



**AGENDA**

**MILIKAPITI LOCAL AUTHORITY MEETING**

**TUESDAY, 23 MARCH 2021**

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

- Tuesday, 23 March 2021 at
- Milikapiti Boardroom
- Commencing at 10:00am

Your attendance at the meeting will be appreciated.

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

## **AGENDA**

### **1 WELCOME & APOLOGIES**

- 1.1 WELCOME
  - 1.2 PRESENT
  - 1.3 APOLOGIES
  - 1.4 LEAVE OF ABSENCE
  - 1.5 DECLARATION OF INTEREST OF MEMBERS OR STAFF
  - 1.6 CONFIRMATION OF PREVIOUS MINUTES
- Milikapiti Local Authority - 3 November 2020*..... 1

### **2 GENERAL BUSINESS**

*Nil*

### **3 REPORTS FOR DECISION**

- 3.1 MILIKAPITI LOCAL AUTHORITY COMMUNITY PROJECT ..... 5
- 3.2 2020/2021 DRAFT COUNCIL PLAN & BUDGET - CONSULTATION WITH  
MLA ..... 7
- 3.3 MINUTES SPECIAL MLA 21 OCTOBER 2021 ..... 10

### **4 REPORTS FOR INFORMATION**

- 4.1 LOCAL AUTHORITY - FINANCIAL REPORT FEBRUARY 2021 ..... 14

### **5 OTHER BUSINESS**

*Nil*

### **6 BUSINESS ARISING**

*Nil*



**MINUTES OF THE MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE MILIKAPITI  
ON TUESDAY, 3 NOVEMBER 2020 AT 10:30AM**

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**1 Welcome & Apologies**

**1.1 Welcome**

The meeting opened at 10:30am.  
The Chairperson welcomed councillors and guests.

**1.2 Present**

**Councillors & Members:**

Deputy Lynette De Santis; Pius Tipungwuti, Connell Tipiloura; Loretta Cook;  
Christine Joran; Roy Farmer; Patrick Freddy Puruntatameri; Edwina Moreen;  
Malcolm Wilson (Chairperson)

**Officers:**

Valerie Rowland (CEO); Bala Donepudi (CFO); Chris Smith (GM  
Infrastructure); Bill Toy (GM Community Services)

**1.3 Apologies**

Nil

**1.4 Leave of Absence**

Nil

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

**1.6 Confirmation of Previous Minutes**

**Milikapiti Local Authority - 23 June 2020**

**33 RESOLUTION**

*Moved: Malcolm Wilson*

*Seconded: Christine Joran*

That the minutes of the Milikapiti Local Authority on 23 June 2020 as circulated, be confirmed as a true and correct record of that meeting.

**CARRIED**

## **2 GENERAL BUSINESS**

### **2.1 MLA MEETING ATTENDANCE REGISTER FOR 2020/2021**

#### **34 RESOLUTION**

*Moved: Lynette DeSantis*

*Seconded: Edwina Moreen*

**That the Milikapiti Local Authority members note report number 236035 for information.**

**CARRIED**

## **3 REPORTS FOR DECISION**

### **3.1 MILIKAPITI LOCAL AUTHORITY FUNDING ACQUITTAL**

#### **35 RESOLUTION**

*Moved: Connell Tipiloura*

*Seconded: Loretta Cook*

**That the Milikapiti Local Authority acknowledges 2020 project funding and approves the Department of Local Government, Housing and Community Development Milikapiti Local Authority funding acquittal.**

**CARRIED**

### **3.2 MILIKAPITI LOCAL AUTHORITY COMMUNITY PROJECTS**

#### **36 RESOLUTION**

*Moved: Thomas Edward Puruntatameri*

*Seconded: Lynette DeSantis*

- 1. That the Milikapiti Local Authority reviews and updates the Approved Projects Summary.**
- 2. Notes the funding allocations**
- 3. Recommends any new projects to Council for approval to proceed.**

**CARRIED**

## **4 REPORTS FOR INFORMATION**

### **4.1 2020/2021 - LOCAL AUTHORITY FINANCIAL REPORT TO 30 SEP 2020**

#### **37 RESOLUTION**

*Moved: Pius Tipungwuti*

*Seconded: Trevor Wilson*

**That the Milikapiti Local Authority notes this report number XXXXX for information and provides any comments or feedback on the new financial reporting format.**

**CARRIED**

## **5 OTHER BUSINESS**

### **5.1 VEHICLE REMOVAL ON PUBLIC VERGES**

#### **38 RESOLUTION**

*Moved: Lynette DeSantis*

*Seconded: Christine Joran*

**That Council notes the following for information:-**

- Removal of old vehicles on public verges once the bulldozer is available in the community.
- LA Committee will discuss to meet with

**CARRIED**

## **6 BUSINESS ARISING**

Nil

## **7 Next Meeting**

Tuesday, 23 March 2021

## **8 Closure**

The meeting closed at 2:45pm.

## **7 NEXT MEETING**

Tuesday, 22 June 2021



**REPORTS FOR DECISION**

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<b>ITEM NUMBER</b>	3.1
<b>TITLE</b>	Milikapiti Local Authority Community Project
<b>REFERENCE</b>	237941
<b>AUTHOR</b>	Bala Donepudi, Chief Financial Officer



To get the consent of the Milikapiti Local Authority to undertake new projects under 2020-21 Local Authority project Funding.

**BACKGROUND**

The Council has received \$ 65,210 in funding for the 20/21 financial year, Total Funding to the tune of \$ 195,630 has been received over three years. Projects worth of \$ 113,901 have been approved by the Milikapiti Local Authority (MLA). This gives the Milikapiti Local authority \$ 81,730 to take up new projects.

The NT Department of Housing and Community Development (DHCD) has confirmed that The LAPF funds must be fully expended within 2 years from receipt of the funds or DHCD May request unspent funds to be repaid.

The MLA Community Projects Listing will continue to be used for projects and a new A4 Approved Projects Summary will be used to focus discussion on the status of approved Projects.

The Approved Projects summary has been updated to highlight the total funding received, Total expenditure, the balance to be spent by financial year and the total available for new Projects.

**ISSUES/OPTIONS/CONSEQUENCES**

The aim of today's meeting will be to explain the information presented and get feedback from Local Authority members. The status and expenditure of current projects will be discussed. Any variations required to existing projects and possible unapproved projects will be discussed.

**CONSULTATION & TIMING**

Nil

**RECOMMENDATION:**

- 1. That the Milikapiti Local Authority reviews and updates the Approved Projects Summary.**
- 2. Notes the funding allocations for 18/19,19/20 & 20/21**
- 3. Recommends any new projects to Council for approval to proceed.**

**ATTACHMENTS:**

- 1 MLA Project Listing as at 28.02.2021.pdf 1 Page**

## Milikapiti Local Authority Project Funding A/SDC 147803

## Summary of available funding as at 28/02/2021

MLA18-19	2018/19 Grant Funding - must be spent by 30 June 2021	\$65,210
MLAIV19-20	2019/20 Grant Funding - must be spent by 30 June 2022	\$65,210
MLAIV 20-21	2020/21 Grant Funding - must be spent by 30 June 2023	\$65,210
MLA18/19-2	Income from Vet Visits	
	<b>Total:</b>	<b>\$195,630</b>

## Summary of Completed Projects - Expenditure as at 28/02/2021

		Expenditure	Budget
MLA-18/19-3	NAIDOC 2019 Celebration	\$0	\$0
MLA-18/19-4	Territory Day Celebration	\$0	\$0
MLA-18/19-7	End of Year Function	\$867	\$867
MLA18/19-1	MLA Polo Shirts	\$572	\$572
MLA-18/19-5	Hot Spot street lights	\$31,288	\$31,288
MLA-18/19-6	Traffic Management	\$15,087	\$15,087
	<b>Total for Completed Projects:</b>	<b>\$47,814</b>	<b>\$47,814</b>

## Summary of Current Projects - Expenditure as at 28/02/2021

		Expenditure	Budget
MLA18/19-2	Vet Visit	\$5,802	\$6,087
MLA-19/20-1	Refurbishment of Rec Hall	\$0	\$60,000
	<b>Total for Current Projects:</b>	<b>\$5,802</b>	<b>\$66,087</b>
	<b>Total for Completed and Current Projects:</b>	<b>\$53,616</b>	<b>\$113,901</b>

Available for new projects: **\$81,730**

**MLA18/19-2 Vet Visit**  
In Progress

	GM CD&S
Approved budget	\$6,087
Total Expenditure	\$5,802
Balance to be spent	\$284

26/03/2019 - Local Authority Allocated LA Funds of 6,086.66 towards Vet Visits .  
 12/06/2019 - A Vet Visit is planned in September  
 31/12/2019 - Vet visit carried out week of 5/12/19  
 16/03/2020 - First Vet visit of the year has been carried out.

**MLA-19/20-1 Refurbishment of Rec Hall**

Approved budget  
 Total Expenditure  
 Balance to be spent

## GM Infrastructure

Approved budget	\$60,000
Total Expenditure	\$0
Balance to be spent	\$60,000

23/06/2020 - Local Authority allocated LA Funds \$60,000 towards refurbishment of the Rec Hall.

**REPORTS FOR DECISION**

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<b>ITEM NUMBER</b>	3.2
<b>TITLE</b>	2020/2021 Draft Council Plan & Budget - Consultation with MLA
<b>REFERENCE</b>	237942
<b>AUTHOR</b>	Bala Donepudi, Chief Financial Officer



As part of the preparation of the new 2021/22 Council Plan & Budget, Council is required to consult with the Local Authority and the Public covering service delivery across the Tiwi Islands.

**BACKGROUND**

Based on consultation with MLA members in 24 March 2020, below are information provided to members for discussions and identifying Core Services or basic Regional Council Services and start developing Council Plan and Budget for 2020/21.

Council provides a combination of services covering Traditional Core and Grant Funded Programs.

Council allocates funding either as untied (our funds) or grant funded programs (tied funds).

The following lists of services are provided today for information and further discussion.

In accordance with Guideline 8 Regional Councils and Local Authorities (update 7 Jan 2019)

***Section 15 Regional council budget and financial reports.***

*20.1 A regional council must take the priorities of its local authorities or provisional meetings, whether submitted to council or recorded in minutes, into consideration as part of the overall budget development process.*

*20.2 After the regional council meeting where local authority and provisional meeting priorities are considered as required in 20.1, and prior to the next scheduled meeting of the relevant local authority, the CEO must inform the local authority in writing of the reason(s) for not incorporated any such priority into the budget.*

**Core Services or basic Regional Council Services**

The meeting noted that, at this point, there was no longer a requirement to identify core services but that might change in the future. The meeting felt the Council should identify those services it saw as essential or core to its existence and the following schedule of functions was prepared for review at a later meeting.

**Directorate Infrastructure & Asset Services**

- A. Waste Management (collection, dump management and litter)
- B. Roads (Community & Connector roads)
- C. Staff Housing
- D. Building Asset Maintenance
- E. Parks and Gardens (community beautification)

- F. Cemeteries
- G. Transport such as inter island ferry
- H. Street Lighting
- I. Airports
- J. Drainage
- K. Playgrounds
- L. Outstations

**Directorate Community Development & Services**

- M. Sport & Libraries – (rec halls and activity, pools and ovals )
- N. Youth Diversion
- O. Centrelink
- P. Community Safety
- Q. Animal Management
- R. Broadcasting

**Directorate Corporate & Financial Services**

- U. Finance
- V. ICT
- W. Administration Offices (No office closure during lunch)

**Directorate CEO**

- X. Human Resources
- Y. Council
- Z. Local Authorities
- AA. Governance
- BB. Compliance
  - CC. Quality Improvements
  - DD. Records Management

This schedule is to be reviewed and refined as needed but the final set up must reflect what the Council seeks to achieve.

## ISSUES/OPTIONS/CONSEQUENCES

Nil

## CONSULTATION & TIMING

All comments and text for the plan and budget should be submitted by 22 April 2021.

### TIRC Plan and Budget 2021/22 critical path

Notifications of timeframes	Due dates
Consultation	
- MLA Report	24 March 2021
- MLA Report	28 April 2021
- WLA Report	26 May 2021
GM's to send their business units service delivery profiles and sections to Helen and Bala.	28 April 2021
Helen and Bala to submit draft for review by CEO	30 April 2020
Draft Plan & Budget to Council for approval for 21 days consultation	27 May 2020
Councillors allowance report	
Local Authority Sitting Fees report	
Publish on Council website and NT News once council approves the draft plan and budget	28 May 2020
Submit to ARMC for comments	7 June 2020
Public consultation closed	19 June 2020
Finalise draft for printing for OCM	21 June 2020
Final Plan and Budget for review at June OCM - adoption	27 June 2020
Submit to Department	30 June 2020
Submit to Minister	
Publish on website	
Advertisement in newspaper	
Print and distribute to each offices	

## RECOMMENDATION:

**That the Milikapiti Local Authority receives and notes this report for information and recommends any local authority priorities to Council as part of the overall budget development process.**

## ATTACHMENTS:

There are no attachments for this report.

## **REPORTS FOR DECISION**

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<b>ITEM NUMBER</b>	3.3
<b>TITLE</b>	Minutes Special MLA 21 October 2021
<b>REFERENCE</b>	237967
<b>AUTHOR</b>	Helen Daiyi, Governance & Compliance Manager



### **BACKGROUND**

Minutes of the Special Milikapiti Local Authority Meeting held on 21 October 2021

### **ISSUES/OPTIONS/CONSEQUENCES**

### **CONSULTATION & TIMING**

### **RECOMMENDATION:**

**That the Milikapiti Local Authority note receipt of report number 237967 and approve that the minutes of the Special Milikapiti Local Authority Meeting are a true and correct record of that meeting**

### **ATTACHMENTS:**

- 1 MLA Special Meeting Minutes 21 October 2021.pdf 3 Pages



**MINUTES OF THE SPECIAL MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE  
MILIKAPITI ON WEDNESDAY, 21 OCTOBER 2020 AT 2:29PM**

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**1 Welcome & Apologies**

**1.1 Welcome**

The meeting opened at 2:29PM.  
The Chairperson welcomed councillors and guests.

**1.2 Present**

**Chairperson:**  
Malcolm Wilson

**Councillors/Members:**  
Cr Lynette DeSantis (Deputy Mayor); Cr Pius Tipungwuti; Cr Connell  
Tipiloura; Loretta Cook; Christine Joran; Edwina Moreen; Trevor Wilson;  
Thomas Edward Puruntatameri; Patrick F Puruntatameri

**Officers:**  
Chris Smith (General Manager for Infrastructure)

**Teleconference:**  
Valerie Rowland (Chief Executive Officer); Bala Donepudi (Chief Financial  
Officer); Helen Daiyi (Governance & Compliance Manager).

**1.3 Apologies**

Roy Farmer

**1.4 Leave of Absence**

Nil

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

Nil

**1.6 Confirmation of Previous Minutes**

**Milikapiti Local Authority - 23 June 2020**

**RECOMMENDATION**

That the minutes of the Milikapiti Local Authority on 23 June 2020 were not circulated.  
Minutes to be circulated and confirmed at the next normal Milikapiti Local Authority on 27  
October 2020.

**2 GENERAL BUSINESS**

Nil

### 3 REPORTS FOR DECISION

#### 3.1 MILIKAPITI LOCAL AUTHORITY SCALE FUNDING

##### 30 RESOLUTION

Moved: Lynette DeSantis  
Seconded: Thomas Edward Puruntatameri

That the Milikapiti Local Authority notes report number 235939 and approves for Milikapiti Local Authority SCALE Project Funds to be reallocated accordingly.

CARRIED

##### 31 RESOLUTION

Moved: Edwina Moreen  
Seconded: Patrick Puruntatameri

That the Milikapiti Local Authority approves for all monies leftover from the Karslake Water Line – Project ID MSC20213, be directed to and used for the replacement of the Milikapiti Sports & Recreation Hall roller doors. Furthermore, any additional expenses for the proposed upgrades are to be extracted from the normal Local Authority funding pool.

CARRIED

##### 32 RESOLUTION

Moved: Loretta Cook  
Seconded: Patrick Puruntatameri

That the Milikapiti Local Authority approves for funds from the Local Roads & Community Infrastructure Program be used for fencing at the Milikapiti Sports & Recreation Hall as well as the proposed site of the Milikapiti Water Park.

CARRIED

##### **ACTIONS:**

- Bill Toy to obtain measurements and quotes for the roller door replacement. Figures to be presented to members at the next Special MLA meeting 29/10/2020
- General Managers, Chris Smith and Bill Toy, to enforce COVID-19 safety measures i.e. only having one roller door open so that there is only one point of entry/exit out of the rec hall. Furthermore, due to safety concerns about the poor state of the existing doors, as raised and noted by Deputy Mayor Lynette DeSantis.

### 4 REPORTS FOR INFORMATION

Nil

### 5 OTHER BUSINESS

Minutes of the SPECIAL MILIKAPITI LOCAL AUTHORITY MEETING held on WEDNESDAY, 21 OCTOBER 2020  
(Unconfirmed) Page 2 of 3

Nil

**6 BUSINESS ARISING**

Nil

**7 Next Meeting**

Tuesday, 27 October 2020

**8 Closure**

The meeting closed at 2:56pm.

**REPORTS FOR INFORMATION**

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<b>ITEM NUMBER</b>	4.1
<b>TITLE</b>	Local Authority - Financial Report February 2021
<b>REFERENCE</b>	237938
<b>AUTHOR</b>	Bala Donepudi, Chief Financial Officer

**SUMMARY**

This information is provided for information to the Wurrumiyanga Local Authority to report on expenditure to 28 Feb 2021 for the 2020/2021 FY.

**BACKGROUND**

Council's finance section has prepared a new 4 page report (attached) to be presented to both Council each month and to each Local Authority.

This new format reports on expenses by location broken down to program and account category.

Following a request from the Milikapiti Local Authority – comments to provide explanation of variations between actual and budgeted amounts that are greater than \$10,000 will be presented to the sitting Local Authority.

**ISSUES/OPTIONS/CONSEQUENCES**

Nil

**CONSULTATION & TIMING**

Nil

**RECOMMENDATION:**

**That the Milikapiti Local Authority notes this report number 237938 for information and provides any comments or feedback on the new financial reporting format.**

**ATTACHMENTS:**

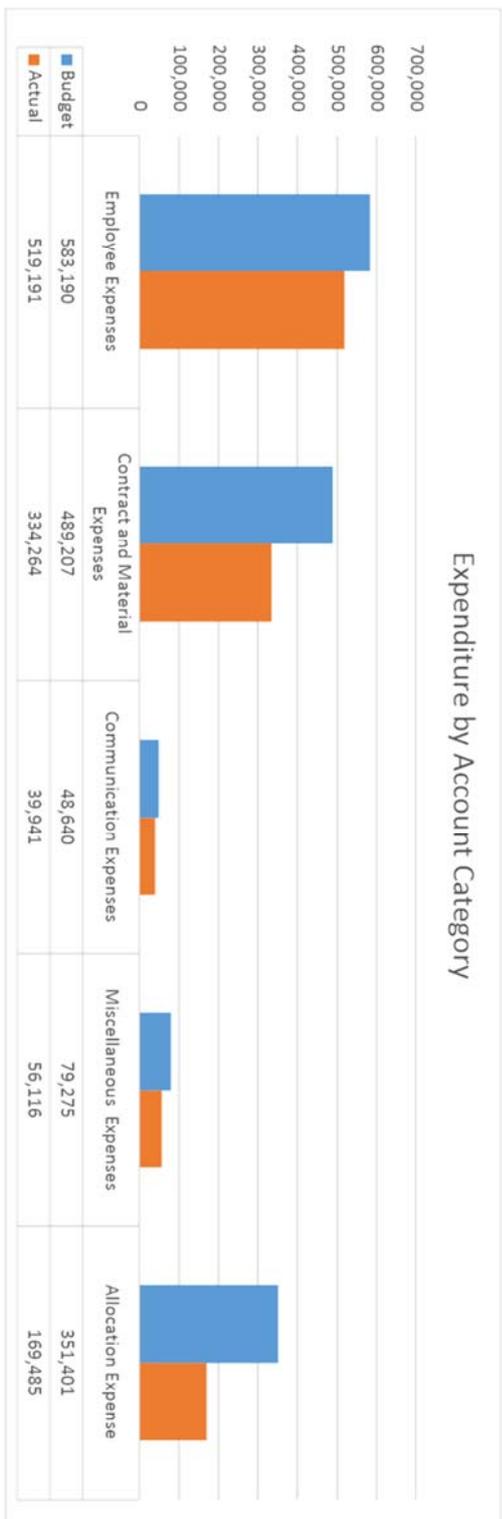
1 MLA Finance Report - Feb.21.pdf 4 Pages

# Tiwi Islands Regional Council Milkapiti Local Authority Expenditure Report as at 28-Feb-2021

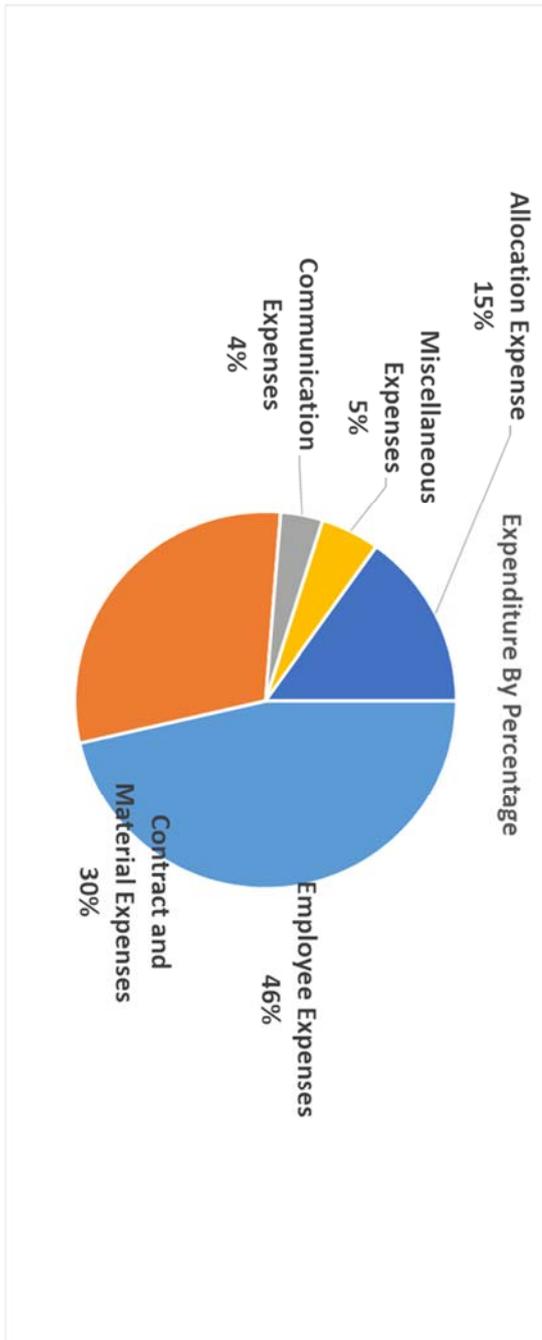


Description	Budget YTD	Actuals YTD	Variance	%	Annual Budget
<b>Expense by Account Category INCLUDING Allocations and Capital Expense</b>					
Milkapiti	1,551,712	1,118,997	432,715	28%	2,330,477
Employee Expenses	583,190	519,191	63,999	11%	877,695
Contract and Material Expenses	489,207	334,264	154,942	32%	733,810
Communication Expenses	48,640	39,941	8,699	18%	72,960
Miscellaneous Expenses	79,275	56,116	23,158	29%	118,912
Allocation Expense	351,401	169,485	181,916	52%	527,101
<b>Total Expenditure</b>	<b>1,551,712</b>	<b>1,118,997</b>	<b>432,715</b>		<b>2,330,477</b>

Expenditure by Account Category



# Tiwi Islands Regional Council Milikapiti Local Authority Expenditure Report as at 28-Feb-2021



## Tiwi Islands Regional Council Milikapiti Local Authority Expenditure Report as at 28-Feb-2021



Description	Budget YTD	Actuals YTD	Variance	%	Comments	Annual Budget
Expense by Directorate INCLUDING Allocations and Capital Expense						
Milikapiti	1,551,712	1,118,997	432,715	28%		2,330,477
Chief Financial Officer	96,807	0	96,807	100%	Please refer to the Local Authority Project Report.	145,210
147803 (Tried) - Local Authority Project F	96,807	0	96,807	100%	«	145,210
GM Infrastructure	1,044,274	777,972	266,301	26%	«	1,566,411
163303 (Tried) - Milikapitu Oval Upgrade	0	808	(808)	(100%)	«	0
180003 (Tried) - Scale Funding - Milikapiti	0	22,069	(22,069)	(100%)	The Project has Carried forward Funds .	0
103903 (United) - Commercial Facilities -	6,433	3,648	2,785	43%		9,650
105503 (United) - Fleet Administration -	9,300	182	9,119	98%		13,951
108803 (United) - Town Services Milikapiti	278,668	287,956	(9,288)	(3%)		418,002
111503 (United) - Street Lighting Milikap	6,767	2,310	4,456	66%		10,150
116003 (United) - Fuel - Milikapiti	166,116	225,075	(58,959)	(35%)	council is selling more fuel ,Hence the fuel purchases have gone up. The Fuel Sales in Milikapiti has gone up by 72K	249,173
119303 (United) - Civil Works Milikapiti	164,453	82,410	82,043	50%	Favourable variance due to lower spend in Emp Costs - 22K ,Underspend in vehicle maintenance costs - 48K	246,679
119503 (United) - Airport Maintenance M	5,400	209	5,191	96%		8,100
119603 (United) - Airport Inspection Milil	14,833	1,992	12,842	87%	Favourable Variance due to underspend on Labour costs	22,250
119703 (United) - Mechanical Workshops	233,088	161,449	71,639	31%	Favourable Variance due to Underspend in Material costs .	349,632
119803 (United) - Staff Housing - Milikap	38,648	(21,038)	59,686	154%	Favourable Variance due to lower spend in Housing Repairs.	57,972
120203 (United) - Recreation Hall Milikap	12,433	6,041	6,392	51%		18,650
120303 (United) - Oval - Milikapiti	7,400	0	7,400	100%		11,100
121403 (United) - Facilities Milikapiti	7,000	0	7,000	100%		10,500
122203 (United) - Transit Accommodatio	4,867	4,284	583	12%		7,300
129603 (United) - Airport Landing Fees	833	577	256	31%		1,250
130003 (United) - Roads General Maintei	75,333	0	75,333	100%	The Funds will be used for road repairs after the wet season.	113,000
131103 (United) - Commercial Building S	6,368	0	6,368	100%		9,552
152103 (United) - Funeral Services - Milil	6,333	0	6,333	100%		9,500
Chief Executive Officer	80,669	52,529	28,140	35%	«	121,003

## Tiwi Islands Regional Council Milikapiti Local Authority Expenditure Report as at 28-Feb-2021



Description	Budget YTD	Actuals YTD	Variance	%	Comments	Annual Budget
147003 (Untied) - Local Authority Milikap	9,008	2,966	6,042	67%		13,512
147103 (Untied) - Regional Council & Ele	71,661	49,389	22,272	31%	Favourable Variance due to lower spend in Councillor Allowances.	107,491
165703 (Untied) - Christmas Celebration	0	174	(174)	(100%)		0
<b>GM Community Development and Services</b>	<b>329,963</b>	<b>288,496</b>	<b>41,467</b>	<b>13%</b>	«	<b>497,854</b>
120503 (Tied) - Creche Milikapiti	0	3,929	(3,929)	(100%)		0
120803 (Tied) - Community Safety - Milil	101,778	66,416	35,362	35%	Favourable Variance due to lower spend in Emp Expenses	152,666
121003 (Tied) - Active Remote Communi	9,700	0	9,700	100%		17,459
121503 (Tied) - Library Milikapiti	31,695	5,386	26,309	83%	Underspend in employment Costs	47,542
134003 (Tied) - ISRP - Indigenous Sport	452	15,188	(14,736)	###	The Project has Carried forward Funds	678
165803 (Tied) - Australia Day Celebrator	0	499	(499)	(100%)		0
119003 (Untied) - Centralink Milikapiti	31,327	39,872	(8,545)	(27%)		46,991
146403 (Untied) - Administration Service	155,012	157,206	(2,194)	(1%)		232,518
<b>Total Expenditure</b>	<b>1,551,712</b>	<b>1,118,997</b>	<b>432,715</b>			<b>2,330,477</b>

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