



# **WEST ARNHEM REGIONAL COUNCIL AGENDA**

**ORDINARY COUNCIL MEETING  
TUESDAY, 21 MAY 2024**



## WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that an Ordinary Meeting of the West Arnhem Regional Council will be held in Council Chambers Jabiru on Tuesday 21 May 2024 at 9:00 am.

Andrew Walsh  
Chief Executive Officer

### Code of Conduct: The Local Government Act 2019

As stipulated in Schedule 1 of the Act, the Code of Conduct for Members is as follows:

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:* 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.  
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:* A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.  
If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.
8. *Respect for confidences:* A member must respect the confidentiality of information obtained in confidence in the member's official capacity.  
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:* Members 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.  
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:* A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.  
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 municipality, region or shire.
12. *Training:* A member must undertake relevant training in good faith.

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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 ARNHem REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>3.1</b>
<b>Title:</b>	<b>Apologies, Leave of Absence and Absence Without Notice</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### SUMMARY

This report is to table, for Council's record, any apologies, requests for leave of absence and absence without notice received by Council's Chief Executive Officer from Elected Members for the Ordinary Council meeting held on 21 May 2024.

#### RECOMMENDATION

##### THAT COUNCIL

1. Notes the absence of ...
2. Notes the apology received from Cr Blyth
3. Determines ... are absent with permission of the Council.
4. Determines ... are absent without permission of the Council.

#### 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.

#### LEGISLATION AND POLICY

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

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

#### STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

##### 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

#### ATTACHMENTS

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### SUMMARY

Agenda papers are presented for acceptance at the Ordinary Council meeting held on 21 May 2024.

#### RECOMMENDATION

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 21 May 2024.

#### LEGISLATION AND POLICY

Section 92(1) *Local Government Act 2019*.

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

#### STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

##### 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

#### ATTACHMENTS

Nil

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>5.1</b>
<b>Title:</b>	<b>Disclosure of Interest of Members or Staff</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### SUMMARY

**Elected Members** are required to disclose an interest in a matter under consideration at an Ordinary Council Meeting:

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

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

**Staff Members** of the Council are required to disclose an interest in a matter at any time on 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 their delegated authority unless Council expressly directs them to do so.

#### RECOMMENDATION

THAT COUNCIL received the declarations of interest as listed for the Ordinary Council meeting held on 21 May 2024.

#### LEGISLATION AND POLICY/STATUTORY ENVIRONMENT

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

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

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

#### STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

##### 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 6.4 Risk Management

The monitoring and minimisation of risks associated with the operations of Council.

#### ATTACHMENTS

1. Declaration of Interest Register Ordinary Council Meetings [5.1.1 - 1 page]





Declaration of Interest Register		
Elected Members	Declared Interest	Connection
<b>Mayor James Woods</b>	Local Government Association Northern Territory (LGANT)	Board Member
	Malala Health Clinic	Staff Member, Board Member
	Maningrida AFL Committee	Committee member
	Maningrida Emergency Response Group	Deputy Officer
	Bawinanga Aboriginal Corporation	Board Member
<b>Deputy Mayor Elizabeth Williams</b>		
<b>Cr Ralph F Blyth</b>	Warnbi Aboriginal Corporation	Executive Officer
<b>Cr Mickitja Onus</b>		
<b>Cr Gabby Gumurdul</b>	Gunbalanya Economic Development Aboriginal Corporation	Director
<b>Cr Donna Nadjamerrek</b>	National Indigenous Australians Agency (NIAA)	Indigenous Engagement Officer for Gunbalanya, Minjilang and Warruwi.
<b>Cr Otto Dann</b>	Northern Land Council (NLC)	Board Member
<b>Cr James Marrawal</b>		
<b>Cr Henry Guwiyul</b>		
<b>Cr Jacqueline Phillips</b>	Northern Land Council (NLC)	Board Member
	Bawinanga Aboriginal Corporation	Chair

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Jabiru (Head Office)  
☎ 08 8979 9444

Gunbalanya  
☎ 08 8970 3700

Maningrida  
☎ 08 8979 6600

Warruwi  
☎ 08 8970 3600

Minjilang  
☎ 08 8970 3500



## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>6.1</b>
<b>Title:</b>	<b>Confirmation of Ordinary and Special Council Meeting Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### SUMMARY

The Minutes of the Ordinary Council meeting and Special Council meeting held on 23 April 2024 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

#### RECOMMENDATION

##### THAT COUNCIL

1. Confirm the minutes of 23 April 2024 Ordinary Council meeting as a true and correct record of the meeting.
2. Confirm the minutes of 23 April 2024 Special Council meeting as a true and correct record of the meeting.

#### STATUTORY AND POLICY

Section 101 and 102 *Local Government Act 2019*

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

#### STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

##### 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.

#### ATTACHMENTS

1. Unconfirmed Ordinary Council Meeting Minutes - 23 April 2024 [6.1.1 - 10 pages]
2. Unconfirmed Special Council Meeting Minutes - 23 April 2024 [6.1.2 - 5 pages]



Minutes of the West Arnhem Regional Council Ordinary Council Meeting  
Monday, 22 April 2024 at 10:00 am  
Council Chambers

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**1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING**

**Chairperson Mayor Woods declared the meeting open at 10:19 on Monday 22 April 2024, welcomed all in attendance and did an Acknowledgement of Country.**

**ELECTED MEMBERS PRESENT**

Chairperson	James Woods (Mayor) (via phone)
Deputy Mayor	Elizabeth Williams
Councillor	Ralph F Blyth
Councillor	Mickitja Onus (via video)
Councillor	Otto Dann
Councillor	Henry Guwiyul
Councillor	Jacqueline Phillips (via video)
Councillor	James Marrawal

**STAFF PRESENT**

Chief Executive Officer	Andrew Walsh
Director Finance	Jocelyn Nathanael-Walters
General Manager Technical Services (Acting)	Clem Beard
Finance Manager (Acting)	Corey White
Communications and Public Relations Coordinator	Heidi Walton
Governance and Risk Advisor (Acting)	Jasmine Mortimore
Manager Community Services Support	Marnie Mitchell

**OCM62/2024 RESOLVED:**

**On the motion of Cr Marrawal  
Seconded Cr Guwiyul**

THAT COUNCIL deferred the Ordinary Council meeting to 9:00am on Tuesday 23 April 2024 due to sorry business in the region on Monday 22 April 2024.

**CARRIED**

**Chairperson Mayor Woods declared the meeting open at 9:05 on Tuesday 23 April 2024, welcomed all in attendance and did an Acknowledgement of Country.**

**3 APOLOGIES AND ABSENCES**

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<b>Agenda Reference:</b>	<b>3.1</b>
<b>Title:</b>	<b>Apologies, Leave of Absence and Absent without Notice</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Apologies, Leave of Absence and Absent without Notice.

**OCM63/2024 RESOLVED:**  
**On the motion of Cr Blyth**  
**Seconded Cr Onus**

THAT COUNCIL

1. Notes the apology received from Donna Nadjamerrek, Gabby Gumurdul, Julius Kernan for meeting held 22 - 23 April 2024

**CARRIED**

#### **4 ACCEPTANCE OF AGENDA**

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Acceptance of Agenda.

**OCM64/2024 RESOLVED:**  
**On the motion of Cr Blyth**  
**Seconded Mayor Woods**

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 23 April 2024.

**CARRIED**

#### **5 DECLARATION OF INTEREST OF MEMBERS OR STAFF**

<b>Agenda Reference:</b>	<b>5.1</b>
<b>Title:</b>	<b>Disclosure of Interest of Members or Staff</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Disclosure of Interest of Members or Staff.

**OCM65/2024 RESOLVED:**  
**On the motion of Cr Dann**  
**Seconded Cr Guwiyul**

THAT COUNCIL received no declarations of interest as listed for the Ordinary Council meeting held on 23 April 2024.

**CARRIED**

#### **6 CONFIRMATION OF PREVIOUS MINUTES**

<b>Agenda Reference:</b>	<b>6.1</b>
<b>Title:</b>	<b>Confirmation of Ordinary Council Meeting Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Confirmation of Ordinary Council Meeting Minutes.

**OCM66/2024 RESOLVED:**  
**On the motion of Cr Dann**  
**Seconded Cr Guwiyul**

THAT COUNCIL confirm the minutes of 20 March 2024 Ordinary Council meeting as a true and correct record of the meeting.

**CARRIED**

<b>Agenda Reference:</b>	<b>6.2</b>
<b>Title:</b>	<b>Confirmation of Local Authority Meeting Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Confirmation of Local Authority Meeting Minutes.

**OCM67/2024 RESOLVED:**  
**On the motion of Cr Blyth**  
**Seconded Mayor Woods**

THAT COUNCIL

1. Confirmed the minutes of the following Local Authority meetings and reviewed decisions made by the Local Authority:

<b>Community</b>	<b>Date Held</b>	<b>Quorum</b>	<b>Date of next meeting</b>
<b>Minjilang</b>	<b>25 March 2024</b>	<b>Yes</b>	<b>30 May 2024</b>

2. Noted concerns on reversing the WARC logo handshake and;  
 3. Requests further information from the Minjilang Local Authority on their request for Council to consider reversing the WARC logo handshake.

**CARRIED**

<b>Agenda Reference:</b>	<b>6.3</b>
<b>Title:</b>	<b>Confirmation of Kakadu Ward Advisory Committee Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Confirmation of Kakadu Ward Advisory Committee Minutes.

**OCM68/2024 RESOLVED:**  
**On the motion of Cr Onus**  
**Seconded Cr Blyth**

THAT COUNCIL

1. Confirmed the minutes of 3 April 2024 Kakadu Ward Advisory Committee as a true and correct record of the meeting, with the added minute note to reflect that Chairperson Blyth requested to invite the Northern Territory Electoral Commission to the next scheduled Ordinary Council meeting; and  
 2. Reviewed decisions made by the Committee.

**CARRIED**

**7 ACTION REPORTS**

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

Cr Phillips joined the meeting 9:57

The Council considered a report on Review of Action Items.

**OCM69/2024 RESOLVED:**  
**On the motion of Deputy Mayor Williams**  
**Seconded Cr Marrawal**

THAT COUNCIL:

1. Received and noted the report entitled *Review of Action Items*; and
2. Reviewed the outstanding action items and gave approval for completed items to be removed from the register including item OCM190/2023: letter to Minister of Infrastructure, OCM44/2023: feedback to K9 Security and OCM44/2024: inviting the Northern Territory Police to Ordinary Council meeting.
3. Requested item OCM52/2023 for Minjilang airport lease be escalated to NLC, Traditional Owners and DIPL by invitation to a Ordinary Council meeting.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.2</b>
<b>Title:</b>	<b>Approval to Dispose of Surplus Fleet Assets</b>
<b>Author:</b>	<b>Graham Baulch, Project Coordinator Fleet Operations</b>

The Council considered a report on Approval to Dispose of Surplus Fleet Assets.

**OCM70/2024 RESOLVED:**  
**On the motion of Cr Blyth**  
**Seconded Cr Marrawal**

THAT COUNCIL:

1. Received and noted the report entitled *Approval to Dispose of Surplus Fleet Assets*; and
2. Approve to dispose of the surplus fleet assets.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.3</b>
<b>Title:</b>	<b>Australian Local Government Association National General Assembly</b>
<b>Author:</b>	<b>Andrew Walsh, Chief Executive Officer</b>

The Council considered a report on Australian Local Government Association National General Assembly.

**OCM71/2024 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Deputy Mayor Williams**

THAT COUNCIL:

1. Received and noted the report entitled *Australian Local Government Association National General Assembly*;
2. Rescind decision OCM47/2024 - Point 3. *Approves the attendance of Mayor Woods and Elected Member Jacqueline Phillips, Mickitja Onus, Otto Dann, Donna Nadjamerrek accompanied by the Chief Executive Officer at the National General Assembly.*
3. Approves the attendance of Mayor Woods and Elected Member Mickitja Onus accompanied by the Chief Executive Officer at the National General Assembly.
4. Approves Jacqueline Phillips to be the proxy in the absence of an Elected Members attendance.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.4</b>
<b>Title:</b>	<b>West Arnhem Regional Council Reduce, Reuse, Recycle Strategy 2024-2034</b>
<b>Author:</b>	<b>Sara Fitzgerald, Waste and Resource Coordinator</b>

The Council considered a report on West Arnhem Regional Council Reduce, Reuse, and Recycle Strategy 2024-2034.

**OCM72/2024 RESOLVED:**  
**On the motion of Cr Onus**  
**Seconded Mayor Woods**

THAT COUNCIL:

1. Received and noted the report entitled *West Arnhem Regional Council Reduce, Reuse, Recycle Strategy 2024-2034*; and
2. Endorsed the West Arnhem Regional Council Reduce, Reuse and Recycle Strategy 2024-2034 for publication and implementation.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.5</b>
<b>Title:</b>	<b>Special Measures</b>
<b>Author:</b>	<b>Andrew Walsh, Chief Executive Officer</b>

The Council considered a report on Special Measures.

**OCM73/2024 RESOLVED:**

**On the motion of Deputy Mayor Williams**

**Seconded Cr Onus**

THAT COUNCIL:

1. Received and noted the report entitled *Special Measures*; and
2. Approves the Chief Executive Officer to implement Special Measures Recruitment and Identified Positions into West Arnhem Regional Council.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.6</b>
<b>Title:</b>	<b>Elected Member &amp; Local Authority Member Uniforms</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Elected Member & Local Authority Member Uniforms.

**OCM74/2024 RESOLVED:**

**On the motion of Cr Marrawal**

**Seconded Cr Guwiyul**

THAT COUNCIL:

1. Received and noted the report entitled *Elected Member & Local Authority Member Uniforms*; and
2. Approve for Option 1 to be the selected West Arnhem Councillor uniform, Option 2 for Local Authority Member uniform and Option 3 for staff member uniform, subject to budget requirements.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.7</b>
<b>Title:</b>	<b>Maningrida Local Decision Making Agreement</b>
<b>Author:</b>	<b>Andrew Walsh, Chief Executive Officer</b>

The Council considered a report on Maningrida Local Decision Making Agreement.

**OCM75/2024 RESOLVED:**

**On the motion of Cr Marrawal**

**Seconded Cr Dann**

THAT COUNCIL:

1. Received and noted the report entitled *Maningrida Local Decision Making Agreement*;
2. Endorse West Arnhem Regional Council being a signatory to the Maningrida Local Decision Making Agreement.
3. Nominate Mayor James Woods & Councillor Julius Kernan to act as signatories for the agreement.

**CARRIED**

**8 RECEIVE AND NOTE REPORTS**

<b>Agenda Reference:</b>	<b>8.1</b>
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<b>Title:</b>	<b>Incoming and Outgoing Correspondence</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Incoming and Outgoing Correspondence.

**OCM76/2024 RESOLVED:**  
**On the motion of Cr Blyth**  
**Seconded Cr Onus**

THAT COUNCIL received and noted the attached items of incoming and outgoing correspondence.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>Meetings and Events attended by the Mayor</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Meetings and Events attended by the Mayor.

**OCM77/2024 RESOLVED:**  
**On the motion of Deputy Mayor Williams**  
**Seconded Cr Onus**

THAT COUNCIL received and noted the report entitled *Meetings and Events attended by the Mayor*.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>Meetings and Events attended by the CEO</b>
<b>Author:</b>	<b>Andrew Walsh, Chief Executive Officer</b>

The Council considered a report on Meetings and Events attended by the CEO.

**OCM78/2024 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Marrawal**

THAT COUNCIL

1. Received and noted the report entitled *Meetings and Events attended by the CEO*.
2. Invite Red Lily CEO to an Ordinary Council Meeting to discuss permanent doctor for Jabiru.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.4</b>
<b>Title:</b>	<b>Finance Report for the period ended 29 February 2024</b>
<b>Author:</b>	<b>Corey White, Accountant</b>

Meeting broke at 11:03 and recommenced at 11:32

Cr Otto Dann left the meeting at 11:05

The Council considered a report on Finance Report for the period ended 29 February 2024.

**OCM79/2024 RESOLVED:**  
**On the motion of Cr Blyth**  
**Seconded Mayor Woods**

THAT COUNCIL received and noted the report entitled *Finance Report for the period ended 29 February 2024*.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.5</b>
<b>Title:</b>	<b>Report for Business Development Team January to March 2024</b>



<b>Author:</b>	<b>Leanne Johansson, Business Development Manager</b>
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The Council considered a report on Report for Business Development Team January to March 2024.

**OCM80/2024 RESOLVED:**

**On the motion of Cr Marrawal  
Seconded Deputy Mayor Williams**

THAT COUNCIL received and noted the report entitled *Report for Business Development Team January to March 2024*.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.6</b>
<b>Title:</b>	<b>Operations Report - February and March 2024</b>
<b>Author:</b>	<b>Fiona Ainsworth, Director of Community and Council Services</b>

The Council considered a report on Operations Report - February and March 2024.

**OCM81/2024 RESOLVED:**

**On the motion of Cr Blyth  
Seconded Cr Onus**

THAT COUNCIL received and noted the report entitled *Operations Report - February and March 2024*.

**CARRIED**

**9 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE**

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>Elected Member Questions with or without Notice</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Elected Member Questions with or without Notice.

**OCM91/2024 RESOLVED:**

**On the motion of Mayor Woods  
Seconded Cr Onus**

That the Chairperson invites questions with or without notice from Elected Members.

1. Raised petition to change WARC logo to be circulated with staff, LA members and Elected Members.

**CARRIED**

**10 PROCEDURAL MOTIONS**

<b>Agenda Reference:</b>	<b>10.1</b>
<b>Title:</b>	<b>Closure to the Public for the Discussion of Confidential Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Closure to the Public for the Discussion of Confidential Items.

**OCM82/2024 RESOLVED:**

**On the motion of Deputy Mayor Williams  
Seconded Mayor Woods**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 52 of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the Agenda.

**CARRIED**

**11 CONFIDENTIAL ITEMS**

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*.

<b>Agenda Reference:</b>	<b>12.8</b>
<b>Title:</b>	<b>Disclosure of Confidential Resolutions and Re-admittance of the Public</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Disclosure of Confidential Resolutions and Re-admittance of the Public.

**OCM99/2024 RESOLVED:**

**On the motion of Mayor Woods  
Seconded Cr Blyth**

THAT COUNCIL opened the meeting to the public after the discussion of confidential items, and approved to disclose resolution 12.1, 12.2, 12.3, 12.4, 12.5 and 12.7 from the confidential section of this meeting in the non-confidential meeting minutes.

**CARRIED**

<b>Agenda Reference:</b>	<b>12.1</b>
<b>Title:</b>	<b>Confirmation of Confidential Ordinary Council Meeting Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Confirmation of Confidential Ordinary Council Meeting Minutes.

**OCM93/2024 RESOLVED:**

**On the motion of Mayor Woods  
Seconded Cr Guwiyul**

THAT COUNCIL confirm the minutes of 20 March 2024 Ordinary Council meeting as a true and correct record of the meeting.

**CARRIED**

<b>Agenda Reference:</b>	<b>12.2</b>
<b>Title:</b>	<b>Write Off of Debt</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director Finance</b>

The Council considered a report on Write Off of Debt.

**OCM94/2024 RESOLVED:**

**On the motion of Cr Marrawal  
Seconded Cr Guwiyul**

THAT COUNCIL:

1. Receive and note the report titled Write Off of Debt;
2. Receive and note the Chief Executive Officer's written Write Off of Debt Certification; and
3. Approve the write off of debts identified in the report to the total value of \$35,151.80.
4. Requested summary to be sent to Elected Members by email on controls in place.

**CARRIED**

<b>Agenda Reference:</b>	<b>12.3</b>
<b>Title:</b>	<b>Bank Authority – Safe Custody Packet</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director Finance</b>

The Council considered a report on Bank Authority - Safe Custody Packet.

**OCM92/2024 RESOLVED:**

**On the motion of Mayor Woods  
Seconded Cr Onus**

THAT COUNCIL:

3. Receive and note the report titled Bank Authority – Safe Custody Packet; and
4. Approve the replacement of all previous appointed Council officers with the following Council officers to access and deal with the Safe Custody Packet facility, held by the Westpac Bank for Jabiru Town Council, on the Council's behalf:
  - a. Andrew Walsh
  - b. Jocelyn Nathanael-Walters
  - c. Imran Shajib
  - d. Corey White.

**CARRIED**

<b>Agenda Reference:</b>	<b>12.4</b>
<b>Title:</b>	<b>Mayor and CEO Council Credit Card</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director Finance</b>

The Council considered a report on Mayor and CEO Council Credit Card.

**OCM95/2024 RESOLVED:**

**On the motion of Cr Onus  
Seconded Cr Phillips**

THAT COUNCIL:

1. Receive and note the report titled Mayor and CEO Council Credit Card; and
2. Approve the issuing of the following Council Credit Cards, which are subject to Council's *Credit Card (Mayor and CEO) Policy* and conditions:
  - a. The Mayor to be issued with a Credit Card with a limit up to \$5,000; and
  - b. The CEO to be issued with a Credit Card with a limit up to \$15,000.

**CARRIED**

<b>Agenda Reference:</b>	<b>12.5</b>
<b>Title:</b>	<b>Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council</b>
<b>Author:</b>	<b>Clem Beard, Project Manager Technical Services</b>

The Council deferred a report on Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council due to not meeting quorum requirements.

<b>Agenda Reference:</b>	<b>12.7</b>
<b>Title:</b>	<b>24-110-JAB Jabiru Civil and Roads Maintenance for 12 Months</b>
<b>Author:</b>	<b>Hilal Ahmad, Senior Project Manager</b>

The Council considered a report on 24-110-JAB Jabiru Civil and Roads Maintenance for 12 Months.

**OCM98/2024 RESOLVED:**

**On the motion of Deputy Mayor Williams  
Seconded Cr Blyth**

THAT COUNCIL notes that for 24-110-JAB Jabiru Civil and Roads Maintenance has accepted the schedule of rates from City Earth Moving via exemption in line with the Local Government Regulations for a total cost of \$280,000.00.

**CARRIED**

The public was re-admitted at 16:18.

**12 NEXT MEETING**

The next meeting is scheduled to take place on 15 May 2024.

**13 MEETING DECLARED CLOSED**

Chairperson Mayor Woods declared the meeting closed at 16:19.

This page and the preceding pages are the minutes of the Ordinary Council Meeting held on Tuesday 23 April 2024.

UNCONFIRMED



Minutes of the West Arnhem Regional Council Special Council Meeting  
Tuesday, 23 April 2024  
Council Chambers

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**1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING**

Chairperson Mayor Woods declared the meeting open at 14:37, welcomed all in attendance and did an Acknowledgement of Country.

**ELECTED MEMBERS PRESENT**

Chairperson	James Woods (Mayor)
Deputy Mayor	Elizabeth Williams
Councillor	Ralph F Blyth
Councillor	Mickitja Onus (via video)
Councillor	Otto Dann
Councillor	Henry Guwiyul
Councillor	Jacqueline Phillips (via video)
Councillor	James Marrawal

**STAFF PRESENT**

Chief Executive Officer	Andrew Walsh
Director Finance	Jocelyn Nathanael-Walters
General Manager Technical Services (Acting)	Clem Beard
Finance Manager (Acting)	Corey White
Communications and Public Relations Coordinator	Heidi Walton
Governance and Risk Advisor (Acting)	Jasmine Mortimore
Manager Community Services Support	Marnie Mitchell

**3 APOLOGIES AND ABSENCES**

<b>Agenda Reference:</b>	<b>3.1</b>
<b>Title:</b>	<b>Apologies, Leave of Absence and Absent Without Notice</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Apologies, Leave of Absence and Absent Without Notice.

**OCM83/2024 RESOLVED:**

**On the motion of Mayor Woods  
Seconded Cr Marrawal**

**THAT COUNCIL**

1. Notes the apology received from Donna Nadjamerrek, Julius Kernan, Gabby Gumurdul and Otto Dann for the meeting held on 23 April 2024

CARRIED

**4 ACCEPTANCE OF AGENDA**

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Acceptance of Agenda.

**OCM84/2024 RESOLVED:**  
**On the motion of Cr Marrawal**  
**Seconded Cr Onus**

THAT COUNCIL accept the agenda papers as circulated for the Special Council meeting held on 23 April 2024.

CARRIED

**5 DECLARATION OF INTEREST OF MEMBERS OR STAFF**

<b>Agenda Reference:</b>	<b>5.1</b>
<b>Title:</b>	<b>Disclosure of Interest of Members or Staff</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Disclosure of Interest of Members or Staff.

**OCM85/2024 RESOLVED:**  
**On the motion of Deputy Mayor Williams**  
**Seconded Cr Onus**

THAT COUNCIL received no declarations of interest as listed for the Special Council meeting held on 23 April 2024.

CARRIED

**6 ACTION REPORTS**

<b>Agenda Reference:</b>	<b>6.1</b>
<b>Title:</b>	<b>Filling Casual Vacancy - Maningrida Ward</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Filling Casual Vacancy - Maningrida Ward.

**OCM86/2024 RESOLVED:**  
**On the motion of Cr Blyth**  
**Seconded Cr Phillips**

THAT COUNCIL:

1. Received and noted the report entitled *Filling Casual Vacancy - Maningrida Ward*; and
2. Notes the nominations received by Garth Doolan, Tim Wilton and Tyson Ryan.
3. Approved to extend nominations to fill the casual vacancy at the Ordinary Council Meeting in June 2024

CARRIED

<b>Agenda Reference:</b>	<b>6.2</b>
<b>Title:</b>	<b>Capital Reserve Movements</b>
<b>Author:</b>	<b>Imran Shajib, Management Accountant</b>

The Council deferred a report on Capital Reserve Movements.

<b>Agenda Reference:</b>	<b>6.3</b>
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<b>Title:</b>	<b>Revised Operational and Capital Budget 2023-24</b>
<b>Author:</b>	<b>Imran Shajib, Management Accountant</b>

The Council considered a report on Revised Operational and Capital Budget 2023-24.

**OCM87/2024 RESOLVED:**  
**On the motion of Cr Marrawal**  
**Seconded Mayor Woods**

THAT COUNCIL:

1. Receive and note the report titled *Revised Operational and Capital Budget 2023-24*; and
2. That Council adopted the Revised Operating and Capital Budget prepared for 2023-24 , following a review at 31 March 2024, in accordance with Section 203(2) of the *Local Government Act 2019*.

**CARRIED**

## **7 RECEIVE AND NOTE REPORTS**

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Overview of Night Patrol Services</b>
<b>Author:</b>	<b>Marnie Mitchell, Manager Community Services Support</b>

The Council considered a report on Overview of Night Patrol Services.

**OCM88/2024 RESOLVED:**  
**On the motion of Cr Guwiyul**  
**Seconded Cr Marrawal**

THAT COUNCIL received and noted the report entitled *Overview of Night Patrol Services*.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.2</b>
<b>Title:</b>	<b>Human Resources Report 1 January to 31 March</b>
<b>Author:</b>	<b>Mark Uwarow, Manager Human Resources</b>

The Council considered a report on Human Resources Report 1 January to 31 March.

**OCM89/2024 RESOLVED:**  
**On the motion of Cr Onus**  
**Seconded Cr Marrawal**

THAT COUNCIL received and noted the report entitled *Human Resources Report 1 January to 31 March*.

**CARRIED**

## **8 PROCEDURAL MOTIONS**

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Closure to the Public for the Discussion of Confidential Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Closure to the Public for the Discussion of Confidential Items.

**OCM90/2024 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Blyth**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 52 of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the Agenda.

**CARRIED**

**9 CONFIDENTIAL ITEMS**

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*.

<b>Agenda Reference:</b>	<b>12.3</b>
<b>Title:</b>	<b>Disclosure of Confidential Resolutions and Re-admittance of the Public</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Disclosure of Confidential Resolutions and Re-admittance of the Public.

**OCM103/2024 RESOLVED:  
On the motion of Mayor Woods  
Seconded Cr Guwiyul**

THAT COUNCIL opened the meeting to the public after the discussion of confidential items, and approved to disclose resolution 12.1 and 12.2 from the confidential section of this meeting in the non-confidential meeting minutes.

<b>Agenda Reference:</b>	<b>12.1</b>
<b>Title:</b>	<b>Future of CouncilBIZ</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director Finance</b>

Clem Beard declared a conflict of interest and left the meeting at 14:37

The Council considered a report on Future of CouncilBIZ.

**OCM101/2024 RESOLVED:  
On the motion of Deputy Mayor Williams  
Seconded Mayor Woods**

THAT COUNCIL:

1. Receive and note the report titled Future of CouncilBIZ; and
2. Approve the decision that CouncilBIZ cease operations and, subject to the Minister's decision, begin dissolving as an entity by 31 December 2024;
3. Approve Council to begin the process of resigning as a member of CouncilBIZ.

**CARRIED**

<b>Agenda Reference:</b>	<b>12.2</b>
<b>Title:</b>	<b>Revised Commercial Budget 2023-24</b>
<b>Author:</b>	<b>Imran Shajib, Management Accountant</b>

The Council considered a report on Revised Commercial Budget 2023-24.

**OCM102/2024 RESOLVED:  
On the motion of Deputy Mayor Williams  
Seconded Cr Marrawal**

THAT COUNCIL:

3. Receive and note the report titled Revised Commercial Budget 2023-24; and
4. That Council adopted the Revised Operating and Capital Budget prepared for 2023-24 in relation to council's commercial activities, following a review on 31 March 2024, in accordance with Section 203(2) of the Local Government Act 2019.

**CARRIED**



<b>Agenda Reference:</b>	<b>12.3</b>
<b>Title:</b>	<b>Disclosure of Confidential Resolutions and Re-admittance of the Public</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Council considered a report on Disclosure of Confidential Resolutions and Re-admittance of the Public.

**OCM103/2024 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Guwiyul**

THAT COUNCIL opened the meeting to the public after the discussion of confidential items, and approved to disclose resolution 12.1 and 12.2 from the confidential section of this meeting in the non-confidential meeting minutes.

**CARRIED**

The public was re-admitted at 16:16.

## **12 MEETING DECLARED CLOSED**

Chairperson Mayor Woods declared the meeting closed at 16:17.

This page and the preceding pages are the minutes of the Special Council Meeting held on 23 April 2024.

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>6.2</b>
<b>Title:</b>	<b>Confirmation of Local Authority Meeting Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### SUMMARY

The purpose of this report is to provide Council with copies of the unconfirmed minutes of the Local Authority meetings within the region.

#### RECOMMENDATION

THAT COUNCIL confirmed the minutes of the following Local Authority meetings and reviewed decisions made by the Local Authority:

Community	Date Held	Quorum	Date of next meeting
Warurwi	8 February 2024	Yes	23 May 2024

#### BACKGROUND

The Ministerial Guidelines state that:

minutes from local authority meetings or provisional meetings 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 1 – Local Authorities 2021*).

#### LEGISLATION AND POLICY

Sections 101(4) and 101(5) of the *Local Government Act 2019*.

Clause 13.1 *Guideline 1: Local Authorities 2021*.

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

#### STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

##### 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.

#### ATTACHMENTS

1. unconfirmed warurwi local authority minutes\_-\_8 february 2024 [6.2.1 - 8 pages]



Minutes of the West Arnhem Regional Council Warruwi Local Authority  
Thursday, 8 February 2024 at 10:00 am  
Council Chambers

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**1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING**

Chairperson Jason Maninaj declared the meeting open at 10:35, welcomed all in attendance and did an Acknowledgement of Country.

**MEMBERS PRESENT**

Chairperson	Jason Maninaj
Member	William Wurlurli
Member	Richard Nawirr
Member	Phillip Wasaga
Member	Geri Narul
Member	Nicholas Hunter

**ELECTED MEMBERS PRESENT**

Mayor	Matthew Ryan
Councillor	James Marrawal

**STAFF PRESENT**

Chief Executive Officer (acting)	Jessie Schaecken
Chief Operating Officer (acting)	Fiona Ainsworth
General Manager, Technical Services (acting)	Clem Beard
Governance and Risk Advisor (acting)	Jasmine Mortimore
Information Advisor	Ben Heaslip
Manager Community Services Support	Marnie Mitchell
Waste and Resource Coordinator	Sara Fitzgerald
Accountant	Corey White

**GUESTS**

Member of Arafura	Manuel Brown
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**3 APOLOGIES AND ABSENCES**

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West Arnhem Regional Council

- 1 -

Warruwi Local Authority  
Thursday 8 February 2024

<b>Agenda Reference:</b>	<b>3.1</b>
<b>Title:</b>	<b>Apologies and Leave of Absence</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Local Authority considered a report on Apologies and Leave of Absence.

**WAR1/2024 RESOLVED:**  
**On the motion of Cr Marrawal**  
**Seconded Mr Nawirr**

THAT THE LOCAL AUTHORITY received and noted Member's apologies for Alfred Gawaraidji, Ida Waianga, Deputy Mayor Williams for the Local Authority meeting held on 8 February 2024.

**CARRIED**

<b>Agenda Reference:</b>	<b>3.2</b>
<b>Title:</b>	<b>Absent without Notice</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Local Authority considered a report on Absent without Notice.

**WAR2/2024 RESOLVED:**  
**On the motion of Mayor Ryan**  
**Seconded Mr Nawirr**

THAT THE LOCAL AUTHORITY received and noted NIL Member's absences without notice for the Local Authority meeting held on 8 February 2024.

**CARRIED**

#### **4 ACCEPTANCE OF AGENDA**

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Local Authority considered a report on Acceptance of Agenda.

**WAR3/2024 RESOLVED:**  
**On the motion of Mayor Ryan**  
**Seconded Mr Mayinaj**

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Warruwi Local Authority meeting held on 8 February 2024.

**CARRIED**

#### **5 DECLARATION OF INTEREST OF MEMBERS OR STAFF**

<b>Agenda Reference:</b>	<b>5.1</b>
<b>Title:</b>	<b>Disclosure of Interest of Members or Staff</b>

West Arnhem Regional Council

- 2 -

Warruwi Local Authority  
Thursday 8 February 2024

<b>Author:</b> Jasmine Mortimore, Acting Governance and Risk Advisor
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The Local Authority considered a report on Disclosure of Interest of Members or Staff.

**WAR4/2024 RESOLVED:**  
**On the motion of Mayor Ryan**  
**Seconded Mr Mayinaj**

THAT THE LOCAL AUTHORITY received NIL declarations of interest as listed for the Warruwi Local Authority meeting held on 8 February 2024.

**CARRIED**

## **6 CONFIRMATION OF PREVIOUS MINUTES**

<b>Agenda Reference:</b> 6.1
<b>Title:</b> Confirmation of Local Authority Meeting Minutes
<b>Author:</b> Jessie Schaecken, Acting Chief Executive Officer

Nicholas Hunter Joined meeting at 10:44

The Local Authority considered a report on Confirmation of Local Authority Meeting Minutes.

**WAR5/2024 RESOLVED:**  
**On the motion of Cr Marrawal**  
**Seconded Mr Nawirr**

THAT THE LOCAL AUTHORITY adopted the minutes of the Thursday 20 July 2023 Warruwi Local Authority as a true and correct record.

**CARRIED**

## **7 DEPUTATIONS AND PRESENTATIONS**

<b>Agenda Reference:</b> 7.1
<b>Title:</b> Presentations and Visitors
<b>Author:</b> Jessie Schaecken, Acting Chief Executive Officer

Geraldine Narul left the meeting at 10:49 am.

Mr Brown listened to members concerns on PowerWater and Telstra issues.

Geraldine Narul returned to the meeting at 11:52 am.

The Local Authority considered a report on Presentations and Visitors.

**WAR6/2024 RESOLVED:**  
**On the motion of Cr Marrawal**  
**Seconded Mayor Ryan**

THAT THE LOCAL AUTHORITY noted the presentations on

1. New Local Authority Guidelines by the Department of the Chief Minister and Cabinet.

2. Maintenance on the Barge Landing by Department of Infrastructure, Planning and Logistics. Members requested to meet with DIPL CEO to discuss the urgency of these works and raised with DIPL concerns with food security, fuel and supplies. As well as inviting DIPL to Warruwi to inform community of future planned works and timelines.

**CARRIED**

Warruwi Local Authority broke for lunch at 12:00 and recommenced at 12:40

## 8 ACTION REPORTS

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Jessie Schaecken, Acting Chief Executive Officer</b>

The Local Authority considered a report on Review of Action Items.

**WAR7/2024 RESOLVED:**  
**On the motion of Mr Nawirr**  
**Seconded Mr Mayinaj**

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Review of Action Items*; and
2. Reviewed the outstanding action items and gave approval for completed items to be removed from the register.
3. Letter to NLC addressing Crocodile management blockages.
4. Horse management numbers reporting insufficient and causing further issues due to under reporting CSM to speak with Peter Phillips regarding feral animal and crocodile surveys.
5. WARC to assist in education for pet owners

Minute Note: members discussed Geraldine Narul membership due to her secondment in Jabiru and agreed for her to remain on the Authority as she can still have valued contribution to the LA.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>Trailer Screen Options for Local Authority</b>
<b>Author:</b>	<b>Clem Beard Acting General Manager Technical Services</b>

The Local Authority considered a report on Trailer Screen Options for Local Authority.

**WAR8/2024 RESOLVED:**  
**On the motion of Mr Mayinaj**  
**Seconded Cr Marrawal**

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled Trailer Screen Options for Local Authority; and
2. Approved for Administration to seek and apply for external grant funding to assist with the purchase of;
  - Option 1 - Top tier, fully featured LED screen system Circa \$100,000

**CARRIED**

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>Design and Concept Plan – New Warruwi Council Office</b>
<b>Author:</b>	<b>Clem Beard, Acting General Manager Technical Serices</b>

The Local Authority considered a report on Building Plans - Concept design - New Warruwi Office.

**WAR9/2024 RESOLVED:**  
**On the motion of Mayor Ryan**  
**Seconded Cr Marrawal**

THAT THE LOCAL AUTHORITY:

- Received and noted the report entitled conceptual design for the proposed Council Office
- referred report to next Ordinary Council meeting for decision

**CARRIED**

<b>Agenda Reference:</b>	<b>8.4</b>
<b>Title:</b>	<b>Waruwi Ground Penetrating Radar Project</b>
<b>Author:</b>	<b>Sara Fitzgerald, Waste and Resource Coordinator</b>

The Local Authority considered a report on Waruwi Ground Penetrating Radar.

**WAR10/2024 RESOLVED:**  
**On the motion of Cr Marrawal**  
**Seconded Mr Wasaga**

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Waruwi Ground Penetrating Radar*; and
2. Referred report to the next Ordinary Council meeting for decision

**CARRIED**

<b>Agenda Reference:</b>	<b>8.5</b>
<b>Title:</b>	<b>Solar Pump System – Waruwi Airport</b>
<b>Author:</b>	<b>Clem Beard Acting Gernal Manager Technical Services</b>

The Local Authority considered a report on Solar Pump System - Waruwi Airport.

**WAR11/2024 RESOLVED:**  
**On the motion of Mayor Ryan**  
**Seconded William Wurulr**

THAT THE LOCAL AUTHORITY

1. received and noted the report entitled *Solar Pump System – Waruwi Airport*
2. Recommends the supply and installation of Solar Pump at the Airport with the estimated costs of \$12,878.50

**CARRIED**

<b>Agenda Reference:</b>	<b>8.6</b>
<b>Title:</b>	<b>Staff Local Authority Member Payments</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Local Authority considered a report on Staff Local Authority Member Payments.

**WAR12/2024 RESOLVED:**

**On the motion of Mr Mayinaj**

**Seconded Mr Wasaga**

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Staff Local Authority Member Payments*; and
2. Members Advised CSM of decision for payment options

**CARRIED**

**9 RECEIVE AND NOTE REPORTS**

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>CSM Operations Report on Current Council Services</b>
<b>Author:</b>	<b>Matthew Griffiths, Council Services Manager, Warruwi</b>

The Local Authority considered a report on CSM Operations Report on Current Council Services.

**WAR13/2024 RESOLVED:**

**On the motion of Mr Wasaga**

**Seconded Mr Nawirr**

THAT THE LOCAL AUTHORITY received and noted the report entitled *CSM Operations Report on Current Council Services*.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.2</b>
<b>Title:</b>	<b>Warruwi Airport Road Floodway Upgrades</b>
<b>Author:</b>	<b>Hilal Ahmad, Senior Project Manager</b>

The Local Authority considered a report on Warruwi Airport Road Floodway Upgrades.

**WAR14/2024 RESOLVED:**

**On the motion of Cr Marrawal**

**Seconded Mayor Ryan**

THAT THE LOCAL AUTHORITY received and noted the report entitled *Warruwi Airport Road Floodway Upgrades*.

**CARRIED**



<b>Agenda Reference:</b>	<b>9.3</b>
<b>Title:</b>	<b>2022-2023 Annual Report</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Local Authority considered a report on 2022-2023 Annual Report.

**WAR15/2024 RESOLVED:**  
**On the motion of Mayor Ryan**  
**Seconded Mr Mayinaj**

THAT THE LOCAL AUTHORITY received and noted the report entitled *2022-2023 Annual Report*.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.4</b>
<b>Title:</b>	<b>Local Authority Membership</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

The Local Authority considered a report on Local Authority Membership.

**WAR16/2024 RESOLVED:**  
**On the motion of Mr Nawirr**  
**Seconded Cr Marrawal**

THAT THE LOCAL AUTHORITY received and noted the report entitled *Local Authority Membership* ; and invited discussions around encouraging new members to apply and expand the membership of the Warruwi Local Authority.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.5</b>
<b>Title:</b>	<b>Finance Report to December 2023</b>
<b>Author:</b>	<b>Corey White, Accountant</b>

The Local Authority considered a report on Finance Report to December 2023.

**WAR17/2024 RESOLVED:**  
**On the motion of Mayor Ryan**  
**Seconded Mr Wasaga**

THAT THE LOCAL AUTHORITY

1. Received and noted the report entitled *Finance Report to December 2023.*; and
2. Received and noted the attachment entitled 2022-2023 Local Authority Project Funding Certification Warruwi DOS.

**CARRIED**

## **10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE**

<b>Agenda Reference:</b>	<b>10.1</b>
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West Arnhem Regional Council

- 7 -

Warruwi Local Authority  
Thursday 8 February 2024

<b>Title:</b>	<b>Local Authority Member Questions with or without Notice</b>
<b>Author:</b>	<b>Jessie Schaecken, Acting Chief Executive Officer</b>

There were no Local Authority member questions with or without notice for meeting held on 8 March 2024

Chairperson Jason Mayinaj declared the meeting closed at 15:00.

This page and the preceding pages are the minutes of the Warruwi Local Authority held on Thursday 8 February 2024.

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Chairperson

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Date Confirmed

# WEST ARNHAM REGIONAL COUNCIL

## FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Presentations and Visitors - Department of Chief Minister and Cabinet Regional Director Jabiru</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

### SUMMARY

The purpose of this report is to provide Council with a list of presentations to be made by various stakeholders of the West Arnhem Regional Council.

### RECOMMENDATION

THAT COUNCIL noted the presentations by David Boustead, Regional Director for Jabiru / Kakadu.

### BACKGROUND

At various times, Council requests that presentations be made so that issues can be raised and information shared.

### COMMENT

The following visitors/presentations will be in attendance at today's meeting.

Ordinary Council Meeting – Presentations / Visitors			
Topic	Presenter/Visitor	Organisation	Invited by
Update on; - Medical Centre Transition - Permanency of Doctors - Increased cost of electricity - The future of old clinic building - Detailed expenditure of projects	David Boustead – Regional Director Jabiru / Kakadu	Department of Chief Minister and Cabinet	Council

### STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

#### PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

#### Goal 1.1 Community Engagement

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life.

### ATTACHMENTS

Nil

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>7.2</b>
<b>Title:</b>	<b>Presentations and Visitors - Northern Territory Electoral Commission</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### SUMMARY

The purpose of this report is to provide Council with a list of presentations to be made by various stakeholders of the West Arnhem Regional Council.

#### RECOMMENDATION

THAT COUNCIL noted the presentations on 2024 Territory Election by the Northern Territory Electoral Commission.

#### BACKGROUND

At various times, Council requests that presentations be made so that issues can be raised and information shared.

#### COMMENT

The following visitors/presentations will be in attendance at today's meeting.

Ordinary Council Meeting – Presentations / Visitors			
Topic	Presenter/Visitor	Organisation	Invited by
Information on 2024 Territory Election	Anna Egerton – Project Officer	NT Electoral Commission	Council

#### STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

##### PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

##### Goal 1.1 Community Engagement

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life.

#### ATTACHMENTS

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### SUMMARY

This report is submitted for Council to review and discuss the progress on outstanding action items from Council meetings.

#### RECOMMENDATION

THAT COUNCIL:

1. Received and noted the report entitled *Review of Action Items*; and
2. Reviewed the outstanding action items and gave approval for completed items to be removed from the register.

#### BACKGROUND

Action items arise out of resolutions of Council or questions asked by Councillors. The attached register provides the current status of the action items as provided by the administration. The administration recommends items as complete but it is for Council to determine whether the item remains active or is complete and can be removed.

#### COMMENT

The actions that Council resolves to occur are to be acted upon by the administration. This report enables Council to progressively discuss and acknowledge the status of items.

#### STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

##### 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.

#### ATTACHMENTS

1. Action Items Ordinary Council Meeting 21 May 2024 [8.1.1 - 16 pages]
2. Australian Rule plan - OCM157/2023 AFL in West Arnhem Region [8.1.2 - 7 pages]

Document	Item	Status	Action Required	Assignee/s	Action Taken
Ordinary Council Meeting - 22 - 23 April 2024	Meetings and Events attended by the CEO	In Progress	<b>OCM78/2024 RESOLVED:</b> Invite Red Lily CEO to an Ordinary Council Meeting to discuss permanent doctor for Jabiru.	Andrew Walsh	
Ordinary Council Meeting - 22 - 23 April 2024	Elected Member Questions with or without Notice	In Progress	<b>OCM91/2024 RESOLVED:</b> Raised petition to change WARC logo to be circulated with staff, LA members and Elected Members.	Andrew Walsh, Heidi Walton	
Ordinary Council Meeting - 20 March 2024	Presentations and Visitors - Department of Infrastructure, Planning and Logistics	In Progress	<b>OCM41/2024 RESOLVED:</b> Request a formal response from Department of Infrastructure, Planning and Logistics on concerns for airstrips, subdivisions, roads, community plans and clarification on desalination (Waruwi) raised during the meeting. AND Request in future that Department of Infrastructure, Planning and Logistics actively engage with Council.	Jasmine Mortimore	<b>15/04/2024 Jasmine Mortimore</b> feedback sent to DIPL - awaiting formal response
Ordinary Council Meeting - 20 March 2024	Presentations and Visitors - Department of Infrastructure, Planning and Logistics	In Progress	<b>OCM41/2024 RESOLVED:</b> Request comparison on Jabiru Township (JTDA) land use by accessing WARC records.	Ben Heaslip, Jasmine Mortimore	
Ordinary Council Meeting - 20 March 2024	Presentations and Visitors - Department of Chief Minister and Cabinet	In Progress	<b>OCM42/2024</b> That Council seek clarification from NTG on the following: Medical Transition, Permanency of Doctors, Increased Cost of Electricity in Jabiru, the Future of the old clinic building, and detail of expenditure for projects.	Jasmine Mortimore	<b>15/04/2024 Jasmine Mortimore</b> Queries sent to David Boustead DCMC Regional Director for Jabiru, he will attend our next Ordinary Council meeting.
Ordinary Council	Review of Action Items	Recommended Complete	<b>OCM 20 December 2023</b>	Marnie Mitchell	<b>22/03/2024 Ben Heaslip</b> <b>12 February 2024 – Marnie Mitchell</b>

Document	Item	Status	Action Required	Assignee/s	Action Taken
Meeting - 20 March 2024			Cr Dann raised increasing night patrol hours in Gunbalanya and a more collaborated effort with the police involved.		<p>All communities, including Gunbalanya are in a position to run Night Patrol to meet the needs of their community within the budget of the grant funding. Gunbalanya have made a decision to have walking and push bike patrols in the community, to enable staff to cover different areas, not only following the regular road pattern.</p> <p><b>08 March 2024 – Marnie Mitchell</b> Marnie is working with Grants team to identify specific budgets for each community with the CSMS.</p> <p><b>15/04/2024 Pania Withnall</b></p> <p><b>15 April 2024 – Lee Kirschner</b> Progress is being made on a budget review for Gunbalanya Night Patrol. Vehicle and foot patrols are continuing in Gunbalanya with push bike patrols proposed to commence in the Dry Season. Gunbalanya have identified a few bikes belonging to the Sport &amp; Rec Program that could be used but would benefit from the provision of four new bikes to be used for Night Patrol exclusively.</p> <p><b>02/05/2024 Marnie Mitchell</b></p> <p>Marnie presented a report to council at the April meeting outlining the Night Patrol service, including a copy of the recent Night Patrol team refresher that was held online.</p> <p><b>10/05/2024 Jasmine Mortimore</b></p> <p>Memorandum of Understanding sent to Northern Territory Police force with signing scheduled for June 2024 meeting with the Police in attendance.</p>
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM191/2023</b> Acting CEO to develop a strategy to approach NTG regarding superannuation inequality and compensation for elected members and principal member. Noting that there is an expectation that elected members	Jasmine Mortimore	<p><b>22/03/2024 Ben Heaslip</b></p> <p><b>08 December 2023 – Jessie Schaecken:</b> Acting CEO has arranged a preliminary meeting with Alice Springs Mayor Paterson; begun gathering support</p>

Document	Item	Status	Action Required	Assignee/s	Action Taken
			pay tax on payments, however are not afforded superannuation.		information; and has spoken with Mayor Ryan and this will come to a later OCM. <b>12 February 2024 – Jessie Schaecken:</b> The new GEO will pick up this item.  <b>15/04/2024 Jasmine Mortimore</b> This Action will not have regular updates and will be updated when significant progress has been made.  <b>10/05/2024 Jasmine Mortimore</b> Advice received by Department of Chief Minister and Cabinet Local Government Unit, will update Council with a report.
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM175/2023</b> Cr Woods raised concerns with airport usage for sorry business – asked about another airport shelter using the emergency management funds.  <b>OCM44/2024</b> Request to write to NLC chairman on this issue.	Clem Beard, Jasmine Mortimore	<b>22/03/2024 Ben Heaslip</b>  <b>02 November 2023 – Clem Beard:</b> The administration has lodged an 'Expression of Interest' for land tenure at the Maningrida Airstrip as nominated by Cr Woods. Awaiting NLC to advise scheduling of consultations with Traditional Owners of Maningrida for next year 2024 to commence process of consultations. <b>05 December 2024 – Clem Beard:</b> Due to recent passing of Chairman at the NLC – no updated consultations dates have been progress to provide any further updates. <b>10 January 2024 – Clem Beard:</b> Administration scheduled meeting with NLC in late January to source updates on planned community consultations for land tenure requests. <b>09 February 2024 – Clem Beard</b> Awaiting community consultation dates for WARC region for 2024 to commence discussions with Landowners for possible Land Use Agreements. <b>12 March 2024 – Clem Beard</b> Awaiting further advice from NLC for upcoming consultations for Maningrida. <b>02 April 2024 - Clem Beard</b> A letter of support has been drafted to be sent to the NLC Chairman requesting to expediate a Land Use



Document	Item	Status	Action Required	Assignee/s	Action Taken
					Agreement be granted for alternative access gates to the Maningrida Airport for cultural funerals and ceremonial purposes. <b>13 May 2024 - Clem Beard</b> Letter sent to NLC - awaiting response
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM147/2023</b> Relinquish Lease for Gunbalanya Lot 385A and Lot 385B to the NLC.	Clem Beard	<b>22/03/2024 Ben Heaslip</b>  <b>03 October 2023:</b> Administration has begun the process of relinquishing the lease. <b>02 November 2023 – Clem Beard:</b> The Administration has received correspondence from the NLC confirming they have sent a letter to the Gunbalanya Aboriginal Economic Development Corporation: <ul style="list-style-type: none"> <li>• advising that WARC intends to yield up its interest in Lot 385 and;</li> <li>• requesting that GAEDC submit a s.19 EOI as soon as possible for Lots 385A and 385B.</li> </ul> <b>05 December 2023 – Clem Beard:</b> No further updates received from the NLC. <b>10 January 2024 – Clem Beard:</b> Administration scheduled meeting with the NLC in late January to source updates. <b>09 February 2024 – Clem Beard</b> NLC have advise the Administration that GAEDC have not lodged an application for leasing Lot 385 as at the end of January 2024. <b>08 April 2024 – Clem Beard</b> No further updates have been received from the NLC <b>07 May 2024 - Clem Beard</b> Awaiting Northern Land Council
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM52/2023</b> Requests Council submit an EOI to NLC for the land at Minjilang next to the airstrip for facilities.  <b>22 - 23 April 2024 - OCM</b> Requested for Minjilang airport lease be escalated to NLC, Traditional Owners and	Clem Beard	<b>22/03/2024 Ben Heaslip</b>  <b>01 May-11 August 2023 – Clem Beard</b> Administration have reached out to the NLC to commence the leasing arrangements for the Minjilang Airport. Currently liaising with the NLC on next steps in applying for lease through Jone Lotu – NLC WARC representative, and

Document	Item	Status	Action Required	Assignee/s	Action Taken
			DIPL by invitation to an Ordinary Council meeting.		<p>ongoing discussions with CDP to provide labour and some equipment to assist with construction of facilities for ongoing community use.</p> <p><b>12 September 2023 – Clem Beard</b> Administration met with the NLC S19 leasing team on Monday 11/09/2023 to source an EOI lease at the waiting area for a future ablution facility. NLC to confirm the existing airport lease in place with DIPL and establish the current boundaries of existing lease to confirm available vacant land.</p> <p><b>02 October- 02 November 2023 – Clem Beard</b> NLC received correspondence from NTG 30 October 2023 that DIPL will be seeking Traditional Owner consent to secure tenure over 11 “certified” aerodromes in the NLC’s region, including Minjilang. To secure and satisfy the CASA regulations DIPL will be entering into s.19 land use agreement and establishing a third-party aerodrome operator to sub-lease to – proposed to be WARC? NLC note that the letter set out that “The area of land, aerodrome facility, sought to be leased will exceed the existing fenced area around the airstrips in most cases, this is to enable the DIPL to comply with the new CASA regulations and any future upgrades”. NLC advise it may be best to wait until after DIPL has secured a s.19 agreement to determine the boundaries for WARC to upgrade/ put in a new waiting area or wait until NLC receive the land area that DIPL will be seeking tenure over in their EOI? At this stage NLC cannot provide a timeline on how long this will take but will update Council.</p> <p><b>06 December 2023 – Clem Beard</b> No further updates received from NLC.</p> <p><b>07 February 2024 – Clem Beard</b> Administration advised by NLC in late January that lease negotiations are planned for Airstrips with DIPL/NLC.</p> <p><b>11 March 2024 – Clem Beard</b> No further updates received; administration will continue raise this issue with the NLC.</p> <p><b>02 April 2024 – Clem Beard</b></p>

Document	Item	Status	Action Required	Assignee/s	Action Taken
					Lease negotiations are continuing with DIPL, administration will continue raise this issue with the NLC. <b>07 May 2024 - Clem Beard</b> Administration is in the process of requesting DIPL and the NLC to attend the August OCM for further discussions on airport leasing.
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM1/2023</b> Cr Kernan raised the void in available historic information about and acknowledgement of past Councillors and would like administration to investigate; and recounted that the Maningrida Community Government Council had laid a plaque in a Maningrida Park to commemorate the start of Maningrida. He suggested that plaques be laid in all WARC remote communities to memorialise the Missions commencement.	Ben Heaslip	<b>22/03/2024 Ben Heaslip</b> <b>03 March 2023 – Ben Heaslip:</b> Records and Governance have had preliminary conversation and will meet in March to draw up research plan. <b>3 April 2023 – Jessie Schaecken:</b> More work to be done on scope and research plan. <b>13 April 2023 – Jessie Schaecken :</b> Meeting discussed the need for Ben/Jessie to attend Jabiru Library, trip to potentially coincide with Waruwi LA on 18 May 2023 <b>26 May 2023 – Ben Heaslip:</b> Searches have been conducted and potential sources of information identified in the records of the National Archives, the Northern Territory Archives and the Northern Territory Library catalogue. Some Archive records are available online, others can be visited in the Darwin offices of the National and Territory Archives, while others are held interstate. Most library records are held in Darwin but there are a couple of records are in the Jabiru Library. Further searches will be conducted including in the hard copy records held by WARC. <b>16 August 2023 – Ben Heaslip:</b> Email sent to councillors including spreadsheet of search results and links to documents available electronically. <b>12 September 2023 – Ben Heaslip:</b> No further update at this time <b>03 October 2023 – Ben Heaslip:</b> Have found the original Constitution of Gunbalanya Council Incorporated from 1976 signed by the chairman and vice-chairman with some associated documents.

Document	Item	Status	Action Required	Assignee/s	Action Taken												
					<p><b>07 November 2023 – Ben Heaslip:</b> Due to staffing shortages this research will be delayed until the New Year.</p> <p><b>11 March 2024 – Ben Heaslip:</b> Have re-commenced searching through the online files from the National Archives. I will copy records that have relevant information and compile a collection.</p> <p><b>20 March 2024 OCM:</b> Councillors asked that any relevant information be sent to Local Authorities. CEO advised that due to operational requirements staff availability for this project will be limited and updates will be posted when they are made.</p>												
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<p><b>OCM20/2023</b> Directed the administration to conduct code of conduct and Governance training for each Local Authority on the day prior to the upcoming February 2023 round of Local Authority meetings.</p>	Jasmine Mortimore	<p><b>22/03/2024 Ben Heaslip</b></p> <p><b>1 February 2023 Paul Hockings</b> Code of Conduct and Governance training has been organised for the following dates utilising Enock Menge Manger Strategic Projects &amp; Development:</p> <table> <tr> <td>Minjilang:</td> <td>21 February 2023 *</td> <td>9 February 2023</td> </tr> <tr> <td>Waruwi:</td> <td>15 February 2023</td> <td>16 February 2023</td> </tr> <tr> <td>Gunbalanya:</td> <td>22 February 2023</td> <td>23 February 2023</td> </tr> <tr> <td>Maningrida:</td> <td>1 March 2023</td> <td>2 March 2023</td> </tr> </table> <p><b>11 August 2023 –</b> Gunbalanya completed, Maningrida to be completed on Monday 28 August 2023</p> <p><b>12 September 2023 – Ben Heaslip:</b> Maningrida training postponed. New date to be arranged.</p> <p><b>13 February 2024 – Jasmine Mortimore:</b> Currently organising to be held day before Maningrida LA</p> <p><b>13 March 2024 – Jasmine Mortimore:</b> Department of Chief Minister and Cabinet could not attend, will look to hold in June 2024.</p>	Minjilang:	21 February 2023 *	9 February 2023	Waruwi:	15 February 2023	16 February 2023	Gunbalanya:	22 February 2023	23 February 2023	Maningrida:	1 March 2023	2 March 2023
Minjilang:	21 February 2023 *	9 February 2023															
Waruwi:	15 February 2023	16 February 2023															
Gunbalanya:	22 February 2023	23 February 2023															
Maningrida:	1 March 2023	2 March 2023															

Document	Item	Status	Action Required	Assignee/s	Action Taken
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	Mayor Ryan requested a report to Council on the financial viability of the Darwin Office	Andrew Walsh, Jasmine Mortimore	<p><b>22/03/2024 Ben Heaslip</b></p> <p><b>05 September 2023 – Deirdre O’Sullivan:</b> Leanne Johansson to undertake a comprehensive analysis of costs associated with Darwin office and present to OCM in November</p> <p><b>02 October 2023 – Leanne Johansson:</b> Colliers Real Estate of Darwin has been contracted to provide detailed information about costs and opportunities. Other investigations in preparation for November OCM report.</p> <p><b>07 November 2023 - Ben Heaslip:</b> Report in Confidential Late Agenda of 13 November meeting</p> <p><b>06 December 2023 - Ben Heaslip:</b> Report carried over from November meeting to be presented in today’s Confidential agenda</p> <p><b>12 February 2024 – Ben Heaslip:</b> Report has been deferred until new CEO starts.</p> <p><b>20 March:</b> CEO advised Council in the OCM that he would revisit the report once he had established full knowledge of it.</p>
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<p><b>OCM101/2022</b>  <b>MANINGRIDA SUBDIVISION HANDOVER REVIEW FROM NTG TO WARC</b>  The Administration will instruct NTG to complete the civil remedial works for new subdivision to the required Australian Standards per independent consultant recommendations and Delay for another wet season to ensure the roads, drains, road furniture and culverts are sufficiently designed and constructed to accommodate wet season run off and to mitigate any potential areas of flooding.</p> <p><b>OCM62/2023</b>  <b>New Subdivision meeting held with DIPL and WARC 17 March 2023</b>  The Administration to:  - Assist representatives from DIPL to conduct a full and comprehensive conditional report</p>	Hilal Ahmad	<p><b>22/03/2024 Ben Heaslip</b></p> <p><b>09 August 2023 – Hilal Ahmad:</b> WARC works staff in conjunction with JMK will continue to clean out drains progressively and complete prior to onset of wet season to reduce flooding and scouring in the new subdivision.</p> <p><b>13 September 2023 – Hilal Ahmad</b>  WARC works staff continue working in conjunction contractors where required to complete drainage clean out as part of Pre-Cyclone wet season internal road network maintenance program. If works staff capacity is limited, WARC will engage subcontractors to complete the works. WARC has requested DIPL’s representative to attend the next LA to discuss the deteriorating condition of new subdivision.</p> <p><b>03 November 2023 – Hilal Ahmad</b></p>

Document	Item	Status	Action Required	Assignee/s	Action Taken
			<p>for Maningrida Subdivision post Wet Season 2022/23. - Instruct a subcontractor to carry out immediate works on the remediation of potholes in Maningrida.</p> <p><b>Background:</b> <b>05 December 2022:</b> Administration drafted a response to the NTG stating conditions of handover required prior to accepting ownership. <b>24 March 2023:</b> Report included in April OCM <b>09 June 2023:</b> WARC met with DIPL on site and discussed the current deteriorating condition and fire risk of the drainage network. DIPL has agreed to cover the cost for the drainage works rectification and has requested WARC to provide a quote for the remediation of the drainage network. WARC is awaiting quotes from JMK and City Earthmoving for the drainage network remediation.</p>		<p>DIPL representative will attend the OCM to discuss the new subdivision handover in Maningrida and Gunbalanya. <b>05 December 2023 – Hilal Ahmad</b> WARC works staff continue working in conjunction with contractors where required to complete drainage clean out as part of Pre-Cyclone wet season internal road network maintenance program. If works staff capacity is limited, WARC will engage subcontractors to complete the works. WARC has requested DIPL's representative to attend the December OCM to discuss the deteriorating condition of new subdivision. <b>9 February 2024 – Hilal Ahmad</b> WARC works staff continue working in conjunction with contractors where required to complete drainage clean out, mowing grass and weed spraying. <b>11 March 2024 – Hilal Ahmad</b> WARC works staff continue working in conjunction with contractors where required to complete drainage clean out, mowing grass and weed spraying. 6 Bags of Cold mix (1 Ton each) delivered to Maningrida to fix the potholes.</p> <p><b>12/04/2024 Hilal Ahmad</b></p> <p>A site meeting was held on 5th April 2024 with Anuerin Townsend, Regional Director of West Arnhem region for the Department of Chief Minister and Cabinet on the current status of the civil infrastructure of the new subdivision. West Arnhem Regional Council was ensured that the request will be escalated to the Department of Infrastructure, Planning and Logistics regarding the failings of the current civil infrastructure with remediation solutions accordingly.</p> <p><b>07/05/2024 Clem Beard</b></p> <p>Administration will continue to advocate for additional works by DIPL for new subdivision.</p>

Document	Item	Status	Action Required	Assignee/s	Action Taken
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM216/2023</b> Strategic Roads Nominated sections: Cahill's Crossing to Gunbalanya turn off, Creek crossings between Gunbalanya and Maningrida, Maningrida to Ramingining turnoff the Arnhem Link Road to prioritise for intended roadwork upgrades.	Hilal Ahmad	<b>22/03/2024 Ben Heaslip</b>  <b>10 January 2024 – Hilal Ahmad</b> Emailed the NT Strategic Roads Team to organise a meeting to present the Nominated Sections. <b>09 February 2024 – Hilal Ahmad</b> Met with the representatives from DIPL and presented all the nominated sections. DIPL will update WARC once the final areas are nominated. <b>11 March 2024 – Hilal Ahmad</b> DIPL will update WARC once the final areas are nominated.  <b>12/04/2024 Hilal Ahmad</b>  DIPL is assessing the feedback provided by various stakeholders and will provide a final list of projects and budget to the Infrastructure Minister for approval. <b>07/05/2024 Hilal Ahmad</b> Awaiting further updates from DIPL to advise the projects selected for planned works.
Ordinary Council Meeting - 20 March 2024	Review of Action Items	Recommended Complete	<b>OCM205/2023</b> Invite ALPA CDP to attend 2024 February Ordinary Council Meeting	Jasmine Mortimore	<b>22/03/2024 Ben Heaslip</b>  <b>04 January 2024 – Jessie Schaecken</b> Invitation sent via email for meeting in February 2024 <b>13 March 2024 – Jasmine Mortimore</b> ALPA Advised in email on 19 February that they would like to postpone their attendance until they better understand the changes to CDP within West Arnhem.  <b>15/04/2024 Jasmine Mortimore</b>  No update at this time  <b>10/05/2024 Jasmine Mortimore</b>  As this item is operational, CEO requests Council approval for it to be removed from action items

Document	Item	Status	Action Required	Assignee/s	Action Taken
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM190/2023</b> Elected members requests the topic of the construction of a new Warruwi Council Office be brought back to Council for further discussion.	Clem Beard, Fiona Ainsworth	<b>22/03/2024 Ben Heaslip</b>  <b>05 December 2023 – Clem Beard:</b> Concept plans are underway to be presented to the next Warruwi Local Authority for discussion. Recent site visit from the Architect indicates a temporary office will be required whilst construction and demolition works are underway (2 years). The administration is suggesting to utilise Lot 71 adjacent to the School to utilised for possible contractor’s accommodation after use with approval from the NLC for change of Land Use Agreement. <b>09 January 2024 – Clem Beard:</b> Administration preparing a report to the Warruwi Local Authority to discuss options for future planning of proposed project in preparation for Grant Applications. <b>15 January 2024 – Matt Griffiths:</b> Ongoing discussion with technical services to suggest temporary site for the WARC admin. Ongoing. <b>09 February 2024 – Clem Beard</b> A report is included in this meeting to allocate Council funding to update Concept Plan and a QS report for future Grant stream funding opportunities. <b>11 March 2024 – Clem Beard</b> Concept design drawings currently in progress of updating to a concrete block design for longevity and ‘fit for purpose’ – On receivable of updated designs a QS report will be requested to establish indicative building costs to source external grant funding streams. <b>02 April 2024 - Clem Beard</b> Updated concept design drawings from Architect have been received and will now be sent to Quantity Surveyor to establish some costings and reviewed by the Warruwi Local Authority. <b>07 May 2024 - Clem Beard</b> Updated concept design drawings from Architect have been received and forward to QS for cost estimates. On checking with Certifier, the proposed building is situated in a tidal zone and will need to be 800mm above ground level to receive certification.



Document	Item	Status	Action Required	Assignee/s	Action Taken
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM190/2023</b> Cr Gumurdul raised community safety in Gunbalanya – invite Territory Families and Police Commissioner and Minister for Police, MLA for Arafura to the community to talk about responsibilities with community leaders.	Jasmine Mortimore	<b>22/03/2024 Ben Heaslip</b>  <b>13 December 2023 – Jasmine Mortimore</b> Letter has been drafted and is ready to be endorsed by Council before sending to relevant persons. <b>28 December 2023 – Jasmine Mortimore</b> Letter sent: awaiting responses. <b>13 February 2024 – Jasmine Mortimore</b> Due to communities conflicting priorities this has been postponed until further notice. <b>13 March 2024</b> No further update at this time  <b>30/04/2024 Jasmine Mortimore</b> this action is on hold until further notice
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM190/2023</b> Cr Phillips and Cr Woods raised issues with new drain out the front of Maningrida clinic / road quality for wet season.	Hilal Ahmad	<b>22/03/2024 Ben Heaslip</b>  <b>05 December 2023 – Hilal Ahmad:</b> A Council report is included in the agenda today for discussion of options to be presented to Council members. <b>10 January 2024 – Hilal Ahmad:</b> Purchase Order raised to concrete the crossing, U shaped rails installed on both sides of the crossing to make it safe. 22 Check dams installed in the drain to slow the water and stop scouring. <b>09 February 2024 – Hilal Ahmad</b> Contractor will commence the works, depending on the weather. <b>11 March 2024 – Hilal Ahmad</b> Contractor will commence the works, depending on the weather as concreting works are involved installing additional culverts.  <b>12/04/2024 Hilal Ahmad</b> Contractor will commence work by the end of April 2024 and will complete the work by mid May 2024.  <b>07/05/2024 Clem Beard</b>

Document	Item	Status	Action Required	Assignee/s	Action Taken
					Contractor will commence at the end of the month. Project delayed due to late rains in Maningrida. Works include concreting entrance and both sides of the culvert to the takeaway stores opposite clinic.
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM190/2023</b> Administration to look into updating Elected Members Allowances Policy to include travel allowance.	Jasmine Mortimore	<b>22/03/2024 Ben Heaslip</b>  <b>13 December 2023 – Jasmine Mortimore</b> No updates at this time <b>13 February 2024 – Jasmine Mortimore</b> In Progress – delay due to staffing shortage <b>13 March 2024 – Jasmine Mortimore</b> Will review our policy in line with the current Northern Territory Remuneration Tribunal  <b>15/04/2024 Jasmine Mortimore</b> CEO will update policy within the next quarter.
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM44/2024 RESOLVED:</b> Request community services prepare a report on council night patrol services -OCM224 Request the CEO to review the operations of Night Patrol.	Jasmine Mortimore, Marnie Mitchell	<b>15/04/2024 Pania Withnall</b>  <b>15 April 2024 – Lee Kirschner</b> A report is being drafted for the CEO's review. The report is to be completed in April for consideration in the May OCM.  <b>02/05/2024 Marnie Mitchell</b>  Marnie presented a report to council at the April meeting outlining the Night Patrol service, including a copy of the recent Night Patrol team refresher that was held online.
Ordinary Council Meeting - 20 March 2024	Review of Action Items	Recommended Complete	<b>OCM44/2024</b> Requests standing invitation to stakeholder for meeting attendance.	Jasmine Mortimore	<b>08/05/2024 Jasmine Mortimore</b> 2024 Meetings calendar sent to all stakeholder via Council Services Managers
Ordinary Council Meeting - 20 March 2024	Review of Action Items	In Progress	<b>OCM44/2024</b> Request CEO draft letter to Ministers with NLC support advocating for Night Patrol	Andrew Walsh, Jasmine Mortimore	<b>15/04/2024 Jasmine Mortimore</b> Invitation sent to NIAA to attend to Ordinary Council Meeting on 18 June 2024

Document	Item	Status	Action Required	Assignee/s	Action Taken
			funding and Cultural Rehabilitation Centre in communities.		<b>10/05/2024 Jasmine Mortimore</b> Submission sent to NIAA for increased night patrol funding for WARC
Ordinary Council Meeting - 20 March 2024	Elected Member Questions with or without Notice	In Progress	<b>OCM60/2024 RESOLVED:</b> Cr Dann raised concerns with the conditions of the Gunbalanya roads.	Hilal Ahmad, Vicki McCoy	<b>04/04/2024 Vicki McCoy</b> Vicki McCoy: Contractors to do community road once road is accessible in dry. WARC Works Crew have attended to potholes and roadside repairs, but more occurring with rain. <b>12/04/2024 Hilal Ahmad</b> Contractor will commence roadworks as soon as the road is accessible. Technical services team will order more cold mix for potholes. Contractors are currently working in Jabiru and will transfer the machines to Gunbalanya. <b>07/05/2024 Clem Beard</b> When weight restrictions are lifted on access road, contractor will mobilise and commence planned works.
Ordinary Council Meeting - 20 March 2024	Elected Member Questions with or without Notice	In Progress	<b>OCM60/2024 RESOLVED:</b> Request Admin reach out to Larrakia Nation for information on how WARC can assist with providing ID services for West Arnhem communities. Request letter be sent to Birth Deaths and Marriages for information on their services and frequency.	Andrew Walsh, Jasmine Mortimore	<b>15/04/2024 Jasmine Mortimore</b> Request sent to Larrakia Nation to attend Council meeting in May to discuss option. <b>14/05/2024 Jasmine Mortimore</b> Email sent to Elected Members with Birth, Death and Marriage visit details and services. Reached out to Larrakia Nation to provide more information on ID Services, awaiting their response.
Ordinary Council	Elected Member Questions with or without Notice	In Progress	<b>OCM157/2023 RESOVLED:</b> Request increased advocacy for AFL in West Arnhem Region	Marnie Mitchell	<b>04/04/2024 Jasmine Mortimore</b> Updates:

Document	Item	Status	Action Required	Assignee/s	Action Taken
Meeting - 20 March 2024			<p>please refer to AFL in West Arnhem document</p> <p><b>BACKGROUND:</b> Marnie Mitchell: Through a partnership with AFL NT remote development managers will help support program and development sessions for both Minjilang and Warruwi with WARC covering accommodation/travel/meal costs and AFLNT cover wages of the staff. Community leadership are working together to facilitate the community visits bimonthly. Council Services Managers continue to support AFL initiatives within their Sport and Recreation Teams</p>		<p>Hall/oval and highly successful event in Warruwi. 5 community members signed up for umpiring. 15 January 2024 – Matt Griffiths: Nil further. AFL &amp; AFLW included on YSR participation plans. 12 February 2024 – Marnie Mitchell: Matt Levens from AFLNT continues to work with Warruwi and Minjilang. Sport and Recreation staff in community are working with Community to have bi monthly visits to community working in conjunction with the school and council. 13 February 2024 – Dana Hewett: Jabiru – Plans are to continue with Auskick in 2024.</p> <p><b>02/05/2024 Marnie Mitchell</b></p> <p>This is an advocacy and strategic item for WARC.</p> <p>My suggestion is that the WARC staff work with the Council and Mayor to discuss the role of WARC in this process of having a team in the AFLNT from West Arnhem.</p> <p>Sport and Recreation staff will continue to provide fundamental training and mentoring opportunities for players, coaches and umpires as well as support ongoing community lead AFL competitions.</p> <p>AFLNTs recommendations form part of the WARC Australian Rules Plan.</p>
Supplementary Ordinary Council Agenda - 20 March 2024	Confirmation of Local Authority Meeting Minutes	In Progress	<p><b>OCM59/2024 RESOLVED:</b> Requests report on Gunbalanya oval, including surface works.</p>	Clem Beard	<p><b>10/04/2024 Clem Beard</b></p> <p>The administration has reached out for a quote from Quality Garden NT to travel by road to Gunbalanya when access is available to inspect the football oval surface and provide an assessment report on the current condition and anticipated costs of repairs to</p>

Document	Item	Status	Action Required	Assignee/s	Action Taken
					football oval. The quote received for assessment purposes only \$4,950.00 <b>07 May 2024 - Clem Beard</b> The quote for proposed works will be tabled at the next Gunbalanya Local Authority meeting scheduled 6th June 2024 to fund the assessment of the oval for remediation works.
Ordinary Council Meeting 20 - 21 February 2024	Community Buses Commitment	In Progress	<b>OCM19/2024</b> 1. Directed Council to reach out to the Office of Marion Scrymgour to offer funding to better suited West Arnhem Organisation to accept funding for purchase of community buses. 2. Requested alternative letter outlining organisations in communities better suited to deliver service within the communities, cc'ing in those organisations	Fiona Ainsworth, Jasmine Mortimore	<b>15/04/2024 Jasmine Mortimore</b> Outcome from action has changed as the offer of buses is being negotiated with the Office of Marion Scrymgour. WARC have sent a proposal to use buses for sport and recreations as this fits within the funding guidelines. <b>10/05/2024 Jasmine Mortimore</b> Working with Office of Marion Scrymgour, updates will be provided out of meetings.
Ordinary Council Meeting 20 - 21 February 2024	Appreciation of WARC Staff - NYE Celebrations Maningrida	Recommended Complete	<b>OCM24/2024:</b> Requested the administration to formally write a letter of appreciation from the Council thanking each staff member for their dedication to delivering the most successful event held in Maningrida for NYE celebrations.	Clem Beard, Sara Fitzgerald	<b>12/04/2024 Sara Fitzgerald</b> Letter and certificate of appreciation was distributed to all staff involved week commencing 7 May 2024

## West Arnhem Regional Council



# Australian Rules Football (ARF) Plan – West Arnhem Region

Development Plan 2023 - 24

*This 12-month plan outlines goals and activities in West Arnhem Regional Council's long-term plan to support sustainable and inclusive Australian Rules Football opportunities that deliver positive community benefits for the communities and the region.*

### Aim

Support regular and ongoing Australian Rules Football (ARF) in West Arnhem communities in

- Providing an environment where community members, especially young people, can interact, develop skills in playing and officiating
- Increasing pathway opportunities in playing and officiating ARF
- Creating a supportive and safe community that fosters social connections, belonging, and social and emotional wellbeing support
- Promoting physical activity and health
- Encourage local ownership and leadership
- Aligning with WARC pillars and goals and Youth, Sport and Recreation funding outcomes.

[westarnhem.nt.gov.au](http://westarnhem.nt.gov.au)

Alignment with WARC pillars and goals

<b>PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING</b>	
<b>Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.</b>	
<b>Goal 1.1</b>	<b>Community Engagement</b> Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life
<b>Goal 1.4</b>	<b>Community Events</b> Deliver cultural, civic and sporting events which engage and unite the community
<b>Goal 1.6</b>	<b>Youth Engagement</b> Deliver diverse, targeted programs and events which actively empower and engage young people as valuable partners in decision-making which effects them
<b>PILLAR 3 SAFETY AND WELLBEING</b>	
<b>As an 'Employer of Choice', we provide and promote a positive culture of safety, inclusion and respect. Our people are skilled, informed and have opportunities to grow and develop within our organisation. Services provided to community are professional, impactful, engaging and appropriate to local needs.</b>	
<b>Goal 3.3</b>	<b>Training and Development</b> Deliver training and development which is effective and culturally appropriate, engaging and increases future employment opportunities and pathways
<b>Goal 3.4</b>	<b>Community Service Delivery</b> Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members

Alignment with current funded programs

Developing skills, expertise, and increasing participating across all areas of Australian Rules football aligns with WARC's current funding agreement (until June

2024) with Northern Territory Government Remote Sport Program. The objective of this funding is enhancing the capacity of regional and remote communities to deliver regular organised sporting games, competitions and events. This is achieved through facilitating development opportunities including training for staff and community members to participate in sporting competitions as coaches and officials.

#### Status

A partnership has been developing with AFL Northern Territory to help support sustainability of Australian Rules football across all five West Arnhem communities through capacity building in developing skills and expertise in officiating and management, player development and ongoing community activities or competitions. They currently employ a Remote Development Manager (RDM) in Maningrida and are in the process of procuring funding for Gunbalanya. Through the partnership, these RDM's will be able to provide support and advice to Youth Sport and Recreation programs and developing local ownership of ARF in both Minjilang and Waruwi.

Maningrida has an established AFL competition currently incorporating both men's and women's competition. In March 2023, AFLNT supported by WARC ran some junior and senior sessions in Minjilang and Waruwi. This trip included discussions with locals on desire for ARF activities and inter-regional competitions. While there have been no local drivers to date to run a regular weekly social activity and there is high interest in inter-regional matches and discussions on how this can be achieved. The first round of Community Umpiring courses are undergoing in Minjilang and Waruwi June 2023.

#### Actions

The focus then for this plan is on building foundations, driving local engagement and ownership, providing regular activities and development opportunities as a means to achieve this. Starting at local levels and skills development for both participation and management to build foundations for sustainability and continued growth of ARF for all West Arnhem regions. To achieve the outcomes and activities as per Table 1, WARC will continue to develop the partnership with AFLNT and build on relationships with local community members, schools and supportive organisations such as alignment with No More and Her Rules, Her Game campaigns.

Investment in umpires, officials and volunteers is key to for local leadership and sustainability with opportunities through Kurrung Sports carnival opportunities to participate and development of future pathways.

#### Measuring success

The following areas will determine success of this 12-month plan and inform successive plans.

- Regular activities occurring in all communities for adults and juniors, regardless of competition or game structure.
- Local umpires and coaches participate at 2023 Kurrung Sports Carnival.



- Opportunity initiated for teams from at least two communities to travel and compete against each other outside of Kurrung Sports Carnival.
- Continuing partnership with AFLNT.
- Increase in local ownership and leadership driving AFR activities.

Table heading: 12-month action plan 2022-23

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Finance</b>
Deliver regular ARF activities for men, women and juniors across all communities	Incorporate regular weekly sessions into YSR programs in Minjilang and Warruwi during dry seasons (can be informal). Continue to build on partnership with AFLNT for supporting both Island communities on a quarterly basis. Continue to support AFLNT RDM's Maningrida and Gunbalanya in running competitions and joint Auskick/Junior initiatives.	MAFLA YSR WSC CWSP0 AFLNT	June – Sept 2023, Beginning of Dry Season 2024. Four visits by AFLNT to Island communities.	Partial funding under current NTG Remote Sport Program funding
Support development and pathway opportunities for all communities	Continue to work with local AFLNT RDM's in identifying talented footballers and officials and advocating for AFL community engagement. Liaise with schools on pathways and opportunities for junior development.	YRS WSC AFLNT CWSP0	Ongoing.	
Organise opportunities for official and management development across all communities	In partnership with AFL NT, facilitate coaching, umpiring course for community members. Continue to build on partnership with AFLNT for supporting both Island communities on a quarterly basis. Support and promote AFLNT development programs.	YSR WSC AFLNT CWSP0	1 Coaching and 1 Umpiring course per 6 months. Four community visits over 12 months to Minjilang and Warruwi	Partial funding under current NTG Remote Sport Program

Support opportunities to participate as players, umpires, team managers	Provide coaching and umpiring opportunities at Kurrung Sports Carnival. Liaise with communities in exploring inter-community matches. Identify funding/sponsorship. Liaise with schools on supporting education participation and pathway opportunities.	YSR WSC CSM CWSP CE BD	Kurrung Sports Carnival – September 2023. Ongoing.	Partial NTG Remote Sport Program. External funding/sponsorship required.
Improve infrastructure/resource needs to support long term development and sustainability within communities	Progress Maningrida Oval change rooms project. Installation of Gunbalanya Oval lights. Gain support from local people with league/club experience. Gain support from local volunteer base. Consultation with AFLNT's Venue Improvement Plan.	YSR staff WSC CSM CWSP CE BD TS	Consult/Concept/Design June 2024 Commence construction end June 2024 End March 2024 End December 2023	Funding pending NTG Infrastructure Program
Explore options for establishment of West Arnhem Representative teams to participate in carnivals for 2024-25.	Contingent of regular AFR activities in communities, foundations achieved and sponsorship. Development of codes of conducts and selection criteria for players and management based on both performance and sportsmanship. Gain support from local leaders and volunteers. Explore sponsorship opportunities.	WSC CWSP CE BD	April 2024	Funding and/or external sponsorship required.

YSR – Youth Sport and Recreation team  
WSC – Wellbeing Service Coordinator  
CSM – Council Service Manager  
CWSPO – Community Wellbeing Senior Project Officer  
CE – Community Engagement Officer  
BD – Business Development Unit  
AFLNT – Australian Football League Northern Territory  
MALFA – Maningrida AFL Association  
TS – Technical Services

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>WARC Delegations Manual</b>
<b>Author:</b>	<b>Andrew Walsh, Chief Executive Officer</b>

#### SUMMARY

This report is to seek approval of the reviewed delegation manual.

#### RECOMMENDATION

THAT COUNCIL:

1. Received and noted the report titled *WARC Delegations Manual*; and
2. Approved formal adoption of the delegations manual.

#### BACKGROUND

Council is required to have a delegation's manual in accordance with the Local Government Act 2019. The delegation's manual delegates powers and functions from Council to the Chief Executive Officer, and from the Chief Executive Officer to other staff.

The delegation's manual has been reviewed by the Chief Executive Officer. Amendments in the delegation's manual relate to recruitment, procurement and financial controls of the Council.

#### COMMENT

Local Government Act 2019

Division 2      Delegation

40      Delegation

- (1) A council may delegate its powers and functions.
- (2) A delegation may be made to:
  - (a) the CEO; or
  - (b) a council committee; or
  - (c) a local authority; or
  - (d) a local government subsidiary.
- (3) Despite subsection (1):
  - (a) the power to impose rates and charges cannot be delegated; and
  - (b) if power to incur financial liabilities is delegated – the council must, by resolution, fix reasonable limits on the delegate's authority; and
  - (c) a delegation cannot duplicate or derogate from the CEO's functions (including delegated functions); and
  - (d) subject to subsections (4) and (5), power to enter into a transaction on conditions that are not arm's length conditions cannot be delegated; and
  - (e) subject to subsections (4) and (5), power to make a decision that requires a council resolution cannot be delegated; and

- (f) if power to enter into a contract is delegated – the contract must be below the threshold value.
- (4) A council may delegate to the CEO the following:
  - (a) the power to enter into a transaction on conditions that are not arm's length conditions if the transaction will provide a community benefit;
  - (b) the power to waive a fee for service (wholly or partly) under section 289(4) if the waiver will provide a community benefit.

*Note for subsection (4)(b)*

*A decision to waive a fee for service (wholly or partly) under section 289(4) requires a council resolution.*

- (5) A delegation under subsection (4) must be in accordance with the regulations and any guidelines that the Minister may make.
- (6) A council must, within the first 6 months of its term, determine, by resolution, the threshold value for a contract for subsection (3)(f).
- (6A) Despite subsection (2), a council, as the responsible entity for a public cemetery or a community cemetery, may only delegate the powers and functions of the responsible entity under the Burial and Cremation Act 2022 to a local government subsidiary.
- (7) In this section:
  - arm's length conditions means the conditions that might be expected to operate between commercial entities dealing wholly independently with one another in comparable circumstances.

## **LEGISLATION AND POLICY**

Local Government Act 2019

## **FINANCIAL IMPLICATIONS**

Council Budget

## **STRATEGIC IMPLICATIONS**

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

### **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 6.3 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.

**ATTACHMENTS**

1. WARC Delegations Manual draft AW 29 04 2024 (5) [8.2.1 - 13 pages]

# WEST ARNHEM



# REGIONAL COUNCIL

## DELEGATIONS MANUAL



## West Arnhem Regional Council - Delegation Manual

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## West Arnhem Regional Council - Delegation Manual

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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 and 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 will 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	Full Title	Abbreviated Title
West Arnhem Regional Council	WARC or Council	Mayor	M
Deputy Mayor	DM	Chief Executive Officer	CEO
Director Finance	DF	Director Community and Council Services	DCCS
General Manager Technical Services	GMTS	Human Resources Manager	HRM
Finance Manager	FM/Man	Business Development Manager	BDM/Man
Community Services Support Manager	CSSM/Man	Communications & Public Relations Coordinator	PRC
Council Services Manager	CSM	Management Accountant	MA
Positions with Advisor title	Adv	Positions with Coordinator title	Coor
Travel & Executive Administration Officer	EA	Operation Support Administration Assistant	EA
Finance Officer	FO	Senior Council Services Manager	SCSM

## 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; 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	<b>Authorised persons</b> 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: <ul style="list-style-type: none"> <li>• The Local Government Act;</li> <li>• Jabiru By-laws;</li> <li>• Northern Territory Traffic Act and associated regulations; and</li> <li>• Northern Territory Control of Roads Act.</li> </ul>	

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

Area	Function	Activity			DF	DCCS	HRM	GMTS	CSM	EA	Man	Coor/ Adv	SCSM
			Council	CEO									
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.		√	100k	100k	10k	10k	10k	10k	10k	10k	10k
Finance	Operational Expenditure	Approve Direct Report or relevant teams staff reimbursement of expenditure on behalf of Council	M/DM	√	5k	5k	2k	2k	2k	2k	2k		2K
Finance	Operational Expenditure	Approve In kind support for external organisations (this includes, venue hire, vehicles, materials etc.)	√	√	5k	5k		1k	1k	1k			1K
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment included in approved capital budgeting and /or funding agreement	√	√	100k	100k		10k					10k
Finance	Capital Expenditure	Approval of progress payments where expenditure has already been authorised.		√	100K	100k		10k			10k		10k
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment not included in approved capital budget	√										
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.)	√	√									

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

Area	Function	Activity												
			Council	CEO	DF	DCCS	HRM	GMTS	CSM	EA	Man	Coor/ Adv	SCSM	
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	Credits	Authority to issue credits		√	√									
Finance	Journals	Approve and post journals created by third parties (journals cannot be created and posted by the same person)		10k+	10k+	10K+							FM/ MA 10k+	FO 10k
Finance	Customers / Suppliers	Add, delete or amend Customer or Supplier accounts		√	√								FM	
Finance	Investment	Approve investment of funds in term deposits		√	√								FM	
Finance	Investment	Approve investment of funds in other than term deposits	√											
Finance	Investment	Approve draw down of investment funds for deposit into operational accounts		√	√								FM	
Finance	Petty Cash	Authority to set up & reimburse petty cash float limits up to \$500 for Gunbalanya, Jabiru, Maningrida, Minjilang, Warruwi, Darwin and related sites.		√	√	√							FM/ MA	
Finance	Banking	Authority to alter and or open or close bank accounts		√	√									
Finance	Banking	Approve EFT payments & sign cheques		√	√	√							FM/ MA	

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

Area	Function	Activity			DF	DCCS	HRM	GMTS	CSM	EA	Man	Coor/ Adv	SCSM
			Council	CEO									
Finance	Banking	Approval to change and/or add cheque signatories		√	√	√							
Finance	Credit Cards	Approve the issuing & revocation of Credit Cards for the CEO & Mayor (up to \$20,000 limit)	√										
Finance	Credit Cards	Approve the issuing & revocation of Credit Cards for staff (up to \$20,000 limit)		√	√	√							
Finance	Invalid Debts	Correct Administrative errors (subject to a Council Report).	\$50k+	\$50k	\$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	√										
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		√	√	√							
People & Capability	Staffing Budget	Approval of Staffing Budget	√										
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) refer updated recruitment process		√									
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		√									

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

Area	Function	Activity			DF	DCCS	HRM	GMTS	CSM	EA	Man	Coor/ Adv	SCSM
			Council	CEO									
People & Capability	Conditions of Employment	Set and approve annual salary increments and any higher duties payments for department (subject to advice from Director).		✓									
People & Capability	Conditions of Employment	Approve/sign staff letters of offer & contracts		✓									
People & Capability	Conditions of Employment	Approve conditions of employment for all staff		✓									
People & Capability	Conditions of Employment	Approve a staff member accepting secondary employment or consultancies, additional to and separate from their normal duties with Council (in consultation with C	M/DM for CEO	✓									
People & Capability	Conditions of Employment	Approve staff adjusted time for direct reports or own division		✓	✓	✓							
People & Capability	Probation	Confirm successful completion 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 to CEO redundancy of position or dismissal of staff member		✓	✓	✓							
People & Capability	Dismissal	Decision to terminate an employee		✓									
People & Capability	Dismissal	Negotiate and sign off on Deed of Release (subject to CEO approval for DF, DCCS, HRM)		✓	✓	✓	✓						
People & Capability	Overtime	Approve staff Overtime within budget		✓	✓	✓	✓						✓
People & Capability	Leave	Approve staff Annual Leave, 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 Leave Without Pay more than 2 days		✓	✓	✓	✓						
People & Capability	Leave	Approve staff Long Service Leave (Subject to CEO approval)	M/DM	✓	✓	✓							

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

Area	Function	Activity			Council	CEO	DF	DCCS	HRM	GMTS	CSM	EA	Man	Coor/ Adv	SCSM	
					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			M/DM for CEO	√	√	√	√							
People & Capability	Leave	Approve Discretionary Leave (includes compassionate leave outside policy)				√										
People & Capability	Leave	Approve domestic violence leave (subject to appropriate sign off – recommendation to the CEO)				√	√	√	√	√	√	√	√	√	√	√
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			M/DM for CEO	√										
People & Capability	Travel	Approve budgeted intrastate travel. Unbudgeted intrastate travel requires CEO approval.			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 (subject to CEO approval)				√			√							
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				√	√	√								
Contracts	Leases	Cancel existing lease				√	√	√								
Contracts	Professional Services	Authorise appointment of external professional advice and/or services within budget (non – legal)				\$20k+	\$20k	\$20k								

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

Area	Function	Activity			DF	DCCS	HRM	GMTS	CSM	EA	Man	Coor/ Adv	SCSM
			Council	CEO									
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		√	√	√					BDM	Grants	
Contracts	All	Authority to negotiate agreements (other than suppliers) and contracts		√	√	√	√	√					
Contracts	Signature	Authority to sign agreements (other than suppliers within financial delegation) including MOUs, contracts and tenders		√	√	√	√	√					
Contracts	Seal	Authority to use Seal	√										
Contracts	Contract Management	Authority to make daily operational decisions for direct service delivery in line with relevant contracts		√	√	√	√	√	√		√		√
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.		√	√	√							
Contracts	Serious Incidents	Reporting serious incidents for Child Care, Crèche, NDIS & Aged Care		√	√	√					MCSS		
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		√									

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

Area	Function	Activity			DF	DCCS	HRM	GMTS	CSM	EA	Man	Coor/ Adv	SCSM
			Council	CEO									
Corporate Governance	Disposal of records	Authority to approve the destruction of records under the approved Disposal Schedule		√									
Corporate Governance	Legal	Authority to consult with Council's external legal advisors on legal matters (Subject to CEO approval).		√	√	√							
Corporate Governance	Legal	Authority to purchase legal advice and/or expertise		√									
Corporate Governance	Legal	Authority to settle court, legal or any other formal proceedings.	√	√									
Corporate Governance	Policy	Approval of Council Policy for Council Governance	√										
Corporate Governance	Policy	Approval of Council Policy for Organisation		√									
Corporate Governance	Policy	Approval of Service Area Policy within own division, in consultation with CEO		√									
Corporate Governance	Procedure	Approval of Council Procedure for organisation		√	√	√	√						
Corporate Governance	Software Purchase	Approval to purchase software		√									
Public Relations	Media	Approve the use of Council's name or logo by parties external to Council		√								PRC	
Public Relations	Public Statements	Authorised to release written and verbal public or media statements	M/DM	√									
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 (non contentious).		√	√	√	√	√					
Public Relations	Media / PR	Approve a communication strategy for a project		√								PRC	
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	

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

Area	Function	Activity			DF	DCCS	HRM	GMTS	CSM	EA	Man	Coor/ Adv	SCSM
			Council	CEO									
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 21 MAY 2024

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>Elected Members Superannuation</b>
<b>Author:</b>	<b>Andrew Walsh, Chief Executive Officer</b>

#### SUMMARY

This report is to propose and confirm a shift in process to commence paying Elected Members superannuation on top of Council Member allowances and to note the implications for Council.

#### RECOMMENDATION

THAT COUNCIL:

1. Received and noted the report entitled *Elected Members Superannuation*; and
2. Commence paying Councilors superannuation on top of Council Member Allowances.

#### BACKGROUND

West Arnhem Regional Council has had a long-standing action item calling for Elected Members to be paid superannuation on top of their allowances.

On Friday 10 May 2024, the attached correspondence was received from the Department of Chief Minister and Cabinet Local Government Unit providing clarity and approval to pay Councilor's superannuation.

Superannuation is allowed to be paid on the following allowances:

- Councillors Allowance;
- Deputy Principal Members Additional Allowance;
- Principal Members Additional Allowance; and
- Extra Meeting/Activity Allowance.

No other allowances would be subject to superannuation payments including; travel allowance, professional development allowance or vehicle allowance.

The process includes processing the allowances through the PAYG system, which West Arnhem Regional Council is already doing.

Implications or risk with the change in process are limited to fringe benefits tax implications which are negligible.

#### LEGISLATION AND POLICY

Superannuation Guarantee (Administration) Act 1992

#### FINANCIAL IMPLICATIONS

Elected Member Allowance

#### STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

#### 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.

**ATTACHMENTS**

1. Letter to Mr James Woods WARC - Superannuation [8.3.1 - 4 pages]



Department of  
THE CHIEF MINISTER AND  
CABINET

Level 11, NT House  
22 Mitchell Street Darwin NT 0801

Postal address  
GPO Box 4396  
Darwin NT 0801

E [Maree.DeLacey@nt.gov.au](mailto:Maree.DeLacey@nt.gov.au)

T 08 8999 8573

Mr James Woods  
Mayor  
West Arnhem Regional Council

File reference: HCD2021/03413-003-91

Email: [james.woods@westarnhem.nt.gov.au](mailto:james.woods@westarnhem.nt.gov.au)

*Sam*  
Dear Mr Woods

**Re: Superannuation for council members**

As discussed at the recent LGANT Conference, the Department of the Chief Minister and Cabinet' Local Government Unit has continued to look for options for superannuation for council members.

The purpose of this letter is to provide councils with information on how members are able to be paid superannuation on top of council member allowances, and the implications for councils that choose to do so.

**Caveat**

This letter does not constitute legal or financial advice and councils and individual members are encouraged to obtain their own advice as appropriate.

**Commonwealth superannuation laws**

For a person to be eligible for the superannuation guarantee rate (currently 11 per cent) on their remuneration, they must meet the extended definition of 'employee' under section 12 of the Commonwealth's *Superannuation Guarantee (Administration) Act 1992 (the SGA Act)*.

Section 12(9A) of the SGA Act provides that "[s]ubject to subsection (10), a person who holds office as a member of a local government council is not an employee of the council".

Section 12(10) provides that a "person covered by paragraph 12-45(1)(e) in Schedule 1 to the *Taxation Administration Act 1953* (about members of local governing bodies subject to PAYG withholding) is an employee of the body mentioned in that paragraph".

Essentially, under the provisions mentioned above, members of a Northern Territory local government council may unanimously resolve that they wish to be subject to PAYG withholding and then be eligible for the superannuation guarantee rate on top of their member allowances. A normal council resolution is not sufficient, it must be unanimous.

Following such a resolution, there is a process for the council to notify the Australian Taxation Office (ATO) of the resolution and commence the PAYG arrangements.

**Would superannuation be paid on top of, or be deducted from, council member allowances?**

Similarly to other council employees, where superannuation is paid on top of their salary or wages, the superannuation guarantee rate would be payable on top of member allowances. There would be no reduction to the amount paid to council members.

**Which member allowances would superannuation be payable on?**

The ATO has issued a ruling on how to categorise payments made to an individual for superannuation guarantee purposes – [SGR 2009/2 Superannuation guarantee: meaning of the terms 'ordinary time earnings' and 'salary or wages'](#).

Based on that ruling, our view is that of the council member allowances in the Remuneration Tribunal's Determination, superannuation would be payable on top of the:

- Councillors Allowance;
- Deputy Principal Members Additional Allowance;
- Principal Members Additional Allowance; and
- Extra Meeting/Activity Allowance.

It appears that superannuation would not be payable on other 'allowances' in the Determination such as the Travel Allowance, Professional Development Allowance or Vehicle Allowance, which are more in the nature of reimbursements.

**Would there be fringe benefits tax (FBT) implications?**

Once the members are subject to PAYG withholding, they will be considered employees for FBT purposes also. FBT is paid by the employer, and would not be paid by council members. It is anticipated that the FBT implications would not be significant for most councils. Councils are encouraged to consider the financial implications of any projected FBT liabilities if PAYG arrangements for members are entered into.

**If a council member receives a pension, would entering into PAYG arrangements and receiving superannuation affect their pension?**

If a person is under the Age Pension age (67 years, for those born on or after 1 January 1957), superannuation is not counted in the income or assets tests. After a person has reached the Age Pension age, superannuation is generally counted in the income and assets tests. More information on how superannuation may be relevant to a pension can be found at [Superannuation - Age Pension - Services Australia](#).

**Other Australian jurisdictions**

Queensland and New South Wales have amended their local government legislation so that councils may resolve to make contributions into superannuation accounts for council members.

There is some doubt as to whether contributions made by a Queensland or New South Wales council into member superannuation accounts would be entitled to the tax concessions (at contribution, accumulation and withdrawal stages) applicable to employer superannuation contributions made under the SGA Act.

There are no similar provisions under Northern Territory local government legislation, nor would inserting similar provisions ensure Northern Territory council members could benefit from all the tax concessions for superannuation.



In seeking the best possible outcome for council members, the Minister for Local Government has, on multiple occasions, advocated with the Commonwealth Government on the subject of superannuation for council members. The Commonwealth has been asked to consider deeming all council members to be employees for the purposes of the SGA Act, irrespective of whether their council has entered into PAYG arrangements. To date, the Commonwealth has not indicated an intention to do so.

**What next?**

I encourage all councils to consider opting into PAYG arrangements, enabling members to be paid superannuation on top of their allowances, which would be consistent with the enduring national policy goal of helping more Australians be financially well prepared for retirement.

It would be appreciated if you could table a copy of this letter at the Council's next ordinary meeting.

Should you wish to discuss any of the above matters further, please do not hesitate to contact Ms Susan Watson on (08) 8999 8405 or at [susan.watson@nt.gov.au](mailto:susan.watson@nt.gov.au).

Yours sincerely



MAREE DE LACEY  
Executive Director, Local Government  
May 2024

Cc: CEO, Mr Andrew Walsh, [Andrew.walsh@westarnhem.nt.gov.au](mailto:Andrew.walsh@westarnhem.nt.gov.au)



## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>8.4</b>
<b>Title:</b>	<b>LGANT Request for Nominees - Animal Welfare Advisory Committee</b>
<b>Author:</b>	<b>Andrew Walsh, Chief Executive Officer</b>

#### SUMMARY

This report is to call for nominations for the Animal Advisory Committee.

#### RECOMMENDATION

THAT COUNCIL:

1. Received and noted the report entitled *LGANT Request for Nominees - Animal Welfare Advisory Committee*; and
2. Approve / Do not approve ... nomination to the Animal Welfare Advisory Committee.

#### BACKGROUND

On Friday 10, May 2024 West Arnhem Regional Council received a call for nominations to the Animal Advisory Committee from the Local Government Association Northern Territory (LGANT).

#### COMMENT

Background:

The Animal Welfare Advisory Committee has the following functions:

- providing advice to the Minister or the CEO on animal welfare issues or on any other matter that is relevant to the operation of this Act.
- investigating and reporting on matters relevant to animal welfare or the operation of this Act referred to the Advisory Committee by the Minister
- examining or developing codes of practice, and making recommendations to the Minister about
- adopting or prescribing codes of practice under the Regulations
- providing advice to bodies, organisations or the general community on programs for the improvement of community awareness about animal welfare
- performing any other function associated with the welfare of animals or the operation of this Act determined by the Minister

#### Role of the Committee

To provide strategic advice to the Minister on matters related to animal welfare, such as:

- policy, legislation and codes of practice
- education
- community attitudes and trends
- emerging animal welfare issues
- use of animals for scientific purposes

#### Term of Office

Unless otherwise determined by the Minister, the term of office of the Committee and each Member will be three years.

#### Meetings

A sitting fee is paid after each meeting of \$228.00

The Committee will meet not less than twice a year

Nominees

The member chosen to represent LGANT will represent all Territory municipalities, shires and regional councils as one entity.

Elected members and officers are eligible to apply.

#### **LEGISLATION AND POLICY**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

#### **PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING**

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

#### **Goal 1.1 Community Engagement**

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life.

#### **ATTACHMENTS**

1. 2024 - Animal Welfare Advisory Committee - LGANT Representative Nomination Form [**8.4.1** - 2 pages]
2. AWAC TOR 11 Sept 2018 [**8.4.2** - 6 pages]
3. boards-handbook-for-board-members [**8.4.3** - 34 pages]
4. Procedures for LGANT Representatives on Committees [**8.4.4** - 1 page]



**LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY**

**NOMINATION FORM**

**Animal Welfare Advisory Committee**  
**LGANT Nominations Close: 07 June 2024**

---

**Council Name:**

---

**1. Agreement to be nominated**

I, \_\_\_\_\_ agree to be nominated as a member  
*(Name in full)*  
of the Animal Welfare Advisory Committee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Council Confirmation of Nomination**

I, \_\_\_\_\_ the Chief Executive Officer  
hereby confirm that \_\_\_\_\_

was approved by resolution of Council to be nominated as a member of the Animal Welfare  
Advisory Committee at a meeting held on     /     /2024

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Nominee's Contact Details**

Email address: \_\_\_\_\_

Phone No: \_\_\_\_\_

**4. Nominee Information**

The following information is required to enable the Board to make an informed decision. If  
you want to submit further information, please attach it to this form.

4.1 What is your current council position? \_\_\_\_\_

4.2 How long have you held your current council position? \_\_\_\_\_

4.3 Please list your educational qualifications relevant to this committee:

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4.4 What experience and authority do you have that is relevant to this committee?

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4.6 Apart from your current position what other experience have you had in representing local government on committees and working groups?

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5. You agree to supply the Board with a report on the committee meetings you attend?

I agree  I Disagree

6. Have you read and agree to the Procedures for LGANT Representatives on Committees?

Yes



**Northern Territory Animal Welfare Advisory Committee  
Terms of Reference  
Functions of the Committee**

**1. Definitions**

*Act* means the Animal Welfare Act 2

*Animal* means as animal, as defined under the Act

*Animal Welfare* describes both the physical and emotional well-being of animals. Any attempt to evaluate welfare must take into account the scientific evidence available conferring the feelings of the animal that can be derived from their structure and functions and also from their behaviour. However, animal welfare is also a social construct in that it relies on societal values and human judgement and perception of an animal's experience.

*AWAC* means the Animal Welfare Advisory Committee in the Northern Territory

*Committee* means the Animal Welfare Advisory Committee in the Northern Territory

*Department* means the Department of Primary Industry and Fisheries

*Minister* means the Minister for Primary Industry and Fisheries

*Member* means a person appointed to the Committee by the Minister

*Observer* means a person who attends from time to time but who is not a member of the Committee

**2. Function**

The Functions of the Advisory Committee include the following

- (a) Advising the Minister about animal welfare legislation and other matters relevant to animal welfare;
- (b) Investigating and reporting on matters relevant to animal welfare referred to it by the Minister;
- (c) Participating in the development of codes of practice and the review of adopted codes of practice;
- (d) Providing the advice to bodies, organisations, or the general community on programs for the improvement of the community awareness about animal welfare;
- (e) Any other functions prescribed in the Regulations.

**3. Membership**

**3.1 The Committee**

For section 69(2) of the Act, the Advisory Committee is constituted by the following members:

- (a) One person appointed by RSPCA Darwin Regional Branch Inc;
- (b) One person appointed by the Australian Veterinary Association;
- (c) One person appointed by the Local Government Association of the Northern Territory;
- (d) One person appointed by the Agency responsible for administering this provision
- (e) If the Agency mentioned in paragraph (d) is not primarily responsible for primary industry – one person appointed by that Agency;
- (f) One person appointed by the Northern Territory Cattlemen's Association;
- (g) One person appointed by the Charles Darwin University;
- (h) One person appointed by the Parks and Wildlife Commission of the Northern Territory;
- (i) One person appointed by each additional nominated by the Minister by *Gazette* notice;
- (j) Any other person appointed by the Minister.

3.1.1. With the approval of the committee other persons with the relevant experience including AW or DPIF Officers, may be requested to attend a meeting to provide additional expertise to the Committee. These persons are bound by these Terms of Reference but do not have voting rights.

**3.2 Nomination and selection of members**

3.2.1 The Minister will select and invite the selected nominees in writing to join the Committee.

Membership will be confirmed by the written acceptance of the offer by the nominee.

3.2.2. Not less six months to the expiry if the term of an appointment of a Committee member, the Minister will call for nominations for the next term of appointment.

**3.3 Membership vacancy**

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**Animal Welfare Branch**

3.3.1 A vacancy on the Committee occurs if a Member

- dies; or
- resigns membership by instrument in writing addressed to the Minister; or
- is removed by the Minister; or
- fails to attend three consecutive meetings of the Committee, where leave has not been granted by the Committee; or
- becomes mentally incapacitated; or
- is convicted in NT of an offence under the *Animal Welfare Act* or of a similar or equivalent offence in another jurisdiction;
- is convicted in NT of an offence that is punishable by imprisonment for 12 months or a similar offence in another jurisdiction.

3.3.2. The Minister may remove a Member from the office without notice at any time.

3.3.3. In the event of a vacancy on the Committee, the Department will nominate a replacement for the approval by the Minister consistent with 3.1.1.

3.3.4. Committee vacancies will be filled in accordance with clause 3.2

#### 4. Term of office

4.1. Term

4.1.1. Unless otherwise determined by the Minister, the term of office of the Committee and each Member will be three years.

4.1.2. An outgoing Member may be renominated with no limit on the number of terms a Member may serve on the Committee.

4.1.3. For the inaugural membership of the Committee, the term of office for three members determined by the Minister will be for two years.

#### 5. Role of the Committee

5.1. To provide strategic advice to the Minister on matters related to animal welfare, such as:

- policy, legislation and codes of practice
- education
- community attitudes and trends
- emerging animal welfare issues
- use of animals for scientific purposes

#### 6. Responsibilities

6.1. Responsibilities of the chair

6.1.1. The responsibilities of the Chair are to:

- provide leadership and direction to the Committee;
- effectively organise and direct the Committee's business to enable the Committee to meet the Terms of Reference;
- ensure participation by Members in debate and facilitate discussion within meetings and out of session

Animal Welfare Branch



- undertake to resolve conflicts of interest and grievances within the Committee;
- be available to the Minister to provide advice on animal welfare issues and the role of the Committee in developing advice for the Minister;
- comply with requests from the Minister, and
- comply with any relevant legislative, industrial, policy and administrative requirements of the Department.

## 6.2. Responsibilities of Members

### 6.2.1. The responsibilities of all Members are to:

- Declare any conflicts of interest in compliance with Section 6.4
- Attend and actively participate in meetings
- Ensure that the focus of all contributions is towards enabling the Committee to meet the Terms of Reference 3
- Make the necessary commitment of time to ensure they have sufficient information to participate in matters for consideration by the committee, including time required out of session
- Treat other Members of the Committee fairly and consistently, with proper regard for their rights and obligations;
- Comply with requests from the Minister; and
- Comply with any relevant legislative, industrial, policy and administrative requirements of the Department

## 6.3 Confidentiality

6.3.1 All correspondence, deliberations, decisions and advice of the Committee are confidential.

6.3.2 It is the responsibility of each Member and Observers to ensure that they protect this confidentiality at all times.

6.3.3 If any doubt, Members and Observers must seek the advice of the Chair.

6.3.4 Former Members or Observers of the Committee will not, without the express approval of the Minister, expose any document or other information obtained while a Member or Observer.

## 6.4. Conflict of interest

6.4.1. Where a Member or Observer has any direct or indirect interest in any matter of business before the Committee, which may be construed as providing personal financial or other gain to the Member or Observer; or furthering the interests of personal relationships, political activities, or personal beliefs of that Member or Observer; that interest must be declared to the Committee.

6.4.2. Where a Member or Observer so declares a conflict of interest, the Chair may:

- request the Committee to determine how the declaration of conflict of interest should be dealt with;
- refuse the Member or Observer the right to speak to the business;
- refuse the Member the right to vote on that business; or

## Animal Welfare Branch

- require the Member or Observer to withdraw from a meeting for the period of discussion and resolution of that business.

6.4.3. All declared conflict of interests, and the decisions of the Chair under Clause

6.4.4, must be recorded in the minutes of the meeting.

## 6.5. Grievances

6.5.1. Members should initially attempt to resolve the grievance themselves by discussing the problem, and its impact upon them directly with the person involved.

6.5.2. If action under clause 6.5.1 is unsuccessful, Members should raise their grievance with the Chair who will record the grievance and the actions taken.

6.5.3. Where the Chair is unable to resolve the issue within 30 days, the Chair may refer the grievance to the Minister for resolution.

6.5.4. When resolving grievances, consideration must be given to the Terms of Reference of the Committee and the relevant legislative, industrial, policy and administrative requirements of the Department.

## 7. Business operations

### 7.1. General meetings

7.1.1. Subject to any directions by the Minister, and necessary amendment due to reasonable causes, formal general meetings of the Committee will be conducted at a time and venue to be determined and advised by the Committee. It is expected that the Committee will avail itself of accessible communication tools to enable it to fulfil its functions.

7.1.2. Not less than two meetings are to be held each calendar year.

7.1.3. In the absence of the Chair at any meeting of the Committee, the Members present will appoint one of the attending Members to preside at that meeting.

7.1.4. Members may not nominate proxies to attend meetings in their absence.

### 7.2. Special meetings

7.2.1. The Minister may direct, or the Committee may elect to conduct special meetings, if circumstances or the nature of business is urgent or extraordinary.

### 7.3. Meeting agenda

7.3.1. The Chair should cause to be circulated not less than one week prior to a general meeting, an agenda setting out the business before the Committee.

### 7.4. Conduct of meetings

7.4.1. Meetings will be conducted in accordance with accepted procedures and in accordance with rulings of the Chair.

## Animal Welfare Branch

#### 7.5. Meeting minutes

7.5.1. Minutes of the meeting specifying each item of business discussed; summarising essential items of discussion; and recording the decisions reached or advice resolved will be circulated to Members as soon as practicable after each meeting. The minutes will be confirmed at the subsequent meeting of the Committee.

7.5.2. A summary of the major issues discussed at each meeting will be sent by the Chair to the Minister, on behalf of the Committee, as soon as practicable after each meeting.

#### 7.6. Quorum

7.6.1. A quorum of the Committee is four (4) Members and the Chair.

7.6.2. In the absence of a quorum, Members may conduct discussions and develop positions

#### 7.7. Voting

7.7.1. Items of business considered by the Committee will normally be determined by consensus.

7.7.2. Significant dissention or disagreement and alternative points of view will be represented in any advice provided to the Minister, if requested. However if agreement is not possible, or an issue needs to be determined by voting, the Committee's decision will be that which receives the majority of votes of the Members present and voting.

7.7.3. The Chair of the meeting does not have the right to vote.

7.7.4. No other person at a meeting, other than a Member, has the right to vote.

#### 7.8. Correspondence

7.8.1. The Committee is to be made aware of correspondence, both received and sent by Committee, at the general meetings.

7.8.2. Members of the Committee should communicate issues to the Committee by completing the "Issue Pro-forma", or by submitting issues to the Committee's Executive Officer.

7.8.3. Correspondence conveying the Committee's advice to the Minister or the Department will be completed as soon as practicable after the meeting at which that advice was resolved.

### **8. Financial arrangements**

#### 8.1. Funding:

8.1.1. The Committee and its activities in providing advice to the Minister will be funded by the Department.

#### 8.2. Expenses

8.2.2. Members will be paid in accordance with the sitting fee schedule.

### **9. Secretariat servicing**

9.1. The Department will provide secretariat and executive support services to the Committee, and will in consultation with the Chair:

- organise meetings;
- prepare meeting agenda;

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- prepare and circulate any background, discussion or options papers for Committee meetings;
- prepare meeting minutes; and
- Maintain files and records of meetings.
- Compile responses from Members

**Animal Welfare Branch**

# NTG boards handbook for board members

A Guide for Board Members

March 2023



## Foreword

Effective boards and committees are critical to the successful functioning of Government.

A broad range of boards and committees have been established to support the activities and priorities of the Northern Territory Government (NTG). Some are created by statute and others were established by an administrative decision of Government. They carry out a diverse range of functions including governance and management, advice and review, policy development, appeals, community, engagement and regulation of professions.

Board members are encouraged to read this Handbook to assist in understanding their responsibilities. The Handbook is available on the [NTG Board Remuneration website](#)<sup>1</sup>.

A separate Handbook for NTG agency officials includes procedural information.

The Handbook is **not a legal document** nor is it intended to be exhaustive. The Disclaimer below states that specific advice should always be sought where legal or other concerns arise.

Feedback in relation to this Handbook is welcome, and can be directed to:

Board Remuneration Officer  
Cabinet Office and Secretariat Services  
Department of the Chief Minister and Cabinet  
GPO Box 4396  
DARWIN NT 0801  
Email: [boardremuneration@nt.gov.au](mailto:boardremuneration@nt.gov.au)

**Disclaimer:** This publication is a general guide for members of Northern Territory Government statutory and non-statutory boards. The advice contained herein should not be relied upon in substitution of specific advice. While all care has been taken in the compilation of this publication, no responsibility is accepted for any errors, omissions or inaccuracies.

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<sup>1</sup> <https://cmc.nt.gov.au/supporting-government/boards-and-committees/remuneration-of-government-boards>

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## 1. Introduction

This Handbook aims to assist in the good governance of NTG boards and committees. It attempts to consolidate into one document, key information relating to government boards, including legislative and administrative requirements, roles and responsibilities of key stakeholders, member remuneration, and member selection and appointment.

Government boards are collectively referred to as **NTG boards** throughout this Handbook.

## 2. Authority to establish boards

- ✓ **Statutory boards** - the authority to establish is contained in Northern Territory legislation.

Boards are established for a range of purposes, some of which include:

- acquiring land
- managing assets
- hearing appeals
- registering or licensing professions
- reviewing decisions
- providing advice

- ✓ **Non-statutory boards** - the authority to establish is a decision by a Minister or Cabinet.

The table below is a snapshot on who can establish a board, appoint members, and approve remuneration.

NTG entity	Authority to establish a board	Who appoints members and how?	Who approves member remuneration?	Where are board responsibilities, member qualifications and appointment term?
<b>STATUTORY BOARD</b>	Legislation	Administrator by settled Instrument of appointment <b>OR</b> Minister by settled Instrument of appointment	Minister if remuneration is consistent with the Determination (s.10 AMSORE Act) <b>OR</b> Administrator if remuneration is <b>not</b> consistent with the Determination (s.11 AMSORE Act)	Legislation  Terms of Reference (where required)
<b>NON-STATUTORY BOARD</b> with at least one member external to NTG	Cabinet or Minister	Cabinet or Minister by Letter of appointment, or contract/consultancy. See section 4.	Cabinet or Minister	Terms of Reference

### 3. Remuneration and other entitlements

This Chapter provides advice on remuneration and other entitlements of board members. The process to remunerate members is managed by the NTG agency responsible for administering the board.

#### 3.1. Authority to remunerate board members

Under the [Assembly Members and Statutory Officers \(Remuneration and Other Entitlements\) Act 2006](#)<sup>2</sup> (AMSORE Act) the Administrator of the Northern Territory has the power to set remuneration and other entitlements for statutory bodies that fall under the definition of “a body, whether incorporated or not, established by a law of the Northern Territory for a public purpose”. Remuneration rates are listed in the [Statutory Bodies Classification Structure Determination](#)<sup>3</sup>, a legal document setting the entitlements for members of statutory boards.

Select NT legislation sets remuneration for its own board members, and in these instances the AMSORE Act does not apply.

#### 3.2. Statutory Bodies Classification Structure Determination

The Determination sets out remuneration and entitlements for members of statutory boards/bodies. Statutory boards are sorted into three classes, summarised below. Statutory boards already classified are published in a document entitled ‘NTG Statutory Bodies by Classification’ available on the [NTG Board Remuneration website](#)<sup>4</sup>.

##### Class A - Governing and Management Boards

- Level A1 Senior Commercial and Assets Management
- Level A2 Major Facilities / Assets Management and Commercialisation
- Level A3 Local Facilities and Land Management

Governing and Management Bodies provide guidance, direction and control of the organisation for which they are responsible and/or manage specific facilities or assets. They may be required to set performance goals, ensure corporate compliance and management accountability, and/or endorse strategic plans and approve operating budgets. An example of a **governing body** is the **Nitmiluk (Katherine Gorge) National Park Board** established under the [Nitmiluk \(Katherine Gorge\) National Park Act 1989](#)<sup>5</sup>.

##### Class B - Quasi-Judicial Boards

- Level B1 Senior Appeals / Important Government Process
- Level B2 Appeals and Review / Determination of Important Rights
- Level B3 Senior Registration and Assessment
- Level B4 Registration and Practice

Quasi-judicial bodies determine standards, monitor and regulate practices, grant licences, investigate complaints, review decisions and/or make judgements. An example of a **quasi-judicial body** is the **Mental Health Review Tribunal** established under s.118 of the [Mental Health and Related Services Act 1998](#)<sup>6</sup>.

<sup>2</sup> <https://legislation.nt.gov.au/Legislation/ASSEMBLY-MEMBERS-AND-STATUTORY-OFFICERS-REMUNERATION-AND-OTHER-ENTITLEMENTS-ACT-2006>

<sup>3</sup> [https://dcm.nt.gov.au/\\_data/assets/pdf\\_file/0007/252187/determination-2012.pdf](https://dcm.nt.gov.au/_data/assets/pdf_file/0007/252187/determination-2012.pdf)

<sup>4</sup> <https://cmc.nt.gov.au/supporting-government/boards-and-committees/remuneration-of-government-boards>

<sup>5</sup> <https://legislation.nt.gov.au/Legislation/NITMILUK-KATHERINE-GORGE-NATIONAL-PARK-ACT-1989>

<sup>6</sup> <https://legislation.nt.gov.au/Legislation/MENTAL-HEALTH-AND-RELATED-SERVICES-ACT-1998>

### Class C - Advisory and Review Boards

- Level C1 Critical Issues
- Level C2 Expert High Impact
- Level C3 Ministerial Assistance

Advisory and Review Bodies generally provide an advisory, coordination, policy development, or project management role. They may make recommendations to Government on policies, plans and practices or issues referred to the board for comment. An example of an **advisory body** is the **Crime Victims Advisory Committee** established under s.16 [Victims of Crime Rights and Services Act 2006](#)<sup>7</sup>.

The Determination is separated into four sections:

- PART 1** Definitions - includes definitions of 'business of a body' and 'travelling time', amongst others.
- PART 2** Remuneration - outlines how to calculate entitlements for time spent attending and travelling to meetings, and for conducting business of the body. Outlines who is **not** entitled to sitting fees, but are still entitled to travelling allowance and other expenses under Part 3.
- PART 3** Travelling Allowance and Expenses - includes an allowance for accommodation and travel equivalent to that of a public sector employee. Expenses 'reasonably' incurred above this rate require approval of the Chair and production of receipts. When the Chair is claiming expenses, CEO approval is required.

**SCHEDULE** outlines the amounts of the sitting fees by classification.

### 3.3. Travel by board members

A board member is considered an employee for Fringe Benefits Tax (FBT) purposes. NTG agencies need to be mindful of FBT implications if a board member is allowed to combine official and private travel. The ATO requires a travel diary to be kept for travel of six or more consecutive nights outside Australia, regardless of the purpose of travel and irrespective if it is only official travel, or official and private travel combined.

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<sup>7</sup> <https://legislation.nt.gov.au/Legislation/VICTIMS-OF-CRIME-RIGHTS-AND-SERVICES-ACT-2006>

## 4. Payment methods

This Chapter provides advice on methods to pay board members. Sections 4.1 to 4.3 were compiled in consultation with the Department of Corporate and Digital Development who consulted with the Australian Taxation Office on this matter.

### 4.1. Arranging payment to statutory board members

Board members are generally appointed as ‘individuals’ who provide a service to the board as individuals, rather than as a representative of the body that nominated them, or of their own business, where applicable. When determining the service relationship, reference to the instrument of appointment and/or terms of engagement is required.

The [Taxation Administration Act 1953 \(Cth\)](#)<sup>8</sup> (sections 12-35 and 12-45 of Schedule 1) imposes an obligation on the paying entity (the NTG) to withhold an amount from salary, wages, commission, bonuses or allowances it pays to an individual as an employee or office holder (i.e. PAYG withholding). Consequently, remuneration of statutory board members (i.e. office holders) **must** be paid through the NTG PIPS payroll system irrespective of the period they are appointed. The board member will be issued with a PAYG Payment Summary in respect of payments received. Payment through PIPS also ensures the obligation (if applicable) to pay superannuation guarantee is met. Information on how the Superannuation Guarantee component is calculated, is outlined in section 4.4 below.

### 4.2. Arranging payment to non-statutory board members

The payment method for a non-statutory board member will depend on whether the member is regarded as an employee or independent contractor for the purposes of the *Taxation Administration Act 1953 (Cth)*. When making this determination, reference should be made to [Taxation Ruling TR2005/16 Income tax: Pay As You Go – withholding from payments to employees](#)<sup>9</sup>, which contains detailed discussion on the various indicators the Courts have considered in establishing whether a person engaged for services, provides such services in their capacity as an employee or independent contractor. A member who holds an Australian Business Number (ABN) may, depending on the circumstances, still be an employee for tax purposes.

To determine whether a non-statutory board member is a common law employee or independent contractor, you need to apply the factors determined by the Courts; these factors are outlined in the ATO link, [Difference between employees and contractors | Australian Taxation Office \(ato.gov.au\)](#). Further enquiries on this matter can be directed to [gst.dccd@nt.gov.au](mailto:gst.dccd@nt.gov.au).

If after due consideration, a non-statutory board member is regarded as a common law employee as defined in Taxation Ruling TR2005/16, the member must be paid through PIPS for the reasons outlined in section 4.1 above.

In the event the member is regarded as an independent contractor for tax purposes, the member is to be set up as an Accounts Payable vendor, and will be required to submit a tax invoice to facilitate payment through NTG’s Accounts Payable system. A member who is registered for GST is entitled to charge GST on the supply of their services. If the member fails to quote a valid ABN or provide a valid Statement by a Supplier, PAYG withholding at the highest marginal tax rate will occur in accordance with tax legislation.

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<sup>8</sup> <https://www.legislation.gov.au/Details/C2022C00123>

<sup>9</sup> [TR 2005/16 | Legal database \(ato.gov.au\)](#)

### 4.3. Remitting payments to a member's principal employer

A member may be required to pay all or part of the sitting fees to their principal employer to reimburse the employer for time taken off from normal duties in order to attend board meetings.

To facilitate this, the board member must provide a completed 'Direction to Pay' form (Appendix 1 of this Handbook) confirming and directing the remuneration to be paid to their employer (into the employer's bank account). In this situation, the payment made directly to the employer will not be subject to PAYG withholding. If all remuneration is paid to their employer, no PAYG payment summary will be issued to the board member. The principal employer should not submit an invoice under these circumstances.

Payment is made through the NTG PIPS payroll system by way of electronic funds transfer into their employer's nominated bank account, irrespective of the period they are appointed.

No Superannuation Guarantee is payable when a member's sitting fees are paid to their employer, because the member is not receiving any fees.

### 4.4. Superannuation

The [Superannuation Guarantee Ruling SGR2005/1<sup>10</sup>](#) sets out superannuation guarantee requirements pursuant to the [Superannuation Guarantee \(Administration\) Act 1992 \(Cth\)](#)<sup>11</sup>. Where applicable, superannuation is paid over and above the daily rate of remuneration.

Individuals engaged wholly or principally for their labour, whether an employee or an independent contractor, are entitled to the superannuation guarantee. The Superannuation Guarantee (SG) is paid into an employee's complying superannuation fund or retirement savings account on a quarterly basis. The PIPS payroll system automatically calculates the superannuation component.

SG rates listed below, are published on the [Department of Treasury and Finance Superannuation Information website](#)<sup>12</sup>:

Year	Rate
2022-23	10.5 %
2023-24	11.0 %
2024-25	11.5 %
From 1/7/2025	12.0 %

The Australian Taxation Office has removed the \$450 per month threshold for the SG. From 1 July 2022, employers will be required to make superannuation guarantee contributions to their eligible employee's superannuation fund, regardless of how much the employee is paid.

Eligible individuals with multiple employers can opt out of receiving super guarantee from some of their employers, which will help avoid going over the concessional contributions cap. For further information is available on the [ATO website](#)<sup>13</sup>.

<sup>10</sup> [SGR 2005/1 | Legal database \(ato.gov.au\)](#)

<sup>11</sup> [http://www5.austlii.edu.au/au/legis/cth/consol\\_act/sga1992430/s19.html](http://www5.austlii.edu.au/au/legis/cth/consol_act/sga1992430/s19.html)

<sup>12</sup> <https://treasury.nt.gov.au/df/superannuation/other-superannuation-arrangements>

<sup>13</sup> [Super guarantee opt out for high income earners with multiple employers | Australian Taxation Office \(ato.gov.au\)](#)

## 5. Selecting nominees for board vacancies

This Chapter provides advice on individuals eligible for nomination as a board member and issues to consider to determine their eligibility.

- ✓ For **statutory boards**, member composition appears in relevant legislation and a Terms of Reference.
- ✓ For **non-statutory boards** -statutory boards, member composition appears in a Terms of Reference.

### 5.1. Individuals eligible for nomination

Individuals eligible for appointment to NTG boards include the following:

- Australian citizens,
- Individuals granted permanent resident status,
- Individuals with a visa that allows them to work in Australia, and their visa is valid for the term of appointment, and
- New Zealand citizens with a Special Category visa that allows them to remain and work in Australia indefinitely.
- NTPS employees appointed as a community member or ex-officio member.

### 5.2. NTG EOI Board Register

The NTG Expressions of Interest (EOI) Board Register is a tool used by NTG agencies to search for individuals suitable for nomination to vacancies on boards. The Register holds the Curriculum Vitae (CVs) and Registration Forms from individuals interested in becoming a board member.

Anyone can register through the [NTG Careers in Government website](#)<sup>14</sup>. Completion of the registration form indicates agreement for CVs to be accessible by NTG agencies for this purpose only. Registration does not guarantee appointment to a board. Agencies cannot use CVs for any other purpose unless the registrant has given written permission to do so.

### 5.3. Considerations when selecting nominees

In general, if the Government is to rely on the decisions made, or advice provided by boards, it is critical people with the appropriate skills are appointed to ensure the board can discharge its obligations.

Members are not appointed to solely represent the views of a particular stakeholder or interest group, even though they may have been nominated by a specific group. Members are still required to be loyal to the Crown, and recognise government policies and practices.

Board composition should reflect the Territory's diverse population demographic as far as possible. The current Government is committed to achieving gender balance, and increasing Aboriginal representation on boards. Refer to the [NT Closing the Gap Implementation Plan](#)<sup>15</sup>.

Government has also committed to promoting opportunities for people with disability to be on government boards. Refer to the [NT Disability Strategy 2022-32 and Action Plan 2022-25](#)<sup>16</sup>.

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<sup>14</sup> <https://jobs.nt.gov.au/Home/Search>

<sup>15</sup> [https://aboriginalaffairs.nt.gov.au/\\_data/assets/pdf\\_file/0008/1039814/closing-the-gap-implementation-plan-web.pdf](https://aboriginalaffairs.nt.gov.au/_data/assets/pdf_file/0008/1039814/closing-the-gap-implementation-plan-web.pdf)

<sup>16</sup> [Northern Territory Disability Strategy | Department of Territory Families, Housing and Communities](#)

When determining suitable nominees, the responsibilities of the board and any of the following should be considered:

- individual holds required skills, knowledge or experience to actively participate in deliberations
- ability to commit the time required (consider individual's other commitments)
- understanding of the objectives, roles and obligations of the board
- awareness of any real, perceived or potential conflicts of interest
- experience in relevant commercial and business sectors
- understanding of accountability relationships
- ability to think and act strategically
- has a good reputation, integrity and credibility
- Chairs should hold a thorough understanding of good governance and knowledge of general management principles
- for high level boards, members hold superior knowledge of the industry but are sufficiently distant to avoid conflicts of interest.

### 5.3.1. Criminal history checks

**Governing, Management and Quasi-judicial statutory boards:** These members should be above reproach, therefore criminal history checks are mandatory for members of boards managing a budget, or whose decisions impact an individual or their work rights. Applications are available through on the [SAFE NT website](#)<sup>17</sup>.

Consideration will be given to the need for intermittent updates of criminal histories for members on a board for more than four years, or another suitable period of time. Legal practitioners and serving police officers are already required to have a criminal history check, so this process is not required to be duplicated for their appointment to boards.

**All other boards:** Criminal history checks are at the discretion of the Agency CEO. Agencies should consider the nature of the board and the need for either a full criminal history check, or a signed Statutory Declaration stating the individual does not have a criminal history relevant to the activities of the board that may render them unsuitable as a member, or that would influence the Minister's decision to appoint them.

### 5.3.2. Working with Children Clearance (Ochre card)

A Working with Children Clearance is mandatory when a board is involved in children or youth-related matters. It is required to be sighted prior to nomination. Applications available on the SAFE NT website.

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<sup>17</sup> <https://forms.pfes.nt.gov.au/safent/>

## 6. Appointment of members

This Chapter provides information relating to the appointment and resignation of members. It also includes information regarding NTPS employees appointed to boards.

### 6.1. Authority to appoint

- **Statutory boards** – Northern Territory legislation indicates whether the Administrator or a Minister holds the authority to appoint statutory board members.
- **Non-statutory boards** – Ministers or Cabinet have the authority to appoint members to a non-statutory board where the composition of the board includes external members.

### 6.2. Forms requiring completion upon appointment

New members will receive a letter of appointment from the Minister. To establish a payment record for new or re-appointed members, the following forms require completion:

- ✓ **Commencement checklist for new board/tribunal member** – mandatory.
- ✓ **Board/Tribunal member payment details form** – mandatory for paid members upon appointment and re-appointment.
- ✓ **Proof of identity** – mandatory – driver's licence, birth certificate or extract, passport.
- ✓ **Emergency contacts form** – mandatory for paid members.
- ✓ **ATO tax file number declaration form** – optional.
- ✓ **ATO superannuation choice of fund form** – optional. See section 4.4 for further information on superannuation.

Other forms requiring completion in certain circumstances include:

- ✓ **Claim for payment forms** – for lodgement when members are entitled to a daily rate of remuneration.
- ✓ **Direction to pay form** – mandatory for members required to remit payments to their principal employer – form at Appendix 1 of this Handbook. Further advice is outlined in section 4.3.
- ✓ **Declaration of personal interests form** – mandatory for management boards, and as-required for other boards – example form at Appendix 2 of this Handbook. Further advice is outlined in section 8.4.1.

#### 6.2.1. AGS numbers and re-appointment

Board members receive an AGS number for each board they are appointed to. The primary driver to have an AGS is to maintain a record of payment and to provide legislative compliance; that is, to produce payment summaries, and to pay tax, etc.

PIPS payment records are ceased six weeks after the expiry date of a member's term of appointment.

Re-appointed members are required to update the *Board/Tribunal member payment details form* in order for AGS numbers to remain the same, and to check bank details or superannuation funds have not changed.

#### 6.2.2. Resignation

Members should submit a letter of resignation to the Minister who appointed them. Payment summaries are sent out after the end of the financial year, regardless of the actual separation date.



## 6.3. Public sector employees appointed to boards

Public sector employees are appointed to a government board as a nominee of the Minister or an NTG Agency CEO either:

- by virtue of the Act
- at the Minister's discretion
- by virtue of their office (ex-officio), or
- as a member of the Northern Territory community.

The employee should not present a personal opinion or position contrary to the Minister's directives or Government's policy agenda.

### 6.3.1. Public sector employees appointed in an ex-officio capacity

An ex-officio member is a member by virtue of holding another office or position.

- **For statutory boards**, legislation or a ToR will indicate if a government position is required to be a board member.
- **For non-statutory boards**, the ToR will state member composition, including ex-officios.

Where a public sector employee is a member of a government board in an *ex-officio* capacity, it is necessary for them to **be clear about the nature of their role** on the board as a Government representative, and of the reporting relationship (if any) with the Minister and/or CEO. The role may involve:

- acting as a conduit to the Minister on board-related matters, or
- representing government's position on matters under consideration by the board.

Ex-officio members are not remunerated for their role on a board; rather, their role on a board is remunerated through their existing office or position in government.

### 6.3.2. Public sector employees appointed as a community member

Public sector employees may be appointed as community members where they hold knowledge relevant to a board's business and a particular community, and when no other suitable nominations are received.

Public sector employees are not entitled to remuneration for their time spent on statutory boards whilst they are receiving their usual NTPS salary, unless they are on any form of unpaid leave.

Public sector employees are required to seek CEO approval to undertake unpaid or voluntary activities where a real, perceived or potential conflict of interest may arise. The employee must discuss the issue with their employing CEO and accept the decision of the CEO on whether the employee can be appointed to an NTG board.

## 7. Induction

New board members should receive an induction on the board's role and responsibilities, statutory obligations imposed on members, standards of accountability expected of them, and administrative arrangements. The induction may be in the form of a mix of written briefings, verbal briefings, provision of relevant web links, and training in relation to any of the following matters.

### Statutory framework

- Legislation establishing the board
- *AMSORE Act 2006*
- Statutory Bodies Classification Structure Determination
- Settled instrument of appointment
- Other relevant legislation, some of which are listed in section 10 below.
- General law obligations

### Policy guidelines or statements

- Government policy frameworks
- Current ministerial directives
- Terms of Reference
- Annual Reports and/or Financial Statements
- Code of conduct specific to the board, or NTPS Code of Conduct where relevant
- Conflict of interest policy (reporting and management)

### Board information

- Minutes of meeting for past four meetings
- How to submit a formal notice of absence
- History and forward plans of the board
- Issues briefing
- Calendar of planned public meetings
- Board's reporting framework and any applicable accounting framework
- Details on members' tenure and circumstances that may lead to removal from office
- Press clippings and media releases relating to the board
- Government and/or industry reports
- Performance audits
- This Boards Handbook for Members

## 8. Stakeholder responsibilities

Boards are accountable to the Minister responsible for the legislation establishing the board. Depending on the nature of the board, consideration should be given to the need to set the board's direction and goals, develop action plans to help achieve goals, review progress at regular intervals, or report to Government. These matters can be included in a Terms of Reference.

Responsibilities common to many government boards include:

- **To be strategic** – adopt a long term perspective, anticipate and respond to changes in the external environment, and integrate various corporate functions such as staffing matters or matters to do with the smooth functioning of the board.
- **To be stakeholder focused** – be aware of community and stakeholder views and needs, balance the demands of different stakeholders.
- **To ensure the highest standards** of accountability and ethical behaviour.

The nature and extent of some of these obligations is set out below, and is of a general nature only. Should particular issues arise in relation to the duties and responsibilities of board members, specific advice should be sought.

### 8.1. Minister

Ministers are ultimately responsible to Parliament and the community for the operation of all NTG boards and agencies within their portfolios. The relationship between a Minister and a statutory board will be set out in the enabling legislation, or in the Terms of Reference for non-statutory bodies.

Ministers have the authority to do numerous things relating to boards, some of which appear below:

- establish the board
- approve a Terms of Reference
- appoint and terminate members
- set remuneration
- refer matters to a board for consideration
- approve tabling of annual reports or financial statements
- review the performance of the board

#### 8.1.1. Statutory approvals of certain financial arrangements

Where NTG boards are constituted by legislation and have a commercial focus, there may be a legislative requirement for the board to obtain 'external' approval in the case of certain investment activities, borrowings, leases and other financial arrangements (for example, prior approval by the responsible Minister). Specific advice needs to be sought by the board where this is the case.

## 8.2. Chief Executive Officer

The Chief Executive Officer (CEO) responsible for the NTG agency administering legislation that establishes a board, is the primary link between the board and the agency that supports the board. The CEO should work closely with the Chair at all times.

Some NTG boards will be subject to a legal requirement for financial audits, whether by the NT Auditor-General or an external auditor. Even where there is no specific legal requirement for audits, the Chair and CEO are responsible for ensuring proper accounting for all board expenses and expenditure.

Responsibilities of the CEO include the following:

- observe enabling legislation
- maintain proper internal controls and management information systems
- employ and manage staff to assist the board
- implement board decisions
- prepare annual strategic plan, including organisational performance targets and budgets
- determine boards defined as Key Management Personnel
- prepare reports to the board or Minister
- present organisational reports, submissions and budgets to the board
- operational, administrative and marketing functions, including approving Chair's expenses
- monitor board activities to ensure meeting hours and paid work are consistent with the objectives and functions of the board
- communicate board policies and priorities to staff
- communications to the board from the NTG agency

### 8.2.1. Key Management Personnel and Related Party Disclosures Policy

The following information regarding related party disclosures was provided by the Department of Treasury and Finance (DTF).

Where a board is designated as Key Management Personnel (KMP), all members with voting rights are required to complete a *Related Party Disclosure Declaration form*. This Declaration Form will be provided by the administering agency.

NTG Agency Financial Statements are prepared in accordance with the Australian Accounting Standards. From 1 July 2016, the Australian Accounting Standards Board (AASB) extended the scope of AASB 124 Related Party Disclosures to include *not-for-profit* government entities. DTF has released [Related Party Disclosures Policy and Guidance](#)<sup>18</sup> documents to assist stakeholders to understand the requirements of AASB 124.

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<sup>18</sup> [https://treasury.nt.gov.au/dtf/financial-management-group/treasurers-directions?queries\\_tsearch\\_query=related+party+disclosure&search\\_page\\_464673\\_submit\\_button=Submit&current\\_result\\_page=1&results\\_per\\_page=0&submitted\\_search\\_category=&mode=](https://treasury.nt.gov.au/dtf/financial-management-group/treasurers-directions?queries_tsearch_query=related+party+disclosure&search_page_464673_submit_button=Submit&current_result_page=1&results_per_page=0&submitted_search_category=&mode=)

The functions and responsibilities of a statutory body as set out in enabling legislation will assist agencies to determine whether a statutory board is given strategic decision-making responsibility, or has influence on the financial performance of the board or agency, and as such, be designated as Key Management Personnel (KMP).

Generally, if a statutory board prepares separate general purpose financial statements, then the board may be deemed as KMP for that reporting entity and as such will not be recorded in the administering agency's annual financial reports. A key test is whether the board or individual members have authority to influence strategic decision making and financial performance of the reporting entity as a whole.

Generally, when a board has been assessed as meeting the KMP criteria, all members with voting rights will be captured as a KMP, and will be required to fill out a declaration form. Silent members are unlikely to be designated as KMP.

- **Governing and Management Boards** guide and direct the organisation for which they are responsible and/or manage specific facilities or assets. They may be required to set performance goals, ensure corporate compliance and management accountability, and/or endorse strategic plans and approve operating budgets. Governing and management boards may be assessed as KMP where they are charged with authority for strategic decision-making and have the ability to influence the financial performance of the reporting entity. Examples include the [Aboriginal Areas Protection Authority](#) and the [Darwin Waterfront Corporation Board](#).
- **Quasi-judicial Boards** determine standards, monitor and regulate practice, grant licences, investigate complaints, review decisions and/or make judgements. These boards will generally not have authority for strategic decision-making and influencing the financial performance of the reporting entity, and as such they may not be classified as KMP. However, agencies are required to assess this on a case-by-case basis to determine whether they will be designated as KMP.

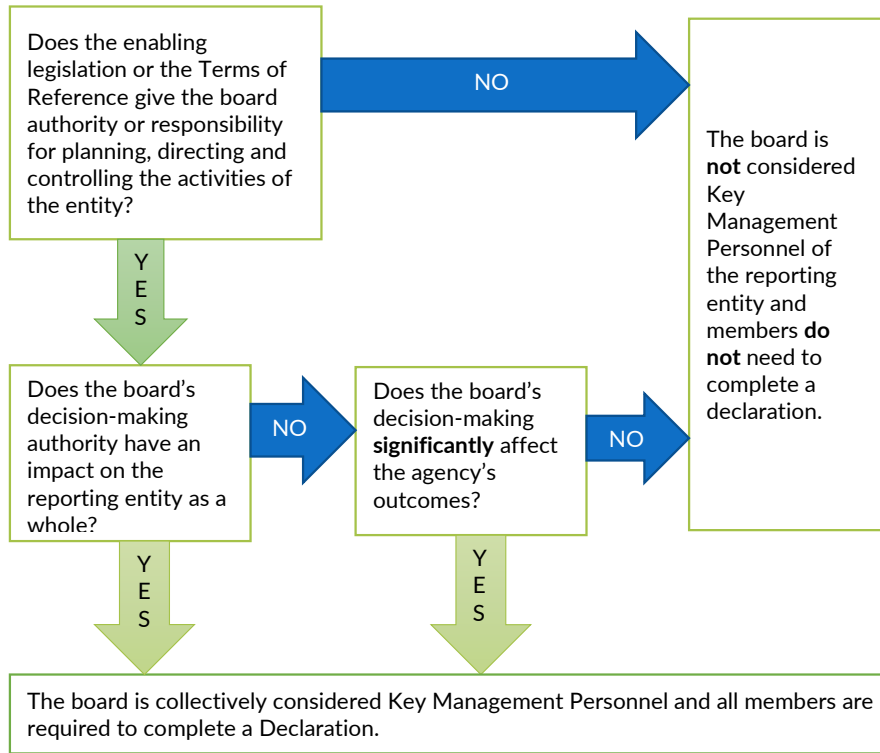
Examples of these include [Building Appeals Board](#), [Development Consent Authority](#) and the [Mental Health Review Tribunal](#).

- **Advisory and Review Boards** generally advise and make recommendations on policies, plans, practices or issues referred to the board for comment. These boards will generally not have authority for strategic decision-making and influencing the financial performance of the reporting entity, and as such they may not be classified as KMP. However, agencies are required to assess this on a case-by-case basis to determine whether they will be designated as KMP.

Examples include [Planning Commission](#), [Procurement Review Board](#), [Water Resources Review Panel](#) and the [Youth Justice Advisory Committee](#).

- **Non-statutory Boards** will generally not have authority for strategic decision-making or influencing the financial performance of the reporting entity. The functions, responsibilities or powers of a non-statutory board set out in a ToR set by Government will assist agencies in determining whether a non-statutory board is given strategic decision-making responsibility or has influence on the financial performance of the reporting entity as a whole, and as such be designated as KMP.

Agencies assess whether these boards meet the criteria to be designated as KMP as per flowchart below.



## 8.3. Chair

A Chair must be conversant with the business of any government agency relevant to the board's activities. They should hold a thorough understanding of good governance and knowledge of general management principles.

Some NTG boards will be subject to a legal requirement for financial audits, whether by the NT Auditor-General or an external auditor. Even where there is no specific legal requirement for audits, the Chair and CEO are responsible for ensuring proper accounting for all board expenses and expenditure.

The Chair may have input into the member selection process, however final selection rests with the relevant Minister or the Administrator of the NT.

Responsibilities include the following:

- lead and direct the activities of the board
- set the board agenda
- conduct board meetings, facilitate the flow of information and discussion
- ensure the board operates effectively and complies with all legal and statutory obligations
- determine necessary approach for members with real, perceived or potential conflicts of interest
- liaise with, and report to the Minister where relevant
- ensure proper financial accountability
- give approval prior to the conduct of business outside of meetings by members – Determination clause 1
- approve travel or other expenses reasonably incurred – Determination clauses 7(c) and 10(b)
- approve time spent by member preparing for a meeting in excess of normal preparation time – Determination clauses 7(d) and 10(c)
- review board and organisational performance

## 8.4. Board Member

The primary legal responsibilities of board members are set out in the board's enabling legislation. Subordinate legislation such as regulations, by-laws and rules may also include board responsibilities, or govern the actions of the board. [NTG legislation](#)<sup>19</sup> is available on the internet.

Board members perform a wide range of critical roles for Government. Collectively, their decisions may determine personal, business or property rights, manage government assets or facilities, or be an important source of new ideas and advice to Government.

Board members assume a position of public trust and confidence by virtue of their role in public administration. They must act ethically so as to support the continuance of public trust in the Government and to observe the highest standards of behaviour and accountability, particularly in the context of financial responsibilities and custody, and control of public assets. It is vital members understand the scope of the task required in order to discharge their responsibilities and contribute in a meaningful and constructive way to the functioning of the board.

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<sup>19</sup> <https://legislation.nt.gov.au/en/LegislationPortal/Acts/By-Title>

Aside from the public expectations and confidence placed in board members as trustees of public monies and assets, other responsibilities placed on board members include:

- requirements of the enabling legislation;
- general law obligations, such as the duty to take reasonable care; and
- policy statements, whether specific to the body, or more generally.

Board members have fundamental responsibilities to:

- act within enabling and other relevant legislation, applicable common law (that is, the law as established by the Courts), and accepted principles of good governance,
- be loyal to the Crown and recognise government policy and practices,
- be well briefed about the business of the board in order to make informed decisions and/or provide relevant advice,
- be collectively responsible for board decisions, and support and adhere to those decisions,
- ensure minutes are a true and accurate record of the meetings,
- act in accordance with ethical principles applying to the public sector,
- exercise prudence and be economical with public resources, and
- exercise a dissenting view on decisions inappropriately minuted, however once a board decision is taken, all members are expected to respect and abide by the decision.

### 8.4.1. General law obligations

As government board members will often be in a similar position to a company director, they may be subject to fiduciary obligations. Fiduciary duties are obligations of trust and confidence owed by a fiduciary to another person. The law usually recognises certain relationships to be fiduciary relationships, including those of director and company, and employer and employee.

The Courts may also find other relationships to be fiduciary in nature, particularly where one party stands in a position of trust and confidence in relation to the other, and is bound to place the interests of the other before their own personal interests.

Board members acting in a fiduciary capacity have an obligation to:

➤ **Act honestly and to exercise powers for their proper purposes**

Members must act openly and honestly at all times in the performance of their duties. They must ensure they do not use information acquired by virtue of their position to gain, directly or indirectly, an advantage for themselves or any other person.

➤ **Avoid conflicts of interest**

Members **must** avoid conflicts of interest, whether real, potential or perceived, between their duties to the board and their personal interests, or to their duties to others. Those members who have, or acquire, a direct or indirect personal or pecuniary interest in a matter under consideration by the board **must** disclose full details of the interest, to the board as soon as reasonably practical.

Board Administrators should consider the need for members to make prior declarations of interests through completion of a Declaration of Personal Interests Form (Appendix 2 or similar)...



The member must not seek, either directly or indirectly, to influence the outcome of any deliberations by the government board, or any of its officers, in relation to any matter to which he or she may have a conflict. If there is any doubt as to whether a conflict of interest exists, the member should err on the side of caution and declare the interest.

The Chair decides if it is necessary for the member to excuse themselves from the meeting when any discussion or voting on the particular issue is taking place. The board makes a decision on how to manage the conflict of interest, and records the reasons for that decision.

Ways to manage conflicts of interest include:

- ✓ determining if the member will:
  - not take part in any discussion of the board relating to the interest,
  - not receive any relevant board papers,
  - be absent from the meeting room when any discussion or vote is taking place, and/or
  - not vote on the matter.
- ✓ divesting the interest creating the conflict - for example, the sale of shares,
- ✓ severing the connection - for example, resigning from a position in another organisation giving rise to a conflict, or
- ✓ resigning from the government board.

To better understand conflicts of interest, the ICAC Commissioner has developed a short video education course<sup>20</sup> jointly with the Auditor-General, Ombudsman and Electoral Commissioner. The course is available on YouTube and the ICAC website.

#### ➤ Act in good faith

As a result of their position of trust, members' actions and standards of behaviour are required to be exemplary. Members should act *bona fide* in the interests of the government board and not in their own interest, or to pursue personal agendas. Members are expected to act in the best interests of the board, the Northern Territory, and the community.

#### ➤ Exercise diligence, care and skill

Members must ensure they exercise due diligence, care and skill in the performance of their duties. They must also take reasonable steps to inform themselves about the functions of the board, its business and activities, and the circumstances in which it operates. A member must give close attention to board affairs.

A member should obtain sufficient information and advice, and exercise an active discretion at all times, to enable them to make conscientious and informed decisions. A member **must** also maintain confidentiality of board discussions, and of materials and information provided, including government board papers.

## 8.4.2. Delegations

Where a government board is established by legislation, members can only delegate powers or duties of the body if the enabling legislation contains a specific provision to that effect.

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<sup>20</sup> <https://www.youtube.com/playlist?list=PL9NidGUGcLN687RiKJsx4ayr1n0dsgaZ->

Any such delegation cannot apply to a matter that goes beyond the legal powers conferred upon the board, that is, a board cannot delegate to another party, including a subsidiary company of the board, the right to engage in an activity on behalf of the board, which the board cannot itself engage in.

Where a government board has made a delegation under its enabling legislation, details of the delegation should be set out in the board's annual report or other accountable document.

### 8.4.3. Board members contesting elections

#### 8.4.3.1. Pre-selected candidates

Statutory and non-statutory board members pre-selected as candidates in an NTG election are required to declare to the Chair any real, perceived or potential conflicts of interest with the business of the board. The member is to accept the decision of the Chair as to whether they can attend all or part of a board meeting in which the conflicted issue is considered. Where the Chair is the pre-selected candidate, the declaration is made to the CEO of the agency administering the board. Once a pre-selected candidate has been announced as a candidate, the member must resign where s.21(1) applies.

#### 8.4.3.2. Declared candidates

S.21(1) of the [Northern Territory \(Self-Government\) Act 1978 \(Cth\)](#)<sup>21</sup> states that a person is not qualified to be a candidate for election as a member of the Legislative Assembly if, at the date of nomination, the person holds an office or appointment (other than a prescribed office or appointment) under a law of the Commonwealth or state or territory; OR is employed by the Commonwealth, State or Territory, or by a body corporate, AND the person is entitled to remuneration in respect of that office, appointment or employment. Refer to the Act for full details. Should the member not be successful in gaining a seat in the Legislative Assembly, they are entitled to re-apply through the normal selection process. S.21 does not apply to members of non-statutory bodies, however it is recommended these members step aside from their board position and if required, seek their own legal advice in this instance.

#### 8.4.3.3. Re-employment of persons resigning to become candidates at elections

The [Public Sector Employment and Management Act 1993](#)<sup>22</sup> (section 38) outlines the procedures under which a CEO re-appoints a person who resigned to become a candidate in a Commonwealth or Northern Territory election.

### 8.4.4. Ownership of I.T. and other equipment

Any equipment such as i-Pads, laptops, tablets, phones, etc. issued to board members for the purpose of undertaking board duties will remain the property of the NT Government, and need to be returned at the completion of the member's term of appointment.

### 8.4.5. Protection of Intellectual Property

Any information or documents acquired during the course of a board member's appointment to an NT Government board **must not** be used for any purpose other than the legitimate purposes of the board. Any Intellectual Property that results from the work or activity of a government board is the property of the NT Government. The Code of Conduct provides practical guidelines on the use of information by public sector officers, and may also be a useful guide for board members.

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<sup>21</sup> <https://www.legislation.gov.au/Details/C2014C00573>

<sup>22</sup> <https://legislation.nt.gov.au/Legislation/PUBLIC-SECTOR-EMPLOYMENT-AND-MANAGEMENT-ACT-1993>

## 8.4.6. Branding and use of NTG logos

The [Flag and Emblem Act 1985](#)<sup>23</sup> controls the use of the Northern Territory Coat of Arms, flag and emblems. Before using the NT Coat of Arms, flag and other emblems, including the Desert Rose and the NT Government logo, NT Agencies should seek advice from the Protocol Unit in CM&C.

## 8.5. Board Administrator

Board Administrators provide administrative support to the board, including some or all of the following responsibilities:

- provide advice on accountability standards and legislative requirements
- prepare documentation relating to member appointments and member remuneration
- provide induction material to new members
- schedule meetings
- organise member travel
- ensure a quorum is met
- take minutes of the meetings, which are usually retained as permanent Government records, and provide an important historical reference collection for future boards and for Government generally
- process sitting fees, travel allowance and other entitlements
- assisting the Chair in ensuring proper financial accountability
- register or record in meeting minutes, declarations of real, potential or perceived conflicts of interests
- organise approvals to use the NT Coat of Arms, NT Flag, Desert Rose, NTG logo or other emblems.

## 8.6. Proxies and observers

Enabling legislation or ToR of an NTG board should state if appointment of a proxy is permitted to participate in a meeting of the board in lieu of an absent member. Persons who attend a board meeting as an observer (for example, NTG agency officials, specialists, financial advisers, and invited attendees) are not able to vote at board meetings.

Since board members are appointed by Ministers for their individual skills, sending a proxy should be an exception to the rule, rather than regular practice. The ToR should outline whether proxies may attend, whether they can vote on behalf of the absent member, and whether they are entitled to remuneration.

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<sup>23</sup> <https://legislation.nt.gov.au/en/Legislation/FLAG-AND-EMBLEM-ACT-1985><sup>24</sup> [Treasurer's Directions | Department of Treasury and Finance](#)

## 9. Indemnities and insurance

All NTG board members must exercise reasonable care, skill and diligence in carrying out their responsibilities. It is best practice for boards to:

- implement a risk management framework, including appropriate internal controls that align with the purpose and strategy of the organisation
- periodically review how the organisation is managing its risk, and
- ensure reporting obligations are met.

In some circumstances, the Territory may issue indemnities to board members or extend the Territory's self-insurance arrangements. Below is some general information on indemnities and insurance applicable to boards. Further details can be found in the Treasurer's Directions<sup>24</sup> on Guarantees and Indemnities, and Insurance Arrangements on the Department of Treasury and Finance website.

### 9.1. Indemnities

An indemnity is an undertaking to compensate, protect or insure another person or entity against future financial loss, damage or liability. Members of individual boards may, through the board's enabling legislation, have the benefit of a statutory protection from civil and criminal action for things that they do in good faith as a board member.

In certain circumstances, specific indemnities may be given to board members to provide protection from personal liability, subject to the endorsement of the relevant portfolio Minister where he or she forms the view that the Territory would benefit from the giving of an indemnity and agreement by the Treasurer (s.34 [Financial Management Act 1995](#))<sup>25</sup>.

### 9.2. Insurance

There are two types of insurance arrangement agencies may enter into to manage insurable risks: self-insurance and commercial insurance.

Northern Territory-appointed board members may be covered for the insurable risks related to workers compensation and professional liability. Government Owned Corporations are not included under the NTG self-insurance arrangements.

#### 9.2.1. Workers compensation

If a board is established under NT Government legislation, NT appointed board members are covered in relation to workers compensation under the NTG's self-insurance arrangements as if they were NTPS employees while undertaking their statutory functions.

Where a board is not established under NT Government legislation, NT appointed board members may be insured for workers compensation either through NTG self-insurance arrangements or commercial insurance arrangements, where a net benefit to the Territory can be demonstrated, and agreement is provided by the Treasurer.

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<sup>24</sup> [Treasurer's Directions | Department of Treasury and Finance](#)

<sup>25</sup> <https://legislation.nt.gov.au/Legislation/FINANCIAL-MANAGEMENT-ACT-1995>

### 9.2.2. Professional liability

Professional liability relates to claims for financial loss, bodily or personal injury or property damage arising from an act, error or omission in the performance of professional services.

Where an agency deems appropriate, and a net benefit can be demonstrated to provide professional indemnity cover to NT appointed members of councils, boards and committees, application may be made to the Treasurer for inclusion under the NTG's self-insurance arrangements and or to purchase commercial insurance.

### 9.2.3. Directors' indemnity insurance (commercial boards)

For government boards operating in a commercial environment (for example, utility boards), directors' and officers' indemnity insurance goes some way to indemnifying directors and officers in relation to claims for loss or damage made against them in their capacity as directors or board members.

Commercial insurance provides a mechanism for transferring financial risk to a third-party private insurer, in exchange for the payment of a premium. The commercial entity remains liable for the loss incurred, but the insurer pays the financial losses associated with the liability. Directors and officers should seek and rely on private legal advice as to its efficacy.

## 10. Relevant legislation

Aside from legislation establishing a board, members may also have responsibilities and obligations placed on them by other legislation. Each Act should be consulted individually regarding applicable responsibilities and obligations. Board Administrators should arrange briefing materials for members on any legislation relevant to the responsibilities of the Board. Some relevant information is provided below.

### 10.1. Independent Commissioner against Corruption Act 2017

Under the [Independent Commissioner against Corruption Act 2017](#)<sup>26</sup>, the role of the Independent Commissioner against Corruption (ICAC) is to address wrongdoing in, or connected with public administration. The Office of the ICAC is responsible for receiving, identifying and investigating reports of corruption and misconduct by government/public bodies, public officers and those who receive government money, including contractors and grant recipients.

Public officers and public bodies have **mandatory reporting obligations**; they **must** report suspected improper conduct.

The definition of a **public officer** includes amongst others, the holder of an office established under an Act who is appointed by the Administrator or a minister, and a member, officer or employee of a public body.

The definition of a **public body** includes, amongst others:

- board, commission, tribunal, or other body established under an Act with judicial or quasi-judicial functions in the performance of its deliberative functions,
- body, whether incorporated or not, established under an Act,
- body whose members, or a majority of whose members, are appointed by the Administrator or a minister, and a
- government owned corporation

Agency CEOs, board chairs, board members and board administrators should familiarise themselves with the following publications available on the [ICAC website](#)<sup>27</sup>:

- [Public officers and mandatory reporting](#)<sup>28</sup> includes relevant definitions and the types of conduct reportable to ICAC, which also appear in the ICAC Act.
- [Mandatory Reporting Directions and Guidelines for Public Officers](#)<sup>29</sup> sets out the requirements for a public body or public officer to report suspected improper conduct, even if it has already been reported to another public body or public officer such as the Ombudsman or NT Police.
- Conflicts of interest short video education course<sup>30</sup>.
- Whistle blower protections<sup>31</sup>.

<sup>26</sup> [Independent Commissioner against Corruption Act 2017](#)

<sup>27</sup> [ICAC website](#)

<sup>28</sup> [ICAC-Fact-Sheet Public-officers-and-mandatory-reporting\\_V4.pdf \(nt.gov.au\)](#)

<sup>29</sup> [https://icac.nt.gov.au/\\_data/assets/pdf\\_file/0004/1084369/Mandatory\\_Reporting\\_Directions\\_Guidelines\\_FA.pdf](https://icac.nt.gov.au/_data/assets/pdf_file/0004/1084369/Mandatory_Reporting_Directions_Guidelines_FA.pdf)

<sup>30</sup> <https://www.youtube.com/playlist?list=PL9NidGUGcLN687RiKJsx4ayr1n0dsgaZ->

<sup>31</sup> [https://icac.nt.gov.au/\\_data/assets/pdf\\_file/0009/797769/ICAC-Fact-Sheet\\_Whistleblower-Protections\\_V3.pdf](https://icac.nt.gov.au/_data/assets/pdf_file/0009/797769/ICAC-Fact-Sheet_Whistleblower-Protections_V3.pdf)

## 10.2. Public Sector Employment and Management Act 1993 – Code of Conduct

The NT Public Sector Principles and Code of Conduct provide guidance on a range of ethical and moral issues that may affect public sector employees from time to time. The [NTPS Code of Conduct](#)<sup>32</sup> may also be useful guidance for NTG board members.

Members of NTG boards assume a position of public trust and confidence. As such, the public expect board members to follow certain ethical principles, including respect for the law and the system of government, respect for persons, integrity, diligence and economy and efficiency.

## 10.3. Information Act 2002

The [Information Act 2002](#)<sup>33</sup> gives a statutory right of access by any person to government information, including personal documents held by the public sector organisations including statutory bodies, except where an exemption applies.

Public sector organisations defined under the Act include, amongst others:

- Government Business Division or Government Owned Corporation (personal information only)
- Statutory Corporation
- Person appointed, or a body established by or under an Act, or by the Administrator or a Minister
- Person holding an office or position under an Act
- Court and tribunals of the Territory (subject to limitations) and
- Person or body declared by the Regulations to be a public sector organisation.

The *Information Act* aims to protect personal information in the public sector by applying Information Privacy Principles (IPPs) that deal with the collection and handling of personal information by public sector organisations. Personal information means government information from which a person's identity is apparent, or is reasonably able to be ascertained. The purpose of the IPPs is to allow access to the right information to the right people for the right reason in the right way at the right time.

The IPPs do not apply to personal information that is...

- published in a publication generally available to members of the public,
- on a public register,
- in an archive available to the public,
- recorded information of permanent value that forms part of NT Archives, or
- is in a collection of a library, art gallery or museum.

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<sup>32</sup> [Employment instruction number 12 - Code of conduct](#)

<sup>33</sup> <https://legislation.nt.gov.au/Legislation/INFORMATION-ACT-2002>

## 10.4. Ombudsman Act 2009

The Office of the Ombudsman is established by the [Ombudsman Act 2009](#)<sup>34</sup>. The Ombudsman has jurisdiction with respect to an 'administrative action' taken by an authority defined in the Act, including statutory boards established for a public purpose.

An 'administrative action' is any action relating to a matter of administration, including:

- a decision or an act,
- the failure or refusal to take a decision or do an act (including a failure to provide a written statement of reasons for a decision),
- the formulation of a proposal or intention, and
- the making of a recommendation including one made to the Administrator or a Minister.

The Ombudsman may investigate informally, or exercise formal powers such as the power to require persons to give statements, documents and information. At the conclusion of the investigation, the Ombudsman will form an opinion as to whether the administrative action to which the investigation related:

- appears to have been taken contrary to law,
- was unreasonable, unjust, oppressive or improperly discriminatory,
- was in accordance with a rule of law or a provision of any law in force in the Northern Territory, or a practice that is, or may be, unreasonable, unjust, oppressive or improperly discriminatory,
- was taken in the exercise of a power or discretion, and was so taken for an improper purpose or on irrelevant grounds, or on the taking into account of irrelevant considerations,
- was a decision made in the exercise of a power or discretion, and the reasons for the decision were not, but should have, been given,
- was based wholly or partly on a mistake of law or fact, or
- was simply wrong.

The Ombudsman may then give a report to the administering NTG agency and the responsible Minister recommending that particular action be taken. If the recommended action is not taken, a report can be provided to the Chief Minister and Parliament.

Exclusions in the Act include:

- ✓ any action by a person while discharging a responsibility of a judicial nature, and
- ✓ a decision made by the Development Consent Authority under the [Planning Act 1999](#)<sup>35</sup> where there is an existing right of review or appeal under that Act.

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<sup>34</sup> <https://legislation.nt.gov.au/Legislation/OMBUDSMAN-ACT-2009>

<sup>35</sup> <https://legislation.nt.gov.au/Legislation/PLANNING-ACT-1999>



## 10.5. Work Health and Safety (National Uniform Legislation) Act 2011

The [Work Health and Safety \(National Uniform Legislation\) Act 2011](#)<sup>36</sup> implements national workplace health and safety laws in the NT. The Act provides that the primary duty of care for the health and safety of workers lies with a 'Person Conducting a Business or Undertaking' (a PCBU). The NT Government is considered a PCBU undertaking its business through various agencies and statutory authorities.

NTG board members defined as '**workers**' under the Act (whether employees or in some other capacity) are required to take reasonable care of their own health and safety, and to take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

They should understand work health and safety risks for which they are responsible; and have an awareness of any future health and safety implications that might arise for other officers or workers within the organisation, as a result of decisions made by the board.

Depending on the nature and functions of the board, members defined as '**officers**' under the Act are required under section 27 to exercise due diligence to ensure the NTG complies with its workplace health and safety duties or obligations under the Act. Advice should be sought in this regard where the board members make, or participate in making, decisions that affect the whole, or a substantial part of the business of the entity for which it is responsible (if any), or have the capacity to significantly affect the entity's financial standing.

Board members who are also employees of the NTG, are entitled to be indemnified by the NTG for any liability arising out of a tort (for example, negligence) committed by them in their role on that board, for which the NTG would be vicariously liable, unless the member's actions constitute serious and wilful or gross misconduct pursuant to section 22A of the [Law Reform \(Miscellaneous Provisions\) Act 1956](#)<sup>37</sup>.

## 10.6. Competition and Consumer Act 2010 (CTH) – restrictive trade practices

This section only applies to government boards with trading activities.

The [Competition and Consumer Act \(Cth\) 2010](#)<sup>38</sup> (Part VI - Restrictive trade practices) prohibits restrictive trade practices. Restrictive trade practices include price fixing, boycotts, misuse of market power, exclusive dealing, re-sale price maintenance, and contracts arrangements or understandings that lead to a substantial lessening of competition in a particular market. These practices generate anti-competitive outcomes.

The Crown, in right of the Northern Territory, is bound by Part IV of the Act to the extent that it carries on a business. Therefore, NTG boards that are part of the Crown are also bound by Part IV. Government boards not part of the Crown continue to be bound by Part IV as before.

Members of NTG boards to which the Act applies, need to ensure that:

- they are familiar with the provisions of Part IV, so as to avoid engaging in unlawful behaviour in that capacity,
- the board complies with its obligations under Part IV and the Competition Code, and
- the board implements an adequate trade practices compliance program to minimise the risk of contravening Part IV. This should be developed in consultation with the board's legal advisers.

<sup>36</sup> <https://legislation.nt.gov.au/Legislation/WORK-HEALTH-AND-SAFETY-NATIONAL-UNIFORM-LEGISLATION-ACT-2011>

<sup>37</sup> <https://legislation.nt.gov.au/Legislation/LAW-REFORM-MISCELLANEOUS-PROVISIONS-ACT-1956>

<sup>38</sup> <https://www.legislation.gov.au/Details/C2021C00528>

## 11. Acronyms

Acronyms	Full form
AASB	Australian Accounting Standards Board
AGS number	Australian Government Service number
AMSORE Act	<i>Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006</i>
ATO	Australian Taxation Office
Board	Government boards are collectively referred to as <b>NTG boards</b> throughout this Handbook. It relates to bodies otherwise known as an NTG statutory body, non-statutory body, advisory group, committee, council, tribunal, corporation, panel, etc.
CEO	Chief Executive Officer
CM&C	Department of the Chief Minister and Cabinet
DCDD	Department of Corporate and Digital Development
Determination	<i>Statutory Bodies Classification Structure Determination</i> dated 31 January 2012, with effect from 1 March 2012 - outlines remuneration and entitlements for members of statutory bodies.
DTF	Department of Treasury and Finance
KMP	Key Management Personnel
NGO	Non-government Organisation
NT	Northern Territory
NTG	Northern Territory Government
NTPS	Northern Territory Public Sector
PIPS	Personnel Information and Payroll System
Section	Section in this Handbook
s.12	Section of an Act
TFN	Tax File Number
ToR	Terms of Reference

## 12. List of amendments

<b>Document title</b>	NTG boards handbook for board members
<b>Contact details</b>	Board Remuneration Officer Department of the Chief Minister and Cabinet Phone: +61 8 8999 7865 Email: <a href="mailto:boardremuneration@nt.gov.au">boardremuneration@nt.gov.au</a>
<b>Approved by</b>	Director Cabinet Office and CM&C Secretariat Services for Chief Executive Officer, Department of the Chief Minister and Cabinet
<b>Date approved</b>	March 2023
<b>Document review</b>	Bi-annually
<b>TRM number</b>	2018/194

Version	Date	Changes made
17	March 2023	Updated sections 4.3 (superannuation), 6.2.1 (re-appointment), 6.3.2 (NTPS employees not entitled to remuneration), 8.4.1 (ICAC video: conflicts of interest).
16	December 2022	Updated section 4.4 (Superannuation) - \$450 per month threshold for Superannuation Guarantee removed w.e.f. 1 July 2022.
15	June 2022	Removed COVID-19 vaccination requirements. Updated sections 9 (indemnities and insurance) and 10.1 (ICAC).
14	January 2022	Added COVID-19 vaccination requirements. Updated sections 6.2.1 (AGS numbers, resignations, board members contesting elections and criminal history checks).
13	September 2020	Two Handbooks now exist – this one for agency officials and another for board members. Added new payroll code for members required to remit payments to their principal employer. Updated information on board members contesting elections.
12	October 2019	Updated to reflect Treasurer's Direction on insurance arrangements dated 1 July 2019.
9, 10, 11	February, March, August 2019	Updated payment information.
8	December 2018	Added a Direction to Pay Form for members required to remit payments to their employing organisation. Added mandatory reporting obligations under <i>Independent Commissioner against Corruption Act 2017</i> .
7	October 2018	Updated remuneration payment methods.
6	May 2018	Updated Superannuation Guarantee rates.
5	February 2018	Updated to include advice on Related Party Disclosures Policy and the NTG EOI Board Register.
4	August 2017	Updated to include advice on indemnity required prior to use of private vehicle for board business.
3	February 2017	Updated to reflect current government priorities.
2	May 2016	Updated guidelines.
1	2005	Initial version.

**Appendix 1 – Example of a Direction to Pay Form**

**DIRECTION TO PAY FORM**

**PART 1: EMPLOYER STATEMENT**  
(for completion by the employer of a board member or office holder)

I, ..... (full name), .....  
 ..... (position title) being an authorised representative of  
 ..... (Company/Organisation name) state that  
 ..... (Board member’s full name) is required to remit to this organisation all  
 monies received as sitting fees associated with membership of  
 ..... (board name).

Signed by company representative .....  
 Date .....  
 Name of company representative .....

Signed by witness .....  
 Date .....  
 Witness name .....

**PART 2: DIRECTION TO PAY – BOARD MEMBER PAYMENTS**

I, .....(full name), being a board member of  
 .....(title of Board), hereby authorise payment of all sitting fees in  
 respect of my role as a board member to be made to .....  
 (Employing company or organisation) at .....  
 (Address and ABN of company or organisation), unless varied by me in writing.

Amounts are to be remitted to the organisation’s bank account, as follows:

Bank Account Name: .....  
 Bank Account BSB: .....  
 Bank Account Number:.....

Signed by board member ..... Date: .....  
 Witness ..... Date: .....  
 Witness name .....

**NB: Board member will not be liable for income tax for amounts remitted above.**

**Strictly Confidential**

## Declaration of Personal Interests Form

**Note: Some of the categories of interest entered in this form may not be relevant for all boards.**

To <insert name of statutory body>

Particulars of my personal pecuniary and other relevant interests and those of my immediate family of which I am aware are set out in the attached form.

I undertake to advise you should a situation arise where an interest of mine or an interest of a member of my immediate family of which I am aware, whether that interest is pecuniary or otherwise, conflicts, or may reasonably be thought to conflict, with my public duty.

.....  
Name (block letters)

.....  
Signature

.....  
Position

.....  
Date

**Strictly Confidential**

**Declaration of personal interests of board member and immediate family members  
(including spouse and dependent children)**

**Real Estate**

Real estate in which a beneficial interest is held (other than principal place of residence). Include location, owner, purpose for which held:

.....

**Shareholdings (where total value exceeds \$5000)**

Registered shares, options and current applications (other than nominal shareholdings by way of qualification for membership of a credit union, building society or other co-operative society). Include owner of shares, company name, including holding companies and subsidiary companies if applicable.

.....

**Directorships in Companies**

List any directorships, whether remunerated or not. Include Director's name, company name, activities of company – whether public or private.

.....

**Partnerships, etc.**

Include name of person holding interest, nature of operations, nature of business interest:

.....

**Investments**

Investments in bonds, debentures, savings or investment accounts with banks or other financial institutions (exceeding a cumulative value of \$5000). Include name of person holding investment, type of investment, body in which investment is held:

.....

**Other Assets**

List each asset valued at over \$5000 including collections. Household or personal effects and motor vehicles for personal use are to be excluded. Include Owner of asset and nature of asset:

.....

**Employment by a public or private company**

Exclude salary from principal public sector employment. (Person receiving income, nature and annualised amount of income):

.....

**Gifts, substantial sponsored travel or hospitality exceeding \$100 - Person receiving gift, nature of gift, etc.**

.....

**Liabilities**

Liabilities exceeding \$5000 other than mortgage over principal place of residence. Include name of person concerned, nature of liability, creditor.

.....

**Other Interests**

Include membership or office holding of an organisation other than an industrial or professional organisation, or a political party:

.....



## LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY

### PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

LGANT representatives on committees are required to provide the Association with regular reports and an annual report for its Annual General Meeting in November of each year.

The Association also requires the minutes of each meeting attended to be emailed to the LGANT: [info@lgant.asn.au](mailto:info@lgant.asn.au).

Representatives are required to supply the Association with contact details such as mobile phone number, email address, postal address and the council they are a member of.

The Association will supply information to nominees of committees, including their Terms of Reference.

If a LGANT representative resigns from a committee, he/she is requested to inform the Association in writing, by letter or email, so that an alternative representative can be nominated to the committee.

*The Association may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports or misses meetings without just cause. It would then be up to the committee to decide whether or not the representative remains on that committee if the representative is without LGANT endorsement.*

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>8.5</b>
<b>Title:</b>	<b>Minjilang Local Authority - Sitting Fees</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### SUMMARY

The purpose of this report is for Council to approve payment for the Minjilang Local Authority members involved in consultation with the National Indigenous Australian Agency (NIAA) on 15 May 2024.

#### RECOMMENDATION

THAT COUNCIL:

1. Received and noted the report entitled *Minjilang Local Authority - Sitting Fees*; and
2. Approve for sitting fees to be paid to the Minjilang Local Authority members in line with the Local Authority Allowances.

#### BACKGROUND

The National Indigenous Australians Agency has reached out to the West Arnhem Regional Council to help facilitate consultation with our Minjilang Local Authority on Community Plan being developed by NIAA.

The Minjilang Community Plan is being developed:

To provide Minjilang community members with the data NIAA hold about their community, including the NIAA programs and funding that are currently in place.

To hear about what changes the NIAA can make (or actions the NIAA can take) to better meet the aspirations of Minjilang Community members over the short, medium and long term.

To determine how NIAA should work with the community and how we should direct our resources in Minjilang. This includes using NIAA's influence across Local, Territory and Commonwealth Governments, engagement with community, and investment – and how to measure our contributions to achieving better outcomes for the Minjilang community.

#### COMMENT

The Minjilang Local Authority Members will be paid in line with the below Local Authority Member Allowances.

#### 2. ALLOWANCES

The following allowance will be paid for each meeting of a Local Authority.

The Chair of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	\$300
If the meeting is held between 2 to 4 hours	\$450
If the meeting is held for more than 4 hours	\$600

A Member of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	\$200
If the meeting is held between 2 to 4 hours	\$300
If the meeting is held for more than 4 hours	\$400

#### LEGISLATION AND POLICY

Allowances and Expenses (Elected, Local Authority and Council Committee Members)



## **FINANCIAL IMPLICATIONS**

As mentioned in the comment section of this report

## **STRATEGIC IMPLICATIONS**

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

### **PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING**

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

#### **Goal 1.1 Community Engagement**

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life.

### **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.

## **ATTACHMENTS**

Nil

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>Incoming and Outgoing Correspondence</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### SUMMARY

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

#### RECOMMENDATION

THAT COUNCIL received and noted the attached items of incoming and outgoing correspondence.

#### BACKGROUND

In October 2012 Council resolved only to table hard copy mail due to its volume. In 2021 the Administration aligned its definition of Correspondence with section 55(2) of the *Local Government (General) Regulations 2021*, as all correspondence addressed to, or sent by, the council or its principal member. Correspondence matching that definition is presented to Council in this report.

#### COMMENT

ATTACHMENT NO	CORRESPONDENCE TYPE	DATE RECEIVED	SENT BY	DOCUMENT NAME
1	INCOMING	16 APRIL 2024	IAIN LOGANTHAN – ELECTORAL COMMISSIONER	WEST ARNHAM REGIONAL COUNCIL
REFER REPORT ITEM 8.3	INCOMING	10 MAY 2024	MAREE DE LACEY – EXECUTIVE DIRECTOR, LOCAL GOVERNMENT	LETTER TO MR JAMES WOODS WARC - SUPERANNUATION
2	OUTGOING	13 MAY 2024	MAYOR JAMES WOODS	LETTER – WARC MAYOR TO NLC CHAIR – ALTERNATIVE MANINGRIDA AIRPORT ACCESS – 13.05.2024

#### LEGISLATION AN POLICY

*Local Government (General) Regulations 2021 s55(2)*

Incoming and Outgoing Correspondence Policy

#### STRATEGIC IMPLICATIONS

This report is aligned to the following pillars 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 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

#### ATTACHMENTS

1. West Arnhem Regional Council [9.1.1 - 2 pages]

2. Letter - WARC Mayor to NLC Chair - Alternative Maningrida Airport Access - 13.05.2024 [9.1.2  
- 1 page]



**Northern Territory  
Electoral Commission**  
EVERY vote counts

Level 3, TCG Centre | 80 Mitchell St Darwin City | GPO Box 2419 DARWIN NT 0801  
T: 08 8999 5000 | F: 08 8999 7630 | E: [ntec@nt.gov.au](mailto:ntec@nt.gov.au) | ABN: 8408 5734 992

Mr Andrew Walsh  
West Arnhem Regional Council  
PO Box 721  
Jabiru NT 0886

Via email: [andrew.walsh@westarnhem.nt.gov.au](mailto:andrew.walsh@westarnhem.nt.gov.au)

Dear Andrew

**Re: 2025 August Local Government Elections**

I am writing to raise some matters relevant to preparations for the 2025 Local Government general elections (Local Government Elections).

At the conclusion of the 2024 Territory Election, the NT Electoral Commission (NTEC) will make contact with your office to commence discussions on the development of a service level agreement (SLA) for the 2025 Local Government Elections.

The SLA will define the role and responsibilities of both the council and the NTEC and assist in determining cost estimates for your council's election. In preparation for these discussions you are encouraged to review the following documents:

- Service level agreement (2021 Local Government Elections)
- 2021 Election report specific to your council
- 2021 Local Government Elections Report

Please be aware that, in making arrangements for the 2024 Territory Election, the NTEC has found significant cost increases across various service areas necessary to support the conduct of elections, including air charters, vehicle hire, accommodation, freight, and leasing costs. These cost increases will result in an increase in costs in running elections in the Northern Territory, including the 2025 Local Government Elections.

All councils are invoiced by the NTEC for the cost of conducting their elections. For local government general elections this is a marginal cost and includes both direct and apportioned costs. Direct costs to a council include costs that can be directly attributed to the council for the conduct of their elections, including accommodation, transport costs, and leasing costs. Apportioned costs include overall costs to run the elections including communications, ballot paper production, election staff, IT contributions and some leasing costs (i.e. scrutiny centres). The apportioned cost paid by each council is based on the number of electors enrolled within each council area at the close of roll.

Voting services at the 2021 Local Government Elections saw a number of regional councils providing early voting services using their offices, infrastructure and staff to support the election (council delivery centre model). This service option will be revised and will be

available for regional councils to consider for the 2025 Local Government Elections with any arrangements documented in the SLA.

Your cooperation and involvement in developing the SLA for your council later this year will support the successful delivery of the 2025 Local Government Elections.

Should you have any questions or require further clarification on any of the matters raised in this correspondence, please do not hesitate to contact Director Operations, Kathleen Richardson on (08) 8999 7642 or [kathleen.richardson@nt.gov.au](mailto:kathleen.richardson@nt.gov.au).

Thank you for your assistance.

Yours sincerely



Iain Loganathan  
Electoral Commissioner  
16 April 2024

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



Matthew Ryan  
Chair, Northern Land Council  
Sent via email: [ryanma@nlc.org.au](mailto:ryanma@nlc.org.au)

13 May 2024

### Alternative Access to Maningrida Airport

Dear Mr Ryan,

I am writing to bring to your attention a matter of great importance to the community of Maningrida. There is a pressing need for alternative access to Maningrida Airport to ensure privacy for our residents during funerals ceremonial activities. Introducing an alternate access point would separate the clash of arrivals and departures from daily commercial operators for charters and RPT flights.

As you are aware, the current access points to the airport do not provide the necessary level of privacy required during sensitive events such as funerals and the transportation of the deceased. This lack of privacy has been a source of concern for the community, and we believe that alternative access points are essential to uphold the dignity and respect of our cultural practices.

I kindly request your support and endorsement for the implementation of alternative access to Maningrida Airport to address this issue. By providing a more private and respectful way for funeral processions and body movements, we can ensure that our community members are able to honour their loved ones in a manner that aligns with cultural traditions.

Your support in this matter would be greatly appreciated and would have a significant impact on the well-being and cultural integrity of the community of Maningrida. I look forward to hearing from you regarding this important request.

Thank you for your attention to this matter.

Yours Sincerely,

Mayor James Woods  
West Arnhem Regional Council

✉ PO Box 721, Jabiru NT 0886    📧 [info@westarnhem.nt.gov.au](mailto:info@westarnhem.nt.gov.au)    🌐 [www.westarnhem.nt.gov.au](http://www.westarnhem.nt.gov.au)



Jabiru (Head Office)  
☎ 08 8979 9444

Gunbalanya  
☎ 08 8970 3700

Maningrida  
☎ 08 8979 6600

Warruwi  
☎ 08 8970 3600

Minjilang  
☎ 08 8970 3500



## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>9.2</b>
<b>Title:</b>	<b>Meetings and Events attended by the Mayor</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### SUMMARY

This report provides information to Council on meetings and events attended by the Mayor since the last Ordinary Council Meeting.

#### RECOMMENDATION

THAT COUNCIL received and noted the report entitled *Meetings and Events attended by the Mayor*.

#### BACKGROUND

The meetings and events 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 or event attended by the Mayor and excludes Council and Committee meetings.

#### COMMENT

Date(s)	Location	Reason for Meeting	Person(s) Met with
24.04.2024	Jabiru	Top End Youth Summit – West Arnhem	Youth of West Arnhem, WARC Elected Members WARC Staff
25.04.2024	Maningrida	ANZAC Day Ceremony	Various Maningrida Stakeholders and Community Members
29.04.2024	Jabiru	Meeting with Member of Arafura	MLA Mr Manual Brown, Andrew Walsh
30.04.2024	Minjilang / Warruwi	Community Visits	Andrew Walsh, WARC Staff, Elected Members
01.05.2024	Darwin	Memorial Mr Wanungmurra	Andrew Walsh
02.05.2024	Darwin	Media Training	Facilitators Andrea Kerekes and Bethaney Maley, Andrew Walsh, Heidi Walton – Communications and Public Relations Coordinator, Jasmine Mortimore – Acting Governance and Risk Advisor
09.05.2024	Maningrida	Meeting with Minister and Assistant Minister for Aboriginal Australians	Hon Linda Burney MP, Hon Malarndirri McCarthy
15.05.2024	Gunbalanya	Community Visit	Andrew Walsh, WARC Staff Elected Members
16.05.2024	Darwin	Meeting with Chief Minister, Deputy Chief Minister and Member of Arafura	Mayor Woods, Mr Brown MLA, Hon Eva Lawler, Hon Chanston Paech





## **LEGISLATION AND POLICY**

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

## **FINANCIAL IMPLICATIONS**

As per Council's policies and budget.

## **STRATEGIC IMPLICATIONS**

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

### **PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING**

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

#### **Goal 1.1 Community Engagement**

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life.

## **ATTACHMENTS**

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>9.3</b>
<b>Title:</b>	<b>Meetings and Events attended by the CEO</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### SUMMARY

This report provides information on meetings and events attended by the CEO since the last Ordinary Council Meeting.

#### RECOMMENDATION

THAT COUNCIL received and noted the report entitled *Meetings and Events attended by the CEO*.

#### 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 CEO and excludes Council and Committee meetings.

#### COMMENT

Date(s)	Location	Reason for Meeting	Person(s) Met with
24.04.2024	Jabiru	Top End Youth Summit – West Arnhem	Youth of West Arnhem, WARC Elected Members WARC Staff
25.04.2024	Jabiru	ANZAC Day Ceremony	Various Jabiru Stakeholders and Community Members
29.04.2024	Jabiru	Meeting with Member of Arafura	MLA Mr Manual Brown, Mayor Woods
30.04.2024	Minjilang / Warruwi	Community Visits	Mayor Woods, WARC Staff, Elected Members
01.05.2024	Darwin	Memorial Mr Wanungmurra	Mayor Woods
02.05.2024	Darwin	Media Training	Facilitators Andrea Kerekes and Bethaney Maley, Mayor Woods, Heidi Walton – Communications and Public Relations Coordinator, Jasmine Mortimore – Acting Governance and Risk Advisor
03.05.2024	Via Teams	Catch up with Department of Chief Minister and Cabinet Regional Director West Arnhem Region	Aneurin Townsend
03.05.2024	Darwin	Fortnightly catch up with City of Palmerston CEO	Luccio Cercarelli
07.05.2024	Gunbalanya	Community visit / meeting with Gunbalanya Councillor	Informally met Various Gunbalanya

			Stakeholders and members of community
10.05.2024	Jabiru	Introductory meeting with Manager, Regional Development and Engagement at NBN	Tim Nicol
10.05.2024	Jabiru	Jabiru Colour Fun Run	Various Jabiru Stakeholders and Community Members
11.05.2024	Jabiru	Kakadu Triathlon	Various Jabiru Stakeholders and Community Members
13.05.2024	Darwin	Catch Up with Regional Director Jabiru / Kakadu	David Boustead
13.05.2024	Darwin	Catch up with Director of KPMG (Klynveld Peat Marwick Goerdeler)	Ali Malik
13.05.2024	Darwin	Catch up with Gundjehmi Aboriginal Corporation Jabiru Town CEO	Dr Emma Young
15.05.2024	Gunbalanya	Community Visit	Mayor Woods, WARC Staff, Elected Members
16.05.2024	Darwin	Meeting with Chief Minister, Deputy Chief Minister and Member of Arafura	Mayor Woods, Mr Brown MLA, Hon Eva Lawler, Hon Chanston Paech
17.05.2024	Darwin	Fortnightly catch up with City of Palmerston CEO	Luccio Cercarelli



## **LEGISLATION AND POLICY**

N/A

## **FINANCIAL IMPLICATIONS**

As per Council's policies and budget.

## **STRATEGIC IMPLICATIONS**

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

### **PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING**

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

#### **Goal 1.1 Community Engagement**

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life.

## **ATTACHMENTS**

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 21 May 2024

<b>Agenda Reference:</b>	<b>9.4</b>
<b>Title:</b>	<b>Top End Youth Leadership Summit April 2024</b>
<b>Author:</b>	<b>Marnie Mitchell, Manager Community Services Support</b>

#### SUMMARY

This report outlines the outcomes of the recent Top End Youth Leadership Summit.

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY received and noted the report entitled *Top End Youth Leadership Summit April 2024*.

#### BACKGROUND

In November 2023, the West Arnhem Youth Leadership Summit was held in Jabiru. Young leaders from across the West Arnhem Region – via the public schools came together to meet, engage, collaborate, and present their voice to the decision makers in their community. The 2023 program was funded by a once-off NIAA grant managed through West Arnhem Regional Council.

In 2024, the Department of Education stepped in to fund and present the program, that will now be facilitated across several communities across the Top End, necessitating a name change to a more general title of *Top End Youth Leadership Summit*. This change in funding has also meant that only public schools were invited to be a part of the April Summit.

Additionally, other community organisations financially supported the Summit, specifically to allow the attendance of the Island schools.

The Summit dates aligned with the West Arnhem Regional Council April OCM to ensure that the young people could present their ideas to the decision makers from their community. Other funding bodies and stakeholders were also invited to be a part of the panel listening to the student's community presentation.

West Arnhem Regional Council supported the 2024 Summit with in kind support of Staff in the preparation and facilitation of the event. This included IT and sound equipment, business support, community service support and of course the attendance of elected members and staff at the presentations.

#### COMMENT

The Mission of the Summit is to build the capacity of the students as leaders and to collectively present their ideas to decision makers and stakeholders as to what they, as young people need.

This community engagement and resulting reflections and recommendations are not the sole responsibility of one organisation but require an all of community approach.

The West Arnhems regions students' presentation is available in the attached document, with highlights including weak and strong decisions young people make as well as the important suggestions to bridge the gap between weak and strong.

Notably the young people identified who they believe can be a part of the change and this is also part of the attached report. It should be recognised that it is not the sole responsibility of West Arnhem Regional Council to support, fund and facilitate these recommendations and suggestions.

This engagement data will form the basis of ongoing and future service delivery plans, preparation of local, state and federal grant applications, networking and co designed programs opportunities and local community members and stakeholder responsibilities.

#### **LEGISLATION AND POLICY**

NA

#### **FINANCIAL IMPLICATIONS**

NA

#### **STRATEGIC IMPLICATIONS**

This report aligns to the following pillars and goals as outlined in the *Regional Plan and Budget*:

#### **PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING**

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

#### **Goal 1.1 Community Engagement**

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life.

#### **Goal 1.6 Youth Engagement**

Deliver diverse, targeted programs and events which actively empower and engage young people as valuable partners in decision-making which effects them.

#### **ATTACHMENTS**

1. TEYLP - WEST ARNHEM SUMMIT - UPDATED [9.4.1 - 5 pages]
2. West Arnhem Presentations 2024 [9.4.2 - 13 pages]



Department of EDUCATION

# TOP END YOUTH LEADERSHIP PROJECT 2024

## WEST ARNHEM

**Maningrida | Gunbalanya | Warruwi | Minjilang | Jabiru**

5-10 Young Leaders from each West Arnhem community

### MISSION

A regionally responsive model for building leadership capacity, listening and amplifying student voice, identifying needs and responding with a place-based Collective Impact Approach.

### VISION

NT youth have a platform to share their voice, develop as leaders, and make positive contributions to their communities. Vision in alignment with current NT Youth Strategy.



### SUMMIT #1

Mon 22nd - Wed 24th  
April 2024

**Jabiru Croc Hotel**

# PURPOSE



## MISSION

A regionally responsive model for building leadership capacity, listening and amplifying student voice, identifying needs and responding with a place-based Collective Impact Approach.

## VISION

NT youth have a platform to share their voice, develop as leaders, and make positive contributions to their communities. Vision in alignment with current NT Youth Strategy.

## ATTENDEE CAPACITY BUILDING

- leadership styles
- communication skills
- public speaking
- teamwork
- cooperative vision development
- problem solving

## INFORMING STRATEGIC DIRECTION

Throughout the Summit, attendees will be guided through hands-on learning experiences that not only build their personal leadership capacities, but guide a needs analysis from the youth perspective. Attendees will identify strengths, challenges, and needs of youth in their community, and prepare a presentation to share their vision for responding to those needs.

This data will be collected and shared with schools and youth stakeholders in each community to inform strategic direction, where possible.

## FOLLOWING THE SUMMIT

Following the Summit, all schools will receive access to additional lessons that guide place-based student inquiry.

This inquiry journey will build upon Summit #1 learnings, in preparation for the intended Summit #2 in November, 2024.



## WEST ARNHEM SUMMIT #1

# DAY ONE

### MON 22ND APRIL

MORNING	Travel to Jabiru
12:00 PM	Lunch and settle in
1:00 PM	Welcome to Country, Welcome to Leadership Summit, Safety Briefing
1:30 PM	Team building: introductions and breaking down barriers
2:00 PM	Leadership: what does it mean to me and my community?
2:15 PM	Adam Drake: Key Note & Workshop
3:45 PM	Afternoon Tea
4:00 PM	Spyland: Peaks and Pits
5:00 PM	Peaks and Pits: Identifying strengths and challenges of youth right now
6:00 PM	Dinner
7:00 PM	Lego Challenge: One Team, One Dream
8:00 PM	Reflections and Closure
8:20 PM	Supper
8:30 PM	Goodnight



## WEST ARNHEM SUMMIT #1

# DAY TWO

### TUES 23RD APRIL

7:00 AM	Breakfast
8:00 AM	Review, Reflection, Biggest Learnings
8:15 AM	The Maze Activity and Debrief
9:20 AM	Thinking Differently: Filling the Gap
10: 15 AM	Morning Tea
10: 45 AM	Leadership and Courage in my Community
12:00 PM	Lunch
1:00 PM	Team Olympics: Croc Hotel
2:00 PM	Team Olympics: Jabiru Swimming Pool
4:30 PM	Free Time in Community Groups
6:00 PM	Dinner
7:00 PM	Richard Tambling: Keynote & Workshop
8:00 PM	Reflections and Closure
8:20 PM	Supper
8:30 PM	Goodnight

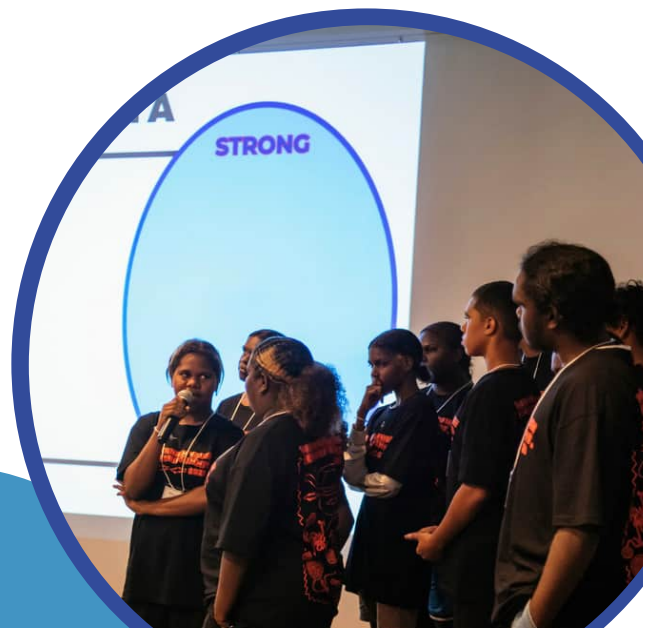


# WEST ARNHEM SUMMIT #1

# DAY THREE

## WED 24TH APRIL

7:00 AM	Breakfast
8:00 AM	Review, Reflection, Biggest Learnings
8:20 AM	Finding Team Synergy Game and Debrief
9:15 AM	Public Speaking Workshop
9:45 AM	Bringing it Together: Creating and Practicing your Pitch
10:15 AM	Morning Tea
10:45 AM	Sharing your Voice: How to Make a Difference
11:00 AM	Presentations: Vision for our Community
12:00 PM	Lunch, Celebration and Farewell
1:00 PM	Return to Community



# TOP END YOUTH LEADERSHIP PROJECT



# 2024

# JABIRU

## WEAK

- Ditching/Wagging
- Harming wildlife
- Fighting
- Ciggies
- Weed/Vaping
- threats online
- Smashing windows
- Vandalism
- peer pressure
- Staying up at night
- Littering

### HOW DO THESE MAKE US FEEL?

- Sad
- Depressed
- Guilty
- Worried

## STRONG

- Helping others
- Learning on Country
- Listening to elders
- Eating Healthy
- Sports
- Staying sober
- Listening to doctors
- Looking out for one another
- Standing up for the right thing

### HOW DO THESE MAKE US FEEL?

- Proud
- Grateful
- Safe
- Happy
- Inspired

- Safe House
- Social Workers
- Mental Health Support
- Job options for youth
- Youth Centre
- Mens Centre - boxing/gym
- Sports Competitions
- After School Programs
- Free food program
- Mens & Womens Shelter
- Education videos for kids
- Yoga and/or Calm/Quiet areas to go
- Therapy centre/more access to counsellors
- After School Courses to Study

SMALL IDEA	BIG IDEA
<p><b>WHAT IS YOUR IDEA?</b></p> <p>After School Program for all year levels</p>	<p><b>WHAT IS YOUR IDEA?</b></p> <p>Youth Centre that provides access to youth workers and counsellors</p>
<p><b>WHO IS IT FOR?</b></p> <p>Primary Students (current activities work) Older Kids in Years 7-12 need activities as well</p>	<p><b>WHO IS IT FOR?</b></p> <p>Upper Primary to Young Adults Year 5 to 19-20 year olds</p>
<p><b>HOW WILL IT HELP THE COMMUNITY?</b></p> <p>Keep young ones out of trouble and keep kids active and healthy</p>	<p><b>HOW WILL IT HELP THE COMMUNITY?</b></p> <p>Kids will have somewhere to go where they are safe and have things to do. Access to people who can support them</p>
<p><b>WHAT DO YOU NEED FOR YOUR IDEA?</b></p> <ul style="list-style-type: none"> <li>• Equipment for activities, time, place for it to be advertised, money to pay trained supervisors</li> </ul>	<p><b>WHAT DO YOU NEED FOR YOUR IDEA?</b></p> <p>Funding to make this happen (or perhaps the old clinic could be repurposed). We will need equipment such as ICT, chairs, table and staff.</p>
<p><b>WHO CAN HELP YOU?</b></p> <p>Sport and Rec Coordinator Stars and Clontarf Parents</p>	<p><b>WHO CAN HELP YOU?</b></p> <p>WARC, ALPA, Community Leaders, Local Politicians, Top End Youth Leadership Project</p>

# WARRUWI

## WEAK

- Bullying
- Stealing
- Graffiti
- Drinking
- Smoking
- Day breaking
- Drugs

### HOW DO THESE MAKE US FEEL?

- Sad
- Disappointed
- Angry

## STRONG

- Going to school
- Being Kind to others
- Going to sleep at night
- Avoiding fights
- No smoking
- Respecting teachers
- Learning on country
- Working together

### HOW DO THESE MAKE US FEEL?

- Happy
- Confident
- Hopeful for the future
- Proud of community
- Makes us want to be better

- Footy Camp
- Fishing competition
- Culture Shed
- Swimming Pool
- Community Festival
- Clontarf
- Bike Riding
- Camping
- Youth Centre
- Basketball Court
- New Oval
- Police 24/7

<b>SMALL IDEA</b>	<b>BIG IDEA</b>
<p><b>WHAT IS YOUR IDEA?</b> Community Festival</p>	<p><b>WHAT IS YOUR IDEA?</b> Youth Centre</p>
<p><b>WHO IS IT FOR?</b> All community members</p>	<p><b>WHO IS IT FOR?</b> Young people in community</p>
<p><b>HOW WILL IT HELP THE COMMUNITY?</b> Bringing people together</p>	<p><b>HOW WILL IT HELP THE COMMUNITY?</b> Give young people a safe place and something to do, keep people out of trouble, mentoring</p>
<p><b>WHAT DO YOU NEED FOR YOUR IDEA?</b> Performers, Dancers, Music, Drinks, Food, Shops, Bush tucker</p>	<p><b>WHAT DO YOU NEED FOR YOUR IDEA?</b> New building and funding for it, pool table, gym equipment, gaming room, movie room, kitchen.</p>
<p><b>WHO CAN HELP YOU?</b> School, teachers, Traditional Owners, West Arnhem Council, Rec Hall</p>	<p><b>WHO CAN HELP YOU?</b> West Arnhem Council NT Government Federal Government</p>



# MANINGRIDA

## WEAK

- Cigarettes / Vaping
- Tired of Call of Duty Day Break
- Breaking In
- Rumours
- Fighting
- Drinking

### HOW DO THESE MAKE US FEEL?

- Angry
- Frustrated
- Disrespected
- Talking
- Self Concious

## STRONG

- Keeping our culture
- Bring Kind
- School Everyday
- Listen to Elders
- Language
- speaking up
- Hunting
- Swimming Pool

### HOW DO THESE MAKE US FEEL?

- Safe
- Happy
- Proud
- Responsible & Care\
- Confident

- Community Festival
- Fishing and hunting
- Water Fun Day
- Disco
- Gym
- Croc Farm Visits
- Big Classrooms
- Hair Dresser
- More culture at school
- More out-of-school activities
- Swimming Pool activities
- Skateboard

<b>SMALL IDEA</b>	<b>BIG IDEA</b>
<p><b>WHAT IS YOUR IDEA?</b> Water Fun Day</p>	<p><b>WHAT IS YOUR IDEA?</b> Community Gym</p>
<p><b>WHO IS IT FOR?</b> Families and friends</p>	<p><b>WHO IS IT FOR?</b> Anyone who wants to use it</p>
<p><b>HOW WILL IT HELP THE COMMUNITY?</b> People will feel welcome Have fun at school</p>	<p><b>HOW WILL IT HELP THE COMMUNITY?</b> Gets their mind off bad things Can train if there sport isn't on Exercise and health</p>
<p><b>WHAT DO YOU NEED FOR YOUR IDEA?</b> Waterbombs New ground slide</p>	<p><b>WHAT DO YOU NEED FOR YOUR IDEA?</b> Building Treadmill, boxing bags, gloves, weights, rower Talk to council, TO's</p>
<p><b>WHO CAN HELP YOU?</b> Normarleya School Cafe School budget</p>	<p><b>WHO CAN HELP YOU?</b> Na-marleya Malala Council Funding, Council BAC, Stedman's</p>

# MINJILANG

## WEAK

- Drinking
- Fighting
- Eating Unhealthy
- Smoking
- Disrespect
- Stealing
- Break ins

### HOW DO THESE MAKE US FEEL?

- Stressed
- Worry
- Angry
- Annoyed
- Scared
- Depressed

## STRONG

- Education
- Respecting and helping others
- Sharing belongings
- Keeping safe
- Staying calm
- Exercise
- Learning
- Go to school everyday

### HOW DO THESE MAKE US FEEL?

- Proud
- Grateful
- Relaxed
- Happy

- Community Days and Meetings
- Football Camp
- Community Centre
- Fishing Competition
- Sporting Competition
- Learning Together On Country
- Basketball Competitions and Training

<b>SMALL IDEA</b>	<b>BIG IDEA</b>
<p><b>WHAT IS YOUR IDEA?</b></p> <p>Basketball competitions and training</p>	<p><b>WHAT IS YOUR IDEA?</b></p> <p>LTOC - Learning Together on Country - mini trips: fishing, camping, hunting</p>
<p><b>WHO IS IT FOR?</b></p> <p>For kids in primary and secondary</p>	<p><b>WHO IS IT FOR?</b></p> <p>Community, families, kids, rangers, stakeholders TO's, Elders, CDP</p>
<p><b>HOW WILL IT HELP THE COMMUNITY?</b></p> <p>It provides fun, we can help each other and come together, promote playing and exercise</p>	<p><b>HOW WILL IT HELP THE COMMUNITY?</b></p> <p>Bring us together, learning culture</p>
<p><b>WHAT DO YOU NEED FOR YOUR IDEA?</b></p> <ul style="list-style-type: none"> <li>Basketballs, teams, gym for training, jersey's, whistles, referees, coaches</li> </ul>	<p><b>WHAT DO YOU NEED FOR YOUR IDEA?</b></p> <p>Grandparents, bringers of knowledge</p>
<p><b>WHO CAN HELP YOU?</b></p> <p>Rec Hall - redesign courts ALPA - jersey's, scoreboards, whistles</p>	<p><b>WHO CAN HELP YOU?</b></p> <p>Stakeholders/CDP/WARC/TO's</p>

# GUNBALANYA

## WEAK

- Break-Ins
- Teasing
- Drug use
- Stealing
- Not coming to school
- Burning bins
- Forcing each other
- Carrying weapons
- Drinking
- Drug Addiction
- Fighting
- Verbal Abuse
- Sexual Assault
- Graffiti
- Disrespecting

### HOW DO THESE MAKE US FEEL?

- Upset
- Angry
- Worried
- Shame
- Bad
- Sad

## STRONG

- Going to school
- Helping others
- Looking after your community
- Community strong elders
- Hunting and swimming
- Spending time with family
- Playing sports

### HOW DO THESE MAKE US FEEL?

- Successful
- Passionate
- Brave
- Happy

- Youth Safe House
- Afternoon program for the weekend
- Community gym
- Fishing competition
- Op shop for kids open on weekends
- Young Men Shed
- Bush Trips

SMALL IDEA	BIG IDEA
<p><b>WHAT IS YOUR IDEA?</b></p> <p>On-Country trips and camps for men and women Camps in 6-week holiday break</p>	<p><b>WHAT IS YOUR IDEA?</b></p> <p>Night time and weekend program for youth - gym, movies and safe place.</p>
<p><b>WHO IS IT FOR?</b></p> <p>Families together Girls trips boys trips</p>	<p><b>WHO IS IT FOR?</b></p> <p>Young people</p>
<p><b>HOW WILL IT HELP THE COMMUNITY?</b></p> <p>Young people and families feel happy and strong on country More activities and camps in holidays Uncles teaching boys and aunties teaching girls Connection, teaching old ways</p>	<p><b>HOW WILL IT HELP THE COMMUNITY?</b></p> <p>Will help to stop break ins Keeps young people busy and active Safe place for kids and good for their mental health Keeps young people safe at night</p>
<p><b>WHAT DO YOU NEED FOR YOUR IDEA?</b></p> <p>Bus, troopy, fishing gear, esky, rubber fish, mats, food, firewood, billycan, tea, first aid kit, pandanus, crowbar. Funding, Grants, Partnerships</p>	<p><b>WHAT DO YOU NEED FOR YOUR IDEA?</b></p> <p>Workers, money, things to run activities, gym equipment</p>
<p><b>WHO CAN HELP YOU?</b></p> <p>Rangers, Achool, Shire, CDP, Team Health, Youth Centre, Families, Art Centre</p>	<p><b>WHO CAN HELP YOU?</b></p> <p>Night patrol, Police Youth Division, Youth Centre, Clontarf, Clinic</p>

# THANK YOU



# TOP END YOUTH LEADERSHIP PROJECT



# 2024



## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 21 May 2024

<b>Agenda Reference:</b>	<b>9.5</b>
<b>Title:</b>	<b>Finance Report for the period ended 31 March 2024</b>
<b>Author:</b>	<b>Corey White, Acting Finance Manager</b>

#### SUMMARY

The purpose of this report is to provide Council with the Financial Management Report for the period ended 31 March 2024.

#### RECOMMENDATION

THAT COUNCIL received and noted the report entitled *Finance Report for the period ended 31 March 2024*.

#### BACKGROUND

The *Local Government (General) Regulations 2021*, Division 7, Section 17 (as in force at 1 July 2021) apply to this monthly Financial Report and state that 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*  
(b) *the most recently adopted annual budget; and*  
(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*  
(b) *the closing cash at bank balance split between tied and untied funds; and*  
(c) *a statement on trade debtors and a general indication of the age of the debts owed to the Council; and*  
(d) *a statement on trade creditors and a general indication of the age of the debts owed by the Council; and*  
(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*  
(f) *other information required by the Council.*
- 5) *The report must be accompanied by*
  - (a) *a certification in writing by the CEO to the Council, 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
- Profit and Loss report
- Balance Sheet Report
- Monthly Financial Report Form – as required by the Department of Chief Minister & Cabinet [a new requirement from November 2022]

The report is a full detailed report. A graphical presentation will be viewed in conjunction with this report commentary.

## 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, & 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 year to date (YTD) period 1 July 2023 to 31 March 2024, the first nine months of the 2023-2024 financial year. The report compares actual income and costs compared to Council's final budget revision for the financial year; the finance team refer to this as "Budget X".

#### *Total revenue*

**Total revenue (operational and capital) for the first nine months to March 2024 is \$34.883M. This is comprised of operational revenue \$30.491M and capital income of \$4.393M. This includes brought forward grant amounts of \$3.113M and \$1.366M = \$4.480M of the \$31.525M total.**

#### *Operational revenue*

Council's primary sources of operational revenue is derived from:

- (a) Income rates and charges - \$1.836M.
- (b) Charges – Sewerage - \$664K
- (c) Charges – Water - \$1.141M
- (d) Charges – Waste - \$1.111M
- (e) Income Operating Grants - \$13.555M, which consists of current income allocation grants of \$10.441M and brought forward grants of \$3.113M;
- (f) Income Agency and Commercial Services - \$5.460M. Some of which include:
  - Contract fee income - \$3.359M.
  - Service fee income - \$742K
  - Sales income - \$663K,
  - FAO Childcare Benefit - \$360K
  - Other Agency Income - \$322K
  - Sales Commissions Received - \$15K

Income (Internal) allocation is \$4.602M. This covers internal income recovery. Major contributors are internal income from: staff housing, vehicle, plant & equipment, information technology, printing, fuel, internal labour work, and contract administration.

#### *Operational expenditure*

Total Council operational expenditure for March YTD is \$25.403M.

Employee expenses are over the budget of \$14.034M by \$115K. Contract and material expenses are under the budget of \$6.006M by \$1.551M or 26%.

## Actual vs Budget Comparison – Operating Position - Capital (slide 4)

Additional income is \$4.393M. This consists of Brought Forward Capital Grants - \$1.366M, Capital Grant Income Allocation - \$2.819M, Brought Forward Capital Reserve Balance - \$114K and proceeds from sale of assets - \$94K. Total Capital expenditure YTD is \$3.336M and mostly relates to repairs to Mala'la road in Maningrida and various Local Authority Projects being completed. No new assets were commissioned in March 2024. Assets still "in progress" and not as yet completed total \$2,177,112.



### Actuals v Budget

as at 31 Mar 2024

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operational Revenue</b>						
Income Rates and Charges	1,835,809	2,402,784	(566,975)	(24%)	3,204,477	57%
Charges - Sewerage	664,158	546,356	117,803	22%	728,474	91%
Charges - Water	1,141,396	1,496,169	(354,773)	(24%)	1,994,892	57%
Charges - Waste	1,111,190	1,112,090	(900)	(0%)	1,482,787	75%
Income Council Fees and Charges	478,863	483,800	(4,937)	(1%)	628,882	76%
Income Operating Grants	13,554,604	13,283,576	271,028	2%	16,827,657	81%
Income Investments	144,443	138,558	5,885	4%	184,558	78%
Income Allocation	4,602,195	4,770,562	(168,367)	(4%)	6,336,526	73%
Other Income	1,498,003	1,560,343	(62,340)	(4%)	1,610,398	93%
Income Agency and Commercial Services	5,460,093	5,233,197	226,896	4%	8,017,516	68%
<b>Total Operational Revenue</b>	<b>30,490,755</b>	<b>31,027,434</b>	<b>(536,680)</b>	<b>(2%)</b>	<b>41,016,165</b>	<b>74%</b>
<b>Operational Expenditure</b>						
Employee Expenses	14,149,061	14,033,949	115,112	1%	18,773,050	75%
Contract and Material Expenses	4,454,599	6,006,096	(1,551,497)	(26%)	9,860,488	45%
Finance Expenses	10,705	10,322	383	4%	13,547	79%
Travel, Freight and Accom Expenses	686,750	1,016,508	(329,759)	(32%)	1,402,022	49%
Fuel, Utilities & Communication	1,821,322	1,914,075	(92,753)	(5%)	2,552,930	71%
Other Expenses	3,996,189	4,036,512	(40,323)	(1%)	6,554,095	61%
Elected Member Allowances	258,167	274,500	(16,333)	(6%)	366,000	71%
Elected Member Expenses	11,997	48,711	(36,715)	(75%)	64,236	19%
Council Committee & LA Allowances	14,100	16,900	(2,800)	(17%)	24,733	57%
Council Committee & LA Expenses	105	79	26	33%	105	100%
<b>Total Operational Expenditure</b>	<b>25,402,994</b>	<b>27,357,652</b>	<b>(1,954,659)</b>	<b>(7%)</b>	<b>39,611,208</b>	<b>64%</b>
<b>Total Operational Surplus / (Deficit)</b>	<b>5,087,761</b>	<b>3,669,782</b>	<b>1,417,979</b>	<b>39%</b>	<b>1,404,957</b>	<b>100%+</b>



### Annual Budget Operating Position

as at 31 Mar 2024

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operating Surplus / (Deficit)</b>	<b>5,087,761</b>	<b>3,669,782</b>	<b>1,417,979</b>	<b>39%</b>	<b>1,404,957</b>	<b>100%+</b>
<b>Remove NON-CASH ITEMS</b>						
Less Non-Cash Income	(4,602,195)	(4,770,562)	168,367	4%	(6,336,526)	73%
Add Back Non-Cash Expenses	4,602,195	4,773,832	(171,637)	(4%)	6,301,316	73%
<b>Total Non-Cash Items</b>	<b>(0)</b>	<b>3,270</b>	<b>(3,270)</b>	<b>(100%)+</b>	<b>(35,210)</b>	<b>0%</b>
<b>Less ADDITIONAL OUTFLOWS</b>						
Capital Expenditure	(3,335,936)	(4,166,632)	830,697	20%	(7,352,427)	45%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	(81,375)	(75,377)	(5,997)	(8%)	(81,415)	100%
<b>Total Additional Outflows</b>	<b>(3,417,310)</b>	<b>(4,242,010)</b>	<b>824,699</b>	<b>19%</b>	<b>(7,433,842)</b>	<b>46%</b>
<b>Add ADDITIONAL INFLOWS</b>						
Capital Grants Income	2,818,822	3,196,688	(377,866)	(12%)	4,512,251	62%
Prior Year Carry Forward Tied Funding	1,366,255	1,297,666	68,589	5%	1,274,803	100%+
Other Inflow of Funds	93,727	93,727	-	-	93,727	100%
Transfers from Reserves	113,802	141,542	(27,740)	(20%)	148,104	77%
<b>Total Additional Inflows</b>	<b>4,392,607</b>	<b>4,729,623</b>	<b>(337,016)</b>	<b>(7%)</b>	<b>6,028,884</b>	<b>73%</b>
<b>Net Budgeted Operating Position</b>	<b>6,063,057</b>	<b>4,160,665</b>	<b>1,902,392</b>	<b>46%</b>	<b>(35,210)</b>	<b>0%</b>



CORE SERVICES – UNRESTRICTED FUNDING

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

Total operational revenue for the year-to-date is \$16.442M being under budget by \$682K.

Income from rates and charges is as follows:

- Income Rates and Charges \$1.836M
- Charges – Sewerage \$664K
- Charges – Water \$1.141M
- Charges – Waste \$1.111M

The summary below shows that Employee expenses are over budget by 1%.

A summary of the month's comparative income and expenditure is shown below.

## Actuals v Budget - Core Services Unrestricted

as at 31 Mar 2024

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operational Revenue</b>						
Income Rates and Charges	1,835,809	2,402,784	(566,975)	(24%)	3,204,477	57%
Charges - Sewerage	664,158	546,356	117,803	22%	728,474	91%
Charges - Water	1,141,396	1,496,169	(354,773)	(24%)	1,994,892	57%
Charges - Waste	1,111,190	1,112,090	(900)	(0%)	1,482,787	75%
Income Council Fees and Charges	422,959	423,448	(489)	(0%)	548,317	77%
Income Operating Grants	5,362,155	5,142,405	219,749	4%	6,837,583	78%
Income Investments	144,443	138,558	5,885	4%	184,558	78%
Income Allocation	4,201,050	4,221,298	(20,248)	(0%)	5,539,874	76%
Other Income	1,454,646	1,513,494	(58,848)	(4%)	1,563,548	93%
Income Agency and Commercial Services	104,463	127,733	(23,270)	(18%)	168,795	62%
<b>Total Operational Revenue</b>	<b>16,442,268</b>	<b>17,124,334</b>	<b>(682,066)</b>	<b>(4%)</b>	<b>22,253,304</b>	<b>74%</b>
<b>Operational Expenditure</b>						
Employee Expenses	8,187,177	8,102,785	84,392	1%	10,855,214	75%
Contract and Material Expenses	2,589,864	3,082,537	(492,673)	(16%)	4,293,048	60%
Finance Expenses	5,376	4,735	642	14%	6,080	88%
Travel, Freight and Accom Expenses	452,375	654,312	(201,937)	(31%)	887,078	51%
Fuel, Utilities & Communication	1,379,735	1,422,803	(43,067)	(3%)	1,897,460	73%
Other Expenses	2,333,922	2,351,841	(17,919)	(1%)	3,133,333	74%
Elected Member Allowances	258,167	274,500	(16,333)	(6%)	366,000	71%
Elected Member Expenses	11,997	48,711	(36,715)	(75%)	64,236	19%
Council Committee & LA Allowances	14,100	16,900	(2,800)	(17%)	24,733	57%
Council Committee & LA Expenses	105	79	26	33%	105	100%
<b>Total Operational Expenditure</b>	<b>15,232,819</b>	<b>15,959,203</b>	<b>(726,385)</b>	<b>(5%)</b>	<b>21,527,288</b>	<b>71%</b>
<b>Total Operational Surplus / (Deficit)</b>	<b>1,209,449</b>	<b>1,165,131</b>	<b>44,318</b>	<b>4%</b>	<b>726,016</b>	<b>100%+</b>

## Annual Budget Operating Position - Core Services Unrestricted

as at 31 Mar 2024

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operating Surplus / (Deficit)</b>	<b>1,209,449</b>	<b>1,165,131</b>	<b>44,318</b>	<b>4%</b>	<b>726,016</b>	<b>100%+</b>
<b>Remove NON-CASH ITEMS</b>						
Less Non-Cash Income	(4,201,050)	(4,221,298)	20,248	0%	(5,539,874)	76%
Add Back Non-Cash Expenses	2,059,151	2,045,967	13,183	1%	2,706,455	76%
<b>Total Non-Cash Items</b>	<b>(2,141,899)</b>	<b>(2,175,330)</b>	<b>33,431</b>	<b>2%</b>	<b>(2,833,418)</b>	<b>76%</b>
<b>Less ADDITIONAL OUTFLOWS</b>						
Capital Expenditure	(243,380)	(223,092)	(20,288)	(9%)	(478,351)	51%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	(81,375)	(75,377)	(5,997)	(8%)	(81,415)	100%
<b>Total Additional Outflows</b>	<b>(324,755)</b>	<b>(298,469)</b>	<b>(26,285)</b>	<b>(9%)</b>	<b>(559,766)</b>	<b>58%</b>
<b>Add ADDITIONAL INFLOWS</b>						
Capital Grants Income	-	69,750	(69,750)	(100%)	93,000	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	93,727	93,727	-	-	93,727	100%
Transfers from Reserves	-	-	-	-	-	0%
<b>Total Additional Inflows</b>	<b>93,727</b>	<b>163,477</b>	<b>(69,750)</b>	<b>(43%)</b>	<b>186,727</b>	<b>50%</b>
<b>Net Budgeted Operating Position</b>	<b>(1,163,477)</b>	<b>(1,145,192)</b>	<b>(18,286)</b>	<b>(2%)</b>	<b>(2,480,441)</b>	<b>47%</b>

## CORE SERVICES – RESTRICTED FUNDING

Activities include Indigenous Jobs Development Funding, Library Services, LRCI Grants (Phases 1-4), Gunbalanya Oval Lighting, Road to Recovery, Warruwi Community Hall Upgrade, Waste & Resource Management, a number of LA projects, and Black Spot Funding for Mala'la Road at Maningrida.

Total operational revenue consists of current **grant income allocations totalling \$2.344M.**

Employee costs are in line with budget for the YTD; whilst Contract & Material expenditure is 6% under budget YTD. A summary of the year's comparative income and expenditure is shown below.



### Actuals v Budget - Core Services Restricted

as at 31 Mar 2024

Description	TOTAL COUNCIL				Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance	%		
<b>Operational Revenue</b>						
Income Council Fees and Charges	39	39	-	-	39	100%
Income Operating Grants	2,344,302	2,230,922	113,380	5%	2,771,406	85%
Income Agency and Commercial Services	-	-	-	-	42,958	0%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	-	-	-	-	-	0%
<b>Total Operational Revenue</b>	<b>2,344,341</b>	<b>2,230,961</b>	<b>113,380</b>	<b>5%</b>	<b>2,814,404</b>	<b>83%</b>
<b>Operational Expenditure</b>						
Employee Expenses	683,250	679,175	4,075	1%	907,561	75%
Contract and Material Expenses	193,858	182,521	11,337	6%	1,044,349	19%
Travel, Freight and Accom Expenses	19,598	47,454	(27,856)	(59%)	48,315	41%
Fuel, Utilities & Communication	10,942	13,187	(2,245)	(17%)	17,636	62%
Other Expenses	27,059	25,927	1,132	4%	31,599	86%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	-	-	-	-	-	0%
Council Committee & LA Expenses	-	-	-	-	-	0%
<b>Total Operational Expenditure</b>	<b>934,707</b>	<b>948,264</b>	<b>(13,557)</b>	<b>(1%)</b>	<b>2,049,461</b>	<b>46%</b>
<b>Total Operational Surplus / (Deficit)</b>	<b>1,409,633</b>	<b>1,282,697</b>	<b>126,937</b>	<b>10%</b>	<b>764,943</b>	<b>100%+</b>



### Annual Budget Operating Position - Core Services Restricted

as at 31 Mar 2024

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operating Surplus / (Deficit)</b>	<b>1,409,633</b>	<b>1,282,697</b>	<b>126,937</b>	<b>10%</b>	<b>764,943</b>	<b>100%+</b>
<b>Remove NON-CASH ITEMS</b>						
Less Non-Cash Income	-	-	-	-	-	0%
Add Back Non-Cash Expenses	139,479	139,319	161	0%	151,148	92%
<b>Total Non-Cash Items</b>	<b>139,479</b>	<b>139,319</b>	<b>161</b>	<b>0%</b>	<b>151,148</b>	<b>92%</b>
<b>Less ADDITIONAL OUTFLOWS</b>						
Capital Expenditure	(3,014,664)	(3,865,571)	850,907	22%	(6,575,415)	46%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
<b>Total Additional Outflows</b>	<b>(3,014,664)</b>	<b>(3,865,571)</b>	<b>850,907</b>	<b>22%</b>	<b>(6,575,415)</b>	<b>46%</b>
<b>Add ADDITIONAL INFLOWS</b>						
Capital Grants Income	2,818,822	3,126,938	(308,116)	(10%)	4,419,251	64%
Prior Year Carry Forward Tied Funding	1,366,255	1,297,666	68,589	5%	1,274,803	100%+
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	-	-	-	-	-	0%
<b>Total Additional Inflows</b>	<b>4,185,077</b>	<b>4,424,604</b>	<b>(239,526)</b>	<b>(5%)</b>	<b>5,694,053</b>	<b>73%</b>
<b>Net Budgeted Operating Position</b>	<b>2,719,526</b>	<b>1,981,048</b>	<b>738,478</b>	<b>37%</b>	<b>34,730</b>	<b>100%+</b>

## COMMERCIAL SERVICES

This reporting group includes the provision of activities of a commercial or community nature, including Childcare, Centrelink, Licenced Post Offices (LPOs) at Gunbalanya, Jabiru, and Maningrida, Power and Water-essential services contract, Tenancy Management, Visitor Accommodation, and Airstrip Maintenance. Not all activities have generated a surplus, such as a childcare operation, and one of the Post Offices.

Overall, a net operating surplus of \$1.641M was generated for the year to date, which is \$591K over budget. Agency and Commercial services income is over budget by \$211K, whilst Contract and Material expenses are under budget by \$404K. Employee expenses are over budget by \$50K.

A summary of the year's comparative income and expenditure is shown below:

WEST ARNHEM REGIONAL COUNCIL		Actuals v Budget - Commercial Services				
		as at 31 Mar 2024				
		TOTAL COUNCIL				
Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operational Revenue</b>						
Income Council Fees and Charges	55,865	60,313	(4,448)	(7%)	80,527	69%
Income Operating Grants	24,367	24,410	(43)	(0%)	32,547	75%
Income Allocation	137,690	163,886	(26,195)	(16%)	285,053	48%
Other Income	27,045	31,863	(4,818)	(15%)	31,863	85%
Income Agency and Commercial Services	5,071,310	4,860,735	210,575	4%	7,479,457	68%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	-	-	-	-	-	0%
<b>Total Operational Revenue</b>	<b>5,316,278</b>	<b>5,141,207</b>	<b>175,071</b>	<b>3%</b>	<b>7,909,446</b>	<b>67%</b>
<b>Operational Expenditure</b>						
Employee Expenses	2,597,740	2,547,316	50,425	2%	3,361,430	77%
Contract and Material Expenses	1,064,385	1,468,151	(403,766)	(28%)	2,780,163	38%
Finance Expenses	5,329	5,588	(259)	(5%)	7,468	71%
Travel, Freight and Accom Expenses	78,940	131,042	(52,102)	(40%)	169,783	46%
Fuel, Utilities & Communication	206,565	201,090	5,475	3%	268,263	77%
Other Expenses	896,215	859,212	37,003	4%	1,131,139	79%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	-	-	-	-	-	0%
Council Committee & LA Expenses	-	-	-	-	-	0%
<b>Total Operational Expenditure</b>	<b>4,849,174</b>	<b>5,212,398</b>	<b>(363,224)</b>	<b>(7%)</b>	<b>7,718,244</b>	<b>63%</b>
<b>Total Operational Surplus / (Deficit)</b>	<b>467,104</b>	<b>(71,192)</b>	<b>538,295</b>	<b>100%+</b>	<b>191,202</b>	<b>100%+</b>

WEST ARNHEM REGIONAL COUNCIL		Annual Budget Operating Position - Commercial Services				
		as at 31 Mar 2024				
Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operating Surplus / (Deficit)</b>	<b>467,104</b>	<b>(71,192)</b>	<b>538,295</b>	<b>100%+</b>	<b>191,202</b>	<b>100%+</b>
<b>Remove NON-CASH ITEMS</b>						
Less Non-Cash Income	(137,690)	(163,886)	26,195	16%	(285,053)	48%
Add Back Non-Cash Expenses	1,311,380	1,284,827	26,553	2%	1,687,268	78%
<b>Total Non-Cash Items</b>	<b>1,173,690</b>	<b>1,120,941</b>	<b>52,748</b>	<b>5%</b>	<b>1,402,215</b>	<b>84%</b>
<b>Less ADDITIONAL OUTFLOWS</b>						
Capital Expenditure	-	-	-	-	-	0%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
<b>Total Additional Outflows</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Add ADDITIONAL INFLOWS</b>						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	-	-	-	-	-	0%
<b>Total Additional Inflows</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Net Budgeted Operating Position</b>	<b>1,640,793</b>	<b>1,049,750</b>	<b>591,044</b>	<b>56%</b>	<b>1,593,417</b>	<b>100%+</b>



### COMMUNITY SERVICES

This reporting group has a focus on externally-funded grants. This includes: Home Care, Home Support, Aged Care, Night Patrols, Children's Services, Community Safety, Disability Care, Sports & Recreation, Youth Programs, Indigenous Languages and Radio and Broadcasting Programs.

Funds received for Community Services are restricted funds, through a funding agreement with Government, except for a few minor projects such as Civic Events (Australia Day celebrations, the Kakadu Triathlon).

Total operational revenue received for Community Service through grants and other income is \$6.388M for the YTD. Nearly all of this is from direct grants, to be spent and reported back to funding agencies.

Total operational expenditure for the YTD is \$4.385M, which is 16% less than budgeted. There is a separate list of funds received but not yet spent later in this report. It is referred to as External Restricted cash.

A summary of the year's comparative income and expenditure is shown below.

## Actuals v Budget - Community Services

as at 31 Mar 2024

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operational Revenue</b>						
Income Operating Grants	5,823,781	5,885,839	(62,058)	(1%)	7,186,120	81%
Income Allocation	263,455	385,378	(121,923)	(32%)	511,599	51%
Other Income	16,313	14,987	1,326	9%	14,987	100%+
Income Agency and Commercial Services	284,321	244,729	39,591	16%	326,306	87%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	-	-	-	-	-	0%
<b>Total Operational Revenue</b>	<b>6,387,868</b>	<b>6,530,933</b>	<b>(143,064)</b>	<b>(2%)</b>	<b>8,039,011</b>	<b>79%</b>
<b>Operational Expenditure</b>						
Employee Expenses	2,680,894	2,704,673	(23,779)	(1%)	3,648,845	73%
Contract and Material Expenses	606,492	1,272,887	(666,395)	(52%)	1,742,928	35%
Travel, Freight and Accom Expenses	135,759	183,701	(47,942)	(26%)	296,847	46%
Fuel, Utilities & Communication	224,079	276,995	(52,916)	(19%)	369,571	61%
Other Expenses	737,339	797,877	(60,539)	(8%)	2,256,371	33%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	-	-	-	-	-	0%
Council Committee & LA Expenses	-	-	-	-	-	0%
<b>Total Operational Expenditure</b>	<b>4,384,562</b>	<b>5,236,133</b>	<b>(851,571)</b>	<b>(16%)</b>	<b>8,314,562</b>	<b>53%</b>
<b>Total Operational Surplus / (Deficit)</b>	<b>2,003,306</b>	<b>1,294,800</b>	<b>708,507</b>	<b>55%</b>	<b>(275,551)</b>	<b>0%</b>

## Annual Budget Operating Position - Community Services

as at 31 Mar 2024

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operating Surplus / (Deficit)</b>	<b>2,003,306</b>	<b>1,294,800</b>	<b>708,507</b>	<b>55%</b>	<b>(275,551)</b>	<b>0%</b>
<b>Remove NON-CASH ITEMS</b>						
Less Non-Cash Income	(263,455)	(385,378)	121,923	32%	(511,599)	51%
Add Back Non-Cash Expenses	1,092,185	1,303,718	(211,534)	(16%)	1,756,444	62%
<b>Total Non-Cash Items</b>	<b>828,730</b>	<b>918,340</b>	<b>(89,610)</b>	<b>(10%)</b>	<b>1,244,845</b>	<b>67%</b>
<b>Less ADDITIONAL OUTFLOWS</b>						
Capital Expenditure	-	-	-	-	(152,211)	0%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
<b>Total Additional Outflows</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(152,211)</b>	<b>0%</b>
<b>Add ADDITIONAL INFLOWS</b>						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	-	-	-	-	-	0%
<b>Total Additional Inflows</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Net Budgeted Operating Position</b>	<b>2,832,036</b>	<b>2,213,140</b>	<b>618,896</b>	<b>28%</b>	<b>817,083</b>	<b>100%+</b>

**Cash In vs Cash Out (slide 6)**

Overall, net cash decreased by \$1.468M from \$8.470M in February 2024 to \$7.001M in March 2024.

<b>WEST ARNHEM REGIONAL COUNCIL-STATEMENT OF CASH FLOWS</b>	
<b>for the period ended 31 March 2024</b>	
	<b>31 March 2024</b>
	<b>\$</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
<i>Receipts</i>	
Receipts from rates & annual charges	5,618,594
Receipts from user charges & fees	677,279
Interest received	185,141
Operating Grants & contributions	7,959,960
Other operating receipts	6,942,072
	<b>21,383,046</b>
<i>Payments</i>	
Payments to employees	(12,686,490)
Payments for materials & contracts	(6,111,690)
Payments of interest	(10,705)
Other operating payments	(4,128,373)
	<b>(22,937,258)</b>
<b>Net Cash Flows provided by/(used in) the Operating Activities</b>	<b>(1,554,212)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
<i>Receipts</i>	
Capital Grants	3,315,929
Proceeds from sale of assets	93,727
	<b>3,409,656</b>
<i>Payments</i>	
Purchase of assets	(3,335,936)
Disposal of assets (write off)	-
	<b>(3,335,936)</b>
<b>Net Cash Flows (used in) the Investing Activities</b>	<b>73,721</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
<i>Payments</i>	
Investment in Joint Venture	-
<b>Net Cash Flows used in the Investing Activities</b>	<b>-</b>
<b>NET INCREASE / (DECREASE) IN CASH HELD</b>	<b>(1,480,492)</b>
<b>Cash at Beginning of Reporting Period - 1 Jul 2023</b>	<b>8,481,990</b>
<b>Cash at End of Reporting Period</b>	<b>7,001,498</b>

## SUMMARY

Total Cash at Bank, cash on hand, and investments, **less** internal (capital reserve funded) and external (grant funded) restrictions totals \$1,205,299 as per the table below.

Cash at Bank - Operational Account	168,244
Cash at Bank - Cash at Bank Business One Licenced Post Offices	145,185
Cash at Bank – Business Maxi Account	3,730,972
Cash at Bank - Dept of Agriculture, Water and the Environment (DAWE)	0
Trust Account	
Cash at Bank - Grant Trust Account	299,893
Cash at Bank - Traditional Credit Union	0
Cash on Hand General - Cash Floats in Communities	2,200
Traditional Credit Union - Shares	4
Term Deposits	2,655,000
<b>Total Cash and Investments</b>	<b>7,001,498</b>
<b>Less Restricted Cash included further below</b>	<b>5,796,199</b>
<b>Balance Remaining</b>	<b>1,205,299</b>

## Investments (slide 7)

Total investments decreased from \$7.471M in February to \$3.386M in March 2024. Total current investments are broken down into 8 individual investments as listed in the table below. The investments listed below are held for a term on average of 130 days and generate interest income for Council. The Westpac CMA investment for \$3,730,972 is currently being held in a Cash Management Account, with intentions of placing this into a Term Deposit in the near future. Council receives quotes on each occasion to ensure a competitive interest rate is obtained.

<u>Deposit Date</u>	<u>Bank</u>	<u>Principal</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Term in Days</u>
21/03/2024	WEST	5,000.00	3.85%	21/03/2025	365
2/01/2024	NAB	500,000.00	5.05%	2/04/2024	91
15/01/2024	NAB	500,000.00	5.00%	17/04/2024	93
12/02/2024	NAB	300,000.00	5.05%	13/05/2024	91
1/02/2024	NAB	450,000.00	5.00%	1/05/2024	91
26/02/2024	NAB	400,000.00	5.06%	27/05/2024	91
12/03/2024	NAB	500,000.00	5.05%	11/06/2024	91
20/07/2023	WEST CMA	3,730,972.17	1.55%		
<b>Total Current Investments</b>		<b>\$6,385,972</b>			

Movement of the value of investments for the past year is illustrated in presentation slide no.7.

**Restricted Assets (slides 8-10)****RESTRICTED ASSETS:**

Internal Restrictions: Capital Reserve	34,257
External Restrictions: Restricted Grant Funding as at 31 March 2024	<u>5,761,943</u>
	<u><b>5,796,199</b></u>

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

Funds allocated from Capital Reserve to Council projects are considered to be "internally restricted" funds.

Expenditure on Reserve-funded projects in recent months is listed below.

Capital Reserve Activity	Jan 2024 Expenditure	Feb 2024 Expenditure	Mar 2024 Expenditure
5265.00 - Network Upgrade : Region	-	-	-
5276.00 - Purchase Toyota Hilux - Darwin	-	-	-
5271.01 - Purchase Toyota Hilux - Gunbalanya	-	-	-
5294.01 - Concrete Stand for Diesel Tank - Gunbalanya	-	-	-
5272.02 - Purchase Toyota Hilux - Jabiru	-	-	-
5292.02 - Capital Reserve -Upgrade Council Office Jabiru Stage 2	-	-	-
5197.03 - Kerb Channel and Reseal Bagshaw Road Maningrida	-	-	-
5273.03 - Purchase Toyota Hilux - Maningrida	-	-	-
5279.03 - Purchase Ride on Mower - Maningrida	-	-	-
5293.03 - Mobilisation and Demobilisation Maningrida Oval Contractors	-	-	-
5274.04 - Purchase Toyota Hilux - Minjilang	-	-	-
5280.04 - Purchase Ride on Mower - Minjilang	-	-	-
5167.05 - Kerb and Channel Airport to Workshop Road - Warruwi	-	-	-
5275.05 - Purchase Toyota Hilux - Warruwi	-	-	-
5284.05 - Purchase Isuzu Russ Garbage Compactor - Warruwi	-	\$5,657	-
	-	<u>\$5,657</u>	-

The full list of current active projects follows:

Reserve Activity	Approved Budget	Date of Approval	Prior Year Expenditure	Expenditure to Date FY 2023-2024	Balance as at 31.03.2024
5265.00 - Network Upgrade: Region	11,643	FY 22/23	13,357	-	25,000
5276.00 - Purchase Toyota Hilux Utility - Darwin	55,000	FY 21/22	(52,194)	-	2,806
<b>SUB-TOTAL FOR REGION</b>	<b>66,643</b>		<b>(38,837)</b>	<b>-</b>	<b>27,806</b>
527101 - Purchase Toyota Hilux Utility - Gunbalanya	55,000	FY 21/22	(52,194)	-	2,806
529401 - Concrete Stand for Diesel Tank - Gunbalanya	70,000	FY 22/23	(64,198)	(2,930)	2,872
<b>SUB-TOTAL FOR GUNBALANYA</b>	<b>125,000</b>		<b>(116,392)</b>	<b>(2,930)</b>	<b>5,678</b>
5272.02 - Purchase Toyota Hilux Utility - Jabiru	55,000	FY 21/22	(52,194)	-	2,806
5292.02 - Upgrade Council Office Jabiru Stage 2	174,700	FY 21/22	(227,505)	-	(52,805)
<b>SUB-TOTAL FOR JABIRU</b>	<b>229,700</b>		<b>(279,699)</b>	<b>-</b>	<b>(49,999)</b>
5197.03 - Kerb Channel and Reseal Bagshaw Road Maningrida	360,000	FY 20/21	(359,248)	-	752
5273.03 - Purchase Toyota Hilux Utility - Maningrida	55,000	FY 21/22	(52,194)	-	2,806
5279.03 - Purchase Ride on Mower - Maningrida	35,000	FY 21/22	-	(35,479)	(479)
5293.03 - Mobilisation and Demobilisation Maningrida Oval Contractors	47,800	FY 22/23	(39,065)	-	8,735
<b>SUB-TOTAL FOR MANINGRIDA</b>	<b>497,800</b>		<b>(450,507)</b>	<b>(35,479)</b>	<b>11,814</b>
5274.04 - Purchase Toyota Hilux Utility - Minjilang	55,000	FY 21/22	(52,194)	-	2,806
5280.04 - Purchase Ride on Mower - Minjilang	35,000	FY 21/22	-	(35,479)	(479)
<b>SUB-TOTAL FOR MINJILANG</b>	<b>90,000</b>		<b>(52,194)</b>	<b>(35,479)</b>	<b>2,327</b>
5167.05 - Kerb and Channel Airport to Workshop Road - Warruwi	330,000	FY 19/20	(286,520)	-	43,480
5275.05 - Purchase Toyota Hilux Utility - Warruwi	55,000	FY 21/22	(52,194)	-	2,806
5284.05 - Purchase Isuzu Russ Garbage Compactor - Warruwi	7,335	FY 21/22	(11,335)	(5,657)	(9,657)
<b>SUB-TOTAL FOR WARRUWI</b>	<b>392,335</b>		<b>(350,049)</b>	<b>(5,657)</b>	<b>36,629</b>
<b>Capital Reserve Balance</b>	<b>1,401,478</b>		<b>(1,287,678)</b>	<b>(79,545)</b>	<b>34,257</b>

The movement of capital reserve expenditure is illustrated in the presentation slide no.9.

The summary reserve income and expenditure statement in management report format follows.



## Actuals v Budget - Reserve fund Projects

as at 31 Mar 2024

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operational Revenue</b>						
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	-	-	-	-	-	0%
<b>Total Operational Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Operational Expenditure</b>						
Travel, Freight and Accom Expenses	78	-	78	100%	-	100%
Other Expenses	1,653	1,653	-	-	1,653	100%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	-	-	-	-	-	0%
Council Committee & LA Expenses	-	-	-	-	-	0%
<b>Total Operational Expenditure</b>	<b>1,731</b>	<b>1,653</b>	<b>78</b>	<b>5%</b>	<b>1,653</b>	<b>100%+</b>
<b>Total Operational Surplus / (Deficit)</b>	<b>(1,731)</b>	<b>(1,653)</b>	<b>(78)</b>	<b>(5%)</b>	<b>(1,653)</b>	<b>100%+</b>



## Annual Budget Operating Position - Reserve Fund Projects

as at 31 Mar 2024

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operating Surplus / (Deficit)</b>	<b>(1,731)</b>	<b>(1,653)</b>	<b>(78)</b>	<b>(5%)</b>	<b>(1,653)</b>	<b>100%+</b>
<b>Remove NON-CASH ITEMS</b>						
Less Non-Cash Income	-	-	-	-	-	0%
Add Back Non-Cash Expenses	-	-	-	-	-	0%
<b>Total Non-Cash Items</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Less ADDITIONAL OUTFLOWS</b>						
Capital Expenditure	(77,892)	(77,970)	78	0%	(146,450)	53%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
<b>Total Additional Outflows</b>	<b>(77,892)</b>	<b>(77,970)</b>	<b>78</b>	<b>0%</b>	<b>(146,450)</b>	<b>53%</b>
<b>Add ADDITIONAL INFLOWS</b>						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	113,802	141,542	(27,740)	(20%)	148,104	77%
<b>Total Additional Inflows</b>	<b>113,802</b>	<b>141,542</b>	<b>(27,740)</b>	<b>(20%)</b>	<b>148,104</b>	<b>77%</b>
<b>Net Budgeted Operating Position</b>	<b>34,179</b>	<b>61,919</b>	<b>(27,740)</b>	<b>(45%)</b>	<b>-</b>	<b>100%</b>

**Externally Restricted-Funds received from Grants (slide 10)**

This includes grant funding as listed below. Note: Grants that are *overspent* are excluded from this report. Cash received to date for these externally restricted grant funding projects is \$13.773M. This is either from B/F balances from last year, 2022-23, or received this year. Expenditure for March YTD for these projects is \$9.137M, and \$5.762M remains to be spent.

There are 57 current funding streams included in the table below. The net movement in restricted assets from February to March was (a) Internal restrictions (capital reserve) – remained the same, and (b) External restrictions (grant funding) – decreased by \$255K.

The monthly expenditure of restricted assets is illustrated in slides 9-10 of the presentation.



Restricted Assets-Tied Grant Funding	Annual Budget 2023-2024	Cash received to date (incl. Carried Forward)	Expenses to date	Balance as at 31st March 2024
2070 - Indigenous Jobs Development Funding - DHCD	794,000	198,500	(595,500)	-
2144 - Library Service: Jabiru	140,073	140,085	(101,921)	38,164
2178 - Local Authorities Community Project Income	1,583,073	1,056,348	(543,100)	513,248
2352 - WaRM - Waste and Resource Management	148,800	148,800	-	148,800
2359 - Mala'la Rd - Maningrida - DIPL \$1m	220,368	220,368	(220,368)	-
2373 - Preparing Australian Communities - LED Screens	75,158	75,158	(190,026)	-
2374 - CBF - Jabiru Library Upgrade	409	409	(409)	-
2375 - LRCI Phase 3 - Malabam Road - Maningrida	1,079,260	969,614	(1,066,047)	-
2377 - PIF - Sewerage Telemetry	117,920	117,920	(30,003)	87,918
2380 - R2R - Mala'la Road	540,269	540,269	(539,200)	1,069
2381 - Warruwi Community Hall Upgrade	415,000	415,000	(8,591)	406,409
2383 - LRCI Phase 4 - Malabam Road - Maningrida	540,268	324,161	(540,268)	-
2384 - ABA - Maningrida Oval Changerooms	540,466	270,233	(95,923)	174,310
2385 - DCMC - Local Decision Making Warruwi	15,000	15,000	(15,000)	-
2386 - Gunbalanya Oval Lighting	1,092,000	780,000	(2,277)	777,723
2387 - Seeding New Investment	48,060	43,691	-	43,691
2388 - R2R - Main Road Gunbalanya - Lot 651 to Lot 330	540,269	540,269	(540)	539,729
2392 - LRCI Phase 4 - Part B - Malabam Road - Maningrida	-	186,983	-	186,983
2393 - Critical upgrades to Minilang staff housing	-	-	(198)	-
<b>TOTAL CORE SERVICES-TIED</b>	<b>7,890,393</b>	<b>6,042,808</b>	<b>(3,949,371)</b>	<b>2,918,043</b>
3001 - Home Care Packages Program (HCP)	259,195	215,988	(211,256)	4,731
3002 - Commonwealth Home Support Program (CHSP)	244,289	79,092	(131,610)	(52,518)
3003 - NT Jobs Package - Aged Care	959,020	943,360	(561,691)	381,669
3004 - Night Patrol	1,130,992	659,216	(957,050)	-
3009 - Warruwi Outside School Hours Care	64,467	106,218	(58,845)	47,372
3011 - Safety and Wellbeing - Sport and Recreation	-	-	-	-
3012 - Remote Sport Program	428,641	421,291	(295,333)	125,957
3025 - Deliver Indigenous Broadcasting Programs (RIBS)	35,000	156,344	(88,332)	68,012
3028 - Manage Creche	1,262,486	643,253	(260,130)	383,123
3040 - Children and Schooling - Youth	-	-	(1,020)	-
3070 - Australia Day Grant	3,376	3,376	(3,844)	-
3087 - Women's Safe House : Gunbalanya	526,894	526,380	(478,796)	47,584
3112 - Remote Sports Voucher Program	6	6	-	6
3119 - Boundless possible Instagram Campaign	400	400	(400)	-
3120 - Domestic Family & Sexual Violence Program	35,652	35,652	-	35,652
3121 - Mental Health and Suicide and Suicide Prevention awareness	44,137	44,137	(44,136)	1
3126 - Territory Day Community Grant	631	631	(631)	-
3127 - Aged Care Transitional Support	45,799	45,799	(21,054)	24,745
3129 - Strong Women for Healthy Country Network Forum	1,135	1,135	-	1,135
3130 - eHCP Home Care Packages Program	235,000	249,867	(198,855)	51,011
3131 - TEABBA Staff Funding - Indigenous Broadcasting Prgm (RIBS)	184,474	12,329	-	12,329
3133 - Youth Mobile Gym Program - Maningrida	760	760	-	760
3134 - Support Child Care Services - Jabiru	66,666	66,666	-	66,666
3135 - E-Tools - Commonwealth Home Support Program (CHSP)	1,477,391	1,083,070	(181,964)	901,106
3139 - Flexible Support Packages and COVID-19 Service Delivery Cost	71,615	71,615	(4,326)	67,288
3141 - Get Up Stand Up Show Up - NAIDOC Week Activity	24,924	24,924	(11,228)	13,695
3143 - Culture school Holiday Activities in Maningrida	0	-	-	-
3145 - Celebrating Aboriginal Culture (Australia Day)	3,071	3,071	(1,325)	1,746
3146 - Indigenous Skills and Employment Program	50,000	50,000	(50,000)	-
3147 - Jabiru Safe and Healthy Youth Project	10,377	10,377	-	10,377
3148 - International Women's Day - Library Event	-	2,000	(2,000)	-
3150 - Ninja Warrior Obstacle Course	14,300	15,200	(13,843)	1,357
3151 - NIAA - Local Investments Funding Grant Agreement	45,000	45,000	(45,120)	-
3152 - TFHC - Womens Safe House NPA	200,202	200,202	-	200,202
3153 - Voice 2 Parliament Referendum Expenditure	-	-	(1,994)	-
3154 - Sports and Recreation	900,403	550,265	(495,422)	54,843
3155 - National Australia Day Council - Australia Day Grant	10,000	8,000	(7,264)	736
<b>TOTAL COMMUNITY SERVICES</b>	<b>8,336,302</b>	<b>6,275,622</b>	<b>(4,127,474)</b>	<b>2,449,587</b>
Grants Commission-FAA Roads	1,413,043	1,454,095	(1,059,782)	394,313
<b>TOTAL UNTIED GENERAL PURPOSE</b>	<b>1,413,043</b>	<b>1,454,095</b>	<b>(1,059,782)</b>	<b>394,313</b>
<b>Total</b>	<b>17,639,737</b>	<b>13,772,525</b>	<b>(9,136,627)</b>	<b>5,761,943</b>

### **Statement of Working Capital / Current Ratio (slides 11-12)**

Total current assets decreased by \$466K from \$4.465M in February 2023 to \$3.999M in March. This is due to a decrease of \$1.214M in cash and cash equivalents and an increase of \$748K in Trade and Other Receivables.

Cash and cash equivalents decreased by \$1.214M and is due to:

- (a) A decrease in cash at bank (including term deposits) of \$1.468M and;
- (b) A decrease in restricted cash of \$2255K.

Total current liabilities decreased by \$66K from \$2.184M in February to \$2.117M in March 2024. The movement in current liability items is also shown in the table below. Council's net working capital (total current assets less total current liabilities) decreased from \$2.281M in February 2024 to \$1.882M in March 2024, as the net result of the movements noted above. The current ratio decreased from 2.04 to 1.89, as at 31 March 2024. This calculation is also shown in the presentation slide 11.

	<b>FEBRUARY</b>	<b>MARCH</b>	<b>Movement</b>	<b>%</b>
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	\$2,419,091	1,205,299	-\$1,213,792	-50%
Trade and Other Receivables	\$2,045,922	2,793,658	\$747,736	37%
Inventories (fuel and post office)	-	-	-	0%
Prepayments and Other	-	-	-	0%
<b>TOTAL CURRENT ASSETS</b>	<b>\$4,465,012</b>	<b>\$3,998,957</b>	<b>-\$466,056</b>	<b>-10%</b>
Less:				
<b>CURRENT LIABILITIES</b>				
Trade and Other Payables	\$944,568	871,259	-\$73,309	-8%
Provisions	\$510,730	516,813	\$6,083	1%
Other Liabilities	\$728,220	\$729,004	\$785	0%
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$2,183,517</b>	<b>2,117,076</b>	<b>-\$66,441</b>	<b>-3%</b>
<b>NET CURRENT ASSETS (Working Capital)</b>	<b>\$2,281,495</b>	<b>\$1,881,880</b>	<b>-\$399,615</b>	<b>-18%</b>
<b>CURRENT RATIO</b>	<b>2.04</b>	<b>1.89</b>	<b>-0.16</b>	<b>-8%</b>

### **Asset Additions and Additions to existing assets (slide 13)**

Capital expenditure to March YTD is \$3.336M. Assets, once ready for use are financially "commissioned". Council's total value of commissioned assets to March YTD is \$1.739M, whilst the Assets still "in progress" and not as yet completed total \$2,177M.

**Rates and Charges (No graphical slide)**

Rates receivable is \$361K as at 31 March 2024.

<u>Location</u>	<u>Rates as at 31st March</u>				
	<u>Arrears</u>	<u>2023/24 LEVY</u>	<u>Interest</u>	<u>Balance Payable</u>	<u>Current Payment Plans</u>
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
ARNHEMLAND	4,549	5,340	-	9,889	-
GUNBALANYA	7,622	38,490	-	46,112	-
JABIRU	-	288,257	-	288,257	-
MANINGRIDA	(1,062)	17,436	-	16,374	-
MINJILANG	-	-	-	-	-
WARRUWI	-	-	-	-	-
	<u>11,109</u>	<u>349,523</u>	<u>-</u>	<u>360,631</u>	<u>-</u>

**Top 10 Payments Recurrent and Top 10 Payments Non-Recurrent (slides 14-15)**

**Recurrent Payments:** includes Operational supplier-related costs, with top five largest being Power and Water, Kakadu Air Services, Councilbiz, Northern Land Council, Puma.

**Non Recurrent Payments:** generally the largest spending here is for Council's capital acquisitions. The top five include: KPMG, Simconnect, Wallbridge Gilbert Aztec RFP, Kakadu Contracting, Response Services Employment & Training Pty Ltd.

## Debtors (slide 16)

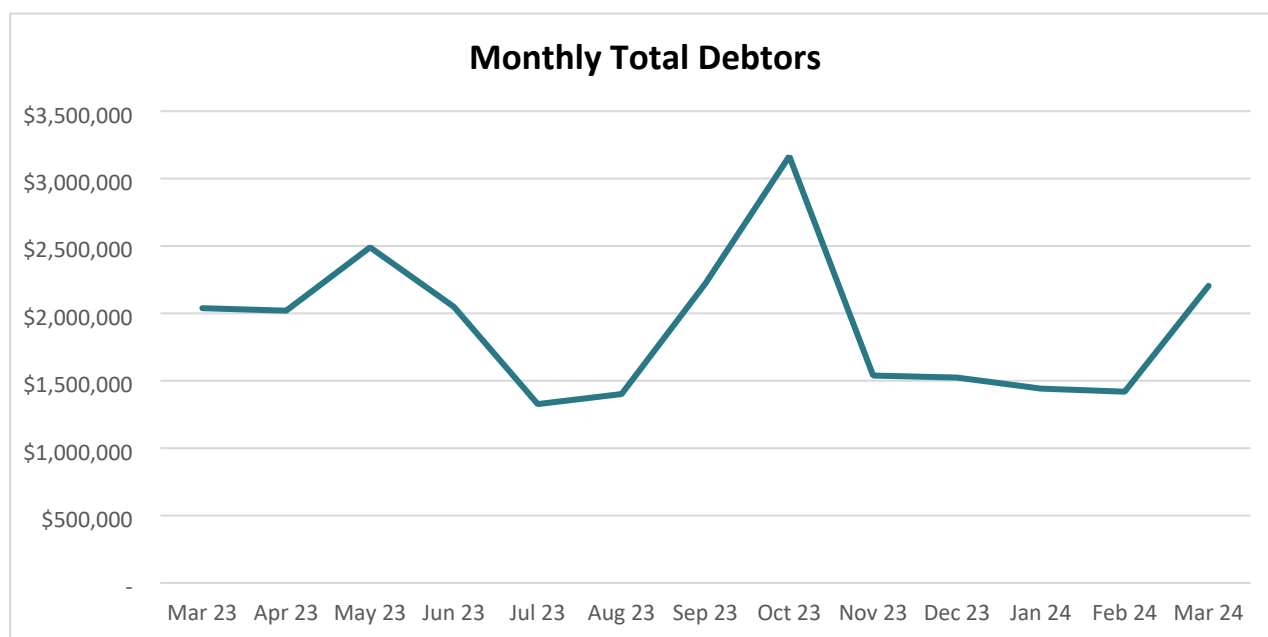
### Debtors by Category

Debtor Category	Outstanding As at EoM	Outstanding % of Total	Arrangement	Ageing Dissection			
				Current	> 30 days	> 60 days	> 90 days
Rates - General	360,631	16%	234,059	-	-	-	126,572
Rates - Water	401,351	18%	-	186,312	192,684	4,374	17,981
Trade Debtors	1,192,865	54%	-	902,379	226,827	21,738	41,921
NDIS	176,260	8%	-	28,619	15,063	7,363	125,215
Childcare	73,037	3%	-	48,214	15,348	9,055	420
<b>TOTAL DEBTORS</b>	<b>2,204,144</b>	<b>100%</b>	<b>234,059</b>	<b>1,165,524</b>	<b>449,923</b>	<b>42,529</b>	<b>312,109</b>

### 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
161	Director of National Parks	409,931	19%	409,931	-	-	-
310	Power and Water Corporation	367,805	17%	151,839	215,966	-	-
	Energy Resources of Australia	214,943	10%	59,107	155,836	-	-
1216	National Disability Insurance Agency	187,242	8%	187,242	-	-	-
	NDIS Clients	176,260	8%	28,619	15,063	7,363	125,215
	<b>TOTAL</b>	<b>1,356,181</b>	<b>62%</b>	<b>836,738</b>	<b>386,866</b>	<b>7,363</b>	<b>125,215</b>
	Remaining Debtors	847,963	38%	328,786	63,058	35,167	420,953
	<b>TOTAL DEBTORS AS AT 31st March 2024</b>	<b>2,204,144</b>	<b>100%</b>	<b>1,165,524</b>	<b>449,923</b>	<b>42,529</b>	<b>546,168</b>

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



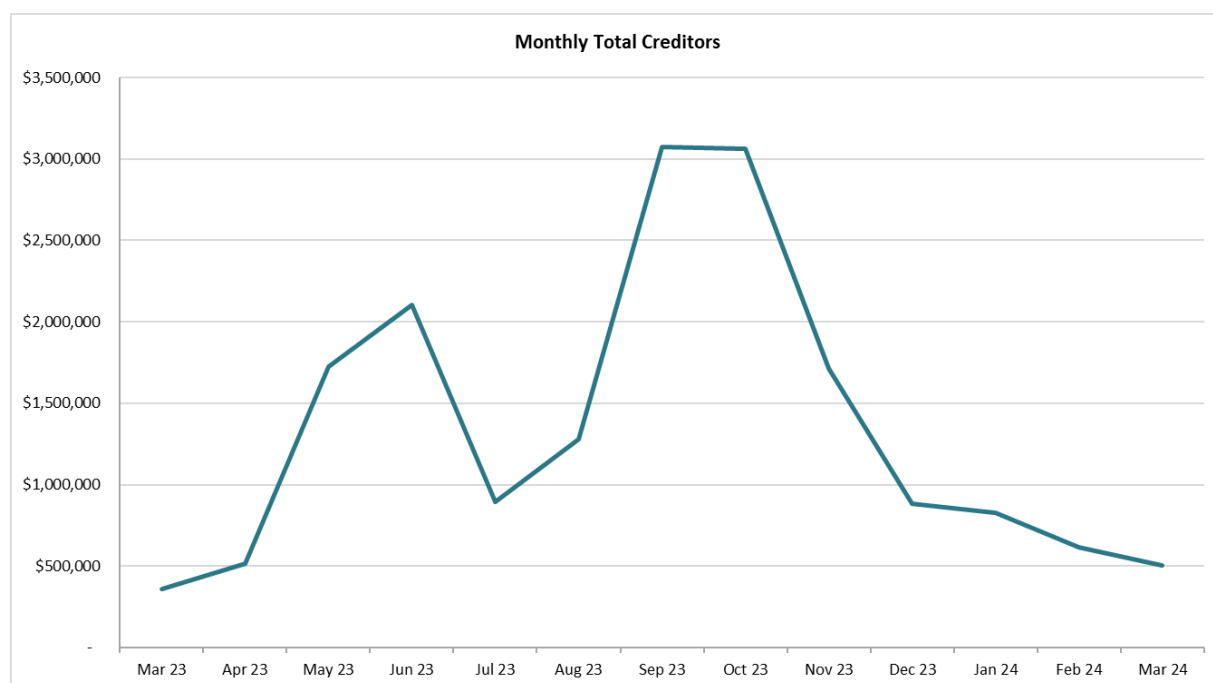
## Trade Creditors (slide 17)

### 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
13898	City Earthmoving	172,677	34%	-	-	-	172,677
10777	Kakadu Air Services	37,215	7%	37,215	-	-	-
14072	Trace Technologies	27,753	6%	27,753	-	-	-
14088	NQ Petro Pty Ltd	20,000	4%	-	-	-	20,000
11134	Power Water	19,681	4%	1,248	18,434	-	-
<b>TOTAL</b>		<b>277,327</b>	<b>55%</b>	<b>66,216</b>	<b>18,434</b>	<b>-</b>	<b>192,677</b>
Remaining Creditors		<b>225,366</b>	<b>45%</b>	<b>181,640</b>	<b>24,184</b>	<b>133</b>	<b>19,409</b>
<b>TOTAL CREDITORS AS AT 31st March 2024</b>		<b>502,692</b>	<b>100%</b>	<b>247,856</b>	<b>42,618</b>	<b>133</b>	<b>212,086</b>

\*Creditors that are >90 Days are currently on a retainer

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



## LICENSED POST OFFICES – CASH VARIANCES

The Council operates Australia Post Licensed Post Offices (LPOs) at Jabiru, Maningrida and Gunbalanya.

Discrepancies between the actual cash balance at each LPO and the expected cash balance in the period between 1 March 2024 to 31 March 2024 are listed below:

LPO:	Amount:	Comment
Jabiru	\$0.00	
Maningrida	\$0.30 positive	
Gunbalanya	\$199.00 negative	Reconciled in April
<b>Total</b>	<b>\$198.70 negative</b>	

## **STATUTORY ENVIRONMENT**

Regulation 17 of the *Local Government (General) Regulations 2021* outlines the requirements for financial reporting to council.

## **FINANCIAL IMPLICATIONS**

Not Applicable.

## **STRATEGIC IMPLICATIONS**

This report aligns to the following pillars and goals as outlined in the *Regional Plan and Budget*:

### **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.

## **ATTACHMENTS**

1. CEO Certification - March Monthly Finance Report [9.5.1 - 1 page]
2. Graphical Finance Presentation - March 2024 [9.5.2 - 16 pages]
3. Monthly Financial Report Form - March 2024 [9.5.3 - 7 pages]
4. Combined PL and Balance Sheet - March 2024 [9.5.4 - 7 pages]



## WEST ARNHEM REGIONAL COUNCIL

ABN 45 065 336 873

### MONTHLY FINANCE REPORT for March 2024

#### CEO CERTIFICATION

To the Councillors

I, Andrew Walsh, 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

A handwritten signature in blue ink, appearing to read 'Andrew Walsh'.

Andrew Walsh  
Chief Executive Officer

Dated this thirteenth day of March 2024



Jabiru (Head Office) 08 8979 9444   Gunbalanya 08 8970 3700   Maningrida 08 8979 6600   Waruwi 08 8970 3600   Minjilang 08 8970 3500

PO Box 721, Jabiru NT 0886   info@westarnhem.nt.gov.au   www.westarnhem.nt.gov.au

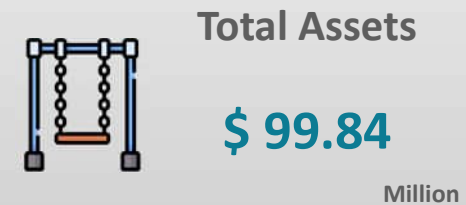
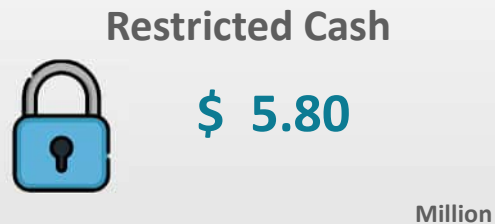
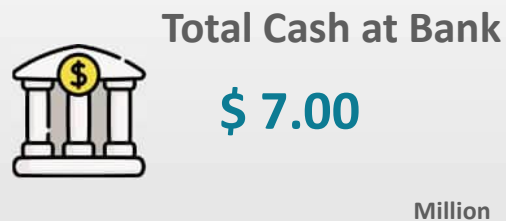
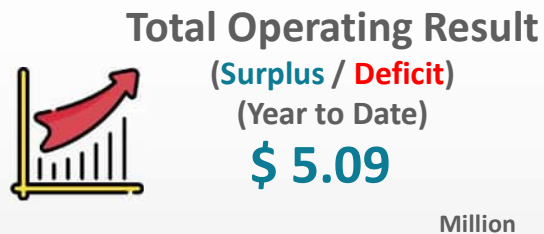




## Financial Management Report for the period ended 31<sup>st</sup> March 2024



## Snapshot – March 2024 Financial Report



# Actual v Budget – Operational – March YTD 2024



## Actuals v Budget

as at 31 Mar 2024

Description	TOTAL COUNCIL				Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance	%		
<b>Operational Revenue</b>						
Income Rates and Charges	1,835,809	2,402,784	(566,975)	(24%)	3,204,477	57%
Charges - Sewerage	664,158	546,356	117,803	22%	728,474	91%
Charges - Water	1,141,396	1,496,169	(354,773)	(24%)	1,994,892	57%
Charges - Waste	1,111,190	1,112,090	(900)	(0%)	1,482,787	75%
Income Council Fees and Charges	478,863	483,800	(4,937)	(1%)	628,882	76%
Income Operating Grants	13,554,604	13,283,576	271,028	2%	16,827,657	81%
Income Investments	144,443	138,558	5,885	4%	184,558	78%
Income Allocation	4,602,195	4,770,562	(168,367)	(4%)	6,336,526	73%
Other Income	1,498,003	1,560,343	(62,340)	(4%)	1,610,398	93%
Income Agency and Commercial Services	5,460,093	5,233,197	226,896	4%	8,017,516	68%
<b>Total Operational Revenue</b>	<b>30,490,755</b>	<b>31,027,434</b>	<b>(536,680)</b>	<b>(2%)</b>	<b>41,016,165</b>	<b>74%</b>
<b>Operational Expenditure</b>						
Employee Expenses	14,149,061	14,033,949	115,112	1%	18,773,050	75%
Contract and Material Expenses	4,454,599	6,006,096	(1,551,497)	(26%)	9,860,488	45%
Finance Expenses	10,705	10,322	383	4%	13,547	79%
Travel, Freight and Accom Expenses	686,750	1,016,508	(329,759)	(32%)	1,402,022	49%
Fuel, Utilities & Communication	1,821,322	1,914,075	(92,753)	(5%)	2,552,930	71%
Other Expenses	3,996,189	4,036,512	(40,323)	(1%)	6,554,095	61%
Elected Member Allowances	258,167	274,500	(16,333)	(6%)	366,000	71%
Elected Member Expenses	11,997	48,711	(36,715)	(75%)	64,236	19%
Council Committee & LA Allowances	14,100	16,900	(2,800)	(17%)	24,733	57%
Council Committee & LA Expenses	105	79	26	33%	105	100%
<b>Total Operational Expenditure</b>	<b>25,402,994</b>	<b>27,357,652</b>	<b>(1,954,659)</b>	<b>(7%)</b>	<b>39,611,208</b>	<b>64%</b>
<b>Total Operational Surplus / (Deficit)</b>	<b>5,087,761</b>	<b>3,669,782</b>	<b>1,417,979</b>	<b>39%</b>	<b>1,404,957</b>	<b>100% +</b>









# Actual v Budget – Operating Position – March YTD 2024






## Annual Budget Operating Position

as at 31 Mar 2024

Description	Actuals YTD	Budget YTD	Variance	%		Annual Budget	Progress
<b>Operating Surplus / (Deficit)</b>	<b>5,087,761</b>	<b>3,669,782</b>	<b>1,417,979</b>	<b>39%</b>	 !	<b>1,404,957</b>	<b>100%+</b>
<b>Remove NON-CASH ITEMS</b>							
Less Non-Cash Income	(4,602,195)	(4,770,562)	168,367	4%	 !	(6,336,526)	73%
Add Back Non-Cash Expenses	4,602,195	4,773,832	(171,637)	(4%)	 !	6,301,316	73%
<b>Total Non-Cash Items</b>	<b>(0)</b>	<b>3,270</b>	<b>(3,270)</b>	<b>(100%)+</b>		<b>(35,210)</b>	<b>0%</b>
<b>Less ADDITIONAL OUTFLOWS</b>							
Capital Expenditure	(3,335,936)	(4,166,632)	830,697	20%	 !	(7,352,427)	45%
Borrowing Repayments (Principal Only)	-	-	-	-		-	0%
Transfer to Reserves	-	-	-	-		-	0%
Other Outflows	(81,375)	(75,377)	(5,997)	(8%)		(81,415)	100%
<b>Total Additional Outflows</b>	<b>(3,417,310)</b>	<b>(4,242,010)</b>	<b>824,699</b>	<b>19%</b>		<b>(7,433,842)</b>	<b>46%</b>
<b>Add ADDITIONAL INFLOWS</b>							
Capital Grants Income	2,818,822	3,196,688	(377,866)	(12%)	 !	4,512,251	62%
Prior Year Carry Forward Tied Funding	1,366,255	1,297,666	68,589	5%		1,274,803	100%+
Other Inflow of Funds	93,727	93,727	-	-		93,727	100%
Transfers from Reserves	113,802	141,542	(27,740)	(20%)		148,104	77%
<b>Total Additional Inflows</b>	<b>4,392,607</b>	<b>4,729,623</b>	<b>(337,016)</b>	<b>(7%)</b>		<b>6,028,884</b>	<b>73%</b>
<b>Net Budgeted Operating Position</b>	<b>6,063,057</b>	<b>4,160,665</b>	<b>1,902,392</b>	<b>46%</b>		<b>(35,210)</b>	<b>0%</b>

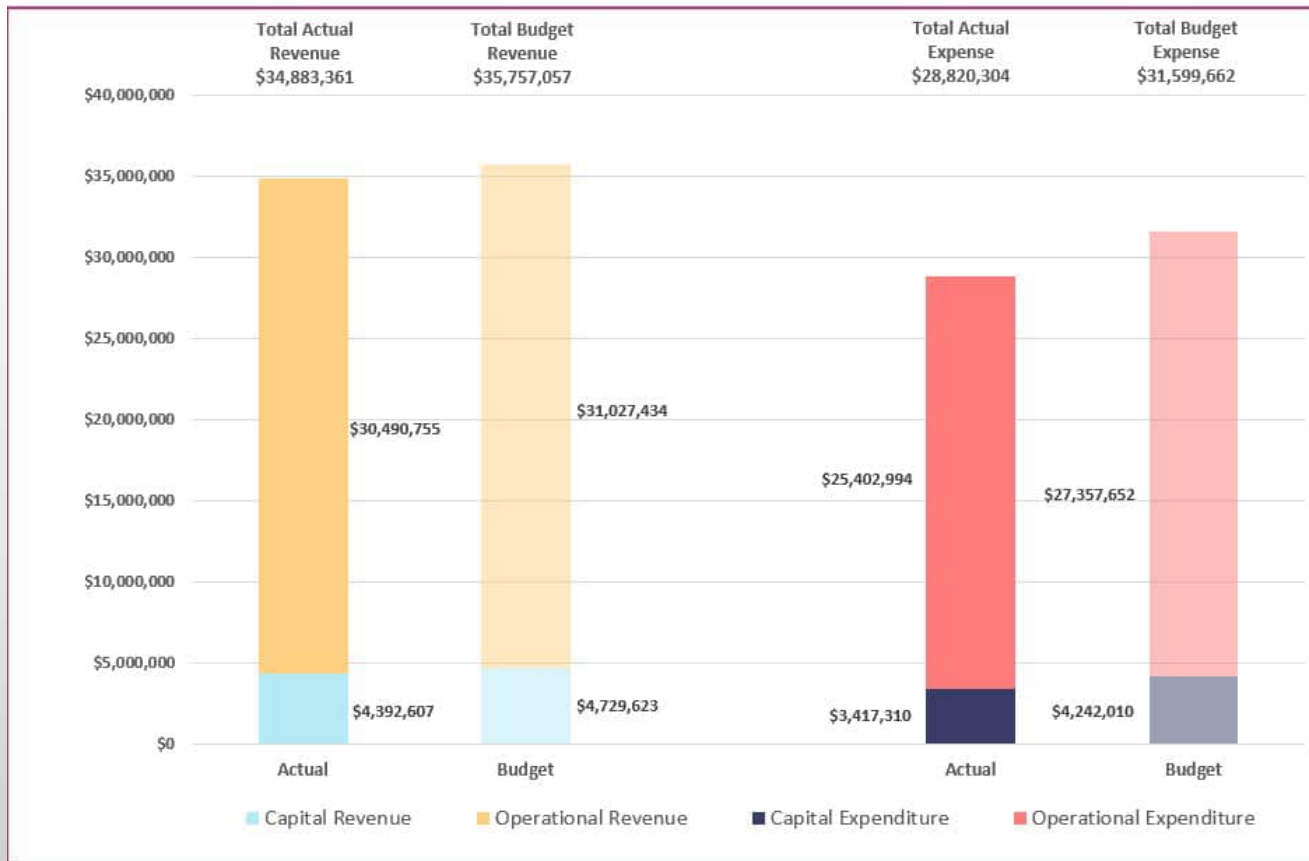
Legend:

-  Unfavourable variance over \$75,000
-  Unfavourable variance under \$75,000
-  Favourable variance
- ! Variance over \$300,000





# Actual v Budget – Total Council – March YTD 2024





# Cash flow – Cash in vs Cash out

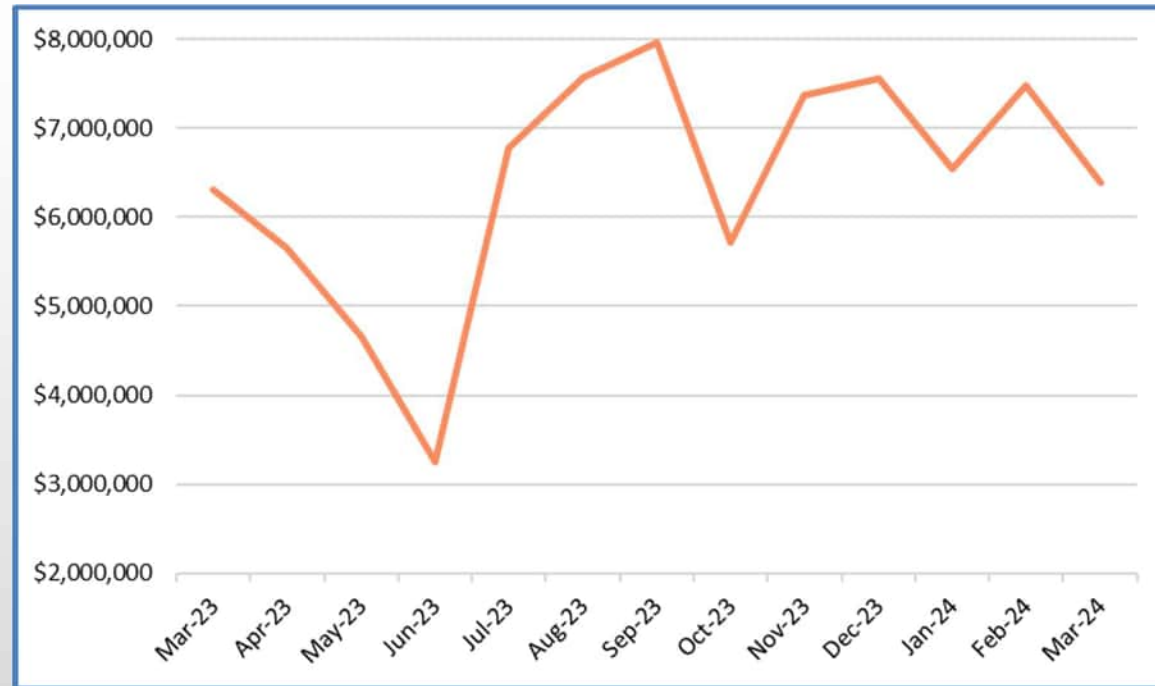
Month	Cash in / (out)
Mar-23	\$ (937,932)
Apr-23	\$ (755,025)
May-23	\$ 392,462
Jun-23	\$ 2,057,668
Jul-23	\$ (1,213,855)
Aug-23	\$ 722,941
Sep-23	\$ (35,056)
Oct-23	\$ 1,270,508
Nov-23	\$ (432,008)
Dec-23	\$ (775,323)
Jan-24	\$ (588,713)
Feb-24	\$ 1,037,407
Mar-24	\$ (1,468,940)
Year to Date	\$ 212,066





## Term Deposits & CMA over the past year

Month	Total Deposits
Mar-23	\$6,305,139
Apr-23	\$5,655,139
May-23	\$4,655,139
Jun-23	\$3,255,139
Jul-23	\$6,768,208
Aug-23	\$7,573,661
Sep-23	\$7,958,567
Oct-23	\$5,714,824
Nov-23	\$7,364,285
Dec-23	\$7,560,762
Jan-24	\$6,539,074
Feb-24	\$7,471,297
Mar-24	\$6,385,972



## Restricted Assets – March 2024

### Restricted Assets:

- |   |             |
|---|-------------|
| • Internal Restrictions: Capital Reserve  | \$34,257    |
| • External Restrictions: Restricted Grant Funding as at 31 <sup>st</sup> March 2024 | \$5,761,943 |

<b>TOTAL</b>	<b>\$5,796,199</b>
--------------	--------------------

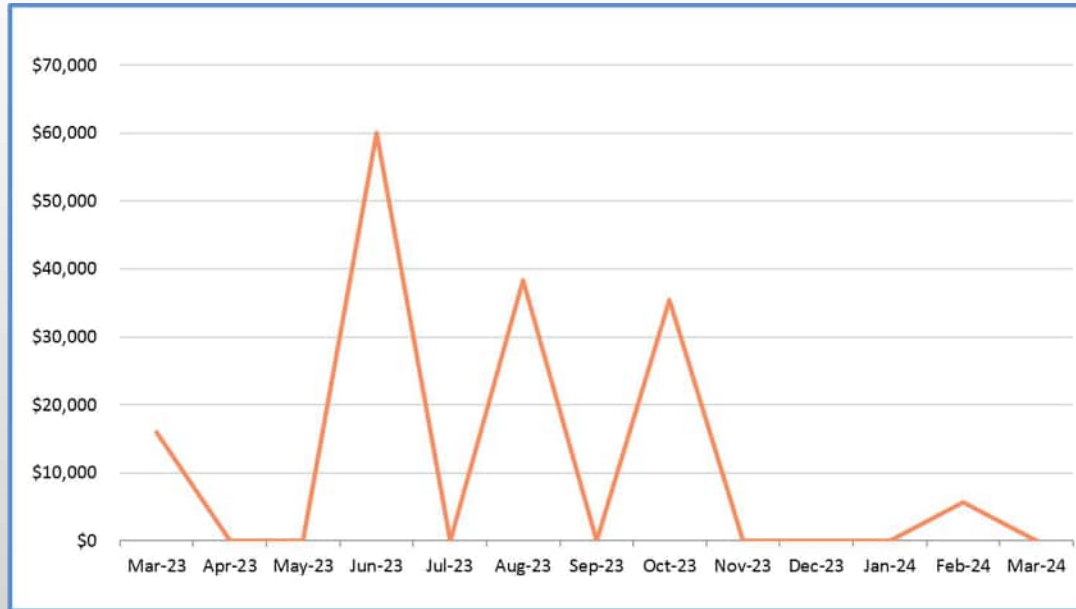
- Includes Cash that belongs to Funding Bodies, Grant income that is tied, and cash reserved for special projects of the Council
- These amounts are excluded from Cash & Cash equivalents for the Working Capital calculation.



## Internal Restrictions: Capital Reserve Expenditure for the past year



Capital Reserve Monthly Expenditure 2023/2024												
Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
\$15,955	Nil	Nil	\$60,036	Nil	\$38,409	\$0	\$35,479	\$0	\$0	\$0	\$5,657	\$0

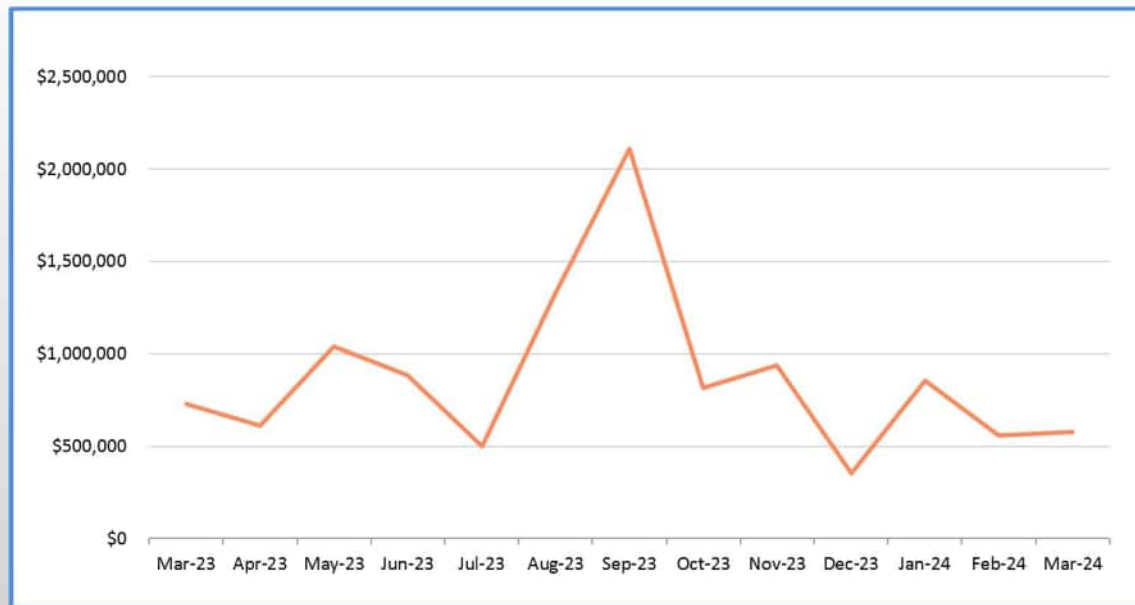






## External Restrictions: Expenditure for the past year

External Restrictions Monthly Expenditure 2023/2024												
Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
\$727,895	\$610,353	\$1,039,160	\$883,093	\$500,907	\$1,333,365	\$2,108,199	\$818,155	\$938,702	\$355,916	\$857,397	\$557,791	\$580,261




## Working Capital / Current Ratio

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

WEST ARNHEM REGIONAL COUNCIL for the period ended 31 March 2024		31 March 2024
		\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents *		1,205,299
Trade and Other Receivables		2,383,727
Inventories		-
Prepayments and Other		-
<b>TOTAL CURRENT ASSETS</b>		<b>3,589,026</b>
Less:		
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables		871,259
Provisions		516,813
Borrowings		-
Other Liabilities		729,004
<b>TOTAL CURRENT LIABILITIES</b>		<b>2,117,076</b>
<b>NET CURRENT ASSETS (Working Capital)</b>		<b>1,471,949</b>
<b>CURRENT RATIO</b>		<b>1.70</b>

**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.

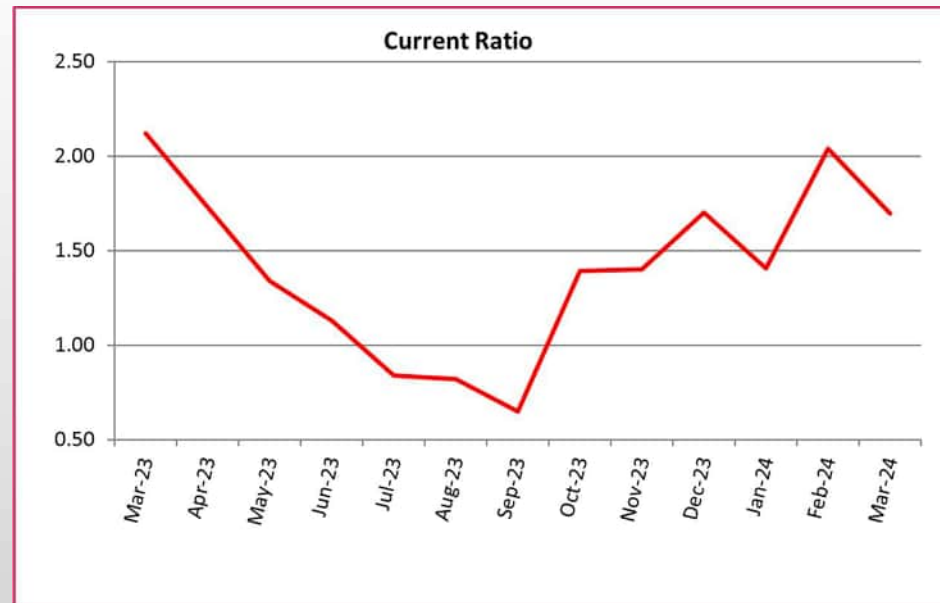
- **Note:** does not include restricted cash of \$5.796 million as at 31 March 2024
- **Note:** Jabiru Roadworks debtor manually excluded. This amount will immediately be paid to contractor once received.





## Current Ratio for the past Year

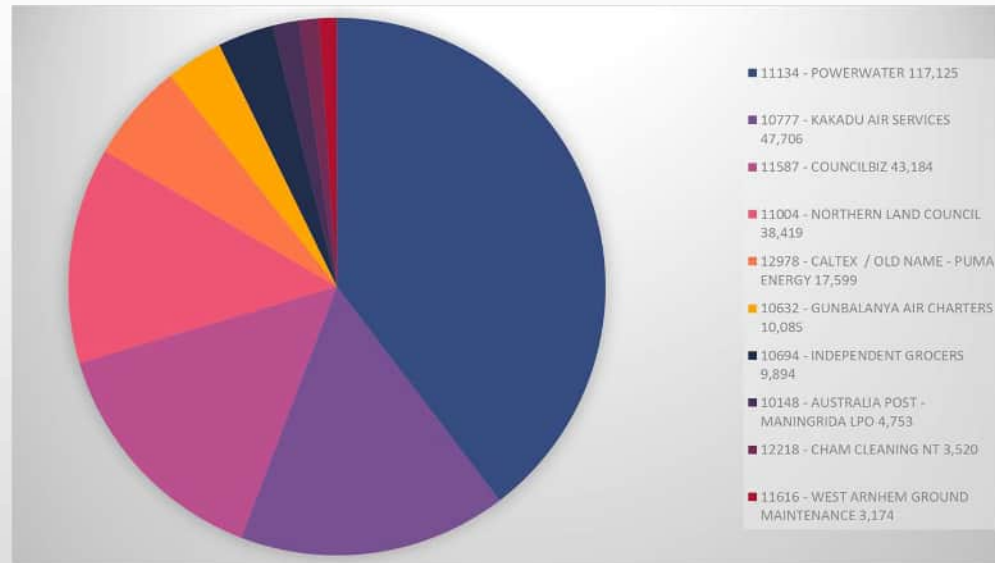
Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
2.12	1.73	1.34	1.13	0.84	0.82	0.65	1.39	1.40	1.70	1.40	2.04	1.70





## Top 10 Payments for March – Recurrent

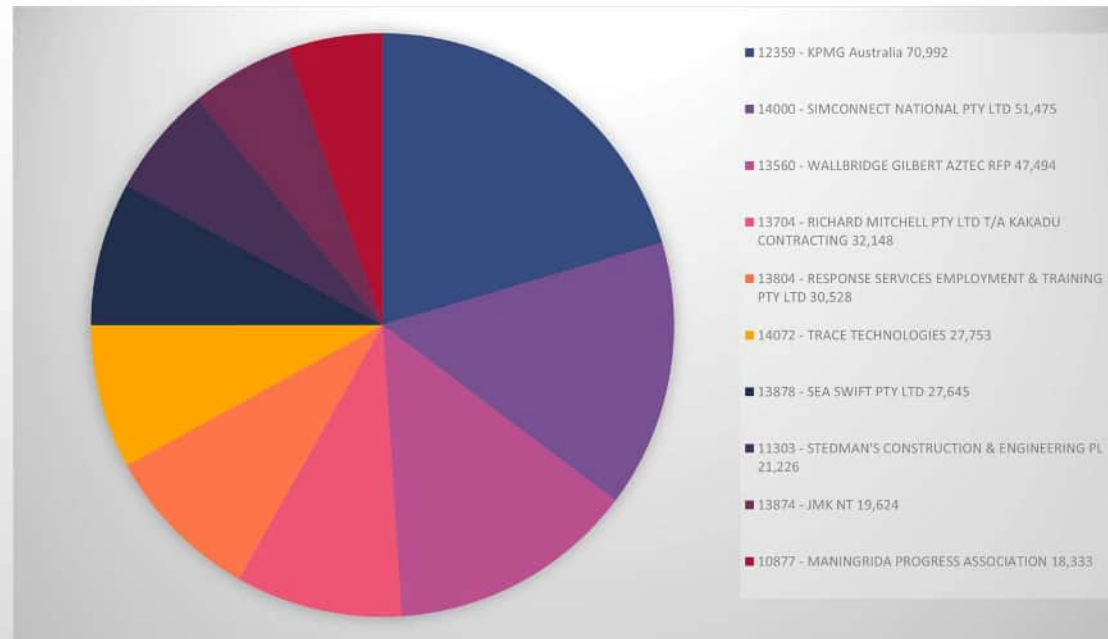
	\$	%
Total Top 10 Recurrent Payments	\$ 295,458	31%
Total Top 10 Non-Recurrent Payments	\$ 347,217	37%
Total Payments to All Other Suppliers	\$ 306,218	32%
<b>Total Payments MTD</b>	<b>\$ 948,892</b>	<b>100%</b>





# Top 10 Payments for March – Non Recurrent

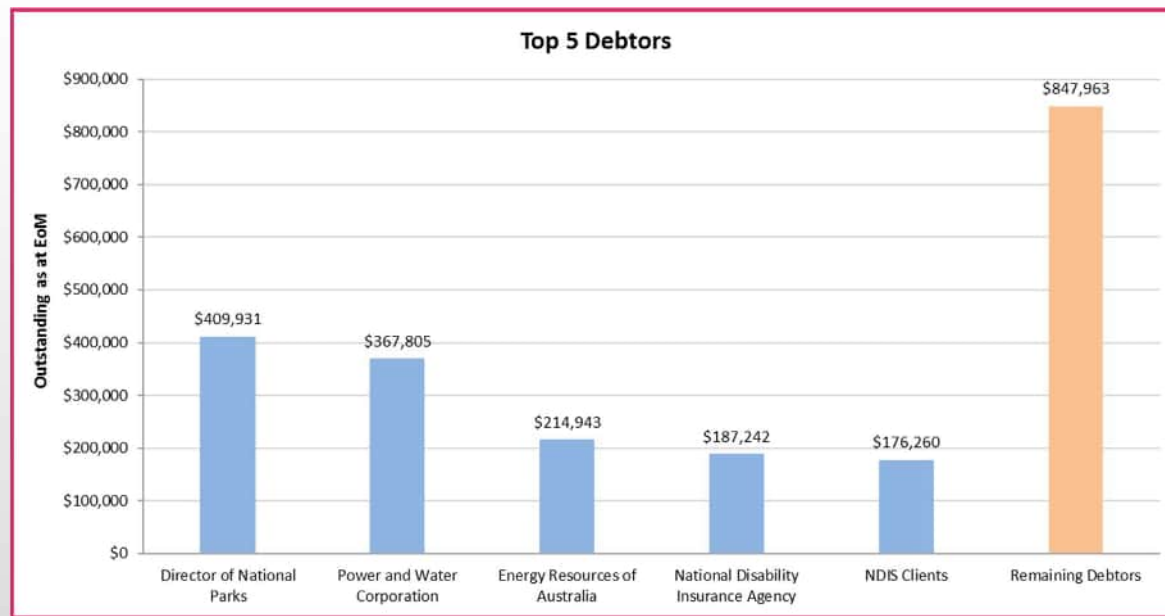
	\$	%
Total Top 10 Recurrent Payments	\$ 295,458	31%
Total Top 10 Non-Recurrent Payments	\$ 347,217	37%
Total Payments to All Other Suppliers	\$ 306,218	32%
<b>Total Payments MTD</b>	<b>\$ 948,892</b>	<b>100%</b>





# Debtors – as at 31<sup>st</sup> March 2024

“Money owed to Council”

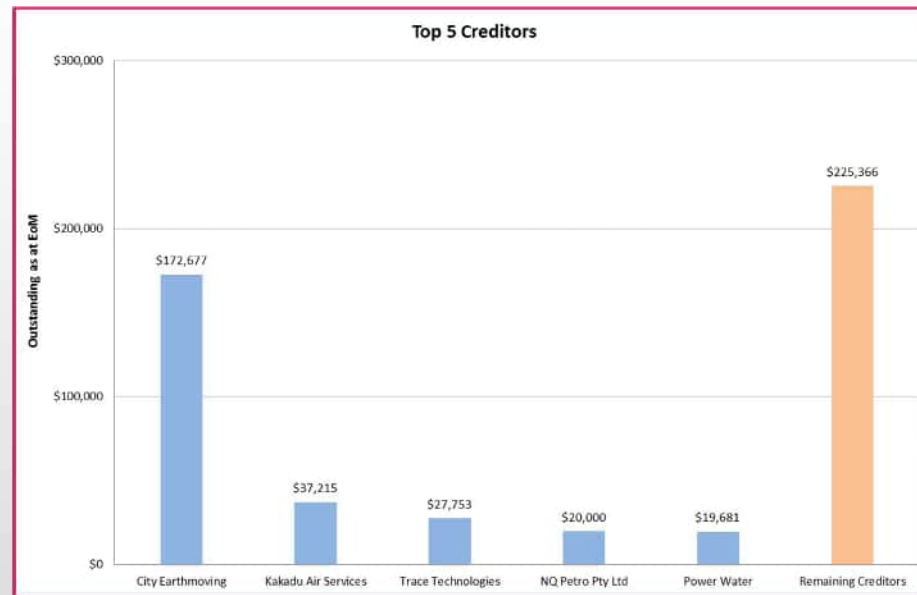


DEBTORS												
Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
\$ 2,038,419	\$ 2,019,803	\$ 2,489,874	\$ 2,048,769	\$ 1,326,946	\$ 1,401,401	\$ 2,222,168	\$ 3,165,499	\$ 1,538,572	\$ 1,523,654	\$ 1,441,745	\$ 1,418,785	\$ 2,204,144



# Trade Creditors – as at 31<sup>st</sup> March 2024

“Money Council owes to its suppliers”



CREDITORS												
Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
\$ 360,066	\$ 514,226	\$ 1,726,437	\$ 2,102,910	\$ 895,922	\$ 1,278,728	\$ 3,075,968	\$ 3,063,345	\$ 1,712,952	\$ 883,875	\$ 829,622	\$ 615,858	\$ 502,692



## Actuals v Budget

as at 31 Mar 2024

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operational Revenue</b>						
Income Rates and Charges	1,835,809	2,402,784	(566,975)	(24%)	3,204,477	57%
<i>Charges - Sewerage</i>	664,158	546,356	117,803	22%	728,474	91%
<i>Charges - Water</i>	1,141,396	1,496,169	(354,773)	(24%)	1,994,892	57%
<i>Charges - Waste</i>	1,111,190	1,112,090	(900)	(0%)	1,482,787	75%
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Income Allocation	4,602,195	4,770,562	(168,367)	(4%)	6,336,526	73%
Other Income	1,498,003	1,560,343	(62,340)	(4%)	1,610,398	93%
Income Agency and Commercial Services	5,460,093	5,233,197	226,896	4%	8,017,516	68%
<b>Total Operational Revenue</b>	<b>30,490,755</b>	<b>31,027,434</b>	<b>(536,680)</b>	<b>(2%)</b>	<b>41,016,165</b>	<b>74%</b>
<b>Operational Expenditure</b>						
Employee Expenses	14,149,061	14,033,949	115,112	1%	18,773,050	75%
Contract and Material Expenses	4,454,599	6,006,096	(1,551,497)	(26%)	9,860,488	45%
Finance Expenses	10,705	10,322	383	4%	13,547	79%
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Fuel, Utilities & Communication	1,821,322	1,914,075	(92,753)	(5%)	2,552,930	71%
Other Expenses	3,996,189	4,036,512	(40,323)	(1%)	6,554,095	61%
<i>Elected Member Allowances</i>	258,167	274,500	(16,333)	(6%)	366,000	71%
<i>Elected Member Expenses</i>	11,997	48,711	(36,715)	(75%)	64,236	19%
<i>Council Committee &amp; LA Allowances</i>	14,100	16,900	(2,800)	(17%)	24,733	57%
<i>Council Committee &amp; LA Expenses</i>	105	79	26	33%	105	100%
<b>Total Operational Expenditure</b>	<b>25,402,994</b>	<b>27,357,652</b>	<b>(1,954,659)</b>	<b>(7%)</b>	<b>39,611,208</b>	<b>64%</b>
<b>Total Operational Surplus / (Deficit)</b>	<b>5,087,761</b>	<b>3,669,782</b>	<b>1,417,979</b>	<b>39%</b>	<b>1,404,957</b>	<b>100%+</b>





## Annual Budget Operating Position

as at 31 Mar 2024

Description	Actuals YTD	Budget YTD	Variance	%		Annual Budget	Progress
<b>Operating Surplus / (Deficit)</b>	<b>5,087,761</b>	<b>3,669,782</b>	<b>1,417,979</b>	<b>39%</b>		<b>1,404,957</b>	<b>100%+</b>
<b>Remove NON-CASH ITEMS</b>							
Less Non-Cash Income	(4,602,195)	(4,770,562)	168,367	4%		(6,336,526)	73%
Add Back Non-Cash Expenses	4,602,195	4,773,832	(171,637)	(4%)		6,301,316	73%
<b>Total Non-Cash Items</b>	<b>(0)</b>	<b>3,270</b>	<b>(3,270)</b>	<b>(100%)+</b>		<b>(35,210)</b>	<b>0%</b>
<b>Less ADDITIONAL OUTFLOWS</b>							
Capital Expenditure	(3,335,936)	(4,166,632)	830,697	20%		(7,352,427)	45%
Borrowing Repayments (Principal Only)	-	-	-	-		-	0%
Transfer to Reserves	-	-	-	-		-	0%
Other Outflows	(81,375)	(75,377)	(5,997)	(8%)		(81,415)	100%
<b>Total Additional Outflows</b>	<b>(3,417,310)</b>	<b>(4,242,010)</b>	<b>824,699</b>	<b>19%</b>		<b>(7,433,842)</b>	<b>46%</b>
<b>Add ADDITIONAL INFLOWS</b>							
Capital Grants Income	2,818,822	3,196,688	(377,866)	(12%)		4,512,251	62%
Prior Year Carry Forward Tied Funding	1,366,255	1,297,666	68,589	5%		1,274,803	100%+
Other Inflow of Funds	93,727	93,727	-	-		93,727	100%
Transfers from Reserves	113,802	141,542	(27,740)	(20%)		148,104	77%
<b>Total Additional Inflows</b>	<b>4,392,607</b>	<b>4,729,623</b>	<b>(337,016)</b>	<b>(7%)</b>		<b>6,028,884</b>	<b>73%</b>
<b>Net Budgeted Operating Position</b>	<b>6,063,057</b>	<b>4,160,665</b>	<b>1,902,392</b>	<b>46%</b>		<b>(35,210)</b>	<b>0%</b>



## Capital Expenditure

as at 31 Mar 2024

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Capital Expenditure</b>						
Plant & Equipment	(121,843)	(121,921)	78	0%	(241,858)	50%
Infrastructure	(465,753)	(400,885)	(64,869)	(16%)	(2,451,665)	19%
Roads	(2,352,737)	(2,891,583)	538,846	19%	(2,963,914)	79%
Buildings	(230,018)	(586,660)	356,641	61%	(686,745)	33%
Furniture, Fittings and Office Equipment	(165,584)	(165,584)	-	-	(100,158)	100%+
Vehicles	-	-	-	-	-	0%
<b>Total Capital Expenditure *</b>	<b>(3,335,936)</b>	<b>(4,166,632)</b>	<b>830,697</b>	<b>20%</b>	<b>(6,444,341)</b>	<b>52%</b>
<b>Total Capital Expenditure Funded By</b>						
Operating Income (amount allocated to fund capital items)	365,460	-	365,460	100%	-	100%
Capital Grants	4,185,077	4,494,354	(309,276)	(7%)	5,218,734	80%
Transfers from Cash Reserves	113,802	141,542	(27,740)	(20%)	88,737	100%+
<b>Total Capital Expenditure Funding</b>	<b>4,664,340</b>	<b>4,635,896</b>	<b>28,444</b>	<b>(1%)</b>	<b>5,307,472</b>	<b>88%</b>



### Budget by Planned Major Capital Works

as at 31 Mar 2024

		TOTAL COUNCIL				
Class of Assets		Total Prior Year(s) Actuals	YTD Actuals	Total Actuals	\$ Total Planned Budget	Expected Project Completion Date
Furniture, Fittings and Office Equipment	Preparing Australian Communities - LED Screens	-	100,026	100,026	170,000	29/02/2024
Infrastructure	Construct 2 Half Basketball Courts- Maningrida	164,288	65,126	229,414	398,909	31/12/2024
Infrastructure	Warruwi Community Hall Upgrade	-	8,591	8,591	415,000	30/06/2024
Infrastructure	Gunbalanya Oval Lighting	-	2,277	2,277	1,560,000	31/08/2024
Infrastructure	Maningrida Oval Changerooms	-	95,923	95,923	4,500,000	31/12/2025
Roads	Upgrade Mala'la Rd - Maningrida	778,362	220,368	998,730	1,000,000	
Roads	LRCI Phase 3 - Malabam Road - Maningrida	9,952	1,066,047	1,075,999	1,080,536	31/12/2023
Roads	LRCI Phase 4 - Malabam Road - Maningrida	-	540,268	540,268	540,268	30/06/2024
Roads	R2R - Malala Road (non gazetted) Maningrida - From Lot 736	-	539,200	539,200	539,200	
Roads	LRCI Phase 4B - Top Camp Road - Maningrida	-	-	-	311,000	30/06/2024
Roads	R2R- Gunbalanya Roadworks and Shoulder works	-	540	540	540,269	30/06/2024
Roads	Parks Australia- Jabiru Road Maintenance works	-	400	400	280,000	30/06/2024
Roads	Parks Australia- Jabiru Sinkhole Works	-	59,734	59,734	1,301,368	
			-	-		
	<b>Total</b>	<b>952,602</b>	<b>2,788,501</b>	<b>3,741,103</b>	<b>12,636,550</b>	



## Member and CEO Council Credit Card Transactions for March

Transaction Date	Amount	Suppliers Name	Reason for Transaction
<b>Cardholder Name: COO - Fiona Ainsworth</b>			
01-Mar-24	\$ 280.13	Officeworks	Office Supplies - Fiona Ainsworth - Director Community & Council Services
03-Mar-24	\$ 149.00	Vend Pos	Monthly Subscription - Newsagents POS System - Australia Post Jabiru
04-Mar-24	\$ 242.00	PropertyMe	Monthly Subscription - Tenancy software system
04-Mar-24	\$ 81.00	Safe NT	WWCC - Rupert Manmurulu - Community Safety Assistant - Warruwi
04-Mar-24	\$ 199.00	Kidsoft	Monthly License Fee - Minjilang Crèche
04-Mar-24	\$ 199.00	Kidsoft	Monthly License Fee - Warruwi Crèche
04-Mar-24	\$ 30.22	Kidsoft	Direct Debit Facility Fee - Jabiru Childcare Centre
04-Mar-24	\$ 199.00	Kidsoft	Monthly License Fee - Jabiru Childcare Centre
05-Mar-24	\$ 15.90	Kidsoft	Direct Debit Facility Fee - Jabiru Childcare Centre
05-Mar-24	\$ 199.00	Kidsoft	Monthly License Fee - Jabiru Childcare Centre
07-Mar-24	\$ 195.00	Dept Health	Food Business Registration - Community Care Kitchen - Warruwi
07-Mar-24	\$ 81.00	Safe NT	WWCC - Jessica Scheibe - Early Childhood Educator Group Leader - Jabiru
12-Mar-24	\$ 199.00	Kidsoft	Monthly License Fee - Minjilang Crèche
12-Mar-24	\$ 199.00	Kidsoft	Monthly License Fee - Warruwi Crèche
13-Mar-24	\$ 87.25	Service M8	Monthly Subscription - Software for PowerWater Contract / USC - Gunbalanya
13-Mar-24	\$ 87.25	Service M8	Monthly Subscription - Software for PowerWater Contract / USC - Maningrida
13-Mar-24	\$ 87.25	Service M8	Monthly Subscription - Software for PowerWater Contract / USC - Minjilang
13-Mar-24	\$ 87.25	Service M8	Monthly Subscription - Software for PowerWater Contract / USC - Warruwi
15-Mar-24	\$ 16.00	News Pty Ltd	NT News online monthly subscription
15-Mar-24	\$ 221.39	NFK Glazing	Specialised safety equipment - Matthew Ellis - Trades Officer Jabiru
19-Mar-24	\$ 83.00	Licencing NT	High Risk Fork Lift Licence - Matthew Ellis - Trades Officer - Jabiru
19-Mar-24	\$ 81.00	Safe NT	WWCC - Matthew Griffiths - CSM Warruwi
19-Apr-24	\$ 90.00	Katherine Coaches	Bus Ticket - Cr Nadjamerrek 20.04.2024 Dariwn-Jabiru - Attending Ordinary Council Meeting.
25-Mar-24	\$ 81.00	Safe NT	WWCC - Lee Kirschner - Snr Administration Officer - Minjilang
26-Mar-24	\$ 81.00	Safe NT	WWCC - Darren Wauchope - Community Safety Assistant - Minjilang
25-Mar-24	\$ 195.00	Dept Health	Food Business Registration - Community Care Kitchen - Gunbalanya
26-Mar-24	\$ 81.00	Safe NT	CHC - Darren Wauchope - Community Safety Assistant - Minjilang
25-Mar-24	\$ 51.40	Dimet Tools	Fleet Parts - Rego No: SV4009
26-Mar-24	\$ 81.00	Safe NT	WWCC - Tremaine Gameraidj - Community Safety Officer - Minjilang
02-Apr-24	\$ 81.00	Safe NT	WWCC - Vicki Coles - CSM Gunbalanya
04-Apr-24	\$ 81.00	Safe NT	CHC - Jann McDonnell - Finance Officer
27-Mar-24	\$ 57.20	Atom Supply	Item - Danger Do Not Operate Tags
28-Mar-24	\$ 526.00	Contractor Accreditation	Contractor Accreditation Ltd (CAL) - WARC Renewal Application Fee 2024
04-Apr-24	\$ 16.26	Cater Me Cafe	Catering - Lunch - Mayor James Woods
<b>Total</b>	<b>\$ 4,440.50</b>		
<b>Cardholder Name: Director of Finance - Jocelyn Nathanael Walters</b>			
27-Mar-24	\$ 1,228.76	Qantas	Airfare for Jacqueline Phillips to attend Governance and Leadership Forum
<b>Total</b>	<b>\$ 1,228.76</b>		



## Actuals v Budget by Local Authority Area

as at 31 Mar 2024

Description	REGION			GUNBALANYA			JABIRU		
	Actuals YTD	Budget YTD	Variance	Actuals YTD	Budget YTD	Variance	Actuals YTD	Budget YTD	Variance
<b>Operational Revenue</b>									
Income Rates and Charges	15,462	15,462	-	270,887	774,877	(503,990)	977,892	1,028,031	(50,139)
Charges - Sewerage	-	-	-	-	-	-	664,158	546,356	117,803
Charges - Water	-	-	-	-	-	-	1,141,396	1,496,169	(354,773)
Charges - Waste	-	-	-	269,053	269,053	-	214,419	215,319	(900)
Income Council Fees and Charges	105,725	106,375	(649)	14,573	41,542	(26,969)	291,740	261,217	30,523
Income Operating Grants	10,012,959	9,816,527	196,432	1,140,901	1,127,132	13,768	201,226	201,606	(380)
Income Investments	144,443	138,558	5,885	-	-	-	-	-	-
Income Allocation	4,149,226	4,216,324	(67,097)	239,400	263,924	(24,524)	59,412	54,390	5,022
Other Income	1,262,920	1,262,920	-	30,926	31,210	(284)	16,292	105,720	(89,428)
Income Agency and Commercial Services	188,447	144,409	44,038	1,449,258	1,321,260	127,998	1,689,452	1,683,193	6,259
<b>Total Operational Revenue</b>	<b>15,879,182</b>	<b>15,700,574</b>	<b>178,608</b>	<b>3,414,998</b>	<b>3,828,998</b>	<b>(414,001)</b>	<b>5,255,987</b>	<b>5,592,002</b>	<b>(336,014)</b>
<b>Operational Expenditure</b>									
Employee Expenses	5,173,947	5,193,025	(19,079)	1,990,672	1,927,707	62,964	2,833,932	2,833,428	505
Contract and Material Expenses	937,435	1,205,943	(268,508)	764,556	1,130,718	(366,162)	1,506,647	2,039,491	(532,844)
Finance Expenses	4,947	4,292	654	2,316	2,250	66	1,508	1,328	181
Travel, Freight and Accom Expenses	270,675	374,217	(103,542)	69,022	97,195	(28,173)	56,334	68,625	(12,291)
Fuel, Utilities & Communication	312,300	341,109	(28,810)	284,625	282,371	2,253	498,233	497,443	790
Other Expenses	1,790,125	1,777,592	12,533	514,123	512,711	1,412	763,220	755,570	7,650
Elected Member Allowances	258,167	274,500	(16,333)	-	-	-	-	-	-
Elected Member Expenses	11,997	48,711	(36,715)	-	-	-	-	-	-
Council Committee & LA Allowances	-	-	-	5,050	5,350	(300)	-	-	-
Council Committee & LA Expenses	-	-	-	-	-	-	-	-	-
<b>Total Operational Expenditure</b>	<b>8,759,591</b>	<b>9,219,391</b>	<b>(459,800)</b>	<b>3,630,363</b>	<b>3,958,303</b>	<b>(327,939)</b>	<b>5,659,874</b>	<b>6,195,884</b>	<b>(536,010)</b>
<b>Total Operational Surplus / (Deficit)</b>	<b>7,119,591</b>	<b>6,481,183</b>	<b>638,408</b>	<b>(215,366)</b>	<b>(129,305)</b>	<b>(86,061)</b>	<b>(403,887)</b>	<b>(603,882)</b>	<b>199,996</b>



### Actuals v Budget by Local Authority Area as at 31 Mar 2024

Description	MANINGRIDA			MINJILANG			WARRUWI			TOTAL COUNCIL		
	Actuals YTD	Budget YTD	Variance	Actuals YTD	Budget YTD	Variance	Actuals YTD	Budget YTD	Variance	Actuals YTD	Budget YTD	Variance
<b>Operational Revenue</b>												
Income Rates and Charges	456,681	466,463	(9,782)	44,352	45,525	(1,173)	70,536	72,426	(1,890)	1,835,809	2,402,784	(566,975)
Charges - Sewerage	-	-	-	-	-	-	-	-	-	664,158	546,356	117,803
Charges - Water	-	-	-	-	-	-	-	-	-	1,141,396	1,496,169	(354,773)
Charges - Waste	508,307	508,307	-	47,133	47,133	-	72,279	72,279	-	1,111,190	1,112,090	(900)
Income Council Fees and Charges	40,378	47,981	(7,603)	15,809	15,375	434	10,638	11,310	(672)	478,863	483,800	(4,937)
Income Operating Grants	908,550	807,896	100,654	679,556	681,687	(2,131)	611,413	648,728	(37,315)	13,554,604	13,283,576	271,028
Income Investments	-	-	-	-	-	-	-	-	-	144,443	138,558	5,885
Income Allocation	63,758	55,998	7,760	60,110	108,897	(48,787)	30,288	71,029	(40,741)	4,602,195	4,770,562	(168,367)
Other Income	130,494	107,373	23,121	21,736	22,170	(434)	35,636	30,950	4,685	1,498,003	1,560,343	(62,340)
Income Agency and Commercial Services	939,557	885,430	54,127	599,322	619,654	(20,332)	594,057	579,251	14,806	5,460,093	5,233,197	226,896
<b>Total Operational Revenue</b>	<b>3,047,724</b>	<b>2,879,447</b>	<b>168,278</b>	<b>1,468,017</b>	<b>1,540,441</b>	<b>(72,424)</b>	<b>1,424,846</b>	<b>1,485,973</b>	<b>(61,127)</b>	<b>30,490,755</b>	<b>31,027,434</b>	<b>(536,680)</b>
<b>Operational Expenditure</b>												
Employee Expenses	1,477,117	1,437,316	39,801	1,074,862	1,081,961	(7,100)	1,598,532	1,560,511	38,021	14,149,061	14,033,949	115,112
Contract and Material Expenses	850,791	881,100	(30,309)	177,477	385,766	(208,289)	217,692	363,078	(145,385)	4,454,599	6,006,096	(1,551,497)
Finance Expenses	554	788	(233)	801	1,103	(301)	579	563	16	10,705	10,322	383
Travel, Freight and Accom Expenses	123,248	163,158	(39,911)	87,617	142,034	(54,418)	79,854	171,278	(91,424)	686,750	1,016,508	(329,759)
Fuel, Utilities & Communication	317,373	332,847	(15,474)	228,578	266,151	(37,573)	180,214	194,153	(13,940)	1,821,322	1,914,075	(92,753)
Other Expenses	443,133	451,737	(8,604)	195,106	247,247	(52,141)	290,482	291,655	(1,173)	3,996,189	4,036,512	(40,323)
Elected Member Allowances	-	-	-	-	-	-	-	-	-	258,167	274,500	(16,333)
Elected Member Expenses	-	-	-	-	-	-	-	-	-	11,997	48,711	(36,715)
Council Committee & LA Allowances	3,800	5,100	(1,300)	2,450	4,050	(1,600)	2,800	2,400	400	14,100	16,900	(2,800)
Council Committee & LA Expenses	-	-	-	105	79	26	-	-	-	105	79	26
<b>Total Operational Expenditure</b>	<b>3,216,016</b>	<b>3,272,046</b>	<b>(56,030)</b>	<b>1,766,996</b>	<b>2,128,391</b>	<b>(361,395)</b>	<b>2,370,153</b>	<b>2,583,638</b>	<b>(213,485)</b>	<b>25,402,994</b>	<b>27,357,652</b>	<b>(1,954,659)</b>
<b>Total Operational Surplus / (Deficit)</b>	<b>(168,292)</b>	<b>(392,599)</b>	<b>224,308</b>	<b>(298,979)</b>	<b>(587,950)</b>	<b>288,971</b>	<b>(945,307)</b>	<b>(1,097,665)</b>	<b>152,358</b>	<b>5,087,761</b>	<b>3,669,782</b>	<b>1,417,979</b>

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

		March			Year To Date			Full Year
		Actual	Budget	\$ Variance	Actual	Budget	\$ Variance	Budget
<b>OPERATING REVENUE</b>								
<b>Income Rates and Charges</b>								
6111	General Rate Income Base	130,963	198,572	(67,610)	1,178,666	1,787,152	(608,486)	2,382,869
6115	General Rate Commercial Income	65,027	0	65,027	566,637	0	566,637	0
6121	Sewerage Charges Income Base	73,795	60,706	13,089	664,158	546,356	117,803	728,474
6131	Water Charges Income Base	(143,890)	166,241	(310,131)	1,141,396	1,496,169	(354,773)	1,994,892
6141	Domestic Waste Charge Income Base	111,876	111,576	300	1,003,280	1,004,180	(900)	1,338,907
6143	Commercial Waste Charge Income	11,990	11,990	0	107,910	107,910	0	143,880
6151	Animal Control - Special Rate	0	13,089	(13,089)	90,507	117,803	(27,296)	157,070
	<b>Sub Total</b>	<b>249,761</b>	<b>562,174</b>	<b>(312,414)</b>	<b>4,752,553</b>	<b>5,059,569</b>	<b>(307,015)</b>	<b>6,746,092</b>
<b>Income Council Fees and Charges</b>								
6211	License and Permit Fee Income	0	60	(60)	0	540	(540)	720
6213	Animal Registration Fee Income	0	83	(83)	624	750	(126)	1,000
6221	Council Fees and Charges Income	2,851	6,952	(4,100)	40,501	62,891	(22,390)	83,746
6223	Property Lease and Rental Fee Income	17,140	11,819	5,321	131,338	106,375	24,964	141,833
6225	Equipment Hire Income	8,335	4,175	4,160	37,846	37,575	271	50,100
6226	Landfill Tipping Fee Income	36,218	21,975	14,243	268,395	197,775	70,620	263,700
6229	Other User Charge Income	0	63	(63)	159	608	(449)	795
	<b>Sub Total</b>	<b>64,545</b>	<b>45,127</b>	<b>19,418</b>	<b>478,863</b>	<b>406,513</b>	<b>72,349</b>	<b>541,894</b>
<b>Income Operating Grants</b>								
6311	Operating Grant Income - Australian Government	32,999	33,333	(334)	3,063,562	4,279,415	(1,215,853)	4,391,125
6312	Operating Grant Income - Territory Government	0	26,157	(26,157)	7,718,954	8,978,237	(1,259,283)	9,315,130
6319	Operating Grant Income - Other	0	4,369	(4,369)	54,691	231,205	(176,514)	233,205
6391	Brought Forward Operational Grants	0	17,685	(17,685)	3,113,382	3,425,414	(312,032)	3,478,469
6392	Brought Forward Grants Offset	0	0	0	(3,113,382)	0	(3,113,382)	0
6393	Income Allocation Grants	1,169,699	1,161,622	8,078	10,441,223	10,454,595	(13,372)	13,939,459
6394	Income Allocation Grants OFFSET	(1,169,699)	(1,161,622)	(8,078)	(10,441,223)	(10,454,595)	13,372	(13,939,459)
	<b>Sub Total</b>	<b>32,999</b>	<b>81,545</b>	<b>(48,546)</b>	<b>10,837,207</b>	<b>16,914,270</b>	<b>(6,077,064)</b>	<b>17,417,928</b>
<b>Income Investments</b>								
6411	Interest Income General Operating	0	333	(333)	1,966	3,000	(1,034)	4,000
6412	Interest Income from Investments	18,023	15,000	3,023	141,919	135,000	6,919	180,000
6413	Interest Income Rates and Charges	0	0	0	558	0	558	0

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

		March			Year To Date			Full Year
		Actual	Budget	\$ Variance	Actual	Budget	\$ Variance	Budget
<b>Sub Total</b>		<b>18,023</b>	<b>15,333</b>	<b>2,690</b>	<b>144,443</b>	<b>138,000</b>	<b>6,443</b>	<b>184,000</b>
<b>Income Allocation</b>								
6513	Internal Staff Cost Allocation - Income	42,408	38,550	3,858	53,313	143,807	(90,494)	159,459
6514	Internal Staff Housing Cost Allocation - Income	148,640	146,082	2,558	1,405,680	1,398,386	7,294	1,836,632
6516	Workers Comp Cost Allocation - Income	28,167	19,780	8,387	282,252	178,016	104,236	237,354
6520	Internal Insurance Premium Allocation - Income	0	417	(417)	2,500	3,750	(1,250)	5,000
6524	Internal Vehicle and Plant Cost Allocation - Income	73,800	74,700	(900)	685,900	672,700	13,200	896,800
6525	Internal Plant & Equip Hire Allocation - Income	0	0	0	2,389	2,389	0	2,389
6531	Internal Information Technology Cost Allocation - Incon	62,556	63,177	(621)	570,452	568,590	1,862	758,120
6535	Internal Printing Cost Allocation - Income	1,895	1,930	(35)	16,745	17,370	(625)	23,160
6536	Internal Accommodation Cost Allocation - Income	21,709	8,779	12,930	120,516	79,007	41,509	105,343
6537	Internal Fuel Cost Allocation - Income	8,829	9,006	(178)	59,981	81,057	(21,076)	108,076
6538	Internal Food Purchase Allocation - Income	3,264	1,935	1,329	17,792	17,417	375	23,223
6553	Internal Work Cost Allocation - Income	29,285	37,944	(8,659)	261,729	343,067	(81,339)	456,899
6561	Contract Admin Fee Cost Allocation - Income	102,387	112,328	(9,941)	1,048,619	1,010,948	37,670	1,347,931
6581	Contribution In Kind Income - Travel and Accommodat	0	0	0	0	0	0	35,210
6582	Contribution In Kind Income - Other Foregone Fees	0	0	0	74,327	1,000	73,327	1,000
<b>Sub Total</b>		<b>522,939</b>	<b>514,627</b>	<b>8,312</b>	<b>4,602,195</b>	<b>4,517,505</b>	<b>84,690</b>	<b>5,996,596</b>
<b>Other Income</b>								
6611	Reimbursement Income from Australian Govt	10,000	0	10,000	15,000	0	15,000	0
6612	Reimbursement Income from Territory Govt	4,570	0	4,570	4,570	0	4,570	0
6615	Reimbursement Income from Other	0	0	0	18,253	10,602	7,651	10,602
6616	Reimbursement Income from Insurance Claims	28,540	32,553	(4,013)	1,339,781	1,349,912	(10,131)	1,349,912
6617	Reimbursement Income from Workers Compensation	(5,867)	0	(5,867)	11,605	25,245	(13,640)	25,245
6618	Reimbursement Income from Employees	1,030	0	1,030	3,389	1,003	2,386	1,003
6619	Reimbursement Income from Centrelink	0	0	0	15,890	14,124	1,766	14,124
6631	Cash from Fundraising	0	83	(83)	0	750	(750)	1,000
6632	Cash Donation and Gift Income	0	0	0	12,724	6,955	5,769	6,955
6640	Fuel Tax Credit	4,789	3,833	956	41,726	34,500	7,226	46,000
6641	Other Income	4,566	985	3,581	35,066	11,328	23,738	14,284
<b>Sub Total</b>		<b>47,629</b>	<b>37,455</b>	<b>10,174</b>	<b>1,498,003</b>	<b>1,454,418</b>	<b>43,586</b>	<b>1,469,123</b>
<b>Income Agency Services</b>								
6729	Other Agency Income	64,310	27,917	36,394	321,626	250,323	71,303	334,073
6730	Sales Commissions Received	1,441	1,500	(59)	14,775	13,500	1,275	18,000

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

		March			Year To Date			Full Year
		Actual	Budget	\$ Variance	Actual	Budget	\$ Variance	Budget
<b>Sub Total</b>		<b>65,751</b>	<b>29,417</b>	<b>36,334</b>	<b>336,401</b>	<b>263,823</b>	<b>72,578</b>	<b>352,073</b>
<b>Income Commercial Services</b>								
<b>Sub Total</b>		<b>1,027,485</b>	<b>522,217</b>	<b>505,268</b>	<b>5,123,693</b>	<b>5,886,119</b>	<b>(762,426)</b>	<b>7,512,277</b>
<b>Income Capital Grants and Contributions</b>								
6811	Capital Grant Income - Australian Government	0	270,233	(270,233)	2,294,129	2,701,540	(407,411)	2,701,540
6812	Capital Grant Income - Territory Government	0	0	0	1,021,800	928,800	93,000	1,240,800
6813	Capital Grant Income - Other	0	0	0	0	0	0	0
6871	Capital Reserve Income Allocation	0	0	0	0	(25,065)	25,065	(25,065)
6891	Brought Forward Capital Grants	0	0	0	1,366,255	1,276,394	89,861	1,276,394
6892	Brought Forward Capital Grants Offset	0	0	0	(1,366,255)	0	(1,366,255)	0
6893	Income Allocation Capital Grants	192,506	283,506	(91,000)	2,818,822	3,091,822	(273,000)	3,942,340
6894	Income Allocation Capital Grants OFFSET	(192,506)	(283,506)	91,000	(2,818,822)	(3,091,822)	273,000	(3,942,340)
6895	Brought Forward Capital Reserve balance	0	0	0	113,802	113,802	0	113,802
6896	Brought Forward Capital Reserve balance - OFFSET	0	0	0	(113,802)	0	(113,802)	0
<b>Sub Total</b>		<b>0</b>	<b>270,233</b>	<b>(270,233)</b>	<b>3,315,929</b>	<b>4,995,472</b>	<b>(1,679,543)</b>	<b>5,307,472</b>
<b>Proceeds from Sale of Assets</b>								
6914	Proceeds from Sale Plant	0	0	0	29,591	177,735	(148,145)	177,735
6917	Proceeds from Sale Motor Vehicles	0	0	0	64,136	63,610	526	63,610
<b>Sub Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>93,727</b>	<b>241,346</b>	<b>(147,618)</b>	<b>241,346</b>
<b>Total Operating Revenue</b>		<b>2,029,132</b>	<b>2,078,127</b>	<b>(48,995)</b>	<b>31,183,013</b>	<b>39,877,034</b>	<b>(8,694,021)</b>	<b>45,768,801</b>

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

	Actual	March Budget	\$ Variance	Actual	Year To Date Budget	\$ Variance	Full Year Budget
<b>OPERATING EXPENDITURE</b>							
Employee Expenses							
Sub Total	1,551,549	1,580,833	29,284	14,149,061	14,118,137	(30,924)	18,860,966
Contract and Material Expenses							
Sub Total	390,182	455,795	65,613	3,743,832	5,543,978	1,800,146	7,105,180
Finance Expenses							
Sub Total	1,166	979	(187)	10,705	8,813	(1,892)	11,750
Travel, Freight and Accom Expenses							
Sub Total	128,129	89,870	(38,259)	693,715	1,004,042	310,327	1,295,843
Depreciation and Impairment Expense							
Sub Total	658,282	0	(658,282)	6,378,058	0	(6,378,058)	0
Fuel, Utilities & Communication							
Sub Total	181,106	194,763	13,658	1,821,322	1,793,127	(28,195)	2,386,051
Cost of Assets Sold							
Sub Total	0	0	0	81,375	163,002	81,627	163,002
Corporate Expenses							
Sub Total	653,814	784,616	130,801	4,583,610	5,804,803	1,221,193	8,442,381
System and Network Expenses							
Sub Total	(79,971)	41,389	121,360	400,749	372,504	(28,245)	496,672
<b>Total Operating Expenditure</b>	<b>3,484,257</b>	<b>3,148,245</b>	<b>(336,011)</b>	<b>31,862,426</b>	<b>28,808,406</b>	<b>(3,054,021)</b>	<b>38,761,845</b>
<b>Net Surplus / (Deficit) - Rev Exp Only:</b>	<b>(1,455,125)</b>	<b>(1,070,118)</b>	<b>(385,006)</b>	<b>(679,413)</b>	<b>11,068,629</b>	<b>(11,748,042)</b>	<b>7,006,956</b>
<b>Other Revenue &amp; Expenditure</b>							
<b>Total Other Revenue &amp; Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ALLOCATIONS</b>							
<b>Total Allocations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Surplus / (Deficit) - incl. Allocations:</b>	<b>(1,455,125)</b>	<b>(1,070,118)</b>	<b>(385,006)</b>	<b>(679,413)</b>	<b>11,068,629</b>	<b>(11,748,042)</b>	<b>7,006,956</b>

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<b>West Arnhem Regional Council</b>		<b>WEST ARNHEM</b>
<b>Balance Sheet Report</b>		
<b>As at Period Ending - 31st March</b>		<b>REGIONAL COUNCIL</b>
<b>ASSETS</b>	<b>TOTALS</b>	<b>NOTE REFERENCE</b>
Cash at Bank		(1)
Tied Funds	5,796,199	
Untied Funds	1,205,299	
<b>Cash Sub Total</b>	<b>7,001,498</b>	
Accounts Receivable		
Trade Debtors	1,369,125	(2)
Rates & Charges Debtors	761,982	
Grants Receivable	591,453	
ATO Receivables	75,285	(4)
<b>Receivables Sub Total</b>	<b>2,797,844</b>	
Other Current Assets	(4,186)	
Inventory	171,628	
Prepayments	525,597	
<b>TOTAL CURRENT ASSETS</b>	<b>10,492,381</b>	
Non-Current Financial Assets		
Property, Plant and Equipment	-	
Acquisition of Assets	87,167,799	
Capital Expenditure	2,177,112	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>89,344,911</b>	
<b>TOTAL ASSETS</b>	<b>99,837,292</b>	
<b>LIABILITIES</b>		
Accounts Payable	502,692	(3)
ATO & Payroll Liabilities	368,567	(4)
Current Provisions	2,067,252	
Income Received in Advance	1,043,836	
Accruals	448,814	
Other Current Liabilities	270,993	
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,702,153</b>	
Non-Current Provisions	418,230	
Other Non-Current Liabilities	7,766,975	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>8,185,204</b>	
<b>TOTAL LIABILITIES</b>	<b>12,887,357</b>	
<b>NET ASSETS</b>	<b>86,949,935</b>	
<b>EQUITY</b>		
Asset Revaluation Reserve	48,616,443	
Reserves	34,257	
Accumulated Surplus	38,361,765	
Equity Adjustments	(62,530)	
<b>TOTAL EQUITY</b>	<b>86,949,935</b>	

**Note 1. Details of Cash and Investments Held**

Cash at Bank Operational General 035-302 133298	168,244	
Cash at Bank Community LPO Account 035-308 186614	145,185	
Cash at Bank Trust 2 DAWE RENT 6620	-	
Cash at Bank Trust 1 a/c 035308 146612	299,893	
Cash at Bank TCU #70000	-	
Cash on Hand General	2,200	
Term Deposits	2,655,000	<i>Further Breakdown of Investments held on page 11 of report</i>
Traditional Credit Union - Shares	4	
Westpac Max-i Direct A/C No: 190 970	3,730,972	
<b>Total</b>	<b>7,001,498</b>	

**Note 2. Statement of Trade Debtors**

*Example:*

<i>(Council can select timing of the age of trade debtors)</i>	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total *
Trade Debtors		\$ 930,998	\$ 241,891	\$ 21,738	\$ 125,215	<b>\$ 1,319,842</b>

**Note 3. Statement on Trade Creditors**

*Example:*

<i>(Council can select timing of the age of creditors)</i>	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Trade Creditors		\$ 247,856	\$ 42,618	\$ 133	\$ 212,086	<b>\$ 502,692</b>
Other Creditors						
<b>Total Accounts Payable</b>	<b>\$ -</b>	<b>\$ 247,856</b>	<b>\$ 42,618</b>	<b>\$ 133</b>	<b>\$ 212,086</b>	<b>\$ 502,692</b>

**Note 4. Statement on Australian Tax Office (ATO) and Payroll Obligations****Reporting and payment obligations with the Australian Taxation Office**

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

Goods and Services Tax – Amounts are reported and remitted monthly;

PAYG Income Tax Withheld – Amounts are reported and remitted fortnightly as part of Single Touch Payroll (STP) arrangements; and

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 March 2024.

**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 2023 the minimum Superannuation Guarantee Charge increased from 10.5 to 11.0 percent. Most full-time employees of the Council receive a 12.5 per cent overall superannuation contribution as part of their agreed remuneration package.

Superannuation payments are due to be remitted on the 28<sup>th</sup> 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. All superannuation contributions that had accrued up to 29 February 2024 have been remitted to employees' respective superannuation funds as at the date of this report.

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.

**Insurance**

Details of the Council's current insurance arrangements for the 2023-24 financial year are as follows. Period of cover is for the financial year 1 July 2023 to 30 June 2024.

	FY 2023-24	
	Annual Premium Amount \$ excl GST	Quarterly Premium cum. Total \$
Corporate Travel	\$ 8,347	
Councillors & Officers Liability w Employment Practices Liability	\$ 17,727	
Industrial Special Risks	\$ 932,831	
Motor Vehicle	\$ 103,079	
Personal Accident	\$ 1,044	
Public Liability Business Pack - (Australia Post-Maningrida, Gunbalanya and Jabiru Licensed Post Offices)	\$ 1,307	
Public Liability / Professional Indemnity	\$ 89,405	
Workers' Compensation [paid in 4 instalments] - 1st instalment:		\$ 119,603
Workers' Compensation [paid in 4 instalments] - 2nd instalment:		\$ 119,603
Workers' Compensation [paid in 4 instalments] - 3rd instalment:		\$ 119,603
Workers' Compensation [paid in 4 instalments] - 4th instalment:		\$ 119,603
Public Sector Service Fee [paid in 4 instalments] - 1st Instalment		\$ 12,120
Public Sector Service Fee [paid in 4 instalments] - 2nd Instalment		\$ 12,120
Public Sector Service Fee [paid in 4 instalments] - 3rd Instalment		\$ 12,120
Public Sector Service Fee [paid in 4 instalments] - 4th Instalment		\$ 12,120
	<u>\$ 1,153,740</u>	<u>\$ 526,892</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.

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 21 May 2024

<b>Agenda Reference:</b>	<b>9.6</b>
<b>Title:</b>	<b>Rio Tinto Funding Grant Agreements - Jabiru</b>
<b>Author:</b>	<b>Clem Beard, Project Manager Technical Services</b>

#### SUMMARY

This report is to inform Council the funding agreements from Rio Tinto have been approved for the Brockman Oval Lights and Grandstands in Jabiru.

#### RECOMMENDATION

THAT COUNCIL received and noted the report entitled *Rio Tinto Funding Grant Agreements - Jabiru*.

#### BACKGROUND

The Department of Chief Ministers and Cabinet are funding the grant on behalf of Rio Tinto to build community infrastructure in Jabiru. WARC will receive \$1,590,000.00 to install grandstands, design and construct lights at Brockman Oval.

#### COMMENT

JKL commissioned extensive public consultation, including surveys and feedback were conducted from the residents in Jabiru on the Rio Tinto funding to identify the most requested infrastructure required in Jabiru from this nominated funding stream. From the feedback received WARC were requested to project manage and install infrastructure at the Oval.

Oval Grandstands expected completion date 30/07/2024

Oval Lights expected completion dates:

- Design works expected completion and mandatory authorizations 30/11/2024.
- Construction, installation, and commissioning 30/08/2025

<b>Rio Tinto Projects - Jabiru</b>	
<b>Purpose of Grant Activity</b>	<b>Amount</b>
Support WARC to assemble and install three existing grandstands at Brockman Oval in Jabiru.	<b>\$90,000.00</b>
Design and construction of lights on Brockman Oval in Jabiru, including: · Detailed design and construction estimates · Supply and installation of oval lighting	<b>\$1,500,000.00</b>
<b>Total</b>	<b>\$1,590,000.00</b>

## **STATUTORY ENVIRONMENT**

Approval of Cultural Heritage Adviser from GAC (Gundjeihmi Aboriginal Corporation) Jabiru is required to construct infrastructure.

Approval from GACJT (Gundjeihmi Aboriginal Corporation Jabiru Town) Board of Directors.

## **FINANCIAL IMPLICATIONS**

Works will commence when funding is received from Dept of Chief Minister and Cabinet

## **STRATEGIC IMPLICATIONS**

This report aligns to the following pillars and goals as outlined in the *Regional Plan and Budget*:

### **PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING**

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

#### **Goal 1.2 Economic Partnerships**

Secure increased income opportunities (grants and commercial) that create employment and/or improve community life.

### **PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT**

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

#### **Goal 4.1 Strategic Infrastructure and Asset Management**

Strategically manage, maintain and enhance community infrastructure.

## **ATTACHMENTS**

Nil

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>10.1</b>
<b>Title:</b>	<b>Elected Member Questions with or without Notice</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### **SUMMARY**

The purpose of this report is to give Elected Members a forum in which to table items they wish to be debated by Council.

#### **RECOMMENDATION**

That the Chairperson invites questions with or without notice from Elected Members.

#### **ATTACHMENTS**

Nil



## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 21 MAY 2024

<b>Agenda Reference:</b>	<b>11.1</b>
<b>Title:</b>	<b>Closure to the Public for the Discussion of Confidential Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Acting Governance and Risk Advisor</b>

#### **SUMMARY**

Pursuant to section 99(2) and 293(1) 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.

#### **LEGISLATION AND POLICY**

Section 99(2) of the *Local Government Act 2019*  
Regulations 51 and 52 of the *Local Government (Administration) Regulations 2021*

#### **RECOMMENDATION**

That pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 52 of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

#### **ATTACHMENTS**

Nil

## **WEST ARNHEM REGIONAL COUNCIL**

**FOR THE MEETING 21 MAY 2024**

### **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 52 of the *Local Government (Administration) Regulations 2021*.

**WEST ARNHEM REGIONAL COUNCIL**

**FOR THE MEETING 21 MAY 2024**

**RE-ADMITTANCE OF THE PUBLIC**

**13 NEXT MEETING**

**14 MEETING DECLARED CLOSED**