



AGENDA

ORDINARY COUNCIL MEETING

THURSDAY, 26 OCTOBER 2023

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

- Thursday, 26 October 2023 at
- Wurrumiyanga Boardroom
- Commencing at 10.00am

Your attendance at the meeting will be appreciated.

Gina McPharlin
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 Swearing in Protocol of Newly Elected Member
- 1.6 Statement of Commitment

*I, **Deanne Rioli**, the newly Elected Member of the Tiwi Islands Regional Council (Pirlagimpi Ward) am committed to discharging my duties conscientiously and to the best of my ability.*

In the performance of my community role I will act with honesty, integrity and transparency and generally conduct myself in a way that both generates community trust and confidence in me as an individual and enhances the role and image of the Council and Local Government generally.

In addition to all the legislative requirements, I have adopted the requirements of this Code of Conduct as the standard that I will abide by in the performance of my role.

- 1.7 Declaration of Interest of Members or Staff

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?

1.5	Confirmation of Previous Minutes <i>Ordinary Meeting - 27 September 2023</i>	1
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2 BUSINESS ARISING FROM PREVIOUS MINUTES

3 VISITORS AND PRESENTATIONS

3.1	DEFIBRILATOR PRESENTATION.	7
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4 CORRESPONDENCE

Nil

5 REPORTS FOR INFORMATION

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6 REPORTS FOR DECISION

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6.3	POLICY 37 - PROCUREMENT POLICY	39

7 BUSINESS ARISING FROM LOCAL AUTHORITIES

Nil

8 GENERAL BUSINESS

Nil

9 CONFIDENTIAL ITEMS

- 9.1 CONFIRMATION OF ABORIGINALITY FOR THE TIWI LAND COUNCIL CLAN GROUP DIRECTORS.
The report will be dealt with under Section 293(1) (51(e)) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 (s.51). It contains subject to subregulation 51(3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
- 9.2 PROCESS OF MAYOR ELECTION - COMPLAINT
The report will be dealt with under Section 293(1) (51(c)(iii)) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 (s.51). It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.



**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE PIRLANGIMPI
BOARDROOM ON WEDNESDAY, 27 SEPTEMBER 2023 AT 10:50AM**

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10:50am.

The Mayor welcomed councillors and guests.

1.2 Present

COUNCILLORS	
Mayor Leslie Tungutulum	Bathurst Ward
Deputy Mayor Lynette De Santis	Milikapiti Ward
Councillor Stanley Tipiloura	Bathurst Ward
Councillor Francis Xavier Kurrupuwu	Bathurst Ward - Teleconference
Councillor Luke Tipuamantimirri	Bathurst Ward
Councillor Jennifer Clancy	Bathurst Ward
Councillor John Ross Pilakui	Bathurst Ward
Councillor Jeffrey Ullungura	Milikapiti Ward – Teleconference (Joined meeting at 12:25pm).
Councillor Pius Tipungwuti	Milikapiti Ward
Councillor Therese Bourke	Pirlangimpi Ward
Councillor Joseph Gideon Pangiraminni	Pirlangimpi Ward
STAFF	
Gina McPharlin	Chief Executive Officer
Bala Donepudi	Chief Financial Officer
David Ciosmak	Town Services Manager
Gavin Ackland	Acting Fleet Manager
GUESTS	
Kristien Oling	Department of the Chief Minister and Cabinet
Matt Majid	Department of the Chief Minister and Cabinet
Maeve Cullen	Department of the Chief Minister and Cabinet

Minuter:
Governance

1.3 Apologies

Apologies from members who were absent from the meeting	
NIL	
RECOMMENDATION	
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.**

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

Mayor Leslie Tungutulum declared his conflict for Confidential item 9.1

1.6 Confirmation of Previous Minutes

Ordinary Meeting - 23 August 2023

89 RESOLUTION

Moved: Lynette DeSantis

Seconded: John Ross Pilakui

That the minutes of the Ordinary Meeting on 23 August 2023 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

Confidential Ordinary Council - 23 August 2023

RECOMMENDATION

That the minutes of the Confidential Ordinary Council on 23 August 2023 as circulated, be confirmed as a true and correct record of that meeting.

2 Business Arising from Previous Minutes

3 VISITORS AND PRESENTATIONS

Nil

4 CORRESPONDENCE

Nil

Confidential Items

Adjournment of open meeting and move to Confidential meeting at 11.00am.

RECOMMENDATION

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

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

90 RESOLUTION

Moved: John Ross Pilakui

Seconded: Luke Tipuamantumirri

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

CARRIED**CONFIDENTIAL ITEM DECISIONS****1.1.1 APPOINTMENT OF NEW MAYOR**

This report is provided to Council for the consideration of appointing a new Mayor.

91 RESOLUTION

That Council:

- 1. Agree that the appointment of the Mayor would be by way of secret nomination and voting.**
- 2. Receive the nominations of:**
 - Luke Tipuamantimiri
 - Lynette De Santis
 - Leslie Tungutalum
 - Jeffrey Ullungura
- 3. Agree to withdraw Councillor Jeffrey Ullungura's nomination as he was unable to be contacted.**
- 4. Appoint Leslie Tungutalum as the Principle Member.**

Moved: Stanley Tipiloura

Seconded: Jennifer Clancy

CARRIED**1.1.2 APPOINTMENT OF NEW DEPUTY MAYOR**

Council to consider the appointment of a Deputy Mayor following the election of Mayor.

92 RESOLUTION

That Council:

- 5. Agree to vote to appoint the Deputy Mayor at the October 2023 Ordinary Council Meeting.**

Moved: Therese (Wokay) Bourke

Seconded: John Ross Pilakui

CARRIED

Councillors Francis Xavier Kurrupuwu and Joseph Gideon Pangiraminni left the meeting at 12:10 pm.

Councillor Jeffrey Ullungura joined the meeting via Teleconference at 12:25 pm.

Councillor Jeffrey Ullungura left the meeting via Teleconference at 12:35 pm.

5 REPORTS FOR INFORMATION

5.1 TOWN SERVICES END OF MONTH REPORT

*Town Services, Inter-Island Ferry, Aerodrome, Civil Works & Outstations
August 2023 Report*

91 RESOLUTION

Moved: Lynette DeSantis
Seconded: John Ross Pilakui

That Council note this report for information.

CARRIED**5.2 COMMUNITY ENGAGEMENT END OF MONTH REPORT**

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

92 RESOLUTION

Moved: Stanley Tipiloura
Seconded: John Ross Pilakui

That Council receive and note this report as information.

CARRIED**5.3 HUMAN SERVICES END OF MONTH REPORT****93 RESOLUTION**

Moved: Luke Tipuamantumirri
Seconded: Pius Tipungwuti

That Council note this report for information.

CARRIED**5.4 INFRASTRUCTURE GRANTS UP-DATE**

This Report is to inform Council as to the current status of the Infrastructure Grants for the month of August 2023.

94 RESOLUTION

Moved: Lynette DeSantis
Seconded: Stanley Tipiloura

That Council note this report for information.

CARRIED**5.5 FINANCE REPORT****95 RESOLUTION**

Moved: Lynette DeSantis
Seconded: Therese (Wokay) Bourke

That Council notes and accepts the Finance Report for the reporting period to 31 Aug 2023.

CARRIED

6 REPORTS FOR DECISION**6.1 WASTE MANAGEMENT STRATEGY 2023-25**

A decision is required to endorse the Waste Management Strategy 2023-25.

96 RESOLUTION

Moved: Lynette DeSantis

Seconded: Therese (Wokay) Bourke

That Council ENDORSES the Waste Management Strategy 2023-25.

CARRIED

6.2 INVOICE AUTHORIZATION

To get the consent of the Council for the payment of Jardine Lloyd Thompson (JLT) invoice.

97 RESOLUTION

Moved: Lynette DeSantis

Seconded: Luke Tipuamantumirri

That Council authorises the payment of the Invoice 048-047054.

CARRIED

S.1 ALLOCATION OF WASTE AND RESOURCE MANAGEMENT (WARM) 2022/23 FUNDING

A decision is required to endorse partial funds from the Department of Chief Minister and Cabinet's, Waste and Resource Management (WaRM) 2022/23 Grant, for repairs to the Garbage Truck and repairs to the Bobcat that is utilised for the Waste Management.

98 RESOLUTION

Moved: Pius Tipungwuti

Seconded: John Ross Pilakui

That Council ENDORSES the funds for the WaRM 2022/23 grant to be used for the repair of the Garbage Truck and the Bobcat.

CARRIED

7 BUSINESS ARISING FROM LOCAL AUTHORITIES

Nil

8 GENERAL BUSINESS**9 Next Meeting**

Wednesday, 25 October 2023

10 Closure

The meeting closed at 2:38 pm.

VISITORS AND PRESENTATION

ITEM NUMBER	3.1
TITLE	Defibrillator Presentation.
REFERENCE	248780
AUTHOR	Gina McPharlin, Chief Executive Officer

**BACKGROUND**

The St Johns Ambulance are here today to present two (2) defibrillators to the Tiwi Islands Regional Council and would like to take some pictures of the CEO and TIRC Councilors.

ISSUES/OPTIONS/CONSEQUENCES**CONSULTATION & TIMING****RECOMMENDATION:**

That Council notes this report for information.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	5.1
TITLE	Human Services End of Month Report
REFERENCE	249220
AUTHOR	Harsha Wijesinghe, Manager Organisational Development and Change



Human Services Monthly Report
September 2023

Highlights

- Three (3) terminations were processed during September 2023.
- Two (2) employee was appointed during September 2023.
- Staff turnover rate was 3% percent.
- Note that the graphs and data below from 01st September to 30th September 2023.

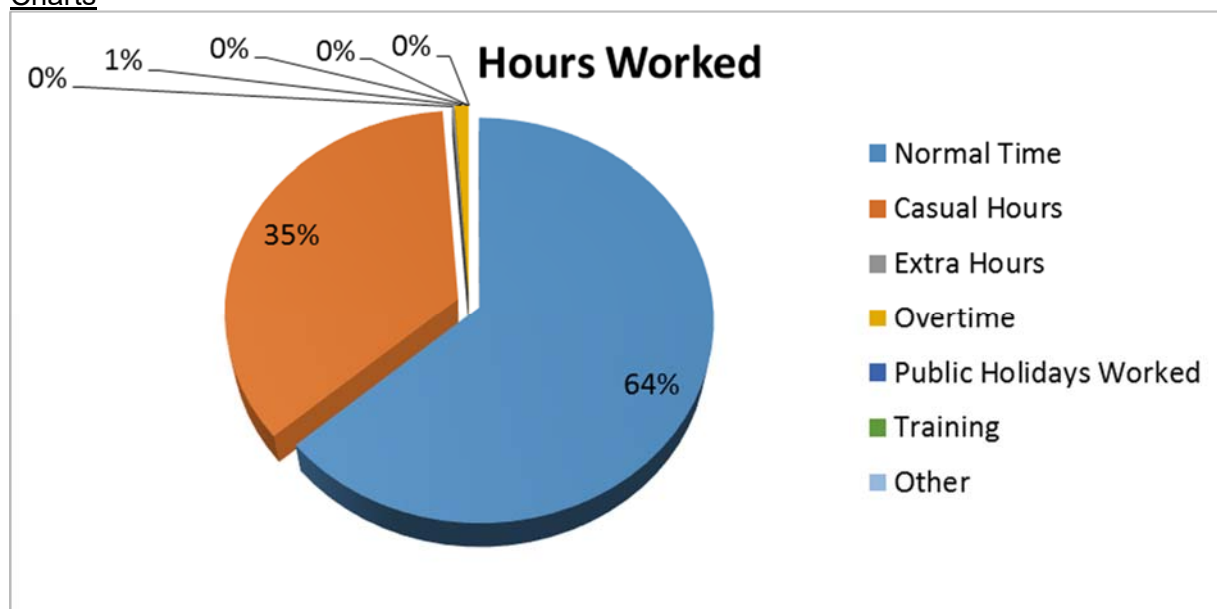
Charts

Chart 1: Hours worked as percentage 01st September to 30th September 2023

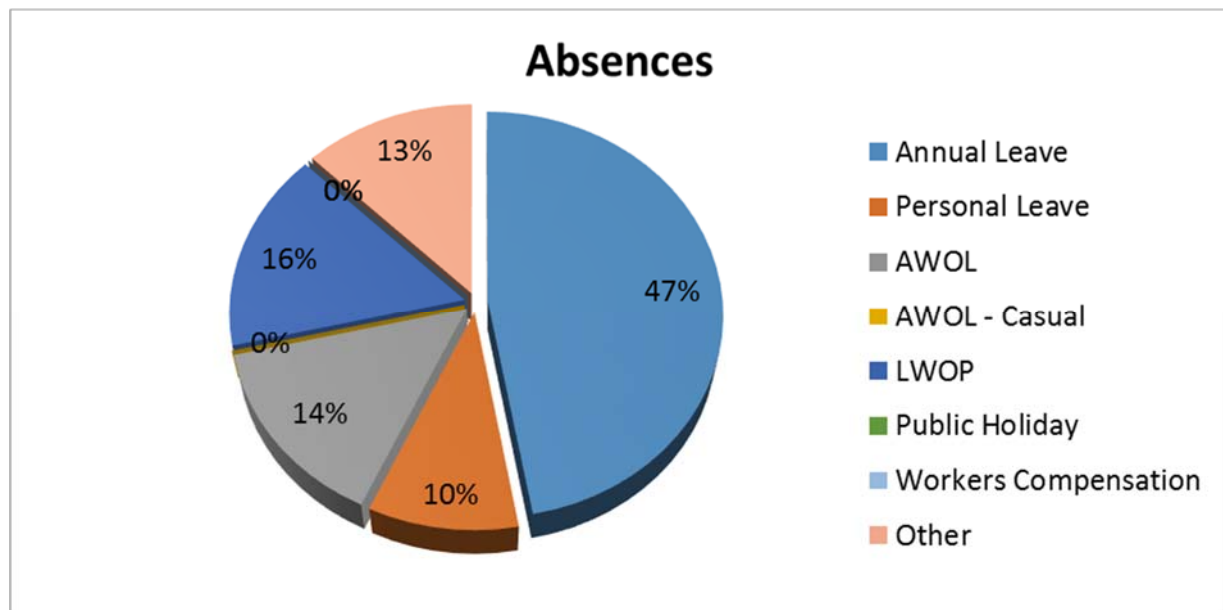


Chart 2: Absences as percentage 01st September to 30th September 2023

Hours Worked

Description	PPE 10 th September 2023	% of Total	PPE 24 th September 2023	% of Total	Variance	Variance %
Normal Time	3,460	55%	3,377	54%	-83	-2%
Casual Hours	1,885	30%	1,914	31%	+29	+2%
Extra Hours	9	0%	9	0%	0	0%
Overtime	58	1%	53	1%	-5	-9%
Public Holidays Worked	0	0%	0	0%	0	0%
Training	0	0%	0	0%	0	0%
Annual Leave	441	7%	388	6%	-53	-12%
Personal Leave	76	1%	99	2%	+22	+29%
AWOL	25	0%	236	4%	+210	+826%
AWOL-Casual	0	0%	0	0%	0	0%
LWOP	243	4%	46	1%	-198	-81%
Public Holiday	0	0%	0	0%	0	0%
Workers Compensation	38	1%	38	1%	0	0%

Table 1: Monthly Comparisons – Raw Hours and Percentages

Charts

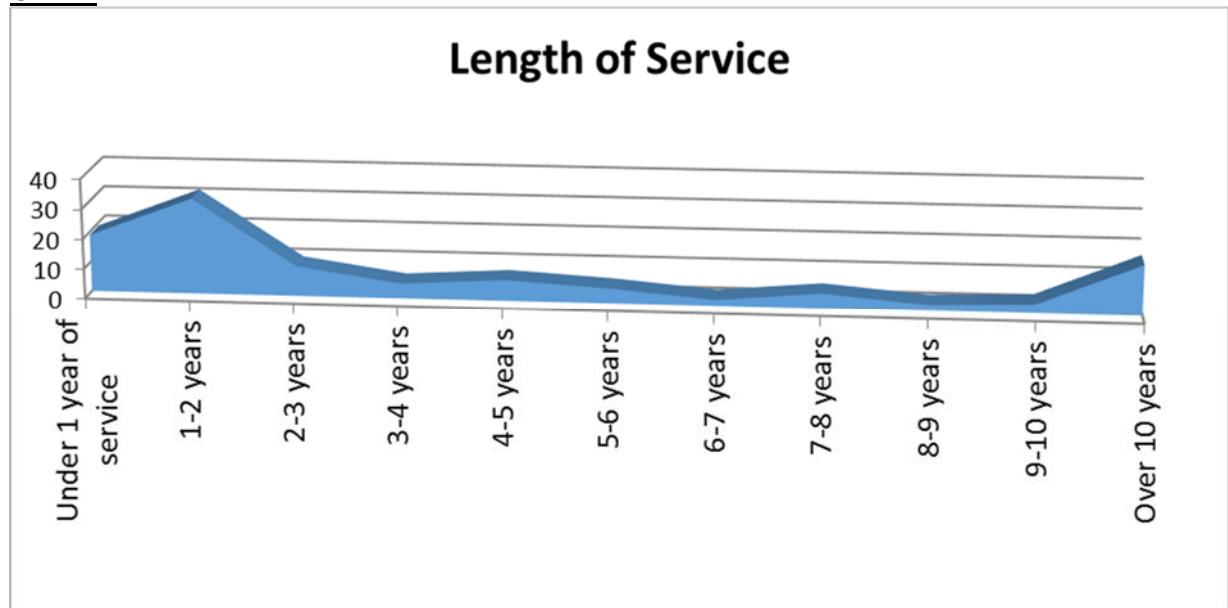


Chart 3: Length of Services – September 2023

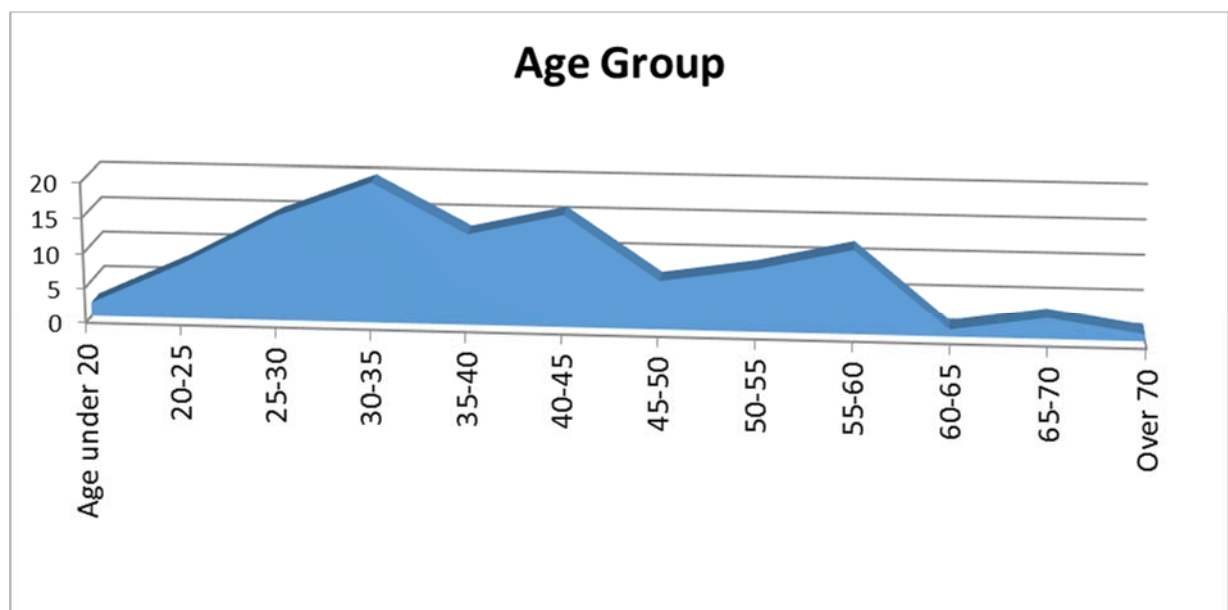


Chart 4: Distribution of Ages – September 2023

Demographics

Description	Wurr.	Pirl.	Mili.	Dar.	Total	%
Male	43	13	14	5	75	70%
Female	17	6	7	2	32	30%
ATSI	53	17	17	0	87	82%
NON-ATSI	5	2	5	8	20	18%
Full Time	20	9	12	6	47	44%
Part Time	1	6	5	1	13	12%
Casual	39	4	4	0	47	44%
Age under 20	1	0	1	0	2	2%
20-25	5	1	2	0	8	7%
25-30	10	4	1	0	15	14%
30-35	11	4	2	3	20	19%
35-40	9	0	3	1	13	12%
40-45	7	4	2	3	16	15%
45-50	6	1	0	0	7	7%
50-55	5	1	3	0	9	8%
55-60	4	4	4	0	12	11%
60-65	1	0	0	0	1	1%
65-70	0	0	3	0	3	3%
Over 70	1	0	0	0	1	1%
< 1 year of service	15	1	2	1	19	18%
1-2 years	23	2	4	3	32	30%
2-3 years	8	1	0	1	10	9%
3-4 years	3	1	1	0	5	5%
4-5 years	3	3	1	0	7	7%
5-6 years	2	0	1	2	5	5%
6-7 years	0	2	0	0	2	2%
7-8 years	3	1	1	0	5	5%
8-9 years	0	0	2	0	2	2%
9-10 years	0	2	1	0	3	3%
Over 10 years	3	6	8	0	17	16%
Total Employees	60	19	21	7	107	100%

Table 2: Monthly Demographics – September 2023

Annual Leave Liability

As of the 30th September 2023, the council's annual leave liability is for 9,357 hours totalling \$442,752. The annual leave liability amount includes 17.5% leave loading.

New Hires

Position	Date Hired	Directorate	Employment Type
Sports & Recreation Officer(M)	25 September 23	Communities	Casual
Sports & Recreation Officer(W)	25 September 23	Communities	Casual

Terminations

Position	Termination Date	Directorate	Reason / Emp Type
EA to CEO	15 September 23	CEO	Resigned
Town Services Coordinator (M)	15 September 23	Town Services	Resigned
Town Services Officer (M)	05 September 23	Town Services	Resigned

Records Management EoM Report September 2023

BACKGROUND

This report is for the month of September 2023

General Business for the month

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

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

Events

None

Human Resources

All matters including:

- Incidents: none
- Training: Nil
- Work comp: 1

Archive boxes

As of 30th September 2023, there have been 408 boxes securely stored at Iron Mountain facility, 10 Olive Place, Holtze NT 0829.

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

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

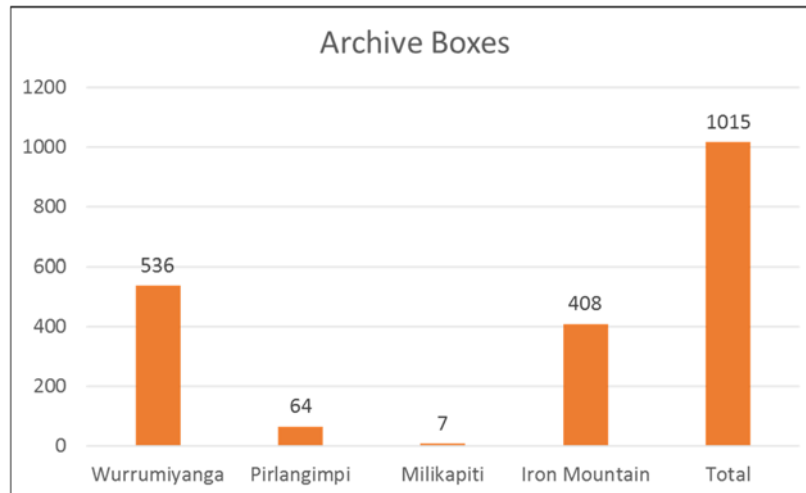


Chart 5: Archive Boxes

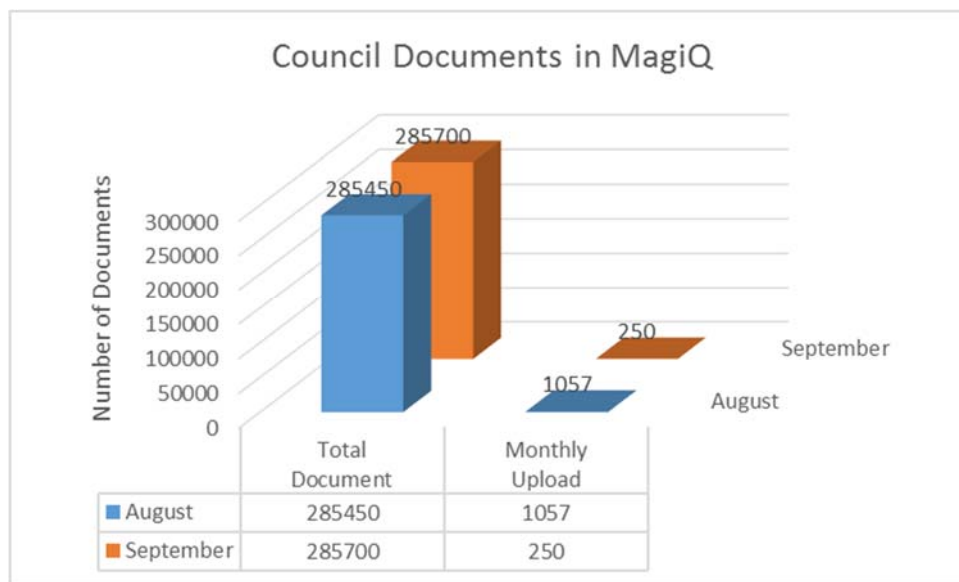


Chart 6: Documents in MagiQ in September 2023

Stakeholder Engagement/Meetings

Nil

RECOMMENDATION:

That Council note this report for information.

ATTACHMENTS:

There are no attachments for this report

REPORTS FOR INFORMATION

ITEM NUMBER	5.2
TITLE	Infrastructure & Projects Grants Up-date
REFERENCE	249231
AUTHOR	Kristy Mills, Acting Infrastructure Manager



This Report is to inform Council as to the current status of the Infrastructure & Project Grants for the month of October 2023.

CURRENT PROJECTS

Project & Scope of Works	Project Manager	Tender Required	Stage
Wurrumiyanga Multipurpose Hall Upgrades Upgrades to the inside and external facilities.	Kristy Mills	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Contract Signed <input type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input type="checkbox"/> Project Started <input type="checkbox"/> Variation
Funding Body	Start Date		
National Indigenous Australians Agency (NIAA)	Pending - Discussions since 22/7/2021		
Funding Amount	Finish Date		
\$1,500,000			
Comments	Pending - Agreement from NIAA is yet to be signed – awaiting the final quote. An external consultant is providing TIRC with the updated quote and timelines for this project. Meeting with NIAA – requested 2 part scope for Agreement – Part one; funding for scope of service, costings, etc. Part two; construction and Project Management. NIAA to advise TIRC with outcome of discussions.		

Project & Scope of Works	Project Manager	Tender Required	Stage
Milikapiti Remote Oval Upgrades Upgrades to the Oval, including widening Oval to NT AFL regulations, new accessible ablution block, fencing, and Grandstand seating.	Peter Cole	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Contract Signed <input type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input type="checkbox"/> Project Started <input checked="" type="checkbox"/> Variation
Funding Body	Start Date		
Department of Territory Families, Housing and Communities	28 June 2022		
Funding Amount	Finish Date		
\$270,000	30 November 2023		
Comments	New completion date of 30 November 2023. Contractor has started work on rectifying the manhole and widening the oval to ALF requirements. All works have been put on hold due to issue around funding. TIRC currently in discussions with the Department re: previous agreement and new agreement. No further up-date since August 2023.		

Project & Scope of Works	Project Manager	Tender Required	Stage
Paru Homelands Project – HHIP Upgrades to housing at Paru.	Kristy Mills	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Contract Signed <input type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input checked="" type="checkbox"/> Project Started <input type="checkbox"/> Variation
Funding Body	Start Date		
Department of Territory Families, Housing and Communities	28 April 2023		
Funding Amount	Finish Date		
\$250,000 – Due to House 1 not proceeding – funds have been reduced to cover House 7 only	30 June 2024		
Comments	MOU for the partnership of this project has been signed between TIRC and BIHA. Scope of works		

completed on the identified houses approved by the Department to proceed. BIHA to commence scheduled works on Monday 4 September 2023 and conclude on Friday 27 October 2023. Works have commenced on the Project and is on schedule to be completed by 27 October 2023. House 1 has withdrawn from the Project leaving only House 7 being upgraded. Works are in their final couple of weeks. Project is on schedule to be completed by the end of October 2023. Departmental Visit organised for completion of Project – November 2023.

Project & Scope of Works	Project Manager	Tender Required	Stage
Milikapiti Water Play Area Develop a Water Play area for the community to use, creating a family-friendly space for gatherings and recreation.	Peter Cole	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Contract Signed <input type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input type="checkbox"/> Project Started <input type="checkbox"/> Variation
Funding Body	Start Date		
Department of Territory Families, Housing and Communities (DTFHC)	9 May 2022		
National Indigenous Australians Agency (NIAA)	25 November 2022		
Funding Amount	Finish Date		
\$150,000 – DTFHC	30 November 2023		
\$389,348 - NIAA	30 December 2024		
Comments	Two (2) streams of funding. \$150,000 from Dept. Territory Families, Housing and Communities – Agreement signed and ready to implement. Extension granted until 30 November 2023. Originally TIRC requested \$246,000 – NIAA (ABA) Pending agreement. After discussions TIRC has revised the application to now include extra funds for fencing, seating, BBQ's and shade at the facility. This now brings the final requested amount on the application to \$389,348. TIRC has also requested to extend the completion date to 31 December 2024. This is to allow for Tender process, wet season and the lead time for ordering the infrastructure (water play elements). Final application with NIAA for approval. No further up-dates since July 2023.		

Project & Scope of Works	Project Manager	Tender Required	Stage
Putjarmirra Solar Hybrid Upgrade Project Replace the existing system with a new Solar Hybrid system.	David Ciosmak	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Contract Signed <input type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input type="checkbox"/> Project Started <input type="checkbox"/> Variation
Funding Body	Start Date		
National Indigenous Australians Agency (NIAA)	Proposed June 2021		
Funding Amount	Finish Date		
Unconfirmed	To be confirmed		
Comments	Pending – no agreement signed - new proposed budget and timelines. TIRC has received quotation from Powerback, with estimated timelines for this project. New proposal submitted to NIAA for consideration. TIRC is awaiting outcome of the application.		

Project & Scope of Works	Project Manager	Tender Required	Stage
Wurrumiyanga Swimming Pool Upgrades Upgrades to the pool back to complete working order.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Contract Signed <input checked="" type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input checked="" type="checkbox"/> Project Started <input checked="" type="checkbox"/> Variation
Funding Body	Start Date		
Department of Infrastructure, Transport, Regional Development and Communications	20 October 2021		
Funding Amount	Finish Date		
\$700,000	30 June 2024		
Comments	Tender process– drafting documentation. No further up-dates since May 2023. Reporting over-due.		

Project & Scope of Works		Project Manager	Tender Required	Stage
Roads to Recovery Construction and Maintenance of Roads		Gavin Ackland & David Ciosmak	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Contract Signed <input type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input checked="" type="checkbox"/> Project Started <input type="checkbox"/> Variation
Funding Body		Start Date		
Dept. of Infrastructure, Transport, Regional Development, Communications and the Arts		1 July 2019		
Funding Amount		Finish Date		
\$1,300,000		30 June 2024		
Comments	<p>Works approved and completed in the month of September 2023: Drainage Works – Malawu Street to the corner of Puti Drive, Wurrumiyanga</p> <p>Works in progress for the month of August 2023: Jessie Road, Melville Island – 66klm Drainage Works – Forestry Area – 361mts Pikatar armour Road to Tiwi College – 18klm</p> <p>TIRC met with LGANT – Technical adviser to discuss internal roads and develop a plan for the three (3) communities. TIRC to confirm procurement process for Buy Local and NT Legislation requirements.</p>			

Project & Scope of Works		Project Manager	Tender Required	Stage
Feasibility Report – Paru Barge Landing Upgrades Procure a consultant in the field of Feasibility Studies to complete the report on the Paru barge landing upgrades. This professional detailed report will provide Council as a bases for construction.		Peter Cole	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Contract Signed <input type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input checked="" type="checkbox"/> Project Started <input type="checkbox"/> Variation
Funding Body		Start Date		
Department of Chief Minister and Cabinet		6 April 2023		
Funding Amount		Finish Date		
\$59,275		30 June 2024		
Comments	<p>The Consultant has started project. Consultation with stakeholders commence on Thursday 22 June 2023. Final report will be completed and due to be submitted to Council at the October OCM. Delay in Final Report due to staffing.</p>			

Project & Scope of Works		Project Manager	Tender Required	Stage
Scope of Works – Wurrumiyanga Waste Management Facility Procure a consultant to develop a scope of service for the environmental approvals, design and documentation of an extension of, or additional, landfill cell at the Wurrumiyanga Landfill (the Landfill) as part of the Wurrumiyanga Waste Management Facility Redevelopment Project (The Project).		David Ciosmak	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Contract Signed <input type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input checked="" type="checkbox"/> Project Started <input type="checkbox"/> Variation
Funding Body		Start Date		
Department of Chief Minister and Cabinet		6 April 2023		
Funding Amount		Finish Date		
\$18,910		30 June 2024		
Comments	<p>First meeting with Consultant was held on Wednesday 14 June 2023. Tonkin is aiming to have the Scope of Works report to Council by September 2023 OCM. Tonkin have been delayed due to resourcing issues. Final Report due to October OCM.</p>			

Project & Scope of Works		Project Manager	Tender Required	Stage
Takapimiliyi Solar Hybrid and Tanks Stand Upgrade Upgrade facilities and infrastructure at the Takapimiliyi Homelands, Including installing a new solar hybrid system.		David Ciosmak	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Contract Signed <input type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input checked="" type="checkbox"/> Project Started <input checked="" type="checkbox"/> Variation
Funding Body		Start Date		
National Indigenous Australians Agency (NIAA)		6 November 2020		
Funding Amount		Finish Date		
\$324,620		31 December 2023		
Comments	The new solar hybrid system has been installed and completed. Waiting on quotes from supplier for upgrades to the tank, ladder and acces rail. Engineerings conducted a site visit. TIRC waiting on quote and timeline to complete final stage of project. Town Services Manager seeking quotations for final works on Tank Stand. Variation requested to extend project to 30 June 2024 due to wet season and access for the Crane/trucks.			

Project & Scope of Works		Project Manager	Tender Required	Stage
Garden Point Basketball Court – Resurfacing and Lighting Resurface and upgrade lighting at the Garden Point basketball Courts		Peter Cole	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Contract Signed <input type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input type="checkbox"/> Project Started <input type="checkbox"/> Variation
Funding Body		Start Date		
Department of Territory Families, Housing and Communities		19 May 2022		
Funding Amount		Finish Date		
\$100,000		30 November 2023		
Comments	Project Plan submitted to Department with new timelines and proposed budget. Issues identified with the project due to waste water pipe located underneath the court. There would need to be a application to PowerWater to divert the pipe from under the Court and instal another manhole. Application to PowerWater needs to be submitted. Discussions with members of the PLA in regards to which Basketball Court is the preferred site. Discussions surrounding the release of the Department of Education court to OTL.			

Project & Scope of Works		Project Manager	Tender Required	Stage
Town Tourism Asset - Signage Design and install Tiwi Islands Welcome to Country and Interpretation signage.		David Ciosmak	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Contract Signed <input type="checkbox"/> Tender <input type="checkbox"/> Award Tender <input checked="" type="checkbox"/> Project Started <input checked="" type="checkbox"/> Variation
Funding Body		Start Date		
Tourism NT		1 April 2022		
Funding Amount		Finish Date		
\$99,536		10 June 2023		
Comments	Sign designs finalised. Information on the signage are all consisant and informative. There has been issue with the signage with only 1/3 of the signs printed by the cut off date for the funding. Installation of the signs at Wurrumiyanga, Milikapiti and Pirlangimpi. Remaining funds will be returned to the Department. No further up-dates since June 2023.			

ISSUES/OPTIONS/CONSEQUENCES

Most of the projects have been historical. The funding bodies are following up on the project status and new anticipated timelines for the completion of these projects.

Consultation and timing have been minimal due to the short notice periods and the historic nature of these projects have been pending.

RISKS

The larger projects require a dedicated Project Manager or External Contractor in the field of expertise to undertake the project. Consultancy or Contractor fees have the potential to risk the project going over budget as these fees are not eligible expenditures in the grant.

RECOMMENDATION:

That Council notes this report for information.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	5.3
TITLE	Community Engagement End of Month Report
REFERENCE	249279
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.

BACKGROUND**Administration****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:** 8:00am – 4:36pm.
- **Meeting Room Hire:**
 - Meeting Room hired out by TLC for meeting
 - Meeting Room hired out by TITEB for meeting
- **Finance:**
 - Completed all monthly requirements.
- **Australia Post:**
 - Mail collected and distributed to community members from the Council Office

Human Resources

All matters including:

- **Attendance:** Good
- **Incidents:** Nil
- **Recruitment:** Nil
- **Training:** Nil

Events

- Nil

Stakeholder Engagement/Meetings:

- Monthly community meeting was held on September 5th

ISSUES/OPTIONS/CONSEQUENCES

Nil this month

MILIKAPITI

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

General Business for the month

- **Hours of Operation:**

8:00am – 4:36pm.

- **Australia Post:**

Australia Post Mail Bags collected daily and sorted

Meeting Room Hire:

Nil

- **Facility Hire:**

11th & 12th -Tiwi Enterprises

Finance:

- All receipted transactions entered in Corporate Services Tiwi Accounts spreadsheet. Eftpos receipts, Request to Invoice Customer, Purchase Orders sent to Accounts Receivable at end of day.

Cash Reconciliation forms completed for Banking

IWO: Work orders for the month sent to requesting Officer

- **Human Resources:** All matters including:

- **Attendance:** Good

- **Incidents:** None for this reporting period

- **Recruitment:** None for this reporting period

- **Training:** None for this reporting period

- **Other:** None for this reporting period

- **Stakeholder Engagement/Meeting.**

7th National Wellbeing Alliance – Jon Harris JP- Senior Community Engagement Coordinator

- **Emails:**

4th Australian Electoral Commission – Remote Voting Service – Recruitment of local assistants.

6th Australia Post: Sarah Rush Senior Community Relations & Partnerships Manager re: CEO of Australian Post visit with guest from Indigenous Literacy Foundation

11th National Wellbeing Alliance re: Mental Health Training.

- **Issues/Options/Consequences.**

- None for this reporting period

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. New agreement with NIAA to provide Radio services currently in progress. TEABBA will continue to provide training and technical support to Council.

Human Resources

All matters including:

Incidents: Nil

Recruitment: Nil

Leave: Nil

Training: Nil this month

Stakeholder Engagement:

TEABBA Maintenance and Repair team at Milikapiti
TITEB Radio broadcasting training

Centrelink

BACKGROUND

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

General Business for the month

Centrelink offices in Milikapiti and Pirlangimpi remained open throughout September allowing Clients continued access to make use of the Self Help Computers, Phones and / or assistance provided by the Specified Personnel. Further assistance provided to help community members navigate the My Gov site. Specified Personnel. Monthly Training modules completed by Manager and all Agents

Human Resources

All matters including:

Incidents: Nil

Recruitment: Nil this month

Leave: Nil

Training: New Staff Training, Monthly training online

Stakeholder Engagement/Meetings

Daily phone calls between Specified Personnel and Services Australia

Youth Diversion

General Business for the month

Youth Diversion Program currently case managing 7 clients, 5 based at Wurrumiyanga and 2 at Pirlangimpi. Community Safety Coordinator assisting clients with fulfilling their obligations to the program. Three Family group conferences conducted this month with NT Police YDU and clients. Two successful finalisations this month and one transferred to Tiwi from Darwin. Client updates and Monthly Data Reports updated and submitted to TFHC.

Human Resources

All matters including:

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

Stakeholder Engagement/Meetings

Melisa Ursino TFHC Youth Diversion
April Grasmeder TFHC Youth Diversion
Contract Management Meeting

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

Round one of the Basketball Clinics were conducted in all three communities during September. Vacant positions advertised at Milikapiti and Wurrumiyanga were filled prior to Basketball activity beginning. Round two of the Basketball clinics will be delivered late October to early November. AFL Auskick programs have commenced across the Islands.

Human Resources

All matters including:

Incidents: Nil this month

Recruitment: Wurrumiyanga and Milikapiti positions filled.

Training: Nil this month

Stakeholder Engagement / Meetings:

Basketball NT

ISSUES/OPTIONS/CONSEQUENCES

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

Community Safety

Background

The Tiwi Islands Community Safety Service assists communities in taking responsibility

For the prevention of anti – social, harmful, destructive and illegal behaviours by offering

Community patrolling and safe transport to protect vulnerable people. The number one

Priority for Community Safety teams is to ensure children out at night (after 9.00pm) can

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

General Business for the month

Community Safety Night Patrol teams continue to patrol five to six days per week and attend Call Outs whenever necessary. Recruitment issues at Wurrumiyanga again after terminations. One Wurrumiyanga vehicle is still being repaired, waiting on parts, vehicle has been replaced with the Milikapiti vehicle, Milikapiti team continuing with using the Managers vehicle. Issues surrounding the Data Base remain unresolved.

Human Resources

All matters including:

- Incidents: Nil
- Recruitment: Wurrumiyanga, four Male Patrollers
- Training: - Nil this month

Events:

Nil for this month

Stakeholder Engagement/Meetings:

Manager / Coordinator and Staff Meetings
Milikapiti NT Police

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 5.4
TITLE Finance End of Month Report
REFERENCE 249281
AUTHOR Bala Donepudi, Chief Financial Officer



Statement of Financial Performance					
For the period ended Sep 2023					
Income	Year to Date				Full Year Budget
	Actual	Budget	Variance*	%	
<u>Income</u>					
61 - Income Rates and Charges	3,439,763	823,480	2,616,283	318%	3,293,919
62 - Income Council Fees and Charges	280,278	338,675	(58,397)	-17%	1,354,700
63 - Income Operating Grants Subsidies	1,029,633	2,061,860	(1,032,227)	-50%	8,247,439
66 - Income Reimbursements and Others	49,061	39,375	9,686	25%	157,500
67 - Income Agency and Commercial Services	138,407	242,525	(104,118)	-43%	970,100
69 - Income Sale of Assets	-	-	-	-	-
Total Operating Revenue	4,937,143	3,505,915	1,431,228	41%	14,023,658
Expenditure					
<u>Expenditure</u>					
71 - Employee Expenses	1,743,912	1,656,736	(87,176)	-5%	6,656,205
72 - Contract and Material Expenses	760,282	2,012,377	1,252,095	62%	8,049,509
73 - Finance Expenses	1,322	1,388	65	5%	5,550
74 - Communication Expenses	132,086	155,725	23,639	15%	622,900
75 - Asset Expense	452,431	460,286	7,855	2%	1,841,144
79 - Miscellaneous Expenses	260,877	428,921	168,045	39%	1,715,686
Total Operating Expenditure	3,350,910	4,715,433	1,364,522	29%	18,890,994
Allocations	0	(0)			0
Net Surplus/(Deficit)	1,586,232	(1,209,518)	66,706		(4,867,335)
Adjust for Capital and Depreciation					
Less: Capital Expense	-	88,750	187,507	211%	355,000
Add back: Depreciation expense	452,431	460,286	(191,593)	-42%	1,841,144
Net Cash Surplus/(Deficit)	2,038,664	(837,982)	(312,394)		(3,381,191)
Restricted Cash Carried Forward	0	846,199			3,384,798
Total Surplus/(Deficit)	2,038,664	8,217	(312,394)		3,607
Represented by:					
Tied Funding Surplus/(Deficit)	1,844,085	(4,755)	1,848,840		(19,018)
Untied Funding Surplus/(Deficit)	938,450	12,972	925,478		22,625
* Note: Negative variances () are unfavourable	2,782,535	8,217		-	3,607

Statement of Financial Position as at 30th Sep 2023	Amount
	\$
<u>Current Assets</u>	
Current Operating accounts & Cash on Hand	4,720,789
Trade and Other Receivables	3,652,210
Debtors	176,728
Inventory	77,896
Prepayments	81,500
Total Current Assets	8,709,123
<u>Current Liabilities</u>	
Trade and Other Payables	449,905
Creditors	327,747
Current Provisions	1,158,276
Other Current Liabilities	107,570
Unexpended Grant Liability	3,021,370
Total Current Liabilities	5,064,867
Net Current Assets	3,644,256
<u>Non Current Assets</u>	
Buildings Prescribed	12,435,199
Infrastructure Prescribed	815,908
Plant	976,744
Equipment	201,581
Motor Vehicles	470,086
Work in Progress	38,558
Other Non Current Assets	3,595,872
Total Non Current Assets	18,533,948
<u>Non Current Liabilities</u>	
Non Current Provisions	214,272
Non Current Borrowings	620,001
Non Current Lease Liabilities	2,589,990
Total Non Current Liabilities	3,424,263
Net Assets	18,753,941
Equity	
Accumulated Surplus/(Deficit)	6,881,404
Asset Revaluation Reserve	10,286,304
Election Reserve	-
Asset Replacement Reserve	-
Current Year Surplus/(Deficit)	1,586,232
Total Equity	18,753,941
	- 27 -

Current Operating Accounts & Cash on Hand

Account Balances as at 30th Sep 2023:

	\$
Operating Account	\$ 94,027
Trust Account	\$ 4,473,830
Christmas Saving Account	\$ 77,488
NIAA Bank Account	\$ 366
Cash Deposit Account (credit cards)	\$ 50,898
Cash on hand	\$ 974
	\$ 4,697,556

Cash Funding Type Split

	\$
Tied Funding	\$ 3,005,063
Untied Funding	\$ 1,692,493
	\$4,697,556

Ageing Receivables

The outstanding Debtors owed to Council at the end of Sep 2023 total \$ 157,091. The ageing of the outstanding receivables balances is as follows:

Description	Outstanding	Unapplied Credits	Current	>30days	>60days	>90days
Debtors	\$157,091	(\$17,452)	NIL	\$10,207	\$18,187	\$146,148

The total Rates & Charges Outstanding at the end of Sep 2023 is \$3,644,588 of this \$3,184,231 relates to the 2023-24 financial year.

Description	Outstanding	2023-24	Previous Years
Rates & Charges	\$3,644,588	\$ 3,184,231	\$ 460,357

Ageing Payables

The outstanding amounts owed by Council to Creditors at the end of Sep 2023 total \$ 114,769. The ageing of the outstanding balance is as follows:

Outstanding	Unapplied Credits	Current	>30days	>60days	>90days
\$124,603	(\$3,597)	\$90,176	\$24,699	\$3,475	\$9,851

Statement of Financial Performance For the period ended Sep 2023					Remarks
Income	Year to Date				
	Actual	Budget	Variance*	%	
<u>Income</u>					
61 - Income Rates and Charges	3,439,763	823,480	2,616,283	318%	Rates Run for FY 23-24 is completed.
62 - Income Council Fees and Charges	280,278	338,675	(58,397)	-17%	Charges for FY 23-24 is completed.
63 - Income Operating Grants Subsidies	1,029,633	2,061,860	(1,032,227)	-50%	Awaiting Funds - Rec Hall (W) -\$1.5M, Water Play \$400K, Paru Solar \$300K., LCRI - \$889K
66 - Income Reimbursements and Others	49,061	39,375	9,686	25%	
67 - Income Agency and Commercial Services	138,407	242,525	(104,118)	-43%	Fuel Sales posting in process Sep 23.
69 - Income Sale of Assets	-	-	-	-	
Total Operating Revenue	4,937,143	3,505,915	1,431,228	41%	
<u>Expenditure</u>					
<u>Expenditure</u>					
71 - Employee Expenses	1,743,912	1,656,736	(87,176)	-5%	Expenses will follow accordingly once we start receiving the awaited funds.
72 - Contract and Material Expenses	760,282	2,012,377	1,252,095	62%	
73 - Finance Expenses	1,322	1,388	65	5%	
74 - Communication Expenses	132,086	155,725	23,639	15%	
75 - Asset Expense	452,431	460,286	7,855	2%	Expenses will align in coming months due to insurance invoices.
79 - Miscellaneous Expenses	260,877	428,921	168,045	39%	
Total Operating Expenditure	3,350,910	4,715,433	1,364,522	29%	
Allocations	0	(0)			
Net Surplus/(Deficit)	1,586,232	(1,209,518)	66,706		
Adjust for Capital and Depreciation					
Less: Capital Expense	-	88,750	187,507	211%	
Add back: Depreciation expense	452,431	460,286	(191,593)	-42%	
Net Cash Surplus/(Deficit)	2,038,664	(837,982)	(312,394)		
Restricted Cash Carried Forward	0	846,199			FY23 Numbers under Audit.
Total Surplus/(Deficit)	2,038,664	8,217	(312,394)		
Represented by:					
Tied Funding Surplus/(Deficit)	1,844,085	(4,755)	1,848,840		
Untied Funding Surplus/(Deficit)	938,450	12,972	925,478		
* Note: Negative variances () are unfavourable	2,782,535	8,217		-	

Council's Statutory Payments and Reporting Obligations:

Fringe benefits Tax:

Council's FY 2023 Fringe benefits tax return is submitted & has been processed by ATO.

Insurance:

Council Insurance policy is renewed through the insurance broker JLT for FY 23-24. The policy coverage starts from 1st July 23 to 30th June 24.

Superannuation:

Council's has processed its Superannuation liability for the period till 23rd Aug 23 on 24th Aug 23.

PAYG:

The tax Withheld from the staff salaries is remitted to the tax office on a Weekly basis. Latest Instalment PAYG of TIRC was released on 06th Oct 23. 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.

Sep - 23 BAS is submitted to ATO on 13th Oct 23, within the Timeframe as prescribed by 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 30 September 2023.

ATTACHMENTS:

- 1 CashFlow_Sep 2023.pdf

Cash Flow

as at 30 Sep 2023

Description	Opening	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Closing	YTD	%
Cash Accounts																		
Cash at Bank Operational General	94,027	(223,918)	253,748	(25,366)	-	-	-	-	-	-	-	-	-	-	-	98,491	4,464	5%
Cash at Bank Trust General	4,473,830	(534,360)	(308,812)	1,913,773	-	-	-	-	-	-	-	-	-	-	-	5,544,430	1,070,600	24%
PMC Bank ACCOUNT	366	7,276	7,591	(2,392,385)	-	-	-	-	-	-	-	-	-	-	-	(2,377,201)	(2,377,567)	(69609%)
Staff Christmas Savings Account	77,488	121	165	20,080	-	-	-	-	-	-	-	-	-	-	-	97,854	20,366	26%
Total Cash Accounts	4,645,711	(750,932)	(47,308)	(483,897)	-	-	-	-	-	-	-	-	-	-	-	3,363,573	(1,282,138)	(28%)
Operating Activities																		
Receipts	-	392,100	1,094,216	346,700	-	-	-	-	-	-	-	-	-	-	-	1,833,016	1,833,016	
Income Rates and Charges	-	350	6,708	196,476	-	-	-	-	-	-	-	-	-	-	-	203,534	203,534	
Income Council Fees and Charges	-	101,925	100,944	77,409	-	-	-	-	-	-	-	-	-	-	-	280,278	280,278	
Income Operating Grants Subsidies	-	156,781	872,852	-	-	-	-	-	-	-	-	-	-	-	-	1,029,633	1,029,633	
Income Investments	-	12,136	18,441	17,421	-	-	-	-	-	-	-	-	-	-	-	47,998	47,998	
Other Operating Receipts	-	120,908	95,270	55,394	-	-	-	-	-	-	-	-	-	-	-	271,573	271,573	
Payments	-	1,143,609	1,122,339	810,647	-	-	-	-	-	-	-	-	-	-	-	3,076,595	3,076,595	
Employee Expenses	-	730,269	512,510	501,133	-	-	-	-	-	-	-	-	-	-	-	1,743,912	1,743,912	
Contract and Material Expenses	-	371,015	489,181	173,972	-	-	-	-	-	-	-	-	-	-	-	1,034,167	1,034,167	
Finance Expenses	-	457	393	473	-	-	-	-	-	-	-	-	-	-	-	1,322	1,322	
Other Operating Payments	-	41,093	100,412	132,268	-	-	-	-	-	-	-	-	-	-	-	273,773	273,773	
Other Operating Payments	-	776	710	2,802	-	-	-	-	-	-	-	-	-	-	-	1,486	1,486	
Other Operating Payments	-	-	18,413	-	-	-	-	-	-	-	-	-	-	-	-	3,522	3,522	
Other Operating Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18,413	18,413	
Total Operating Activities	-	(751,510)	(28,122)	(463,948)	-	-	-	-	-	-	-	-	-	-	-	(1,243,580)	(1,243,580)	
Investing Activities																		
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Proceeds from Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Payments	-	-	38,558	-	-	-	-	-	-	-	-	-	-	-	-	38,558	38,558	
Purchase of Assets	-	-	38,558	-	-	-	-	-	-	-	-	-	-	-	-	38,558	38,558	
Total Investing Activities	-	-	(38,558)	-	-	-	-	-	-	-	-	-	-	-	-	(38,558)	(38,558)	
Financing Activities																		
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Repayment of Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Increase or (Decrease) in Cash Held	-	(751,510)	(66,680)	(463,948)	-	-	-	-	-	-	-	-	-	-	-	(1,282,138)	(1,282,138)	
Accumulated Cash Balance	4,645,711	3,894,779	3,847,471	3,363,573	-	-	-	-	-	-	-	-	-	-	-	1,282,138	1,282,138	



Printed by VASANDANU, 18-Oct-2023, 13:34:09h

REPORTS FOR INFORMATION

ITEM NUMBER 5.5
TITLE Media and Communication Report



REFERENCE 249304
AUTHOR Amy Brett, Communications & Project Officer

This Report is to inform the Council of recent Communications and Media activity.

BACKGROUND

Tiwi Islands Regional Council (TIRC) previously had a weak media presence online, including an out-of-date website, no Facebook page, and very few media releases. Communication with the Islands is a priority for TIRC.

A part-time Communications and Project Officer (CPO) was engaged to improve transparency and create stronger media relations and communications. The CPO will also support the Community Engagement and Infrastructure programs and Projects.

ISSUES/OPTIONS/CONSEQUENCES

Social Media

Tiwi Islands Regional Council (TIRC) engages with Facebook but does not have a page. To date, TIRC staff have used the Tiwi Islands Notice Board Facebook Group as a platform to distribute information. Group membership is at 2.6K and steadily growing, with an average of 10 'Join' requests per week.

Since beginning in June 2023, TIRC has increased its visibility and ownership of content with branded posts featuring the TIRC logo and colour palette.

Using a Community Group page to distribute TIRC-related content could be better. We are considering creating a TIRC-owned business Page on Facebook and relinquishing the Administration of the Community Group. Community Group pages are developed to be run by the community rather than for businesses. All official TIRC information content should be posted to a TIRC-owned and managed business page and then shared on the Community Group page.



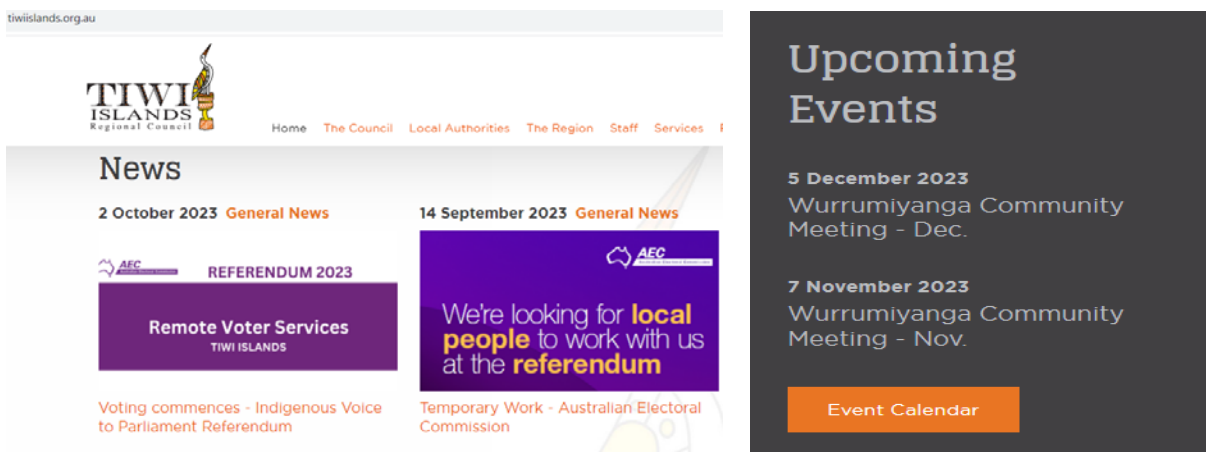
Website

The TIRC website operates on a Craft content management system. The website was built in 2015 by Hut Six, an Alice Springs-based software and technology firm that hosts the website.

The website content needs to be updated. In August 2023, a complete web audit with a findings report has been undertaken. The comprehensive audit has provided a basis for the CPO to update the existing content to create informative and compliance-related content.

The website CMS (background) is reasonably user-friendly for someone with prior CMS experience. However, three (3) quotes for a web refresh/rebuild were sourced for comparative purposes. It found the exercise costly, time-consuming, and unnecessary due to the Hut Six website being suitable for its purpose.

It has been identified that the website has some limitations and issues with some links/pages that require further input from Hut Six to resolve. The website is registered as www.tiwiislands.org.au, which indicates a Not-for-Profit organisation and must be amended to www.tiwiislands.nt.gov.au due to the Local Government status.



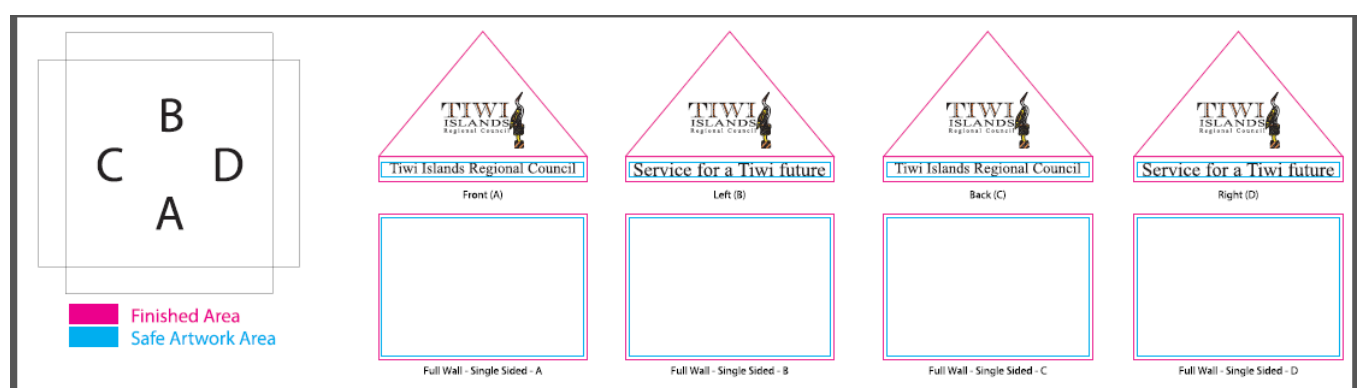
Media

In September 2023, media releases were released through the broadcasters and Tiwi Land Council's latest edition of Pupuni Ngirramini (yet to be released) regarding the coverage of the Remote Sports program – Basketball Program Clinic 1 activity.

Branding

Work has started on a Branding Style Guide to enhance brand visibility and increase brand synergy and consistency.

Once approved, the Style Guide is to be reviewed and distributed to all staff. To action changes to email signature, Human Resources Manager will need to engage Council Biz, in his capacity, as the only permissions holder for email signature templates, and supply the correct size logo, font parameters, and correct tag line. Staff support may be required to update email signatures to adhere to Style Guide specifications.



Example of design for Marquees for WLA

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Council note this report for information.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.1
TITLE	Proposal to Offer Free Ferry Services for Cultural ceremonies and Funerals
REFERENCE	249233
AUTHOR	Gina McPharlin, Chief Executive Officer



This report seeks the Council's approval to provide free ferry services to individuals attending cultural ceremonies and funerals.

BACKGROUND

The Tiwi Islands Regional Council (TIRC) has an agreement with the Department of Infrastructure, Planning, and Logistics (DIPL) to operate an Inter-Island Car Ferry and Passenger Dighy service between Bathurst and Melville Islands.

While the agreement funds a substantial amount of the cost of the service, ferry fees (residential and commercial motor vehicles and individuals) are also charged to reduce operating shortfall. These fees are determined annually in the annual budget process through the Schedule of Fees and Charges.

The Inter-Island Ferry plays a vital role in connecting the Tiwi people, with many residents regularly using the ferry to visit family, participate in cultural events, attend ceremonies, and engage in other traditional activities. These cultural connections are essential for preserving and passing down the Tiwi culture to future generations.

ISSUES/OPTIONS/CONSEQUENCES

Historically, Tiwi Island community members using the interisland ferry service to attend cultural ceremonies or funerals have not been charged for the service. As this fee waiver isn't formalised, it is unclear for both employees (especially new employees) and community members to know what ferry fees apply on these days.

Offering free ferry services for Tiwi community members to attend cultural ceremonies and funerals ensures that the ferry fee is not a financial barrier for cultural participation.

While this initiative aligns with the Council's commitment to preserving and promoting the Tiwi culture, it also supports Tiwi families by fostering community engagement and strengthening residents' sense of belonging.

RECOMMENDATION:

The Council endorses the proposal to offer free ferry services for cultural ceremonies and funerals.

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	6.2
TITLE	Allocation of Waste and Resource Management (WaRM) 2023/24 Funding
REFERENCE	249298
AUTHOR	Kristy Mills, Acting Infrastructure Manager



A decision is required to endorse partial funds from the Department of Chief Minister and Cabinet's, Waste and Resource Management (WaRM) 2023/24 Grant, for the purchase of a Victory Loader that is utilised for the Waste Management.

BACKGROUND

The Department provides Council with yearly funding of \$119,300, for Waste Management allocations.

We are seeking approval to purchase a new Victory VL360e Wheel Loader transportation from Dandenong South to East Arm (\$76,000 excl. GST) and freight associated costs – Darwin to Milikapiti (\$13,000).

Waste Management has been identified as a non-compliant issue on the Island for many years. Tiwi Islands Regional Council (TIRC) has been working towards achieving compliancy. This includes upgrading the depleting machinery at all Waste Management Facilities. TIRC is not in the position to be able to purchase new machinery and relies on Grant funding.

To be able to manage the waste management on the Island, TIRC is proposing to use the Victory Loader at Pirlangimpi Waste Management Facility to push and move the waste as it accumulates. Pirlangimpi has not had a loader for the past five (5) years and is in dire need for this machinery.

The remaining \$27,300 funding will be allocated at a later time.

ISSUES/OPTIONS/CONSEQUENCES

If this allocation of funds is not supported, the Pirlangimpi waste management will not be able to function to capacity.

RECOMMENDATION:

That Council ENDORSES the funds for the WaRM 2023/24 grant to be partially used for the purchase of a new Victory Loader.

ATTACHMENTS:

1 INV00016867.pdf

22-24 Greens Rd
Dandenong South, Vic 3175

PH: 03)9706 5266 or 1300 SAFELIFT
www.safeliftsolutions.com.au



Safelift Solutions

A.B.N. 40 787 959 969

Quote

Invoice No. 00016867

Bill To:

TIWI ISLANDS COUNCIL NT
25 MURAMATS RD,
EAST ARM NT 0822

Ship To:

TIWI ISLANDS COUNCIL NT
25 MURAMATS RD,
EAST ARM NT 0822

Sales Person	Your P.O No.	Ship Via	COD	Prepaid	Ship Date	Terms	Date
						Net 30th after EOM	16/10/2023

QTY	ITEM NO.	DESCRIPTION	PRICE	UNIT	DISC %	TOTAL
1	STOCK 1406 / VL360E	NEW 2023 VICTORY VL360E WHEEL LOADER. 125HP DIESEL ENGINE. POWERSHIFT TRANS. A/C CABIN. HYD QUICK HITCH. 4in1 BUCKET. PALLET FORK ATTACHMENT & SPARE WHEEL. SERIAL No: 633163 ENGINE No: 6P23C009636	\$75,900.00			\$75,900.00
1	FREIGHT	MGS TOWING	\$7,700.00			\$7,700.00
Comment:			Sale Amount:		\$83,600.00	
			Freight:		\$0.00 GST	
			GST:		\$7,600.00	
			Total:		\$83,600.00	
			Paid Today:		\$0.00	
			Balance Due:		\$83,600.00	

Banking Details:

Bank: NAB
Account Name : LLIANELLI ASSET GROWTH P/L T/
AS SAFELIFT SOLUTIONS
BSB: 083 337
A/C: 598663190

Cheques Payable to:

LLIANELLI ASSET GROWTH P/L T/AS
SAFELIFT SOLUTIONS

Late payment of this invoice may incur a late payment fee of 5% of invoice value per month.
Title to items on this invoice remain with Safe Lift Solutions until this invoice is paid in full.
Safe Lift Solutions reserves the right to remove items from site if this invoice is not paid by the due date.

REPORTS FOR DECISION

ITEM NUMBER	6.3
TITLE	Policy 37 - Procurement Policy
REFERENCE	249300
AUTHOR	Gina McPharlin, Chief Executive Officer



This report presents the Procurement Policy for review, comment, amendment where appropriate, and adoption if accepted.

BACKGROUND

The Council has a suite of approval policies that guide its operations. As required by the Local Government Act, NT 2019, these policies must be reviewed regularly to ensure they remain relevant and current.

The Procurement Policy was last reviewed, and Council adopted amendments in June 2023.

ISSUES/OPTIONS/CONSEQUENCES

Policy 37 – Procurement Policy has been reviewed by the Council personnel and amended to include the ability of the Council to utilise the Buy Local Plan Procurement arrangements administered by the Local Government of the Northern Territory.

“Quotations and tenders are not required for a supply if the supply is to be facilitated through the procurement entity’s arrangements with Local Buy Pty Ltd and Local Government Association of the Northern Territory for the period of 1 July 2020 to 30 June 2025.”

The Buy Local Plan arrangement does not replace the Council’s Procurement Principles of encouraging and developing competitive local business and industry, ethical decisions, open and transparent competition or value for money. In specific circumstances and if able to be utilised, the Buy Local Plan’s arrangement could expedite the procurement process and result in more timely delivery of projects.

RECOMMENDATION:

That Council accepts the amendments to the Procurement Policy.

ATTACHMENTS:

- 1 Policy 37 - Procurement Policy - Oct.pdf
- 2 buy-local-plan.pdf



Tiwi Islands Regional Council

Title: Procurement Policy
Policy No: 37
Adopted By: Council
Next Review Date: October 2025
Responsibility: Chief Executive Officer
InfoXpert Document Number 207418

Version	Decision Number	Adoption Date	History
1	Resolution 8 of 12-08-17	12 September 2017	Original
2	Resolution 5.7 of 26-05-22	26 May 2022	Updated
3	Resolution 6.3 of 28-06-23	28 June 2023	Updated

Objectives

The aim of this policy is to establish a framework to ensure that council achieves the best procurement outcomes by:

- Promoting value for money with integrity, transparency and accountability;
- Reducing the risk for fraud or error in procurement activities;
- Being undertaken in accordance with Tiwi Islands Regional council's strategic plan;
- Providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply council;
- Promoting compliance with relevant legislation and regulations; and
- Promoting awareness among the council Elected Members, Local Authority Members and council employees regarding their role, responsibility and authority.

Scope & Applicability

This policy applies to the procurement of all materials, equipment, assets and related services, construction contracts and service contracts including consultancy services. The policy represents all the procedures, practices, systems, documents and organisational structures implemented by council to manage its procurement activities, improve efficiency and reduce risks in the procurement process.

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All Elected Members, Local Authority Members and council employees engaged in procurement or who have responsibility for procurement decisions must comply with this policy. It is the responsibility of council officers involved in procurement to understand the meaning of this policy.

Council Elected Members, Local Authority Members and council employees are required to:

- Act, and be seen to act, properly and in accordance with the requirements of the law, the Local Government Act and all corresponding regulations;
- Abide by council's Code of Conduct, Financial Delegations and all applicable policies and instructions; and
- Preserve council's integrity to ensure that council may be seen to have acted beyond reproach in all procurement dealings.

All relevant communication undertaken in the procurement process must be recorded in the council's financial system or electronic records system.

Any case where expenditure is incurred due to malpractice, deceptive conduct or carelessness is to be brought to the attention of a Manager, the CFO or the CEO and to a full meeting of the council either an ordinary council meeting or special meeting.

Procurement Principles

Value for Money

Value for Money is the core principle of the procurement process to ensure the best available procurement outcome is achieved. Value for money involves comparing the benefits against the whole of life costs and includes evaluation of both price and non-price factors. Whole-of-life cost is the total cost incurred in buying, owning, using, maintaining and disposing goods or discontinuing services.

Council will evaluate whole of life costs as well as relevant qualitative factors such as past performance, capacity and capability, indigenous participation, quality and environmental and social factors to ensure the best value for money is obtained.

Open and effective competition

Procurement processes will be open and result in effective competition in the provision of goods and services. TIRC will achieve this by:

- Ensuring all procurement procedures and processes are transparent.
- Giving fair and equitable consideration to all suppliers without any bias or prejudice.

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- Allowing suppliers, the opportunity to do business with council and encouraging competition among suppliers by inviting suppliers to quote or tender in order to assess value for money; and
- Ensuring fair and equitable assessment of all quotations and tenders.

Ethical behaviour

The principle of probity and ethical behaviour governs the conduct of all procurement processes. Council officers involved in procurement must comply with the standards of integrity, impartiality, fairness, openness, and professional conduct. Council officers must:

- Deal fairly, impartially, and consistently with all suppliers;
- All tender and purchasing information is to be considered confidential and is not to be released to others except to the extent of information issued by public notice. Where information has been provided to the council on a confidential basis it should be treated as commercial-in-confidence and restricted to persons concerned with the specific purchase or contracts;
- Declare any potential conflict of interest prior to the commencement of a procurement activity and withdraw from any procurement activity where it has been deemed that a perceived or actual conflict of interest exists;
- Not take part in misleading or deceptive conduct;
- Not compromise the council's standing or the integrity of its purchasing activities through the acceptance of gifts (other than gifts of a token kind, or moderate acts of hospitality); and
- Ensure that the procurement is documented appropriately and retained to demonstrate compliance with the procurement policy and relevant laws.

Encouragement of the development of competitive local business and industry

Council encourages the development of competitive local businesses. Where price, performance, quality, suitability, and other evaluation criteria are comparable, the following areas may be weighted up to a value of 20 – 30% in evaluating quotations and tenders:

- Creation of local employment opportunities; readily available goods, services, and support; more convenient communications for contract management; and Economic growth within a defined region.

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Environmental and Social implications

Council will consider the environmental and social implications of procurement. Goods and services that have better environmental and social outcomes will be preferred providing the costs are reasonable and within budget.

Contractors

Contractors must comply with applicable legislation and policies regarding WH&S and environmental protection.

Buy Local Plan

Council can utilise the Buy Local Procurement arrangements administered by the Local Government of the Northern Territory as required.

"Local Government (Section 9 of the Local Government Act 2019, referred to as the Local Government Association of the Northern Territory, as a procurement entity, subject to the conditions specified in the Schedule)."

"Quotations and tenders are not required for a supply if the supply is to be facilitated through the procurement entity's arrangements with Local Buy Pty Ltd and Local Government Association of the Northern Territory for the period of 1 July 2020 to 30 June 2025."

Procurement Procedures

The detailed procedures listed in this procurement policy will guide council Elected Members, Local Authority Members, and employees in the conduct of procurement duties.

Purchase Orders

A Purchase Order is council's official document to confirm the contractual relationship between council and suppliers. Purchase orders are to be issued for all purchases (with exemptions for credit card purchases per delegated authority) from council's financial system. Purchase orders will only be issued after the quotation or tender procedures have been completed. Purchase requisitions are created by a requesting officer in the council's financial system and then authorised in compliance with council's financial delegations policy to become an official purchase order. Approved purchase orders are attached with the supplier invoice and quotation or tender information within council's financial system.

The limitations below refer to the total cost of the purchase and not to individual line items. Officers must not split a purchase into a number of requisitions, or reduce order quantities, to avoid compliance with the dollar limit requirements specified in this policy. Contracts that span

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more than one financial year are treated as separate non-contiguous amounts for the purposes of determining the quotation or tender requirements.

Procurement classifications

Purchases less than \$10,000	Direct Procurement
Purchases over \$10,000 but not more than \$100,000	Three written quotations to be obtained Or Public quotations Or Tender
Purchases over \$100,000 but not more than \$150,000	Public quotations Or Tender
Purchase over \$150,000	Tender

Purchases under \$10,000

Goods or services may be purchased without quotations if the total value of the item is below \$10,000 (Excluding GST) and the council Officer is compliant with the policy objectives. Procurement must be in accordance with the adopted annual budget or a council resolution. Requests for items not within the approved budget must be referred to the CEO.

An approved purchase order is to be attached with the supplier invoice within the council's financial system, following the procurement procedures detailed at the end of this document.

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An Asset Registration form is to be completed for Portable and Attractive Assets valued between \$300 - \$5,000 and Assets valued above \$5,000.

Purchases between \$10,000 and \$100,000

Council policy requires written quotations before making a contract for the supply of goods and services between \$10,000 and \$100,000 (Excluding GST). Written quotations must be sought from three suppliers to assess the best outcome. If it is not practicable to obtain quotations from 3 possible suppliers, the council must obtain as many as practicable and must record in writing its reasons for not obtaining the 3 quotations.

Under regulation 35 of the *Local Government (General) Regulation 2021*, alternatively, public quotation can be obtained where the cost of supply is \$10,000 but not more than \$100,000 (Excluding GST).

Alternatively, the council elects to obtain tenders where the cost of supply is over \$10,000 but not more than \$100,000 (Excluding GST).

Procurement must be in accordance with the adopted annual budget, or a council resolution and sufficient funds must be available to meet the full cost of the proposed procurement. Requests for items not within the approved budget must be referred to the CEO.

All the quotations documentation is to be attached with the approved purchase order and supplier invoice within the council's financial system, following the procurement procedures detailed at the end of this document. An Asset Registration form is to be completed for Assets valued above \$5,000.

Purchases over \$100,000 but not more than \$150,000

Public quotation must be obtained where the cost of supply is over \$100,000 but not more than \$150,000 (Excluding GST).

The council must make a public request for quotations from suppliers by notice:

- (i) in relation to a council– published in a newspaper circulating in the council's area and by notice on the council's website; or

Alternatively, the council elects to obtain tenders where the cost of supply is over \$100,000 but not more than \$150,000 (Excluding GST).

Purchase over \$150,000

The council must first call for tenders where the cost of supply may or will exceed \$150,000 (Excluding GST). Tenders will be called by public notice published in a newspaper circulating in the council's area and on the council's website. The public notice will identify:

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- A description of the supply;
- Where tender documentation can be obtained from;
- Name and contact details of the contact person;
- The tender closing date and time; and
- That notice of the successful tender will be published on the council's website.

Tenders will be lodged through the council's electronic tender system or submission into the council's tender box.

- (a) A tender received in response to the notice must be assessed:
 - (i) for the council – by a panel that includes at least 3 members of the staff of the council or another council or the staff of a local government subsidiary;
- (b) The panel is to be convened by the CEO or chief executive and has the following functions:
 - (i) to consider the tenders received in response to the notice;
 - (ii) to provide a report, in writing, to the CEO or chief executive in relation to the tenders.
- (c) The CEO or chief executive may not be a member of a panel the CEO or chief executive has convened under subregulation (6) of *the Local Government (General) Regulations 2021*.
- (d) The CEO or chief executive must provide the report from the panel to the council under subregulation (6) of *the Local Government (General) Regulations 2021*.
- (e) The council may only accept a tender for the provision of supplies:
 - (i) from among those that submitted tenders; and
 - (ii) after receiving the report from the CEO or chief executive under subregulation (8) of *the Local Government (General) Regulations 2021*.
- (f) If the council accepts a tender for the provision of supplies to the council, it must:
 - (i) accept the tender by written notice to the person who submitted the successful tender; and
 - (ii) give notice of the successful tender:
 - in writing to each other person who submitted a tender; and
 - by publishing the notice on the council's website.
- (g) In terms of addressing the successful tender by notice, it must include:
 - (i) the name of the supplier who submitted the successful tender; and
 - (ii) the supplies to be provided; and
 - (iii) the tender price.



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Where a contract is to be awarded in response to a tender for an amount exceeding \$150,000 council must approve the recommendation to enter into the contract through a resolution passed at a general or special council meeting.

Obtaining and keeping of quotations and tenders

A council must:

- (a) obtain all quotations and tenders received in writing; and
- (b) keep the quotations and tenders in an electronic form in the council's record management system.

If council resolves not to award a contract through a resolution passed at a general or special council meeting the council may resolve to:

- Postpone the proposal to enter into contract;
- Cancel the proposal to enter into contract; or
- Call for a new tender based on the same or varied terms and conditions.

Quotations and tenders not required in certain circumstances

(1) A quotation or tender is not required for the provision of a supply consisting of, or related to, any of the following:

- (a) the purchase of land, including the leasing or licensing of land;
- (b) a contract for legal services;
- (c) the acquisition of insurance entered into through a broker;
- (d) the renewal of an existing licence;
- (e) education or training in relation to existing equipment, licences, qualifications or software from a supplier endorsed by the supplier of the equipment, licence, qualification or software;
- (f) a telecommunications service if:
 - (i) the supply is ancillary to an existing telecommunications services; and
 - (ii) the council believes on reasonable grounds that it is necessary to obtain the supply from the supplier of the existing service;
- (g) recovery work during or immediately after a natural disaster and the council believes on reasonable grounds that it is necessary to obtain the supply from a particular supplier;
- (h) the acquisition of a supply from a supplier if the council or local government subsidiary believes on reasonable grounds that it is unlikely that there is more than one supplier of the supply;

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(i) the acquisition of a supply from a supplier if a Commonwealth or Territory funding agreement entered into by the council states that a particular supplier is to provide the supply;

(j) the acquisition of a supply from a particular supplier that is the only feasible option because of an event that caused major disruption to the council.

(k) the acquisition of a supply where:

(i) obtaining a quotation or tender for the supply would cause major operational inconvenience or have other serious consequences of a similar nature for the council; and

(ii) the council has not had prior opportunity to obtain a quotation or tender for the supply;

(l) In accordance with a contract variation mentioned in regulation 42(4) of the *Local Government (General) Regulations 2021*

(2) If a council obtains any supply mentioned in subregulation (1), excluding the supply mentioned in subregulation (1)(a), (b), (c) or (l) of the *Local Government (General) Regulations 2021*, the council must record the following information in relation to the provision of the supply:

(a) the name of the supplier;

(b) the supply provided;

(c) the cost of the supply;

(d) the applicable provision of subregulation (1), of the *Local Government (General) Regulations 2021* relating to the provision of the supply;

(e) if the supply is mentioned in subregulation (1)(f) or (g) of the *Local Government (General) Regulations 2021*– the reason that the council believed on reasonable grounds that it was necessary to obtain the supplies from the particular supplier;

(f) if the supply is mentioned in subregulation (1)(h) of the *Local Government (General) Regulations 2021*– the reason that the council believed on reasonable grounds that it was unlikely that there was more than one supplier of the supply;

(g) a description of the circumstances relevant to the provision of the supply;

(h) any other information relevant to the provision of the supply.

(3) If council obtains any supply mentioned in subregulation (1), excluding the supply mentioned in *Local Government Regulations 2021*, subregulation (1)(a), (b), (c) or (l), and the cost of the supply is more than \$100 000, the council must publish a notice on the council's website specifying the following information in relation to the provision of the supply:

(a) the name of the supplier;

(b) the supply provided;

(c) the cost of the supply;

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(d) the applicable provision of subregulation (1) relating to the provision of the supply.

Quotations and tenders not required in relation to particular entities

- (1) Subject to any contrary direction by the council, a quotation or tender is not required if the supply is to be obtained:
- (a) from the Territory, the Commonwealth, a State or another Territory; or
 - (b) under a contract to which the Territory, the Commonwealth, a State or another Territory is a party and the council is a beneficiary to the contract; or
 - (c) from another council; or

(d) for a local government subsidiary – from a constituent council of the local government subsidiary; or

(e) for a constituent council of a local government subsidiary – from the local government subsidiary; or

(f) under a contract that is facilitated by a procurement entity.

(2) The CEO of the Agency may approve, with or without conditions, an entity to be a procurement entity.

(3) The list of procurement entities approved by the CEO of the Agency must be published on the Agency's website.

Obtaining and keeping of quotations and tenders

A council must:

- a) obtain all quotations and tenders received under this Subdivision in writing; and
- b) keep the quotations and tenders in an electronic form in the council's record management system.

Collective procurement

A procurement group of two or more entities (a council; a local government subsidiary; LGANT) that propose to obtain supplies may form a group (a procurement group) to act collectively for the purpose of obtaining the supplies

Collective procurement agreement, see regulation 45(2) of the *Local Government (General) Regulations 2021*

Entity means the council

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Procurement group, see regulation 45(1) of the *Local Government (General) Regulations 2021*;

Tender committee, means the committee provided for in the collective procurement agreement under regulation 46(1)(e) of the *Local Government (General) Regulations 2021*

Collective procurement comprises of

- (1) Two or more entities that propose to obtain supplies may form a group (a procurement group) to act collectively for the purpose of obtaining the supplies.
- (2) Before commencing to act as a procurement group, the entities in the group must enter into a written agreement (a collective procurement agreement) setting out the arrangements for the collective procurement by the group.
- (3) If a procurement group complies with this Subdivision in relation to obtaining supplies, a council that is in the group is not required to separately comply with Subdivision 1 in relation to obtaining those.

Collective procurement agreement

(1) A collective procurement agreement must set out:

- (a) the entities that constitute the group; and
- (b) the supplies that are to be obtained; and
- (c) which of the entities in the group is to be the lead entity for the group; and
- (d) any matters required for regulation 47(2)(b); and
- (e) for regulation 47(3) of the *Local Government (General) Regulations 2021* – the individuals who are to constitute the group's tender committee and the entity the individuals represent; and
- (f) the decision making process for acceptance of quotations or tenders for the group; and
- (g) how administrative and other expenditure associated with the collective procurement are to be allocated between the members of the group; and
- (h) the process for settling disputes between the entities in the group about the collective procurement; and
- (i) the process by which the agreement may be terminated.

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Examples for subregulation (1)(f)

Whether the decision to accept a quotation for the group is to be made by the lead entity on behalf of the group, by unanimous agreement of all entities in the group, by majority vote of the entities in the group, or in some other way.

(2) For subregulation (1)(e):

- a) the committee must include at least 3 people representing at least one entity each, with each entity represented; and
- b) a member of the committee may be identified by name or as the person from time to time holding or occupying a named office, designation or position.

Note for subregulation (2)(a)

An individual may represent more than one entity.

(3) A copy of the collective procurement agreement must be made available to a prospective supplier on request.

Collective procurement procedure

See regulation 47 of the *Local Government (General) Regulations 2021*.

Legislation and Reference

All Council purchases and procurement activities will be carried out in compliance with:

Competition and Consumer Act 2010

Local Government Act 2019

Local Government (General) Regulations 2021

Tiwi Islands Regional Council 013 Financial Delegations Policy, and

Tiwi Islands Regional Council 031 Code of Conduct Policy

Procurement Procedures

A. Procurement \$0 - \$10,000 GST Exclusive

1. Check if proposed purchase is within the approved budget. Items not within the approved budget must be referred to the CEO.

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2. If a new supplier, a new supplier form is to be completed and forwarded to accounts payable to be set up in the financial system.
3. In the financial system, a requesting officer generates a purchase requisition and attaches supporting documentation to the purchase requisition.
4. The purchase requisition is forwarded to the authorising officer per the financial delegations policy for approval to become an official purchase order.
5. Issue the purchase order to the supplier.
6. Accounts payable receive the supplier's tax invoice and check the purchase order number is listed on supplier's tax invoice.
7. Accounts payable forward the invoice and approved purchase order within the financial system to an appropriate officer to confirm goods/ services have been received. The officer can either approve or reject receipt of the goods/ services within the financial system.
8. Accounts Payable action payment of fully approved invoices.
9. An Asset Registration form is to be completed for:
 - Portable and Attractive Assets valued from \$300 - \$5,000.
 - Assets valued above \$5,000.
10. If the new asset is replacing a registered asset that will be disposed, complete an Asset Disposal Form and arrange appropriate disposal of the old asset.

B. Procurement \$10,000 - \$100,000 GST Exclusive

1. Check if the proposed purchase is within the approved budget, is there sufficient funding available and the purchase is aligned with the Council's Strategic Plan. Items not within the approved budget must be referred to the CEO.
2. Obtain 3 written quotes from potential suppliers.
3. Evaluate the written quotes using appropriate weighted criteria to assess the best value using the Purchasing Quotation.
4. If it is not practicable to obtain quotations from 3 possible suppliers, the council must obtain as many as practicable and must record in writing its reasons for not obtaining the 3 quotations.

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5. If a new supplier, a new supplier form is to be completed and forwarded to Accounts Payable to be set up in the financial system.
6. In the financial system, a requesting officer generates a purchase requisition and attaches supporting documentation to the purchase requisition.
7. The purchase requisition is forwarded to the authorising officer per the Financial Delegations Policy for approval to become an official purchase order.
8. Issue the purchase order to supplier.
9. Accounts payable receive the supplier's tax invoice and check the purchase order number is listed on supplier's tax invoice.
10. Accounts payable forward the invoice and approved purchase order within the financial system to an appropriate officer to confirm goods / services have been received. The officer can either approve or reject receipt of the goods / services within the financial system.
11. Accounts payable action payment of fully approved invoices.
12. An Asset Registration form is to be completed for Assets valued over \$5,000.
13. If the new asset is replacing a registered asset that will be disposed, complete an Asset Disposal Form and arrange appropriate disposal of the old asset.

C. Procurement over \$100,000 but not more than \$150,000 GST Exclusive

1. Check if the proposed purchase is within the approved budget, there is sufficient funding available and the purchase is aligned with the Council's Strategic Plan. Items not within the approved budget must be referred to the CEO.
2. Initiate new program (Action SDC) in financial system, if appropriate.
3. If works / supply are of a technical nature draft the Scope of Work and required specifications with Infrastructure.
4. Public quotation can be obtained where the cost of supply is over \$100,000 but not more than \$150,000 (Excluding GST). Seeking the public quotation, the council must make a public request for quotations from suppliers by notice:
 - (i) in relation to a council– published in a newspaper circulating in the council's area and by notice on the council's website.



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5. Alternatively, the council elects to obtain tenders where the cost of supply is over \$100,000 but not more than \$150,000 (Excluding GST).
6. Prepare the Request for Tender Documentation and detail technical specifications and any weighted assessment criteria that suppliers will need to address.
7. Advertisements to be placed in a newspaper circulating in the council's area. Tenders will be called by public notice and identify: a description of the supply; where tender documentation can be obtained from; name and contact details of the contact person; the tender closing date and time; and that notice of the successful tender will be published on the council's website.
8. Tenders will be lodged through the council's electronic tender system or submission into the council's tender box.
9. A tender received in response to the notice must be assessed:
 - a) for the council – by a panel that includes at least 3 members of the staff of the council or another council or the staff of a local government subsidiary.
10. The panel is to be convened by the CEO or chief executive with appropriate skills and has the following functions:
 - a) to consider the tenders received in response to the notice;
 - b) to provide a report, in writing, to the CEO or chief executive in relation to the tenders.
11. Addenda (if required) to be addressed while the tender is open.
12. On receipt of tenders, Tender Committee members are to immediately declare any Conflict of Interest prior to evaluation and the member is to be removed from the panel.
13. Tenders received are to be opened as soon as practicable after the closing date, either by the Council or by the Tender Committee.
14. Tender Committee members to review tenders as individuals prior to meeting as an assessment panel to jointly consider the submitted tenders.
15. Meeting to be chaired by a Committee Member or an Independent. Evaluate the tenders using the weighted criteria to assess the best value. Determine overall ranking and justification for successful and unsuccessful tenderers discussed.
16. Evaluation report detailing recommendations to be forwarded to the CEO to decide when the report will be discussed, at the next ordinary council meeting or a special meeting.

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17. Council Resolution passed endorsing preferred supplier and timeframe.
18. Notify successful tenderer in writing. Arrange for contract to be signed by both parties.
19. Notify unsuccessful tenderers in writing – do not disclose any commercial or intellectual property of the winning tenderer, rather provide a brief comment such as indigenous participation too low, pricing not competitive, compliance with requirements insufficient.
20. Details of successful tenderer, the supplies to be provided and the tender price are to be published on the council website.
21. If a new supplier, a new supplier form is to be completed and forwarded to Accounts Payable to be set up in the financial system.
22. In the financial system, a requesting officer generates a purchase requisition and attaches all supporting documentation to the purchase requisition. As a minimum, this will be the tender advertisement, tender conditions, all tender responses received, the tender assessment report, and council resolution.
23. The purchase requisition is forwarded to the authorising officer per the financial delegations policy for approval to become an official purchase order.
24. Issue the Purchase order to Supplier.
25. Accounts Payable receive the supplier's tax invoice and check the Purchase order number is listed on Supplier's tax invoice.
26. Accounts Payable forward the invoice and approved purchase order within the financial system to an appropriate officer to confirm goods/ services have been received. The officer can either approve or reject receipt within the financial system.
27. Accounts Payable action payment of fully approved invoices
28. If the tender was for purchase of an asset, complete an Asset Registration form.
29. If the new asset is replacing a registered asset that will be disposed, complete an Asset Disposal Form and arrange appropriate disposal of the old asset.
30. If the tender was for a service contract, review performance from initiation to completion of contract and address any performance issues.
31. Close Out and Performance Review.

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D. Procurement over \$150,000 GST Exclusive

1. The council must first call for tenders.
2. Prepare the Request for Tender Documentation and detail technical specifications and any weighted assessment criteria that suppliers will need to address.
3. Advertisements to be placed in a newspaper circulating in the council's area. Tenders will be called by public notice and identify: a description of the supply; where tender documentation can be obtained from; name and contact details of the contact person; the tender closing date and time; and that notice of the successful tender will be published on the council's website.
4. Tenders will be lodged through the council's electronic tender system or submission into the council's tender box.
5. A tender received in response to the notice must be assessed:
 - a) for the council – by a panel that includes at least 3 members of the staff of the council or another council or the staff of a local government subsidiary.
6. The panel is to be convened by the CEO or chief executive with appropriate skills and has the following functions:
 - a) to consider the tenders received in response to the notice;
 - b) to provide a report, in writing, to the CEO or chief executive in relation to the tenders.
7. Addenda (if required) to be addressed while the tender is open.
8. On receipt of tenders, Tender Committee members are to immediately declare any Conflict of Interest prior to evaluation and the member is to be removed from the panel.
9. Tenders received are to be opened as soon as practicable after the closing date, either by the council or by the Tender Committee.
10. Tender Panel members to review tenders as individuals prior to meeting as an assessment panel to jointly consider the submitted tenders.
11. Meeting to be chaired by a Committee Member or an Independent. Evaluate the tenders using the weighted criteria to assess the best value. Determine overall ranking and justification for successful and unsuccessful tenderers discussed.

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12. Evaluation report detailing recommendations to be forwarded to the CEO to decide when the report will be discussed, at the next ordinary council meeting or a special meeting.
13. Council Resolution passed endorsing preferred supplier and timeframe.
14. Notify successful tenderer in writing. Arrange for contract to be signed by both parties.
15. Notify unsuccessful tenderers in writing – do not disclose any commercial or intellectual property of the winning tenderer, rather provide a brief comment such as indigenous participation too low, pricing not competitive, compliance with requirements insufficient.
16. Details of successful tenderer, the supplies to be provided and the tender price are to be published on the council website.
17. If a new supplier, a new supplier form is to be completed and forwarded to Accounts Payable to be set up in the financial system.
18. In the financial system, a requesting officer generates a purchase requisition and attaches all supporting documentation to the purchase requisition. As a minimum, this will be the tender advertisement, tender conditions, all tender responses received, the tender assessment report, and council resolution.
19. The purchase requisition is forwarded to the authorising officer per the financial delegations policy for approval to become an official purchase order.
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21. Accounts Payable receive the supplier's tax invoice and check the Purchase order number is listed on Supplier's tax invoice.
22. Accounts Payable forward the invoice and approved purchase order within the financial system to an appropriate officer to confirm goods/ services have been received. The officer can either approve or reject receipt within the financial system.
23. Accounts Payable action payment of fully approved invoices
24. If the tender was for purchase of an asset, complete an Asset Registration form.
25. If the new asset is replacing a registered asset that will be disposed, complete an Asset Disposal Form and arrange appropriate disposal of the old asset.
26. If the tender was for a service contract, review performance from initiation to completion of contract and address any performance issues.

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27. Close Out and Performance Review.



Buy Local Plan



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6 April 2018

Buy Local Plan
Department of Trade, Business and Innovation

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INTRODUCTION

As one of the largest buyers of goods, services and works in the Territory, government has a responsibility to have in place a value for Territory procurement framework that balances its own needs to procure goods and services efficiently and effectively with the needs of industry and the broader community. The Buy Local Plan supports local Territory businesses and is a critical element of the Northern Territory (NT) Government's value for Territory procurement framework. The plan has been developed in consultation with business and industry.

The primary objective of the Buy Local Plan is to ensure that the largest possible proportion of every dollar spent by the NT Government is retained within and delivers benefits for the Territory economy and community. With an effective value for Territory procurement framework in place, local content inputs such as employment, industry development, up-skilling, regional and Aboriginal development can be converted into tangible, long-lasting local benefits for the Territory.

There are a broad range of benefits to be realised through the Buy Local Plan. These include the direct, immediate benefits of local content to the goods, services or works delivered under a given contract. This also extends to indirect benefits which may not necessarily be realised during the term of the contract, such as economic stimulation, local industry development and infrastructure development.

The Buy Local Plan's key initiatives target every stage of the procurement and contract management lifecycle to deliver these benefits.

Some related objectives of the Buy Local Plan include:

- Give competitive Territory businesses the opportunity to participate in the future growth of the Territory
- Improve the way that local content and benefits are recognised, evaluated and realised across the procurement and contract management lifecycle.
- Encourage economic growth in the Territory by supporting local business to innovate, invest, work and grow.
- Align with existing procurement and broader government reform initiatives such as increasing transparency and cutting red tape.
- Comply with the Territory's legal obligations under the Australian Constitution, free trade agreements, competition laws and other relevant national and international instruments.

These objectives are also consistent with the NT Government's Building Northern Territory Industry Participation Policy (BNTIP).

The Buy Local Plan applies to all NT Government agencies conducting procurement activities.

1. OVERVIEW

The Buy Local Plan takes a broad view in addressing local benefits end-to-end across the procurement and contract management lifecycle - beginning with business and procurement planning, then progressing into tendering, contract formation, and lastly contract management. Underpinning the plan's measures at each of these stages is a focus on procurement capability development, both internal and external to government, to ensure that new practices are embedded, and new policies effectively applied. Ensuring that local content and benefits are considered and evaluated, with commitments then captured and monitored along the entirety of the lifecycle, is integral to the plan's success.

The measures of the Buy Local Plan aim to increase local participation in procurement at the lower tier levels, with the focus shifting to increasing local obligations as the value of government spend increases.

Nine key actions underpin the plan. They are:

1. Amend NT Government policies, procedures and practices to strengthen the consideration of local benefit factors that occurs at agency planning stage.
2. A local content test in all government quotes and tenders, worth a minimum of 30% in tender evaluations.
3. Improve consistency and quality in the assessment of local content during tender evaluations.
4. Enhance the consideration of local benefits across all tender evaluation criteria, not just the standalone local content test.
5. Inviting at least one quote from a Territory enterprise for tier 1 and 2 procurements.
6. A Buy Local Industry Advocate to provide an independent advocacy function to government on behalf of local industry.
7. Standard NT Government contractual terms and conditions to incorporate the successful tenderer's local benefit commitments.
8. A robust contract management framework to improve NT Government and supplier relationships and contractual compliance.
9. Focus on NT Government capability development across the end-to-end procurement process, including to industry where relevant.

2. AGENCY PLANNING

Amending NT Government policies, procedures and practices to strengthen the consideration of local benefit factors that occurs at agency planning stage

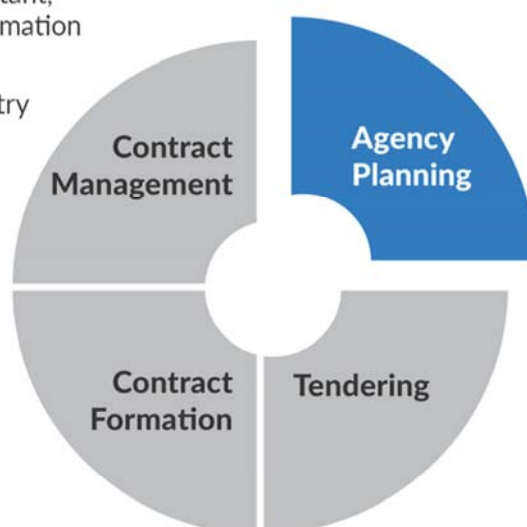
Under the end-to-end approach taken by the Buy Local Plan, the agency planning stage is crucial. It is during planning that potential local benefits are best identified, as NT Government can then structure its procurement approach accordingly to most effectively utilise local industry, and realise those benefits. These include taking such measures as packaging procurement activities to be more accessible for small business, and encouraging partnering and subcontracting arrangements to utilise a local supply chain. It is also essential during the planning stage to broaden the lines of communication with industry and industry groups such as Industry Capability Network NT (ICNNT). The best source of market knowledge is often direct engagement with industry itself - it is not just about knowing which suppliers to approach.

Under the Buy Local Plan, the Procurement Rules and their supporting documents (templates, guidelines and fact sheets) have undergone some changes. Key changes include:

- strengthening existing requirements for agencies to consult with ICNNT for awareness of market capabilities
- embedding practices to develop a more comprehensive market awareness amongst NT Government procurement staff
- ensuring that the results of these market research and consultation activities are robustly justified and recorded
- ensuring early identification of local benefit opportunities, and that these are translated into appropriate, relevant tender evaluation questions
- publishing an annual list of agencies' forecast procurement activities.

Access to an annual forecast of government procurement activity will provide greater certainty for industry, allowing businesses to invest with more confidence in skills and infrastructure. It is important, however, that industry recognise this forecasting information for what it is and that forecasts are subject to change.

The NT Government also recognises that strong industry engagement can foster a more collaborative approach to procurement planning, leading to a better outcome for both NT Government and businesses. Equipping NT Government staff with the skills to undertake this dialogue with industry forms a key focus of the capability development also occurring under the Buy Local Plan.



3. A LOCAL CONTENT TEST

Introducing a local content test into all government quotes and tenders, worth a minimum of 30% in tender evaluations

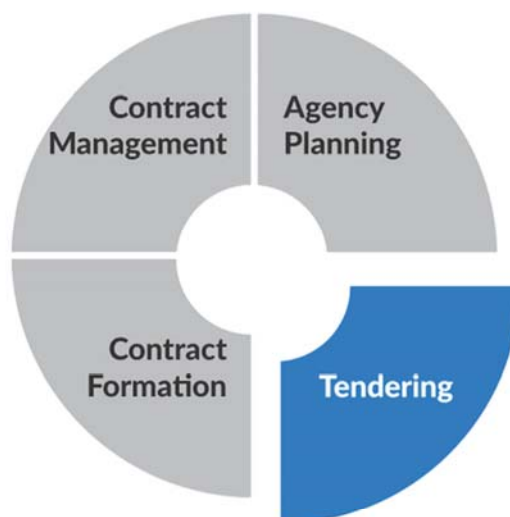
Under the Buy Local Plan, the standalone LDVA tender assessment criteria is replaced by the local content test. Agencies must allocate a minimum weighting of 30% to the local content test criteria.

A key focus of the test is to ask more objective, clearer local content questions in tender documents, rather than subjective or open-ended questions. Objective questions are simpler for industry to respond to, and simpler for evaluators to assess relative to other responses. This will lead to more consistency of outcomes for industry.

Using the tenderer's proposed local content as an input, the test seeks to determine the resulting local benefits that will be provided to the Territory economy and community if the tenderer is awarded the contract. Benefits may be directly related to the contract (such as the benefit of the company's local knowledge, retaining jobs and providing training opportunities), but there can also be indirect, flow-on benefits for the community (such as economic stimulation and broader community activity) including benefits that outlast completion of the contract.

A model local content test has been produced and made available to all agencies, with the expectation that agencies tailor this as appropriate for their own activity. While the local content test assessment criteria will vary depending on the nature of the procurement, typically it will include:

- employment
- up-skilling (including apprenticeships, formal and informal training)
- local industry participation (as contractors and part of the supply chain)
- local industry development initiatives
- Aboriginal development initiatives
- regional development initiatives.



4. CONSISTENCY AND QUALITY OF ASSESSMENT

Improving consistency and quality in the assessment of local content during tender evaluations

Under the Buy Local Plan's local content assessment criteria, a tenderer's score will be determined by both the potential benefits available, and NT Government's degree of confidence, based on the information provided, that the tenderer can actually deliver those benefits. This ensures that assessors strike a balance between what a tenderer says they are going to do, but whether or not (based on various factors including their demonstrated commitment to delivering local benefits) NT Government is confident they will actually perform. High marks on the local content test will be awarded to responses where:

- suppliers have demonstrated a long-standing commitment to delivering local benefits
- proposed local benefits in tender responses are clear and significant
- the evaluation panel has a high degree of confidence in the supplier's ability to deliver them.

The primary goal of any NT Government procurement activity is to achieve the best value for Territory outcome. Value for Territory does not just entail the lowest price, but broader considerations such as whole-of-life costs, support capabilities, past performance, commercial risk and local factors. NT Government's assessment of the local content criteria - and indeed all criteria - occurs with the overarching goal of achieving best value for Territory.



5. TENDER EVALUATION CRITERIA

Enhance the consideration of local benefits across all tender evaluation criteria, not just the standalone local content test.

Under the Buy Local Plan, agencies are encouraged to consider local benefit opportunities that may be relevant within other assessment criteria, and ask corresponding questions in the tender. This gives tenderers more opportunities to demonstrate the benefits of their 'localness'. As these questions are asked and assessed within another criteria, they are in effect over and above the local content test's 30% weighting.

The Buy Local Plan recognises that local benefits can often not be assessed in isolation. Rather, local benefits such as knowledge of environmental and market conditions unique to the Territory and proximity of supply chain are best considered under other sections of the tender relating to, for example, capacity and timeliness.

While these other (or dispersed) local benefit questions will vary depending on the nature of the procurement, such as:

- Past performance, for example, an organisation's track record of enhancing local economic and community outcomes through its delivery of similar contracts.
- Capacity, for example, a tenderer's use of local knowledge (technical, environmental, geographical, cultural and other) to ensure successful contract delivery.
- Timeliness, for example, proximity and responsiveness of supply chain.
- Innovation, for example, development of any new products, business models or other capabilities within the NT as a result of the contract.



6. OPPORTUNITIES FOR TERRITORY ENTERPRISES TO QUOTE

Inviting at least one quote from a Territory enterprise for tier 1 and 2 procurement

Under the NT Government procurement framework, tier 1 and 2 procurements are able to be conducted through a simplified quotation process, rather than through a public tender process. As a result, local businesses are often unaware of the opportunities that may be present at these levels. The Buy Local Plan addresses this by requiring that, for all tier 1 and 2 procurements, agencies invite at least one quote from a Territory enterprise.

A Territory enterprise is an enterprise operating in the NT, with a significant permanent presence in the NT and employing NT residents.

Whether or not an entity is a Territory enterprise is not a one-time 'accreditation', but rather is considered by the NT Government procurement team each time they go to market.

Territory enterprises must satisfy all three elements of the definition:

- Operating in the NT - the enterprise is currently engaged in productive activities (for example, production of goods or delivery of services) within the NT.
- Significant permanent presence - the enterprise maintains an office, manufacturing facilities or other permanent base within the NT.
- Employing NT residents - the enterprise employs Territorians. An enterprise which relies exclusively on transient, interstate / international labour or a fly-in, fly-out workforce will not satisfy this element.

Whether or not an entity is deemed a Territory enterprise is for procurement purposes only directly relevant at the point of determining who receives an invitation to quote. Being a Territory enterprise alone may allow a business to tender for work, but to successfully win work, the business must still put their best case forward in their response so as to demonstrate the value they offer. It is in business' best interests to ensure they are registered with ICNNT, their profile is thorough and up-to-date, and there is sufficient information contained in other public sources (for example, their website), to inform NT Government and the broader market about the business and its capabilities.

Government also uses Territory enterprise to track and monitor the level of work awarded to local businesses.



7. BUY LOCAL INDUSTRY ADVOCATE

An independent advocacy function to government on behalf of the local industry

The Buy Local Industry Advocate is an independent link between local business and the NT Government. The role of the Buy Local Industry Advocate is to:

- provide an independent advocacy function
- focus on promoting the Buy Local principles to both industry and government
- provide an audit and assurance role with respect to government procurement (the value for Territory assurance program)
- monitor the effectiveness of the Buy Local Plan, including monitoring for unintended consequences.

The advocate is a member of a reformed Procurement Review Board and chairs a subcommittee of that board which focuses on Buy Local policies. The advocate can investigate complaints directly from industry and act on their own initiative to randomly audit the awarding of contracts and the implementation of those contracts.

The Buy Local Industry Advocate ensures that Territory enterprises are provided full, fair and reasonable opportunity to compete for government contracts, that value for Territory is considered in all aspects of government contracting, and promotes the adoption of Buy Local principles by industry.

The advocate can be contacted on (08) 8999 7799, via email to buylocal.advocate@nt.gov.au



8. CONTRACTUAL TERMS AND CONDITIONS

Amending standard NT Government contractual terms and conditions to incorporate the successful tenderer's local content commitments.

Under the Buy Local Plan, a tenderer's local content commitments and undertakings specific to the contract will be incorporated into the contract as a legally binding commitment. This includes names of local sub-contractors and suppliers that will be used, employment or training targets, and other local development commitments included in a tender response. This measure addresses, for example, the situation where a local sub-contractor is included in a tender response (and assessed favourably on that basis), but is then replaced with a cheaper, interstate option after contract award.

NT Government understands that circumstances may change during the course of a contract which are genuinely unforeseen, outside a contractor's control and alter the local content makeup of a contract. NT Government's approach to enforcing these clauses will therefore be pragmatic and reasonable - businesses will not be held in breach for changes outside their control, however they will be expected to advise NT Government of such changes, and work collaboratively with government to ensure that local content is maintained to optimum levels throughout the contract duration.



9. CONTRACT MANAGEMENT FRAMEWORK

Establishing a robust contract management framework to improve NT Government and supplier relationships and contractual compliance.

Effective contract management is integral to realising the value of good planning and procurement. As such, the main focus of the Buy Local Plan in this stage is to ensure that local benefits recognised in the planning stage, sought through tender, then reflected in the contract, are subsequently delivered upon during the term of the contract.

Historically, contract management practices across NT Government have varied considerably between agencies. The Buy Local Plan is developing a standardised contract management framework, to be used as a model by agencies in their contract management activities. The purpose of a contract management framework is to provide a clear, uniform approach to managing and administering contracts for goods and services. Whilst the intent of this measure is specifically targeted at managing local content obligations throughout the contract term, it will also have broader impact by allowing more accurate management of other contractual obligations, and the overall relationship between government and its suppliers.

Any contract management framework adopted by NT Government needs to be proportionately relative to the value, complexity and significance of the contract. By taking this approach of understanding and applying contract management effort where it is most needed, efficiencies are achieved and the overall procurement contract management life cycle benefits.



10. CAPABILITY DEVELOPMENT

Focusing on capability development across the end-to-end procurement and contract management lifecycle, including industry where appropriate

Capability underpins good procurement and contract management, both in general and for local content considerations especially. The various stage-specific measures in the Buy Local Plan are supplemented by an overarching focus on capability development, to ensure that the changes to policy and practice introduced by the plan are entrenched and NT Government continues its ongoing program of professionalising its procurement capability. This includes:

- developing a whole-of-government procurement capability strategy, to identify capability requirements across agencies and determine an up-skilling approach.
- clear delineation of roles and accountabilities by all those involved in the procurement process.
- focused training for procurement practitioners on key areas along the procurement and contract management lifecycle that influence local benefit outcomes.

The plan also includes measures to improve industry knowledge and capability in tendering to NT Government, and specifically in demonstrating their local content and local benefits. The plan will target industry through a variety of avenues, such as roadshows and through the [How To tender Upskills workshop](#)¹ run by Business and Innovation NT.



¹ <https://nt.gov.au/industry/start-run-and-grow-a-business/workshops-to-grow-your-business/finance>