



AGENDA

ORDINARY COUNCIL MEETING

WEDNESDAY 16 APRIL 2025

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

- Wednesday 16 April 2025
- in Milikapiti Boardroom
- Commencing at 10:00 am

Your attendance at the meeting will be appreciated.

Gina McPharlin
Chief Executive Officer

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1 WELCOME & APOLOGIES

1.1 Welcome and Opening of Meeting

1.2 PRESENT AND APOLOGIES

ITEM NUMBER: 1.2.1
TITLE: Present and Apologies
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

This report is to table for Council's records, any apologies and requests for leave of absence received by Council's Chief Executive Officer from Councillors, as well as record any absence without notice for the Ordinary Council Meeting held on 19 March 2025.

Recommendation

That Council:

1. Notes the following members are present and that quorum has been achieved.
2. Notes the absence of ...
3. Notes the apology received from ...
4. Determines that the following members are absent with permission of the Council.
5. Determines the following members are absent without the permission of the Council.

Legislative Framework

1. Regulation 101 of the *Local Government (General) Regulations 2021*.
2. Subsection 95(2) of the *Local Government Act 2019*.
3. Paragraph 47(1)(o) of the *Local Government Act 2019*.

Attachments

1. Attendance Register [1.2.1.1 - 1 page]

TIWI ISLANDS REGIONAL COUNCIL

ORDINARY COUNCIL MEETINGS – 2025

OFFICIAL ATTENDANCE REGISTER

COUNCILLOR	WARD	FEB 25 2025 ORD W	MARCH 19 2025 ORD P	APRIL 08 2025 SP W
1. Leslie Tungatulum	Bathurst Island	Y	Y	A
2. Jennifer Clancy	Bathurst Island	A	A	Y
3. Francis X Kurrupuwu	Bathurst Island (Resigned as of 19 March 2025)	A	Nil	Nil
5. John Ross Pilakui	Bathurst Island	Y	Y	X
6. Stanley Tipiloura	Bathurst Island	Y	X	A
7. Luke Tipuamantimirri	Bathurst Island	Y	Y	X
8. Lynette De Santis - Mayor	Milikapiti	Y	Y	Y
9. Jeffrey S Ullungura	Milikapiti	X	Y	Y
10. Pius Tipungwuti	Milikapiti	Y	Y	Y
11. Joseph Pangiraminni	Pirlangimpi	Y	Y	Y
13. Therese Burke	Pirlangimpi	A	Y	X
14. Deanne Rioli	Pirlangimpi	Y	Y	Y

LEGEND	
<p>Attendance</p> <p>Y = Present at Meeting A = Apology Accepted X = Apology not Accepted Nil - Member not a Councillor</p>	<p>Location</p> <p>W = Wurrumiyanga Boardroom M = Milikapiti Boardroom P = Pirlangimpi Boardroom</p>

1.3 DECLARATION OF INTEREST OF MEMBERS

ITEM NUMBER: 1.3.1
TITLE: Declaration of Interest of Members
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

This report is to table for Council's records, the annual returns of interests for Councillors.

Recommendation

That Council receive the declarations of interests as listed for the Ordinary Council Meeting held on 16 April 2025.

Legislative Framework

1. Section 110 of the *Local Government Act 2019*.
2. Section 111 of the *Local Government Act 2019*.
3. Regulation 106 of the *Local Government (General) Regulations 2021*.

Attachments

Nil

2 CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER: 2.1
TITLE: Confirmation of Previous Minutes
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

The Minutes of the Ordinary Council Meeting held on 19 March 2025 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

Recommendation

That Council:

1. Confirm the Minutes of the Ordinary Council Meeting held on 19 March 2025 as a true and correct record of the meeting.
2. Confirm the Minutes of the Special Council Meeting (Confidential) held on 08 April 2025 as a true and correct record of the meeting.

Legislative Framework

1. Section 101 of the *Local Government Act 2019*.

Attachments

1. Unconfirmed- MINUTE S- OC M-19- March-2025 [2.1.1 - 9 pages]



**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE PIRLANGIMPI
BOARDROOM ON WEDNESDAY 19 MARCH 2025 AT 11:00 AM**

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Ordinary Council Meeting 19 March 2025 - Minutes

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UNCONFIRMED

1 WELCOME & APOLOGIES

1.1 Welcome and Opening of Meeting

The meeting opened at 11am.

The Mayor welcomed Councillors, staff, and guests.

1.2 Present and Apologies

Present

COUNCILLORS	
Mayor Lynette De Santis	Milikapiti Ward
Deputy Mayor Leslie Tungutulum	Bathurst Ward
Councillor Jeffrey Ullungura	Milikapiti Ward
Councillor Luke Tipuamantimirri	Bathurst Ward
Councillor John Ross Pilakui	Bathurst Ward
Councillor Therese Bourke	Pirlangimpi Ward
Councillor Joseph (Gideon) Pangiraminni	Pirlangimpi Ward
Councillor Deanne Rioli	Pirlangimpi Ward
Councillor Pius Tipungwuti	Milikapiti Ward
STAFF	
Gina McPharlin	Chief Executive Officer
Jayesh Vasandani	Acting Chief Financial Officer
Bill Toy	Manager Community Engagement
Salman Samee	Acting Manager Projects & Contracts
Nyaradzo Muasira	Coordinator Governance & Compliance
Kesara Scrymgour	Officer Governance Admin
GUESTS	
Craig Singleton	Office of Township Leasing
Joe McTaggat	NIAA
Ron Poantimilui	Ranku Representative

Apologies

COUNCILLORS	
Councillor Jennifer Clancy	Bathurst Ward

OCM/81 RESOLUTION

Moved: Deanne Rioli
Seconded: Lynette De Santis

That Council:

1. Notes the members listed above are present and that quorum has been achieved.
2. Notes the absence of Stanley Tipiloura
3. Notes the apology received from Jennifer Clancy

CARRIED



1.3 Declaration of Interest of Members

OCM/82 RESOLUTION

Moved: Joseph Gideon Pangiraminni
Seconded: Luke Tipuamantumirri

That Council receive the disclosure of conflict of interests as listed for the Ordinary Council Meeting held on 25 February 2025.

CARRIED

2 CONFIRMATION OF PREVIOUS MINUTES

2.1 Confirmation of Previous Minutes

OCM/83 RESOLUTION

Moved: Pius Tipungwuti
Seconded: John Pilakui

That Council:

Confirm the Minutes of the Ordinary Council Meeting held on 25 February 2025 as a true and correct record of the meeting.

CARRIED

3 REPORTS FROM LOCAL AUTHORITIES

3.1 Wurrumiyanga Local Authority - Minutes and Business Arising

OCM/84 RESOLUTION

Moved: Pius Tipungwuti
Seconded: Luke Tipuamantumirri

That the minutes of the Wurrumiyanga Local Authority held on 18 February 2025 be noted.

CARRIED

3.2 Milikapiti Local Authority - Minutes and Business Arising

OCM/85 RESOLUTION

Moved: Pius Tipungwuti
Seconded: Deanne Rioli

That the minutes of the Milikapiti Local Authority held on the 17 February 2025 be noted.

CARRIED

4.1 Business Arising from Previous Minutes

OCM/86 RESOLUTION

Moved: Luke Tipuamantumirri

Seconded: John Pilakui

That Council:

1. Receive and note the report.
2. Review the attached list of outstanding Action Items and give approval for completed items to be removed.

CARRIED

CEO Gina McPharlin received a response letter from Department Housing Local Government & Community Development (Previously Chief Minister and Cabinets) regarding attendance at TIRC Council meetings. The Department is working through the changes with the machinery of Government & do not have resources to attend Council meetings. If there is a specific issue or meeting Council wants the Department to present on, they will consider the invitation.

5 VISITORS AND PRESENTATIONS

1. Craig Singleton OTL) & Ron Poantimilui (Ranku Representative).
2. Joe McTaggat - NIAA

OCM/87 RESOLUTION

Moved: Pius Tipungwuti

Seconded: Luke Tipuamantumirri

That Council note the attendance of:

1. Craig Singleton and Ron Poantimilui for giving an update on the Ranku housing and Infrastructure.
2. Joe McTaggat (NIAA) for presenting at the Ordinary Council meeting and gave a brief presentation on the Remote Jobs and Economic Development Program.

CARRIED

6 CORRESPONDENCE

OCM/88 RESOLUTION

Moved: John Pilakui

Seconded: Deanne Rioli

That Council receives the attached items of incoming correspondence.

CARRIED

OCM/89 RESOLUTION

Moved: John Pilakui
Seconded: Deanne Rioli

That Council receives the attached items of outgoing correspondence.

CARRIED

7 REPORTS FOR INFORMATION

7.1 Report of the Chief Executive Officer

OCM/90 RESOLUTION

Moved: John Pilakui
Seconded: Deanne Rioli

That the report entitled CEO report be received and noted.

CARRIED

7.2 Finance End of Month Report - February 2025

OCM/91 RESOLUTION

Moved: Luke Tipuamantumirri
Seconded: Therese Bourke

That the report entitled Finance Report be received and noted.

CARRIED

7.3 Project Status Report - OCM - March 2025

OCM/92 RESOLUTION

Moved: Pius Tipungwuti
Seconded: Luke Tipuamantumirri

That the report entitled Project Status Report – OCM March 2025 be received and noted.

CARRIED



8 REPORTS FOR DECISION

8.1 Resignation of Councillor

OCM/94 RESOLUTION

Moved: Pius Tipungwuti

Seconded: John Pilakui

That Council:

1. Notes and accepts the resignation of Councillor Francis Xavier (Maralampuwu) Kurrupuwu.
2. The office of ordinary member be left vacant until the general elections.

CARRIED

8.2 Acquittal of Special Purpose Grant - Animal Management Grant 2018-19

OCM/95 RESOLUTION

Moved: Deanne Rioli

Seconded: Therese Bourke

That Council notes and approves the expenditure of the Special Purpose Grants from FY 2018-19 to FY 2023-24 for Building Capacity to Deliver Animal Management for \$89,445 and to purchase Workshop Equipment for \$180 246.

CARRIED

8.3 Approval of payment - Waste and resource management grant (WARM)

OCM/96 RESOLUTION

Moved: Luke Tipuamantumirri

Seconded: Therese Bourke

That Council approves the payment of Invoice #8520 from BIHA for \$48,344.20 (inclusive of GST).

CARRIED

8.4 Policy Review - Human Resource Management Policy No (65)

OCM/97 RESOLUTION

Moved: John Pilakui

Seconded: Therese Bourke

That Council:

1. Revise and adopt the Human Resource Management Policy No (65).
2. Revoke version 2 of the Human Resource Management Policy adopted in October 2022 under Resolution 57.



- 3. Revoke all policies that are covered by the Human Resource Management Policy presented to Council.**

CARRIED

8.5 Policy Review - Code of Conduct No (62)

OCM/98 RESOLUTION

Moved: Luke Tipuamantumirri

Seconded: Deanne Rioli

That Council revise and adopt the Code of Conduct (Staff members) No 62.

CARRIED

8.6 Policy Review - Rates Concession Policy No (30)

OCM/99 RESOLUTION

Moved: Pius Tipungwuti

Seconded: John Pilakui

That Council reviews, notes and endorses the Rates Concessions Policy.

CARRIED

8.7 Policy Review - Use of the Common Seal Policy No (09)

OCM/100 RESOLUTION

Moved: Therese Bourke

Seconded: Luke Tipuamantumirri

That Council notes the changes made to the Use of the Common Seal Policy and endorses the document provided as the current policy.

CARRIED

8.8 Common Seal Register

OCM/101 RESOLUTION

Moved: Pius Tipungwuti

Seconded: Therese Bourke

That Council

- 1. Note and receive the report entitled Common Seal Register.**
- 2. Council ratifies the affixing of the common seal to the documents listed in the register for the period of March 2023 to February 2025.**

CARRIED



9 QUESTIONS WITH OR WITHOUT NOTICE

ITEM NUMBER: 9.1
TITLE: Questions With or Without Notice
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

The purpose of this report is to provide Councillors and the public with a forum to table items for discussion and ask questions that will be documented and addressed at the next meeting.

Recommendation

That the Chairperson:

- 1. Invites questions with or without notice from Councillors.**
- 2. Informs Councillors that they can send emails with questions and the public can ask questions that will be documented and discussed at the next meeting.**
- 3. Mayor Lynette De Santis asked that during the wet season if charter planes can be arranged in attending Council meetings face to face. Mayor also raised that the equipment for the Milikapiti Water feature is missing.**

10 GENERAL BUSINESS

That Council notes the General Business Item raised – The Northern Territory Grants Commission’s intended visit in April 2025.

11 CONFIDENTIAL ITEMS

Nil

12 NEXT MEETING

Wednesday 16 April 2025.

13 CLOSURE

The meeting closed at 1.49pm.

3 REPORTS FROM LOCAL AUTHORITIES

ITEM NUMBER: 3.1
TITLE: Pirlangimpi Local Authority - Minutes and Business Arising
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

This report is provided to Council to take note of the Pirlangimpi Local Authority Minutes and review any Business Arising.

Recommendation

That the minutes of the Pirlangimpi Local Authority held on the 20th of March 2025 be noted and confirmed.

Attachments

1. MINUTES - PLA - 19 March 2025 (Postponed to 20 March 2025.) [3.1.1 - 5 pages]



**MINUTES OF THE PIRLANGIMPI LOCAL AUTHORITY MEETING HELD IN THE
PIRLANGIMPI SHIRE BOARDROOM ON TUESDAY 18 MARCH 2025 (POSTPONED TO
THURSDAY 20 MARCH 2025) AT 10:23 AM**

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1 WELCOME & APOLOGIES

1.1 Welcome and Opening of Meeting

The meeting opened at 10.23am.

The Chair welcomed members, staff, and guests.

1.2 Present

Chair	Andrew Warrior	In Person
Member	Andrew Orsto	In Person
Member	Bernard Pangiraminni	In Person
Member	Thecla Puruntatameri	In Person
Member	Rebecca Yunupingu	In Person
Member	Carol Puruntatameri	In Person
Councillor	Deanne Rioli	In Person
Councillor	Therese Bourke	In Person
Councillor	Joseph Pangiraminni	In Person
Staff		
Chief Executive Officer	Gina McPharlin	Teams
Acting Chief Financial Officer	Jayesh Vasandani	Teams
Manager Community Engagement	Bill Toy	Teams
Acting Manager Projects & Contracts	Salman Samee	
Coordinator Governance & Compliance	Nyaradzo Musasira	Teams
Admin Officer	Kesara Scrymgour	Teams
Guests		
NT Health - Principal Alcohol Action Officer	Maeve Cullen	Teams
NT Police	Braidon Newman	In Person

1.3 Apologies

Apologies from members who were absent from the meeting

PLA/26 RESOLUTION

Moved: Carol Puruntatameri

Seconded: Andrew Orsto

That the Pirlangimpi Local Authority members accept the apologies from Noel Galarla and Margaret Tipungwuti.

CARRIED

1.4 Leave of Absence

Nil



1.5 Declaration of Interest of Members or Staff

Nil

1.6 Confirmation of Previous Minutes

1.6.1 Pirlangimpi Local Authority Meeting held on 10 December 2024

PLA/20 RESOLUTION

Moved: Rebecca Yunupingu

Seconded: Carol Puruntatameri

That the minutes of the Pirlangimpi Local Authority Meeting held on 10 December 2024 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

2 GENERAL BUSINESS

Please see item no 8 - Questions with or Without Notice

3 VISITORS AND PRESENTATIONS

3.1 NT Police - Proposal for the Nature Playground/Art Space project

PLA/21 RESOLUTION

That the Pirlangimpi Local Authority notes the presentation from Braidon Newman in Michael Marsh absence.

3.2 NT Health - Community Alcohol Plans and Community Led Solutions.

PLA/22 RESOLUTION

That the Pirlangimpi Local Authority notes the presentation from – Maeve Cullen

4 REPORTS FOR INFORMATION

4.1 Local Authority Financial Report to Pirlangimpi Local Authority as of 28th Feb 2025

PLA/21 RESOLUTION

Moved: Therese Bourke

Seconded: Deanne Rioli

That the Pirlangimpi Local Authority notes this report for information.

CARRIED



4.2 Project Status Report - PLA- March 2025

PLA/22 RESOLUTION

Moved: Bernard Pangiraminni

Seconded: Andrew Orsto

That Council notes this report for information.

CARRIED

5 REPORTS FOR DECISION

5.1 Pirlangimpi Local Authority Community Project

PLA/23 RESOLUTION

Moved: Bernard Pangiraminni

Seconded: Andrew Orsto

That the Pirlangimpi Local Authority:

1. Reviews and updates the Approved Projects Summary
2. Notes the funding allocations.

CARRIED

5.1.1 Pirlangimpi Local Authority Community Project - New Project

PLA/24 RESOLUTION

Moved: Thecla Puruntatameri

Seconded: Joseph Gideon Pangiraminni

That the Pirlangimpi Local Authority:

1. Allocate \$2,000 towards the Easter barbeque, and Easter hunt.
2. Allocate \$2,000 towards Territory Day.

CARRIED

6 OTHER BUSINESS

Nil

7 BUSINESS ARISING

Nil

8 QUESTIONS WITH OR WITHOUT NOTICE

That the Pirlangimpi Local Authority:

Requested CEO Gina McPharlin to write to the relevant Ministers to request assistance for the AAPA costs for the Shades structure at the main cemetery. Council to seek letter of support from Munupi Land Trust.



The members asked for confirmation on how or when is a Local Authority member terminated.

Termination is determined according to TIRC Local Authority Policy 03, section 4.2.6. This section states that Local Authority members stop being members if they:

- Resign in writing
- Pass away
- Do not attend 2 consecutive meetings without an apology
- Commit a serious offence or are sent to prison for 1 year (Council can use its discretion)
- Are dismissed by the Council.

9 NEXT MEETING

17 June 2025.

10 CLOSURE

The meeting closed at 1.35pm.

UNCONFIRMED

4 BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER: 4.1
TITLE: Business Arising from Previous Minutes
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

This report is submitted for Council to review and discuss the progress on outstanding Action Items from previous Council meetings.

Recommendation

That Council:

- 1. Receive and note the report.**
- 2. Review the attached list of outstanding Action Items and give approval for completed Items to be removed.**

Attachments

Nil

5 CORRESPONDENCE

ITEM NUMBER: 5.1
TITLE: Incoming Correspondence
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

This report is to table items of correspondence received since the last Ordinary Council Meeting.

Recommendation

That Council receives the attached items of incoming correspondence.

Legislative Framework

1. Regulation 55 of the *Local Government (General) Regulations 2021*.

Attachments

1. 4. RE G 0401 REGISTER Correspondence_(INCOMIN G)_13- MA R-25-to-09- AP R-25 [5.1.1 - 3 pages]

Register of correspondence (incoming)



Register updated by:	Tiwi Islands Regional Council
Register type:	Internal
Legislative reference:	Regulation 55(2) of the <i>Local Government (General) Regulations 2021</i>
Document reference:	LGR 3.3/2
Date range:	13 March 2025 to 09 April 2025

This register is created in accordance with regulation 55(2) of the *Local Government (General) Regulations 2021*. A council must keep a register of correspondence referencing all correspondence addressed to or sent by the council or its principal member.

Incoming correspondence:

Date received	Name of sender	Sent to	Subject matter
10/03/2025	Francis Kurrupuwu – f.kurrupuwu61@gmail.com Councillor Tiwi Islands Regional Council	Gina McPharlin, CEO	Fwd: Resignation Letter
13/03/2025	LGANT CEO – ceo@lgant.asn.au Mary Watson CEO Local Government Association of the Northern Territory mary.watson@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	ALGA federal election campaign implementation
13/03/2025	LGANT CEO – ceo@lgant.asn.au Mary Watson CEO Local Government Association of the Northern Territory mary.watson@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	Announcement: Local Government Traineeship Pilot Program
17/03/2025	ALGA News – newscomments@alga.asn.au	Gina McPharlin, CEO	ALGA News 17 March Tech summit highlights
18/03/2025	LGANT CEO – ceo@lgant.asn.au Mary Watson CEO Local Government Association of the Northern Territory mary.watson@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	RE: NT Planning Commission - LGANT representative
18/03/2025	Sarah Zaharie Director Public Affairs Local Government Association of the Northern Territory sarah.zaharie@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	Request: Approvals Fast Track Taskforce
19/03/2025	Jennifer Clancy – clancyjennifer2@gmail.com Councillor Tiwi Islands Regional Council	Gina McPharlin, CEO Lynette De Santis, Mayor Leslie Tungutalum, Deputy Mayor	Apologies

19/03/2025	Sarah Zaharie Director Public Affairs Local Government Association of the Northern Territory sarah.zaharie@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	RE: Territory Coordinator - submission and statement to the Legislative Scrutiny Committee
20/03/2025	LGANT CEO – ceo@lgant.asn.au Mary Watson CEO Local Government Association of the Northern Territory mary.watson@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	Legislative amendments - call for input
24/03/2025	LGANT Conference LGANT Event Manager Local Government Association of the Northern Territory lgant@associatedadvertising.com.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	LGANT Symposium and Dinner - Registrations Now Open
24/03/2025	LGANT CEO – ceo@lgant.asn.au Ellen Worsfold Executive Officer Local Government Association of the Northern Territory ellen.worsfold@lgant.asn.au	Lynette De Santis, Mayor Gina McPharlin, CEO	Correspondence: Code of Conduct Panel Lodgement Fee Increase
25/03/2025	Ellen Worsfold Executive Officer Local Government Association of the Northern Territory ellen.worsfold@lgant.asn.au	Lauren Davidson, EA to CEO	LGANT Symposium and Dinner - Registrations Now Open
26/03/2025	LGANT CEO – ceo@lgant.asn.au Mary Watson CEO Local Government Association of the Northern Territory mary.watson@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	RE: Legislative amendments - call for input
27/03/2025	LGANT CEO – ceo@lgant.asn.au Mary Watson CEO Local Government Association of the Northern Territory mary.watson@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor	LG Act amendments - tranche 1
28/03/2025	Sarah Zaharie Director Public Affairs Local Government Association of the Northern Territory sarah.zaharie@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	RE: Legislative amendments - call for input
28/03/2025	Nyaradzo Musasira Governance Coordinator Tiwi Islands Regional Council Nyaradzo.musasira@tiwiislands.nt.gov.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	FW: LG Act amendments - tranche 1
28/03/2025	Sarah Zaharie Director Public Affairs Local Government Association of the Northern Territory sarah.zaharie@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	URGENT Legislative amendments - call for input
28/03/2025	Sarah Zaharie Director Public Affairs Local Government Association of the Northern Territory sarah.zaharie@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	FW: Call for Submissions on the Local Government Legislation Amendment Bill 2025

31/03/2025	ALGA News newscomments@alga.asn.au	Gina McPharlin, CEO	ALGA News 31 March Federal election
03/04/2025	Sarah Zaharie Director Public Affairs Local Government Association of the Northern Territory sarah.zaharie@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	Sub for review: Guidelines for the Reconnection, Employment and Learning (REAL) Program
04/04/2025	Sarah Zaharie Director Public Affairs Local Government Association of the Northern Territory sarah.zaharie@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	FW: Have your say on proposed laws - Call for Submissions on Bills - Northern Territory Aboriginal Sacred Sites Legislation Amendment Bill 2025 (Serial 23)
04/04/2025	LGANT CEO – ceo@lgant.asn.au Mary Watson CEO Local Government Association of the Northern Territory mary.watson@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	LGANT General Meeting - voting delegate/s
06/04/2025	LGANT CEO – ceo@lgant.asn.au Mary Watson CEO Local Government Association of the Northern Territory mary.watson@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	Call for agenda items
08/04/2025	LGANT CEO – ceo@lgant.asn.au Ellen Worsfold Executive Officer Local Government Association of the Northern Territory ellen.worsfold@lgant.asn.au	Gina McPharlin, CEO Lynette De Santis, Mayor Lauren Davidson, EA to CEO	Request for nominees for the NT Councils Discretionary Trust Advisory Committee

5 CORRESPONDENCE

ITEM NUMBER: 5.2
TITLE: Outgoing Correspondence
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

This report is to table items of correspondence sent since the last Ordinary Council Meeting.

Recommendation

That Council receives the attached items of outgoing correspondence.

Legislative Framework

1. Regulation 55 of the *Local Government (General) Regulations 2021*.

Attachments

1. 4. RE G 0402 REGISTER Correspondence_(OUTGOIN G)_13- MA R-25-to-09- AP R-25 [5.2.1 - 2 pages]

Register of correspondence (outgoing)



Register updated by:	Tiwi Islands Regional Council
Register type:	Internal
Legislative reference:	Regulation 55(2) of the <i>Local Government (General) Regulations 2021</i>
Document reference:	LGR 3.3/2
Date range:	13 March 2025 to 09 April 2025

This register is created in accordance with regulation 55(2) of the *Local Government (General) Regulations 2021*. A council must keep a register of correspondence referencing all correspondence addressed to or sent by the council or its principal member.

Incoming correspondence:

Date received	Name of sender	Sent to	Subject matter
14/03/2025	Gina McPharlin Chief Executive Officer Tiwi Islands Regional Council gina.mcpharlin@tiwiislands.nt.gov.au	To: ntec@nt.gov.au Cc: Nyaradzo Musasira Nyaradzo.Musasira@tiwiislands.nt.gov.au ; Kesara Scrymgour Kesara.Scrymgour@tiwiislands.nt.gov.au	Electoral Commissioner - notification of TIRC elected member resignation - Councillor Kurrupuwu
14/03/2025	Lauren Davidson Executive Assistance to the Chief Executive Officer Tiwi Islands Regional Council lauren.davidson@tiwiislands.nt.gov.au	TIRC Councillors	OCM Agenda - 19 March 2025
17/03/2025	TIRC Media Communication & Events Team, Tiwi Island Regional Council media@tiwiislands.nt.gov.au	TIRC Staff TIRC Councillors	Pirlangimpi Local Authority Meeting POSTPONED
17/03/2025	TIRC Media Communication & Events Team, Tiwi Island Regional Council media@tiwiislands.nt.gov.au	TIRC Staff TIRC Councillors	Upcoming Ordinary Council Meeting - Wednesday 19 March 2025
17/03/2025	TIRC Media Communication & Events Team, Tiwi Island Regional Council media@tiwiislands.nt.gov.au	TIRC Pirlangimpi Office TIRC Councillors Gina McPharlin gina.mcpharlin@tiwiislands.nt.gov.au	Upcoming Pirlangimpi Power Outage
17/03/2025	TIRC Media Communication & Events Team, Tiwi Island Regional Council media@tiwiislands.nt.gov.au	TIRC Pirlangimpi Office TIRC Councillors Gina McPharlin gina.mcpharlin@tiwiislands.nt.gov.au	Re: Upcoming Pirlangimpi Power Outage
18/03/2025	TIRC Media Communication & Events Team, Tiwi Island Regional Council media@tiwiislands.nt.gov.au	TIRC Staff TIRC Councillors	Use of TIRC Letterhead
19/03/2025	Lauren Davidson Executive Assistance to the Chief Executive Officer Tiwi Islands Regional Council lauren.davidson@tiwiislands.nt.gov.au	TIRC Councillors	Supplementary Agenda for OCM - 19 March 2025
21/03/2025	TIRC Media Communication & Events Team, Tiwi Island Regional Council media@tiwiislands.nt.gov.au	TIRC Wurrumiyanga Office TIRC Councillors	Wurrumiyanga Garbage Collection Schedule

31/03/2025	Thecla Brogan Communication & Events Team, Tiwi Island Regional Council media@tiwiislands.nt.gov.au	TIRC Wurrumiyanga Office TIRC Councillors	Upcoming Wurrumiyanga power outage
01/04/2025	Gina McPharlin Chief Executive Officer Tiwi Islands Regional Council gina.mcpharlin@tiwiislands.nt.gov.au	To: TIRC Councillors	Gina McPharlin CEO letter of resignation
07/04/2025	TIRC Media Communication & Events Team, Tiwi Island Regional Council media@tiwiislands.nt.gov.au	TIRC Councillors TIRC Governance	Upcoming Special Council Meeting - Tuesday 8 April 2025
07/04/2025	Lauren Davidson lauren.davidson@tiwiislands.nt.gov.au ; on behalf of; Gina McPharlin gina.mcpharlin@tiwiislands.nt.gov.au	TIRC Councillors TIRC Governance	Special Council Meeting

6 REPORTS FOR INFORMATION

ITEM NUMBER: 6.1
TITLE: Report of the Chief Executive Officer
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

This report provides information on the activities undertaken on behalf of the Council and to give Council an opportunity to provide feedback to the CEO on the matters discussed.

Recommendation

That the report entitled CEO Report 2025 be noted and received.

Attachments

1. CEO Report OCM April 2025 [6.1.1 - 11 pages]

Housing and assets

Goal	Strategy	Key Deliverables	Key Performance Indicator	Target	Progress update
Provide effective council services to the Tiwi Community	Council infrastructure meets community needs	Develop and adopt a 7-year infrastructure plans for each community	An achievable and well-consulted plan is presented to the Council for adoption. Plans are developed with Community Safety and WHS considerations a priority.	September 2025	The project plan is currently underway and will continue to be developed in parallel with the budgeting process in May. This approach ensures that service delivery and execution are aligned with the approved budgets, allowing for a seamless integration of financial resources and project timelines. TIRC will also continue to develop this in conjunction and consultation with the local authorities.
Provide effective council services to the Tiwi Community	Council infrastructure meets community needs	Develop a 3-year Asset Management Plan	Clearly articulated and costed maintenance plans are developed	January 2025	Evaluation has officially begun and will be aligned with the upcoming budget discussions in May also. As part of this effort, administration will work to integrate priorities and delivery in the required order of importance. TIRC will concentrate on an AMP for Buildings (January 2026).
Provide effective council services to the Tiwi Community	Council infrastructure meets community needs	Develop a compliant Airport Management Plan	An airport management plan with pathway to compliance is endorsed by Council Regular reporting against the Airport Management Plan to Council	Dec 2025	The management plan has officially commenced, and a realignment of the org structure is currently underway. This realignment aims to ensure that the structure is better aligned with the requirements set out in the management and delivery plan.

Ordinary Council Meeting 16 April 2025 - Agenda

					This realignment process will also include evaluating roles and responsibilities to make sure that the right expertise is in place for the successful delivery.
Manage resources in an environmentally sustainable manner, respecting country and culture	Develop and implement a better practice waste disposal and management plan which includes disposal of e-waste and recycling	Develop a waste disposal and management plan	An achievable and well-consulted plan taking into consideration better practice is presented to Council/Management for adoption	April 2028	<p>Working waste group has been established to ensure ongoing tangible and manageable actions are disused and planned to ensure effective delivery.</p> <p>Exciting project commencement with the Cash for Cans program in conjunction with TILC, NT Hetah and the EPA</p> <p>Commencement of discussions with EPA & NT Health regarding approved and licence site within the lease.</p>

Garbage Truck Arrival and Waste Collection Update:

- The new garbage truck arrived in March, marking the start of an efficient and regular waste collection process. The truck is now fully operational, and waste collection across the community is well underway, ensuring that garbage is picked up regularly and disposed of properly.

Trail Collection Routes

- In addition to the truck arriving, the trail collection routes have also been implemented and are now actively underway. The mapped routes are to ensure that all areas are aware when the truck will be coming their way. It will also ensure areas are not overlooked and that all locations have timely waste disposal services.

Diesel Mechanic Support:

- A diesel mechanic was employed in March located on Bathurst Island to provide technical support and maintenance services for all council assets. This step is crucial in ensuring that all machinery remains in optimal working condition, minimising disruptions and maintaining the efficiency of the fleet.

Cash for Cans Initiative:

- We are excited to announce that our first **Cash for Cans** event took place in March in 3 different locations across the Islands, marking a significant step toward promoting recycling and waste reduction on the island. This initiative encourages community members to collect and return used cans in exchange for cash, providing both an environmental and financial incentive. This program was delivered in partnership with **TILC, NT Health & the EPA**.
- The program will continue monthly as part of a trial period, during which we will monitor its effectiveness in reducing waste and increasing recycling rates on the island. We believe this initiative will help foster a stronger recycling culture and contribute to a cleaner, more sustainable environment.

People and Wellbeing					
Goals	Strategy	Key Deliverables	Key Performance Indicator	Target	Progress update
Create employment opportunities	We invest in the attraction and retention of key skills within our community	Identify and facilitate or participate in key programs that retain and introduce employment or contracting within communities	Development of an Organisational Development Plan	Feb-25	<p>Retention</p> <ul style="list-style-type: none"> • Retention and upskilling employees have been a key focus through the following activities that were completed in December 2024 <ul style="list-style-type: none"> ○ Training on the Rubbish truck – completed <p>Attraction</p> <ul style="list-style-type: none"> • Diesel Mechanic <ul style="list-style-type: none"> ○ Started 17/03/2025 • Safety and Wellbeing Trainee <ul style="list-style-type: none"> ○ Documentation approved to proceed in formally filling the role ○ Recruitment focused on Tiwi Islands residents
Create employment opportunities	We invest in the attraction and retention of key skills within our community	Identify and facilitate or participate in key programs that retain and introduce employment or contracting within communities	Partnership with key agencies to attract and develop local community members into Council	Jun-25	<ul style="list-style-type: none"> • Training Calendar 2025 <ul style="list-style-type: none"> ○ Potential course areas identified ○ Calendar partially drafted – detail will need to be fluid • EAP Support <ul style="list-style-type: none"> ○ Clinician visited Wurrumiyanga, Milikapiti, and Pirlangimpi

Ordinary Council Meeting 16 April 2025 - Agenda

People and Wellbeing					
Goals	Strategy	Key Deliverables	Key Performance Indicator	Target	Progress update
Develop Work Health and Safety culture	Develop and implement Health Safety and Welfare (HSW) program	Develop HSW Safe Work Method Statement	A register and record of Safe Work Method Statements is implemented	Sep4	<ul style="list-style-type: none"> • HSW Committee <ul style="list-style-type: none"> ○ Framework drafted ○ Information sessions for staff ○ Election of representatives ○ First meeting target May 2025 • Safe Operating Procedures (SOP) <ul style="list-style-type: none"> ○ Work on this initiative hasn't commenced ○ Potentially pass through HSW Committee to determine priorities
Develop Work Health and Safety culture	Develop and implement WHS program	Implement 'pre-start' inspections	Inspections are completed and recorded daily	Dec-24	<ul style="list-style-type: none"> • Pre-start checks <ul style="list-style-type: none"> ○ Advised that current documentation needs to be simplified – completed ○ Completion is hit and miss; there will be a focus on endeavouring to attain consistency in 2025 ○ Uptake will require patience and ongoing coaching
Develop Work Health and Safety culture	Develop and implement WHS program	Implement regular WHS inspection program	Inspections are assigned to appropriate officers and carried out as per roster and logged in WHSM System	Dec- 24	<ul style="list-style-type: none"> • Workplace Checklist Process <ul style="list-style-type: none"> ○ Draft form – completed ○ Coordinators and managers will participate in an information session on the process of conducting workplace inspections at the next quarterly meeting – pending

Ordinary Council Meeting 16 April 2025 - Agenda

- **Wins**

- Diesel Mechanic – Wurrumiyanga
 - **Commenced**
- EAP Clinician support visits pencilled in – pending approval
 - Trial to help determine ongoing need
 - First round of visits completed – a number of employees participated in Wurrumiyanga and Pirlangimpi
 - Access provided to TIRC Staff, Councillors and family members
- HSW Committee
 - Framework drafted along with next steps
 - First meeting target has moved out to May 2025
- Safety and Wellbeing Trainee
 - Position documentation approved
 - Next step is to advertise

- **Challenges**

- Site resourcing levels
 - Trend of one person left to tend the Wurrumiyanga office continued in February and March
 - Town Services resourcing is an issue from a Full Time Equivalent (FTE) perspective; for example, Wurrumiyanga
 - Headcount of 26 employees (on the books)
 - FTE of approximately 10 people (average attendance)
 - Minimum FTE required to complete work 15 (3 crews of 5 people)
 - More detailed data on the above will follow over the next few months
- Training Calendar
 - Limited capacity to devote time to this initiative – progressing slower than hoped

Ordinary Council Meeting 16 April 2025 - Agenda

- Organisation Structure – TechOne update initiative
 - Initial work and requirements scoped
 - Progress pending finalisation of budget for 2025/26
- Wurrumiyanga Workshop will need a Health Safety and Welfare review

- **Risks**
 - Health Safety and Wellbeing (HSW)
 - Remains a serious risk
 - Significant amount of work required to meet an appropriate minimum standard
 - Personnel
 - Lack of qualified and competent personnel is seriously impeding efforts to maintain services in all aspects of our operations
 - Review of site-based resourcing is needed as soon as possible after the budget is finalised – although resourcing should be a major input into budget deliberations

Governance

Goal	Strategy	Key Deliverables	Key Performance Indicator	Target	Progress update
Improve Council Operations	Review of all Council policies and procedures	Review of Policy framework	Policy framework is reviewed with timeline and policies are reviewed and assessed against legislative instruments.	Mar-25	Status - Commenced and ongoing Key updates - the governance team has developed a policy register which is reviewed and assessed against legislative frameworks.
Meet legislative Obligations	Review Strategic Plan – Towards 2020 Vision and Beyond	Review Strategic Plan with Councillors	An achievable and well-consulted plan is presented to Council for adoption.	May-25	Status – not yet commenced
Engage with community elders and skin groups including two-way conversations at Local Authority meetings	Ensure Local Authority meetings are well advertised to the community with notice in accordance with legislation	Local Authority notices and agendas are distributed in accordance with legislation with copies available on website and at Council offices in hard copy prior to meetings.	All meetings are notified as per legislation. All agendas are published as per legislation (3 days prior for ordinary meetings).	July-24	Status – commenced Key updates – the governance team is collaborating with TIRC media to ensure timely publication of meetings. The governance team is supporting managers to ensure that reports are submitted on time. The agenda template has been improved to increase efficiency.

Ordinary Council Meeting 16 April 2025 - Agenda

Engage with community elders and skin groups including two-way conversations at Local Authority meetings	Implement Community 'Yarning' opportunities for feedback	Community 'Yarning' sessions are held regularly and attended by community	Gathering of matters from community at Yarning sessions to be referred to Local Authority	Sep-24	Status – New meeting date to be advised.
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Policies that have been updated within the last 6 months:

- Code of Conduct for Staff members.
- Corporate Credit Card Policy.
- Gifts and benefits Policy.
- Human Resources Management Policy.
- Rates Concession Policy.
- Use of Council Common Seal Policy.

Operations Melville Island

Goal	Strategy	Key Deliverable	Key Performance Indicator	Target	Progress update
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Ordinary Council Meeting 16 April 2025 - Agenda

Provide effective Council services to the Tiwi Communities	Council Infrastructure meets community needs	Develop a Maintenance Plan for each community	Clearly articulated and costed maintenance plans are developed	Mar -25	Status - On Going Town Services and Civil Works have a wet season schedule for community maintenance as well as TIRC infrastructure. Significant number of machines are U/S.
Provide effective Council services to the Tiwi Communities	Council Infrastructure meets community needs	Develop an Outstation Maintenance Plan	Clearly articulated and costed maintenance plans are developed	Mar-25	Status – On going Outstation Maintenance plans have been submitted as well as possible future funding project opportunities. Due to funding cuts TIRC can no longer afford the costs of a coordinator in this program.

Community Engagement

Goal	Strategy	Key Deliverables	Key Performance Indicator	Target	Progress update
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Ordinary Council Meeting 16 April 2025 - Agenda

Contribute to a safer community (Community Safety)	Develop a Community Safety strategy	Develop a Community Safety strategy for each community	An achievable and well-consulted plan is presented to Council for adoption	June-24	Operational framework provided by NIAA as part of the funding agreement
Contribute to a safer community environment (Youth Diversion)	Develop a Youth Diversion Program	Develop a Youth Diversion Program for each community	An achievable and well-consulted plan is presented to Dept of Corrections	Feb-24	Completed Current Case Load is at an all-time low of just 3 clients

Wins

- Contract (Funding agreement) executed with National Indigenous Australians Agency (NIAA)
- Night Patrol program have three (3) new vehicles one in each of the three communities.
- Milikapiti and Pirlangimpi are fully staffed, recruitment at Wurrumiyanga with assistance from TITEB will be completed by February 20th.
- **Challenges**
- Recruitment at Wurrumiyanga

6 REPORTS FOR INFORMATION

ITEM NUMBER: 6.2
TITLE: Finance end of month report - March 2025
AUTHOR: Jayesh Vasandani, Acting Chief Finance Officer

Summary

This report is provided for Council to receive and note the Council's Financial Report as of 31st of March 2025.

Background

Attached are the Council's Financial Reports as of 31st March 2025, including:

- Income & Expenditure Report Year to Date 31st March 2025.
- Monthly Variance Analysis Statement Year to Date March 2025 with explanation on variances.
- Capital Expenditure & Funding Report Year to Date March 2025.
- Balance Sheet as of 31st March 2025.
- Notes to Monthly Balance Sheet as of 31st March 2025.
- Credit Card Reporting for the month March 2025.

The Balance Sheet as of 31st March 2025 has been prepared as per prevailing accounting standards, practice and in compliance with the applicable Local Government Act 2019.

The Income and Expenditure Report as at the end of 31st March 2025 shows that the net cash surplus / (deficit) is at a Deficit of \$ 114,658.

The bank balance as of 31st March 2025 is \$ 3,160,504.

As per the Local Government Act 2019, the Monthly Financial Report is certified by the Chief Executive Officer.

Legislative Framework

Division 7 of the Local Government Accounting Regulations 2019.

Recommendation

That the report entitled Monthly Finance Report March 2025 and Cashflow March 2025 be noted.

Attachments

1. Monthly Finance Reporting - March 2025 [6.2.1 - 15 pages]
2. Cashflow report - March 25 [6.2.2 - 1 page]

Certification by the CEO to the Council

Council Name:	TIWI ISLANDS REGIONAL COUNCIL
Reporting Period:	March 2025

That, to the best of the CEO's knowledge, information and belief:
(1) The internal controls implemented by the council are appropriate; and
(2) The council's financial report best reflects the financial affairs of the council.

CEO Signed



Date Signed

10/04/24

Note: *The monthly financial report to council must either be accompanied by a written certification by the CEO to the council, as set out above, or the CEO is to provide written reasons for not providing the certification. (Regulation 17(5) of the General Regulations)*

Table 1.1 Monthly Income and Expenditure Statement_ March 2025

Particulars	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Full Year Budget \$
OPERATING INCOME				
Rates	2,995,323	2,792,420	202,903	2,792,420
Charges	735,872	758,764	(22,892)	758,764
Fees and Charges	873,494	1,009,163	(135,669)	1,345,550
Operating Grants and Subsidies	8,971,160	5,630,235	3,340,925	7,506,980
Interest / Investment Income	165,313	164,096	1,216	218,795
Commercial and Other Income	581,471	676,077	(94,606)	901,436
TOTAL OPERATING INCOME	14,322,633	11,030,755	3,291,878	13,523,945
OPERATING EXPENDITURE				
Employee Expenses	4,794,281	5,259,324	(465,043)	7,012,432
Materials and Contracts	5,838,076	3,997,467	1,840,609	5,329,956
Elected Member Allowances	331,713	304,801	26,913	406,401
Elected Member Expenses	46,947	34,440	12,507	45,920
Council Committee & LA Allowances	35,315	27,366	7,949	36,488
Council Committee & LA Expenses	9,266	5,750	3,516	7,667
Depreciation, Amortisation and Impairment	1,364,746	1,487,550	(122,804)	1,983,400
Interest Expenses	-	-	-	-
Other Expenses	1,846,302	395,012	1,451,290	526,682
TOTAL OPERATING EXPENDITURE	14,266,646	11,511,710	2,754,936	15,348,946
	0			
OPERATING SURPLUS / (DEFICIT)	55,987	(480,955)	536,942	(1,825,001)
Less : Capital Expenditure	1,535,391	225,000	1,310,391	300,000
Less :Borrowing Repayments Principal	-	7,500	(7,500)	10,000
Add :Depreciation, Amortisation	1,364,746	1,487,550	(122,804)	1,983,400
Net Cash Surplus/(Deficit)	(114,658)	774,095	(888,753)	(151,601)
Capital Grants Income	-	247,403	(247,403)	329,871
Total Surplus/(Deficit)	(114,658)	1,021,499	(1,136,156)	178,270

Ordinary Council Meeting 16 April 2025 - Agenda
 Table 1.1 A - Monthly Variance Analysis Statement - March 2025

Particulars	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Full Year Budget \$	Variance %	Remarks
OPERATING INCOME						
Rates	2,995,323	2,792,420	202,903	2,792,420	7%	TIRC has completed Rates & Charges for FY 2024-25.
Charges	735,872	758,764	(22,892)	758,764	-3%	
Fees and Charges	873,494	1,009,163	(135,669)	1,345,550	-13%	Variance of \$136K is majorly due to shortfall in Airport Landing \$82K , Ferry Ticket Sales \$8K , Facility Hire \$7K , Lease Rentals \$33K.
Operating Grants and Subsidies	8,971,160	5,630,235	3,340,925	7,506,980	59%	LRCI \$1.66 M & R2R \$1.7 M - Total = \$3.36 M - Roads Grant Funding Realized in Dec 2024
Interest / Investment Income	165,313	164,096	1,216	218,795	1%	
Commercial and Other Income	581,471	676,077	(94,606)	901,436	-14%	Variance of 95K is majorly due to due to shortfall in Non Operational income \$53K. - Airport invoicing of \$42K to DIPL Completed in Jun 25.
TOTAL OPERATING INCOME	14,322,633	11,030,755	3,291,878	13,523,945		
OPERATING EXPENDITURE						
Employee Expenses	4,794,281	5,259,324	(465,043)	7,012,432	-9%	Budgeted expenses are expected to align with actuals by Apr. 25.
Materials and Contracts	5,838,076	3,997,467	1,840,609	5,329,956	46%	Roads Project Expenditure recorded in Dec 24 - LRCI \$1.66 M & R2R \$1.7 M - Total = \$3.36 M. Motor vehicle allowance paid as per the regulations as governed by Remuneration Tribunal.
Elected Member Allowances	331,713	304,801	26,913	406,401	14%	
Elected Member Expenses	46,947	34,440	12,507	45,920		
Council Committee & LA Allowances	35,315	27,366	7,949	36,488		
Council Committee & LA Expenses	9,266	5,750	3,516	7,667		
Depreciation, Amortisation and Impairment	1,364,746	1,487,550	(122,804)	1,983,400	-8%	Lease Amortization workings Jun 25.
Interest Expenses	-	-	-	-	0%	
Other Expenses	1,846,302	395,012	1,451,290	526,682	N/A.	Error in Budget Classification between Material & Contracts & Other Expenses. Variances of 1.4 M in Other Expenses is compensating the shortfall of Material & Contracts.
TOTAL OPERATING EXPENDITURE	14,266,646	11,511,710	2,754,936	15,348,946		
OPERATING SURPLUS / DEFICIT	55,987	(480,955)	536,942	(1,825,001)		
Less Capital Expenditure	1,535,391	225,000	1,310,391	300,000		As per Table 2.1 Capital Expenditure & Funding
Less :Borrowing Repayments Principal	-	7,500	(7,500)	10,000		
Add :Depreciation, Amortisation	1,364,745	1,487,550	(122,805)	1,983,400		
Net Cash Surplus/(Deficit)	(114,659)	774,095	(888,754)	(151,601)		
Add :- Grants Carried Forward				329,871		
Total Surplus	(114,659)	774,095	(888,754)	178,270		

Table 1.2 Monthly Operating Position - March 2025

Particulars	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	55,987	(480,955)	536,942	(1,825,001)
Remove NON-CASH ITEMS				
<i>Less</i> Non-Cash Income	-	-	-	-
<i>Add Back</i> Non-Cash Expenses	1,364,746	1,487,550	(122,804)	1,983,400
TOTAL NON-CASH ITEMS	1,364,746	1,487,550	(122,804)	1,983,400
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	1,535,391	225,000	1,310,391	300,000
Borrowing Repayments (Principal Only)	-	7,500	(7,500)	10,000
Transfer to Reserves				
Other Outflows			-	
TOTAL ADDITIONAL OUTFLOWS	(1,535,391)	(232,500)	(1,302,891)	(310,000)
Add ADDITIONAL INFLOWS				
Capital Grants Income	-			329,871
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	-	-	-	-
Transfers from Reserves	-	-	-	-
TOTAL ADDITIONAL INFLOWS	-	-	-	329,871
NET BUDGETED OPERATING SURPLUS / DEFICIT	(114,658)	774,095	(888,753)	178,270

Table 2.1 Capital Expenditure (Part A) and Funding (Part B)- March 2025

By class of infrastructure, property, plant and equipment

CAPITAL EXPENDITURE (Part A) *	YTD Actuals \$	YTD Budget * \$	YTD Variance \$	(Annual) Budget \$
Milikapiti Water Park -Barbeque Play Area (1478)	36,501	36,501	-	Not Applicable
Multi Purpose Hall Wurrumiyanga (1764)	94,747	94,747	-	Not Applicable
Milikapiti Oval Stage 2 (1645)	30,479	30,479	-	Not Applicable
Milikapiti Water Play Area (1761+1762)	341,092	341,092	-	Not Applicable
Master Plan – Sports and Rec-Wurrumiyanga (1478)	29,957	29,957		
Infrastructure	532,777	532,777	-	
HHIP Stage 2 -25% Deposit (1682)	45,455	45,455		Not Applicable
Community solar Paru Project - 25% Deposit (1685)	61,775	61,775		Not Applicable
Backhoe Caterpillar (1478)	30,769	30,769	-	Not Applicable
Backhoe Caterpillar (1662)	9,231	9,231	-	Not Applicable
STG Truck Signage (1478)	438,436	438,436	-	Not Applicable
Security System (1765) - Untied	35,145			
Plant and Equipment	620,811	585,666	-	
Toyota -Night Patrol Vehicle - CF 76 GF (1208)	67,595	67,595	-	Not Applicable
Toyota -Night Patrol Vehicle - CF 76 IP (1208)	61,320	61,320		Not Applicable
Toyota -Night Patrol Vehicle - CF 80 YO (1208)	57,712	57,712		Not Applicable
Portaloos on trailers	19,704	19,704		Not Applicable
Toyota Hilux - CF 83 AK (1055)	47,862			
Toyota Hilux - CF 83 AJ (1055)	50,222			
MG ZS -EXCITE - CF 86 OF (1055)	19,211			
Ferry Engines x2 (1220)	58,178			
Motor Vehicle	381,804	206,331	0	
Overall Untied Budgeted capital expenditure		225,000		300,000
			-	
TOTAL CAPITAL EXPENDITURE :- BY ASSET CLASS *	1,535,391	1,549,774	-	300,000

FUNDING SOURCE (Part B) :-	YTD Actuals \$	YTD Budget * \$	YTD Variance \$	(Annual) Budget
Community Saftety (1208)	186,627	186,627	-	
HHIP Stage 2 -25% Deposit (1682)	45,455	45,455	-	
Community Solar Project (1685)	61,775	61,775	-	
Wurrumiyanga Multi Purpose Hall (1764)	94,747	94,747	-	
Milikapiti Oval Stage 2 (1645)	30,479	30,479	-	
Milikapiti Water Play Area (1761)	154,147	154,147	-	
Milikapiti Water Play Area (1762)	186,945	186,945	-	
LAPF Wurrumiyanga (1478)	19,704	19,704		
LAPF Wurrumiyanga (1478)	29,957	29,957		
LAPF Wurrumiyanga (1478)	438,436	438,436		
LAPF Milikapiti (1478)	36,501	36,501		
LAPF Millikapiti (1478)	30,769	30,769	-	
W.AR.M. Funding (1662)	9,231	9,231	-	
Tied Funding Grants	1,324,774	1,324,774	0	
Un Tied Funds	210,618	225,000	14,382	300,000
Toyota Hilux - CF 83 AK (1055)	47,862			
Toyota Hilux - CF 83 AJ (1055)	50,222			
MG ZS -EXCITE - CF 86 OF (1055)	19,211			
Security System- Wurri. Office (1765)	35,145			
Ferry Engines x 2 (1220)	58,178			
TOTAL CAPITAL EXPENDITURE :- BY FUNDING TYPE	1,535,392	1,549,774	14,382	300,000

0

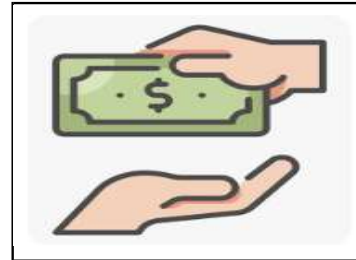
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Income

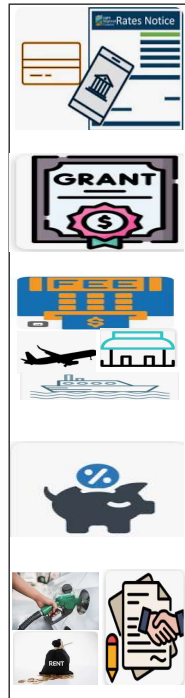


\$14.32 M

Expenses



\$14.26 M



R	RATES & CHARGES
	\$3.73 M

G	GRANT FUNDING
	\$8.97 M

F	FEES & CHARGES
	\$0.87 M

I	BANK INTEREST
	\$0.17 M

OI	OTHER INCOME
	\$0.58 M



OS	OPERATING SURPLUS
	\$0.06 M

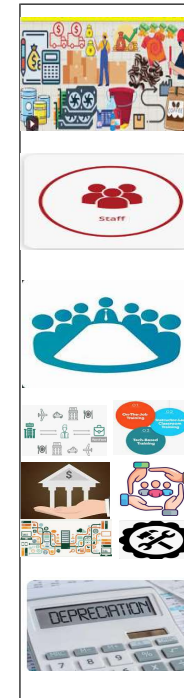
M	MATERIAL & CONTRACTS
	\$5.84 M

W	WAGES
	\$4.79 M

C	GOVERNING BODY
	\$0.42 M

OX	OTHER EXPS
	\$1.85 M

Y	DEPRECIATION
	\$1.36 M



Z	NET CASH SURPLUS
	\$-0.11 M



Bird's Eye View TIRC_Balance Sheet as at 31st March 2025

Assets



A	CURRENT ASSETS
	\$4.14 M

CURRENT

B	NON CURRENT ASSETS (NCA)
	\$64.86 M

NON CURRENT

C	TOTAL ASSETS
	\$69 M

TOTAL

Liabilities



D	CURRENT LIABILITIES
	\$3.51 M

E	NON CURRENT LIABILITIES(NCL)
	\$3.19 M

F	TOTAL LIABILITIES
	\$6.7 M

Equity



X	NET CURRENT ASSETS
	\$0.63 M

Y	(NCA - NCL)
	\$61.67 M

Z	EQUITY / NET ASSETS
	\$62.3 M

Particulars	Sub Total	Year To Date Actuals	Note
ASSETS			
Cash at Bank		3,160,504	(1)
Tied Funds	2,977,081		
Untied Funds	183,424		
Accounts Receivable		757,064	
Trade Debtors	126,496		(2)
Rates & Charges Debtors	630,569		(7)
Other Current Assets		225,655	
Prepayments	211,224		
Other Current Assets	14,431		
TOTAL CURRENT ASSETS		4,143,223	A
Property, Plant and Equipment		62,499,707	
Buildings Prescribed	53,040,528		
Infrastructure Prescribed	6,198,687		
Plant	1,682,516		
Equipment	144,250		
Motor Vehicles	633,427		
Work in Progress	800,299		
Non-Current Financial Lease Assets		2,356,976	
B = TOTAL NON-CURRENT ASSETS		64,856,683	B
TOTAL ASSETS		68,999,906	C = A + B
LIABILITIES			
Current Liabilities			
Accounts Payable		27,073	(3)
ATO & Payroll Liabilities		25,487	(3 & 4)
Current Provisions		1,183,829	(5)
Other Current Liabilities		474,478	(6)
Unexpected Grant Liabilities		1,803,357	
TOTAL CURRENT LIABILITIES		3,514,224	D
Non - Current Liabilities			
Non-Current Provisions		230,966	
Non-Current Borrowings		610,001	
Non-Current Financial Lease Liabilities		2,346,057	
TOTAL NON-CURRENT LIABILITIES		3,187,024	E
TOTAL LIABILITIES		6,701,248	F = D + E
NET ASSETS		62,298,658	X = C - F
EQUITY			
Asset Revaluation Reserve		54,409,698	
Asset Replacement Reserve		50,000	
Restricted Reserves		1,173,724	
Accumulated Surplus		6,665,237	
TOTAL EQUITY		62,298,658	

Table 3a . Notes to Monthly Balance Sheet as of 31st March 2025

Note 1. Details of Cash and Investments Held as of 31st March 2025

Bank Accounts	Total
Operating Account	231,256
Trust Account	1,370,159
Christmas Saving Account	50,075
NIAA Bank Account	1,458,117
Cash Deposit Account (credit cards)	50,898
Total Bank Balance as of 31st March 2025	3,160,504

Note 2. Statement of Trade Debtors as of 31st March 2025

Trade Debtors	Current	Past Due 1 – 30 Days	Past Due 31 – 60	Past Due 61-90	Past Due 90+ Days	Total
Trade Debtors	-	88,776	2,995	-	34,724	126,496
Total Trade Debtors	-	88,776	2,995	-	34,724	126,496

Trade Debtors Breakdown	Total Amount	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total %
Department of Infrastructure, Planning and Logistic	38,518	14%	0%	0%	0%	17%	30%
Tiwi Islands Training And Employment Board	19,006	15%	0%	0%	0%	0%	15%
Tiwi Land Council	13,385	11%	0%	0%	0%	0%	11%
Katheirne Coaches Pty Ltd	12,000	9%	0%	0%	0%	0%	9%
City of Darwin	6,290	5%	0%	0%	0%	0%	5%
Other Debtors	37,296	17%	0%	2%	0%	10%	29%
Total	126,496	70%	0%	2%	0%	27%	100%

Note 3. Statement of Trade Creditors as of 31st March 2025

Trade Creditors	Current	Past Due 1 – 30 Days	Past Due 31 – 60	Past Due 61-90 Days	Past Due 90+ Days	Total
PAYG & Super	-	25,140	-	-	347	25,487
Trade Creditors	-	791	13,341	-	12,941	27,073
Total Accounts Payable as of 31st March 2025	-	25,931	13,341	-	13,288	52,560

Table 3a . Notes to Monthly Balance Sheet as of 31st March 2025

Continued

Ordinary Council Meeting 16 April 2025 - Agenda
Note 4. Statement of Australian Tax Office (ATO) and Payroll Obligations as of 31st March 2025

Notes	Amount	Progress Remarks
Payroll :-		
Payroll Overdues	-	
Superannuation Liability	25,487	The Council has paid last Superannuation on 21st Mar 2025. As per ATO - Next Quarterly super payment due dates Cut off date is 28th April 2025
ATO :-		
Business Activity Statements - (B.A.S.)		Feb 2025 - B.A.S. - Lodged with ATO on 13th March 2025. March 2025 - B.A.S. - Lodged will be lodged with ATO on or before the due date i.e. 21st April 25.
Fringe Benefit Tax - (F.B.T.)		FBT return of 2025 is now due - Reporting Date 20th May 25. Status - TIRC will initiate processing FBT Return in April 2025
Tax Payable Annual Report - (T.P.A.R)		The Council submitted TPAR for Year 2024 on 11th Oct 2024 to ATO.
Total ATO & Payroll as of 31st March 2025	25,487	

Note 5. Current Provisions as of 31st March 2025

Provisions - Purpose	Amount
Annual Leave Entitlements	494,476
Long Service Leave Entitlements	138,263
Doubtful Debts Provision	551,090
Current Provisions as of 31st March 2025	1,183,829

Note 6. Other Current Liabilities as of 31st March 2025

Other Current Liabilities - Breakup	Amount
Current Lease Liability As per - AASB16	240,493
Bonds held as a deposit	16,686
Christmas Savings Club	72,875
Misc. Accounts.	144,424
Other Current Liabilities as of 31st March 2025	474,478

Note 7. Rates & Charges Debtors as of 31st March 2025

Financial Year	Total Balance	Balance as %
FY 17/18	19,379	3%
FY 18/19	21,664	3%
FY 19/20	39,811	6%
FY 20/21	72,453	11%
FY 21/22	66,961	11%
FY 22/23	145,310	23%
FY 23/24	117,100	19%
FY 24/25	147,892	23%
Rates & Charges Outstanding as of 31st March 2025	630,569	100%

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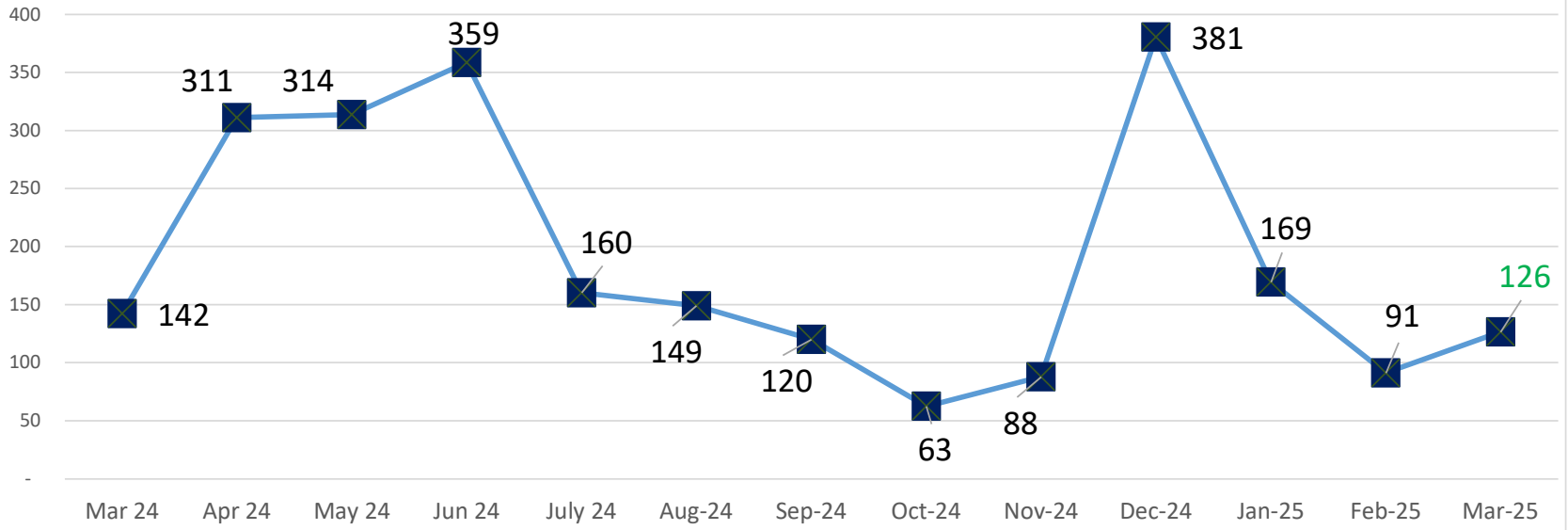
Table 4. Member and CEO Council Credit Card Transactions for the Period- March 2025

Where a council credit card has been issued to an Elected Member and/or the CEO, a list per cardholder of all credit card transactions in the month is to be published including the name of the supplier, the amount for each transaction and the reason for the transaction.

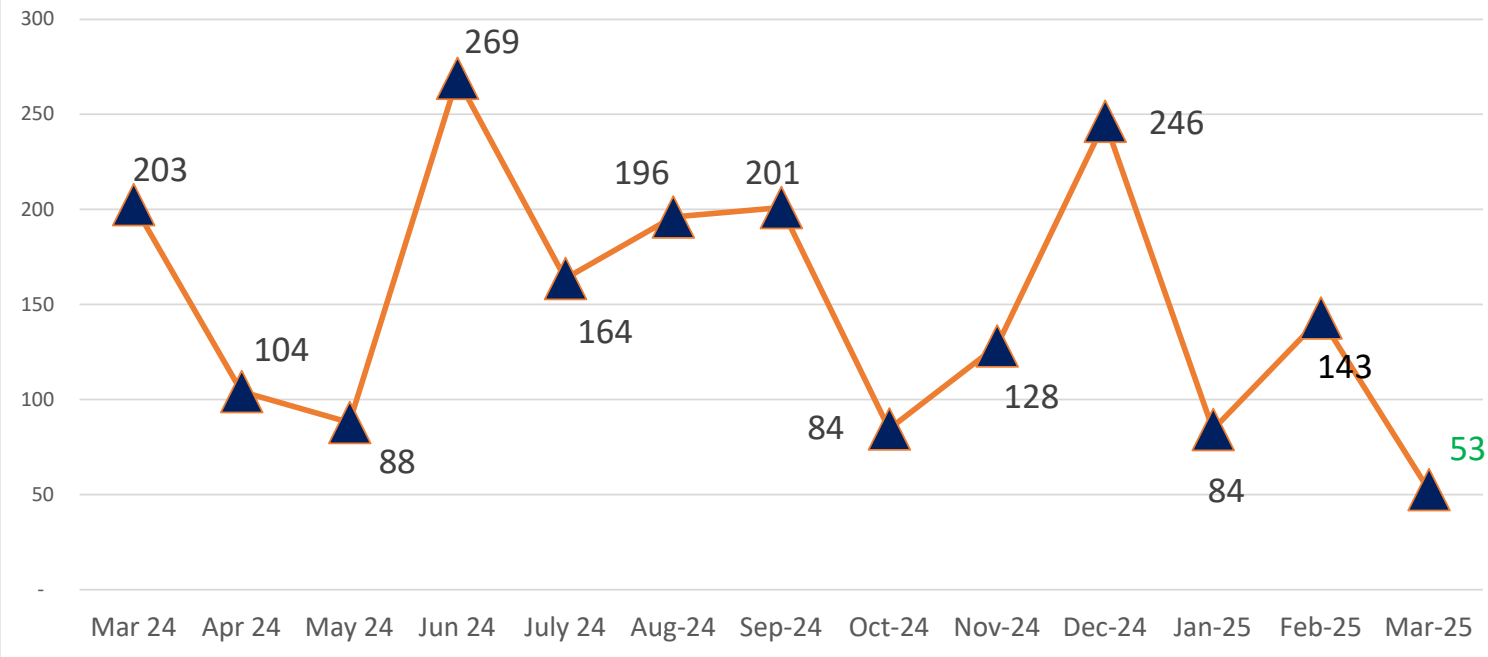
Cardholder Name: Gina McPharlin

<i>Date</i>	<i>Amount</i>	<i>Supplier's Name</i>	<i>Reason for the Transaction</i>
07-Mar-25	70	Ampol Eaton	Fuel for Darwin Office Car
25-Mar-25	9	Nguiu Ullintjinni Association	Wurrumiyanga Office supplies
Total	79		

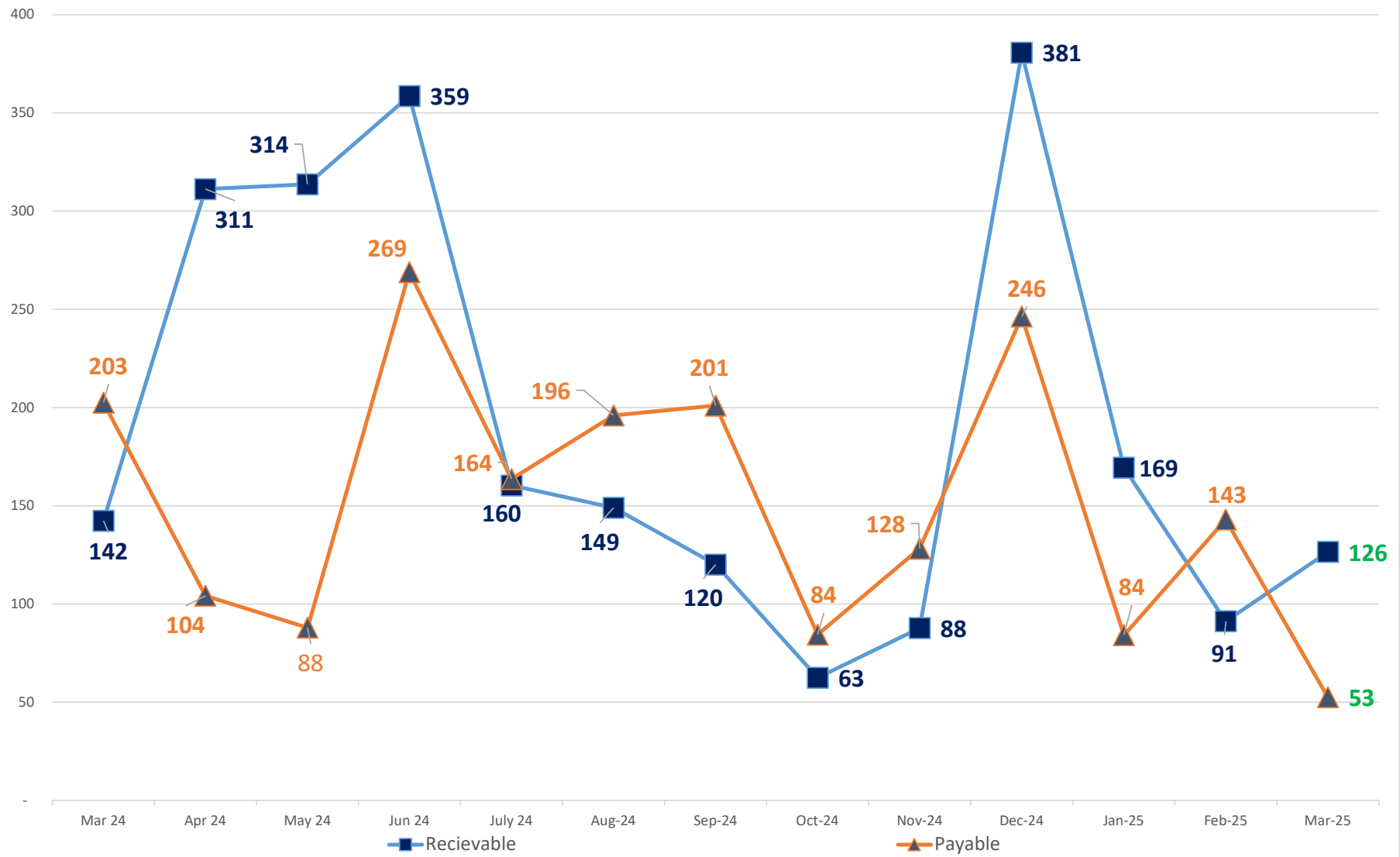
March 2025_Recievables in K ('000) \$



March 2025_Payables in K ('000) \$



Ordinary Council Meeting 16 April 2025 - Agenda
 March 2025_Comparative Analysis of Recievables & Payables in K ('000) \$

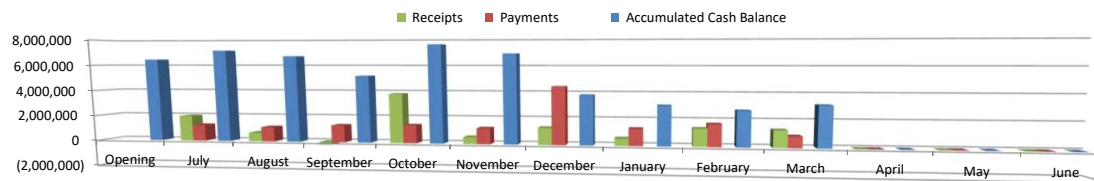


Ordinary Council Meeting 16 April 2025 - Agenda

Cash Flow
as at 31 Mar 2025



Description	Opening	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Adj	Closing	YTD	%
Cash Accounts																	
Cash at Bank Operational General	(53,383)	237,084	(46,407)	307,318	2,609,708	(776,442)	(2,133,533)	135,254	(51,189)	2,845	-	-	-	-	231,256	284,639	(533%)
Cash at Bank Trust General	4,175,207	451,868	(403,654)	(1,855,064)	(213,250)	77,460	(1,511,613)	(237,350)	477,138	409,416	-	-	-	-	1,370,159	(2,805,048)	(67%)
PMC Bank ACCOUNT	2,185,334	6,766	7,442	7,467	7,251	7,517	664,178	(641,549)	(791,016)	4,727	-	-	-	-	1,458,117	(727,217)	(33%)
Staff Christmas Savings Account	92,300	11,672	335	12,243	23,050	416	(140,022)	179	26,826	23,075	-	-	-	-	50,075	(42,225)	(46%)
Cash on hand Nguiu	974	-	-	-	-	(974)	-	-	-	-	-	-	-	-	-	(974)	(100%)
Cash Deposit account (Credit cards)	50,898	-	-	-	-	-	-	-	-	-	-	-	-	-	50,898	-	0%
Total Cash Accounts	6,451,330	707,391	(442,284)	(1,528,036)	2,426,759	(692,023)	(3,120,989)	(743,466)	(338,241)	440,064	-	-	-	-	3,160,504	(3,290,825)	(51%)
Operating Activities																	
Receipts	-	1,970,473	695,120	(194,144)	3,824,803	528,438	1,309,133	563,855	1,373,494	1,313,018	-	-	-	-	11,384,191	11,384,191	
Income Rates and Charges	-	3,598	-	2,025	3,063,535	220,019	108,332	64,994	136,931	18,163	-	-	-	-	3,617,595	3,617,595	
Income Council Fees and Charges	-	26,774	41,858	188,326	99,366	107,029	48,183	68,549	163,295	130,113	-	-	-	-	873,494	873,494	
Income Operating Grants Subsidies	-	1,454,607	775,577	-	419,502	65,077	1,319,620	1,091	893,384	1,066,034	-	-	-	-	5,994,892	5,994,892	
Income Investments	-	17,950	24,443	23,224	20,119	18,546	23,620	18,165	11,750	7,495	-	-	-	-	165,313	165,313	
Other Operating Receipts	-	467,544	(146,757)	(407,719)	222,281	117,767	(190,621)	411,056	168,134	91,214	-	-	-	-	732,899	732,899	
Payments	-	1,071,690	1,001,735	1,251,111	1,426,456	1,194,489	4,408,863	1,305,836	955,974	1,270,382	-	-	-	-	13,886,535	13,886,535	
Employee Expenses	-	477,429	496,664	505,827	523,437	517,372	748,146	510,382	546,967	528,999	-	-	-	-	4,855,222	4,855,222	
Contract and Material Expenses	-	430,984	296,502	237,928	399,175	414,111	3,298,026	618,978	278,252	157,782	-	-	-	-	6,131,738	6,131,738	
Finance Expenses	-	421	540	512	365	395	386	433	339	408	-	-	-	-	3,797	3,797	
Other Operating Payments	-	161,888	206,070	478,248	503,449	259,767	251,826	169,284	88,121	514,682	-	-	-	-	2,633,336	2,633,336	
Other Operating Payments	-	968	318	-	-	2,295	110,479	182	-	-	-	-	-	-	114,242	114,242	
Other Operating Payments	-	-	1,641	28,596	30	550	-	6,577	42,295	68,511	-	-	-	-	148,200	148,200	
Total Operating Activities	-	898,783	(306,614)	(1,445,254)	2,398,347	(666,052)	(3,099,730)	(741,981)	417,520	42,637	-	-	-	-	(2,502,344)	(2,502,344)	
Investing Activities																	
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments	-	191,392	135,670	82,781	(28,412)	25,971	21,260	1,485	755,761	(397,427)	-	-	-	-	788,482	788,482	
Purchase of Assets	-	191,392	135,670	82,781	(28,412)	25,971	21,260	1,485	755,761	(397,427)	-	-	-	-	788,482	788,482	
Total Investing Activities	-	(191,392)	(135,670)	(82,781)	28,412	(25,971)	(21,260)	(1,485)	(755,761)	397,427	-	-	-	-	(788,482)	(788,482)	
Financing Activities																	
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repayment of Borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Increase or (Decrease) in Cash Held	-	707,391	(442,284)	(1,528,036)	2,426,759	(692,023)	(3,120,989)	(743,466)	(338,241)	440,064	-	-	-	-	(3,290,825)	(3,290,825)	
Accumulated Cash Balance	6,451,330	7,158,720	6,716,436	5,188,401	7,615,160	6,923,137	3,802,147	3,058,681	2,720,440	3,160,504	-	-	-	-	3,160,504	3,290,825	



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6 REPORTS FOR INFORMATION

ITEM NUMBER: 6.3
TITLE: Projects Status Report - March 2025
AUTHOR: Salman Samee, Manager Projects and Contracts

Summary

This report is provided for the Council to review and discuss the progress on the status of projects.

Recommendation

That the report entitled Project status report be received and noted.

Background

The Council currently has 10 active projects. These include:

- Takapimilyi Solar and Tank Upgrade.
- Milikapiti Water Park.
- Wurrumiyanga Recreation Hall upgrades and Cyclone Proofing.
- Community Solar Project – Paru.
- Paru - Stage 2.
- Staff and Transition Housing Upgrades.
- Replacement of Essential Machinery.
- Structural Upgrades to the Inter-Island Ferry and Boatshed.
- Milikapiti Oval.
- Milikapiti Burial Grounds.

Current Situation

The Project Status Report, which provides information regarding the amount of funding, actual expenditure, percentage of project completion, expected completion date, and comments/updates on each project, is attached to the Report for Information.

Risks

General risk factors include staff turnover, limited institutional memory, resource constraints, logistical delays and the wet season.

Financial Implications/Budget and Resource Implications

The financial environment for project delivery at TIRC remains complex, with several interrelated pressures affecting resource efficiency.

- Risks of unspent grant funding
- Potential forfeiture or return of funds if timelines and conditions are not met.
- Pressure on Council to re-justify funding extensions or request variations.
- The shortage of skilled staff means financial monitoring is inconsistent.
- Capacity Gaps in Financial Reporting and Compliance.

Attachments

1. Project status report March 2025 [6.3.1 - 6 pages]

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Project Name	Project budget	Actual Expenditure	Percentage of project completed	Estimated Completion Date	Project status	Manager	Notes/Comments
Takapimilyi Solar and Tank Upgrade	\$324,620	\$223,628	50%	30-Jun-25	In Progress	David Ciosmak	Solar Upgrade is completed Tank Stand upgrades Pending - Due to requiring structural engineering and the increase to the costs of transport, TIRC is seeking a variation to increase the funding to cover the additional costs. Updated quotes have been requested in April 2025.
Milikapiti Water Park	\$699,348	\$391,562	40%	31-Aug-25	In Progress	Salman Samee	All equipment ordered has arrived on-island, construction to begin at the start of Dry Season 2025. Request for additional \$400k variation pending with NIAA. Quotes are being reconfirmed with all the venders.
Wurrumiyanga Recreation Hall upgrades and Cyclone Proofing	\$1,500,000	\$94,747	15%	31-Dec-25	In Progress	Salman Samee	Currently in concept design phase, Design brief under review.
Community Solar Project - Paru	\$460,690	\$74,823	10%	30-Jun-25	In Progress	David Ciosmak	TLC approved site in Dec. 2024. Site visit done in Feb. 2025 including the contractor, TLC, and TIRC team. Land needs to be cleared of trees and numerous old vehicles including cement mixer, big trailers. RFQ in progress for land clearance.
Paru - Stage 2	\$419,960	\$197,229	40%	30-Apr-25	In Progress	David Ciosmak	Paru House 6: Has been completed by DT Hobbs. Paru House 5: Works has been completed in March 2024. Paru Solar: Site vite completed by TLC, Contractor, and TIRC staff. RFQ in progress for land clearance.

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Project Name	Project budget	Actual Expenditure	Percentage of project completed	Estimated Completion Date	Project status	Manager	Notes/Comments
Staff and Transition Housing Upgrades	\$250,000	\$48,152	40%	30-Jun-25	In Progress		Awaiting Dry season to complete final property
Replacement of Essential Machinery	\$221,000	\$111,627	60%	30-Jun-25	In Progress		Awaiting on purchase of Skip Truck
Structural Upgrades to the Inter-Island Ferry and Boatshed	\$197,111	\$100,000	20%	30-Dec-24	In Progress	Bill Toy	Ferry structural repairs have been completed in Dec 2024. Boatshed requests for quotations being completed.
Milikapiti Oval	\$270,000	\$206,340	80%	31-Dec-24	In Progress	David Ciosmak	Grandstand being installed
Milikapiti Burial Grounds	\$50,000	\$0	0%	2-Feb-26	Issues	David Ciosmak	Need to seek APPA Certificate - this will utilise majority of the budget.
Pirlangimpi Local Authority Projects							
Swimming Pool Lights	\$7,000	\$1,154	10%	30-Jun-25	In Progress	David Ciosmak / Alice Williams	Awaiting one more quote to compare new vs repair
Trailer Truck	\$30,000	\$12,724	40%	30-Jun-25	In Progress	David Ciosmak / Alice Williams	Trailer procurement completed. Options to utilise balance towards further projects.

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Project Name	Project budget	Actual Expenditure	Percentage of project completed	Estimated Completion Date	Project status	Manager	Notes/Comments
Install Water Taps at the Pirlangimpi Beachfront	\$13,000	-	100%	30-Jun-25	In Progress	David Ciosmak / Alice Williams	A lot of factors at play regarding this installation as discussed in the last PLA meeting.
New Year Barbeque	\$2,000	\$1,883	100%	31-Dec-24	Completed	Bill Toy	Requesting to close and transfer the balance.
Shade Structures at the Main Cemetery and Ceremony Grounds	\$1,000	\$259	0%	31/12/2025	Issues	David Ciosmak / Alice Williams	AAPA have been engaged to conduct their site visit. Budget has been increased to \$15K.
AAPA Certificate for Shade Structure at Main Cemetery	\$15,000	\$0	20%	31/12/2025	In-Progress	Bill Toy	AAPA have been engaged to conduct their site visit.
Two Vet Visits FY 24-25	\$10,000	\$0	33%	31/12/2025	In Progress	Bill Toy	March visit completed on 4th March 2025. Next visits are scheduled in August and December 2025.
8 (Eight) Park Bench - Tables & Seats	\$35,000	\$0	80%	30-Jun-25	In-Progress	Bill Toy	Procurement has been completed. Tables & seats are in route to Pirlangimpi
Milikapiti Local Authority Projects							
Children Crossing Bridge	\$ 5,000		0%	30/06/2025	In Progress	David Ciosmak / Alice Williams	Bridge needs side rails. Steel ordered and awaiting labour

Ordinary Council Meeting 16 April 2025 - Agenda

Project Name	Project budget	Actual Expenditure	Percentage of project completed	Estimated Completion Date	Project status	Manager	Notes/Comments
Installation of Tap Water at the Barge Landing	\$ 30,000		0%	30/06/2025		David Ciosmak / Alice Williams	Need to clear debris to locate bore cap.
Shed Shelter and BBQ at Ranbu	\$ 10,000		0%	30/06/2025		David Ciosmak / Alice Williams	TITEB currently building shelter.
Community New Year's Day Barbeque	\$ 2,000	\$ 2,168	100%	31/01/2025	Completed	Bill Toy	Requesting to close this project.
Milikapiti Water Park - Barbecue and Play Area	\$ 60,000	\$ 27,400	20%	30/06/2025	In Progress	Salman Samee	Few of the items are being procured. Project construction is expected to start at the start of the dry season 2025.
Vet Visist 2024-25	\$ 3,500			30/06/2025		Bill Toy	
School Holiday Program	\$ 20,000			30/06/2025		Bill Toy	
Wurrumiyanga Local Authority Projects							
Museum - funds to staff Museum	\$ 65,000	\$ 38,378	40%	30/06/2025	In Progress	Bill Toy	On-going
Vet Visit	\$ 15,000	\$ 11,431	33%	31/03/2025	In Progress	Bill Toy	March visit completed on 4th March 2025. Next visits are scheduled in August and December 2025.

Ordinary Council Meeting 16 April 2025 - Agenda

Project Name	Project budget	Actual Expenditure	Percentage of project completed	Estimated Completion Date	Project status	Manager	Notes/Comments
Master Plan - Sport and Recreation Precinct - Wurrumiyanga	\$ 100,000	\$ 41,414	15%	30/06/2025	In Progress	Salman Samee	Contract Awarded to GHD. GHD recently completed site visit, site audit report expected soon. In addition, planning in works to conduct community consultation workshops.
Relocation of Fence and tidy up Playground	\$ 20,000	\$ -	0%	30/06/2025	Issues	Salman Samee	Playground has safety concerns and can't be used for the community.
BBQ, Shelter & Tables on Foreshore	\$ 40,000	\$ 23,870	70%	30/06/2025	In Progress	Salman Samee	BBQ's have already reached Wurrumiyanga in Jan. 2025.
WLA Shirts	\$ 5,000	\$ 3,004	50%	30/06/2025	In Progress	Salman Samee	Shirts have been dispatched to Wurrumiyanga as of 9th April.
Rubbish Bins - to lock up stage including concrete slab	\$ 35,000	\$ 21,101	80%	30/12/2024	Completed	Salman Samee	Bins on island, Installation completed.
Marque - 1 x heavy duty, large marque for events	\$ 30,000	\$ 5,458	10%	30/06/2025	Not commenced	Salman Samee	Not started
BBQ Supplies for Wurrumiyanga Monthly Meetings	\$ 10,000	\$ 1,159	40%	30/06/2025	In Progress	Salman Samee	On-going monthly - supplies delivered to island for the BBQ's
Wurrumiyanga Carnival	\$ 10,000	\$ -	0%	30/06/2025	Not commenced	Salman Samee	Not started
Replacement Bollards around Cemetery, Church and Foreshore	\$ 15,000	\$ 1,368	40%	30/06/2025	In Progress	Salman Samee	Bollards on island for Foreshore. Cemetery bollards not required. Issues with Power Water for Church
Purchase new Garbage Truck	\$ 450,000	\$ 442,988	95%	30/12/2024	Completed	Bill Toy	Garbage truck purchase has been completed, and truck has arrived in Wurrumiyanga in March 2025.

Ordinary Council Meeting 16 April 2025 - Agenda

Project Name	Project budget	Actual Expenditure	Percentage of project completed	Estimated Completion Date	Project status	Manager	Notes/Comments
Total	\$5,431,229	\$2,083,867					

6 REPORTS FOR INFORMATION

ITEM NUMBER: 6.4
TITLE: Appointment of new Pirlangimpi Local Authority member
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

This report is to update Council on the Pirlangimpi Local Authority vacancy position for Miyartuwi skin group.

Recommendation

That Council notes the nomination of Daniel Costa to represent the Miyartuwi skin group on the Pirlangimpi Local Authority.

BACKGROUND

At the last Pirlangimpi Local Authority meeting held on 20 March 2025, the Pirlangimpi Local Authority agreed to nominate Daniel Costa to represent the Miyartuwi skin group.

The current vacancy is for a representative of the Miyartuwi (Pandanas) skin group. One (1) application has been received. The applicant is Daniel Costa. Attached to this report is the application for the Local Authority Members to review.

Attachments

1. Daniel Costa Application [6.4.1 - 1 page]
2. PLA Sup Minutes - 20 March 2025 [6.4.2 - 2 pages]

TIWI ISLANDS

Regional Local Authority Membership



Council Application & Declaration

I (Full Name) daniel costa

Of (Address) pirlangimpi community, tiwi islands, NT

Declare that:-

1. I am seeking appointment to the position of ordinary member of a Local Authority.
2. I am enrolled as an elector in the Northern Territory/TIWI Islands/Local Authority Area.
3. I do not hold a judicial office (other than Justice of the Peace).
4. I am not bankrupt or subject to a composition or arrangement with creditors under the Bankruptcy Act 1966.
5. I have not been sentenced to a term of imprisonment (which has not expired) of one year or longer.
6. I am not indebted to the council for rates or surcharge and shall not fail to discharge any such debt within 6 months after the debt becomes due and payable.
7. I am mentally fit to hold the position of ordinary member of a Local Authority.

Signature of Applicant..... 

Contact Details..... 0475266612

Proof of identity provided Yes No
drivers licence

Type of Id (e.g. Driver's Licence)

Witness Name angelina trnka Signature..... Atanka

Receiving Officer..... PB Date 19/3/2020²⁵

Applicant Details

<p>Island of Residence Bathurst <input type="checkbox"/></p> <p> Melville <input checked="" type="checkbox"/></p>		<p>Location</p> <p>Bathurst Island <input type="checkbox"/></p> <p>Pirlangimpi <input checked="" type="checkbox"/></p> <p>Milikapiti <input type="checkbox"/></p>
<p>Skin Group Representative..... <input checked="" type="checkbox"/></p> <p>Non-Skin Group Representative... <input type="checkbox"/></p>		<p>Sex</p> <p>Male..... <input checked="" type="checkbox"/></p> <p>Female..... <input type="checkbox"/></p>
<p>Skin Group Warntarringuwi <input type="checkbox"/></p> <p> Miyartuwi <input checked="" type="checkbox"/></p> <p> Lorrula <input type="checkbox"/></p> <p> Takaringuwi <input type="checkbox"/></p>		<p>Age</p> <p>Under 25 years <input type="checkbox"/></p> <p>25 – 50 years <input checked="" type="checkbox"/></p> <p>Over 50 years <input type="checkbox"/></p>
<p>Council Staff..... Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Signed Copy to Applicant Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p>		<p>Copy to Governance & Compliance Manager /...../2020</p>

Authorised for distribution by Mrs. Valerie Rowland CEO Tiwi Islands Regional Council May 2020



**MINUTES OF THE PIRLANGIMPI LOCAL AUTHORITY MEETING HELD IN THE
PIRLANGIMPI BOARD ROOM ON WEDNESDAY 19 MARCH 2025 (POSTPONED TO
Thursday 20 MARCH 2025) AT 10:23 AM**

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1 WELCOME & APOLOGIES

1.1 Welcome and Opening of Meeting

The meeting opened at 11am.

The Chair welcomed members and staff.

1.2 Present

Chair	Andrew Warrior
Member	Andrew Orsto
Member	Bernard Pangiraminni
Member	Thecla Puruntatameri
Member	Rebekah Yunupingu
Member	Carol Puruntatameri
Councillor	Deanne Rioli
Councillor	Therese Bourke
Councillor	Joseph Pangiraminni

Staff

Chief Executive Officer	Gina McPharlin
Acting Chief Financial Officer	Jayesh Vasandani
Community Engagement Manager	Bill Toy
Governance & Compliance Coordinator	Nyaradzo Musasira
Governance Admin Officer	Kesara Scrymgour

2 REPORTS FOR DECISION

2.1 Pirlangimpi Local Authority Miyartuwi (Male) Vacancy

PLA/27 RESOLUTION

Moved: Joseph Gideon Pangiraminni

Seconded: Andrew Orsto

That the Local Authority members reviewed and nominated Daniel Costa as the new Miyartuwi skin group representative and will be tabled at the next Council Meeting on 16 April 2025.

CARRIED

3 CLOSURE

The meeting closed at 1.35pm.

7 REPORTS FOR DECISION

ITEM NUMBER: 7.1
TITLE: Policy Review - TIRC Risk Management Policy No (11)
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

This report is provided for Council to review and adopt the proposed Risk Management Policy.

Recommendation

That Council revise and adopt the Risk Management Policy No (11).

Background

Version history

Version 1 of the Risk Management Policy was adopted by resolution in May 2015. Version 3 was last adopted by Council resolution in September 2020 and was due for review in 2022. The Risk Management Policy is now outdated, and Council is being asked to revise the policy before them. Material changes have been made to the policy.

Current Situation

Purpose of the Risk Management Policy No (11)

The purpose of this policy is to outline the Tiwi Islands Regional Council's principles and approach in relation to the management of organisational risks and hazards. The Council is committed to an integrated system of risk management which forms an integral part of the broader governance and leadership frameworks and supports the creation and protection of long-term community value.

Summary of the policy

1. Council seeks to achieve an appropriate balance between managing threats and realising opportunities to maximise its ability to achieve its strategic vision and objectives, and to deliver quality services and projects for the community.
2. Risk management process
 - 2.1 Establish goals and context.
 - 2.2 Identify risks.
 - 2.3 Analyse risks.
 - 2.4 Evaluate risks.
 - 2.5 Treat risks by:
 - Discontinuing activity that generates it.
 - Reducing the likelihood of occurrence.
 - Reducing the consequence of occurrence.
 - Transfer the risk or retain the risk.
3. Risk management approach

3.1 Council will maintain an internal control framework, which will be based upon a proactive risk management culture.

3.2 The types of risks identified in the framework will be those which may prevent council from meeting its objectives or not maximise its opportunities.

3.3 It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.

3.4 Council will develop a culture that emphasises integrity, ethical values and competence.

4. Roles and responsibilities

4.1 Council - The Council is ultimately accountable for the management of the risk exposures within the TIRC.

4.2 Audit and Risk Management Committee – The ARMC is responsible for reviewing the effectiveness of the Council's risk management program and monitoring the performance of the risk management program.

4.3 Chief Executive Officer - The CEO is responsible for establishing Internal Controls and associated framework, which ensures Council objectives are achieved efficiently and effectively as required by the *Regulations*.

4.4 Managers - Managers are responsible for ensuring that risks are identified, controls are established, documented, maintained and adhered to across the council and to all employees that they are responsible for adhering to those controls.

5. Risk Appetite

5.1 Risk appetite is the amount and type of risk that Council is prepared to tolerate or accept in the pursuit of its objectives.

5.2 The risk appetite tolerances for TIRC are identified on the residual risk for each consequence category for the organisation.

Conflict of Interest Declaration Regarding the Matter

<insert text here>

Attachments

1. TIRC Risk Management Policy No (11) - DRAFT [7.1.1 - 6 pages]

RISK MANAGEMENT POLICY



Title	Risk Management Policy
Policy Number	11
Adopted by	Council
Adoption date	
Next review date	
Responsibility	Chief Executive Officer

Document History

Version	Decision Number	Adoption Date	History
1	Resolution 52	25/03/2020	Doc ID: 232723
2	Resolution 61	31/08/2022	Doc ID: 244268

1. PURPOSE

The purpose of this policy is to outline the Tiwi Islands Regional Council's principles and approach in relation to the management of organisational risks and hazards. The Council is committed to an integrated system of risk management which forms an integral part of the broader governance and leadership frameworks and supports the creation and protection of long-term community value.

2. SCOPE

This policy applies to all elected members, council employees, and any other persons engaged in business that involves the Council.

3. POLICY STATEMENT

- 3.1 Risk is inherent in all Council's business activities, programs, services, projects, processes and decisions.
- 3.2 TIRC is committed to the identification and management of all risks associated with the performance of council functions and the delivery of Council services to protect its employees, the public, assets and the environment.
- 3.3 Risk management is an essential part of sound management practice and good corporate governance. It improves decision-making, planning and accountability to increase Council's ability to achieve its goals and objectives.

RISK MANAGEMENT POLICY



3.4 Council seeks to achieve an appropriate balance between managing threats and realising opportunities to maximise its ability to achieve its strategic vision and objectives, and to deliver quality services and projects for the community.

4. PRINCIPLES

4.1 Council is committed to maintaining an effective risk management environment. **This policy is based on the following principles:**

4.1.1 Managing risks relating to the stewardship of public resources requires effective internal controls.

4.1.2 Council requires a framework for an effective risk management system which conveys to managers that they are responsible for ensuring that risks are identified, controls are established, documented, maintained and adhered to across the council and to all employees that they are responsible for adhering to those controls.

4.1.3 Council must ensure the propriety of transactions, information integrity, compliance with regulations and achievement of Council objectives through operational efficiency.

4.2 The risk management process followed by Council shall be based on AS/NZS ISO 31000:2018 Risk Management.

4.2.1 **Establish goals and context** – Effective risk management requires a thorough understanding of the goals and context of Council to assist in establishing the assessment criteria for risk management.

4.2.2 **Identify risks** – Identify the risks most likely to impact on the achievement of Council's objectives.

4.2.3 **Analyse risks** – assess effectiveness of risks in terms of likelihood and consequence to identify the current risk level.

4.2.4 **Evaluate risks** – Determine whether the risks are acceptable or unacceptable and document findings.

4.2.5 **Treat risks** – treat risks by one of the following methods:

4.2.5.1 Discontinuing activity that generates it.

4.2.5.2 Reducing the likelihood of occurrence.

4.2.5.3 Reducing consequence of occurrence.

4.2.5.4 Transfer the risk or retain the risk.

4.2.6 **Consultation and communication.**

RISK MANAGEMENT POLICY



4.2.7 **Monitor/review** – Responsible officers must be identified for each internal control and provide feedback to managers on progress with controls.

4.2.7.1 The managers monitor the effectiveness of risk treatments and report progress to the senior management team and audit committee at regular intervals.

4.3 Risk Management Approach

4.3.1 Council will maintain an internal control framework, which will be based upon a proactive risk management culture.

4.3.2 The types of risks identified in the framework will be those which may prevent council from meeting its objectives or not maximise its opportunities.

4.3.3 It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.

4.2.4 Council will develop a culture that emphasises integrity, ethical values and competence.

4.4 Roles and responsibilities

4.4.1 The following is a broad overview of the roles and responsibilities for the governance of the Risk Management Framework. Detailed roles and responsibilities relating to the management of risks are contained within the Risk Management Procedures.

<p>Council</p>	<p>The Council is ultimately accountable for the management of the risk exposures within the TIRC. Council is responsible for:</p> <ul style="list-style-type: none"> • Defining the risk appetite for the Council. • Establishing the Council’s risk criteria for strategic risks. • Managing strategic risks and review actions to address risks. • Regularly monitoring risk as part of a standing item on the consideration of governance issues.
<p>Audit and Risk Management Committee</p>	<p>The Audit and Risk Management Committee is responsible for:</p> <ul style="list-style-type: none"> • Reviewing the effectiveness of the Council’s risk management program.

RISK MANAGEMENT POLICY



	<ul style="list-style-type: none"> • Monitoring performance of the risk management program. • Monitoring the effectiveness of critical controls. • Providing reports to the Council on audit findings and ensure any recommendations are implemented where agreed.
<p>Chief Executive Officer</p>	<p>The CEO is responsible for establishing Internal Controls and associated framework, which ensures Council objectives are achieved efficiently and effectively as required by the <i>Regulations</i>.</p> <p>The CEO must adopt a risk management approach to identifying and assessing risks and apply cost/benefit analysis in the development of internal controls.</p> <p>The CEO is responsible for ensuring Council employees conduct their duties in accordance with internal control policies, procedures and practices of Council.</p>

4.5 Elements of the internal control framework

- 4.5.1 Structure and culture of council.
- 4.5.2 Delegations of authority.
- 4.5.3 Policies and procedures.
- 4.5.4 Trained and properly qualified staff.
- 4.5.5 information Technology controls.
- 4.5.6 Review process for example, internal audit.
- 4.5.7 Liaison with auditors and legal advisors.
- 4.5.8 Senior management compliance assurance.
- 4.5.9 Risk identification and assessment.

4.6 Risk Appetite

- 4.6.1 Risk appetite is the amount and type of risk that Council is prepared to tolerate or accept in the pursuit of its objectives.
- 4.6.2 The risk appetite tolerances for TIRC are identified on the residual risk for each consequence category for the organisation.

RISK MANAGEMENT POLICY



4.6.3 Once a risk is identified, it is initially measured in accordance with the Risk Framework.

4.6.4 Controls or mitigations are then established or implemented to reduce the risk to as low as reasonably practicable.

4.6.5 Some risks are unable to be reduced to a lower level through further treatment, transfer of risk, or by avoidance. These risks sometimes need to be accepted by TIRC even though the residual risk rating level may exceed organisational tolerances.

4.6.6 Residual risks will be monitored, reported and periodically reassessed in accordance with the Risk Framework, policy and procedures.

4.6.7 Council seeks to identify and report any residual risk that exceeds the established risk appetite to the Risk Management and Audit Committee on a regular basis.

4.6.8 Council generally has no appetite for risks which are assessed as extreme or high. Council has no appetite for risks which will:

4.6.8.1 Have a high significant negative impact on Council’s long term financial sustainability, result in major breaches of legislative requirements, and or significant successful litigation against Council.

4.6.8.2 Compromise the safety and welfare of staff, contractors and or members of the community.

4.6.8.3 Cause significant and irreparable damage to the environment.

4.6.8.4 Result in major disruption to the delivery of key Council’s services.

4.6.8.5 Result in widespread and sustained damage to Council’s reputation.

4.6.9 The level of risk that is acceptable will be assessed and determined on a case-by-case basis using the criteria detailed in the respective risk management procedures that underpin the risk management program within Council.

4.6.10 The table below illustrates how the combination of the consequence and likelihood generates the overall risk rating:

Table 1: Risk Matrix

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

RISK MANAGEMENT POLICY



5. DOCUMENT MANAGEMENT

5.1 This policy is the responsibility of the Chief Executive Officer.

5.2 The policy will be reviewed every two (2) years).

6. REFERENCES AND LEGISLATION

6.1 *Local Government Act 2019*

7 REPORTS FOR DECISION

ITEM NUMBER: 7.2
TITLE: Terms of Reference - Audit and Risk Management Committee
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

This report is provided for Council to review, revise and adopt the Terms of Reference for the Audit and Risk Management Committee.

Recommendation

That Council reviews and adopts the proposed Terms of Reference for the Audit and Risk Management Committee.

Background

Document history

Version 1 of the Audit and Risk Management Committee (ARMC) was adopted in 2017 by Council resolution and the last version was adopted in 2018. The document needs revision since it has been about 7 years since it was last revised.

Purpose of the ARMC

The Tiwi Islands Regional Council Risk Management and Audit Committee (the Committee) is created as an advisory committee as per provisions in the *Northern Territory Local Government Act 2019* (the Act) and the *Local Government Regulations 2021* (the Regulations). Its role is to monitor Tiwi Islands Regional Council's (TIRC) compliance with financial and accounting regulations and standards, as well as any other matters related to the integrity of Council's internal controls.

Current Situation

The proposed terms of reference govern how the ARMC should function and covers the following:

1. Roles
2. Responsibilities.
3. Composition of the committee.
4. Committee meetings and reporting to council.
5. Term of appointment and termination of committee members.
6. Performance and review.
7. Remuneration of the committee members.
8. Committee access to council records and resources.
9. Declaration of interests.
10. Review of terms of reference.

Conflict of Interest Declaration Regarding the Matter

Attachments

1. TIRC - Terms of Reference - Audit and Risk Management Committee [7.2.1 - 5 pages]

AUDIT & RISK MANAGEMENT COMMITTEE



Title	Terms of Reference of the Audit & Risk Management Committee
Policy Number	00
Adopted by	Council
Adoption date	
Next review date	
Responsibility	Chief Executive Officer

Document History

Doc ID	Review Date	Date Approved	Versions	Endorsed by
203154		28-02-2017	1	Council
	28-11-2017	28-11-2018	2	Council
	14-02-2018	21-03-2018	3	Council

1. Role

The Tiwi Islands Regional Council Risk Management and Audit Committee (the Committee) is created as an advisory committee as per provisions in the *Northern Territory Local Government Act 2019* (the Act) and the *Local Government Regulations 2021* (the Regulations). Its role is to monitor Tiwi Islands Regional Council's (TIRC) compliance with financial and accounting regulations and standards, as well as any other matters related to the integrity of Council's internal controls.

2. Responsibilities

The Committee provides recommendations to Council and the Chief Executive Officer (CEO) that assist in the governance of TIRC, and the exercising of due care, diligence and skill in relation to:

- i. Internal Control and Risk Management
- ii. Internal Audit
- iii. External Audit
- iv. External Reporting
- v. Compliance with standards.

3. Composition of the Committee

AUDIT & RISK MANAGEMENT COMMITTEE



- (a) The Committee will comprise of a minimum of three (3) and not more than six (6) TIRC elected members, an independent external chair, and an Independent Member.
- (b) At least one member of the Committee will be a qualified accountant holding current accounting certification (CPA or CA).
- (c) In addition to this, at any given time, either the Chair or Independent Member should reside in the Northern Territory at the time of their appointment, and during their membership on the Committee.
- (d) All appointments to the Committee including any external members and the appointment of the Chair shall be approved by Council resolution.
- (e) The Council can, at any time appoint a stand-in or replacement Elected Member to act as a proxy member for the elected representative members of the Committee.
- (f) Independent Members are appointed based on professional qualities and skills, and proxies are not permitted if the Independent Member is unable to attend the meetings.
- (g) In addition to the Committee members, the following Council staff may attend Committee meetings:
 - i. Chief Executive Officer
 - ii. Chief Financial Officer
 - iii. Governance Coordinator.
- (h) The Committee will receive secretariat support from Council staff. Additionally, internal and external auditors may be invited to attend the Committee's meetings at the discretions of the Committee members.

4. Committee Meetings and Reporting to Council

4.1 Quorum

The quorum will consist of a majority of members holding office at the time of the meeting and must include a minimum of one independent member and two elected members.

4.2 Absence of the Chair

In the Chair's absence from a meeting, the members of the Committee present at the meeting will select a Chair for that meeting.

4.3 Notices

Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of each meeting will be made available to Committee meetings at least (3) business days before each meeting.

4.4 Attendance

All committee meetings are open to the public unless they are considered confidential as per section 293 of the *Act*. The Committee may invite any persons to its meetings as it sees fit and consult with other persons or seek any information it considers necessary to fulfill its responsibilities.

A meeting may be conducted in private.

4.5 Regularity

The Committee shall meet at least three times a year at appropriate times in the reporting audit cycle.

4.6 Voting

All committee members (elected members and independent members) have equal voting rights on the Committee. Any matters requiring a decision will be decided by a majority vote of members present.

In the event of a tie, the Chair has the casting vote.

4.7 Minutes

The minutes of each Committee meeting must comply with the conditions of the *Regulations* and must be made available to the public in accordance with the *Act*.

Accuracy of the minutes will be confirmed as part of the next Committee meeting.

5. Term of Appointment and Termination of Committee Members

The term of membership for elected members will be the term of the Council, which is four (4) years.

Elected members will be appointed to the Committee at the first Ordinary Council meeting following the local government general election.

Membership of an elected member ceases if they are no longer an elected member.

The Independent Chair and independent member should not be a TIRC elected member or staff. Independent members will be appointed by Council for a maximum period of four (4) years after suitable candidates are interviewed following a public call for expressions of interest.

The appointment of independent members will be approved by Council resolution and may be renewed or terminated by Council subject to their appointment agreements.

6. Performance and Review

The Committee will review its performance at least once every two years. This review may be conducted as a self-assessment and will be coordinated by the Chair.

Professional development of the Committee's members is necessary to ensure that all members receive the training that they need to understand and carry out their roles on the Committee.

Accordingly, elected members of the Committee will have reasonable access to technical and professional development events to help them keep up to date with legislative, accounting and other relevant issues.

Independent members of the Committee are expected to maintain their own professional development requirements.

7. Remuneration of the Committee members

TIRC's elected members of the Committee shall be remunerated for their attendance at Committee meetings in accordance the *Determination of allowances for members of local councils*. The rate payable is specified annually in Council's Regional plan and Budget. Independent members should provide invoices before payments are processed.

8. Committee access to Council records and resources

Council authorises the Committee, through Chair to seek any information it requires from any employee. All employees of the Council are directed to cooperate with any request made by the committee.

Council authorises the Committee, through the Chair, to seek any information it requires from external parties which includes obtaining outside legal or other independent professional advice with the agreement of the Council.

The CEO will advise the Committee members in the event of the following:

- (a) Loss of significant programs
- (b) Material theft
- (c) Adverse financial event.

9. Declaration of Interest

(a) Conflict of Interest

Members are required to comply with the Act and relevant Council policies.

Committee members must declare any real or perceived conflicts of interest at the commencement of each meeting.

Where a committee member declares a real or perceived conflict of interest, the person is excused from Committee deliberations on the agenda item where a conflict of interest exists.

Details of any conflict of interest should be appropriately recorded.

(b) Annual return of interests

Committee members must submit an annual return to the CEO as per the Act and the Regulations.

The annual return to the CEO must be submitted within 60 days of the elected members election and not later than 30 September each year.

10. Review of Terms of Reference

The Committee shall review its terms of reference every two (2) years to provide assurance it remains consistent with Council's objectives and responsibilities.

The Committee shall also review its terms of reference to ensure compliance with any legislative changes.

8 QUESTIONS WITH OR WITHOUT NOTICE

ITEM NUMBER: 8.1
TITLE: Questions With or Without Notice
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

The purpose of this report is to provide Councillors and the public with a forum to table items for discussion and ask questions that will be documented and addressed at the next meeting.

Recommendation

That the Chairperson:

- 1. Invites questions with or without notice from Councillors.**
- 2. Informs Councillors that they can send emails with questions and the public can ask questions that will be documented and discussed at the next meeting.**

9 GENERAL BUSINESS

ITEM NUMBER: 9.1
TITLE: General Business
AUTHOR: Gina McPharlin, Chief Executive Officer

Summary

This Item is provided for Councillors to raise Items of General Business within the meeting.

Recommendation

That Council notes the General Business Items raised.

10 CONFIDENTIAL ITEMS

10.1 Special Council Minutes - 08 April 2025

The report will be dealt with under Section 293(1) (51(c)(i)) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 (s.51). It contains subject to sub-regulation 51(3) – information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

11 NEXT MEETING

12 CLOSURE