



WEST ARNHEM REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
AGENDA

WEDNESDAY, 22 SEPTEMBER 2021



WEST ARNHem REGIONAL COUNCIL

Notice is hereby given that an Ordinary Meeting of the West Arnhem Regional Council will be held in Council Chambers, Jabiru on Wednesday, 22 September 2021 at 9:00 am.

Daniel Findley
Chief Executive Officer

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The West Arnhem Regional Council acknowledges and respects the Traditional Owners past and present of the West Arnhem Region.

We also acknowledge the attachment and relationship of Aboriginal people to country.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
File Reference:	956804
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for the Ordinary Council meeting held on 22 September 2021.

BACKGROUND

Not applicable.

COMMENT

Council can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absent without notice.

STATUTORY ENVIRONMENT

Section 47(o) of the *Local Government Act 2019* is relevant to this matter.

POLICY IMPLICATIONS

This report has been prepared in accordance with Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That Council receives and notes Elected Member apologies and/or requests for leave of absence for the Ordinary Council meeting held on 22 September 2021.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	4.1
Title:	Absent without Notice
File Reference:	956805
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is to table, for Council's record, any Elected Members who are absent without notice from the Ordinary Council meeting held on 22 September 2021.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

STATUTORY ENVIRONMENT

Section 47(o) of the *Local Government Act 2019* is relevant to this matter.

POLICY IMPLICATIONS

This report has been prepared in accordance with Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That Council notes Elected Member absences without notice for the Ordinary Council meeting held on 22 September 2021.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	5.1
Title:	Acceptance of Agenda
File Reference:	956808
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Agenda papers are presented for acceptance at the Ordinary Council meeting held on 22 September 2021.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

STATUTORY ENVIRONMENT

Section 92(1) *Local Government Act 2019* is relevant to this matter.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the agenda papers for the Ordinary Council meeting held on 22 September 2021 as circulated be received for consideration at the meeting.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	6.1
Title:	Disclosure of Interest of Members or Staff
File Reference:	962474
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Elected Members are required to disclose an interest in a matter under consideration by Council at a Council or committee meeting:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised.

Under disclosure, the Member must abide by the decision of Council on whether he/she shall remain in the Chambers and/ or take part in the vote on the issue. Council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/her to leave the Chambers.

Staff Members of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure, the staff member is not to act or exercise his or her delegated authority unless Council expressly directs him or her to do so.

STATUTORY ENVIRONMENT

Section 114 (Elected Members) *Local Government Act 2019*.

Section 179 (staff members) *Local Government Act 2019*.

POLICY IMPLICATIONS

This report has been prepared in accordance with Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That Council receives the declarations of interest as listed for the Ordinary Council meeting held on 22 September 2021.

WEST ARNHem REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.1
Title:	Swearing in of Elected Members: 2021 - 2025 Council
File Reference:	956745
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This paper outlines the procedure for the swearing in of newly Elected Members.

BACKGROUND

All positions on an elected Council become vacant at the end of each term of office. The vacant positions are filled via an election, which is held every four years.

Council shall conduct an official swearing in ceremony following local government elections to enable newly Elected Members to make a declaration. During the ceremony, the Chief Executive Officer (CEO) shall call each Elected Member, one-at-a-time, to read the following declaration:

“I,, having been elected as a Councillor of West Arnhem Regional Council declare that I will faithfully and impartially fulfil the duties of the office, in accordance with the local government principles and code of conduct under the *Local Government Act 2019* and any other relevant legislative requirements, to the best of my judgement and ability.”

After making the declaration:

- Each Elected Member will sign the declaration certificate, which will then be countersigned by the CEO.
- The signed certificate will be handed over to the Governance and Risk Advisor who will make a copy of it for Council’s records.
- All certificates will be returned to the Elected Members at the end of the meeting as part of their orientation packs.

Council’s Communication and Public Relations Coordinator, Heidi Walton, shall facilitate photography sessions during today’s meeting, and during the Council workshop that is taking place on Tuesday, 21 September 2021. This will include:

- Photographs of each Elected Member as they make their declaration and sign their certificate.
- Group photographs of the Council, including photographs of Elected Members and the CEO.
- Photographs of each Elected Member for Council’s website and *The West Arnhem Wire* (Council’s fortnightly newsletter).

STATUTORY ENVIRONMENT

Part 4.2 of the *Local Government Act 2019*.

POLICY IMPLICATIONS

The following policies are relevant to this report:

- Code of Conduct (Elected, Local Authority and Council Committee Members) Policy.
- Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy.
- Allowances and Expenses (Elected, Local Authority and Council Committee Members) Policy.
- Travel and Accommodation (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

This report is aligned to the following objectives in the *Regional Plan and Budget 2021-2022*:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.3	Efficient and effective community service delivery.
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.3	Storage and retrieval of records processes which support efficient administration.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That each Elected Member cites their declaration and signs their swearing in certificate.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.2
Title:	Ballot for the Position of Mayor
File Reference:	956802
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to outline the steps that will be undertaken during the secret ballot for the position of Mayor of West Arnhem Regional Council.

BACKGROUND

For the vacant position of Mayor, one of Council's Elected Members may be appointed to the position through a secret ballot. The rules for the secret ballot will be read out and Elected Members will be asked to approve these rules, through a simple majority vote, before the voting process begins.

The secret ballot will be conducted as follows:

Officers

Returning Officer: Daniel Findley.
Observer of Count: Doreen Alusa.

Method

- Secret ballot.
- First-past-the-post, whereby, the candidate who gains the highest number of votes will be appointed as the Mayor.

Procedures

Step 1: Nominations

1. The Returning Officer announces that nominations are now open, and invites Elected Members to nominate another Member or oneself to vie for the position of Mayor.
2. The Returning Officer invites Elected Members who have been nominated, and have accepted the nomination, to make a brief (five minutes) presentation about why they want to be the Mayor.

Step 2: Casting of Votes

1. The Returning Officer announces that voting has begun, and hands out one blank ballot card to each Elected Member.
2. Each Elected Member writes one name, from the list of nominees, of the person that they wish to vote for. An Elected Member can vote for oneself if she or he has been nominated as a candidate.
3. Since this is a secret ballot, ballot cards should not be shown to anyone else in the room.
4. Upon completion of the vote, Elected Members place their ballot cards in the ballot box and return to their seat.

Step 3: Counting of Votes

1. The Returning Officer counts the ballots to ensure that the number of ballot cards is commensurate to the number of Elected Members who are present at the meeting.
2. The Returning Officer counts the votes.
3. The Observer of Count recounts the votes to ensure accuracy.
4. The Returning Officer and Observer of Count convene to compare the count so as to ensure overall accuracy.
5. Votes will be counted using first-past-the-post method. If there is no clear preference in the first round of counting, the Returning Officer will announce another round of voting using the procedures outlined in Step 2 above.
6. If there is no clear preference during the second round of voting, the candidates with equal votes will be drawn by lot. The first name that is drawn shall be the Mayor.

Step 4: Announcing the Results

1. Once the Returning Officer and Observer of Count have verified the number of votes, the Returning Officer will officially announce the name of the newly elected Mayor.

STATUTORY ENVIRONMENT

Sections 61 and 62 of the *Local Government Act 2019*.
Local Government (Electoral) Regulations 2021.

POLICY IMPLICATIONS

The following policies are relevant to this report:

- Code of Conduct (Elected, Local Authority, Committee Members) Policy.
- Conflict of Interest (Elected, Local Authority, Committee Members) Policy.
- Allowances and Expenses (Elected, Local Authority and Committee members) Policy.
- Travel and Accommodation (Elected, Local Authority and Committee members) Policy.
- Interaction with Media Policy.
- Credit Card (Mayor and CEO) Policy.

FINANCIAL IMPLICATIONS

The costs for the position of the Mayor are included in the 2021/2022 budget as per the Department of the Chief Minister and Cabinet's guidelines on Elected Member allowances.

STRATEGIC IMPLICATIONS

In considering this report, Council is fulfilling its obligations and meeting the objectives contained in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.4	Strong governance and leadership.

VOTING REQUIREMENTS

Simple majority.

Secret ballot.

RECOMMENDATION:

That Council:

- **Approves the rules and procedures for the secret ballot.**
- **Directs the administration to inform the following organisations of the result of the ballot for the Mayor:**
 1. **The Northern Territory Electoral Commission.**
 2. **All relevant government departments in the Northern Territory.**
 3. **West Arnhem Regional Council staff.**
 4. **The Local Government Association of the Northern Territory.**
- **Directs the administration to upload the results of the ballot for the position of Mayor on Council's website and media publications, and share this information with other media outlets.**
- **Directs the administration to destroy the ballot papers for the election of the Mayor.**

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.3
Title:	Ballot for the Position of Deputy Mayor
File Reference:	956798
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to outline the steps that will be undertaken during the secret ballot for the position of Deputy Mayor of West Arnhem Regional Council.

BACKGROUND

For the vacant position of Deputy Mayor, one of Council's Elected Members may be appointed to the position through a secret ballot. The rules for the secret ballot will be read out and Elected Members will be asked to approve these rules, through a simple majority vote, before the voting process begins.

The secret ballot will be conducted as follows:

Officers

Returning Officer: Daniel Findley.
Observer of Count: Doreen Alusa.

Method

- Secret ballot.
- First-past-the-post, whereby, the candidate who gains the highest number of votes will be appointed as the Deputy Mayor.

Procedures

Step 1: Nominations

1. The Returning Officer announces that nominations are now open, and invites Elected Members to nominate another Member or oneself to vie for the position of Deputy Mayor.
2. The Returning Officer invites Elected Members who have been nominated, and have accepted the nomination, to make a brief (five minutes) presentation about why they want to be the Deputy Mayor.

Step 2: Casting of Votes

1. The Returning Officer announces that voting has begun, and hands out one blank ballot card to each Elected Member.
2. Each Elected Member writes one name, from the list of nominees, of the person that they wish to vote for. An Elected Member can vote for oneself if she or he has been nominated as a candidate.
3. Since this is a secret ballot, ballot cards should not be shown to anyone else in the room.
4. Upon completion of the vote, Elected Members place their ballot cards in the ballot box and return to their seat.

Step 3: Counting of Votes

1. The Returning Officer counts the ballots to ensure that the number of ballot cards is commensurate to the number of Elected Members who are present at the meeting.
2. The Returning Officer counts the votes.
3. The Observer of Count recounts the votes to ensure accuracy.
4. The Returning Officer and Observer of Count convene to compare the count to ensure overall accuracy.
5. Votes will be counted using first-past-the-post method. If there is no clear preference in the first round of counting, the Returning Officer will announce another round of voting using the procedures outlined in Step 2 above.
6. If there is no clear preference during the second round of voting, the candidates with equal votes will be drawn by lot. The first name that is drawn shall be the Deputy Mayor.

Step 4: Announcing the Results

1. Once the Returning Officer and Observer of Count have verified the number of votes, the Returning Officer will officially announce the name of the newly elected Deputy Mayor.

STATUTORY ENVIRONMENT

Sections 61 and 62 of the *Local Government Act 2019*.
Local Government (Electoral) Regulations 2021.

POLICY IMPLICATIONS

- Code of Conduct (Elected, Local Authority, Committee Members) Policy.
- Conflict of Interest (Elected, Local Authority, Committee Members) Policy.
- Allowances and Expenses (Elected, Local Authority and Committee members) Policy.
- Travel and Accommodation (Elected, Local Authority and Committee members) Policy.

FINANCIAL IMPLICATIONS

The costs for the position of the Deputy Mayor are included in the 2021/2022 budget as per the Department of the Chief Minister and Cabinet's guidelines on Elected Member allowances.

STRATEGIC IMPLICATIONS

In considering this report, Council is fulfilling its obligations and meeting the objectives contained in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.4	Strong governance and leadership.

VOTING REQUIREMENTS

Simple majority.

Secret ballot.

RECOMMENDATION:

That Council:

- **Approves the rules and procedures for the secret ballot.**
- **Directs the administration to inform the following organisations of the result of the ballot for the Deputy Mayor:**
 - 1. The Northern Territory Electoral Commission.**
 - 2. All relevant government departments in the Northern Territory.**
 - 3. West Arnhem Regional Council staff.**
 - 4. The Local Government Association of the Northern Territory.**
- **Directs the administration to upload the results of the ballot for the position of Deputy Mayor on Council's website and media publications, and share this information with other media outlets.**
- **Directs the administration to destroy the ballot papers for the election of the Deputy Mayor.**

WEST ARNHem REGIONAL COUNCIL

FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.4
Title:	Overview of the Responsibilities of Council
File Reference:	959292
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This paper provides an overview of West Arnhem Regional Council's (WARC) responsibilities.

BACKGROUND

Local Councils in the Northern Territory (NT), including WARC, are established under the *Local Government Act 2019*. The responsibilities of Council include the following:

- (a) To represent communities in the West Arnhem region, and make informed and responsible decision that will benefit the communities.
- (b) To provide services, facilities and programs that are appropriate to the needs of communities in West Arnhem, and ensure equitable access to the services, facilities and programs.
- (c) To develop a strong and cohesive social life for West Arnhem residents, and allocate resources in a fair, socially inclusive, efficient and sustainable way.
- (d) To promote West Arnhem as a location for appropriate industries and businesses, and as an attractive tourist destination.
- (e) To establish or support organisations and programs that benefit communities in West Arnhem.
- (f) To advocate for the interests of West Arnhem communities.
- (g) To work with key stakeholders including the Territory and Commonwealth governments to protect the region from natural and other hazards, and to mitigate the effects of such hazards.
- (h) To provide open, responsive and accountable government as per provisions in the *Local Government Act 2019* and other relevant legislative requirements.

Separation of Council and Staff Responsibilities.

West Arnhem Regional Council's Elected Members and staff have separate but complementary roles. Elected Members represent the interests of the community and vote on actions that are undertaken to address issues that are presented during Council meetings. Council staff work under the direction of the Chief Executive Officer (CEO) to carry out the operational and administrative actions that are required to achieve the decisions made during Council meetings. In this regard, the CEO oversees the progress made on implementing Council's decisions. The CEO and delegated staff provide formal updates on operational and administrative actions to Elected Members during Council meetings.

While Elected Members and Council staff both work in the best interest of West Arnhem communities, Elected Members have no direct authority over Council staff with respect to the way in which employees perform their duties. If Elected Members are concerned about issues related to the employment or performance of a staff member, they should raise their concerns with the CEO. Likewise, Council staff cannot approach Elected Members to intervene in any matters related to their employment or the employment or performance of another member of staff. Should such an

occurrence happen, the Elected Member should refer the staff member to the CEO who in-turn, may delegate the issue to the relevant manager.

The separation of powers between Elected Members and staff is important as it:

- Enables Elected Members to concentrate on determining the strategic direction for the region and addressing major issues that affect communities in West Arnhem, rather than being involved in a large number of operational issues and administrative matters.
- Ensures that routine operational and administrative matters are dealt with efficiently and promptly through the CEO thereby eliminating the need for such matters to be referred to the Council for a decision.
- Ensures the integrity of the Council by promoting a harmonies and respectful relationship between Elected Members and Council staff, taking into account the differing roles that they are required to undertake under the *Local Government Act 2019*.

COMMENT

Elected Members will be provided with additional training on their roles and responsibilities as part of the NT government’s mandatory training for Elected Members.

STATUTORY ENVIRONMENT

Section 44 of the *Local Government Act 2019*.

POLICY IMPLICATIONS

The following policies are relevant to this report:

- Code of Conduct (Elected, Local Authority and Council Committee Members) Policy.
- Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

This report is aligned to the following objectives in the *Regional Plan and Budget 2021-2022*:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.3	Efficient and effective community service delivery.
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION

Systems and processes that support the effective and efficient use of financial and human resources.

Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.3	Storage and retrieval of records processes which support efficient administration.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That Council is encouraged to ask questions and to note the report titled Overview of the Responsibilities of Council.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.5
Title:	Code of Conduct - Elected Members
File Reference:	962038
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this paper is to outline the conduct of conduct of an Elected Member.

BACKGROUND

A Code of Conduct outlines and describes a set of values that Elected Members should demonstrate to ensure that they comply with principles in the *Local Government Act 2019*. Schedule 1 of the *Local Government Act 2019* lists the Code of Conduct that applies to all Elected Members, Local Authority Members and Council Committee Members in the Northern Territory:

1. Honesty and integrity

A member must act honestly and with integrity in performing official functions.

2. Care and diligence

A member must act with reasonable care and diligence in performing official functions.

3. Courtesy

A member must act with courtesy towards other members, council staff, electors and members of the public.

4. Prohibition on bullying

A member must not bully another person in the course of performing official functions.

5. Conduct towards council staff

A member must not direct, reprimand, or interfere in the management of council staff.

6. Respect for cultural diversity and culture

6.1 A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.

6.2 A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.

7. Conflict of interest

7.1 A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.

7.2 If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.

8. Respect for confidences

8.1 A member must respect the confidentiality of information obtained in confidence in the member's official capacity.

8.2 A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

9. Gifts

9.1 A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.

9.2 A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.

10. Accountability

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

11. Interests of municipality, region or shire to be paramount

11.1 A member must act in what the member genuinely believes to be the best interests of the region.

11.2 In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the region.

12. Training

A member must undertake relevant training in good faith.

Breaches of the Code of Conduct

Failure to comply with the standards in the Code of Conduct may result in a complaint against an Elected Member's conduct and subsequent disciplinary action under the *Local Government Act 2019* and other relevant legislation.

COMMENT

Hard-copies of all the policies relevant to this report will be included in each Elected Member's orientation and induction pack. The policies can also be accessed from Council's website using the following link:

<https://www.westarnhem.nt.gov.au/corporate-documents?path=/WARC%20Docs/Policies>

STATUTORY ENVIRONMENT

Part 7.4 and 7.5 of the *Local Government Act 2019*

Schedule 1 of the *Local Government Act 2019*

POLICY IMPLICATIONS

The following policies are relevant to this matter:

- Code of Conduct (Elected, Local Authority and Committee Members) Policy.
- Gifts, Benefits and Hospitality (Elected, Local Authority and Committee Members) Policy.
- Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the following objectives as outlined in the *Regional Plan and Budget 2021-2022*.

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.3	Storage and retrieval of records processes which support efficient administration.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:
That Council discusses and notes the report.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.6
Title:	Attendance of Elected Members at Council Meetings
File Reference:	960486
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to inform Council about the principles and procedures for Elected Members attendance at West Arnhem Regional Council meetings.

BACKGROUND

Local government is an integral component of the Northern Territory (NT) government structure. Elected Members are at the helm of local government, and play a key role in identifying and monitoring the changing needs of communities, and making decisions to address those needs. A local government functions properly when Elected Members and Council's administration work together to produce the best results for the community. The Council and the administration come together at meetings, where Elected Members use their knowledge and experience, informed by advice from the administration, to make decisions for the advancement of communities in the West Arnhem region.

Principles and Procedures

The following principles and procedures are designed as a guide for Elected Members to support their effective participation in council and committee meetings as per provisions in the *Local Government Act 2019* and *Local Government (General) Regulations 2021*:

- Elected Members are expected to attend every ordinary council meeting and committee meetings where they are members. All Elected Members will be provided with a calendar with dates for 2021-2022 meetings to enable them to plan to attend the meetings.
- Council's administration will provide advance notices for all meetings, including each meeting's agenda no later than three (3) business days before the meeting date.
- Council's administration will facilitate attendance to the meetings by organizing travel and accommodation for Elected Members, and this information will be provided no later than three (3) business days before the meeting date. Elected Members are therefore requested to confirm details of their preferred travel arrangements to at least one of the following delegated staff (at least 7 days before the meeting date).
 - Council Services Manager (CSM) in their respective Wards,
 - Executive Assistant to the Mayor and CEO
 - Governance and Risk Advisor
- Council's administration will provide support, where appropriate, to assist Elected Members who are not able to physically attend a meeting by providing the opportunity to participate in a meeting by means of an audio (phone) or videoconferencing system.
- Elected Members should provide notice of an intended leave of absence to the Mayor, CEO or delegated administration staff, accompanied by a reason, one month in advance in order to allow for Council's approval.
- Where it is not possible to provide a one-month notice of absence, the Elected Member should provide an apology at least five days prior to a Council meeting. The Elected Member's apology will then be included in the meeting's agenda.

- Council, by resolution, reserves the right to either accept or reject an Elected Members notice of absence, and to provide details on the reasoning behind the decision – if the request is rejected.
- In accordance with section 47(1)(o) of the *Local Government Act 2019* and clause 101 of the *Local Government (General) Regulations 2021*, an Elected Member may cease to hold office if they are absent without permission from two (2) consecutive Council meetings.

STATUTORY ENVIRONMENT

Section 47(1)(o) of the *Local Government Act 2019*

Clause 101 of the *Local Government (General) Regulations 2021*

POLICY IMPLICATIONS

The following policies are relevant to this report:

- Code of Conduct (Elected, Local Authority and Council Committee Members) Policy.
- Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Should an occasion arise whereby an Elected Member is dismissed due to missing two (2) Ordinary Council meetings consecutively without permission from Council, the Elected Member's allowances will cease.

STRATEGIC IMPLICATIONS

This report is aligned to the following objectives in the *Regional Plan and Budget 2021-2022*:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.3	Efficient and effective community service delivery.
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.3	Storage and retrieval of records processes which support efficient administration.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That Council is encouraged to note and discuss the report titled Attendance of Elected Members at Council Meetings.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.7
Title:	Overview of the Roles and Responsibilities of the Chief Executive Officer
File Reference:	961528
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to provide an overview of the responsibilities of the Chief Executive Officer (CEO).

BACKGROUND

The following is an overview of the CEO's responsibilities as outlined in section 167 of the *Local Government Act 2019*.

Role and Functions of the CEO

- a) To ensure that the Council's policies, plans and lawful decisions are implemented, and that Council reviews its policies, plans and decisions in a timely manner.
- b) To undertake the day-to-day management of the Council's operations, including the management of Council staff.
- c) To ensure that the appointment of the Council's staff is properly managed within the budget allocated to staffing expenditure approved by the Council.
- d) To ensure that the management of the Council's operations are properly managed within the budget allocated to non-staffing expenditure approved by the Council.
- e) To provide or obtain for the Council the information and advice the Council reasonably requires for effectively carrying out its functions.
- f) To ensure that the Council's constituency is kept properly informed about Council policies, programs and decisions and that appropriate and prompt responses are given to specific requests for information.
- g) To ensure that the Council's assets and resources are properly managed and maintained.
- h) To ensure that proper standards of financial management are maintained and, in particular, proper controls over revenue and expenditure.
- i) To ensure that financial and other records are properly made and maintained.
- j) To appoint, manage and, where necessary, terminate the appointment of Council staff (other than the CEO).
- k) To ensure that the Council's policies on human resource management comply with principles of human resources management as outlined in section 172 of the *Local Government Act*.

- l) To carry out other functions delegated to the CEO by the Council or assigned to the CEO under the *Local Government Act 2019* and any other relevant legislative requirements.

COMMENT

The *Local Government Act 2019* (the Act) has several provisions that expound on the roles and functions of the CEO as listed above. The provisions include:

Section 172 of the Act on the principles of human resources management, which states that a Council must adopt policies on human resource management and ensure that those policies give effect to the following principles:

1. A selection processes for appointment or promotion that is fair and equitable, and based on merit.
2. Reasonable access to training and development and opportunities for advancement and promotion for Council staff.
3. Council's staff must be treated fairly and consistently and must not be subjected to arbitrary or capricious decisions.
4. There must be suitable processes for dealing with employment-related grievances.
5. Working conditions must be safe and healthy.
6. There must be:
 - (i) no unlawful discrimination against a member, or potential member of the Council's staff on the ground of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground; and
 - (ii) no other form of unreasonable or otherwise unjustifiable discrimination against a member or potential member of the council's staff.

It is of importance to note that it is the CEO that holds total and overall responsibility for staff. Elected Members as individuals and Council as a collective cannot direct or interfere with the recruitment and the management of staff.

It is Council's responsibly to recruit the CEO, whom in-turn reports to Council.

Section 201 of the Act on annual budgets, which states that a Council must prepare a budget for each financial year that outlines:

1. The Council's objectives for the relevant financial year;
2. The measures the Council proposes to take, during the financial year, towards achieving those objectives; and
3. The indicators the Council intends to use as a means of assessing its efficiency in achieving its objectives.

The annual budget should also contain:

1. The projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure.
2. The Council's fees for services and the estimates of revenue from each of those fees.
3. The amount to be allocated to the development and maintenance of infrastructure for the financial year.
4. The amount the Council proposes to raise by way of rates, and set out the rates structure, for the financial year.
5. An assessment of the social and economic effects of the Council's rating policies.
6. The allowances for members of the Council for the financial year and the amount budgeted to cover payment of those allowances.
7. A budget for each local authority established by the Council.
8. Any other information required by any guidelines that the Minister may make or as prescribed by regulation.

A Council must adopt a budget for a particular financial year on or before 30 June of the previous financial year.

Section 207 of the Act on annual financial statements, which states that Council must prepare a financial statement for each financial year that must conform with:

1. The Australian Accounting Standards;
2. Any other requirements prescribed by regulation; and
3. Any guidelines that the Minister may make.

Part 14.1 of the Act on annual reports, which states that a Council must, on or before 15 November in each year, report to the Minister on its work during the financial year ending on the preceding 30 June. The annual report must include:

1. A copy of the council's audited financial statement for the relevant financial year.
2. An assessment of the Council's performance against the objectives stated in the regional plan and, an assessment of the activities of any local authority within the council's area for the relevant financial year
3. An itemisation of any shared services the council has been involved with for the relevant financial year.
4. Details in relation to any delegations of the council's functions and powers to a council committee, local authority or local government subsidiary in force for the relevant financial year.
5. An itemisation of any amounts of fees or allowances made to committee members in the relevant financial year.
6. A report on the consultations undertaken by the council in the relevant financial year.
7. An assessment of the Council's performance of service delivery and projects for the relevant financial year, with reference to the advice and recommendations of a local authority or authorities.
8. Any other information prescribed by regulation or in accordance with guidelines made by the Minister.

Part 3.3 of the Act on regional plans, which states that each Council must have a plan for its area that includes:

1. The council's budget and any amended budget.
2. Any long-term, community or strategic plan adopted by the council or a local authority and relevant to the period to which the plan relates.
3. The council's long-term financial plan that takes into account the projects and priorities for the area identified by each local authority in the Council area.
4. Indicators for judging the standard of the council's performance.

STATUTORY ENVIRONMENT

1. *Local Government Act 2019*
2. *Local Government (General) Regulations 2021*
3. *Guideline 1: Local Authorities 2021*
4. Australian Accounting Standards.

POLICY IMPLICATIONS

- West Arnhem Regional Council has various corporate, governance and people and learning policies that are consistent with provisions in the *Local Government Act 2019*, the *Local Government (General) Regulations 2021* and other relevant Acts that pertain to the roles and responsibilities of the CEO.
- The West Arnhem Regional Council Delegations Manual is also applicable to this report.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

This report is aligned to the following objectives in the *Regional Plan and Budget 2021-2022*:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.3	Efficient and effective community service delivery .
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council .
Objective 2.2	A professional, skilled, safe and stable workforce.
Objective 2.3	Storage and retrieval of records processes which support efficient administration.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.5	Modern Effective and innovative Information Technology solutions which maximise service delivery.
Objective 2.6	The minimisation of risks associated with the operations of Council.

GOAL 3 LOCAL INFRASTRUCTURE

Well maintained and enhanced built and natural environment.

Objective 3.1	Infrastructure and asset management strategies appropriate to the needs of Council.
Objective 3.2	Safe and reliable roads, footpaths and street lighting.
Objective 3.3	Attractive parks, gardens, streetscapes and open spaces.
Objective 3.4	Modern and well maintained fleet, plant and equipment capable of meeting service delivery requirements.
Objective 3.5	Buildings, facilities and infrastructure assets that are fit for purpose and sufficient to service operational requirements
Objective 3.6	Effective development and enforcement of laws that enhance economic development and community safety

GOAL 4 LOCAL ENVIRONMENTAL HEALTH

Initiatives which promote healthy, clean living conditions to improve health outcomes

Objective 4.1	The provision of environmentally and economically sound solid waste, water and sewerage services.
Objective 4.2	Implementation of sustainable dog management programs which improve the overall health and wellbeing of remote communities.

GOAL 5 LOCAL CIVIC SERVICES

A Council that respects, protects and nurtures the diversity of our culture and heritage

Objective 5.1	Facilitate the delivery of library and cultural heritage services.
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GOAL 6 COMMUNITY SOCIAL PROGRAMMES AND COMMERCIAL SERVICES

A Council which provides programmes and services that support and contribute to the wellbeing of its community members.

Objective 6.1	Social programmes that support the safety and wellbeing of community members.
Objective 6.2	The provision of Commercial Services which contribute to the economic functionality of Council's communities.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That Council is encouraged to ask questions, and to note the report titled Roles and Responsibilities of the Chief Executive Officer.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.8
Title:	Chair to Exercise a Casting Vote Policy
File Reference:	958795
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to provide an opportunity for Council to allow the chairperson of a Council meeting to exercise a casting or second vote if the votes at the meeting for and against a motion are equally divided.

BACKGROUND

Section 95(5) of the *Local Government Act 2019* (the Act) states that each Elected Member present at a meeting must exercise one vote on matters that require Council's approval. In the case of a deadlock or equality of votes, Council may adopt a policy that allows the chairperson of the meeting to exercise a casting or second vote to break the deadlock and bring about a decision.

Section 95(6) of the Act further state that Council must approve, by resolution, a chairperson's right to exercise a second vote during the first Council meeting that is held after the Local Government election. Once passed, the chairperson's right to exercise a second cannot be revoked or altered during the Council's term, and will only lapse at the conclusion of the next Local Government general election in 2025. The Casting Vote Policy is attached to this report for your review and approval.

Council has the option of deciding not to allow the chairperson of a meeting to cast the second vote. In this case, any discussions on decisions that result in a deadlock will have to be postponed to future Council meetings, which may result in operational and administrative delays in the implementation of the decision.

STATUTORY ENVIRONMENT

Section 95 of the *Local Government Act 2019*.

POLICY IMPLICATIONS

Section 95(6) of the *Local Government Act 2019* states that the Casting Vote Policy must be passed by resolution at the first meeting of the Council after the Local Government general election.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

This report is aligned to the following objectives in the *Regional Plan and Budget 2021-2022*.

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council .
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council reviews and approves the Chair to Exercise a Casting Vote Policy.

ATTACHMENTS

- 1 Casting Vote Policy v1.0 20210223.pdf



Policy Name	Casting Vote	
Publication Date:	24/02/2021	
Council Decision (Reference):		
Classification:	Governance Policy	
Categorisation:	Governance	
Review Frequency:	3 years	
Review Date:	24/01/2024	
Responsible Officer:	Executive Manager, Office of the CEO	
Version (Revision Number):	1.0	

1. PURPOSE

The purpose of this policy is to allow the Chairperson of a Council Meeting to cast a second vote (casting vote) on a question arising for decision at a Council Meeting in the event of an equality of votes.

2. SCOPE

This policy applies to all meetings of the West Arnhem Regional Council, for the term of the present Council. The policy will lapse at the conclusion of the next general election for the Council.

3. DEFINITIONS

In the context of this policy the following definitions apply:

Casting Vote means where there is an equal number of votes for and against a motion, the Chair is required to cast a second "casting vote" to break the tie.

4. POLICY STATEMENT

Chairperson has a Casting Vote

If there is an equality of votes on a question arising for decision at a Council Meeting, the chairperson has a casting vote.

Use of Casting Vote

In accordance with the *Local Government Act*, a casting vote is to be exercised by the Chairperson when there are equal votes on a question arising for decision at a Council Meeting. During such an occurrence, the casting vote will determine the vote. The Chairperson must exercise the casting vote either in favour or against the motion.

If there are unequal votes, the Chairperson cannot exercise a casting vote.



Approved by Chief Executive Officer

P Findley

Date 24/02/2021

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Pursuant to the *Local Government Act*, this policy cannot be altered or revoked for the term of the present Council. This policy will lapse at the conclusion of the next general election for the Council.

5. Responsibilities

The Chief Executive Officer is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy (every 3 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the Law.

Following approval of this policy document, the Director for Organizational Growth (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the policy.

6. Related Documents

Legislation and References

Local Government Act 2019 (NT)

Policy documents

Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy

Procedures

Nil

Instructions, tools, guidelines, forms and templates

Nil



Approved by Chief Executive Officer

P Findlay

Date 24/02/2021

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WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.9
Title:	Elected Member Allowances 2021-2022
File Reference:	958679
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to inform Council about Elected Member allowances for the 2021-2022 financial year.

BACKGROUND

As per provisions in section 106 of the *Local Government Act 2019* and clause 64 and 66 of the *Local Government (General) Regulations 2021*, allowances for Elected Members are paid on a pro-rata basis. The first day of payment is the day on which a Member is elected, and the last day of payment is the business day before the results for the next Local Government election are declared. On this basis, allowances for the current Council were calculated from Monday 13 September 2021, which is the day that the 2021 Local Government election results were officially announced. The new Council's allowances will be paid fortnightly, and the first bank transfer of Elected Member allowances was done on 20 September 2021.

Calculations for the Mayor and Deputy Mayor's allowances for the new Council will start on 22 September 2021, which is the date for the first Council meeting as well as the election date for the two new positions.

Section 106 of the *Local Government Act 2019* provides guidelines on Elected Member allowances as follows:

1. A member of a Council is entitled to be paid the following allowances, the maximum amount of which is determined by the Remuneration Tribunal under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*:
 - (a) Ordinary allowance;
 - (b) Extra meeting allowance (this includes allowances for attending Committee and Local Authority meetings as per Council's policy)
 - (c) Professional development allowance.
2. The allowances payable under this section are to be paid by the Council.
3. The Council must publish the amounts of the allowances payable by the council on its website.
4. If there is no determination that applies to a Council, the allowances are to be as determined by the Minister.
5. An allowance payable under this section must not exceed the maximum amount.

The Minister for Local Government issues guidelines (*Guideline 2A: Council Member Allowances 2021*) for the maximum allowances that can be paid to Elected Members. Additionally, each financial year,

the Department of the Chief Minister and Cabinet provides councils with a table that indicates the maximum allowances applicable for the financial year. The 2021-2022 table is attached to this report for your reference.

COMMENT

Guideline 2A: Council Member Allowances 2021 includes the categories of council allowances across the Northern Territory. West Arnhem Regional Council allowances are listed under category 3. In prior years, Council adopted the maximum level of allowances payable, and this was done during the Special Finance Committee Meeting held on 14 April 2021 (Resolution SFC8/2021). The base and electoral allowances are paid fortnightly in equal instalments. The professional development allowance is only made available for an Elected Member to use for attending conferences or training.

Subject to Council policy, Elected Members may be reimbursed for travel expenses when attending Council meetings. For example, kilometer allowance paid for the use of a private vehicle.

STATUTORY ENVIRONMENT

Section 106 of the *Local Government Act 2019*

Clause 64 and 66 of the *Local Government (General) Regulations 2021*

Clause 10 of *Guideline 1: Local Authorities 2021*

Guideline 2A: Council Member Allowances 2021

POLICY IMPLICATIONS

The Allowances and Expenses (Elected, Local Authority and Council Committee Members) Policy is relevant to this matter.

FINANCIAL IMPLICATIONS

As per provisions in the 2021-2022 budget.

STRATEGIC IMPLICATIONS

This report is aligned to the following objective in goal 1 of the *Regional Plan and Budget 2021-2022*.

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.4	Strong governance and leadership.

VOTING REQUIREMENTS

Not applicable

RECOMMENDATION:

That the Council notes the following allowances for the financial year 2021-2022:

a) Base and Electoral Allowances			
Allowance	Ordinary Council Member \$	Deputy Principal Member \$	Principal Member \$
Base Allowance	\$13,509.96	\$27,776.12	\$75,116.61
Electoral Allowance	\$4,943.73	\$4,943.73	\$19,771.29
TOTAL	\$18,453.69	\$32,719.85	\$94,887.90
b) Professional Development Allowance			
Allowance	Ordinary Council Member	Deputy Principal Member	Principal Member
Professional Development Allowance	\$3,753.17	\$3,753.17	\$3,753.17
c) Extra Meeting Allowance			
Allowance	Ordinary Council Member	Deputy Principal Member	Principal Member
Extra Meeting Allowance	\$145.00 per meeting (to a maximum of \$9,006.64 per annum)	\$0.00	\$0.00
d) Acting Principal Member			
Allowance			
Daily Rate	\$261.34	Max Claimable (90 days)	\$23,520.60

ATTACHMENTS

- 1 Table of Maximum Council Member Allowances for 2021-22.pdf

Table of Maximum Council Member Allowances for 2021-22

Amounts applicable 1 July 2021

A council must resolve to fix member allowances for the financial year when it adopts the budget for the financial year. A council must adopt its 2021-22 budget on or before 31 July 2021.

The amounts in these tables indicate the maximum level at which allowances may be set. A council needs to consider allowances in the overall context of its budget and a council can resolve to pay less than the maximum levels. Once the budget has been approved, a council may adopt an amendment to its budget but the amendment cannot have the effect of increasing the amount of allowances for the financial year for the council.

Ordinary Council Member

Council Members other than Principal Member and the Deputy Principal Member				
	Category 1:	Category 2:	Category 3:	Category 4:
	Darwin	Alice Springs	Katherine	Belyuen
		Palmerston	Litchfield	Coomalie
			Barkly	Wagait
			Central Desert	
			East Arnhem	
			MacDonnell	
			Roper Gulf	
			Tiwi Islands	
			Victoria Daly	
			West Arnhem	
			West Daly	
Base Allowance	22,515.39	15,761.63	13,509.96	4,503.32
Electoral Allowance	8,238.34	5,767.68	4,943.73	1,647.90
Professional Development Allowance	3,753.17	3,753.17	3,753.17	3,753.17
Max extra meeting allowance	15,010.25	10,508.15	9,006.64	3,003.01
Total Claimable	\$49,517.15	\$35,790.63	\$31,213.50	\$12,907.40

Table of Maximum Council Member Allowances for 2021-22

Principal Member				
	Category 1:	Category 2:	Category 3:	Category 4:
	Darwin	Alice Springs	Katherine	Belyuen
		Palmerston	Litchfield	Coomalie
			Barkly	Wagait
			Central Desert	
			East Arnhem	
			MacDonnell	
			Roper Gulf	
			Tiwi Islands	
			Victoria Daly	
			West Arnhem	
			West Daly	
Base Allowance	125,192.75	87,635.66	75,116.61	25,039.28
Electoral Allowance	32,950.94	23,065.90	19,771.29	6,590.44
Professional Development Allowance	3,753.17	3,753.17	3,753.17	3,753.17
Total claimable	\$161,896.86	\$114,454.73	\$98,641.07	\$35,382.89

Acting Principal Member				
	Category 1:	Category 2:	Category 3:	Category 4:
	Darwin	Alice Springs	Katherine	Belyuen
		Palmerston	Litchfield	Coomalie
			Barkly	Wagait
			Central Desert	
			East Arnhem	
			MacDonnell	
			Roper Gulf	
			Tiwi Islands	
			Victoria Daly	
			West Arnhem	
			West Daly	
Daily Rate	433.16	304.91	261.34	87.11
Maximum claimable (90 days)	\$38,984.40	\$27,441.90	\$23,520.60	\$7,839.90

Table of Maximum Council Member Allowances for 2021-22

Deputy Principal Member				
	Category 1:	Category 2:	Category 3:	Category 4:
	Darwin	Alice Springs	Katherine	Belyuen
		Palmerston	Litchfield	Coomalie
			Barkly	Wagait
			Central Desert	
			East Arnhem	
			MacDonnell	
			Roper Gulf	
			Tiwi Islands	
			Victoria Daly	
			West Arnhem	
			West Daly	
Base Allowance	46,292.69	32,405.27	27,776.12	9,259.53
Electoral Allowance	8,238.34	5,767.68	4,943.73	1,647.90
Professional Development Allowance	3,753.17	3,753.17	3,753.17	3,753.17
Total claimable	\$58,284.20	\$41,926.12	\$36,473.02	\$14,660.60

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.10
Title:	Annual Return of Interests - Elected Members
File Reference:	958840
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to inform Elected Members about the requirement to submit an annual return of interests to the Chief Executive Officer (CEO) as stated in section 110 of the *Local Government Act 2019*.

BACKGROUND

Elected Members are expected to make decisions in the best interest of communities in the West Arnhem region. To do this, they should consider each matter that is brought before the Council on its merits, and disclose factors that may influence their ability to make impartial decisions. Decision-making could be influenced, or perceived to be influenced, in a number of ways including through:

1. Financial relationships and interests;
2. Personal relationships; and
3. The receipt of gifts.

Clause 106 of the *Local Government (General) Regulations 2021* states that Elected Members must provide details of the following interests, where applicable, to the CEO every financial year:

1. The name of any public, private or holding company where an Elected Member is a shareholder.
2. The name of any family businesses or business trust where an Elected Member is a trustee or beneficiary, including details about the business's operations and the nature of the Member's interest in the business. However, this does not include an interest in a land trust under the *Aboriginal Land Rights (Northern Territory) Act 1976*.
3. The location (suburb or area only) where an Elected Member owns real estate and the purpose for which the property is owned.
4. The name of a registered company where an Elected Member is a director.
5. The name of any business partnerships that an Elected Member is party to, including the nature of the interest and the activities of the partnership.
6. The name of a political party where an Elected Member is a member.
7. The name of any organizations where an Elected Member has financial or personal interests that may interfere with their ability to make impartial decisions on Council.
8. Any financial or personal interests that may interfere with an Elected Member's ability to make impartial decisions on Council.
9. Any substantial source of income and the nature of the source of income.

Section 110(1) of the *Local Government Act 2019* goes on to state that Elected Members must submit their annual return of interests within 60 days of the Elected Member's election, and no later than 30 September each year.

COMMENT

Section 111 of the *Local Government Act 2019* states that the CEO must keep a register of Elected Members annual return of interests. Failure to submit an annual return of interests will result in a

breach of several legislative provisions in the *Local Government Act 2019* and the *Local Government (Regulations) 2021*.

STATUTORY ENVIRONMENT

Sections 110 and 111 of the *Local Government Act 2019*.
Clause 106 of the *Local Government (General) Regulations 2021*.

POLICY IMPLICATIONS

The following policies are relevant to this matter:

- Code of Conduct (Elected, Local Authority and Committee Members) Policy.
- Gifts, Benefits and Hospitality (Elected, Local Authority and Committee Members) Policy.
- Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Not applicable at this time.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the following objectives in the *Regional Plan and Budget 2021-2022*.

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.3	Storage and retrieval of records processes which support efficient administration.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION: That Council receives and notes the report, and Elected Members fill in the attached Key Management Personnel (KMP) declaration form.
--

ATTACHMENTS

- 1 KMP Declaration.pdf

KEY MANAGEMENT PERSONNEL DECLARATION



KEY MANAGEMENT PERSONNEL DECLARATION

Private and Confidential

Related Party Declaration by Key Management Personnel (KMP)

Name of Key Management Personnel:

Position of Key Management Personnel:

(List details of known close family members, entities with a financial and / or other interest in by KMP and entities with a financial and / or other interest by the close family members of KMP)

1. Close Family Members

Full Name of Spouse/Partner:

Full Name(s) of Children:
(including Children of my Spouse/Partner)

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.....
.....

Full Name(s) of Dependants:
(including Dependants of my Spouse/Partner)

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Full Names of any other close family members that I influence or may be influenced by my position at WARC:

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2. Controlled or Jointly Controlled Entities

Entities with a financial and / or other interest in by me:

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.....
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.....

Entities with a financial and / or other interest in by my spouse:

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.....
.....

Entities with a Financial and / or Other Interest:

.....
.....
.....
.....



I (insert full name).....(insert position)
.....declare that the above list includes all my close family members
and entities with a financial and / or other interest, by myself or my close family members. I
make this declaration after reading the definitions below for "close family members" and
"financial and / or other interest".

Declared at (insert place)on the (insert date)

Signature of KMP

Name of KMP:

Date:

Definitions:

Close Family Members

An employee's spouse or former spouse, de facto partner or former de facto partner, child,
parent, grandparent, grandchild or sibling; or a child, parent, grandparent, grandchild or sibling
of an employee's spouse or de facto partner. It includes step-relations (e.g. step-parents and
step-children) as well as adoptive relations.

Financial and / or Other Interest

Interests in a company, business, land or property; appointments or directorships whether
remunerated or not; or liabilities to organisations or individuals; where there is a relationship
whether financial or otherwise with West Arnhem Regional Council.

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.11
Title:	Local Authority Membership: Appointment of Elected Members and Nominations for Vacancies
File Reference:	959687
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to request Council to appoint Elected Members to each of the Local Authorities in the West Arnhem region, and to seek Council's approval to commence the nomination process for vacant Local Authority positions.

BACKGROUND

Section 77(1) of the *Local Government Act 2019* states that a Local Authority should comprise of at least one Elected Member appointed to the Authority by Council resolution, and other members of the community within the Local Authority area. As per Council's policy, each Local Authority should have a minimum of six (6) appointed members who reside in the community, and a maximum of fourteen (14) members, including Elected Members. The Mayor and Deputy Mayor are ex officio members of each of the Local Authorities in West Arnhem. Elected Member appointed to Local Authorities must be representatives of the Ward in which the Local Authority is located.

Currently, West Arnhem Regional Council has four Local Authorities with the following membership and vacancies:

Local Authority	Elected Members	Appointed (Community) Members
Gunbalanya	Maximum of 3 vacancies	1. Andy Garnarradj (Chairperson) 2. Connie Nayinggul 3. Evonne Gumurdul 4. Henry Yates 5. Kenneth Mangiru 6. Maxwell Garnarradj No vacancies
Maningrida	Maximum of 4 vacancies	1. Vacant (Chairperson) 2. Manual Brown 3. Jessica Phillips 4. Shane Namanurki 2 vacancies
Minjilang	Maximum of 1 vacancy	1. Matthew Nagarlbin (Chairperson) 2. Charles Yirrawala 3. Isobel Lami Lami 4. Jimmy Cooper 5. Lachlan Nagegeyo 6. Shane Wauchope No vacancies
Waruwi	Maximum of 1 vacancy	1. Jason Mayinaj (Chairperson) 2. Alfred Gawaraidjt 3. Ida Waianga

Local Authority	Elected Members	Appointed (Community) Members
		4. Nicholas Hunter 5. Richard Nawirr 1 vacancy

As mentioned above, the appointment of Elected Members to the Local Authorities is done by Council resolution. The appointment of community members takes place through a nomination process, which includes the following steps:

1. The administration will prepare a call for nominations which will be advertised and promoted in a manner that ensures that residents of the relevant area are aware that the nomination period is now open.
2. Permanent residents of a community have up to 28 days to apply for membership by filling in and submitting a Local Authority Nomination Form by the closing date for nominations.
3. Following closure of the nomination period, Council will convene a selection committee to determine which nominations to put forward to Council for approval.
 - a. The selection committee will include at least one Elected Member who resides within the Local Authority area, and two community members.
 - b. The Council Services Manager (CSM) in the community will support the committee, including by acting as Chairperson.
4. Council will then consider the nominations put forward by the selection committee at the next Ordinary Meeting of Council. Council will have the final say on appointing Local Authority Members.

COMMENT

Section 78 of the *Local Government Act 2019* outlines the functions of Local Authorities as follows:

- a. To involve local communities more closely in issues related to local government.
- b. To ensure that local communities are given an opportunity to express their opinions on questions affecting local government.
- c. To allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region.
- d. To take the views of local communities back to the council and act as advocates on their behalf.
- e. To contribute to the development of the relevant regional plan.
- f. To make recommendations to the council in relation to:
 - (i) The Council's budget; and
 - (ii) The part of the Council's area within which the Local Authority performs its functions.
- g. To perform other functions assigned to the Local Authority by the Minister (for Local Government), in accordance with any guidelines that the Minister may make.

Each Local Authority in West Arnhem holds four meetings a year.

STATUTORY ENVIRONMENT

Section 78 of the *Local Government Act 2019*.

Clause 67 of the *Local Government (General) Regulations 2021*.

Clauses 7 and 10.2 of *Guideline 1: Local Authorities 2021*.

POLICY IMPLICATIONS

- The Local Authority Appointments, Resignations and Terminations Policy applies to this matter.

Additionally, Local Authority members are obligated to abide by the following Council policies:

- Allowances and Expenses (Elected, Local Authority and Committee Members) Policy.
- Code of Conduct (Elected, Local Authority and Committee Members) Policy.
- Conflict of Interest (Elected, Local Authority and Committee Members) Policy.
- Gifts, Benefits and Hospitality (Elected, Local Authority and Committee Members) Policy.
- Travel and Accommodation (Elected, Local Authority and Committee Members) Policy.

FINANCIAL IMPLICATIONS

Allowances for attending Local Authority meetings for the 2021-2022 financial year are indicated below:

Allowance	Elected Member	Appointed Local Authority Member	Local Authority Chairperson
Allowance per meeting	\$145.00 per meeting (to a maximum of \$9,006.64 per annum for all extra meeting allowances)	\$132.00	\$177.00

Ex-officio members and Local Authority members who work for Council do not get an allowance for attending the meetings.

STRATEGIC IMPLICATIONS

Council has the opportunity to appoint committed individuals, via the nomination process, who will represent their respective communities with regard to the delivery of local government services as per the following objectives in the *Regional Plan and Budget 2021-2022*:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.3	Efficient and effective community service delivery.
Objective 1.4	Strong governance and leadership.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council:

- **Notes and receives the report;**
- **Nominates and approves the appointment of Elected Members to each of the Local Authorities in their respective Wards; and**
- **Approves the commencement of the nomination process for appointed (community) Local Authority member vacancies.**

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.12
Title:	Special Finance Committee Nominations
File Reference:	958787
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to request Council to appoint five Elected Members to the Special Finance Committee. The Committee's main role is to review and approve Council's financial reports and any other urgent matters during the months that Council is unable to hold an ordinary meeting.

BACKGROUND

Clause 17 of the *Local Government (General) Regulations 2021* states that Council must review and approve West Arnhem Regional Council's financial reports in each month. The reports can be presented:

1. At an ordinary council meeting; or
2. Before a committee that has the powers to carry out Council's financial functions.

The Special Finance Committee was established on 16 December 2020, and its terms of reference was approved on 10 February 2021. The Committee has delegated authority from Council to carry out the following functions during the months that an Ordinary Council meeting is not convened:

- Review and approve Council's monthly financial reports.
- Review and approve reports on Council budgets that are presented during the Committee's meeting.
- Review reports about Council's immediate and long term financial plans.
- Consider the financial implications of Council's financial plans to ensure that they meet the needs of the community.
- Review the financial status and progress of major projects and recommend changes or revisions to projects, if necessary.
- Review the debtor and creditor lists, and ensure sufficient funds are available to pay forthcoming debts.
- Review and approve any other urgent matters as required.

COMMENT

The attached *Special Finance Committee Terms of Reference* outlines the scope and limitations of the Committee's responsibilities.

STATUTORY ENVIRONMENT

Section 90 of the *Local Government Act 2019*.

Clauses 17 and 19 of the *Local Government (General) Regulations 2021*.

POLICY IMPLICATIONS

The following Council policies are relevant to this matter:

- Code of Conduct (Elected, Local Authority and Council Committee Members) Policy.
- Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy.
- Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Not applicable at this time.

STRATEGIC IMPLICATIONS

In considering this report, Council is fulfilling its obligations and meeting the objectives contained in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council:

- Appoints five Elected Members to the Special Finance Committee.
- Reviews and notes the attached Terms of Reference for the Special Finance Committee.

ATTACHMENTS

- 1 Special Finance Committee Terms of Reference - Version 1.pdf



Special Finance Committee Terms of Reference

1. Role of the Committee

The West Arnhem Regional Council Special Finance Committee (the Committee) is constituted as an Executive Committee with all the necessary powers to carry out Council's financial functions. The Committee's terms of reference comply with section 83(4) of the *Local Government Act 2019*.

2. Membership

The Committee consists of a minimum of five Elected Members appointed through a Council resolution. The Mayor is the designated Chair of all Committee meetings. In the Mayor's absence, the Deputy Mayor will be appointed as the acting Chair of the meeting. If both the Mayor and Deputy Mayor are not present, the Committee's Elected Members shall elect an Acting Chair for the duration of the meeting. A quorum at a Committee meeting consists of three or more Elected Members. Additionally, the Chief Executive Officer (CEO) or a delegated representative of the CEO, and one senior staff member must be present during each Committee meeting.

3. Meeting Dates

The Committee shall convene a meeting during the months that an Ordinary Council meeting does not take place. A meeting may be rescheduled in circumstances where it would be inappropriate to conduct a meeting, or when there is prior knowledge that a quorum will not be achieved on the meeting date. The Chair of the Committee will approve a change of the meeting date after consultations with a majority of the Committee's Elected Members and the Chief Executive Officer.

4. Committee Functions

The Committee has delegated authority from Council to carry out the following functions during the months that an Ordinary Council meeting is not convened:

- Review and approve Council's monthly financial reports.
- Review and approve reports on Council budgets that are presented during the Committee's meeting.
- Review reports about Council's immediate and long term financial plans.
- Consider the financial implications of Council's financial plans to ensure that they meet the needs of the community.
- Review the financial status and progress of major projects and recommend changes or revisions to projects, if necessary.
- Review the debtor and creditor lists, and ensure sufficient funds are available to pay forthcoming debts.
- Review and approve any other urgent matters as required.

5. Committee's Decisions

The minutes for each Committee meeting will be presented at the next Ordinary Council meeting.



Approved by Chief Executive Officer: *J. Fordless*
 Approved by Council Resolution OCM8/2021 on 10.02.2021

Date: 03/02/2021

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WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.13
Title:	Risk Management and Audit Committee Membership: Appointment of Elected Members and Commencement of Appointment of Independent Member
File Reference:	960437
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to request Council to appoint Elected Members to the Risk Management and Audit Committee, and approve the commencement of the appointment of an Independent Member to the Committee.

BACKGROUND

Overview of the Audit Committee

Section 86 of the *Local Government Act 2019* requires Council to create and maintain an Audit Committee to monitor Council's compliance with financial and accounting regulations and standards, as well as any other matters related to the integrity of Council's internal risk controls.

The Committee functions as an advisory committee that provides recommendations to Council and the Chief Executive Officer (CEO). In doing so, the Committee assists in the governance of the West Arnhem Regional Council, and the exercising of due care and diligence in relation to:

1. Monitoring and overseeing Council's audit function which includes:
 - a. The development of audit programs;
 - b. The conducting of internal audits;
 - c. The review of audit outcomes; and
 - d. Assessing how audit recommendations have been implemented.
2. Advising Council about the appointment of external auditors, reviewing the auditor's recommendations about Council's key risk and compliance issues, and providing feedback about the auditor's performance.
3. Reviewing and if appropriate, recommending that Council approves financial statements (in conjunction with the auditor's report).
4. Monitoring changes in accounting and reporting requirements.
5. Reviewing compliance and legislative requirements, contracts, standards and best practice guidelines.
6. Monitoring and making recommendations on the adequacy of Council's risk management framework, internal policies, as well as Council's practices and procedures for managing risk.

Composition of the Committee

The Committee's membership will comprise of the following:

- a. A minimum of three Elected Members and a maximum of six (Vacant positions).
- b. An independent/external Chairperson (Carolyn Eagle was successfully recruited as the incoming Chairperson of the Committee after the retirement of former Chairperson Iain Summers.)
- c. An independent/external Member (Vacant position)

At least one of the Committee members should be a qualified accountant holding a current accounting qualification (CPA or CA).

In addition to the members above, the following West Arnhem Regional Council staff attend all Committee meetings:

1. Chief Executive Officer
2. Chief Corporate Officer
3. Chief Operating Officer
4. Governance and Risk Advisor
5. Finance Manager

Additionally, internal and external auditors are invited to attend the Committee's meetings at the discretion of the Committee members.

COMMENT

The Risk Management and Audit Committee is not a policy making body and does not have the authority to act independently of Council. It is an advisory Committee that provides advise to Council and the CEO as per the attached *West Arnhem Regional Council Risk Management and Audit Committee Terms of Reference* and the *West Arnhem Regional Council Risk Management and Audit Committee Charter*.

Although the Terms of Reference and Charter are still applicable to the functions of the Committee, the documents are currently under review and will be updated to reflect recent legislative changes in the *Local Government Act 2019* and the *Local Government (General) Regulations 2021*.

STATUTORY ENVIRONMENT

Part 5.3 of the *Local Government Act 2019*

POLICY IMPLICATIONS

The following Council policies are relevant to this matter:

- Code of Conduct (Elected, Local Authority and Council Committee Members) Policy.
- Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy.
- Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.
- Travel and Accommodation (Elected, Local Authority and Council Committee Members) Policy.
- Allowances and Expenses (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Allowances for attending Committee meetings are included in the 2021-2022 budget as follows:

Allowance	Elected Member	Independent Member
Allowance per meeting	\$145.00 per meeting (to a maximum of \$9,006.64 per annum for all extra meeting allowances)	As per Council's allowances and travel policies.

STRATEGIC IMPLICATIONS

In considering this report, Council is fulfilling its obligations and meeting the objectives contained in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

<p>RECOMMENDATION: That Council:</p> <ul style="list-style-type: none">• Appoints a minimum of three Elected Members to the Risk Management and Audit Committee;• Approves the appointment of Carolyn Eagle as the Chairperson of the Risk Management and Audit Committee for the duration of this Council's term in office (4 years);• Approves the commencement of the recruitment of an independent/ external member to the Risk Management and Audit Committee; and• Reviews and notes the attached Terms of Reference and Charter for the Risk Management and Audit Committee.

ATTACHMENTS

- 1 RMAC TERMS OF REFERENCE - 2020 Approved Version.pdf
- 2 RMAC CHARTER - 2020 Approved version.pdf

Risk Management and Audit Committee Terms of Reference



West Arnhem Regional Council

Risk Management and Audit Committee Terms of Reference



Version 2020.0: Approved by Audit Committee Meeting held on 20 May 2020 - Resolution ACM...../2020

Adopted by Council on – Resolution OCM.....

Approved by Chief Executive Officer _____ Date _____ Page 1 of 8

Risk Management and Audit Committee Terms of Reference



1. Purpose

The purpose of this document is to define the composition, role and responsibilities of the Risk Management and Audit Committee.

2. Principles

The Local Government (Accounting) Regulations require the West Arnhem Regional Council to create and maintain a Risk Management and Audit Committee to monitor:

- compliance by the council with proper standards of financial management; and
- compliance by the council with these regulations and the Accounting Standards.

The Risk Management and Audit Committee's role is to independently review Council's risk management and internal control processes over the revenue, expenses and assets of Council. The Committee is to provide independent assurance and assistance to Council and the Chief Executive Officer.

3. Responsibilities

Council has established a Risk Management and Audit Committee as part of its responsibilities in relation to the governance of the West Arnhem Regional Council. The Committee is not a policy making body, but assists Council by implementing West Arnhem Regional Council policies. It has no authority to act independently of Council.

The Risk Management and Audit Committee is responsible for acting as an advisory body to Council. This includes assisting in the governance of the West Arnhem Regional Council and the exercising of due care, diligence and skill in relation to:

- 3.1 Internal Control and Risk Management
- 3.2 Internal Audit
- 3.3 External Reporting
- 3.4 External Audit
- 3.5 Compliance with Standards

These responsibilities are expanded upon in detail in the Appendix.

4. Composition of the Committee

Committee membership will be comprised of West Arnhem Regional Council members and appropriately qualified external member/s. If an external member is appointed, they may be a former member of the West Arnhem Regional Council.

At least one member of the Risk Management and Audit Committee will be a qualified accountant holding a current accounting certification (CPA or CA).

The Committee will comprise of a minimum of three members and a maximum of six. The Committee will elect its Chair. All appointments to the Committee including any external member and the appointment of the Chair shall be approved by the West Arnhem Regional Council. The Committee Chair shall be an external member. Other persons may attend meetings of the Committee, by invitation. Persons who may usually be invited are:

- Chief Executive Officer;
- Executive Manager Office of the CEO;

Approved by Chief Executive Officer _____ Date _____

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Risk Management and Audit Committee Terms of Reference



- Chief Corporate Officer;
- Finance Manager;
- Risk Management and Project Officer;
- Internal Auditors; and
- External Auditors.

These persons may take part in the business of and discussions at the meeting but have no voting rights.

5. Quorum at Committee Meetings

A quorum will be the smallest integer greater than half the members. In the Chair's absence from a meeting, the members of the Committee present at the meeting will select a Chair for that particular meeting. In the case of a tie, the Chair's vote will be the casting vote.

Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion. The notice and agenda of meeting will include relevant supporting papers as appropriate. The Committee may invite any such other persons to attend as it sees fit, and consult with other persons or seek any information it considers necessary to fulfil its responsibilities. The Committee members may meet separately with the external audit provider and/or head of internal audit to discuss issues of mutual interest, without attendance by management (Council staff).

6. Voting Right of Committee Members

All Risk Management and Audit Committee members have equal voting rights on the committee. Any matters requiring a decision will be decided by a majority of votes of members present. In the event of a tie, the Chair has the casting vote.

7. Term of Appointment and Termination of Committee Members

The term of the membership to the Risk Management and Audit Committee will be the term of the Council and members can be reappointed. Members will be appointed to the Audit Committee at the first Ordinary Council Meeting following the General Election of Council.

Audit Committee members, not being the chairperson, cease being a member of the committee if they are no longer a councillor of Council.

The chairperson, being an independent non-councillor, is appointed by Council for a set period and can be terminated by Council subject to the appointment agreement.

8. Risk Management and Audit Committee Performance and Review

The Risk Management and Audit Committee will review its performance at least once every two years. This review may be conducted as a self assessment, and will be coordinated by the Chair. The assessment may seek input from the Chief Executive Officer, the External Audit provider, management and any other relevant stakeholders as determined by the Chief Executive Officer. Training needs will be monitored by the Chair.

9. Remuneration of the Committee Members

Approved by Chief Executive Officer _____ Date _____

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Risk Management and Audit Committee Terms of Reference



West Arnhem Regional Councillors who are appointed to the Risk Management and Audit Committee shall be remunerated for their attendance at Committee meetings in accordance with Council's 'Elected Member Allowances Policy'. The rate payable is specified annually in WARC's Regional Plan and Budget.

The remuneration rate and conditions of the independent chairperson are determined by Council.

10. Frequency of Meetings

The Risk Management and Audit Committee should meet at least four times a year to:

- 10.1 review the draft audited financial statements and auditors report at year end; set the audit agenda and the Committee's work plan (usually August);
- 10.2 meet with the auditors, discuss findings and review the draft audited financial statements to consider recommending for Council approval (usually October);
- 10.3 monitor the implementation of any audit recommendations accepted by Council; and undertake matters the Audit Committee is responsible for (e.g. review policies, compliance, etc) (usually February); and
- 10.4 undertake matters the Audit Committee is responsible for (e.g. review compliance with legislation, contracts, accounting practices, etc.) (usually May).

The Committee must have regard to the date of Council meetings to ensure the Risk Management and Audit Committee reports, including draft unapproved minutes of the most recent prior meeting, are reported to Council on a timely basis.

11. Reporting by the Committee to Council

After each meeting the Risk Management and Audit Committee should report to Council at the next available Council meeting and include the Committee's draft unapproved minutes.

12. Secretarial Duties

The Risk Management and Project Officer will fulfil the role of Secretary to the Risk Management and Audit Committee. The Secretary will assist the Chair to develop and distribute committee agendas, papers, minutes, and calendar. The Secretary will ensure the agenda and supporting papers for each meeting are circulated at least one week before the meeting. Minutes must be reviewed by the Chair and circulated within two weeks of the meeting to each member. The minutes will be ratified by members in attendance/discussion and signed by the Committee Chair. The secretariat is to ensure the minutes of Committee meetings are available on Council's website within 10 business days after the meeting to which they relate to comply with section 67(4) of the Local Government Act.

The Committee Chair is to report to the Council following each meeting of the Committee. The manner of reporting may be by distribution of a copy of the minutes of the meeting supplemented by other written information if necessary, including any recommendations requiring Council action and/or approval.

The Committee Chair is to provide or facilitate the supply of information regarding the Risk Management and Audit Committee which is to be included in the West Arnhem Regional Council Annual Report.

13. Committee access to Council records and resources

Council authorises the Risk Management and Audit Committee, through the Chair, to:

- seek any information it requires from:
 - any employee. All employees of the West Arnhem Regional Council are directed to co-operate with

Approved by Chief Executive Officer _____ Date _____

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Risk Management and Audit Committee Terms of Reference



- any request made by the Audit Committee, and
- external parties;
- obtain outside legal or other independent professional advice with the agreement of the Council.

14. Conflict of Interest

Committee members will be asked to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be declared at each meeting once acknowledged. Where members or invitees at Risk Management and Audit Committee meetings are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

15. Review of Terms of Reference

The Committee shall review its Terms of Reference every 2 years to provide assurance that it remains consistent with the West Arnhem Regional Council's objectives and responsibilities.

Approved by Chief Executive Officer _____ Date _____

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Risk Management and Audit Committee Terms of Reference



APPENDIX: DETAILED RESPONSIBILITIES OF THE AUDIT COMMITTEE

Internal Control and Risk Management

- Assess the internal processes for determining and managing key risk areas, particularly:
 - compliance with laws, regulations, standards and best practice guidelines, including industrial relations laws;
 - important judgements and accounting estimates;
 - litigation and claims;
 - fraud and theft; and
 - relevant business risks other than those that are dealt with by other specific Council Committees;
- Based on the risk assessment undertaken by the West Arnhem Regional Council ensure that the Regional has an effective risk management system and that significant or material risks identified by the West Arnhem Regional Council are reported back at least annually to the West Arnhem Regional Council;
- Obtain and assess management reports on any suspected or actual fraud, theft or breaches of laws, and recommend appropriate actions by the West Arnhem Regional Council;
- Address the effectiveness of the internal control, risk management and performance management systems with management and the internal and external audit providers;
- Evaluate the process the West Arnhem Regional Council has in place for assessing and continuously improving internal controls, particularly those related to areas of significant risk;
- Assess whether management has controls in place for unusual types of transactions and/or any potential transactions that may involve an unacceptable degree of risk;
- Assess the effectiveness of and compliance with the corporate code of ethical conduct;
- Assess the effectiveness of the Whistle blowing policy including an Employee Complaint procedure;
- Meet periodically with key management, internal and external auditors and compliance staff to understand and discuss the control environment;
- Review the adequacy of periodical internal financial reports;
- Review compliance with internal policies, plans and procedures; and
- Review the delegations of the West Arnhem Regional Council staff members.

Internal Audit

- Make recommendations to the West Arnhem Regional Council on the appointment, remuneration and monitoring of the effectiveness and independence of internal audit;
- Be satisfied that sufficient funds are available to enable an effective, comprehensive and complete audit to be conducted for the areas identified for internal audit review;
- Communicate the Audit Committee's expectations to the internal auditor in writing;
- Ensure the Internal Audit function (whether internal or external) reports directly to the Audit Committee;
- Review the internal auditor's charter and resourcing (including qualifications, skills, experience, funding and equipment);
- Review and approve the scope of the internal audit strategic plan and annual work program;

Approved by Chief Executive Officer _____ Date _____

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Risk Management and Audit Committee Terms of Reference



- Monitor the progress of the internal audit plan and work program and consider the implications of internal audit findings for the control environment;
- Monitor and assess management's responsiveness to internal audit findings and recommendations;
- Evaluate the process the West Arnhem Regional Council has in place for monitoring and assessing the effectiveness of the internal auditor;
- Ensure that the internal auditor and the external auditor programs are appropriately coordinated to achieve maximum effectiveness; and avoid duplication; and
- Provide the opportunity for Audit Committee members to meet with the internal auditor without management personnel being present at least once a year.

External Reporting

- Consider the appropriateness of the accounting policies and principles adopted and any amendments thereto, as well as the methods of applying those policies/principles, ensuring that they are in accordance with the stated financial reporting framework;
- Assess significant estimates and judgements in financial reports by enquiring of management about the process used in making material estimates and judgements and then enquire of the internal and external auditors the basis for their conclusions on the reasonableness of management's estimates;
- Assess management explanations for unusual transactions or significant variances from prior year results or current year budget;
- Review management's processes for ensuring and monitoring compliance with laws, regulations and other requirements (including Australian Accounting Standards and the Local Government Act and its Regulations) relating to the external reporting by West Arnhem Regional Council of financial and non-financial information;
- Assess information from internal and external auditors that affects the quality of financial reports (e.g. actual and potential material audit adjustments, financial report disclosures, non-compliance with the laws and regulations, internal control issues);
- Ask the external auditor for an independent judgement about the appropriateness, not just the acceptability, of the accounting principles used and the clarity of the financial disclosure practices used or proposed to be used by the West Arnhem Regional Council as put forward by management;
- Assess the management of non-financial information in documents (both public and internal) to ensure the information does not conflict with the financial statements or other documents.
- Assess internal control systems covering information releases that have the potential to adversely reflect on the conduct of the West Arnhem Regional Council; and
- Recommend to the West Arnhem Regional Council whether the financial and non-financial statements should be signed by the CEO based on the Committee's assessment of them.
- Review and monitor related-party transactions.

External Audit

- Make recommendations to the West Arnhem Regional Council on the appointment, remuneration and monitoring of the effectiveness and independence of the external audit provider;
- Review the external audit provider's fee and be satisfied that an effective, comprehensive and complete audit can be conducted for the set fee;

Approved by Chief Executive Officer _____ Date _____

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Risk Management and Audit Committee Terms of Reference



- At the start of each audit, agree the terms of the engagement with the external audit provider. Review the external audit provider's annual engagement letter;
- Invite the external audit provider to attend audit committee meetings to review the audit plan, discuss audit results, consider the implications of the external audit findings and otherwise discuss management and the control environment issues;
- Together with the external audit provider, review the scope of the external audit (particularly the identified risk areas) and any additional agreed-upon procedures on a regular and timely basis;
- Enquire of the external audit provider if there have been any significant disagreements with management irrespective of whether or not they have been resolved;
- Monitor and critique management's responsiveness to the external audit provider's findings and recommendations;
- Review all representation letters signed by management and ensure that the information provided is complete and appropriate;
- Provide the opportunity for the Audit Committee members to meet with the external audit providers without management personnel being present at least once a year;
- Review the external audit providers' independence based on the external auditor's relationships and services with the Council and other organisations that may impair or appear to impair the external audit provider's independence; and
- Advise the West Arnhem Regional Council on the rotation of the external audit provider at intervals of approximately each five years or otherwise as the need may arise.

Compliance with Standards

All activities and responsibilities of the Committee are to be performed to the standards published by the West Arnhem Regional Council or prescribed by the West Arnhem Regional Council; and relevant accounting and auditing standards.

Approved by Chief Executive Officer _____ Date _____

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Risk Management and Audit Committee Charter



West Arnhem Regional Council

Risk Management and Audit Committee Charter



Version 2020.01: Approved by Risk Management and Audit Committee Meeting - Resolution ACM..

Version 2020.01: Adopted by Council at its Ordinary Meeting held on - Resolution OCM...

Approved by Chief Executive Officer _____ Date _____

Page 1 of 3

Risk Management and Audit Committee Charter



1. Introduction

The West Arnhem Regional Council has established the Risk Management and Audit Committee, pursuant to section 10(3)(b) of the Local Government (Accounting) Regulations, as a key component of West Arnhem Regional Council's governance framework.

This Charter provides the framework for the conduct of the Risk Management and Audit Committee and has been approved by Council.

The Council has established a Risk Management and Audit Committee as an Advisory Committee pursuant to Part 5.3 of the *Local Government Act 2008*. The Risk Management and Audit Committee is an independent advisory body formed to add value and improve Council's operations. This Committee is to help the Council accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve the effectiveness of Council's financial and corporate governance processes and compliance with legislative and regulatory requirements.

This Risk Management and Audit Committee Charter is to be read in conjunction with the Risk Management and Audit Committee Terms of Reference.

2. Independence

Independence is essential to the effectiveness of the Risk Management and Audit Committee.

The Risk Management and Audit Committee function has no direct authority or responsibility for the activities it reviews. The Risk Management and Audit Committee function has no responsibility for developing or implementing procedures or systems and it does not prepare records or engage in line processing functions or activities. The work of the Risk Management and Audit Committee does not in any way relieve council staff of their responsibilities for the development, implementation and maintenance of management control systems in their area.

3. Authority and Confidentiality

Subject to compliance with Council's confidentiality policy, the Risk Management and Audit Committee is authorised to have full, free and unrestricted access to all of Council's records, documents and information solely in the course of undertaking the committee's activities.

The Risk Management and Audit Committee members are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work on this committee.

4. Scope of Risk Management and Audit Committee Activities

The Risk Management and Audit Committee activities will encompass all areas of Council including internal financial and operational controls, IT systems, assets management and information management.

5. Role and Responsibilities

The Risk Management and Audit Committee will play an active role in:

- 5.1 developing and maintaining a culture of accountability and integrity;
- 5.2 facilitating the integration of good financial and corporate governance practices into day-to-day business activities and processes;
- 5.3 promoting a culture of cost-consciousness, self-assessment and adherence to high ethical standards; and
- 5.4 promoting a culture of performance and achievement of outcomes.

Approved by Chief Executive Officer _____ Date _____

Page 2 of 3

Risk Management and Audit Committee Charter



6. Standards

The Risk Management and Audit Committee activities will also be conducted in accordance with intent of relevant professional standards deemed appropriate and applicable including:

- 6.1 International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors;
- 6.2 Standards relevant to audit issued by CPA Australia and Chartered Accountants Australia and New Zealand;
- 6.3 Standards relevant to IT Audit and Assurance issued by the Information Systems and Control Association; and
- 6.4 Standards issued by Standards Australia and the International Standards Organisation.

7. Review of Charter

The Charter will be endorsed by Council. The Risk Management and Audit Committee Charter shall be reviewed every two years or as deemed necessary by either Council or the Chief Executive Officer.

Approved by Chief Executive Officer _____ Date _____

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WEST ARNHem REGIONAL COUNCIL

FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.14
Title:	CEO Employment and Remuneration Advisory Panel: Appointment of Elected Members and Commencement of Appointment of Independent Member
File Reference:	960545
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to request Council to appoint Elected Members to the CEO Employment and Remuneration Advisory Panel, and approve the commencement of the appointment of an Independent Member to the Panel.

BACKGROUND

Overview of the CEO Employment and Remuneration Advisory Panel

Clause 6 of *Guideline 2: Appointing a CEO* states that a recruitment process, approved by Council resolution, must be followed in relation to the appointment of Council's CEO. To support Council to achieve this objective, Council will establish a CEO Employment and Remuneration Advisory Panel.

Role of the Panel

The key objective of the Panel will be to provide advice and support to Council with regards to the following CEO employment processes:

- Recruitment and appointment.
- Contract of employment and remuneration.
- Performance review.
- Contract expiry.

Composition of the Panel

The panel will comprise of:

- The Mayor (who will Chair the Panel).
- Two Elected Members.
- At least one Independent Member who will be appointed following a public process seeking Expressions of Interest from suitably qualified and experienced candidates. The Independent Member:
 - Must not be a current Elected Member of Council, or Council employee.
 - May be entitled to remuneration based on a sitting fee per meeting, in line with Northern Territory guidelines and/or practices for a similar positions.
 - Will be reimbursed for travel costs in accordance with ATO allowances.

Additionally, the Panel will have secretariat support to ensure that all its reports and any other documentation are recorded and managed in compliance with legislative and regulatory requirements.

COMMENT

The Panel has no power or authority to make delegated decisions on Council's behalf. It is constituted as an advisory Panel that provides recommendations to Council.

Section 83(4) of the *Local Government Act 2019* states that each Council committee must have a terms of reference. To meet this requirement, the administration has prepared the attached terms of reference for the CEO Employment and Remuneration Advisory Panel for Council's approval.

STATUTORY ENVIRONMENT

Part 5.3 and section 83(4) of the *Local Government Act 2019*
Guideline 2: Appointing a CEO

POLICY IMPLICATIONS

The following Council policies are relevant to this matter:

- CEO Recruitment, Performance and Remuneration Policy
- Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Allowances for attending Committee meetings are included in the 2021-2022 budget as follows:

Allowance	Elected Member	Independent Member
Allowance per meeting	\$145.00 per meeting (to a maximum of \$9,006.64 per annum for all extra meeting allowances)	As per Council's allowances and travel policies.

STRATEGIC IMPLICATIONS

In considering this report, Council is fulfilling its obligations and meeting the objectives contained in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.4	Strong governance and leadership.
GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council:

- **Approves the establishment of a CEO Employment and Remuneration Advisory Panel;**
- **Appoints the Mayor and two Elected Members to the CEO Employment and Remuneration Advisory Panel;**
- **Approves the commencement of the recruitment of an independent member to the CEO Employment and Remuneration Advisory Panel; and**
- **Reviews and approves the attached Terms of Reference for the CEO Employment and Remuneration Advisory Panel.**

ATTACHMENTS

- 1 CEO Employment and Remuneration Advisory Panel Terms of Reference - Version 1.pdf



**Chief Executive Officer (CEO) Employment and Remuneration Advisory Panel
Terms of Reference**

1. Role of the Panel

The West Arnhem Regional Council CEO Employment and Remuneration Advisory Panel (the Panel) is constituted as an advisory Panel that assists Council to fulfil its responsibilities relating to the CEO employment matters as required under part 9.1 of the *Local Government Act 2019, Guideline 2: Appointing a CEO 2021* and West Arnhem Regional Council's CEO Recruitment, Performance and Remuneration Policy. The Panel is responsible for ensuring that comprehensive principles of human resource management are applied to the employment of the CEO, and to provide advice to Council on matters relating to the CEO's recruitment, performance, professional development, remuneration and conditions of employment.

2. Membership

The Panel will be appointed by Council resolution and will consists of the Mayor (who will Chair the Panel), two Elected Members and at least one Independent Member who will be appointed following a public process seeking Expressions of Interest from suitably qualified and experienced candidates. If the Mayor is not present at a meeting, any other Elected Member appointed to the Panel shall be appointed as the Chairperson of the meeting. All members of the Panel are eligible to vote, and the Chairperson of the Panel has a casting vote as per Council's Casting Vote Policy. Additionally, the Panel will have secretariat support to ensure that all its reports and any other documentation are recorded and managed in compliance with legislative and regulatory requirements. Membership for this Panel will be reviewed annually, before the start of the new financial year in July.

3. Meeting Dates

The Panel shall meet at least once annually, or as often as required taking into consideration contractual obligations within the CEO's employment contract. Notice of each meeting confirming the venue, time and date, together with an agenda for the meeting will be forwarded to each member of the Panel no later than three (3) business days before the date of the meeting. A meeting may be rescheduled in circumstances where it would be inappropriate to conduct a meeting, or when there is prior knowledge that a quorum will not be achieved on the meeting date. The Chairperson of the Panel will approve a change of the meeting date after consultations with the Panel's Members and the CEO.

4. Panel Functions

The Panel has no power or authority to make delegated decisions on Council's behalf. The Panel acts in an advisory capacity and Council must approve all its recommendations. The Panel's responsibilities are limited to:

- Overseeing and making recommendations to Council on the recruitment process for the position of the CEO, including the qualifications, selection criteria and position description for the individual who will effectively undertake the role and duties of the CEO.



Approved by Chief Executive Officer: _____
Approved by Council Resolution: _____

Date: 12/09/2021



- Determining and recommending whether Council should engage an independent and suitably qualified recruitment consultant to support Council to recruit and appoint the CEO in areas where the Panel lacks the necessary capacity and/or expertise to undertake an executive level recruitment process.
- Determining and making a recommendation to Council regarding the proposed CEO contract of employment as per the requirements outlined in West Arnhem Regional Council's CEO Recruitment, Performance and Remuneration Policy.
- Overseeing the verification process of the recommended applicant/s work history, qualifications, professional memberships, referees, and claims made in their job application before making a recommendation to Council.
- Overseeing the performance review of the CEO, in accordance with the CEO's contract and the CEO's agreed strategic goals for each performance review period.
- Identifying development opportunities for the CEO.
- Reviewing the remuneration and conditions of employment of the CEO.
- Make any additional recommendations to Council related to the CEO's contract of employment.

5. Panel's Decisions

The minutes of each Panel meeting will be included in the agenda papers of the next ordinary meeting of the Council for review and approval.



Approved by Chief Executive Officer: _____ Date: _____ Page 2 of 2

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.15
Title:	Local Government Association of the Northern Territory Symposium
File Reference:	958940
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to provide information about the upcoming Local Government Association of the Northern Territory (LGANT) elected member symposium.

BACKGROUND

LGANT will host an elected member symposium from 5-6 October 2021. The symposium, which includes interactive sessions, will enable new and experienced elected members to have a better understanding of:

- The local government sector including, the role of the Department of the Chief Minister and Cabinet.
- The roles and responsibilities of elected members as outlined in the new *Local Government Act 2019*.
- The role of council staff and their relationship with elected members.
- The procedures for council meetings.
- LGANT's services and strategic plan.
- The role of various stakeholders who work with the local government sector such as the media and the Independent Commission Against Corruption (ICAC).

The topics above provide a good foundation for the mandatory elected member training that will be rolled out later this year.

COMMENT

LGANT will hold the symposium at the Double Tree by Hilton Esplanade in Darwin, and all expenses for elected members related to the symposium will be catered for as per Council's Travel and Accommodation (Elected, Local Authority and Committee members) policy. The final program for the symposium will be provided to elected members before the symposium date.

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

The following policies are relevant to this report:

- Allowances and Expenses (Elected, Local Authority and Committee Members) Policy.
- Travel and Accommodation (Elected, Local Authority and Committee Members) Policy.
- Code of Conduct (Elected, Local Authority and Committee Members) Policy.

FINANCIAL IMPLICATIONS

As per provisions in Council's 2021-2022 budget.

STRATEGIC IMPLICATIONS

This report is aligned to the following objectives in goals 1 and 2 of the *Regional Plan and Budget 2021-2022*:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council notes the report and confirms that all Elected Members will attend the LGANT Elected Member Symposium from 5-6 October 2021.

ATTACHMENTS

There are no attachments for this report.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.16
Title:	Delegates for LGANT Meetings
File Reference:	962451
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to request Council to appoint the Mayor and Deputy Mayor as West Arnhem Regional Council representatives to attend Local Government Association of the Northern Territory (LGANT) meetings.

BACKGROUND

Section 7 of the *Local Association of the Northern Territory Constitution 2019* states that each Council shall appoint two delegates to attend the Association's meetings. A delegate refers to a person who is elected, and holds the office of Mayor, Deputy Mayor or Councillor.

COMMENT

Section 7 of the LGANT Constitution further states that if a delegate is unable to attend a meeting of the Association, Council may appoint another delegate to act as a substitute at the meeting. The appointment will only be valid for the meeting specified in the notice.

The Mayor and Deputy Mayor may be accompanied by the CEO and other Council staff to LGANT meetings.

STATUTORY ENVIRONMENT

Sections 7 and 3 of the *Local Government Association of the Northern Territory Constitution 2019*.

POLICY IMPLICATIONS

The following policies are applicable to this matter:

- Travel and Accommodation Policy (Elected, Local Authority and Council Committee Members) Policy.
- Allowances and Expenses (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Airfares, accommodation and meals will be provided as per Council's relevant policies.

STRATEGIC IMPLICATIONS

This report is aligned to the following objectives as outlined in the *Regional Plan and Budget 2021-2022*.

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.2	A professional, skilled, safe and stable workforce.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council appoints the Mayor and Deputy Mayor as delegates to attend Local Government Association of the Northern Territory (LGANT) meetings.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.17
Title:	Call for Nominations – Local Government Association of the Northern Territory Executive Vacancies
File Reference:	958647
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this paper is to request Council to nominate an Elected Member to vie for a position on the Local Government Association of the Northern Territory (LGANT) Executive.

BACKGROUND

LGANT has requested Council to nominate an Elected Member who may be elected as a member of the Association's Executive. There are currently three vacant positions and the LGANT office should receive all nominations, including the names of nominees, and a short bibliography of not more than 300 words by Monday 4 October 2021. The election will be held on Friday, 5 November 2021 during the LGANT Annual General Meeting (AGM). While Council can nominate several individuals for the Executive positions, only one candidate can be elected from each council. The Northern Territory Electoral Commission will count the election votes. Those elected at the November AGM will serve for twelve months and be up for re-election along with the continuing Executive members at the November 2022 LGANT AGM. Please see the attached letter requesting for nominations to fill the Executive vacancies.

The Association's Executive meets monthly to discuss and make decisions about resolutions that are passed during LGANT's general meetings. The resolutions are about various matters that are of interest to LGANT's members, such as advocating on policy positions on behalf of councils in the NT.

COMMENT

The following are key facts about LGANT:

- LGANT was first incorporated in 1992 as the single peak body representing Local Government in the Northern Territory.
- LGANT's membership is made up of four municipal, nine regional and three shire councils from the Northern Territory (NT). Membership is voluntary and open to all local government bodies in the Northern Territory that are established under the *Local Government Act*.
- LGANT is established as a body corporate under section 346 of the *Local Government Act 2019*. LGANT has a constitution, a governance charter, a strategic plan and annual budget, which forms the basis of its authority and operations.
- It is managed by an Executive Committee made up of four members from municipal councils, four from regional and shire councils and one member representing all councils. Executive Committee meetings are held monthly. The Executive Committee has power under LGANT's Constitution to make decisions in between general meetings of LGANT, which are usually held in April and November of each year.

- The Chief Executive Officer of LGANT has delegated authority for operational matters and reports through the Executive.
- LGANT provides leadership and services to its members (councils), as well as representation to the Northern Territory Government and other key stakeholders on behalf of Northern Territory councils. LGANT promotes and supports its members and represents the views of those councils to all levels of government.
- LGANT additionally provides other services to its members such as advice, support and training in such areas as procurement and governance.

Further information about LGANT can be found on its website; <https://www.lgant.asn.au/>

STATUTORY ENVIRONMENT

Section 346 of the *Local Government Act 2019*.

Clause 14.9 of the *Local Government Association of the Northern Territory Constitution 2019*.

POLICY IMPLICATIONS

Code of Conduct (Elected, Local Authority and Committee Members) Policy is relevant to this matter.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

The participation of WARC's Elected Members in LGANT's Executive is in line with goal 1 as outlined in the *Regional Plan and Budget 2021-2022*

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in connected to and participate in the affairs of the region.</i>	
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.4	Strong governance and leadership.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council:

- **Receives and notes the report; and**
- **Nominates an Elected Member who will vie for a position on LGANT's Executive.**

ATTACHMENTS

- 1 LGANT Executive Casual Vacancy Nomination and Elections.pdf



14 September 2021

To: Chief Executive Officer

LGANT EXECUTIVE CASUAL VACANCY NOMINATION AND ELECTIONS

Further to my email sent Wednesday 1 September 2021, I hereby advise that under the Constitution of the Local Government Association of the Northern Territory, Section 14.12, I am bound to call for nominations for the three Executive casual vacancy positions.

As discussed in previous correspondence, it is not reasonable nor practical for the LGANT Executive to appoint the three casual vacancies for one meeting in October. Rather, an election for casual vacancies on the LGANT Executive will be held on 5 November 2021 at the LGANT Annual General Meeting (AGM) to be held at the Alice Springs Convention Centre.

The status of the Executive after the recent local government elections is shown in Table 1:

Table 1
LGANT Executive as at 13 September 2021

Position	Name	Council
President	Lord Mayor Kon Vatskalis	City of Darwin
Vice President Regional and Shires	Councillor Peter Clee	Wagait Shire Council
Vice President Municipals	Vacant	
Executive Board Member - Regional and Shires (Four positions)	Mayor Judy MacFarlane Councillor Georgina Macleod Councillor Bobby Wunungmurra (One vacancy)	Roper Gulf Regional Council Victoria Daly Regional Council East Arnhem Regional Council
Executive Board Member - Municipals (One position)	Vacant	
Executive Board Member - Municipals City of Darwin appointed (One position)	Alderman Peter Pangquee	City of Darwin

Telephone (08) 8944 9688
Website www.lgant.asn.au

21 Parap Road, Parap NT 0820
PO Box 2017, Parap NT 0804



The following councils are ineligible to nominate in the elections as they already have a member on the Executive:

- City of Darwin
- East Arnhem Regional Council
- Roper Gulf Regional Council
- Victoria Daly Regional Council
- Wagait Shire Council

Councils should bear in mind that if they submit more than one nomination for positions on the Executive that:

- only one candidate can be elected per council
- once a candidate is elected from a council, if there are other nominations submitted for a further Executive position then that nomination:
 - will lapse
 - will be withdrawn by having the name of the candidate crossed out on ballotpapers for remaining elections.

Nominations are called for three LGANT Executive positions listed in Table 2 below:

Table 2
LGANT Executive Positions and Elections to be held (in descending order)

Position and order of elections	Number of positions available	Councils that can vote
1. Vice President - Municipals	One	Municipal councils only
2. Executive Board Member – Municipals	One	Municipal councils only
3. Executive Board Member – Regional and Shires	One	Regional and Shire councils only

Attached is the nomination form for the various Executive positions.

I would be grateful if you could have the matter considered at your next council meeting. Nominations are required to be emailed to elaine.mcleod@lgant.asn.au by **Monday 4 October 2021** with a short biography to be included in the agenda papers for the AGM. Members nominating will have an opportunity to speak to their candidacy at the AGM for five minutes only should they desire to do so.

The Northern Territory Electoral Commission will again conduct the counting of the votes for the election.

If you have any other queries, please contact me.

Yours sincerely

Sean G Holden
Chief Executive Officer

Telephone (08) 8944 9688
Website www.lgant.asn.au

21 Parap Road, Parap NT 0820
PO Box 2017, Parap NT 0804

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.18
Title:	Incoming and Outgoing Correspondence
File Reference:	956815
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Council is provided with items of correspondence that were received and sent during the month of August 2021.

BACKGROUND

Due to the volume of incoming and outgoing correspondence received each month, it was Council's decision at the 10 October 2011 Ordinary Council meeting to exclude copies of the correspondence from the agenda. Hard copies are to be made available to Council on the day of each Ordinary Council meeting for its perusal, with additional copies available on request to individual Elected Members.

COMMENT

Not applicable.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Providing Council with a list of incoming and outgoing correspondence meets the following performance objectives outlined in goal 2 of the *Regional Plan and Budget 2021-2022*

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION

Systems and processes that support the effective and efficient use of financial and human resources.

Objective 2.4

Planning and reporting that informs Council's decision-making processes.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That Council receives and notes the items of incoming and outgoing correspondence during the month of August 2021.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.19
Title:	Meetings Attended by the Mayor
File Reference:	961535
Author:	Charlotte Meneer, EA to the CEO

SUMMARY

The report is presented to provide information to Council on meetings attended by the Mayor since the last Ordinary Council Meeting, and to raise any topics for discussion.

BACKGROUND

The meetings listed involve discussions that influence or may affect the operations of the Council or relationships with external agencies. The list is not a complete list of every meeting attended by the Mayor and excludes Council and Committee meetings.

COMMENT

Date(s)	Reason for Travel	Person(s) meet with
14 th August – 22 nd September 2021	Various communities as required	Various

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

As per Council's 2021-2022 budget.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

The Council notes the list of meetings attended by the Mayor and approves the associated costs of travel for these meetings.

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	8.20
Title:	Review of Action Items List
File Reference:	956816
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is submitted for Council to consider the progress on outstanding resolutions from Council meetings.

BACKGROUND

This is a standard report submitted to each Council meeting to note the actions taken with respect to Council resolutions.

The attached summary provides the current status of the resolutions as provided by the relevant staff. The officer’s recommendation lists the resolution but it is for Council to determine whether the item remains active or complete.

COMMENT

The actions that Council resolves to occur are to be acted upon by the Chief Executive Officer and relevant staff. Delays or complications in complying with a decision of Council may occur and this report enables Council and staff to progressively acknowledge the completion of the actions or reasons for actions not completed.

FINANCIAL IMPLICATIONS

No specific financial implications are associated with this report.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the objectives in goals 1 and 2 as outlined in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.3	Efficient and effective community service delivery.
GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.3	Storage and retrieval of records processes which support efficient administration.
Objective 2.4	Planning and reporting that informs Council’s decision-making processes.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council reviews the outstanding resolutions, and gives approval for completed items to be removed from the list.

ATTACHMENTS

- 1** Action Items OCM - Ongoing.pdf

Ordinary Council Meeting Action Items – September 2021 OCM

Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress /Completed
14 August 2019	Katrina Hill	Community Services	In Progress
Resolution:			
AFL STRATEGIC PLAN - WEST ARNHEM			
OCM146/2019 RESOLVED:			
On the motion of Deputy Mayor Anna Egerton Seconded Mayor Matthew Ryan			
That Council supports the development of a West Arnhem AFL strategic plan.			
CARRIED			
Updates:			
30 April 2020 – Adrian McCann			
Due to the current situation relating to Covid-19, individuals or entities which would be associated with project, such as AFLNT, are otherwise occupied dealing with the impacts of the restrictions in place. This project is to be put on hold for the time being.			
05 August 2020 – Adrian McCann			
Postponed due to Covid-19 impacting the development of the strategic plan. The next phase is determining potential corporate and government financial support which is challenging due to the current economic climate.			
01 September 2020 – Adrian McCann			
Postponed due to Covid-19 impacting the development of the strategic plan. Adrian McCann, Manager Community Well-being, will consult with key stakeholders and provide a report on the current situation in the October general council meeting.			
02 October 2020 – Adrian McCann			
An update on the current status of the AFL strategic plan will be presented during the next Council meeting on 11 November 2020.			
02 November 2020 – Adrian McCann			
A report on the status of the AFL strategic plan is included in today's agenda.			
09 December 2020 – Adrian McCann			
A paper was presented during the November 2020 Ordinary Council meeting, and further updates, including reviews and consultations about the plan will be provided during the next meeting in February 2020.			
03 February 2021 - Adrian McCann			
Consultations will be held with the Mayor and other stakeholders before the plan is revised and presented to Council during the next Council meeting in March.			
01 March 2021 – Doreen Alusa			
The administration is in the process of completing a report on the AFL strategic plan. An update on this process will be presented at the next OCM in April 2021.			
17 March 2021 - Doreen Alusa			

Ordinary Council Meeting Action Items – September 2021 OCM

Staff changes have caused delays in finalizing this action item. The administration will provide updates for this item once the recruitment of new staff is completed.

4 March 2021 - Doreen Alusa

The recruitment of new staff for the position of community support business manager is complete, and an update will be provided once the orientation of the new staff has been finalized.

1 June 2021 - Doreen Alusa

Katrina Hill, the new Community Support Business Manager and other members of her team are reviewing the AFL strategic plan. An update on the way forward will be presented at the next Council meeting on 14 July 2021.

8 July 2021 – Katrina Hill

The administration is currently recruiting for a senior position that will oversee youth and recreational activities across the region. Once the process is complete, the successful applicant will continue working on the AFL strategic plan.

4 August 2021 – Katrina Hill

The recruitment process for a senior position that will oversee youth and recreational activities across the region is ongoing. Once this position is filled, a report will be presented to Council.

15 September 2021 – Katrina Hill

Recruitment for the role of Community wellbeing senior project officer is now complete. The new staff member is currently undergoing orientation and will provide an update at the next Council meeting.

Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress /Completed
14 July 2021	Charles Opio	Operations	Completed
Resolution:			
ITEM 12.1 ELECTED MEMBERS QUESTIONS WITH OR WITHOUT NOTICE			
<ul style="list-style-type: none"> Accumulation of rubbish on Marlow Road: It was noted that the administration will contact organizations that are responsible for waste management in the area, and provide an update during the next meeting. 			
Updates:			
03 August 2021 – Fiona Ainsworth			
The administration is following up with these stakeholders and will provide an update of response at the September OCM.			
15 September 2021 – Charles Opio			
Council staff in Maningrida have contacted Steadman constructions to clear off the rubbish in the area.			

Ordinary Council Meeting Action Items – September 2021 OCM

Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress /Completed
14 July 2021	Fiona Ainsworth/Charles Opio	Operations	In Progress
Resolution:			
ITEM 12.1 ELECTED MEMBERS QUESTIONS WITH OR WITHOUT NOTICE Lights at the Maningrida Airstrip: It was noted that the technical services team will inspect the lights at the airstrip to ensure that they are in working order.			
Updates:			
05 August 2021 – Fiona Ainsworth Airstrip lights are not functional due to intended malicious damage. Quotes for replacement have been sourced and will be finalized mid-August.			
14 September 2021 – Charles Opio The administration has ordered three different types of lights to determine which one is durable and less likely to stop working if it is vandalized. Once the most durable make of lights is identified, more lights will be ordered and installed along the airstrip.			

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	9.1
Title:	Finance Report for the period ended 31st July 2021
File Reference:	956109
Author:	Michael Connell, Accountant; Andrew Shaw, Finance Manager

SUMMARY

The purpose of this report is to provide the Council with the Financial Management Report for the period ended 31 July 2021.

BACKGROUND

The *Local Government (General) Regulations 2021*, division 7, clause 17 (as in force at 1 July 2021) apply to this Monthly Financial Report and, state that the Monthly Financial Reports to Council must set out and include the following:

- (1)(a) the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and
- (1)(b) the most recently adopted annual budget; and
- (1)(c) details of any material variances between the most recent actual income and expenditure of the council and the most recently adopted annual budget.
- (2)(a) details of all cash and investments held by the council (including money held in trust); and
- (2)(b) the closing cash at bank balance split between tied and untied funds; and
- (2)(c) a statement on trade debtors and a general indication of the age of the debts owed to the council; and
- (2)(d) a statement on trade creditors and a general indication of the age of the debts owed by the council; and
- (2)(e) a statement in relation to the council's payment and reporting obligations for GST, fringe benefits tax, PAYG withholding tax, superannuation and insurance; and
- (2)(f) other information required by the council.
- (5)(a) a certification, in writing, by the CEO to the council that, to the best of the CEO's knowledge, information and belief:
 - (i) the internal controls implemented by the council are appropriate; and
 - (ii) the council's financial report best reflects the financial affairs of the council.

The set of Financial Reports follow in this report, and include the following as attachments:

- CEO Certification
- Graphical Presentation
- Supplier Payment Analysis
- Profit and Loss report
- Balance Sheet Report
- Accounts Receivable Analysis
- Accounts Payable Analysis

The report is a full detailed report. A graphical presentation will be viewed in conjunction with this report commentary. It is noted that this report is subject to further end of year adjustments as arise in completion of the final external audit of Council's Financial Statements for the 2020-21 financial year.

COMMENT

Snapshot Information (slide 2)

This slide provides an overall snapshot of many aspects of Council's overall operations, which include:

- a) Profit and Loss related items: Total Revenue, and Operating surplus before capital.
- b) Balance sheet items (overall health of Council): Assets, asset additions, investments, cash.
- c) Key indicators of financial health: Working capital, cash flows and restricted assets.

Actual vs Budget Comparison-Operational (slide 3)

This consolidated Financial Management Report relates to the first month, July of the 2021-22 financial year. The first approved budget (Budget A) is utilised in this report, and will be reviewed once the final external audit is completed and the financial statements from the 2020-21 year are signed off. In the interim, Council has approved expenditure from its capital reserve. The income allocation is \$1m. Ordinarily, this approval normally takes place later in the year as a part of budget review. However, the early approval allows for project works to commence sooner and ideally, before wet season. Rates for the 2021-22 financial year are yet to be issued. An estimated release date is anticipated by the end of September. In the management report we allocate the release of income according to the budget.

Total revenue

For the purposes of the management report, Council recognises the unexpended grants and capital reserve balances from the previous financial year and brings forward those amounts as a lump sum rather than apportioned out across the year. The income is allocated accordingly to the following accounts: 6391-Brought Forward (B/F) Operational Grants \$3.77m, 6891-B/F Capital Grants \$603k and 6895-B/F Capital Reserve \$2.47m.

Total revenue for July is \$10.21m, made up of operational revenue of \$6.14m and capital income of \$4.07m. This is a 23% increase in total revenue in comparison to July 2020, where total revenue was \$8.30m.

Operational revenue

Total Council operational revenue is \$6.14m and consists mainly of the income from operating grants of \$4.67m. This is made up of the B/F balance of \$3.77m and current income allocations of \$901k. Income from rates and charges is \$499k and consists of general rates \$173k, sewerage charges \$60k, water charges \$156k and domestic waste \$110k.

Operational revenue Category 67 - Income Agency and Commercial Services for July is \$480k. This consists mainly of sales income of \$67k, service fee income of \$80k and contract fee income of \$263k (from Commercial services reporting group) and other agency income of \$46k (from Commercial \$12k and Community services \$34k reporting groups), in naming a few.

Operational expenditure

Total Council operational expenditure for July is \$2.33m. In contrast to this time last year, July 2020 expenditure was \$2.11m (up by \$220k or 10%).

The majority of operational expense account categories are under their July budgets. However, employee expenses are marginally over the July budget by \$34k.

Actual vs Budget Comparison – Capital (slide 4)

Income from capital grants and contributions is \$4.07m and consists of current capital reserve income allocations of \$1m, B/F capital grants of \$603k and B/F capital reserve of \$2.47m.

Capital expenditure for the year is \$628k and includes: buildings \$220k, infrastructure \$45k, vehicles \$64k, plant and equipment \$263k and roads \$36k.

Assets, once ready for use are financially “commissioned”. Council’s total value of commissioned assets not yet final until completion and audit of the 2020-21 financial statements. Until then, Council is yet to commission new assets in July.

MANAGEMENT REPORT-RESULTS FOR THE PERIOD JULY 2021

A summary of Total Council comparative income and expenditure follows:



Actuals v Budget by Reporting Group

as at 31 Jul 2021

Description	Actuals YTD	Budget YTD	TOTAL COUNCIL			Annual Budget	Progress
			Variance	%			
Operational Revenue							
61 - Income Rates and Charges	499,132	510,683	(11,551)	(2%)	6,128,197	8%	
62 - Income Council Fees and Charges	24,448	21,995	2,453	11%	263,938	9%	
63 - Income Operating Grants	4,672,642	2,371,659	2,300,983	97%	12,290,975	38%	
64 - Income Investments	2,581	1,540	1,041	68%	18,480	14%	
65 - Income Allocation	455,449	490,092	(34,642)	(7%)	5,881,101	8%	
66 - Other Income	4,686	6,108	(1,422)	(23%)	82,300	6%	
67 - Income Agency and Commercial Services	479,699	549,053	(69,354)	(13%)	6,613,636	7%	
Total Operational Revenue	6,138,638	3,951,130	2,187,508	55%	31,278,627	20%	
Operational Expenditure							
71 - Employee Expenses	1,598,611	1,564,137	34,474	2%	19,037,106	8%	
72 - Contract and Material Expenses	264,213	531,181	(266,968)	(50%)	5,297,900	5%	
73 - Finance Expenses	1,071	1,143	(71)	(6%)	13,712	8%	
74 - Travel, Freight and Accom Expenses	35,816	77,370	(41,554)	(54%)	927,485	4%	
76 - Fuel, Utilities & Communication	141,582	172,274	(30,692)	(18%)	2,067,292	7%	
79 - Other Expenses	290,799	412,421	(121,623)	(29%)	4,254,867	7%	
Total Operational Expenditure	2,332,092	2,758,527	(426,435)	(15%)	31,598,361	7%	
Total Operational Surplus / (Deficit)	3,806,546	1,192,603	2,613,943	100%+	(319,733)	0%	
Capital Income							
68 - Income Capital Grants and Contributions	4,067,776	1,000,000	3,067,776	100%+	1,000,000	100%+	
69 - Proceeds from Sale of Assets	-	29,583	(29,583)	(100%)	355,000	0%	
Total Capital Income	4,067,776	1,029,583	3,038,193	100%+	1,355,000	100%+	
Capital Expense							
33 - Capital Expenditure	628,232	999,267	(371,034)	(37%)	999,267	63%	
78 - Cost of Assets Sold	-	3,000	(3,000)	(100%)	36,000	0%	
Total Capital Expense	628,232	1,002,267	(374,034)	(37%)	1,035,267	61%	
Total Capital Surplus / (Deficit)	3,439,544	27,317	3,412,227	100%+	319,733	100%+	
Net Surplus / (Deficit)	7,246,090	1,219,920	6,026,170	100%+	(0)	0%	

The Management Report total surplus of \$7,246,090 above is reconciled to the profit of \$3,246,685 in the attachment titled "Profit and Loss Report-Consolidated". The Reconciliation follows:

Note that depreciation is not included in these management reports, neither is it a budget item.

RECONCILIATION TO MANAGEMENT REPORT

	Total Surplus / (Deficit)	<u>7,246,090</u>
Add Grant Accounts (Cash basis)		
6311 Operating Grant Income Australian Govt	972,685	
6312 Operating Grant Income Territory Govt	3,073,756	
6319 Operating Grant Income Other	66,340	
6811 Capital Grant Income Australian Govt	-	
6812 Capital Grant Income Territory Govt	-	
6813 Capital Grant Income Other	-	<u>4,112,781</u>
Deduct Depreciation Accounts		
7511 Depreciation Expense Buildings	-	
7512 Depreciation Expense Infrastructure	-	
7513 Depreciation Expense Plant	-	
7515 Depreciation Expense Furniture and Fittings	-	
7516 Depreciation Expense Vehicles	-	
7518 Depreciation Expense - Leasehold Land	-	
7519 Depreciation Expense Roads	-	<u>-</u>
		<u>4,112,781</u>
Deduct Allocations for Reserve and Grants		
6391 Carried Forward Operational Grants	(3,771,159)	
6393 Income Allocation Operational Grants	(901,483)	
6871 Capital reserve Allocation	(1,000,000)	
6891 Carried Forward Capital Grants	(602,742)	
6893 Income Allocation Capital Grants	-	
6895 Brought Forward Capital Reserve balance	(2,465,034)	<u>(8,740,418)</u>
Add Capital Work In Progress Accounts		
3321 Capital Expense Purchase Buildings	-	
3322 Capital Expense Construct Buildings	219,962	
3331 Capital Expenses Purchase/Construct Infrastructure	-	
3332 Capital Expense Upgrade Infrastructure	45,347	
3341 Capital Expense Purchase Vehicles	64,390	
3352 Capital Expenses Upgrade Plant and Equipment	-	
3361 Capital Purchase Furniture Fittings and Office Equipment	-	
3371 Capital Expense Purchase Plant	262,534	
3382 Capital Expense Construct/Upgrade Roads	36,000	<u>628,232</u>
		<u>(8,112,186)</u>
Reconciled to Profit and Loss Statement		<u>3,246,685</u>

CORE SERVICES – UNTIED FUNDING

Activities in this reporting group include Corporate Administration, Governance, Financial Management, Risk Management, Building Maintenance, Local Roads Maintenance, Rate collections, Parks and Reserves, etc.

Total operational revenue for July is \$1.4m and well under budget by \$1.34m. There is a budget of \$1.32m allocated for The B/F operational grants that mainly covers the early release Financial Assistance Grant funding for FAA Local Roads (activity 2009, \$648k) and FAA General Purpose (activity 2025, \$668k). However, when the funding was received in 2020-21, it was allocated to a liability account, Grants-Income Received in Advance (9999.00.2521). The reversal of the liability occurred in 2021-22 and then directly applied to income against each activity. Income from rates and charges (general, sewerage, water, and domestic waste) are \$499k.

Total operational expenditure overall, is \$1.36m and under budget by \$364k. All expense account categories are under their July budget besides employee expenses which are over by \$20k.

The Capital income July budget is \$30k, while Capital Expenditure is yet to incur expenses.

A summary of July's YTD comparative income and expenditure is shown below.



Actuals v Budget by Reporting Group

as at 31 Jul 2021

Description	CORE SERVICES UNTIED					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
61 - Income Rates and Charges	499,132	510,683	(11,551)	(2%)	6,128,197	8%
62 - Income Council Fees and Charges	18,162	19,336	(1,174)	(6%)	232,033	8%
63 - Income Operating Grants	406,282	1,722,649	(1,316,367)	(76%)	6,191,754	7%
64 - Income Investments	2,581	1,540	1,041	68%	18,480	14%
65 - Income Allocation	451,321	468,075	(16,754)	(4%)	5,616,901	8%
66 - Other Income	15,222	6,108	9,114	100%+	73,300	21%
67 - Income Agency and Commercial Serv	9,282	16,443	(7,160)	(44%)	197,310	5%
Total Operational Revenue	1,401,983	2,744,834	(1,342,851)	(49%)	18,457,975	8%
Operational Expenditure						
71 - Employee Expenses	992,069	972,213	19,856	2%	11,948,652	8%
72 - Contract and Material Expenses	123,924	339,939	(216,015)	(64%)	2,979,996	4%
73 - Finance Expenses	533	568	(35)	(6%)	6,812	8%
74 - Travel, Freight and Accom Expenses	22,182	47,593	(25,411)	(53%)	572,121	4%
76 - Fuel, Utilities & Communication	108,373	136,034	(27,661)	(20%)	1,632,407	7%
79 - Other Expenses	115,836	230,395	(114,560)	(50%)	2,319,583	5%
Total Operational Expenditure	1,362,916	1,726,742	(363,826)	(21%)	19,459,570	7%
Total Operational Surplus / (Deficit)	39,067	1,018,092	(979,025)	(96%)	(1,001,595)	0%
Capital Income						
68 - Income Capital Grants and Contribution	-	-	-	-	-	0%
69 - Proceeds from Sale of Assets	-	29,583	(29,583)	(100%)	355,000	0%
Total Capital Income	-	29,583	(29,583)	(100%)	355,000	0%
Capital Expense						
33 - Capital Expenditure	-	-	-	-	-	0%
78 - Cost of Assets Sold	-	3,000	(3,000)	(100%)	36,000	0%
Total Capital Expense	-	3,000	(3,000)	(100%)	36,000	0%
Total Capital Surplus / (Deficit)	-	26,583	(26,583)	(100%)	319,000	0%
Net Surplus / (Deficit)	39,067	1,044,675	(1,005,608)	(96%)	(682,595)	0%

CORE SERVICES – TIED FUNDING

Activities here include Indigenous Jobs Development Funding, Road to Recovery work, Special Purpose Grants (SPG), Maningrida oval upgrade, solar lighting projects and some of the Local Authority Projects (LAP).

Total operational revenue is made up of current grant income allocations of \$126k and B/F operational grant balances from 2020-21 of \$2.46m. This consists of B/F balances for activities: 2178-Local Authorities Community Project Income \$1.66m and 2330-Local Roads and Community Infrastructure Program \$694k, in naming a few.

Total operational expenditure is \$88k. Employee expenses for July are \$76k and Contract and materials are \$11k and, under the July budget by \$42k. Whereas, contractor expenses have expended around \$4k of the July budget of \$47k.

Capital income consists of the total value of B/F balances from 2020-21, which is \$587k. Capital expenditure for July covers buildings \$152k, infrastructure \$21k and plant and equipment \$15k.

A summary of July's YTD comparative income and expenditure is shown below.



Actuals v Budget by Reporting Group

as at 31 Jul 2021

Description	CORE SERVICES TIED					Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance	%			
Operational Revenue							
61 - Income Rates and Charges	-	-	-	-		-	0%
62 - Income Council Fees and Charges	-	30	(30)	(100%)		360	0%
63 - Income Operating Grants	2,588,447	126,142	2,462,305	100%+	!	1,513,703	100%+
64 - Income Investments	-	-	-	-		-	0%
65 - Income Allocation	-	-	-	-		-	0%
66 - Other Income	-	-	-	-		-	0%
67 - Income Agency and Commercial Servic	-	-	-	-		-	0%
Total Operational Revenue	2,588,447	126,172	2,462,275	100%+		1,514,063	100%+
Operational Expenditure							
71 - Employee Expenses	75,898	71,577	4,321	6%		858,929	9%
72 - Contract and Material Expenses	10,717	53,087	(42,371)	(80%)		637,046	2%
73 - Finance Expenses	-	-	-	-		-	0%
74 - Travel, Freight and Accom Expenses	165	287	(122)	(43%)		2,014	8%
76 - Fuel, Utilities & Communication	743	1,309	(567)	(43%)		15,713	5%
79 - Other Expenses	-	30	(30)	(100%)		360	0%
Total Operational Expenditure	87,522	126,291	(38,769)	(31%)		1,514,063	6%
Total Operational Surplus / (Deficit)	2,500,925	(119)	2,501,044	100%+		(0)	0%
Capital Income							
68 - Income Capital Grants and Contribution	587,331	-	587,331	100%	!	-	100%
69 - Proceeds from Sale of Assets	-	-	-	-		-	0%
Total Capital Income	587,331	-	587,331	100%		-	100%
Capital Expense							
33 - Capital Expenditure	188,785	-	188,785	100%		-	100%
78 - Cost of Assets Sold	-	-	-	-		-	0%
Total Capital Expense	188,785	-	188,785	100%		-	100%
Total Capital Surplus / (Deficit)	398,547	-	398,547	100%		-	100%
Net Surplus / (Deficit)	2,899,471	(119)	2,899,590	100%+		(0)	0%

COMMERCIAL SERVICES

This reporting group includes the provision of agency services such as Centrelink, Licenced Post Offices (LPOs) at Gunbalanya, Jabiru and Maningrida, Childcare, Power and Water-Essential Services, Jabiru Town Development Authority (JTDA), Tenancy Management, Visitor Accommodation and Airstrip Maintenance. Commercial Services also generates internal revenue from maintenance of council assets, etc.

Total Operational revenue for July is \$445k and consists mainly from income in account category 67- Income Agency and Commercial Services, \$432k. This is made up of (a) 6723-Sales Income \$59k, (b) 6724-Service Fee Income \$74k, (c) 6725-Contract Fee Income \$263k, (d) 6726-FAO Childcare Benefit \$22k, (e) 6729-Other Agency Income \$12k and 6730-Sales Commissions (Jabiru LPO) \$2k.

Total operational expenditure is \$419k and under the July budget by \$26k. All expense categories are under budget besides contract and material expenses, which are over slightly, by \$4k.

There is nil Capital expenditure for July.

A summary of July's YTD comparative income and expenditure is shown below.



Actuals v Budget by Reporting Group

as at 31 Jul 2021

Description	COMMERCIAL SERVICES					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
61 - Income Rates and Charges	-	-	-	-	-	0%
62 - Income Council Fees and Charges	6,286	2,629	3,658	100%+	31,545	20%
63 - Income Operating Grants	3,500	3,500	-	-	42,000	8%
64 - Income Investments	-	-	-	-	-	0%
65 - Income Allocation	4,128	5,723	(1,595)	(28%)	68,675	6%
66 - Other Income	78	-	78	100%	-	100%
67 - Income Agency and Commercial Serv	431,476	491,636	(60,159)	(12%)	5,924,626	7%
Total Operational Revenue	445,468	503,487	(58,019)	(12%)	6,066,847	7%
Operational Expenditure						
71 - Employee Expenses	222,825	227,439	(4,614)	(2%)	2,721,569	8%
72 - Contract and Material Expenses	101,975	98,328	3,648	4%	1,191,932	9%
73 - Finance Expenses	539	575	(36)	(6%)	6,900	8%
74 - Travel, Freight and Accom Expenses	2,667	10,161	(7,494)	(74%)	121,930	2%
76 - Fuel, Utilities & Communication	13,580	16,187	(2,607)	(16%)	194,240	7%
79 - Other Expenses	77,189	92,335	(15,146)	(16%)	1,017,866	8%
Total Operational Expenditure	418,775	445,025	(26,250)	(6%)	5,254,436	8%
Total Operational Surplus / (Deficit)	26,693	58,463	(31,769)	(54%)	812,411	3%
Capital Income						
68 - Income Capital Grants and Contribution	-	-	-	-	-	0%
69 - Proceeds from Sale of Assets	-	-	-	-	-	0%
Total Capital Income	-	-	-	-	-	0%
Capital Expense						
33 - Capital Expenditure	-	-	-	-	-	0%
78 - Cost of Assets Sold	-	-	-	-	-	0%
Total Capital Expense	-	-	-	-	-	0%
Total Capital Surplus / (Deficit)	-	-	-	-	-	0%
Net Surplus / (Deficit)	26,693	58,463	(31,769)	(54%)	812,411	3%

COMMUNITY SERVICES

This reporting group has a focus on externally funded grants. This includes: Home Care, Children's Services, Community Safety, Disability Care, Aged Care, Sports & Recreation, Youth Programs, Indigenous Languages and Radio and Broadcasting Programs. It also includes Civic Events, such as the Australia Day celebrations, and the Kakadu Triathlon.

Total operational revenue for July is \$1.7m and consists of current income operating grant allocations of \$366k and B/F operational grants balances of \$1.31m.

Total operational expenditure is \$453k and under budget by \$7k. Contract and Materials are under by \$20k as well as Travel, Freight and Accommodation Expenses, under by \$9k. Whereas, Employee expenses for July are over budget by \$15k.

Capital income consists of the B/F capital grants balances of \$15k. There is nil Capital expenditure for July.

A summary of July's YTD comparative income and expenditure is shown below.



Actuals v Budget by Reporting Group

as at 31 Jul 2021

Description	COMMUNITY SERVICES					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
61 - Income Rates and Charges	-	-	-	-	-	0%
62 - Income Council Fees and Charges	-	-	-	-	-	0%
63 - Income Operating Grants	1,674,413	519,368	1,155,045	100%+	4,543,518	37%
64 - Income Investments	-	-	-	-	-	0%
65 - Income Allocation	-	16,294	(16,294)	(100%)	195,525	0%
66 - Other Income	(10,614)	-	(10,614)	(100%)	9,000	0%
67 - Income Agency and Commercial Serv	38,941	40,975	(2,034)	(5%)	491,700	8%
Total Operational Revenue	1,702,740	576,637	1,126,104	100%+	5,239,743	32%
Operational Expenditure						
71 - Employee Expenses	307,819	292,907	14,912	5%	3,507,955	9%
72 - Contract and Material Expenses	20,088	39,827	(19,740)	(50%)	488,926	4%
73 - Finance Expenses	-	-	-	-	-	0%
74 - Travel, Freight and Accom Expenses	10,019	19,329	(9,310)	(48%)	231,420	4%
76 - Fuel, Utilities & Communication	18,887	18,744	143	1%	224,932	8%
79 - Other Expenses	95,905	88,927	6,977	8%	916,325	10%
Total Operational Expenditure	452,718	459,735	(7,018)	(2%)	5,369,558	8%
Total Operational Surplus / (Deficit)	1,250,023	116,901	1,133,121	100%+	(129,816)	0%
Capital Income						
68 - Income Capital Grants and Contribution	15,411	-	15,411	100%	-	100%
69 - Proceeds from Sale of Assets	-	-	-	-	-	0%
Total Capital Income	15,411	-	15,411	100%	-	100%
Capital Expense						
33 - Capital Expenditure	-	-	-	-	-	0%
78 - Cost of Assets Sold	-	-	-	-	-	0%
Total Capital Expense	-	-	-	-	-	0%
Total Capital Surplus / (Deficit)	15,411	-	15,411	100%	-	100%
Net Surplus / (Deficit)	1,265,434	116,901	1,148,532	100%+	(129,816)	0%

Statement of Working Capital (slide 6-8)

Total current assets decreased by \$3.22m (-40%) from \$8.09m in June down to \$4.87m in July. The movement of the closing balances in current asset items are illustrated in the table below. The main drop in cash and cash equivalents of \$3.23m arises from the sum of the movement from June to July, resulting in a decrease of total cash and investments of \$433k and a total increase in restricted assets (internal and external) expenditure of \$2.79m.

Total current liabilities decreased by \$2.78m (-39%) from \$7.07m in June down to \$4.29m in July. The movement of the closing balances in current liability items are also illustrated in the table below. There was a significant reduction in supplier payments of \$1.33m (since payments for capital works projects from the lead up to last year were made) and a decrease in other liabilities of \$1.46m. This comes mainly from the reversal of the liability related to the early release grant funding of \$1.25m (Financial Assistance Grants-Local Roads \$624,796 and General Purpose \$626,280) for FY2021-22 now applied to Operating Grant Income.

As a result of the decreases in Current Assets and Current Liabilities overall, Council's working capital decreased from \$1.01m in June down to \$579k by the end of July. The current ratio remains unchanged since June and is at 1.14. This is demonstrated in the bar graph presentation slides.

	June	July	Movement	%
CURRENT ASSETS				
Cash and cash equivalents	\$6,642,847	3,416,051	-\$3,226,796	-49%
Trade and Other Receivables	\$1,133,742	\$832,720	-\$301,021	-27%
Inventories (fuel and post office)	\$129,647	\$129,114	-\$533	0%
Prepayments and Other	\$179,229	\$491,334	\$312,104	174%
TOTAL CURRENT ASSETS	\$8,085,465	\$4,869,219	-\$3,216,246	-40%
Less:				
CURRENT LIABILITIES				
Trade and Other Payables	\$2,461,657	\$1,127,679	-\$1,333,979	-54%
Provisions	\$2,230,568	\$2,245,485	\$14,917	1%
Borrowings	\$0	\$0	\$0	0%
Other Liabilities	\$2,381,267	\$916,695	-\$1,464,572	-62%
TOTAL CURRENT LIABILITIES	\$7,073,492	\$4,289,858	-\$2,783,634	-39%
NET CURRENT ASSETS (Working Capital)	\$1,011,974	\$579,361	-\$432,613	-43%
CURRENT RATIO	1.14	1.14	-0.01	-1%

Movement of the current ratio in line graph format for the past year is also illustrated in slide 7 of the presentation.

Cash In vs Cash Out (slide 9)

Overall, the net cash flow since June has decreased by \$433k. Cash flow is expected to improve significantly once rates notices generate income from the rate payers. This will happen in September. Investments declined by \$300k in July to \$10.5m.

Opening cash for the first month of the new financial year from 1 July was \$13.34m and, by the end of July this decreased to \$12.91m, as per cash flow report below.

Operating receipts for July are \$3.36m whereas *Operating payments* are \$3.17m and consists of the break-up of cash flow receipts and payments respectively, from operating activities below. Capital payments of \$628k were made in July.

WEST ARNHEM REGIONAL COUNCIL-STATEMENT OF CASH FLOWS
for the period ended 31 July 2021

	31 July 2021
	\$
CASH FLOWS FROM OPERATING ACTIVITIES	
<i>Receipts</i>	
Receipts from rates & annual charges	349,546
Receipts from user charges & fees	24,448
Interest received	2,580
Operating Grants & contributions	2,620,856
Other operating receipts	363,871
	3,361,300
<i>Payments</i>	
Payments to employees	(1,307,800)
Payments for materials & contracts	(1,709,359)
Payments of interest	(1,071)
Other operating payments	(147,807)
	(3,166,037)
Net Cash Flows provided by/(used in) the Operating Activities	195,263
 CASH FLOWS FROM INVESTING ACTIVITIES	
<i>Receipts</i>	
Capital Grants	-
Proceeds from sale of assets	-
	-
<i>Payments</i>	
Purchase of assets	(628,232)
	(628,232)
Net Cash Flows (used in) the Investing Activities	(628,232)
 CASH FLOWS FROM FINANCING ACTIVITIES	
<i>Payments</i>	
Investment in Joint Venture	-
Net Cash Flows used in the Investing Activities	-
 NET INCREASE / (DECREASE) IN CASH HELD	(432,969)
 Cash at Beginning of Reporting Period - 1 Jul 2021	13,339,541
 Cash at End of Reporting Period	12,906,572

SUMMARY

Total Cash at Bank, cash on hand, and investments, *less* internal (capital reserve funded) and external (grant / tied funded) restrictions totals \$3.42m as per the table below.

Cash at Bank and on hand	
Cash at Bank - Operational Account	2,332,373
Cash at Bank - Cash at Bank Business Maningrida PO	33,331
Cash at Bank – Business Maxi Account	141
Cash at Bank - Dept of Agriculture, Water and the Environment (DAWE) Trust Account	37,175
Cash at Bank - Grant Trust Account	524
Cash at Bank - Traditional Credit Union	1,275
Cash on Hand General - Cash Floats in Communities	1,750
Traditional Credit Union - Shares	4
Investments	
Term Deposits	10,500,000
Total Cash and Investments	12,906,572
Less Restricted Cash included further below	9,490,521
Balance Remaining	3,416,051

Restricted Assets (slides 10-12)

The following restricted assets have been excluded from above cash & cash equivalent:

RESTRICTED ASSETS:

Internal Restrictions: Capital Reserve	2,027,444
External Restrictions: Restricted Grant Funding as at 31 July 2021	7,463,077
TOTAL:	9,490,521

Internally Restricted (Reserve-funded projects)-Using Council's own Money

Capital Reserve is the use of Council's own funds for "internally restricted" projects. During July, \$450k was spent on the following 17 Reserve-funded project Activities listed below:

Activity	July 2021 Expenditure
5153.01 - Replace Shed at Lot 652B Gunbalanya	\$15,000
5167.05 - Kerb and Channel Airport to Workshop Road - Warruwi	\$36,000
5192.03 - Relocate dongas,shed and demolition of the amenities -Maningrida	\$288
5206.05 - Council Contribution - Ablution Block - Warruwi	\$12,533
5211.02 - Purchase - Garbage Compactor - Jabiru	\$248,233
5213.01 - Upgrade Furniture and Fittings Youth Centre - Gunbalanya	\$4,679
5222.01 - External Painting Staff House Lot 397 Gunbalanya	\$199
5225.03 - Upgrade Staff House Lot 405 Downstairs Maningrida	\$4,225
5244.01 - Repair Surface Basketball Court Lot 639C Gunbalanya	\$11,980
5246.02 - Upgrade Community Hall Jabiru	\$2,725
5247.02 - Replace Tiles and Dive Blocks Swimming Pool Jabiru	\$5,037
5250.05 - Upgrade Bathrooms Recreation Centre Lot 2 Warruwi	\$14,545
5251.05 - Upgrade Electrical/Plumbing Rec Centre Lot 2 Warruwi	\$1,855
5252.05 - Internal Kitchen Recreation Centre Lot 2 Warruwi	\$2,727
5264.04 - Purchase Commercial Washer and Dryer Minjilang	\$423
5288.00 - Purchase Executive Vehicle - Toyota Prado - RAP	\$65,160
5290.02 - Capital Reserve - Jabiru Swimming Pool Replace Garden Edging	\$24,000

Capital Reserve Expenses **\$449,609**

Current active projects follow (includes projects which have been completed last financial year):

Reserve Activity	Approved Budget	Date of Approval	Expenditure to 30 Jun 2020	Expenditure to 30 Jun 2021	Expenditure to date FY2021-22	Balance as at 31.07.2021
5213.01 - Upgrade Furniture and Fittings Youth Centre - Gunbalanya - COMPLETED	28,401	FY 20/21	-	(28,401)	(4,679)	(4,679)
5244.01 - Repair Surface Basketball Court Lot 639C Gunbalanya - COMPLETED	11,980	FY 20/21	-	-	(11,980)	0
5290.02 - Capital Reserve - Jabiru Swimming Pool Replace Garden Edging- COMPLETED	24,000	FY 20/21	-	-	(24,000)	0
5210.00 - Purchase Executive Vehicle - Mayor - COMPLETED	95,000	FY 20/21	-	(96,859)	-	(1,859)
5254.01 - Purchase Side by Side Buggy Gunbalanya - COMPLETED	30,124	FY 20/21	-	(30,124)	-	0
5255.02 - Purchase Street Sweeper Jabiru - COMPLETED	170,000	FY 20/21	-	(174,782)	-	(4,782)
5256.02 - Purchase 2x Side by Side Buggy Jabiru - COMPLETED	60,249	FY 20/21	-	(60,249)	-	0
5259.03 - Purchase Side by Side Buggy Maningrida - COMPLETED	30,124	FY 20/21	-	(30,124)	-	0
5260.04 - Purchase Side by Side Buggy Minjilang - COMPLETED	30,644	FY 20/21	-	(30,644)	-	0
5266.02 - Purchase Vacuum Excavator Jabiru - COMPLETED	86,250	FY 20/21	-	(86,250)	-	0
5288.00 - Replace Executive Vehicle - Toyota Prado - CEO - COMPLETED	65,273	FY 21/22	-	-	(65,160)	113
5152.01 - Diamond Mesh Loading Ramp - Sorting Bays - Gunbalanya	30,000	FY 18/19	(1,644)	(25,571)	-	2,786
5153.01 - Replace Shed at Lot 652B Gunbalanya	50,000	FY 18/19	-	(980)	(15,000)	34,020

Reserve Activity	Approved Budget	Date of Approval	Expenditure to 30 Jun 2020	Expenditure to 30 Jun 2021	Expenditure to date FY2021-22	Balance as at 31.07.2021
5158.03 - Staff Housing - Design 3 Units for Lot 660 - Maningrida	70,000	FY 18/19	(22,004)	(35,721)	-	12,275
5166.01 - Workshop Entrance Culverts and Floodway - Gunbalanya	50,000	FY 19/20	-	(46,250)	-	3,750
5167.05 - Kerb and Channel Airport to Workshop Road - Warruwi	330,000	FY 19/20	(19,516)	(2,274)	(36,000)	272,209
5180.02 - Asset Purchase - Water Pump and Motor - Jabiru	20,000	FY 19/20	(6,185)	-	-	13,815
5181.02 - Asset Upgrade - Sewerage Pump Jabiru	28,000	FY 19/20	-	-	-	28,000
5187.04 - Council Contribution - Basketball Court Upgrade - Minjilang	147,000	FY 20/21	-	(139,972)	-	7,028
5188.04 - Replace veranda handrails and balustrade - Minjilang Office	36,071	FY 19/20	(16,291)	-	-	19,780
5191.03 - Buff Lodge bathroom upgrade - Maningrida	100,000	FY 19/20	-	(99,656)	-	344
5192.03 - Relocate dongas, shed and demolition of the amenities - Maningrida	120,000	FY 19/20	-	(65,679)	(288)	54,033
5197.02 - Remediation Works - Jabiru Drive	140,000	FY 20/21	-	(149,211)	-	(9,211)
5197.03 - Kerb Channel and Reseal Bagshaw Road Maningrida	360,000	FY 20/21	-	(14,380)	-	345,620
5199.00 - Solar Installation - Darwin Office	60,000	FY 20/21	-	(51,818)	-	8,182
5200.01 - Fencing for New Cemetery - Gunbalanya	20,000	FY 20/21	-	-	-	20,000
5200.04 - Fencing for New Cemetery - Minjilang	30,000	FY 20/21	-	-	-	30,000

Reserve Activity	Approved Budget	Date of Approval	Expenditure to 30 Jun 2020	Expenditure to 30 Jun 2021	Expenditure to date FY2021-22	Balance as at 31.07.2021
5200.05 - Fencing for New Cemetery - Warruwi	20,000	FY 20/21	-	-	-	20,000
5206.05 - Council Contribution - Ablution Block - Warruwi	69,180	FY 20/21	-	-	(12,533)	56,647
5211.02 - Purchase - Garbage Compactor - Jabiru	280,000	FY 20/21	-	-	(248,233)	31,767
5212.02 - Purchase - Rubbish Trailer - Jabiru	40,000	FY 20/21	-	-	-	40,000
5214.01 - Upgrade Staff House Unit 1 Lot 514 Gunbalanya	12,000	FY 20/21	-	(13,200)	-	(1,200)
5215.01 - Upgrade Bathroom Toilet Staff House Lot 397 Gunbalanya	24,949	FY 20/21	-	(23,720)	-	1,229
5216.01 - Replace Kitchen Staff House Unit 2 Lot 452 Gunbalanya	24,182	FY 20/21	-	(20,200)	-	3,982
5217.01 - Upgrade Bathroom/Toilet Staff House Lot 535 Gunbalanya	37,464	FY 20/21	-	(32,448)	-	5,016
5218.01 - Upgrade Bathroom/Toilet Staff House Lot 588 Gunbalanya	10,545	FY 20/21	-	(11,600)	-	(1,055)
5219.01 - Replace Kitchen Staff House Unit 1 Lot 452 Gunbalanya	18,423	FY 20/21	-	(10,241)	-	8,182
5220.01 - Replace Floor Covering Staff House Unit 2 Lot 514 Gunbalanya	21,777	FY 20/21	-	(23,955)	-	(2,178)
5221.01 - Replace Kitchen House Unit 2 Lot 514 Gunbalanya	19,694	FY 20/21	-	(15,990)	-	3,704
5222.01 - External Painting Staff House Lot 397 Gunbalanya	20,534	FY 20/21	-	(22,588)	(199)	(2,252)
5223.01 - Replace Kitchen Staff House Lot 397 Gunbalanya	13,136	FY 20/21	-	(14,450)	-	(1,314)
5224.01 - Replace Floor Coverings House Lot 535 Gunbalanya	8,036	FY 20/21	-	(8,840)	-	(804)

Reserve Activity	Approved Budget	Date of Approval	Expenditure to 30 Jun 2020	Expenditure to 30 Jun 2021	Expenditure to date FY2021-22	Balance as at 31.07.2021
5225.03 - Upgrade Staff House Lot 405 Downstairs Maningrida	98,580	FY 20/21	-	(91,920)	(4,225)	2,436
5226.03 - Upgrade Bathroom Staff House Lot 655 A and B Maningrida	58,119	FY 20/21	-	(56,835)	-	1,284
5227.03 - Replace Kitchen Staff House Lot 430A Maningrida	25,514	FY 20/21	-	(22,536)	-	2,978
5229.03 - Upgrade Bathroom Staff House Lot 413 Maningrida	22,261	FY 20/21	-	(22,439)	-	(178)
5237.01 - Replace Roofing Cement Shed Lot 652 Gunbalanya	74,425	FY 20/21	-	(829)	-	73,596
5238.01 - Replace Roofing Women's Centre Lot 439 Gunbalanya	51,069	FY 20/21	-	(41,119)	-	9,950
5239.01 - Replace Roofing Long Workshop Lot 652 Gunbalanya	64,518	FY 20/21	-	-	-	64,518
5240.01 - Replace Kitchen Main Depot Shed Lot 652 Gunbalanya	26,318	FY 20/21	-	(24,955)	-	1,364
5246.02 - Upgrade Community Hall Jabiru	170,046	FY 20/21	-	(153,401)	(2,725)	13,920
5247.02 - Replace Tiles and Dive Blocks Swimming Pool Jabiru	75,203	FY 20/21	-	(165)	(5,037)	70,001
5250.05 - Upgrade Bathrooms Recreation Centre Lot 2 Warruwi	93,298	FY 20/21	-	(93,108)	(14,545)	(14,356)
5251.05 - Upgrade Electrical/Plumbing Rec Centre Lot 2 Warruwi	9,013	FY 20/21	-	(7,833)	(1,855)	(675)
5252.05 - Internal Kitchen Recreation Centre Lot 2 Warruwi	36,117	FY 20/21	-	(35,635)	(2,727)	(2,245)
5253.01 - Purchase 3 Tonne Roller Gunbalanya	54,987	FY 20/21	-	(52,875)	-	2,112
5257.02 - Purchase Line Marker Jabiru	35,000	FY 20/21	-	(33,640)	-	1,360

Reserve Activity	Approved Budget	Date of Approval	Expenditure to 30 Jun 2020	Expenditure to 30 Jun 2021	Expenditure to date FY2021-22	Balance as at 31.07.2021
5258.03 - Purchase Hino Garbage Compactor Maningrida	280,000	FY 20/21	-	-	-	280,000
5261.05 - Purchase Side by Side Buggy Warruwi	30,124	FY 20/21	-	(3,305)	-	26,820
5262.05 - Purchase 3 Tonne Roller Warruwi	55,987	FY 20/21	-	(54,972)	-	1,015
5263.04 - Purchase Hilux 4x2 Dual Cab Minjilang	50,801	FY 20/21	-	(49,749)	-	1,052
5264.04 - Purchase Commercial Washer and Dryer Minjilang	20,000	FY 20/21	-	(6,919)	(423)	12,658
5265.00 - Network Upgrade Region	130,000	FY 20/21	-	-	-	130,000
5269.04 - Replace Kitchen Staff House Lot 234 Minjilang	15,968	FY 20/21	-	(14,993)	-	975
5277.01 - Purchase Ride on Mower - Gunbalanya - \$35,000 NEW	35,000	FY 21/22	-	-	-	35,000
5281.05 - Purchase Ride on Mower - Warruwi - \$35,000 NEW	35,000	FY 21/22	-	-	-	35,000
5282.01 - Purchase LV Tyre Changer - Gunbalanya - NEW	6,000	FY 21/22	-	-	-	6,000
5283.05 - Purchase LV Tyre Changer - Warruwi - NEW	6,000	FY 21/22	-	-	-	6,000
5284.05 - Purchase Isuzu Russ Garbage Compactor - Warruwi - NEW	200,000	FY 21/22	-	-	-	200,000
Replace slashers Maningrida - NEW	15,000	FY 21/22	-	-	-	15,000
Refit works on John Deere grader - NEW	28,000	FY 21/22	-	-	-	28,000
Track replacement - Maningrida landfill dozer - NEW	2,709	FY 21/22	-	-	-	2,709
Towards repair to 30 tonne excavator - NEW	28,000	FY 21/22	-	-	-	28,000
5271.01 - Purchase Isuzu Dmax Utility - Gunbalanya - \$55,000 DEFERRED	0	FY 21/22	-	-	-	0

Reserve Activity	Approved Budget	Date of Approval	Expenditure to 30 Jun 2020	Expenditure to 30 Jun 2021	Expenditure to date FY2021-22	Balance as at 31.07.2021
5272.02 - Purchase Isuzu Dmax Utility - Jabiru - \$55,000 DEFERRED	0	FY 21/22	-	-	-	0
5273.03 - Purchase Isuzu Dmax Utility - Maningrida - \$55,000 DEFERRED	0	FY 21/22	-	-	-	0
5274.04 - Purchase Isuzu Dmax Utility - Minjilang - \$55,000 DEFERRED	0	FY 21/22	-	-	-	0
5275.05 - Purchase Isuzu Dmax Utility - Warruwi - \$55,000 DEFERRED	0	FY 21/22	-	-	-	0
5276.00 - Purchase Isuzu Dmax Utility - Darwin - \$55,000 DEFERRED	0	FY 21/22	-	-	-	0
5278.02 - Purchase Ride on Mower - Jabiru - DEFERRED	0	FY 21/22	-	-	-	0
5279.03 - Purchase Ride on Mower - Maningrida - DEFERRED	0	FY 21/22	-	-	-	0
5280.04 - Purchase Ride on Mower - Minjilang - \$35,000 DEFERRED	0	FY 21/22	-	-	-	0
5285.02 - Reserve Funds - Staff Housing Furniture - Jabiru - \$89,727 DEFERRED	0	FY 21/22	-	-	-	0
5286.03 - Drainage Works Cleaning / Foaming - Maningrida - \$58,000 DEFERRED	0	FY 21/22	-	-	-	0
5287.00 - Replace Executive Vehicle Toyota Prado - COO - \$70,000 DEFERRED	0	FY 21/22	-	-	-	0
5289.03 - Roadworks Malabam Road Maningrida - \$256,000 REMOVED LCRI FUNDED	0	FY 21/22	-	-	-	0

Reserve Activity	Approved Budget	Date of Approval	Expenditure to 30 Jun 2020	Expenditure to 30 Jun 2021	Expenditure to date FY2021-22	Balance as at 31.07.2021
5291.03 - Capital Reserve - Maningrida Oval - \$26,468 REMOVED LCRI FUNDED	0	FY 21/22	-	-	-	0
5500.00 - Capital Reserve - Parks & Ovals - \$70,786 REMOVED LCRI FUNDED	0	FY 21/22	-	-	-	0
5501.00 - Capital Reserve - Staff Housing - Nil budget REMOVED	0	FY 21/22	-	-	-	0
5502.00 - Capital Reserve - Youth Services Equipment- Nil Budget REMOVED	0	FY 21/22	-	-	-	0
5503.00 - Capital Reserve - Infrastructure Capital - Nil Budget REMOVED	0	FY 21/22	-	-	-	0
Capital Reserve Balance	4,676,095		(65,639)	(2,133,402)	(449,609)	2,027,444

The movement of capital reserve expenditure is illustrated in the presentation slide no.11.

Externally Restricted-Funds received from Grants (slides 12)

This includes grant funding as listed below. Note: Grants that are *overspent* are excluded from this report. Cash received to date for externally restricted grant funding is \$8.54m. This is either from B/F balances from last year, 2020-21 or received this year. At July end, expenditure of \$1.07m has been incurred with a balance of \$7.46m remaining to be spent.

There are 36 current funding streams included in the report below. The movement from June to July resulted in (a) internal restrictions decreasing by -\$444k and (b) external restrictions increasing by \$3.24m.

The movement of the monthly expenditure - Restricted assets (both internal and external) are illustrated in slides 11-12 of the presentation.

Restricted Assets-Tied Grant Funding	Annual Budget 2021 / 2022	Cash received to date (incl. Carried Forward)	Expenses to date	Balance as at 31 Jul 2021
Local Authorities Community Project Income	626,500	1,331,125	(80,408)	1,250,718
Oval Upgrade Maningrida	-	298,781	-	298,781
Local Roads and Community Infrastructure Program	-	694,054	-	694,054
Commonwealth - Jabiru Beautification Project	-	(93,875)	(16,342)	(110,217)
NT Govt - Place-making Initiatives Jabiru 2020-21	-	381,900	(102,916)	278,983
COVID Safe Australia Day LED Screen	-	301	-	301
Airport Road Drainage Construction : Waruwi	-	300,000	-	300,000
WaRM - Waste and Resource Management	-	148,800	-	148,800
TOTAL CORE SERVICES-TIED	626,500	3,061,086	(199,666)	2,861,420
Upgrade Minjilang Basketball Court	-	15,411	-	15,411
Commonwealth Home Support Program (CHSP)	272,100	55,334	(23,494)	31,841
Home Care Packages Program (HCP)	1,186,612	393,559	(71,692)	321,867
Waruwi Outside School Hours Care	101,538	23,707	(6,120)	17,587
Safety and Wellbeing - Sport and Recreation	515,000	440,556	(54,194)	386,362
Remote Sport Program	215,067	131,803	(5,141)	126,662
Deliver Indigenous Broadcasting Programs (RIBS)	35,000	79,982	(386)	79,596
Manage Crèche	828,436	313,887	(122,271)	191,616
Children and Schooling - Youth	300,000	137,701	(15,053)	122,648
Women's Safe House : Gunbalanya	442,000	79,542	(14,942)	64,600
Women's Safe House - Garden Beautification and Furniture	-	7,868	(363)	7,505

Restricted Assets-Tied Grant Funding	Annual Budget 2021 / 2022	Cash received to date (incl. Carried Forward)	Expenses to date	Balance as at 31 Jul 2021
Women's Safe House - Upgrades : Gunbalanya	-	8,604	-	8,604
Worker and Wellbeing Fund	-	7,350	(675)	6,675
Boundless possible Instagram Campaign	-	400	-	400
Domestic Family & Sexual Violence Program	-	102,292	(1,536)	100,756
Suicide Prevention Workshops	-	3,949	-	3,949
COVID-19 Domestic and Family Response	-	55,000	-	55,000
Aged Care Workforce Retention (ACWR)	-	1,440	-	1,440
Night Patrol Covid-19 Booster Program	153,809	372,272	(30,827)	341,445
Territory Day Community Grant	-	2,727	-	2,727
Aged Care Transitional Support	-	32,500	-	32,500
Maningrida Youth Strategy	-	30,000	-	30,000
Strong Women for Healthy Country Network Forum	-	6,054	-	6,054
eHCP - Home Care Packages Program from eTools	-	33,890	-	33,890
TEABBA Staff Funding - Indigenous Broadcasting Prgm (RIBS)	-	66,340	(5,769)	60,571
TOTAL COMMUNITY SERVICES	4,049,562	2,402,171	(352,463)	2,049,708
Grants Commission-FAA General Purpose	1,318,224	626,280	(109,852)	516,428
Grants Commission-FAA Roads	1,298,456	624,976	(108,205)	516,771
NT Operational	3,645,000	1,822,500	(303,750)	1,518,750
TOTAL UNTIED GENERAL PURPOSE	6,261,680	3,073,756	(521,807)	2,551,949
Total	10,937,742	8,537,013	(1,073,936)	7,463,077

Asset Additions and Additions to existing assets (slides 13)

Capital expenditure during July came to approximately \$450k. No assets were actually commissioned during July, due to the completion of the annual financial statements for 2020-21, currently under audit.

Term Deposits (slide 14)

Total investments decreased by \$300k from \$10.8m in June down to \$10.5m by the end of July.

<u>Deposit Date</u>	<u>Bank</u>	<u>Principal</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Term in Days</u>
18/03/2021	NAB	1,300,000	0.30%	9/08/2021	144
13/05/2021	NAB	1,400,000	0.30%	25/08/2021	104
27/05/2021	NAB	600,000	0.30%	8/09/2021	104
11/06/2021	NAB	2,000,000	0.27%	15/09/2021	96
11/06/2021	NAB	900,000	0.27%	22/09/2021	103
24/06/2021	NAB	1,300,000	0.26%	10/11/2021	139
30/06/2021	NAB	800,000	0.27%	13/10/2021	105
8/07/2021	NAB	700,000.00	0.27%	6/10/2021	90
30/07/2021	NAB	1,500,000.00	0.27%	28/10/2021	90
Total Current Investments		<u><u>\$10,500,000</u></u>			

Movement of the total value of investments for the past year is illustrated in the presentation slides (slide no.14).

Top 10 Payments Recurrent and Top 10 Payments Non-Recurrent (slide 15-16)

Recurrent: includes Operational supplier-related costs, with top five largest being Jardine Lloyd Thompson, Telstra, Australia Post Maningrida LPO, Energy Resources Australia and Recharge.

Non Recurrent: generally the largest spending here is for Council's capital acquisitions. The top five include: CJD Equipment, Greenspace Group, WTD Constructions, Ezaz Excavations and Northern Projects.

Rates and Charges (No graphical slide)

Rates decreased a further \$3k from \$128k in June down to \$125k in July, as rate payers continue to make payments. Approximately \$33k is under an agreed payment plan. New rates notices for 2021-22 are scheduled to be issued during September.

<u>Location</u>	<u>Rates as at 31st Jul 2021</u>				
	<u>Arrears</u>	<u>2021/22</u>	<u>Interest</u>	<u>Balance</u>	<u>Current</u>
	<u>\$</u>	<u>LEVY</u>	<u>\$</u>	<u>Payable</u>	<u>Payment Plans</u>
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
ARNHEMLAND	1,448	4,847	-	6,295	-
GUNBALANYA	-	24,232	-	24,232	-
JABIRU	-	5,271	-	5,271	32,719
MANINGRIDA	-	84,732	-	84,732	-
MINJILANG	-	1,842	-	1,842	-
WARRUWI	-	3,005	-	3,005	-
	<u>1,448</u>	<u>123,929</u>	<u>-</u>	<u>125,377</u>	<u>32,719</u>

Debtors (slide 17)

Age Analysis - Summary Report - TOP 5 DEBTORS

Debtor No.	Debtor Name	Outstanding As at EoM	Outstanding % of Total	Ageing Dissection - Top 5			
				Current	> 30 days	> 60 days	> 90 days
310	Power and Water Corporation	207,807	39%	203,277	2,114	400	2,017
715	Department of Infrastructure, Planning and Logistics	99,625	19%	48,727	27,419	-	23,478
366	TEABBA - Top End Aboriginal Bush Broadcasting Association	72,974	14%	72,974	-	-	-
Various	NDIS Clients-Service Charges	42,793	8%	19,331	2,676	-	20,786
1209	Department of Agriculture, Water and Environment	24,893	5%	23,255	-	-	1,638
TOTAL		448,092	84%	367,564	32,209	400	47,919
Remaining Debtors		85,541	16%	24,925	20,423	4,402	35,791
TOTAL DEBTORS AS AT 31 Jul 2021		533,633	100%	392,489	52,632	4,802	83,710

Movement of the total value of debtors for the past year follows:



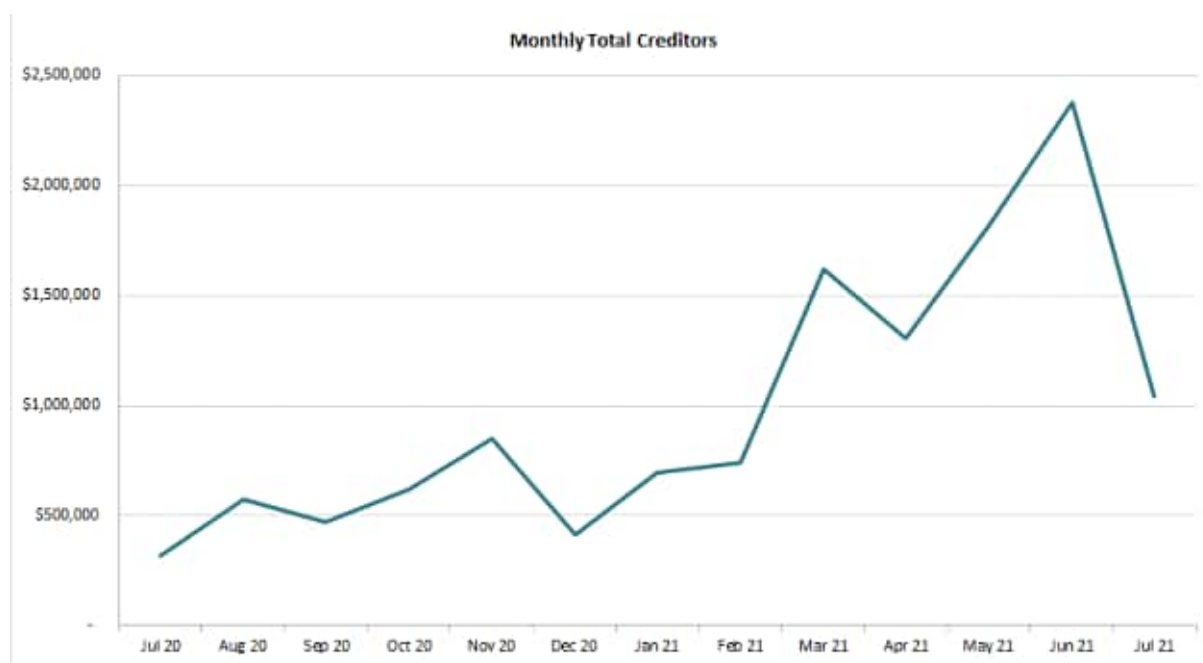
Trade Creditors (slide 18)

Age Analysis - Summary Report - TOP 5 CREDITORS

Creditor No.	Creditor Name	Outstanding As at EoM	Outstanding % of Total	Ageing Dissection - Top 5			
				Current	> 30 days	> 60 days	> 90 days
13696	DEC Installations Pty Ltd	217,337	21%	-	-	-	217,337
10739	Jardine Lloyd Thompson	215,345	21%	93,944	121,401	-	-
11590	Statewide Superannuation	140,003	13%	75,204	64,800	-	-
13444	Greenspace Group Pty Ltd	81,016	8%	8,977	72,039	-	-
13724	Cross Cultural Consultants	60,710	6%	-	-	-	60,710
TOTAL		714,411	69%	178,125	258,240	-	278,047
Remaining Creditors		324,998	31%	158,688	98,871	3,548	63,891
TOTAL CREDITORS AS AT 31 Jul 2021		1,039,409	100%	336,813	357,110	3,548	341,938

Creditor 13696 (DEC Installations) and 13724 (Cross Cultural Consultants) - 90 days + is on retention and held until works or the defects liability period are completed.

The movement of the total value of creditors for the past year follows:



Note 1: Reporting and payment obligations with the Australian Taxation Office

The Council has the following reporting and payment obligations with the Australian Taxation Office:

- i. Goods and Services Tax – Amounts are reported and remitted monthly;
- ii. PAYG Income Tax Withheld – Amounts are reported and remitted fortnightly as part of Single Touch Payroll (STP) arrangements; and
- iii. Fringe Benefits Tax – Instalment amounts are paid quarterly with an FBT return for the 12 month period ended 31 March required to be lodged each year.

As at the date of this report, all reporting and payment obligations had been met up to 31 July 2021.

Note 2: Superannuation

Employees are paid superannuation contributions in accordance with the superannuation legislative framework. Superannuation contributions are paid to either an employee's choice of complying fund or the Council's default fund, which is currently Statewide Super.

Commencing 1 July 2021 the minimum Superannuation Guarantee Charge increased from 9.5 to 10 per cent. Full time employees of the Council receive an additional (2.5 per cent) superannuation contribution as part of their agreed remuneration package.

Superannuation payments are due to be remitted on the 28th of the month following the previous quarter. However, the Council elects to remit superannuation accrued on a monthly basis in line with its Single Touch Payroll process. As at the date of this report, all superannuation contributions that had accrued up to 31 July 2021 had been subsequently remitted to employees' respective superannuation funds.

The Corporate Services (financial) division of the Council is not presently aware of any late and outstanding superannuation obligations due to current or former employees.

Note 3: Insurance

Details of the Council's current insurance arrangements for the 2021-22 financial year are as follows. Period of cover is for the financial year 1 July 2021 to 30 June 2022.

	Annual Premium Amount \$	Quarterly Premium Amount \$	Date paid
Corporate Travel	\$ 7,865		30/07/2021
Councillors & Officers Liability w Employment Practices Liability	\$ 16,549		27/08/2021
Industrial Special Risks - Property	\$ 645,163		27/08/2021
Motor Vehicle	\$ 93,944		6/08/2021
Personal Accident	\$ 511		30/07/2021
Public Liability Business Pack - Australia Post-Maningrida, Gunbalanya and Jabiru Licensed Post Offices	\$ 1,302		30/07/2021
Public Liability / Professional Indemnity	\$ 82,900		27/08/2021
Workers' Compensation		\$ 108,834	6/08/2021
Broker's Service Fee		\$ 12,567	6/08/2021
	<u>\$ 848,233</u>	<u>\$ 121,401</u>	

Due to the commercial-in-confidence nature of the Council's insurance policies, the specifics of the Council's insurance policies can be made available for review upon request.

STATUTORY ENVIRONMENT

Division 7, clause 17 of the *Local Government (General) Regulations 2021* outlines the requirements for financial reporting to council.

POLICY IMPLICATIONS

Not Applicable.

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to goal 2 as outlined in the *Regional Plan and Budget 2021-2022*.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION

Systems and processes that support the effective and efficient use of financial and human resources.

Objective 2.1

An effective, efficient and accountable Regional Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council approves the financial report for the period ended 31 July 2021.

ATTACHMENTS

- 1 CEO Certification - Monthly Finance Report - Jul 2021.pdf
- 2 Graphical Finance Presentation - Jul 2021.pdf
- 3 Top 10 Suppliers - Jul 2021.pdf
- 4 Profit and Loss Report-Consolidated - Jul 2021.pdf
- 5 Balance Sheet - Jul 2021.pdf
- 6 Accounts Receivable Analysis - Jul 2021.pdf
- 7 Accounts Payable Analysis - Jul 2021.pdf



WEST ARNHAM REGIONAL COUNCIL

ABN 45 065 336 873

MONTHLY FINANCE REPORT for July 2021

CEO CERTIFICATION

To the Councillors

I, Daniel Findley, Chief Executive Officer of West Arnhem Regional Council ('the Council'), certify that to the best of my knowledge, information and belief:

- (i) The internal controls implemented by the Council are appropriate; and
- (ii) The accompanying finance report best reflects the financial affairs of the Council.

Signed

Daniel Findley
Chief Executive Officer

Dated this thirteenth day of September 2021





**Financial Management Report for the
period ended 31st July 2021.**



Snapshot – July 2021 Financial Report

Total Revenue
(Operational and Capital)
(Year to Date)
\$ 10.21
Million

Total Operating Result
(Surplus / Deficit)
(Year to Date)
\$ 3.81
Million

Total Assets
\$ 94.39
Million

Working Capital Ratio
1.14

Cash flows
(movement in July)
-\$ 0.43
Million

New Assets or Additions
(Year to Date)
\$ Nil
Million

Total Cash at Bank
\$ 12.91
Million

Investments
\$ 10.50
Million

Restricted Assets (Cash)
\$ 9.49
Million

Actual v Budget – Operational – July YTD 2021

Actuals v Budget by Reporting Group as at 31 Jul 2021

Description	TOTAL COUNCIL				Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance	%		
Operational Revenue						
61 - Income Rates and Charges	499,132	510,683	(11,551)	(2%)	6,128,197	8%
62 - Income Council Fees and Charges	24,448	21,995	2,453	11%	263,938	9%
63 - Income Operating Grants	4,672,642	2,371,659	2,300,983	97%	12,290,975	38%
64 - Income Investments	2,581	1,540	1,041	68%	18,480	14%
65 - Income Allocation	455,449	490,092	(34,642)	(7%)	5,881,101	8%
66 - Other Income	4,686	6,108	(1,422)	(23%)	82,300	6%
67 - Income Agency and Commercial Services	479,699	549,053	(69,354)	(13%)	6,613,636	7%
Total Operational Revenue	6,138,638	3,951,130	2,187,508	55%	31,278,627	20%
Operational Expenditure						
71 - Employee Expenses	1,598,611	1,564,137	34,474	2%	19,037,106	8%
72 - Contract and Material Expenses	264,213	531,181	(266,968)	(50%)	5,297,900	5%
73 - Finance Expenses	1,071	1,143	(71)	(6%)	13,712	8%
74 - Travel, Freight and Accom Expenses	35,816	77,370	(41,554)	(54%)	927,485	4%
76 - Fuel, Utilities & Communication	141,582	172,274	(30,692)	(18%)	2,067,292	7%
79 - Other Expenses	290,799	412,421	(121,623)	(29%)	4,254,867	7%
Total Operational Expenditure	2,332,092	2,758,527	(426,435)	(15%)	31,598,361	7%
Total Operational Surplus / (Deficit)	3,806,546	1,192,603	2,613,943	100% +	(319,733)	0%





Actual v Budget – Capital – July YTD 2021



Actuals v Budget by Reporting Group

as at 31 Jul 2021

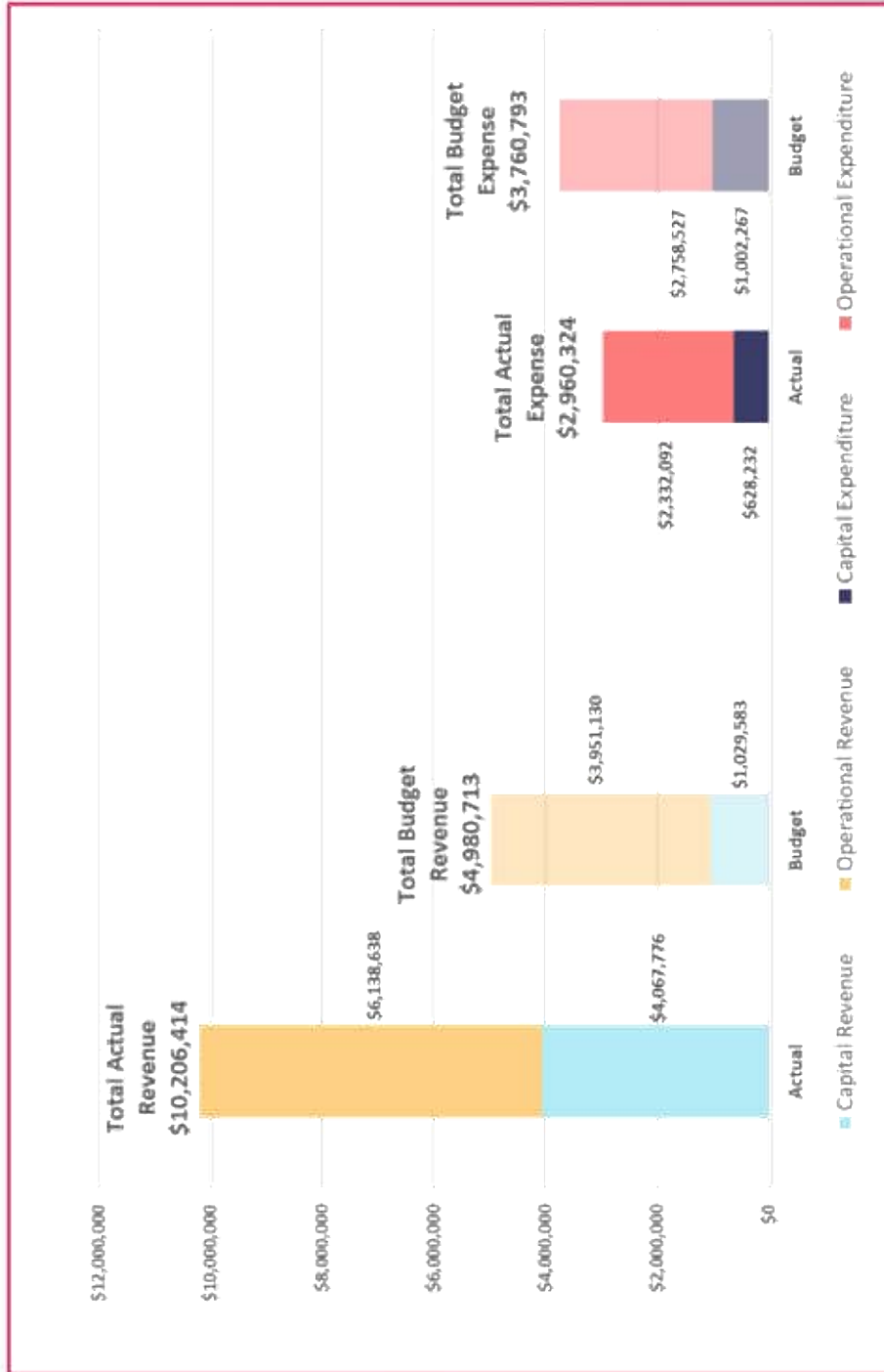


Description	TOTAL COUNCIL			
	Actuals YTD	Budget YTD	Variance	%
Capital Income				
68 - Income Capital Grants and Contributions	4,067,776	1,000,000	3,067,776	100%+ !
69 - Proceeds from Sale of Assets	-	29,583	(29,583)	(100%)
Total Capital Income	4,067,776	1,029,583	3,038,193	100%+ !
Capital Expense				
33 - Capital Expenditure	628,232	999,267	(371,034)	(37%) !
78 - Cost of Assets Sold	-	3,000	(3,000)	(100%)
Total Capital Expense	628,232	1,002,267	(374,034)	(37%) !
Total Capital Surplus / (Deficit)	3,439,544	27,317	3,412,227	100%+ !

- Legend:
- Unfavourable variance over \$25,000
 - Unfavourable variance under \$25,000
 - Favourable variance
 - ! Variance over \$300,000



Actual v Budget – Total Council – July YTD 2021





Working Capital / Current Ratio

“How many dollars we have for every dollar we owe”

WEST ARNHEM REGIONAL COUNCIL for the period ended 31 July 2021		31 Jul 2021
CURRENT ASSETS		\$
Cash and cash equivalents *		3,416,051
Trade and Other Receivables		832,720
Inventories		129,114
Prepayments and Other		491,334
TOTAL CURRENT ASSETS		4,869,219
Less:		
CURRENT LIABILITIES		
Trade and Other Payables		1,127,679
Provisions		2,245,485
Borrowings		-
Other Liabilities		916,695
TOTAL CURRENT LIABILITIES		4,289,858
NET CURRENT ASSETS (Working Capital)		579,361
	CURRENT RATIO	1.14

* Note: does not include Restricted cash of \$9.49m as at 31st July 2021.

Current Ratio Formula

$$\frac{\text{Current Assets}}{\text{Current Liabilities}}$$

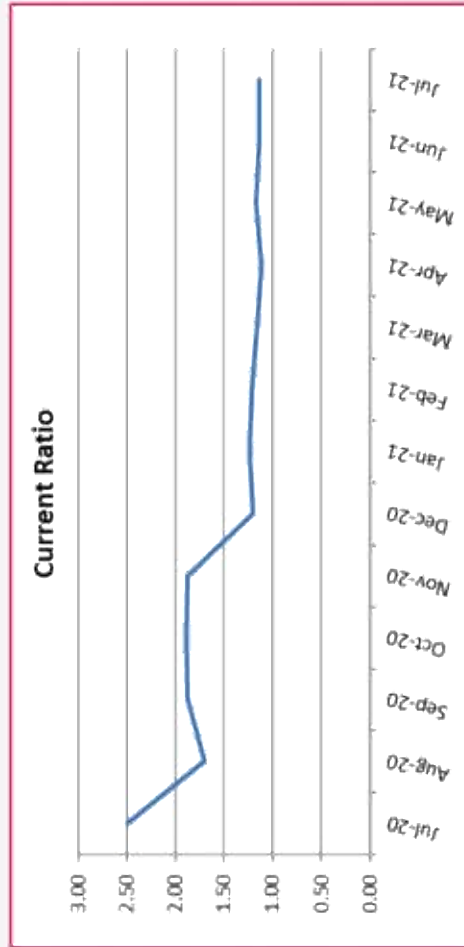
What makes an asset current is that it can be converted into cash within a year. What makes a liability current is that it is due within a year.





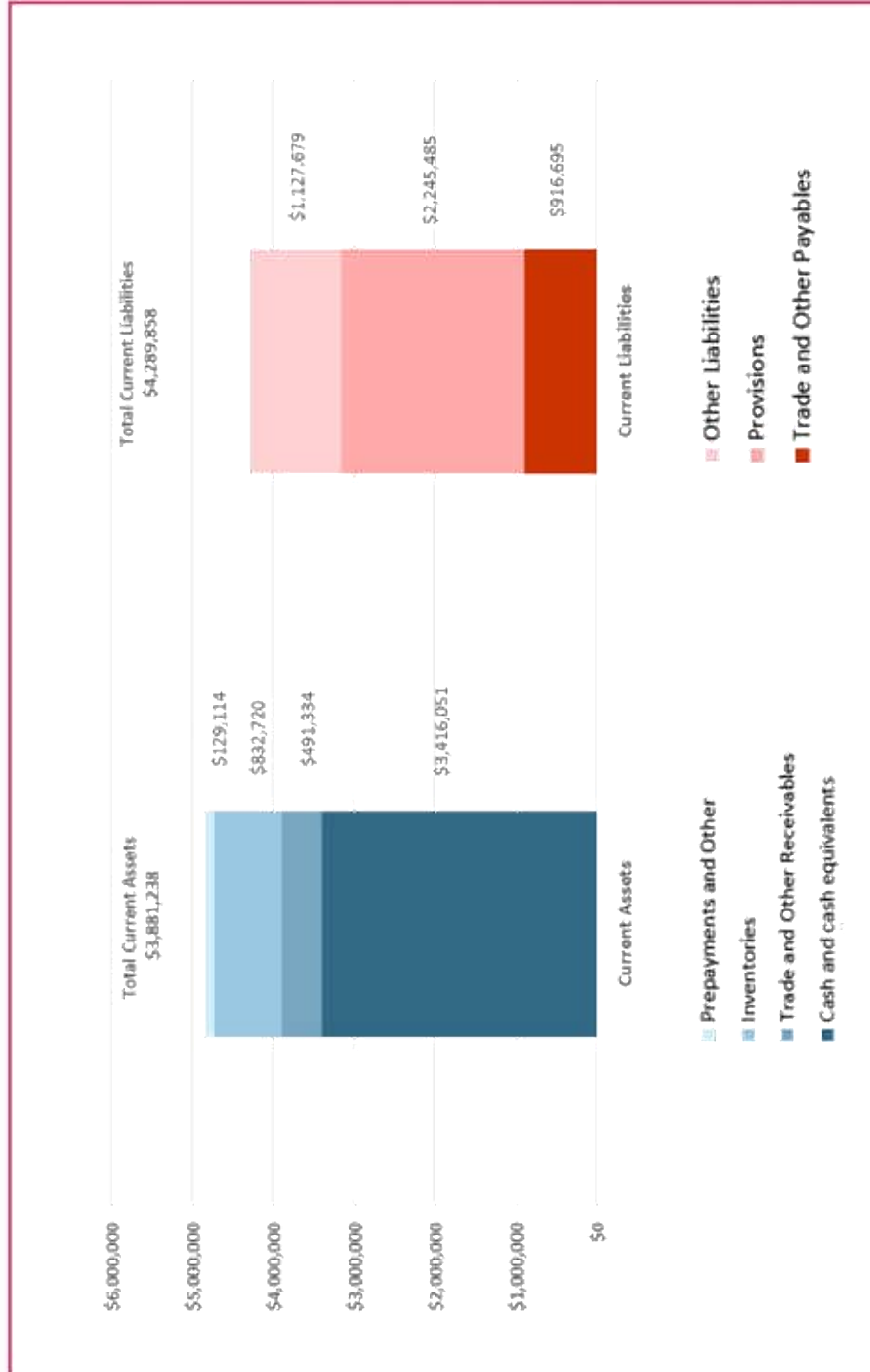
Current Ratio for the past Year

Month	Current Ratio
Jul-20	2.49
Aug-20	1.70
Sep-20	1.87
Oct-20	1.88
Nov-20	1.87
Dec-20	1.20
Jan-21	1.23
Feb-21	1.21
Mar-21	1.16
Apr-21	1.12
May-21	1.17
Jun-21	1.14
Jul-21	1.14





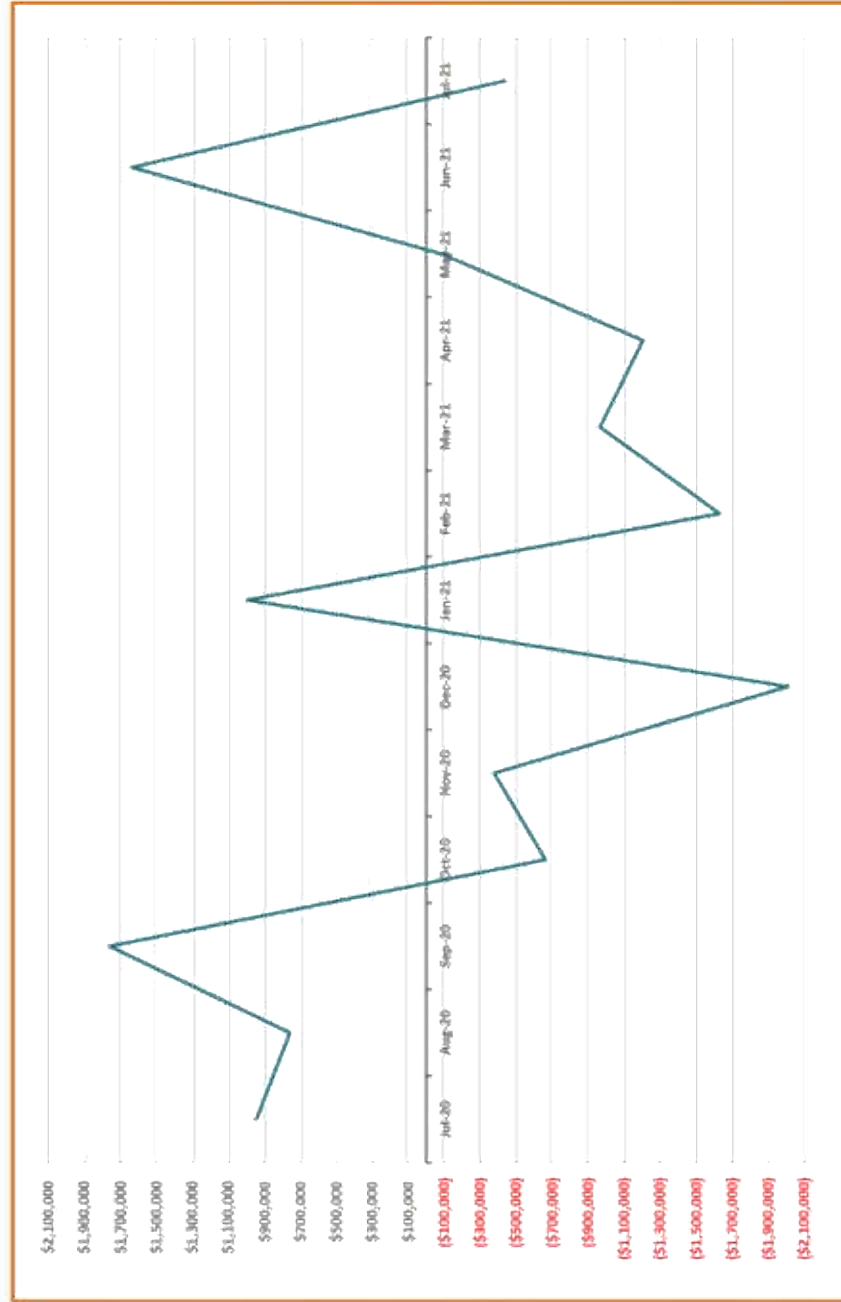
Net Current Assets - Assets less Liabilities – July 2021





Cash flow – Cash in vs Cash out

Month	Cash in / (out)
Jul-20	\$ 946,518
Aug-20	\$ 758,938
Sep-20	\$ 1,761,422
Oct-20	\$ (663,256)
Nov-20	\$ (374,853)
Dec-20	\$ (2,009,755)
Jan-21	\$ 996,642
Feb-21	\$ (1,630,682)
Mar-21	\$ (962,588)
Apr-21	\$ (1,204,361)
May-21	\$ (83,034)
Jun-21	\$ 1,640,376
Jul-21	\$ (432,969)
Year to Date	\$ (432,969)





Restricted Assets – July 2021

Restricted Assets:

• Internal Restrictions: Capital Reserve	\$2,027,444
• External Restrictions: Restricted Grant Funding as at 31 st July 2021	\$7,463,077
TOTAL	\$9,490,521

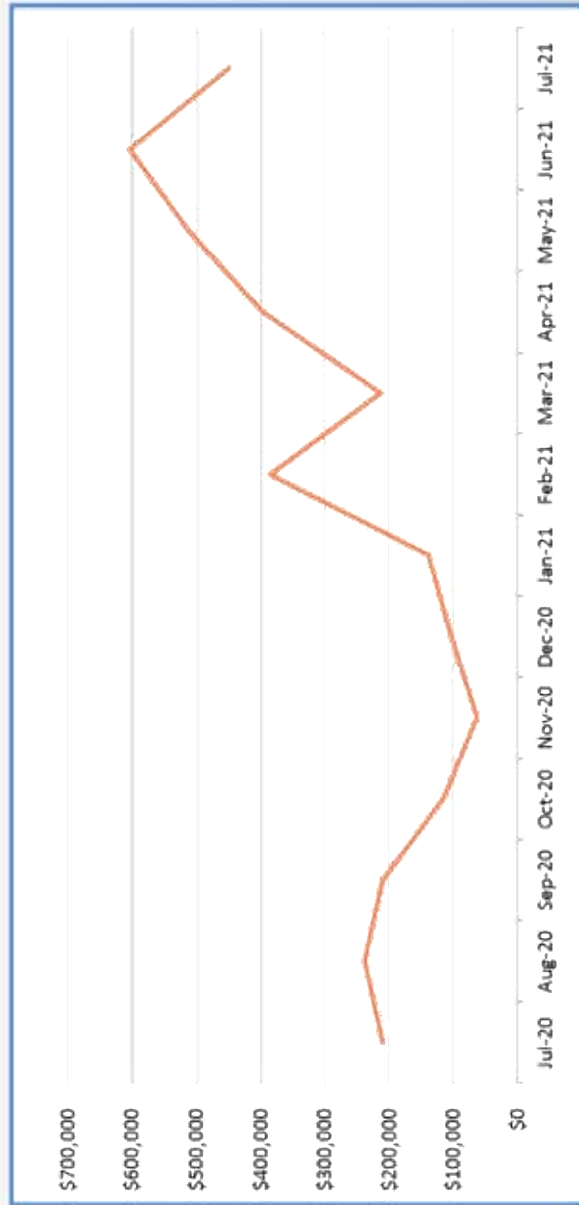
- Cash that belongs to Funding Bodies or is reserved for special projects of the Council
- Excluded from Cash & Cash equivalents for the purpose of Working Capital





Internal Restrictions: Capital Reserve Expenditure for the past year

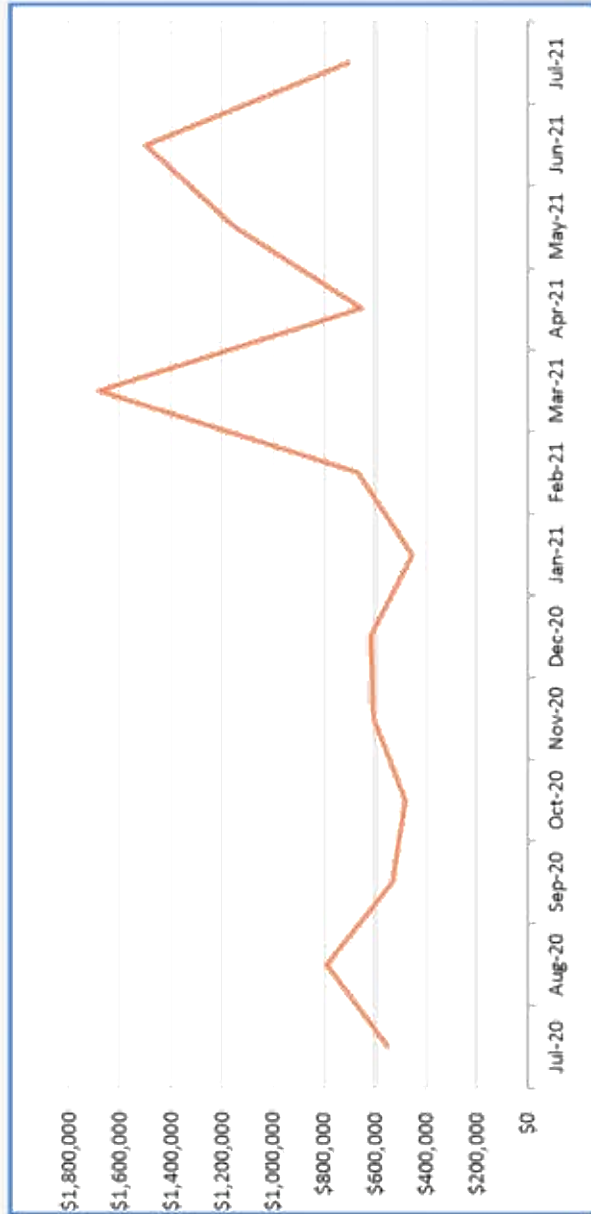
Capital Reserve Monthly Expenditure 2020/2021												
Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
\$209,595	\$237,592	\$209,978	\$115,024	\$62,916	\$104,030	\$138,311	\$384,818	\$213,733	\$397,887	\$512,983	\$604,625	\$449,609





External Restrictions: Expenditure for the past year

External Restrictions Monthly Expenditure 2020/2021												
Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
\$550,889	\$791,378	\$532,935	\$480,383	\$605,682	\$619,433	\$455,963	\$667,416	\$1,684,768	\$653,099	\$1,153,931	\$1,499,854	\$704,863





Asset Additions – July 2021

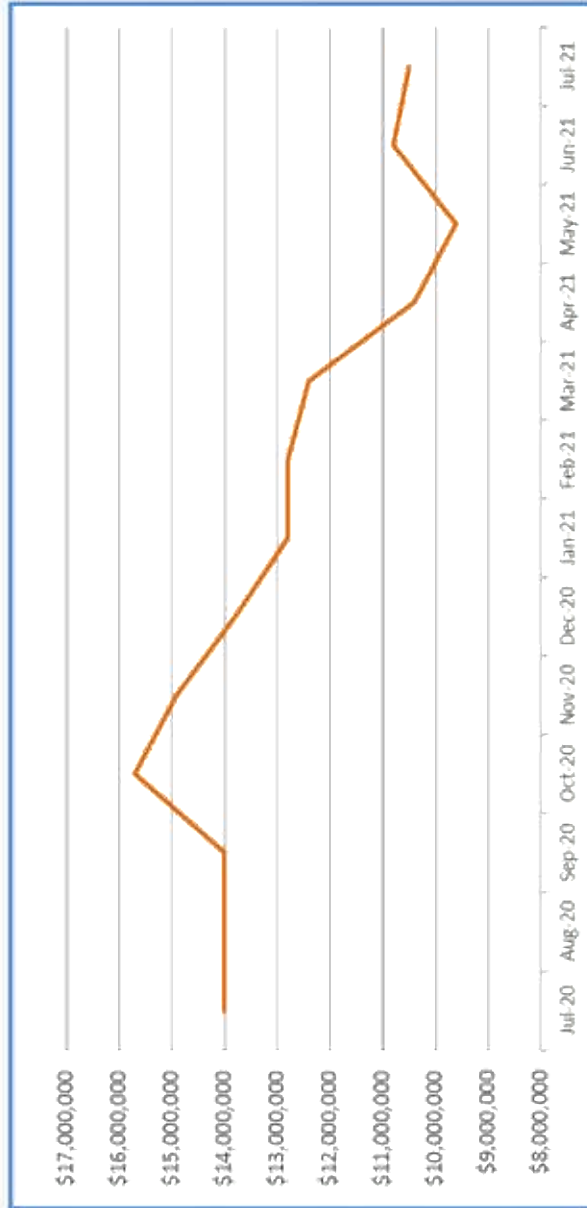
- No new Assets were commissioned during July 2021





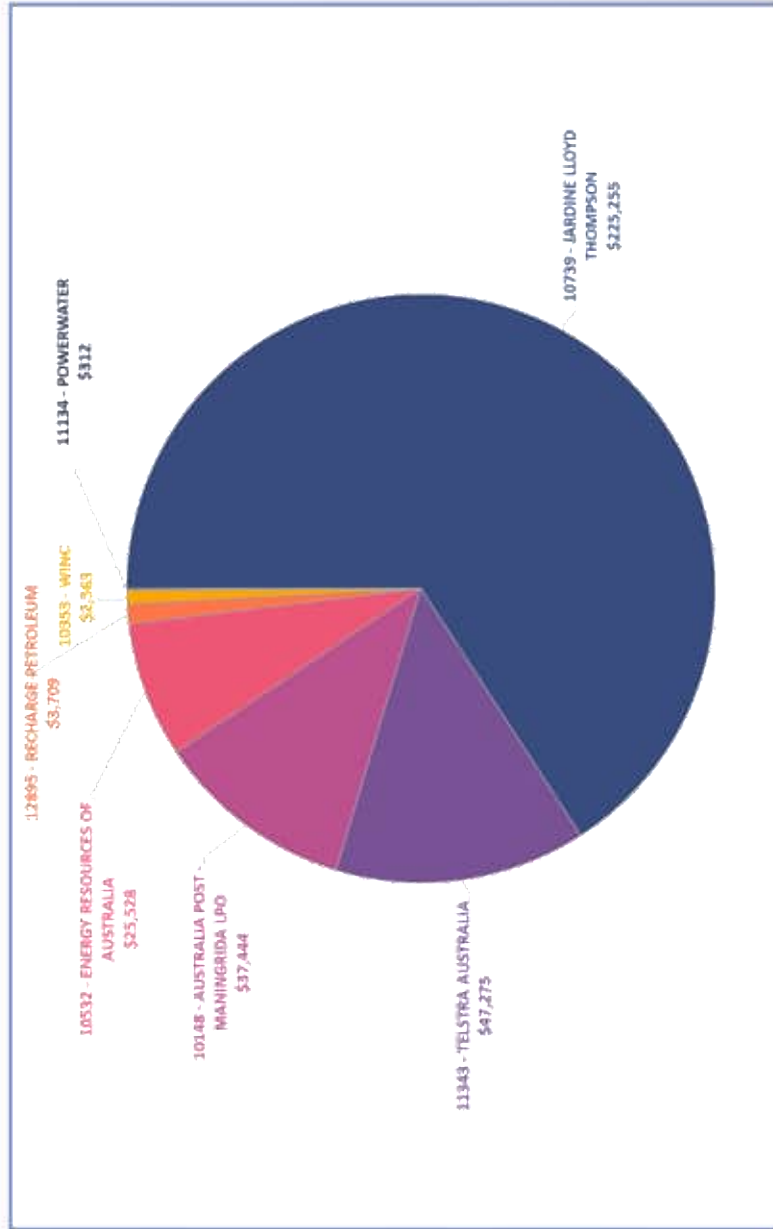
Term Deposits over the past year

Month	Total Term Deposits
Jul-20	\$14,000,000
Aug-20	\$14,000,000
Sep-20	\$14,000,000
Oct-20	\$15,700,000
Nov-20	\$14,900,000
Dec-20	\$13,800,000
Jan-21	\$12,800,000
Feb-21	\$12,800,000
Mar-21	\$12,400,000
Apr-21	\$10,400,000
May-21	\$9,600,000
Jun-21	\$10,800,000
Jul-21	\$10,500,000





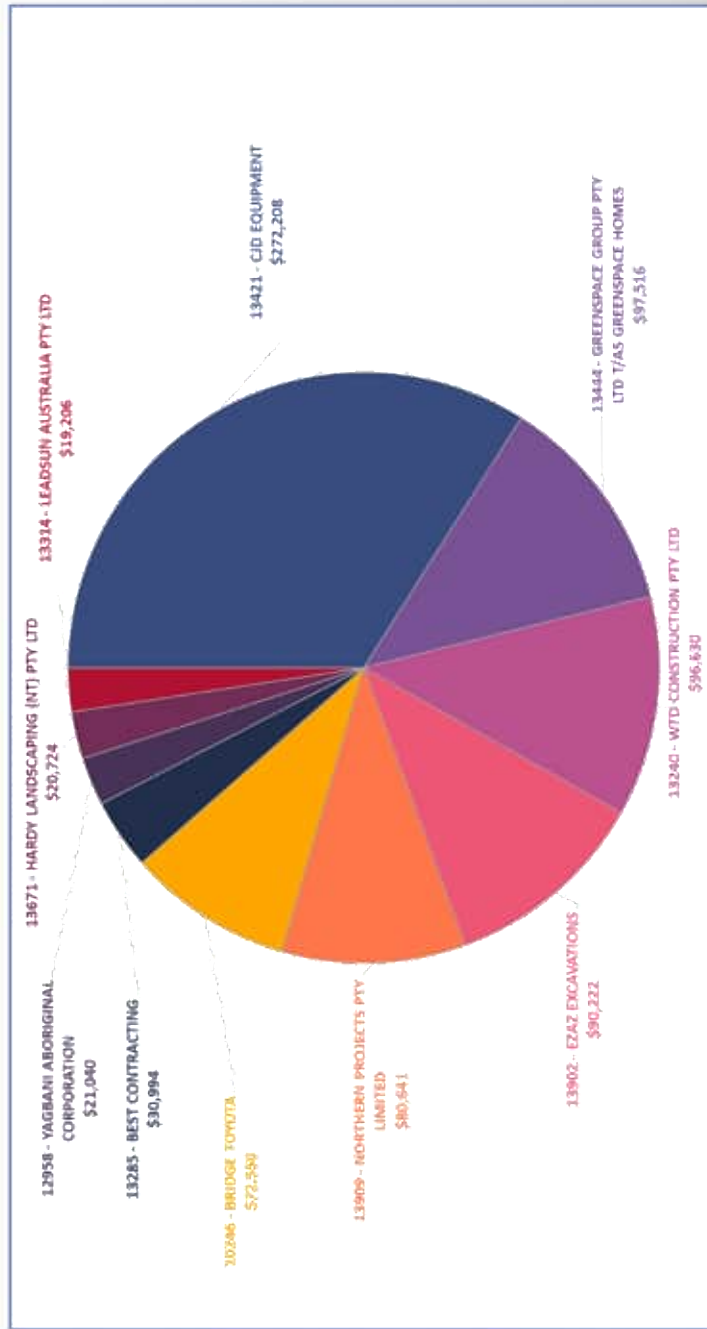
Top 10 Payments Year To Date – Recurrent



	\$	%
Total Top 10 Recurrent Payments	\$ 342,086	22%
Total Top 10 Non-Recurrent Payments	\$ 801,731	51%
Total Payments to All Other Suppliers	\$ 385,805	25%
Total Payments YTD	\$ 1,529,623	100%



Top 10 Payments Year To Date – Non Recurrent

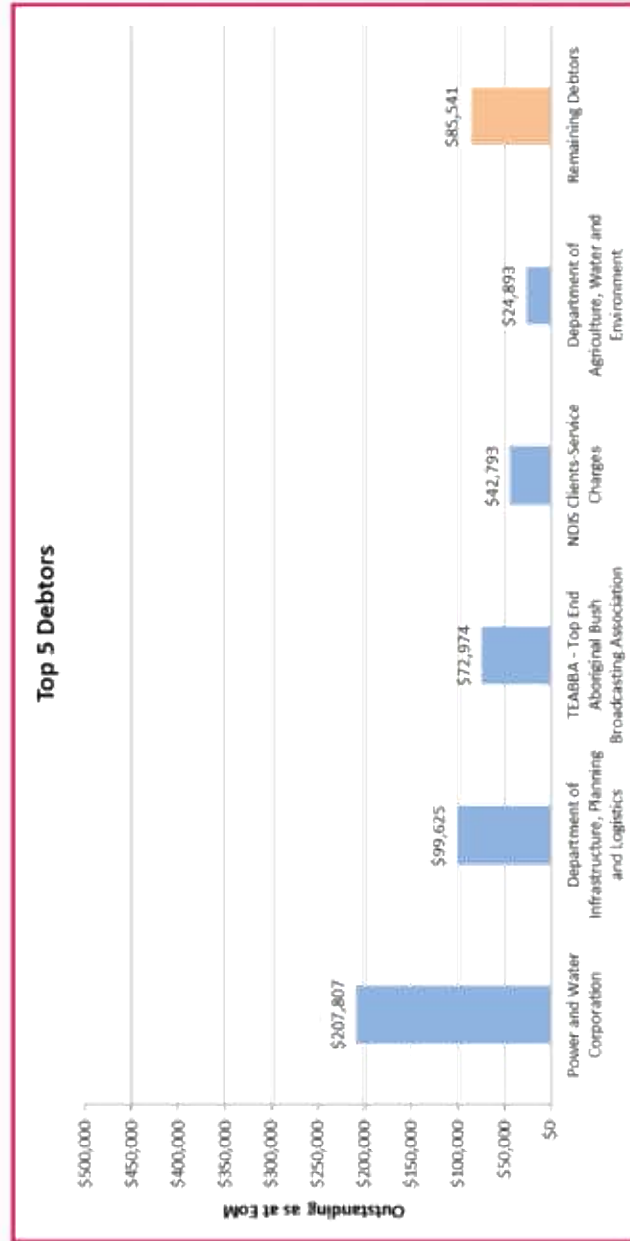


	\$	%
Total Top 10 Recurrent Payments	\$ 342,086	22%
Total Top 10 Non-Recurrent Payments	\$ 801,731	51%
Total Payments to All Other Suppliers	\$ 385,805	25%
Total Payments YTD	\$ 1,529,623	100%



Debtors Aged Analysis – July 2021

“Money owed to Council”

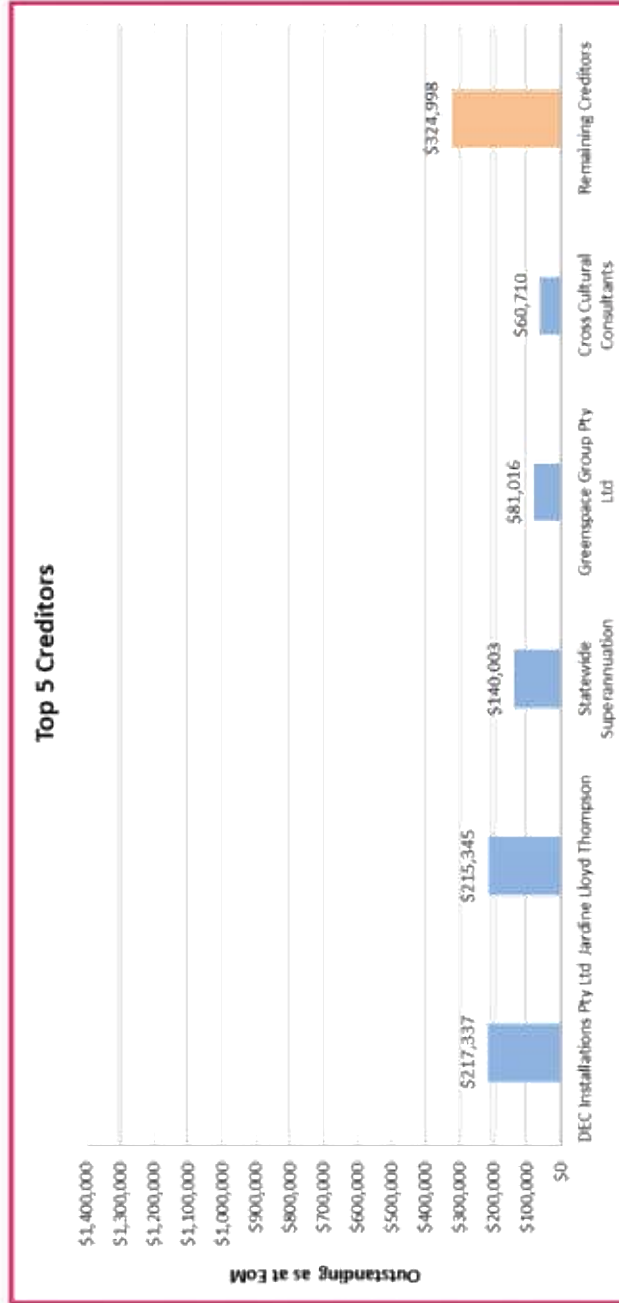


		DEBTORS												
		Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21
\$	407,922	\$ 459,524	\$ 610,996	\$ 482,257	\$ 423,074	\$ 275,827	\$ 376,887	\$ 526,356	\$ 442,523	\$ 422,841	\$ 467,714	\$ 518,987	\$ 533,633	



Creditors Aged Analysis – July 2021

“Money Council owes to its suppliers”



CREDITORS													
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21
\$	313,688	\$ 575,930	\$ 471,940	\$ 617,921	\$ 850,541	\$ 415,369	\$ 692,516	\$ 742,504	\$ 1,618,615	\$ 1,307,015	\$ 1,821,008	\$ 2,373,836	\$ 1,039,409



Supplier Payments Report

July 2021

Description	Amount	%
Non-Recurrent Payments YTD		
13421 - CJD EQUIPMENT	272,208	18%
13444 - GREENSPACE GROUP PTY LTD T/AS GREENSPACE HOM	97,516	6%
13240 - WTD CONSTRUCTION PTY LTD	96,630	6%
13902 - EZAZ EXCAVATIONS	90,222	6%
13909 - NORTHERN PROJECTS PTY LIMITED	80,641	5%
10246 - BRIDGE TOYOTA	72,550	5%
13285 - BEST CONTRACTING	30,994	2%
12958 - YAGBANI ABORIGINAL CORPORATION	21,040	1%
13671 - HARDY LANDSCAPING (NT) PTY LTD	20,724	1%
13314 - LEADSUN AUSTRALIA PTY LTD	19,206	1%
Subtotal	801,731	52%
Recurrent Payments YTD		
10739 - JARDINE LLOYD THOMPSON	225,255	15%
11343 - TELSTRA AUSTRALIA	47,275	3%
10148 - AUSTRALIA POST - MANINGRIDA LPO	37,444	2%
10532 - ENERGY RESOURCES OF AUSTRALIA	25,528	2%
12895 - RECHARGE PETROLEUM	3,709	0%
10353 - WINC	2,563	0%
11134 - POWERWATER	312	0%
Subtotal	342,086	22%
All Other Suppliers	385,805	25%
Total Payments YTD	1,529,623	100%
Non-Recurrent Payments MTD		
13421 - CJD EQUIPMENT	272,208	18%
13444 - GREENSPACE GROUP PTY LTD T/AS GREENSPACE HOM	97,516	6%
13240 - WTD CONSTRUCTION PTY LTD	96,630	6%
13902 - EZAZ EXCAVATIONS	90,222	6%
13909 - NORTHERN PROJECTS PTY LIMITED	80,641	5%
10246 - BRIDGE TOYOTA	72,550	5%
13285 - BEST CONTRACTING	30,994	2%
12958 - YAGBANI ABORIGINAL CORPORATION	21,040	1%
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13314 - LEADSUN AUSTRALIA PTY LTD	19,206	1%
Subtotal	801,731	52%

Description	Amount	%
Recurrent Payments MTD		
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12895 - RECHARGE PETROLEUM	3,709	0%
10353 - WINC	2,563	0%
11134 - POWERWATER	312	0%
Subtotal	342,086	22%
All Other Suppliers	385,805	25%
Total Payments MTD	1,529,623	100%

Note that Statutory Payments (PAYG, Superannuation etc) are excluded from this report.

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West Arnhem Regional Council
Consolidated Profit and Loss Report by Account Category
 Periodical Report - Ending 31st July 2021

	Actual	Jul-21 Budget	\$ Variance	Actual	Year To Date Budget	\$ Variance	Full Year Budget
OPERATING REVENUE							
Income Rates and Charges							
Sub Total	499,132	485,310	13,822	499,132	485,310	13,822	5,823,718
Income Council Fees and Charges							
Sub Total	24,448	26,798	(2,350)	24,448	26,798	(2,350)	321,578
Income Operating Grants							
Sub Total	4,112,781	2,426,264	1,686,516	4,112,781	2,426,264	1,686,516	12,112,590
Income Investments							
Sub Total	2,581	16,310	(13,730)	2,581	16,310	(13,730)	195,723
Income Allocation							
Sub Total	455,449	463,093	(7,644)	455,449	463,093	(7,644)	5,509,915
Other Income							
Sub Total	4,686	4,721	(35)	4,686	4,721	(35)	67,250
Income Agency Services							
Sub Total	47,923	31,250	16,673	47,923	31,250	16,673	375,000
Income Commercial Services							
Sub Total	431,777	424,985	6,792	431,777	424,985	6,792	4,745,165
Income Capital Grants and Contributions							
Sub Total	0	1,636,026	(1,636,026)	0	1,636,026	(1,636,026)	1,906,026
Proceeds from Sale of Assets							
Sub Total	0	41,273	(41,273)	0	41,273	(41,273)	118,909
Total Operating Revenue	5,578,777	5,556,030	22,747	5,578,777	5,556,030	22,747	31,175,875

Report_WASC P&L CONSOLIDATED BY ACCT CATEGORY - Jul 2021

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West Arnhem Regional Council
Consolidated Profit and Loss Report by Account Category
 Periodical Report - Ending 31st July 2021

	Actual	Jul-21 Budget	\$ Variance	Actual	Year To Date Budget	\$ Variance	Full Year Budget
OPERATING EXPENDITURE							
Employee Expenses	1,598,611	1,495,464	(103,147)	1,598,611	1,495,464	(103,147)	17,928,963
Contract and Material Expenses	234,259	323,598	89,340	234,259	323,598	89,340	3,904,575
Finance Expenses	1,071	944	(127)	1,071	944	(127)	11,326
Travel, Freight and Accom Expenses	35,816	75,182	39,366	35,816	75,182	39,366	855,513
Fuel, Utilities & Communication	141,582	169,629	28,046	141,582	169,629	28,046	1,996,941
Corporate Expenses	297,203	384,369	87,166	297,203	384,369	87,166	4,112,420
System and Network Expenses	23,550	21,667	(1,883)	23,550	21,667	(1,883)	260,000
Total Operating Expenditure	2,332,092	2,470,852	138,761	2,332,092	2,470,852	138,761	29,069,737
Net Surplus / (Deficit) - Rev Exp Only:	3,246,685	3,085,177	161,507	3,246,685	3,085,177	161,507	2,106,138
Other Revenue & Expenditure							
Total Other Revenue & Expenditure	0	0	0	0	0	0	0
ALLOCATIONS							
Total Allocations	0	0	0	0	0	0	0
Net Surplus / (Deficit) - incl. Allocations:	3,246,685	3,085,177	161,507	3,246,685	3,085,177	161,507	2,106,138

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West Arnhem Regional Council
Balance Sheet Report
 As at Period Ending - 31st July 2021

As at July 2021
 Actual

Current Assets

		As at July 2021 Actual
Cash		
1111	Cash at Bank Operational General 035-302 133298	2,332,373
1114	Cash at Bank Business One Low 035 308 186614	33,331
1121	Cash at Bank Trust 2 DAWE RENT 6620	37,175
1131	Cash at Bank Trust 1 a/c 035308 146612	524
1138	Cash at Bank TCU #70000	1,275
1141	Cash on Hand General	1,750
Cash Sub Total		2,406,427
Investments		
1211	Investments	10,500,000
1221	Traditional Credit Union - Shares	4
1291	Westpac Max-i Direct A/C No. 199 970	141
Investments Sub Total		10,500,145
Receivables		
1311	Receivables Rates General, Sewerage and Waste Charges	125,377
1331	Receivables Water Rates	38,106
1341	Receivables Payroll General	(3,370)
1361	GST Receivable	120,802
1362	Fuel Tax Credit Receivable	1,804
1380	Receivables - Telfin Retention	3,018
1391	Receivables Trade Debtors	533,633
1394	Receivables Misc	13,250
1397	Clearing Account - Salary Sacrifice	(63)
Receivables Sub Total		832,657
Inventory		
1411	Inventory Fuel and Oil General	42,162
1431	Inventory Other Materials	11,802
1481	Inventory Control	60,085
1483	Security Deposits Lodged	15,065
Inventory Sub Total		129,114
Prepayments		
1591	Prepaid Expenses - Other General	162,177
1592	Accrued Income - Interest	4,481
1595	Accrued Income - Contracts	24,150
1596	Accrued Income - General	300,525
Prepayments Sub Total		491,334
Total Current Assets		14,359,677

Non Current Assets

Acquisition of Assets		
3111	Acquisition and Disposal of Land	688,500
3113	Acquisition Right of Use Section 19 Leases	5,193,323
3121	Acquisition and Disposal of Buildings	31,291,855
3122	Accumulated Depreciation of Buildings	(10,748,617)
3131	Acquisition and Disposal of Infrastructure	47,967,091
3132	Accumulated Depreciation of Infrastructure	(8,481,052)
3141	Acquisition and Disposal of Vehicles	3,040,470
3142	Accumulated Depreciation of Vehicles	(2,245,443)
3152	Accumulated Depreciation of Leasehold Land	(587,587)
3161	Acquisition and Disp of Furniture Fittings and Office Equip	451,687
3162	Accumulated Depreciation of Furniture Fitt	(430,234)
3171	Acquisition and Disposal of Plant	8,925,117
3172	Accumulated Depreciation of Plant	(4,939,277)
3181	Acquisition and Disposal of Roads	28,378,877
3182	Accumulated Depreciation of Roads	(9,788,411)
Acquisition of Assets Sub Total		89,735,900
Capital Expenditure		
3322	Capital Expenses Construct/Upgrade Buildings	1,392,738
3332	Capital Expenses Construct/Upgrade Infrastructure	45,347
3341	Capital Expenses Purchase Vehicles	64,390
3371	Capital Expense Purchase/Upgrade Plant and Equipment	3,111,046
3382	Capital Expense Construct/Upgrade Roads	36,000
Capital Expenditure Sub Total		4,649,521
Total Non Current Assets		94,385,420
Total Assets		108,745,097

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West Arnhem Regional Council
Balance Sheet Report
 As at Period Ending - 31st July 2021

As at July 2021
 Actual

		As at July 2021 Actual
Current Liabilities		
Creditors		
2181	GST Payable	85,727
2181	FBT Liability	2,543
2181	Creditors - Trade Creditors	1,039,409
Creditors Sub Total		1,127,679
Current Provisions		
2213	Current Provision Employees Annual Leave	1,417,221
2214	Current Provision Long Service Leave	586,444
2221	Current Provision Doubtful Debt General	47,148
2291	Current Provision Other General	194,872
Current Provisions Sub Total		2,245,485
Current Lease Liabilities		
2392	Current - Section 19 Lease Liability	60,856
Current Lease Liabilities Sub Total		60,856
Income Received in Advance		
2511	Rates - income received in Advance	(343,299)
Income Received in Advance Sub Total		(343,299)
Other Current Liabilities		
2990	Contract Retention Held	(53,700)
2991	Other Current Liability Other General	41,826
2992	DAWE Rent and Bond Liability Account	35,214
2994	Bonds Held	117,320
2995	Westpac Master Card Clearing	10,194
2996	Accrued Expenses General	409,207
2997	Accrued Employee Expense	609,798
2998	Income Invoiced in Advance - Other income	29,178
Other Current Liabilities Sub Total		1,199,038
Total Current Liabilities		4,289,858
Non Current Liabilities		
Non Current Provisions		
4211	Non Current Provision Long Service Leave	582,517
Non Current Provisions Sub Total		582,517
Non Current Lease Liability Other General		
4392	Non Current - Section 19 Lease Liability	4,795,611
Non Current Lease Liability Other General Sub Total		4,795,611
Total Non Current Liabilities		5,378,129
Total Liabilities		9,667,987
NET ASSETS		99,077,111
Equity		
Accumulated Surpluses		
5111	Accumulated Surplus Deficit General	44,261,077
Accumulated Surpluses Sub Total		44,261,077
Equity Adjustments		
5211	Equity Adjust Land	(101,472)
5231	Equity Adjust Infrastructure	39,942
Equity Adjustments Sub Total		(62,530)
Asset Revaluation Reserves		
5321	Asset Revaluation Reserve Buildings	7,710,746
5331	Asset Revaluation Reserve Infrastructure	19,603,342
5381	Asset Revaluation Reserve ROADS	21,302,368
Asset Revaluation Reserves Sub Total		48,616,454
Reserves		
5992	Capital Reserve - Transfer In	16,167,054
5993	Capital Reserve - Transfer Out	(13,151,629)
Reserves Sub Total		3,015,425
Total Equity		95,830,426
Retained Earnings		3,246,685
Allocations		0
NET EQUITY		99,077,111

Age Analysis (As At Date) Report - Summary Report
Ledger ARACT Accounts Receivable (AUD)

West Arnhem Regional Council
 Shire CY Data Entry

As At 31/07/2021

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 29/7/2021	>30days To 29/8/2021	>60days To 30/9/2021	>90days To 31/10/2021	Future Items
00010	Account Total (AUD)		NT FLEET	1,298.20	1,298.20	0.00	783.10	0.00	0.00	515.10	0.00
00063	Account Total (AUD)		DEPARTMENT OF EDUCATION	-110.00	-110.00	-110.00	0.00	0.00	0.00	0.00	0.00
00082	Account Total (AUD)		MERCURE KAKADU CROCODILE HOTEL	250.00	250.00	0.00	250.00	0.00	0.00	0.00	0.00
00083	Account Total (AUD)		GAGUDJU ENTERPRISES PTY LTD Trading as BI	575.00	575.00	0.00	475.00	100.00	0.00	0.00	0.00
00084	Account Total (AUD)		GAGUDJU LODGE COOINDA	2,275.00	2,275.00	0.00	1,625.00	650.00	0.00	0.00	0.00
00125	Account Total (AUD)		INJALAK ARTS AND CRAFTS ASSOCIATION	12.00	12.00	0.00	0.00	0.00	12.00	0.00	0.00
00143	Account Total (AUD)		JABIRU TOWN DEVELOPMENT AUTHORITY	13,750.00	13,750.00	0.00	13,750.00	0.00	0.00	0.00	0.00
00158	Account Total (AUD)		KAKADU CONTRACTING NT	1,444.20	1,519.20	-822.80	723.00	623.00	0.00	996.00	0.00
00199	Account Total (AUD)		MALA'LA HEALTH SERVICE ABORIGINAL COI	36.00	36.00	0.00	36.00	0.00	0.00	0.00	0.00
00203	Account Total (AUD)		MANINGRIDA COMMUNITY EDUCATION CEN	36.00	36.00	0.00	36.00	0.00	0.00	0.00	0.00
00276	Account Total (AUD)		NT POLICE FIRE & EMERGENCY SERVICES	-950.67	-1,613.03	-950.66	2,563.69	0.00	0.00	0.00	0.00

Age Analysis (As At Date) Report - Summary Report
Ledger ARACT Accounts Receivable (AUD)

West Arnhem Regional Council
 Shire CY Data Entry

As At 31/07/2021

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 29/7/2021	>30days To 29/8/2021	>60days To 30/9/2021	>90days <= 2/6/2021	Future Items
00285	Account Total (AUD)		OFFICE OF CRIME PREVENTION	2,000.00	2,000.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
00310	Account Total (AUD)		POWER AND WATER CORPORATION - DARWIN	207,884.03	207,807.03	-600.00	203,736.53	2,113.50	400.00	2,017.00	0.00
00330	Account Total (AUD)		168 GENERAL STORE Feng Shui Pty Ltd	439.93	439.93	0.00	0.00	0.00	439.93	0.00	0.00
00366	Account Total (AUD)		TEABBA	72,974.00	72,974.00	0.00	72,974.00	0.00	0.00	0.00	0.00
00715	Account Total (AUD)		DEPARTMENT OF INFRASTRURE, PLANNING &	124,929.03	99,624.78	0.00	48,727.34	27,419.37	0.01	23,478.06	0.00
00753	Account Total (AUD)		GUNDEHMI ABORIGINAL CORPORATION	975.00	975.00	0.00	600.00	0.00	375.00	0.00	0.00
00952	Account Total (AUD)		JETSTREAM ELECTRICAL PTY LTD	675.00	675.00	0.00	450.00	0.00	225.00	0.00	0.00
01011	Account Total (AUD)		BAWINANGA ABORIGINAL CORPORATION M/L	1,460.00	1,460.00	0.00	510.00	0.00	0.00	650.00	0.00
01156	Account Total (AUD)		KAKADU ENTERPRISES PTY LTD	850.00	850.00	0.00	400.00	450.00	0.00	0.00	0.00
01173	Account Total (AUD)		ADJUMARLARI ABORIGINAL CORPORATIO	96.00	96.00	0.00	0.00	0.00	0.00	96.00	0.00
01209	Account Total (AUD)		DEPARTMENT OF AGRICULTURE WATER ANI	86.87	24,893.45	-81.86	23,337.31	0.00	0.00	1,638.00	0.00

As At 31/07/2021

Age Analysis (As At Date) Report - Summary Report
Ledger ARACT Accounts Receivable (AUD)

West Arnhem Regional Council
 Shire CY Data Entry

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 29/7/2021	>30days To 29/06/2021	>60days To 3/05/2021	>90days <= 2/05/2021	Future Items
01216	Account Total (AUD)		NATIONAL DISABILITY INSURANCE AGENCY	9,599.00	10,819.00	-145.00	0.00	10,964.00	0.00	0.00	0.00
01290	Account Total (AUD)		KARA WANANG	1,932.22	1,654.03	0.00	0.00	0.00	0.00	1,654.03	0.00
01292	Account Total (AUD)		MICHAEL NAPINKUYNMI	1,242.22	603.29	0.00	603.29	0.00	0.00	0.00	0.00
01294	Account Total (AUD)		CHRIS BURARRWANGA	547.53	547.53	0.00	464.32	0.00	0.00	83.21	0.00
01295	Account Total (AUD)		TREVOR NGANJIMIRRA	6,577.30	5,473.50	0.00	2,291.36	0.00	0.00	3,182.14	0.00
01296	Account Total (AUD)		ROLAND BARRAWANGA	580.40	580.40	0.00	580.40	0.00	0.00	0.00	0.00
01297	Account Total (AUD)		NEHEMIAH BURRUNALI	1,160.80	1,028.20	0.00	609.42	0.00	0.00	418.78	0.00
01298	Account Total (AUD)		NELLIE MANAKGU	145.10	525.14	-55.26	580.40	0.00	0.00	0.00	0.00
01300	Account Total (AUD)		LINDY MARALNGURRA	1,073.87	967.71	0.00	967.71	0.00	0.00	0.00	0.00
01301	Account Total (AUD)		DAWN BADARI	1,456.90	1,395.09	0.00	1,395.09	0.00	0.00	0.00	0.00
01302	Account Total (AUD)		COLIN NABORLHORLH	1,935.35	1,729.98	0.00	1,729.98	0.00	0.00	0.00	0.00

Age Analysis (As At Date) Report - Summary Report
Ledger ARACT Accounts Receivable (AUD)

West Arnhem Regional Council
 Shire CY Data Entry

As At 31/07/2021

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2.07.2021	>30days To 2.06.2021	>60days To 3.05.2021	>90days <= 2.05.2021	Future Items
01304	Account Total (AUD)		CAROL MARALINGIRRA	5,288.65	3,484.68	0.00	790.85	1,189.82	0.00	1,504.01	0.00
01306	Account Total (AUD)		JABIRU AREA SCHOOL	1,000.00	1,000.00	0.00	325.00	50.00	50.00	575.00	0.00
01332	Account Total (AUD)		PAULETTE BUMARDA	1,746.70	1,746.70	0.00	1,746.70	0.00	0.00	0.00	0.00
01333	Account Total (AUD)		ENOSH NABORLHBORLH	357.65	357.65	0.00	357.65	0.00	0.00	0.00	0.00
01342	Account Total (AUD)		ABRAHAM NAROLDOL	1,536.72	1,536.72	0.00	1,536.72	0.00	0.00	0.00	0.00
01346	Account Total (AUD)		BRIAN MIKINMIKGINJ	5,609.59	2,242.77	0.00	0.00	0.00	0.00	2,242.77	0.00
01347	Account Total (AUD)		SHADRACK PATLAS	2,414.87	2,414.72	0.00	0.00	0.00	0.00	2,414.72	0.00
01352	Account Total (AUD)		CAIN NABEGAYO	1,189.82	1,189.82	0.00	0.00	0.00	0.00	1,189.82	0.00
01353	Account Total (AUD)		DEAN NGANJIMIRRA	899.62	771.93	0.00	771.93	0.00	0.00	0.00	0.00
01355	Account Total (AUD)		AMOS NGAJIMIRRA	1,378.86	1,378.86	0.00	1,378.86	0.00	0.00	0.00	0.00
01356	Account Total (AUD)		ELITE INTERIORS NT PTY LTD T/A DCT AUSTI	25,017.00	24,782.00	0.00	0.00	0.00	0.00	24,782.00	0.00

As At 31/07/2021

Age Analysis (As At Date) Report - Summary Report
Ledger ARACT Accounts Receivable (AUD)

West Arnhem Regional Council
 Shire CY Data Entry

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 29/7/2021	>30days To 29/8/2021	>60days To 30/9/2021	>90days To 31/10/2021	Future Items
01358	Account Total (AUD)		DARRAD NARALDOL	87,06	87,06	0,00	0,00	0,00	0,00	87,06	0,00
01359	Account Total (AUD)		DANE MANAKGU	609,42	609,42	0,00	609,42	0,00	0,00	0,00	0,00
01360	Account Total (AUD)		ALVESTER KELLY	522,36	522,36	0,00	522,36	0,00	0,00	0,00	0,00
01362	Account Total (AUD)		JORDAN NABEGEYO MARRDAY	1,394,08	1,394,08	0,00	1,394,08	0,00	0,00	0,00	0,00
01363	Account Total (AUD)		MATTHAM GUYMALA	609,42	609,42	0,00	609,42	0,00	0,00	0,00	0,00
01364	Account Total (AUD)		JEMSON BROWN	1,276,88	1,276,88	0,00	0,00	0,00	0,00	1,276,88	0,00
01368	Account Total (AUD)		SIMON BURA BURA	232,16	232,16	0,00	0,00	0,00	0,00	232,16	0,00
01370	Account Total (AUD)		ANASTASIA MANGIRU	54,00	54,00	0,00	0,00	54,00	0,00	0,00	0,00
01371	Account Total (AUD)		HELEN LUGLIETTI	6,418,00	6,418,00	0,00	0,00	0,00	0,00	6,418,00	0,00
01374	Account Total (AUD)		AURORA KAKADU LODGE & CARAVAN PARK	3,600,00	2,950,00	0,00	975,00	825,00	950,00	200,00	0,00
01375	Account Total (AUD)		WARMBI ABORIGINAL CORPORATION	6,875,00	6,875,00	0,00	1,950,00	1,125,00	575,00	3,225,00	0,00

Age Analysis (As At Date) Report - Summary Report
Ledger ARACT Accounts Receivable (AUD)

West Arnhem Regional Council
 Shire CY Data Entry

As At 31/07/2021

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 29/7/2021	>30days To 29/8/2021	>60days To 30/9/2021	>90days -<= 29/10/2021	Future Items
01376	Account Total (AUD)		BLUERIDGE ENGINEERING	50.00	25.00	0.00	0.00	0.00	25.00	0.00	0.00
01377	Account Total (AUD)		TROY NAMUYILK	464.32	464.32	0.00	464.32	0.00	0.00	0.00	0.00
01380	Account Total (AUD)		MELCHIZEDEK MARALNGURRA	3,598.48	3,598.48	0.00	0.00	0.00	0.00	3,598.48	0.00
01381	Account Total (AUD)		ANBINIK KAKADU RESORT	775.00	775.00	0.00	150.00	275.00	275.00	75.00	0.00
01382	Account Total (AUD)		ASLAH MARALNGURRA	899.62	899.62	0.00	0.00	0.00	0.00	899.62	0.00
01384	Account Total (AUD)		NOELINE NAYILIBIDJ	261.18	261.18	0.00	0.00	0.00	0.00	261.18	0.00
01387	Account Total (AUD)		AFL NORTHERN TERRITORY LTD	-1,764.67	-1,764.67	-3,800.01	135.34	1,900.00	0.00	0.00	0.00
01388	Account Total (AUD)		BEST CONTRACTING	1,325.00	1,325.00	0.00	500.00	450.00	375.00	0.00	0.00
01391	Account Total (AUD)		RAY MUDJANDI	2,460.42	2,460.42	0.00	1,027.76	1,432.66	0.00	0.00	0.00
01393	Account Total (AUD)		NBN CO LTD	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.00	0.00
01394	Account Total (AUD)		RED LILY HEALTH BOARD(ABORIGINAL COR	500.00	500.00	0.00	500.00	0.00	0.00	0.00	0.00

Age Analysis (As At Date) Report - Summary Report
Ledger ARACT Accounts Receivable (AUD)

West Arnhem Regional Council
 Shire CY Data Entry

As At 31/07/2021

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 2.07.2021	>30days To 2.06.2021	>60days To 3.05.2021	>90days <= 2.05.2021	Future Items
01395	Account Total (AUD)		HAWKINS & CLEMENTS HAWKINS & CLEMEN	1,775.00	1,775.00	0.00	575.00	1,200.00	0.00	0.00	0.00
01399	Account Total (AUD)		INSTALEC PTY LTD t/as JLB CONTRACTING	700.00	700.00	0.00	400.00	300.00	0.00	0.00	0.00
01401	Account Total (AUD)		PAUL NARRIMUTIMU	695.07	695.07	0.00	695.07	0.00	0.00	0.00	0.00
01403	Account Total (AUD)		JESSICA SLATTERY	511.01	511.01	0.00	0.00	511.01	0.00	0.00	0.00
				538,704.57	533,633.15	-6,425.59	398,914.42	52,632.36	4,801.94	83,710.02	0.00
					100%	-1%	75%	10%	1%	16%	

[END OF REPORT]

As At Allocation Date Used : 11/08/2021

Selection Criteria

Ledger Name = 'ARACT'
 As At Date = 31/07/2021
 As At Allocation Date = 11/08/2021
 Show (T)ransaction or (B)ase currency? = 'B'
 (S)ummary (D)etail (E)xtended Detail = 'S'
 More...

Sort Criteria

Accubri - Ascending
 @fl_currency_group - Ascending
 Transaction Number - Ascending
 Document Date - Ascending
 Document Type - Ascending
 Document Reference - Ascending

West Arnhem Regional Council As At 5/08/2021
 Shire CY Data Entry Age Analysis (As At Date) Report - Summary Report
Ledger APACT Accounts Payable (AUD)

Document Date	Type	Due Date	Reference	Original	Outstanding		Unapplied Credits		Current	>30days	>60days	>90days	Future Items
					PAYTYPE	EFT	CREDITYPE	SUNDRY					
10041	Account Total (AUD)		AAA CHARTER PTY LTD	4,165.00	4,165.00	0.00	4,165.00	0.00	0.00	0.00	0.00	0.00	0.00
10058	Account Total (AUD)		ACTROL PARTS P/L	12.10	12.10	0.00	0.00	0.00	12.10	0.00	0.00	0.00	0.00
10073	Account Total (AUD)		AIR FRONTIER	650.00	650.00	0.00	650.00	0.00	0.00	0.00	0.00	0.00	0.00
10076	Account Total (AUD)		AIRNORTH	1,388.71	1,388.71	0.00	865.57	523.14	0.00	0.00	0.00	0.00	0.00
10079	Account Total (AUD)		AJURUMU SELF SERVICE STORE	188.36	188.36	0.00	0.00	74.61	113.75	0.00	0.00	0.00	0.00
10156	Account Total (AUD)		AUSTRALIAN COMMUNICATIONS & MEDIA AI	135.00	135.00	0.00	0.00	135.00	0.00	0.00	0.00	0.00	0.00
10201	Account Total (AUD)		BAWINANGA ABORIGINAL CORPORATION	425.29	425.29	0.00	0.00	425.29	0.00	0.00	0.00	0.00	0.00
10219	Account Total (AUD)		BIG W	720.45	720.45	0.00	0.00	0.00	0.00	0.00	0.00	720.45	0.00
10228	Account Total (AUD)		BLACKWOODS	995.60	995.60	0.00	589.47	406.13	0.00	0.00	0.00	0.00	0.00
10238	Account Total (AUD)		BOC GASES AUSTRALIA LTD	52.31	52.31	0.00	52.31	0.00	0.00	0.00	0.00	0.00	0.00
10246	Account Total (AUD)		BRIDGE TOYOTA	303.80	303.80	0.00	0.00	303.80	0.00	0.00	0.00	0.00	0.00
10258	Account Total (AUD)		BUNNINGS DARWIN WAREHOUSE	327.05	327.05	0.00	327.05	0.00	0.00	0.00	0.00	0.00	0.00

West Arnhem Regional Council **Age Analysis (As At Date) Report - Summary Report** As At 5/08/2021
 Shire CY Data Entry **Ledger APACT Accounts Payable (AUD)**

Date	Document Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current		>30days		>60days		>90days		Future Items
							To 7/07/2021	To 7/06/2021	To 8/05/2021	To 7/05/2021	To 8/05/2021	To 7/05/2021	To 8/05/2021	To 7/05/2021	
10353				WINC	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NO					
	Account Total (AUD)				1,109.17	1,109.17	0.00	355.22	753.95	0.00	0.00	0.00	0.00	0.00	0.00
10511				ECOMIST	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA					
	Account Total (AUD)				27.50	27.50	0.00	0.00	27.50	0.00	0.00	0.00	0.00	0.00	0.00
10532				ENERGY RESOURCES OF AUSTRALIA	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA					
	Account Total (AUD)				25,527.97	25,527.97	0.00	25,527.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10534				KPI Rosherville Pty Ltd T/AS ENZED SERVICE CE	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA					
	Account Total (AUD)				1,461.85	1,461.85	0.00	1,461.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10589				MERCURE KAKADU CROCODILE HOTEL	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NO					
	Account Total (AUD)				1,970.40	1,970.40	0.00	1,970.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10632				GUNBALANYA AIR CHARTERS	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA					
	Account Total (AUD)				4,950.00	4,950.00	0.00	4,950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10633				INDIGENOUS LAND CORPORATION T/AS GUNI	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA					
	Account Total (AUD)				445.76	445.76	0.00	445.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10634				GUNBALANYA SERVICE STATION AND TAKEA	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA					
	Account Total (AUD)				174.40	174.40	0.00	140.00	34.40	0.00	0.00	0.00	0.00	0.00	0.00
10637				GUNDEIHMI ABORIGINAL CORPORATION T/AS	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NO					
	Account Total (AUD)				291.82	291.82	0.00	110.00	110.00	0.00	0.00	0.00	71.82	0.00	0.00
10651				HARDY AVIATION TRADING AS FLY TIWI	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA					
	Account Total (AUD)				1,662.00	1,662.00	0.00	1,637.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00
10694				INDEPENDENT GROCERS	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA					
	Account Total (AUD)				9,476.69	9,476.69	-21.71	0.00	9,498.40	0.00	0.00	0.00	0.00	0.00	0.00
10720				JABIRU FOODLAND	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NO					
	Account Total (AUD)				1,347.08	1,347.08	0.00	775.24	541.45	0.00	0.00	0.00	30.39	0.00	0.00

As At 5/08/2021

Age Analysis (As At Date) Report - Summary Report
Ledger APACT Accounts Payable (AUD)

West Arnhem Regional Council
 Shire CY Data Entry

Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current		>30days		>60days		>90days		Future Items
							To 7/07/2021	CREDITYPE	To 7/06/2021	COUNCIL	TGGP	YES	To 8/05/2021	YES	
10732	Account Total (AUD)		CR JAMES MARRAWAL	145,00	145,00	0,00	145,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
10738	Account Total (AUD)		JAPE FURNISHING	3,461,00	3,461,00	0,00	CREDITYPE	SUNDRY	TGGP	NA	0,00	0,00	0,00	0,00	0,00
10739	Account Total (AUD)		JARDINE LLOYD THOMPSON	215,544,88	215,544,88	0,00	93,943,64	121,401,24	0,00	0,00	0,00	0,00	0,00	0,00	0,00
10777	Account Total (AUD)		KAKADU AIR SERVICES	1,370,00	1,370,00	0,00	1,370,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
10900	Account Total (AUD)		ATLAS MCNEIL HEALTH CARE PTY LTD	210,00	210,00	0,00	CREDITYPE	SUNDRY	TGGP	NA	0,00	0,00	0,00	0,00	0,00
10921	Account Total (AUD)		MIDDY'S DATA & ELECTRICAL - MIDDENDOR	2,984,10	2,984,10	0,00	2,984,10	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
10939	Account Total (AUD)		MODERN TEACHING AIDS PTY LTD	2,756,92	2,756,92	0,00	0,00	2,756,92	0,00	0,00	0,00	0,00	0,00	0,00	0,00
11053	Account Total (AUD)		SBA OFFICE NATIONAL	138,85	138,85	0,00	CREDITYPE	SUNDRY	TGGP	NA	0,00	0,00	0,00	0,00	0,00
11134	Account Total (AUD)		POWERWATER	-1,972,17	-1,972,17	-1,972,17	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
11184	Account Total (AUD)		RECE PTY LTD	4,080,79	4,080,79	0,00	532,93	3,547,86	0,00	0,00	0,00	0,00	0,00	0,00	0,00
11190	Account Total (AUD)		REPCO	542,27	542,27	0,00	93,10	449,17	0,00	0,00	0,00	0,00	0,00	0,00	0,00
11261	Account Total (AUD)		SIMON GEORGE & SONS PTY LTD	503,47	503,47	0,00	503,47	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

West Arnhem Regional Council As At 5/08/2021
 Shire CY Data Entry Age Analysis (As At Date) Report - Summary Report
Ledger APACT Accounts Payable (AUD)

Document Date	Type	Due Date	Reference	Original	Outstanding		Unapplied		Current		>30days To 7/06/2021	>60days To 8/05/2021	>90days To 7/05/2021	Future Items
					PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA				
11355	Account Total (AUD)			RICHMOND WHEEL & CASTOR CO	180.40	180.40	0.00	180.40	0.00	0.00	0.00	0.00	0.00	0.00
11367	Account Total (AUD)			TERRITORY UNIFORMS	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NO	0.00	0.00	0.00	0.00
					604.07	604.07	0.00	482.85	121.22	0.00	0.00	0.00	0.00	0.00
11492	Account Total (AUD)			WINNELLIE HYDRAULICS PTY LTD	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NO	0.00	0.00	0.00	0.00
					90.67	90.67	0.00	90.67	0.00	0.00	0.00	0.00	0.00	0.00
11515	Account Total (AUD)			ZIP PRINT	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA	0.00	0.00	0.00	0.00
					484.00	484.00	0.00	484.00	0.00	0.00	0.00	0.00	0.00	0.00
11539	Account Total (AUD)			ALPA MINJILANG	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA	0.00	0.00	0.00	0.00
					1,773.34	1,773.34	0.00	612.20	1,161.14	0.00	0.00	0.00	0.00	0.00
11590	Account Total (AUD)			STATEWIDE SUPERANNUATION	PAYTYPE	EFT	CREDTYPE	SUPER	TGGP	NA	0.00	0.00	0.00	0.00
					140,083.06	140,003.35	0.00	75,203.77	64,799.58	0.00	0.00	0.00	0.00	0.00
11627	Account Total (AUD)			PIVOTEL	PAYTYPE	CHQ	CREDTYPE	SUNDRY	TGGP	NA	0.00	0.00	0.00	0.00
					453.13	453.13	0.00	0.00	453.13	0.00	0.00	0.00	0.00	0.00
11735	Account Total (AUD)			TYRE TRADERS NT	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA	0.00	0.00	0.00	0.00
					2,414.25	2,414.25	0.00	2,414.25	0.00	0.00	0.00	0.00	0.00	0.00
11932	Account Total (AUD)			TERRITORY AIR SERVICES	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA	0.00	0.00	0.00	0.00
					3,630.00	3,630.00	0.00	3,630.00	0.00	0.00	0.00	0.00	0.00	0.00
12106	Account Total (AUD)			AUSTRALIAN TAX OFFICE - PAYG ONLY	PAYTYPE	EFT	CREDTYPE	OTHER	TGGP	NO	0.00	0.00	0.00	0.00
					680.00	680.00	0.00	680.00	0.00	0.00	0.00	0.00	0.00	0.00
12114	Account Total (AUD)			ARGUS APARTMENTS DARWIN	PAYTYPE	EFT	CREDTYPE	SUNDRY	TGGP	NA	0.00	0.00	0.00	0.00
					139.00	139.00	0.00	0.00	139.00	0.00	0.00	0.00	0.00	0.00
12304	Account Total (AUD)			DEPARTMENT OF AGRICULTURE, WATER ANI	PAYTYPE	EFT	CREDTYPE	OTHER	TGGP	NA	0.00	0.00	0.00	0.00
					0.00	0.00	-4,062.83	4,062.83	0.00	0.00	0.00	0.00	0.00	0.00

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Age Analysis (As At Date) Report - Summary Report
Ledger APACT Accounts Payable (AUD)

West Arnhem Regional Council
 Shire CY Data Entry

Document Date	Type	Due Date	Reference	Original	Outstanding		Unapplied Credits		Current To 7/07/2021	>30days To 7/06/2021	>60days To 8/05/2021	>90days <= 7/05/2021	Future Items
					PAYTYPE	EFT	CREDTYPE	SUNDRY					
12447	Account Total (AUD)			7,958.20	7,958.20	0.00	0.00	686.40	7,271.80	0.00	0.00	0.00	0.00
12490	Account Total (AUD)			167.61	167.61	0.00	0.00	167.61	0.00	0.00	0.00	0.00	0.00
12627	Account Total (AUD)			1,818.46	1,818.46	0.00	0.00	1,818.46	0.00	0.00	0.00	0.00	0.00
12630	Account Total (AUD)			4,543.00	4,543.00	0.00	0.00	0.00	4,543.00	0.00	0.00	0.00	0.00
12639	Account Total (AUD)			305.59	305.59	0.00	0.00	305.59	0.00	0.00	0.00	0.00	0.00
12694	Account Total (AUD)			1,144.02	1,144.02	0.00	0.00	1,144.02	0.00	0.00	0.00	0.00	0.00
12825	Account Total (AUD)			2,650.00	2,650.00	0.00	0.00	2,650.00	0.00	0.00	0.00	0.00	0.00
12866	Account Total (AUD)			4,573.80	4,573.80	0.00	0.00	4,573.80	0.00	0.00	0.00	0.00	0.00
12870	Account Total (AUD)			248.60	248.60	0.00	0.00	248.60	0.00	0.00	0.00	0.00	0.00
12895	Account Total (AUD)			3,709.20	3,709.20	0.00	0.00	3,709.20	0.00	0.00	0.00	0.00	0.00
13050	Account Total (AUD)			255.40	255.40	0.00	0.00	0.00	0.00	0.00	0.00	255.40	0.00
13063	Account Total (AUD)			1,627.06	1,627.06	0.00	0.00	1,627.06	0.00	0.00	0.00	0.00	0.00

West Arnhem Regional Council As At 5/08/2021
 Shire CY Data Entry Age Analysis (As At Date) Report - Summary Report
Ledger APACT Accounts Payable (AUD)

Date	Document Type	Due Date	Reference	Original	Outstanding		Unapplied Credits		Current		>30days		>60days		>90days		Future Items	
					PAYTYPE	EFT	CREDITYPE	SUNDRY	TGGP	TGGP	TGGP	TGGP	To 7/06/2021	To 8/05/2021	To 7/05/2021	<= 7/05/2021		
13067				KELLEDY JONES SERVICES Pty Ltd	4,097.50	4,097.50	0.00	4,097.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13205				TOTAL TOOLS DARWIN			2,358.29	0.00	0.00	2,358.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13220				4CABLING Pty Ltd	1,028.20	1,028.20	0.00	1,028.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13285				BEST CONTRACTING	23,091.20	23,091.20	0.00	23,091.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13292				ABP PERMITS PTY LTD	5,346.00	5,346.00	0.00	5,346.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13300				ELITE INTERIORS NT PL T/A DCT AUSTRALIA	52,008.00	52,008.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,008.00	0.00	0.00	
13314				LEADSUN AUSTRALIA PTY LTD	19,206.00	19,206.00	0.00	19,206.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13317				DARWIN MOWING	88.00	88.00	0.00	88.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13338				SHAUN LEE	10,805.00	10,805.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,805.00	0.00	0.00	
13348				Darwin Toplock Pty Ltd T/A Toplock NT	9,240.00	9,240.00	0.00	0.00	0.00	9,240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13359				CR KARL D. SRDINSEK	145.00	145.00	0.00	145.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13399				HACH PACIFIC PTY LTD	336.60	336.60	0.00	0.00	0.00	336.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

West Arnhem Regional Council **Age Analysis (As At Date) Report - Summary Report** As At 5/08/2021
 Shire CY Data Entry **Ledger APACT Accounts Payable (AUD)**

Document Date	Type	Due Date	Reference	Original	Outstanding		Unapplied Credits		Current	>30days	>60days	>90days	Future Items
					PAYTYPE	EFT	CREDITYPE	SUNDRY					
13444	Account Total (AUD)			GREENSPACE GROUP PTY LTD T/AS GREENSP	81,016.28	81,016.28	0.00	8,977.28	72,039.00	0.00	0.00	0.00	0.00
13461	Account Total (AUD)			STEPHEN DAWKINS	0.00	0.00	-45.70	45.70	0.00	0.00	0.00	0.00	0.00
13555	Account Total (AUD)			HEATH MOTOR GROUP T/A DARWIN ISUZU	44.92	44.92	0.00	0.00	0.00	44.92	0.00	0.00	0.00
13608	Account Total (AUD)			OZHOSTING.COM PTY LTD	-64.68	-64.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13626	Account Total (AUD)			NIWRAD FURNITURE PTY LTD - HARVEY NOR	1,470.00	1,470.00	0.00	0.00	890.00	580.00	0.00	0.00	0.00
13671	Account Total (AUD)			HARDY LANDSCAPING (ND) PTY LTD	20,724.04	20,724.04	0.00	0.00	20,724.04	0.00	0.00	0.00	0.00
13685	Account Total (AUD)			JESSE EVANS	0.00	0.00	-998.52	998.52	0.00	0.00	0.00	0.00	0.00
13696	Account Total (AUD)			DEC INSTALLATIONS PTY LTD	869,346.00	217,336.50	0.00	0.00	0.00	0.00	0.00	217,336.50	0.00
13704	Account Total (AUD)			RICHARD MITCHELL PTY LTD T/A KAKADU C	2,739.97	2,739.97	0.00	2,739.97	0.00	0.00	0.00	0.00	0.00
13722	Account Total (AUD)			WATER DYNAMICS	464.71	464.71	0.00	464.71	0.00	0.00	0.00	0.00	0.00
13724	Account Total (AUD)			CROSS CULTURAL CONSULTANTS	60,710.00	60,710.00	0.00	0.00	0.00	0.00	0.00	60,710.00	0.00
13728	Account Total (AUD)			AURIGA LOGISTICS PTY LTD	2,259.96	2,259.96	0.00	1,917.72	342.24	0.00	0.00	0.00	0.00

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Age Analysis (As At Date) Report - Summary Report
Ledger APACT Accounts Payable (AUD)

West Arnhem Regional Council
 Shire CY Data Entry

Date	Document Type	Due Date	Reference	Original	Outstanding		Unapplied Credits		Current		>30days	>60days	>90days	Future Items
					PAYTYPE	EFT	CREDITYPE	SUNDRY	TGGP	TGGP	YES	To 7/06/2021	To 8/05/2021	
13754				TOP END LEAK DETECTION PTY LTD	210,00	210,00	0,00	210,00	0,00	0,00	0,00	0,00	0,00	0,00
				<i>Account Total (AUD)</i>										
13781				GRILLEX PTY LTD			6,831,00	6,831,00						0,00
				<i>Account Total (AUD)</i>										
13792				HARVEY NORMAN AV/IT Superstore Darwin			11,146,00	11,146,00			8,612,00	2,534,00		0,00
				<i>Account Total (AUD)</i>										
13823				FUJIFILM Business Innovation Australia Pty Ltd			2,758,15	2,758,15			2,758,15			0,00
				<i>Account Total (AUD)</i>										
13835				NOVOTEL DARWIN AIRPORT			543,80	543,80			0,00	0,00		0,00
				<i>Account Total (AUD)</i>										
13836				MERCURE DARWIN AIRPORT RESORT			1,027,95	1,027,95			0,00	0,00		0,00
				<i>Account Total (AUD)</i>										
13839				LUKE WUTHRICH			2,600,00	2,600,00			0,00	0,00		0,00
				<i>Account Total (AUD)</i>										
13845				GREENSAFE PTY LTD			50,580,00	13,464,40			0,00	13,464,40		0,00
				<i>Account Total (AUD)</i>										
13875				SASHA KERESZTES			0,00	0,00			0,00	0,00		0,00
				<i>Account Total (AUD)</i>										
13876				INTERCHECK GLOBAL PTY LTD/INTERCHECK			256,74	256,74			0,00	0,00		0,00
				<i>Account Total (AUD)</i>										
13878				SEA SWIFT PTY LTD			1,483,43	1,483,43			0,00	1,483,43		0,00
				<i>Account Total (AUD)</i>										
13903				TOYOTA MATERIAL HANDLING AUSTRALIA P			16,940,00	16,940,00			0,00	0,00		0,00
				<i>Account Total (AUD)</i>										

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Document Date	Type	Due Date	Reference	Original	Outstanding	Unapplied Credits	Current To 31/07/2021	OTHER	TGGP	>60days To 30/08/2021	>90days <= 7/08/2021	Future Items
13923			THE STOP CAFE	171,00	171,00	0,00	171,00	0,00	0,00	0,00	0,00	0,00
			<i>Account Total (AUD)</i>									
13926			ROADSHOW PUBLIC PERFORMANCE LICENSE	275,00	275,00	0,00	0,00	0,00	0,00	275,00	0,00	0,00
			<i>Account Total (AUD)</i>									
13945			KANDASAMY (NT) PTY LTD (as SAFFRON	203,00	203,00	0,00	203,00	0,00	0,00	0,00	0,00	0,00
			<i>Account Total (AUD)</i>									
13947			FLEET CHOICE PTY LTD	0,00	0,00	-1,886,42	0,00	1,886,42	0,00	0,00	0,00	0,00
			<i>Account Total (AUD)</i>									
13965			CROSSBIE, JOAN	220,00	220,00	0,00	220,00	0,00	0,00	0,00	0,00	0,00
			<i>Account Total (AUD)</i>									
				1,728,413,34	1,039,408,53	-9,162,03	345,974,93	357,110,40	3,547,67	341,937,56		0,00

100% -1% 33% 34% 0% 33%

[END OF REPORT]

As At Allocation Date Used : 5/08/2021

Selection Criteria

- Ledger Name = 'APACT'
- As At Date = 5/08/2021
- As At Allocation Date = 31/07/2021
- Show (T)ransaction or (B)ase currency? = 'B'
- (S)ummary (D)etail (E)xtended Detail = 'S'
- More...

Sort Criteria

- Accubri - Ascending
- @fl_currency_group - Ascending
- Transaction Number - Ascending
- Document Date - Ascending
- Document Type - Ascending
- Document Reference - Ascending

WEST ARNHem REGIONAL COUNCIL

FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	9.2
Title:	Status of Grants Update and Business Development for West Arnhem Regional Council - August 2021
File Reference:	960552
Author:	Michelle Hillman, Manager Business Development

SUMMARY

The purpose of this report is to inform Council about the status of grant funding applications, inform Council of issues arising in the execution of grant funded projects/programs, and provide any other important information relating to grants including funding opportunities and challenges. This report also provides an overview of business development activities including commercial contracts, tenders and housing.

BACKGROUND

To provide Council with a monthly update on matters relating to the activities and outcomes of the Business Development Unit, including grants, commercial contracts, tenders and housing.

Grants confirmed during this period

Grant name	Agency	Purpose	Period	\$ Confirmed
Quick Response Grant – Youth Mobile Gym	NTG Dept. Territory Families, Housing and Communities	To provide a mobile gym set up for Maningrida Youth to use.	1 September 2021 – 30 June 2022	\$2,000
Community Child Care Fund – Sustainability Support	Commonwealth Department of Education, Skills and Employment	To support Child Care Services in Jabiru to address the following: <ul style="list-style-type: none"> • Barriers to childcare participation • Support services to transition to, and operate viably under the new childcare system • Support longer-term sustainability 	1 July 2021 – 30 June 2024	\$199,998
Black Spot Funding Program	Commonwealth	To improve 1.4 kms of Malabam Road Maningrida. The road has insufficient drainage which when combined with heavy vehicle movements, is contributing to rapid pavement failure.		\$500,000

Total Funding confirmed during the period: \$701,998

Grant Applications submitted during the period: Community Benefit Fund – Off Road BBQ Trailer NTG Dept. Attorney-General and Justice To purchase an Off Road BBQ Trailer to be used for community events in Gunbalanya\$10,366.40. Awaiting Outcome

Total Funding applied for in this period: \$10,366.40

Applications Pending (submitted previously)

The following applications, submitted in previous reporting are currently pending decisions:

Grant name	Source	Purpose	\$ Requested	Outcome anticipated
Heritage Grant Program	NTG Dept. of Territory Families, Housing and Communities	Commission the design of a large scale wall mural to highlight the natural and cultural heritage significance of Kakadu. For future installation in the Jabiru Town Plaza.	20,000	Awaiting Outcome – The Heritage Council has made recommendations and they have been forwarded to the Minister for approval
Commonwealth Home Support Programme Adhoc Funding	Commonwealth Department of Health	Provide Domestic Assistance, Home Maintenance, Social Support and Meals to assist Aged Care Residents of Gunbalanya, Minjilang, Warruwi and Maningrida	549,160	Awaiting Outcome
Towards Zero Road Safety	NTG dept. of Infrastructure, Planning and Logistics	Community production of a road and vehicle safety messaging campaign (music video and promotional materials)	11,000	September 2021

Total value of submissions, awaiting outcome: \$580,160

Applications Declined: None in this period

BUSINESS DEVELOPMENT, HOUSING, TENDERS AND CONTRACTS:

Tenders submitted

Jabiru – Lot 2303 Elserana Road – Construction of a New Fence and Standpipe
Supply and install 1.8m fencing, gates and triple barbed wire and supply and install new water standpipe.

Tenders awaiting outcome

Supply of Remote Tenancy Management Support Services for Arafura Region 1 (Min, Man, Gun and WAR) on behalf of Territory Families, Housing, and Communities. Duration, 21 months, 1 October 2021 to 30 June 2023.

Update from NTG: This tender is currently with the Assessment Panel to finalise their recommendation.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Council projects and programs are heavily dependent on grant funding and it is therefore vital that Council is updated on the status of grants.

Any Business Development initiatives with financial impacts are noted in this report. Any new tenders, contracts or housing matters with financial impacts are noted in this report.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council:

- **Receives and notes the report on the status of grants update and business development for West Arnhem Regional Council in August 2021;**
- **Approves the reallocation of \$8000 from Maningrida Local Authority funding for Maningrida Youth to participate in the Barunga Sports and Cultural Festival to other projects; and**
- **Notes the attached project funding certification reports for Maningrida, Minjilang, Gunbalanya and Waruwi for the period ended 30 June 2021.**

ATTACHMENTS

- 1 Local Authority Project Funding Certification Maningrida 30 June 2021.pdf**
- 2 Local Authority Project Funding Certification Minjilang 30 June 2021.pdf**
- 3 Local Authority Project Funding Certification Gunbalanya 30 June 2021.pdf**
- 4 Local Authority Project Funding Certification Waruwi 30 June 2021.pdf**

West Arnhem Regional Council

CERTIFICATION OF 2020-2021 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Minjilang Local Authority

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2021

LAPF Grant 2020 - 21	\$36,900.00
Prior year balance	\$139,588.19
Expenditure from 2020 – 21	\$71,350.55
Total Income	\$176,488.19
Total Expenditure	\$71,350.55
Surplus / (Deficit) as at 30 JUNE 2021	\$105,137.64

The following projects, utilising the surplus quoted above, have been committed for Minjilang Local Authority funding.

Minjilang	
Project	Committed Funding
Shrubs and Trees for Playground	\$776.46
Elected Members Board of Recognition	\$2,068.00
Speed bump near ALPA Store	\$12,536.54
Welcome Sign	\$8,072.32
BBQ Shelter	\$13,728.97
Bin surrounds	\$219.42
Solar Lights	\$30,835.93
TOTAL	\$68,237.64

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority; Yes No
- the LAPF funding guidelines; Yes No
- the *Local Government Act and the Local Government (Accounting) Regulation; and* Yes No
- the Northern Territory Government's buy from Territory enterprise policy. Yes No

Certification report prepared by Brooke Meredith 30/08/2021

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting.

Yes No

Laid before the Council at a meeting (to be held on) 22/09/2021 Copy of minutes attached (TBA).

Laid before the LA at a meeting (to be held on) 14/10/2021 Copy of minutes attached (TBA).

CEO or CFO

.....*P. Findlay*.....

...14...../..09...../2021

Department of the Chief Minister and Cabinet



West Arnhem Regional Council

DEPARTMENTAL USE ONLY

Grant amount correct: Yes No

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED Yes No

Comments

Omor Sharif – Grants and Rates Officer _____/...../20__

Donna Hadfield – Manager Grants Program _____/...../20__

West Arnhem Regional Council

CERTIFICATION OF 2020-2021 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Warruwi Local Authority

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2021

LAPF Grant 2020 - 21	\$58,700.00
Prior year balance	\$260,695.43
Expenditure from 2020 – 21	\$212,365.00
Total Income	\$319,395.43
Total Expenditure	\$212,365.00
Surplus / (Deficit)	\$107,030.43

The following projects have been committed for Warruwi Local Authority funding. Purchase orders for the building works are in our system.

Warruwi	
Project	Committed Funding
Elected Members Board of Recognition	\$2,068.00
Ablution Block	\$68,377.24
Warruwi Community Playground	\$38,653.19
Animal Management Program	\$4,410.00
TOTAL	\$113,508.43

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority; Yes No
- the LAPF funding guidelines; Yes No
- the Local Government Act and the Local Government (Accounting) Regulation; and Yes No
- the Northern Territory Government's buy from Territory enterprise policy. Yes No

Certification report prepared by Brooke Meredith 30/08/2021

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting.

Yes No

Laid before the Council at a meeting (to be held on) 22/09/2021 Copy of minutes attached (TBA).

Laid before the LA at a meeting (to be held on) 21/10/2021 Copy of minutes attached (TBA).

CEO or CFO

P. Fiddley

.....14.../...09.../2021

DEPARTMENTAL USE ONLY

Department of the Chief Minister and Cabinet



West Arnhem Regional Council

Grant amount correct:

Yes No

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED

Yes No

Comments

Omor Sharif – Grants and Rates Officer _____

...../...../20__

Donna Hadfield – Manager Grants Program _____

...../...../20__

West Arnhem Regional Council

CERTIFICATION OF 2020-2021 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Gunbalanya Local Authority

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2021

LAPF Grant 2020 - 21	\$159,700.00
Prior year balance	\$277,614.19
Expenditure from 2020 – 21	\$3,969.67
Total Income	\$437,314.19
Total Expenditure	\$3,969.67
Surplus / (Deficit) as at 30 JUNE 2021	\$433,344.52

The following projects have been committed for Gunbalanya Local Authority funding. Consultation and works have commenced on the projects listed below.

Gunbalanya	
Project	Committed Funding
Gunbalanya Children's Playground	\$136,795.33
Elected Members Board of Recognition	\$2,013.00
Dog Health Program	\$13,400.00
Gunbalanya Community Infrastructure Projects, for example: <i>Oval Fencing</i> <i>Community Garden Hard Structure</i> <i>Community Playground Hard Structure</i>	\$121,436.19
TOTAL	\$273,644.52

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority; Yes No
- the LAPF funding guidelines; Yes No
- the *Local Government Act and the Local Government (Accounting) Regulation*; and Yes No
- the Northern Territory Government's buy from Territory enterprise policy. Yes No

Certification report prepared by Brooke Meredith 30/08/2021

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting. Yes No

Laid before the Council at a meeting (to be held) on 22/09/2021 Copy of minutes attached (TBA).

Laid before the LA at a meeting (to be held on) 28/10/2021 Copy of minutes attached (TBA).

Department of the Chief Minister and Cabinet



West Arnhem Regional Council

CEO or CFO

P. Judd

..14...../..09...../2021

DEPARTMENTAL USE ONLY

Grant amount correct:

Yes No

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED

Yes No

Comments

Omor Sharif – Grants and Rates Officer _____

...../...../20__

Donna Hadfield – Manager Grants Program _____

...../...../20__

Department of the Chief Minister and Cabinet - optional

<Date Month Year> | Version X - optional

Page 2 of 2

West Arnhem Regional Council

CERTIFICATION OF 2020-2021 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Warruwi Local Authority

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2021

LAPF Grant 2020 - 21	\$58,700.00
Prior year balance	\$260,695.43
Expenditure from 2020 – 21	\$212,365.00
Total Income	\$319,395.43
Total Expenditure	\$212,365.00
Surplus / (Deficit)	\$107,030.43

The following projects have been committed for Warruwi Local Authority funding. Purchase orders for the building works are in our system.

Warruwi	
Project	Committed Funding
Elected Members Board of Recognition	\$2,068.00
Ablution Block	\$68,377.24
Warruwi Community Playground	\$38,653.19
Animal Management Program	\$4,410.00
TOTAL	\$113,508.43

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority; Yes No
- the LAPF funding guidelines; Yes No
- the Local Government Act and the Local Government (Accounting) Regulation; and Yes No
- the Northern Territory Government's buy from Territory enterprise policy. Yes No

Certification report prepared by Brooke Meredith 30/08/2021

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting. Yes No

Laid before the Council at a meeting (to be held on) 22/09/2021 Copy of minutes attached (TBA).

Laid before the LA at a meeting (to be held on) 21/10/2021 Copy of minutes attached (TBA).

CEO or CFO *P. Fiddley* 14.../09.../2021

DEPARTMENTAL USE ONLY

Department of the Chief Minister and Cabinet



West Arnhem Regional Council

Grant amount correct:

Yes No

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED

Yes No

Comments

Omor Sharif – Grants and Rates Officer _____

...../...../20__

Donna Hadfield – Manager Grants Program _____

...../...../20__

WEST ARNHEM SHIRE COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	9.3
Title:	Delegations Manual
File Reference:	961918
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to request Council to review and approve the West Arnhem Regional Council's Delegations Manual.

BACKGROUND

Clause 99 of the *Local Government (General) Regulations 2021* and section 41 of the *Local Government Act 2019* state that a Council must review any delegations of its functions and powers within 6 months after a local government election.

The Delegations Manual sets out in detail the manner in which Council and staff undertake a wide range of administrative duties. The Council delegates some of its authority to the Chief Executive Officer (CEO) in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business. The CEO in turn may further delegate some of these roles and responsibilities to specific Council staff.

The Delegations Manual is attached to this report for Council's review and approval.

COMMENT

Council last reviewed the Delegations Manual in full in June 2020. The Manual was then updated in July 2021 to reflect some changes to the organisational structure, and to ensure that it complies with provisions in the *Local Government Act 2019* (the Act), which took effect on 1 July 2021.

STATUTORY ENVIRONMENT

Sections 40, 41 and 183 of the *Local Government Act 2019*
Clause 99 of the *Local Government (General) Regulations 2021*

POLICY IMPLICATIONS

The Delegations Manual should be read along with the following policies:

- Credit Card (Mayor and CEO) Policy
- Credit Card (Employees) Policy
- Investment Management Policy
- Code of Conduct (Employee) Policy
- Conflict of Interest (Employee) Policy
- Asset Management Policy
- The Fraud and Corruption Control Policy

FINANCIAL IMPLICATIONS

The Delegations Manual will ensure that all authorised officers are aware of their delegation and responsibility thereby, minimising financial implications.

STRATEGIC IMPLICATIONS

The delegation of authority to the CEO and subsequent delegation to other staff allows for the ongoing operations of the Council. Without delegations to the CEO, each decision undertaken would require a separate report to Council and would significantly impact on the ability of the Council to function on a day-to-day basis.

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

That Council reviews and approves the attached Delegations Manual in accordance with sections 40, 41 and 183 of the *Local Government Act 2019* and clause 99 of the *Local Government (General) Regulations 2021*.

ATTACHMENTS

- 1 CORP Delegations Manual 2.0.pdf

WEST ARNHEM



REGIONAL COUNCIL

DELEGATIONS MANUAL

West Arnhem Regional Council - Delegation Manual

Contents	Page
Purpose of this document	3
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Acronyms	4
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People & Capability	9
Contracts	12
Corporate Governance	13
Public Relations	14
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Purpose of this Document

Council is committed to service delivery across the organisation within, the parameters of a formalised delegation of authority framework.

This document is designed to provide clarity and ease of reference to understand the processes and accountability for administrative functions and levels of decision making across the organisation.

Protocols

The following protocols govern the use of delegated authority. It is the responsibility of the officer exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with the restrictions.

- Any exercise of delegated authority is subject to compliance with
 - a) any relevant provisions of the Local Government Act and Regulations
 - b) any other legislative requirements
 - c) any applicable Council policy, or
 - d) the relevant provisions of any Council By-law.
- Delegated authority should not be exercised where a conflict of interest exists or where it may be perceived to exist.
- Delegation by the Council to the CEO does not prevent Council itself either from acting itself or revoking or varying the delegation at any time.
- Delegation by the CEO likewise does not preclude the CEO from acting or revoking or varying the delegation at any time.
- Delegation requires judgment. It is not appropriate to exercise delegated authority in all circumstances and some decisions, which may be contentious or attract high public interest or where no clear policy guidelines exist, should be referred to the CEO or Council as appropriate.
- At all times officers exercising delegated authority are required to act reasonably.

Instruments of Delegation

- a. Council to CEO
- b. Financial Delegations
- c. Operational Delegations
- d. Contract & Legal Delegations
- e. Public Relations Delegations

Principles

- Delegations can be exercised by a person more senior than the person specified in the document, where the more senior person has a line management role which includes responsibility for the person holding the delegation.
- It is not permissible for a person to delegate any aspect of their authorisation to a person in a less senior position. However, provision can be made for people to "Act Up" into a position of greater authority than they are usually employed, for all key or specified areas of delegation.
- It is possible for a person in a less senior position to be appointed to "act" in the capacity of a more senior position e.g. During periods of absence by a staff member from the workplace, thereby assuming some or all of the delegated level of responsibility as prescribed by this document of that position.

West Arnhem Regional Council - Delegation Manual

- It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations, within their annual budget. Alternatively written proof of above budget income e.g. extra funding, to cover the above budget expenditure should be obtained.
- The delegations are hierarchical in the sense that a delegate's formal line supervisor may exercise the same level of authority as the delegate and such a supervisor may also withdraw or restrict a delegation held by a subordinate member of staff. With the exception of any delegations made by Council.
- In exercising delegations staffs are required to comply with legislation, industrial awards, contracts or agreements and Council approved policies, procedures code of conduct.
- It is the responsibility of the person exercising the delegation to advise their senior line manager of significant developments even if made within delegation and ensure appropriate records are kept.
- The position has delegation not the person.
- Outsourced positions do not have delegation rights within the organisation.
- A delegate should not exercise their delegation so as to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists.

This document operates as delegated authority by the Council.

Acronyms

Full Title	Abbreviated Title
West Arnhem Regional Council	WARC or Council
Mayor	M
Deputy Mayor	DM
Chief Executive Officer	CEO
Chief Corporate Officer	CCO
Chief Operating Officer	COO
Director of Organisational Growth	DOOG
Executive Manager Office of the CEO	EMCEO
Executive Manager Cultural Safety and Partnership	EMCS&P
Council Services Manager	CSM
Executive Assistant to CEO and Mayor	EA
Manager People and Capability	MP&C
Finance Manager	FM
General Manager Technical Services	GMTS
Positions with Manager title	Man
Public Relations Coordinator	PRC
Positions with Coordinator title	Coor
Management Accountant	MA
Finance Officer	FO

West Arnhem Regional Council - Delegation Manual

Delegation Council to CEO and staff

In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business, West Arnhem Regional Council resolved to establish the following delegations to the Chief Executive Officer pursuant to Section 40 and 183 of the Local Government Act.:

Section	Item Delegated	Limitations
40	Council approves that pursuant to Section 40 of the Local Government Act, Council delegates to the Chief Executive Officer all of its powers and functions under the Local Government Act and any other Acts under which Council has powers, duties, authorities and functions including the appointment of Authorised Persons.	with the exception of the following; <ol style="list-style-type: none"> I. Those matters referred to in Section 40(3) of the Local Government Act unless otherwise delegated as per provisions in Sections 40(4) to 40(7). II. Sections 33 to 36 regarding the adoption of the Regional Plan including the Annual Budget. III. Section 38(2) use of Common Seal requires decision of Council IV. Section 54 appointment to fill casual vacancy on Council. V. Sections 76 to 77 establishment of Local Authorities. VI. Section 82 establishment of Council Committees. VII. Section 103 calling meetings for electors. VIII. Where Council has adopted a Council Policy, delegations are limited as set out in the Policy.
32	Council approves that pursuant to Section 40 of the Local Government Act, Council delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of Council under all gazetted Jabiru By-Laws.	
112	<p>Authorised persons</p> <p>Council approves that pursuant to Section 183 of the Local Government Act, Council appoints the Chief Executive Officer as an Authorised person for the purpose of implementing Council's responsibilities under:</p> <ul style="list-style-type: none"> • The Local Government Act; • Jabiru By-laws; • Northern Territory Traffic Act and associated regulations; and • Northern Territory Control of Roads Act. 	

West Arnhem Regional Council - Delegation Manual - Delegation by Activity and Authority Level

Area	Function	Activity	Authority Level														
			Council	CEO	CCO	COO	DOOG	EMCEO	EMCS&P	GMTS	CSM	EA	MP&C	Man	Coor		
Governance	Regional Plan	Approve the organisational Regional Plan	✓														
Finance	Budgets	Approve Draft Budget to be forwarded to Council		✓													
Finance	Budgets	Approve Budget	✓														
Finance	Budgets	Authority to override all delegations & make expenditure decisions to ensure approved budgets can be achieved		✓													
Finance	Budgets	Authority to recommend to Council unbudgeted expenditure		✓													
Finance	Budgets	Authority to approve unbudgeted expenditure and re-allocation	✓														
Finance	Budgets	Authorise variations to the annual operational and capital budgets	✓														
Finance	Operational Expenditure	Approve operational expenditure for services under direct control, within approved service budget and /or funding agreement & subject to any restrictions outlined in this document.		✓	50k	50k	50k	50k	50k	50k	20k	10k	10k	5k	20k	10k	2k
Finance	Operational Expenditure	Approve Direct Report or relevant teams staff reimbursement of expenditure on behalf of Council	M/DM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finance	Operational Expenditure	Approve In kind support for external organisations (this includes accommodation, venue hire, vehicles, materials etc.)	✓	✓	5k	5k	5k	5k	5k	5k	5k	2k	2k	1k			
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment included in approved capital budgeting and /or funding agreement	✓	✓	50k	100k	50k	50k	50k	50k	10k	10k	10k		10k		
Finance	Capital Expenditure	Approval of progress payments where expenditure has already been authorised.		✓													50k
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment not included in approved capital budget	✓														

West Arnhem Regional Council - Delegation Manual - Delegation by Activity and Authority Level

Area	Function	Activity	Authority Level														
			Council	CEO	CCO	COO	DOOG	EMCEO	EMCS&P	GMTS	CSM	EA	MP&C	Man	Coor		
Finance	Capital Expenditure	Approval of sale or purchase of land or buildings (pursuant to 182(1)(2) of the Local Government Act)	✓														
Finance	Capital Expenditure / Asset Control	Authorised to sell, trade in or dispose of assets on Financial Asset Register (All equipment over \$5,000 to be sold must be put to tender or auction unless sold as part of a trade in.)	✓	✓													
Finance	Capital Expenditure / Asset Control	Approval of development of new buildings	✓														
Finance	Borrowings	Approval to enter into loan agreements on behalf of the Council	✓														
Finance	Asset Control	Approve the transfer of any assets from Council (pursuant to 182(1)(2) of the Local Government Act)	✓														
Finance	Salaries	Approval for payment of all payroll related transactions (For staff positions comprising salaries, PAYG tax remittal, payroll tax settlement, superannuation contribution payments, transfer of employee payroll deductions to authorised entities and payment of GST and PAYG payments)		✓	✓	✓	✓	✓					✓				FM
Finance	Invoicing	Authority to invoice for organisation		✓	✓												FM / MA
Finance	Invoicing	Authority to invoice for division		✓	✓	✓	✓	✓		✓	✓						FM / MA
Finance	Invoicing	Authority to invoice for services		✓	✓	✓	✓	✓		✓	✓					✓	✓
Finance	Journals	Approve and post journals created by third parties (journals cannot be created and posted by the same person)		10k+	10k+												FM / MA 10k
Finance	Customers / Suppliers	Add, delete or amend Customer or Supplier accounts		✓	✓												FM

West Arnhem Regional Council - Delegation Manual - Delegation by Activity and Authority Level

Area	Function	Activity	Authority Level															
			Council	CEO	CCO	COO	DOOG	EMCEO	EMCS&P	GMTS	CSM	EA	MP&C	Man	Coor			
Finance	Investment	Approve investment of funds in term deposits		V	V												FM	
Finance	Investment	Approve investment of funds in other than term deposits	V															
Finance	Investment	Approve draw down of investment funds for deposit into operational accounts		V	V												FM	
Finance	Petty Cash	Authority to set up & reimburse petty cash float limits up to \$500 for Gunbalanya, Jabiru, Maningrida, Mirjilang, Warruij, Darwin and related sites.		V	V	V											FM / MA	
Finance	Banking	Authority to alter and or open or close bank accounts		V	V													
Finance	Banking	Approve EFT payments & sign cheques		V	V	V			V	V							FM / MA	
Finance	Banking	Approval to change and/or add cheque signatories		V	V													
Finance	Credit Cards	Approve the issuing & revocation of Credit Cards for the CEO & Mayor (up to \$20,000 limit)	V															
Finance	Credit Cards	Approve the issuing & revocation of Credit Cards for staff (up to \$20,000 limit)		V	V													
Finance	Invalid Debts	Correct Administrative errors		\$20k+	\$20k	\$5k												
Finance	Bad Debts	Approve debt recovery payment terms & approve commencement of recovery action, i.e. refer debt collection to collection agent		\$50k+	\$50k	\$20k												
Finance	Bad Debts	Approve write-offs of bad debts		V														
Finance	Other Losses	Approve write offs of cash losses, theft or shortages, furniture, plant or equipment, thefts or destruction		\$10k+	\$10k	\$2k												
People & Capability	Salaries	Approve staff timesheets		V														Within own division
All Supervisors	Staffing Plan	Approval of Staffing Plan	V															

West Arnhem Regional Council - Delegation Manual - Delegation by Activity and Authority Level

Area	Function	Activity	Authority Level														
			Council	CEO	CCO	COO	DOOG	EMCEO	EMCS&P	GMTS	CSM	EA	MP&C	Man	Coor		
People & Capability																	
People & Capability	Organisational Chart	Approve Organisational Chart		✓													
People & Capability	New Staff	Advertisement and appointment of staff in CEO approved Organisational Chart (for staff in area of responsibility)		✓	✓	✓	✓	✓		✓			✓			✓	
People & Capability	New Staff	Appointment of temporary staff/labour hire staff for positions not included in Organisational Chart (in consultation with CEO for a max. 6 months period)		✓	✓	✓	✓	✓									
People & Capability	New Staff	Approve backfilling of leave and higher duties for direct reports	M/DM for CEO	✓	✓	✓	✓	✓		✓							
People & Capability	Conditions of Employment	Set and approve salary, package & contract for CEO	✓														
People & Capability	Conditions of Employment	Set and approve salary & package guidelines for all staff		✓													
People & Capability	Conditions of Employment	Set and approve annual salary increments and any higher duties payments for organisation (either position)		✓				✓									
People & Capability	Conditions of Employment	Set and approve annual salary increments and any higher duties payments for department (excepts positions directly reporting to approver)			✓	✓	✓	✓		✓							
People & Capability	Conditions of Employment	Approve/sign staff letters of offer & contracts (either position)		✓				✓									
People & Capability	Conditions of Employment	Approve conditions of employment for all staff		✓													
People & Capability	Conditions of Employment	Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties with Council (in consultation with CEO)	M/DM for CEO	✓		✓	✓	✓									

West Arnhem Regional Council - Delegation Manual - Delegation by Activity and Authority Level

Area	Function	Activity	Authority Level														
			Council	CEO	CCO	COO	DOOG	EMCEO	EMCS&P	GMTS	CSM	EA	MP&C	Man	Coor		
People & Capability	Conditions of Employment	Approve staff adjusted time for direct reports or own division		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
People & Capability	Probation	Confirm successful completion or otherwise of new staff probationary periods		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
People & Capability	PDs	Approve new or existing Position Descriptions and subsequent changes	for CEO	✓			✓							✓			
People & Capability	PDs	Approve changes to existing position titles		✓			✓										
People & Capability	Redundancy	Decision to make staff position redundant & the offer & acceptance of redundancy package		✓													
People & Capability	Redundancy	Recommend redundancy of position or dismissal of staff member		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People & Capability	Dismissal	Decision to dismiss a staff member		✓													
People & Capability	Dismissal	Negotiate and sign off on Deed of Release		✓			✓										
People & Capability	Overtime	Approve staff Overtime within budget		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People & Capability	Leave	Approve staff Annual, Leave Without Pay (2 days or less) personal/carers, compassionate, and Jury Service Leave (10 days or less) for direct reports or own division.	M/DM for CEO	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People & Capability	Leave	Approve staff Annual Leave in advance or in excess of entitlements and cashing out leave		✓			✓							✓			
People & Capability	Leave	Approve staff Long Service Leave	M/DM for CEO	✓			✓							✓			
People & Capability	Leave	Approve staff Leave Without Pay (over 2 days) including LWOP for study purposes, unpaid Parental and Community Service Leave in consultation with CEO		✓		✓	✓										

West Arnhem Regional Council - Delegation Manual - Delegation by Activity and Authority Level

Area	Function	Activity	Authority Level														
			Council	CEO	CCO	COO	DOOG	EMCEO	EMCS&P	GMTS	CSM	EA	MP&C	Man	Coor		
People & Capability	Leave	Approve Discretionary Leave (includes compassionate leave outside policy)		✓				✓									
People & Capability	Leave	Approve domestic violence leave		✓				✓						✓			
People & Capability	Leave	Approve paid study leave		✓				✓						✓			
People & Capability	Training	Approve fee assistance for study leave		✓				✓						✓			
People & Capability	Training	Approve training & development plans for staff		✓				✓		✓				✓			
People & Capability	Training	Approval of attendance at external training courses and conferences		✓				✓									
People & Capability	Travel	Approve Interstate and/or International travel		✓													
People & Capability	Travel	Approve intrastate travel	M/DM for CEO	✓										✓			
People & Capability	Performance Management	Sign off on annual performance review for area of responsibility		✓				✓						✓			
People & Capability	Performance Management	Management of unsatisfactory staff performance in conjunction with People and Capability		✓				✓						✓			
People & Capability	Performance Management	Authority to purchase and consult with external advisors, on industrial matters		✓				✓						✓			
Contracts	Leases	Approve the lease of new premises and sub leases of existing premises over 3 years	✓														
Contracts	Leases	Approve the lease of new premises and sub leases of existing premises up to 3 years		✓													
Contracts	Leases	Approve renewal of existing leases within budget		✓													

West Arnhem Regional Council - Delegation Manual - Delegation by Activity and Authority Level

Area	Function	Activity	Authority Level														
			Council	CEO	CCO	COO	DOOG	EMCEO	EMCS&P	GMTS	CSM	EA	MP&C	Man	Coor		
Contracts	Leases	Cancel existing lease		✓	✓												
Contracts	Professional Services	Authorise appointment of external professional advice and/or services within budget		\$20k+ \$20k	\$20k	\$20k	\$20k										
Contracts	Insurance	Approve appointment of insurers, details, of contract and payment of premiums		✓	✓												
Contracts	Commercial	Approve commercial agreements for the staff and services of Council within budget		✓	✓												
Contracts	Suppliers	Approve contracts with suppliers of goods and services for division (non legal)		✓	✓	✓	✓	✓		✓				✓			
Contracts	Suppliers	Approve contracts with suppliers of goods and services for divisions and organisation (non legal)		✓													
Contracts	Tenders	Authority to invite formal tenders for supply of goods or services for division		✓	✓	✓	✓	✓		✓							
Contracts	Tenders	Authority to choose formal tenders for supply of goods and services	✓	✓													
Contracts	Tenders / Grants	Approve funding submissions or tender submission activity		✓			✓										
Contracts	Grants	Authority to submit performance reports to funding departments/organisations		✓	✓	✓	✓	✓		✓				✓			✓
Contracts	All	Authority to negotiate agreements (other than suppliers) and contracts		✓	✓	✓	✓	✓		✓				✓			
Contracts	Signature	Authority to sign agreements (other than suppliers within financial delegation), MOUs, contracts or tenders obtained		✓	✓	✓	✓	✓		✓				✓			
Contracts	Seal	Authority to use Seal	✓														
Contracts	Contract Management	Authority to make daily operational decisions for direct service delivery in line with relevant contracts		✓	✓	✓	✓	✓		✓				✓			✓

West Arnhem Regional Council - Delegation Manual - Delegation by Activity and Authority Level

Area	Function	Activity	Authority Level														
			Council	CEO	CCO	COO	DOOG	EMCEO	EMCS&P	GMTS	CSM	EA	MP&C	Man	Coor		
Contracts	Contract Management	To approve total variations to contracts during the progress of works to a limit of 5% of the total contract sum in aggregate.		✓	✓	✓	✓	✓									
Corporate Governance	Freedom of Information	Authority to sign Freedom of Information (FOI) Notice of Decision		✓	✓												
Corporate Governance	Disposal of records	Authority to approve the transfer of ownership of records, including to NT Archives		✓													
Corporate Governance	Disposal of records	Authority to approve the destruction of records under the Local Authority Disposal Schedule		✓	✓												
Corporate Governance	Legal	Authority to consult with Council's external legal advisors on legal matters		✓	✓												
Corporate Governance	Legal	Authority to purchase legal advice and/or expertise		✓	✓												
Corporate Governance	Legal	Authority to settle court, legal or any other formal proceedings and bind the council	✓														
Corporate Governance	Policy	Approval of Council Policy for Council Governance	✓														
Corporate Governance	Policy	Approval of Council Policy for Organisation		✓													
Corporate Governance	Procedure	Approval of Council Procedure for organisation		✓	✓	✓	✓	✓	✓	✓	✓			✓			
Operations	Animal Control	Approval to access and use a firearm and associated items		✓		✓											
Public Relations	Media	Approve the use of Councils name or logo by parties external to Council		✓						✓							PRC
Public Relations	Public Statements	Authorised to release written and verbal public or media statements	M	✓													

West Arnhem Regional Council - Delegation Manual - Delegation by Activity and Authority Level

Area	Function	Activity	Authority Level														
			Council	CEO	CCO	COO	DOOG	EMCEO	EMCS&P	GMTS	CSM	EA	MP&C	Man	Coor		
Public Relations	Public Statements	Approve response to contentious or negative media enquiries		✓													
Public Relations	Operational	Authority to respond to operational letters		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Public Relations	Operational	Authority to respond to all other correspondence other than public statements or strategic issues		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Public Relations	Media / PR	Approve a communication strategy for a project		✓					✓								
Public Relations	Media / PR	Approve media activity	M	✓					✓								PRC
Public Relations	Media / PR	Approve PR activities, signage, corporate style guide		✓					✓								PRC
Public Relations	Website	Approve changes to website		✓					✓								PRC
Public Relations	Social Media	Approve social media posts on Official WARC platforms		✓					✓								PRC
Complaints	Management	Authority to ensure appropriate & timely resolution of a complaint		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Complaints	Mediation	Authority to purchase mediation advice and or expertise		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

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WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	9.4
Title:	Confirmation of Previous Minutes - Ordinary Council Meeting held on 11 August 2021
File Reference:	956814
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Minutes of the 11 August 2021 Ordinary Council meeting are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

STATUTORY ENVIRONMENT

Sections 101 and 102 *Local Government Act 2019*.

POLICY IMPLICATIONS

This report has been prepared in accordance with Council’s Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

The confirmation of previous minutes meets the following performance objectives outlined in goal 2 of the *Regional Plan and Budget 2021-2022*:

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.3	Storage and retrieval of records processes which support efficient administration.
Objective 2.4	Planning and reporting that informs Council’s decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the minutes of the 11 August 2021 Ordinary Council meeting are confirmed as a true and correct record of the meeting.

ATTACHMENTS

- 1 2021.08.11 Ordinary Council Meeting Minutes.pdf



Minutes of the West Arnhem Regional Council Ordinary Meeting
 Wednesday, 11 August 2021 at 9:00 am
 Council Chambers, Jabiru

Chairperson Elizabeth Williams (Acting) declared the meeting open at 9:01 am, welcomed all in attendance and acknowledged the Traditional Owners.

ELECTED MEMBERS PRESENT

Chairperson	Elizabeth Williams (Deputy Mayor)
Councillor	Ralph Blyth
Councillor	Otto Dann
Councillor	Karl Srdinsek
Councillor	Phillip Wasaga
Councillor	James Marrawal
Councillor	David Jones
Councillor	Julius Don Kernan
Councillor	Valda Bokmakarray

STAFF PRESENT

Chief Executive Officer	Daniel Findley
Chief Operating Officer	Chris Kelly
Chief Corporate Officer	David Glover
Governance and Risk Advisor	Doreen Alusa
Finance Manager	Andrew Shaw

Minute note: The meeting watched a presentation on the achievements of the 2017-2021 West Arnhem Regional Council.

APOLOGIES**3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Council considered a report on apologies and leave of absence.

Council received and noted Elected Member apologies from Mayor Matthew Ryan and Councillor Phillip Wasaga for the Ordinary Council meeting held on 11 August 2021.

Minute note: Councillor Phillip Wasaga left the meeting at 9:10 am.

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Council considered a report on absences without notice.

Council noted that no Elected Members were absent without notice for the Ordinary Council meeting held on 11 August 2021.

ACCEPTANCE OF AGENDA**5.1 ACCEPTANCE OF AGENDA**

The Council considered a report on acceptance of the agenda.

**OCM62/2021 RESOLVED:
On the motion of Councillor Ralph Blyth
Seconded Councillor Julius Kernan**

The agenda papers for the Ordinary Council meeting held on 11 August 2021 as circulated were received for consideration at the meeting.

CARRIED

DECLARATION OF INTEREST OF MEMBERS OR STAFF**6.1 DISCLOSURE OF INTEREST OF MEMBERS OR STAFF**

The Council considered a report on disclosure of interest of members or staff.

Council received no declarations of interest for the Ordinary Council meeting held on 11 August 2021.

CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF PREVIOUS MINUTES - ORDINARY COUNCIL MEETING HELD ON 14 JULY 2021**

The Council considered a report on confirmation of previous minutes for the Ordinary Council meeting held on 14 July 2021.

OCM63/2021 RESOLVED:
On the motion of Councillor James Marrawal
Seconded Councillor Julius Kernan

It was noted that in section 12.1 of the minutes, Marlow Road had been erroneously recorded as Marrawal Road. After this amendment was made, the minutes of the 14 July 2021 Ordinary Council meeting were confirmed as a true and correct record of the meeting.

CARRIED

CHIEF EXECUTIVE OFFICER'S REPORTS**8.1 MEETINGS ATTENDED BY THE MAYOR**

The Council considered a report on meetings attended by the Mayor.

OCM64/2021 RESOLVED:
On the motion of Councillor James Marrawal
Seconded Councillor Otto Dann

Council noted the list of meetings attended by the Mayor and approved the associated costs of travel for these meetings.

CARRIED

8.2 INCOMING AND OUTGOING CORRESPONDENCE

The Council considered a report on incoming and outgoing correspondence.

Council received and noted the items of incoming and outgoing correspondence during the month of July 2021.

8.3 REVIEW OF ACTION ITEMS LIST

The Council reviewed the action items list.

OCM65/2021 RESOLVED:
On the motion of Councillor Ralph Blyth
Seconded Councillor Valda Bokmakarray

Council reviewed the outstanding resolutions, and gave approval for completed items to be removed from the list.

CARRIED

CORPORATE SERVICES REPORTS**9.1 FINANCE REPORT FOR THE PERIOD ENDED 30 JUN 2021**

The Council considered the finance report for the period ended 30 Jun 2021.

OCM66/2021 RESOLVED:
On the motion of Councillor James Marrawal
Seconded Councillor Julius Kernan

Council approved the financial report for the period ended 30 June 2021.

CARRIED

9.2 STATUS OF GRANTS UPDATE AND BUSINESS DEVELOPMENT FOR WEST ARNHEM REGIONAL COUNCIL - JULY 2021

The Council considered a report on the status of grants update and business development for West Arnhem Regional Council - July 2021.

Council received and noted the report on the status of grants update and business development for West Arnhem Regional Council in July 2021.

TECHNICAL SERVICES REPORTS**10.1 DISPOSAL OF SURPLUS FLEET ASSETS**

The Council considered a report on the disposal of surplus fleet assets.

OCM67/2021 RESOLVED:
On the motion of Councillor Julius Kernan
Seconded Councillor James Marrawal

Council received and noted the report, and approved the sale via auction of the following vehicles and plant:

- 1. 2007 Toyota Hilux 2WD utility CA780Q**
- 2. Coats APX40 light vehicle tyre changer**

CARRIED

COMMITTEE AND LOCAL AUTHORITY REPORTS**11.1 MINUTES OF THE RISK MANAGEMENT AND AUDIT COMMITTEE MEETING HELD ON 27 JULY 2021**

The Council considered a report on the minutes of the Risk Management and Audit Committee meeting held on 27 July 2021.

OCM68/2021 RESOLVED:

**On the motion of Deputy Mayor Elizabeth Williams
Seconded Councillor Ralph Blyth**

Council:

1. Accepted the unconfirmed minutes of the Risk Management and Audit Committee meeting held on 27 July 2021; and
2. Adopted the resolutions contained therein.

CARRIED**11.2 REPORT FOR THE GUNBALANYA LOCAL AUTHORITY MEETING HELD ON 29 JULY 2021**

The Council considered a report for the Gunbalanya Local Authority meeting held on 29 July 2021.

OCM69/2021 RESOLVED:

**On the motion of Councillor Karl Srdinsek
Seconded Deputy Mayor Elizabeth Williams**

Council noted the unconfirmed minutes of the Gunbalanya Local Authority meeting held on 29 July 2021, and approved the allocation of funding as follows:

1. \$13,720 from 2020-2021 Gunbalanya Local Authority funding for the animal management program.
2. \$ 33,000 additional funding for the construction of the children's playground.
3. \$60,687.00 for the upgrade of the Gunbalanya Oval fence as per option no. 1.
4. \$108,000 for the community garden hard structure.
5. Approximately \$86,000 for the purchase of a portable LED screen for the community.
6. \$ 6,160 to cover the accommodation costs of volunteers for the dog health program in Gunbalanya.

CARRIED

11.3 REPORT FOR THE MANINGRIDA LOCAL AUTHORITY MEETING HELD ON 5 AUGUST 2021

The Council considered a report for the Maningrida Local Authority meeting held on 5 August 2021.

OCM70/2021 RESOLVED:

On the motion of Councillor David Jones
Seconded Councillor Julius Kernan

Council noted the unconfirmed minutes of the Maningrida Local Authority meeting held on 5 August 2021 and;

1. Approved the conceptual design of the Maningrida football oval change rooms after slight amendments were made to the location of female and male toilets;
2. Approved the allocation of \$25,000 from Local Authority funding to meet costs for the architectural and structural drawings for the Maningrida football oval change rooms;
3. Directed the administration to source for approximately \$1,200,000 for the construction of two change rooms; and
4. Approved the allocation of \$15,000 from Maningrida Local Authority funding for the supply and installation of bus stop signs.

CARRIED

ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE

12.1 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE

The Council considered a report on Elected Member questions with or without notice.

The Chairperson received the following questions with or without notice from Elected Members:

1. **Magela Road Repairs:** It was noted that the administration will contact the Department of Infrastructure, Planning and Logistics about the repair and maintenance of Magela Road.
2. **Solar and Street Lights in Gunbalanya:** It was noted that the operations team will inspect the solar and street lights to make sure that they are in working order.
3. **Jabiru public toilets:** It was noted that the administration will inspect and repair the door for the disabled public toilets.
4. **Maningrida airport:** It was noted that the administration will investigate ways of preventing the dumping of garbage near the airport.

GENERAL ITEMS

13.1 OPERATIONS REPORT - JULY 2021

The Council considered the Operations Report - July 2021.

Council received and noted the report.

13.2 ELECTED MEMBER ALLOWANCES 2017-2021

The Council considered a report on Elected Member allowances: 2017-2021.

Council noted the report.

NEXT MEETING

The next meeting is scheduled to be held on Wednesday, 22 September 2021.

MEETING DECLARED CLOSED

Chairperson Elizabeth Williams (Acting) declared the meeting closed at 10:44 am.

This page and the preceding pages are the minutes of the Ordinary Council meeting held on Wednesday, 11 August 2021.

Chairperson

Date Confirmed

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	11.1
Title:	Report for the Warruwi Local Authority Meeting held on 22 July 2021
File Reference:	959053
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to provide Council with the minutes of the Warruwi Local Authority meeting held on 22 July 2021.

BACKGROUND

The Ministerial Guidelines state that:

The minutes from local authority meetings or provisional meetings (these will normally be unconfirmed minutes) must form part of the agenda papers for the next ordinary meeting of council. The council must consider any items for attention, raised by each local authority meeting or provisional meeting, at the next ordinary meeting of council after the local authority meeting or provisional meeting (Section 13.1 *Ministerial Guideline 8 – Regional Councils and Local Authorities 2020*).

COMMENT

At its July 2021 meeting, the Warruwi Local Authority resolved the following motions, which Council is being asked to consider:

17.1 WARRUWI LOCAL AUTHORITY FUTURE PROJECTS

The Local Authority considered a report on future projects.

WAR128/2021 RESOLVED:
On the motion of Mr Ida Waianga
Seconded Mr Richard Nawirr

The Local Authority:

- **Noted the report;**
- **Reviewed the provided list of projects, and recommended the installation of solar lights in various locations in Warruwi at an estimated cost of \$55,000;**
- **Requested Council to direct the administration to prepare a scope and budget for a new shade and additional seating near the Warruwi crèche; and**
- **Requested Council to direct the administration to try and look for additional funding to meet any funding shortfall for the aforementioned projects.**

CARRIED

STATUTORY ENVIRONMENT

1. Section 101(5) *Local Government Act 2019*.
2. Clause 13.1 *Guideline 1: Local Authorities 2021*.

POLICY IMPLICATIONS

This report has been prepared in accordance with Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

In conducting Local Authority meetings, Council is mindful of the performance objectives contained in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.3	Efficient and effective community service delivery.
Objective 1.4	Strong governance and leadership.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council:

- Notes the unconfirmed minutes of the Warruwi Local Authority meeting held on 22 July 2021;
- Approves the installation of solar lights in various locations in Warruwi at an estimated cost of \$55,000;
- Directs the administration to prepare a scope and budget for a new shade and additional seating near the Warruwi crèche; and
- Directs the administration to try and look for additional funding to meet any funding shortfall for the aforementioned projects.

ATTACHMENTS

- 1 2021.07.22 Warruwi Local Authority Meeting Minutes.pdf



Minutes of the West Arnhem Regional Council Local Authority Meeting
 Thursday, 22 July 2021 At 10:00 am
 Council Chambers, Warruwi

Chairperson Ida Waianga (Acting) declared the meeting open at 10:14 am, welcomed all in attendance and acknowledged the Traditional Owners.

APPOINTED MEMBERS PRESENT

Chairperson	Ida Waianga
Member	Alfred Gawaraidjt
Member	Richard Nawirr

ELECTED MEMBERS PRESENT

Deputy Mayor	Elizabeth Williams
Councillor	James Marrawal

STAFF PRESENT

Chief Corporate Officer	David Glover
Chief Operating Officer	Chris Kelly
Governance and Risk Advisor	Doreen Alusa
Finance Manager	Andrew Shaw
Building and Civil Coordinator	Loukas Gikopoulos
Council Services Manager	Stephen Dawkins
Accountant	Michael Connell (video conference)

APOLOGIES**3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Local Authority considered apologies and leave of absence.

The Warruwi Local Authority noted members apologies from Mayor Mathew Ryan, Councilor Philip Wasaga, and Appointed Members Jason Mayinaj and Nicholas Hunter for the meeting held on 22 July 2021.

Minute note: The meeting received apologies from the Chief Executive Officer, Daniel Findley.

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Local Authority considered absences without notice.

The Warruwi Local Authority noted that there were no members absent without notice for the meeting held on 22 July 2021.

ACCEPTANCE OF AGENDA**6.1 ACCEPTANCE OF AGENDA**

The Local Authority considered acceptance of the agenda.

**WAR125/2021 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Mr Richard Nawirr**

That the agenda for the Warruwi Local Authority meeting of 22 July 2021 as circulated be accepted.

CARRIED

DECLARATION OF INTEREST OF MEMBERS OR STAFF**7.1 DISCLOSURE OF INTEREST OF MEMBERS OR STAFF**

The Local Authority considered disclosure of interest of members or staff.

The Warruwi Local Authority received no declarations of interest for the meeting held on 22 July 2021.

CONFIRMATION OF PREVIOUS MINUTES**8.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 20 MAY 2021**

The Local Authority considered the confirmation of previous Local Authority meeting minutes - 20 May 2021.

WAR126/2021 RESOLVED:
On the motion of Mr Alfred Gawaraidj
Seconded Mr Ida Waianga

That the minutes of the 20 May 2021 Warruwi Local Authority meeting are adopted as a true and correct record of the meeting.

CARRIED

COUNCIL'S RESPONSES - LOCAL AUTHORITY ISSUES**10.1 COUNCIL'S RESPONSE TO LOCAL AUTHORITY ISSUES RAISED**

The Local Authority considered Council's response to Local Authority issues raised.

The Warruwi Local Authority noted the report.

LOCAL AUTHORITY ACTION ITEMS**11.1 REVIEW OF LOCAL AUTHORITY ACTION ITEMS**

The Local Authority reviewed the action items list.

WAR127/2021 RESOLVED:
On the motion of Councillor James Marrawal
Seconded Mr Ida Waianga

The Warruwi Local Authority reviewed the action items list and approved to remove the following completed actions from the list.

- Elected Members Board of Recognition (OCM184/2020)
- Veterinary visits Warruwi (OCM214/2020)

CARRIED

CSM REPORT ON REGIONAL COUNCIL SERVICES**12.1 CSM REPORT ON CURRENT REGIONAL COUNCIL SERVICES**

The Local Authority considered the CSM report on current regional Council services.

The Warruwi Local Authority noted the report.

FINANCE REPORT**15.1 FINANCIAL REPORT TO MAY 2021**

The Local Authority considered the Financial Report to May 2021.

The Warruwi Local Authority noted and received the financial report for the eleven months, July 2020 to May 2021.

15.2 LOCAL AUTHORITY FUNDING

The Local Authority considered Local Authority funding.

The Local Authority noted the report.

GENERAL ITEMS**17.1 WARRUWI LOCAL AUTHORITY FUTURE PROJECTS**

The Local Authority considered a report on future projects.

WAR128/2021 RESOLVED:
On the motion of Mr Ida Waianga
Seconded Mr Richard Nawirr

The Local Authority:

- Noted the report;
- Reviewed the provided list of projects, and recommended the installation of solar lights in various locations in Warruwi at an estimated cost of \$55,000;
- Requested Council to direct the administration to prepare a scope and budget for a new shade and additional seating near the Warruwi crèche; and
- Requested Council to direct the administration to try and look for additional funding to meet any funding shortfall for the aforementioned projects.

CARRIED

17.2 2021 LOCAL GOVERNMENT ELECTIONS CARETAKER PERIOD

The Local Authority considered a report on the 2021 Local Government Elections Caretaker Period.

The Local Authority noted the report.

NEXT MEETING

The next meeting is scheduled to take place on Thursday, 21 October 2021.

MEETING DECLARED CLOSED

Chairperson Ida Waianga (Acting) declared the meeting closed at 11:40 am.

This page and the preceding pages are the minutes of the Warruwi Local Authority meeting held on Thursday, 22 July 2021.

 Chairperson

 Date Confirmed

 West Arnhem Regional Council

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 Warruwi Local Authority Meeting
 Thursday, 22 July 2021

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	12.1
Title:	Elected Member Questions With or Without Notice
File Reference:	962475
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to give Elected Members a formal forum in which to table items they wish to be debated by Council.

BACKGROUND

Not applicable.

COMMENT

No comment is required.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Chairperson invites questions with or without notice from Elected Members.

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	13.1
Title:	Operations Report - August 2021
File Reference:	958608
Author:	Chris Kelly, Chief Operating Officer

SUMMARY

This report is presented to Council in order to provide an overview on operations and services delivered to the West Arnhem Regional Council communities.

BACKGROUND

High level operational figures are provided to ensure transparency, communication, and support is provided to elected members.

COMMENT

1. Projects / Acquisitions:

All

- a. Veterinarian program for 2021-22 tender has been released, closing on the 17th September 2021 for evaluation and awarding.

Gunbalanya

- a. Provision of initial funding for Oval has been awarded, and fencing options was presented at the July LA meeting. Waiting on DIPL approval to redirect grant funding to commence project construction.
- b. Playground tender has been awarded and addition LA funding allocated with construction commencing towards the end Oct.
- c. Honour board has been ordered. Expected to be in Gunbalanya for installation by the end of September.
- d. LED screen and trailer LA funding awarded. Expected procurement of screen and trailer to be completed by mid-October 2021.
- e. Currently negotiating the location of hard structure at the billabong jetty with NLC.

Jabiru

- a. Pool splash pad due to be completed by COB September and the construction of Jumping Pillow and Monorail to commence early October 2021.
- b. Marrawuddi Car Park, including line marking, now complete.
- c. The town painting and landscaping is expected to be completed by COB 2021.

Maningrida

- a. Garbage compactor ordered and scheduled to arrive December 2021.
- b. Maningrida oval light-towers delivered and footing re-design now completed with works expected to commence in early October 2021.
- c. Mala'la road infrastructure grant secured with the survey and final design now completed. Tender to be released mid-September.
- d. Coconut Grove half basketball tender closing Mid-September for evaluation and awarding.

- e. Bus stop signs ordered, installation quotes being collated, with expected completion by the end of September 2021.
- f. Honour board manufactured and shipped to Maningrida early September, ready for installation at the council office.

Minjilang

- a. Minjilang basketball court works now completed; however, further remediation works required on the drainage with Tech Services currently revising a plan.
- b. 'Welcome to Minjilang' signs expected to be manufactured and ready for delivery by the end of September 2021.
- c. Honour board currently being fabricated. Expected to be completed by mid-September 2021 and then freighted to the community for installation.
- d. Solar street lights have been ordered, manufacturing expected to be completed by end of September 2021.

Warruwi

- a. Construction of the Warruwi ablution block is now completed and certified.
- b. Warruwi airport access road remediation works commenced in August 2021 and is expected to be completed by COB of November 2021.

- 2. Post office services:
 - a. Total amount of post received and delivered for the reporting period = 4307 and 9 pallets via barge.
- 3. Sport and recreation programs:
 - a. Total amount of attendance to the sport and recreation programs for the reporting period = 2309.
 - b. Jabiru after school sports programs now includes a 'Chill Out' Zone set up at the hall.
 - c. Discussion with STARS and Clontarf regarding propose partnership to run sport and recreation activities in Jabiru.
 - d. Gunbalanya Youth Centre grand re-opening occurred on 5th August 2021.
 - e. Boxing and gym equipment purchased from Quick Response Grant funds, for the Maningrida "Youth Mobile Gym" program.
 - f. Minjilang welcome a new staff member on 16th August 2021.
 - g. Warruwi staff attended AFL umpiring course on 17th August 2021.
- 4. Aquatic Centers:
 - a. Total amount of attendance to the Aquatic Centers for the reporting period = 2214.
 - b. Received good feed back on the various upgrades to the Jabiru pool, include to new retractable pool shade.
 - c. Patronage and activities have increase since Jabiru pool reopened in June, and gathering further interest in other activities including a 'Learn to Swim' program.
 - d. Barkly Regional Council provided staff support to help cover the Maningrida Pool whilst the Team Leader was on leave.
- 5. Early Learning Centers:
 - a. Total amount of attendance to the Early Learning Centers for the reporting period = 240.
 - b. A few Jabiru childcare staff attended professional development in Darwin, visiting other centres, and creating the 'Support Inclusion' program.
 - c. During the month, Clontarf visited the Jabiru centre to play sports with the children and the mud-kitchen got a mini-upgrade with materials purchased from fundraising.
 - d. The Warruwi crèche running a variety of activities, including cooking and sustainability gardening project with the kids.
 - e. Vinyl installed on 15th August.

6. Meals are provided for Aged Care services:
 - a. Total amount of meals provided for the reporting period = 2002.
 - b. Gunbalanya Community Care team has implemented a new self-help breakfast to help promote client independence.
 - c. A new cook for the Community Care Gunbalanya, commenced in early August 2021 and has been developing new menus for the clients.
 - d. New vinyl currently being installed at the Warruwi age care and crèche.
7. Disability care for NDIS participants:
 - a. Total amount of NDIS participants = 31.
 - b. Jabiru team working towards purchasing a hoist, to assist with disability access at the Jabiru pool.
8. Landfill sites:
 - a. Total amount of landfill/waste removed from communities for the reporting period = 300 ton.
 - b. New Garbage compact arrived, to facilitate domestic rubbish collection around the Jabiru community with new collection days on Tuesdays, Wednesdays and Fridays.
 - c. New waste bins have been delivered to each occupied home in Jabiru.
 - d. PS Car Removals continue to assist with removing a further 300 tons of car bodies out of the Gunbalanya community and transported to Darwin for recycling.
9. CSM's attendance:
 - a. Total amount of meetings attended for the reporting period = 46.
10. Vacancies:
 - a. Total number of vacancies across the council = 16.
 - b. Jabiru = 8 (Across all business areas).
 - c. Gunbalanya = 4.
 - d. Maningrida = 1.
 - e. Minjilang = 3.
 - f. Warruwi = 0.
11. Attendance rates:
 - a. Total percentage of attendance across the communities = 65.50%. This is slightly down compared to last month, due to sorry business across the region.
12. Wins:
 - a. Scenic photos of the Kakadu region have been install on the Jabiru office front doors and window.
 - b. Jabiru office front garden now completed, with local artist painting the rock and surrounding tables.
 - c. Maningrida Youth, Sport and Recreation program in conjunction with the Malala Wellness Centre's Dance Program, have the past 5 months preparing for the Evolution Regional Dance Competition in Darwin early August 2021. All three dance groups qualifying for Nationals in 2022.
 - d. Radio broadcasting team provided vaccine information from Malala in the lead up to the vaccinations in Maningrida.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

As outlined in Council's 2021-2022 budget.

STRATEGIC IMPLICATIONS

All CSMs have been provided with new KPIs that support the organisational goals and objectives as outlined in the *Regional Plan and Budget 2021-2022*.

GOAL 6 COMMUNITY SOCIAL PROGRAMMES AND COMMERCIAL SERVICES

A Council which provides programmes and services that support and contribute to the wellbeing of its community members.

Objective 6.1 Social programmes that support the safety and wellbeing of community members.

Objective 6.2 The provision of Commercial Services which contribute to the economic functionality of Council's communities.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

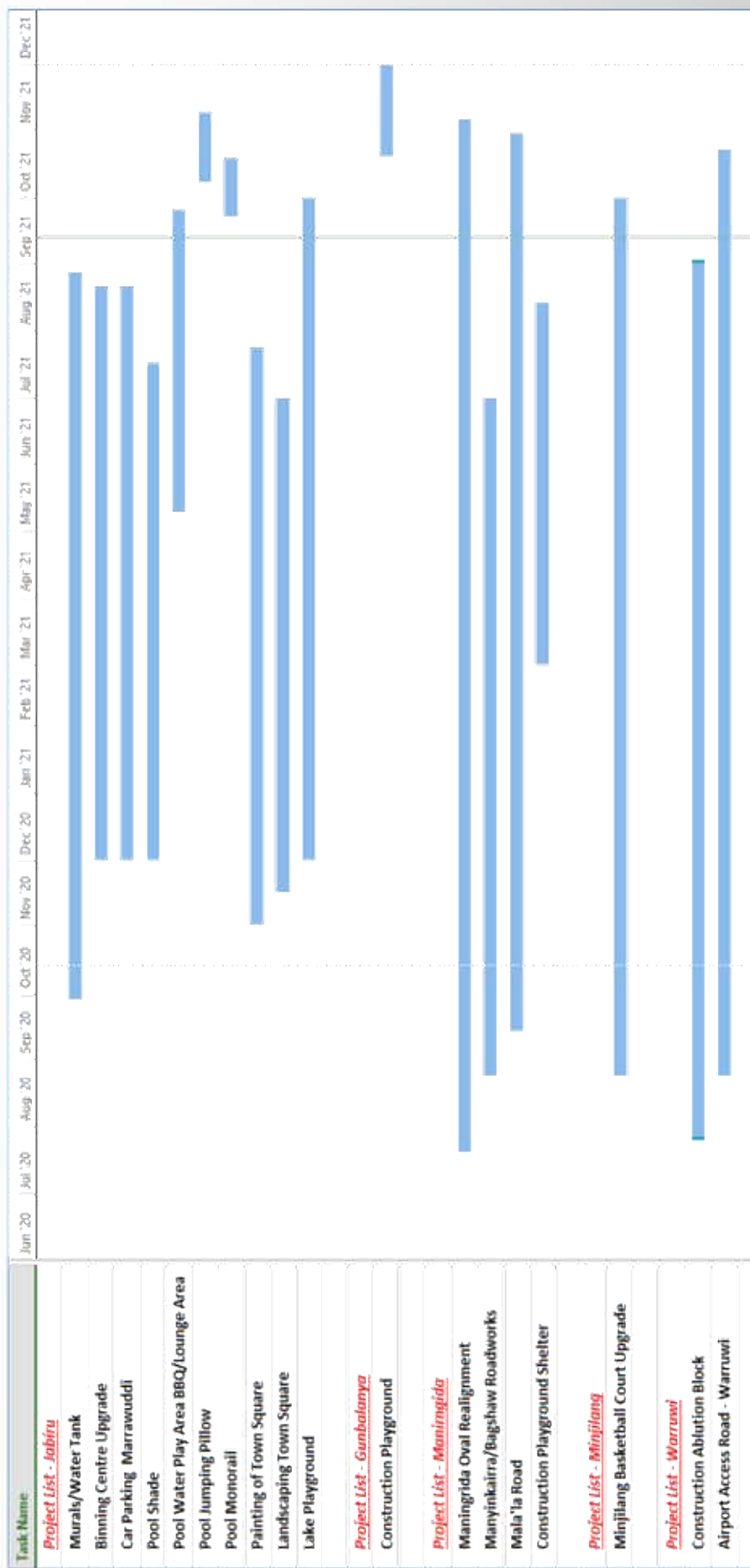
That Council receives and notes the report.

ATTACHMENTS

- 1 Projects Snapshot.pdf
- 2 Operations Snapshot.pdf



Projects Snapshot – August 2021





Operations Snapshot – August 2021

Post Received
4307kg
 20/21 comparison: 1986kg




Sport & Recreation Attendance
2309
 20/21 comparison: 1667




Aquatic Centre Attendance
2214
 20/21 comparison: 1226



Early Learning Student Attendance
240
 20/21 comparison: 627



Meals Provided
2002
 20/21 comparison: 1838




NDIS Participants
31
 20/21 comparison: 42



Landfill/Waste Removed
300t
 20/21 comparison: 0.3t



CSM Meetings & Events Attended
46
 20/21 comparison: 46



Staff Attendance Rates
65.50%
 20/21 comparison: 56.98%



WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	13.2
Title:	Approval of Council Policies
File Reference:	961966
Author:	Doreen Alusa, Governance Coordinator

SUMMARY

The purpose of this report is to provide a list of finalized West Arnhem Regional Council policies to Council for approval.

BACKGROUND

The *Local Government Act 2019* came into force on 1 July 2021. Council is in the process of reviewing all its policies to ensure that they comply with the new legislation, regulations and best industry practices. Provisions in the *Local Government Act 2019* state that the following policies should be adopted by Council resolution.

1. Procurement Policy.
2. General Rates, Special Rates and Concessions Policy.

Copies of the above listed policies are attached to this report for Council's review and approval.

COMMENT

Policy Guidelines

The development and review of Council's policies have been guided by the following:

- **Legislative requirements:** Territory and Commonwealth legislation, regulations and guidelines that requires Council to develop a policy position on issues across the range of local government responsibilities. A significant amount of policy development is in response to regulatory requirements, including from regulatory oversight bodies.
- **Councillors:** community members may bring Issues to the attention of Councillors.
- **Council Staff:** Council reports and community events may highlight issues that could be subject to policy position consideration. Strategic Planning processes may also highlight a requirement for policy development.
- **Community:** Council staff may receive written and verbal requests from the community that may require the application of policy.
- **Best practice:** The Council may develop policies to guide organizational performance.
- **Quality and continuous improvement:** Quality management processes (such as complaints, feedback, incidents, audit and continuous improvement) may identify gaps in policy or the need for new policy.

Policy Categories

Council's policy documents are categorised to ensure that the storage, display and accessibility of policy documents is optimised both for Council staff, and community members accessing policy documents through the external Council website. The categories of Council's policy documents are listed below:

Council policy

Council policies are policies that are either required by legislation or impact on the community in some way. Many of these policies may require consultation with the community and often relate to the goods, services and activities provided to or by the Council.

Council governance policy

Council governance policies are policies that require endorsement by Council and provide specific direction in relation to governance practices. This includes governance policies that are adopted by Council in response to a legislative requirement.

Operational/Administrative policy

These policies are approved by the CEO and outline the manner in which operational issues or administrative practices should and may occur. These policies should reflect the delegations approved for various levels of Council staff and influence the day to day operations of the Council.

Procedures and Instructions

Procedures and instructions define the specific guidelines or actions required to apply or implement a policy. Most policies are supported by procedures, which ensure that policies are practical and workable. Policies themselves should not document procedural arrangements that are not related to decision making. This information should be laid out in a procedure which is referenced in the relevant policy document.

STATUTORY ENVIRONMENT

The development and review of specific policies is governed by various legislative provisions and regulations that are found in:

1. The *Local Government Act 2019* .
2. The *Local Government (General) Regulations 2021*.
3. The *Local Government (Electoral) Regulations 2021*.
4. All relevant Ministerial Guidelines.

POLICY IMPLICATIONS

Through this process, Council will provide staff with high quality policy documents that can be easily accessed, readily understood, and applied or implemented efficiently.

FINANCIAL IMPLICATIONS

Not applicable

STRATEGIC IMPLICATIONS

The review of Council's policies meets the following performance objectives as outlined in the *Regional Plan and Budget 2021-2022*:

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION

That Council reviews and approves the attached:

- **Procurement Policy; and**
- **General Rates, Special Rates and Concessions Policy.**

ATTACHMENTS

- 1 Procurement Policy v1.0 20210910.pdf**
- 2 General Rates Special Rates and Concessions v1.0 20210702.pdf**



Policy Name	Procurement	
Publication Date:	10/09/2021	
Council Decision (Reference):		
Classification:	Organisational Policy	
Categorisation:	Finance and Assets	
Review Frequency:	3 years	
Review Date:	10/06/2024	
Responsible Officer:	Chief Corporate Officer	
Version (Revision Number):	1.0	

1. PURPOSE

The purpose of this policy is to set out how Council conducts fair, transparent and accountable procurement that achieves value for money and benefits communities in the West Arnhem region.

2. SCOPE

This policy applies to Council Members, employees of Council and external parties that are involved in Council's procurement processes.

3. DEFINITIONS

In the context of this policy the following definitions apply:

Conflict of interest means a **potential, perceived or actual** conflict between an employee's official duties and responsibilities in serving the public interest, and their own private interests. A conflict of interest can arise from avoiding personal losses, as well as gaining a personal advantage – whether financial or otherwise. This includes advantages to relatives, friends, and business associates.

Conflicts of interest can be pecuniary or non-pecuniary:

- A **pecuniary interest** involves an actual or potential financial gain or loss. It may result from the employee or related party owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not have to change hands for an interest to be pecuniary.
- A **non-pecuniary interest** does not have a financial component but may arise from personal or family relationships or involvement in sporting, social, community or cultural activities. They include any tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement that could bias an employee's judgment or decisions.

A conflict of interest may be actual, perceived or potential:



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- An **actual** conflict of interest exists where the actions of an employee, at the present time, could be influenced by the employee's private interests.
- A **perceived** conflict of interest arises where it appears that decisions that an employee makes in the course of their employment may be influenced by the employee's private interests, whether or not this is in fact the case.
- If an employee is employed in a role where their future decision making may be influenced by their private interests, the employee has a **potential** conflict of interest.

Cost means the purchase price of the goods and services **exclusive** of Goods and Services Tax (GST).

Procurement means purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods and services to Council, or third parties acting as representatives for Council.

Supplier means a contractor or seller of goods and services.

Tender means a detailed quotation by a supplier of good or services in response to a public notice by Council.

Transparency means to be open or that one has nothing to hide with regard to the operations and management of the Council, a Council committee and a local authority.

Value for Money means balancing:

- Council's strategic direction with relevance to its Corporate Documents;
- Council's financial position and funding and procurement options;
- The scale and scope of the business requirement;
- The market's capacity to competitively respond to a procurement; and
- Council's obligations and opportunities under other existing arrangements

4. POLICY STATEMENT

Council purchases goods and services each year, with consideration given to the purpose of the goods or services being procured, the source of supplies (i.e. Northern Territory or Australian based suppliers, but potentially also overseas based suppliers), and any legal, financial, operational and commercial risks.

The diversity of products, services, markets and regulatory systems associated with procurement and suppliers requires Council to take a well-managed approach to ensure for example:

- Sound contractual terms and conditions;
- On-time delivery of services or goods that meet specification;
- Adequate warranties, liability and indemnity cover;
- Contracted performance levels;
- Competitive prices;
- Whole of life value for money; and
- Valid intellectual property rights.

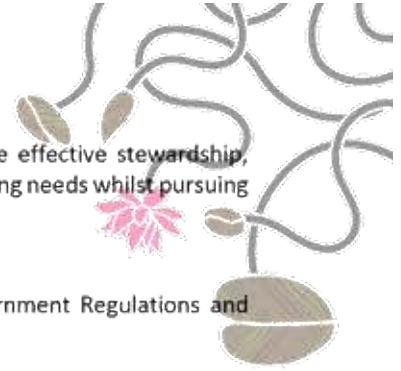


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Council adopts good practice considerations for procurement in order to ensure effective stewardship, reduce risks, support our communities and enable the Council to respond to emerging needs whilst pursuing agreed strategic directions.

Procurement Principles

Council's procurement decisions are guided by principles set out in Local Government Regulations and according to currently accepted good practice procurement. Principles include:

- The enhancement of the capabilities of local enterprises and industries;
- The employment of Aboriginal people;
- The employment of people with disability;
- The promotion of diversity;
- Ethical behaviour and fair dealings;
- Environmental protection and sustainability;
- Open and effective competition;
- Thorough scoping and assessment of procurement endeavours;
- Effective and efficient use of public funds for infrastructure and service delivery; and
- Value for money.

Council employees are particularly instructed to always consider local traders and businesses, as well as businesses that provide services to Council's communities and contribute to the development of West Arnhem.

Stages of Procurement

Council defines the various stages of procurement to support clear, transparent and accountable procurement activities. Council has appropriate processes and procedures to support effective procurement practice in relation to the following stages of procurement:

Procurement Planning

- Council takes a strategic approach to procurement planning that gives consideration to Council's strategic intentions and plans ahead for procurement activities, for example through strategic and business planning, budgeting and asset management. Processes are also in place to enable a timely, planned response to emerging needs, with appropriate procurement approaches available.
- Procurement planning activity will include:
 - Articulation of supply requirements;
 - Identification of procurement objectives;
 - Determination of any applicable timeframes for the specific procurement activity (see below for information relating to tender and public quotation timeframes);
 - Determination of the most appropriate way to approach the market to achieve the best result;
 - For procurement for services or supplies at a cost of more than \$100,000 the predetermination of criteria/weightings to be applied for the assessment of public quotations or tenders; and
 - Use of Council's procurement checklist/s to ensure compliance with Local Government Regulations relating to public quotations and tenders.

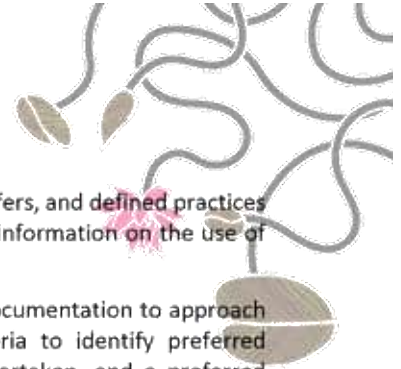


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Sourcing

- Council has processes for inviting businesses and industry to respond to offers, and defined practices for assessing, negotiating and awarding contracts (see below for further information on the use of tenders and tender panels).
- In line with the procurement plan, Council will develop the supporting documentation to approach the market. Responses will be assessed against pre-determined criteria to identify preferred supplier(s). Where appropriate and applicable, negotiation will be undertaken, and a preferred supplier(s) selected and contracts awarded.

Contract Management

- Council has systematic approaches to effectively manage contract establishment, execution and closure.
- Contracts will be proactively managed to support the successful achievement of procurement and contractual outcomes.
- A review of contractor performance will be undertaken, with links to Council's quality management system and continuous improvement activities.

Procurement Methods by Threshold

Methods of procurement are determined by the following purchase and tender costs thresholds (exclusions follow):

Threshold (excluding GST)	Procurement Method
Less than \$10,000	Communication with suppliers must be documented and submitted with purchase order.
\$10,000 but not more than \$100,000	Quotations from at least three (3) possible suppliers, preferably written. Council must choose one from these suppliers.
\$100,000 but not more than \$150,000	Public request for quotations, including public notice in regional newspaper and published on Council's website. The outcome of the quotation process must be notified through the same channels. Council may only accept a supplier from those that have submitted a quotation.
\$150,000 or more	Public tender for contract, including public notice in regional newspaper, Territory newspaper and published on the council's website. The outcome of the public tender must be notified through the same channels.

Exclusions to Requirement for Quotations

It is acknowledged that it may not be practicable to obtain 3 written quotations, due to the nature of the supplies being procured or other factors in the market. Where it is not practicable to obtain the required quotations from 3 potential suppliers, then the responsible officer must obtain as many quotations as practicable and must record in writing:

- The reasons for not obtaining the required 3 quotations;
- The attempts made to obtain the minimum 3 quotations; and
- Why there was no further attempt made to obtain the minimum quotations.

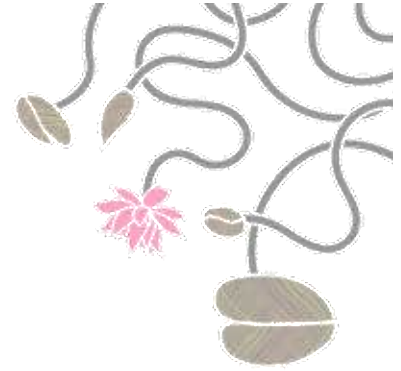


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Quotations or tenders are not required:

- For the purchase of land, including leasing and licensing of land;
- A contract for legal services;
- Insurance entered into through a broker;

Other Circumstances

Other circumstances where a quotation or tender is not required include:

- Renewal of an existing license;
- Education or training in relation to existing equipment, licenses, qualifications or software from a supplier endorsed by the supplier of the equipment, licence qualification or software;
- A telecommunications service if ancillary to an existing service and it is necessary to obtain from the existing supplier;
- Recover work during or immediately after a natural disaster and it is necessary to obtain the supply from a particular supplier;
- If it is unlikely there is more than one supplier of the supply;
- If a Commonwealth or Territory funding agreement entered into by the Council states that a particular supplier is to provide the supply;
- When the supplier is the only feasible option because of an event that caused major disruption to the Council (e.g. public health emergency); or
- When obtaining a quotation or tender would cause major operational inconvenience or have other serious consequences and there was no prior opportunity to obtain a quotation or tender.

Notice for Other Circumstances

The following does not apply to the purchase of land, legal services, insurance and contract variations.

If the supply under other circumstances (see above) is more than \$100,000 the Council must publish a notice on the Council website with the following information:

- The name of the supplier;
- The supply provided;
- The cost of the supply; and
- The Regulation that relates to the circumstance.

Records for Other Circumstances

The following does not apply to the purchase of land, legal services, insurance and contract variations.

If the supply under other circumstances (see above) is more than \$10,000 the Council must record the following information:

- The name of the supplier;
- The supply provided;
- The cost of the supply;



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- The Regulation that relates to the circumstance;
- Reason's for the Council's belief that it was necessary or that there was not more than one supplier (if applicable);
- A description of the circumstance; and
- Any other relevant information (e.g. documents).

Open Period for Public Quotations or Tenders

The standard timeframe for the open period for tenders will be 14 days, however, in determining the length of an open period for a public quotation or tender, past the minimum required 5 business days, the responsible officer will consider:

- The complexity of the supplies being sought – the more complex the scope of works or service, the more time should be given for applicants to provide a public quotation or tender; and
- The ability for potential suppliers to respond within the time desired – the aim is to seek as many quality public quotations or tenders as possible; and
- The timeframe of the project that is being undertaken.

Use of Tender Panels and Managing Conflict of Interest

Depending on the complexity of the supplies being sought, the CEO may seek the assistance or participation of experts in a tender panel. An expert/s will be in addition to the minimum 3 members of the Council's staff, another council's staff or a local government subsidiary's staff, who must constitute the tender panel. The CEO cannot be a tender panel member, however the tender panel is convened by the CEO and has two functions:

- To consider the tenders received in response to the notice; and
- To report to the CEO in relation to the tenders.

Conflicts of interests in relation to tender panel members need to be declared, with additional processes put in place to ensure conflicts can be identified for external tender panel members. External parties with a perceived or actual conflict of interest are not to provide advice or be involved as a panel member.

Conflicts of interest held by a potential supplier are to be identified during the tender panel assessment process. If a conflict of interest is identified for a supplier whose tender is recommended, the council (or the authorised delegate) must give due consideration as to how the conflict of interest will be managed.

Acceptance of Public Quotations

Where public quotations have been sought for supplies costing more than \$100,000 but less than \$150,000, the following applies:

- The reason for accepting a quotation must be recorded in writing.
- A written notice will be provided to the successful supplier.
- Other suppliers will be notified by means of a public notice on Council's website, which includes:
 - The name of the successful supplier;
 - The supplies to be provided; and
 - The quotation price.

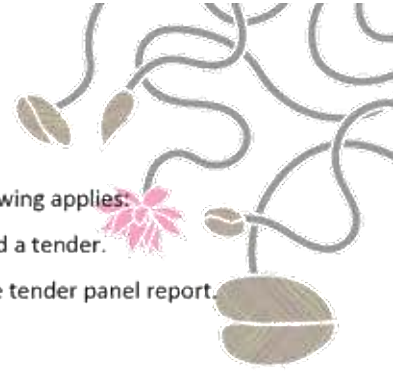


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Acceptance of Tenders

Where a tender has been called for supplies costing more than \$150,000, the following applies:

- The successful supplier can only be chosen from those who have submitted a tender.
- The successful supplier can only be selected after the CEO has received the tender panel report.
- A written notice will be provided to the successful supplier.
- Other suppliers will be notified by means of a public notice on Council's website, which includes:
 - The name of the successful supplier;
 - The supplies to be provided; and
 - The tender price.

Public Liability Requirements When Procuring

Public liability insurance requirements should be relevant to the works/services performed. The CEO has the delegation to change the amount required.

Contract Variations

Contract variations must be within the scope of the original contract (in order to be considered a contract variation). If the variation in a contract results in a procurement threshold being exceeded, or where the total cost of supplies exceeds an original tender cost by 10%, the Chief Corporate Officer will:

- Table a report on the contract variation at the next Council meeting; and
- Publish a notice of contract variation on Council's website.

A notice of contract variation will include the following details:

- The name of the supplier of the successful quotation/tender;
- The supplies to be provided;
- The original contract cost of supplies;
- The total contract cost of supplies;
- The percentage increase between the original contract cost of supplies and the total contract cost of supplies; and
- Reference to the relevant Regulation.

Documentation

All procurement activity is to be supported by documentation that shows the relevant planning, approvals, personnel involved, dates, goods or services procured, supplier details, price data, procurement/financial delegations exercised, receipt and payment information and other details as necessary. Information to be publicly available will accord with Local Government Regulations.

Sufficient documentation must be maintained to ensure an audit trail is established to identify all steps in the process and support any investigation of the purchase. Documentation will be kept in electronic form in the Council's record management system.

In particular, all exceptions to normal process must be fully documented, including justification for the exception and showing the approval of the CEO, who may delegate to the Chief Corporate Officer.

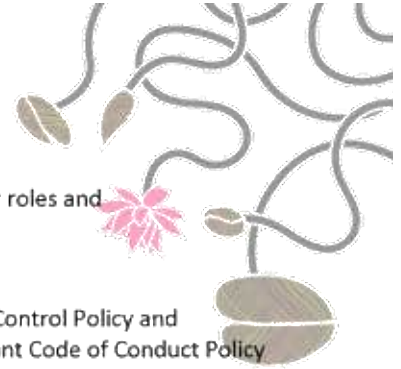


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Training in Procurement

Staff involved in procurement activities will have access to training relating to their roles and responsibilities.

Policy Breach

Breaches of this Policy are particularly relevant to Council's Fraud and Corruption Control Policy and Council's Conflict of Interest Policies. Breaches may be dealt with under the relevant Code of Conduct Policy and /or Performance Management Policy.

Responsibilities

Employees, Council Members and external parties involved in Council's procurement activities must:

- Observe the highest standards of ethical conduct, abiding by applicable codes of conduct, and declaring and managing conflicts of interest, offers of gifts or benefits.
- Apply risk and quality management considerations in accordance with Council's frameworks.
- Utilise available procedures, processes and tools to ensure compliant procurement practice.
- Seek and exercise authority in accordance with roles and responsibilities, and Council's prescribed delegations of authority.
- Contribute as required to the review of procurement activity and processes.

5. Responsibilities

The Chief Corporate Officer is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy (every 3 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the Law.

Following approval of this policy document, the Chief Capability Officer (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the policy.

6. Related Documents

Legislation and References

Local Government Act (NT) and Local Government Regulations
Public Disclosures Act
Australian Accounting Standards

Policy documents

Code of Conduct (CEO) Policy
Code of Conduct (Elected, Local Authority and Council Committee Members) Policy
Code of Conduct (Employees) Policy
Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy
Conflict of Interest (Employees) Policy
Delegation and Authorisation Policy
Fraud and Corruption Control Policy

Procedures

Accounting and Policy Manual
Strategic Asset Management Policy and Framework

Instructions, tools, guidelines, forms and templates

Procurement Checklists and Instructions.



Approved by Chief Executive Officer

P. Findlay

Date 10/09/2021

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Policy Name	General Rates, Special Rates and Concessions	
Publication Date:	10/09/2021	
Council Decision (Reference):		
Classification:	Governance Policy	
Categorisation:	Finance and Assets	
Review Frequency:	3 years	
Review Date:	10/06/2024	
Responsible Officer:	Chief Corporate Officer	
Version (Revision Number):	1.0	

1. PURPOSE

The purpose of this policy is to set out a consistent, transparent and impartial process for the Council to manage rates and to consider rate concessions.

2. SCOPE

This policy applies to ratepayers, the Council, Chief Executive Officer, Chief Corporate Officer, and delegated staff.

3. DEFINITIONS

In the context of this policy the following definitions apply:

Interest on Unpaid Rates and Charges means an extra amount is owed to the Council if property rates and charges are overdue.

Rates are a tax on the land that provides income for Council. Rates are charged to property owners based on the Unimproved Capital Value (UCV) of their properties.

Rates Concession means that the Council waives some or all of a requirement to pay rates. It can also mean the Council postpones a rate payer's obligation to pay some or all of the rates.

Relevant Interest Rate means the percentage interest that the Council uses if rates and charges are overdue.

Remission of Interest means that the Council waives some or all of the interest owed to the Council.

Special rates are a tax on rateable land that is to be collected from a defined area, and used for a defined purpose.

Waiver (and waiving) means that the Council writes off some or all of a debt owed to the Council.



Approved by Chief Executive Officer

P Findley

Date 10/09/2021

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4. POLICY STATEMENT

Rating Principles

Council rates are a form of property tax levied by local government as a key source of funding for the many mandatory and discretionary services provided by Council. Rates are administered in line with the *Local Government Act*. This Policy sets out how Council sets and collects rates from its community in line with the following principles:

- Council's rates concessions provisions will reflect the best interests of the whole community and be compassionate, transparent, accessible, impartial, and consistently applied.
- The rates concession process will be accessible for a range of different rate payers (e.g. information available in plain English, particularly applicants who may require assistance).
- The rating system will be easy to apply, understand and comply with. Administrative simplicity will be applied and relates to the costs involved in applying and collecting rates.
- Confidentiality will be applied with all information provided treated as strictly confidential. All information pertaining to ratepayers will be stored securely.

Setting Rates

General rates, special rates and Council service charges are set in accordance with applicable legislation and regulations.

Exempt land, conditionally rateable land, and land rate exemption for public benevolent institutions, are subject to the application of legislation, including the commencement date for provisions of that legislation.

Rates and service charges will be reviewed each financial year as part of the budgetary process. In setting rates Council will take into account both the Consumer Price Index (CPI), and Local Government Cost Indexing (LGCI) provided by the Local Government Association of the NT, and any major increase in costs to Council (e.g. utility charges).

Annual rating will be based on land valuation, calculated as a proportion of the assessed unimproved capital value of each allotment to provide an overall approved level of revenue.

Levying of Special Rates

Council may make a decision to levy a special rate to fund a particular purpose. A special rate must be:

- Based on the rating principles
- Only be levied against those properties in the area that is the beneficiary of the special rate.
- The subject of consultation with opportunities for feedback by those ratepayers affected.
- Spent in accordance with the purpose for which the special rate was levied.

Notice of Rates

In accordance with the requirements of the *Local Government Act*, Council will issue rates notices at least (28) twenty-eight days prior to the due date of the first instalment. The notice will state the due dates and amounts for all instalments for the financial year.

A rates notice will contain:

- The name of the ratepayer to whom the notice is addressed;
- The number and description of the allotment to which the notice relates;

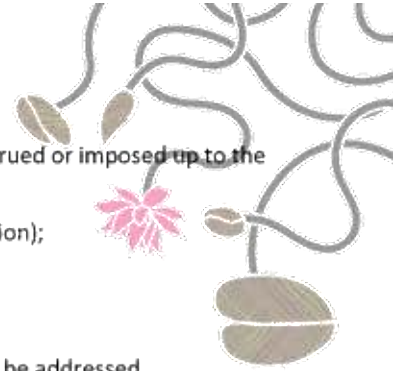
Approved by Chief Executive Officer



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- Particulars of the amount payable (including any interest and penalties accrued or imposed up to the date of the notice);
- The basis of calculations of the rates (including, where relevant, the valuation);
- A description of the ways to make payment; and
- A short statement of the consequences of a failure to pay by the due date.



Council will issue reminder letters to rate debtors if there is an overdue amount to be addressed.

Rates Payment

Rates payments are due in full by the due date, unless application for a payment plan has been approved. No concessions are applied to rates paid in full by the due date. The exact dates that rates fall due, and the various options for making payment of rates, are included on the rates notice.

Where a ratepayer is experiencing financial hardship and anticipates difficulty in paying the next rate instalment notice, Council will work with the ratepayer to make alternative arrangements via payment plan. These arrangements will be treated confidentiality.

Payment arrangements can attract penalty interest for overdue rates, which will continue to accrue unless a rates concession has been granted to the rates debtor.

Rates Concessions

The Council may provide rate concessions to assist ratepayers experiencing financial hardship, to correct rate anomalies, or for public benefit. Applications for rate concessions should include how the applicant satisfies one of these reasons for rates concession.

A rate concession can be a deferral of the whole or part of rates amount owing, or a waiver of the whole or part of rates amount owing.

Under the *Local Government Act*, a rate concession cannot exceed the term of the Council.

Deferment of Rates

The Council may postpone some or all of a rate payer's obligation to pay rates.

The Council may postpone some or all of a rate payer's rates and charges, although rates and charges will continue to be levied subject to compliance with the following conditions:

- An application in writing must be submitted to the Chief Executive Officer by the ratepayer or the ratepayer's representative, providing evidence from an independent financial counsellor, whose assessment is that a person will suffer financial hardship if the rate concession is not granted. The Chief Executive Officer will determine the application outcome. Financial hardship applications will include an appropriate payment plan as part of the process, which may include specific conditions if granting the rates concession.
- A postponement may be on a fixed or on an ongoing basis until the property is disposed of, or sold.

The Council may charge interest on postponed rates at 50% of the Relevant Interest Rate.

Remission of Interest Accrued on Overdue Rates

- The Council charges interest on a daily basis on overdue rates.
- The Council will consider applications from ratepayers for remission of interest in situations of proven financial hardship, or to correct rate anomalies.

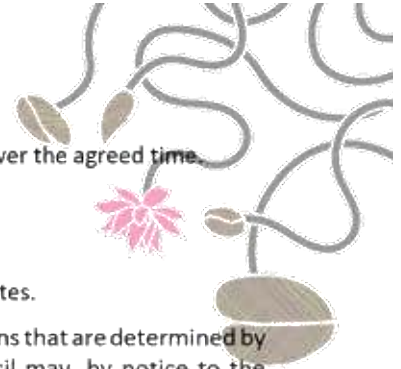


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- Ratepayers must enter into a viable payment agreement and maintain it over the agreed time.
- The payment agreement shall not result in a debt growing larger.

Waiver of Rates, Charges or Fees

- The Council may provide a rate concession by waiving some or all of the rates.
- The Council may provide a rate concession unconditionally or on conditions that are determined by Council. If the ratepayer fails to comply with a condition, then council may, by notice to the ratepayer, withdraw the concession and require the ratepayer to pay an amount on or before a date specified in the notice, so as to neutralise any benefit to the ratepayer of the rate concession.
- Applications for waiving rates, charges or legal fees shall be submitted in writing to the Chief Executive Officer. The Chief Executive Officer or delegate shall determine amounts less than \$400. The Council will consider a confidential report and determine amounts greater than \$400.
- Any waiver shall be a one-off waiver in response to circumstances presented at the time.

Correction of Anomalies

- The Council may grant a rate concession to a ratepayer, or ratepayers of a particular category, in order to correct anomalies in the operation of the rating system.
- The Council may grant a rate concession on the Council's own initiative or on application by an affected ratepayer.
- A written application by the affected ratepayer or the ratepayer's representative outlining the anomaly shall be submitted to the Chief Executive Officer.
- The Chief Executive Officer or delegate shall determine amounts less than \$400. The Council will consider a confidential report and determine amounts greater than \$400.

Public Benefit Concessions

The Council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes:

- Securing the proper development of its area.
- Preserving buildings or places of historical interest.
- Protecting the environment.
- Encouraging cultural activities.
- Promoting community health or welfare.
- Encouraging agriculture.
- Providing recreation or amusement for the public.

An application for a rate concession requires a written submission to the Chief Executive Officer, and shall be presented to Council for consideration via a Business Paper in the confidential section of the agenda. Exclusions are:

- Sporting and community groups cannot apply for a rates concession on a property that caters for gambling.
- Government agencies.



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Community groups must provide, with their application, a copy of their most recent audited financial statements and their Constitution. The Constitution must clearly state prohibitions on any member of the organisation making a private profit or gain, either from ongoing operations or as a result of distributions of assets if the organisation is wound up.

To be considered for rate concessions, Sport and Recreation Community Groups must provide substantial benefit - at least two of the following criteria must be met:

- The facility is regularly used for junior development.
- The facility is regularly used by members of the public other than members of the organisations at no charge.
- Where unrestricted / free access is not possible due to the type of facility, the organisation must provide 'pay as you play' type activities.
- Where unrestricted or un-supervised access is not possible to the facility due to the type of facility, organisations must demonstrate other methods of encouraging the community through open days, and come and try events, etc.

Sport and Recreation Community Groups are considered for rates concessions in three different categories:

- Category 1: Organisations that undertake sporting or recreational activities and rely on player fees and community fundraising only can apply for up to 100% rates concession.
- Category 2: not for profit organisations that undertake sporting or recreational activities and do not hold a liquor license can apply for up to 75% rates concessions.
- Category 3: Not for profit organisations that undertake sporting or recreational activities that hold a liquor license can apply for up to 50% rates concession.

Record of Rates

The CEO will keep a rates record containing, for each allotment of rateable land:

- All rates and charges being levied;
- The interest imposed;
- The amount of rates written off (if any);
- The amount of payments made; and
- Any rates concessions granted on the allotment.

Rates In Arrears

The CEO will, at least once in a financial year, give the Council a report setting out:

- The number of allotments with rates in arrears for more than 2 years and the total amount of those rates in arrears.
- The number of conditionally rated allotments with rates in arrears for more than 2 years and the total amount of those rates in arrears.
- The actions taken to recover the rates in arrears.

For further information on debt recovery, refer to the *Debt Management Policy*.



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5. Responsibilities

The Chief Corporate Officer is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy (every 3 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the Law.

Following approval of this policy document, the Chief Corporate Officer (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the policy.

6. Related Documents

Legislation and References

Local Government Act (NT)
Local Government (Administration) Regulations
Australian Accounting Standards

Policy documents

Debt Management Policy

Procedures

Nil

Instructions, tools, guidelines, forms and templates

Nil



Approved by Chief Executive Officer

P. Findlay

Date 10/09/2021

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WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	13.3
Title:	West Arnhem Regional Council Elected Member Training
File Reference:	961931
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to inform Council about mandatory training for Elected Member in accordance with provisions in the *Local Government Act 2019*.

BACKGROUND

Training Topics:

Over the past few months, Council's administration has worked closely with the Local Government Training and Learning Strategy Committee at the Department of the Chief Minister to develop a training and learning strategy, which will strengthen sustainable systems of governance in the Northern Territory (NT) local government sector. One of the key outcomes of the strategy is the development and delivery of training for Elected Members. West Arnhem Regional Council's Elected Member training program will begin in November 2021 with a focus on the following topics:

1. Introduction to the Code of Conduct
2. Roles and Responsibilities of Elected Members
3. Understanding Conflict of interest
4. Understanding Local Government
5. Council Decision Making and Meeting Procedures
6. Council Finances and Budgets

Training Method

Training will be interactive, and will include:

1. Online modules that each Elected Member will have access to through the NT government's e-learning website; and
2. Face-to-face workshops.

Training Material

Reading material for each topic will be provided before the training sessions to allow Elected Members to prepare for each lesson. Elected Members will also receive support from Council's administration and the Department throughout the training period, including full support when participating in online training.

Certificate of Attendance

Section 45(3) of the *Local Government Act 2019* states that Elected Members should complete mandatory training within 12 months of each local government election. To meet this requirement, Elected Members need to complete all training module activities and achieve a passing grade in the quiz of each module. Each Elected member will receive a certificate of attendance when the course is completed.

COMMENT

After completing the mandatory topics, Elected Members may also receive training on other topics that will provide them with a better understanding of:

1. The role of local authorities
2. Leadership in local government
3. Representation and advocacy
4. Confidentiality and privacy
5. Risk in local government
6. Dispute resolution and complaint handling

STATUTORY ENVIRONMENT

Section 45(3) of the *Local Government Act 2019*

POLICY IMPLICATIONS

Council's Responsibilities, Induction and Training (Elected, Local Authority and Committee Members) Policy is relevant to this matter.

FINANCIAL IMPLICATIONS

Not applicable at this time.

STRATEGIC IMPLICATIONS

Elected member training will contribute to the achievement of the following objectives as outlined in the *Regional Plan and Budget 2021-2022*.

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.2	A professional, skilled, safe and stable workforce.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That Council notes the report, and the requirement to complete mandatory training for Elected Members within the next 12 months.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	13.4
Title:	Council Meeting Schedule and Proposed Meeting Dates for 2021-2022
File Reference:	961932
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is set a schedule for holding meetings for the term of this Council, and to present proposed calendar dates for all Council meetings that will be held for the remainder of 2021 and in 2022.

BACKGROUND

Meetings are an integral component of Council's governance framework. It is through meetings that Elected Members, representatives from various government agencies and non-governmental organizations, and members of the public participate in discussions and debates on matters that are important to West Arnhem communities. Through its meetings, Council ensures that:

1. The needs and wishes of the community are raised and addressed.
2. There is transparency about decisions that are made in the public interest.
3. The development and management of community assets, resources and infrastructure, as well as the delivery of services is monitored and improved.

To meet legislative and regulatory requirements, Council must:

1. Hold an Ordinary Council meeting at least once every two months.
2. Hold a meeting where Council's financial statements are reviewed and approved during the months that an Ordinary Council meeting is not held.
3. Hold a minimum of four meetings for each Local Authority each year.
4. Determine the number of committee meetings that should be held each year in accordance with specified legislative and regulatory requirements.
5. Provide information about the dates, times and locations for meetings to the public.

COMMENT

The proposed meeting schedule for the 2021-2025 Council is as follows:

1. Ordinary Council meetings will be held every two months, and a workshop for each meeting will take place from 12:00 noon on the day before the meeting.
2. Special Finance Committee meetings will be held during the months that an Ordinary Council meeting is not held to review and approve Council's financial statements, as well as any other important matters.
3. Meetings for each Local Authority will take place every three months.
4. The Risk Management and Audit Committee will meet four times a year.
5. Meetings for the CEO Employment and Remuneration Advisory Panel will be scheduled as often as required.

A calendar highlighting the meeting dates for the subsequent year will be presented to Council in September each year.

Please refer to the attached calendars for details on proposed meeting dates for the remainder of 2021 and meetings for 2022. Please also note that the dates for postponed 2021 Local Authority meetings in Minjilang and Gunbalanya will be confirmed in due course.

STATUTORY ENVIRONMENT

Section 90(3)(b) of the *Local Government Act 2019*.

Clause 50 and 103 of the *Local Government (General) Regulations 2021*.

Clause 8.1 *Guideline 1: Local Authorities 2021*.

POLICY IMPLICATIONS

Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy is relevant to this report.

FINANCIAL IMPLICATIONS

Provisions for meeting expenses are included in Council's annual budget.

STRATEGIC IMPLICATIONS

In conducting its meetings, Council is mindful of the performance objectives contained in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.3	Efficient and effective community service delivery.
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.3	Storage and retrieval of records processes which support efficient administration.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council notes the report, and approves the attached calendars for meeting dates for 2021 and 2022.

ATTACHMENTS

- 1** WARC 2021 Calendar Draft 2.pdf
- 2** WARC 2022 Calendar.pdf

WEST ARNHEM REGIONAL COUNCIL 2021 CALENDAR



April

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCM via Video Conference

March

Su	Mo	Tu	We	Th	Fr	Sa
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OCM via Video Conference

February

Su	Mo	Tu	We	Th	Fr	Sa
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OCM via Video Conference

January

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Special Finance Meeting

August

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OCM held in Maningrida

July

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OCM via Video Conference

June

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OCM held in Minjilang

May

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Special Finance Meeting

December

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OCM held in Maningrida

November

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Special Finance Committee Meeting

October

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Audit Committee Meeting

September

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Local Authority Meeting

Maningrida LA Meetings
4th March 2021(VC)
3rd June 2021
5th August 2021
4th November 2021

Gunbalanya LA Meetings
25th February 2021(VC)
27th May 2021
28th October 2021
Postponed meeting date

Warruwi LA Meetings
18th February 2021 (VC)
20th May 2021
22nd July 2021
21st October 2021

Minjilang LA Meetings
11th February 2021(VC)
13th May 2021
14th October 2021
Postponed meeting date

Council Meeting Local Authority Meeting Audit Committee Meeting Special Finance Committee Meeting Public Holiday





WEST ARNHEM
REGIONAL COUNCIL
2022 CALENDAR

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February						
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June						
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November						
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October						
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September						
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26	27	28	29	30		

Ordinary Council Workshop and Meeting | Special Finance Meeting | Local Authority Meeting | Risk Management and Audit Committee Meeting | Northern Territory Public Holiday

Minjilang LA Meetings
10th February 2022
12th May 2022
14th July 2022
13th October 2022

Warrwi LA Meetings
17th February 2022
19th May 2022
21st July 2022
20th October 2022

Gunbalanya LA Meetings
24th February 2022
26th May 2022
28th July 2022
27th October 2022

Maningrida LA Meetings
3rd March 2022
2nd June 2022
4th August 2022
3rd November 2022

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 22 SEPTEMBER 2021

Agenda Reference:	14.1
Title:	Closure to the Public for the Discussion of Confidential Items
File Reference:	962471
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Pursuant to section 99(2) of the *Local Government Act 2019* and clause 52 of the *Local Government (General) Regulations 2021*, the meeting is to be closed to the public to consider confidential matters.

STATUTORY ENVIRONMENT

Section 99(2) of the *Local Government Act 2019*
Clauses 51 and 52 of the *Local Government (General) Regulations 2021*

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council approves the closure of the meeting to the public as confidential items are about to be discussed. The meeting is closed in accordance with clause 51(c) of the *Local Government (General) Regulations 2021* as the matters to be discussed include information that, if publicly disclosed, would be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or (ii) prejudice the maintenance or administration of the law; or (iii) prejudice the security of the council, its members or staff; or (iv) subject to subregulation (3) – prejudice the interests of the council or some other person.

**WEST ARNHEM REGIONAL COUNCIL
FOR THE ORDINARY COUNCIL MEETING**

22 SEPTEMBER 2021

EXCLUSION OF THE PUBLIC

The information is classed as confidential under clause 51(c) of the *Local Government (General) Regulations 2021*.

**WEST ARNHEM REGIONAL COUNCIL
FOR THE ORDINARY COUNCIL MEETING**

22 SEPTEMBER 2021

RE-ADMITTANCE OF THE PUBLIC