



AGENDA

ORDINARY COUNCIL MEETING

THURSDAY, 29 SEPTEMBER 2022

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

- Thursday, 29 September 2022 at
- Milikapiti
- Commencing at 10:00am

Your attendance at the meeting will be appreciated.

Allan McGill
Interim 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 or Senior Officer have any conflicts of interest to declare at this point of proceedings?

1.6	Confirmation of Previous Minutes <i>Ordinary Meeting - 31 August 2022</i>	1
2	GENERAL BUSINESS <i>Nil</i>	
3	VISITORS AND PRESENTATIONS <i>Nil</i>	
4	CORRESPONDENCE <i>Nil</i>	
5	REPORTS FOR INFORMATION	
5.1	COMMUNITY ENGAGEMENT EOM REPORT - AUGUST 2022	6
5.2	CEO REPORT - JULY 2022	12
5.3	TOWN SERVICES/INTER-ISLAND FERRY/AERODROME/CIVIL WORKS/OUTSTATIONS AUGUST 2022 REPORT	20
6	REPORTS FOR DECISION	
6.1	FINANCE END OF MONTH REPORT – AUGUST 2022	26
7	BUSINESS ARISING <i>Nil</i>	
8	CONFIDENTIAL ITEMS	
8.1	CONFIRMATION OF CONFIDENTIAL ORDINARY COUNCIL MEETING MINUTES HELD ON 31 AUGUST 2022. <i>The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be kept confidential.</i>	



**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE PIRLANGIMPI ON
WEDNESDAY, 31 AUGUST 2022 AT 10:10AM**

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10.10am

The Mayor welcomed councillors and guests.

A minutes silence was held in honour and memory of deceased relatives

1.2 Present

COUNCILLORS	
Mayor Pirrawayingi	Pirlangimpi Ward
Councillor Francis Xavier Kurrupuwu	Wurrumiyanga Ward
Councillor Stanley Tipiloura	Wurrumiyanga Ward
Councillor Luke Tipuamnatimirri	Wurrumiyanga Ward
Councillor Jennifer Clancy	Wurrumiyanga Ward
Councillor Pius Tipungwuti	Milikapiti Ward
Councillor Jeffrey Ullungura	Milikapiti Ward
Councillor Theresa Wokay Bourke	Pirlangimpi Ward
Councillor Joseph Pangiraminni	Pilangimpi Ward
STAFF	
Bala Donepudi	Interim Chief Executive Officer
Bill Toy	General Manager Community Engagement
GUESTS	
Owain Dunn	Dept of Chief Minister and Cabinet

Minuter:

Bala Donepudi – Interim Chief Executive Officer

1.3 Apologies

Apologies from members who were absent from the meeting	
Deputy Mayor Leslie Tungutalum	Wurrumiyanga Ward
Councillor Peter Kantilla	Wurrumiyanga Ward
Councillor Lynette De Santis	Milikapiti Ward
53 RESOLUTION	
Moved: Therese (Wokay) Bourke	
Seconded: Pius Tipungwuti	
That members	
1. Accept the acknowledgement from the members that they were unable to attend the meeting.	
2. Approve the applications from the members for leave of absence from the	

meeting.

3. CARRIED

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

1.6 Confirmation of Previous Minutes

Ordinary Meeting - 28 July 2022

RECOMMENDATION

That the minutes of the Ordinary Meeting on 28 July 2022 as circulated, be confirmed as a true and correct record of that meeting.

Confidential Ordinary Council - 28 July 2022

RECOMMENDATION

That the minutes of the Confidential Ordinary Council on 28 July 2022 as circulated, be confirmed as a true and correct record of that meeting.

2 GENERAL BUSINESS

Nil

3 VISITORS AND PRESENTATIONS

Nil

4 CORRESPONDENCE

Nil

5 REPORTS FOR INFORMATION

5.1 TOWN SERVICES/INTER-ISLAND FERRY/AERODROME/CIVIL WORKS/OUTSTATIONS JULY 2022 REPORTS

BACKGROUND

54 RESOLUTION

Moved: Luke Tipuamantumirri

Seconded: Pirrawayingi P

That Council note this report for information.

CARRIED

5.2 FLEET/WORKSHOP MANAGER'S REPORT - JULY 2022

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

55 RESOLUTION

Moved: Luke Tipuamantumirri

Seconded: Pirrawayingi P

That Council recommended to note this report for information.

CARRIED

5.3 COMMUNITY ENGAGEMENT REPORT - JULY 2022**56 RESOLUTION**

Moved: Luke Tipuamantumirri

Seconded: Pirrawayingi P

That Council receive and note this report as information.

CARRIED

5.4 CEO REPORT - JULY 2022

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

57 RESOLUTION

Moved: Luke Tipuamantumirri

Seconded: Pirrawayingi P

That Council notes this report for Information.

CARRIED

6 REPORTS FOR DECISION**6.1 CONFIRMATION OF ORDINARY COUNCIL MEETING MINUTES HELD ON 23 JUNE 2022.**

Confirmation of Confidential Ordinary Meeting Minutes held on 23 June 2022.

58 RESOLUTION

Moved: Pius Tipungwuti

Seconded: Jeffrey Ullungura

That the minutes of the Ordinary Council Meeting minutes held on 23 June 2022 as

CARRIED

6.2 FINANCE END OF MONTH REPORT – JULY 2022**59 RESOLUTION**

Moved: Stanley Tipiloura

Seconded: Jeffrey Ullungura

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

CARRIED

6.3 TIRC APPROVE UNIFORM POLICY AND PROCEDURES

This report seeks Council approval for renew the Uniform Policy and Procedures.

60 RESOLUTION

Moved: Joseph (Gideon) Pangiraminni

Seconded: Jeffrey Ullungura

That Council adopt and approve the revised Uniform Policy and Procedures.

CARRIED

6.4 TIRC APPROVE SMOKE FREE POLICY

This report seeks Council approval for renew the Smoke Free Policy

61 RESOLUTION

Moved: Luke Tipuamantumirri

Seconded: Francis Xavier Kurrupuwu

That Council adopt and approve the revised Smoke Free.

CARRIED

6.5 CODE OF CONDUCT – STAFF POLICY

62 RESOLUTION

Moved: Pius Tipungwuti

Seconded: Jeffrey Ullungura

That Council adopt and approve the revised Code of Conduct Policy.

CARRIED

6.6 JARDINE LLOYD THOMPSON (JLT) INVOICE

63 RESOLUTION

Moved: Stanley Tipiloura

Seconded: Therese (Wokay) Bourke

The Council authorises the payment of the Invoice *Renewal 048-045412*

CARRIED

7 BUSINESS ARISING

Nil

8 Next Meeting

Thursday, 29 September 2022

9 Closure

The meeting closed at 3.30pm.

9 NEXT MEETING

9 Wednesday, 30 November 2022
CLOSURE

Meeting closed at.....

REPORTS FOR INFORMATION

ITEM NUMBER	5.1
TITLE	Community Engagement EoM Report - August 2022
REFERENCE	244254
AUTHOR	Bill Toy, GM Community Engagement



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

This report is for the month of August 2022

Manager Community Engagement

General Business for the month

Manager Organisational development, Recruitment Community Safety, Wurrumiyanga and Milikapiti, Broadcasting Wurrumiyanga
 Tiwi Islands Training and Employment Board Training Courses and Facility usage
 Aboriginal Areas Protection Authority, TIRC Project applications
 Power and Water Milikapiti Water Park
 Office of Township Leasing, TIRC project listings, approvals and applications.
 Royal Life Pirlangimpi Pool maintenance program and swimming lessons
 TIRC Executive Committee TIRC Infrastructure Projects including Boatshed, Milikapiti Water Park, Pirlangimpi Basketball Court and Cemetery Shades
 Attended Pirlangimpi Monthly Local Authority meeting
 Attended Monthly Ordinary Council Meeting Pirlangimpi
 NIAA, Community Safety Night Patrol Six Month Reporting
 Territory Families Youth Diversion Monthly Data
 Catholic Care Sport and Recreation Program.
 NT Police YDU, Case Management, Client Updates, Conferences and Assessments
 Services Australia Monthly Statistical report and Specified Personnel Training
 Darwin Police, Youth Diversion Assessments
 NTG Remote Sports Monthly Service Delivery Review
 TFHC, Youth Diversion Monthly Contract Management meeting.
 Red Cross Wurrumiyanga, Youth Programs.
 Milikapiti Community Wellbeing Event

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.
02nd Office Closure - Funeral (Paru) – Part of Day 1:00pm to 3:00pm
- **Australia Post:**
Mail Bags collected daily and delivered to Australia Post via Fly Tiwi
- **Meeting Room Hire:**
16th-19thTiwi Islands Training & Employment Board (4 days)
- **Facility Hire:**
19th-Tiwi Resources (1 day)
- **Finance**
All receipted transactions for sales and Eftpos entered in Corporate Services Tiwi Accounts spreadsheet. Eftpos receipts emailed to Accounts Receivable at end of day. Request to Invoice Customer, Purchase Orders sent to Finance
Cash Reconciliation form completed & ready for Banking
IWO: Work orders for the month sent to Senior Finance Officer.
- **Human Resources:** All matters including:
- **Attendance:** Average
- **Incidents:** None for this reporting period
- **Recruitment:** None for this reporting period
- **Training:** None for this reporting period
- **Other:** Driver Licence. All Licences sighted, photocopied and emailed.
- **Stakeholder Engagement/Meeting.**
Commonwealth Bank of Australia. Relationship Associate James Cho Re: Merchant Agreement & Eftpos Terminal Upgraded
TIRC-Town Services Manager. Due to complaints of people driving without Licences requested updated list of Driver Licences for Milikapiti Town Services & Civil Works.
- **Issues/Options/Consequences.**
Milikapiti Airport Toilet Facility: No Water - Unresolved
Issues: 2020 Water Bore pipeline blocked to feed water tank going to toilet cisterns.
Emails sent to Town Services Manager to follow up with staff.
Water Tank not being filled due to no action from Town Services
Options: Town Services to check water level & manually fill using Water Tank Truck until issue resolved.
Consequences: Passengers at airport unable to use toilet facility.

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:**

Office was closed after 10am on 12th August for funeral

Office was closed after 10am on 23rd August for funeral

- **Meeting Room Hire:**

- Environment Defenders Office hired meeting room on 4th August for consultation

- Meeting room was utilized by Governance for Local Authority Meeting on 30th August

- Meeting room was utilized by Governance for OCM on 31st August

- **Finance:** Nil

- **Australia Post:** Nil

Human Resources

All matters including:

- **Attendance:** Good

- **Incidents:** Nil

- **Recruitment:** Still in Process

- **Training:** Nil

Events

- Nil

Stakeholder Engagement/Meetings:

- Monthly community meeting was held on 8th August

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. Swimming at Pirlangimpi, Milikapiti Community Wellbeing event, visiting NAAJA and Centrelink remote servicing team.

Human Resources

All matters including:

Incidents: Nil

Recruitment: Wurrumiyanga broadcaster position currently vacant.

Leave: Nil

Training: Nil this month

Stakeholder Engagement:

TEABBA Board Meeting

Radio Repairs and Updates

Dept of Health Community Wellbeing event

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 in Milikapiti and Pirlangimpi remained open throughout August, closed for one day due to Sorry Business. Clients continue to make use of the Self Help Computers, Phones and / or assistance provided by the Specified Personnel. Computer and Accessibility Upgrades have been completed.

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 Coordinator currently case managing 9 clients across both islands. Clients are fulfilling their obligations to the program with the assistance of the Youth Diversion Coordinator.

Client updates and Monthly Data Reports updated and submitted to TFHC. Client updates provided to NT Police Youth Diversion Unit. Manager and Coordinator participated in TFHC Youth Diversion planning meeting. Zero finalisations this month

Human Resources

All matters including:

- Incidents: Nil reported for the month
- Recruitment: Nil
- Training: - Nil this month

Stakeholder Engagement/Meetings

Shane King Wurrumiyanga Police
Toshiba Prior Territory Families
NT Police Youth Diversion Unit
Wayne Bayliss NT Police YDU

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 sports are currently being conducted in open areas around the community. Assistance given to Catholic Care with their program for children.

Human Resources

All matters including:

Incidents: Nil this month

Recruitment: Wurrumiyanga position 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 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

Community Safety Night Patrol teams continue to patrol five to six days per week and attend Call Outs whenever necessary, Unfortunately the number of children still out on the streets after 9.00pm is not improving despite efforts made to lower that number. Community Safety Coordinator and Youth Diversion Coordinator completed further training with the Hut Six team using the Data Base. Recruitment issues at Wurrumiyanga have been addressed. New staff commenced early July. Coordinators position will be re-advertised in September.

Human Resources

All matters including:

- Incidents: Nil
- Recruitment: Coordinator (Wurrumiyanga)
- Training: - Data Base Training Wurrumiyanga

Events:

Nil for this month

Stakeholder Engagement/Meetings:

Manager / Coordinator and Staff Meetings

Milikapiti NT Police

Lynette DeSantis TIRC

MACCST Meeting

Hut Six

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

RECOMMENDATION:

That Council Note this report for information.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	5.2
TITLE	CEO Report - July 2022
REFERENCE	244255
AUTHOR	Bala Donepudi, Interim 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

Firstly, My respects to elders past & Present, as well as acknowledging all new emerging leaders, young and old

This report outline managers’ report who are currently reporting direct to the CEO and CEO Overview report for member’s information.

Council has stated the works on the refurbishment of the swimming pool in wurrumiyanga. Council received a Grant of \$ 700,000 under Local Roads and Community Infrastructure program.

In order to be compliant with the local government act, Council needs to go for public tender .we are working with NBC consultants to prepare the tender .

Human Services Monthly Report August 2022

Highlights

- Three (3) terminations were processed during August 2022.
- Five (5) employees were appointed during August 2022.
- Staff turnover rate was 3% percent.
- Note that the graphs and data below from 01st August 2022 to 31st August 2022.

Charts

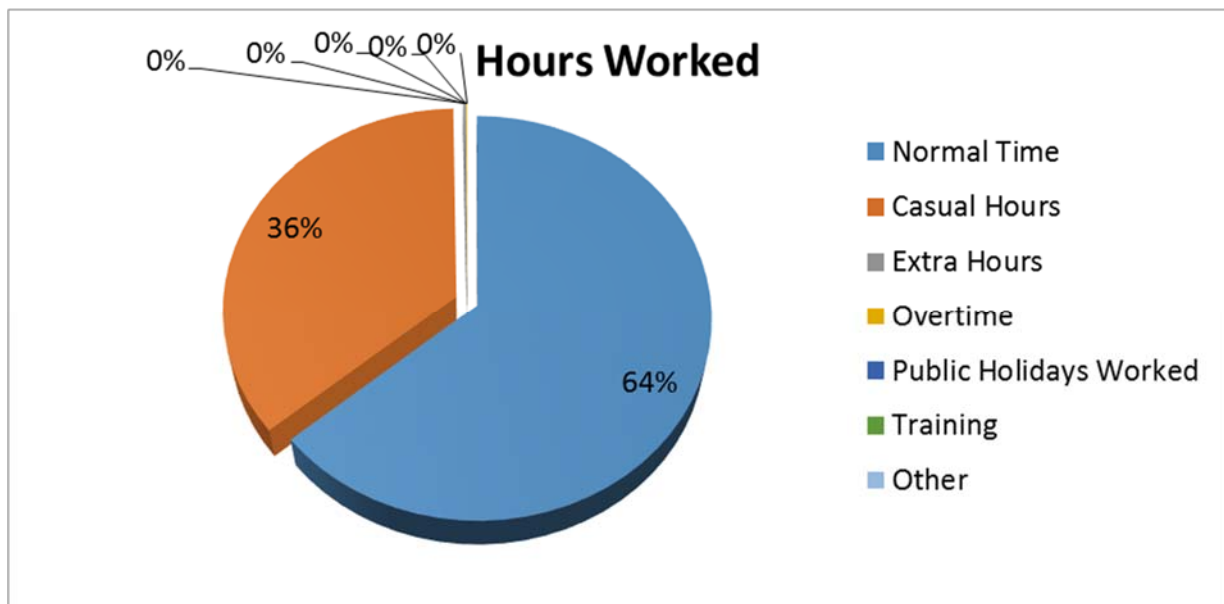


Chart 1: Hours worked as percentage 01st August 2022 to 31st August 2022

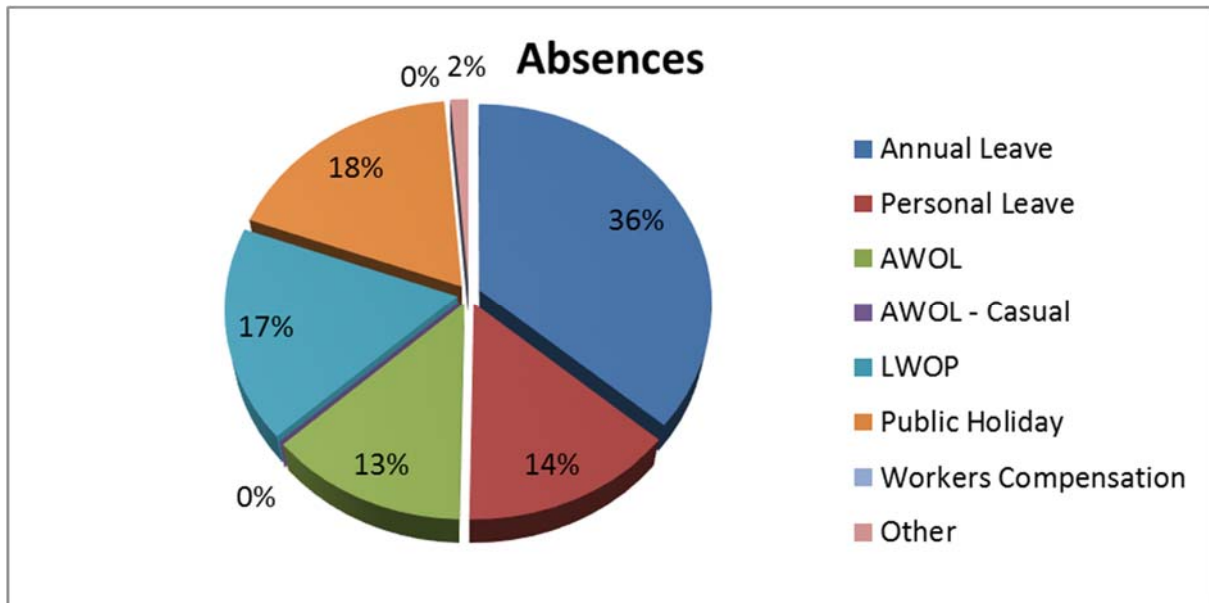


Chart 2: Absences as percentage 01st August 2022 to 31st August 2022

Hours Worked

Description	PPE 14 th August 2022	% of Total	PPE 28 th August 2022	% of Total	Variance	Variance %
Normal Time	2,975	49%	3,489	55%	+514	+17%
Casual Hours	1,628	27%	1,977	31%	+349	+21%
Extra Hours	4	0%	18	0%	+14	+373%
Overtime	4	0%	2	0%	-1	-37%
Public Holidays Worked	0	0%	0	0%	0	0%
Training	0	0%	0	0%	0	0%
Annual Leave	394	7%	438	7%	+44	+11%
Personal Leave	200	3%	122	2%	-78	-39%
AWOL	123	2%	175	3%	+52	+43%
AWOL-Casual	0	0%	0	0%	0	0%
LWOP	258	4%	139	2%	-119	-46%
Public Holiday	415	7%	0	0%	-415	-100%
Workers Compensation	0	0%	0	0%	0	0%

Table 1: Monthly Comparisons – Raw Hours and Percentages

Charts

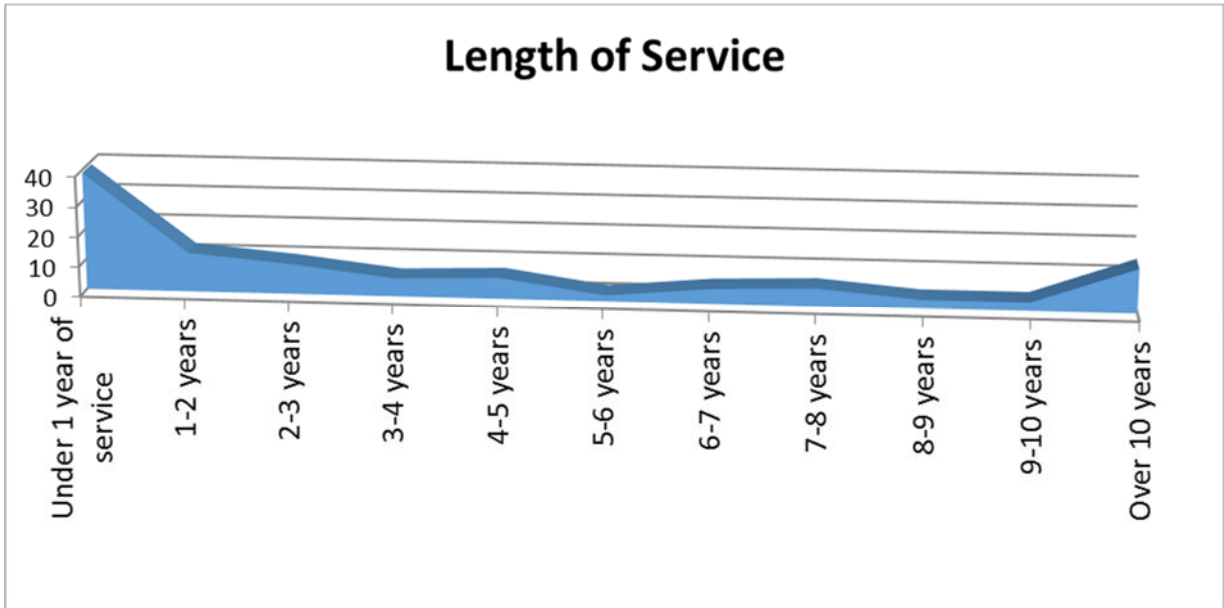


Chart 3: Length of Services – August 2022

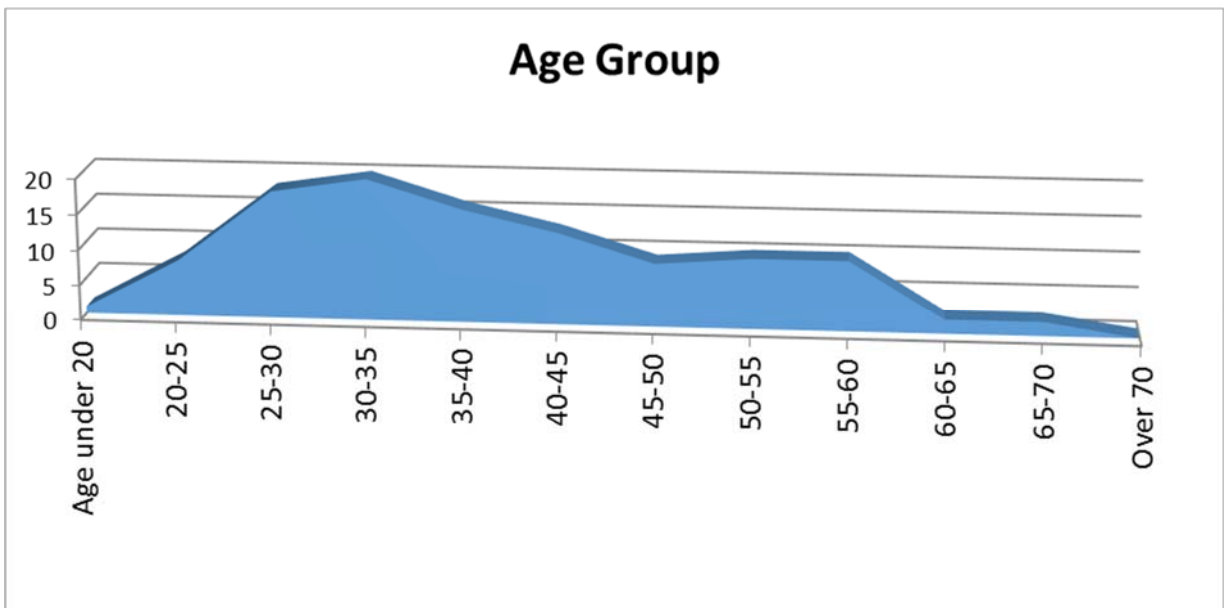


Chart 4: Distribution of Ages – August 2022

Demographics

Description	Wurr.	Pirl.	Mili.	Dar.	Total	%
Male	43	13	16	4	76	70%
Female	18	8	7	0	33	30%
ATSI	49	20	20	0	89	82%
NON-ATSI	12	0	4	4	20	18%
Full Time	25	10	10	3	48	44%
Part Time	1	7	7	0	15	14%
Casual	35	4	6	1	46	42%
Age under 20	1	0	0	0	1	1%
20-25	6	1	1	0	8	7%
25-30	11	4	3	0	18	17%
30-35	8	5	6	1	20	18%
35-40	11	0	3	2	16	15%
40-45	6	5	1	1	13	12%
45-50	8	0	1	0	9	8%
50-55	5	3	2	0	10	9%
55-60	4	3	3	0	10	9%
60-65	1	0	1	0	2	2%
65-70	0	0	2	0	2	2%
< 1 year of service	32	3	3	1	39	36%
1-2 years	11	1	0	1	13	12%
2-3 years	6	2	2	0	10	9%
3-4 years	1	3	2	0	6	6%
4-5 years	3	1	1	2	7	6%
5-6 years	0	1	1	0	2	2%
6-7 years	3	1	1	0	5	5%
7-8 years	1	1	4	0	6	6%
8-9 years	0	1	2	0	3	3%
9-10 years	1	1	1	0	3	3%
Over 10 years	3	6	6	0	15	14%
Total Employees	61	21	23	4	109	100%

Table 2: Monthly Demographics – August 2022

Annual Leave Liability

As of the 31st August 2022, the council's annual leave liability is for 10,321 hours totalling \$445,603. The annual leave liability amount includes 17.5% leave loading.

New Hires

Position	Date Hired	Directorate	Employment Type
Town Services Officer (W) x 2	22 August 2022	Town Services	Casual
Trades Assistant	22 August 2022	Fleet	Casual
Outstations Coordinator	08 August 2022	Town Services	Fixed Term Full Time
Human Resources Officer	08 August 2022	CEO	Casual

Terminations

Position	Termination Date	Directorate	Reason / Emp Type
Town Services Officer (W) x 2	26 August 2022	Town Services	Resigned
Governance Coordinator	05 August 2022	CEO	Resigned

Records Management EoM Report August 2022

BACKGROUND

This report is for the month of August 2022

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 31st August 2022, 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.

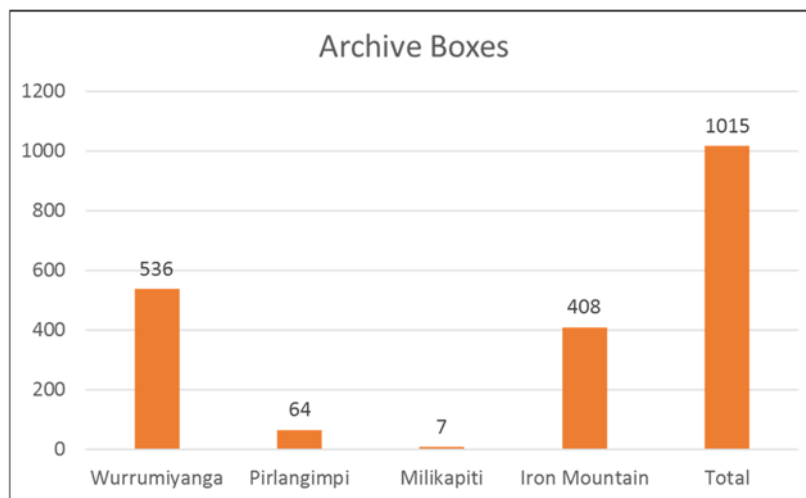


Chart 5: Archive Boxes

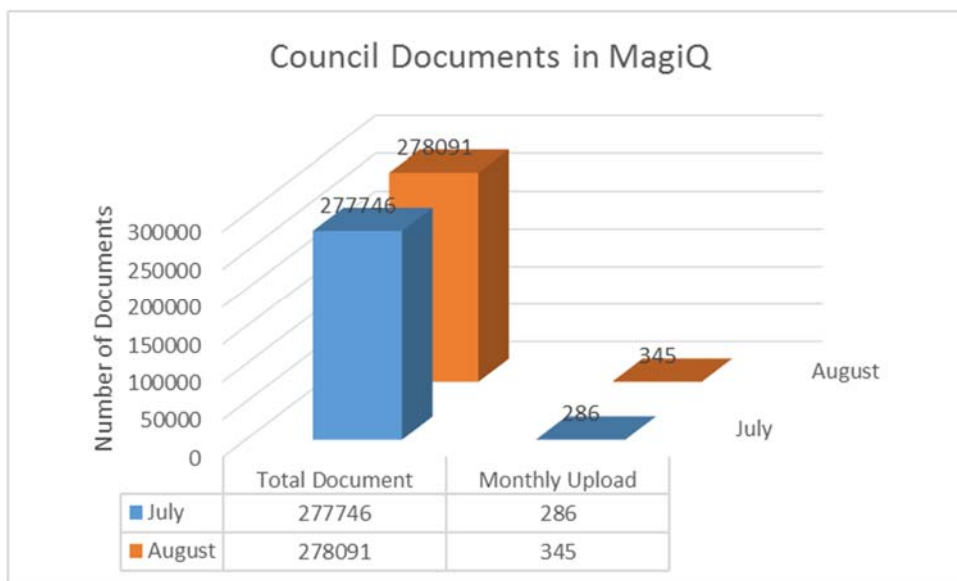


Chart 6: Documents in MagiQ in August 2022

Stakeholder Engagement/Meetings

Nil

RECOMMENDATION:

That Council notes this report for Information.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	5.3
TITLE	Town Services/Inter-Island Ferry/Aerodrome/Civil Works/Outstations August 2022 Report
REFERENCE	244273
AUTHOR	David Ciosmak, Town Services Manager

**BACKGROUND****Highlights:**

- Purchase of new loader for Wurrumiyanga**
- Purchase of Garbage truck for Garden Point**
- Compliments from community members**

1. Town Services - Wurrumiyanga**1.1 Community/cultural commitments**

Town Services, Civil Works and Outstation crews assisted with various community events providing:

- Chairs/tables and BBQ's
- Additional wheelie bins
- Litter cleaning conducted everyday
- Vegetation clearing for upcoming dry season

TIRC continues to show a strong presence at community/cultural events.

1.2 Training

1. **Coxswain Training** – The female boat crew have almost finalized their training.
2. **Additional Training** – All current staff are being assessed for future training which will upskill them in their roles. This will include first aid, driver's licenses, ARO and coxswain tickets.

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)**1.5.1 Sucker Machine**

- The sucker trailer is still awaiting a new engine.
- Areas with high public traffic over night are prioritized to maintain clean streets and public spaces

1.5.2 Garbage Truck

- Community bins emptied twice 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

- Bins have arrived and will be replaced as they are paid for while others will be repaired with spare parts.

1.5.5 Landfill

- Significant work is being carried out at all three dump sites
- An external contractor has pushed new dumping areas and will clean up the old waste area as needed.
- The implementation of skip bins has proven to be effective in collecting waste when the garbage truck has been off the road. The skip bin truck is now repaired and will start to place bins around the community.
- Gates have been installed at the tip. Fencing has started with posts being installed.
- Council is looking into the removal of car bodies by crushing and then removal off the islands.
- NTEPA have made visits to the sites and council is still awaiting their findings.

1.6 Swimming Pool

- The pool has not been operational for quite some time.

1.6.1 Future works

- TIRC has been approved for LRCI funding for the swimming pool. TIRC will engage an engineer to scope the works and then it will be put out to tender.

2. Inter-Island Ferry (Boat Shed)

- Will depart in two weeks.
- Ferry maintenance – Ferry is due a service at end of month.
- Paid weekend operations have finished as TIFL has ended.
- Inter-Island Ferry Coordinator has resigned.
- The female staff have completed their coxswain training.
- Second skipper will most likely move into Coordinator position.

3. Aerodrome

- Daily inspections conducted with no major issues identified
- Slashing and mowing within the fence perimeter 100% complete
- Slashing on both approaches complete and around secondary windsock
- CASA annual review will take place in September.
- Removal of trees at Milikapiti and Garden Point aerodrome.

4. Civil Works

4.1 Routine town maintenance

- Potholes repairs have been put on hold as we consider options for funding to re sheet asphalt in the problem areas.
- Landfill operations routinely conducted weekly using the D6 Bull dozer.
- Hard rubbish removal ongoing.
- TIRC has received a new loader to replace old one.

4.2 Routine regional maintenance

- Grading has been conducted between township and landfill to account for high traffic and to reduce damage to garbage truck.
- Grading of main roads has started by an external contractor who will also assist the Tiwi workers to complete it much quicker.

4.3 Landfill

- Work conducted daily to consolidate waste.
- Fencing and building up of area for new container has started but requires more materials.

- D6 Dozer earthworks ongoing to reconfigure the landfill and consolidate dumping area. Dozer is being moved to start work at Pirlangimpi waste site.

4.4 Projects

- TIRC has a lot of projects to complete. I am working on a priority basis to complete these projects

5.1 Milikapiti Town Services and Civil Works

This report illustrates the business unit Infrastructure - Town Services/Civil Works including maintenance of public parks, gardens, and drainage, waste collection and management, funerals and servicing of public toilets in the community.

BACKGROUND

This report is for the Month of July 2022

WASTE COLLECTION AND MANAGEMENT:

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

AIRPORT

Inspections – Field Checklist:

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

Monthly Reporting Register:

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

Maintenance:

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

Water tank will be filled on a monthly basis so that toilets are operational. It should be noted that the Fly Tiwi agent has been abused and threatened by a member of the public on several occasions due to no water.

TOWN/ROAD WORKS:

- Rubbish collection walk through main areas, with garbage bags twice a week. Garbage Bags and Ute Tiwi 15 taken to the Tip.
- Old items/rubbish outside people houses taken to the Tip. Done with Ute Tiwi 15 and trailer.
- Unable to fill up airport tank with water truck for public toilet use at the airport due to Water Truck not working. Done with water truck/workers both Civil and Town Services.
- Patch roads and gutters around community. Done with Backhoe, Bobcat and workers.
- 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.
- Remove trees on main roads from Community to the Tip. Workers and Bobcat.
- Empty fuel tanks taken to the Barge Landing with Mechanic if needed help. Tip truck and Loader.
- Barge pick-ups. Ute and trailer TIRC assets Tip Truck and Loader.

- Support to family funerals. Town Services and civil workers.
- Supported civil works on roads when they needed help and in around the community. Most of workers and help each other out.
- Clean Town Services Shed and remove old items to the tip. Tip Truck/Bobcat and Loader.
- Clean gutters and flattened rough surfaces. Done with Bobcat/Tip Truck and Town Services/Civil workers
- Back fill barge landing road end of bitumen with gravel/soil. Done with Bobcat/Grader 130
- Baulker bags filled with rubbish taken to tip and return empty. Done with Ute Tiwi 15.
- Mow and cut around community and public areas sections. 2 Ride on Mowers 2 Mini Slashers.
- Whipper snip main areas of the community. 3 whipper Snippers.
- Remove old tyres from workshop and metal scraps taken to Tip. Done with Tip Truck 2 workers.

CIVIL WORKS

- Help Town Services with rubbish collection. Done with garbage bags and vehicle Tiwi 15.
- Clean drain ways with Town Services crew in community. Done with Loader/Bobcat and Tip truck.
- Remove old stuff from houses and take to the Tip. Done with Ute and Tip Truck.
- Help with Town Services crew doing General Waste Disposals driving. Rubbish Truck.
- Grade and patch road Barge Landing. Grader 130.
- Grade farm road and dump road. Grader 130.

6.1 PIRLANGIMPI TOWN SERVICES AND CIVIL

6.2 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.
- Drain ways cleaned and rubbish removed from inside.
- We have found a garbage truck in NSW that TIRC will purchase to replace the U/S truck.

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

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.
- Martin Costa is continuing to assist Vince North with road works on Melville Island.

7.1 OUTSTATIONS

7.2 Ranku

- Currently two house occupied at Ranku.

Power

- No issues reported this month.
- Two generators awaiting parts for repairs.

Slashing/Mowing

- Slashing and Mowing has been completed

Water

- No unplanned outages

HMS (Housing Maintenance Services)

- No report

7.2 Paru

Power

- Lot 1 requires new inverter.

Slashing/Mowing

- Mowing completed.

Water

- No water outages

HMS (Housing Maintenance Services)

- No report

7.3 4-Mile

Power

- No outages

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 completed

Water

- No outages

HMS (Housing Maintenance Services)

- Replacement of roofing 100 % complete

Future Projects

- Upgrade of solar power system – Funding application has been submitted.

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 is working with off grid electrical to complete the hybrid solar program.

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)

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

RECOMMENDATION:

That Council note this report for information.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.1
TITLE	Finance End of Month Report – August 2022
REFERENCE	244258
AUTHOR	Bala Donepudi, Interim Chief Executive Officer



Statement of Financial Performance for the period ended 31st Aug 2022					
Income	Year to Date				Full Year Budget
	Actual	Budget	Variance*	%	
61 - Income Rates and Charges	3,113,562	507,415	2,606,147	514%	3,044,491
62 - Income Council Fees and Charges	267,801	258,875	8,926	3%	1,553,250
63 - Income Operating Grants Subsidies	955,866	1,202,608	(246,743)	-21%	8,715,649
66 - Income Reimbursements and Others	7,665	1,664	6,001	361%	9,986
67 - Income Agency and Commercial Serv	69,177	155,223	(86,045)	-55%	931,337
69 - Income Sale of Assets	0	250	(250)	100%	1,500
Total Operating Revenue	4,414,072	2,126,036	2,288,036	108%	14,256,213
Expenditure					
71 - Employee Expenses	960,671	1,086,241	125,570	12%	6,549,005
72 - Contract and Material Expenses	445,278	968,777	523,499	54%	7,172,662
73 - Finance Expenses	897	1,269	372	29%	7,614
74 - Communication Expenses	60,757	63,593	2,836	4%	521,556
75 - Asset Expense	317,889	340,304	22,415	7%	2,041,825
79 - Miscellaneous Expenses	193,205	256,851	63,645	25%	1,541,103
Total Operating Expenditure	1,978,697	2,717,034	738,337	27%	17,833,765
Allocations	0				
Net Surplus/(Deficit)	2,435,375	(590,999)	3,026,374	512%	(3,577,552)
<i>Adjust for Capital and Depreciation</i>					
Less: Capital Expense	131,080	67,500	(63,580)	-94%	405,000
Add back: Depreciation expense	317,889	340,304	(22,415)	-7%	2,041,825
Net Cash Surplus/(Deficit)	2,622,184	(318,194)	2,940,379	924%	(1,940,727)
Restricted Cash Carried Forward	0	323,951	(323,951)	-100%	1,943,708
Total Surplus/(Deficit)	2,622,184	5,757	2,616,427	-45450%	2,980
<i>Represented by:</i>					
Tied Funding Surplus/(Deficit)	(98,548)	(7,614)	(90,934)	1194%	(77,246)
Untied Funding Surplus/(Deficit)	2,720,732	13,371	2,707,361	20249%	80,226

Statement of Financial Position as at 31st Aug 2022	Amount
	\$
<u>Current Assets</u>	
Current Operating accounts & Cash on Hand	4,991,717
Trade and Other Receivables	3,511,991
Debtors	214,735
Inventory	71,110
Prepayments	421,168
Total Current Assets	9,210,721
<u>Current Liabilities</u>	
Trade and Other Payables	324,508
Creditors	774,817
Current Provisions	892,608
Other Current Liabilities	172,139
Unexpended Grant Liability	528,320
Total Current Liabilities	2,692,392
Net Current Assets	6,518,329
<u>Non Current Assets</u>	
Buildings Prescribed	13,706,539
Infrastructure Prescribed	1,559,310
Plant	941,877
Equipment	283,561
Motor Vehicles	448,090
Work in Progress	131,080
Other Non Current Assets	3,511,546
Total Non Current Assets	20,582,002
<u>Non Current Liabilities</u>	
Non Current Provisions	193,232
Non Current Borrowings	630,001
Non Current Lease Liabilities	2,952,896
Total Non Current Liabilities	3,776,129
Net Assets	23,324,203
<u>Equity</u>	
Accumulated Surplus/(Deficit)	7,640,645
Asset Revaluation Reserve	13,253,309
Election Reserve	0
Asset Replacement Reserve	0
Current Year Surplus/(Deficit)	2,430,248
Total Equity	23,324,203

Current Operating Accounts & Cash on Hand

Account Balances as at 31st Aug 2022:

	\$
Operating Account	\$142,772
Trust Account	\$3,225,045
Christmas Saving Account	\$111,734
NIAA Bank Account	\$1,459,021
Cash Deposit Account (credit cards)	\$50,898
Cash on hand	\$664
	<u>\$4,991,717</u>

Cash Funding Type Split

	\$
Tied Funding	\$3,391,697
Untied Funding	\$1,600,020
	<u>\$4,911,717</u>

The Cash Funding type Split are provisional numbers and subject to finalization of Audit FY21-22.

Ageing Receivables

The outstanding Debtors owed to Council at the end of Aug 2022 total \$ 263,073 .The ageing of the outstanding receivables balances is as follows:

Description	Outstanding	Current	>30days	>60days	>90days	Future
Debtors	\$ 214,741	NIL	\$17665	\$85,878	\$106,503	\$ 4,693

The total Rates & Charges Outstanding at the end of Aug 2022 is \$ 3,330,187 of this \$77,507 relates to the 2021-22 financial year.

Description	Outstanding	2021-22	Previous Years
Rates & Charges	\$ 3,330,187	\$ 77,507	\$ 184,065

Ageing Payables

The outstanding amounts owed by Council to Creditors at the end of Aug 2022 total \$ 774,817 the aging of the outstanding balance is as follows:

- High AP outstanding was due to insurance invoices of \$459,475 booked in Aug. 22 & paid in Sep 22.

Outstanding	Unapplied Credits	Current	>30days	>60days	>90days	Future
\$ 774,817	(\$38,428)	\$236,708	\$574,713	\$769	\$1,055	738

Statement of Financial Performance for the period ended 31st Aug 2022						
Income	Year to Date			Full Year Budget		
	Actual	Budget	Variance*			
61 - Income Rates and Charges	3,113,562	507,415	2,606,147	514%	3,044,491	2022/23 Rates Run Completed .
62 - Income Council Fees and Charges	267,801	258,875	8,926	3%	1,553,250	
63 - Income Operating Grants Subsidies	955,866	1,202,608	(246,743)	-21%	8,715,649	Funding for thr community safety ,LAPF and Sports Grants are yet to be released
66 - Income Reimbursements and Other	7,665	1,664	6,001	361%	9,986	
67 - Income Agency and Commercial Services	69,177	155,223	(86,045)	-55%	931,337	Yet to invoice the Airports for the maintenance and inspections
69 - Income Sale of Assets	0	250	(250)	-100%	1,500	
Total Operating Revenue	4,414,072	2,126,036	2,288,036	108%	14,256,213	
Expenditure						
71 - Employee Expenses	960,671	1,086,241	125,570	12%	6,549,005	Underspend on emp costs in infrastructure , Inter Island ferry , Outstations etc
72 - Contract and Material Expenses	445,278	968,777	523,499	54%	7,172,662	Underspend on Materials in LCRI Funding , LAPF Funding, Community Safety R2R Etc
73 - Finance Expenses	897	1,269	372	29%	7,614	
74 - Communication Expenses	60,757	63,593	2,836	4%	521,556	
75 - Asset Expense	317,889	340,304	22,415	7%	2,041,825	
79 - Miscellaneous Expenses	193,205	256,851	63,645	25%	1,541,103	Underspend in Council for Allowance costs and Insurances .
Total Operating Expenditure	1,978,697	2,717,034	738,337	27%	17,833,765	
Allocations	0					
Net Surplus/(Deficit)	2,435,375	(590,999)	3,026,374	512%	(3,577,552)	
<i>Adjust for Capital and Depreciation</i>						
Less: Capital Expense	131,080	67,500	(63,580)	-94%	405,000	
Add back: Depreciation expense	317,889	340,304	(22,415)	-7%	2,041,825	
Net Cash Surplus/(Deficit)	2,622,184	(318,194)	2,940,379	924%	(1,940,727)	
Restricted Cash Carried Forward	0	323,951	(323,951)	-100%	1,943,708	
Total Surplus/(Deficit)	2,622,184	5,757	2,616,427	-45450%	2,980	
<i>Represented by:</i>						
Tied Funding Surplus/(Deficit)	(98,548)	(7,614)	(90,934)	1194%	(77,246)	
Untied Funding Surplus/(Deficit)	2,720,732	13,371	2,707,361	20249%	80,226	

Council's Payment and Reporting Obligations:

Fringe benefits Tax: Council's 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 2022 to 30th June 2023. JLT invoices are paid.

Superannuation: Council's has processed its Superannuation liability for the period July22 & August 22 on 14/09/2022. 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 .All the payments are up to date.

Business Activity Statements (BAS) : We are up to date with all the lodgement of the council business activity statements . Aug-22 BAS has been submitted to ATO. We have also finished our Tax Payable Annual Report (TPAR- FY 2021-22) to ATO.

CONSULTATION AND TIMING

Section 8 of the Local Government Accounting Regulations 2014 outlines the requirements for financial reporting to Council. In particular it states that the actual income and expenditure for the commencement of the financial year to the end of the previous month should be reported plus a statement of the debts owed to the Council.

Part 8 Financial reports to council**18 Financial reports to council**

- (1) The CEO must, in each month, present before a meeting of the council a report, in a form approved by the council, setting out:
 - (a) The actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and
 - (b) The forecast income and expenditure for the whole of the financial year.
- (2) The report must include:
 - (a) Details of all cash and investments held by the council (including money held in trust); and
 - (b) A statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and
 - (c) Other information required by the council.
- (3) If a council does not hold a meeting in a particular month, the report is to be laid before the council committee performing the council's financial functions for the particular month.

RECOMMENDATION:

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

ATTACHMENTS:

- 1 Cash Flow.pdf

Cash Flow
as at 30 Aug 2022

Description	Opening	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Closing	YTD	%
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Cash Accounts																		
Cash at Bank Operational General	136,239	(134,388)	140,921	-	-	-	-	-	-	-	-	-	-	-	-	142,772	6,533	5%
Cash at Bank Trust General	4,237,978	(1,125,154)	112,221	-	-	-	-	-	-	-	-	-	-	-	-	3,225,045	(1,012,933)	(24%)
PPIC Bank ACCOUNT	1,459,016	454	1,134	-	-	-	-	-	-	-	-	-	-	-	-	1,466,604	1,588	0%
Self Christmas Savings Account	79,399	32,275	60	-	-	-	-	-	-	-	-	-	-	-	-	111,734	32,333	41%
Cash on Hand Financial	-	-	(732)	-	-	-	-	-	-	-	-	-	-	-	-	(732)	(732)	(100%)
Cash on Hand Non-financial	1,386	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,386	(732)	(53%)
Cash Deposit account (Credit cards)	50,898	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,898	50,898	100%
Total Cash Accounts	5,964,925	(1,226,812)	253,604	-	-	-	-	-	-	-	-	-	-	-	-	4,991,717	(973,208)	(16%)
Operating Activities																		
Receipts	(68,999)	979,771	-	-	-	-	-	-	-	-	-	-	-	-	-	910,772	910,772	100%
Income Rates and Charges	29,317	46,734	-	-	-	-	-	-	-	-	-	-	-	-	-	76,051	76,051	100%
Income Council Fees and Charges	221,210	46,592	-	-	-	-	-	-	-	-	-	-	-	-	-	267,801	267,801	100%
Income Operating Grants Subsidie	-	955,866	-	-	-	-	-	-	-	-	-	-	-	-	-	955,866	955,866	100%
Income Investments	1,755	4,018	-	-	-	-	-	-	-	-	-	-	-	-	-	5,774	5,774	100%
Other Operating Receipts	(321,281)	(73,439)	-	-	-	-	-	-	-	-	-	-	-	-	-	(394,720)	(394,720)	(100%)
Payments	1,225,840	527,060	-	-	-	-	-	-	-	-	-	-	-	-	-	1,752,900	1,752,900	100%
Employee Expenses	480,557	480,114	-	-	-	-	-	-	-	-	-	-	-	-	-	960,671	960,671	100%
Contract and Material Expenses	435,823	(18,696)	-	-	-	-	-	-	-	-	-	-	-	-	-	417,126	417,126	100%
Finance Expenses	404	493	-	-	-	-	-	-	-	-	-	-	-	-	-	897	897	100%
Other Operating Payments	308,237	65,130	-	-	-	-	-	-	-	-	-	-	-	-	-	373,367	373,367	100%
Other Operating Payments	790	-	-	-	-	-	-	-	-	-	-	-	-	-	-	790	790	100%
Other Operating Payments	30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30	30	100%
Total Operating Activities	(1,294,839)	452,711	-	-	-	-	-	-	-	-	-	-	-	-	-	(842,128)	(842,128)	(65%)
Investing Activities																		
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments	-	131,080	-	-	-	-	-	-	-	-	-	-	-	-	-	131,080	131,080	100%
Purchase of Assets	-	131,080	-	-	-	-	-	-	-	-	-	-	-	-	-	131,080	131,080	100%
Total Investing Activities	-	(131,080)	-	-	-	-	-	-	-	-	-	-	-	-	-	(131,080)	(131,080)	(30%)
Financing Activities																		
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repayment of Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Increase or (Decrease) in Cash Held	(1,294,839)	321,631	-	-	-	-	-	-	-	-	-	-	-	-	-	(973,208)	(973,208)	(16%)
Accumulated Cash Balance	5,964,925	4,728,113	4,991,717	-	-	-	-	-	-	-	-	-	-	-	-	4,991,717	973,208	19%



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