



**AGENDA**

**ORDINARY COUNCIL MEETING**

**WEDNESDAY, 24 MAY 2023**

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

- Wednesday, 24 May 2023 at
- Milikapiti 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 Declaration of Interest of Members or Staff

Section 73 of the Northern Territory *Local Government Act* states:

### **Section 73 Conflict of interest**

(1) A member has a ***conflict of interest*** in a question arising for decision by the council, local board or council committee if the member or an associate of the member has a personal or financial interest in how the question is decided.

(2) This section does not apply if the interest is:

- (a) an interest in a question about the level of allowances or expenses to be set for members; or
- (b) an interest that the member or associate shares in common with the general public or a substantial section of the public; or
- (c) an interest as an elector or ratepayer that the member or associate shares in common with other electors or ratepayers; or
- (d) an interest that the member or an associate has in a non-profit body or association; or
- (e) an interest of the member or an associate:
  - (i) in appointment or nomination for appointment to a body with predominantly charitable objects; or
  - (ii) in payment or reimbursement of membership fees, or expenses related to membership, in such a body; or
- (f) an interest so remote or insignificant that it could not reasonably be regarded as likely to influence a decision.

### **Section 74 Disclosure of interest**

(1) As soon as practicable after a member becomes aware of a conflict of interest in a question that has arisen or is about to arise before the council, local board or council committee, the member must disclose the personal or financial interest that gives rise to the conflict (the ***relevant interest***):

- (a) at a meeting of the council, local board or council committee; and

(b) to the CEO.

(2) The CEO must record the disclosure in a register of interests kept for the purpose.

Section 12 of the Northern Territory Local Government (Administration) Regulations states:

**Section 12 Contents of register of interests**

The register of interests to be kept under section 74(2) of the Act must contain:

- (a) the name of the member making the disclosure; and
- (b) the nature of the interest that gives rise to the conflict of interest; and
- (c) the nature of the question on which the conflict of interest arises.

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

1.6	Confirmation of Previous Minutes <i>Ordinary Meeting - 20 April 2023</i> .....	1
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**2 BUSINESS ARISING FROM PREVIOUS MINUTES**

**3 VISITORS AND PRESENTATIONS**

*Nil*

**4 CORRESPONDENCE**

*Nil*

**5 REPORTS FOR INFORMATION**

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**6 REPORTS FOR DECISION**

*Nil*

**7 BUSINESS ARISING FROM LOCAL AUTHORITIES**

*Nil*

**8 GENERAL BUSINESS**

*Nil*



**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE WURRUMIYANGA BOARDROOM ON THURSDAY, 20 APRIL 2023 AT 10.05AM**

**1 Welcome & Apologies**

**1.1 Welcome**

The meeting opened at 10.05am

The Acting CEO, Allan McGill reported that both the Mayor and Deputy Mayor were apologies, and a Councillor would need to be appointed to Chair the meeting.

**Appointment of Chair**

The only nomination for the position of Chair was Councillor De Santis, who was declared appointed.

The acting chair welcomed councillors and guests.

**1.2 Present**

<b>COUNCILLORS</b>	
Councillor Francis Xavier Kurrupuwu	Bathurst Ward
Councillor Lynette De Santis	Milikapiti Ward
Councillor Jeffrey Ullungura	Milikapiti Ward
Councillor Pius Tipungwuti	Milikapiti Ward
Councillor Therese Bourke	Pirlangimpi Ward
Councillor Joseph Gideon Pangiraminni	Pirlangimpi Ward
Councillor Luke Tipuamantumirri	Bathurst Ward
<b>STAFF</b>	
Allan Mc Gill	Temporary Chief Executive Officer
Bala Donepudi	Chief Financial Officer
Bill Toy	Community Engagement Manager
David Ciosmak	Town Services Manager
<b>GUESTS</b>	
Nil	

**Minuter:**

Allan McGill

**1.3 Apologies**

<b>Apologies from members who were absent from the meeting</b>	
Mayor Pirrawayingi	Pirlangimpi Ward
Deputy Mayor Leslie Tungutalum	Bathurst Ward
Councillor Jennifer Clancy	Bathurst Ward
Gina McPharlin	Chief Executive Officer

**46 RESOLUTION**  
*Moved: Pius Tipungwuti*  
*Seconded: Joseph (Gideon) Pangiraminni*

**A. That the apologies from the Mayor, the Deputy Mayor and Councillor Clancy and CEO Gina McPharlin be accepted and Leave of absence be granted.**

**B. That the Council note that Councillors Kantilla and Tipiloura were both absent without permission pursuant to Section 47(1),(10) of the Local Government Act 2019.**

**C. That the CEO take the necessary actions to notify both the Members absent without permission pursuant to Regulation 101 of the Local Government (General Regulation)**

**D. That the Council note that the absence of Councillor Kantilla from two consecutive meetings of the Council would be considered later in the meeting agenda.**

**CARRIED**

**1.4 Leave of Absence**

Nil

**1.5 Declaration of Interest of Members or Staff**

**1.6 Confirmation of Previous Minutes**

<b>Ordinary Meeting - 22 – 27 March 2023</b>
<p><b>47 RESOLUTION</b>  <i>Moved: Francis Xavier Kurrupuwu</i>  <i>Seconded: Joseph (Gideon) Pangiraminni</i></p> <p>That the minutes of the Ordinary Meeting on 22 March 2023 as circulated, be confirmed as a true and correct record of that meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p>

**2 Business Arising from Previous Minutes**

**3 VISITORS AND PRESENTATIONS**

Nil

**4 CORRESPONDENCE**

Nil

**5 REPORTS FOR INFORMATION**

**THE FOLLOWING 4 REPORTS WERE CONSIDERED AS A GROUP WITH A SINGLE RESOLUTION DISCUSSION ON ALL 4 MATTERS**

**5.1 TOWN SERVICES REPORT**

**48 RESOLUTION**

Moved: Joseph (Gideon) Pangiraminni

Seconded: Pius Tipungwuti

**That Council accepts and considers the report for information .**

**CARRIED**

**5.2 FINANCE END OF MONTH REPORT - FEBRUARY 2023**

**49 RESOLUTION**

Moved: Joseph (Gideon) Pangiraminni

Seconded: Pius Tipungwuti

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

**CARRIED**

**5.3 EOM REPORT COMMUNITY ENGAGEMENT MARCH 2023**

**50 RESOLUTION**

Moved: Joseph (Gideon) Pangiraminni

Seconded: Pius Tipungwuti

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

**CARRIED**

**5.4 HR END OF MONTH REPORT - MARCH 2023**

**51 RESOLUTION**

Moved: Joseph (Gideon) Pangiraminni

Seconded: Pius Tipungwuti

**That Council note this report for information.**

**CARRIED**

**6 REPORTS FOR DECISION****6.1 ALLOCATION OF WASTE AND RESOURCE MANAGEMENT (WARM) 2022/23 FUNDING****52 RESOLUTION**

Moved: Francis Xavier Kurrupuwu

Seconded: Luke Tipuamantumirri

1. That Council **ENDORSES** the funds for the WaRM 2022/23 grant to be partially used for the repair of the D6 Dozer.

**CARRIED****6.2 ROADS PROGRAM FOR 23/24****53 RESOLUTION**

Moved: Therese (Wokay) Bourke

Seconded: Luke Tipuamantumirri

- A. That Council note the report.
- B. That the roads program and proposal outlined in the report be endorsed with a total budget across 22/23/ & 23/24 financial years being \$1.76m.
- C. That any savings made in the 22/23 budget for Civil works be identified for additional road works.

**CARRIED****6.3 PROPOSED LEVEL OF RATES INCREASE 2023/2024****54 RESOLUTION**

Moved: Joseph (Gideon) Pangiraminni

Seconded: Therese (Wokay) Bourke

1. That Council adopt a level of rate increase it deems appropriate for 2023/24 Budget.

**CARRIED****7 BUSINESS ARISING FROM LOCAL AUTHORITIES**

Nil

**8 GENERAL BUSINESS**

The following matters were raised as general business

- Councillors need assistance with setting up new tablets and phones so they can access emails.
- The provision of speed bumps at various locations needed for community safety.
- The Wurrumiyanga sewerage ponds have overflowed and there is a health issue.
- An old house at Pirlangimpi occupied by a Council employee who is unwell is in a very poor condition and the employee needs to be relocated to other accommodation.

- Allan McGill spoke with the Council about his connection with the Tiwi Community over the past 45 years and thanked the Community for its support and acceptance. He said the Council had a few challenges a but was well placed to deal with them. He also challenged the Tiwi Community to take responsibility for youth issues, anti social behaviour and for improving the wellbeing of the community and suggested the Council should show more leadership in this area.

**Adjournment for lunch break at 12.04pm.**

**Resumption at 1.11pm**

**9 Confidential Items**

**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.

**RECOMMENDATION**

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

**CONFIDENTIAL ITEM DECISIONS**

**9.1 ABSENCE FROM MEETINGS- CR KANTILLA**

- A.** That the report from the Temporary CEO be noted.
- B.** That the Council note that Cr Kantilla had not responded to notices to him advising him that he has been absent from meetings of the Council and seeking reasons for that absence.
- C.** That the Council note that Cr Kantilla had not provided any explanations or reasons for his absence from Ordinary meetings of the Council held in February 2023 and March 2023.
- D.** That the CEO take the next steps required under the NT Local Government (General)Regulations, and the procedure set down by the Department of Chief Minister and Cabinet. and write to Cr Kantilla seeking his resignation as a member of the Council pursuant to Section 51 (1) of the Local Government Act 2019
- E.** That the Council is of the view that Councillor Kantilla, because of his absence from two consecutive ordinary meetings of the Council, has ceased to be a member of the Council and must resign from the position on the Council.



F. That should Cr Kantilla not resign from his position on the Council, the CEO take the next steps and refer the matter to NTCAT seeking a determination that Cr Kantilla is disqualified as a member of the Council due to being absent from two consecutive ordinary meetings of the Council.

**0.0 CONFIRMATION OF CONFIDENTIAL MINUTES**

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

**RECOMMENDATION:**

That the Council , having reviewed the draft confidential minutes of the following ordinary meetings of the Council, and in the interests of clarifying any uncertainty in relation the status of the minutes, hereby confirms and ratifies those minutes as a true and correct record of the proceedings of those meetings-

- 20 September 2022

**9.2 MINUTES OF MEETING THAT NEED CONFIRMING**

**55 RESOLUTION**

Moved: *Therese (Wokay) Bourke*

Seconded: *Pius Tipungwuti*

That the Council , having reviewed the draft minutes of the following ordinary meetings of the Council, and in the interests of clarifying any uncertainty in relation the status of the minutes, hereby confirms and ratifies those minutes as a true and correct record of the proceedings of those meetings-

- 8 September 2022
- 29 September 2022
- 9 November 2022

**CARRIED**

**10 Next Meeting**

Wednesday, 24 May 2023

**11 Closure**

The meeting closed at 1.13pm.

**9 NEXT MEETING**

**10 CLOSURE**

Meeting closed at.....

**REPORTS FOR INFORMATION**

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<b>ITEM NUMBER</b>	5.1
<b>TITLE</b>	Town Services Report
<b>REFERENCE</b>	247656
<b>AUTHOR</b>	David Ciosmak, Town Services Manager



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

Town Services - Wurrumiyanga

## **1.2 Training**

Attempting to liaise with TITEB for future courses. At this stage there is some training next month for civil works machinery.

## **1.4 Parks and Gardens**

- Council responsible areas maintained accordingly with a focus on the main street into town.
- Hard rubbish around the community removed prior to mowing verge.
- Slashing of drains, parks and several houses to assist older people in the community.

## **1.5 Waste Management (Town Services + Civil Works)**

### **1.5.2 Garbage Truck**

- Community bins emptied four times per week
- Preventative maintenance routinely conducted on Wednesdays.
- Each pick-up location/area documented in checkpoint form to ensure all scheduled bins are collected
- The truck has been running consistently this month with two days of downtime.

### **1.5.3 Wheelie Bins**

- Wheelie bins repairs are conducted during the rubbish run.

### **1.5.5 Landfill**

- The road to the waste site is now open however illegal dumping is still occurring.
- Council is still lacking in labour, funding and equipment to be able to manage the waste sites to a Minimum level.
- TIRC to look at options/funding for all year road access to the dump.

## **2. Inter-Island Ferry (Boat Shed)**

- Ferry maintenance – New outboards have arrived and TIRC will start planning the installation..
- TIRC continue to support the TIFL with Saturday services.
- There has been several incidents where the boatshed has had to open after hours due to poor planning by others.

## **3. Aerodrome**

- Daily inspections conducted with no major issues identified
- Slashing and mowing within the fence perimeter has just been conducted.

- Slashing on both approaches complete and around secondary windsock
- Airport windsock matting to be repaired in the next month.

#### **4. Civil Works**

##### **4.1 Routine town maintenance**

- Potholes repairs will continue as the rain has washed old repairs away.
- Landfill operations routinely conducted weekly using the small loader.

##### **4.2 Routine regional maintenance**

- Grading has not been running due to weather and gearbox issues.
- Grader has been sent into Darwin for assessment.
- Melville Island might have to loan a grader to Wurrumiyanga until repairs are complete.

##### **4.3 Landfill**

- Work conducted daily to consolidate waste.
- D6 dozer has been returned to the Islands and is now working on the road.

##### **4.4 Projects**

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

## **5.1 Milikapiti Town Services and Civil Works**

### **BACKGROUND**

This report is for the Month of March 2023

### **WASTE COLLECTION AND MANAGEMENT:**

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

### **AIRPORT**

Inspections – Field Checklist:

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

Monthly Reporting Register:

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

Maintenance:

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

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

### **TOWN/ROAD WORKS:**

- Rubbish collection walk through main areas, with garbage bags twice a week.
- Old items/rubbish outside people houses taken to the Tip.
- Push Rubbish in Tip with Loader. Done with Loader.
- Clean Workshop take rubbish to Tip. Done with Bobcat and Tip Truck.

- Helped Mechanic whenever he needed help with anything within the workshop or outside the workplace. 2 Town Services workers.
- Empty fuel tanks taken to the Barge Landing with Mechanic if needed help. Tip truck and Loader.
- Barge pick-ups. Ute and trailer TIRC assets Tip Truck and Loader.
- Support to family funerals. Town Services and civil workers.

## **CIVIL WORK.**

- Potholes are 90% repaired with 6 tonne of asphalt used on the internal roads.
- Milikapiti road has been getting graded and then the team will move out towards the east of the island.
- Rubbish Truck is currently awaiting parts in Darwin. Rubbish currently being done by hand.

## **6.1 PIRLANGIMPI TOWN SERVICES AND CIVIL**

### 6.2 WASTE COLLECTION AND MANAGEMENT:

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

### 6.3 TOWN/ROAD WORKS

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

### 6.5 CIVIL WORKS

- There has been grading on the Pirlangimpi road.
- Grading of main entrance road into town.
- Grader is at Milikapiti getting serviced and then is grading towards the college.

## **7.1 OUTSTATIONS**

### **7.2 Ranku**

- Currently no houses occupied at Ranku.

#### **Power**

- Only one generator working. The other Genset is awaiting a tech to go to Ranku and fit them.

#### **Slashing/Mowing**

- Slashing and Mowing has been completed

#### **Water**

- Running as normal

#### **HMS (Housing Maintenance Services)**

- No report

### **7.2 Paru**

#### **Power**

- Quotes submitted for capital grants for new solar systems.

**Slashing/Mowing**

- Mowing completed at Charlie's house.

**Water**

- No water outages

**HMS (Housing Maintenance Services)**

- Repairs to roof at Charlies house.

**7.3 4-Mile**

**Power**

- Running as normal

**Slashing/Mowing**

- Slashing and mowing completed

**Water**

- Two water leaks have been found and will be repaired this week..

**HMS (Housing Maintenance Services)**

- No report

**7.4 Pitjamirri**

**Power**

- No outages

**Slashing/Mowing**

- Completed.

**Water**

- No outages

**HMS (Housing Maintenance Services)**

- Replacement of roofing 100 % complete

**Future Projects**

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

**7.5 Takapimiliyi**

**Power**

- No outages

**Slashing/Mowing**

- Up to date

**Water**

- No outages

**HMS (Housing Maintenance Services)**

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

**Future Projects**

- TIRC are in the process of talking to SECA in regards to the water tank stand access and safety rails.

**7.6 Condor Point**

**Power**

- No outages

**Slashing/Mowing**

- Slashing to be scheduled. Weather and roads permitting

**Water**

- No outages to report

**Future Projects**

- Currently no one living at outstation.
- Grade access track (MES)
- Graded Fire Break (MES)

- Rodent & Pest control (HMS)
- Solar inspection (MES)
- Repairs to Infrastructure (HEA)

**RECOMMENDATION:**

**That Council note this report for information.**

**ATTACHMENTS:**

## REPORTS FOR INFORMATION

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<b>ITEM NUMBER</b>	5.2
<b>TITLE</b>	Community Engagement Report - April 2023
<b>REFERENCE</b>	247719
<b>AUTHOR</b>	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

#### Manager Community Engagement

#### General Business for the month

- Services Australia, Contract changes, New Staff approvals, Office Relocation
- Department of Health Environmental Assessments Milikapiti. Dump and Barge Landing
- Manager Organisation Development, Recruitment in Community Safety, Centrelink and Libraries
- NAUS Services Australia Milikapiti Specified personnel
- NIAA Community Safety Contract management meeting. Site Visits and reporting templates
- Ark Animal Hospital, Vet visit in May
- Territory Families Youth Diversion Monthly Data
- NT Police Youth Diversion Unit Client updates
- Manager Organisational development, Recruitment Community Safety, Youth Diversion (Wurrumiyanga)
- Office of Township Leasing, Airport Container, TIRC Projects
- Acting Infrastructure Manager, Melville Island LA and Infrastructure projects
- Milikapiti Water Park, Pirlangimpi Basketball Court and Cemetery Shades
- School Principals in all three communities NAIDOC Celebrations, Portrait Day "For The Elders"
- TFHC, Youth Diversion Monthly Contract Management meeting, staff changes
- NT Police YDU, Case Management, Client Updates, Conferences and Assessments
- Services Australia Monthly Statistical report and Specified Personnel Training
- March Ordinary Council Meeting
- March Local Authority Meeting
- Menzies Health, Hearing for Learning program and Training
- Catholic Care Suicide Prevention Team, Youth Programs (Initiations)
- Victims of Crime, Milikapiti workshop
- Muso Magic, Song writing program with the School and Sport and Rec
- Alcohol Awareness program,



**Administration****MILIKAPITI**

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

**General Business for the month**

- **Hours of Operation:** 8:00am – 4:36pm.
- **Australia Post:**  
Mail Bags collected daily and sorted and delivered to Australia Post via Fly Tiwi
- **Meeting Room Hire:**  
North Australian Aboriginal Justice Agency (1 day)  
Tiwi Resources (1 day)  
Department of Territory Families, Housing and Communities (½ day)
- **Facility Hire:**  
Tiwi Enterprises Ltd. (2 days)  
Santos Meeting
- **Finance**  
All receipted transactions entered in Corporate Services Tiwi Accounts spreadsheet. Eftpos receipts, Request to Invoice Customer, Purchase Orders sent to Accounts Receivable at end of day.  
Cash Reconciliation form completed & ready for Banking  
IWO: Work orders for the month sent to requesting Officer
- **Human Resources:** All matters including:
  - **Attendance:** Good
  - **Incidents:** None for this reporting period
  - **Recruitment:** None for this reporting period
  - **Training:** None for this reporting period
  - **Stakeholder Engagement/Meeting.**  
Menzies Health, Hearing for Learning Program

**Emails:** Nil

- **Issues/Options/Consequences**

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

## PIRLANGIMPI

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

### General Business for the month

- **Hours of Operation:**  
Office was closed 3<sup>rd</sup> March for funeral
- **Meeting Room Hire:**
  - Meeting room was hired by Munupi Aboriginal Corporation for meeting on 11<sup>th</sup> April
  - Meeting room was hired by Menzies for Training on 3<sup>rd</sup> – 6<sup>th</sup> April
  - Meeting room was hired by TITEB for meeting on 13<sup>th</sup> April
- **Finance:** Problems with Cash and Reconciliation spreadsheet.
- **Australia Post:** Nil

### Human Resources

All matters including:

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

### Events

- Nil

### Stakeholder Engagement/Meetings:

- Monthly community meeting was held on Monday 3<sup>rd</sup> April

### ISSUES/OPTIONS/CONSEQUENCES

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

## Broadcasting

### **BACKGROUND**

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

### **General Business for the month**

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

### **Human Resources**

All matters including:

**Incidents:** Nil

**Recruitment:** Wurrumiyanga position advertised

**Leave:** Nil

**Training:** 3 days at Milikapiti and two days at Pirlangimpi

### **Stakeholder Engagement:**

TEABBA Board Meeting

TITEB Radio broadcasting training

## Centrelink

### **BACKGROUND**

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

### **General Business for the month**

Centrelink offices in Milikapiti and Pirlangimpi remained open throughout April. Clients continue to make use of the Self Help Computers, Phones and / or assistance provided by the Specified Personnel. Specified Personnel. Training modules completed by Manager and all Agents

### **Human Resources**

All matters including:

**Incidents:** Nil

**Recruitment:** New Specified Personnel commenced at Milikapiti

**Leave:** Nil

**Training:** New Staff Training

### **Stakeholder Engagement/Meetings**

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

## Youth Diversion

### General Business for the month

Youth Diversion Program currently case managing 8 clients across both islands. Community Safety Coordinator continued assisting clients with fulfilling their obligations to the program. One Family group conference conducted in this period. Two Assessments completed with new starters and three successful completions. Client updates and Monthly Data Reports updated and submitted to TFHC. Three finalisations this month,

### Human Resources

All matters including:

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

### Stakeholder Engagement/Meetings

Wayne Bayliss NT Police YDU  
Joanne Huyben Territory Families YDU

## Remote Sports

### BACKGROUND

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

### General Business for the month

TIRC Sport and Recreation continue to deliver the NTG Funded Remote Sports program by providing structured activities for people wishing to participate in Team Sports

Business plans submitted by Grants Coordinator for previous years underspends.

.

### Human Resources

All matters including:

**Incidents:** Nil this month

**Recruitment:** Wurrumiyanga position vacant

**Training:** Nil this month

### Stakeholder Engagement / Meetings:

Nil this month

### ISSUES/OPTIONS/CONSEQUENCES

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

## Community Safety

### Background

The Tiwi Islands Community Safety Service assists communities in taking responsibility

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

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

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

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

### General Business for the month

Community Safety Night Patrol teams continue to patrol five to six days per week and attend Call Outs whenever necessary. Recruitment issues at Wurrumiyanga are being addressed. Currently there are two female and three Male vacant positions at Wurrumiyanga. Again this month, community concerns with the number of Break In's at Wurrumiyanga increasing pressure on Community Safety Night Patrol staff although Night Patrol are not a security service and are not permitted to patrol community assets. The Wurrumiyanga vehicle has again been damaged needing to be replaced with the Milikapiti vehicle. Wurrumiyanga is now two vehicles down creating problems with other community delivery.

### Human Resources

All matters including:

- Incidents: Nil
- Recruitment: Wurrumiyanga One Female and Three Male Patrollers
- Training: - Nil this month

### Events:

Nil for this month

### Stakeholder Engagement/Meetings:

Manager / Coordinator and Staff Meetings

Milikapiti NT Police

Julie Kartinyeri NIAA

### ISSUES/OPTIONS/CONSEQUENCES

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

### RECOMMENDATION:

**That Council receive and note this report for information.**

**ATTACHMENTS:**

There are no attachments for this report.

**REPORTS FOR INFORMATION**

<b>ITEM NUMBER</b>	5.3
<b>TITLE</b>	Finance End of Month Report - April 2023
<b>REFERENCE</b>	247658
<b>AUTHOR</b>	Bala Donepudi, Chief Financial Officer


**Statement of Financial Performance  
for the period ended April 2023**

Income	Year to Date				Full Year Budget
	Actual	Budget	Variance *	%	
61 - Income Rates and Charges	3,119,687	2,635,757	483,930	18%	3,162,908
62 - Income Council Fees and Charges	1,047,765	1,108,125	(60,360)	-5%	1,329,750
63 - Income Operating Grants Subsidies	5,961,771	7,549,383	(1,587,612)	-21%	10,559,260
66 - Income Reimbursements and Others	150,828	104,155	46,673	45%	124,986
67 - Income Agency and Commercial Serv	639,201	688,572	(49,371)	-7%	826,286
69 - Income Sale of Assets	0	1,250	(1,250)	-100%	1,500
<b>Total Operating Revenue</b>	<b>10,919,253</b>	<b>12,087,241</b>	<b>(1,167,989)</b>	<b>-10%</b>	<b>16,004,690</b>
<b>Expenditure</b>					
71 - Employee Expenses	5,246,449	5,287,906	41,458	1%	6,414,041
72 - Contract and Material Expenses	2,668,684	5,882,660	3,213,977	55%	8,419,192
73 - Finance Expenses	4,117	6,345	2,228	35%	7,614
74 - Communication Expenses	383,495	393,206	9,711	2%	611,847
75 - Asset Expense	1,528,442	1,699,021	170,579	10%	2,038,825
79 - Miscellaneous Expenses	1,152,328	1,334,276	181,948	14%	1,601,131
<b>Total Operating Expenditure</b>	<b>10,983,515</b>	<b>14,603,415</b>	<b>3,619,900</b>	<b>25%</b>	<b>19,092,650</b>
<b>Allocations</b>	<b>(0)</b>				
<b>Net Surplus/(Deficit)</b>	<b>(64,262)</b>	<b>(2,516,173)</b>	<b>2,451,911</b>		<b>(3,087,960)</b>
<i>Adjust for Capital and Depreciation</i>					
Less: Capital Expense	368,883	462,500	93,617	20%	555,000
Add back: Depreciation expense	1,528,442	1,699,021	(170,579)	-10%	2,038,825
<b>Net Cash Surplus/(Deficit)</b>	<b>1,095,297</b>	<b>(1,279,653)</b>	<b>2,374,949</b>		<b>(1,604,135)</b>
Restricted Cash Carried Forward	4,238	1,339,060	(1,334,822)	-100%	1,606,872
<b>Total Surplus/(Deficit)</b>	<b>1,099,534</b>	<b>59,407</b>	<b>1,040,127</b>		<b>2,736</b>
<i>Represented by:</i>					
Tied Funding Surplus/(Deficit)	1,912,520	(59,473)	1,971,993		(71,367)
Untied Funding Surplus/(Deficit)	(812,985)	118,880	(931,866)		74,104
<b>* Note: Negative variances ( ) are unfavou</b>	<b>1,099,534</b>	<b>59407</b>			<b>2737</b>

<b>Statement of Financial Position as at 30st April 2023</b>	<b>Amount</b>
	<b>\$</b>
<b><u>Current Assets</u></b>	
Current Operating accounts & Cash on Hand	4,121,497
Trade and Other Receivables	430,375
Debtors	145,310
Inventory	71,110
Prepayments	152,847
<b>Total Current Assets</b>	<b>4,921,138</b>
<b><u>Current Liabilities</u></b>	
Trade and Other Payables	225,225
Creditors	254,237
Current Provisions	906,605
Other Current Liabilities	68,957
Unexpended Grant Liability	634,040
<b>Total Current Liabilities</b>	<b>2,089,064</b>
<b>Net Current Assets</b>	<b>2,832,074</b>
<b><u>Non Current Assets</u></b>	
Buildings Prescribed	12,948,701
Infrastructure Prescribed	1,163,916
Plant	848,561
Equipment	221,944
Motor Vehicles	376,634
Work in Progress	473,922
Other Non Current Assets	3,595,872
<b>Total Non Current Assets</b>	<b>19,629,552</b>
<b><u>Non Current Liabilities</u></b>	
Non Current Provisions	193,232
Non Current Borrowings	630,001
Non Current Lease Liabilities	2,820,055
<b>Total Non Current Liabilities</b>	<b>3,643,288</b>
<b>Net Assets</b>	<b>18,818,338</b>
<b><u>Equity</u></b>	
Accumulated Surplus/(Deficit)	8,382,579
Asset Revaluation Reserve	10,286,304
Election Reserve	0
Asset Replacement Reserve	0
Current Year Surplus/(Deficit)	149,455
<b>Total Equity</b>	<b>18,818,338</b>



**Current Operating Accounts & Cash on Hand**

Account Balances as at 30<sup>st</sup> Apr 2023:

	\$
Operating Account	\$141,838
Trust Account	\$1,831,242
Christmas Saving Account	\$20,522
NIAA Bank Account	\$2,075,937
Cash Deposit Account (credit cards)	\$50,898
Cash on hand	\$974
	<b>\$4,121,412</b>

**Cash Funding Type Split**

	\$
Tied Funding	\$2,540,062
Untied Funding	\$1,581,350
	<b>\$4,121,412</b>

**Ageing Receivables**

The outstanding Debtors owed to Council at the end of Apr 2023 total \$ 122,409. The ageing of the outstanding receivables balances is as follows:

Description	Outstanding	Unapplied Credits	Current	>30days	>60days	>90days
Debtors	122,409	NIL	\$12,355	\$28,756	\$150	\$81,147

The total Rates & Charges Outstanding at the end of Apr 2023 is \$ 407,875 of this \$162,590 relates to the 2022-23 financial year.

Description	Outstanding	2022-23	Previous Years
Rates & Charges	\$407,875	\$162,590	\$ 245,285

**Ageing Payables**

The outstanding amounts owed by Council to Creditors at the end of Apr 2023 total \$ 99,067. The ageing of the outstanding balance is as follows:

Outstanding	Unapplied Credits	Current	>30days	>60days	>90days
\$ 99,067	(5,345)	\$86,460	\$2,829	\$1,476	\$13,647

**Council's Statutory Payments and Reporting Obligations:**

**Fringe benefits Tax:**

Council's FY 2023 Fringe benefits tax return is at preparation stage & will be submitted ATO in May 2023 well within the due date.

**Insurance:**

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

**Superannuation:**

Council's has processed its Superannuation liability for the period till 26<sup>th</sup> Mar 23 on 13<sup>th</sup> Apr 23.

We are up to date with our Superannuation Compliance.

**PAYG:**

The tax Withheld from the staff salaries is remitted to the tax office on a Weekly basis. Latest Instalment PAYG of TIRC was released on 28<sup>th</sup> Apr 23. All the payments are up to date.

**Business Activity Statements (BAS) :**

We are up to date will all the lodgement of the council Business Activity Statements.

March-23 BAS is filled on 15<sup>th</sup> April 23.

April - 23 BAS is at preparation stage & will be submitted ATO well within the due date



**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:**

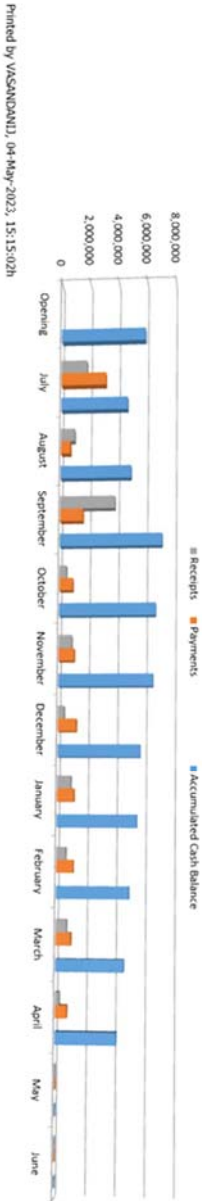
**That Council notes and accepts the Finance Report for the reporting period to 30 April 2023.**

**ATTACHMENTS:**

- 1 Cashflow\_Apr23.pdf

**Cash Flow**  
as at 30 Apr 2023

Description	Opening	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Closing	YTD	%	
<b>Cash Accounts</b>																			
Cash at Bank Operational General	52,965	(134,388)	142,885	43,285	(14,543)	60,806	(214)	(119,676)	(72,031)	129,714	53,036	-	-	-	-	141,838	88,873	168%	
Cash at Bank Trust General	4,237,983	(1,125,154)	112,221	1,806,527	(422,475)	(531,265)	(692,215)	(93,301)	(434,166)	(486,993)	(539,719)	-	-	-	-	1,831,242	(2,406,741)	(57%)	
PMC Bank ACCOUNT	1,459,016	454	1,134	291,563	2,532	293,047	3,635	4,702	4,787	9,460	5,599	-	-	-	-	2,075,937	616,922	42%	
Staff Christmas Savings Account	79,399	32,275	60	40,760	5,620	4,995	(163,115)	148	(5)	20,342	43	-	-	-	-	20,522	(58,877)	(74%)	
Cash on Hand Milkplampi	1,610	-	(1,610)	-	-	-	-	-	-	-	-	-	-	-	-	-	(1,610)	(100%)	
Cash on Hand Pitalampipi	1,328	-	(1,328)	-	-	-	-	-	-	-	-	-	-	-	-	-	(732)	(100%)	
Cash on Hand Nipulu	1,328	-	(1,328)	-	-	-	-	-	-	-	-	-	-	-	-	-	(732)	(27%)	
Cash Deposit account (Credit cards)	50,898	-	(354)	-	-	-	-	-	-	-	-	-	-	-	-	-	974	(354)	0%
<b>Total Cash Accounts</b>	<b>5,883,931</b>	<b>(1,226,812)</b>	<b>253,604</b>	<b>2,180,135</b>	<b>(48,865)</b>	<b>(172,516)</b>	<b>(852,011)</b>	<b>(208,128)</b>	<b>(301,406)</b>	<b>(327,477)</b>	<b>(481,041)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,121,412</b>	<b>(1,762,519)</b>	<b>(30%)</b>	
<b>Operating Activities</b>																			
<b>Receipts</b>	<b>1,801,232</b>	<b>965,036</b>	<b>3,808,782</b>	<b>463,667</b>	<b>885,433</b>	<b>407,673</b>	<b>919,412</b>	<b>610,945</b>	<b>704,644</b>	<b>251,006</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,817,830</b>	<b>10,817,830</b>	<b>-</b>	
Income Rate and Charges	29,317	46,734	2,632,039	142,410	58,347	99,429	16,329	880	17,137	(520)	-	-	-	-	-	3,042,102	3,042,102	-	
Income Council Fees and Charges	224,459	64,870	74,812	147,396	147,396	115,019	147,919	65,203	39,377	119,200	-	-	-	-	-	1,048,094	1,048,094	-	
Income Operating Grants Subsidies	1,896,103	955,866	940,011	149,000	519,329	4,555	681,000	389,002	407,003	19,903	-	-	-	-	-	5,961,771	5,961,771	-	
Income Investments	1,755	4,018	6,331	7,970	12,881	13,288	13,487	12,095	11,544	12,655	-	-	-	-	-	95,994	95,994	-	
Other Operating Receipts	(350,402)	(91,423)	165,531	89,474	147,482	175,412	60,678	143,765	229,583	99,769	-	-	-	-	-	669,869	669,869	-	
<b>Payments</b>	<b>3,125,191</b>	<b>530,308</b>	<b>1,648,093</b>	<b>911,430</b>	<b>995,327</b>	<b>1,183,344</b>	<b>1,065,660</b>	<b>1,109,517</b>	<b>999,243</b>	<b>761,109</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,290,624</b>	<b>12,290,624</b>	<b>-</b>	
Employee Expenses	480,557	480,114	462,139	502,711	509,405	520,316	516,842	532,391	531,761	531,761	-	-	-	-	-	5,246,449	5,246,449	-	
Contract and Material Expenses	435,823	(19,434)	930,624	337,126	337,126	281,148	226,076	396,828	302,692	147,204	-	-	-	-	-	3,304,981	3,304,981	-	
Finance Expenses	404	493	473	456	430	388	393	310	361	409	-	-	-	-	-	4,117	4,117	-	
Other Operating Payments	2,207,388	69,137	252,829	139,608	148,425	399,217	125,122	194,342	42,622	80,841	-	-	-	-	-	3,619,729	3,619,729	-	
Other Operating Payments	79	-	2,029	1,760	(99)	24,275	3,256	1,144	1,498	894	-	-	-	-	-	82,485	82,485	-	
<b>Total Operating Activities</b>	<b>(1,323,959)</b>	<b>434,727</b>	<b>2,160,689</b>	<b>(447,763)</b>	<b>(109,894)</b>	<b>(777,671)</b>	<b>(145,648)</b>	<b>(498,572)</b>	<b>(254,599)</b>	<b>(510,103)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,472,793)</b>	<b>(1,472,793)</b>	<b>-</b>	
<b>Investing Activities</b>																			
<b>Receipts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Proceeds from Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Payments</b>	<b>-</b>	<b>-</b>	<b>131,080</b>	<b>(68,549)</b>	<b>61,447</b>	<b>56,618</b>	<b>62,480</b>	<b>2,834</b>	<b>41,771</b>	<b>2,046</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>289,725</b>	<b>289,725</b>	<b>-</b>	
Purchase of Assets	-	-	131,080	(68,549)	61,447	56,618	62,480	2,834	41,771	2,046	-	-	-	-	-	289,725	289,725	-	
<b>Total Investing Activities</b>	<b>-</b>	<b>(131,080)</b>	<b>68,549</b>	<b>(61,447)</b>	<b>(56,618)</b>	<b>(62,480)</b>	<b>(2,834)</b>	<b>(41,771)</b>	<b>(2,046)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(289,725)</b>	<b>(289,725)</b>	<b>-</b>	
<b>Financing Activities</b>																			
<b>Receipts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Payments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Repayment of Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Financing Activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Increase or (Decrease) in Cash Held</b>	<b>(1,323,959)</b>	<b>303,647</b>	<b>2,228,238</b>	<b>(447,763)</b>	<b>(171,340)</b>	<b>(834,289)</b>	<b>(208,128)</b>	<b>(301,406)</b>	<b>(296,370)</b>	<b>(512,149)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,762,519)</b>	<b>(1,762,519)</b>	<b>-</b>	
<b>Accumulated Cash Balance</b>	<b>5,883,931</b>	<b>4,657,118</b>	<b>4,910,222</b>	<b>7,092,857</b>	<b>6,663,991</b>	<b>6,491,475</b>	<b>5,639,464</b>	<b>5,431,337</b>	<b>4,929,931</b>	<b>4,602,453</b>	<b>4,121,412</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,121,412</b>	<b>1,762,519</b>	<b>-</b>	



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**REPORTS FOR INFORMATION**

<b>ITEM NUMBER</b>	5.4
<b>TITLE</b>	HR End of Month Report - April 2023
<b>REFERENCE</b>	247709
<b>AUTHOR</b>	Harsha Wijesinghe, Manager Organisational Development and Change

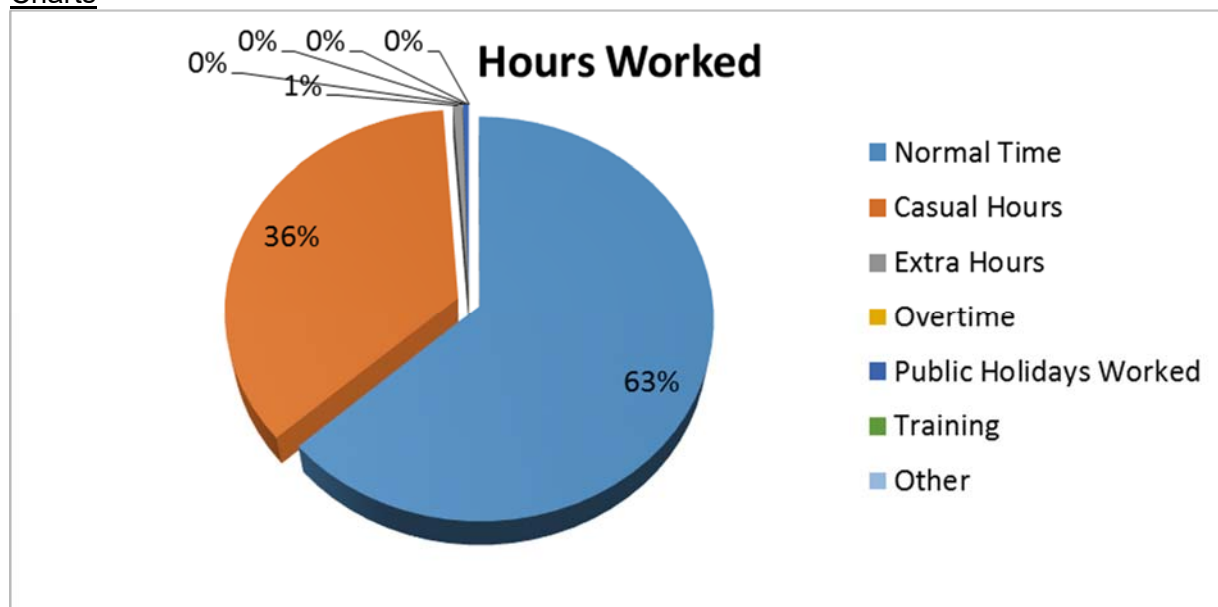


# Human Services Monthly Report April 2023

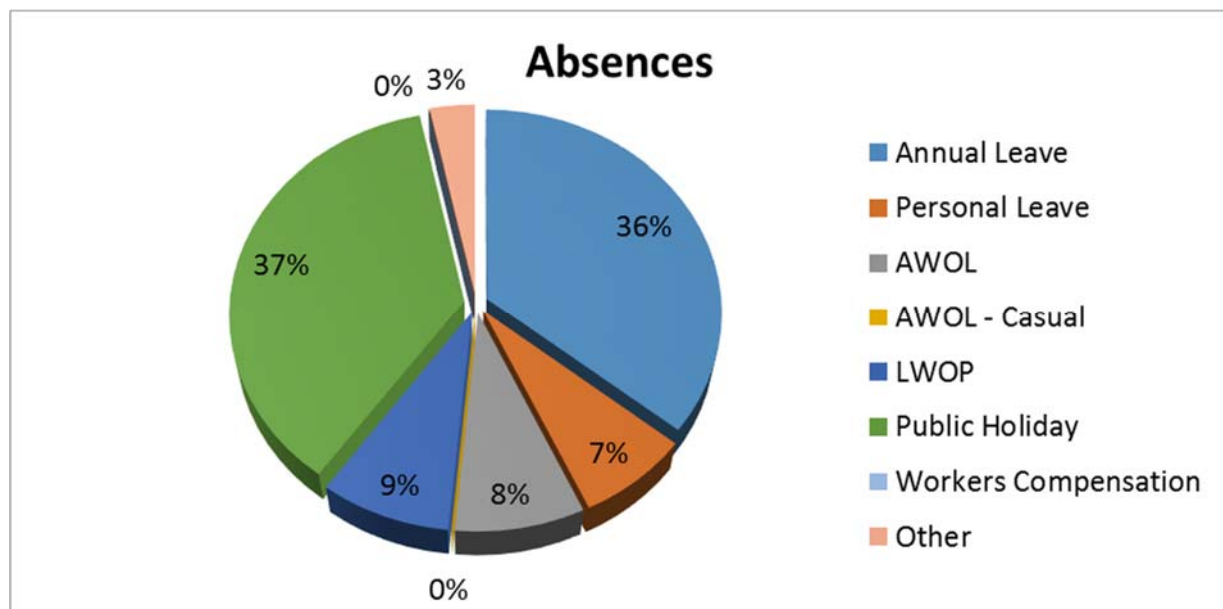
Highlights

- Three (3) terminations were processed during April 2023.
- One (1) employee was appointed during April 2023.
- Staff turnover rate was 2.6% percent.
- Note that the graphs and data below from 01<sup>st</sup> April to 30<sup>th</sup> April 2023.

Charts



**Chart 1:** Hours worked as percentage 01<sup>st</sup> April to 30<sup>th</sup> April 2023



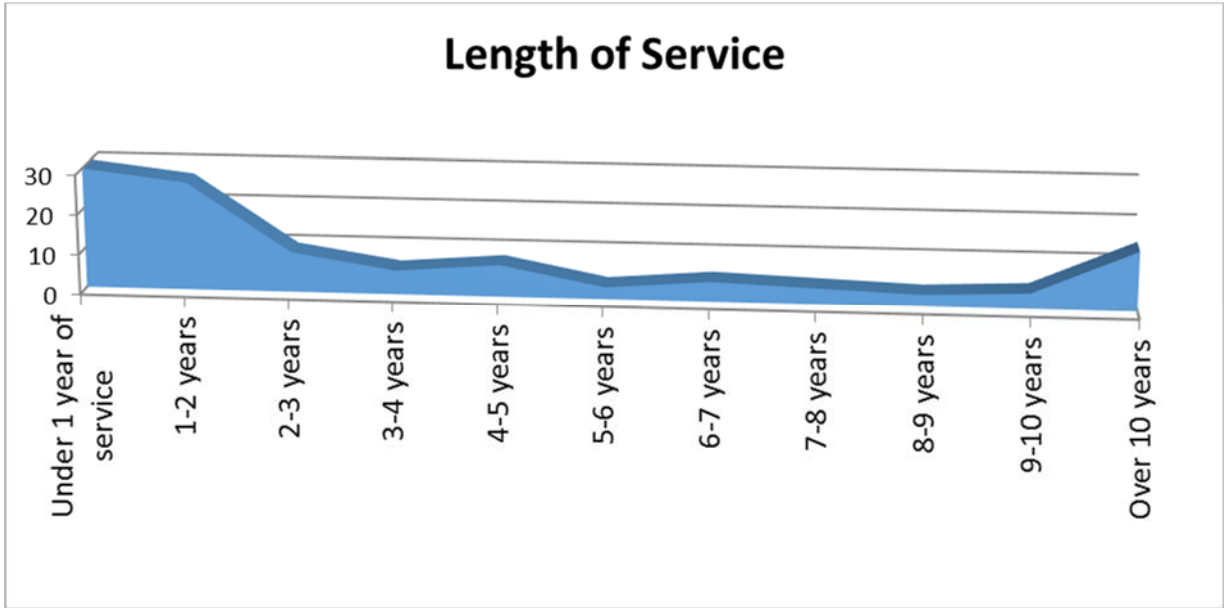
**Chart 2:** Absences as percentage 01<sup>st</sup> April to 30<sup>th</sup> April 2023

Hours Worked

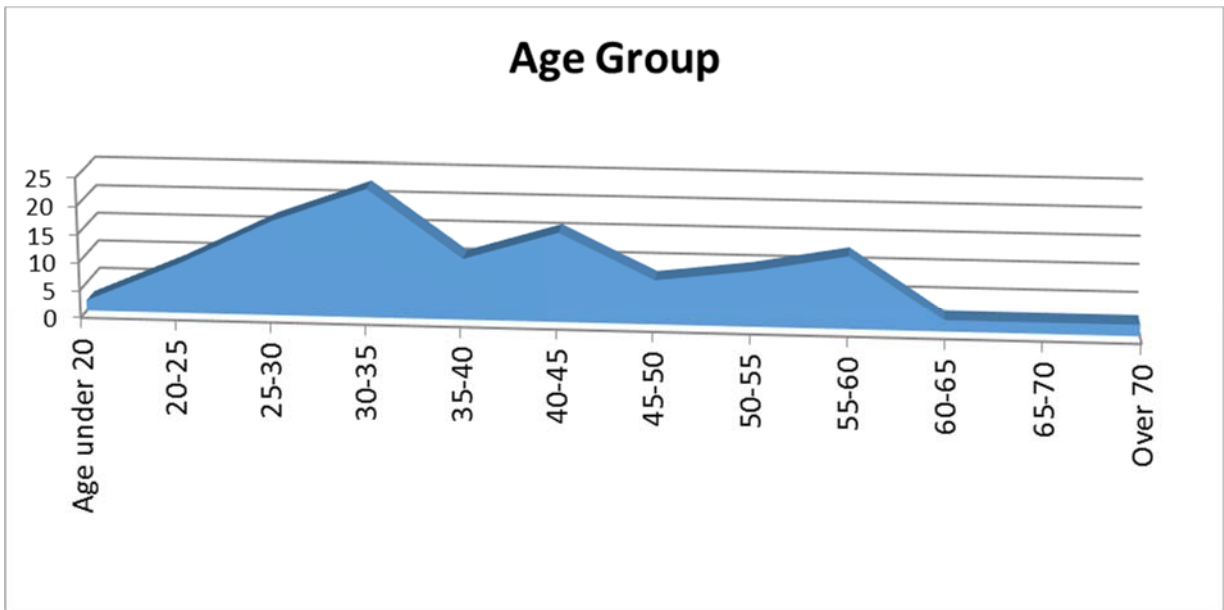
Description	PPE 09 <sup>th</sup> April 2023	% of Total	PPE 23 <sup>rd</sup> April 2023	% of Total	Variance	Variance %
Normal Time	3,513	55%	3,148	50%	-365	-10%
Casual Hours	1,830	29%	1,906	30%	+76	+4%
Extra Hours	40	1%	34	1%	-6	-16%
Overtime	0	0%	0	0%	0	0%
Public Holidays Worked	38	1%	8	0%	-31	-80%
Training	0	0%	0	0%	0	0%
Annual Leave	245	4%	461	7%	+216	+88%
Personal Leave	72	1%	97	2%	+25	+35%
AWOL	153	2%	39	1%	-114	-75%
AWOL-Casual	0	0%	0	0%	0	0%
LWOP	38	1%	156	2%	+118	+310%
Public Holiday	417	7%	425	7%	+8	+2%
Workers Compensation	76	1%	76	1%	0	0%

**Table 1:** Monthly Comparisons – Raw Hours and Percentages

Charts



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



**Chart 4: Distribution of Ages – April 2023**



Demographics

Description	Wurr.	Pirl.	Mili.	Dar.	Total	%
Male	44	15	16	4	79	70%
Female	19	6	7	2	34	30%
ATSI	54	20	18	0	92	81%
NON-ATSI	7	2	6	6	21	19%
Full Time	22	10	12	5	49	43%
Part Time	2	6	6	0	14	12%
Casual	41	5	4	0	50	44%
Age under 20	1	0	1	0	2	2%
20-25	6	1	2	0	9	8%
25-30	12	4	1	0	17	15%
30-35	13	4	3	1	21	19%
35-40	7	0	4	1	12	11%
40-45	6	4	2	3	15	13%
45-50	7	1	1	0	9	8%
50-55	6	2	2	0	10	9%
55-60	5	5	3	0	13	12%
60-65	1	0	1	0	2	2%
65-70	0	0	2	0	2	2%
Over 70	1	0	0	0	1	1%
< 1 year of service	22	1	3	2	28	25%
1-2 years	21	3	3	0	27	24%
2-3 years	8	1	1	1	11	10%
3-4 years	5	1	0	0	6	5%
4-5 years	2	3	2	1	8	7%
5-6 years	1	1	0	1	3	3%
6-7 years	1	2	2	0	5	4%
7-8 years	2	0	2	0	4	4%
8-9 years	0	1	1	0	2	2%
9-10 years	1	1	3	0	5	4%
Over 10 years	2	7	5	0	14	12%
<b>Total Employees</b>	<b>65</b>	<b>21</b>	<b>22</b>	<b>5</b>	<b>113</b>	<b>100%</b>

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

### Annual Leave Liability

As of the 30<sup>th</sup> April 2023, the council's annual leave liability is for 10,012 hours totalling \$447,318. The annual leave liability amount includes 17.5% leave loading.

#### *New Hires*

Position	Date Hired	Directorate	Employment Type
Grants Officer	23-Apr-23	Finance	Casual
Community Safety Officer (W)	06-Apr-23	Communities	Casual
Chief Executive Officer	03-Apr-23	CEO	Fulltime

#### *Terminations*

Position	Termination Date	Directorate	Reason / Emp Type
Centrelink Agent (M)	17 April 2023	Communities	Resigned

## **Records Management EoM Report April 2023**

### **BACKGROUND**

This report is for the month of April 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:

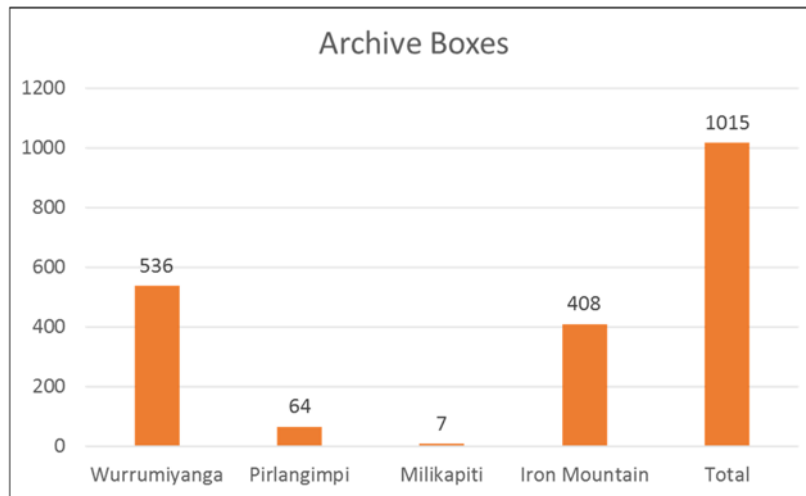
- Incidents: none
- Training: Nil
- Work comp: 3

**Archive boxes**

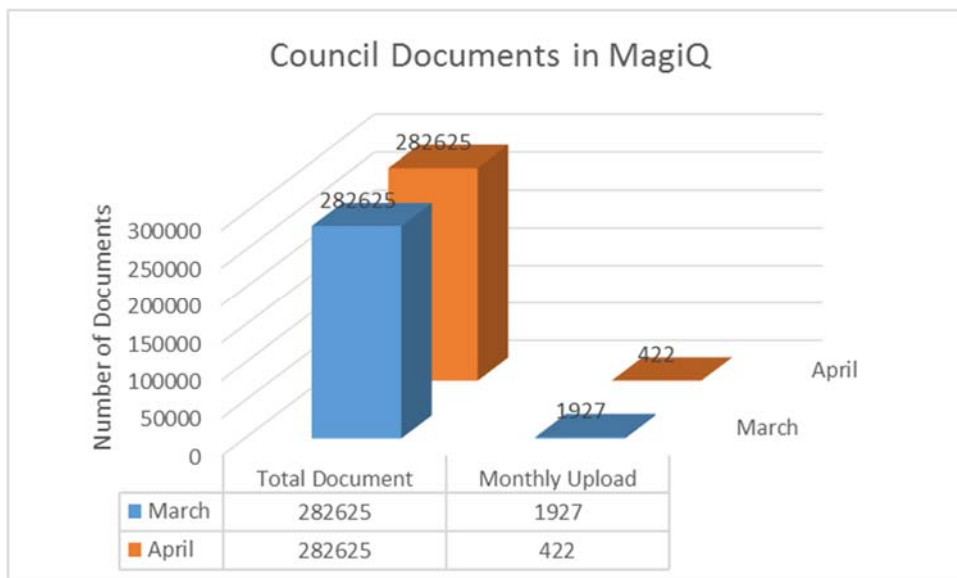
As of 30 April 2023, there have been 408 boxes securely stored at Iron Mountain facility, 10 Olive Place, Holtze NT 0829.

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

Wurrumiyanga, Pirlangimpi 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 April 2023*

**Stakeholder Engagement/Meetings**

Nil

As of the 30<sup>th</sup> April 2023, the council's annual leave liability is for 10,012 hours totalling \$447,318. The annual leave liability amount includes 17.5% leave loading.

*New Hires*

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*Terminations*

Position	Termination Date	Directorate	Reason / Emp Type	
Centrelink Agent (M)				17 A

## Records Management EoM Report April 2023

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#### **Events**

None

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All matters including:

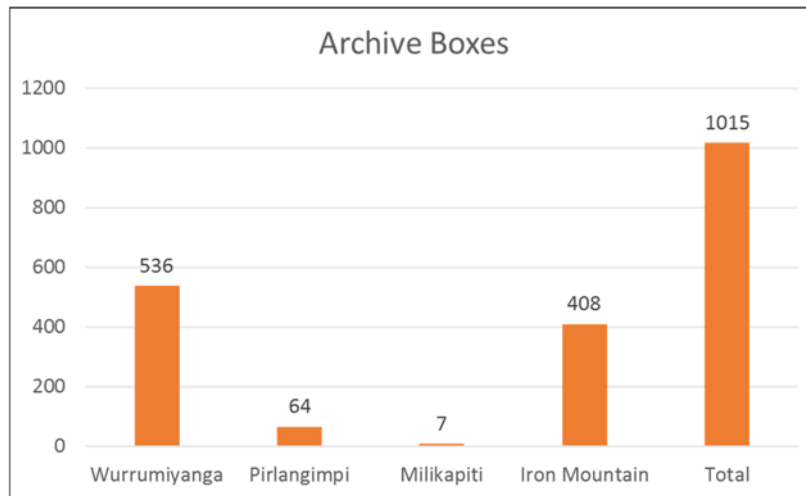
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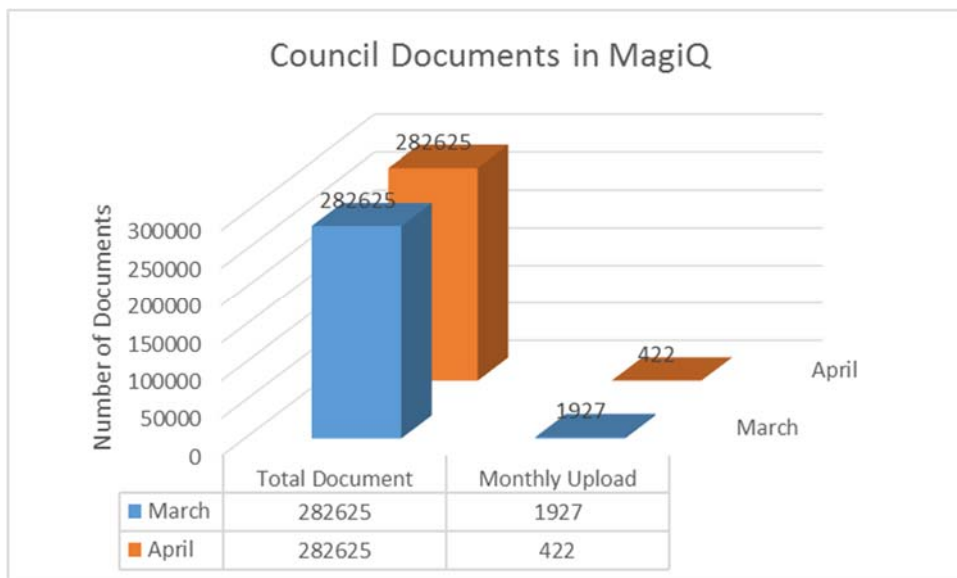
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**Chart 5: Archive Boxes**



*Chart 6: Documents in MagiQ in April 2023*

**Stakeholder Engagement/Meetings**

Nil

**RECOMMENDATION:**

**That Council note this report for information.**

**ATTACHMENTS:**



**REPORTS FOR INFORMATION**

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<b>ITEM NUMBER</b>	5.5
<b>TITLE</b>	Notification of resignation of an Elected Member for Wurrumiyanga Ward
<b>REFERENCE</b>	247720
<b>AUTHOR</b>	Gina McPharlin, Chief Executive Officer



This report is to inform Council as to the current status of the recent vacancy for the Wurrumiyanga Ward following the recent resignation of Councillor Peter Kantilla

**BACKGROUND**

On 26 April 2023, the Chief Executive Officer (CEO) received resignation by written notice from Cr Peter Kantilla representing the Wurrumiyanga Ward. This resignation was effective immediately.

For member's information a copy of Cr Peter Kantilla's resignation and the notification letter sent to the NT Electoral Commission on the 2 May 2023 is attached.

**ISSUES/OPTIONS/CONSEQUENCES**

The resignation of Cr Peter Kantilla has resulted in a casual vacancy in the Wurrumiyanga Ward. As it is eighteen months or more before the next general election, the Council must hold a by-election to fill the position.

The NT Local Government Act 2019 requires a by-election to be held within four (4) months of the date of resignation.

**CONSULTATION & TIMING**

The NT Electoral Commission have been in discussion with Council office regarding the by-election. The Commission will run the election and have proposed an election date of 17/18 August 2023.

**RECOMMENDATION:**

**That Council notes this report for information.**

**ATTACHMENTS:**

- 1 TIRC - Elected member resignation - Peter Kantilla.pdf

Ms G McPharlin,  
Chief Executive Officer  
Tiwi Islands Regional Council

Dear Gina,

Resignation

I, Peter Kantilla of Lot 902 Forrestry, Wurrumiyanga, hereby resign from my position as a member of the Tiwi Islands Regional Council and from being a Councillor on the Council.

Yours faithfully.



Peter Kantilla

Dated: 26/4/2023

NOTE!

Handed to Allan McGill at 9.20 am  
Wednesday 26 April 2023.

