



**Tiwi Islands Regional Council  
Regional Plan & Budget  
2018 – 2019**

Tiwi Islands Regional Council Plan and Budget 2018/19

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## Message from the Mayor



My focus as Mayor will be to continue to address the compliance requirements of Council, to ensure that each Councillor has a clear understanding of their roles and responsibilities, to engage with their portfolios and to engage more with their communities.

We continue to face challenges developing adequate bylaws, ensuring financial stability and funding for Council's programs and infrastructure. We have been able to work with other organisations on the island to develop community projects to benefit everyone.

We have begun working with skin groups and with the community to rekindle pride in our communities and our townships. We need to address public gambling, rubbish and litter, public behaviour, fighting and drinking in public. We want to cooperate more with Community Safety and the police to address some of these issues.

I want the Council to be able to operate as a normal Council; free of the issues we have faced in the past few years, compliant with regulations and legislation, and if possible, as a standard for good Councils in the Northern Territory.

I want to see the Council, other organisations and the community working together to improve the quality of life of all Tiwi people. As a Council we would like to see greater involvement in community activities by employees of the Council.

We would also like to see greater cooperation and communication between the islands of Bathurst and Melville to ensure adequate delivery of services to all communities.

Gawin Tipiloura  
Mayor



## CEO foreword

The last 12 months has seen many changes happening. It has been a busy time with many activities across all our communities. Our relationship with many of the Tiwi Organisations is now based on mutual trust and respect. The Mayor of the Regional Council has established a community safety group of all the participating organisations to discuss community safety and how we can work with Police to make our communities safer for everyone.



To ensure that we can implement a strong Tiwi future and ensure that the vision that our Elected Members of the Council have outlined in successive reports, we have for the first time undertaken a comprehensive internal review to look at what is working and what's not working. Regional Council approved the appointment of Mark Blackburn who has worked alongside myself to undertake a review that has engaged all Managers and staff in an inclusive process.

All Managers and our Coordinators participated in an open and productive manner, and I acknowledge their hard work and dedication in ensuring that we look forward to the next year in working with our Elected Council and Communities in building a strong and financially competitive and viable Tiwi local government together.

Marion Scrymgour

CEO



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## About Our Council

### Contact us

The Tiwi Islands Regional Council (TIRC) has offices in the communities of:

- Wurrumiyanga
- Pirlangimpi
- Milikapiti
- Darwin office

When requesting a response from the Council, or its representatives, please include all your contact details (full name and postal or email address) so that we can get in touch with you.

<b>Email</b>	<a href="mailto:info@tiwiislands.nt.gov.au">info@tiwiislands.nt.gov.au</a>
<b>Website</b>	<a href="http://www.tiwiislands.org.au">www.tiwiislands.org.au</a>
<b>Postal Address</b>	PMB 267 Winnellie NT 0822
<b>Wurrumiyanga</b>	(08) 8970 9500
<b>Pirlangimpi</b>	(08) 8970 9600
<b>Milikapiti</b>	(08) 8939 4333
<b>Darwin</b>	(08) 8919 0405

Copies of Council's official and corporate documents are available on [www.tiwiislands.org.au](http://www.tiwiislands.org.au). This information includes but is not restricted to:

- Regional Council and Council Plans (current and historical)
- Annual Reports and Audited Financial Statements (current and historical)
- Budget, including Schedule of Fees and Charges (current and historical)
- Minutes of Ordinary and Special Meetings of Council
- Minutes of Local Authority Meetings.

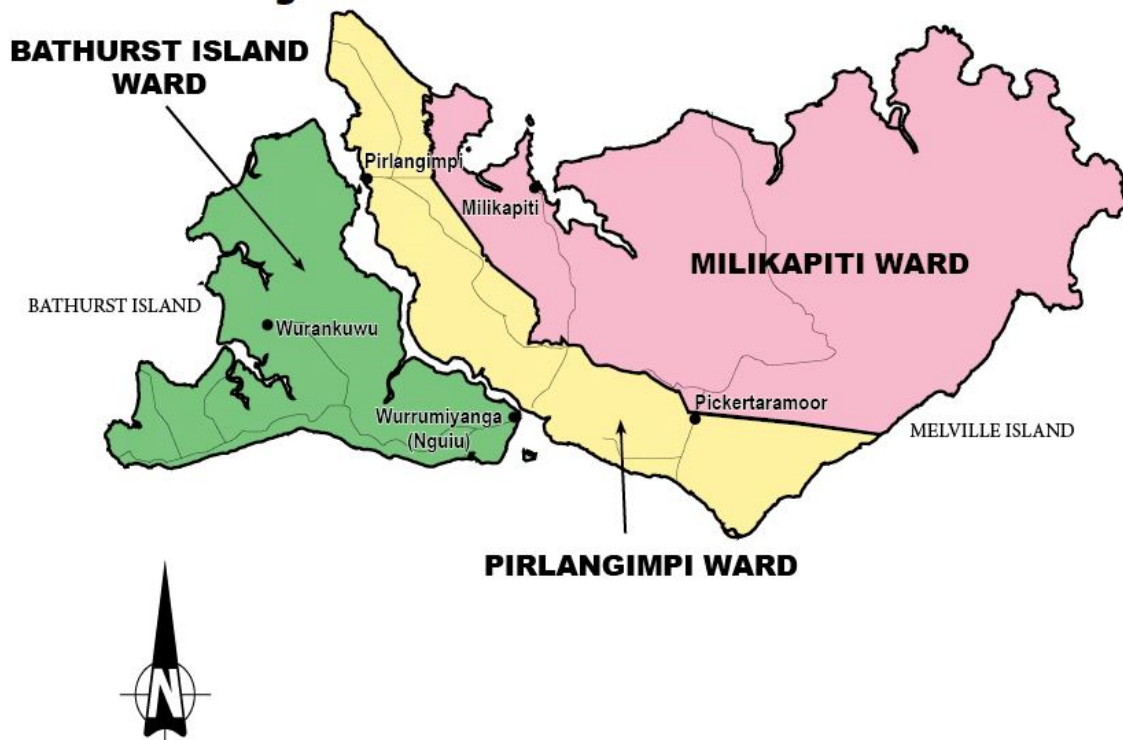


Dawn on the Aspley Strait



## Our Region

### Tiwi Islands Regional Council



The Tiwi Islands Regional Council covers Melville and Bathurst Islands and serves a population of 3,102 (ABS data 2015).

The NT Electoral Commission advises that, as of May 2017, there are 1,613 registered voters on the islands.

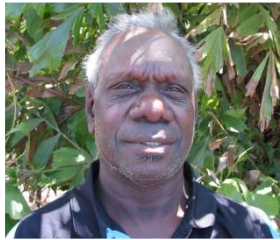
The Tiwi People have occupied the islands since at least the last ice age, when the islands were separated from the mainland approximately 11,000 years ago. After years of isolation the Tiwi have a unique language and culture, including dance, song and art.



**Our Councillors  
Milikapiti Ward**



**Councillor  
Lynette De  
Santis**



**Councillor  
Connell Tipiloura**



**Councillor Pius  
Tipungwuti**

**Pirlangimpi Ward**



**Councillor  
Marius  
(Pirrawayingi)  
Puruntatameri**



**Councillor  
Mary Dunn**

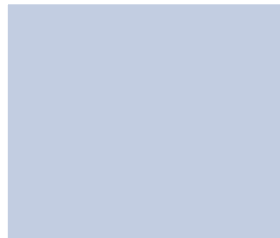


**Councillor  
Therese (Wokay)  
Bourke**

**Bathurst Island Ward**



**Deputy Mayor  
Leslie  
Tungutalum**



**Vacant seat**



**Councillor  
Wesley  
Kerinauia**



**Councillor  
Francisco Babui**



**Mayor Gawin  
Tipiloura**



**Councillor Kevin  
Doolan**





### Councillor portfolios

<b>DIRECTORATE</b>	<b>Wurrumiyanga</b>	<b>Pirlangimpi</b>	<b>Milikapiti</b>
<b>Infrastructure &amp; Asset Services</b>			
Fleet & Trade	Vacant	Mary Dunn	Pius Tipungwuti
Civil Works	Vacant	Mary Dunn	Pius Tipungwuti
Town Services & Outstations	Wesley Kerinauia	Mary Dunn	
Homelands	Wesley Kerinauia	Mary Dunn	
<b>DIRECTORATE</b>	<b>Wurrumiyanga</b>	<b>Pirlangimpi</b>	<b>Milikapiti</b>
<b>Community Development &amp; Services</b>			
Children's Services	Kevin Doolan Francisco Babui	Therese (Wokay) Bourke	Connell Tipiloura
Sport & Rec and Libraries	Kevin Doolan Lesley Tungutalum	Therese (Wokay) Bourke	Connell Tipiloura
Youth & Community	Kevin Doolan Lesley Tungutalum	Therese (Wokay) Bourke	Connell Tipiloura
Community Safety	Kevin Doolan Wesley Kerinauia	Therese (Wokay) Bourke	Connell Tipiloura
<b>DIRECTORATE</b>	<b>Wurrumiyanga</b>	<b>Pirlangimpi</b>	<b>Milikapiti</b>
<b>Corporate and Finance Services</b>			
ICT & Systems	Gawin Tipiloura	Marius (Pirrawayingi) Puruntatameri	Lynette De Santis
Finance	Gawin Tipiloura	Marius (Pirrawayingi) Puruntatameri	Lynette De Santis
Governance & Compliance	Gawin Tipiloura	Marius (Pirrawayingi) Puruntatameri	Lynette De Santis
Human Resources	Gawin Tipiloura	Marius (Pirrawayingi) Puruntatameri	Lynette De Santis



## Our Local Authorities and Committees

### Local Authorities

Local Authorities are an essential forum where community issues, concerns, ideas and projects can be raised and communicated to the Council. They are critical to how local government functions on the Tiwi Islands as they ensure ongoing community consultation and enable a two way feedback mechanism for residents and Council.

Our three largest communities, Wurrumiyanga, Pirlangimpi and Milikapiti are represented by local authorities. Each group meets quarterly to discuss community priorities for Council consideration.

At its Council meeting held on 29 June 2017, Council approved for Local Authority members to have unlimited terms. This means that, once appointed, members do not need to reapply for their position on the Local Authority as per the Local Authority policy.

The current membership of Tiwi local authorities is listed below:

<b>Wurrumiyanga</b>	<b>Pirlangimpi</b>	<b>Milikapiti</b>
Richard Tungutalum (Chairperson)	Miriam Stassi (Chairperson)	Malcolm Wilson (Chairperson)
Nilus Kerinauia	Francesca Puruntatameri	Trevor Wilson
Marie Francis Tipiloura	Mark Babui	Mary E Moreen
John Ross Pilakui	Carol Maria Puruntatameri	Thomas Puruntatameri
Jane Marie Puautjimi	Simona Jane Wonaeamirri	Loretta Cook
Ronald Joseph Tipungwuti	Henry Dunn	Christine Joran
Bonaventure Timaepatua	Patrick Gerard Puruntatameri	Vacant
Mavis Lear Kerinauia	Andrew Warrior	Roy Farmer
Richard Tipumantumirri	Thecla Bernadette Puruntatameri	Patrick Freddy Puruntatameri
Miriam Agatha Tipungwuti		
Ebony Williams-Costa		
<b>Elected Members</b>	<b>Elected Members</b>	<b>Elected Members</b>
Gawin Tipiloura (Mayor)	Marius (Pirrawayingi) Puruntatameri	Lynette De Santis
Leslie Tungutalum (Deputy Mayor)	Therese (Wokay) Bourke	Connell Tipiloura
Vacant	Mary Dunn	Pius Tipungwuti
Francisco Babui		
Gawin Tipiloura		
Kevin Doolan		



## Audit and Risk Committee

TIRC established the Tiwi Islands Audit Committee, per Council Resolution, at the Ordinary Council Meeting on 31 March 2016.

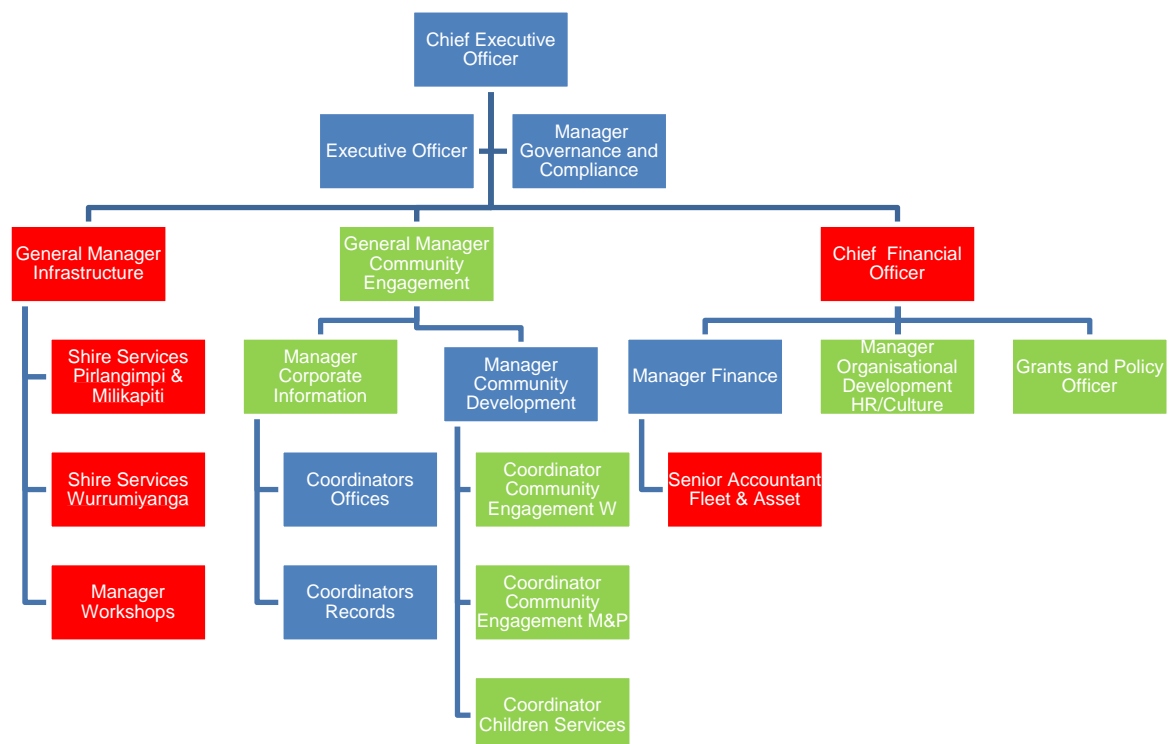
The first meeting of this committee was in early 2017. Meetings are held quarterly throughout the year in compliance with the Local Government (Accounting) Regulations.

As of June 2018 the current members of the audit committee are:

Member	Title
Ian Swan	Independent Chairperson
Sandra Cannon	External Member
Mayor Gawin Tipiloura	Representing Bathurst Island Ward
Marius (Pirrawayingi) Puruntatameri	Representing Pirlangimpi Ward
Lynette De Santis	Representing Milikapiti Ward

## Our corporate structure

Our corporate structure is outlined below. TIRC reviews this structure regularly to ensure resources are allocated appropriately and to foster collaboration across our organisation.



Our staffing figures, as of 31 May 2018, and corporate structure are published below.

	Wurrumiyanga	Pirlangimpi	Milikapiti	Darwin	Total	% of Total
Male	57	11	15	3	86	61%
Female	27	15	11	2	55	39%
ATSI	71	25	25	0	121	86%
NON-ATSI	13	1	1	5	20	14%
Full Time	48	12	14	4	78	55%
Part Time	12	8	7	1	28	20%
Casual	24	6	5	0	35	25%
Under 20	8	3	7	0	18	13%
25-40	38	11	11	2	62	44%
Over 40	38	12	8	3	61	43%

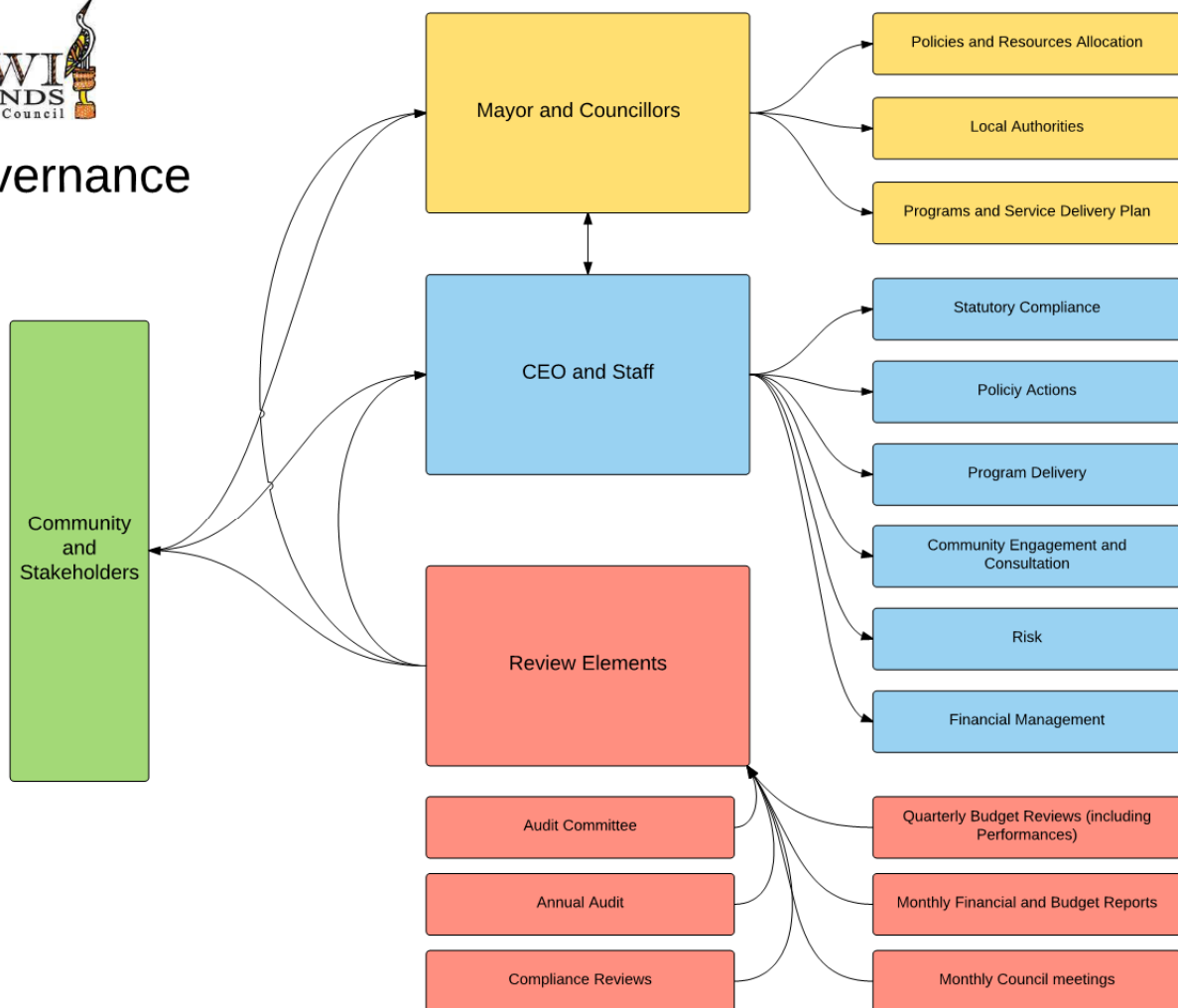


## Our governance model

The governance model shows how different components of the organisation interact with each other and the community to deliver responsive, accountable governance to the Tiwi Islands.



## Governance



## Legal framework and assessments

### Requirements of a regional plan

From: *Local Government Act, Section 23*

#### Contents of municipal, regional or shire plan

- (1) A municipal, regional or shire plan:
  - (a) must contain:
    - (i) a service delivery plan for the period to which the municipal, regional or shire plan relates; and
    - (ii) the council's budget; and
  - (b) must contain, or incorporate by reference:
    - (i) any long-term, community or strategic plan adopted by the council or a local authority or local board and relevant to the period to which the municipal, regional or shire plan relates; and
    - (ii) the council's long-term financial plan; and
  - (c) must contain, or incorporate by reference, the council's most recent assessment of:
    - (i) the adequacy of constitutional arrangements presently in force for the council under this Act and, in particular, whether they provide the most effective possible representation for the area; and
    - (ii) the opportunities and challenges for local government service delivery in the council's area; and
    - (iii) possible changes to the administrative and regulatory framework for delivering local government services in the council's area over the period to which the plan relates; and
    - (iv) whether possibilities exist for improving local government service delivery by cooperation with other councils, or with government agencies or other organisations; and
  - (d) must define indicators for judging the standard of its performance.
- (2) A council must make or revise an assessment of the matters mentioned in subsection (1)(c) at least once in the council's term and, until the council makes or revises the assessment, the municipal, regional or shire plan is to include the assessment (if any) made during the previous term of the council.
- (3) A municipal, regional or shire plan incorporates a plan or assessment by reference if it refers to the plan or assessment and includes a link or reference to a webpage on which the plan or assessment is accessible.



## Assessment of constitutional arrangements

TIRC is required by the legislation (*Local Government Act s23-2 and Local Government Electoral Regulations s63*) to review electoral representation arrangements at least once during each council term.

The purpose of the Electoral Representation review is to assess whether the arrangements provide the most effective possible representation for residents in the Council's area.

The current representation ratios advised by the NTEC are listed below:

Ward	Voters enrolled	Councillors	Voters to Councillors ratio
Milikapiti	289	3	95:1
Pirlangimpi	284	3	95:1
Bathurst Island	1,040	6	173:1

TIRC will review the constitutional and electoral arrangements in this term of office as per the *Local Government Act*.

### Changes to Council electoral structure

In April 2017, following advice from the Minister and NTEC, TIRC merged the Wurankuwu and Nguiu wards and created the Bathurst Island Ward. The merge resulted in an improved voter to councillor ratio for the new ward with one councillor per 173 electors.

The Bathurst Island Ward now elects six councillors. The total number of TIRC elected members has not changed, and the method to elect the Principal (Mayor) and Deputy Principal members remains the same.

A councillor has been appointed to the Wurankuwu portfolio to ensure the community's voice can be heard.

These changes to the electoral structure came into effect at the NT Local Government Election on 26 August 2017.

Following these changes the new representation ratios advised by the NTEC are listed below:

Ward	Voters enrolled	Councillors	Voters to Councillors ratio
Milikapiti	289	3	95:1
Pirlangimpi	284	3	95:1
Bathurst Island	1,040	6	173:1



## Assessment of opportunities and challenges

### Challenges

As Tiwi Islands Regional Council continues to recover from the well documented challenges for our organisation a number of legacy issues remain. Council is still struggling to develop our financial sustainability and meet our fiscal auditing and acquittal requirements. We are still not receiving the funding we need to provide the services Tiwi communities require. Primary among these is our Interisland Ferry, which is the only public transport available between our two islands and yet is entirely unfunded.

We also are carrying an aging vehicle and heavy plant fleet. Heavy plant is particularly expensive and with recent requirements for Work Health and Safety in heavy plant most of our equipment will need to be replaced as soon as possible. Another area of concern is our cemeteries, which, under proposed changes to NTG legislation, will be an increasing financial and administrative burden to Regional Councils. This is another area where we are completely unfunded despite being expected to provide all aspects of this essential community service. We also face the challenge of regrouping our staff into an energised cooperative team who are working together to build the Council into a sustainable and vital organisation.

### Opportunities

This coming year presents many opportunities for our council and for Tiwi people across our three communities.

As a remote regional council the services that we provide are wide ranging and unique. The variety of offerings spans from essential municipal services and sport and recreation programs to public transport and services that enable cultural practices to continue in a contemporary setting. Our largely Tiwi workforce is proud to deliver these services to community members and visitors.

The renewal of our corporate structure presents opportunities for us reinvigorate how we work with a fresh focus on delivering maximum benefit to the community. These changes will enable council to more effectively deliver services and create a strong financial platform as we head into the future.

Our Council prioritises developing our Tiwi workforce in all areas of the organisation. Sharing knowledge from non-Tiwi workers will build capacity, upskill and create new management opportunities for Tiwi staff which will bring us closer to achieving our strategic vision of 'Service for a Tiwi future'.

TIRC continues to strengthen relationships with our partners in government at both the Territory and Commonwealth levels. These positive partnerships create new funding opportunities which are essential to revitalise critical community infrastructure and provide specific investments to deliver real benefits for Tiwi people.

We have recently received funding for a range of projects to be delivered in 2018/19. We're excited by the social and economic opportunities these projects create for our communities.





<b>Upcoming projects</b>	<b>Funded by</b>
Tiwi Islands bush road upgrades	Northern Territory Government
Replace interisland ferry	Northern Territory Government
Refurbish Milikapiti oval	Aboriginal Benefits Account – Commonwealth Government
Install Pirlangimpi pontoon	Northern Territory Government
Upgrade staff housing security	Northern Territory Government
Purchase second hand grader	Northern Territory Government



Council, Royal Melbourne Institute of Technology and Essendon Football Club officials 2018



## **Assessment of administration and regulatory framework**

The regulatory and administrative framework that TIRC operates under is largely set by the Northern Territory Government in the *Local Government Act* and associated regulations.

Council understands the important role that administration and reporting measures play in our governance model however seeks recognition of the pressure that they place on regional and remote councils. An absence of financial assistance for administration will contribute towards greater inequality between municipalities and regional councils.

The resources to achieve regulatory compliance are drawn from Council's minimal discretionary funds. With limited funds available Council must often choose between allocating funds to community projects or to achieving regulatory measures.

One significant regulatory process for Council has been the development and implementation of by-laws which relate to order in Council meetings, litter and the control of dogs. Council has published information regarding the by-laws and invited public comment. Once the by-laws have been passed by Council they will go to the Minister to be gazetted.

## **Cooperation opportunities**

Over the next twelve months TIRC will cooperate and pursue opportunities that will benefit the Tiwi people with groups including local service providers, Tiwi organisations, councils, corporate partners and the Northern Territory Government.

Our organisation has invested significant resources to strengthen our relationships with local businesses, government and enterprises across the Tiwi Islands. This is regularly evident during community clean-ups that were facilitated by Mayor Gawin Tipiloura. TIRC brings together organisations including the Red Cross, Tiwi Enterprise, Nguiu Ullintjinni Association (NUA), local schools, Tiwi Islands Training and Education Board (TITEB) and the Community Development Program (CDP) to work collaboratively and clean the Wurrumiyanga community.

Our memorandum of understanding with the University of Sydney is another example of TIRC cooperating with organisations to deliver improvements for the community. To date students have delivered three reports with wide ranging recommendations for how Council can practice good local governance in our complex operating environment. Council also considers recommendations from the students on how they can build cultural capacity and enable future functioning. The partnership will also create pathways to tertiary education for Tiwi people and new opportunities for young people to develop and grow.

Our relationships with the Tiwi Land Council, Tiwi Islands Training and Employment Board and our Tiwi partners will continue to grow as we share experiences and resources in order to deliver better results for our Tiwi people.

TIRC also works closely with other councils and LGANT to share knowledge, participate in training and develop mentoring opportunities that will benefit staff and the community.





## Strategic Plan

### Hierarchy of plans

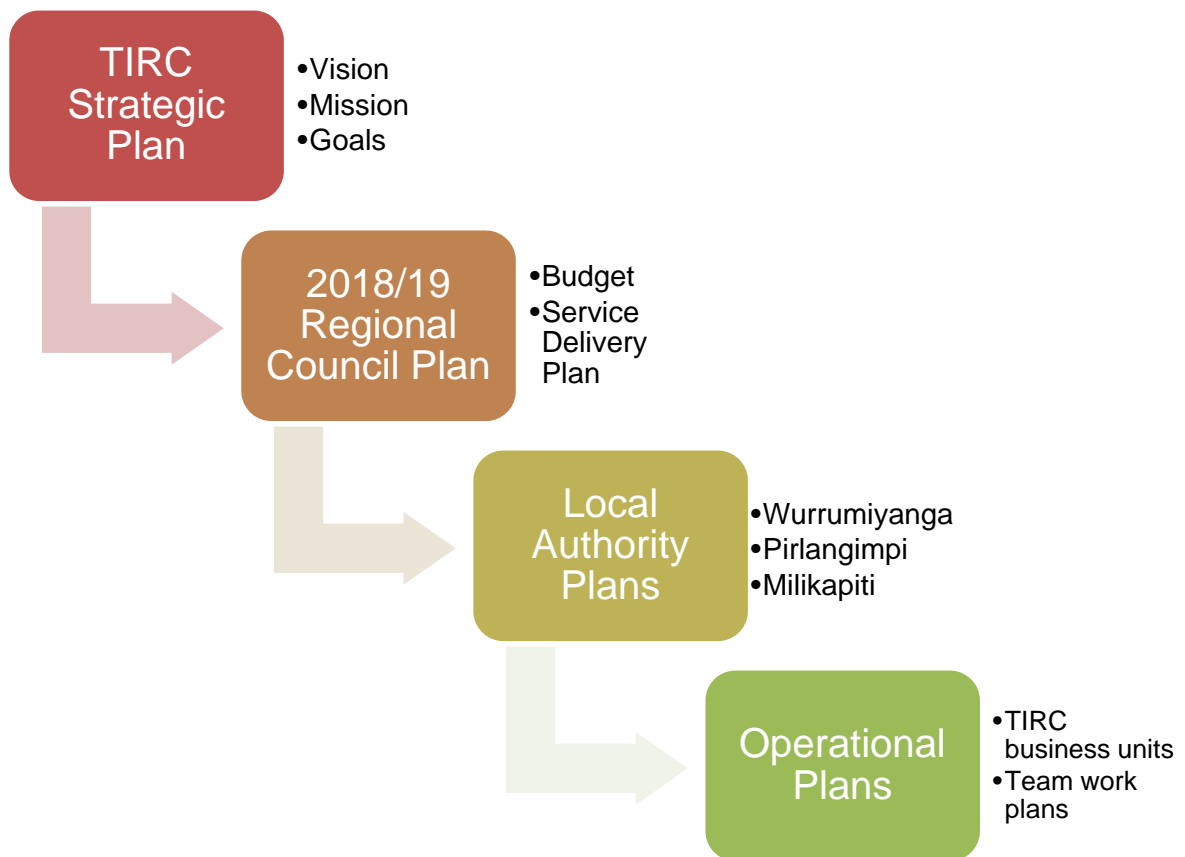
We recognise the importance of having relevant and meaningful plans to assist management in delivering the Council's priorities.

The 'TIRC Strategic Plan – Towards 2020 Vision and Beyond' sets out our overarching vision and our aspirations. Each element of the strategic plan informs the next level of our corporate planning. Our council objectives are derived from our goals. They are realistic expectations that will be used in the coming year to create operational plans for each business unit.

Sitting below the Regional Council Plan are the Local Authority Plans. These plans will be developed to clearly define Local Authority priorities for the coming years. These plans will be aligned with the goals and objectives of the Council Plan.

Considering our strategic plan in this way enables us to measure progress against objectives and more effectively report back to Council, stakeholders and the NT Government on our activities.





## Our vision

“Service for a Tiwi future”

## Our mission

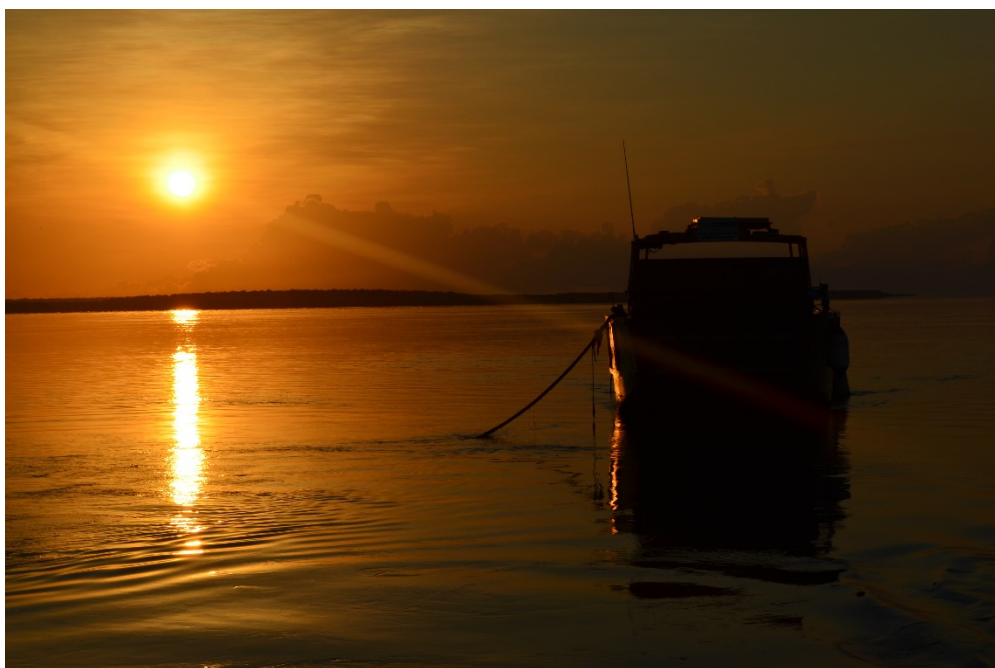
Represent the Tiwi community by:

- Being an advocate to other levels of Government. Facilitating activity in partnership with others.
- Deliver services that meet the Tiwi community's needs.
- Provide leadership to the Tiwi community.
- Comply with all obligations prescribed by legislation.

## Our goals

In creating our strategic plan, our councillors and staff met to determine the overarching goals that drive our service delivery and informs council plans, actions and behaviours. Our organisational goals are to:

1. Develop and retain employees and emphasize the recruitment of local people.
2. Provide effective Council services to the Tiwi Communities and other stakeholders.
3. Manage finances, assets and infrastructure in a responsible, accountable and transparent manner.
4. Manage resources in an environmentally sustainable manner, respecting country and culture.
5. Improve Council operations.
6. Communicate in an open, honest and culturally appropriate way.
7. Achieve best practice in compliance and governance.
8. Facilitate the development of socio-economically responsible opportunities on the Tiwi Islands.



Car ferry sunrise on the Apsley Strait



## Our Council objectives

<b>Goal 1</b>	<b>Provide effective Council services to the Tiwi Communities and other stakeholders</b>
<b>Objective 1.1</b>	Maintain roads, infrastructure, assets and inter island ferry
<b>Objective 1.2</b>	Provide regular waste collection and responsible tip management
<b>Objective 1.3</b>	Maintain community infrastructure such as sporting ovals and swimming pools
<b>Objective 1.4</b>	Maintain and clean public spaces
<b>Objective 1.5</b>	Provide essential community services and infrastructure. Services include; libraries, post offices, administration offices, child care, sports and recreation, youth diversion, Centrelink, community safety, funerals and cemeteries
<b>Objective 1.6</b>	Ensure service delivery meets community expectations
<b>Objective 1.7</b>	Contribute to a safer community environment
<b>Objective 1.8</b>	Promote healthy communities and healthy living

<b>Goal 2</b>	<b>Develop and retain employees and emphasise the recruitment of local people</b>
<b>Objective 2.1</b>	Develop and implement work health safety and our risk management capacity
<b>Objective 2.2</b>	Encourage best practice management of staff
<b>Objective 2.3</b>	Pay all staff according to appropriate Local Government Industry awards and conditions
<b>Objective 2.4</b>	Provide a safe and respectful workplace for all employees
<b>Objective 2.5</b>	Promote professional development through training and mentoring opportunities for employees
<b>Objective 2.6</b>	Meet standard recruitment practices in a timely manner

<b>Goal 3</b>	<b>Manage finances, assets and infrastructure in a responsible, accountable and transparent manner</b>
<b>Objective 3.1</b>	Manage and improve council infrastructure
<b>Objective 3.2</b>	Develop an asset management plan to protect the value and integrity of council assets
<b>Objective 3.3</b>	Ensure responsible management of all council finances
<b>Objective 3.4</b>	Regular reporting to Council, Local Authorities and Northern Territory Government
<b>Objective 3.5</b>	Meet regulatory requirements to respond to audits in a timely manner

<b>Goal 4</b>	<b>Manage resources in an environmentally sustainable manner, respecting country and culture</b>
<b>Objective 4.1</b>	Seek approval of the Aboriginal Land Trust for environmental matters beyond township boundaries and regarding sacred sites
<b>Objective 4.2</b>	Implement best practice waste disposal and management
<b>Objective 4.3</b>	Promote best practice disposal of e-waste and recycling



<b>Goal 5</b>	<b>Improve Council operations</b>
<b>Objective 5.1</b>	Ongoing review of all Council policies and procedures
<b>Objective 5.2</b>	Decentralise Council operations across our three communities
<b>Objective 5.3</b>	Ongoing review of the Council corporate structure
<b>Objective 5.4</b>	Manage our budgets to work more efficiently and reduce overheads
<b>Objective 5.5</b>	Seek regular feedback from the community on TIRC services

<b>Goal 6</b>	<b>Communicate in an open, honest and culturally appropriate way</b>
<b>Objective 6.1</b>	Contribute regularly to community noticeboards and social media
<b>Objective 6.2</b>	Regularly update the council website
<b>Objective 6.3</b>	Engage with community elders and skin groups including two way conversations at Local Authority meetings
<b>Objective 6.4</b>	Provide clear information in ways that all members of the community can understand
<b>Objective 6.5</b>	Conduct and participate in regular stakeholder meetings

<b>Goal 7</b>	<b>Achieve best practice in compliance and governance</b>
<b>Objective 7.1</b>	Ensure compliance with the <i>Local Government Act</i> and it's regulations
<b>Objective 7.2</b>	Ensure compliance with the <i>Northern Territory Information Act</i>
<b>Objective 7.3</b>	Liaise with the Department of Local Government
<b>Objective 7.4</b>	Ensure compliance with electronic document records management
<b>Objective 7.5</b>	Ensure business units comply with relevant internal and/or external procedures, policies and guidelines

<b>Goal 8</b>	<b>Facilitate the development of socio-economically responsible opportunities on the Tiwi Islands</b>
<b>Objective 8.1</b>	Participate in the Tiwi Partners economic cooperation
<b>Objective 8.2</b>	Support local businesses and service providers where possible
<b>Objective 8.3</b>	Assist in major events which draw tourists to the Islands
<b>Objective 8.4</b>	Participate with other Tiwi based enterprises in major infrastructure developments



## Service delivery plan

### Plans and programs

Our Service Delivery Plans outline the ways in which each section of the Council can contribute to achieving the Strategic Goals of the Council.

Each Service Delivery Plan contains the specific goals and objectives that this section contributes to. Each plan also describes their activities, service level commitments and whether there are any regulatory or compliance issues relating to this delivery

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## Infrastructure Service Delivery Plans

Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Fleet Services</b>
Sub-Program:	<b>Fleet Administration – Regional</b> <b>Fleet Administration - Wurrumiyanga</b>
Goals:	Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner
Objectives:	Objective 3.1: Manage and improve council infrastructure Objective 3.2: Develop an asset management plan to protect the value and integrity of council assets Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government
Activities:	Registration of all plant and vehicles Purchase and disposal of plant and vehicles
Service Levels	Registrations are renewed on time Plant and vehicles that are purchased are fit for purpose Obsolete plant is disposed of in a timely and cost effective manner Management of tenders for Fleet and Plant
Regulatory / Compliance issues:	Motor Vehicle Registry requirements Northern Territory Government (NTG) Tender regulations NTG Procurement regulations
Councillor Portfolio responsibility:	Wurrumiyanga: Cr S Tipiloura Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Town Services</b>
Sub-Program:	<b>Town Services</b> <b>Town Services Wurrumiyanga</b> <b>Town Services Pirlangimpi</b> <b>Town Services Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to the Tiwi Communities and other stakeholders Goal 5: Improve Council operations
Objectives:	Objective 1.1: Maintain roads, infrastructure, assets and inter island ferry Objective 1.3: Maintain community infrastructure such as sporting ovals and swimming pools Objective 1.4: Maintain and clean public spaces Objective 1.6: Ensure service delivery meets community expectations Objective 5.5: Seek regular feedback from the community on TIRC services
Activities:	Maintenance of public open spaces. Maintenance of drainage culverts and open drains
Service Levels	Grass is kept low throughout the year. Weeds controlled and kept low around kerbing, poles, etc. Open drains maintained in good condition so water drains away freely. Roadside table drains and open areas graded so water drains away freely Rubbish collected and communities kept clean
Regulatory / Compliance issues :	Not Applicable
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinaiaua Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Rubbish, tips and bins</b>
Sub-Program:	<b>Waste management Wurrumiyanga</b> <b>Waste management Pirlangimpi</b> <b>Waste management Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to the Tiwi Communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 4: Manage resources in an environmentally sustainable manner, respecting country and culture Goal 5: Improve Council operations
Objectives:	Objective 1.2: Provide regular waste collection and responsible tip management Objective 3.1: Manage and improve council infrastructure Objective 4.2: Implement best practice waste disposal and management Objective 4.3: Promote best practice disposal of e-waste and recycling Objective 5.4: Manage our budgets to work more efficiently and reduce overheads Objective 5.5: Seek regular feedback from the community on TIRC services
Activities:	Maintain dumps and manage the different types of rubbish left at the dumps
Service Levels:	Dumps are safe for the general public to move around in when leaving rubbish Dumps comply with Environment Protection Authority (EPA) guidelines and requirements There are clearly marked areas for different types of rubbish
Regulatory / Compliance issues :	EPA Guidelines and requirements
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinaiaua Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Civil Works</b>
Sub-Program:	<b>Civil Works Regional</b> <b>Civil Works Wurrumiyanga</b> <b>Civil Works Pirlangimpi</b> <b>Civil Works Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to the Tiwi Communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 4: Manage resources in an environmentally sustainable manner, respecting country and culture Goal 5: Improve Council operations
Objectives:	Objective 1.6: Ensure service delivery meets community expectations Objective 3.1: Manage and improve Council infrastructure Objective 4.1: Seek approval of the Aboriginal Land Trust for environmental matters beyond township boundaries and regarding sacred sites Objective 5.4: Manage our budgets to work more efficiently and reduce overheads Objective 5.5: Seek regular feedback from the community on TIRC services
Activities:	Maintain all connector (main) roads bush (minor) roads Maintain all culverts, table drains and drain runoffs on connector roads Maintain road shoulders and table drains within all communities
Service Levels:	Connector roads to be accessible and trafficable at least 95% of the year Min average travel speed 40 kmph in wet season, 70 kmph in dry season No long term ponding of water in table drains No significant corrugations at end of dry season
Regulatory / Compliance issues :	Not applicable
Councillor Portfolio responsibility:	Wurrumiyanga: Cr S Tipiloura Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Airport Maintenance</b>
Sub-Program:	<b>Airport Maintenance Regional</b> <b>Airport Maintenance Wurrumiyanga</b> <b>Airport Maintenance Pirlangimpi</b> <b>Airport Maintenance Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to the Tiwi Communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner
Objectives:	Objective 1.1: Maintain roads, infrastructure, assets and inter island ferry Objective 3.1: Manage and improve council infrastructure
Activities:	Safety markings and equipment (eg windsock) maintained and kept in operating condition Runway surrounds regularly maintained Perimeter fencing regularly maintained and kept in sound condition
Service Levels:	Safety markers and equipment to be operational and clearly visible Grass within airfield to be kept well maintained Perimeter fencing to be maintained in good condition
Regulatory / Compliance issues :	Civil Aviation Safety Authority (CASA) requirements
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinaiaua Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Airport Inspection</b>
Sub-Program:	<b>Airport Inspection Regional</b> <b>Airport Inspection Wurrumiyanga</b> <b>Airport Inspection Pirlangimpi</b> <b>Airport Inspection Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to the Tiwi Communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner
Objectives:	Objective 1.1: Maintain roads, infrastructure, assets and inter island ferry Objective 3.1: Manage and improve council infrastructure
Activities:	Daily inspection of airport incl runway, grassed areas around runway, safety markings and fixtures, fencing and trees and other obstacles
Service Levels :	Record of daily inspection stored at office/workshop NOTAMS (notice to airmen) is issued immediately an issue is identified Any issues are promptly identified and recorded, with follow through to ensure remedial action is satisfactorily completed
Regulatory / Compliance issues :	Civil Aviation Safety Authority (CASA) requirements
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinauia Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Mechanical Workshops</b>
Sub-Program:	<b>Mechanical Workshops Regional</b> <b>Mechanical Workshops Wurrumiyanga</b> <b>Mechanical Workshops Pirlangimpi</b> <b>Mechanical Workshops Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to the Tiwi Communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 5: Improve Council operations
Objectives:	Objective 1.1: Maintain roads, infrastructure, assets and inter island ferry Objective 1.5: Provide essential community services and infrastructure. Services include; libraries, post offices, administration offices, child care, sports and recreation, youth diversion, Centrelink and community safety Objective 3.1: Manage and improve council infrastructure Objective 5.5: Seek regular feedback from the community on TIRC services
Activities:	Undertake repairs to all Council plant, vehicles and small equipment (hand mowers, whipper snippers, etc) Undertake scheduled servicing and maintenance of all Council plant and vehicles Undertake private mechanical repairs and servicing when resources are available
Service Levels :	Repairs to Council plant, vehicles and equipment is undertaken in a timely manner Scheduled servicing of Council plant and vehicles occurs when due
Regulatory / Compliance issues :	Motor Vehicle Registry requirements for keeping plant and vehicles roadworthy
Councillor Portfolio responsibility:	Wurrumiyanga: Cr S Tipiloura Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti





Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Staff Housing R&amp;M</b>
Sub-Program:	<b>Staff Housing Regional</b> <b>Staff Housing Wurrumiyanga</b> <b>Staff Housing Pirlangimpi</b> <b>Staff Housing Milikapiti</b>
Goals:	Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 5: Improve Council operations
Objectives:	Objective 3.1: Manage and improve council infrastructure Objective 3.2: Develop an asset management plan to protect the value and integrity of council assets Objective 5.4: Manage our budgets to work more efficiently and reduce overheads
Activities:	Provision of appropriate housing, including furnishings, to approved staff Maintenance of houses Emergency repairs in response to break ins or vandalism
Service Levels :	Houses are available in clean and sound condition for staff Regular inspections of structural integrity and standards of furnishings are undertaken, with replacement assets to be added to asset register Repairs undertaken in a timely manner
Regulatory / Compliance issues :	Not applicable
Councillor Portfolio responsibility:	Wurrumiyanga: Cr S Tipiloura Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Outstations Housing</b>
Sub-Program:	<b>Outstations Housing Maintenance</b> <b>Outstations Housing Maintenance Wurankuwu</b> <b>Outstations Other</b>
Goals:	Goal 1: Provide effective Council services to Tiwi communities and other stakeholders Goal 4: Manage resources in an environmentally sustainable manner, respecting country and culture
Objectives:	Objective 1.1: Maintain roads, infrastructure, assets and inter island ferry Objective 1.6: Ensure service delivery meets community expectations Objective 4.1: Seek approval of the Aboriginal Land Trust for environmental matters beyond township boundaries and regarding sacred sites Objective 4.2: Implement best practice waste disposal and management
Activities:	Maintenance works undertaken as required Regular inspections of condition of available housing
Service Levels :	Maintenance works undertaken within timely manner, subject to site access Annual inspections are documented and issues identified
Regulatory / Compliance issues :	Northern Territory Government funding requirements
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinaiaua Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Council Recreational Facilities</b>
Sub-Program:	<b>Recreation Hall Wurrumiyanga</b> <b>Recreation Hall Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to Tiwi communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner
Objectives:	Objective 1.1: Maintain roads, infrastructure, assets and inter island ferry Objective 1.4: Maintain and clean public spaces Objective 1.6: Ensure service delivery meets community expectations Objective 3.1: Manage and improve council infrastructure
Activities:	Providing halls for indoor sport and recreation purposes
Service Levels :	Buildings maintained in sound condition Availability of utilities (power and water) Ensure cleanliness and sound condition of halls prior to new users having access
Regulatory / Compliance issues :	Not applicable
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinaiaua Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Parks and Gardens</b>
Sub-Program:	<b>Parks &amp; Gardens Regional</b> <b>Oval Wurrumiyanga</b> <b>Oval Pirlangimpi</b> <b>Oval Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to Tiwi communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 5: Improve Council operations
Objectives:	Objective 1.1: Maintain roads, infrastructure, assets and inter island ferry Objective 1.3: Maintain community infrastructure such as sporting ovals and swimming pools Objective 1.4: Maintain and clean public spaces Objective 1.6: Ensure service delivery meets community expectations Objective 3.1: Manage and improve council infrastructure Objective 5.5: Seek regular feedback from the community on TIRC services
Activities:	Maintenance of all ovals, parks, gardens. Maintenance of playgrounds and playground equipment
Service Levels :	Grass is kept low throughout the year and kept green through dry season Weeds controlled and kept low around fences, playground equipment etc Playgrounds & play equipment well maintained
Regulatory / Compliance issues :	Not applicable
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinauia Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Pool Management</b>
Sub-Program:	<b>Pool Wurrumiyanga</b> <b>Pool Pirlangimpi</b> <b>Pool kiosk Wurrumiyanga</b>
Goals:	Goal 1: Provide effective Council services to Tiwi communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 5: Improve Council operations
Objectives:	Objective 1.3: Maintain community infrastructure such as sporting ovals and swimming pools Objective 3.1: Manage and improve council infrastructure Objective 5.5: Seek regular feedback from the community on TIRC services
Activities:	Pool equipment (pumps, filters, etc) and water quality maintained to allow safe use of pools throughout year Pool surrounds and change rooms kept in a clean and well maintained condition Pool fencing maintained in a sound and secure condition
Service Levels :	Water quality is within acceptable limits All safety equipment, facilities (eg shade structures, seating) change room fixtures are in a sound operating condition Grass within pool surrounds is kept low and is green throughout dry season.
Regulatory / Compliance issues :	Water quality requirements for public swimming pools
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinaiaua Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Inter Island Ferry Service</b>
Sub-Program:	<b>Inter Island Ferry Service</b>
Goals:	Goal 1: Provide effective Council services to Tiwi communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 5: Improve Council operations
Objectives:	Objective 1.1: Maintain roads, infrastructure, assets and inter island ferry Objective 3.1: Manage and improve council infrastructure Objective 5.4: Manage our budgets to work more efficiently and reduce overheads
Activities:	Vehicle and passenger ferry operates weekdays throughout the year Ferries operate on weekends during football season on match days when teams need to travel between islands.
Service Levels :	Ferries operate during scheduled hours > 95% of the year All ferries maintained in a safe operating condition All safety equipment is readily accessible and is in good and operable condition
Regulatory / Compliance issues :	Marine safety regulations
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinaia Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Outstations Essential Services</b>
Sub-Program:	<b>Outstations Essential Services</b> <b>Outstations Essential Wurankuwu</b> <b>Outstations Essential Other</b>
Goals:	Goal 1: Provide effective Council services to Tiwi communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 5: Improve Council operations
Objectives:	Objective 1.1: Maintain roads, infrastructure, assets and inter island ferry Objective 1.6: Ensure service delivery meets community expectations Objective 4.1: Seek approval of the Aboriginal Land Trust for environmental matters beyond township boundaries and regarding sacred sites Objective 4.2: Implement best practice waste disposal and management
Activities:	Maintenance of Outstation access roads and utilities
Service Levels :	Reliable availability of water, sewer and electricity Any utility outages repaired within 2 days during dry season and within 1 week during wet season, subject to vehicular access.
Regulatory / Compliance issues :	Not applicable
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinaiaua Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Commercial Building Services</b>
Sub-Program:	<b>Commercial Building Services Regional</b> <b>Commercial Building Services Wurrumiyanga</b> <b>Commercial Building Services Pirlangimpi</b> <b>Commercial Building Services Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to Tiwi communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 5: Improve Council operations
Objectives:	Objective 1.1: Maintain roads, infrastructure, assets and inter island ferry Objective 3.1: Manage and improve council infrastructure Objective 3.2: Develop an asset management plan to protect the value and integrity of council assets
Activities:	Maintenance of Council buildings rented/leased to others for commercial activities.
Service Levels :	Emergency repairs undertaken within 1 day of notification Minor or general maintenance undertaken within 1 week of notification Annual inspection of building
Regulatory / Compliance issues :	Not applicable
Councillor Portfolio responsibility:	Wurrumiyanga: Cr S Tipiloura Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti





Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Funeral Services</b>
Sub-Program:	<b>Funeral Services Wurrumiyanga</b> <b>Funeral Services Pirlangimpi</b> <b>Funeral Services Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to Tiwi communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 4: Manage resources in an environmentally sustainable manner, respecting country and culture
Objectives:	Objective 1.5: Provide essential community services and infrastructure. Services include; libraries, post offices, administration offices, child care, sports and recreation, youth diversion, Centrelink and community safety Objective 3.1: Manage and improve council infrastructure Objective 4.1: Seek approval of the Aboriginal Land Trust for environmental matters beyond township boundaries and regarding sacred sites
Activities:	Graves are dug the day before a burial and backfilled on the day of the burial Cemeteries maintained in good condition and grass is kept low Weeds controlled and kept low around burial sites and headstones Hearse is made available in Wurrumiyanga on day of burial
Service Levels :	Excavation of graves, availability of hearse in Wurrumiyanga and backfilling of graves undertaken on time Cemeteries look well maintained and cared for
Regulatory / Compliance issues :	Compliance with Cemeteries Act and associated regulations
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinaiaua Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



Directorate:	<b>Infrastructure &amp; Assets</b>
Program:	<b>Waste collection and disposal</b>
Sub-Program:	<b>Waste collection and disposal</b> <b>Waste collection and disposal Wurrumiyanga</b> <b>Waste collection and disposal Pirlangimpi</b> <b>Waste collection and disposal Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to the Tiwi Communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 4: Manage resources in an environmentally sustainable manner, respecting country and culture Goal 5: Improve Council operations
Objectives:	Objective 1.2: Provide regular waste collection and responsible tip management Objective 3.1: Manage and improve council infrastructure Objective 4.2: Implement best practice waste disposal and management Objective 5.4: Manage our budgets to work more efficiently and reduce overheads Objective 5.5: Seek regular feedback from the community on TIRC services
Activities:	Rubbish collection from commercial and residential properties Establishment and maintenance of recycling system
Service Levels :	Rubbish collected twice weekly, with collections done on scheduled day Weekly rubbish collection to include additional rubbish piled up next to rubbish bins
Regulatory / Compliance issues :	Not applicable
Councillor Portfolio responsibility:	Wurrumiyanga: Cr Kerinaiaua Pirlangimpi: Cr Dunn Milikapiti: Cr Tipungwuti



## Community Engagement Service Delivery Plans

Directorate:	<b>Community Engagement</b>
Program:	<b>Post Office Services</b>
Sub-Program:	<b>Post Office at Wurrumiyanga, Pirlangimpi and Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to Tiwi communities and other stakeholders Goal 7: Achieve best practice in compliance and governance
Objectives	Objective 1.5: Provide essential community services and infrastructure. Services include; libraries, post offices, administration offices, child care, sports and recreation, youth diversion, Centrelink, community safety, funerals and cemeteries Objective 7.5: Ensure business units comply with relevant internal and/or external procedures, policies and guidelines
Activities:	Postal services in Wurrumiyanga, Pirlangimpi and Milikapiti.
Service Levels (including any Mandatory Service Levels):	Wurrumiyanga - Provision of postal service Monday to Friday between 9:30 am - 12:00 pm and 1:00 - 4:00 p.m., inclusive of residential and business mailboxes.  Pirlangimpi and Milikapiti - Operating from the administration building, the mail will be collected and sent on a daily basis, Monday to Friday.
Regulatory / Compliance issues :	Operate according to Australia Post Licenced Post Office Agreement
Councillor Portfolio responsibility:	Wurrumiyanga Cr Doolan  Pirlangimpi Cr Bourke  Milikapiti Cr C Tipiloura



Directorate:	<b>Community Engagement</b>
Program:	Corporate Management
Sub-Program:	Corporate Management
Goals:	Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 5: Improve Council operations Goal 7: Achieve best practice in compliance and governance
Objectives::	Objective 3.3: Ensure responsible management of all council finances Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government Objective 3.5: Meet regulatory requirements to respond to audits in a timely manner Objective 5.4: Manage our budgets to work more efficiently and reduce overheads Objective 7.1: Ensure compliance with the Local Government Act 2008 and it's regulations
Activities:	Running of Corporate Services including income for grant administration fees charged to grant program
Service Levels :	Not applicable
Regulatory / Compliance issues:	Not applicable
Councillor Portfolio responsibility:	Wurrumiyanga: Mayor Gawin Tipiloura Pirlangimpi: Cr Marius (Pirrawayingi) Puruntatameri Milikapiti: Cr Lynette De Santis



Directorate:	<b>Community Engagement</b>
Program:	<b>Centrelink (Australian Government – Department Human Services)</b>
Sub-Program:	<b>Centrelink Pirlangimpi and Milikapiti</b>
Goals:	<p>Goal 1: Provide effective Council services to Tiwi communities and other stakeholders</p> <p>Goal 2: Develop and retain employees and emphasise the recruitment of local people</p> <p>Goal 7: Achieve best practice in compliance and governance</p>
Objectives	<p>Objective 1.5: Provide essential community services and infrastructure. Services include; libraries, post offices, administration offices, child care, sports and recreation, youth diversion, Centrelink, community safety, funerals and cemeteries</p> <p>Objective 1.6: Ensure service delivery meets community expectations</p> <p>Objective 2.1: Develop and implement work health safety and our risk management capacity</p> <p>Objective 2.2: Encourage best practice management of staff</p> <p>Objective 2.3: Pay all staff according to appropriate Local Government Industry awards and conditions</p> <p>Objective 2.4: Provide a safe and respectful workplace for all employees</p> <p>Objective 2.5: Promote professional development through training and mentoring opportunities for employees</p> <p>Objective 7.5: Ensure business units comply with relevant internal and/or external procedures, policies and guidelines</p>
Activities:	Provide Centrelink Support services to Pirlangimpi and Milikapiti Communities
Service Levels (including any Mandatory Service Levels):	Open Monday to Friday 6.5 hour per day in Pirlangimpi, and 7.5 hrs per day in Milikapiti
Regulatory / Compliance issues :	Operate according to Department of Human Services Agent Services Agreement
Councillor Portfolio responsibility:	<p>Wurrumiyanga Cr Doolan, Cr Lesley Tungutalum</p> <p>Pirlangimpi Cr Bourke</p> <p>Milikapiti Cr C Tipiloura</p>



Directorate:	<b>Community Engagement</b>
Program:	<b>Outside School Hours Care (Australian Government – Department of Education)</b>
Sub-Program:	<b>Outside School Hours Care (OSHC) Regional, OSHC Wurrumiyanga, OSHC Pirlangimpi and OSHC Milikapiti</b>
Goals:	<p>Goal 1: Provide effective Council services to Tiwi communities and other stakeholders</p> <p>Goal 2: Develop and retain employees and emphasise the recruitment of local people</p> <p>Goal 3: Manage finance, assets, infrastructure in a responsible, accountable and transparent manner</p> <p>Goal 5: Improve Council operations</p> <p>Goal 6: Communicate in an open, honest and culturally appropriate way</p>
Objectives	<p>Objective 1.5: Provide essential community services and infrastructure.</p> <p>Objective 1.6: Ensure service delivery meets community expectations</p> <p>Objective 2.2: Encourage best practice management of staff</p> <p>Objective 2.4: Provide a safe and respectful workplace for all employees</p> <p>Objective 2.5: Promote professional development through training and mentoring opportunities for employees</p> <p>Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government</p> <p>Objective 5.4: Manage our budgets to work more efficiently and reduce overheads</p> <p>Objective 6.3: Engage with community elders and skin groups including two way conversations at Local Authority meetings</p> <p>Objective 6.5: Conduct and participate in regular stakeholder meetings</p>
Activities:	We provide activities for school aged children and positive learning experience with active minds and active bodies during afterschool care and holiday programs.
Service Levels (including any Mandatory Service Levels):	Operating times, Monday to Friday, 2:00 pm to 6:00 pm. Program targets children from 5 to 12 years.
Regulatory / Compliance issues :	<p>Must hold a current ochre card and a current First Aid Certificate.</p> <p>Hold or enrolled in Certificate III in Early Childhood Education and Care</p> <p>Adhere to Australian Children's Education &amp; Care Quality Authority: National Educator to child ratios</p> <p>Provide, implement and practise the Nation Quality Standards &amp; Early Years Learning Framework</p>
Councillor Portfolio responsibility:	<p>Wurrumiyanga Cr Doolan, Cr Babui</p> <p>Pirlangimpi Cr Bourke</p> <p>Milikapiti Cr C Tipiloura</p>



Directorate:	<b>Community Engagement</b>
Program:	<b>Children Services (Australian Government – Department of Education / Prime Minister and Cabinet)</b>
Sub-Program:	<b>Jirnani Day Care Centre, Child Services Pirlangimpi, Crèche Milikapiti</b>
Goals:	<p>Goal 1: Provide effective Council services to Tiwi communities and other stakeholders</p> <p>Goal 2: Develop and retain employees and emphasise the recruitment of local people</p> <p>Goal 3: Manage finance, assets, infrastructure in a responsible, accountable and transparent manner</p> <p>Goal 5: Improve Council operations</p> <p>Goal 6: Communicate in an open, honest and culturally appropriate way</p>
Objectives	<p>Objective 1.5: Provide essential community services and infrastructure.</p> <p>Objective 1.6: Ensure service delivery meets community expectations</p> <p>Objective 2.2: Encourage best practice management of staff</p> <p>Objective 2.4: Provide a safe and respectful workplace for all employees</p> <p>Objective 2.5: Promote professional development through training and mentoring opportunities for employees</p> <p>Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government</p> <p>Objective 5.4: Manage our budgets to work more efficiently and reduce overheads</p> <p>Objective 6.3: Engage with community elders and skin groups including two way conversations at Local Authority meetings</p> <p>Objective 6.5: Conduct and participate in regular stakeholder meetings</p>
Activities:	<p>Jirnani Childcare Centre is a Multifunctional Aboriginal Children's Service (MACS) providing long day care and afterschool care and a holiday program with early childhood development.</p> <p>Pirlangimpi and Milikapiti Crèches provide a flexible child care with early childhood development.</p>
Service Levels (including any Mandatory Service Levels):	<p>Jirnani operating times, Monday to Friday, 7:30 am to 4:00 pm. Early Childhood Program for children from 6 months to 12 years</p> <p>Pirlangimpi and Milikapiti Crèches operating times, Monday to Friday, 8:00 am to 4:30 pm. Early Childhood Program for children from six months to eight years.</p>
Regulatory / Compliance issues :	<p>Must hold a current ochre card and a current First Aid Certificate.</p> <p>Hold or enrolled in Certificate III in Early Childhood Education and Care</p> <p>Adhere to Australian Children's Education &amp; Care Quality Authority: National</p>

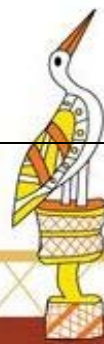


	<p>Educator to child ratios</p> <p>Provide, implement and practise the Nation Quality Standards &amp; Early Years Learning Framework</p>
<p>Councillor Portfolio responsibility:</p>	<p>Wurrumiyanga Cr Doolan, Cr Babui</p> <p>Pirlangimpi Cr Bourke</p> <p>Milikapiti Cr C Tipiloura</p>





Directorate:	<b>Community Engagement</b>
Program:	<b>Family as First Teachers (NTG – Department of Education)</b>
Sub-Program:	<b>Nil</b>
Goals:	<p>Goal 1: Provide effective Council services to Tiwi communities and other stakeholders</p> <p>Goal 2: Develop and retain employees and emphasise the recruitment of local people</p> <p>Goal 3: Manage finance, assets, infrastructure in a responsible, accountable and transparent manner</p> <p>Goal 5: Improve Council operations</p> <p>Goal 6: Communicate in an open, honest and culturally appropriate way</p>
Objectives	<p>Objective 1.5: Provide essential community services and infrastructure.</p> <p>Objective 1.6: Ensure service delivery meets community expectations</p> <p>Objective 2.2: Encourage best practice management of staff</p> <p>Objective 2.4: Provide a safe and respectful workplace for all employees</p> <p>Objective 2.5: Promote professional development through training and mentoring opportunities for employees</p> <p>Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government</p> <p>Objective 5.4: Manage our budgets to work more efficiently and reduce overheads</p> <p>Objective 6.3: Engage with community elders and skin groups including two way conversations at Local Authority meetings</p> <p>Objective 6.5: Conduct and participate in regular stakeholder meetings</p>
Activities:	<p>The FaFT Program is a mobile early learning transition and parent educational program. Support to families with children prior to school entry.</p> <p>Parent early childhood development activities &amp; education.</p> <p>Home visits &amp; nutritional education.</p> <p>Literacy &amp; Numeracy education – Books in Homes.</p> <p>Transition assistance for parents to supporting agencies</p>
Service Levels (including any Mandatory Service Levels):	Operating times: 9:00 am to 12:00 pm. Target children from birth to 3 years.
Regulatory / Compliance issues :	<p>Staff must hold a current ochre card.</p> <p>Implementation of Early Years Learning Framework.</p> <p>Currency with Teacher Registration Board.</p>
Councillor Portfolio responsibility:	<p>Wurrumiyanga Cr Doolan, Cr Babui</p> <p>Pirlangimpi Cr Bourke</p> <p>Milikapiti Cr C Tipiloura</p>



Directorate:	<b>Community Engagement</b>
Program:	<b>School Meals Program (Australian Government – Prime Minister and Cabinet)</b>
Sub-Program:	<b>Pirlangimpi School Meals Program</b>
Goals:	<p>Goal 1: Provide effective Council services to Tiwi communities and other stakeholders</p> <p>Goal 2: Develop and retain employees and emphasise the recruitment of local people</p> <p>Goal 3: Manage finance, assets, infrastructure in a responsible, accountable and transparent manner</p> <p>Goal 5: Improve Council operations</p> <p>Goal 6: Communicate in an open, honest and culturally appropriate way</p>
Objectives	<p>Objective 1.5: Provide essential community services and infrastructure.</p> <p>Objective 1.6: Ensure service delivery meets community expectations</p> <p>Objective 2.2: Encourage best practice management of staff</p> <p>Objective 2.4: Provide a safe and respectful workplace for all employees</p> <p>Objective 2.5: Promote professional development through training and mentoring opportunities for employees</p> <p>Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government</p> <p>Objective 5.4: Manage our budgets to work more efficiently and reduce overheads</p> <p>Objective 6.3: Engage with community elders and skin groups including two way conversations at Local Authority meetings</p> <p>Objective 6.5: Conduct and participate in regular stakeholder meetings</p>
Activities:	Pirlangimpi School Meals Program will provide nutritional meals for school aged children at Pularumpi school.
Service Levels (including any Mandatory Service Levels):	<p>Operating times, Monday to Friday, 8:00 am to 12:00 pm. Nutritional Program for children from five years to 12 years.</p> <p>Nutritional meals per day provided to student at Pularumpi School.</p>
Regulatory / Compliance issues :	<p>Must hold a current ochre card and a current First Aid Certificate.</p> <p>Monitoring by the NT Government Environmental Health for registered kitchen &amp; food plans. Quality safety food preparations and quality hygiene practices.</p> <p>The program adheres to the NTG Department of Education Policy on Canteen, Nutrition and Healthy Eating and School Nutrition Operational Framework.</p> <p>National Quality Standards</p>
Councillor Portfolio responsibility:	<p>Wurrumiyanga Cr Doolan, Cr Babui</p> <p>Pirlangimpi Cr Bourke</p> <p>Milikapiti Cr C Tipiloura</p>



Directorate:	<b>Community Engagement</b>
Program:	<b>Youth Diversion Program (NTG – Territory Families)</b>
Sub-Program:	<b>Nil</b>
Goals:	<p>Goal 1: Provide effective Council services to Tiwi communities and other stakeholders</p> <p>Goal 2: Develop and retain employees and emphasise the recruitment of local people</p> <p>Goal 5: Improve Council operations</p> <p>Goal 6: Communicate in an open, honest and culturally appropriate way</p>
Objectives	<p>Objective 1.5: Provide essential community services and infrastructure.</p> <p>Objective 1.6: Ensure service delivery meets community expectations</p> <p>Objective 2.1: Develop and implement work health safety and our risk management capacity</p> <p>Objective 2.2: Encourage best practice management of staff</p> <p>Objective 2.3: Pay all staff according to appropriate Local Government Industry awards and conditions</p> <p>Objective 2.5: Promote professional development through training and mentoring opportunities for employees</p> <p>Objective 2.6: Meet standard recruitment practices in a timely manner</p> <p>Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government</p> <p>Objective 5.4: Manage our budgets to work more efficiently and reduce overheads</p> <p>Objective 6.3: Engage with community elders and skin groups including two way conversations at Local Authority meetings</p> <p>Objective 6.5: Conduct and participate in regular stakeholder meetings</p>
Activities:	The Youth and Community Service team, based in Wurrumiyanga, provides Youth pre-court diversion, case management and reintegration of youth in all three communities.
Service Levels (including any Mandatory Service Levels):	Monday to Friday from 8.00 am to 4:36 pm
Regulatory / Compliance issues :	<p>Youth Justices Act</p> <p>Operate according to Department of Territory Families agreement</p>
Councillor Portfolio responsibility:	<p>Wurrumiyanga Cr Doolan, Cr Tungutalum</p> <p>Pirlangimpi Cr Bourke</p> <p>Milikapiti Cr C Tipiloura</p>



Directorate:	<b>Community Engagement</b>
Program:	<b>Community Safety (Australian Government – Prime Minister and Cabinet)</b>
Sub-Program:	<b>Community Safety Regional, Wurrumiyanga, Pirlangimpi, Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to Tiwi communities and other stakeholders Goal 2: Develop and retain employees and emphasise the recruitment of local people Goal 5: Improve Council operations Goal 6: Communicate in an open and culturally appropriate way
Objectives	Objective 1.5: Provide essential community services and infrastructure. Objective 1.6: Ensure service delivery meets community expectations Objective 2.1: Develop and implement work health safety and our risk management capacity Objective 2.2: Encourage best practice management of staff Objective 2.3: Pay all staff according to appropriate Local Government Industry awards and conditions Objective 2.4: Provide a safe and respectful workplace for all employees Objective 2.5: Promote professional development through training and mentoring opportunities for employees Objective 2.6: Meet standard recruitment practices in a timely manner Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government Objective 5.4: Manage our budgets to work more efficiently and reduce overheads Objective 6.3: Engage with community elders and skin groups including two way conversations at Local Authority meetings Objective 6.5: Conduct and participate in regular stakeholder meetings
Activities:	Provide assistance to people at risk of either causing or becoming victims of harm.  Ensure that at 9.00 pm children are at home or in a safe location with a parent or carer.
Service Levels (including any Mandatory Service Levels):	Regular Patrols 11:00 am to 11:00 pm Monday to Saturday.  Provide Information, Support and Referral
Regulatory / Compliance issues :	Weekly submission of children's reports, Quarterly Performance and Financial Reports, Memorandum of Understanding with Local Police
Councillor Portfolio responsibility:	Wurrumiyanga Cr Doolan, Cr Kerinauia  Pirlangimpi Cr Bourke  Milikapiti Cr C Tipiloura



Directorate:	<b>Community Engagement</b>
Program:	<b>Remote Sports Program (NTG – Department of Tourism and Culture)</b>
Sub-Program:	<b>Remote Sports Program Regional, Wurrumiyanga, Pirlangimpi, and Milikapiti</b>
Goals:	<p>Goal 1: Provide effective Council services to Tiwi communities and other stakeholders</p> <p>Goal 2: Develop and retain employees and emphasise the recruitment of local people</p> <p>Goal 3: Manage finance, assets, infrastructure in a responsible, accountable and transparent manner</p> <p>Goal 5: Improve Council operations</p> <p>Goal 6: Communicate in an open, honest and culturally appropriate way</p> <p>Goal 8: Facilitate the development of socio-economically responsible</p>
Objectives	<p>Objective 1.5: Provide essential community services and infrastructure.</p> <p>Objective 1.6: Ensure service delivery meets community expectations</p> <p>Objective 1.8: Promote healthy communities and healthy living</p> <p>Objective 2.1: Develop and implement work health safety and our risk management capacity</p> <p>Objective 2.2: Encourage best practice management of staff</p> <p>Objective 2.4: Provide a safe and respectful workplace for all employees</p> <p>Objective 2.5: Promote professional development through training and mentoring opportunities for employees</p> <p>Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government</p> <p>Objective 5.4: Manage our budgets to work more efficiently and reduce overheads</p> <p>Objective 6.3: Engage with community elders and skin groups including two way conversations at Local Authority meetings</p> <p>Objective 6.5: Conduct and participate in regular stakeholder meetings</p> <p>Objective 8.3: Assist in major events which draw tourists to the Islands</p>
Activities:	Deliver regular sporting competitions & activities across Tiwi Islands
Service Levels (including any Mandatory Service Levels):	Operational 8:00 am to 6:00 pm Monday to Saturday
Regulatory / Compliance issues :	Collect data daily. Must have ochre card. Target all age and genders
Councillor Portfolio responsibility:	Wurrumiyanga Cr Doolan, Cr Babui Pirlangimpi Cr Bourke Milikapiti Cr C Tipiloura



Directorate:	<b>Community Engagement</b>
Program:	<b>Library (NTG – Department of Tourism and Culture)</b>
Sub-Program:	<b>Library Pirlangimpi and Library Milikapiti</b>
Goals:	<p>Goal 1: Provide effective Council services to Tiwi communities and other stakeholders</p> <p>Goal 2: Develop and retain employees and emphasise the recruitment of local people</p> <p>Goal 3: Manage finance, assets, infrastructure in a responsible, accountable and transparent manner</p> <p>Goal 5: Improve Council operations</p> <p>Goal 6: Communicate in an open, honest and culturally appropriate way</p>
Objectives	<p>Objective 1.5: Provide essential community services and infrastructure. Services include; libraries, post offices, administration offices, child care, sports and recreation, youth diversion, Centrelink, community safety, funerals and cemeteries</p> <p>Objective 1.6: Ensure service delivery meets community expectations</p> <p>Objective 2.1: Develop and implement work health safety and our risk management capacity</p> <p>Objective 2.4: Provide a safe and respectful workplace for all employees</p> <p>Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government</p> <p>Objective 5.5: Seek regular feedback from the community on TIRC services</p>
Activities:	Provide library services to Pirlangimpi and Milikapiti communities
Service Levels (including any Mandatory Service Levels):	Open 4 hrs per day Monday to Friday.
Regulatory / Compliance issues :	Submission of monthly statistics
Councillor Portfolio responsibility:	Wurrumiyanga Cr Doolan, Cr Tungutalum Pirlangimpi Cr Bourke Milikapiti Cr C Tipiloura



Directorate:	<b>Community Engagement</b>
Program:	<b>Indigenous Sport &amp; Recreation Program (Australian Government - Prime Minister &amp; Cabinet)</b>
Sub-Program:	<b>Indigenous Sport &amp; Recreation Program Regional, Wurrumiyanga, Pirlangimpi and Milikapiti</b>
Goals:	<p>Goal 1: Provide effective Council services to Tiwi communities and other stakeholders</p> <p>Goal 2: Develop and retain employees and emphasise the recruitment of local people</p> <p>Goal 3: Manage finance, assets, infrastructure in a responsible, accountable and transparent manner</p> <p>Goal 5: Improve Council operations</p> <p>Goal 6: Communicate in an open, honest and culturally appropriate way</p> <p>Goal 8: Facilitate the development of socio-economically responsible</p>
Objectives	<p>Objective 1.5: Provide essential community services and infrastructure.</p> <p>Objective 1.6: Ensure service delivery meets community expectations</p> <p>Objective 1.8: Promote healthy communities and healthy living</p> <p>Objective 2.5: Promote professional development through training and mentoring opportunities for employees</p> <p>Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government</p> <p>Objective 5.4: Manage our budgets to work more efficiently and reduce overheads</p> <p>Objective 6.3: Engage with community elders and skin groups including two way conversations at Local Authority meetings</p> <p>Objective 6.5: Conduct and participate in regular stakeholder meetings</p> <p>Objective 8.3: Assist in major events which draw tourists to the Islands</p>
Activities:	Deliver regular sporting competitions & activities across Tiwi Islands
Service Levels (including any Mandatory Service Levels):	Operational 8:00 am to 6:00 pm Monday to Saturday
Regulatory / Compliance issues :	Collect data daily. Must have ochre card. Target all age and genders
Councillor Portfolio responsibility:	<p>Wurrumiyanga Cr Doolan, Cr Babui</p> <p>Pirlangimpi Cr Bourke</p> <p>Milikapiti Cr C Tipiloura</p> <p>Pirlangimpi: Cr Bourke. Milikapiti: vacant</p>



Directorate:	<b>Community Engagement</b>
Program:	<b>Administration service</b>
Sub-Program:	<b>Administration service Wurrumiyanga, Pirlangimpi and Milikapiti</b>
Goals:	<p>Goal 1: Provide effective Council services to Tiwi communities and other stakeholders</p> <p>Goal 2: Develop and retain employees and emphasis the recruitment of local people</p> <p>Goal 6: Communicate in an open, honest and culturally appropriate way</p> <p>Goal 7: Achieve best practice in compliance and governance</p>
Objectives	<p>Objective 1.5: Provide essential community services and infrastructure.</p> <p>Objective 1.6: Ensure service delivery meets community expectations</p> <p>Objective 2.2: Encourage best practice management of staff</p> <p>Objective 2.4: Provide a safe and respectful workplace for all employees</p> <p>Objective 6.1: Contribute regularly to community noticeboards and social media</p> <p>Objective 7.5: Ensure business units comply with relevant internal and/or external procedures, policies and guidelines</p>
Activities:	Provide office and customer services in Darwin and three communities on the Islands
Service Levels (including any Mandatory Service Levels):	Open 8:00 am 4:36 pm Monday to Friday
Regulatory / Compliance issues :	Not applicable
Councillor Portfolio responsibility:	Wurrumiyanga Cr Doolan, Cr Babui Pirlangimpi Cr Bourke Milikapiti Cr C Tipiloura





Directorate:	<b>Community Engagement</b>
Program:	<b>ICT Solutions</b>
Sub-Program:	<b>ICT Solutions Corporate</b>
Goals:	<p>Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner</p> <p>Goal 4: Manage resources in an environmentally sustainable manner, respecting country and culture</p> <p>Goal 5: Improve Council operations</p> <p>Goal 6: Communicate in an open, honest and culturally appropriate way</p> <p>Goal 7: Achieve best practice in compliance and governance</p>
Objectives::	<p>Objective 3.1: Manage and improve council infrastructure</p> <p>Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government</p> <p>Objective 4.3: Promote best practice disposal of e-waste and recycling</p> <p>Objective 5.2: Decentralise Council operations across our three communities</p> <p>Objective 5.4: Manage our budgets to work more efficiently and reduce overheads</p> <p>Objective 6.2: Regularly update the council website</p> <p>Objective 6.3: Engage with community elders and skin groups including two way conversations at Local Authority meetings</p> <p>Objective 7.2: Ensure compliance with the Northern Territory Information Act</p> <p>Objective 7.4: Ensure compliance with electronic document records management</p> <p>Objective 7.5: Ensure business units comply with relevant internal and/or external procedures, policies and guidelines</p>
Activities:	<p>General Information Communication Technology (ICT) technical support, level 1 and 2</p> <p>Liaise with service providers such as Telstra, CouncilBIZ, Magiq Docs etc</p> <p>Advise Council on ICT issues as required</p> <p>Manage all Council ICT assets</p>
Service Levels :	<p>Reduce overall Communications costs without reducing services</p> <p>Maintain, upgrade and manage the replacement of all Council ICT equipment</p> <p>Improve Council communications</p> <p>Provide communications 365 days a year</p> <p>Ensure monthly reconciliation of Council ICT equipment</p> <p>Regularly review ICT expenses against budget projections</p> <p>Reconcile monthly ICT items on the portable and attractive register.</p>
Regulatory / Compliance issues:	<p>Publication of all relevant documents on Council website</p> <p>Compliant with all NTG ICT policies</p>
Councillor Portfolio responsibility:	<p>Wurrumiyanga: Mayor Gawin Tipiloura</p> <p>Pirlangimpi: Cr Marius (Pirrawayingi) Puruntatameri</p> <p>Milikapiti: Cr Lynette De Santis</p>



## Chief Executive Officer Service Delivery Plans

Directorate:	<b>Chief Executive Officer</b>
Program:	<b>Governance and Compliance</b>
Sub-Program:	<b>Governance and Compliance</b>
Goals:	Goal 5: Improve Council operations Goal 7: Achieve best practice in compliance and governance
Objectives::	Objective 5.1: Ongoing review of all Council policies and procedures Objective 7.1: Ensure compliance with the Local Government Act and its regulations Objective 7.3: Liaise with the Department of Local Government Objective 7.5: Ensure business units comply with relevant internal and/or external procedures, policies and guidelines
Activities:	Effective Leadership in Governance and Compliance activities to support the strategic direction of the Tiwi Islands Regional Council
Service Levels :	Provide Governance and secretariat support for all Council Meetings Provide Governance and secretariat support for all Local Authority Meetings Provide management advice, guidance, and support for Council staff and Elected Members in compliance with the Local Government Act, Regulations, Ministerial Guidelines and General Instructions.
Regulatory / Compliance issues :	Compliance with the Local Government Act and Regulations and Governance standards
Councillor Portfolio responsibility:	Wurrumiyanga: Mayor Gawin Tipiloura Pirlangimpi: Cr Marius (Pirrawayingi) Puruntatameri Milikapiti: Cr Lynette De Santis



Directorate:	<b>Chief Executive Officer</b>
Program:	<b>Local Authorities</b>
Sub-Program:	<b>Local Authority Regional Council</b> <b>Local Authority Wurrumiyanga</b> <b>Local Authority Pirlangimpi</b> <b>Local Authority Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to the Tiwi Communities and other stakeholders Goal 5 Improve Council operations Goal 6: Communicate in an open, honest and culturally appropriate way Goal 7: Achieve best practice in compliance and governance
Objectives::	Objective 1.6: Ensure service delivery meets community expectations Objective 5.5: Seek regular feedback from the community on TIRC services Objective 6.3: Engage with community elders and skin groups Objective 7.1: Ensure compliance with the <i>Local Government Act</i> and it's regulations Objective 7.3: Liaise with the Department of Local Government
Activities:	Establish and maintain Local Authorities in each community
Service Levels :	Provide Governance and secretariat support for each Local Authority Co-ordinate up to four meetings per year of each Local Authority
Regulatory / Compliance issues :	<i>Local Government Act</i> Regulations and Ministerial Guidelines
Councillor Portfolio responsibility:	Wurrumiyanga: Mayor Gawin Tipiloura Pirlangimpi: Cr Marius (Pirrawayingi) Puruntatameri Milikapiti: Cr Lynette De Santis



Directorate:	<b>Chief Executive Officer</b>
Program:	<b>Council &amp; Elected Members</b>
Sub-Program:	<b>Council and Elected Members Regional Council</b> <b>Council and Elected Members Wurrumiyanga</b> <b>Council and Elected Members Pirlangimpi</b> <b>Council and Elected Members Milikapiti</b>
Goals:	Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 5: Improve Council operations Goal 6: Communicate in an open, honest and culturally appropriate way Goal 7: Achieve best practice in compliance and governance Goal 8: Facilitate the development of socio-economically responsible opportunities on the Tiwi Islands
Objectives::	Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government Objective 5.5: Seek regular feedback from the community on TIRC services Objective 6.2: Regularly update the council website Objective 6.5: Conduct and participate in regular stakeholder meetings Objective 8.1: Participate in the Tiwi Partners economic cooperation Objective 8.3: Assist in major events which draw tourists to the Islands Objective 8.4: Participate with other Tiwi based enterprises in major infrastructure developments
Activities:	Regional Council and Elected Member Activities
Service Levels :	Support the activities of the Mayor, Deputy Mayor and Ward Councillors Engagement with key stakeholders Engagement with Australian Government and Northern Territory Government Agencies.
Regulatory / Compliance issues :	<i>Local Government Act</i> Regulations and Ministerial Guidelines
Councillor Portfolio responsibility:	Wurrumiyanga: Mayor Gawin Tipiloura Pirlangimpi: Cr Marius (Pirrawayingi) Puruntatameri Milikapiti: Cr Lynette De Santis



Directorate:	<b>Chief Executive Officer</b>
Program:	<b>Local Authority Funding</b>
Sub-Program:	<b>Local Authority Project Funding Wurrumiyanga</b> <b>Local Authority Project Funding Pirlangimpi</b> <b>Local Authority Project Funding Milikapiti</b>
Goals:	Goal 1: Provide effective Council services to the Tiwi Communities and other stakeholders Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner Goal 6: Communicate in an open, honest and culturally appropriate way Goal 7: Achieve best practice in compliance and governance Goal 8: Facilitate the development of socio-economically responsible opportunities on the Tiwi Islands
Objectives::	Objective 1.6: Ensure service delivery meets community expectations Objective 3.1: Manage and improve council infrastructure Objective 3.3: Ensure responsible management of all council finances Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government Objective 6.3: Engage with community elders and skin groups including two way conversations at Local Authority meetings Objective 6.5: Conduct and participate in regular stakeholder meetings. Objective 7.1: Ensure compliance with the <i>Local Government Act</i> and it's regulations Objective 8.2: Support local businesses and service providers where possible Objective 8.3: Assist in major events which draw tourists to the Islands
Activities:	Continued development of Local Authorities and their respective community through the provision of annual project funding to undertake priority community projects.
Service Levels :	Individual local community projects to be developed for each community per NTG Local Government funding guidelines Annual allocation per the NT Grants Commission methodology Estimate for 17/18 based on 16/17 actual allocation
Regulatory / Compliance issues :	<i>Local Government Act</i> , Regulations & Ministerial Guideline # 8 - Local Authorities
Councillor Portfolio responsibility:	Wurrumiyanga: Mayor Gawin Tipiloura Pirlangimpi: Cr Marius (Pirrawayingi) Puruntatameri Milikapiti: Cr Lynette De Santis



## Finance and Organisational Development Service Delivery Plans

Directorate:	<b>Finance &amp; Organisational Development</b>
Program:	<b>Financial management</b>
Sub-Program:	<b>Financial management service</b>
Goals:	<p>Goal 3: Manage finances, assets and infrastructure in a responsible, accountable and transparent manner</p> <p>Goal 5: Improve Council operations</p> <p>Goal 7: Achieve best practice in compliance and governance</p>
Objectives:::	<p>Objective 3.3: Ensure responsible management of all council finances</p> <p>Objective 3.4: Regular reporting to Council, Local Authorities and Northern Territory Government</p> <p>Objective 3.5: Meet regulatory requirements to respond to audits in a timely manner</p> <p>Objective 5.4: Manage our budgets to work more efficiently and reduce overheads</p> <p>Objective 7.1: Ensure compliance with the <i>Local Government Act</i> and it's regulations</p> <p>Objective 7.5: Ensure business units comply with relevant internal and/or external procedures, policies and guidelines</p>
Activities:	Running of the Finance activities for the Council including accounting, rates, grant acquittals, accounts payable and accounts receivable. 5.8 FTE's.
Service Levels :	Timely completion of monthly financial reports for presentation to the Council members, completion of annual financial statements and returns in accordance with accounting standards and Local Government regulations, co-ordination of the annual financial audit, collection of accounts receivable within trading terms and payment of accounts payable within trading terms
Regulatory / Compliance issues :	Compliance with the <i>Local Government Act</i> and Regulations and Accounting Standards in respect of financial reporting
Councillor Portfolio responsibility:	Wurrumiyanga: Mayor Gawin Tipiloura Pirlangimpi: Cr Marius (Pirrawayingi) Puruntatameri Milikapiti: Cr Lynette De Santis



Directorate:	<b>Finance &amp; Organisational Development</b>
Program:	<b>Work Health Safety</b>
Sub-Program:	<b>Work Health Safety</b>
Goals:	Goal 2: Develop and retain employees and emphasise the recruitment of local people Goal 7: Achieve best practice in compliance and governance
Objectives::	Objective 2.1: Develop and implement work health safety and our risk management capacity Objective 2.2: Encourage best practice management of staff Objective 2.4: Provide a safe and respectful workplace for all employees Objective 7.5: Ensure business units comply with relevant internal and/or external procedures, policies and guidelines
Activities:	Work health safety and attendant records
Service Levels :	Ten Work Health Safety Committee meetings per year Implementation of the Risk Management Policy, Risk Management Framework and ongoing development of the Risk Register
Regulatory / Compliance issues :	Compliance with Work Health and Safety legislation
Councillor Portfolio responsibility:	Wurrumiyanga: Mayor Gawin Tipiloura Pirlangimpi: Cr Marius (Pirrawayingi) Puruntatameri Milikapiti: Cr Lynette De Santis



Directorate:	<b>Finance &amp; Organisational Development</b>
Program:	<b>Organisational Development HR / Culture</b>
Sub-Program:	<b>Organisational Development HR / Culture</b>
Goals:	Goal 2: Develop and retain employees and emphasise the recruitment of local people Goal 7: Achieve best practice in compliance and governance
Objectives:::	Objective 2.1 Develop and implement work health safety and our risk management capacity Objective 2.2 Encourage best practice management of staff Objective 2.3 Pay all staff according to appropriate LGIA awards and conditions Objective 2.4 Provide a safe and respectful workplace for all employees Objective 2.5 Promote professional development through training and mentoring opportunities for employees Objective 2.6 Meet standard recruitment practices in a timely manner Objective 7.1 Ensure compliance with the <i>Local Government Act</i> and it's regulations Objective 7.4 Ensure compliance with electronic document records management Objective 7.5 Ensure business units comply with relevant internal and/or external procedures, policies and guidelines
Activities:	Human resources support including award & conditions of employment, recruitment, training, payroll, attendance & records management for services delivered.
Service Levels :	Point in time update of the organisation structure as changes occur during the year Monthly report on new staff, terminations, and recruitment status for vacancies, and demographics by gender, age and Tiwi Staff 100% of timesheets submitted by deadline are processed.
Regulatory / Compliance issues :	Compliance with Local Government Industry Award
Councillor Portfolio responsibility:	Wurrumiyanga: Mayor Gawin Tipiloura Pirlangimpi: Cr Marius (Pirrawayingi) Puruntatameri Milikapiti: Cr Lynette De Santis





## Budget

### Budget for the Financial Year Ending 30th June 2019

This Plan contains information relating to the annual budget for the Council for the 2018 - 2019 financial year.

In accordance with Part 10.5 of the *Local Government Act* the Budget includes:

- Projected Income and Expenditure;
- A summary of the Regional Council's objectives, measures and performance indicators;
- Funds allocated to the development and maintenance of the Council's infrastructure;
- The estimated funds to be raised by way of Rates and Charges;
- Council's assessment of social and economic effects; and
- The allowances to be paid to Council & Local Authority Members and the total amount budgeted to meet those costs.

The Tiwi Islands Regional Council is highly dependent on grant funding to cover its operational and capital expenditure. Approximately 28% of total income is provided through untied grants and a further 30% through tied grants.

The Council endeavours to provide definitive grant revenue and expenditure forecasts (as opposed to estimates) for the 2018/19 and future financial years; however this may not be accurate due to some uncertainty as to the future programs which will be funded and the quantum.

A more detailed account of the Council's estimated income and expenditure is provided on the following pages.

Council has adopted a stance that ALL functions should meet an equitable share of the costs of the services that Council's infrastructure provides to enable their continued operation. In particular this means internal cost recovery (where possible) reflected in individual program budgets.

#### Staff housing

A fixed annual cost for staff housed by Council, charged according to the nature of the dwelling (1, 2 or 3 bedroom rates).

#### Motor vehicles

All budgeted for as part of fleet operations but charged according to functional use at rates that reflect daily, weekly, monthly or permanent assignment to any program or function. Where any program has been funded for the capital cost of such vehicles the cost is reduced to only cover running and service costs.

#### Grant administration fees

These are charged in accordance with the individual grant agreements.

#### ICT

A fixed annual cost for ICT equipment and services charged according to services provided.



## Council objectives

The Tiwi Islands Regional Council Strategic Plan sets out our goals and objectives. These goals are set out under the Strategic Plan section of this document along with Council objectives. The service delivery plans outline the indicators that Council will use to measure the success of each program in contributing to our objectives. The objectives will also be used by managers to develop work and operational plans for each program area.

## Miscellaneous services

These are charged at Council's declared rates between functions, for example trades services provided to any other part of Council or machinery hire between functions.

This budget also reflects a greater emphasis on cost recovery for services provided by Council to external parties and strives to avoid subsidisation of non-core services such as inter island transport.

## Rates and charges for 2018/19

Rate increases will be 5% for Commercial Properties and 100% for Residential Properties for this financial year, raising our rates levy to \$1,691,824.87

### 2018 Budget - Rates and charges table

Rate or Charge	Application	Rate or Amount	Total to be Raised
Rate	Residential	6.47 cents in the dollar	\$1,691,824.87
Rate	Commercial	3.40 cents in the dollar	
Rate	Residential Tiwi resident	1.68 cents in the dollar	
Rate	Residential min amount	\$1938.30	
Rate	Commercial min amount	\$1874.25	
Rate	Residential Tiwi resident min amount	\$503.97	
Charge	Refuse – Residential	\$669.90	\$525,603.75
Charge	Refuse – Commercial	\$669.90	
Charge	Refuse – Rates Exempt Organisations	\$669.90	
Charge	Refuse – Additional refuse bin Residential	\$171.15	
Charge	Refuse – Additional refuse bin Commercial	\$220.50	
Charge	Commercial – Waste Management Charge	\$1063.65	
<b>TOTAL</b>			<b>\$2,217,428.62</b>

## Other fees and charges

A full schedule of other fees and charges is available on the Tiwi Islands Regional Council website.

## Relevant interest rate

The Council fixes the relevant interest rate for the late payment of rates and charges in



accordance with Section 162 of the Act at a rate of 18% per annum which is to be calculated on a daily basis.

### Payment

The Council determines the rates and charges of this declaration must be paid within 28 days of the issue of a rates notice under section 159 of the Act.

Payments falling due on a weekend or public holiday may be paid by the following business day without incurring any penalty.

Alternatively ratepayers may opt for payments monthly or quarterly. To do so they must seek the written agreement of the Council CEO. However, where such an option is exercised if payment is not received by the end of the relevant month or quarter, it will constitute a default and the full balance of the annual amount will become payable and recoverable immediately.

A ratepayer who fails to pay the rates and charges notified under the relevant rates notice under section 159 of the Act may be sued for recovery of the principle amount of the rates and charges, late payment penalties and costs reasonably incurred by Council in recovering or attempting to recover the rates and charges.

### **Socio economic impact of rates**

Council assessed the socio economic impact on residents and local businesses when deliberating on residential and business rates.

TIRC recognises the circumstances of Tiwi home owners and accordingly continues to allow concessions on their amount payable. This continued commitment to supporting Tiwi people demonstrates strong principles of social justice and creates opportunities for funds to enter into the local economy.

Council also has provisions in place for all ratepayers to be able to apply for and make periodic payments towards their rates and charges payable. This approach enables residents, of all socio economic backgrounds, to make payments according to a fair and equitable timeframe.



## Long term financial plan

### Discussion

TIRC faces challenges in our long term financial planning as we depend on a variety of grants to deliver essential services and continue operations. Long term arrangements with these grant providers, largely the Commonwealth Government and the Northern Territory Government, are essential to creating a sustainable fiscal operational platform for TIRC.

As mentioned in the Regional Plan, TIRC continues to deal with a number of legacy financial and compliance issues that have challenged the current financial position of the Council. TIRC continues to work with the Department and other stakeholders to resolve these concerns and strengthen our long term financial position.

Overall the plan includes estimates of increased costs of 3% per annum unless otherwise shown, but recognizes that many funding elements have not been indexed.

There are no major initiatives planned over the next four years beyond the activities identified in the Regional Plan and Budget. TIRC's current financial position does not have untied funds available for significant new initiatives. With these circumstances in mind any new major community initiatives would be entirely reliant upon the provision of additional special purpose grant funding.

Over the period of the long term financial plan it is anticipated that the repairs, maintenance, management and development of infrastructure continue at the same level as outlined in the plan with adjustment for inflation. TIRC will continue to apply for additional funding to rectify identified deficiencies in infrastructure.



## Long term financial plan

Description	2019 Budget	2020 Projection	2021 Projection	2022 Projection
<b>REVENUE</b>				
Income Rates and Charges	2,217,779	2,284,312	2,352,841	2,423,427
Income Council Fees and Charges	1,375,229	1,416,486	1,458,980	1,502,750
Income Operating Grants Subsidies	11,091,763	11,424,516	11,767,251	12,120,269
Income Investments	29,000	29,870	30,766	31,689
Income Contributions Donations	3,000	3,090	3,183	3,278
Income Reimbursements and Others	22,736	23,418	24,121	24,844
Income Agency and Commercial Services	1,298,529	1,337,485	1,377,609	1,418,938
<b>Subtotal</b>	<b>16,038,036</b>	<b>16,519,177</b>	<b>17,014,752</b>	<b>17,525,195</b>
<b>EXPENSES</b>				
Employee Expenses	8,116,033	8,359,514	8,610,300	8,868,609
Contract and Material Expenses	3,476,436	3,580,730	3,688,151	3,798,796
Finance Expenses	6,990	6,273	6,461	6,655
Communication Expenses	374,804	386,048	397,630	409,558
Asset Expense	2,049,241	2,110,718	2,174,040	2,239,261
Miscellaneous Expenses	3,177,912	3,273,249	3,371,447	3,472,590
WIP Assets	878,621	904,980	932,129	960,093
<b>Subtotal</b>	<b>18,079,138</b>	<b>18,506,241</b>	<b>19,180,157</b>	<b>19,755,562</b>
<b>Surplus/(Deficit) Including Depreciation</b>	<b>(2,041,102)</b>	<b>(2,102,335)</b>	<b>(2,165,405)</b>	<b>(2,230,367)</b>
<b>Exclude Depreciation</b>	<b>2,048,741</b>	<b>2,110,203</b>	<b>2,173,509</b>	<b>2,338,715</b>
<b>Net Cash Surplus/(Deficit)</b>	<b>7,639</b>	<b>7,868</b>	<b>8,104</b>	<b>8,347</b>

Rates and Charges and Budget published as appendixes.



## Councillor allowances

Council has, having regard to the Minister's direction in this regard, adopted the following schedule of annual allowances.

### Ordinary Council Members

Base allowance	\$13,283.35
Electoral allowance	\$ 4,860.80
Professional development allowance	\$ 3,690.22
**Maximum extra meeting allowance	\$ 8,855.56
<b>Total Claimable</b>	<b><u>\$30,689.92</u></b>

### Acting Principal Member

Daily rate	\$ 256.96
<b>Maximum claimable (90 days)</b>	<b><u>\$23,126.40</u></b>

### Deputy Principal Member

Base allowance	\$27,310.21
Electoral allowance	\$ 4,860.80
Professional development allowance	\$ 3,690.22
<b>Total Claimable</b>	<b><u>\$ 35,861.22</u></b>

### Principal Member

Base allowance	\$73,856.62
Electoral allowance	\$19,439.65
Professional development allowance	\$ 3,690.22
<b>Total Claimable</b>	<b><u>\$96,986.49</u></b>

### Extra Meeting Allowances

Half Day Meeting Rate	\$ 150.00
Full Day Meeting Rate	\$ 300.00

**(\*\*To a maximum of \$8,855.56 per annum)**



## Local Authority Allowances

The allowance payable by Regional Council to an eligible member is specified under Section 19 of the Ministerial Guidelines Number 8, January 2016 and treasury website:

[www.treasury.nt.gov.au](http://www.treasury.nt.gov.au).

Chairperson if eligible (per meeting)	\$168.00
Other eligible Member (per meeting)	\$126.00

Note that staffs are not eligible for sitting fees unless they are casual.

