



## Facilities Management

### SUMMARY

To provide effective management, repairs and maintenance across the Islands' Sport and Recreation facilities including Ovals, Sport and Recreation Halls and Swimming Pools.

### KEY PERFORMANCE OUTCOMES

Increased hours, variety of programs on offer and patronage on previous year

Increased revenue from canteen sales

Hire fees successfully implemented for facilities used by external organisations

Creation of several procedures, policies and work instructions for the aquatic facilities during the year

Construction of chemical storage

### FUNDING AND PARTNERSHIPS

Funding is sourced from Sport and Recreation funds and facilities fees and charges.

### OPPORTUNITIES AND CHALLENGES

#### OPPORTUNITIES

- ❖ Up skill staff (e.g. Royal Life Saving Society Australia (RLSSA) and Austswim qualifications) and implement programs with schools, community and external groups
- ❖ New equipment, including installation of a gym in Wurrumiyanga recreation hall

#### CHALLENGES

- ❖ Uncertified staff
- ❖ Lack of parental involvement
- ❖ Non existent or inadequate manuals, procedures and an initial lack of appropriate chemical storage

### HIGHLIGHTS AND ACHIEVEMENTS

- ❖ All staff participated in accredited and non-accredited training during the year.
- ❖ Reopening of Wurrumiyanga pool and canteen.
- ❖ Laurie Lawrence attended Wurrumiyanga Pool for water safety promotion.
- ❖ Assisted in the delivery of a young women's week-long bush camp at Tarntippi Dam on Bathurst Island



## Events Management

### SUMMARY

Support participation by Tiwi Islands Residents in the development, delivery and presentation of culturally appropriate and safe events, including a Festival for the community and visitors with annual side activities, on and off shore, including and not limited to sport, performing arts and art.

### KEY PERFORMANCE OUTCOMES

- ❖ Events Committee convened in the lead up to community events
- ❖ Calendar of events is updated and published regularly
- ❖ Strong relationships with, and recognition from, Territory and National events and funding bodies
- ❖ Increased web and social media presence with training opportunities for Tiwi staff in publication and design
- ❖ Timely, accurate and successful funding submissions with robust acquittal processes

### FUNDING AND PARTNERSHIPS

Seeking funding for Events is an onerous task, as multiple small grants from many organisations and government departments must be sought. This also affects the funding acquittal process and adds extensively to the administrative tasks of the Events Manager. Current funding partners include: Festivals Australia; Arts NT Community Festivals; Various Corporate Sponsors and Australia Day Council.

### OPPORTUNITIES AND CHALLENGES

- ❖ Development of Festival and oval sites at Wurrumiyanga
- ❖ Tiwi community ownership of events and Festival
- ❖ Tiwi organisations offered opportunity to contribute cash and in-kind to festival
- ❖ A workforce ready and dedicated to event delivery and dismantle i.e. put up, pull down, general maintenance and logistics
- ❖ Train Tiwi football broadcasters with ABC and Top End Aboriginal Bush Broadcasting Association (TEABBA) that could feed into Australian Football League Northern Territory (AFLNT)
- ❖ Other communities on the islands more actively involved in the festival
- ❖ Social participation and civic duty being seen as important in a Tiwi world view
- ❖ No broadcasting locally or training PA operators
- ❖ Unkempt and visually unstimulating environment of Wurrumiyanga
- ❖ No public amenities across Islands
- ❖ Web site development
- ❖ No Ferry service: impacted on events attendance in 2011 - 2012
- ❖ Audience behaviour at events



## HIGHLIGHTS AND ACHIEVEMENTS

### Representation:

- ❖ Presented at the Australia Day Council Regional Conference Darwin and National Conference at the MCG
- ❖ Membership of Tiwi Bombers. Attended football matches and AGM and presentation night; presented the Andrew McMillan Facebook Warrior Award for the best use of Facebook
- ❖ Opening of Yiloga Tiwi Footy exhibition
- ❖ Co – ordination of Tiwi dancers for the Bombing of Darwin celebrations
- ❖ Maurice Rioli Foundation Dinner and participation of HG Nelson
- ❖ Remote Festivals network meeting at Mt Bundy Station

### Events:

- ❖ Milimika Festival featuring all Tiwi line-up, B2M, Sista Girls, Wulamanyuwi and the Seven Pamanui, Constantina Bush, The Strong Women's Choir, Cricket & Softball, Tiwi Bombers Exhibition match, Coke Bottle Olympics, Tiwi Got Talent dance off, and the Break (former members of Midnight Oil and the Violent Femmes) Milimika Festival Workshops, Bless this Festival Mass, art centres, Museum and Sister Anne's Frangipani café open as a performance venue. Cultural procession, ceremonial welcome and farewell on beach, for visitors lead by the Tapalinga students from Xavier School
- ❖ Shire's first Citizenship Ceremony - and first Citizenship Ceremony held in an Indigenous community
- ❖ Tiwi Islands Grand Final with HG Nelson broadcast live through the TEABBA network and Territory Grandstand, played the day after the Tiwi Bombers won the AFLNT Premiership season 2011-2012

### Awards:

- ❖ Denise Officer Award for Excellence Women in Local Government
- ❖ Local Government Australia Day Award – Community Event: The Milimika Festival

### Partnerships:

- ❖ TEABBA & ABC for broadcast of Tiwi Islands Football League (TIFL) Grand Final with HG Nelson, discussions held regarding training football broadcasters for 2012-2013 seasons
- ❖ The Maurice Rioli Foundation for the appearance of HG Nelson
- ❖ TIFL assisted with co-ordination and promotion of Grand Final
- ❖ Festival Sponsors: Workpac Industrial, Morris Corp, Tiwi Barge, Norfuel, Quickprint digital, Tiwi Design, NBC, Fly Tiwi, Darwin Festival, Tiwi Bombers, Red Cross, the Northern Territory Government, Festivals Australia, WACO Kwikform and Munupi Lodge





## Information and Communications Technology

### SUMMARY

The Shire continues to spend an inordinate amount on the provision of Information and Communications Technology (ICT) services due to current leasing arrangements provided through the NT Government. As part of the establishment of the new regional shires, the NT Government committed all of the new Shires to the government's own ICT supplier contracts (CSG & Fujitsu). These costs are well above what is available in the market place and have nearly doubled the costs of supplying these services compared to those previously supplied through the Local Government Association of the Northern Territory (LGANT).

Mobile phone, landlines and internet connections to the Tiwi islands are by microwave links to Darwin. These are inadequate not only as to reliability, coverage and speed but in relation to directional restrictions on reception. This results in inadequate availability of both telephone and internet connection to all of the Shire areas and frequent black spots with no coverage at all within some township living areas.

Council's server connection alone (a mere 2 MBit) – which is a synchronised secure VPN costs in the vicinity of \$4,500 per month. By comparison, mainland township residents can access 20MBit for around \$100 per month.

Many parts of Pirlangimpi and Milikapiti continue to access the internet only by Turbo modem which inhibits both work flow and outcomes.

### KEY PERFORMANCE OUTCOMES

- A list of all IT assets is maintained on a regular basis
- Training of an IT Assistant remains ongoing
- E waste collection will commence from Wurrumiyanga in 2013
- Communications costs are constantly under review

### FUNDING AND PARTNERSHIPS

Income from the NT Operating Grant, Federal Assistance Grant and administration fees from other funding Agreements contribute toward staff wages and on-costs.





## **OPPORTUNITIES AND CHALLENGES**

There are a number of challenges faced by ICT on the Tiwi Islands. These include dusty and hot conditions for all ICT equipment, harsh conditions for mobile phones, problems with supply logistics from Darwin, problems with network speed and reliability of the connection back to Darwin, ageing equipment in our offices, a monopoly provider for all connectivity (landlines, mobiles, sat phones, internet and network connectivity) and problems with transport between the communities on the two islands.

We also have problems connecting staff not in the main offices to our Citrix network. This has recently been resolved using a Telstra Gateway Turbo Router and a login to Citrix via the Telstra/CouncilBIZ APN over the NextG network. This means that staff in places such as Crèches and Mechanical Workshops can log directly to Citrix. This makes remote staff more productive and allows greater control and security on computers placed outside our Citrix network.

## **HIGHLIGHTS AND ACHIEVEMENTS FOR THE YEAR**

- ❖ Training is continuing with the Shire IT Officer, a young Tiwi woman who has gained a wide range of Level 1 IT experience over the past year. This includes working with mobile phones, editing the Shire website, resolving problems related to Citrix, printing, passwords and email.
- ❖ Arranged for e-waste collection from Wurrumiyanga yearly at no cost to Shire



## Records Management

### SUMMARY

Records Management is the discipline and organisational function of managing records to meet operational business needs, legal accountability requirements and community expectations.

The Shire has a greatly enhanced professional records management service (including the recording, storage and public accessibility of Council working papers through 'InfoCouncil'). This system safeguards the corporate records of the organisation.

### KEY PERFORMANCE OUTCOMES

- ❖ Freedom of Information – There has been no request for this financial year for freedom of information.
- ❖ Ongoing Staff training – 22 staff have had training in InfoXpert System.
- ❖ Control mechanism is updated regularly and is accurate.
- ❖ Disposal Program – 247 boxes of disposed records for this financial year and 12 disposal projects have completed.

### FUNDING AND PARTNERSHIPS

Income from the NT Operating Grant, Federal Assistance Grant and administration fees from other funding agreements contribute toward Corporate Services staff wages and on-costs.

### OPPORTUNITIES AND CHALLENGES

- ❖ Increased training and succession planning



## **Fleet Administration**

### **SUMMARY**

Managing cost recovery and administration for all Shire vehicles (vehicles and heavy plant); ensuring vehicles are maintained and insurance and registration are compliant; developing sustainable replacement strategies.

### **KEY PERFORMANCE OUTCOMES**

- ❖ This financial year saw the establishment of this new Business Unit. Performance Indicators have been identified for the next financial year and are outlined in the Shire Plan.
- ❖ 14 new vehicles have been added to the shire fleet pool to upgrade the existing fleet.
- ❖ A fleet officer is situated in each community to manage and control vehicle movement and cost recovery from Business Units as required.
- ❖ Vehicle assessments and valuations were carried out on all light vehicles, which influences the ongoing replacement/disposal of fleet vehicles.

### **FUNDING AND PARTNERSHIPS**

Income from the NT Operating Grant, Federal Assistance Grant and administration fees from other funding agreements contribute toward staff wages and on-costs. Cost recovery on vehicle use will also contribute.

### **OPPORTUNITIES AND CHALLENGES**

- ❖ Dedicated fleet management software
- ❖ Full cost recovery on vehicles





## Administration

### SUMMARY

Shire administration offices deliver information and services to Community residents and also provide support to Elected Members, Directors and other Shire Program/Business Units across the 3 communities. The Council Office also provides assistance and information to external agencies.

### KEY PERFORMANCE OUTCOMES

Each of the identified outcomes has been achieved, with:

- ❖ Fees and Charges revenue increasing
- ❖ Staff development and training successfully being undertaken
- ❖ Cash reconciliations improved in accuracy

### FUNDING AND PARTNERSHIPS

Income from the NT Operating Grant, Federal Assistance Grant and administration fees from other funding agreements contribute toward Corporate Services staff wages and on-costs.

Commercial Income from the Schedule of Fees and Charges for internal and external meeting room hire, equipment hire, and fees for services provided.

### OPPORTUNITIES AND CHALLENGES

- ❖ Increased training with formal qualifications, including Management training where appropriate
- ❖ Access to consistent training from third party training organisations
- ❖ Continue to increase revenue
- ❖ A full review into the sustainability of the Australia Post agency at Wurrumiyanga is to be conducted



# ***HUMAN RESOURCES***



***Training. Development. Leadership. Best Practice.***





## HUMAN RESOURCES

### SUMMARY

The Human Resources Unit provides strategic HR leadership to encourage best practice in the management of the staff of the Tiwi Islands Shire Council. It supports a distributed human resources environment through leadership, policy development, operational services, consultancy and advice.

Areas covered include recruitment and appointment, payroll functions, training and staff development, workforce planning, workplace health and safety and mentoring.

### KEY PERFORMANCE OUTCOMES

- ❖ Recruitment processes are completed and appointments made within three weeks
- ❖ 100% success in processing payroll fortnightly
- ❖ Staff training ongoing, with 100% of staff undertaking OHS Harmonisation training
- ❖ Mentoring training provided, with two dedicated Mentors employed

### FUNDING AND PARTNERSHIPS

HR currently applies for Indigenous Wage Subsidies through DEEWR, Job Placement subsidies for staff appointed through ITEC Employment, Indigenous training funding applications, subsidies for training over 55, and any other applicable funding such as International Women's Day, Closing the Gap, and Special Purpose Grants.

Income from the NT Operating Grant, Federal Assistance Grant and administration fees from other funding agreements contribute toward staff wages and on-costs.





## **OPPORTUNITIES AND CHALLENGES**

As the HR function matures there is an opportunity to build and use extended modules within the HR/Payroll system to record Workplace Health and Safety, Training and Recruitment, as well as filing of HR related documents.

A challenge is to ensure staff are trained so that they become efficient in each of the functional areas of HR.

The Shire has identified that strategic planning and policy development is required around a number of Human Resource principles. These will take dedicated funding and resources to develop, including but not restricted to:

- ❖ Succession planning
- ❖ Training and development planning
- ❖ Staff retention
- ❖ Comprehensive Workplace Policies and Procedures
- ❖ OH&S guidelines – in line with workplace harmonisation
- ❖ Gender Equity
- ❖ Strategic Risk Management
- ❖ Sustainable employment for Tiwi people

## **HIGHLIGHTS AND ACHIEVEMENTS FOR THE YEAR**

- ❖ Two Tiwi HR Assistants were up skilled to become HR Assistant/Mentors
- ❖ Payroll function continues to be co-ordinated with Tiwi staff across communities
- ❖ Offered by the Department of Planning and Infrastructure to trial the Drive Safe NT Remote program which has seen 53 participants across both islands gain their Learners Permits, leading to Provisional Licences later in the year received a Commendation from the Australian Government National Awards For Local Government for Women in Local Government initiatives



# ***INFRASTRUCTURE***



***Development. Sustainability. Awareness.***



## INFRASTRUCTURE

### SUMMARY

Shires Infrastructure department provide a variety of services across the Tiwi Islands, as detailed below:

#### Civil Works

- Road maintenance and construction
- Stormwater drainage

#### Civil Services

- Parks and Gardens
- Cemetery
- Ferry Services

#### Building Services

- Staff housing
- Motel
- Contractors quarters
- Territory Housing contract (repairs and maintenance)
- Building Construction
- Outstations
- Housing Maintenance Program

#### Essential Services (Power and Water contract)

- Power and Water supply
- Sewerage

#### Airport Services

- Inspections
- Maintenance
- Emergency response

#### Workshops (Bathurst and Melville Island)

- Internal heavy fleet
- Internal light vehicles
- External customer light vehicle repairs
- Small plant (mowers and brush cutter)

#### Asset / Project Management

- Fleet management
- Life cycle costing of all Shire Assets
- Project management

Other areas that are picked up within this directorate are Natural Resource Management, Environmental Compliance, Asset and Project Management and Disaster Management.





## Motor Vehicle Workshops

### SUMMARY

Shire workshops on each island carry out repairs and maintenance to all TISC vehicles, plant and machinery on Bathurst Island and some minor repairs to contractor's vehicles. On Melville Island, services are also provided to shire residents. The workshop is also responsible for the supply and delivery of both unleaded and diesel fuel for all TISC assets, and supplies contractors with diesel as required.

### KEY PERFORMANCE OUTCOMES

A refrigerant traders licence was obtained to enable repairs to auto air-conditioning  
Staff is multi skilled and able to transfer between communities and workshops as workloads dictate

### FUNDING AND PARTNERSHIPS

Income from the NT Operating Grant, Federal Assistance Grant and administration fees from other funding agreements contribute toward staff wages and on-costs  
Cost recovery through proper internal and commercial charging also occurs.

### OPPORTUNITIES AND CHALLENGES

- ❖ Discussions are in progress over relocation/upgrade of workshops at Pirlangimpi
- ❖ Fuel supply at Milikapiti is an issue that requires urgent rectification

### HIGHLIGHTS AND ACHIEVEMENTS FOR THE YEAR

- ❖ Mentoring training completed
- ❖ Men's Workshop attended by senior staff
- ❖ Increased productivity for heavy plant with decreased equipment down time



## Civil Services

### SUMMARY

The Shire continues to improve the appearance of public areas and parks and gardens as well as maintaining the farms, waste management facilities, cemeteries, ferry operations and barge landings. Where appropriate, this is in conjunction with approved CDEP projects.

The Shire continues to collect garbage on a daily basis and this has resulted in a reduction in the amount of litter in and around the townships.

Council faces a Waste management challenge with the increased commercial waste from the Strategic Indigenous Housing and Infrastructure Program (SIHIP). This is diminishing the Council's capacity to manage domestic waste and demanding that Council commit funding resources to developing alternative waste sites. Whilst commercial waste fees are in place, there has been little to no contribution to date from SIHIP and other commercial operators who continue to utilise Council facilities.

### FUNDING AND PARTNERSHIPS

Income from the NT Operating Grant, Federal Assistance Grant and administration fees from other funding agreements contribute toward staff wages and on-costs

### OPPORTUNITIES AND CHALLENGES

Increased employment outcomes for CDEP participants  
Further reductions in visible litter within the community of Wurrumiyanga

## Civil Works

### SUMMARY

The principal role of the Civil Works unit is construction and maintenance of roads and drainage, plus such tasks as cutting and maintaining fire breaks, maintaining the rubbish dumps and occasionally works at the airports to maintain clear and safe approach and departure paths for aircraft.

Roads continue to be an issue, with connecting roads between communities impassable during lengthy periods over the wet season. The Shire continues to lobby for additional road funding, as the use continues to increase from domestic and commercial traffic - including the mining and forestry organisations.

The Council is also facing the issue of an ageing heavy plant and equipment fleet. This is contributing to downtime and lost efficiency as old equipment becomes unreliable. The Asset Revaluation that was carried out this year is the first step in a plant and vehicle replacement strategy.

### KEY PERFORMANCE OUTCOMES

- ❖ Significant maintenance grading on all roads, including visibility clearing on the corners to improve safety
- ❖ The Threeways to Paru access road was re-gravelled.
- ❖ The road at Paru Bridge was reconstructed after significant storm damage.
- ❖ Works included the installation of gabion mattresses and other works to assist with future-proofing the site against such extensive damage in future, as per our disaster resilience and disaster relief funding agreements
- ❖ Remedial work including road drainage improvement was undertaken on the Pickertaramoor road.

Below is a progress table for funded Civil Works projects:

	Projects funded	Projects completed	Projects Works in Progress
NT Disaster Relief and Recovery	6	5	1
NT Disaster Resilience Fund	3	1	2
Roads to Recovery	5	0	5





## **FUNDING AND PARTNERSHIPS**

Roads funding is provided through four key sources, being: Federal Assistance Grant: Roads to Recovery (Federal Department of Infrastructure and Transport); Natural Disaster Relief and Recovery Arrangements (DHLGRS) and Northern Territory Natural Disaster Resilience Program from the Department of the Chief Minister

## **OPPORTUNITIES AND CHALLENGES**

- ❖ Contracting out road plant and operators to external customers, such as Developers, Bathurst Island Housing Association (BIHA), Power and Water Corporation.
- ❖ Provide ongoing training for Shire employees in the operation of various pieces of road plant.

## **HIGHLIGHTS AND ACHIEVEMENTS FOR THE YEAR**

- ❖ 40 Tonnes of Ezy Street cold bitumen compound was used in Wurrumiyanga to repair broken edges and potholes
- ❖ Wurrumiyanga Skate Park was constructed
- ❖ Significant maintenance grading was undertaken on all connector roads on Melville Island, including visibility clearing on the corners to improve safety.
- ❖ The Threeways to Paru access road was re-gravelled.
- ❖ The road at Paru Bridge was reconstructed after significant storm damage.
- ❖ Works included the installation of gabion mattresses and other works to assist with future-proofing the site against such extensive damage in future.



## Building Services

### SUMMARY

Building Services covers a broad scope of works across the two islands. The Shire currently has a Service Level Agreement with Territory Housing to supply all labour and materials to maintain assets across the three main communities.

Building Services are also responsible for:

- ❖ repairs and maintenance of all Shire assets and construction of new assets including grant allocations.
- ❖ repairs and maintenance of outstations,
- ❖ works from other contractors within the Shire such as Power and Water, and
- ❖ commercial works for private enterprise as quoted

Housing is an overall Tiwi operation where all three communities are grouped under one structure, therefore not requiring separate and individual service within each community.

The Housing Maintenance Program (HMP) has 2 components painting of community houses and Environmental Life Skills (ELS). The program is foundations were laid during 2011/12 however it is not operational at this time.

The ELS team comprises 7 staff that will provide training to householders to enable them to maintain healthy home environments that not only improve living standards but also increases the lifecycle of the housing asset.

### KEY PERFORMANCE OUTCOMES

- ❖ Currently billable hours equate to 60% productivity which is 20% above target
- ❖ Negotiation of a successful Service Level Agreement beyond 2012
- ❖ Only Shire housing team to complete their SIHIP obligations within the set time period
- ❖ Completion of several long term and outstanding grant projects, including:
  - Erection of fencing, signs and shed at both Wurrumiyanga and Pirlangimpi swimming pools
  - Major repairs and maintenance to recreation halls in each of the three communities
  - Skate park completed at Wurrumiyanga



## **FUNDING AND PARTNERSHIPS**

Multiple funding sources provide service level agreement and commercial funding to Building Services. These include: Department of Housing, Local Government and Regional Services – Remote Housing NT, Outstation Housing Repairs and Maintenance and Outstation Capital, HMP – Environmental Life Skills and Painting

These grants fund wages, materials, plant hire, vehicles, staff housing and administration of the program.

## **OPPORTUNITIES AND CHALLENGES**

Continue to increase commercial income through third party construction, repairs and maintenance

## **HIGHLIGHTS AND ACHIEVEMENTS FOR THE YEAR**

- ❖ Completion of SIHIP obligations within the set time period
- ❖ Erection of fencing, signs and sheds at both Wurrumiyanga and Pirlangimpi swimming pools
- ❖ Major repairs and maintenance to recreation halls in each of the three communities
- ❖ Skate park completed at Wurrumiyanga





## Essential Services

### SUMMARY

Essential Services provides services to Power and Water under contract for the provision of clean and constant potable water to the communities, a safe effluent disposal system and continuous power supply incorporating operation of sewerage systems, water supply and treatment systems, the power station and electrical distribution systems and including fuel management for the power station in each of the three communities. Essential Services at Wurankuwu are not included in the Power and Water contract. The services and the infrastructure are provided by the Shire.

### KEY PERFORMANCE OUTCOMES

Safe and reliable services, daily operational reporting, collection and sending of water samples, and taking fuel deliveries have all been achieved successfully.

### FUNDING AND PARTNERSHIPS

A commercial contract for service provision is in place with Power and Water.

### OPPORTUNITIES AND CHALLENGES

- ❖ Enhance income-earning opportunities through additional services in the electrical and plumbing areas.
- ❖ Work in with the Shire's Building Services to provide plumbing and electrical services
- ❖ Provision of adequate cover for Essential Services Officers' (ESO's) leave and succession planning as some ESO's are approaching retirement.
- ❖ Efficient administration of the contract to ensure additional work is properly claimed.
- ❖ Negotiating with Power and Water for equitable and adequate compensation for out-of-hours fuel deliveries.
- ❖ Adequately managing street lighting in all communities.

### HIGHLIGHTS AND ACHIEVEMENTS FOR THE YEAR

- ❖ The Shire enjoys a good working relationship with Power and Water and has a good record of compliance with the Contract.
- ❖ The Wurankuwu power station was enclosed (walls added to the existing roof) for better protection of the equipment, including replacement and installation of two new generators to replace the existing ones which were old and one had failed completely.



## Airport Services

### SUMMARY

Airport Services provides inspection and reporting services to the Department of Lands and Planning under contract, and maintenance services to the Department of Construction and Infrastructure, also under a contract. The services are performed by the Shire's Essential Service Officers at each of the three communities.

During the year aircraft landings were reported as follows:

Wurrumiyanga	2375	This is down about 9% on the previous year, probably due to the wind-down of the SIHIP/Territory Alliance works.
Pirlangimpi	1000	Similar traffic to last year
Milikapiti	1107	Down about 12% on year prior.

### KEY PERFORMANCE INDICATORS

All inspections and maintenance works were carried out in accordance with the Civil Aviation Safety Authority publication Manual of Standards (MOS) Part 139. This includes daily inspection of the airstrips and immediate surrounds and reporting obligations for air safety, maintenance of lighting and furniture (gable markers, wind indicators, etc) and vegetation control such as grass mowing within the fenced area and other vegetation removal along approach and departure areas as well as providing an emergency response capability.

### FUNDING AND PARTNERSHIPS

A commercial agreement is in place with the Department of Construction and Infrastructure for the Repairs and Maintenance of Airstrips

### OPPORTUNITIES AND CHALLENGES

- ❖ Airstrips may be handed over to Councils at some stage meaning that Shire will have more control over the assets.
- ❖ Ensure Shire continues to be in a position to offer appropriate services with respect to staff expertise and equipment.
- ❖ The Shire may have to compete in an open tender process for the next contract for airport maintenance.
- ❖ The Bathurst Island airstrip and taxiway are in need of complete reconstruction, but funding and timing are determined by others.

### HIGHLIGHTS AND ACHIEVEMENTS FOR THE YEAR

- ❖ A new three-year contract for airport maintenance commenced on 12 April 2012. It provides for substantially higher payments for services than the former contract.
- ❖ All three registered aerodromes were inspected by Aerodrome Management Services under contract to the Department of Infrastructure and Transport. All three were found to be in a safe and serviceable condition.





## Asset Management

### SUMMARY

This Business Unit will prepare Asset Management Plans for the Shire's assets to provide a whole-of-life perspective. This will require examination of all the Shire's assets and provide guidance on acquisition, maintenance and disposal, in accordance with Shire plans.

### KEY PERFORMANCE OUTCOMES

This strategy included the engagement of an Assistant Director, Infrastructure, which was achieved close to the end of the financial year.

### FUNDING AND PARTNERSHIPS

Income from the NT Operating Grant, Federal Assistance Grant and administration fees from other funding agreements contribute toward staff wages and on-costs.

### OPPORTUNITIES AND CHALLENGES

- This strategy represents an opportunity to document all the fixed assets in the Shire.
- Subsequent input to medium and long term planning will provide medium to long term benefits.
- Resource allocation in the face of daily operational demands

### HIGHLIGHTS AND ACHIEVEMENTS FOR THE YEAR

Fleet will be handed to Corporate Services in the coming Financial Year to ensure effective cost recovery from Business Units in their use of vehicles, plant and equipment.



# ***FINANCE***



***Sustainability. Transparency. Compliance.***





## FINANCE

### SUMMARY

The objective of Finance is to ensure flexible, accurate and timely finance data collection and processing. This is to enable accurate reporting for both internal and external purposes.

The function of managing the Council's financial resources includes establishing, operating, and maintaining accounting systems controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations and revenue from charging, trading and investments.

This also includes the monitoring and analysis of assets to assist the delivery of economic and social services to Council stakeholders.

### KEY PERFORMANCE OUTCOMES

- ❖ Creditor and Debtor management is reported to Council monthly and well within management guidelines
- ❖ 75% of internal recharges are finalised within 10 days of month end
- ❖ Grant acquittals and financial reports are submitted prior to due dates

## FUNDING AND PARTNERSHIPS

The Tiwi Islands Shire Council has a strong reliance on grant funding to ensure full service delivery expectations are met for the Shire's stakeholders. In the past 4 years the Shire has seen a decrease in overall revenue and grant funding which is greatly affecting its ability to provide basic services based on expectations and promises made at a Northern Territory and Federal government levels.

