



WEST ARNHEM



REGIONAL COUNCIL



WEST ARNHEM REGIONAL COUNCIL
RISK MANAGEMENT & AUDIT COMMITTEE MEETING
AGENDA

FRIDAY, 10 NOVEMBER 2023



WEST ARNHEM REGIONAL COUNCIL

Notice is hereby given that Audit Committee Meeting of the West Arnhem Regional Council will be held in 2:30pm on Friday, 10 November 2023 at Jabiru Council Chambers.

Jessie Schaecken
Acting Chief Executive Officer

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Acknowledgement of Country

West Arnhem Regional Council acknowledges the First Nations Custodians, and the many Language and Family groups who are Managers and Caretakers to each of their Traditional homelands and Waters across the West Arnhem Region Wards.

West Arnhem Regional Council pays its respects and acknowledges Elders, past, present and rising.

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
File Reference:	1100353
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

This report is to table, for the Risk Management and Audit Committee's record, any apologies and requests for leave of absence received from Committee members for the meeting held on 30 October 2023.

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.

STRATEGIC IMPLICATIONS

This report is aligned to pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
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Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes
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RECOMMENDATION:

That Risk Management and Audit Committee noted member's apologies and/or requests for leave of absence for the meeting held on 30 October 2023.

ATTACHMENTS

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023

Agenda Reference:	4.1
Title:	Absent Without Notice
File Reference:	1100355
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

This report is to table, for the Risk Management and Audit Committee's record, any members that are absent without notice for the meeting held on 30 October 2023.

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.

STRATEGIC IMPLICATIONS

This report is aligned to pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
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Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes
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RECOMMENDATION:

That Risk Management and Audit Committee noted members absences without notice for the meeting held on 30 October 2023.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023

Agenda Reference:	5.1
Title:	Acceptance of Agenda
File Reference:	1100357
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Agenda papers are submitted for acceptance by appointed members for the Risk Management and Audit Committee meeting of 30 October 2023.

COMMENT

The Committee is encouraged to review the agenda and to accept or not accept the agenda.

STATUTORY ENVIRONMENT

Section 92(1) *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.

STRATEGIC IMPLICATIONS

This report is aligned to pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE	
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.	
Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes

RECOMMENDATION:

That the agenda for the Risk Management and Audit Committee meeting of 30 October 2023 as circulated be accepted.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023

Agenda Reference:	6.1
Title:	Disclosure of Interest of Members or Staff
File Reference:	1100358
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Elected and Committee 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 the Committee on whether he/she shall remain in the Chambers and/ or take part in the vote on the issue. The Committee 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 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 delegated authority in relation to the matter. Upon disclosure, the staff member is not to act or exercise his/her delegated authority unless the Council expressly directs him/her to do so.

STATUTORY ENVIRONMENT

Sections 114 (Elected Members) *Local Government Act 2019*.
Section 179 (staff members) *Local Government Act 2019*.

STRATEGIC IMPLICATIONS

This report is aligned to pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE	
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.	
Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
Goal 6.4	Risk Management The monitoring and minimisation of risks associated with the operations of Council
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes

RECOMMENDATION:

That Risk Management and Audit Committee received and recorded declarations of interest for the meeting held on 30 October 2023.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023

Agenda Reference:	7.1
Title:	Confirmation of Previous Risk Management and Audit Committee Minutes 19 September 2023
File Reference:	1100359
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Unconfirmed minutes of 19 September 2023 Risk Management and Audit Committee meeting are submitted to the Committee for confirmation that the minutes are a true and correct record of the meeting.

COMMENT

The minutes as submitted and confirmation of the minutes must comply with section 101 of the *Local Government Act 2019*.

STRATEGIC IMPLICATIONS

The confirmation of previous minutes is aligned to the following goals as outlined in pillar 6 of the *Regional Plan and Budget 2023-2024*:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes
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RECOMMENDATION:

That the minutes of the 19 September 2023 Risk Management and Audit Committee meeting are adopted as a true and correct record of the meeting.

ATTACHMENTS

- 1 2023.09.19 Risk Management and Audit Committee Minutes Unconfirmed.pdf



Minutes of the West Arnhem Regional Council Audit Committee Meeting
Tuesday, 19 September 2023 At 09:15

Chairperson Carolyn Eagle declared the meeting open at 9:25 am, welcomed all in attendance and Acknowledgement of Country.

COMMITTEE MEMBERS PRESENT

Chairperson	Carolyn Eagle
Independent Member	Warren Jackson
Deputy Mayor	Elizabeth Williams
Councillor	Jacqueline Phillips
Councillor	James Woods

STAFF PRESENT

Chief Executive Officer (acting)	Jessie Schaecken
Governance and Risk Advisor (acting)	Jasmine Mortimore
Governance and Risk Advisor (acting)	Ben Heaslip
Finance Manager	James Stockdale

APOLOGIES**3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Committee considered Apologies and Leave of Absence.

ACM23/2023 RESOLVED:

On the motion of Cr Phillips

Seconded Chairperson Eagle

That Risk Management and Audit Committee noted member's apologies for Mayor Matthew Ryan and Gabby Gumurdul for the meeting held on 19 September 2023.

CARRIED

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Committee considered Absent Without Notice.

ACM24/2023 RESOLVED:

On the motion of Cr Phillips

Seconded Chairperson Eagle

That Risk Management and Audit Committee noted NIL members absences without notice for the meeting held on 19 September 2023.

CARRIED

ACCEPTANCE OF AGENDA**5.1 ACCEPTANCE OF AGENDA**

The Committee considered Acceptance of Agenda.

ACM25/2023 RESOLVED:

On the motion of Cr Woods

Seconded Deputy Mayor Williams

That the agenda for the Risk Management and Audit Committee meeting of 19 September 2023 as circulated be accepted noting administrating updates during meeting.

CARRIED

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

The Committee considered Disclosure of Interest of Members or Staff.

ACM26/2023 RESOLVED:

On the motion of Deputy Mayor Williams

Seconded Independent Member Jackson

That Risk Management and Audit Committee received and recorded declarations of interest for Chairperson Eagle for her role as Chairperson of Audit and Risk Committee of Councilbiz, Member of Audit and Risk Committee for Roper Gulf Regional Council, and Director and Service Line Leader of a Queensland firm that supplies internal audit services to local government.

CARRIED

CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF PREVIOUS RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES - 30 MAY 2023**

The Committee considered Confirmation of Previous Risk Management and Audit Committee Minutes - 30 May 2023.

ACM27/2023 RESOLVED:

On the motion of Deputy Mayor Williams
 Seconded Independent Member Jackson
 That the minutes of the 30 May 2023 Risk Management and Audit Committee meeting
 are adopted as a true and correct record of the meeting.

CARRIED

GENERAL ITEMS**8.1 UPDATE ON GENERAL ACTION ITEMS**

The Committee considered Update on General Action Items.

ACM28/2023 RESOLVED:
 On the motion of Deputy Mayor Williams
 Seconded Cr Woods
 That Risk Management and Audit Committee reviewed the Action Items List, and
 approved to remove completed items from the list.

CARRIED

8.2 FUTURE DIRECTION OF RISK MANAGEMENT FRAMEWORK

The Committee considered Future Direction of Risk Management Framework.

ACM29/2023 RESOLVED:
 On the motion of Independent Member Jackson
 Seconded Chairperson Eagle
 That the Committee approved Council to pursue this Risk Management Framework.

CARRIED

PROCEDURAL MOTIONS**10.1 CLOSURE TO THE PUBLIC FOR THE DISCUSSION OF CONFIDENTIAL ITEMS**

The Committee considered Closure to the Public for the Discussion of Confidential Items.

ACM30/2023 RESOLVED:
 On the motion of Chairperson Eagle
 Seconded Deputy Mayor Williams
 That Risk Management and Audit Committee approved the closure of the meeting to the
 public as confidential items were about to be discussed in accordance with regulation 52
 of the *Local Government (General) Regulations 2021*.

CARRIED

9.1 MEMBERS QUESTIONS WITHOUT NOTICE

1. Credit card Policy and Procedure to come to the Risk Management and Audit
 Committee meeting for endorsing
2. Standing agenda item for credit card reconciliations

ACM31/2023 RESOLVED
 On the motion of Chairperson Eagle
 Seconded Deputy Mayor Williams

CARRIED

Meeting broke at 10:37 and recommenced at 10:48

EXCLUSION OF THE PUBLIC

The meeting closed to the public at 11:00

CONFIDENTIAL ITEMS

West Arnhem Regional Council

- 3 -

Audit Committee
 Tuesday, 19 September 2023

The information is classed as confidential under Section 293(1) of the *Local Government Act 2019* and regulation 51 of the *Local Government (Administration) Regulations 2021*.

CONFIDENTIAL ITEMS MOVED INTO OPEN

12.5 INTERIM AUDIT COMPLETION REPORT FOR THE YEAR ENDED 30 JUNE 2022

The Committee considered Interim Audit Completion Report for the year ended 30 June 2022.

ACM32/2023 RESOLVED:

On the motion of Chairperson Eagle

Seconded Cr Phillips

That the Committee receives and notes the Nexia Edwards Marshall NT Audit Interim Completion Report for the year ended 30 June 2023.

Committee received a verbal update from Noel Clifford from 10:03 and left at 10:32 with Noel Clifford not being present for the resolution of this report.

CARRIED

RE-ADMITTANCE OF THE PUBLIC

MEETING DECLARED CLOSED

Chairperson Carolyn Eagle declared the meeting closed at 11:54

This page and the preceding pages are the minutes of the Risk Management and Audit Committee meeting Audit Committee Meeting held on Tuesday, 19 September 2023.

Chairperson

Date Confirmed

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023

Agenda Reference:	8.1
Title:	Update on General Action Items
File Reference:	1100360
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

This report is submitted for the Committee to consider the progress on outstanding resolutions from Risk Management and Audit Committee meetings.

BACKGROUND

This report is a standard report submitted to the Committee to note the actions taken with respect to Risk Management and Audit Committee resolutions. The items included on the action items list emanate from resolutions that were passed during previous Risk Management and Audit Committee meetings.

POLICY IMPLICATIONS

As per the Risk Management and Audit Committee's Charter, the Committee is responsible for monitoring and evaluating management's responsiveness to matters raised during the course of its meetings.

STRATEGIC IMPLICATIONS

The confirmation of previous minutes is aligned to the following goals as outlined in pillar 6 of the *Regional Plan and Budget 2023 2024*:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.2	Records Delivery of storage and retrieval of records processes which support efficient and transparent administration
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes

RECOMMENDATION:

That Risk Management and Audit Committee reviewed the Action Items List, and approved to remove completed items from the list.

ATTACHMENTS

- 1 Risk and Audit Committee Action Items List - 07.11.2023.pdf

Risk Management and Audit Committee Action Items List - Ongoing

Date Of Meeting	Resolution Number	Action Required	Status	Comment	Action
19 Sep 2023	Question	Credit Card Policy and Procedure to come to the RMAC for endorsement	In Progress	Draft Credit Card Policy presented at 10 November meeting.	DCS
19 Sep 2023	Question	Standing agenda item for credit card reconciliations	COMPLETE	20 October: Report template created with reconciliations since last meeting attached. These reports will be included in each meeting.	GOV/DCS
19 Sep 2023	ACM26/2023	Administration to bring Strategic Asset Management Framework to the next RMAC for endorsement.	In Progress	20 October: Draft revised Framework presented at 10 November meeting.	GOV
19 Sep 2023	ACM26/2023	Report on asset mitigation options in the absence of a comprehensive revaluation: <ul style="list-style-type: none"> • Revalue using indexing for the period 1 July 2016 – FY 2023. • Remain at current book value plus additions and disposals in FY 2023 	In Progress	07 November: An indexation was drafted in accordance with the resolution. It was subsequently resolved, following a discussion with Nexia around the intended approach, that an indexation adjustment will not be booked in the accounts, and that we will await a full independent valuation in the first half of 2024.	DCS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023

Agenda Reference:	8.2
Title:	Credit Card Reconciliations
File Reference:	1100361
Author:	James Stockdale, Director Corporate Services

SUMMARY

This report provides information to the Committee on expenditure in relation to corporate credit cards for the month of September 2023.

BACKGROUND

Credit Card Reconciliations were reported on a regular basis to Council until August 2020. At the 19 September 2023 RMAC meeting the Committee resolved that these reports become a standing item.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the Committee received and noted the report, *Credit Card Reconciliations*.

ATTACHMENTS

- 1 Credit Card Reconciliations September 2023 signed.pdf

MONTHLY CREDIT CARD RECONCILIATION FORM



Name of card holder: Deirdre O'Sullivan

Reconciliation for the month of: September 2023

Date	Supplier	Amount	Description	Ledger	Activity or MV ID
04/09/23	Safe NT	\$ 81.00	Working With Children Clearance Check - Simone Fernando	GL	2012.00.7135
04/09/23	Vend Pos	\$ 149.00	Standard 8.0 software Jabiru Post Office from 03.09.2023 to 03.10.2023	GL	4012.02.7922
05/09/23	QANTAS	-\$ 126.98	Refund of fees & charges for Matthew Ryan Airfare Darwin - Canberra purchased 31.08/2023	GL	2071.00.7433
06/09/23	Safe NT	\$ 81.00	Working With Children Clearance Check - Trevor Brown (Broadcasting Officer)	GL	3131.02.7135
06/09/23	Yarn Marketplace	\$ 779.61	Purchase of t-shirts, shopping bags, stickers etc	GL	3141.00.7251
13/09/23	Safe NT	\$ 81.00	Working With Children Renewal - Elston Nabegeyo	GL	2017.01.7135
14/09/23	Rex Airlines	\$ 537.11	Airfare for Mark Gavenlock relief USO for Peter Hussie to complete training	GL	4009.05.7421
14/09/23	Australian Financial	\$ 7.50	NPII Search - Jessie Scheacken	GL	4001.02.7996
14/09/23	Australian Financial	\$ 7.50	NPII Search - Jessie Scheacken	GL	3028.05.7996
15/09/23	Jetstar	\$ 695.67	Airfare for Mark Gavenlock relief USO for Peter Hussie to complete training	GL	4009.05.7421
18/09/23	ALGA	-\$ 885.00	2023 Road Congress Refund - Matthew Ryan	GL	2071.00.7932
18/09/23	Safe NT	\$ 81.00	Working With Children Renewal - Marcia Brennan	GL	3003.02.7135
20/09/23	Safe NT	\$ 81.00	Working With Children Renewal - Shane Wauchope	GL	4002.04.7135
22/09/23	Safe NT	\$ 81.00	Working With Children Renewal - Jillian May (Librarian)	GL	2144.00.7135
22/09/23	Safe NT	\$ 40.50	National Police Clearance Check - Dave Galaminda	GL	3040.01.7135
22/09/23	Safe NT	\$ 40.50	National Police Clearance Check - Dave Galaminda	GL	3011.01.7135
28/09/23	Safe NT	\$ 40.50	National Police Clearance Check - Damaris Nayinggul (Nalorlman)	GL	3011.01.7135
28/09/23	Safe NT	\$ 40.50	National Police Clearance Check - Damaris Nayinggul (Nalorlman)	GL	3040.01.7135
28/09/23	Safe NT	\$ 81.00	Working With Children Check - Maggie Spence	GL	4001.02.7135
28/09/23	Safe NT	\$ 81.00	Working With Children Renewal - Marlee Willmott	GL	4001.02.7135

	Total =	\$1,974.41			

Signature of Cardholder:  Date: 9/10/2023

Signature of Authoriser:  Date: 12/10/2023

MONTHLY CREDIT CARD RECONCILIATION FORM



Name of card holder: Fiona Ainsworth

Reconciliation for the month of: September 2023

Date	Supplier	Amount	Description	Ledger	Activity or MV ID
02/09/23	Kidsoft	\$ 47.19	Direct Debit Facility Fee - Jabiru Childcare Centre	GL	4001.02.7311
02/09/23	Kidsoft	\$ 199.00	Monthly License Fee - Jabiru Childcare Centre	GL	4001.02.7922
11/09/23	Desert Palms	\$1,140.16	Accommodation - 13-15.09.2023 Cr Blyth & Cr Dann - NT Aboriginal Leadership & Governance Forum	GL	2071.00.7423
12/09/23	Kidsoft	\$ 199.00	Monthly License Fee - Minjilang Crèche	GL	3028.04.7922
12/09/23	Kidsoft	\$ 199.00	Monthly License Fee - Waruwi Crèche	GL	3028.05.7922
13/09/23	AHRI Ltd	\$ 396.00	Professional Membership AHRI - Luisa Arango	GL	2333.00.7996
13/09/23	Charles Darwin University	\$ 650.00	Course Fee - Fiona Ainsworth - Contract Law Masterclass for Managers	GL	2012.00.7931
13/09/23	Holst Hydraulics	\$ 119.81	Replacement Parts - Rego CB88BP - Isuz Tipper Truck Jabiru	MV	CB88BP.7251
19/09/23	Woolworths	\$ 21.50	Batteries 2032 4pk - Fiona Ainsworth & Clem Beard's WARC iPad keyboards.	GL	2030.00.7253
21/09/23	InfoTrack	\$ 25.50	User Fee - Marnie Mitchell - Child Care Provider Entry Portal (CCPEP)	GL	3134.02.7996
21/09/23	InfoTrack	\$ 25.50	User Fee - Marnie Mitchell - Child Care Provider Entry Portal (CCPEP)	GL	3028.05.7996
22/09/23	Airnorth	\$ 386.20	RPT Flights - Cr Phillips - 24.09.23 Maningrida-Darwin for NTAIC Forum	GL	2071.00.7421
25/09/23	Airbnb	\$1,386.35	Accommodation - 04-06.10.2023 Wagait Beach - RAPWG Retreat	GL	2350.00.7423
02/09/23	Kidsoft	\$ 43.70	Direct Debit Facility Fee - Jabiru Childcare Centre	GL	4001.02.7311
02/09/23	Kidsoft	\$ 199.00	Monthly License Fee - Jabiru Childcare Centre	GL	4001.02.7922
	Total =	\$5,037.91			

Signature of Cardholder:

Fiona Ainsworth - Acting COO / GM Technical Services

Date: 6/10/2023

Signature of Authoriser:

Jessie Schaecken - Acting CEO / Governance and Risk Advisor

Date:

MONTHLY CREDIT CARD RECONCILIATION FORM



Name of card holder: Matthew Ryan

Reconciliation for the month of: September 2023

Date	Supplier	Amount	Description	Ledger	Activity or MV ID
04.09.2023	Mercure Darwin Airport	\$34.48	lunch for voice trip (payroll deduction form filled in)	GL	2071.00.1341
08.09.2023	Mobile Tech Darwin	\$130.00	Council replacement phone case	GL	2038.00.7251
28.09.2023	Gulin Gulin Community	\$140.00	fuel to attend funeral (stat dec filled in)	GL	2071.00.7621
	Total =	\$304.48			

Signature of Cardholder:

A handwritten signature in black ink, appearing to read "Matthew Ryan".

Date: 10.10.2023

Signature of Authoriser:

A handwritten signature in blue ink, consisting of a stylized, circular mark followed by a wavy line.

Date: 10.10.2023

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023

Agenda Reference:	8.3
Title:	Strategic Asset Management Framework
File Reference:	1101066
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

This reports seeks the Committee’s endorsement of a revised Draft Strategic Asset Management Framework.

BACKGROUND

The Risk Management and Audit Committee requested that the Asset Management Framework be brought to the Committee for endorsement. This Draft is a revised version of the previous Framework, approved by Council in May 2018.

COMMENT

Strategic Asset Management is the long-term management of assets across their life-cycle, from acquisition to disposal. It is designed to realise the full value of assets and to ensure sustainable financial decisions are made.

Council’s Asset Management Policy directs the administration to develop Asset Management Plans to be passed by resolution of Council. This Framework is written to support the development of these Asset Management Plans.

Also attached to this report is the Tenancy Remediation Requirements for Jabiru, as presented at the October OCM. It is attached here as an example of asset acquisition decisions made by the Administration which should be addressed by and benefit from an Asset Management Plan.

STATUTORY ENVIRONMENT

Local Government Act
Local Government Regulations

POLICY IMPLICATIONS

Strategic Asset Management Policy and Framework
Asset Management Policy
Procurement Policy

FINANCIAL IMPLICATIONS

Not Applicable

STRATEGIC IMPLICATIONS

PILLAR 6 FOUNDATIONS OF GOVERNANCE

**Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration.
Our processes, procedures and policies are ethical and transparent.**

Goal 6.1	Financial Management Provision of strong financial management and leadership which ensures long term sustainability and growth
Goal 6.4	Risk Management The monitoring and minimisation of risks associated with the operations of Council

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Committee:

- 1. Received and noted the Report titled *Strategic Asset Management Framework***
- 2. Endorsed/Amended and endorsed/Did not endorse the Draft Framework.**
- 3. Received and noted the attachment titled *Tenancy Remediation Requirements for Jabiru***

ATTACHMENTS

- 1 DRAFT Strategic Asset Management Framework 26.10.2023.pdf**
- 2 Tenancy Remediation Requirements for Jabiru.pdf**



Strategic Asset Management Framework





TITLE FRAMEWORK

Document Name	Title Framework
Publication Date	XX/XX/XXXX
Classification	Framework
Categorisation	Asset Management
Review Frequency	3 years
Review Date	XX/XX/XXXX
Custodian	Director Operational Services
Responsible Officer	General Manager Technical Services
Version (Revision Number)	2.0

1. INTRODUCTION

West Arnhem Regional Council is committed to providing quality services to its communities in a cost-effective manner. Fundamental to the provision of these services is an appropriate portfolio of assets. Accordingly, strategic asset management is a critical part of effective service delivery across the region.

2. PURPOSE

This Framework sits under the Asset Management Policy OR This Policy Framework sits alongside the Asset Management Policy. It supports the development and implementation of Strategic Asset Management Plans as called for in the Asset Management Policy. These plans manage the creation, operation, maintenance, monitoring, and disposal of assets to maximise service delivery and operational and financial objectives.

3. SCOPE

This policy applies to employees and Elected Member and all assets of West Arnhem Regional Council.

4. DEFINITIONS

Asset means an item valued at \$10,000 or above with a useful life of more than 1 financial year.

Asset Register means Council's record of assets as maintained in its asset management business system.

Business System means a software system used to manage business process, such as TechOne.

EDRMS means Council's compliant record-keeping system (currently Magiq).

Elected Member means an elected member of Council, a member of a Local Authority or a member of a Committee.

Employee means anyone employed by or on behalf of WARC, whether full-time, part-time or casual, labour-hire, contractors or sub-contractors, trainees or volunteers.

Strategic Asset means a group of assets Council needs to maintain in order to deliver services.

5. FRAMEWORK STATEMENT

Strategic asset management supports good practice in the planning, acquisition, operation,



Approved by Executive Manager, Office of the CEO _____

Date: XX/XX/20XX

Page 1 of 2



TITLE FRAMEWORK

maintenance and disposal of assets, and maximises efficient and effective delivery of services.

Strategic asset management aligns asset and operational planning with key corporate objectives including Council's regional plan, its vision, pillars and goals and key management strategies including human resources and finance.

This integration maintains the focus on the delivery of services while encouraging innovation in the use of existing assets, and the development of alternative methods of service delivery.

5.1 OBJECTIVES

Council is required to apply these objectives in their approach to asset management, including in the development and implementation of Asset Management Plans as part of the overall strategy to manage assets:

- Systematically manage all decision-making processes throughout the life-cycle of assets, from acquisition and use to disposal.
- Safeguard assets and employees and create an environment where all employees take an integral part in managing assets by creating and sustaining asset management awareness
- Clearly assign responsibility, accountability and reporting requirements
- Ensure that the views of all communities and local authorities are taken into account before proposing projects or purchases for inclusion in the capital program.
- Asset management should reflect available financial resources and the continued development of a funding framework and rationale that will ensure levels of funding are sustainable
- Maximise the service potential of existing assets by ensuring they are appropriately used and maintained.
- Asset management decisions are to be based on evaluations of alternatives that take into account full life-cycle costs, benefits and risks;
- Ensuring the full costs of acquiring, operating and maintaining assets are taken into account in budget planning processes;

5.2 ASSET LIFE-CYCLES

Management should ensure that asset management planning reflects a life-cycle approach. Asset management decisions made in one phase of the asset life-cycle affect the asset's performance in other phases. Limiting asset planning to a single phase (such as acquisition, or operation and maintenance) will not lead to sound long-term decisions. Managers should be accountable for the life-cycle effects of their decisions.

The phases through which an asset passes during its life are:

- Planning: the requirement for an asset is identified and established, having regard to service delivery and financial considerations;
- Acquisition: the asset is purchased, constructed, leased or otherwise brought into service;



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TITLE FRAMEWORK

- Operation and Maintenance: the asset is used for its intended purpose. This phase includes periodic maintenance, refurbishment or major repair;
- Disposal: initiated when the economic life of the asset has expired, or when the need for the service provided by the asset has ceased.

5.3 ASSET MANAGEMENT PLANS

Asset Management Plans must be developed for the following asset types:

- Buildings
- Roads, including road furniture and streetlights
- Fleet, Plant and Equipment
- Parks and Open Spaces
- Sewerage
- Water Supply

These Plans must include:

- A Responsible Officer;
- A description of the asset category, the services it delivers and the service-delivery goals;
- The key standards, systems and guidelines which influence the asset management activities;
- Alignment with strategic goals;
- Current financial situation including life-cycle costs of the asset;
- Long-term financial projections;
- Summary of life-cycle strategies;
- Alternative methods of service delivery;
- Levels of service (current and desired) and a system of performance measures;
- Factors influencing future demand and the impacts of changing demand;
- Risk Management;
- Asset disposal processes.

5.4 RECORDS MANAGEMENT

Strategic asset management and efficient and effective business practice is dependent on good record-keeping, accordingly:

- Asset Management Plans must be maintained in Council's EDRMS
- Council must maintain an Asset Register



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TITLE FRAMEWORK

<ul style="list-style-type: none"> Records of purchase, maintenance and disposal of assets must be maintained in Council business systems and in line with Council's records Policy.
6. RESPONSIBILITIES
6.1. Director Operational Services
Responsible for approving Asset Management Plans that are reflected in Long Term Financial Plans and maintenance of Council Asset Registers and regular reports to Executive
6.2. Manager Technical Services
Responsible for maintaining Council's infrastructure and assets to the required service levels as outlined in the Asset Management Plan and within annual budgets and Long Term Financial Plan. Manage the Council's assets and their replacement in accordance with policy, budget and future works demands.
6.3. Finance Manager
Together with the Technical Services team, undertake the asset accounting function and support the development, review and implementation of infrastructure and asset management plans, allowing asset lifecycles to be determined from condition reports, and incorporated into annual budgeting and long term financial planning.
6.3. Responsible Officers
Responsible for the maintenance of the Plan Responsible for the development an organisational-wide asset management policy and strategy for Council's buildings and civil infrastructure to guide the development and application of asset plans into the future.
6.3. Staff Position
Co-ordinate the Tech Services team delivery of asset condition inspections for relevant infrastructure assets and revaluation of assets to meet the requirements of the asset valuation cycle and assist the Finance Team to determine valuations to appropriate asset financial reporting requirements
6.3. Staff Position
7. RELATED DOCUMENTS
Legislation and References
Policy
Asset Management Policy Asset Management Plans
Procedures
Instructions, tools, guidelines, forms and templates
Asset Register



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11 October 2023

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 11 OCTOBER 2023

Agenda Reference:	9.4
Title:	Tenancy Remediation Requirements for Jabiru
File Reference:	1098222
Author:	Leanne Johansson, Manager Business Development

SUMMARY

The purpose of this report is to lay before the Council the requirement for WARC to remediate a number of residences in Jabiru.

BACKGROUND

WARC is responsible for restoring 4 x residential lots that are part our Jabiru property portfolio, to the current Minimum Housing Standards as provided by GACJT (current Jabiru Town leaseholder). The requirement is limited to four only properties, one of which is already remediated by WARC. As per the pre-existing sub-lease agreements with the then Jabiru Town leaseholder ERA, WARC is responsible for the dwellings in their entirety.

WARC as the sub-lessee must ensure that dwellings are compliant with the Management Plan and Jabiru Town Plan, Minimum Housing Standards. These properties have not been remediated previously by ERA.

Over the last few years, WARC's housing portfolio has increased with extra properties allocated to WARC in Jabiru. The Jabiru houses, in the main, have come to WARC fully remediated. The current housing portfolio for all communities is currently 100. This is expected to grow to 110 by July 2024.

COMMENT

WARC as the sub-lessee must ensure that the dwellings, once remediated, continue to be compliant with the Management Plan and Jabiru Town Plan, Minimum Housing Standards (Section 21 of the sub-lease). An increased and aging property portfolio will mean greater maintenance requirements over time.

Residential lots for WARC to remediate to the Minimum Housing Standards including expected completion date and estimated budget for remaining works to be done as advised by WARC Tech Services:

5 Allamanda Close	Roof done, interior works to be completed by 30 September 2024: \$120,000
30 Calvert Cres	Interior works to be completed by 31 December 2025: \$150,000
32 Calvert Cres	Roof replacement to be completed 22 October 23 and Internal works to be completed by 31 December 2024: \$170,000
5 Dianella Close	Completed

STATUTORY ENVIRONMENT

Not Applicable

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

- 1 -

Ordinary Council Meeting

11 October 2023

Council has a budget allocated for the maintenance of WARC leased properties, but this budget does not include the cost of completing remediation on the properties listed above. As the roof of the house at 32 Calvert Cres is leaking and the inside of the house has already been painted, it is imperative to replace this roof before the 23/24 Wet Season. Finances have been reallocated, from an underspend of the budget to fix leaks in the Council's Jabiru office, to this project.

The budget for further remediation will be considered in the next budget review scheduled for November 2023. As noted, the future costs of maintaining a larger number of properties will exceed current budgets and will need to be considered for future years.

STRATEGIC IMPLICATIONS

This report aligns to goals in Pillar 6 as outlined in the *Regional Plan and Budget 2023-24*.

PILLAR 6 FOUNDATIONS OF GOVERNANCE	
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.	
Goal 6.1	Financial Management Provision of strong financial management and leadership which ensures long term sustainability and growth

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION:

That Council received and noted the report *Tenancy Remediation Requirements for Jabiru*

ATTACHMENTS

There are no attachments for this report.

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023

Agenda Reference:	8.4
Title:	Credit Card Policy Review
File Reference:	1101248
Author:	James Stockdale, Acting Chief Corporate Officer; Corey White, Accountant

SUMMARY

The purpose of this report is to provide the Committee with a Draft review of Council's Credit Card Policy and to update the Committee on other work in managing the use of Credit Cards.

BACKGROUND

Following recommendations by council and the acting CEO, a full and thorough review is being conducted into policy and procedure surrounding the credit card reconciliation process.

COMMENT

Additional documents currently being drafted but not included in this report include registers/report to track the status of all issued credit cards, compliance (including breaches) with measurables defined in the Credit Card policy, and a procedure for the finance team to follow to ensure that both the reconciliation and reporting processes are conducted effectively each month.

STATUTORY ENVIRONMENT

Local Government Act 2019

POLICY IMPLICATIONS

Credit Card Policy
Credit Card Procedure

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This report aligns with the following Pillars and Goals:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

**Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration.
Our processes, procedures and policies are ethical and transparent.**

Goal 6.1	Financial Management Provision of strong financial management and leadership which ensures long term sustainability and growth
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VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Committee

- 1. Received and noted the report *Credit Card Policy Review***
- 2. Provided comment on the Draft Credit Card Policy**

ATTACHMENTS

- 1 Credit Card Policy Review - Draft for RMAC.pdf**



Policy Name	Credit Card (Employees)
Publication Date:	3 June 2021
Classification:	Organisational Policy
Categorisation:	Finance and Assets
Review Frequency:	3 years
Review Date:	3 May 2024
Responsible Officer:	Chief Corporate Officer
Version (Revision Number):	1.0

1. PURPOSE

To ensure that effective controls, policies, and procedures are in place with respect to the use of corporate credit cards (credit cards) by council employees.

2. SCOPE

This policy applies to all employees of the West Arnhem Regional Council.

3. DEFINITIONS

In the context of this policy the following definitions apply:

An **authorised user** is a person who has been delegated authority to make payments or procure goods and services with the use of a credit card.

Employee means all employees of Council, whether employed on a permanent, fixed term, or casual basis.

4. POLICY STATEMENT

Council is committed to sound financial management, public accountability, and transparency. Credit cards are a valuable tool for the efficient and effective operation of Council's daily business and not a benefit assigned to specific individuals.

Credit cards should only be used in situations where it is not reasonably possible or cost effective to go through the Council's normal procedures for the ordering of and/or payment for goods or services. Council will apply best practice in relation to the management, authorisation and use of credit cards.



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Issue of Credit Card

- Before a credit card is issued, the recipient must agree to, and sign, the conditions of use contained in the *Corporate Credit Cardholder Agreement*.
- The CEO will approve the issue of a credit card to a council employee in writing. The approval will include a monthly credit limit, and a maximum limit for single transactions, that is consistent with Council's financial delegations.
- The credit card is to have no cash advance facilities the credit card is not to be linked to any form of award points. The CEO may limit the purposes for which the credit card may be used.
- Once approval is given, the Chief Corporate Officer (CCO) will organise issue of the credit card.
- The CCO will maintain a register of credit cards issued to employees, including details of the approval, the cardholder, the institution, expenditure limits and expiry date.

Credit Card Use

- It is the responsibility of the cardholder to ensure that limits are not exceeded.
- Personal expenditure is not to be charged to a credit card under any circumstances. The cardholder is not to gain any personal benefits from being the holder of the card.
- Any expenditure using the credit card must comply with legislative requirements, Council's procurement policy, delegations, and directions.
- Cardholders are responsible for the safe custody and security of the Card and are liable for any misuse and associated costs.
- The cardholder may allow use of the card by an authorised user for use without a personal identification number (PIN). The cardholder may not disclose the personal identification number (PIN) or access codes to any other person.
- Each Council employee's credit card is to be reconciled monthly. The reconciliation of the CEO's direct reports is to be reviewed and subsequently authorised by the CEO. The CCO will review the reconciliation of the CEO's credit card as per the Credit Card (Mayor and CEO) Policy.
- The cardholder must ensure that all required documentation specified below is kept in relation to every use of the credit card.
- The cardholder must keep up to date with monthly reconciliations.
- The cardholder will be personally liable for purchases that are not authorised and/or cannot be shown to be related to the business of the Council.

Required Supporting Documentation

- Supporting documentation must be obtained by the cardholder for every expenditure when using the credit card. In reconciling the cards each month the Finance Team will require each transaction to have a receipt. Where a receipt is missing a statutory declaration is required.
- At the time of purchase, for all transactions above set in line with the ATO Guideline of \$82.50, there must be a tax invoice that includes:



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- a) The date of expenditure;
 - b) the supplier's name;
 - c) the supplier's Australian Business Number (ABN)
 - d) the Council's name as the purchaser; and
 - e) a brief description of the supplies purchased.
- For transactions above \$1,000.00, the Tax Invoice for the sale must include WARC's ABN in addition to all of the details mentioned in the previous dot point
 - For transactions below \$82.50, a receipt that notes a cash sale, rather than the Council's name as the purchaser, is acceptable.
 - For any transactions pertaining to travel expenses, evidence of pre-approval of for the travel is required in addition to the guidelines mentioned above.
 - The standard machine / Point of Sale (Pos) receipt, must contain all of the details noted above in order for the Council to claim GST.

Supporting Documentation Not Available or Lost

- If the supporting documentation is for some reason lost or destroyed, a statutory declaration must be completed by the cardholder giving full details of the transaction and explaining why the documentation is not available.
- A statutory declaration form can be found at <https://nt.gov.au/law/processes/statutory-declarations>
- Credit card reconciliations must not be approved without appropriate supporting documentation or an appropriate statutory declaration.
- Where supporting documentation for credit card purchases cannot be provided, the monthly credit card reconciliation cannot be authorised without a statutory declaration being attached.
- If a cardholder regularly makes use of a statutory declaration, the matter of repeated failure to keep tax invoices must be brought to the attention of the CEO who will consider whether it is appropriate for the person to continue being a cardholder and whether any other action should be taken. In this circumstance, "regularly" is defined as being more than once in a period (month) and/or if statutory declarations have been used in consecutive periods.

Credit Card Reconciliations

- Each cardholder will be issued with a monthly credit card statement listing all their purchase transactions for that particular month, as well as the reconciliation sheet to complete which includes the relevant expense coding.
- It is the responsibility of the cardholder to match their supporting documentation to the monthly statement and return all documentation within 5 business days of receiving the statement. The



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fully signed reconciliation must be sent to the Finance Team within 7 business days of receiving the statement.

- The reconciliation must include information for each transaction.
- The CEO approves reconciliations of credit cards held by their direct reports. The CCO approves reconciliations of credit cards held by the CEO.
- Repeated failure to meet the required timeframe must be brought to the attention of the CEO, who will consider whether it is appropriate for the person to continue being a cardholder and whether any other action should be taken. Repeated failure is considered to be exceeding the timeframe in 3 consecutive months.
- The CCO is to notify the CEO and Council's designated finance officer as soon as possible if there is a disputed card transaction in relation to the credit card held by the CCO. Other council employees are to notify the CCO as soon as possible if there is a disputed card transaction in relation to a credit card held by that council employee.
- Where a council employee's credit card has been inadvertently used for personal use, the CCO must not approve the monthly credit card reconciliation unless a signed payroll deduction form for the full amount of the personal transaction is attached with the reconciliation documentation or evidence of reimbursement by way of direct payment to Council bank account
- Where the CCO's credit card has been inadvertently used for personal use, the CEO will not approve the monthly credit card reconciliation unless a signed payroll deduction form for the full amount of the personal transaction is attached with the reconciliation documentation or evidence of reimbursement by way of direct payment to Council bank account Any breaches of policy, should be added to the Credit Card Compliance Register, and immediately reported to the cardholder, CEO and CCO.

Credit Card Cancellation and Replacement

- If a credit card is lost or stolen, the cardholder must immediately contact the issuing institution to report the loss and cancel the card. If the cardholder is a council employee, the matter must be reported as soon as possible to the CCO. If the CCO is the cardholder, the matter must be reported to the CEO.
- In the above circumstances, the CCO will ensure that the credit card has been cancelled, arrange a replacement card (if appropriate) and update the credit card register.

Return and Safe Storage of Credit Cards

- Prior to taking leave periods, the safe and secure place for the card is to be confirmed with the CCO.
- The cardholder is to return the credit card to the Council as soon as the card is no longer required or, if leaving the Council, on or before the last day with Council.
- The CCO is to ensure that all returned credit cards are cancelled, destroyed and that the register is updated.



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Responsibilities

All Council employees are responsible for complying with the provisions of this policy. Failure to comply with the policy may result in disciplinary action being taken, in accordance with the *Performance Management Policy*.

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.

5. RELATED DOCUMENTS

Legislation and References

Local Government Act 2019 (NT)
Local Government Act Regulations (NT)

Policy Documents

Delegation and Authorisation Policy
Performance Management Policy

Procedures

Accounting and Policy Manual

Instructions, tools, guidelines, forms and templates

Corporate Credit Cardholder Agreement
Register of Corporate Credit Cards



Approved by Title of Custodian _____

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WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023

Agenda Reference:	10.1
Title:	Closure to the Public for the Discussion of Confidential Items
File Reference:	1100362
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Pursuant to section 99(2) of the *Local Government Act 2019* and regulation 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*
Regulations 51 and 52 of the *Local Government (General) Regulations 2021*

RECOMMENDATION:

That Risk Management and Audit Committee approved the closure of the meeting to the public as confidential items were about to be discussed in accordance with regulation 52 of the *Local Government (General) Regulations 2021*.

ATTACHMENTS

**WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023**

EXCLUSION OF THE PUBLIC

The information in this section of the agenda is classed as confidential under section 293(1) of the *Local Government Act 2019* and regulation 51 of the *Local Government (Administration) Regulations 2021*.

**WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 10 NOVEMBER 2023**

RE-ADMITTANCE OF THE PUBLIC