# AGENDA

# ORDINARY COUNCIL MEETING

# WEDNESDAY, 18 SEPTEMBER 2019

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

- Wednesday, 18 September 2019 at
- Mantiyupwi Boardroom
- Commencing at 9:00am

Your attendance at the meeting will be appreciated.

**Valerie Rowland**
**Chief Executive Officer**

# AGENDA

## 1 WELCOME & APOLOGIES

1.1 Welcome
  1.1.1 Opening of Meeting
  1.1.2 CEO welcome to Councillors & guests
1.2 Apologies
1.3 Present
1.4 Leave of Absence

1.5 Declaration of Interest of Members or Staff

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

**Section 73 Conflict of interest**

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

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

(a) an interest in a question about the level of allowances or expenses to be set for members; or

(b) an interest that the member or associate shares in common with the general public or a substantial section of the public; or

(c) an interest as an elector or ratepayer that the member or associate shares in common with other electors or ratepayers; or

(d) an interest that the member or an associate has in a non-profit body or association; or

(e) an interest of the member or an associate:

(i) in appointment or nomination for appointment to a body with predominantly charitable objects; or

(ii) in payment or reimbursement of membership fees, or expenses related to membership, in such a body; or

(f) an interest so remote or insignificant that it could not reasonably be regarded as likely to influence a decision.

**Section 74 Disclosure of interest**

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

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

(b) to the CEO.

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

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

**Section 12 Contents of register of interests**

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

(a) the name of the member making the disclosure; and

(b) the nature of the interest that gives rise to the conflict of interest; and

(c) the nature of the question on which the conflict of interest arises.

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

1.6 Confirmation of Previous Minutes
*Ordinary Meeting - 21 August 2019* ..... 1

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**3 BUSINESS ARISING**

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**4 CORRESPONDENCE**

*Nil*

**5 GENERAL BUSINESS**

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**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE PIRLANGIMPI COUNCIL BOARDROOM ON WEDNESDAY, 21 AUGUST 2019 AT 9:00 AM**

## 1 Welcome & Apologies

### *1.1 Welcome*

The meeting opened at 9:57am
The Mayor welcomed councillors and guests.

*At this point of the meeting a minute silence was held in respect of the recent passing's on Bathurst Island*

### *1.2 Apologies*

***APOLOGIES - ORDINARY COUNCIL METTING 24TH JULY 2019***

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

**That the apologies of Councillor Kerinaiua and Councillor Tipungwuti be accepted by the Council**

**CARRIED**

### *1.3 Present*

**Mayor:** Leslie Tungatulum

**Councillors:** Deputy Mayor Lynette De Santis, Kevin Doolan, Valentine Intalui, Therese Bourke, Francisco Babui, Connell Tipiloura, Osmond Pangiraminni, Mary Dunn and Jennifer Clancy.

**Officers:** Valerie Rowland (Chief Executive Officer), Shane Whitten (Chief Financial Officer), Chris Smith (GM Infrastructure), Bill Toy (A/GM Community Engagement), Bala Donepudi (Finance Manager) and Henrietta Hunter (Acting Executive Officer)

**Visitors:** Damien Ryan (NT Grants Commission), Mette Ramkuma (NT Grants Commission), Donna Hadfield (NT Grants Commission), Kaye Thurlow (NT Grants Commission, David Ritchie (NT Grants Commission) and Peter Wyatt (DLGH&CD)

**Minuter:** Kesara Scrymgour (Governance & Compliance Officer) and Sally Ullungura (Administration Officer)

### *1.4 Leave of Absence*

Nil

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

*Councillor Dunn, Valerie Rowland (CEO) and Kesara Scrymgour (Governance and Compliance Officer)*

### *1.6 Confirmation of Previous Minutes*

***Ordinary Meeting - 24 July 2019***

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

**That the minutes of the Ordinary Meeting on 24 July 2019 as circulated, be confirmed as a true and correct record of that meeting.**

**CARRIED**

***Confidential Ordinary Council - 24 July 2019***

**RECOMMENDATION**

That the minutes of the Confidential Ordinary Council on 24 July 2019 as circulated, be confirmed as a true and correct record of that meeting.

## 2 VISITORS AND PRESENTATIONS

### *2.1 NORTHERN TERRITORY GRANTS COMMISSION - FUNDING ALLOCATION MODELS*

Council received correspondence from Northern Territory Grants Commission - Funding Allocation Models.

*3* **RESOLUTION**
*Moved:* *Francisco Babui*
*Seconded:* *Connell Tipiloura*

**That Council receive and note this report number 228041 for information and welcomes representatives from the Northern Territory Grants Commission and provide any feedback.**

**CARRIED**

## 3 BUSINESS ARISING

### *3.1 BUSINESS ARISING FROM PREVIOUS MINUTES HELD ON 24 JULY 2019*

Business arising from previous minutes (Ordinary Council Meeting 24 July 2019).

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

**That Council accepts these discussions and reports.**

**CARRIED**

## 4 CORRESPONDENCE

Nil

## 5 GENERAL BUSINESS

Nil

## 6 REPORTS FOR DECISION

### *6.1 REQUESTS FOR CONFIRMATION OF ABORIGINAL DESCENT - MOLLY LENON*

A requests for Confirmation of Aboriginal Descent have recently been received. This application can be placed before Council for confirmation.

*4* **RESOLUTION**
*Moved:* *Lynette DeSantis*
*Seconded:* *Osmond Pangiraminni*

**That Council approves and endorses the confirmation of Aboriginal Descent for Molly Lenon and approves for the Council Common Seal to be applied on the application. (Reference number 228043)**

**CARRIED**

### *6.2 HOMELANDS - REQUEST TO USE COUNCIL COMMON SEAL FOR DEED OF VARIATION NO.1 - R00047D MES-HMS-HJ*

**The Council Common Seal is required to execute a funding agreement variation between TIRC and the NTG Department of Local Government and Community Develop regarding R00047D MES-HMS-HJ.**

**This agreement covers the below programs:**

- **Homelands Municipal and Essential Services (SDC 131000)**
- **Homelands Housing Maintenance Services (SDC 120100)**
- **Homelands Jobs Program (SDC 142700)**

**The variation reduces funding from a total of $453,532.00 in 18/19 to $256,530.00 in 19/20. This is primarily due to the reduction in permanent residents at the Ranku community which has negatively affected the formula for essential services assessment.**

*5* **RESOLUTION**
*Moved:* *Osmond Pangiraminni*
*Seconded:* *Jennifer Clancy*

**That Council approve for the common seal to be applied to Variation No.1 – R00047D MES-HMS-HJ.**

**Action items:**

1. **CFO to send funding application to homelands**
2. **GM for Infrastructure to follow up on water issues at outstations**
3. **Condor Point and Tarakambi**

**CARRIED**

### *6.3 WARD UPDATE*

This report is to provide an opportunity to each Councillors from each ward to bring up matter for discussion and decision on issues in their ward/community.

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

**That Council receives and notes report number 227958 and provide any feedback for discussion and decision making.**

**CARRIED**

### *6.4 FINANCE END OF MONTH REPORT - JULY 2019*

This report provided finance information to the Council for year to date July 2019 for decision.

*7* **RESOLUTION**
*Moved:* *Lynette DeSantis*
*Seconded:* *Mary Dunn*

**That Council notes this report and accepts the Finance Report for the reporting period t June 2019.**

**CARRIED**

***At this point in time meeting was closed for lunch 12:24pm, re-opened 1:26pm***

### *6.5 VARIATION LETTER - PIRLANGIMPI PONTOON*

This report seeks council approval to request a variation to Special Purpose Grant (SPG) funding from the Northern Territory Government Department of Local Government Housing and Community Development.

TIRC was approved and SPG of $238,844 to install the Pirlangimpi pontoon. It has been identified that the total cost of the project will significantly exceed this amount of funding.

Council has requested TIRC write to the Minister and request to use the funds on another community project at Pirlangimpi: to refurbish and maintain the Pirlangimpi community swimming pool.

*2* **RESOLUTION**
*Moved:* *Lynette DeSantis*
*Seconded:* *Mary Dunn*

1. That Council approve for the CEO to request a variation from the Minister for Local Government to change the Special Purpose Grant funding from the Pirlangimpi pontoon to refurbishments and maintenance at the Pirlangimpi community swimming pool.

2. That council approve for the letter to also be sent to the Member for Arafura and the Department for Local Government Housing and Community Development.

**CARRIED**

## 7 REPORTS FOR INFORMATION

### *7.1 MANAGERS REPORTING TO CEO END OF MONTH REPORTS FOR JULY 2019*

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

*8* **RESOLUTION**
*Moved:* *Osmond Pangiraminni*
*Seconded:* *Francisco Babui*

**That Council notes and agrees / not agrees to report number 227135 for information.**

**CARRIED**

### *7.2 CHIEF FINANCIAL OFFICER END OF MONTH REPORT - JULY 2019*

**This report is to provide Council members with an update on the activities of the broader finance team. It will cover several main areas being:**

- **Financial Position & Forecast**
- **Budget Year ended June 2020**
- **Rates Processing**
- **Year End processing June 2019**
- **Finance Department Staffing**
- **Grants and Policy Manager Report**

*3* **RESOLUTION**
*Moved:* *Valentine Intalui*
*Seconded:* *Lynette DeSantis*

**That Council receive and note this report number 227987 for information.**

**CARRIED**

### *7.3 INFRASTRUCTURE EOM REPORT - JULY 2019*

**Infrastructure report to Council for the month of July 2019, covering town services in Wurrumiyanga, Pirlangimpi and Milikapiti, civil works, interisland ferry and outstations. As the Fleet and Assets manager is on leave, there will not be a report from Fleet or Workshops this month.**

*10* **RESOLUTION**
*Moved:* *Francisco Babui*
*Seconded:* *Osmond Pangiraminni*

**That Council accept this report number 227986 for information**.

**CARRIED**

### *7.4 COMMUNITY ENGAGEMENT END OF MONTH REPORT - JULY 2019*

**This report illustrates the business within units including; Children's Services, Youth and Community, Sports – Recreation and Libraries,**

**Community Safety, Centrelink, Broadcasting, and Administration.**

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

**That Council receive and note this report number 227988 for information.**

**CARRIED**

### *7.5 COUNCILLORS MEETING ATTENDANCE REGISTER FROM JULY 2018 TO JULY 2019*

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

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

**That the Council note the updated meeting attendance register from July 2018 to July 2019.**

**CARRIED**

### *7.6 HEARING FOR LEARNING INITIATIVE*

The Hearing for Learning Initiative is continuing consultations with people across the Northern Territory to identify the 20 communities that will be part of the project. The project team proposes to begin with a 6-month test-run (a pilot phase) in two communities from August 2019, with the other 18 communities to be randomised to one of 6 start dates between early 2020 and late 2022. Wurrumiyanga is proposed as one of the two pilot communities because the community is easy to access, has ready accommodation and a good-sized population of children aged 0-16 years.

*6* **RESOLUTION**
*Moved:* *Osmond Pangiraminni*
*Seconded:* *Connell Tipiloura*

**That Council provides a letter of support for Wurrumiyanga participating in the pilot phase of the Hearing for Learning Initiative, with Pirlangimpi and Milikapiti (along with 16 other NT communities) to be assigned to one of 6 start dates between early 2020 and late 2022.**

**CARRIED**

### *7.7 ACTING GOVERNANCE AND COMPLIANCE MANAGER POSITION*

A number of staff movements for information.

**RECOMMENDATION:**

**That Council notes this report**

*CEO advised item 7.7 will be tabled at the next Ordinary Council Meeting to be held on 18th September 2019*

**DEFERRED**

***At this point in time the meeting was closed at 2:43pm***

**8 Confidential Items15**

**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***

***8.1 CONFIRMATION OF CONFIDENTIAL SPECIAL COUNCIL MEETING DRAFT MINUTE HELD ON 18 JULY 2019***

Confirmation of Confidential Ordinary Meeting Minutes held on 18 July 2019.

**RECOMMENDATION:**

**That the minutes of the Confidential Ordinary Council Meeting held on 18 July 2019 as circulated, be confirmed as a true and correct record of these meetings.**

***8.2 CONFIRMATION OF CONFIDENTIAL ORDINARY COUNCIL MEETING MINUTES HELD ON 24 JULY 2019***

Confirmation of Confidential Ordinary Meeting Minutes held on 24 July 2019.

**RECOMMENDATION:**

**That the minutes of the Confidential Ordinary Council Meeting held on 24 July 2019 as circulated, be confirmed as a true and correct record of these meetings.**

***8.3 SUBLEASES AND RATES***

**Tiwi Islands Regional Council is actively managing the outstanding rates position, whilst balancing revenue maximisation objectives with the overall probability of actually collecting the outstanding balances.**

**RECOMMENDATION:**

**That Council approves**

- **The rates concession for the years ended June 2018 and June 2019**
- **The forgiving of interest outstanding on the account**

### *8.4 TIWI ISLAND FOOTBALL LEAGUE DEBT*

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

**RECOMMENDATION:**

**That Council notes this report.**

1. **The Council discuss and pass a Resolution to approve/not approve to waiver from last year's NTAFL season.**

### *8.5 PRIVATE RENTAL*

**RECOMMENDATION:**

1. **That Council receive and note this report and**

2. **Make a decision on the privacy rental request of a Council's houses at Wurrumiyanga.**

### *8.6 SECURITY SCREEN TENDER T05-18-19*

Council received a grant of $279,734 for security screens and alarms for 38 staff houses in three communities. Infrastructure has retendered for the supply and install of security screens on 39 Council staff houses after the failure of our first round of tenders in 2018.

**RECOMMENDATION:**

**That Council accept the tender submission from, and award tender T05-18-19 to, Total Security Screens.**

### *8.6 CCTV TENDER T06-18-19*

Council received a grant of $233,327 (ex gst) for CCTV and security lighting for key Council facilities in three communities. Infrastructure has retendered for the supply and install of CCTV after the failure of our first round of tenders in 2018.

**RECOMMENDATION:**

**That Council accept the tender submission from, and award tender T06-18-19 to, A&J Coms.**

## 9 Next Meeting

18th September 2019

**10 Closure**

The meeting closed at 15.55 pm.

**8 NEXT MEETING**

Wednesday, 30 October 2019

**9 CLOSURE**

Meeting closed at…….

## VISITORS AND PRESENTATION

| | |
|---|---|
| **ITEM NUMBER** | 2.1 |
| **TITLE** | National Disability Insurance Agency |
| **REFERENCE** | 228665 |
| **AUTHOR** | Claire Scrymgour, Acting Governance & Compliance Manager |

Council received correspondence from National Disability Insurance Agency.

### BACKGROUND

Representatives from the National Disability Insurance Agency will be in attendance to present a short briefing information and take any questions from members.

National Disability Insurance Agency attachment will be tabled on the day of the meeting.

### ISSUES/OPTIONS/CONSEQUENCES

Nil

### CONSULTATION & TIMING

Nil

### RECOMMENDATION:

**That Council receive and note this report number 228041 for information and welcomes representatives from the National Disability Insurance Agency and provide any feedback.**

### ATTACHMENTS:

## VISITORS AND PRESENTATION

| | |
|---|---|
| **ITEM NUMBER** | 2.2 |
| **TITLE** | C L Rowe & Associates Pty Ltd |
| **REFERENCE** | 228668 |
| **AUTHOR** | Claire Scrymgour, Acting Governance & Compliance Manager |

**The Review of Council's constitutional arrangements, as per Sec 23 of the Local Government Act 2008**

### BACKGROUND

Representatives from C L Rowe & Associates Pty Ltd will be in attendance to present a short briefing information and take any questions from members.

C L Rowe & Associates Pty Ltd attachment will be tabled on the day of the meeting.

### ISSUES/OPTIONS/CONSEQUENCES
Nil

### CONSULTATION & TIMING
Nil

### RECOMMENDATION:

**That Council receive and note this report number 228668 for information and welcomes representatives from C L Rowe & Associates Pty Ltd and provide any feedback.**

### ATTACHMENTS:
**1** Tiwi Islands submission.pdf

# PROJECT SUBMISSION

# REVIEW OF CONSTITUTIONAL ARRANGEMENTS
## (Elector Representation)

Prepared for the
Tiwi Islands Regional Council

June 2019

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## INTRODUCTION

This document has been prepared for consideration by the Tiwi Islands Regional Council. It relates to the review of the constitutional arrangement/elector representation to be undertaken by Council in 2019/2020 (as required under Section 23 of the Northern Territory Local Government Act 2008); and provides details of the relevant experience and expertise of C L Rowe and Associates Pty Ltd; the assistance that can be provided to Council by the consultancy; indicative review processes and schedules; and a project fee estimate.

C L Rowe and Associates Pty Ltd is confident that it can assist the Tiwi Islands Regional Council to undertake and complete a successful review in accordance with the provisions of the Local Government Act. This assertion is based on our knowledge and experience with "elector representation reviews" in both South Australia and the Northern Territory over the past thirty years, during which time the consultancy has assisted with one hundred and fourteen reviews in South Australia and twelve reviews in the Northern Territory.

As a consequence of our considerable involvement with electoral reviews, the consultancy has developed extensive experience and expertise in all matters relating to elector representation in Local Government.

The project outlined herein will:

- provide all interested parties (i.e. the elected members of Council, Council staff and the community) with sufficient information and data to ensure informed participation throughout the review process;
- ensure the conduct of a comprehensive review which will address all of the relevant provisions of the Local Government Act 2008;
- provide every opportunity for community participation;
- ensure completion of the review by the specified deadline of August 2020; and
- be impartial.

Please note, the consultancy is available to assist Council with its review, commencing on a date to be determined by Council.

## RELEVANT EXPERIENCE

C L Rowe and Associates Pty Ltd was established in December 1989 and has built a reputation as being an authority in the conduct of elector representation reviews/electoral reviews in both South Australia and the Northern Territory. As indicated earlier, the consultancy has (to date) assisted in one hundred and twenty-six reviews.

### Northern Territory

In 2010/11, the consultancy assisted the then East Arnhem Shire Council, as well as the City of Darwin and Litchfield Council, to undertake successful reviews of their constitutional arrangements.

In 2014/2015 the consultancy assisted the City of Darwin, the City of Palmerston, Katherine Town Council, Litchfield Council, East Arnhem Regional Council, Roper Gulf Regional Council, Victoria Daly Regional Council, West Arnhem Regional Council and West Daly Regional Council to undertake and complete successful reviews.

The consultancy is confident that the experience and knowledge gained through its involvement with the previous electoral reviews undertaken in the Northern Territory gives it an important insight into such matters as the character of, and communities of interest within, the various council areas.

**South Australia**

Over the past thirty years the consultancy has assisted in a total of one hundred and fourteen elector representation reviews for more than fifty Councils throughout South Australia. "Elector representation reviews" are required under Section 12 of the South Australian Local Government Act 1999; and are the equivalent of the review of constitutional arrangements required under Section 23(1)(c) of the Northern Territory Local Government Act 2013.

**Designated Review Team**

The consultancy team designated to Council's review will comprise the following.

- **Craig Rowe** (principal consultant) who has gained extensive relevant professional experience and expertise in the conduct of elector representation reviews (30 years), as well as in the planning industry (39 years) and 10 years of service in Local Government in South Australia.

- **Sandy Spencer** (technical support) who has direct experience with the conduct of elector representation reviews for 60 previous client councils; provides expertise in the areas of elector data analysis, the development of ward structures and mapping; and has 15 years of service in Local Government in South Australia and 30 years of experience with Local, State and Federal elections.

**REVIEW ISSUES**

The following issues can be addressed as part of an "electoral review".

- The title (Mayor or President) of the principal member and whether the principal member should be elected by the community or appointed by Council.

- The composition of Council, including the title of the elected members (i.e. Alderman or Councillor).

- The number of elected members required to adequately represent the community and perform the roles and responsibilities of Council.

- The division of the council area into wards or the abolition of wards.

- The number of wards (if required).

- The level of representation and elector ratio within each ward.

- The name of the council area and any proposed wards.

- Potential changes to the external boundaries of Council.

**REVIEW TASKS**

The consultancy can assist with any or all of the following tasks associated with the conduct of an electoral review.

**Research**

- Consultation with the Northern Territory Electoral Commission and the collection of accurate/current elector data broken down so as to relate to existing communities or, if necessary, individual streets and/or properties. Please note, an initial meeting with the Northern Territory Electoral Commission (Iain Loganathan, Electoral Commissioner) has already occurred.

- Consultation with the Department of Local Government, Housing and Community Development. Please note, an initial meeting with the Department (Lee Williams, Senior Director Legislation and Policy, Local Government and Community Development Division) has already occurred.

- Consultation with the elected members of Council and relevant Council staff at an initial informal workshop with the view to identifying the project parameters, including desired elector ratio (i.e. the number of electors to be represented by a Councillor); wards/no wards; the preferred level of representation per ward; and the identification of "communities of interest" and the relevance thereof in terms of potential ward structures.

- Identification of demographic trends (for each of the existing and/or identified communities of interest) through an examination of the Northern Territory Electoral Commission data for a determined period; consultation with relevant Council staff; a review of Australian Bureau of Statistics regional population growth data; and consultation with relevant government agencies.

- Identification of any future development and/or re-development opportunities within the council area, and the likely affects thereof upon elector numbers over the next four years.

- Analysis of elector date (to be provided by the Northern territory Electoral Commission) and the development of alternative ward structures, including the identification of potential boundaries and a breakdown of elector numbers per proposed ward.

- Identification of the impacts of potential Council boundary changes which may affect elector numbers within the foreseeable future.

- Identification of the existing "communities of interest" within, and the geographic nature of, the council area; and prominent physical features and/or roads which could be utilised as potential future ward boundaries.

**Consultation with Council**

- An initial informal workshop (approximately one hour duration) with the elected members and relevant Council staff to provide general information about the review process and all relevant issues; and to identify any relevant issues that Council specifically wants to address as part of the review process (e.g. amendments to ward boundaries).

- Provision of an "Information Paper" to members which will contain general information pertaining to the relevant legislative requirements; Council background (including previous review outcomes); the proposed review process and schedule; and all of the aforementioned review issues.

- Additional meetings/workshops can be conducted with Council (as required) to discuss in detail the key review issues; consider ward structure options; make "in principle" and final decisions regarding all key issues (including the identification of a preferred ward structure, if applicable); consider all draft reports and/or documents prepared on behalf of Council; and consider all public submissions.

**Public Notification/Consultation**

The range of services that can be provided to Council are as follows.

- The preparation and provision of a draft of any required public notice; and a questionnaire (if required) to assist in community participation.

- Preparation of reports and/or discussion papers for presentation to the community which will contain general information pertaining to the relevant legislative requirements; Council background (including previous review outcomes); the proposed review process and schedule; all of the aforementioned review issues (including elector data, demographic trends, comparisons (elector numbers and elector ratios) with other Councils, and ward structure options); and (at the appropriate time) the composition and structure which Council proposes to introduce at the next local government election in August 2021.

- Examination of all public submissions and the preparation/provision of reports (to Council) pertaining thereto.

- Preparation of all correspondence to interested parties, agencies and/or authorities throughout the course of the review, or alternatively, provision of draft correspondence and guidance to Council administration.

- Attendance at public meetings, as may be required by Council (subject to agreed arrangements).

- Attendance at a Council meeting (or meetings) to hear verbal representations from persons who have made a submission (if deemed necessary/appropriate by Council); discuss the submissions; and make final decisions in respect to all issues relevant to the review.

**Final Report**

- Preparation of a comprehensive report (on behalf of Council) for presentation to the Minister for Local Government, Housing and Community Development, in accordance with Section 9 of the Local Government Act 2008.

**REVIEW PROCESS AND SCHEDULE**

The following indicative review schedules are options for consideration by Council and, as such, Council may choose to adopt either option or part thereof. It is envisaged that the final review process/requirements will be determined by Council at an initial workshop, and will take into account any specific requirements and/or timeframes of Council, including Council meeting arrangements.

Please note:

- both presented options incorporate three meetings/workshops with Council so as to ensure that the elected members are fully informed and briefed on the review process and all relevant issues;

- additional meetings with Council and/or the community can be arranged, as required;

- a comprehensive review can take approximately 24 – 36 weeks (subject to circumstances);
- the review should be able to be completed well before the end of August 2020 (i.e. 12 months prior to the next scheduled general Local Government election, as per the provisions of Regulation 63(5) of the Local Government (Electoral) Regulations); and
- consideration should be given to commencing a review at the earliest opportunity so as to allow maximum time for the conduct thereof and to allow for unforeseen circumstances and/or delays.

**Option 1: One public consultation stage (two early workshops)**

| | |
|---|---|
| 8 – 10 weeks | • Consultation with Council staff.<br>• Collect and analyse elector data.<br>• Consult with the Northern Territory Electoral Commission and the Department of Local Government, Housing and Community Development.<br>• Prepare a detailed "Information Paper" for consideration by Council.<br>• Conduct the initial informal workshop with Council to provide general information about the review; and determine the review process and schedule. |
| 4 - 6 weeks | • Develop potential ward structure options for presentation to Council.<br>• Conduct the second informal workshop with Council with the view to making "in principle" decisions regarding the future composition and structure of Council. |
| 8 - 10 weeks | • Prepare a detailed "Discussion Paper" for presentation to the community. This paper will present Council's preferred future composition and structure, together with information and data pertaining to the key review issues.<br>• Undertake public consultation (period to be determined by Council), including the preparation of public notices, attendance at any public meetings (by arrangement with Council) and/or the provision of a questionnaire document (if required).<br>• Examine all public submissions and prepare a report on the submissions received for consideration by Council.<br>• Meet with Council to discuss the submissions<br>• Council to make final decisions regarding its future composition and structure. |
| 4 – 6 weeks | • Prepare and present the draft report to the Minister for Local Government, Housing and Community Development for consideration by Council. |

**Option 2: Two public consultation stages**

| | |
|---|---|
| 6 – 8 weeks | • Consultation with Council staff.<br>• Collect and analyse elector data.<br>• Consult with the Northern Territory Electoral Commission and the Department of Local Government, Housing and Community Development.<br>• Prepare a detailed "Information Paper" for consideration by Council.<br>• Conduct the initial informal workshop with Council to provide general information about the review; and determine the review process and schedule.<br>• Prepare a draft "Discussion Paper". |
| 6 - 8 weeks | • Prepare and present a draft "Discussion Paper", for consideration by Council at a workshop. This paper will provide the community with general information about the review and seek feedback on all key issues.<br>• Undertake the initial prescribed public consultation (suggested 3 weeks), including the preparation of the required notice.<br>• Prepare a consultation questionnaire (if required).<br>• Examine the public submissions; and prepare/present a written report to Council on the submissions received.<br>• Council to make "in principle" decisions regarding its preferred future composition and structure. |
| 4 - 8 weeks | • Prepare an "Options Paper" (for consideration and comment by the community) which will present Council's preferred future composition and structure.<br>• Undertake the second public consultation (period to be determined by Council).<br>• Prepare a consultation questionnaire (if required). |
| 4 – 6 weeks | • Examine the public submissions and present a written report pertaining to the submissions received.<br>• Council to hear submissions (if required).<br>• Council to make final decisions in regards to its future composition and structure.. |
| 4 – 6 weeks | • Prepare and present the draft report to the Minister for Local Government, Housing and Community Development (for consideration and adoption by Council). |

**PROJECT FEE**

The estimated fee for the provision of all of the services and assistance outlined herein (including three meetings/workshops with Council is $21,000.00 (GST exclusive), including travel.

Alternatively, the consultancy can assist with specific tasks identified by Council at a rate of $180.00 per hour (capped at an agreed amount) plus travel costs to any required meetings.

Please note:

- The estimated fee includes all reasonable costs except fees to be incurred in respect to the provision of a suitable base map of the council area; the publishing of public notices; and/or the preparation of any required technical description and/or maps of any proposed future ward structure by relevant government agencies or suitable consultants.

- The cost of attending any additional meetings/briefings required by Council will be met by Council (approximately $1,750.00 per meeting).

- Where circumstances allow, every effort will be made by the consultancy to reduce travel costs by scheduling meetings with other client Councils in the Northern Territory so as to coincide with commitments at Tiwi Islands Regional Council.

Craig Rowe
**C L ROWE AND ASSOCIATES PTY LTD**

## VISITORS AND PRESENTATION

| | |
|---|---|
| **ITEM NUMBER** | 2.3 |
| **TITLE** | Merit Partners |
| **REFERENCE** | 228666 |
| **AUTHOR** | Claire Scrymgour, Acting Governance & Compliance Manager |

Council received correspondence from Merit Partners

### BACKGROUND

Representatives from Merit Partners will be in attendance to present a short briefing information and take any questions from members.

Merit Partners attachment will be tabled on the day of the meeting.

### ISSUES/OPTIONS/CONSEQUENCES
Nil

### CONSULTATION & TIMING
Nil

### RECOMMENDATION:

**That Council receive and note this report number 228666 for information and welcomes representatives from Merits Partners and provide any feedback.**

### ATTACHMENTS:

## BUSINESS ARISING

| | |
|---|---|
| **ITEM NUMBER** | 3.1 |
| **TITLE** | Business arising from previous minutes held on 21 August 2019 |
| **REFERENCE** | 228471 |
| **AUTHOR** | Claire Scrymgour, Acting Governance & Compliance Manager |

Business arising from previous minutes (Ordinary Council Meeting 21 August 2019).

### BACKGROUND

This is the section of the meeting where any business arising from previous meetings is dealt with.

### ISSUES/OPTIONS/CONSEQUENCES
Nil

### CONSULTATION & TIMING
Nil

### RECOMMENDATION:

**That Council accepts these discussions and reports.**

### ATTACHMENTS:
**1** 2019_08_21_OCM_Draft_Minutes.pdf

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE PIRLANGIMPI COUNCIL BOARDROOM ON WEDNESDAY, 21 AUGUST 2019 AT 9:00 AM**

## 1 Welcome & Apologies

### *1.1 Welcome*

The meeting opened at 9:57am
The Mayor welcomed councillors and guests.

*At this point of the meeting a minute silence was held in respect of the recent passing's on Bathurst Island*

### *1.2 Apologies*

***APOLOGIES - ORDINARY COUNCIL METTING 24TH JULY 2019***

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

**That the apologies of Councillor Kerinaiua and Councillor Tipungwuti be accepted by the Council**

**CARRIED**

### *1.3 Present*

**Mayor:** Leslie Tungatulum

**Councillors:** Deputy Mayor Lynette De Santis, Kevin Doolan, Valentine Intalui, Therese Bourke, Francisco Babui, Connell Tipiloura, Osmond Pangiraminni, Mary Dunn and Jennifer Clancy.

**Officers:** Valerie Rowland (Chief Executive Officer), Shane Whitten (Chief Financial Officer), Chris Smith (GM Infrastructure), Bill Toy (A/GM Community Engagement), Bala Donepudi (Finance Manager) and Henrietta Hunter (Acting Executive Officer)

**Visitors:** Damien Ryan (NT Grants Commission), Mette Ramkuma (NT Grants Commission), Donna Hadfield (NT Grants Commission), Kaye Thurlow (NT Grants Commission, David Ritchie (NT Grants Commission) and Peter Wyatt (DLGH&CD)

**Minuter:** Kesara Scrymgour (Governance & Compliance Officer) and Sally Ullungura (Administration Officer)

### *1.4 Leave of Absence*

Nil

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

*Councillor Dunn, Valerie Rowland (CEO) and Kesara Scrymgour (Governance and Compliance Officer)*

### 1.6 Confirmation of Previous Minutes

***Ordinary Meeting - 24 July 2019***

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

**That the minutes of the Ordinary Meeting on 24 July 2019 as circulated, be confirmed as a true and correct record of that meeting.**

**CARRIED**

***Confidential Ordinary Council - 24 July 2019***

**RECOMMENDATION**

That the minutes of the Confidential Ordinary Council on 24 July 2019 as circulated, be confirmed as a true and correct record of that meeting.

## 2 VISITORS AND PRESENTATIONS

### 2.1 *NORTHERN TERRITORY GRANTS COMMISSION - FUNDING ALLOCATION MODELS*

Council received correspondence from Northern Territory Grants Commission - Funding Allocation Models.

*3* **RESOLUTION**
*Moved:* *Francisco Babui*
*Seconded:* *Connell Tipiloura*

**That Council receive and note this report number 228041 for information and welcomes representatives from the Northern Territory Grants Commission and provide any feedback.**

**CARRIED**

## 3 BUSINESS ARISING

### 3.1 *BUSINESS ARISING FROM PREVIOUS MINUTES HELD ON 24 JULY 2019*

Business arising from previous minutes (Ordinary Council Meeting 24 July 2019).

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

**That Council accepts these discussions and reports.**

**CARRIED**

## 4 CORRESPONDENCE

Nil

## 5 GENERAL BUSINESS

Nil

## 6 REPORTS FOR DECISION

### 6.1 REQUESTS FOR CONFIRMATION OF ABORIGINAL DESCENT - MOLLY LENON

A requests for Confirmation of Aboriginal Descent have recently been received. This application can be placed before Council for confirmation.

*4* **RESOLUTION**
*Moved:* *Lynette DeSantis*
*Seconded:* *Osmond Pangiraminni*

**That Council approves and endorses the confirmation of Aboriginal Descent for Molly Lenon and approves for the Council Common Seal to be applied on the application. (Reference number 228043)**

**CARRIED**

### 6.2 HOMELANDS - REQUEST TO USE COUNCIL COMMON SEAL FOR DEED OF VARIATION NO.1 - R00047D MES-HMS-HJ

**The Council Common Seal is required to execute a funding agreement variation between TIRC and the NTG Department of Local Government and Community Develop regarding R00047D MES-HMS-HJ.**

**This agreement covers the below programs:**

- **Homelands Municipal and Essential Services (SDC 131000)**
- **Homelands Housing Maintenance Services (SDC 120100)**
- **Homelands Jobs Program (SDC 142700)**

**The variation reduces funding from a total of $453,532.00 in 18/19 to $256,530.00 in 19/20. This is primarily due to the reduction in permanent residents at the Ranku community which has negatively affected the formula for essential services assessment.**

*5* **RESOLUTION**
*Moved:* *Osmond Pangiraminni*
*Seconded:* *Jennifer Clancy*

**That Council approve for the common seal to be applied to Variation No.1 – R00047D MES-HMS-HJ.**

**Action items:**

1. **CFO to send funding application to homelands**
2. **GM for Infrastructure to follow up on water issues at outstations**
3. **Condor Point and Tarakambi**

**CARRIED**

### 6.3 WARD UPDATE

This report is to provide an opportunity to each Councillors from each ward to bring up matter for discussion and decision on issues in their ward/community.

*6* **RESOLUTION**

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

**That Council receives and notes report number 227958 and provide any feedback for discussion and decision making.**

**CARRIED**

### *6.4 FINANCE END OF MONTH REPORT - JULY 2019*

This report provided finance information to the Council for year to date July 2019 for decision.

*7* **RESOLUTION**
*Moved:* *Lynette DeSantis*
*Seconded:* *Mary Dunn*

**That Council notes this report and accepts the Finance Report for the reporting period t June 2019.**

**CARRIED**

***At this point in time meeting was closed for lunch 12:24pm, re-opened 1:26pm***

### *6.5 VARIATION LETTER - PIRLANGIMPI PONTOON*

This report seeks council approval to request a variation to Special Purpose Grant (SPG) funding from the Northern Territory Government Department of Local Government Housing and Community Development.

TIRC was approved and SPG of $238,844 to install the Pirlangimpi pontoon. It has been identified that the total cost of the project will significantly exceed this amount of funding.

Council has requested TIRC write to the Minister and request to use the funds on another community project at Pirlangimpi: to refurbish and maintain the Pirlangimpi community swimming pool.

*2* **RESOLUTION**
*Moved:* *Lynette DeSantis*
*Seconded:* *Mary Dunn*

1. That Council approve for the CEO to request a variation from the Minister for Local Government to change the Special Purpose Grant funding from the Pirlangimpi pontoon to refurbishments and maintenance at the Pirlangimpi community swimming pool.

2. That council approve for the letter to also be sent to the Member for Arafura and the Department for Local Government Housing and Community Development.

**CARRIED**

## 7 REPORTS FOR INFORMATION

### *7.1 MANAGERS REPORTING TO CEO END OF MONTH REPORTS FOR JULY 2019*

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

*8* **RESOLUTION**
*Moved:* *Osmond Pangiraminni*
*Seconded:* *Francisco Babui*

**That Council notes and agrees / not agrees to report number 227135 for information.**

**CARRIED**

### *7.2 CHIEF FINANCIAL OFFICER END OF MONTH REPORT - JULY 2019*

**This report is to provide Council members with an update on the activities of the broader finance team. It will cover several main areas being:**

- **Financial Position & Forecast**
- **Budget Year ended June 2020**
- **Rates Processing**
- **Year End processing June 2019**
- **Finance Department Staffing**
- **Grants and Policy Manager Report**

*3* **RESOLUTION**
*Moved:* *Valentine Intalui*
*Seconded:* *Lynette DeSantis*

**That Council receive and note this report number 227987 for information.**

**CARRIED**

### *7.3 INFRASTRUCTURE EOM REPORT - JULY 2019*

**Infrastructure report to Council for the month of July 2019, covering town services in Wurrumiyanga, Pirlangimpi and Milikapiti, civil works, interisland ferry and outstations. As the Fleet and Assets manager is on leave, there will not be a report from Fleet or Workshops this month.**

*10* **RESOLUTION**
*Moved:* *Francisco Babui*
*Seconded:* *Osmond Pangiraminni*

**That Council accept this report number 227986 for information.**

**CARRIED**

### *7.4 COMMUNITY ENGAGEMENT END OF MONTH REPORT - JULY 2019*

**This report illustrates the business within units including; Children's Services, Youth and Community, Sports – Recreation and Libraries, Community Safety, Centrelink, Broadcasting, and Administration.**

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

**That Council receive and note this report number 227988 for information.**

**CARRIED**

### 7.5 COUNCILLORS MEETING ATTENDANCE REGISTER FROM JULY 2018 TO JULY 2019

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

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

**That the Council note the updated meeting attendance register from July 2018 to July 2019.**

**CARRIED**

### 7.6 HEARING FOR LEARNING INITIATIVE

The Hearing for Learning Initiative is continuing consultations with people across the Northern Territory to identify the 20 communities that will be part of the project. The project team proposes to begin with a 6-month test-run (a pilot phase) in two communities from August 2019, with the other 18 communities to be randomised to one of 6 start dates between early 2020 and late 2022. Wurrumiyanga is proposed as one of the two pilot communities because the community is easy to access, has ready accommodation and a good-sized population of children aged 0-16 years.

*6* **RESOLUTION**
*Moved:* *Osmond Pangiraminni*
*Seconded:* *Connell Tipiloura*

**That Council provides a letter of support for Wurrumiyanga participating in the pilot phase of the Hearing for Learning Initiative, with Pirlangimpi and Milikapiti (along with 16 other NT communities) to be assigned to one of 6 start dates between early 2020 and late 2022.**

**CARRIED**

### 7.7 ACTING GOVERNANCE AND COMPLIANCE MANAGER POSITION

A number of staff movements for information.

**RECOMMENDATION:**

**That Council notes this report**

*CEO advised item 7.7 will be tabled at the next Ordinary Council Meeting to be held on 18th September 2019*

**DEFERRED**

***At this point in time the meeting was closed at 2:43pm***

## 8 Confidential Items15

**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***

### *8.1 CONFIRMATION OF CONFIDENTIAL SPECIAL COUNCIL MEETING DRAFT MINUTE HELD ON 18 JULY 2019*

Confirmation of Confidential Ordinary Meeting Minutes held on 18 July 2019.

**RECOMMENDATION:**

**That the minutes of the Confidential Ordinary Council Meeting held on 18 July 2019 as circulated, be confirmed as a true and correct record of these meetings.**

### *8.2 CONFIRMATION OF CONFIDENTIAL ORDINARY COUNCIL MEETING MINUTES HELD ON 24 JULY 2019*

Confirmation of Confidential Ordinary Meeting Minutes held on 24 July 2019.

**RECOMMENDATION:**

**That the minutes of the Confidential Ordinary Council Meeting held on 24 July 2019 as circulated, be confirmed as a true and correct record of these meetings.**

### *8.3 SUBLEASES AND RATES*

**Tiwi Islands Regional Council is actively managing the outstanding rates position, whilst balancing revenue maximisation objectives with the overall probability of actually collecting the outstanding balances.**

**RECOMMENDATION:**

**That Council approves**

- **The rates concession for the years ended June 2018 and June 2019**
- **The forgiving of interest outstanding on the account**

### *8.4 TIWI ISLAND FOOTBALL LEAGUE DEBT*

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

**RECOMMENDATION:**

**That Council notes this report.**

1. **The Council discuss and pass a Resolution to approve/not approve to waiver from last year's NTAFL season.**

### *8.5 PRIVATE RENTAL*

**RECOMMENDATION:**

1. **That Council receive and note this report and**
2. **Make a decision on the privacy rental request of a Council's houses at Wurrumiyanga.**

### *8.6 SECURITY SCREEN TENDER T05-18-19*

Council received a grant of $279,734 for security screens and alarms for 38 staff houses in three communities. Infrastructure has retendered for the supply and install of security screens on 39 Council staff houses after the failure of our first round of tenders in 2018.

**RECOMMENDATION:**

**That Council accept the tender submission from, and award tender T05-18-19 to, Total Security Screens.**

### *8.6 CCTV TENDER T06-18-19*

Council received a grant of $233,327 (ex gst) for CCTV and security lighting for key Council facilities in three communities. Infrastructure has retendered for the supply and install of CCTV after the failure of our first round of tenders in 2018.

**RECOMMENDATION:**

**That Council accept the tender submission from, and award tender T06-18-19 to, A&J Coms.**

## 9 Next Meeting

18th September 2019

## 10 Closure

The meeting closed at 15.55 pm.

## REPORTS FOR DECISION

| | |
|---|---|
| **ITEM NUMBER** | 6.1 |
| **TITLE** | 2019 End of Year Planning |
| **REFERENCE** | 228633 |
| **AUTHOR** | Claire Scrymgour, Acting Governance & Compliance Manager |

Council members end of year planning for Christmas 2019

### BACKGROUND

Last year it was proposed for an end of year Christmas party for Local Authority and Council Members for 2019.

### RECOMMENDATION:

1. **That Council receive report 228633 and make a decision if end of year function/s will held in each community or joint**

2. **That Council suggest Three (3) venues to host and come to an agreed amount**

### ATTACHMENTS:

There are no attachments for this report.

## REPORTS FOR DECISION

**ITEM NUMBER** 6.2
**TITLE** Finance End of Month Report - August 2019
**REFERENCE** 228473
**AUTHOR** Bala Donepudi, Finance Manager

This report provided finance information to the Council for year to date August 2019 for decision.

### BACKGROUND

| **Statement of Financial Performance for the period ended 31st August 2019** | | | | | |
|---|---|---|---|---|---|
| **Income** | **Year to Date** | | | | **Full Year** |
| | **Actual** | **Budget** | **Variance*** | **%** | **Budget** |
| 61 - Income Rates and Charges | 2,544,387 | 848,012 | 1,696,375 | 200% | 2,328,650 |
| 62 - Income Council Fees and Charges | 168,598 | 216,325 | (47,727) | (22%) | 1,295,934 |
| 63 - Income Operating Grants Subsidies | 2,040,746 | 2,360,416 | (319,670) | (14%) | 7,770,897 |
| 64 - Income Investments | 8,144 | 6,000 | 2,144 | 36% | 36,000 |
| 66 - Income Reimbursements and Others | 74,026 | 167 | 73,859 | 44317% | 1,000 |
| 67 - Income Agency and Commercial Services | 215,327 | 253,571 | (38,244) | (15%) | 1,312,609 |
| **Total Operating Revenue** | **5,051,227** | **3,684,489** | **1,366,738** | **37%** | **12,745,089** |
| **Expenditure** | | | | | |
| 71 - Employee Expenses | 1,156,571 | 1,435,847 | 279,276 | 19% | 8,561,949 |
| 72 - Contract and Material Expenses | 491,571 | 481,652 | (9,920) | (2%) | 3,010,849 |
| 73 - Finance Expenses | 919 | 1,040 | 121 | 12% | 6,280 |
| 74 - Communication Expenses | 47,878 | 63,823 | 15,945 | 25% | 391,204 |
| 75 - Asset Expense | 332,070 | 341,540 | 9,471 | 3% | 2,049,241 |
| 79 - Miscellaneous Expenses | 209,793 | 404,299 | 194,506 | 48% | 2,319,626 |
| **Total Operating Expenditure** | **2,238,802** | **2,728,200** | **489,398** | **18%** | **16,339,149** |
| | | | | | |
| **Allocations** | | | | | |
| | | | | | |
| **Net Surplus/(Deficit)** | **2,812,426** | **956,289** | **1,856,136** | **194%** | **(3,594,060)** |
| *Adjust for Capital and Depreciation* | | | | | |
| Less: Capital Expense | 0 | 16,667 | (16,667) | (100%) | 100,000 |
| Add back: Depreciation expense | 332,070 | 341,457 | (9,387) | (3%) | 2,048,741 |
| **Net Cash Surplus/(Deficit)** | **3,144,495** | **1,281,079** | **1,863,416** | **145%** | **(1,645,319)** |
| Restricted Cash Carried Forward | 1,655,045 | 1,174,909 | 480,136 | 41% | 1,655,045 |
| **Total Surplus/(Deficit)** | **4,799,540** | **2,455,988** | **2,343,552** | **95%** | **9,726** |

| **Statement of Financial Position**<br>**as at 31st Aug 2019** | |
|---|---|
| | **$** |
| **Current Assets** | |
| Current Operating accounts & Cash on Hand | 9,737,717 |
| Trade and Other Receivables | 2,781,135 |
| Debtors | 238,654 |
| Deposits and Bonds held | (0) |
| Inventory | 183,985 |
| Prepayments | 527,057 |
| **Total Current Assets** | **13,468,549** |
| | |
| **Current Liabilities** | |
| Trade and Other Payables | 369,234 |
| Creditors | 394,213 |
| Accrued Creditors | 461,748 |
| Current Provisions | 783,845 |
| Other Current Liabilities | 0 |
| Unexpended Grant Liability | 674,496 |
| **Total Current Liabilities** | **2,683,536** |
| | |
| **Net Current Assets** | **10,785,013** |
| | |
| **Non-Current Assets** | |
| Buildings Prescribed | 17,578,629 |
| Infrastructure Prescribed | 2,598,398 |
| Plant | 527,264 |
| Furniture | 0 |
| Equipment | 659,515 |
| Motor Vehicles | 474,783 |
| Work in Progress | 404,057 |
| Clearing Account | 0 |
| **Total Non-Current Assets** | **22,242,646** |
| | |
| **Non-Current Liabilities** | |
| Non-Current Provisions | 228,763 |
| Non-Current Borrowings | 660,001 |
| **Total Non-Current Liabilities** | **888,764** |
| | |
| **Net Assets** | **32,138,895** |
| | |
| **Equity** | |
| Accumulated Surplus/(Deficit) | (6,996,441) |
| Asset Revaluation Reserve | 36,177,568 |
| Election Reserve | 2,479 |
| Asset Replacement Reserve | 142,863 |
| Current Year Surplus/(Deficit) | 2,812,426 |
| **Total Equity** | **32,138,895** |

**Current Operating Accounts & Cash on Hand**

Account Balances as at 31st Aug 2019:

| | $ |
|---|---|
| Operating Account | 177,224.87 |
| Trust Account | 8,611,824.41 |
| Christmas Saving Account | 115,283.61 |
| PMC Bank Account | 1,140,783.70 |
| Cash Deposit Account (credit cards) | 50,000 |
| Cash on hand | 700 |
| | **10,095,816.59** |

The actual Bank Balance of $ 10,095,816.59 is more than the ledger balance of $ 9,737,717 due to timing differences i.e. Payments worth of $ 358,100 is processed in General ledger in Aug , Actually paid from bank in Sept first week.

**Ageing Receivables**

The outstanding Debtors owed to Council at the end of Aug 2019 total $ 238,654 with 81% of this exceeding 90 days. The ageing of the outstanding receivables balances is as follows:

| Description | Outstanding | Unapplied Credits | Current | >30days | >60days | >90days | Future |
|---|---|---|---|---|---|---|---|
| Debtors | 238,654 | -42,723 | 25,126 | 16,440 | 46,469 | 193,342 | -5,239 |

The Total Rates & Charges Outstanding at the end of Aug 2019 is $ 2,619,967 of this $ 2,516,966 relating to the current financial year.

| Description | Outstanding | 2019-20 | Previous Years |
|---|---|---|---|
| Rates & Charges | $ 2,619,967 | $ 2,516,966 | $ 103,001 |

Debtors with balances in 60 and 90 days have been contacted to follow up payment of the outstanding invoices.

**Ageing Payables**

The outstanding amounts owed by Council to Creditors at the end of Aug 2019 total $ 394,213 with less than 10% of this exceeding 90 days. The aging of the outstanding balance is as follows:

| Outstanding | Unapplied | Current | >30days | >60days | >90days | Future |
|---|---|---|---|---|---|---|
| 394,213 | -260,346 | 362,910 | 242,314 | 21,641 | 27,694 | 0 |

## CONSULTATION AND TIMING

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

**Part 8 Financial reports to council**

**18 Financial reports to council**

(1) The CEO must, in each month, present before a meeting of the council a report, in a form approved by the council, setting out:

(a) The actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and

(b) The forecast income and expenditure for the whole of the financial year.

(2) The report must include:

(a) Details of all cash and investments held by the council (including money held in trust); and

(b) A statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and

(c) Other information required by the council.

(3) If a council does not hold a meeting in a particular month, the report is to be laid before the council committee performing the council's financial functions for the particular month.

**RECOMMENDATION:**

**That Council notes this report and accepts the Finance Report for the reporting period to June 2019.**

**ATTACHMENTS:**
**1** Aug.19 - Summary of the Tiwi Islands Finances.docx
**2** 2. Aug - 19 Cash Flow.XLSX

# Summary of the Tiwi Islands Finances

# At 31st Aug 2019

| | |
|---|---|
| Total Restricted cash brought forward as per Jun 2018-19 Financial Report | $ 3,058,573 |
| Total Unexpended Grant Liability as per June 2018-19 Financial Report | $ 6,544,911 |
| **Total Grant Obligations** | **$** 9,603,484 |
| **Total Cash at Bank** | **$ 9,737,717** |

The cash Balance of 9.7 M Includes $ 232K meant to fund Council Operations through the year

| | |
|---|---|
| - NT Operational Grant | ($ 114,142) |
| - FAA Roads | ($ 82,028) |
| - FAA General Purpose | ($ 35,564) |

**Cash Deficit** **$ 97,501**

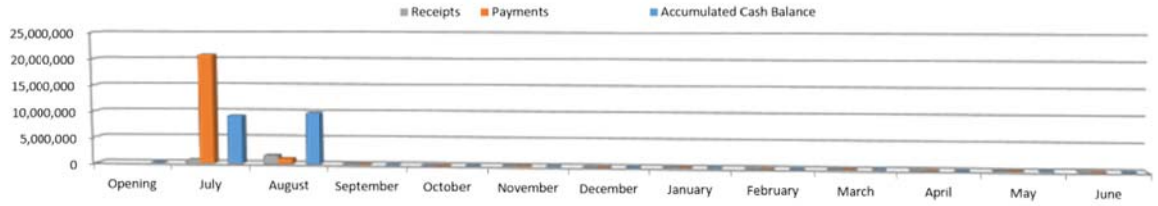
**Council Non – Current Obligations**

- **Dept Loan - 660,001**

# Cash Flow

as at 30 Aug 2019

| Description | Opening | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Adj | Closing | YTD | % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Cash Accounts** | | | | | | | | | | | | | | | | | |
| Cash at Bank Operational General | - | 27,419 | (109,164) | - | - | - | - | - | - | - | - | - | - | - | (81,746) | (81,746) | (100%) |
| Cash at Bank Trust General | - | 7,931,350 | 680,475 | - | - | - | - | - | - | - | - | - | - | - | 8,611,824 | 8,611,824 | 100% |
| PMC Bank ACCOUNT | - | 1,041,638 | - | - | - | - | - | - | - | - | - | - | - | - | 1,041,638 | 1,041,638 | 100% |
| Staff Christmas Savings Account | - | 95,175 | 20,125 | - | - | - | - | - | - | - | - | - | - | - | 115,300 | 115,300 | 100% |
| Cash on Hand Pirlangimpi | - | 100 | - | - | - | - | - | - | - | - | - | - | - | - | 100 | 100 | 100% |
| Cash on hand Nguiu | - | 600 | - | - | - | - | - | - | - | - | - | - | - | - | 600 | 600 | 100% |
| Cash Deposit account ( Credit cards) | - | 50,000 | - | - | - | - | - | - | - | - | - | - | - | - | 50,000 | 50,000 | 100% |
| Total Cash Accounts | - | 9,146,282 | 591,436 | - | - | - | - | - | - | - | - | - | - | - | 9,737,717 | 9,737,717 | 100% |
| **Operating Activities** | | | | | | | | | | | | | | | | | |
| Receipts | - | (57,197) | 1,611,502 | - | - | - | - | - | - | - | - | - | - | - | 1,554,305 | 1,554,305 | |
| Income Rates and Charges | - | (113,255) | 5,848 | - | - | - | - | - | - | - | - | - | - | - | (107,407) | (107,407) | |
| Income Council Fees and Charges | - | 134,029 | 34,568 | - | - | - | - | - | - | - | - | - | - | - | 168,598 | 168,598 | |
| Income Operating Grants Subsidies | - | 814,868 | 1,225,878 | - | - | - | - | - | - | - | - | - | - | - | 2,040,746 | 2,040,746 | |
| Income Investments | - | 3,395 | 4,749 | - | - | - | - | - | - | - | - | - | - | - | 8,144 | 8,144 | |
| Other Operating Receipts | - | (896,235) | 340,459 | - | - | - | - | - | - | - | - | - | - | - | (555,776) | (555,776) | |
| Payments | - | 20,442,155 | 951,696 | - | - | - | - | - | - | - | - | - | - | - | 21,393,851 | 21,393,851 | |
| Employee Expenses | - | 599,852 | 556,719 | - | - | - | - | - | - | - | - | - | - | - | 1,156,571 | 1,156,571 | |
| Contract and Material Expenses | - | (80,906) | 178,225 | - | - | - | - | - | - | - | - | - | - | - | 97,319 | 97,319 | |
| Finance Expenses | - | 484 | 435 | - | - | - | - | - | - | - | - | - | - | - | 919 | 919 | |
| Other Operating Payments | - | 19,922,725 | 216,317 | - | - | - | - | - | - | - | - | - | - | - | 20,139,043 | 20,139,043 | |
| Total Operating Activities | - | (20,499,352) | 659,805 | - | - | - | - | - | - | - | - | - | - | - | ######## | ######## | |
| **Investing Activities** | | | | | | | | | | | | | | | | | |
| Receipts | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Proceeds from Sale of Assets | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Payments | - | 335,687 | 68,370 | - | - | - | - | - | - | - | - | - | - | - | 404,057 | 404,057 | |
| Purchase of Assets | - | 335,687 | 68,370 | - | - | - | - | - | - | - | - | - | - | - | 404,057 | 404,057 | |
| Total Investing Activities | - | (335,687) | (68,370) | - | - | - | - | - | - | - | - | - | - | - | (404,057) | (404,057) | |
| **Financing Activities** | | | | | | | | | | | | | | | | | |
| Receipts | - | 660,001 | - | - | - | - | - | - | - | - | - | - | - | - | 660,001 | 660,001 | |
| Borrowings | - | 660,001 | - | - | - | - | - | - | - | - | - | - | - | - | 660,001 | 660,001 | |
| Payments | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Repayment of Borrowings | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Total Financing Activities | - | 660,001 | - | - | - | - | - | - | - | - | - | - | - | - | 660,001 | 660,001 | |
| Net Increase or (Decrease) in Cash Held | - | (20,175,038) | 591,436 | - | - | - | - | - | - | - | - | - | - | - | ######## | ######## | |
| Accumulated Cash Balance | - | 9,146,282 | 9,737,717 | - | - | - | - | - | - | - | - | - | - | - | 9,737,717 | 9,737,717 | |

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## REPORTS FOR DECISION

| | |
|---|---|
| **ITEM NUMBER** | 6.3 |
| **TITLE** | Ward Update |
| **REFERENCE** | 228472 |
| **AUTHOR** | Claire Scrymgour, Acting Governance & Compliance Manager |

This report is to provide an opportunity to each Councillors from each ward to bring up matter for discussion and decision on issues in their ward/community.

### BACKGROUND

An updated action item list is attached to this report for members to review and provide any feedback or add any new action item/s. This will allow officers or elected members to action on any outstanding matter/s.

It is recommended that each Councillors from each ward to bring up matters for discussion and decisions to be made based on the matter.

### ISSUES/OPTIONS/CONSEQUENCES
Nil

### CONSULTATION & TIMING
Nil

### RECOMMENDATION:

**That Council receives and notes report number 228472 and provide any feedback for discussion and decision making.**

### ATTACHMENTS:
**1** Ward Update Action Items and Timeframes 02-09-2019.pdf

| Ward | Action Item | Action or Outcome Arising | Responsible Officer | Timeline | Action to be taken | Response to Council |
|---|---|---|---|---|---|---|
| Pirlangimpi | Pontoon | | Chief Financial Officer / GM Infrastructure | | | 7/06/19 – Pending<br>A variation will be sought to have the funds diverted to an upgrade of the Pirlangimpi pool.<br><br>19/6/2019 – Pending<br>Letter has been drafted confirmed by the Grants and Policies Manager.<br><br>24/07/2019 – Request for variation with CEO for approval. |
| All Wards | Street Lights | | GM Infrastructure | | | New street lights have been ordered and a company contracted to install. |
| Milikapiti | 28/11/17 Oval | TIRC to update the Council on status of Milikapiti Oval refurbishment. | GM Infrastructure | | TIRC to complete repairs and maintenance project as per ABA grant funding | 07/06/2019 – Pending<br>No update – waiting on Stage 2 funding. Gates have now been closed and locked. |







Attachment 1

| | | | | | | |
|---|---|---|---|---|---|---|
| All Communities | 28/11/17 Litter and Dog by-laws | By-laws are currently with the Department of Housing & Community Development | GM Infrastructure / GM Community Engagement | | Card ring issues to be raised at the at the Skin Group meeting t.<br><br>Council to attend the next Skin group meeting to be tabled at their next meeting.<br><br>Reinforcement of By-Laws | 19/06/2019 – Pending Council representative to attend the next skin group meeting to raise awareness of the TIRC by-laws.<br><br>It was also suggested to be tabled at their next skin group meeting.<br><br>Members have requested for notices to be placed around the community and also community meeting to put in place. |
| All Wards | 28/11/17 Cyclone Shelters | Cyclone shelters in each community are not up to standard and cyclone coded. | GM Infrastructure | | To write a letter to the Senior Advisor for Senator Nigel Scullion regarding the 3 community cyclone shelters. | 27/6/2018 – Pending Documents received by CEO and a request to expand to all communities not just Pirlangimpi.<br><br>16/05/19<br>No update this time<br><br>7/06/19<br>New budget includes some money for animal management |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | 19/06/2019 – Pending<br>GM Infrastructure to follow up regarding funding. |
| Milikapiti | 19/12/17<br>Traffic management | Members have requested for street lights, speed bumps and signs near the rec hall, crossing between shop and the art centre re-paint crossing signs near school. | GM Infrastructure | | | 16/05/19<br>No update at this point<br><br>22/05/2019 – Pending<br>GM Infrastructure to liaise with elected members and LA members.<br><br>7/06/19 – Pending<br><br>New street lights have been ordered and a company contracted to install. |
| All Wards | Bush Holiday Roads for grading | Members have requested for the below roads to be graded.<br>Pirlangimpi Ward<br>- Wuluwunga<br>- Pinyanapi<br>- Punkulupi<br>- Rangini<br>- Kulumpini<br>- Blue water<br>- Tupunu<br><br>Milikapiti Ward<br>- Banyo<br>- Condor Point<br>- Tinganu<br>- Mudlow | GM Infrastructure | | | 22/05/20019 – Pending<br>GM Infrastructure to initiate conversation with TLC to assist with clearing/grading bush roads and sharing cost to manage roads.<br>Look at funding for the next financial year and plan and a request to apply for an SPG / ABA and other body.<br><br>7/06/19 – Pending<br><br>GM has spoken with TLC but no money available there. Look at funding for the next financial year and plan and a request to |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | Bathurst Is Ward<br>- Rocky Point<br>- Fourcroy<br>- Mangatu<br>- Marinawu<br>- Ranku beach<br>- Bore | | | | apply for an SPG / ABA and other body. |
| Pirlangimpi | 24/07/2019 Toilet Block | | | | | 24/07/2019-Toilet Block-Unable to proceed as the block sits on Lot 157 leased by Dept of Education – they have advised us not to proceed until the audit of childcare on Tiwi islands has been completed. |
| Pirlangimpi | 24/07/2019 Pool | | | | | 24/07/2019-Pool – Council has applied to repurpose funds from the pontoon to Pirlangimpi pool – awaiting decision from funding provider (NTG) Grants and Policy Manager may have more information |
| Pirlangimpi | 24/07/2019 Street Lights | | | | | 24/07/2019-Street Lights – Service Delivery Manager to contact PAWA, who are currently carrying out works in |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | Pirlangimpi, to see if we could use machinery to fix street lights at Pirlangimpi |
| Pirlangimpi | 24/07/2019 Road Safety | | | | | 24/07/2019-Road Safety – Service Delivery Manager to put up road signs, get crossings painted and stop and give way lines painted |

## REPORTS FOR INFORMATION

| | |
|---|---|
| **ITEM NUMBER** | 7.1 |
| **TITLE** | Managers Reporting to CEO End of Month Reports for August 2019 |
| **REFERENCE** | 228474 |
| **AUTHOR** | Valerie Rowland, Chief Executive Officer |

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

### CEO

The month has been a busy month as we head towards the end of the Dry with new preparation plans for the Wet Season.

To better prepare ourselves across the region, a Wet Season Emergency Planning Day will be scheduled with senior managers and officers in preparation of the Wet, in particular the Homelands and families.

This month has also raised many emotions and sadness, with more passing of our dearly beloved. We miss all those who have left us and we continue to cherish their memories and will always be there to support their loved ones.

On a lighter note, our operations are continuing and acknowledge our service delivering across all three (3) communities with the outstations to be improved, especially for ratepayers such as the homeowners and businesses that have no choice but to use Council services.

In a confidential meeting for information only is in relation to the tender and a complaint and how my office is managing the complaint.

Since our last meeting, a number of staff movements occurred and a report for information will be tabled outlining the changes due to poor health. The other staff change will see a staff member relocate to Darwin and will be working with the finance team under the guidance and leadership of Finance Manager and Chief Finance Officer.

The Mayor and I continue community consultation to hear views in regards to Council's service delivery. Stayed overnight in Garden Point and met with staff and community groups and a small BBQ was held. Also held at Milikapiti a staff meeting to discuss new projects and the opportunities available for staff.

Invited to meet with the LGANT CEO and General Manager Infrastructure Services. The main purpose for the meeting, LGANT offering support and information, as the new incoming CEO.

The new rubbish trip site conversation is continuing with the Tiwi Land Council and five (5) of our Officers will be attending next month's Environmental Reference Group meeting in Alice Springs. Whilst in the region LGANT has organised a visit to Ltyentye Apurte to see the community's waste management site.

The Mayor and I met with the federal department responsible for the crèche's in the three (3) communities as part of the transition. The department has been supportive regarding funding and reporting obligations, with also providing funding advice to the General Manager Community Engagement and Policy and Grants Manager. We are also part of the working group.

**Governance & Compliance - Acting Governance & Compliance Manager's Report**

During this reporting month we seen some staff movements within the Governance and CEO office. Sally Ullungura, had to unfortunately step down from the position of Acting Governance and Compliance Manager at the commencement of this month with Claire Scrymgour moving into Acting Governance and Compliance Manager role on the 12th August, so we were able to continue to provide the best support to our Council Members, but also our Community and stakeholders with very little disruption.

On the 29th August, Our Mayor, Councilor Dunn, Councilor Tipiloura, Councilor Tipungwuti, and Councilor Babui, along with TIRC staff attended Custom Works in Darwin to look at the progress of the new two car vehicle ferry. Our local member for Arafura, Lawrence Costa was also in attendance who later met with Chief Minister Michael Gunner who was also given a tour by Custom Works. Feedback given to our Governance team was exciting.

*TIRC staff and Council Members with Custom Works Owner, Dale Smith (above) and MLA for Arafura Lawrence Costa (below)*

*Indigenous Empowerment Forum*

*Councilor Dunn and Councilor Bourke with Mr. Noel Pearson*

Councilor Bourke and Councilor Dunn recently attended the 2019 Indigenous Empowerment Forum from the 2nd to 4th September which was held in Cairns. Both Councilors also took part in post-conference workshops in Indigenous Education; Incorporating Indigenous Language in the school to strengthen pride in culture and Indigenous Economic Development; developing collaborative cross-sector partnerships to drive prosperity within Aboriginal and Torres Strait Islander Communities.

Our reporting for this month were completed in time, however there were a couple of late inclusions a day before scheduled meetings. All agendas were compiled and published on the council website three days before the Pirlangimpi Local Authority and Ordinary Council meetings. Both Pirlangimpi Local Authority and Ordinary Council meeting draft minutes were completed and published within 10 days as per the Local Government Act.

**Audit and Risk Management Committee (ARMC)**

Nil

**Local Authorities**

Wurrumiyanga

No meeting held during this month.

Pirlangimpi

This month the Pirlangimpi Local Authority meeting was held on Tuesday 20 August 2019 and met its quorum. Newly appointed members Belinda Lee and Andrew Orsto was in attendance at their first Local Authority Meeting.

**Local Authority Community Projects:**

MLA - uniforms shirts.
Goods received and project now completed.

PLA - uniforms shirts.
Goods received and project now completed.

WLA - uniforms shirts.
Goods received and project now completed.

Milikapiti

No meeting held during this month.

**Special Council Meeting**

18th July 2019

**Council**

Ordinary Council meeting was held on Wednesday 21st August 2019, and it was a successful meeting with a quorum of ten.

**Human Resources**
*All issues, including:*

- monitoring staff attendance – good
- personal leave - nil
- higher duties – nil
- staff meetings conducted – ongoing
- Professional development – nil.

**Audit and Risk Management Committee (ARMC)**

Nil

**Local Authorities**

Wurrumiyanga

No meeting held during this month.

Pirlangimpi

This month the Pirlangimpi Local Authority meeting was held on Tuesday 20 August 2019 and met its quorum. Newly appointed members Belinda Lee and Andrew Orsto was in attendance at their first Local Authority Meeting.

**Local Authority Community Projects:**

MLA - uniforms shirts - Goods received and project now completed.

PLA - uniforms shirts - Goods received and project now completed.

WLA - uniforms shirts - Goods received and project now completed.

Milikapiti

No meeting held during this month.

**Special Council Meeting**

18th July 2019

**Council**

Ordinary Council meeting was held on Wednesday 21st August 2019, and it was a successful meeting with a quorum of ten.

**Human Resources**
*All issues, including:*

- monitoring staff attendance – good
- personal leave - nil
- higher duties – nil
- staff meetings conducted – ongoing
- Professional development – nil.

**Organisational Development and Change Monthly Report**

This report is for the month of August 2019

**General Business for the month**
To provide support to all program areas with records keepings and the administration of the TIRC electronic records and document management system. Be responsible for appropriate maintenance of active and archived records.

**Events**
None

**Human Resources**
All matters including:

- Incidents: None for this reporting period
- Leave: Governance Assistant - Personal Leave-Funeral 30/08/2019,
- Training: None for this reporting period

**Highlights**

- No terminations were processed during August.
- Three employees were appointed during August.
- Staff turnover rate of 0 percent.
- Note that the graphs and data below includes 2 pay periods ended Sunday 18 August and Sunday 1 September 2019

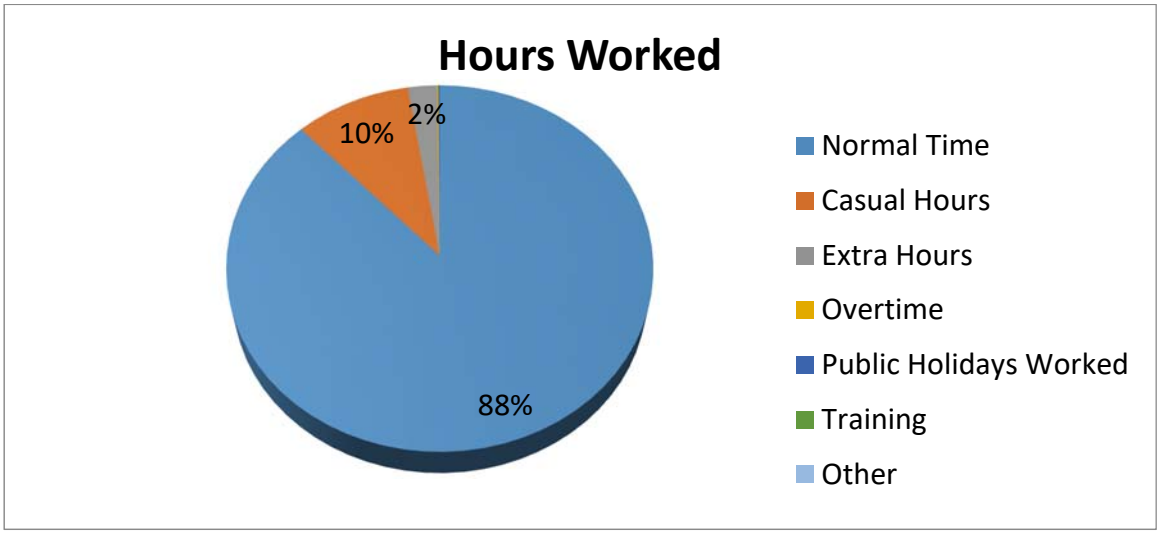



**Figure 1.1** 05/08/2019 to 01/09/2019 Hours worked as percentage

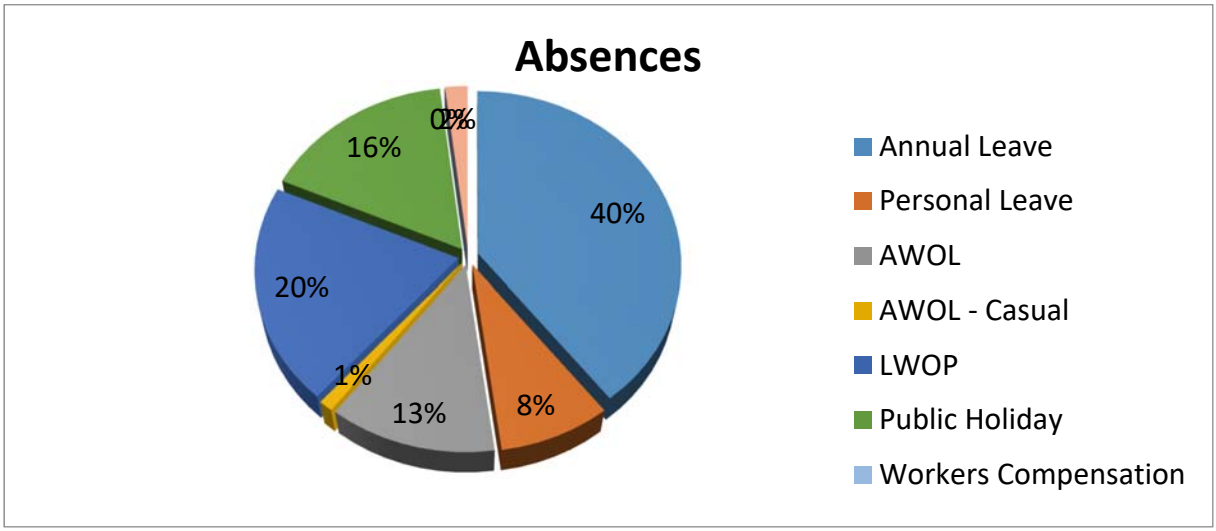



**Figure 1.2** 05/08/2019 to 01/09/2019 Absences represented as a percentage

| Description | PPE 18 August | % of Total | PPE 01 September | % of Total | Variance | Variance % |
|---|---|---|---|---|---|---|
| Normal Time | 5,169 | 64% | 5,537 | 67% | +368 | +7% |
| Casual Hours | 596 | 7% | 533 | 7% | -63 | -11% |
| Extra Hours | 153 | 2% | 132 | 2% | -21 | -14% |
| Overtime | 5 | 0% | 8 | 0% | +3 | +60% |
| Public Holidays Worked | 15 | 0% | 0 | 0% | -15 | N/A |
| Training | 0 | 0% | 0 | 0% | 0 | N/A |
| Annual Leave | 728 | 9% | 940 | 12% | +213 | +29% |
| Personal Leave | 206 | 2% | 147 | 2% | -59 | -29% |
| AWOL | 228 | 3% | 300 | 4% | +72 | +32% |
| AWOL - Casual | 0 | 0% | 45 | 1% | +45 | N/A |
| LWOP | 413 | 5% | 442 | 5% | +29 | +7% |
| Public Holiday | 693 | 8% | 0 | 0% | -693 | N/A |
| Workers Compensation | 0 | 0% | 0 | 0% | 0 | N/A |

**Table 1.1** Monthly Comparisons – Raw Hours and Percentages

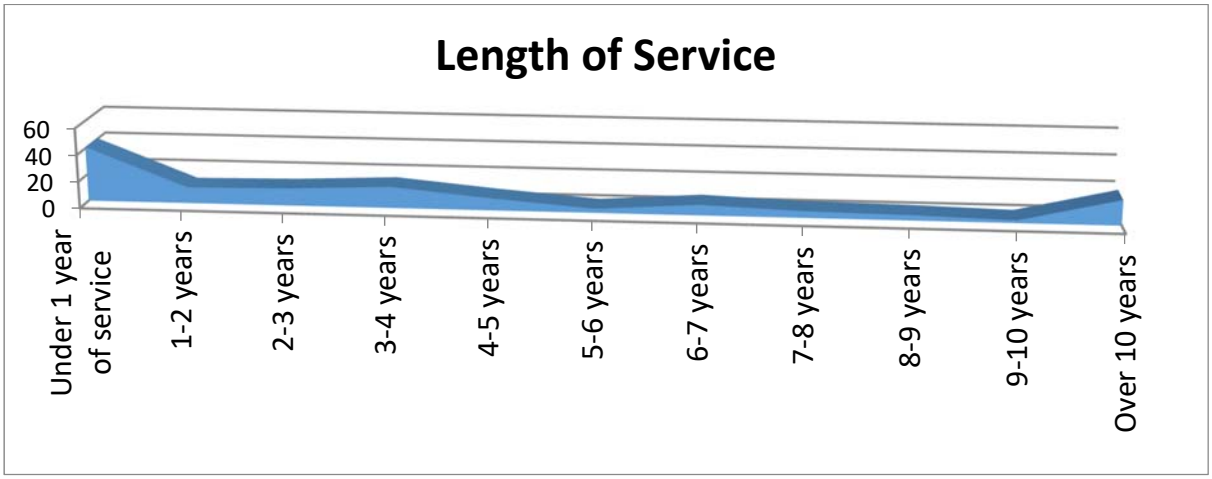



**Figure 1.2** Length of Service

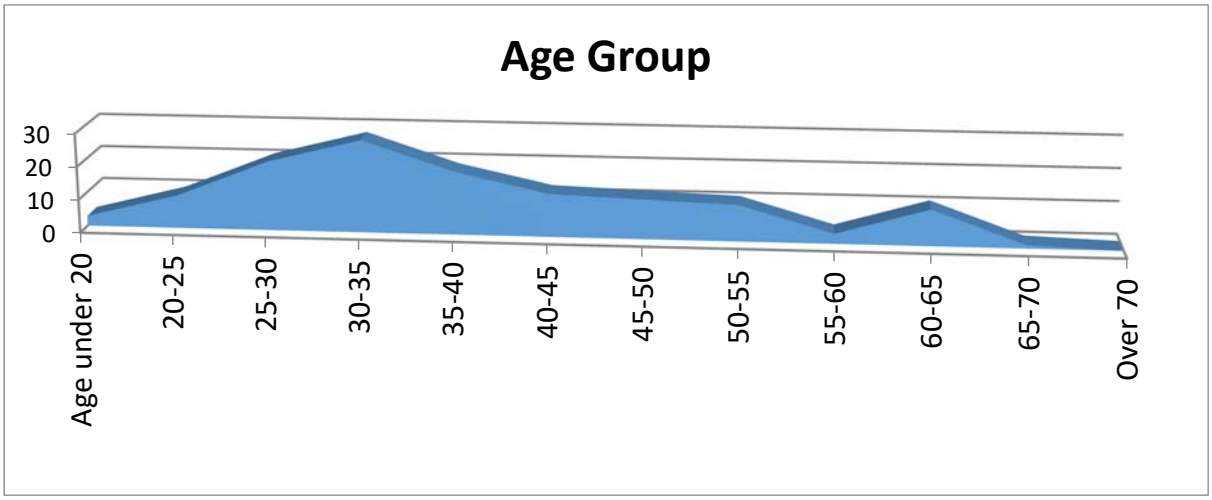



**Figure 1.3** Distribution of Ages

**Demographics**

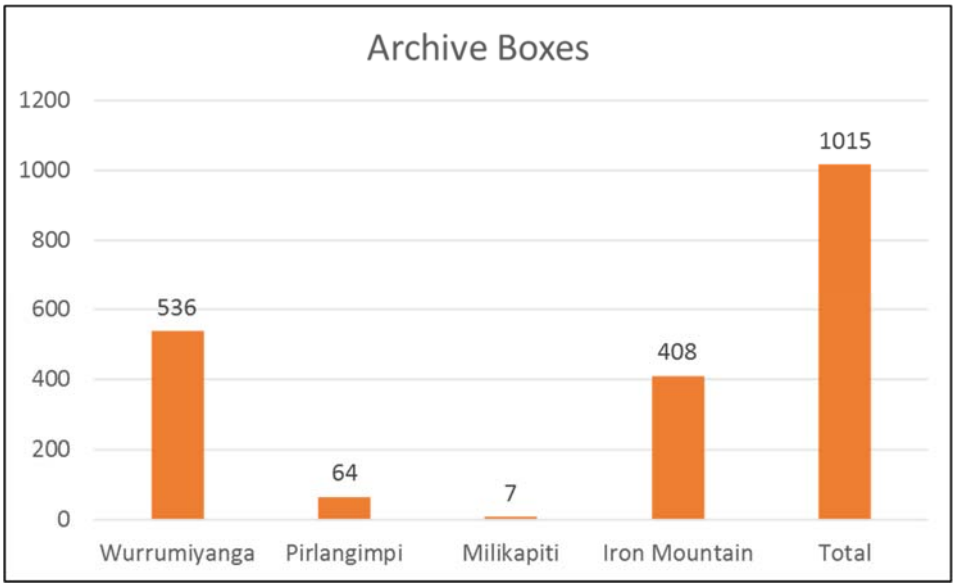
| Description | Wurr. | Pirl. | Mili. | Dar. | Total | % |
|---|---|---|---|---|---|---|
| Male | 51 | 14 | 15 | 3 | 83 | 62% |
| Female | 24 | 15 | 10 | 0 | 49 | 38% |
| | | | | | | |
| ATSI | 63 | 25 | 23 | 0 | 111 | 84% |
| NON-ATSI | 12 | 4 | 2 | 3 | 21 | 16% |
| | | | | | | |
| Full Time | 47 | 15 | 14 | 3 | 79 | 60% |
| Part Time | 15 | 12 | 9 | 0 | 36 | 27% |
| Casual | 13 | 2 | 2 | 0 | 17 | 13% |
| | | | | | | |
| Age under 20 | 1 | 0 | 2 | 0 | 3 | 2% |
| 20-25 | 6 | 3 | 1 | 0 | 10 | 8% |
| 25-30 | 12 | 3 | 5 | 1 | 21 | 17% |
| 30-35 | 18 | 3 | 7 | 0 | 28 | 22% |
| 35-40 | 11 | 4 | 3 | 1 | 19 | 14% |
| 40-45 | 8 | 4 | 0 | 1 | 13 | 10% |
| 45-50 | 8 | 1 | 3 | 0 | 12 | 9% |
| 50-55 | 1 | 8 | 2 | 0 | 11 | 8% |
| 55-60 | 3 | 0 | 0 | 0 | 3 | 2% |

| | | | | | | |
|---|---|---|---|---|---|---|
| 60-65 | 7 | 2 | 2 | 0 | 11 | 8% |
| 65-70 | 0 | 1 | 0 | 0 | 1 | 0% |
| | | | | | | |
| < 1 year of service | 32 | 3 | 5 | 1 | 41 | 31% |
| 1-2 years | 6 | 2 | 2 | 2 | 12 | 9% |
| 2-3 years | 9 | 2 | 2 | 0 | 13 | 10% |
| 3-4 years | 7 | 7 | 2 | 0 | 16 | 12% |
| 4-5 years | 2 | 2 | 5 | 0 | 9 | 7% |
| 5-6 years | 1 | 0 | 2 | 0 | 3 | 2% |
| 6-7 years | 3 | 4 | 1 | 0 | 8 | 6% |
| 7-8 years | 3 | 1 | 1 | 0 | 5 | 4% |
| 8-9 years | 3 | 1 | 0 | 0 | 4 | 3% |
| 9-10 years | 1 | 0 | 1 | 0 | 2 | 2% |
| Over 10 years | 8 | 7 | 4 | 0 | 19 | 14% |
| | | | | | | |
| Total Employees | 75 | 29 | 25 | 3 | 132 | 100% |

**Annual Leave Liability**
As of the 1 September 2019, the Council's annual leave liability is for 12,072 hours totaling $472,380. Seven employees are deemed to have excess leave (in excess of 8 weeks).

The archiving for council documents are on hold at this time due to the Information and Records Officer acting in the Executive Officer position.

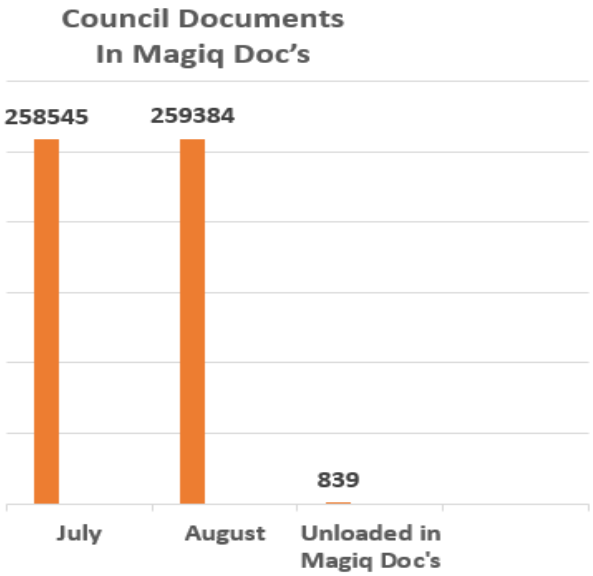
This process will be attended to next month.




The Governance Assistant will continue to monitor the generic documents on a monthly basis. This is to avoid backload of the documents. As the Information and Records Officer is Acting in the Executive Officer position

For the month of August 25 generic documents were missing the document information so for this financial year 2019-2020 there are 25 outstanding documents at this present time.

To date there is 259,384 council document in Magiq Documents, which 839 were uploaded for this month. In July there were 258,545 documents.




The Information and Records Officer is Acting Executive Office to the CEO and the Governance Assistant will be attending to the Information and Records for council documents.

## Children Services Monthly Report

The department has since contacted the office informing Council the department has now received the review report from KPMG. We will now work with the department as part of the transition. All staff working in the crèche continue their employment with an option to stay with the crèche and the new provider or move across to OSHC. Funding for OSHC is available.

Children Services provide a learning framework to support each child's learning development through the National Curriculum - 'Early Year Learning Framework'. Ensure staff qualification requirements influence educators to guide and encourage learning and development.
Implement and carry out the National Quality Framework

**Human Resources**
All matters including:

**Attendance:** Attendance this month has been average in all centres
**Incidents:** Busted water pipes at Milikapiti Crèche
**Recruitment:** Currently two OSHC Coordinator vacancies, one on each Island. One OSHC worker vacancy at Milikapiti and two at Wurrumiyanga
**Leave:** Jirnani, one part time officer Annual Leave for three weeks.
**Training:** No training this month

### Crèches / Outside School Hours Care

Numbers of children attending remains very low in all Crèches across the Islands. Community members are reluctant to pay for the service when they have family members to look after their children when needed. Enrolments and Centrelink registrations are required for children attending either the Crèche or the Outside School Hours programs, which has proven very difficult as parents do not have the money to pay so they are not enrolling their children.
Staff numbers remain good with no vacancies at the Crèches although there are several vacancies in the Outside School Hours Care program that runs from 2.00pm through to 6.00pm.

NT Department of Health will be conducting site inspections of the Crèches in September to ensure hygiene and cleanliness along with sighting food preparation areas and certification and registrations of the Crèches.
Serious problems currently exist with the required recording and reporting of information and statistics with both the Crèche service and the Outside School Hours programs, those problems are being resolved with refresher courses and training for the staff and management. TIRC is working very closely with NTG to get both programs on track and moving forward.

**Stakeholder Engagement/Meetings**
General Manager and Grant's and Policy Manager met with NTG representatives to discuss the forming of a working group to assist with the transition of the Crèche to a new provider. CEO, GM Community Engagement and Manager Grants and Policy participated in a phone conference regarding Working Group and Transition.

**RECOMMENDATION:**

**That Council notes and agrees / not agrees to report number 227135 for information.**

**ATTACHMENTS:**
**1** Terriotry Families Grants Round Two.pdf
**2** Territory Families Grants Guidlines.pdf

NORTHERN TERRITORY GOVERNMENT

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D/Chief Executive Officer
Level 7 Darwin Plaza
41 Smith Street Mall
DARWIN NT 0800

**Postal Address**
PO Box 37037
WINNELLIE NT 0820

**T** 08 8999 1633
**E** Jeanette.kerr@nt.gov.au

**Our Ref:** 61:F2019/9857
**Your Ref:**

Ms Valerie Rowland
Chief Executive Officer
Tiwi Islands Regional Council
PMB 267
WINNELLIE NT 0822

**Via email:** valerie.rowland@tiwiislands.nt.gov.au

Dear Ms Rowland Valerie

**RE: Aboriginal Carers Growing Up Aboriginal Children Grant Round Two**

I am pleased to be writing to you and your organisation about Round 2 of the *Aboriginal Carers Growing Up Aboriginal Children* grants. This program aims to enable more Aboriginal children currently in or entering care to be placed with Aboriginal foster and family and kinship carers in the Northern Territory. It focuses efforts on finding appropriate Aboriginal carers and ensuring these carers are assessed appropriately and receive the support they need.

Round 1 of the grants was released in late 2018 and has so far seen Aboriginal organisations delivering improved outcomes for Aboriginal children and young people – both through finding suitable Aboriginal carers, and providing carers with the support they need to provide safe and stable homes for Aboriginal children.

As you may be aware, Tangentyere Council Aboriginal Corporation recently completed *Children Safe, Family Together*, a model and implementation guide for Aboriginal Carer services in the Northern Territory (attached), which has been formally endorsed and supported by Territory Families. The model is a first for the Territory, and it provides a flexible guide for Aboriginal organisations looking to deliver Aboriginal Carer finding, assessment and placement support services.

*Children Safe, Family Together* provides a strong foundation on which to expand *Aboriginal Carers Growing Up Aboriginal Children* grants to other Aboriginal Controlled Organisations, regions and communities. Additional funding to expand the grants program is committed and in August 2019, we will be releasing an opportunity for other organisations to apply for funding to provide any of the services identified in the *Children Safe, Family Together* model.

As an Aboriginal Controlled Organisation with standing and respect in your community, I encourage you to consider your interest in applying for funding to support Aboriginal carers and Aboriginal children in care, or sharing this opportunity with other Aboriginal organisations in your networks.

We have teamed up with the Department of Trade, Business and Infrastructure (DTBI) and Department of the Chief Minister (DCM) to support your organisation to apply for grants and growing your organisation should you require this. You can access information about these opportunities at the DCM https://dcm.nt.gov.au and DTBI https://business.nt.gov.au/ websites. They include:

- Aboriginal Business Development Program - Department of Trade Business and Innovation (DTBI)
- Small Business Champions (DTBI)
- Remote Aboriginal Governance and Capacity Building Grant Program 2019 (DCM)

Please contact Mr Brenden Boyce and Ms Alma Hanna from the Transforming Out of Home Care Project team directly by phone on 8999 2243 or email on TF.OOHCReformProject@nt.gov.au if you have specific questions or queries.

Please head to the GrantsNT website at https://grantsnt.nt.gov.au/ if you wish to apply.

Attached are the *Aboriginal Carers Growing Up Aboriginal Children* Grant Funding Round 2 Grant Guidelines which provides more detailed information and assistance in applying.

Territory Families is committed to funding Aboriginal organisations to provide place-based services to Aboriginal children, families, carers and communities. We are also committed to helping Aboriginal organisations like yours to grow and build their service footprint.

Thank you for your ongoing commitment to supporting and growing Aboriginal children, families and communities in the Northern Territory.

Yours sincerely

Jeanette Kerr
Deputy Chief Executive, Families and Regional Services

15 August 2019

NORTHERN TERRITORY GOVERNMENT

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# Aboriginal Carers Growing Up Aboriginal Children

## Grant Round Two

## Grant Funding Guidelines

www.territoryfamilies.nt.gov.au

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## Key Dates

| Milestone | Date |
|---|---|
| Applications open | 12 August 2019 |
| Applications close | 16 September 2019 |
| Applications invited to discuss and present applications (face to face) | 16 – 27 September 2019 |
| Assessment and negotiations completed | 11 October 2019 |
| Applicants notified of the outcome | 21 October 2019 |
| Execution of grant funding agreements from | 31 October 2019 |

## What is the funding for?

The *Aboriginal Carers Growing Up Aboriginal Children* grant program has been launched to enable more Aboriginal children currently in or entering care to be placed with Aboriginal foster and kinship carers in the Northern Territory, and that these carers are assessed appropriately and receive the support they need.

These guidelines provide information and assistance for Aboriginal controlled organisations interested in applying for funding to strengthen the out-of-home care system for Aboriginal children in the Northern Territory.

Aboriginal carers are a pivotal part of our Out of Home Care system and are key to us together achieving better outcomes for Aboriginal children in care.

Details about the funding streams are provided below. Funding will be administered through a Service Agreement with Territory Families. Further funding will be allocated under the Aboriginal Carers Growing up Aboriginal Carers grants beyond 2019-2020 through to 2021-2022).

## How to Apply

Read these Guidelines and head to Grants NT to complete an online applications.

An organisation may submit an individual application or an application nominating to work in partnership or collaboration with one or more additional organisations. For collaborations, you are required to complete one application form (only) that must be signed by the lead organisation and include supporting evidence of the partnering organisations/groups.

All applications MUST include:

- Attached detailed budget plan;
- Relevant supporting documents; and

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- Written confirmation of commitment from any other organisation / community groups you will be collaborating with.

Hard copy applications can be posted to: Transforming Out of Home Care Program, Territory Families, PO Box 40596, Casuarina NT 0811 with attention to the Manager Strategic Projects.

Late applications will not be accepted unless negotiated prior to the due date.

Applicants needing further information, clarification about the Guidelines, or questions about completing the application form can contact Territory Families at TF.OOHCReformProject@nt.gov.au or by phone 08 8999 2243 or 1800 652 736 (free call).

## Who is Eligible?

Grants are available for Aboriginal controlled organisations operating in the Northern Territory.

A lead Aboriginal organisation may nominate to work in partnership or collaboration with one or more additional organisations that can include non-Aboriginal organisations and partners (e.g. consultants).

Eligible organisations must have published audited accounts and may only apply for funding to be used to deliver services in the Northern Territory.

## How much funding is available?

$350 000 is available for one or more Aboriginal organisations for an initial nine month period commencing 1 November 2019.

Applicants may apply for any amount up to $350 000.

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## Aboriginal children grown up by Aboriginal Carers

Territory Families is committed to delivering better outcomes for Aboriginal children through implementation of the Aboriginal and Torres Strait Islander Child Placement Principle (ATSICPP). The ATSICPP acknowledges the importance of family, cultural and community connections to the identity and wellbeing of Aboriginal and Torres Strait Islander children who come into contact with the statutory child protection system, and has three interrelated elements:

1. Prioritising placement of Aboriginal and Torres Strait Islander children with:
   a) their Aboriginal and Torres Strait Islander family
   b) community, or
   c) other Aboriginal and Torres Strait Islander families, where such placement is safe for the child
2. Requiring consultation with Aboriginal and Torres Strait Islander families, communities and organisations about child protection intervention, and child placement and care.
3. Ensuring that Aboriginal and Torres Strait Islander children in out-of-home care are supported to maintain connection to their family, community and culture, especially children placed with non-Indigenous carers.

The removal of Aboriginal children from their family should only ever be a last resort. If a chilled is removed, reunification of a child that has been removed with their family must be a high priority.

Where reunification is not possible, Territory Families will always endeavour to place Aboriginal children with family and Aboriginal carers first.

Therefore we must identify possible Aboriginal foster and kinship carers for Aboriginal children early and provide them with sustained support. We know this is best achieved through partnering with Aboriginal controlled organisations.

## What do we want to achieve?

The Aboriginal Carers Growing up Aboriginal Children grants aim to increase the number and proportion of Aboriginal children in care that are placed in safe, suitable, and culturally connected placements with Aboriginal kinship or foster carers..

Supporting Aboriginal families and empowering communities to care safely for their children will prevent removal from family, community, culture and country, and protect future generations.

The grants have also been designed to create and strengthen partnerships with and between Aboriginal controlled organisations and increase their role in the out-of-home care system.

These grants are for local Aboriginal controlled organisations because they often:

- Have a better understanding of the local context. They know where, how, and what kind of interventions are best
- Are located within or closer to communities and can access remote areas or isolated groups more easily
- Speak the same language as the target communities
- Understand and are sensitive to cultural practices and local needs

- Are creative and innovative in challenging circumstances.

## Who will receive these services?

These service are for current and potential Aboriginal kinship and foster carers and the Aboriginal children in their care.

In the Northern Territory, all adults registered to care for children in out-of-home care are formally called 'foster carers'. Within the category of foster carers, there are also carers known as 'kinship carers', who are related to the children for whom they provide care. There is no difference in the rates of pay or standards between foster carers and kinship carers.

## Where will these services be delivered?

Aboriginal carer support services are needed across the Northern Territory in urban, regional, rural and remote areas.

Therefore we ask applicants to identify the communities and or regions for their proposed services and outline how they intend to connect with remote communities, particularly where children from remote communities have been placed in care in urban centres.

## What services to Aboriginal carers are needed?

Aboriginal organisations can apply to deliver one or more of the following 'service types in their region:

- Stage 1: Finding and Engaging Carers
- Stage 2: Support Carer Assessment
- Stage 3: Placement Setup
- Stage 4: Supporting Carers

As you may be aware, Tangentyere Council were funded to deliver a model for Aboriginal carer services.

They recently completed and Territory Families has accepted the *Children Safe, Family Together* (CSFT), a model and implementation guide for Aboriginal Carers in the Northern Territory (attached). The model is a first for the Territory, and it provides a flexible guide for how Aboriginal organisations looking to deliver Aboriginal Carer finding, assessment and placement support services could approach design and delivery.

The model provides a well-researched and evidence based guide to support your organisation in considering how you might deliver any or all of the four identified services. Organisations are not required to deliver the model or any elements exactly as specified, but instead can draw upon the work of Tangentyere Council to support place-based, locally run services to Aboriginal carers and children.

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## Meeting the National Standards for Out of Home Care

Territory Families seeks to ensure safe, quality services are delivered through our contracted partners. Any provider delivering services in out of home care are required to ensure their service meets the current National Standards for Out of Home Care and the recently released National Principles for Child Safe Organisations.

These are currently incorporated into the Territory Families Quality Assurance Program and resources and tools to support service providers understand and undertake assessment are available from the Accreditation and Service Standards team.

It is a requirement of all out of home care funding agreements that providers participate and report on their progress against the Territory Families Quality Assurance Program.

The Agency, as system manager is responsible for;

a) setting the performance standards for the provision of services including safety and quality standards/provisions or other elements as directed by the Agency
b) monitoring the performance of services against the agreed standards; and
c) collating and reporting data on performance monitoring to agreed stakeholders.

## What will we measure to understand success?

Aboriginal Carers Growing up Aboriginal Children grant recipients should contribute to achieving the following outputs and outcomes:

Outputs:

- **Increased recruitment of carers** – number of carers referred for assessment
- **Increased assessment of carers** – number of carers that are authorised
- **Improved carer support** – activities to support the carer, extended family and kin to care for the child
- **Improved carer advocacy and information** – provision of information, education and training to support carers and enable the provision of quality care
- **Increased placement of children with kin** – number of Aboriginal children placed with Aboriginal kinship carers
- **Increased placement of children with other Aboriginal carers** – number of Aboriginal children placed with Aboriginal foster carers
- **Increased amount of time children stay with the Aboriginal carers** – length of time in placements that are supported, or set up by Aboriginal organisations

Outcomes:

- Increase knowledge/awareness in the community about kinship and foster care, and the child protection system
- Increase availability of targeted and tailored on-community support for Aboriginal carers in the Northern Territory
- Develop and implement new culturally responsive services that increase the cohort of Aboriginal carers available to care for Aboriginal children
- Increase the number of Aboriginal children in out-of-home care that:
    - Are placed locally
    - Have a stable placement
    - Are reunified

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- Increase the retention of Aboriginal kinship and foster carers over time
- Strengthen the relationship between Territory Families and Aboriginal controlled organisations

Qualitative and quantitative performance indicators and targets for these outputs and outcomes will be incorporated into service agreements.

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## Selection Criteria

Applications for the **Service Delivery grants** will be assessed on the following selection criteria:

| Selection criteria | | Explanation |
|---|---|---|
| 1 | Organisational capacity and performance history (15%) | • **Evidence is provided to demonstrate that the organisation has the mix of skills and experience to successfully deliver the service.**<br>• Where the organisation does not currently have experience working with the target group, evidence of the capacity to develop the experience and skills is required.<br>• Evidence is provided to demonstrate significant Aboriginal participation in decision-making and governance.<br>• The organisation is able to deliver services while meeting the National Standards for OOHC.<br>• Track record of success in meeting contractual obligations and required outcomes. |
| 2 | Regional Need (30%) | • Proposed service delivery covers one of the two targeted geographical areas.<br>• Applicant has experience/capacity to deliver services in the target region, including connecting with remote communities. |
| 3 | Service design/approach (25%) | • Design of the proposed service is reasonable in terms of the activities to be undertaken and demonstrates how intended outcomes will be achieved.<br>• Service delivery is culturally appropriate.<br>• Service delivery risks have been considered and mitigating strategies proposed are appropriate.<br>• Proposed service is likely to achieve the intended outcomes. |
| 4 | Budget (20%) | • Proposed budget is reasonable and matches the proposed service reach and design |
| 5 | Collaboration/ consultation (10%) | • The application demonstrates that the proposed service has the support of the local community. |

## Financial requirements

Your organisation must identify the amount required to deliver the services in your application. This includes any obligations your organisation may have in relation to the Equal Remuneration Order (ERO) for people employed under the Social and Community Services award. Territory Families is not able to determine this on your behalf.

In May, prior to the end of that financial year, your organisation will be required to submit your operational budget for the next financial year. This must include your obligations for ERO and

consumer price index (CPI) as per the published Budget papers. This budget will outline the current grant agreement commitments and is not subject to any variations. Any further funding (outside the CPI and ERO) will be subject to an approved contract variation, which will be based on an agreed proposal and budget.

All applications must provide a fully costed budget in the National Standard Chart of Account format as per Attachment.

## Ineligible activities

Only Aboriginal controlled organisations are eligible to apply for funding under this grant program. Funds cannot be used for the following:

- Capital asset costs other than the initial purchase of eligible office equipment for new staff funded to deliver the service
- Litigation or other legal costs
- Debt reduction costs
- Purchasing of goods for resale
- Managing cash flow or profitability issues in other areas of the organisation
- Repaying loans or providing gifts
- Paying sitting fees to directors of the organisation
- Paying fees, commissions, bonuses or similar benefits to directors, staff, members of the organisation or consultants for work already undertaken
- Duplicating or replacing existing funding provided through another program or source
- Any initiative that is already fully funded through other sources
- Initiatives that do not meet the Grant Objectives.

## Assessment

Applications will be assessed by a Territory Families panel that will include members with specialist knowledge and expertise relevant to the out-of-home care context in the Northern Territory. The panel will provide recommendations to the Territory Families Chief Executive Officer regarding applications that successfully meet the assessment criteria.

The assessment process has three stages:

1. The initial screening process to determine whether an applicant meets all of the eligibility requirements before proceeding to the next stage.
2. An assessment process considering the extent to which the application meets the selection criteria.
3. An opportunity for eligible and short-listed applicants to deliver a face-to-face presentation of their proposal and for the selection panel to ask questions and seek further details on the proposed approach.

Decisions regarding applications and an offer of funding will be at the sole discretion of Territory Families. Final decisions are not subject to appeal. All applicants will be sent a letter of notification to advise if they were successful or unsuccessful. Successful applicants will receive a Service Agreement outlining funding timeframes, funding amount, and key performance indicators. Unsuccessful applicants will be offered an opportunity to debrief.

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## Performance and Reporting

### Performance Reporting

Your organisation will be required to submit a performance report after 5 months in line with the programs and services in your funding agreement. Performance reporting should provide a narrative and analysis of statistical data, highlight any good practice case studies and lessons learnt. A template of the annual report will be provided upon execution of your agreement.

### Financial Reporting

Annually, your organisation will be required to submit the audited financial statements of the funded activities and programs at the end of the nine month contract. This should be based on the National Standard Chart of Accounts as identified in your funding submission.

## Further information

Territory Families can provide interested organisations with information about the grants, including the overall objectives and what is sought from applicants.

In order to give an equal chance to every interested applicant, Territory Families cannot provide dedicated or specific assistance to any organisation in the preparation of a funding application form.

If you are interested in applying for funding to help find, grow and support Aboriginal Carers, there are a number of ways you can find out more. We are hosting a number of roadshows and networking sessions across the Territory for potential and current Aboriginal organisations to ask questions about the grants. Sessions are planned for the following dates. Please contact the Transforming Out of Home Care team for further details:

- Alice Springs -
- Tennant Creek -
- Katherine -
- Nhulunbuy -
- Darwin -

You can also go online at www.online.com to download guidelines for the application process, and find more information about the services we are funding.

We have also teamed up with the Department of Trade Business and Innovation (DTBI) to provide support to your organisation through grant opportunities and by providing business advice for applying for grants and growing your organisation. Further information will be provided at the roadshows and you can access information about these opportunities at www.online.com they include:

- Aboriginal Business Development Program (ABDP)
- Small Business Champions
- Remote Aboriginal Governance and Capacity Building Grant Program 2019.

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You can also contact the Transforming Out of Home Care team directly by phone on 8999 2243 or email on TF.OOHCReformProject@nt.gov.au who can answer specific questions or queries.

## REPORTS FOR INFORMATION

| | |
|---|---|
| **ITEM NUMBER** | 7.2 |
| **TITLE** | Chief Financial Officer End of Month Report - August 2019 |
| **REFERENCE** | 228475 |
| **AUTHOR** | Shane Whitten, Chief Financial Officer |

This report is to provide Council members with an update on the activities of the broader finance team. It will cover several main areas being:

- Financial Position & Forecast
- Reporting against Budget year ended June 2020
- Rates Processing
- Year-end processing June 2019
- Finance Department Staffing
- Grants and Policy Manager Report

### BACKGROUND

### FINANCIAL POSITION & FORECAST

Whilst we retain a healthy positive variance to our Budget, a number of items in our current profit and loss statement are a little misleading, primarily due to the timing assumptions contained in the Budget.

For example, our rates and charges income this month shows a $1.7m positive variance. This is due to the invoicing of all rates notices in August, whilst the Budget (probably incorrectly) assumes an even rates income over the 12 months.

In the area of operating grant and subsidies, the timing of receiving a number of grant instalments is also skewing our results. We have contracts in place for these amounts so whilst they are only timing issues, they can distort results very early in the financial year.

May I draw readers' attention to our level of expenses which are much more reliable in terms of their timing so early in the financial year. We remain under budget for employee costs, again due to levels of absenteeism and a number of unfilled positions across council. We remain focused on filling these positions as soon as possible, and the recruitment of a new Manager Organisational Development and Change (discussed later) will sharpen the focus in this area.

We are currently updating our financial forecast for current known variances and this will be included in the September 2019 reports. The current major variances are:

- Increased level of rates income due to higher UCV values (+$210k)
- Increased insurance premiums (mainly workers comp and property (-$200k)
- YTD labour variance ($+279k)
- Other income (+$75k) we recently negotiated a refund of all ATO penalties and interest charged to Council dating back to 2008

Given the limitations of our profit and loss reporting at this early stage of the financial year, I would like to draw attention to our cash flow statement and position. Our increase in cash held for August 2019 was in the order of $600k, and our cash balances remain relatively high. Whilst a majority of this cash has predetermined commitments, we are generating increasing levels of untied funding income, primarily with respect to property leases.

Council's cash position is likely to be further enhanced during September 2019 as we expect payments of rates balances for 2019/2020 to commence.

## REPORTING AGAINST BUDGET YEAR ENDED JUNE 2020

I am currently working with Council BIZ to have all Manager's TechOne login screens updated with financial reports for their area of responsibility. The reports will show variances against the Budget, and will have drill down capabilities from high level program information, to low level account detail. This will be completed for September 2019 reporting.
Managers will no longer need to run any financial reports, they will simply appear in the main TechOne login screen. The reports will be refreshed and updated each night.

## RATES PROCESSING

All rates notices have now been sent out and payments have started to be received by Council. Around 75% of our rates revenue comes from the Department of Local Government, Housing and Community Development (DLGHCD), and given our agreement with them, we expect to receive their portion of our rates revenue ($1.8m approx.) by the end of September 2019.

## YEAR-END PROCESSING JUNE 2019

The finance team remain busy preparing the numerous reports, schedules and reconciliations that contribute towards the production of the financial statements for inclusion in the annual report.

Our auditors were in the Darwin office in the week commencing Monday 12 August 2019 and have now completed their field audit. The audit is now subject to Manager and Partner review by Merit Partners. We have met the first of our grant acquittal deadlines with unaudited acquittals for a number of programs submitted by early August 2019.

Our next major batch of audited grant acquittals are due on September 30, and this information has already been provided to Merit Partners for their review, in time for the due date.

## FINANCE DEPARTMENT STAFFING

I am pleased to advise that following an exhaustive process our new Manager Organisational Development and Change is expected to commence with Council on Monday 16th September 2019.

Mr. Harsha Wijesinghe has accepted our offer of employment and brings to Council many years of experience in not only local government, but a number of Indigenous organisations where he has been based remotely.

## GRANTS AND POLICY MANAGER REPORT

### New applications

Submitted ABA application - Grading bush roads
We have submitted an application to ABA to support the purchase of new plant and equipment suitable and specific to bush roads and to support a dedicated Tiwi grader team to grade bush roads only during dry season 2020 and 2021.

Submitted CBF Bima wear
This application has been submitted to the Community Benefits Fund to conduct building repairs and maintenance to lot 397 Wurrumiyanga, the Bima Wear building. Proposed works

include drain maintenance to reduce flooding, replace roof to prevent unwanted water entering the building, replacing faulty locks, windows and doors.

ABA Ranku power application
Application submitted to ABA to supply and install new generator for the Ranku Community.

ABA bore drilling application
Application submitted to ABA to engage a bore drilling firm to look for water in the Paru area near the three ways bridge. This application focussed on cost to engage a supplier already on the island to drill the bore and then would assess how best to plumb it back to Paru.

**New Variations**

Wurri foreshore drain
Variation received and executed to extend funding agreement to 1 December. The site has been filled and levelled as per the plans. The final stage is landscaping. GM Infrastructure is following up landscaping plans.

**New outcomes of funding applications**

Milikapiti oval funding agreement - Variation signed and executed. $300,000 to extend the Milikapiti Oval. Infrastructure is developing tender documents.

MESSPG Ranku approval for trees
Approval for MESSPG to clear a fire break underneath the power lines at Ranku community. This project will protect the lines from damage during the wet season and provide power continuity to the community.

**Approved grants/projects**

Sydney University project
No students will visit the Tiwi Islands during Semester two. This is due to TIRC not being offered a new service agreement. The University has new staff on board in key positions and TIRC CEO is waiting for a response to her efforts to make contact.

Interisland ferry NTG Strategic Infrastructure Fund - Infrastructure
The contract has been awarded for the new ferry and the ferry is under construction. Elected members and staff inspected the ferry on 29 August 2019.

Milikapiti Oval ABA 2014 - Infrastructure
Some works remain on the Milikapiti Oval ABA project. Infrastructure is providing a timeline for works which will be used to determine if a variation is required to the funding agreement to allow the work to be completed.

Safer Communities Fund -Commonwealth Department of Industry, Innovation and Science $233,327.20 - Security lights and CCTV. The CCTV tender process is complete. Grants and Policy Manager to contact the department and advise the costs of CCTV in order to adjust the total amount of expenditure for security lights.

Special Purpose Grants (November 2017 SPGs)
Second hand grader - TIRC has acquitted this grant. Infrastructure is preparing quotes for how the underspend could be best used. Waiting to receive quotes on how to spend the surplus funds from Infrastructure then a letter will be sent to the Department.

NTG Special purpose grants (SPGs) April round
Priority 1) Alarms and security screens for staff housing all 3 communities – $279,734.00. Tender assessment completed by Infrastructure. Project initiation stage to follow.

Priority 2) Pirlangimpi pontoon – $238,844 - CEO to write to the Department requesting a variation to a new project at Pirlangimpi given new information regarding costs of the proposed pontoon. Council has approved this letter to be sent.

Priority 3) Pirlangimpi equipment town services - Council has acquitted this grant.

NTG Special Purpose Grants 18/19 Round 1:
1) SPG Mechanical workshops- $180 246 - Infrastructure working through procurement processes to purchase items.
2) Animal management- $89 445 - towards building capacity to deliver animal management program across Tiwi communities. Grants includes funds for staff training in animal management by AMRICC and an animal management vehicle. Infrastructure has ordered the animal management vehicle.

Municipal and Essential Services Special Purpose Grants (Homelands SPG)
Funding agreement executed and received by TIRC. Infrastructure and Outstations to deliver the project.

1. Successful for removal of 20 trees at Paru - 95% complete in August.
2. Purchase deliver and install three new septic tanks at Paru - not commenced.
3. Upgrade Solar batteries at Takapimiliyi lots one and two - Scheduled for September.

NTG Special Purpose Grants
TIRC submitted applications for the below activities:
Priority 1 - Jirnani security upgrade - Successful. TIRC is waiting on the outcome of the Children Services review and then permission from Department of Education and Training to arrange works for the security upgrades works.

NTG Energy Efficiency Grants
TIRC was successful in our application for $70 545.45 to replace 25 air conditioners in TIRC offices and other facilities with newer more energy efficient units. Infrastructure has received delivery of the air-con units. Electrician preparing to install.

NAIDOC Week
Notified on 3 June - TIRC was successful for $4,880.00 to celebrate NAIDOC week 2019. TIRC is waiting on feedback from PMC to see if we can use the underspends on NAIDOC week from previous years on this year's celebration. This project is being delivered by Community Engagement. The funding agreement requires the below activities:

1. Educational workshop on treaty (focusing on education young people of all skin groups)
2. Local dance shows
3. Culture shows
4. Grand finale spectacular in Wurrumiyanga

NT Major Events Company - TIFL 2020 Grand Final
Funding was granted by NT Major Events Company to support TIRC to create a strategic and operational plan for the 50th Tiwi Grand Final in 2020. This funding must be used to engage a consultant to develop the plans that can then be used to source additional funding. Project brief to be developed and expressions of interest sought from event specialists on island and in Darwin.

**Outstanding grant responses**
Requested variation to MESSPG to pool surplus MESSPG funds for dedicated outstations vehicle.

**RECOMMENDATION:**

**That Council receive and note this report number 228475 for information.**

**ATTACHMENTS:**

## REPORTS FOR INFORMATION

| | |
|---|---|
| **ITEM NUMBER** | 7.3 |
| **TITLE** | Commonly Used Abbreviations and Short-Cuts |
| **REFERENCE** | 228430 |
| **AUTHOR** | Shane Whitten, Chief Financial Officer |

This report is to provide Council members with an explanation of the commonly used abbreviations and shortcuts used by Council staff in their daily duties.

### BACKGROUND

Some Council members expressed concern at the Ordinary Council Meeting held on 24th July 2019 that staff were using many abbreviations that a number of Council members were not familiar with.

### ATTACHMENT 1:

Abbreviations.pdf

### RECOMMENDATION:

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

### ATTACHMENTS:

**1** Abbreviations.pdf

**Tiwi Islands Regional Council**
**Commonly Used Shortcuts**

| Shortcut | Full Name and Explanation |
|---|---|
| ALGA | Australian Local Government Association |
| AP | Accounts Payable - Council owes them money |
| AR | Accounts Receivable - owe Council money |
| ARO | Airport Reporting Officer - we have a contract with DIPL to inspect and maintain the Tiwi Islands airports - existing staff perform these roles |
| ATO | Australian Taxation Office |
| AVData | The company that tracks all movements at our airports and charges the airlines on our behalf, mainly for landing fees |
| CAL | Contractor Accreditation Limited - Council used to hold this accreditation but no longer does - used to bid for larger government contracts |
| CBA / Commbank | Commonwealth Bank of Australia - Council's banking provider |
| CEO | Chief Executive Officer |
| CFO | Chief Financial Officer |
| Citrix | Is where we each login to each day - it holds all of Councils software and computing packages, including Email, Techone, Microsoft Office (Excel, Word etc) and Magiq |
| Colliers | OTL real estate agents and property advisors |
| Commbiz | Commonwealth Bank internet banking program |
| DHS | Commonwealth Department of Human Services |
| DIPL | NT Department of Infrastructure, Planning and Logistics |
| DIRDC | Commonwealth Department of Infrastructure, Regional Development and Cities - providers of R2R funding |
| DLGHCD | NT Department of Local Government, Housing and Community Development - this is the department we have the most to do with, they are responsible for local government |
| DPMC / PMC | Department of Prime Minister and Cabinet - as of July 1, 2019 PMC are now known as NIAA - National Indigenous Australians Agency |
| EPA | NT Environment Protection Authority |
| FRG | Finance Reference Group - is a group of NT Council CFO's and Finance Managers who meet regularly to network and solve common problems |
| GL | General Ledger - Councils main financial data system, it collects, holds and allocates all of our money (in and out) into different areas |
| Hays | An Australia wide recruitment company and labour hire company |
| HEA | Homelands Extra Allowance - funds available through DIPL for Outstations |
| HMS | Housing Maintenance Services - a stream of the homelands funding program relating to repairs and maintenance to house |
| Homelands | NT Department of Homelands are responsible for over seeing Outstations funding |
| HR | Human Resources |
| HWL Ebsworth | Council lawyers - recently provided us with advice on rates declaration |
| IBA | Indigenous Business Australia - a financial services business who provide loans to people to buy their own homes (amongst other things) |
| JLL | Jones Lang LaSalle - Commonwealth Government real estate agency and property advisors |
| JLT | Jardine Lloyd Thompson - Council's insurance broker |
| KPMG | Klynveld Peat Marwick Goerdeler - a global professional services business (similar to Merit Partners), but huge |
| LG Compliance | The compliance area within DLGHCD - they do our compliance audits and oversee our regional plan, budget and monthly council meetings |
| LGAAC | Local Government Accounting Advisory Committee - who represent FRG on Accounting issues to NTG |
| LGANT | Local Government Association of Northern Territory |
| Local Buy | A national buying group that we have used for procurement - they negotiate bulk discounts and pass on savings to members, they are also exempt for tenders |
| Magiq | Council's document management and storage system |
| Merit Partners | Council's financial auditors |
| MES | Municipal and Essential services -one stream of the homelands funding program relating to electricity, water and sewage |
| MESSPG | Municipal and Essential Service Special purpose Grants - a homelands grants stream - one off grants for a particular purpose related to homelands |
| Minter Ellison | Council lawyers - who have prepared some standard form procurement contracts |
| MVR | Motor Vehicle Registry |
| NTG | Norther Territory Government |
| NTGC | Northern Territory Grants Commission |
| OHS | Occupational Health and Safety |
| OTL | Office of Township Leasing |
| PwC | PricewaterhouseCoopers - similar to Merit Partners, but about the size of KPMG |
| R2R | Roads to Recovery - Commonwealth Government Funding program - our allocation for 2019-2024 is $2,217,018 |
| SIF | Strategic Infrastructure Fund - A one off grants program for big ticket infrastructure items through NTG |
| SPG | Special Purpose Grants - a grants program run by the NTG for particular projects. Usually open twice a year |
| Techone / Tech1 | Council's main computer software system including , HR, GL, Payroll, AR, AP, Rates and others |
| Tenderlink | The website we manage all of our tenders through |

## REPORTS FOR INFORMATION

| | |
|---|---|
| **ITEM NUMBER** | 7.4 |
| **TITLE** | Infrastructure EoM Report - August 2019 |
| **REFERENCE** | 228476 |
| **AUTHOR** | Chris Smith, General Manager Infrastructure |

Infrastructure report to Council for the month of August 2019, covering town services in Wurrumiyanga, Pirlangimpi and Milikapiti, civil works, interisland ferry and outstations. As the Services Delivery Manager for Melville Island is on leave, there will not be a report from this section this month.

## BACKGROUND

**Meetings and Training attended by Infrastructure GM**
Procurement and Tenders Symposium 2 days Darwin
DIPL Thomas Carrol and Daryl Brown re Bathurst Island Airstrip
Gavin May AFLNT re maintenance work on Wurrumiyanga Oval pre ALFNT Season
CEO to discuss Infrastructure projects
OCM August
Pirlangimpi Local Authority August
Executive Leadership Group
DIPL Thomas Carrol and Niraj Nurung re Bathurst Island Airstrip

### 1.0 Service Delivery Bathurst Island Town Services/Civil/ferry/Aerodromes/Outstations

### 1. Town Services

### 1.1 Community/cultural commitments

Town Services and Civil Works crews helped facilitate various funeral services for the community:

- Providing chairs
- Providing additional wheelie bins
- cleaning up areas
- Vegetation clearing

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

### 1.1.2 Training

1. **Coxswain 2 Near Coastal (MAR10418)**
   - Funding sourced from Department of Trade, Business and Innovation NT
   - Commenced 12/08/19, with stage 1 completed 16/08/19
   - Stage 2 scheduled to commence 2/9/19
   - Full qualification scheduled for 13/9/19

2. **Truck license (Medium Rigid, Heavy Rigid, Heavy Combination)**
   - Funding sourced from Centre for Appropriate Technology Ltd (CFAT)
   - Discussion ongoing to obtain a certified route to conduct driving training on the Tiwi Islands

3. **Corporate gun license for animal management**
   - Application submitted to relevant authorities. Police scheduled to inspect TIRC gun

storage facilities to confirm compliance. Application ongoing
- Training to be scheduled late 2019

**1.1.4 Parks and Gardens**

- Council responsible areas have been maintained accordingly
- Community wide rubbish and hard rubbish clean-up has commenced late August after completing the dangerous tree removal project. All nature strips, verges, parks and public spaces will be covered, designed to ensure clear areas are established for mowers.
- All public spaces are scheduled to be clean and ready for wet season mowing. Such a large operation will be ongoing indefinitely until the wet season starts
- Large car bodies and cyclone hazards will be prioritized for the rest of 2019

**1.1.5 Waste Management**

**Sucker Machine**

- New motor has been ordered and scheduled to be installed early September (out of service for 21 weeks)
- A more robust hose has been sourced and will be purchased September

**Garbage Truck**

Stability was restored in August after sorry business in July was concluded, which caused staffing issues.

- Preventative maintenance routinely conducted on Wednesdays. Laminated check list provided to ensure all maintenance tasks are executed.
- Regular maintenance has identified numerous blocked Greece nipples. Repairs conducted each time
- Laminated check list of major waste collection points provided to ensure all bins are emptied

**Wheelie Bins**

- Numerous bins have been replaced within the community upon request and payment
- Lid and wheel repairs have been conducted on an opportunistic basis
- In order to help reduce dog induced litter, rope and latch systems have been installed in problematic areas and at individual lots upon request
- Community events are serviced with temporary bins. Funerals are permanently serviced by 5 bins provided to the Church

**Bin posts** for Kerinaiua Hwy are being investigated upon the request of Local Authority. This will cover:

- Residential
- Club
- NUA area
- 2 separate card rings
- Red Cross
- Church

**10c Recycling Facility**

A report has been completed to conceptually outline the process and feasibility:

- A 10c Recycling facility would likely be financially feasible
- Accurate estimates of capital expense required to start the facility needs to be investigated
- SeaSwift has agreed to waver all freight charges associating the 10c recycling scheme
- Discussions regarding licensing options with NT EPA are ongoing
- All three Can crushers have been compiled in Wurrumiyanga.
- 15/08/19 Ramcan personnel conducted repairs/improvements to the electric can crusher. Two remaining petrol driven can crushers will be assessed to see if repairs

are economically feasible. Ramcan have offered to purchase can crushers back for historical purposes if TIRC wishes to do so

**Other Recycling**

SeaSwift has agreed to waver all freight charges associating recycling streams transported off the island to Darwin. Recycling companies have been organized to transport recycling streams from the SeaSwift yard:

- Pallets of batteries stacked two layers high are sold to Sell and Parker, providing TIRC income. Batteries from the Workshop and community hard rubbish are being palletised for future sales
- July12 5000L of waste oil was transported to NT Recycling Solutions for appropriate disposal
- Old historical drums of waste oil are being compiled in the now empty 5000L vessel (compliant)
- E-Waste disposal options are being progressed with NT recycling solutions

**Landfill**

- NT EPA were July to discuss licensing of the current landfill and future endeavours to open up a new landfill in a better suited location with best practice designs. Discussions ongoing
- Investigation of legacy landfills and potential liabilities are ongoing.
- D6 dozer out of service for 21 weeks, impacting ability to reconfigure tip area to facilitate waste segregation bays, and properly cap off legacy pits
- All major contactors should at pay fees based on estimated waste generated. Discussions ongoing
- Deceased animals have been safely transported to the tip and covered when required

### 1.1.6 Swimming Pool

- Remained opened since Jan 2019, with no unplanned closures
- Pool quality maintained at optimal conditions
- Grass cut when required using the new mower and grass catching attachment. Storage shed fitted with a new air compressor to facilitate cleaning of the mower
- Pool usage has progressed to incorporate more of the community, facilitating adult swimming sessions and training programs

**Future works**

Viking Swimming Pools and Pool Werx have provided quotes to repair the pool leak and provide a lighter coloured surface:

- Project estimated to cost between $150,000 to $300,000. This requires the tender process if Council secure funds and wishes to progress
- Pool repair works included in the new round of SPG applications for TIRC

Chlorinator system needs investigating to ascertain capital expenditure required to repair. This would automate the dosing process and enhance efficiency and quality control.
Irrigation system scheduled for repairs September 2019.

### 1.1.7 Streetlights

- A map has been developed to show where all street lights are located, and which require repairs. Future works to be strategically planned and costed using the information collected.

### 1.1.8 Local Authority Project

**Dangerous Tree Removal**

- Jul19 Tree removal contractors completed works in Wurrumiyanga, as per allocated funds from Local Authority. All significant dangerous trees identified were removed
- Clean up works from Civil and Town Services completed during August

**1.1.9 Other allocated work**

Various job cards have been completed in a timely manner, including furniture transporting, yard cleaning and vegetation clearing.

**1.2. Inter-Island Ferry (Boat Shed)**

The Ferry was serviced mid-august as well as additional works conducted while it was out of the water:

- Wear plates (aluminium strips) installed
- New propellers installed
- Computer analysis of motor data conducted
- Door cable reel mount repaired (cracks in weld)
- General Service

**1.3. Aerodrome**

- Daily inspections have been conducted with no major issues identified
- Slashing and mowing is up to date
- Windsock blackening of the circle completed using rubber mats
- Signal circle blackened using existing tar and blue metal
- Clearing trees on the transition sides was previously scheduled for future works (30 m clearance either side of boundary fence). Recent findings from both AMS and CASA may require said clearance to extend up to 70m, requiring significant expenditure. Discussions with DIPL ongoing to explore funding options
- Permanent lighting needs to be implemented, as current lights are designed for temporary use. Discussions ongoing with DIPL to explore funding options
- The Northern approach to airport runway requires additional clearing of trees infringing on the TODA gradient, as identified by surveyors after the airport upgrades

**1.4. Civil Works**

**Routine town maintenance**

- Various pot holes have been patched up around the community
- The dump has been routinely pushed up and maintained using the Loader
- Hard rubbish removal ongoing with loader and tipper

**Routine regional maintenance**

- Grading to Ranku complete. Additional touch ups conducted while the grader travelled back to Wurrumiyanga
- Grading to landfill completed mid-August to remove corrugation build up
- Bush road grading to Port Hurd, Parnappi, and Forcroy completed end of August. First grading to occur in over 3 years. Clearing vegetation in certain narrow section still required
- Loader works scheduled to create new access track into Mrinto Beach September

**Clearing drains in Wurrumiyanga**

- Excess fill from drain clearing have been transported to the dump and incorporated into the earthwork operations

**Landfill Project**

- Earthworks to date have started to rehabilitate legacy pits, and begin reconfiguring the site for new operations
- D6 dozer out of service for 21 weeks, impacting ability to continue the rehabilitation project
- Civil crews have been trained to conduct the new environmentally improved operations of the landfill (avoid deep pits due to high water table)

**Foreshore Drainage Project**

- Drainage formation complete
- Final level and gradient complete
- Beautification work scope and delivery method being investigated. Implementation cannot occur until the pontoon project is complete, due to the high construction traffic in the area

**1.5. Outstations**

**1.5.1 Overview**

- June, July and August invoice complete and ready for finance to process
- HEA 2018/2019 approved
- HEA 2019/2020 available for new applications

TIRC was successful for the following 2019/20 MESSPG:

1. Fire break following power lines from Ranku power station to community.

TIRC has the following ABA project application in progress:

1. Upgrade Ranku power station generators

An application is being developed for ABA funding to improve Ranku water supply.

**1.5.2 Ranku**

Currently 10 dwelling are occupied at Ranku, with one seasonal dwelling occupied.

**Power**

Waste oil disposal scheduled for September.

NUMBER 1 (Hino Generator)

- Online and operating (oil leak requiring more frequent maintenance)
- Mechanic conducted service 6/8/19
- Next service scheduled 5/8/19

NUMBER 2 (Perkins Generator)

- Offline due to bad oil leak

Powerline clearing to commence September/October.

**Slashing/Mowing**

- Slashing and Mowing up to date

**Water**

- New bore required, based on historical issues. ABA application being developed

**Future Projects**

- Upgrade Generators & Power stations
- Sewer Ponds Upgrade
- Street Lighting Upgrade
- Graded Fire Break
- Rodent & Pest Control
- Graded fire breaks
- Grade outstation roads

**HMS (Housing Maintenance Services)**

- 3 dwelling have had painting works conducted. 2 x internal/external and 1 x external
- Correspondence with NTG are ongoing regarding refurbishing houses, subject to additional funding approval

**1.5.3 Paru**

**Power**

- No outages

**Slashing/Mowing**

- Slashing up to date

**Water**
- No water outages since early July

**HMS (Housing Maintenance Services)**
- Painting lot 7 internal and external to be conducted early September

**MES SPG**
- Dangerous tree removal project completed
- Clean up works 95% complete. Delays due to machinery breaking down

**Future Projects**
- Bore pump access platform on creek. Project logistics and scope indicate that funds will not be sufficient. Discussions ongoing.
- Graded fire breaks (MES)
- Grade access roads (MES)
- New boundary fence for Lot 1 (HEA)
- New front fence and gates for Lot 7 (HEA)

### 1.5.4 Four-Mile

An additional 6 dwellings have been occupied. Water connected to 6 of 6. Power connected to 1 of 6. Works and costs required to connect power to the other 5 dwelling is being investigated. Correspondence with NTG to increase funding accordingly ongoing.

**Power**
- No outages

**Slashing/Mowing**
- Slashing up to date

**Water**
- No issues

**HMS (Housing Maintenance Services)**
- No report

**MES SPG**
- Dangerous tree removal project 90% complete
- Clean up works ongoing. Delays due to heavy machinery down time

**Future Projects**
- Grade fire breaks (MES)

### 1.5.5 Pitjamirri

**Power**
- No outages

**Slashing/Mowing**
- Slashing up to date

**Water**
- Water upgrades have improved water pressure (No Outages)

**HMS (Housing Maintenance Services)**
- No works to report on

**Future Projects**
- Installation of water treatment (MES)
- Installation of elevated tank platform and safety ladder (MES SPG)
- Grade access roads (MES)

### 1.5.6 Takapimiliyi

**Power**
- No outages

**Slashing/Mowing**

- Up to date

**Water**

- No outages

**HMS (Housing Maintenance Services)**

- No works to report on

**Future Projects**

- Upgrade patio eves Lot 1 Lot 2 (HMS)
- Installation crim safe security screens Lot 1 Lot 2 (HEA)
- Graded fire breaks (MES)
- Grade access roads (MES)

**1.5.7 Condor Point**

**Power**

- No outages

**Slashing/Mowing**

- Slashing up to date

**Water**

- One outage responded to and rectified the following day of being notified
- Descaling of bore required for future works (MES)

**Future Projects**

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

**2.0 Service Delivery Melville Island Town Services/Aerodrome/Civil Works/**

**3.0 Fleet and Buildings Services July**

**3.1 Fleet**

July has been a busy month for the workshops and Fleet.

Milikapiti workshop has been completing steady work. The new mechanic has gotten most of the Plant Equipment running which includes the backhoe, roller and loader which are needed to complete works on the Bluewater road job.

Wurrumiyanga workshop is making progress in clearing some backlog. The mechanic has organized the office and workshop to help streamline work. We are making progress with repairs to outstanding fleet jobs which will bring more vehicles back into the fleet.

Pirlangimpi workshop has been steadily completing jobs for the council and other organisations. Work has been carried out to plant and fleet but there is still a big backlog of outstanding work.

**3.2 Tender for ferry**

The build of the ferry is progressing and the date of completion should be around November. Several people from the council will be going to inspect the build in the near future.

**3.3 Fuel**

Wurrumiyanga – ULP – 2342 L

- Garbage Truck – 768.14 L
- Outstations – 263.42 L

- Civil Works – 1235.47 L
- Town Services –1814.82 L
- Workshop – 115.30 L
- Night Patrol – 327.57 L
- Infrastructure – 209.12 L
- Housing – 557.56L

Pirlangimpi **–** **-** Civil Works – 1212 L
- Town Services - 258 L
- Housing – 44 L
- Night Patrol – 213 L
- Infrastructure –269 L
- Workshop –79 L
- Childcare – 51L

Milikapiti - 461 transactions with a value of $26,341.30

Diesel - $20,036.82
ULP - $6,304.48

**3.4 Accommodation**

| Location | Bookings | Fully Booked | Notes |
|---|---|---|---|
| Wurrumiyanga Motel | 7 | 0 | |
| Wurrumiyanga Contractors Qtrs. | 6 | 0 | |
| Pirlangimpi Contractors Qtrs. | 5 | 1 | WTD Constructions continued |
| Milikapiti Contractors Qtrs. | 4 | 1 | WTD Constructions continued |

**3.5 Building services**

The painter has been painting at several council houses at Wurrumiyanga. He has painted two houses at four mile camp. Painting of the airstrips will commence shortly as well as painting of the street lines and zebra crossings.

The new carpenter has been extremely busy. He has completed a lot of outstanding jobs. He has been completing a lot of quotes for the upgrades of council assets which we are looking to complete in the coming months.

The Electrician has also been busy with repairs to the child care centres, post offices, Centrelink and other council Buildings. His workload remains high with air conditioning jobs taking up most of his time as well as coordinating the airport inspections at Milikapiti.

The Plumber is working well and has been utilized by Power and Water and AA electrical for a large number of jobs. He has carried out work to council houses and facilities.
Work is being carried out on the ranger station at three ways and the Milikapiti shop.

**4.0 Fleet and Buildings Services Report for August 2019**

**4.1 Fleet**

August has been a busy month for the workshops and Fleet.

Milikapiti workshop has been completing steady work. The new mechanic has gotten most of the Plant Equipment running which includes the backhoe, roller and loader which are

needed to complete works on the Bluewater road job. He is also taking on more private work as the council workload decreases.

Wurrumiyanga workshop is making progress in clearing some backlog. The mechanic has organized the office and workshop to help streamline work. We are bringing a key specialist over to repair several vehicles that have had keys lost.

Pirlangimpi workshop has been steadily completing jobs for the council and other organisations. We have been informed that there might be a mechanic at Garden Point who could be utilized to fill our vacant position.

**4.2 Tender for ferry**

The build of the ferry is progressing and the date of completion should be around November. Several people from the council will be going to inspect the build in the near future.

**4.3 Fuel**

Due to reports being due on the 30th I am unable to provide fuel stats. Fuel stats will be provided in the next Fleet and Building report.

**4.4 Accommodation**

| Location | Bookings | Fully Booked | Notes |
|---|---|---|---|
| Wurrumiyanga Motel | 7 | 0 | |
| Wurrumiyanga Contractors Qtrs. | 6 | 0 | |
| Pirlangimpi Contractors Qtrs. | 5 | 1 | WTD Constructions continued |
| Milikapiti Contractors Qtrs. | 4 | 1 | WTD Constructions continued |

**4.5 Building services**

The painter has been painting at several council houses at Wurrumiyanga. He has painted a house at Ranku and will commence Lot 3 at Ranku soon. Painting of the airstrips will commence at Wurrumiyanga as well as painting of the street lines and zebra crossings.

The new carpenter has been extremely busy. He has completed a lot of outstanding jobs. He has been completing a lot of quotes for the upgrades. Repairs to council fencing has been completed as well as major clean ups and repairs of the recycle yard.

The Electrician has also been busy with repairs to the child care centres, post offices, Centrelink and other council Buildings. His workload remains high with air conditioning jobs taking up most of his time as well as coordinating the airport inspections at Milikapiti and submitting reporting to CASA.

The Plumber is working well and has been utilized by Power and Water and AA electrical for a large number of jobs. He has carried out work to council houses and facilities.
He has also been working on the Milikapiti oval and Wurrumiyanga.

**RECOMMENDATION:**

**That Council accept this report number 228476 for information**.

**ATTACHMENTS:**

## REPORTS FOR INFORMATION

| | |
|---|---|
| **ITEM NUMBER** | 7.5 |
| **TITLE** | Community Engagement End of Month Report - August 2019 |
| **REFERENCE** | 228477 |
| **AUTHOR** | Bill Toy, GM Community Engagement |

**This report illustrates the business within units including; Children's Services, Youth and Community, Sports – Recreation and Libraries, Community Safety, Centrelink, Broadcasting, and Administration.**

### BACKGROUND

This report is for the month of August 2019

## General Manager Community Engagement

GM Community Engagement. August OCM, Local Authority and Executive Leadership meetings.
GM Community Engagement, Manager Sport and Rec attended August Children and Schooling Meeting with PM&C and stakeholders
TEABBA, regarding recruitment, broadcasting training for new broadcaster..
Staff management / recruitment of Wurrumiyanga Community Safety.
Workshop No.2 with Human Services around Centrelink Balancing scheme for parents with children attending Crèche's
Recruitment Panel for Manager Organisational development
Reports for all funded programs including Community Safety, Outside School Hours Care and Pirlangimpi School Meals Program currently being completed

## Manager Community Engagement

**Consultations Engagement**
Natalie Sarsfield – Mental health AOD
Karl Gunderson & Stephen Thompson, NT Police
Andrew Urkurt Pirlangimpi Clinic
Stuart Ward, Tiwi College
Wayne Baylis, NTPES
Tim Bowden – Department of Environmental Health re: Pirlangimpi Meals Program
Gavin May & Cassidy AFLNT

**Meetings:**
Pirlangimpi Community Meeting, (Monthly meeting)
Milikapiti Community Meeting, (Monthly meeting)
**Pirlangimpi Meals program**, Conversations with Tim Bowden, Department of environmental health in regards to compliance issues at the crèche kitchen. I'm currently working to get the crèche kitchen compliant before Tim's next visit in September 2019

## 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.

**HUMAN RESOURCES**:
All matters including:

- **Office Hours of Operation:** 8:00 am to 4:36pm**.** Hours staggered to ensure office remains open throughout the day.

- **Staffing Attendance:** Very Good

- **Staff Leave/Absence:** Office Coordinator Annual Leave Tuesday 13th, Administrative Officer Personal Leave Wednesday14th

- **New Staff Recruitment**:

- **Training:**

- **Accident / Incidents:** None for this report period.

**ADMINISTRATION:**
All matters including:

**Finance:**

- Cash receipting all sales transactions entered on the financial spreadsheet daily

- Cash reconciled on 16.8.2019 and 27.8.2019 and taken to Wurrumiyanga to Office Coordinator for banking

- Request to Invoice customers Meeting/Boardroom Hire payments and purchase orders received and forwarded to Finance

**Meeting Room / Boardroom Hire:**

- Department of Human Services – Centrelink Remote Team. 12th -15th. - 4 full days

**Information Communication Technology:**

- Continued Telstra interruptions throughout August.

- Emails from 02nd Jobs logged with Telstra Service Operations and Enablement

- Emails from 27th Global High Priority Incident Management Team.

**Australia Post:** Mail picked up daily and registered in Record of Delivery.

**Council Meetings:** None for this report period.

**Staff Meetings:** Thursday 8th CEO met with Milikapiti staff over a barbeque lunch.

**Stakeholder Engagement / Meetings:**

- Wednesday 14th Natalie Sarsfield Department of Health – Alcohol Reference Group
- Held a barbeque out front of Council office to help promote attendance at the ARG group for new and older members.
- Tuesday 13th Milikapiti Community Meeting held by Community Engagement.
- Wednesday 21st NT Grants Commission Community visit.

PIRLANGIMPI
**Human Resources**

All matters including:
**Attendance:** Good
**Incidents**: Nil
**Recruitment:** Nil
**Leave:** Nil
**Training:** Nil

**Events**
- Conference Room utilised on 20th August for Local Authority Meeting
- Conference Room utilised on 21st August for OCM
- Conference Room hired by Dept. of Human Services for Centrelink Services on 26th to 29th August

**Stakeholder Engagement/Meeting**
- Email communication with Wanatu Stephenson from Department of Human Services regarding hire of conference room for Centrelink Services in September.
- Email communication with Pacific Hotel Cairns regarding accommodation for Elected Members.
- Email communication with Store Manager regarding lunch quotes for PLA, OCM and Staff BBQ.
- Email communication with Nyssa Pastrikos regarding information session for customers with Indigenous Service Officer

**Finances**
Income for July

| User | Purpose | Amount |
|---|---|---|
| Dept. of Human Services | Centrelink | $700.40 |
| | | |

WURRUMIYANGA
**HUMAN RESOURCES** (All matters including):
**Attendance;** No un-notified absences.

**Leave:** Administration Officer – 3.5 days Annual Leave**.** Cleaner – 5.6hrs Funeral Leave
**Training:** None for this reporting period.
**Recruitment:** Nil for Administration

**Incidents:-**
- 1st August 2019 – Water Interruption
  No water at office in afternoon for 2 hours – no notification from PAWA.

- 27th August 2019 – Office closure
  Council office closed from 10am to 12noon for funeral at Wurrumiyanga.

- 30th August 2019 – Office closure
  Council office closed from 10am to 12noon for funeral at Wurrumiyanga.

**Boardroom/ Meeting Room Timeline of Events/ Meetings:**
- **9**th DIPL & Auditors meeting with Infrastructure
- 14th Local Court (Multiple Organisations/Departments)
- 19th Executive Leadership Group meeting
- 30th Teleconference with PMC

**Motel/Contractors Accommodation**
- Motel - 7 nights' accommodation booked.
- Contractors - 3 nights' accommodation booked.

**Events/ Stakeholder engagement/ Meetings:**
- 13th Community meeting at Red Cross

**FINANCES**

| | Cash | EFTPOS |
|---|---|---|
| **Gym Memberships/ Rec Hall** | $60.00 | |
| **Ferry Tickets** | $444.00 | $3828.32 |
| **Additional Services (i.e. printing)** | | |
| **Other (i.e. Rates)** | $553.40 | $347.39 |
| **Power cards** | $50.00 | $20.00 |
| **Total Sales Amount** | **$1107.40** | **$4195.71** |

*There has been some loss through EFTPOS surcharge fees. Office Coordinator has advised staff and will continue to monitor 3% Surcharge on all transactions.*

| | Purchase Orders | Internal Work Orders |
|---|---|---|
| **Vehicle – Private** | $3700.00 | |
| **Vehicle – Commercial** | $13536.00 | $960.00 |
| | | |
| **Passenger** | $100.00 | |
| **Small Meeting Room**<br>• NAAJA Civil | $85.00 | |
| **Boardroom**<br>• Local Courts | | |
| **Other - Power Cards Ranku** | $100.00 | |

| | | |
|---|---|---|
| **Total Amounts to be Invoiced** | **$17521.00** | **$960.00** |

## Sports and Recreation

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

**Human Resources**
All matters including:

**Attendance:** Staff attendance has been average for August mainly at Milikapiti.
Staff vacancy for Sport and Rec officer Pirlangimpi to be filled hopefully by September.
**Incidents:** No Incidents to report this month.
**Leave:** Lucia Puruntatameri 8 days during August. Aaron Dunster 5 days during August.
**Training:** Pool Safety Standards upgrade course held in Parap Darwin August 28th attended by Joe Bourke and Daryl Nahow.

### WURRUMIYANGA

NT Cricket visited on Thursday 29th August for 2 days conducting programs with games at the MCPS in the mornings and the Rec Hall in the 2pm-6pm afternoon timeslot.
Swimming Pool open in August for 2 days a week being Monday and Thursday. Numbers are down due to the coldest month of the year. Adult sessions are still steady with numbers but remain over 2 days per midweek.
Cricket conducted on Tuesdays after school at the school oval for the 3rd term. Less interest this month.
Soccer conducted at the school on Wednesdays after school at the school oval for the 3rd term. Less interest this month.
Wednesday and Fridays remain as Rec Hall days for Basketball replacing soccer after school.

PIRLANGIMPI

Swimming Pool opening days Monday and Thursdays.
Cricket NT attended the community from Tuesday 26th$^{th}$ August for 2 days. They conducted activities in the Rec Hall after school and at the Pirlangimpi School during the day with great interest.
Basketball and Cricket conducted by Sport and Rec staff on Wednesdays and Fridays at the Rec Hall.
Auskick sessions conducted at the oval on Tuesdays from the 20$^{th}$ August.

MILIKAPITI

NT Cricket; Mon 26$^{th}$ August to the 27th$^{th}$ August both for the Milikapiti school during the day and after school programs at the Rec Hall. Activities conducted during the day were well received by the Milikapiti community.
Basketball conducted by Sport and Rec staff on Tuesdays and Fridays at the Rec Hall.
AFL conducted on Wednesdays culminating with an Auskick session at the oval.
Jumping Castle was brought out for Friday the 9$^{th}$ August at the Milikapiti School from 9am-1pm for its Fete day and was well received by the young children on the day. Sports and fun activities were conducted with prizes awarded.

**Stakeholder Engagement/Meetings**

- Meeting with AFLNT to discuss their programs on Tiwi for the next 6 months.
- Approval from PMC for AFL Minis in October school holidays.
- Approval from PMC to look at budget adjustments going forward to provide more for programs.

## Libraries

Libraries on Melville Island provide a comfortable area for both children and adults where they can read for pleasure or information in a variety of topics. Both Libraries are very well resourced with books and magazines suitable for all ages. Computers provided by NT Libraries allow users to access through the Internet, a wide range of services including research stations, internet banking, desktop publishing and movie and photo editing.

**Human Resources**

All matters including:
**Attendance:** Staff attendance very good.
**Incidents:** No Incidents to report this month.
**Leave:** Nil
**Training:** No training this month.

| **Library Participation Sheet** | | | | | | | |
|---|---|---|---|---|---|---|---|
| ***Community Pirlangimpi*** | | | | | | | |
| ***Staff – Darriene Bourke*** | | | | | | | |
| *Facilities* | | | | | | | |
| | Mon | Tue | Wed | Thurs | Fri | Sat | **Total** |
| **Adults 18+** | 4 | 3 | 2 | 3 | 2 | | **14** |
| **Children** | 4 | 2 | 2 | 2 | 1 | | **11** |
| **Comments** | • Consistent numbers visiting the Library and using the available resources.<br>• WIFI remains a strong point for visitors. | | | | | | |

| **Library Participation Sheet** |
|---|
| ***Community - Milikapiti*** |
| ***Staff – Samantha Croker*** |

| *Facilities* | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Mon | Tue | Wed | Thurs | Fri | Sat | **Total** |
| **Adults 18+** | 4 | 4 | 6 | 4 | 6 | | 14 |
| **Children** | 5 | 7 | 5 | 7 | 11 | | 35 |
| **Comments** | • Shelves required from NTG to broaden the book range currently in storage. | | | | | | |

## Community Safety

The Tiwi Islands Community Safety Service assists communities in taking responsibility for the prevention of anti – social, harmful, destructive and illegal behaviours by offering community patrolling and safe transport to protect vulnerable people. The number one priority for Community Safety teams is to ensure children out at night (after 9.00pm) can get a ride home or to a safe place which hopefully helps with school attendance.
Community Safety also assists with mediations, follow up on incidents reported and work with other agencies, providers and Stakeholders.

**Human Resources**
All matters including:

**Attendance:** Very good in Milikapiti and Pirlangimpi, poor at Wurrumiyanga.
**Incidents**: Nil
**Recruitment:** There are currently five vacancies at Wurrumiyanga due to several resignations, Recruitment to be completed by 12/09/19
**Leave;** Nil
**Training;** No training this month

Milikapiti and Pirlangimpi community are currently dealing with the effect of Synthetic Drugs. Community Engagement manager will be holding regular monthly meetings in both communities with plans to do so in Wurrumiyanga.

Pirlangimpi stakeholders meeting at Pirlangimpi to combat “CHRONIC”.
Stakeholders meet at Pirlangimpi to discuss the effects of “kronic” and what can we do. The affects:

- Pularumpi school attendance down
- Too many children not at school
- CDP male attendances low
- Business affected due to staff under the influence and being sent home.
- Domestic violence on the rise

**Community meetings**

Milikapiti meeting 13th August 2019
Issues addressed: the use and effects of “chronic”, Rubbish, cemetery needs attention, break-ins at the church, parents to bring their children for check-ups when recalled.
Good stories: Milikapiti store doing well, Milikapiti school high attendances best on the islands and introduced new AOD employee,.

Pirlangimpi meeting Thursday 23rd August 2019
Issues addressed: Rubbish, graffiti, “Kronic”, humbug, basic card humbug for cash, mandatory reporting.
Good stories: TITEB running courses, Auskick every Fridays and introduction of AFLNT development officer and TITEB new employee.

## Youth Diversion

The Youth Diversion team provide Youth with pre-court diversion, case management and reintegration in all three communities.

3 youth offenders have had their conferences and are now on youth diversion program.
On the 19th of August Snr Constable Wayne Baylis contacted conferences with the youths, families, Ron and myself. All youths agreed to do the youth diversion program.

Meeting with AFLNT to form a Partnership on Wednesday 22nd of August 2019. Programs to engage youths also planning leadership camps for the future.

**Consultations & Engagement**
Natalie Sarsfield – Mental health AOD
Karl Gunderson & Stephen Thompson, NT Police
Andrew Urkurt Pirlangimpi Clinic
Stuart Ward, Tiwi College
Wayne Baylis, NTPES

**Meetings:**
Pirlangimpi Community Meeting, Monthly meeting
Milikapiti Community Meeting
Pirlangimpi Stakeholders Meeting
Youth diversion planning with AFLNT

## Centrelink

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

**Events:** Nil

**Human Resources**
All matters including:

**Attendance:** Attendance this month has been very good
**Incidents:** Nil
**Recruitment:** Currently one vacancy at Milikapiti due to resignation and one at Pirlangimpi due to Maternity Leave
**Leave:** Pirlangimpi agent on Maternity Leave
**Training:** Host and Specified Personnel Access Point Training.

**Stakeholder Engagement/Meetings**
Remote Support Team visited Pirlangimpi for four days.
Daily phone conversations between G/Manager Community Engagement and Dept. Human Services regarding openings and closures. All statistics are submitted by due dates.

## Broadcasting

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

**Human Resources**
All matters including:

**Attendance:** Milikapiti, Attendance this month has been good.
Pirlangimpi, Broadcaster position is currently vacant.
Wurrumiyanga, Broadcaster commenced early August, attendance has been very good
**Incidents:** Nil
**Recruitment:** Recruitment process for Pirlangimpi broadcaster commenced.
**Leave:** Pirlangimpi agent on Maternity Leave
**Training:** Recording, Computer usage and Broadcasting training at Wurrumiyanga for new member of staff.

**Stakeholder Engagement:**

TEABBA provided some new equipment and training for new broadcaster at Wurrumiyanga. Technicians also visited both Milikapiti and Pirlangimpi communities to check equipment and instruct Broadcasters on the use of recording devices,

**RECOMMENDATION:**

**That Council receive and note this report number 228477 for information.**

**ATTACHMENTS:**

## REPORTS FOR INFORMATION

| | |
|---|---|
| **ITEM NUMBER** | 7.6 |
| **TITLE** | Councillors Meeting Attendance Register from July 2018 to Current. |
| **REFERENCE** | 228478 |
| **AUTHOR** | Claire Scrymgour, Acting Governance & Compliance Manager |

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

### BACKGROUND

As an important element of good governance and meeting procedures, an attendance register has been put together for all of the Local Authority, Ordinary and Special Council meetings held as of July 2018 to current.

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

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

### ISSUES/OPTIONS/CONSEQUENCES
Nil

### CONSULTATION & TIMING
Nil

### RECOMMENDATION:

**That the Council note the updated meeting attendance register from July 2018 to current for information.**

### ATTACHMENTS:
**1** TIRC - Councillors Meeting Attendance from July 2018 to current.xlsx

**rdinary Council Meeting**

| OUNCILLOR | WARD | Jul 25 ORD M | Aug 29 ORD W | Sep 27 ORD W | Oct 31 ORD M | Nov 21 ORD W | Dec 19 ORD W | Jan 23 ORD W | Feb 26 ORD W | Mar 27 ORD W | Apr 26 ORD W | May 22 ORD P | Jun 19 ORD M | Jul 24 ORD W | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Leslie Tungutalum | Bathurst Is | A | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | |
| Jennifer Clancy | Bathurst Is | | | Y | Y | Y | Y | A | A | Y | Y | Y | A | Y | | |
| Valentine Intalui | Bathurst Is | | | | | | | | | | | | | Y | | |
| Kevin Doolan | Bathurst Is | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | |
| Francisco Babui | Bathurst Is | Y | Y | A | A | A | A | A | Y | Y | Y | Y | Y | Y | | |
| Wesley Kerinaiua | Bathurst Is | X | Y | X | A | Y | Y | X | Y | Y | X | A | Y | A | | |
| Mary Dunn | Pirlangimpi | Y | Y | X | Y | Y | Y | Y | Y | Y | Y | Y | A | Y | | |
| Therese (Wokay) Bourke | Pirlangimpi | Y | Y | A | Y | A | Y | Y | Y | Y | A | Y | A | Y | | |
| Osmond Pangiraminni | Pirlangimpi | | | | | | | | | Y | Y | Y | Y | Y | | |
| . Lynette De Santis | Milikapiti | A | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | A | | |
| . Pius Tipungwuti | Milikapiti | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | A | Y | Y | | |
| . Connell Tipiloura | Milikapiti | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | |

2018 2019

**ocal Authority Meeting**

| OUNCILLOR | WARD | Jul 24 ORD W | Aug 21 ORD P | Sep 26 ORD M | Oct 30 ORD W | Nov 20 ORD P | Dec 18 ORD M | Jan 22 ORD W | Feb 25 ORD P | Mar 26 ORD M | Apr 29 ORD W | May 21 ORD P | Jun 18 ORD M | July 24 ORD W | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Leslie Tungutalum | Bathurst Is | A | | Y | A | Y | | Y | | Y | Y | | | Y | | |
| Jennifer Clancy | Bathurst Is | | | Y | Y | | | A | | | Y | | | | | |
| Valentine Intalui | Bathurst Is | | | | | | | | | | | | | Y | | |
| Kevin Doolan | Bathurst Is | A | | Y | A | | | A | | | Y | | | | | |
| Francisco Babui | Bathurst Is | Y | | | A | | | A | | | Y | | | | | |
| Wesley Kerinaiua | Bathurst Is | A | | Y | A | | | A | | | Y | Y | | | | |
| Mary Dunn | Pirlangimpi | Y | A | Y | | Y | | | Y | | | Y | | | | |
| Therese (Wokay) Bourke | Pirlangimpi | | Y | | | A | | | Y | | | Y | | | | |
| Osmond Pangiraminni | Pirlangimpi | | | | | | | | | | | | | | | |
| . Lynette De Santis | Milikapiti | | | Y | | | Y | | | A | | | | | | |
| . Pius Tipungwuti | Milikapiti | | | Y | | | Y | | | A | | | | | | |
| . Connell Tipiloura | Milikapiti | | | Y | | | Y | | | Y | | | | | | |

2017 2018 2019

**pecial Council Meeting**

| OUNCILLOR | WARD | Nov 13 SP P | Nov 12 SP W | Jan 24 SP W | July 18 SP W |
|---|---|---|---|---|---|
| Leslie Tungutalum | Bathurst Is | Y | Y | Y | Y |
| Jennifer Clancy | Bathurst Is | X | Y | A | Y |
| Valentine Intalui | Bathurst Is | | | | Y |
| Kevin Doolan | Bathurst Is | Y | A | Y | Y |
| Francisco Babui | Bathurst Is | Y | A | A | A |
| Wesley Kerinaiua | Bathurst Is | X | A | A | A |
| Mary Dunn | Pirlangimpi | | Y | Y | Y |
| Therese (Wokay) Bourke | Pirlangimpi | Y | Y | Y | Y |
| Osmond Pangiraminni | Pirlangimpi | | | | A |
| . Lynette De Santis | Milikapiti | Y | Y | Y | Y |
| . Pius Tipungwuti | Milikapiti | Y | Y | Y | Y |
| . Connell Tipiloura | Milikapiti | Y | Y | Y | Y |

**eeting Type**
RD = Ordinary Meeting
P = Special Meeting
A = Local Authority Meeting
A = Special Local Authority Meeting
**tendance**
= Present at Meeting
= Apology accepted
= Apology not accepted
= Meeting cancelled

**Location**
W = Wurrumiyanga ( Nguiu )
P = Pirlangimpi
M = Milikapiti

**NT LG Act - Councillor will be automatically disqualified from Council if absent (without approved apology) from two consecutive ordinary meetings.**

Councillors Attendance

## REPORTS FOR INFORMATION

| | |
|---|---|
| **ITEM NUMBER** | 7.7 |
| **TITLE** | Governance Professional Development Opportunites |
| **REFERENCE** | 228649 |
| **AUTHOR** | Claire Scrymgour, Acting Governance & Compliance Manager |

The Governance Institution of Australia has released upcoming Governance Training through Charles Darwin University

### BACKGROUND

Governance Units/ Certifications being offered in November 2019:

- Meeting Compliance Requirement
- Certificate in Governance
- Northern Territory Governance Forum
- Governance Essentials
- Risk Management Framework

### RECOMMENDATION:

**That Council notes report for information and accepts nominations from Staff to attend**

### ATTACHMENTS:

**1** Meeting Compliance Requirements.pdf
**2** NT Governance Forum.pdf
**3** Governance Essentials.pdf
**4** Risk Management Framework.pdf

Governance Institute of Australia

# Meeting Compliance Requirements

## Course outline

**Written and designed by:**
Chris O'Meara FGIA, Barrister-at-Law, Bennett Chambers

**Reviewed by:**
Dr Colin A Sharp FGIA, Managing Director, P.E.R.S.O.N.A.L. (R&E) Consultancy
Phil Grindley FGIA, Head of Audit Risk and Compliance, Club Plus Superannuation Pty Limited
Peter McGee AGIA, ACIS

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# COURSE OUTLINE

## Introduction

Effective compliance arrangements are important aspects of an organisation's overall governance and risk management frameworks. These arrangements are integral to the organisation's business strategy and are vital pre-conditions for the achievement of its financial and business objectives in the long term.

This course outlines the regulatory landscape in Australia and discusses the key principles, approaches, tools and techniques of an effective compliance framework within the context of meeting an organisation's legal obligations and embedding an appropriate control environment that supports compliance with internal policies and with contractual obligations. It highlights the important role of the governance practitioner in implementing, managing and monitoring the compliance management systems

## What is the aim of this course?

The aim of this course is to provide an overview of the principles and approaches that contribute to an effective compliance framework.

The key objectives of this course are to:

- outline the Australian legal and regulatory framework
- examine the key principles and elements that underpin an effective compliance framework
- highlight the compliance responsibilities of the board and management
- discuss compliance approaches, tools and techniques available
- provide helpful tips and useful resources.

# COURSE CONTENT

**1 Introduction**
1.1 What is the background to this course?
1.2 What is the aim of this course?
1.3 Compliance and the governance framework

**2 Regulatory compliance**
2.1 Australian Securities and Investments Commission
2.2 Australian Competition and Consumer Commission
2.3 ASX — ASX Listing Rules
2.4 Australian Prudential Regulation Authority
2.5 Office of the Australian Information Commissioner
2.6 Australian Transaction Reports and Analysis Centre
2.7 Fair Work Commission
2.8 WHS regulators

**3 Standards and guidelines**
3.1 ASX Corporate Governance Council
3.2 Standards Australia
3.3 Bank for International Settlements

**4 Governance responsibilities — compliance**
4.1 Conformance versus performance
4.2 Compliance policy
4.3 What is assurance?

**5 Key elements of an effective compliance framework**
5.1 Governance and culture
5.2 Implementation and maintenance
5.3 Monitoring
5.4 Reporting
5.5 Compliance risk assessment

**6 Compliance approaches**
6.1 Centralised, decentralised and hybrid approaches
6.2 Industry-specific compliance issues
6.3 Systems for compliance
6.4 Information systems and staffing infrastructure

**7 Implementation of a compliance framework**
7.1 Deciding on a strategic framework
7.2 Key steps for implementing an effective compliance framework
7.3 How far do you need to go?

**8 Tools and techniques for an effective compliance framework**
8.1 Compliance management software
8.2 Supervision and monitoring techniques

**9 Effective reporting of risk and compliance**
9.1 Provision of timely information
9.2 Dynamic reporting
9.3 What kind of reporting should be included?

**10 Conclusion**

**11 Resources**
11.1 Legislation and regulators
11.2 Standards and guidelines
11.3 Governance Institute resources
11.4 Reference books
11.5 Reports and journal articles
11.6 Other resources

**Appendices**

**Readings**

Governance Institute of Australia

# Northern Territory Governance Forum 2019

| Wednesday, 13 November 2019 | Charles Darwin University, Waterfront, Darwin |
|---|---|
| 8:15am–8:30am | **Arrival and Registration** |
| 8:30am–8:50am | **Welcome address**<br>Chair's welcome and introduction to:<br>***Megan Motto,*** *CEO, Governance Institute of Australia* |
| 8:50am–9:30am | **Vision for NT**<br>• Opportunities and Challenges<br>• Leadership & culture<br>• Take home messages for all<br>***Speaker: VICKI O'Halloran,*** *Administrator, Northern Territory* |
| 9:30am–10:30am | **Panel Discussion: Whole of organisational governance, hear the key elements which work from various sectors:**<br>• What is good governance and what does it look like<br>• Good governance to ensure your organisation survives, great governance to grow<br>• Not just one person's role, everyone can be a governance officer or risk practitioner<br>• how to encourage better governance across your organisation<br>• transparency and accountability<br>• integrity, culture and leadership,<br>• how to manage risks and be innovative.<br>• how meetings are conducted and good minute taking can enable effective decision making<br>• creating a strong, sustainable customer-centric culture<br>***Facilitator: Megan Motto****, CEO, Governance Institute of Australia*<br>***Panel Speakers:***<br>***Julie Crisp****, Auditor General NT*<br>***Brian Kennelly****, Principal, The Essington International School Darwin*<br>***Kwame Selormey****, CEO, Melaleuca Refugee Centre*<br>***James Sheridan,*** *Branch Manager, JLT, Director, Royal Life Saving Society (Australia) NT Branch, Director, Athletics NT*<br>***Joanne Shilling,*** *Member, Rotary Club of Darwin South, Vice-Chair, Rotary Foundation Australia Ltd* |
| 10:30am–11:00am | **Morning tea** |
| **11:00am–11:40am** | **Humpty Doo Barramundi - A local Business Success Story**<br>• Our journey<br>• The future of small business in the NT<br>• How to survive and thrive, tips and traps |

**Northern Territory Governance Forum 2019**

Governance Institute of Australia

| | |
|---|---|
| | ***Speaker: Dan Richards**, Owner, Humpty Doo Barramundi* |
| 11:40am–12:20pm | **The importance of good governance on organisational performance**<br>• Insights from a Chief Executive Officer and Board Director<br>• The outlook for the NT<br>• What are we doing well and how can we improve<br><br>***Speaker: Ian Kew** ,Chief Executive Officer - Northern Territory Airports Pty Ltd*<br>*Chair – Darwin Major Business Group*<br>*Chair – Darwin Festival* |
| **12:20pm – 12:30pm** | Closing comments |
| 12:30pm–1:15pm | **Networking Lunch** |
| 1:15pm–4:15pm<br>(Including afternoon tea) | **Full day registration includes:**<br><br>**Governance Essentials**<br>This half-day course provides a concise and practical overview of the essentials of good governance across all sectors.<br><br>**Why you should register:**<br>Fast-track, deepen and/or refresh your understanding of governance essentials<br>Increase your awareness of emerging issues contributing to good governance.<br>Obtain the latest knowledge on governance to drive implementation of good practice<br>Learn about key governance initiatives in the Australian marketplace<br>Understand the role of regulators, industry bodies and government<br>Update your knowledge of key corporate governance roles and how to apply them within your organisation<br>Understand how corporate governance contributes to your organisation's achievement of financial and strategic objectives.<br><br>**Who should attend?**<br>Line and operations managers<br>Governance practitioners<br>Newly appointed directors<br>Executive managers<br>Professionals and managers requiring a governance refresher<br>Secretarial support staff<br>Risk officers, analysts and managers<br>Compliance officers, analysts and managers<br>Newly appointed company secretaries and assistant company secretaries |

**Northern Territory Governance Forum 2019**

Governance Institute of Australia

# Registration form

### Online registration
www.governanceinstitute.com.au/PublicSectorForum

### By mail
Governance Institute of Australia
PO Box 6178, Linden Park SA 5065

### By email
susan.bradbrook@governanceinstitute.com.au

### Enquiries
Susan Bradbrook (08) 8379 6771

### Participant details

Member ☐ Subscriber ☐ Non-member ☐

Mr ☐ Mrs ☐ Ms ☐ Other ☐

First name

Last name

Job title

Company

Postal address

Postcode

Business hours phone

Email

**I would like to attend:**

**Half day: Forum & lunch** ☐

**Full day: Forum, lunch & Governance Essentials** ☐

**Payment:**
**I wish to pay $_____ by cheque**, made payable to Governance Institute of Australia, or **debit my credit card** as follows:

MasterCard ☐ Visa ☐

Cardholder's name

Card no.

Expiry date

Signature

**Or please issue me with a Tax Invoice** ☐

### Tax invoice
This form will be a tax invoice for GST when fully completed and you make your payment. Please keep a copy for your records.

### Conference fees

| | Early bird fee Pay by 18 Oct | | Full fee Pay after 18 Oct | |
|---|---|---|---|---|
| | Forum | Full day | Forum | Full day |
| Member: | $255 | $355 | $295 | $395 |
| Subscriber: | $275 | $375 | $315 | $415 |
| Non-member: | $285 | $385 | $325 | $425 |

- Payment is required in full before the event.
- All prices are in $AUD and include GST for the supply.

### Dietary requirements
For special dietary requirements, please contact the office on (08) 8379 6771

### Cancellations
Should you be unable to attend this event, a substitute delegate is always welcome. An additional charge may be applicable, for example, where a non-member substitutes for a member. A refund will be made for cancellations made in writing (letter, fax, email) more than 10 business days prior to the event; however, a cancellation fee of $85 (including GST) will be charged where a registration is for one day or more, and half of that for a half day. Regrettably, no refunds can be made after that time. Circumstances may arise where this event may be cancelled or postponed, and in those instances a full refund or transfer will be offered.

### Program
Governance Institute of Australia ABN 49 008 615 950 reserves the right to change the program at any time.

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Governance Institute of Australia

# Governance Essentials

## Course outline

**Written and designed by:**
Effective Governance Pty Ltd
Chris O'Meara FGIA, Barrister-at-Law, Bennett Chambers

**Reviewed by:**
Allan Luu and Bill Hundy FGIA

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# COURSE OUTLINE

Good governance is crucial for an effective organisation. The role of the governance professional is constantly evolving in line with changes in the way business is conducted, technology, legislation and society's expectations. It is crucial that governance professionals keep abreast of these changes to ensure not only that their organisation remains compliant with its legal and regulatory obligations, but also to ensure that it achieves its financial and business objectives.

The aims of the course are focused on governance professionals for proprietary companies, public companies, government enterprises and not-for-profit organisations.

The key aims are to:

- develop an understanding of leading practice governance
- develop knowledge of the key elements of governance
- examine modern trends in governance
- develop an understanding of how legislation and regulation drives good corporate governance practices
- examine current topical issue in governance
- provide helpful tips and useful resources for practitioners

# COURSE CONTENT


## 1 Introduction

1.1 What is the background to this course?

1.2 What are the aims of this course?

## 2 What is corporate governance?

2.1 Definitions

2.2 Governance practice in Australia

## 3 Why is governance important?

3.1 Accountability and transparency

3.2 Stakeholder confidence

3.3 Protection for directors and officers

3.4 Society's expectations

3.5 Benefits of good governance

## 4 The governance environment in Australia

4.1 Constitutional context

4.2 Organisational context

4.3 Outcomes context

## 5 Key elements of corporate governance

5.1 Governance practices stemming from agency theory

5.2 Governance and stakeholders

5.3 One size does not fit all

## 6 Case studies and current issues in governance

6.1 Corporate crises

6.2 Increased liabilities imposed on directors

6.3 Increased importance of institutional investors

6.4 Australian Charities and Not-for-profits Commission

6.5 The board's role in governance

6.6 Financial responsibilities

6.7 Director and executive remuneration

6.8 Executive performance reviews

6.9 Board composition

6.10 Board performance reviews

6.11 Social media

6.12 Corporate responsibility/environment, social and governance

6.13 Auditor independence

## 7 The regulation of corporate governance

7.1 Prescription versus self-regulation

## 8 Key regulators

8.1 *Corporations Act 2001*

8.2 *Financial Services Reform Act 2001*

8.3 *Sarbanes-Oxley Act of 2002*

8.4 CLERP 9

8.5 *Corporations Legislation Amendment (Simpler Regulatory System) Act 2007*

8.6 *Competition and Consumer Act 2010*

## 9 The regulators

9.1 Australian Securities and Investments Commission

9.2 Australian Securities Exchange

9.3 Australian Competition and Consumer Commission

10 Directors' and officers' duties
10.1 Who is an officer?
10.2 Who is a director?
10.3 What are the duties of directors and officers?
10.4 The business judgment rule
10.5 Are the obligations different for officers of government companies?
10.6 What are the duties of officers of government entities or companies?
10.7 Reporting requirements for government organisations
10.8 What are the duties of directors and officers of associations?

11 The company secretary's role in governance
11.1 Statutory office holder
11.2 Chief administrative officer
11.3 Responsibilities

12 Conclusion

13 Resources
13.1 Legislation and regulators
13.2 Standards and guidelines
13.3 Governance Institute resources
13.4 Reference books
13.5 Reports and journal articles
13.6 Other resources

Appendices

Readings

Governance Institute of Australia

# Risk Management Frameworks

## Course outline

**Written and designed by:**
Chris O'Meara FGIA, Barrister-at-Law, Bennett Chambers

**Reviewed by:**
Damian McKenzie-McHarg, Lawyer, Governance and Risk Consultant
Peter McGee AGIA, ACIS

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# COURSE OUTLINE

## Introduction

This course discusses the importance of setting an overall risk management framework within an organisation and examines the key elements of an effective risk management framework.

An organisation's risk management framework gives an indication of its approach to risk management and to its level of risk awareness. Organisations that take a proactive approach to risk management are more likely to be able to plan for the possibility of future risks and take advantage of opportunities to manage their actual risks effectively.

## What is the aim of this course?

The aim of this course is to examine how risk management frameworks assist organisations achieve their goals more effectively.

The key objectives are to:

- define risk and uncertainty
- examine the key elements of an effective risk management framework
- recognise the importance of a holistic approach to risk management
- discuss the benefits of adopting an enterprise risk management (ERM) approach
- determine useful resources that are applicable in the area of risk management

# COURSE CONTENT


## 1 Introduction

1.1 What is the background to this course?

1.2 What is the aims of this course?

## 2 What is risk?

2.1 Definitions

## 3 Regulatory framework

3.1 *Corporations Act 2001* (Cth)

3.2 *Financial Services Reform Act 2001*

3.3 ASX Listing Rules

3.4 Operational risk management

## 4 Standards and guidelines

4.1 ISO 31000:2018 Risk management — Guidelines

4.2 Australian Securities Exchange

4.3 Australian Prudential Regulation Authority

4.4 Commonwealth Risk Management Policy

## 5 Developing a risk management framework

5.1 Approaches to managing risk

5.2 Categorisation of risks

5.3 Policy framework

## 6 Developing a risk culture

6.1 Risk 'immature' organisations

6.2 Risk 'mature' organisations

## 7 Enterprise risk management?

7.1 An integrated approach to risk

7.2 How ERM has has advanced from previous risk management approaches

7.3 Risk aggregation and common risk language

7.4 Identifying entity level risks

7.5 Enterprise risk management infrastructure

## 8 ERM and strategy

8.1 Benefit of integrating risk management with strategy

8.2 Adding value with ERM

8.3 ERM maturity model

8.4 The expanding universe of risk

## 9 Implementing ERM

9.1 ERM preliminary steps

9.2 Challenges in implementing ERM

9.3 Articulating the risk appetite

## 10 Roles of the chief risk officer and internal auditor

10.1 Role of the chief risk officer

10.2 Role of internal auditor

10.3 Case study

11 Conclusion

12 Resources

12.1 Legislation and regulators

12.2 Standards and guidelines

12.3 Governance Institute resources

12.4 Reference books

12.5 Reports and journal articles

12.6 Other resources

Appendices

Readings

## REPORTS FOR INFORMATION

| | |
|---|---|
| **ITEM NUMBER** | 7.8 |
| **TITLE** | Nominations for Ministers Advisory Council on Multicultural Affairs (MAC-MA) |
| **REFERENCE** | 228628 |
| **AUTHOR** | Claire Scrymgour, Acting Governance & Compliance Manager |

LGANT is calling for nominations to represent LGANT as an observer on the Ministers Advisory Council on Multicultural Affairs (MAC-MA).

### BACKGROUND

The Minister's Advisory Council on Multicultural Affairs in the Northern Territory (NT) is known as MACMA.

The council provides a voice for the multicultural community on issues of interest, and provides high level and strategic advice to the government to improve policy outcomes.

The council is made up of multicultural community volunteers and representatives from relevant organisations.

### CONSULTATION & TIMING

Nominations close **Friday, 11 October2019** and a nominee will be endorsed at the Executive meeting on 21 October 2019.

### RECOMMENDATION:

**That Council**

### ATTACHMENTS:

**1** Procedures for LGANT Representatives on Committees.pdf
**2** MAC-MA nomination form.docx

# LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY

Local Government Association of the Northern Territory

## PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

LGANT representatives on committees are required to provide the Association with regular reports and an annual report for its Annual General Meeting in November of each year.

The Association also requires the minutes of each meeting attended to be emailed to the CEO's Personal Assistant, elaine.mcleod@lgant.asn.au.

Representatives are required to supply the Association with contact details such as mobile phone number, email address, postal address and the council they are a member of.

The Association will supply information to nominees of committees, including their Terms of Reference.

If a LGANT representative resigns from a committee, he/she is requested to inform the Association in writing, by letter or email, so that an alternative representative can be nominated to the committee.

*The Association may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports or misses meetings without just cause. It would then be up to the committee to decide whether or not the representative remains on that committee if the representative is without LGANT endorsement.*

**LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY**

**NOMINATION FORM**

***MINISTER'S ADVISORY COUNCIL ON MULTICULTURAL AFFAIRS***

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**COUNCIL NAME:**

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**1. Agreement to be nominated**

I,_____agree to be nominated as a
***(name in full)***

member of the ***MINISTER'S ADVISORY COUNCIL ON MULTICULTURAL AFFAIRS.***

Signature: _____ Date: _____

**2. Council Confirmation of Nomination**

I,_____the Chief Executive Officer

hereby confirm that _____

was approved by resolution of Council to be nominated as a member of the ***MINISTER'S ADVISORY COUNCIL ON MULTICULTURAL AFFAIRS*** at a meeting held on / /2019

Signature: _____ Date: _____

**3. Nominee's Contact Details**

Email address: _____

Phone No: _____

**4. Nominee Information**

The following information is required to enable the Executive to make an informed decision. If you want to submit further information please attach it to this form.

4.1 What is your current council position? _____

4.2 How long have you held your current council position? _____

4.3 Please list your educational qualifications:

_____

_____

_____

_____

4.4 What experience do you have that is relevant to this committee?

_____

_____

_____

_____

_____

_____

_____

4.6 Apart from your current position what other experience have you had in local government?

_____

_____

_____

**5. You agree to supply the Executive with a report on the committee meetings you attend?**

I agree ☐ I Disagree ☐

**6. Have you read and agree to the Outside Committee procedures**

Yes ☐