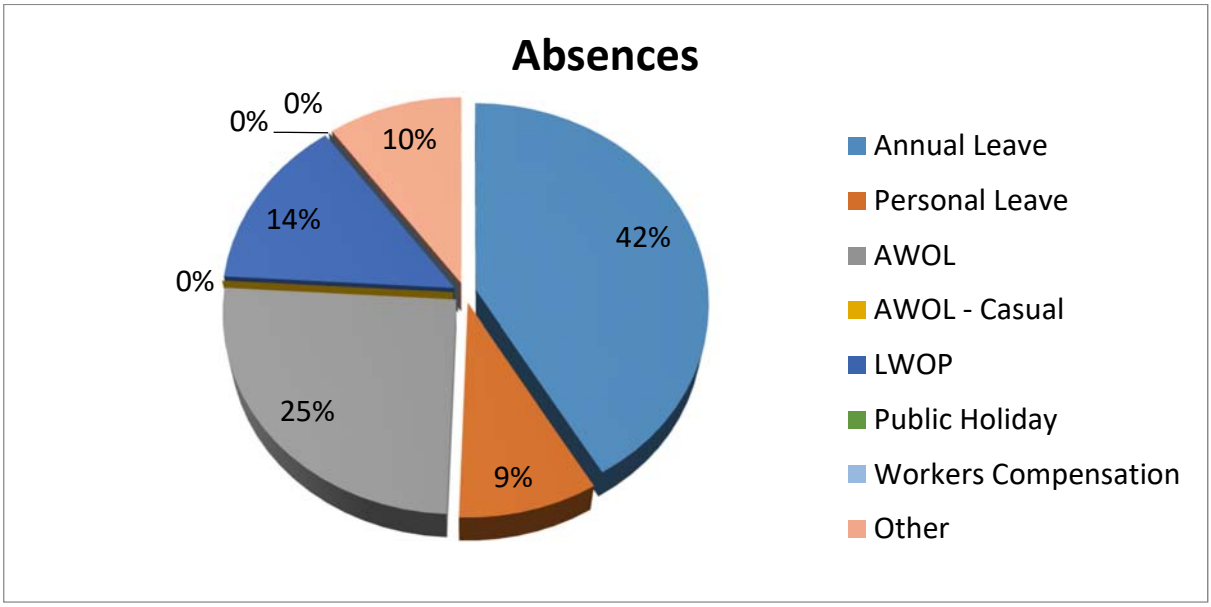
Organizational Change and Culture – HR

Highlights

- One (1) termination was processed during February.
- Six (6) employees were appointed during February.
- Staff turnover rate was below 1%.
- Note that the graphs and data below from 1st February 2021 to 28st February 2021.



Charts 1: 1st February 2021 –28th February 2021 - Hours worked as percentage



Charts 2: 1st February 2021 – 28th February 2021 - Absences represented as a percentage

Description	PPE 14th February 2021	% of Total	PPE 28th February 2021	% of Total	Variance	Variance %
Normal Time	4348	68%	4172	64%	-176	-4%
Casual Hours	992	15%	954	15%	-37	-4%
Extra Hours	28	0%	19	0%	-9	-32%
Overtime	0	0%	0	0%	0	0%
Public Holidays Worked	0	0%	0	0%	0	0%
Training	0	0%	0	0%	0	0%
Annual Leave	420	7%	680	10%	+260	+62%
Personal Leave	128	2%	149	2%	+21	+17%
AWOL	292	5%	398	6%	+106	+36%
AWOL - Casual	0	0%	0	0%	0	0%
LWOP	155	2%	82	1%	-74	-47%
Public Holiday	0	0%	0	0%	0	0%
Workers Compensation	0	0%	0	0%	0	0%

Table 1: Monthly Comparisons – Raw Hours and Percentages

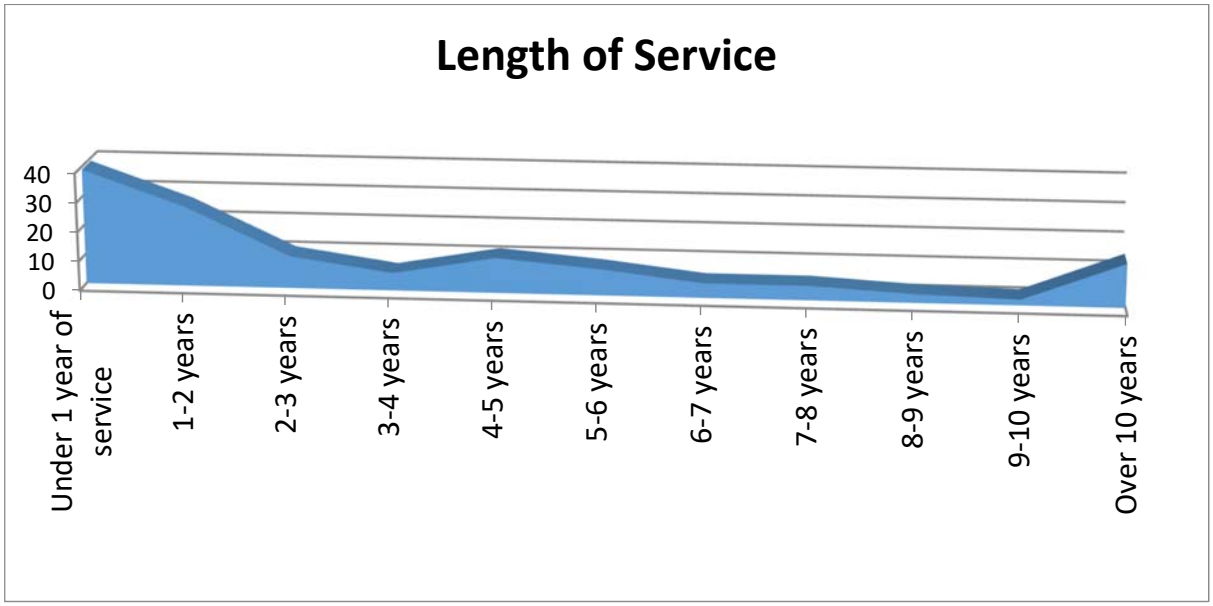


Chart 3: Length of Services

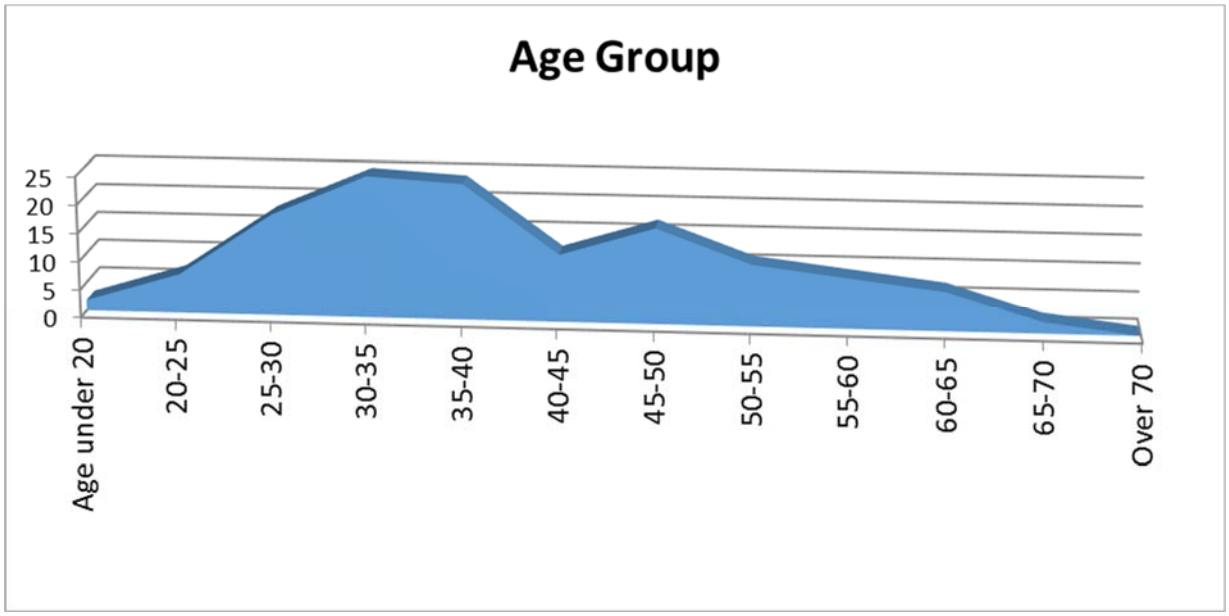


Chart 4: Distribution of Ages

Demographics

Description	Wurr.	Pirl.	Mili.	Dar.	Total	%
Male	50	12	15	5	82	61%
Female	29	12	9	1	51	38%
ATSI	62	24	21	0	107	80%
NON-ATSI	18	0	3	6	27	20%
Full Time	40	9	12	5	66	49%
Part Time	9	11	8	0	28	21%
Casual	31	4	4	0	39	29%
Age under 20	2	0	0	0	2	1%
20-25	4	0	3	0	7	5%
25-30	9	4	4	1	18	13%
30-35	14	5	4	2	25	19%
35-40	14	4	3	3	24	18%
40-45	9	2	1	0	12	9%
45-50	13	2	2	0	17	13%
50-55	2	5	4	0	11	8%
55-60	8	1	0	0	9	7%
60-65	4	1	2	0	7	5%
65-70	1	0	1	0	2	2%
< 1 year of service	33	0	4	2	39	29%
1-2 years	17	8	0	2	27	20%
2-3 years	6	1	3	1	11	8%
3-4 years	3	1	1	1	6	4%
4-5 years	8	2	2	0	12	9%
5-6 years	3	3	3	0	9	7%
6-7 years	1	2	2	0	5	4%
7-8 years	3	0	2	0	5	4%
8-9 years	0	1	2	0	3	2%
9-10 years	1	1	0	0	2	1%
Over 10 years	5	5	5	0	15	11%
Total Employees	80	24	24	6	134	100%

Table 2: Monthly Demographics – February 2021

Annual Leave Liability

As of the 28th February 2021, the Council's annual leave liability is for 10,804 hours totalling $451,279. Eight employees are deemed to have excess leave (in excess of 8 weeks).

New Hires

Position	Date Hired	Section	Employment Type
Town Services Officer (W)	8 February 2021	Infrastructure	Casual
Senior Infrastructure Administration Officer (W)	22 February 2021	Infrastructure	Full Time
Town Services Officer (W)	8 February 2021	Infrastructure	Casual
Manager Fleet & Assets	22 February 2021	Infrastructure	Full Time
Town Services Officer (W)	23 February 2021	Infrastructure	Casual
Museum Worker (W)	01 February 2021	Patakijiyali Museum	Casual

Terminations

Position	Termination Date	Section	Reason
Town Service Officer (W)	5 February 2021	Infrastructure	Resigned – own accord

Records Management EoM Report February 2021

BACKGROUND

This report is for the month of February 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.

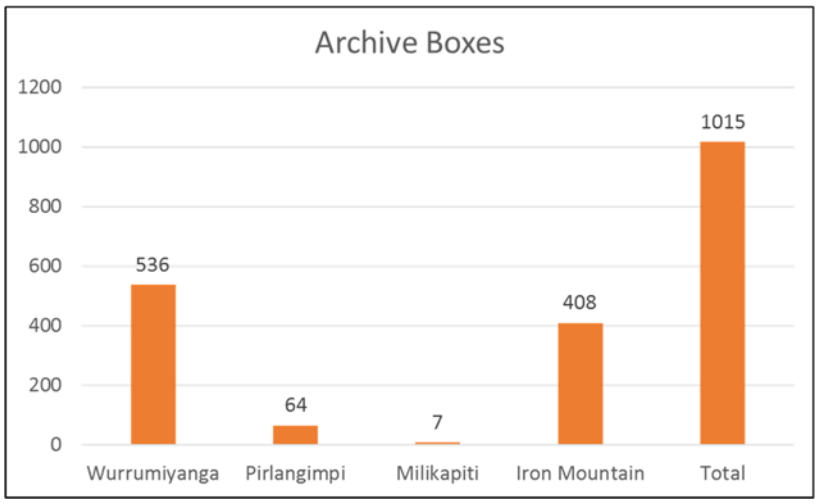


Chart 5: Archive Boxes

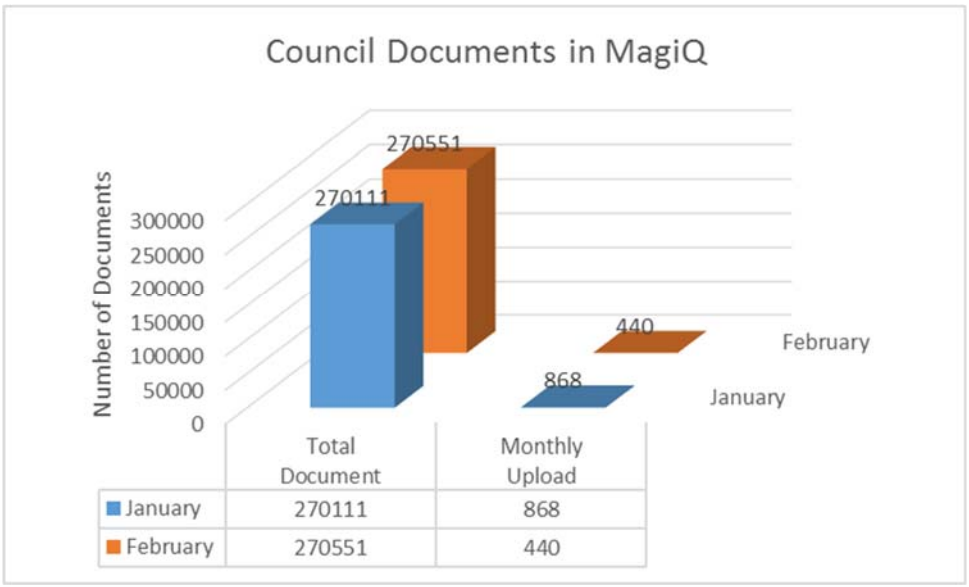


Chart 6: Documents in MagiQ in February 2021

To date there is 440 documents were uploaded for the month of February 2021.

Stakeholder Engagement/Meetings

Nil

RECOMMENDATION:

That Council receive and note this report for information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	6.2
TITLE	Ombudsman - Nominated Complaints Contacts
REFERENCE	237815
AUTHOR	Valerie Rowland, Chief Executive Officer

TIRC received a letter from the Ombudsman NT dated 19 February 2021 to assist with identifying the best person to deal with enquiries and complaints to the office. The organization would like to update their database as the contact person is no longer employed with Council.

BACKGROUND

Ombudsman are now conducting a full revision of CEO nominated contacts due to the recent machinery of government changes.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

The nominated form to be filled out and forward to the Ombudsman NT on 26 March 2021.

RECOMMENDATION:

That Council receive and note the report for information.

ATTACHMENTS:

1 Letter Ombudsman Nominated Complaints Contacts.pdf 2 Pages

ombudsmanNT

19 February 2021

Ms Marion SCRYMGOUR
Chief Executive Officer
Tiwi Islands Regional Council
PMB 267
WINNELLIE NT 0822

Can you have a letter to address to myself. I can take to next Council meeting. Thanks :)

Tiwi Islands Regional Council
MAGIQ Doc.ID: 237790

Dear Ms SCRYMGOUR

NOMINATED COMPLAINTS CONTACTS REVIEW

The Ombudsman's Office maintains a database of complaints contacts for public authorities to assist us to identify the best person to deal with enquiries and complaints to the Office.

Whilst we receive updates from some authorities from time to time, we are now conducting a full revision of CEO nominated contacts due to the recent machinery of government changes. Accordingly, we are writing to all CEOs requesting an update of all nominated contacts.

In the absence of nominated contacts, we would normally write to you in the first instance. If you wish to nominate alternate complaint contacts for the whole or different parts of your authority please advise us in writing of the name, contact details and position title of those persons so that we may update our records accordingly. A form for providing details has been included with this letter for your convenience.

Please note that if a response is not received by 8 March, you will be designated the primary contact for all matters.

If there are any aspects of this matter you would like to discuss, please contact my Business Manager Dimitri Petrelis on (08) 8999 1952.

Yours sincerely

PETER SHOYER
Ombudsman

GPO Box 1344, DARWIN NT 0801 • Telephone: (08) 8999 1818 • Facsimile: (08) 8999 1828
TOLL FREE NUMBER: 1800 806 380 • Website: www.ombudsman.nt.gov.au

Delegated Complaint Contacts

TIWI ISLANDS REGIONAL COUNCIL

I, Ms Marion SCRYMGOUR, the Principal Officer of the Tiwi Islands Regional Council, hereby nominate the parties listed below to receive complaint notifications from the Office of the Ombudsman on my behalf.

Division/Branch	Officer Name	Position Title	Phone	E-mail	Postal Address

Dated This: _____ 2021
Day Month Year

Signed: .....

Title: .....

This authority revokes any previous delegation granted.

REPORTS FOR INFORMATION

ITEM NUMBER 6.3
TITLE Waste Management
REFERENCE 237820
AUTHOR Valerie Rowland, Chief Executive Officer

Waste Management is one of Council's core business and due to urgent concerns faced by Council in relation to the tips across the Tiwi Islands, as a best practice and due process Council is required to take measures to ensure the environment and how waste management is managed in line with national environmental standards.

BACKGROUND

The Tiwi Islands are a 'closed circuit' environment composed of pristine tropical rainforests, open woodlands and grass savannahs, spring fed streams and water holes, salt marshes and mudflats, mangrove and coastal littoral forests, seagrass and fringing and offshore coral reefs.

- All waste arrives by plane or barge and can be monitored
- Tiwi Islands are an arc where species have survived on our islands which have almost disappeared on the mainland
- All water for the communities comes from ground water and we do not want to contaminate our water supply with leachate from unmanaged tips

ISSUES/OPTIONS/CONSEQUENCES

The current situation faced by Council is the untenable outcome for the environment if nothing is done.

In the first stage building a dedicated waste Transfer Station at Wurrumiyanga is a priority to better manage waste today that will also complement the recycling equipment.

The same waste management concept will also be constructed for both Milikapiti and Pirlangimpi, both smaller communities with a smaller population with the same Wet Season water tableland – problem faced by Council every year.

CONSULTATION & TIMING

In 2018 a report on waste management on the Tiwi Islands by Juanna Poortinga (written with suport from Chris Monahan from the Department of Health). The report talks extensively on the current waste management practices in remote communities Wurrumiyanga, Pirlangimpi and Milikapiti. A number of recommendations from the report outlines the benefits to be gained by the Tiwi Islands in waste management and recycling.

Council has also contacted other regional council CEO's in an effort to seek advice as well as relevant information on the different council's waste management and recycling infrastructure. The outpour of support from the regional councils have been positive and Council knows it is on the right path to address an issue that has been outstanding for a large number of years.

It is intended onsite visits to be carried out in late March/April with the Litchfield Shire Council and Coomalie Shire Council and Maningrida. The three regional councils have in place transfer stations and recycling and have been at the forefront in tackling poor waste management of the past.

RECOMMENDATION:

That Council receive and note this report for information

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	6.4
TITLE	Infrastructure End of Report February 2021
REFERENCE	237832
AUTHOR	Chris Smith, General Manager Infrastructure

Infrastructure report to Council for the month of February 2021

BACKGROUND

HIGHLIGHTS
Almost full employment in Infrastructure with a new Fleet and Assets manager, Projects Officer, Admin Officer in Wurrumiyanga and advertising for a Waste and Recycling Manager. Still needing a mechanic at Pirlangimpi.

CEO and GM attended a meeting with the EPA in Darwin to discuss the licencing of the Wurrumiyanga tip and the container deposit scheme. Meeting was encouraging with EPA supporting what Council is trying to do. Council is also developing a plan for transfer stations in each community.

INFRASTRUCTURE PROJECTS
Infrastructure will be presenting reports in the future based on projects and project progress reports.

PIRLANGIMPI POOL
The Pirlangimpi Pool project has been completed to the following specifications:
Pool shade completed
Pool BBQ installed
Pool seating completed
Pool pumps replaced
Pool leak has been repaired and base repainted
Loose tiling around the pool has been repaired
Pool shed needs to be removed after a fire late last year. New shed will be purchased and constructed
Trees need to be removed from the fence line
Pool was available for swimming training on Monday March 15th

BIMA WEAR TENDER for REPAIRS TO BUILDING
Successful tenderer has been contacted and meeting arranged to sign off on contract with agreed timelines and milestone payments. Refurbishment to commence in April.

MILKAPITI OVAL EXTENSION
Tender has been awarded, waiting on the dry to complete the civil works.

MILIKAPITI WATER PARK
Council has answered numerous questions from the funding provider and is waiting on notification of the contract and payment from the funding provider.

FORESHORE ROAD SEALING
Council has the funds for this project and has released a tender in early March.

MILIKAPITI COMMUNITY ROAD RESEALING
An assessment has been made of the roads in the Milikapiti community. As soon as the R2R funding for 2014-19 is acquitted, Council will submit this project to R2R for approval. Estimated costs $1.2 mill.

BATURST ISLAND AERODROME LIGHTING
Recent discussions between Civil Aviation Authority, DIPL and Council has produced some positive results for a long standing issue around the compliance of the current solar lighting for the airstrip. CASA are prepared to consider a safety case and risk assessment of the current lighting for emergency use only (emergency flights only from dusk to dawn).

OUTSTATIONS
Paru
Due to complaints regarding the safety of the drinking water Council has provided small drinking water tanks for each house. Council are filling the tanks as needed. The piped water can be used for all other purposes.
Electrical repairs have been also been done at one of the houses
We have $6800 left from the Housing Maintenance Services (HMS) for the three occupied houses at Paru.
Municipal Essential Services (MES) have $5300 left.
Rodent proofing Lot 1, more electrical work in Lot 6.

4 Mile
Emptied septic tank for Lot 9 and 10. Will need to mow soon as grass growing with the rain.
Painting has been completed at Lot 11.
$9970 for HMS (car port for Lot 9 will be purchased and built this month – approx. $6000)
$18,300 left for MES (Because we do not do power and water at 4 Mile we do not have a lot of demands on this money.) Will need to cut firebreaks after the wet.

Ranku
Power outage in late January due to lightning strike on the transmission line. Water stopped when the power went out as well. Have fixed a lot of leaks in the mains last year.
$26,600 in HMS. Will be replacing10 doors, a kitchen and a solar hot water system to do over the next few months
Generator routinely serviced
MES now in minus -$25,000. Power is now free for all houses but we will take a percentage of the essential services funding each year.

Putjamira
HMS nothing currently and have $6600 left. We have a long term issue of rust in the rooves of the three houses and will need approx. $120,000 to replace the rooves.
MES – water line has a leak and water pressure to houses is minimal. Will have to wait for the dry to troubleshoot
Have $8600 remaining for the year (to end of June)

Takapimiliyi
HMS $5100 remaining. Will get water into Lot 1 and make house secure
Have a big project at Taka to upgrade the water supply ($300,000+)
MES have $9200 remaining. Repair fence around bore site (buffalo are creating havoc)
New kitchen in Lot 2 last year out of old HEA money)
Council has $194,000 assigned for the first stage of the Taka water and power upgrade. Total package is $346,000 which will include around $200,000 for a hybrid solar/generator power system.

Condor Point
HMS have $5300 remaining. Some minor housing maintenance to begin in the dry.
MES have $8300 remaining. A major refurb of the water supply is in the pipeline, completed by a contractor. We will wait until the water is finished and then look to collecting rainwater. Also solar batteries will need replacing later this year.

Taracumbi
As of November last year we now have this outstation on the books.
HMS $6600
MES $9700
Contractor will be doing a water and power upgrade later in the year and some building works.
We may demolish the building effected by termites (elevated building Lot 2)

ASSETS AND FLEET
The new Asset and Fleet Manager started on 22nd February 2021 and working towards
Maintaining Rego compliance for vehicles
Arranging for periodic survey for the ferry
Attending swimming pool project at Pirlangimpi
Roof repairs for centre link building
Taking stocktake and liquidating scrap from workshops
The new Infrastructure Admin Officer started on 22nd February 2021 and currently working on the following

- Staff Housing… Created a spreadsheet, itemising current and previous tenants, how many rooms each lot has…Each community has their own spread sheet
- Archiving documents dating back to 2015 in the staff housing filing cabinet. Managed to archive all 3 communities, and filing system is now up to date
- Ensuring all Staff Housing in each community has an up to date condition report, inventory list and safe entry to property checklist. Each file has a blank copy of these documents in their prospective files
- Ensuring that Staff houses furniture and white goods are in good condition, and ordering new stock if for example a fridge is not working properly or a washing machine
- Creating various job cards … electrical, plumbing or town services
- Ordering new stock for boatshed, town services
- Sorting through the mountains of keys and ensuring hey are correctly tagged and in the prospective cabinets
- Making sure blank timesheets and activity sheets are printed for the town services crew
- Also inspecting the vacant staff houses, luckily, as one had been broken into and we needed to secure the premises

Wurrumiyanga workshop is currently working on installing the new engine on the grader
Pirlangimpi Workshop is still looking to recruit a mechanic. The swimming pool project is almost complete as listed below.

- fixing loose tiles around the edge of the pool : COMPLETED
- General cleaning: COMPLETED
- checking the toilets and water taps etc.: COMPLETED
- Painting the toilets- COMPLETED
- Cleaning the pool and painting along with some repairs to the fiberglass towards the shallow end- COMPLETED
- The pool will be filled after the paint is dry: COMPLETED

ACCOMODATION STATS:

1. Location	2. Bookings	3. Fully Booked	4. Cancellations/ Notes
5. Wurrumiyanga Motel	6. 13	7. 13	
8. Wurrumiyanga Contractors Qtrs	9. 23	10. 23	11.
12. Pirlangimpi Contractors Qtrs	13. 2	14. 0	15. 2
16. Milikapiti Contractors Qtrs	17. 0	18. 0	19.

FUEL
Wurrumiyanga: The workshop fuel pump has reached the end of its life and needs replacing, in line with the current times for safety, ease of use and fuel management data. We will report on this after the pump is replaced

Garden Point: diesel 11700 Main tank remaining as of 1 March 2021 *(all in litres)*

Mililikapti:
Petrol – 11,500 litres
Diesel – 7,400 litres

Finished work (part of SCALE project)
- The UV water coolers have been installed at Milikapiti and Pirlangimpi office.
- Milikapiti Recreation hall, the shower water system in both toilets have been connected.

Projects status:
- Two water troughs will be installed at Milikaptit Rec Hall and one at Pirlangimpi Pool by 11/03/2021.
- Waterline upgrade at Pirlangimpi beach front project is waiting for meter valve replacement from Power& Water.
- Carlake water line project, all of the materials have been delivered last week and Romel will join the pump on 12/03/2021.
- Removing 11 trees at Wurrumiyanga Aerodrome project, we has received 4 quotes

SCALE FUNDING

Milikapiti Rec Hall Toilet (MSC20211)
Finished work
The shower system on both women and men has been connected, and Bill suggested that all of the plumbing issues have fixed.
2 x troughs are installed at Wurrumiyanga Rec hall and Pool
In progress
2 x troughs will be installed at the Milikapiti hall by plumber next week due to the road condition.
In progress
The job is assigned to plumber to start on 15/03/2021 according to his busy schedule.

Regional budget Flooring (RSC20224)
In progress
Tiles have been delivered and kept at the workshop container.
Carpenter has estimated a room size, and we are waiting for the glue and other materials.
Further work
Laying tiles and finish the work

Roof vent for the Centrelink building

Finished work
4 x Roof vents have been installed by the plumber

Waterline Upgrade at Pirlangimpi beachfront (PSC20214)
In progress
Installing a water meter.
We are waiting for a mini excavator for preparing the ground.
Laying all of the pipes.
Reconnect a water meter.

Takaprimily Homeland project (NIAA Funding)
Finished work
Scope the project
In progress
We are waiting for the variation process.

Pirlangimpi swimming pool
Finished work
Removing and cleaning working area- swimming pool and edge of the pool.
Repairing the tiles around the edge, the job has completed by Hobbs contractor (working hours is one and half-day)
Repairing fiberglass cracking line work has completed by painter and waiting for the result.
Refilling the water for a swimming class on 15/03/2021
Further work
Fencing around the pool
Fixing chemicals shed

Tree removal Wurrumiyanga Airport, Milikapiti and Pirlangimpi

Finished work
We have received 4 quotes and waiting for a meeting with BIHA

Water Line Carslake (MSC20213)
In progress
Solar panels have been delivered and Romel will install all of the materials on Monday
Further work
Concrete job and laying crushed rock around the pump as well as poisoning the area.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council receive and note this report for information.

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	6.5
TITLE	TIRC Councillors 2020-2021 Meeting Attendance Register
REFERENCE	237867
AUTHOR	Helen Daiyi, Governance & Compliance Manager

SUMMARY

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

BACKGROUND

An attendance register has been put together for all Ordinary and Special Council meetings for 2021. Furthermore councillors are provided a complete overview of 2020 meeting attendance.

These attendance records will be included into each year's Tiwi Islands Regional Council Annual Report.

ISSUES/OPTIONS/CONSEQUENCES

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

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council notes and accepts report number 237867 for information

ATTACHMENTS:

1 TIRC Crs Register 2020-2021.pdf 3 Pages

TIRC Councillors 2020 & 2021 Ordinary Meeting Attendance Register

2020

Ordinary Council Meeting		2020 Jan 22 ORD	Feb 26 ORD	Mar 25 ORD	Apr 29 ORD	May 27 ORD	Jun 24 ORD	Jul 29 ORD	Aug 27 ORD	Sep 29 ORD	Oct 28 ORD	Nov 11 ORD	Dec 17 ORD
COUNCILLOR	**WARD**	**W**	**W**	**W**	**W**	**P**	**M**	**W**	**P**	**W**	**M**	**M**	**M**
1. Leslie Tungatulum	Bathurst Is	Y	Y	Y	Y	Y	Y	A	Y	A	Y	Y	Y
2. Kevin Doolan	Bathurst Is	A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3. Francisco Babui	Bathurst Is	Y	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4. Wesley Kerinaiua	Bathurst Is	X	Y	A	Y	X	X	Y	A	A	X	Y	Y
5. Valentine Intalui	Bathurst Is	Y	Y	A	Y	Y	Y	Y	Y	Y	A	Y	Y
6. Jennifer Clancy	Bathurst Is	Y	Y	Y	A	A	Y	A	Y	A	A	Y	Y
7. Mary Dunn	Pirlangimpi	A	Y	Y	Y	Y	A	A	A	Y	Y	Y	Y
8. Therese Bourke	Pirlangimpi	A	Y	Y	Y	Y	A	Y	Y	Y	Y	Y	Y
9. Osmond Pangiraminni	Pirlangimpi	Y	Y	A	Y	Y	Y	Y	Y	A	Y	Y	Y
10. Lynette De Santis	Milikapiti	Y	Y	Y	Y	A	A	Y	A	Y	Y	Y	Y
11. Pius Tipungwuti	Milikapiti	Y	A	Y	Y	X	Y	A	Y	Y	Y	Y	Y
12. Connell Tipiloura	Milikapiti	Y	Y	Y	Y	Y	Y	Y	A	Y	Y	Y	Y

Attendance	**Location**
Y = PRESENT	W = Wurrumiyanga (Nguiu)
A = Apology Accepted	P = Pirlangimpi
X = Apology Not Accepted	M = Milikapiti
C = Meeting Cancelled	

Attachment 1

TIRC Councillors 2020 & 2021 Ordinary Meeting Attendance Register

2021

2021

Ordinary Council Meeting		**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
COUNCILLOR	**WARD**	**29 ORD W**	**24 ORD P**	**24 ORD M**	**28 ORD W**	**26 ORD P**	**23 ORD M**	**28 ORD W**	**25 ORD P**	**22 ORD M**	**27 ORD W**	**24 ORD P**	**15 ORD M**
1. Leslie Tungatulum	Bathurst Is	Y	Y										
2. Kevin Doolan	Bathurst Is	A	Y										
3. Francisco Babui	Bathurst Is	A	Y										
4. Wesley Kerinaiua	Bathurst Is	Y	A										
5. Valentine Intalui	Bathurst Is	Y	Y										
6. Jennifer Clancy	Bathurst Is	A	Y										
7. Mary Dunn	Pirlangimpi	Y	Y										
8. Therese Bourke	Pirlangimpi	Y	Y										
9. Osmond Pangiraminni	Pirlangimpi	A	Y										
10. Lynette De Santis	Milikapiti	Y	Y										
11. Pius Tipungwuti	Milikapiti	Y	Y										
12. Connell Tipiloura	Milikapiti	Y	Y										

Attachment 1

TIRC Councillors 2020 & 2021 Ordinary Meeting Attendance Register

2020-2021

		2020		2021	
Special Council Meeting		**May**	**Nov**		
COUNCILLOR	**WARD**	**7 SP**	**11 SP**	**SP**	**SP**
1. Leslie Tungatulum	Bathurst Is	Y	Y		
2. Kevin Doolan	Bathurst Is	Y	Y		
3. Francisco Babui	Bathurst Is	A	Y		
4. Wesley Kerinaiua	Bathurst Is	A	A		
5. Valentine Intalui	Bathurst Is	Y	Y		
6. Jennifer Clancy	Bathurst Is	Y	A		
7. Mary Dunn	Bathurst Is	Y	Y		
8. Therese (Wokay) Bourke	Pirlangimpi	Y	Y		
9. Osmond Pangiraminni	Pirlangimpi	Y	Y		
10. Lynette De Santis	Pirlangimpi	Y	Y		
11. Pius Tipungwuti	Pirlangimpi	Y	Y		
12. Connell Tipiloura	Milikapiti	Y	Y		

Attachment 1

REPORTS FOR INFORMATION

ITEM NUMBER	6.6
TITLE	EoM report Community Engagement February 2021
REFERENCE	237871
AUTHOR	Bill Toy, GM Community Engagement

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

BACKGROUND
This report is for the month of February 2021

General Manager Community Engagement

General Business for the month

- NIAA / Catholic Care Meetings Sports for Life Program
- NIAA. Variation to continue to deliver Sports for Life until April 30th 2021
- NTG Remote Sports Monthly meeting,
- NTG Sports Voucher scheme, logistics meetings, Swimming NT
- Scale Funding meeting, CEO, CFO, GM Infrastructure
- Scale Projects Karslake Water, Rec Hall Toilets, Water troughs and BBQ Trailers
- Territory Families, Youth Diversion program Client Updates, Monthly Data reports
- Pirlangimpi Local Authority and Ordinary Council Meetings
- CEO, Executive Leadership Group Meeting,
- Manager Organisational development, (Recruitment, Terminations, Variations to Employment, Community Safety, Sport and Recreation
- Services Australia, Centrelink, (Continued IT problems, sorry business closures)
- Matt Majid, NTG-NIAA programs.
- NT Police, (Community issues, upcoming events, housing)
- Milikapiti Town Services and Civil Works crews.

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.

This report is for the month of February 2021

General Business for the month

- **Hours of Operation:** 8:00am – 4:36pm – Nil closures

- **Meeting Room Hire:**

Thursday 11th – North Australian Aboriginal Justice Agency
Friday 12th – Tiwi Resources

- **Facility Hire**

Wednesday 3rd – Tiwi Resources

- **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 Received Reconciliation form completed for end of month.

- **Events:** Nil
- **Human Resources**

All matters including:

- **Attendance**: Good
- **Incidents:** None for this reporting period
- **Recruitment:** None for this reporting period
- **Leave:** Nil
- **Training:** None for this reporting period.
- **Stakeholder Engagement/Meetings:**

HR & Compliance – Seek information for recovering missing, updating and/or amending information of Council employees.

Documents for Milikapiti employees provided to HR with requested information.
Thursday 11th Top End Health Services – Louise Brown Sexual Health Coordinator.
Re: Delivery of Condoms for receptacles and discuss dates for Sexual Assault Referral Centre

PIRLANGIMPI (P Brogan)
Administration provided services to external clients as well as support to Internal Business Units, Elected Members and the Local Authority

This report is for the month of February 2021

General Business for the month

- **Hours of Operation:**

- **Meeting Room Hire**:
  - Hired by NAAFLS for community consultation on 8th February
  - Utilised by Governance for Local Authority and OCM on 23rd and 24th March

- **Finance:** Nil
- **Australia Post:**

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

Events
Stakeholder Engagement/Meetings:
- Community Meeting held on 1st March

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
Recruitment of a Regional Coordinator has been completed, expected start date being March 17th. Interviews currently taking place for three Patrol Officers at Wurrumiyanga and one Patrol Officer at Milikapiti, Community Safety will then have a full complement of staff in all three communities. February saw relatively low numbers of children out at night mainly due to the rains. Incidents attended by Community Safety staff also decreased in February. Vehicle issues continues to be a challenge at Wurrumiyanga and Pirlangimpi, staff attendance also being an issue at Wurrumiyanga. Community Safety quarterly reports, rosters, six month work plan and children reports all submitted to NIAA Memorandum of Understanding between Wurrumiyanga Police and TIRC Community Safety has finally been signed and submitted.

Human Resources
All matters including:
- Attendance: Wurrumiyanga; poor, Pirlangimpi; excellent, Milikapiti; excellent
- Incidents: Nil
- Recruitment: Wurrumiyanga x 3 patrollers, Milikapiti x 1 patroller,
- Leave: Wurrumiyanga Coordinator two weeks Sick Leave, two weeks Annual Leave

Events:

Nil for this month

Manager and coordinator Stakeholder Engagement/Meetings:

- Remote Sergeant Andrew Caruna Milikapiti NT Police
- Todd Ackerley Pirlangimpi Police
- Sarah Hutchison Wurrumiyanga Police
- Lynette DeSantis AOD
- Michael Bates –Catholic Care/ Counselling
- Jilimara Art Centre Management and Artists

Youth Diversion (J McSkimming)
General Business for the month

TIRC youth diversion are currently case managing 7 clients across both islands with a further four awaiting conferences with YD staff and Police prior to commencing their program. Total number of clients will be eleven. A further two youth were successfully finalised from the program after completing their conditions/ obligations. Youth Diversion Coordinator continues to work closely with NT Police, clients, victims, service providers and families ensuring clients and families understand their obligations in the Youth Diversion agreements. Reporting requirements are being met, client updates and Monthly Data reports submitted. Youth Diversion team continue to support clients after completion of their obligations agreed to with Police and the Youth Diversion Unit.

Human Resources

All matters including:

- Attendance: Excellent.
- Incidents: Nil reported for the month
- Recruitment: Nil this month
- Leave: Coordinator, 2 days sick leave.
    - Training: - Nil this month

Stakeholder Engagement/Meetings

- Bonita Fong NT Police
- Territory Families Agreement Manager Aymie Bates
- Michael Bates – Catholic Care
- NT Police Youth Diversion Unit
- Paul Keightley NT Police
- Victims Conference Unit
- Tiwi College Principal

ISSUES/OPTIONS/CONSEQUENCES

COVID-19 Hygiene Plans continue to be applied, hand sanitisers and wipes are available for clients, and facilities are cleaned regularly.

Sports and Recreation (G Puruntatameri)
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 have continued to deliver the Sports for Life program as requested by NIAA throughout February and will continue through to the end of April

To allow the new provider more time for recruitment, planning and preparation. Weather continues to interrupt the program resulting in alternative activities being provided. Indoor Cricket and Basketball played on wet days and Auskick or Soccer on dry days. TIRC Sport and Recreation continue to deliver the Remote Sports Program funded through NTG to provide structured activities to communities. Training for the upcoming Under 13 AFL Mini Competition is ongoing which will result in a Inter community game on Grand Final day at Wurrumiyanga. On completion of the Auskick mini-competition, Sport and RTec staff will commence a Women's Softball competition played in all three communities.

Human Resources
All matters including:
Attendance: Staff attendance very good during this month
Incidents: Nil this month
Recruitment: Nil this month
Leave: Funeral Leave All staff
Training: Nil this month
Events: Nil
Stakeholder Engagement / Meetings:
Royal Life, Swimming qualification training for Wurrumiyanga and Pirlangimpi 2021 Athletics NT
Teleconferences with NTG Remote Sports Program
Monthly catch up with NIAA, Sports for Life program,

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

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 the Internet, a wide range of services including research stations, internet banking, desktop publishing and movie and photo editing.
Comments
Libraries in Milikapiti and Pirlangimpi continue to open on weekdays for community members with a small number of residents attending the Library daily. CEO and GM Community Engagement met with NT Libraries to discuss services being provided and the development of the Wurrumiyanga Library. Planning for the Wurrumiyanga library is ongoing, alterations to the old post office will commence in April 2021.
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 this month
Training: Nil this month
Stakeholder Engagement / Meetings:
Meeting with Patrick Gregory

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. There were two half day closures due to sorry business and Funerals.
COVID-19 Hygiene Plans continue to be applied, hand sanitisers and wipes are available for participants, and facilities are cleaned regularly**.** Connectivity issues continue to interrupt services at Milikapiti.
Events: Nil
Human Resources
All matters including:
Attendance: Attendance this month has been very good
Incidents: Nil
Recruitment: Nil
Leave: Nil this month
Training: Nil this month
Stakeholder Engagement/Meetings
Daily phone conversations between Specified Personnel and Services Australia
Contact with IT Help Desk on several occasions again this month.

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 = Excellent
Incidents: Nil
Recruitment: Nil
Leave: Pirlangimpi broadcaster LWOP one day, Milikapiti broadcaster LWOP one day due to “Sorry business”.
Training: No training this month
Stakeholder Engagement:
Nil this month

RECOMMENDATION:

That Council receive and note report number 237871 for information

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	6.7
TITLE	Disposal of Assests
REFERENCE	237890
AUTHOR	Chris Smith, General Manager Infrastructure

Assets Disposal Report for Council

BACKGROUND

The asset and fleet Manager has taken responsibility of the Asset and the fleet portfolio since 22nd Feb 21 and I must admit it is quite daunting to swim in the ocean of non-compliance, risky operation and personal legal liability arising out of this.

I will take this opportunity to write with a view to enlighten people in understanding our collective and individual obligations. The landscape in the council sector is changing by the introduction of various legislation and acts. Being aware can help us make informed decisions and avoid any legal complications in the future

Process
To comply with local/state/federal due diligence laws, I am hereby informing the council of the process that will be followed for asset disposals in line with Equity, Probity, and transparency and Fairness principles

This tender will be advertised on our website, notices will be placed outside supermarket, and Facebook, since there is no local newspaper. All members of the community have the right to place their bid along with the lot number and their personal details on a piece of paper and deposit is a locked box kept at the reception. The tender box will be opened in presence of nominated personnel on a pre specified date. The highest bidder will be awarded the lot. The council will sell these asset as scrap/"as is condition" to avoid any liabilities arising out of it.
All unsold items will either sold to scrap metal buyers in Darwin at the prevailing market rates or disposed of at the local tip, in compliance with current EPA guidelines.

State of the Asset
The asset list provides the assets to be sold as scrap and legally deleted from our books. These asset are a liability to this organisation in terms of financials, operational risks, WHS and Asset management practices. Secondly with the tightening of the EPA laws it will become expensive to dispose such assets in the future.

Legislations, Acts and obligations:
Work Health and Safety (national uniform legislation) Amendment Act 2019 has drastically changed the council's operating landscape. This came into effect on the 1st Feb 2020. Prior to this, only institutions as a whole were held responsible not individual officers. Since early last year, the Regulator and DPP (Director of Public Prosecutions) now have the power the bring Manslaughter charge against the responsible individuals in an organisation. The penalty of this charge is life imprisonment and/ or $10M in compensations

Australia's First conviction under this law got recorded in June 2020. Two directors of Brisbane Auto Recycling Pty Ltd were convicted of Category 1 offences and sentenced to 10 months incarceration for failing in their duty of care to prevent the incident.

The Asset Manager and the CEO are legally liable for this portfolio. The Asset Manager reserves the right to make decisions about operational assets, right from creation, thru to maintenance, usage and disposal, until the point the legal link between council and the asset is severed. The Asset Manager can be overruled by Organisational Hierarchy, but this in turn will absolve the Asset Manager of all legal obligations from that point onwards. The CEO reserves the right to allow TIRC staff can participate in this tender.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council receive and note this report for information.

ATTACHMENTS:
1 scarp sale by tender.pdf 45 Pages

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT1:

LOT 1

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT 2 :

MARCH 2021

LOT3:

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT 4:

MARCH 2021

SCRAP SALE BY TENDER: TIWI ISLANDS REGIONAL COUNCIL CONTACT: SARAH DIVERAR 0410811050
ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822 MARCH 2021

LOT 5:

LOT: 6

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

Lot7:

MARCH 2021

LOT : 8

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT: 9 (TWO ITEMS)

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT 10 : TWO ISUZU CARS

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT : 11

MARCH 2021

LOT: 12

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT:13 HEARSE

MARCH 2021

LOT 14

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT: 15

MARCH 2021

SCRAP SALE BY TENDER: TWO ISLANDS REGIONAL COUNCIL CONTACT: SAATI DIVERAR 0410811050
ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822 MARCH 2021

LOT : 16 TWO GRADERS plus float

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT : 16, both selling together, plus float

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT: 17

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT: 17, (PICTURE FROM OTHER SIDE)

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT: 17 (SOLD TOGETHER WITH THE TWO SHOWN IN PREVIOUS PICTURES)

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT : 18

LOT: 19

scarp sale by tender.pdf
Attachment 1
Page 68
Attachment 1

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT: 20

MARCH 2021

LOT : 21

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT: 22

MARCH 2021

LOT 23

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT 24

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT 25

LOT 26

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT 27

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT 28

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT 29

LOT 30

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT 31

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT 32

MARCH 2021

LOT 33 : TWO trailers

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT 33: Two trailers

MARCH 2021

LOT 34

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

LOT 34: SOLD ALONG WITH THE ABOVE

LOT 35:

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

LOT 36

MARCH 2021

LOT 37

scarp sale by tender.pdf
Attachment 1

SCRAP SALE BY TENDER: TWI ISLANDS REGIONAL COUNCIL
ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

CONTACT: SARAH DIVERAR 0410811050
MARCH 2021

LOT 38

ITEM LOCATION: TIRC WORKSHOP, WURRUMINYGA, BATHURST ISLAND NT 0822

MARCH 2021

END OF LOTS

NOTE: ALL ITEMS SOLD IN "AS IS CONDITION", THE COUNCIL TAKES NO REPONSIBILITY OF ANY DIRECT OR INDIRECT LIABILITIES ARISING OUT OF THESE

REPORTS FOR INFORMATION

ITEM NUMBER	6.8
TITLE	Chief Finance Officer End of Month Report - February 2021
REFERENCE	237931
AUTHOR	Bala Donepudi, Chief Financial Officer

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
- Year End Planning June 2020
- Insurance
- Grants and Policy Coordinator Report

BACKGROUND

Financial Position:

Our favourable surplus to Budget has grown this month to $4.2m. This is largely on the back of two occurrences, which are largely timing issues, and will reduce substantially by June 2021. Firstly we had 681K Underspend in Salaries due to levels of absenteeism and a number of unfilled positions across council. We remain focused on filling these positions as soon as possible. The Material expenses is showing an underspend of 868K, This is due to the underspend in Local Authority project Funding. This represents cash already received but now counted as the system roll forward has been completed.

Capital Expenditure is showing an overspend of 123K.The funds for the following capital purchases are in operation budget. The Major capital purchases this year include the purchase of excavator, BBQ Trailer and Raman Crushing machine.

YEAR END PLANNING JUNE 2021

Planning for the forthcoming year end process post June 2020 has also commenced. Detailed plans are currently being developed which will allocate individual tasks to individual staff members with a view to completing all statutory requirements in full on time. This includes all unaudited grant acquittals due by 31 July, all audited grant acquittals due by both 30 September and 31 October, along with the preparation and submission of our annual report by 15 November.

Insurance

Council's insurance policies all expire with a common expiry date of June 30. Background information is currently being gathered for submission to our insurance Brokers by 29th April to enable them to negotiate directly with insurers on our behalf. Our brokers (JLT) act for many of the regional councils in the Northern Territory, with Some policies purchased on a Territory wide basis for all Councils. They are very Experienced and knowledgeable in this area.

JLT have advised that they expect increases in Insurance premium this year meaning that our current spend of approximately $642k on insurance is likely to go up in 2021/2022.

GRANTS AND POLICY COORDINATOR REPORT

Upcoming Grants/Events:
TIRC has applied for two grants under the Dept of Chief Minister & Cabinet. These two grants are Waste Management Program and Cemetery Beautification, both programs which are needed and beneficial on the islands. The Waste Management Program will oversee the tips on the islands, as well as the rubbish within township areas and refund collection scheme, while the Cemetery Beautification will oversee all cemeteries on the islands and help tidy up the final resting place for loved ones. Both programs will help establish jobs for Tiwi people.

TIRC has also applied for a vehicle to be gifted through the Dept of Justice NT.

Grants Applications Outcomes:

New Variations:
Business Case for NIAA on behalf of Community Engagement has been sent to redistribute the funds to:

- engage a new software that will help Community Safety (Night Patrol) reporting
- relocate the Community Safety office at Wurrumiyanga to the old post office building
- Further training for the staff
- Secure vehicle lock ups at Milikapiti and Wurrumiyanga
- New vehicle for Milikapiti Night Patrol Coordinator

Upcoming Grant Applications/Proposals:

Department Grant Responses/Updates:
NTG- Acquittals have been resubmitted and accepted. Underspends for special purpose grants have been repaid back to the Government. Due to the grant being special purpose, there was no variation to use the monies for other projects.
NIAA- Kerrie is currently waiting on subcontractor and product names to proceed with the Milikapiti Water Park draft agreement and the Takapimilliyi Homelands Project Statement of Compliance.
NTG- Milikapiti Oval Extension has been postponed until the wet season is over. The department has been notified.
NTG- Homelands Agreement/MES/HMS & HJ has been signed and submitted to the Department. The department is currently waiting on the audited financial report from 2019-2020 which finance are currently working on finalising.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council receive and note this report number 237931 for information

ATTACHMENTS:
There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER 6.9
TITLE Finance End of Month Report - February 2021
REFERENCE 237932
AUTHOR Bala Donepudi, Chief Financial Officer

BACKGROUND

Statement of Financial Performance for the period ended 28 February 2021					
Income	**Year to Date**				**Full Year**
	Actual	**Budget**	**Variance***	**%**	**Budget**
61 - Income Rates and Charges	2,706,721	1,724,639	982,082	57%	2,586,958
62 - Income Council Fees and Charges	853,552	758,300	95,252	13%	1,137,450
63 - Income Operating Grants Subsidies	5,585,508	4,622,500	963,008	21%	6,933,750
64 - Income Investments	16	28,000	(27,984)	-100%	42,000
65 - Income Contributions Donations	3,091	-	3,091	100%	0
66 - Income Reimbursements and Others	19,584	6,000	13,584	226%	9,000
67 - Income Agency and Commercial Services	612,425	833,333	(220,909)	-27%	1,250,000
69 - Income Sale of Assets	10,000	30,000	(20,000)	-67%	45,000
Total Operating Revenue	**9,790,896**	**8,002,772**	**1,788,124**	**22%**	**12,004,158**
Expenditure					
71 - Employee Expenses	4,086,849	4,768,223	681,374	14%	7,188,278
72 - Contract and Material Expenses	1,969,935	2,828,882	858,947	30%	4,203,322
73 - Finance Expenses	3,686	2,920	(766)	-26%	4,380
74 - Communication Expenses	236,114	280,574	44,459	16%	420,860
75 - Asset Expense	1,323,502	1,347,350	23,848	2%	2,021,025
79 - Miscellaneous Expenses	765,532	1,048,089	282,557	27%	2,139,975
Total Operating Expenditure	**8,385,618**	**10,276,037**	**1,890,420**	**26%**	**15,977,840**
Allocations					
Net Surplus/(Deficit)	**1,405,278**	**(2,273,265)**	**3,678,544**	**537%**	**(3,973,682)**
Adjust for Capital and Depreciation					
Less: Capital Expense	123,753	0	(123,753)	-100%	0
Add back: Depreciation expense	1,327,039	1,178,931	148,108	0%	2,021,025
Net Cash Surplus/(Deficit)	**2,608,564**	**(1,094,334)**	**3,702,898**	**1235%**	**(1,952,657)**
Restricted Cash Carried Forward	1,786,417	1,253,815	(532,596)	-42%	1,959,724
Total Surplus/(Deficit)	**4,394,981**	**159,481**	**4,235,500**	**490%**	**7,067**
Represented by:					
Tied Funding Surplus/(Deficit)	3,157,106	383,980	2,773,126	722%	(64,437)
Untied Funding Surplus/(Deficit)	1,237,874	58,644	1,179,230	2011%	71,505

Statement of Financial Position **as at 28th February 2021**	
	$
Current Assets	
Current Operating accounts & Cash on Hand	5,017,173
Trade and Other Receivables	388,883
Debtors	369,405
Inventory	50,953
Prepayments	149,748
Total Current Assets	**5,976,164**
Current Liabilities	
Trade and Other Payables	126,142
Creditors	348,887
Current Provisions	793,243
Other Current Liabilities	230,344
Unexpended Grant Liability	636,240
Total Current Liabilities	**2,134,856**
Net Current Assets	**3,841,307**
Non Current Assets	
Buildings Prescribed	15,667,484
Infrastructure Prescribed	2,117,152
Plant	847,245
Equipment	434,811
Motor Vehicles	530,359
Work in Progress	173,392
Other Non Current Assets	3,511,546
Total Non Current Assets	**23,281,988**
Non Current Liabilities	
Non Current Provisions	211,679
Non Current Borrowings	650,001
Non Current Lease Liabilities	3,145,102
Total Non Current Liabilities	**4,006,782**
Net Assets	**23,116,513**
Equity	
Accumulated Surplus/(Deficit)	8,314,961
Asset Revaluation Reserve	13,253,309
Election Reserve	2,479
Asset Replacement Reserve	142,863
Current Year Surplus/(Deficit)	1,402,901
Total Equity	**23,116,513**

Current Operating Accounts & Cash on Hand

Account Balances as at 28th February 2021:

	$
Operating Account	95,114
Trust Account	3,568,155
Christmas Saving Account	18,075
NIAA Bank Account	1,756,356
Cash Deposit Account (credit cards)	50,000
Cash on hand	700
	5,488,399

The actual Bank Balance of 5,488,399 is more than the ledger balance of 5,017,173 due to outstanding receipting and Payroll ending 28.02.2021 is posted in the ledger in February, Paid out from the bank in March.

Ageing Receivables

The outstanding Debtors owed to Council at the end of February 2021 total $ 82,296.43 with 52% of this exceeding 90 days. The ageing of the outstanding receivables balances is as follows:

Description	Outstanding	Current	>30days	>60days	>90days	Future
Debtors	82,296	31.08	29,757.95	8,958.21	43,549.19	60.58

The total Rates & Charges Outstanding at the end of February 2021 is $289,260.34 of this $182,535.91 relates to the 2020-21 financial year.

Description	Outstanding	2020-21	Previous Years
Rates & Charges	$ 289,260.34	$ 182,535.91	$ 106,724.43

Ageing Payables

The outstanding amounts owed by Council to Creditors at the end of February 2021 total $ 348,886.69 with 9% of the balance exceeding 90 days. The aging of the outstanding balance is as follows:

Outstanding	Current	>30days	>60days	>90days	Future
348,886.69	107,072	142,915	15,226	29,766	0

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.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council notes and accepts the Finance Report for the reporting period to 28 February 2021.

ATTACHMENTS:

1 Cash Flow.pdf 1 Page

Cash Flow

as at 28 Feb 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	134,887	(80,831)	(87,658)	69,386	1,036,721	(1,030,508)	(17,274)	(22,781)	(67,188)	-	-	-	-	-	(65,246)	(200,133)	(148%)
Cash at Bank Trust General	3,237,498	260,740	(420,094)	2,107,347	(1,084,442)	58,521	(518,471)	313,890	(680,000)	-	-	-	-	-	3,274,989	37,491	1%
PMC Bank ACCOUNT	1,561,735	(359,565)	300,734	(251,064)	309,766	(5)	194,767	(5)	-	-	-	-	-	-	1,756,361	194,627	12%
Staff Christmas Savings Account	136,890	(4)	(5)	13,499	56,511	(5)	(206,885)	(5)	-	-	-	-	-	-	(5)	(136,895)	(100%)
Cash on Hand Pirlangimpi	100	-	-	-	-	-	-	-	-	-	-	-	-	-	100	-	0%
Cash on hand Nquiu	600	-	-	-	-	-	-	374	-	-	-	-	-	-	974	374	62%
Cash Deposit account (Credit cards)	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	-	0%
Total Cash Accounts	5,121,710	(179,660)	(207,023)	1,939,167	318,556	(971,998)	(547,863)	291,472	(747,188)	-	-	-	-	-	5,017,173	(104,537)	(2%)
Operating Activities																	
Receipts	-	2,642,466	669,834	2,783,588	1,502,571	(2,831)	419,523	1,178,614	148,799	-	-	-	-	-	9,342,565	9,342,565	
Income Rates and Charges	-	200	25,942	2,359,441	77,676	28,180	10,023	380	380	-	-	-	-	-	2,502,222	2,502,222	
Income Council Fees and Charges	-	96,119	85,432	249,514	46,963	168,102	58,952	82,293	66,178	-	-	-	-	-	853,552	853,552	
Income Operating Grants Subsidie	-	2,297,878	572,939	92,759	1,676,688	(306,390)	215,772	1,035,861	-	-	-	-	-	-	5,585,508	5,585,508	
Income Investments	-	14	-	-	1	-	-	1	-	-	-	-	-	-	16	16	
Other Operating Receipts	-	248,255	(14,479)	81,874	(298,757)	107,277	134,776	60,079	82,241	-	-	-	-	-	401,266	401,266	
Payments	-	2,822,125	863,229	844,421	1,132,268	933,726	967,386	946,210	880,674	-	-	-	-	-	9,390,040	9,390,040	
Employee Expenses	-	487,627	510,963	495,620	409,898	823,439	398,543	502,433	458,326	-	-	-	-	-	4,086,849	4,086,849	
Contract and Material Expenses	-	863,525	151,860	214,151	536,750	260,174	154,592	(39,504)	286,482	-	-	-	-	-	2,428,031	2,428,031	
Finance Expenses	-	392	520	482	469	513	439	770	102	-	-	-	-	-	3,686	3,686	
Other Operating Payments	-	1,470,582	199,887	134,168	185,151	(150,401)	413,812	482,512	135,763	-	-	-	-	-	2,871,475	2,871,475	
Total Operating Activities	-	(179,660)	(193,396)	1,939,167	370,304	(936,557)	(547,863)	232,404	(731,874)	-	-	-	-	-	(47,475)	(47,475)	
Investing Activities																	
Receipts	-	-	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	
Proceeds from Sale of Assets	-	-	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	
Payments	-	-	23,627	-	51,748	35,441	-	(59,068)	12,937	-	-	-	-	-	64,685	64,685	
Purchase of Assets	-	-	23,627	-	51,748	35,441	-	(59,068)	12,937	-	-	-	-	-	64,685	64,685	
Total Investing Activities	-	-	(13,627)	-	(51,748)	(35,441)	-	59,068	(12,937)	-	-	-	-	-	(54,685)	(54,685)	
Financing Activities																	
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Repayment of Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Increase or (Decrease) in Cash Held	-	(179,660)	(207,023)	1,939,167	318,556	(971,998)	(547,863)	291,472	(744,811)	-	-	-	-	-	(102,160)	(102,160)	
Accumulated Cash Balance	5,121,710	4,942,051	4,735,028	6,674,195	6,992,750	6,020,753	5,472,889	5,764,361	5,017,173	-	-	-	-	-	5,017,173	104,537	

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Attachment 1