



## Mission

**East Arnhem Regional Council is dedicated to promoting the power of people, protection of community and respect for cultural diversity in the East Arnhem Regional Council. It does this by forming partnerships, building community capacity, advocating for regional and local issues, maximising service effectiveness and linking people with information.**

### Core Values

Human Rights  
Equality  
Independence  
Community  
Work Confidence  
Equity  
Respect

## **AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

**20 September 2021**

## **EAST ARNHEM REGIONAL COUNCIL**

Notice is hereby given that an Ordinary Meeting of the East Arnhem Regional Council will be held at the Nhulunbuy Office on Monday 20 September 2021 at 10:30am.

Agendas and minutes are available on the Council website [www.eastarnhem.nt.gov.au](http://www.eastarnhem.nt.gov.au) and can be viewed at the Council's public office.

Dale Keehne  
**Chief Executive Officer**

### **Anindilyakwa Ward**

- Constantine MAMARIKA
- Gordon WALSH

### **Birr Rawarrang Ward**

- Jason MIRRITJAWUY
- Robert YAWARNU

### **Gumurr Gattjirr Ward**

- Gilbert ALIMANKINNI
- Lapulung DHAMARRANDJI

### **Gumurr Marthakal Ward**

- Evelynna DHAMARRANDJI
- David DJALANGI
- Kaye THURLOW

### **Gumurr Miwatj Ward**

- Djuwalpi MARIKA
- Yirmal MARIKA
- Banambi WUNUNGMURRA

### **Gumurr Miyarrka Ward**

- Jason BUTJALA
- Bobby WUNUNGMURRA

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12.1	Minutes of the Confidential Council Meeting held 20 August 2021 <i>The report will be dealt with under Section 99 of the Local Government Act and Section 49 (d) of the Local Government (General) Regulations. It contains information subject to an obligation of confidentiality at law, or in equity.</i>	
12.2	LGANT	

*The report will be dealt with under Section 99 of the Local Government Act and Section 49 (c)(iv) of the Local Government (General) Regulations. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

- 12.3 Milingimbi Mechanical Workshop Potential Employee Fraud Involving Cash and Alternate Account Payments from Community members.

*The report will be dealt with under Section 99 of the Local Government Act and Section 49 (f) of the Local Government (General) Regulations. It contains information in relation to a complaint of a contravention of the code of conduct..*

- 12.4 Fleet Report

*The report will be dealt with under Section 99 of the Local Government Act and Section 49 (c)(i) of the Local Government (General) Regulations. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

- 12.5 RFT133-2105

Lot 3 Milyakburra

Installation of Replacement Perimeter Fencing

*The report will be dealt with under Section 99 of the Local Government Act and Section 49 (c)(i) of the Local Government (General) Regulations. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

- 12.6 FT2122.03 2nd Round

Supply of Utility Vehicles

*The report will be dealt with under Section 99 of the Local Government Act and Section 49 (c)(i) of the Local Government (General) Regulations. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

- 12.7 FT2122.04 2nd Round

Supply of Tipper Trucks

*The report will be dealt with under Section 99 of the Local Government Act and Section 49 (c)(i) of the Local Government (General) Regulations. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

- 12.8 T21-203419.1

Gunyangara New Pedestrian Pathways and Crossings

*The report will be dealt with under Section 99 of the Local Government Act and Section 49 (c)(i) of the Local Government (General) Regulations. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

- 12.9 RFT15245-2104

Lot 245 Milingimbi - Supply and Installation of Security Screens and Fences

*The report will be dealt with under Section 99 of the Local Government Act and Section 49 (c)(i) of the Local Government (General) Regulations. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

**13 GUEST SPEAKERS****14 GENERAL BUSINESS****15 LATE ITEMS****16 CORRESPONDENCE**

*Nil*

**17 COUNCILLOR QUESTION TIME****18 DATE OF NEXT MEETING 20 OCTOBER 2021****19 MEETING CLOSE**

**ATTENDANCE**

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<b>ITEM NUMBER</b>	2.1
<b>TITLE</b>	Declaration of Membership of Council
<b>REFERENCE</b>	1521286
<b>AUTHOR</b>	Michael Freeman, Corporate Services Manager

**SUMMARY:**

This report is to table, for the Council's record, any absences, apologies and requests for leave of absence received from the Council Members and what absences that the Council gives permission for.

This report is to also provide the process for each elected member to acknowledge their role as an elected member, the code of conduct, and sign their declaration.

**Local Government Act: Code of Conduct**

section 119

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**

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

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.

The report author does not have a conflict of interest to this matter (Section 179 of the Act).

**RECOMMENDATION**

**That Council:**

- (a)    Notes the absence of <<Cr. Name>> .**
- (b)    Notes the apology received from <<Cr. Name>> .**
- (c)    Notes <<Cr. Name/s>> are absent with permission of the Council.**
- (d)    Determines <<Cr. Name/s>> are absent without permission of the Council under Section 47(1)(o) of the Act.**

**ATTACHMENTS:**

**1** [↓](#) Declaration of Office.pdf



## Declaration of Office

I, ..... having been elected as a Councillor of the East Arnhem Regional Council declare that I will faithfully and impartially fulfil the duties of the office.

Under the Northern Territory of Australia Local Government Act 2019, Section 44, as a member of Council, I will;

- Represent the interest of all residents and ratepayers of the council area;
- Provide leadership and guidance;
- Facilitate communication between the members of the council's constituency and the council;
- Be properly informed to enable participation in the deliberations of the council and its community activities;
- Ensure, as far as practicable, that the council acts honestly, efficiently and appropriately in carrying out its statutory responsibilities;
- Ensure that council resources are used prudently and solely in the public interest; and
- Actively monitor the financial affairs of the council.

I declare that I have read and will comply with the Northern Territory of Australia Local Government Act 2019 Code of Conduct.

Declared on this day, Monday, 20 September 2021, at East Arnhem Regional Council, Nhulunbuy Council Chambers.

Councillor

Councillor name

Witnessed by

Dale Keehne  
Chief Executive Officer  
East Arnhem Regional Council



## **PRESIDENT AND COUNCILLOR**

---



<b>ITEM NUMBER</b>	5.1
<b>TITLE</b>	Expression of Thanks
<b>REFERENCE</b>	1521299
<b>AUTHOR</b>	Michael Freeman, Corporate Services Manager

### **SUMMARY:**

This report provides an opportunity to acknowledge retiring elected members of the previous Council.

### **GENERAL**

Following the acknowledgement, the meeting can be adjourned to allow for induction and information sharing sessions, with the meeting to resume on Wednesday 22 September 2021.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

### **RECOMMENDATION**

**That Council adjourn the meeting until 9am Wednesday 22 September 2021**

### **ATTACHMENTS:**

There are no attachments for this report.

## **PRESIDENT AND COUNCILLOR**

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<b>ITEM NUMBER</b>	5.2
<b>TITLE</b>	Declaration of Interests
<b>REFERENCE</b>	1521287
<b>AUTHOR</b>	Michael Freeman, Corporate Services Manager

### **SUMMARY:**

Elected Members are required to disclose an interest in a matter under consideration by Council at a meeting of the Council.

### **GENERAL**

Sections 114 and 115 Local Government Act.

### **REGISTER:**

The Register of Declaration of Interests will be developed with elected members during the induction day, and included in future meeting agendas for confirmation at each meeting.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

### **RECOMMENDATION**

**That Council notes the Conflict of Interest and Related Parties Register process.**

### **ATTACHMENTS:**

There are no attachments for this report.

**PRESIDENT AND COUNCILLOR**

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<b>ITEM NUMBER</b>	5.3
<b>TITLE</b>	Appointment of President and Deputy President
<b>REFERENCE</b>	1521293
<b>AUTHOR</b>	Michael Freeman, Corporate Services Manager

**SUMMARY:**

To appoint a President and Deputy President.

**BACKGROUND**

The law requires that Council has a President and maybe a Deputy President.

**59      *Role and functions of principal member and deputy or acting principal member***

- (1) *In addition to the role of a member mentioned in section 44, the principal member of a council has the following functions:*
- (a) *to chair meetings of the council;*
  - (b) *to speak on behalf of the council as the council's principal representative;*
  - (c) *to liaise with the CEO about the performance of the council's and CEO's functions;*
  - (d) *to promote behaviour among the members of the council that meets the standards set out in the code of conduct;*
  - (e) *to lead the council to undertake regular review of the performance of the CEO.*
- (2) *In addition to the role of a member mentioned in section 44, the role of the deputy principal member of a council is to carry out any of the principal member's functions when the principal member:*
- (a) *delegates the functions to the deputy; or*
  - (b) *is absent from official duties because of illness or for some other reason.*

**61      *Election or appointment of principal member and deputy principal member***

- (1) *If election is the basis of filling the office of the principal member, the office is to be filled at each general election.*
- (2) *If appointment is the basis of filling the office of the principal member of a council, the council must, at the first meeting of a council after a general election, appoint one of its members to be the principal member.*

- (3) *The council may appoint another one of its members to be the deputy principal member of the council.*

## **62 Term of office**

- (1) *The principal member is elected or appointed for a term of office ending at the conclusion of the next general election.*
- (2) *The deputy principal member is appointed for a term of office ending at the conclusion of the next general election or a lesser term fixed by the council when it makes the appointment.*

## **GENERAL**

The President is appointed for the term of Council. The President receives a higher allowance (\$94,887.90) per annum.

The Deputy President is appointed for a term that the Council decides. This could be the term of Council or a lesser period. Some Councils appoint for one year and have a policy of rotating the Deputy to give a professional development opportunity to a group of Councillors.

The Deputy receives a slightly higher allowance (\$32,719.85) per annum. The standard allowance is \$17,263.13 plus up to \$9,006.64 for extra meetings. The President and Deputy do not receive extra meeting payments.

The Council requires a process to elect the President if more than one person is nominated.

This will involve the calling for nominations, discussion, and a secret ballot.

If there is one nomination, that person will be appointed.

If two nominations, then a vote and the winner is appointed.

If more than two candidates nominate, each voting round will eliminate the lowest polling candidate until one candidate is left.

Council should consider appointing scrutineers if a secret ballot is required.

Council can conduct the discussion and voting in a private session by adjourning the meeting for that period, and then resuming to confirm the final outcome.

Once a President is found, the process can be repeated for Deputy President.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

## **RECOMMENDATION**

**That Council appoint <.....> as President for this term of Council**

**That Council <.....> as Deputy President for a term of <.....>**

## **ATTACHMENTS:**

There are no attachments for this report.

## **CONFIRMATION OF PREVIOUS COUNCIL MINUTES**

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<b>ITEM NUMBER</b>	4.1
<b>TITLE</b>	Minutes of the Council Meeting held 20 August 2021
<b>REFERENCE</b>	1521358
<b>AUTHOR</b>	Michael Freeman, Corporate Services Manager

### **RECOMMENDATION**

**That the minutes be taken as read and accepted as a true record of the Meeting.**

### **ATTACHMENTS:**

1 [!\[\]\(0b5e7e25e8775f7e7e80906ada4f0021\_img.jpg\)](#) Ordinary Council 2021-08-18 [1692] Minutes.DOCX



## Mission

East Arnhem Regional Council is dedicated to promoting the power of people, protection of community and respect for cultural diversity in the East Arnhem Regional Council. It does this by forming partnerships, building community capacity, advocating for regional and local issues, maximising service effectiveness and linking people with information.

### Core Values

Respect  
Professionalism  
Human Dignity  
Organisational Growth  
Equity  
Community

## **MINUTES FOR THE ORDINARY MEETING OF COUNCIL**

**20 August 2021**

MINUTES OF THE ORDINARY MEETING HELD VIA VIDEO CONFERENCE ON  
FRIDAY, 20 AUGUST 2021 AT 10:00AM

**MEETING OPENING:**

Meeting started at 10:35am

**ATTENDANCE AND APOLOGIES**

**In Attendance:**

The President, Kaye Thurlow in the Chair and Councillors Yananymul Mununggurr, Gordon Walsh, Bobby M Wunungmurra, Evelynna Dhamarrandji, Joe Djakala and Yirmal Marika (via telephone).

East Arnhem Regional Council Representatives  
Dale Keehne – CEO, Shane Marshall – Director Technical and Infrastructure Services and Michael Freeman – Corporate Services Manager

Minute Taker – Nawshaba Razzak, Corporate Planning and Policy Officer

**Elected Members Attendance**

**ACCEPTANCE OF ATTENDANCES AND APOLOGISES**

**052/2021 RESOLVED (Yananymul Mununggurr/Joe Djakala)**

That Council notes:

- a) Cr Lapulung Dhamarrandji, Cr Wesley B Wunungmurra, Cr David Djalangi, Cr Jason Mirritjawuy, Cr Elliot Bara and Dep Pres Djuwalpi Marika are absent from Council.
- b) Cr Lapulung Dhamarrandji, Cr Wesley B Wunungmurra, Cr David Djalangi, Cr Jason Mirritjawuy, Cr Elliot Bara and Dep Pres Djuwalpi Marika have provided a verbal apology.
- c) Cr Lapulung Dhamarrandji, Cr Wesley B Wunungmurra, Cr David Djalangi, Cr Jason Mirritjawuy, Cr Elliot Bara and Dep Pres Djuwalpi Marika are absent from Council with permission.

For: Crs Evelynna Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**3.1 ELECTED MEMBERS ATTENDANCE**

**053/2021 RESOLVED (Bobby M Wunungmurra/Evelynna Dhamarrandji)**

**That Council notes the running attendance register for Elected Members 2020-2021.**

For: Crs Evelynna Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil



MINUTES OF THE ORDINARY MEETING HELD VIA VIDEO CONFERENCE ON  
FRIDAY, 20 AUGUST 2021 AT 10:00AM

**LEAVE OF ABSENCE**

Nil.

**Declaration of Registered Interest Register**

**5.1 DECLARATION OF REGISTERED INTEREST REGISTER**

**SUMMARY:**

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

1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council as soon as possible after the matter is raised.

2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised.

Under disclosure, a member has a conflict of interest in a question arising for decision by the Council, Local Board or Council Local Authority, or Committee if the member or an associate of the member has a personal or financial interest in how the question is decided.

**GENERAL**

Sections 114, 115 and 116 (Elected Members) Local Government Act 2019.

**REGISTER:**

Member's Names/ Families Names	Relationships	Entity Name	Connection to Enti
<b>Kaye Thurlow</b>			
		Northern Territory's Grants Commission	Representative
<b>David Djalangi</b>			
R Guywanga	Wife		
Kenisha Gumbula	Granddaughter	NAAJA	Employee
L Gumbula	Granddaughter		
<b>Evelyna Dhamarrandji</b>			
Geoffrey Gurwanawuy	Grandfather	Arnhem Land Progress Association	Director
Dassy Gondarra	Grandmother	Shepherdson College	CLO
<b>Elliot Bara</b>			
Steven Bara	Brother		
Keenan Bara	Cousin		
<b>Gordon Walsh</b>			
Gordon Walsh		Warningakalinga Aboriginal Corporation	General Manager / Director



MINUTES OF THE ORDINARY MEETING HELD VIA VIDEO CONFERENCE ON  
FRIDAY, 20 AUGUST 2021 AT 10:00AM

Andrew Walsh	Son	EARC	Director Community Development
Marianne Walsh	Wife	Groote Eylandt Aboriginal Trust	Employee
Erin Walsh	Daughter In Law	Arnhem Land Progress Association - Community Development	Employee
Joe Djakala			
Lapulung Dhamarrandji	Brother	Declared Interests	
Lapulung Dhamarrandji			
		Arnhem Land Progress Association	Director
		Manapan Furniture	Chair
		Milingimbi School Council	Chair
		Rulku Milingimbi Hostel	Committee Member
		APLA Remuneration Committee	Board member
		Gattjirrk Yolngu Committee	Director
		ALPA Milingimbi Store Committee	Chair
Jo Djakala	Brother	East Arnhem Regional Council	Elected Member
Jason Mirritjawuy			
		ALPA Milingimbi Store Committee	Chair
Wesley Bandi Wunungmurra			
Wesley Bandi Wunungmurra		Yolngu Business Enterprise (2)	Director
Micky Wunungmurra	Brother	Arnhem Land Progress Association	Director
Bobby Wunungmurra	Brother	Northern Land Council, LGANT, EARC	Director / Executive Member / Councillor
Bobby Wunungmurra			
Bobby Wunungmurra		LGANT, Northern Land Council	Director, Director
Micky Wunungmurra	Brother	Arnhem Land Progress Association	Director
Wesley Bandi Wunungmurra	Brother	Yolngu Business Enterprise (2), EARC	Director

MINUTES OF THE ORDINARY MEETING HELD VIA VIDEO CONFERENCE ON  
FRIDAY, 20 AUGUST 2021 AT 10:00AM

Yananymul Mununggurr			
		Laynhapuy Homelands Aboriginal Corporation	Director
		Gauybu Housing A.C	Director
		AHANT	Director
		Yothu Yindi Foundation	Director
		Northern Land Council	Director
		ABA	Committee Member
		Mikan (Dept. of Families)	Committee Member
Djuwalpi Marika			
		Northern Land Council	Director
		Rirratjingu Aboriginal Corporation	Director
		Miwatj Health	Director
		Yirrkala Housing	Director
		Alcohol Management	Director
Yirmal Marika			

054/2021 **RESOLVED** (Yananymul Mununggurr/Joe Djakala)

That Council notes the Conflict of Interest and Related Parties Register and no conflict of interest is declared or change is to be made.

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

### Correspondence

#### **18.1 CORRESPONDENCE REGISTER**

055/2021 **RESOLVED** (Yananymul Mununggurr/Joe Djakala)

That Council notes the correspondence ingoing and outgoing.

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

### Previous Council Minutes

#### **6.2 UNCONFIRMED MINUTES OF THE SPECIAL COUNCIL MEETING HELD 30 JULY 2021**

056/2021 **RESOLVED** (Yirmal Marika/Gordon Walsh)

MINUTES OF THE ORDINARY MEETING HELD VIA VIDEO CONFERENCE ON  
FRIDAY, 20 AUGUST 2021 AT 10:00AM

That the minutes be taken as read and accepted as a true record of the Special Council meeting held on 30 July 2021.

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**6.3 UNCONFIRMED MINUTES OF THE COUNCIL MEETING HELD 30 JUNE 2021**

057/2021 RESOLVED (Yirmal Marika/Gordon Walsh)

That the minutes be taken as read and accepted as a true record of the Ordinary Council meeting held on 30 June 2021.

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**PRESIDENT AND COUNCILLOR REPORTS**

**DECISION TO MOVE TO CLOSED SESSION AT 10:45AM**

058/2021 RESOLVED (Evelyn Dhamarrandji/Joe Djakala)

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, 2013 as the items lists come within the following provisions:-

**14.2 Unconfirmed Confidential Minutes from Local Authority Meetings** - *The report will be dealt with under Section 99, Section 49 (c)(iv) of the Local Government Act and Local Government (Administration) Regulations. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**RETURN TO ORDINARY MEETING AT 10:49AM**

059/2021 RESOLVED (Yirmal Marika/Gordon Walsh)

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**CHIEF EXECUTIVE OFFICER REPORTS**

**8.1 COUNCIL MEMBERS EXTRA MEETING ALLOWANCE 2021-2022**

060/2021 RESOLVED (Yananymul Mununggurr/Joe Djakala)

That Council notes the Extra Meeting Allowance table.

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil



MINUTES OF THE ORDINARY MEETING HELD VIA VIDEO CONFERENCE ON  
FRIDAY, 20 AUGUST 2021 AT 10:00AM

## 8.2 CEO REPORT

061/2021 RESOLVED (Yananyumul Mununggurr/Joe Djakala)

That Council notes the CEO report.

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananyumul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

## TECHNICAL AND INFRASTRUCTURE SERVICES REPORTS

### 9.1 WASTE AND ENVIRONMENTAL SERVICES

062/2021 RESOLVED (Yananyumul Mununggurr/Joe Djakala)

That Council notes the Waste and environmental report.

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananyumul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

### 9.2 TRANSPORT AND INFRASTRUCTURE SERVICES UPDATE

063/2021 RESOLVED (Yananyumul Mununggurr/Joe Djakala)

That Council notes the Transport and Infrastructure Services Report.

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananyumul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

### 9.3 BUILDING AND INFRASTRUCTURE PROJECT UPDATES

064/2021 RESOLVED (Yananyumul Mununggurr/Joe Djakala)

That Council notes works progress to date.

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananyumul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

## COMMUNITY DEVELOPMENT REPORTS

### 10.1 LOCAL GOVERNMENT ELECTIONS

065/2021 RESOLVED (Yananyumul Mununggurr/Joe Djakala)

That Council notes the report.

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananyumul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

MINUTES OF THE ORDINARY MEETING HELD VIA VIDEO CONFERENCE ON  
FRIDAY, 20 AUGUST 2021 AT 10:00AM

**10.2 COMMUNITY DEVELOPMENT UPDATE**

066/2021 RESOLVED (Yananyumul Mununggurr/Joe Djakala)

**That Council notes the Community Development Report.**

For: Crs Evelynna Dhamarrandji, Joe Djakala, Yirmal Marika, Yananyumul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**Corporate Services Reports**

**11.1 FINANCE AND CORPORATE SERVICES REPORT**

067/2021 RESOLVED (Yananyumul Mununggurr/Joe Djakala)

**That the Council notes the Finance Report with Human Resources information for the period ended the 31 July 2021.**

For: Crs Evelynna Dhamarrandji, Joe Djakala, Yirmal Marika, Yananyumul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**Local Authorities**

**12.1 LOCAL AUTHORITY ACTION LISTINGS FROM LA MEETINGS**

068/2021 RESOLVED (Yananyumul Mununggurr/Joe Djakala)

**That Council notes the Local Authority Action list Report**

For: Crs Evelynna Dhamarrandji, Joe Djakala, Yirmal Marika, Yananyumul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**MINUTES OF LOCAL AUTHORITIES AND COUNCIL COMMITTEES**

**13.1 UNCONFIRMED MINUTES FROM LOCAL AUTHORITY MEETINGS**

069/2021 RESOLVED (Yananyumul Mununggurr/Joe Djakala)

**That Council notes the unconfirmed minutes from the Local Authority meetings held in July and August 2021.**

For: Crs Evelynna Dhamarrandji, Joe Djakala, Yirmal Marika, Yananyumul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**13.2 UNCONFIRMED MINUTES OF COUNCIL COMMITTEES**

070/2021 RESOLVED (Yananyumul Mununggurr/Joe Djakala)

MINUTES OF THE ORDINARY MEETING HELD VIA VIDEO CONFERENCE ON  
FRIDAY, 20 AUGUST 2021 AT 10:00AM

**That the Council notes the Ordinary Minutes of the Audit Committee that met on 6 July 2021.**

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**DECISION TO MOVE TO CLOSED SESSION AT 11:16AM**

**071/2021 RESOLVED (Bobby M Wunungmurra/Joe Djakala)**

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, 2013 as the items lists come within the following provisions:-

**14.1 LGANT** - *The report will be dealt with under Section 99, Section 49 (c)(iv) of the Local Government Act and Local Government (Administration) Regulations. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**RETURN TO ORDINARY MEETING AT 11:30AM**

**072/2021 RESOLVED (Yirmal Marika/Gordon Walsh)**

For: Crs Evelyn Dhamarrandji, Joe Djakala, Yirmal Marika, Yananymul  
Mununggurr, Kaye Thurlow, Gordon Walsh and Bobby Wunungmurra  
Against: Nil

**PUBLIC QUESTION TIME**

No questions from the public

**DATE OF NEXT MEETING**

20 September 2021

**MEETING CLOSE**

The meeting ended at 11:36am.

This page and the preceding pages are the minutes of the Ordinary Meeting of Council held on Friday, 20 August 2021, and are to be confirmed.

**CHIEF EXECUTIVE**

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**ITEM NUMBER** 6.1  
**TITLE** Membership of Committees  
**REFERENCE** 1521408  
**AUTHOR** Michael Freeman, Corporate Services Manager

**SUMMARY:**

This report is to appoint members to committees.

**BACKGROUND**

Council has three formal committees.

The Finance Committee meets in the months when an ordinary meeting of Council does not occur, in order to approve the financial report for the previous month, and possibly approve procurement tenders.

The Finance Committee has consisted of six members, one from each Ward; with all other Councillors as alternate members if any of the six are not available to attend.

The Audit Committee has five members, two independent of Council, including the Chair; and three elected members. This committee is an advisory committee.

**87 Nature of committee's functions**

*An audit committee has the following functions in relation to a council:*

- (a) to monitor and review the integrity of the council's financial management;*
- (b) to monitor and review internal controls;*
- (c) to make recommendations to the council about any matters the committee considers require the council's consideration as a result of the committee's functions under paragraph (a) or (b).*

The CEO Review Committee consists of the President and two elected members. This committee is an advisory committee.

In addition, Council has representatives on external committees.

The Groote Archipelago Local Decision Making Agreement Committee permits four elected members plus the Council CEO. Council has previously nominated the President, Deputy President and two other Councillors.

The Yolngu Region Local Decision Making Partnership has one representative from each Ward plus the President and Deputy President.

**GENERAL**

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The report author does not have a conflict of interest in this matter (Section 179 of the Act).

## **RECOMMENDATION**

**1. THAT Council appoint the Finance Committee of:**

**Gumurr Miwatj Ward:**

**Gumurr Miyarrka Ward:**

**Anindilyakwa Ward:**

**Birr Rawarrang Ward:**

**Gumurr Gattjirr Ward:**

**Gumurr Marthakal Ward:**

**With the alternate members being another Councillor.**

**2. THAT Council appoint <....>, <.....> and <.....> to the Audit Committee.**

**3. THAT Council appoint the President, <.....>, and <.....> to the CEO Review Committee.**

**4. THAT Council appoint the President, <.....>, <.....> and <.....> to the Groote Archipelago Local Decision Making Agreement Committee.**

**5. THAT Council appoint the President, Deputy President and the following Councillors to the Yolngu Region Local Decision Making Partnership:**

**Gumurr Miwatj Ward:**

**Gumurr Miyarrka Ward:**

**Birr Rawarrang Ward:**

**Gumurr Gattjirr Ward:**

**Gumurr Marthakal Ward:**

## **ATTACHMENTS:**

There are no attachments for this report.



**CHIEF EXECUTIVE**

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**ITEM NUMBER** 6.2  
**TITLE** Local Authority Membership  
**REFERENCE** 1521444  
**AUTHOR** Michael Freeman, Corporate Services Manager

**SUMMARY:**

This report is to confirm membership of Local Authorities.

**BACKGROUND**

The Council has nine Local Authorities. The guideline for the operation of Local Authorities is set by legislation and is attached.

Each Local Authority must have **at least one member of the Council** appointed by the Council; and community members as appointed by the Council.

The list of community members appointed by Council is attached.

Local Authorities must have a minimum of six total members, and a maximum of fourteen total members, unless the Minister of Local Government agrees otherwise.

An ordinary meeting of a Local Authority occurs when more than half of the total members attend.

A provisional meeting of a Local Authority occurs when less than half but at least one third of the total members attend.

**GENERAL**

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

**RECOMMENDATION**

**That Council appoint the following Councillors to each Local Authority:**

Angurugu  
Galiwin'ku  
Gapuwiyak  
Gunyangara  
Milingimbi  
Milyakburra  
Ramingining  
Umbakumba  
Yirrkala

**ATTACHMENTS:**

- [1](#) [↓](#) Guideline 1
- [2](#) [↓](#) LA Member List\_14 Sep 2021.pdf

## Guideline 1: Local Authorities

### Contents

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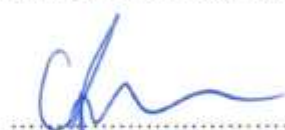
### Guideline 1: Local Authorities

#### LOCAL GOVERNMENT GUIDELINE NO. 1

*Local Government Act 2019*

#### Making of Guideline

I, Chanston James Paech, Minister for Local Government, under section 342 of the *Local Government Act 2019*, hereby make this Guideline for the purposes of the Act.



Minister for Local Government

22 / 2021

## Guideline 1: Local Authorities

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### 1 Title

- 1.1 This Guideline is titled *Guideline 1: Local Authorities*.

### 2 Commencement

- 2.1 This Guideline commences on the day on which section 342 of the *Local Government Act 2019* commences.

### 3 Definitions

For the purposes of this Guideline:

**Act** means the *Local Government Act 2019*.

**council** means a council for a region.

**member** means a local authority member.

**provisional decision** means a decision, by majority vote, made by the members at a provisional meeting (see clause 12.5).

**provisional meeting** means, at the time and place set for a local authority meeting when a quorum has not been established, at least one third of members are present and agree to hold a meeting (see clause 12.1).

### 4 Establishing and maintaining local authorities

- 4.1 A council must establish and maintain the local authorities for the council listed in the Schedule to this Guideline.

- 4.2 A council must determine the area for each of its local authorities.

### 5 Administrative support

- 5.1 The CEO (or the CEO's delegate) is responsible for ensuring that each of the council's local authorities are provided with sufficient administrative support.

- 5.2 Council staff providing administrative support to meetings may, only at the request of a member, give informed advice during a meeting.

*Note for clause 5.2*

*Council staff may, through the chairperson, provide information of an administrative or operational nature at any time to support meeting processes.*

### 6 Local authority members

- 6.1 A council must decide, by council resolution, the number of members for each local authority. There must be at least 6 members and a maximum of 14 members for each local authority, unless the Minister approves a different maximum number of members for a particular local authority. Different local authorities of a council may have different numbers of members.

*Note for clause 6.1*

*Section 77 of the Act covers specific requirements for the constitution (membership) of a local authority.*

- 6.2 A council may appoint a person to be a member if they have a sufficient connection to the community or communities in the local authority's area.

- 6.3 A council must keep a register, accessible on the council's website and at the council's public office, of the following information in relation to each member of a local authority:

- (a) the member's name;

## Guideline 1: Local Authorities

- (b) the date of appointment;
- (c) the local authority the member represents;
- (d) whether the member is a council member or otherwise a community member;
- (e) the date of the cessation of the member's membership (if applicable).

### 7 Policy for appointments and resignations

**7.1** A council must have a policy for its local authorities that provides for the following:

- (a) the CEO calling for nominations as soon as practicable after a vacancy arises and allowing at least 21 days for nominations to be received;
- (b) how the call for nominations is to be advertised and promoted so that residents of the local authority area know about it, know who to give a nomination to and when nominations close;
- (c) consideration of the nominations received – which must be an item of business at the first ordinary meeting of the council after nominations close;
- (d) the selection process and the term of appointment of the chairperson;
- (e) the process for the resignation of a member in writing;
- (f) how, and in what circumstances, appointment of a member may be revoked or otherwise cease.

*Example for clause 7.1(f)*

*The policy may state that the council will consider revoking an appointment where a member is absent, without permission of the local authority, from two consecutive local authority meetings.*

### 8 Minimum number of meetings

- 8.1** The CEO must ensure that at least 4 meetings for each local authority are held in a financial year.
- 8.2** Provisional meetings may be counted to satisfy the minimum number of meetings.

### 9 Meeting rules

- 9.1** Members of each local authority must appoint the chairperson of the local authority for a specified period.
- 9.2** If a member is unable to attend a meeting, the member cannot send a proxy or substitute to attend the meeting in the place of the member.

### 10 Local authority payments

- 10.1** Council members and council staff are not eligible to a local authority payment in relation to attending local authority meetings or provisional meetings.
- 10.2** Eligible members of local authorities are entitled to the respective local authority payment for each local authority meeting or provisional meeting they attend:
  - (a) for an eligible chairperson – 143 revenue units;
  - (b) for other eligible members – 107 revenue units.
- 10.3** In calculating a local authority payment, the amount must be rounded down to the nearest dollar.



## Guideline 1: Local Authorities

### Notes for clause 10

- 1 Subject to the Act and council policy, council members may be entitled to claim within the extra meeting allowance for attending a local authority meeting or provisional meeting.
- 2 Council may adopt a policy providing that members (including those members who are council members) are entitled to payment or reimbursement of reasonable expenses.
- 3 For local authority meetings, it is a matter for the CEO to apply the policy for payments and reimbursements for council staff in accordance with section 174(2) of the Act.
- 4 The value of a revenue unit for the relevant financial year is available on the Territory Revenue Office webpage.

## 11 Local authority meetings

**11.1** The agenda for local authority meetings must be prepared in consultation with the chairperson of the local authority and include the following:

- (a) any declarations of conflicts of interest by members;
- (b) items requested by members;
- (c) any reports on service delivery issues in the local authority area;
- (d) any responses from the council to matters raised at a previous local authority meeting or provisional meeting;
- (e) a written report from the CEO (or the CEO's delegate) on current council services in the local authority area;
- (f) after a council meeting that has considered local authority projects – a written report from the CEO (or the CEO's delegate) on what projects have been approved or the reasons why projects have not been approved;
- (g) a current financial report for the local authority area (see clause 14.1);
- (h) visitor presentations;
- (i) any relevant petitions affecting the local authority area;
- (j) general business.

**11.2** Once in each financial year, a local authority agenda must include a review of:

- (a) the council's annual report for the previous financial year; and
- (b) the council's proposed regional plan for the next financial year; and
- (c) the council's budget for proposed projects for the local authority area for the next financial year; and
- (d) any relevant community plan of the council or local authority.

**11.3** A local authority can confirm the minutes of a provisional meeting. Confirmation of the minutes does not amount to ratification under clause 11.5.

### Note for clause 11.3

*A local authority must, at its next meeting, confirm the minutes (with or without amendment) as a correct record of the meeting (see section 101(3) of the Act).*

**11.4** The minutes of a local authority meeting must number, date and reference each decision in such a way to identify it as a decision of the local authority (as opposed to a provisional decision – see clause 12.6).

**11.5** A local authority can ratify a provisional decision at a subsequent local authority meeting, and if it chooses to do so, it becomes a decision of the local authority.

## Guideline 1: Local Authorities

### Notes for clause 11

- 1 Section 97(3) of the Act requires that notice convening a local authority meeting, which includes the agenda, must be publicly available on the council's website and at the council's public office.
- 2 Section 102(2) of the Act requires that a copy of local authority minutes must be publicly available on the council's website and at the council's public office within 10 business days after the date of the meeting.

## 12 Provisional meetings

- 12.1** If there is no quorum for a local authority meeting, but one third of total members are present, the members who are present may hold a **provisional meeting**.

### Example for clause 12.1

*If there are 9 total members of a local authority and 6 members are unable to attend, the 3 members who are present may agree to hold a provisional meeting.*

- 12.2** A provisional meeting does not have the powers or functions that the council may have delegated to the local authority.
- 12.3** During a provisional meeting, all agenda items may be discussed. Minutes must be taken and the minutes must clearly state that it was a provisional meeting.
- 12.4** Members at a provisional meeting can confirm the minutes of a previous provisional meeting. However, members at a provisional meeting cannot confirm the minutes of a previous local authority meeting.
- 12.5** Members at a provisional meeting may, by majority vote, make recommendations to the council, provided any such recommendations are qualified as being a decision of the members at a provisional meeting (**provisional decision**).
- 12.6** The minutes of a provisional meeting must number, date and reference each decision in such a way to identify it as a provisional decision.
- 12.7** A copy of the minutes from provisional meetings must, within 10 business days after the date of the meeting, be available to the public on the council's website and at the council's public office.

## 13 Consideration of minutes

- 13.1** Minutes from provisional meetings (whether unconfirmed or confirmed) must be tabled at the next ordinary meeting of the council and included in the agenda.

### Note for clause 13.1

*Sections 101(4) and 101(5) of the Act have an equivalent requirement for local authority meetings.*

- 13.2** Any items for attention raised in the minutes of a local authority meeting or provisional meeting must be considered by the council at the next ordinary meeting.
- 13.3** The council's response to the minutes from provisional meetings must be recorded in the minutes of the meeting of the council.

### Note for clause 13.3

*Section 101(5) of the Act has an equivalent requirement for local authority meetings.*

## 14 Reporting

- 14.1** For each local authority meeting (or provisional meeting, if applicable), the council must submit to the local authority a current financial report of actual results against the latest approved budget for the local authority area.

## **Guideline 1: Local Authorities**

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- 14.2** The council must report back to the local authority on its response to the provisional meeting minutes (see clause 13.3).

*Note for clause 14.2*

*Section 101(6) of the Act has an equivalent requirement for local authority meetings.*

- 14.3** It is best practice for a council to reference local authority decision numbers or provisional decision numbers (as the case requires) in the council's regional plan and annual report in relation to local authority priorities, projects and activities.

*Note for clause 14.3*

*Refer to sections 34(1)(c) and 291(1)(b)(ii) of the Act for relevant legislative requirements.*

### **15 Transitional matters**

- 15.1** A council must establish a register of information in relation to each member of a local authority under clause 6.3 not later than 12 months after the commencement.



## Guideline 1: Local Authorities

### Schedule

Local authorities to be established and maintained by councils:

#### **Barkly Regional Council:**

1. Ali Curung
2. Alupurrurulam
3. Ampilatwatja
4. Arlparra
5. Elliott
6. Tennant Creek
7. Wutunugurra (Epenarra)

#### **Central Desert Regional Council:**

8. Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree)
9. Atitjere
10. Engawala
11. Lajamanu
12. Laramba
13. Nyirripi
14. Willowra
15. Yuelamu
16. Yuendumu

#### **East Arnhem Regional Council:**

17. Angurugu
18. Galiwin'ku
19. Gapuwiyak
20. Gunyangara
21. Milingimbi
22. Milyakburra
23. Ramingining
24. Umbakumba
25. Yirrkala

#### **MacDonnell Regional Council:**

26. Amoonguna
27. Areyonga
28. Finke (Aputula)
29. Haasts Bluff (Ikuntji)
30. Hermannsburg (Ntaria)
31. Imanpa
32. Kaltukatjara (Docker River)
33. Kintore (Walungurru)
34. Mt Liebig (Amundurrngu)
35. Papunya
36. Santa Teresa (Ltyentye Apurte)
37. Titjikala
38. Wallace Rockhole

#### **Roper Gulf Regional Council:**

39. Barunga
40. Beswick (Wugularr)
41. Borroloola
42. Bulman
43. Jilkminggan
44. Manyallaluk (Eva Valley)
45. Mataranka
46. Minyerri (Hodgson Downs)
47. Ngukurr
48. Numbulwar
49. Robinson River
50. Urapunga

#### **Tiwi Islands Regional Council:**

51. Milikapiti
52. Pirlangimpi
53. Wurrumiyanga (Nguu)

#### **Victoria Daly Regional Council:**

54. Amanbidji
55. Bulla
56. Kalkaringi / Dagaragu
57. Nauiyu (Daly River)
58. Pine Creek
59. Timber Creek
60. Yarralin / Pigeon Hole

#### **West Arnhem Regional Council:**

61. Gunbalanya (Oenpelli)
62. Maningrida
63. Minjilang
64. Waruwi

#### **West Daly Regional Council:**

65. Nganmarriyanga
66. Peppimenarti
67. Wadeye



**East Arnhem Regional Council**  
**List of Local Authority Members**

**Angurugu**

Marianne Walsh  
 Gregory Mamarika  
 Jonathan Nunggumajbarr  
 Ronald Wurrawilya  
 Mathew Wurrawilya  
 Geraldine Amagula  
 Dorothea Lalara

**Gunyangara**

Antoine Gintz  
 Murphy Yunupingu  
 Doug Yunupingu  
 Elizika Puertollano  
 Djawa Yunupingu  
 Balu Palu Yunupingu

**Ramingining**

Daphne Malibirr  
 John Djoma  
 Gilbert Walku  
 Lizzy Mindhili  
 Lloyd Garrawurra  
 Judith Dhuru

**Galiwinku**

Melissa Campbell  
 Gaylene Gurruwiwi  
 Joan Dhamarrandji  
 Virginia Rripa  
 Nancy Gudaltji  
 Bobby Nyikamula  
 Don Wininba  
 Terry Walunba

**Milingimbi**

Joanne Baker  
 Robert Yirapawanga  
 Rosetta Wayatja  
 Boaz Baker  
 Arthur Murrupu  
 Rowena Gaykamangu

**Umbakumba**

Terrence Mamarika  
 Judy Hunter  
 Anson Wurrawilya  
 Jennifer Yantarrnga  
 Phillip Mamarika

**Gapuwiyak**

Freddie Ganambarr  
 Simon Gawirrin  
 Maymuru, Ricky Guyula  
 Ivan Wanambi  
 Michael Wunungmurra  
 Trudy Wunungmurra  
 Jessica Wunungmurra  
 Thomas Guyula

**Milyakburra**

Terrance Wurramarra  
 Victor Wurramarra  
 Vail Wurramarra  
 Lucinda Bara  
 Janice Wurramarra  
 Eric Wurramarra  
 Lawrence Wurramarra  
 Violet Huddleston

**Yirrkala**

Graham Mungurrapin Maymuru  
 Lirrpiya Mununggurr  
 Daymambi Mununggurr  
 Djapirri Mununggirritj  
 Timmy Djawa Burrawanga  
 Dhangatji Mununggurr  
 Dipilinga Marika  
 Adrian Gurruwiwi

**CHIEF EXECUTIVE**

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**ITEM NUMBER** 6.3  
**TITLE** Meeting Schedule of Council  
**REFERENCE** 1521402  
**AUTHOR** Michael Freeman, Corporate Services Manager

**SUMMARY:**

This report is to set the schedule of ordinary meetings for the term of Council.

**BACKGROUND**

The *Local Government Act* section 90 requires:

*The first ordinary meeting of a council to be held after a general election must:*

- (a) *be held within 21 days after the conclusion of that general election; and*
- (b) *set the schedule for the holding of ordinary meetings for the term of the council.*

*The schedule for the holding of ordinary meetings may be altered at a subsequent meeting.*

Traditionally, Council has met every two months, in February, April, June, August, October and December.

In the other months the Finance Committee has met to meet the requirement of monthly consideration of a financial report.

Special meetings of council can be scheduled as required.

The meetings are the third Wednesday of the month to enable sufficient time for the completion of monthly financial reporting. The December meeting is held earlier to avoid Christmas.

Local Authorities meet every two months in the months that Council do not meet. This enables Local Authority matters to be considered at the next meeting of Council.

**GENERAL**

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

**RECOMMENDATION**

**That Council set the schedule of ordinary meetings to be the third Wednesday of February, April, June, August, October, and the second Wednesday of December.**

**That Council set the schedule of Finance Committee meetings to be the third Wednesday of months which do not have an ordinary meeting of Council.**

**ATTACHMENTS:**

There are no attachments for this report.

**CHIEF EXECUTIVE**

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<b>ITEM NUMBER</b>	6.4
<b>TITLE</b>	Adoption of Policies
<b>REFERENCE</b>	1521399
<b>AUTHOR</b>	Michael Freeman, Corporate Services Manager

**SUMMARY:**

This report is to consider certain required policies at the commencement of the Council term.

**BACKGROUND**

The *Local Government Act 2019* and its subsidiary supporting regulations and guidelines require Council to have a range of policies that provide direction on operations of Council and allocate powers and responsibilities to people holding particular positions.

The new *Local Government Act 2019*, took effect on 1 July 2021, and as such there was a need to add new policies and review existing policies. A project plan/approach has been developed for this exercise and a new policy template created.

Attached are the policies that require the consideration of the new Council.

**GENERAL**

The following policies are to be considered by the newly elected Council.

1. Casting vote policy
2. Confidential information and business policy
3. Extra meeting allowance policy
4. Other reasonable expenses and non-monetary benefits policy (elected members)
5. Delegations

The purposes of these policies are;

Casting vote policy: To allow the chairperson of a Council meeting to cast a second vote (casting vote) on a question arising for decision at a Council meeting in the event of an equality of votes.

Confidential information and business policy: To ensure proper treatment and review of confidential information after consideration of confidential business at a council meeting.

Extra meeting allowance policy: To establish the types of extra meetings for which an extra meeting allowance is payable, the amount that may be claimed, eligibility and the timeframe in which a claim may be made.

Other reasonable expenses and non-monetary benefits policy (elected members): To set out elected member entitlements for payment or reimbursement of other reasonable expenses (not including travel and accommodation) and non-monetary benefits incurred or required as a result of undertaking official duties.

Delegations to grant authority to act within prescribed limits.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

## **RECOMMENDATIONS**

### **That Council adopts the following policies:**

1. Casting vote policy
2. Confidential information and business policy
3. Extra meeting allowance policy
4. Other reasonable expenses and non-monetary benefits policy (elected members)
5. And Council resolves to:
  - (a) revoke all previous delegations of the Council in force immediately before the date of this resolution; and
  - (b) delegate powers and functions under the *Local Government Act 2019* to the Finance Committee, CEO and others specified in the Delegation Manual, in the manner, to the extent and subject to any conditions or limitations specified in the Manual.

### **ATTACHMENTS:**

- 1 [!\[\]\(9a53fe79a03d38d8322f7a2c5a875b36\_img.jpg\) Casting vote policy.pdf](#)
- 2 [!\[\]\(01f19d40f03100aa8a158c4891453b0d\_img.jpg\) Confidential Information and Business Policy.pdf](#)
- 3 [!\[\]\(e08cd99387e13601e6c12f535030ab90\_img.jpg\) Extra Meeting Allowance Policy.pdf](#)
- 4 [!\[\]\(e3c5fe615c12e7c56b62fb195faeae4a\_img.jpg\) Other reasonable expenses and non-monetary benefits policy \(elected members\).pdf](#)
- 5 [!\[\]\(6aec4d00b96dc4cf314c28b4f6a2f794\_img.jpg\) Policy 02 - Delegation Manual 09-2021](#)

# Casting vote policy



<b>Policy Number</b>	GOV/013
<b>Policy Category</b>	Governance
<b>Responsibility</b>	Corporate Services Manager
<b>Council decision (reference):</b>	Council
<b>Date to take effect:</b>	
<b>Legislative reference:</b>	Section 95(6) of the <i>Local Government Act 2019</i>
<b>Next Review date:</b>	At the first council meeting after the next general election

## 1. Purpose

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

## 2. Application of policy

### 2.1 Chairperson has a casting vote

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

### 2.2 Use of casting vote

A casting vote is to be exercised by the chairperson when there are equal votes on a question arising for decision at a council meeting. During such an occurrence, the casting vote will determine the vote. The chairperson must exercise the casting vote either in favour or against the motion.

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

## 3. Version

Version	Decision Number	Adoption date	History
00	Report 9.3 Council Meeting - 12 Nov 2008	12 Nov 2008	Council
01			



# Confidential information and business policy



<b>Policy Number</b>	GOV/009
<b>Policy Category</b>	Governance
<b>Responsibility</b>	Corporate Services Manager
<b>Council decision (reference):</b>	
<b>Date to take effect:</b>	1 July 2021
<b>Legislative reference:</b>	Regulation 53 of the <i>Local Government (General) Regulations 2021</i>
<b>Next Review date:</b>	Every four years

## 1. Purpose

To ensure proper treatment and review of confidential information after consideration of confidential business at a council meeting.

## 2. Principle

To promote transparency and public confidence, Council will cease the application of confidentiality to information when it is no longer necessary or appropriate.

## 3. Application of policy

### 3.1 Scope

This policy applies to information that was considered during or resulted from confidential business at a council meeting, including (but not limited to) the agenda, business papers, resolutions and minutes.

Confidential information is to be considered separately for the purposes of assessing whether or not the information is to remain confidential (for example, immediately releasing a resolution that is no longer confidential with related business papers remaining confidential for a specified period of time).

### 3.2 Matters to remain confidential indefinitely

Any information that falls under the prescribed categories in regulation 51 of the *Local Government (General) Regulations 2021* must remain confidential until the reason for confidentiality no longer applies.

### 3.3 Consideration of confidential business

After the conclusion of the consideration of an item of confidential business, Council will decide whether confidential information is:

- (a) the type of confidential information that should no longer be confidential after a specified period of time; or
- (b) the type of confidential information that should be subject to periodic review to determine if it should no longer be confidential.

If Council resolves a specified period of time for the information to remain confidential, that information is to be publicly released after the expiry of that period of time (see clause 3.5).

If Council resolves that confidential information should be subject to periodic review to determine if it should no longer be confidential, that information will be added to the confidentiality review list (see clause 3.4).

### 3.4 Confidentiality review list

Council will maintain a list confidential information and review that list once every year to determine whether any matters are to no longer be confidential after a specified period or are to remain confidential for review at a subsequent date.

*Confidential information and business policy***3.5 Public release of information**

When information is no longer confidential, a notation will be put in the relevant document (including the version on the website) that the information is no longer confidential, on what date that decision was made, and where information about the matter that is no longer confidential can be accessed.

**4. Version**

Version	Decision Number	Adoption date	History
00			Council Adopted



# Extra meeting allowance policy



<b>Policy Number</b>	GOV/007
<b>Policy Category</b>	Governance
<b>Responsibility</b>	Corporate Services Manager
<b>Council decision (reference):</b>	Council
<b>Date to take effect:</b>	1 July 2021
<b>Legislative reference:</b>	Regulation 67 of the <i>Local Government (General) Regulations 2021</i>
<b>Next Review date:</b>	Annually

## 1. Purpose

To comply with the requirements of Local Government Act Guidelines on Elected Member Allowances which require the Council to adopt a Policy in relation to the payment of allowances to Elected Members for attendance at 'Extra' Meetings.

The policy will establish the types of extra meetings for which an extra meeting allowance is payable, the amount that may be claimed, eligibility and the timeframe in which a claim may be made.

## 2. Scope

Elected Members, (other than the President, Deputy President or Acting President) may be paid the extra meeting allowance.

## 3. Application of policy

### 3.1 Types of extra meetings

The extra meeting allowance may be paid in relation to attendance at the following types of meetings:

- (a) special council meetings;
- (b) council committee meetings;
- (c) special council committees meetings;
- (d) local authority meetings – if the ordinary council member is a member of the local authority;
- (e) Local Subsidiary / Council Controlled Entity established under the Local Government Act (if not paid by that entity);
- (f) council workshops or briefings approved by resolution of council;
- (g) meetings of external agencies or organisations to which council has formally appointed an Elected Member to represent the council by resolution of council. (if not paid by that organisation). These include:
  - Yolngu Region LDM Working Group and Workshop
  - Groote Archipelago Working Group
  - Groote Archipelago Transition Committee
  - National General Assembly
  - Special Local Roads and Transport Congress
  - LGANT General Meeting
- (h) Each day of attendance at a Professional Development Course / Conference.

Allowances cannot be claimed for attendance at Ordinary Council Meetings, social functions, civic events and constituency responsibilities.

### 3.2 Extra meeting allowance

#### 3.2.1 Capping

The total capping amount for each financial year is determined by the Remuneration Tribunal and is stated in the Table of Maximum Council Member Allowance. Effective date of the new capping amount for each financial year is 1 July.

### Extra meeting allowance policy

For 2021/22 this amount is \$ 9006.64

Extra meeting allowance is not available if the annual allowance is fully spent.

#### 3.2.2 Rate of Allowance

For 2021/22, the per meeting rate for "Extra Meeting Allowance" is set at \$360.

#### 3.3 Travel

Where an Elected Member is required to travel to attend an approved extra meeting, the Elected Member may claim an Extra Meeting Allowance for each full day of travel, unless that travel falls on the same day as the meeting.

A 'full day of travel' means at least four hours of travel time (including time in transit).

#### 3.4 Rules Regarding the Payment of Allowances

- Elected Members can only claim an Extra Meeting Allowance for meetings referred to in this Policy;
- An Elected Member must attend at least 75% of the duration of the meeting to be eligible to claim an Extra Meeting Allowance;
- An Extra Meeting Allowance can be claimed for up to a maximum of two meetings per day;
- Elected Members must not claim for an Extra Meeting Allowance more than once for the same meeting.

An ordinary member may still make a claim for substantial travel to or from the extra meeting if:

- the reason for non-attendance was because the extra meeting was not held; and
- there was not sufficient notice that the meeting would not be held prior to travel being undertaken.

#### 3.5 Rules for Claiming Extra Meeting Allowance

Claim forms are to be submitted within 20 working days of the date the extra meeting was held in the prescribed form, claims in excess of 20 working days will be rejected, unless there is reasonable justification.

## 4. Version

Version	Decision Number	Adoption Date	History
00	049/2011	May 25, 2011	Council Adopted
01	045/2012	May 23, 2012	Council Adopted
02	046/2013	May 22, 2013	Council Adopted
03	067/2015	May 27, 2015	Council Adopted
04	072/2016	May 25, 2016	Council Adopted
05	079/2017	May 31, 2017	Council Adopted
06	061/2018	May 23, 2018	Council Adopted
07	095/2019	May 29, 2019	Council Adopted
08	Minutes of Council Meeting dated July 30, 2020	July 30, 2020	Council Adopted
09			Council Adopted



# Other reasonable expenses and non-monetary benefits policy (elected members)

Policy Number	GOV/011
Policy Category	Governance
Responsibility	Corporate Service Manager
Council decision (reference/date) or CEO Adoption:	Council
Date to take effect:	1 July 2021]
Legislative reference:	Section 109(2) of the Local Government Act 2019
Next Review date:	Every four years

## 1. Purpose

The purpose of this policy is to set out elected member entitlements for payment or reimbursement of other reasonable expenses (not including travel and accommodation) and non-monetary benefits incurred or required as a result of undertaking official duties.

## 2. Principles

Council is committed to providing payment or reimbursement of reasonable expenses and the provision of non-monetary benefits to support elected members to carry out their official duties in an accountable and transparent manner that ensures the proper use of council assets and resources.

## 3. Application of policy

### 3.1 General expenses and benefits

Elected members will be given access to a desktop within a council office during office hours. They will be provided with a council email address with calendar facility. An elected member's calendar shall be available to other elected members and council staff to facilitate the smooth running of council operations and as a record of their activities relating to undertaking official duties.

Upon request by an elected member and approved by the CEO, provision of a tablet/ipad with connectivity for accessing email and agendas.

Elected members will be provided 3 uniforms (shirts/tops) each in every 2 years. Name badges will be provided for their use.

Council members wishing to use council resources, such for photocopying and printing, must arrange for the use of these resources through the CEO. Council resources may not be used for personal documents or for circulars, publications or election material.

### 3.2 Additional benefits for President

The President is entitled to the following additional benefits to assist in undertaking official duties:

- (a) mobile phone and suitable telecommunication plan;
- (b) administrative assistance (as agreed with the CEO);

## 4. Version

Version	Decision Number	Adoption date	History
00			





Delegation Manual

Title:

Policy No:

Adopted By

Responsibility

Next Review Date

Delegation Manual

Council

Chief Executive Officer

30 July 2024

Version	Decision Number	Adoption date	History

## Delegation Manual

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## Delegation Manual

### Policy

The East Arnhem Regional Council ('council') is committed to service delivery across the organisation within the parameters of a formalised delegation of authority framework.

### Purpose of this document

This delegation manual operates as delegated authority:

- by the council for the President and Deputy President
- by the council for Council Committees
- by the council for Local Authorities
- by the council for the CEO
- by the CEO for council staff.

Its purpose is to provide council staff, councillors and others with details about the levels of decision making and processes that apply to council, particularly as it relates to the powers of council staff in carrying out the functions and decisions of council.

This delegation manual will be reviewed every four years or earlier as circumstances warrant, with a view to improving its utility and relevance as circumstances change for council. The manual must be reviewed within 6 months after a general election.

### The Law

The *Local Government Act* and supporting legislation requires council to provide details of statutory delegations of authority, including personnel and financial delegations.

The following sections of the Act are relevant:

#### **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*

## Delegation Manual

- (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).*
- (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.*

### 168 **Delegation by CEO**

- (1) *The CEO may delegate the CEO's powers and functions under this Act or another Act.*
- (2) *A delegation may be made to an individual or a committee.*
- (3) *Despite subsections (1) and (2), the power to authorise a staff member in relation to a conflict of interest under section 179(6) cannot be delegated.*

## Delegation Manual

- (4) *Despite subsection (2), the CEO must not delegate a power or function to the following:*
- (a) *an audit committee;*
  - (b) *a council committee;*
  - (c) *a local authority;*
  - (d) *a local government subsidiary.*

### Principles to do with these delegations

## DELEGATIONS

- are hierarchial
- are generally held by the CEO, senior management and council
- relate to positions, not the persons occupying them (because the persons can change or have persons acting in them)
- do not apply to outsourced organisations or people
- the CEO can exercise any of the delegations applying to staff if he/she chooses to do so
- can be exercised by a person in a more senior position than the position specified in the delegations (the senior position person can also 'withdraw' or 'restrict' this delegation if it is not being used properly)
- the senior position must have responsibility for the position (with the delegation) under it
- cannot be exercised by a person in a less senior position unless he/she happens to be acting in that senior position (eg during periods of absence of the senior position person)
- if there is not a delegation relating to a particular power in this document, it has to be assumed a delegation does **not** exist
- cannot be exercised to benefit yourself.



## Delegation Manual

Under Section 40 of the *Local Government Act*, council may delegate powers and functions to a Committee, Local Authority, such delegations may only be made by resolution of council at a council meeting.

It is the responsibility of the person in the position exercising the delegation when money is being spent

there is funding available within the annual budget for their particular area of responsibility in the delegations to cover the expenditure

to advise their senior line manager of significant developments even if made within delegation

to ensure appropriate records are kept

It is the responsibility of the person in the position exercising the delegation

to comply with legislation, industrial awards, contracts or agreements, council approved policies and procedures and the code of conduct.

to understand the delegations in the context of the relevant staff position descriptions

**not to** exercise their delegation so as to approve a recommendation that personally benefits them



## Delegation Manual

### How the delegations are set out in the delegation manual

Delegation parts are listed in the Table of Contents of this delegation manual.

The content of the delegations appears in the following format throughout the manual:

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations

**Code:** Gives each delegation a unique number for easy reference.

**Brief descriptions of Delegated Powers:** Describes the power or authority that a person may exercise over a matter.

**Positions with Delegations:** Identifies the positions (which appear in the definitions above) that have the specific delegations listed in this delegation manual.

**Positions that Delegations apply to:** Refers to the staff that are impacted by the delegations, by either being the subject of the delegation been exercised (described as For...); by overruling an action (described as By...); or by giving a delegation to a subgroup (described as To...).

**Constraints impacting on Delegations:** Refers to the types of restrictions, limitations and constraints that either will, or may, apply to the delegations being implemented. For example, reads as follows:

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
x.xx	Approve to buy icecreams	Council President CEO CEO Direct Reports Level 4	For CEO For CEO Direct Reports For Level 4 For Service staff	Subject to being supported by: <ul style="list-style-type: none"> <li>the annual budget</li> <li>enterprise agreement</li> <li>human resource management policies</li> <li>employment agreements</li> </ul>

## Delegation Manual

So while the delegation exists to approve icecreams the constraint from doing so could be that there is no provision in the budget (might all be spent!) to enable it to be done. There might also be further constraints in council policies and even legal reasons for having to do it because of employment agreements. This column shows the factors that people with a delegation must take into account when deciding on a delegation.

## Delegation Manual

### Definitions

#### 1. Councillors, Staff Positions and Committee Members

The senior position levels listed below are those that are reflected in this delegation manual which carry the bulk of responsibility associated with the specified delegated powers of authority.

Any decision on where staff roles fit into the above definitions will be made by the CEO, based on a recommendation from the CEO Direct Reports (see below).

**Level 1: The Council:** (referred to as 'council') Those persons elected to serve the community in accordance with the *Local Government Act* and Regulations (as amended).

**Level 2: Chief Executive Officer** (referred to as 'CEO') The person appointed by and responsible to council for the overall and day to day management of the affairs of council.

**Level 3: Director of Community Development** (referred to as 'Director'). This person is appointed as Director has responsibility to manage agency services and community service responsibilities.

**Level 3: Director of Technical and Infrastructure Services:** (referred to as 'Director') This person is appointed as Director has responsibility to manage technical services, community infrastructure and asset management.

**Level 4: Corporate Services Manager** (referred to as 'CSM') This person appointed as Manager with oversight of corporate functions of council, including governance, finance, human resources, risk management, records, health and safety.

**Level 4: Community Development Coordinator** (referred to as 'CDC') A person appointed as a coordinator of one of the nine Service Centres. They are responsible to the Director of Community Development for the services delivered within their particular area.

**Level 4: Municipal Services Supervisor** (referred to as 'MSS') A person appointed as a supervisor of one of the Municipal Services teams. They are responsible to the Director of Technical & Infrastructure for the services delivered within their particular area.

**Level 4: Regional Managers:** (referred to as 'Regional Managers') A person appointed as a regional program manager of an agency or a technical service.

**Level 4: Coordinator:** (referred to as 'Coordinator') One of roles titled Strategic Project Coordinator; Community Development Strategic Coordinator; Communications & Engagement Coordinator; Finance Manager, Human Resources Coordinator, EA to the CEO, Communications and Engagement Coordinator.

## Delegation Manual

**Level 5: Supervisor: (referred to as 'Supervisor')** One of roles with responsibility for timesheets and staff supervision in Aged Care, Youth Sports and Recreation, and Child & Library Services.

**Service staff: (referred to as 'Service staff')** A persons appointed to mostly provide direct service delivery. These positions are referred to in this delegation manual due to:

- their largely service provision focus, rather than that of management responsibility
- they possibly being affected when the delegations are carried out
- they being all the staff working to Level 5 and above.

**Executive Management Team (EMT):** The team comprising the CEO and two Directors.

**CEO Direct Reports:** The Team comprising the two Directors and the Corporate Services Manager.

**Local Authority:** A committee comprising local community members formed in accordance with the Guideline 1.

## 2. Annual Budget

**Council's Annual Budget:** The budget that is approved by resolution at a meeting of the council for a financial year.

**Service Budget:** (referred to as 'service budget') A service/program component of the budget that applies to a division for which a manager or coordinator has been delegated responsibility and control.

Delegation Manual

HUMAN RESOURCES DELEGATION

1. Staff: Salary, Conditions, Packages, Contracts and Appointment

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
1.1	Set and approve salaries.	CEO	For All staff except CEO	Subject to salaries being: <ul style="list-style-type: none"><li>• within the annual budget</li><li>• set by enterprise agreement</li><li>• influenced by employment contracts or policies recommended by CEO Direct Reports.</li></ul>
1.2	Set and approve annual salary increments	CEO	To CEO Direct Reports	Subject to salary increments being: <ul style="list-style-type: none"><li>• within the annual budget</li><li>• set by enterprise agreement</li><li>• influenced by employment agreements or policies</li><li>• for EBA Level 6 and below roles (i.e. EBA L7+ no delegation and CEO must approve)</li></ul>



## Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
1.3	Approve salary packaging content and conditions of employment for staff.	CEO	For All staff except CEO	<ul style="list-style-type: none"> <li>Subject to salary package being: <ul style="list-style-type: none"> <li>within the annual budget</li> <li>set by enterprise agreement</li> <li>influenced by industry standard conditions of employment or policies.</li> </ul> </li> <li>recommended by CEO Direct Reports.</li> </ul>
1.4	Approve/sign employment agreements and Individual Flexibility Agreements	CEO	For All staff except CEO	<ul style="list-style-type: none"> <li>Subject to staff contracts being: <ul style="list-style-type: none"> <li>reviewed and recommended by council's industrial advisors/lawyers</li> <li>influenced by industry standard employment contracts or policies</li> </ul> </li> <li>recommended by CEO Direct Reports.</li> </ul>
1.5	Set and approve higher duties for staff.	CEO	For All staff except CEO	<ul style="list-style-type: none"> <li>Subject to higher duties being: <ul style="list-style-type: none"> <li>within the annual budget</li> <li>set by enterprise agreement</li> <li>influenced by employment agreements or policies</li> </ul> </li> <li>recommended by CEO Direct Reports</li> </ul>

## Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
1.6	Approve/sign Relocation and Repatriation entitlements	CEO	For All staff except CEO	Subject to: <ul style="list-style-type: none"> <li>• within the annual budget</li> <li>• set by enterprise agreement</li> <li>• influenced by employment agreements or policies</li> <li>• recommended by CEO Direct Reports</li> </ul>
1.7	Approve appointment of Acting Director	CEO	For Level 4	Subject to <ul style="list-style-type: none"> <li>• human resource management policies</li> <li>• If for a leave period, a recommendation from the Director</li> </ul>
1.8	Appointment of Acting CEO when CEO on Leave	CEO	For CEO Direct Reports	<ul style="list-style-type: none"> <li>• Subject to Section 165 of the Act</li> <li>• Subject to human resource management policies.</li> </ul>

## Delegation Manual

## 2. Existing staff position changes, vacancies and outside employment

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints Impacting on the Delegations
2.1	Approve changes to existing position descriptions, including titles, and reclassification of EBA level.	CEO	For All staff except CEO	Subject to: <ul style="list-style-type: none"> <li>the submission of reports/forms from CEO Direct Reports to the CEO</li> <li>the prescribed forms being submitted to Corporate Services to action.</li> </ul>
2.2	Approve abolishment of staff positions within Council's staffing plan.	CEO	For All staff except CEO	Subject to: <ul style="list-style-type: none"> <li>the submission of reports from CEO Direct Reports to the CEO</li> <li>the prescribed forms being submitted to Corporate Services to action.</li> </ul>

## Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on the Delegations
2.3	Approve the filling of vacancies within Council's staffing plan.	CEO	For All staff except CEO	Subject to: <ul style="list-style-type: none"> <li>the submission of reports/forms from CEO Direct Reports to the CEO.</li> <li>prescribed forms being submitted to Corporate Services to action</li> </ul>
2.4	Approve the creation of new staff position vacancies within Council's staffing plan.	CEO	For All staff except CEO	Subject to: <ul style="list-style-type: none"> <li>the submission of reports/forms from CEO Direct Reports to the CEO</li> <li>The funding within the approved staffing budget – see Section 170 of the Act</li> <li>prescribed forms being submitted to Corporate Services to action</li> </ul>

Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on the Delegations
2.5	Approve a staff member accepting outside employment or consultancies additional to, or separate from, their normal duties with Council.	CEO	For All staff except CEO	Subject to: <ul style="list-style-type: none"><li>the submission of reports from CEO Direct Reports</li><li>Council's human resource management policies and Code of Conduct</li></ul>



Delegation Manual

3. Staff Probation

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints Impacting on the Delegations
3.1	Confirm successful completion or otherwise of staff probationary periods	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"><li>• performance assessments</li><li>• enterprise agreement</li><li>• employment agreements</li><li>• human resource management policies prescribed forms being submitted to Corporate Services to action.</li><li>• for EBA Level 6 and below roles (i.e. L7+ no delegation and CEO must approve)</li></ul>

## Delegation Manual

## 4. Staff dismissal and redundancy

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
4.1	Authority to make a staff member redundant.	CEO	For All staff except CEO	Subject to: <ul style="list-style-type: none"> <li>• enterprise agreement</li> <li>• employment agreements</li> <li>• human resource management policies</li> <li>• CEO Direct Reports recommending by signature</li> </ul>
4.2	Authority to dismiss a staff member.	CEO	For All staff except CEO	Subject to: <ul style="list-style-type: none"> <li>• enterprise agreement</li> <li>• employment agreements</li> <li>• human resource management policies</li> <li>• CEO Direct Reports and maybe Level 4 recommending by signature</li> </ul>

## Delegation Manual

## 5. Staff: leave, overtime, training, conference attendance, travel, external consultancies

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
5.1	Approve staff overtime and TOIL	CEO CEO Direct Reports Level 4	To CEO Direct Reports For Level 4 For Level 5 and Service staff	Subject to the overtime/TOIL being supported by: <ul style="list-style-type: none"> <li>the annual budget</li> <li>enterprise agreement</li> <li>human resource management policies.</li> <li>employment agreements</li> </ul>
5.2	Approve annual leave, personal leave, community service leave, parental leave, cultural leave, compassionate leave	Council President CEO CEO Direct Reports Level 4 Level 5	For CEO For CEO Direct Reports For Level 4 For Level 5 For Service staff	Subject to all types of leave being supported by: <ul style="list-style-type: none"> <li>the annual budget</li> <li>enterprise agreement</li> <li>human resource management policies</li> <li>employment agreements</li> <li>completed leave form and supporting documents</li> <li>During Pandemic, possible additional approvals as per Leave Form if personal travel involved from community of work location.</li> </ul>

## Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
5.3	Approve long service leave	Council President  CEO  CEO Direct Reports	For CEO  For CEO Direct Reports  For Level 4, 5 and Service staff	Subject to leave being supported by: <ul style="list-style-type: none"> <li>the annual budget</li> <li>enterprise agreement</li> <li>human resource management policies</li> <li>employment agreements</li> <li>completed leave form and supporting documents</li> </ul>
5.4	Approve pandemic leave	Council President  CEO  CEO Direct Reports	For CEO  For CEO Direct Reports  For Level 4, 5 and Service staff	Subject to leave being supported by: <ul style="list-style-type: none"> <li>the annual budget</li> <li>enterprise agreement</li> <li>human resource management policies</li> <li>employment agreements</li> <li>completed leave form and supporting documents</li> </ul>

## Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
5.5	Approve training and study assistance	Council President  CEO  CEO Direct Reports	For CEO  For CEO Direct Reports  For Level 4, 5 and Service staff	Subject to leave being supported by: <ul style="list-style-type: none"> <li>• the annual budget</li> <li>• enterprise agreement – clause 29</li> <li>• human resource management policies</li> <li>• employment agreements</li> <li>• completed leave form and supporting documents</li> </ul>
5.6	Approve unpaid leave	Council President  CEO  CEO Direct Reports Level 4 Level 5	For CEO  For CEO Direct Reports  For Level 4 For Level 5 For Service staff	Subject to all types of leave being supported by: <ul style="list-style-type: none"> <li>• the annual budget</li> <li>• enterprise agreement</li> <li>• human resource management policies</li> <li>• employment agreements</li> <li>• completed leave form and supporting documents</li> </ul>



## Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
5.7	Approve business travel outside of the NT and within Australia	Council President CEO CEO Direct Reports	For CEO For CEO Direct Reports For All Staff	Subject to the travel being supported by: <ul style="list-style-type: none"> <li>the annual budget</li> <li>enterprise agreement</li> <li>human resource management policies</li> <li>employment agreements</li> <li>performance appraisals.</li> </ul>
5.8	Approve business travel outside of Australia	Council	nil	Subject to the travel being supported by: <ul style="list-style-type: none"> <li>the annual budget</li> <li>enterprise agreement</li> <li>human resource management policies</li> <li>employment agreements</li> <li>performance appraisals</li> <li>Council resolution</li> </ul>

## Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
5.9	Approve attendance at external training courses/conferences	Council President  CEO  CEO Direct Reports	For CEO  For CEO Direct Reports  For Level 4, 5 and Service staff	Subject to leave being supported by: <ul style="list-style-type: none"> <li>• the annual budget</li> <li>• enterprise agreement</li> <li>• human resource management policies</li> <li>• employment agreements</li> <li>• completed training form and supporting documents</li> <li>• Approval of travel requirements as above</li> </ul>

## Delegation Manual

## 6. Staff: Performance Management

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
6.1	Ongoing Assessment of performance of staff	CEO  CEO Direct Reports Level 4 Level 5	For CEO Direct Reports For Level 4 For Level 5 For Service staff	Subject to: <ul style="list-style-type: none"> <li>• enterprise agreement</li> <li>• human resource management policies</li> <li>• employment agreements</li> <li>• skills development plans</li> </ul>
6.2	Management of unsatisfactory staff performance	CEO  CEO Direct Reports Level 4 Level 5	For CEO Direct Reports For Level 4 For Level 5 For Service staff	Subject to: <ul style="list-style-type: none"> <li>• enterprise agreement</li> <li>• human resource management policies</li> <li>• employment agreements</li> <li>• performance improvement plans</li> <li>• skills development plans</li> </ul>

## Delegation Manual

## 7. Staff: Industrial relations

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
7.1	Authority to consult with external industrial advisors on industrial/human resource matters.	CEO CEO Direct Reports	For CEO Direct Reports For All staff	Subject to: <ul style="list-style-type: none"> <li>divisional annual budgets</li> <li>arrangements with Council's industrial advisors (including the Western Australian Local Government Association, WALGA)</li> <li>human resource management and payroll staff in the Corporate Services unit being able to consult on low level matters (not involving legal advice).</li> </ul>
7.2	Provision of employment Statement of Service	CEO CEO Direct Reports	For CEO Direct Reports For All staff	Subject to: <ul style="list-style-type: none"> <li>Privacy Act and Principles</li> <li>Preparation of Statement of Service by Corporate Services</li> </ul>

Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
7.3	Provision of employment reference	CEO  CEO Direct Reports Level 4	For CEO Direct Reports  For Level 4  For All staff	Subject to: <ul style="list-style-type: none"><li>• Privacy Act and Principles</li><li>• Level 4 needs pre-approval from CEO Direct Reports</li></ul>



## Delegation Manual

**LAND, BUILDING AND ROADS DELEGATIONS****8. Land, Leases, Buildings and Roads**

<b>Code</b>	<b>Brief descriptions of Delegated Powers</b>	<b>Positions with Delegations</b>	<b>Positions that Delegations apply to</b>	<b>Constraints impacting on Delegations</b>
8.1	Approve the sale, purchase, lease or development of land or Section 19 leases	Council	To CEO	<ul style="list-style-type: none"> <li>Subject to land dealings being supported by: <ul style="list-style-type: none"> <li>funds within the annual budget</li> <li>Procurement regulations and policy</li> <li>Sales of land over \$5,000 require a Council resolution</li> </ul> </li> </ul>
8.2	Approve the sub leases of existing premises.	CEO	To CEO Direct Reports	<ul style="list-style-type: none"> <li>Subject to the sub leases being supported by: <ul style="list-style-type: none"> <li>Council Plan</li> </ul> </li> </ul>
8.3	Approve renewal of existing land/building leases.	CEO	To CEO Direct Reports	<ul style="list-style-type: none"> <li>Subject to the renewals of existing land/building leases being supported by: <ul style="list-style-type: none"> <li>Council Plan</li> </ul> </li> </ul>
8.4	Cancel existing land/building leases.	CEO	nil	<ul style="list-style-type: none"> <li>Subject to existing land/building leases being cancelled following proposals from CEO Direct Reports to the CEO.</li> </ul>

## Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
8.5	Temporary Road Closure	Council  CEO  Director Technical and Infrastructure	To CEO  To Director Technical and Infrastructure  To Roads Infrastructure Manager	Subject to: <ul style="list-style-type: none"> <li>• Section 272 of the Act</li> <li>• Road under Council's care, control and management</li> </ul>

Delegation Manual

REGIONAL PLAN, SERVICE PROVISION AND PERFORMANCE DELEGATIONS

9. Regional plan, services provision and performance

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
9.1	Approve submissions to potential funders for service delivery	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"><li>• Council's annual regional plan</li><li>• proposals from Level 4 to the CEO Direct Reports</li><li>• funds within the annual budget</li><li>• compliance with legislation and council policy</li></ul>
9.2	Authority to negotiate and execute agreements and contracts including project funding agreements	Council CEO	To CEO To CEO Direct Reports	Subject to: <ul style="list-style-type: none"><li>• Council's annual regional plan</li><li>• Council policy</li><li>• Councils' annual budget</li><li>• Not requiring the Council Seal</li></ul>

## Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
9.3	Office or Service Closure for cultural or safety reasons	CEO CEO Direct Reports	To CEO Direct Reports To Level 4	Subject to: <ul style="list-style-type: none"> <li>Community request for cultural reasons</li> <li>Closure forms</li> <li>Safety concerns</li> </ul>
9.4	Christmas Closedown	Council	nil	Subject to: <ul style="list-style-type: none"> <li>Enterprise agreement clause 59.5</li> <li>Council resolution</li> </ul>

## Delegation Manual

**LEGAL PROCEEDINGS AND CONSULTANTS DELEGATIONS****10. Legal matters proceedings and services**

<b>Code</b>	<b>Brief descriptions of Delegated Powers</b>	<b>Positions with Delegations</b>	<b>Positions that Delegations apply to</b>	<b>Constraints impacting on Delegations</b>
10.1	Authority to commence legal proceedings (including legal proceedings for an offence) anytime within three years after the date on which the offence is alleged to have been committed.	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• annual budget</li> <li>• proposals from CEO Direct Reports to the CEO</li> <li>• policy</li> </ul>
10.2	Approve the engagement of lawyers.	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• annual budget</li> <li>• proposals from CEO Direct Reports to the CEO</li> <li>• policy</li> </ul>
10.3	Settle court, legal or any other formal proceedings and bind the council.	Council	To CEO	Subject to: <ul style="list-style-type: none"> <li>• annual budget</li> <li>• proposals from CEO Direct Reports to the CEO</li> <li>• policy</li> </ul>



Delegation Manual

POLICIES AND PROCEDURES DELEGATIONS

11. Policies and Procedures

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
11.1	Approval of procedures	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"><li>procedures relating to work processes and practices rather than policy or broad statements of intent.</li></ul>

Note: The Act and Regulations requires Council Policies that cannot be delegated and require a resolution, and CEO Policies that the CEO approves.

## Delegation Manual

## PUBLIC RELATIONS DELEGATIONS

## 12. Public relations

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
12.1	Release of public or media statements and comments on strategic issues	Council President Council President CEO	To Deputy President To CEO To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• availability of delegates</li> <li>• research on strategic issues.</li> </ul>
12.2	Release of public or media statements on behalf of Council on items before Council, Committees or of a contentious political nature.	Council President Council President	To Deputy President To CEO	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• annual budget.</li> </ul>

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Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
12.3	Approve spokesperson for media relations and comments for operational matters not before Council and of a non-contentious nature.	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• annual budget</li> </ul>
12.4	Release of public or media statements on behalf of Council for comments on operational matters not before Council and of a non-contentious nature.	CEO CEO Direct Reports	To CEO Direct Reports To those approved under 12.3 above	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• annual budget</li> <li>• media releases being for 'good news' and include features and events.</li> </ul>
12.5	Speak on behalf of Council and comment on items before Council, Committees or of a contentious or political nature during caretaker period	Council	To CEO	Subject to: <ul style="list-style-type: none"> <li>• Council caretaker policy</li> <li>• annual budget</li> </ul>
12.6	Approve use of Council's name or logo by parties external to Council.	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• annual budget.</li> </ul>
12.7	Approve the use of official Council corporate templates by parties external to council.	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• annual budget.</li> </ul>

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Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
12.8	Approve branding and design of Council publications, collateral and marketing material.	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• annual budget</li> <li>• materials including items like letterheads, fax</li> </ul>
12.9	Approve the use of external logos alongside the Council logo and brand.	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• annual budget.</li> </ul>
12.10	Approve changes or amendments to the Council's Logo.	Council	nil	Subject to: <ul style="list-style-type: none"> <li>• there is a council meeting resolution on the matter.</li> </ul>
12.11	Approve Council's sub-branding elements and logos for Council operations	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• annual budget</li> </ul>
12.12	Respond to ministerial correspondence	Council President Deputy President	To CEO To CEO	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• responses to elected or appointed members on boards only in government or organisations.</li> <li>• 'Politicians write/respond to politicians.'</li> </ul>

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Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
12.13	Respond to operational letters of contentious nature.	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• responses to employees only in government or organisations.</li> <li>• 'Staff write/respond to staff'</li> </ul>
12.14	Respond to operational letters of non-contentious nature.	CEO	To CEO Direct Reports, Level 4 and Level 5	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• responses to employees only in government or organisations.</li> <li>• 'Staff write/respond to staff'</li> </ul>
12.15	Approve the final Council agenda for submission to Council	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• business papers being prepared in sufficient time for them to be read, considered and approved.</li> </ul>
12.16	Approval of the circulation of draft Council minutes.	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• the draft minutes remaining as draft until confirmed at a Council meeting.</li> </ul>



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Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
12.17	Approval of the circulation of draft Local Authority Minutes	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"><li>• Council policy</li><li>• the draft minutes remaining as draft until confirmed at a Local Authority meeting.</li></ul>

Delegation Manual

13. Complaints and grievances

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
13.1	Ensure appropriate and timely resolution of issues, complaints or requests.	Council  CEO  CEO Direct Reports  Level 4	To CEO  To CEO Direct Reports  To Level 4  To Level 5	Subject to: <ul style="list-style-type: none"><li>• Council policy</li><li>• systems that allow for the 'capture', management and reporting of issues, complaints and requests</li><li>• involvement of Council's external advisors where necessary</li><li>• Public Relations delegation constraints above in Section 12</li></ul>

Delegation Manual

FINANCIAL DELEGATIONS

14. Annual and revised budgets

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints Impacting on Delegations
14.1	Approve draft budgets being forwarded to the Council.	CEO	For CEO Direct Reports	Subject to: <ul style="list-style-type: none"><li>• Council revenue policy and funding agreements</li><li>• CSM coordinating the formulation of draft budgets with CEO Direct Reports.</li></ul>

Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
14.2	Approve unbudgeted expenditure increases up to \$150,000	Council	To CEO	<p>Subject to:</p> <ul style="list-style-type: none"><li>• compliance with procurement provisions in legislation and council policy</li><li>• expenditure is urgent has a limit of up to a cost of \$150,000 excluding GST per instance of expenditure</li><li>• no allocation in the annual budget or having an allocation which will be exceeded</li><li>• CEO Direct Reports confirms with the CEO that funds are available in the annual budget to cover the expenditure</li><li>• Council later approves the budget variation by resolution at a meeting.</li></ul>

## Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
14.3	Approve unbudgeted expenditure increases up to \$75,000	CEO	To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>compliance with procurement provisions in legislation and council policy</li> <li>expenditure is urgent has a limit of up to a cost of \$75,000 excluding GST per instance of expenditure</li> <li>no allocation in the annual budget or having an allocation which will be exceeded</li> <li>CEO Direct Reports confirms with the CEO that funds are available in the annual budget to cover the expenditures</li> <li>Council later approves the budget variation by resolution at a meeting.</li> </ul>
14.4	Approve expenditure within the approved annual budget	Council	To CEO	Subject to: <ul style="list-style-type: none"> <li>compliance with procurement provisions in legislation and council policy</li> <li>restrictions outlined in this manual.</li> </ul>



## Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
14.5	Approve expenditure within the approved annual budget	CEO	To: See Appendix A for the positions listed in the Financial Delegation	Subject to: <ul style="list-style-type: none"> <li>the Financial Delegation Table as delegated by the CEO under the <i>Local Government Act</i></li> <li>the restrictions outlined in this manual</li> <li>expenditure relating to the division, service or program under the direct control of the persons delegated.</li> </ul>
14.6	Authorise exception from quotation or tender requirements	Council CEO	To CEO To CEO Direct Reports	Subject to: <ul style="list-style-type: none"> <li>Section 38 of the General Regulations</li> <li>Council Procurement Policy</li> </ul>

## Delegation Manual

## 15. Approving Credit Card Expenditure

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
15.1	Approve the issue of corporate credit cards and authorise the credit limits.	Council CEO	For CEO For All staff	Subject to <ul style="list-style-type: none"> <li>• policies under Section 6(e) and 6(f) of the General Regulations</li> <li>• Recommendation from CEO Direct Reports</li> </ul>
15.2	Approve expenditures made on corporate credit cards.	Council President CEO CEO Direct Reports	For CEO For CEO Direct Reports For Level 4, 5 and Service staff	Subject to <ul style="list-style-type: none"> <li>• Council policy.</li> </ul>

## Delegation Manual

## 16. Capital Expenditure and Asset Control

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
16.1	Sell, trade or dispose of assets	Council	To CEO	Subject to: <ul style="list-style-type: none"> <li>Council policy</li> <li>accounting regulations</li> <li>value of asset(s) has a limit of up to \$5,000 excluding GST per instance</li> </ul>
16.2	Approve hire of plant, equipment, or facilities.	CEO	To CEO Direct Reports and Level 4	Subject to: <ul style="list-style-type: none"> <li>plant, equipment and facilities for which the staff position is responsible</li> <li>hired under terms and conditions deemed appropriate in the circumstances</li> <li>with minimal risk to Council.</li> </ul>

Delegation Manual

17. Tenders

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
17.1	Formation of tender evaluation panel for opening and evaluation of tenders.	Council	To CEO	Subject to Council: <ul style="list-style-type: none"><li>• policy or procedure regarding the composition of the panel</li></ul>
17.2	Awarding Tenders	Council	To Finance Committee	Subject to: <ul style="list-style-type: none"><li>• The tender cost being under \$500,000 excluding GST</li><li>• A Tender Evaluation Report presented by the CEO</li></ul>

## Delegation Manual

## 18. Staff expenditures, time sheets and payroll

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
18.1	Approve staff reimbursement for expenditure on behalf of council.	Council President CEO CEO Direct Reports Level 4	For CEO For CEO Direct Reports For Level 4 For Level 5 and Service staff	Subject to <ul style="list-style-type: none"> <li>Council policy or procedure.</li> <li>The limits in the Financial Delegation Table expenditure relating to the division, service or program under the direct control of the persons delegated.</li> </ul>
18.2	Compile and approve staff time sheets.	CEO CEO Direct Reports Level 4 Level 5	For CEO Direct Reports For Level 4 For Level 5 and Service Staff For Service staff	Subject to <ul style="list-style-type: none"> <li>Council policy or procedure</li> <li>Enterprise agreement</li> </ul>
18.3	Approve fortnightly payroll for payment.	CEO	To CEO Direct Reports	Subject to <ul style="list-style-type: none"> <li>Council policy or procedure</li> <li>Enterprise agreement</li> </ul>



## Delegation Manual

## 19. Investments, borrowings and reserves

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
19.1	Borrowing money	Council	To CEO	Subject to: <ul style="list-style-type: none"> <li>proposals from CEO Direct Reports to the CEO</li> <li>Council policy</li> <li>Council's annual budget</li> <li>Council approval by resolution</li> <li>Council obtaining Ministerial approval, subject to Section 197 of the Act.</li> </ul>
19.2	Creation of new reserves for Council as well as authorising transfers to and from existing reserves.	Council	To CEO	Subject to: <ul style="list-style-type: none"> <li>proposals from CEO Direct Reports to the CEO</li> <li>Council policy</li> <li>Council's approved annual budget</li> <li>Council approval by specific resolution unless in Annual Budget</li> </ul>

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## Delegation Manual

## 20. Investments, borrowings and reserves

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
20.1	Approve the investment of funds that are surplus to requirements.	Council	To CEO	Subject to: <ul style="list-style-type: none"> <li>• Council policy</li> <li>• compliance with Investment Guidelines</li> <li>• Financial Signatory requirements in this Manual</li> </ul>
20.2	Approve draw down of investment funds for deposit into operational accounts.	Council	To CEO	Subject to: <ul style="list-style-type: none"> <li>• proposals from CSM to the CEO.</li> <li>• Financial Signatory requirements in this Manual</li> </ul>
20.3	Approve banking and investment account arrangements including authorizing the opening of new accounts.	Council	To CEO	Subject to: <ul style="list-style-type: none"> <li>• proposals from CSM to the CEO.</li> <li>• Financial Signatory requirements in this Manual</li> </ul>

Delegation Manual

21. ATM, receipts and banking

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
21.1	Authority to invoice, receive, code and approve the issue of receipts	CEO	To CEO Direct Reports, Level 4, 5 and Service staff	Subject to <ul style="list-style-type: none"><li>• Council procedure.</li><li>• Fees and Charges</li><li>• Schedule of rates</li></ul>
21.2	Authority to bank income and approve the issue of receipts	CEO	To CEO Direct Report and Level 4	Subject to <ul style="list-style-type: none"><li>• Council procedure.</li><li>• Fees and Charges</li><li>• Schedule of rates</li></ul>

## Delegation Manual

**22. Bad debts, rates penalties, and interest**

<b>Code</b>	<b>Brief descriptions of Delegated Powers</b>	<b>Positions with Delegations</b>	<b>Positions that Delegations apply to</b>	<b>Constraints impacting on Delegations</b>
22.1	Approve the write-off of debts	Council	nil	(requires a Council resolution)
22.2	Approve the write-offs of cash losses, thefts, or shortages, furniture, plant and equipment, losses, thefts or destruction.	Council	To CEO	Subject to: <ul style="list-style-type: none"> <li>• Section 28 of the General Regulations</li> <li>• Loss of Money less than \$200</li> <li>• Loss of Asset less than \$2,000</li> </ul>
22.3	Approve debt recovery payment terms, including rates payment plans.	Council	To CEO	Subject to: <ul style="list-style-type: none"> <li>• debts less than \$50,000</li> <li>• proposals from CEO Direct Reports to the CEO</li> <li>• Council policy</li> <li>• Council's annual budget</li> </ul>

Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
22.4	Approve write-off of rates penalties and interest.	Council	nil	(requires a Council resolution)
22.5	Correct administrative errors.	Council CEO	To CEO To CSM	Subject to: <ul style="list-style-type: none"><li>• Section 232 and 233 of the Act</li><li>• proposals from CEO Direct Reports to the CEO</li><li>• Council's annual budget</li><li>• Non controversial</li><li>• Financial impact less than \$20,000</li></ul>



Delegation Manual

23. Rates concessions

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
23.1	Approve rates concessions to natural persons including deferring payment of rates.	Council	nil	(requires a Council resolution)

## Delegation Manual

## 24. Cheques and electronic payments

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
24.1	Authorise (Sign) cheques and electronic payments	Council	To: Tier One; CEO; Director Technical & Infrastructure; Director Community Development; Corporate Services Manager;	Subject to: • Any two to authorise, which at least one from Tier One.
24.2	Authority to stop a cheque payment	Council	Tier Two: Finance Manager; Management Accountant	Subject to: • Any two to authorise, which at least one from Tier One. • There being errors with the cheque.

East Arnhem Regional Council - Delegations Manual

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Delegation Manual

Code	Brief descriptions of Delegated Powers	Positions with Delegations	Positions that Delegations apply to	Constraints impacting on Delegations
24.3	Approval to add/change or remove signatories when a person in the designated role changes	Council	To CEO	Subject to: <ul style="list-style-type: none"><li>Two authorised signatures required</li></ul>

## Delegation Manual

**RECORDS MANAGEMENT DELEGATIONS****25. Freedom of information requests and other records management procedures**

<b>Code</b>	<b>Brief descriptions of Delegated Powers</b>	<b>Positions with Delegations</b>	<b>Positions that Delegations apply to</b>	<b>Constraints impacting on Delegations</b>
25.1	Authority to process freedom of information requests	CEO	To CSM	Subject to: <ul style="list-style-type: none"> <li>• CEO being notified immediately once request is received</li> <li>• requirements under the <i>Information Act</i></li> <li>• CSM is the dedicated freedom of information (FOI) officer for the purposes of the legislation.</li> </ul>
25.2	Authority to act as the review officer in cases where an applicant appeals a decision of Council.	CEO	To CSM	Subject to: <ul style="list-style-type: none"> <li>• CEO and CSM being notified immediately once an appeal is received</li> <li>• requirements under the <i>Information Act</i>.</li> <li>• Report to the CEO recommending action.</li> </ul>

## Delegation Manual

### Appendix A - Financial: Delegation Table

Position	Level of Delegation
CEO	Council Budget
Director - Community Development	Executive - \$150,000 delegation
Director - Technical & Infrastructure Services	Executive - \$150,000 delegation
Corporate Services Manager	Executive - \$100,000 delegation
EA to the CEO	Manager L2 - \$20,000 delegation
Communications and Engagement Coordinator	Manager L2 - \$20,000 delegation
Community Development Coordinator – Ramingining	Manager L2 - \$20,000 delegation
Community Development Coordinator – Galiwinku	Manager L2 - \$20,000 delegation
Community Development Coordinator – Gapuwiyak	Manager L2 - \$20,000 delegation
Community Development Coordinator – Angurugu	Manager L2 - \$20,000 delegation
Community Development Coordinator – Milingimbi	Manager L2 - \$20,000 delegation
Community Development Coordinator/MSS– Milyakburra	Manager L2 - \$20,000 delegation
Community Development Coordinator – Umbakumba	Manager L2 - \$20,000 delegation
Community Development Coordinator - Yirrkala	Manager L2 - \$20,000 delegation
Community Development Coordinator/MSS – Gunyangara	Manager L2 - \$20,000 delegation
Community Development Coordinator - Relief	Manager L2 - \$20,000 delegation
Regional Manager - Aged Care & Disability Services	Manager L2 - \$20,000 delegation
Regional Manager - Youth, Sport & Recreation-Nhulunbuy	Manager L2 - \$20,000 delegation
Regional Manager - Children & Library Services	Manager L2 - \$20,000 delegation
Community Development – Strategic Coordinator	Manager L2 - \$20,000 delegation
Building & Public Area Infrastructure Manager	Manager L2 - \$20,000 delegation
Regional Waste & Environmental Manager-Nhulunbuy	Manager L2 - \$20,000 delegation
Tenancy Manager	Manager L2 - \$20,000 delegation
Veterinarian & Animal Control Manager-Nhulunbuy	Manager L2 - \$20,000 delegation
ICT Manager - Darwin	Manager L2 - \$20,000 delegation
Transport & Infrastructure Manager-Nhulunbuy	Manager L2 - \$20,000 delegation
Fleet & Workshops Manager-Nhulunbuy	Manager L2 - \$20,000 delegation



## Delegation Manual

Technical & Infrastructure Services –Strategic Project Coordinator	Manager L2 - \$20,000 delegation
Finance Manager	Manager L2 - \$20,000 delegation
Administration Manager-Milingimbi	Admin L1 - \$5,000 delegation
Administration Support Officer – Nhulunbuy – Repair & Maintenance	Admin L1 - \$5,000 delegation
Senior Administrative Officer – Yirrkala	Admin L1 - \$5,000 delegation
Senior Administration Officer - Galiwinku	Admin L1 - \$5,000 delegation
NDIS Support Coordinator - Nhulunbuy	Admin L1 - \$5,000 delegation
Occupational Therapist – Nhulunbuy	Admin L1 - \$5,000 delegation
Children Services Coordinator - Galiwinku	Admin L1 - \$5,000 delegation
Child Care Coordinator-Yirrkala	Admin L1 - \$5,000 delegation
Community Night Patrol Administration Officer	Admin L1 - \$5,000 delegation
Community Night Patrol - Coordinator	Admin L1 - \$5,000 delegation
Administration Support Officer-Nhulunbuy-YSR	Admin L1 - \$5,000 delegation
Administration Support Officer – Nhulunbuy – Aged Care	Admin L1 - \$5,000 delegation
Senior Administration Support & ICT Officer-Darwin	Admin L1 - \$5,000 delegation
Technical Officer -Nhulunbuy	Admin L1 - \$5,000 delegation
Administration Support Officer-Nhulunbuy	Admin L1 - \$5,000 delegation
Fleet & Workshop Administration Officer-Nhulunbuy	Admin L1 - \$5,000 delegation
Tradesperson Mechanic-Milingimbi	Admin L1 - \$5,000 delegation
Tradesperson Mechanic - Gapuwiyak	Admin L1 - \$5,000 delegation
Procurement Officer-Nhulunbuy	Admin L1 - \$5,000 delegation
Animal Management Supervisor	Admin L1 - \$5,000 delegation
Administration & Engagement Support Officer	Admin L1 - \$5,000 delegation
Project Officer Community Housing	Admin L1 - \$5,000 delegation
Municipal Service Supervisor	Admin L1 - \$5,000 delegation
Corporate Planning and Policy Officer	Admin L1 - \$5,000 delegation
Human Resource Coordinator	Admin L1 - \$5,000 delegation
Human Resources Officers	Admin L1 - \$5,000 delegation
Records Coordinator	Admin L1 - \$5,000 delegation
Work Health & Safety Manager	Admin L1 - \$5,000 delegation

**CHIEF EXECUTIVE**

<b>ITEM NUMBER</b>	6.5
<b>TITLE</b>	Elected Members Training
<b>REFERENCE</b>	1521474
<b>AUTHOR</b>	Michael Freeman, Corporate Services Manager

**SUMMARY:**

This report is to present a training opportunity for elected members.

**BACKGROUND**

The Local Government Association of the Northern Territory (LGANT) is proposing to hold a two day symposium on 5 and 6 October 2021 in Darwin for all elected members across the seventeen Councils recently elected.

The symposium is being held at the *Double Tree by Hilton Esplanade, Darwin*. A formal dinner will be held at the conclusion of Day 1.

The two days will be a mixture of open forums, presentations, interactive sessions, and discussions designed to facilitate an understanding and appreciation of the skills and knowledge needed to be effective and inclusive elected members.

This does not form part of the compulsory elected member training that must be completed within the next twelve months.

The proposed agenda is below.

**Attachment: LGANT 2021 Elected Member Symposium**

<b>Introduction to Local Government</b>		<b>Presenter</b>
Housekeeping		MC – Ms Catie Kirke
Welcome to Country		Larrakia Nation representative
LGANT President		The Hon Kon Vatskalis
Minister for Local Government		The Hon Chansey Paech MLA
Department of Chief Minister and Cabinet.		DCM&C
. Role of the department		(TBC)
. NT Local Government Act 2019		
<b>Sponsored - Morning Tea</b>		
Independent Commission Against Corruption		Commissioner, Mr. Michael Riches
Governance: what is it and why is it important?		(TBC)
Responsible use of public monies		DCM&C (TBC)
		Audit Committee Chairs x 2 (TBC)
Sponsor to speak		
<b>Sponsored - Luncheon</b>		
<b>Elected Member Building Blocks</b>		
Financial and Business Planning		DCM&C (TBC)
		Two councils (TBC)

Introduction to Mandatory Training

DCM&C  
(TBC)

**Sponsored - Afternoon Tea**

Council meetings - Introduction to meeting procedures and good governance supporting the conduct of council meetings

**Moderator / Presenter**  
Allan McGill AM

Interactive Session Council Meeting with key messages and subject matter being:

- Roles and Responsibilities
- Code of Conduct
- Meeting Procedures
- Conflict of Interest

**Moderator**  
Allan McGill AM

**Panel**  
Councillors x 5 (TBC)  
CEO - (TBC)

Reflections on meeting best practice

**Moderator**  
Allan McGill  
**Participants**  
All attendees

Close of proceedings - Day 1

MC

**Sponsored - Networking Event**

**Sponsored – Dinner at Symposium venue**

**Elected Member Fundamentals**

Welcome - housekeeping and days agenda LGANT Services and Strategic Plan	<b>MC</b> Sean Holden, CEO LGANT
Australian Local Government Association	Matt Pinnegar, CEO ALGA
Regional collaboration: councils and community	<b>Moderator - MC</b> Josh Sattler GM Innovation City of Darwin Three speakers from Councils (TBC)

**Sponsored - Morning Tea**

Q & A Session: Elected members and their relationship with council staff	<b>Moderator</b> Allan McGill AM <b>Panel</b> Elected members and CEO mix (TBC)
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Sponsor presentation

**Sponsored - Luncheon**

Diversity in local government	<b>Moderator - MC</b> Catie Kirke <b>Panel</b> (TBC)
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**Sponsored Afternoon Tea**

<b>Interactive Session / Case Studies</b> Engaging with your communities	<b>Moderator - MC</b> Catie Kirke <b>Panel</b> (TBC)
Managing the media	Andrew Bruyn AM
Closing remarks	LGANT President
Close of proceedings	MC

The cost of attendance can be met from the Professional Development Allowance for each elected member.

The Extra Meeting Allowance policy permits, by resolution, the payment for each day of attendance for professional Development.

**GENERAL**

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

**RECOMMENDATION**

**That Council approve the attendance of all elected members who wish to attend the two day LGANT Symposium in October 2021, with the approval of the extra meeting allowance for each day attended, and travel/accommodation/enrolment costs to be met from Professional Development Allowances.**

**ATTACHMENTS:**

There are no attachments for this report.

**CHIEF EXECUTIVE**

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<b>ITEM NUMBER</b>	6.6
<b>TITLE</b>	Council Involvement in Closing the Gap - Northern Territory Implementation Plan
<b>REFERENCE</b>	1523244
<b>AUTHOR</b>	Dale Keehne, Chief Executive Officer

**SUMMARY:**

Council is asked to consider how it can best support the involvement of it and other councils in the Closing the Gap Northern Territory Implementation Plan.

**BACKGROUND**

The Closing the Gap Northern Territory Implementation Plan was agreed on 29 July 2021.

The agreement is between the Northern Territory Government, the Aboriginal Peak Organisations Northern Territory (APO NT) and the Local Government Association of the Northern Territory (LGANT).

APO NT is an alliance of Aboriginal Medical Services Alliance of the NT (AMSANT), the Aboriginal Housing NT (AHNT) and the Central Land Council (CLC).

The agreement is related to the National Agreement on Closing the Gap (2019-2029). Local Government for the first time is an official signatory to Closing the Gap, which the Australian Local Government Association signed up to nationally, and now LGANT with this agreement for the Northern Territory.

**GENERAL**

LGANT in its description of local governments has included the useful observation that “most elected council members are Aboriginal as are the communities they represent”. This is the case for the 9 Regional Councils in the Northern Territory. This is in line with the national recognition at the ALGA National General Assembly in June of Aboriginal Controlled Local Government Councils, or many references in the Closing the Gap Northern Territory Implementation Plan to ‘Aboriginal Community Controlled Organisations’ that are part of the ‘Aboriginal Community Controlled Sector’.

The agreement covers a wide range of ‘priority reforms’ across a wide range of areas including justice, disability, family support, education, economic development, housing and building the community controlled sector.

The signing of the agreement by LGANT is very significant, as it allows a great opportunity for all member councils to be involved in it.

The LGANT CEO has advised that following the signing of the agreement, we can now consider the most effective way to involve member Councils in the process. Options could be the involvement of some or all of the Regional and Municipal Members of the LGANT Executive, and/or a Steering Committee of nominated Council representatives, with appropriate support from the LGANT CEO, Council CEO’s and senior officers.

Council is asked today to endorse a motion that can be put to the next LGANT General Meeting on 4 November, to explore together how we can best include and involve regional and municipal councils in the Closing the Gap Northern Territory Implementation Plan.



The report author does not have a conflict of interest in this matter (Section 179 of the Act).

## **RECOMMENDATION**

**That Council propose a motion to the LGANT General Meeting on 4 November 2021, that LGANT consult with all member councils on the most effective way to involve them in the Closing the Gap Northern Territory Implementation Plan process. The Consultation should include consideration of the involvement of some or all of the Regional and Municipal Members of the LGANT Executive, and/or a Steering Committee of nominated Council representatives, with appropriate support from the LGANT CEO, Council CEO's and senior officers.**

## **ATTACHMENTS:**

There are no attachments for this report.

**TECHNICAL AND INFRASTRUCTURE SERVICES**

<b>ITEM NUMBER</b>	7.1
<b>TITLE</b>	East Arnhem Regional Council Tender and Request for Quotation Assessment Weighting Criteria
<b>REFERENCE</b>	1520361
<b>AUTHOR</b>	Tanya Rann, Procurement Officer

**SUMMARY:**

This report is tabled for Council to review the current Assessment Weightings Criteria for Tender and Request for Quotations, for the Procurement of Goods and Services.

**GENERAL**

In conjunction with our Procurement Policy, which will be amended and updated and presented to Council at the next Council Meeting, it is recommended the current method for assessing Request for Tender and nominated Request for Quotations be reviewed.

Our Procurement Policy promotes a Value for Money approach to purchasing activities. This approach includes the consideration of both price and non-price factors, when evaluating Tender and Quotation submissions. The objective of this approach is to select a supplier that would result in the best outcome for Council or Council's broader strategic outcomes.

The following assessment criteria is what is currently used to evaluate Tenders and Request for Quotations:-

**Set Assessment Criteria**

1. Local Benefit	25% (Minimum)
2. Past Performance	15% (Minimum)
3. Capacity	15% (Minimum)
4. Cost	25% (Minimum)
<b>TOTAL</b>	<b>80%</b>

**The below additional Nominated Assessment Criteria can be used as required to make up 100%, or increase the above Set Assessment Criteria to make up the 100%**

1. Scope Specific	As Required
2. Timeliness	As Required
3. Innovation	As Required

See table below for breakdown of each assessment criteria.

QUALITATIVE CRITERIA		WEIGHTING
1	<b><u>Local Benefit</u></b> Enhancement of industry and business capability in the region. Improved capacity and quality in supply and service response. Proposed level of usage of apprentices and trainees. Number of Indigenous Territorian employees within the organisation and to be employed in delivery of the Contract. Proposed level of usage of local Indigenous enterprise.	<b>MINIMUM</b> <b>25%</b>
2	<b><u>Past Performance</u></b> Contracts with the Principal or with of a similar scope and size. Previous disputes and claims; provide details of how disputes were managed.	<b>MINIMUM</b> <b>15%</b>

QUALITATIVE CRITERIA		WEIGHTING
	Relationship management. Safe and fair workplace record.	
3	<b><u>Capacity</u></b> Ability to carry out the works; a) demonstrated managerial and key personnel expertise b) technical expertise c) knowledge of best practice methods or products d) use of performance/quality/workplace health and safety management systems/processes in relation to the proposed Contract e) resource availability, ie. equipment, vehicles, plant tools Number and value of Contracts in progress. Legal action pending. Financial capacity – provide financial statements for the past 2 financial years if requested.	<b>MINIMUM</b> <b>15%</b>
4	<b><u>Scope Specific</u></b> Environmental requirements Technical Requirements Specific Expertise and Experience	<b>As Required</b> <b>%</b>
5	<b><u>Timeliness</u></b> Demonstrate ability to meet the completion/delivery time Completion/delivery time offered by Tenderer	<b>As Required</b> <b>%</b>
6	<b><u>Innovation</u></b> New technology Alternate Solutions	<b>As Required</b> <b>%</b>
7	<b><u>Cost</u></b> The Tendered Price Schedule submitted as part of the Return will be used to assess this criterion.	<b>MINIMUM</b> <b>25%</b>

Below is our Master Tender Evaluation Matrix Spreadsheet, which is used to score Tenderers Submissions against each criteria along with their weighting percentages.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

[illegible]

## **RECOMMENDATION**

### **That Council:**

- (a) Reviews and approves the proposed Tender Assessment Weighting Criteria and Percentages, for future market procurement for Tier 2 over \$50,000.00, Tier 3 and 4 procurement opportunities.**

### **ATTACHMENTS:**

There are no attachments for this report.

**CORPORATE SERVICES REPORTS**

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**ITEM NUMBER** 9.1  
**TITLE** Finance and Corporate Services Report  
**REFERENCE** 1521159  
**AUTHOR** Michael Freeman, Corporate Services Manager

**SUMMARY:**

This report is tabled to provide the Finance Report for the period ended the 31 August 2021 for its approval.

**BACKGROUND**

In accordance with section 17 of the Local Government (General) Regulations, the CEO must submit a finance report each month before a meeting of the Council. The new Council will establish a Finance Committee to consider this report in the months when council does not meet.

The finance report for the period ended 31 August 2021 is attached to the report for consideration and the following points are highlighted in the report:

- One Page Financial Results
- Income and Expense Statement – Actual vs Budget
- Capital Expenditure – Actual vs Budget
- Monthly Balance Sheet Report
- Financial Report for Each Local Authority Area - Actuals vs Budget
- Cash and Equity Analysis
- Investments

The format of the report is as required by the new Regulations commencing 1 July 2021.

**GENERAL****Finance Section**

The CEO certifies that, to the best of his 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.



Local Authority Project Tracking:

<b>Location Description</b>	<b>Project/ Asset Type Description</b>	<b>Actual + Commitments</b>	<b>Annual Budget</b>
<b>Angurugu</b>	LAPF 17/18 - Angurugu - Footpath installation	204,000	136,000
	LAPF 18/19 - Angurugu Cemetery Lights and Shelter	0	13,686
	LAPF 18/19 - Angurugu waterline and taps installation	0	9,438
	LAPF 21/22 - Angurugu - Footbridge	0	480,000
	LAPF 21/22 - Angurugu - Public Toilets	0	350,000
	LAPF 21/22 - Angurugu - Riverside Market Space	0	30,000
	LAPF 21/22 - Angurugu - Seating Church Area	0	29,115
	Local Authority Boards - Angurugu	1,220	15,300
	Local Authority Project Funding 2019-2020, Angurugu	0	51,962
	Local Authority Project Funding 2021-2022, Angurugu	0	150,200
<b>Angurugu Total</b>		<b>205,220</b>	<b>1,265,701</b>
<b>Galiwinku</b>	LAPF 19/20 - Galiwin'ku Sound Proofing of Meeting Room	11,870	17,400
	LAPF 21/22 - Galiwinku - Additional Footpath Stage 2	555	153,415
	LAPF 21/22 - Galiwinku - Buthan Recreation Area	0	100,000
	LAPF 21/22 - Galiwinku - Co-contribution to a ceremony area	0	40,000
	LAPF 21/22 - Galiwinku - Outdoor Youth Recreation Facilities	0	830,000
	LAPF 21/22 - Galiwinku - Public Toilets at Airport	0	360,000
	Local Authority Boards - Galiwinku	1,094	13,920
	Local Authority Project Funding 2019-2020, Galiwinku	0	117,492
	Local Authority Project Funding 2021-2022, Galiwinku	0	341,100
<b>Galiwinku Total</b>		<b>13,518</b>	<b>1,973,327</b>
<b>Gapuwiyak</b>	LAPF 19/20 - Gapuwiyak PA Upgrade	0	28,667
	LAPF 19/20 - Gapuwiyak Priority Footpaths	0	90,654
	LAPF 21/22 - Gapuwiyak - Airport waiting area contribution	0	50,000
	LAPF 21/22 - Gapuwiyak - Shade shelters at Wharf camp	0	80,000
	LAPF 21/22 - Gapuwiyak - Solar Lighting PI	0	30,915
	LAPF 21/22 - Gapuwiyak - Two	0	160,000

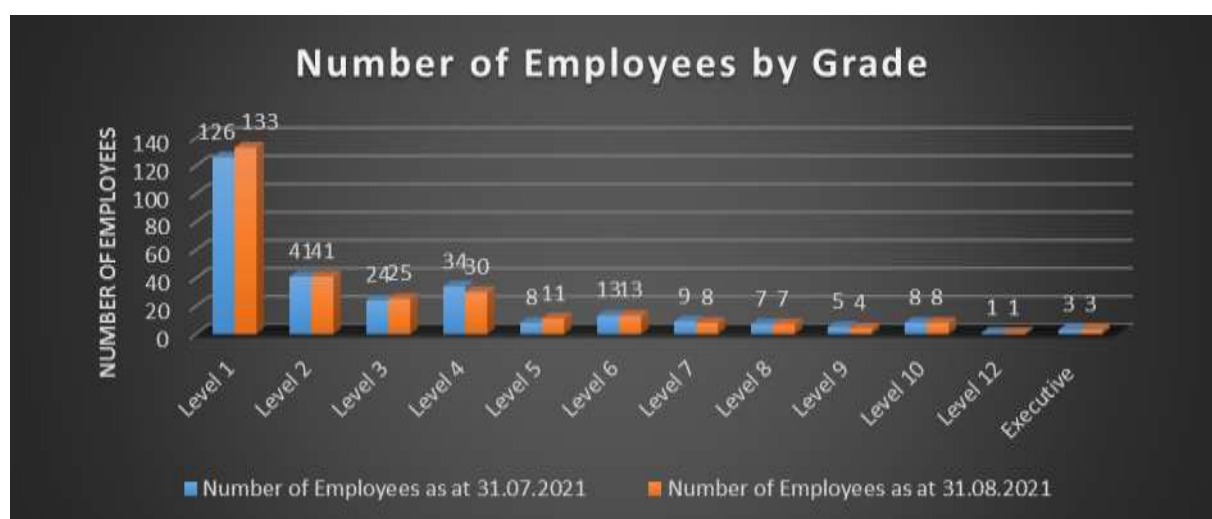
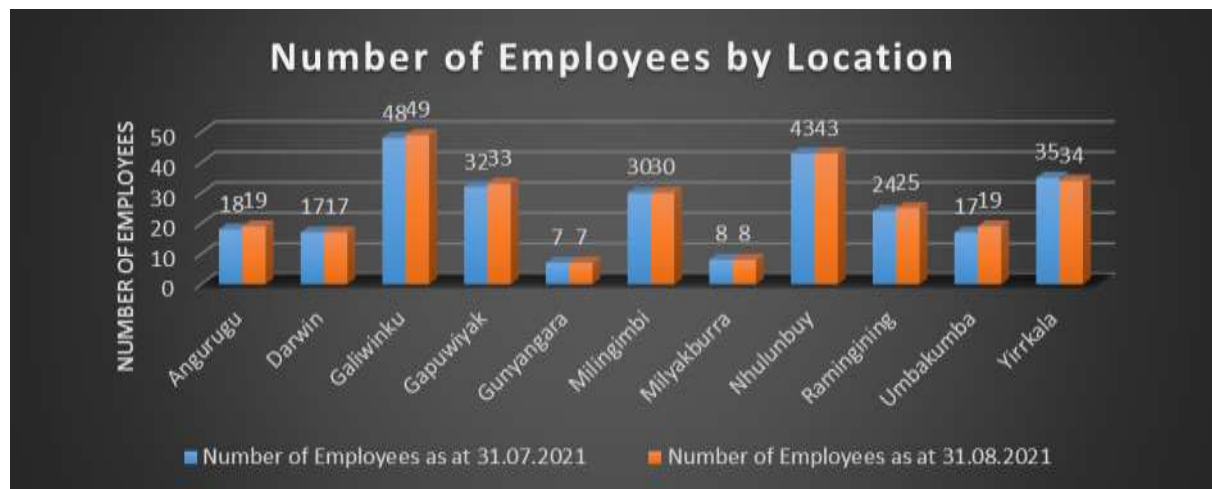
Location Description	Project/ Asset Type Description	Actual + Commitments	Annual Budget
	Playgrounds		
	LAPF 21/22 - Gapuwiyak - Two Public Toilets	0	550,000
	Local Authority Boards - Gapuwiyak	687	13,920
	Local Authority Project Funding 2021-2022, Gapuwiyak	0	140,300
	Miwatj Employment and Participation Funds, Gapuwiyak	0	22,358
<b>Gapuwiyak Total</b>		<b>687</b>	<b>1,166,814</b>
<b>Gunyangara</b>	LAPF 19/20 - Gunyangara Bus Shelters	26,840	20,000
	LAPF 21/22 - Gunyangara - Footpaths (school to Gumatj Office)	168	200,000
	LAPF 21/22 - Gunyangara - Landscaping and beautification	0	78,415
	LAPF 21/22 - Gunyangara - Multi-purpose Building at Oval	0	400,000
	Local Authority Boards - Gunyangara	639	13,920
	Local Authority Project Funding 2019-2020, Gunyangara	0	5,177
	Local Authority Project Funding 2021-2022, Gunyangara	0	33,600
	Miwatj Employment and Participation Funds, Gunyangara	0	2,483
<b>Gunyangara Total</b>		<b>27,647</b>	<b>753,595</b>
<b>Milingimbi</b>	LAPF 21/22 - Milingimbi - Ceremony area contribution	0	47,485
	LAPF 21/22 - Milingimbi - Double-bin stands for each house	25,280	28,000
	LAPF 21/22 - Milingimbi - Public toilets near the foreshore	0	300,000
	LAPF 21/22 - Milingimbi - Water Park	0	580,000
	Local Authority Boards - Milingimbi	958	13,920
	Local Authority Project Funding 2021-2022, Milingimbi	0	187,700
<b>Milingimbi Total</b>		<b>26,238</b>	<b>1,157,105</b>
<b>Milyakburra</b>	LAPF 21/22 - Milyakburra - Contribution for BMX track	0	30,000
	LAPF 21/22 - Milyakburra - Jetty	0	160,000
	LAPF 21/22 - Milyakburra - Oval \$100k contribution	0	100,000
	LAPF 21/22 - Milyakburra - Public Toilets	0	350,000
	LAPF 21/22 - Milyakburra - Shade structure (barge landing)	0	32,115
	Local Authority Boards - Milyakburra	542	14,820
	Local Authority Project Funding 2019-	0	10,424

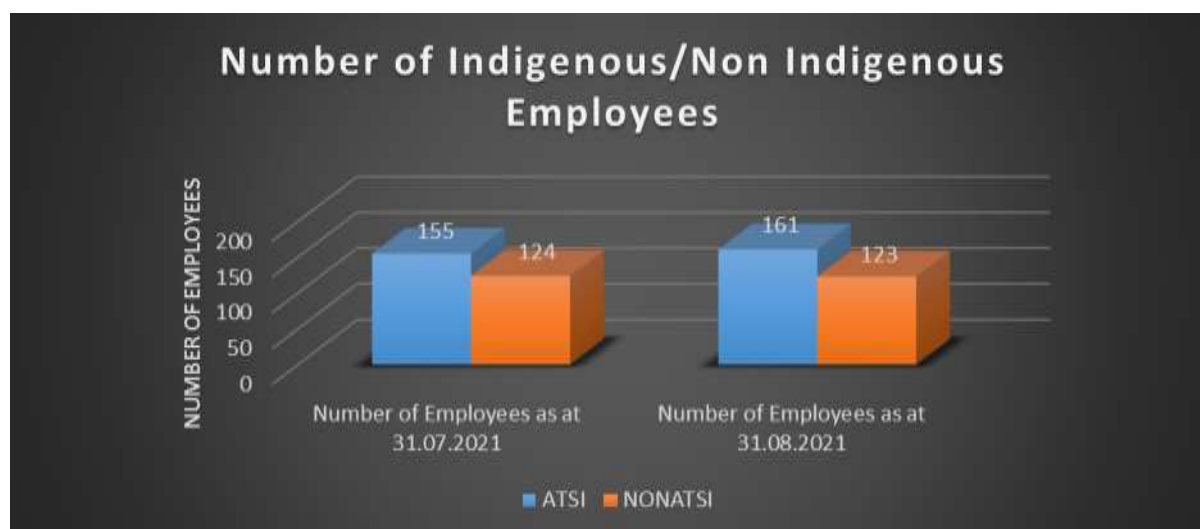
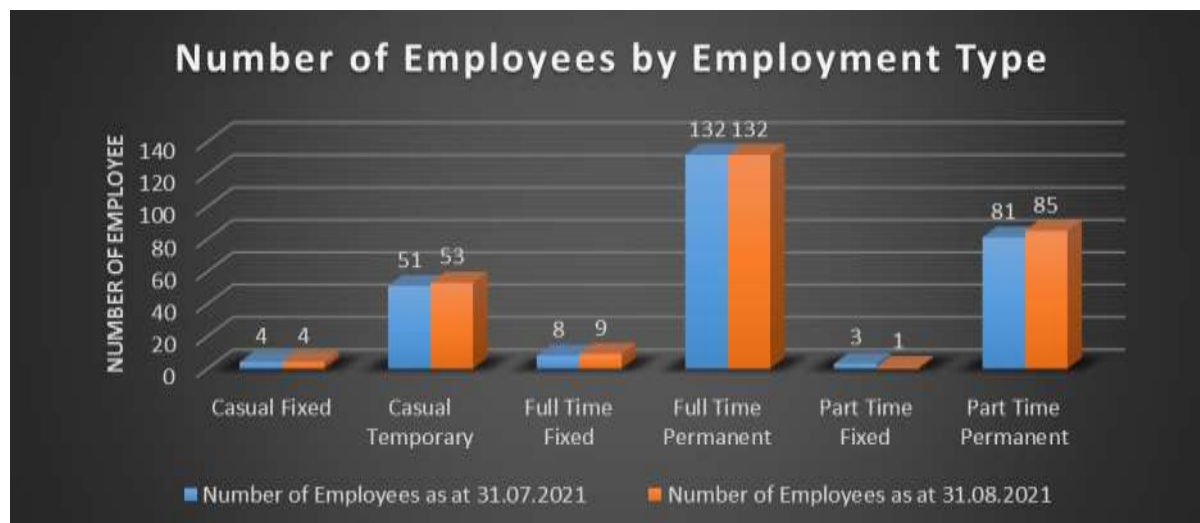
Location Description	Project/ Asset Type Description	Actual + Commitments	Annual Budget
	2020, Milyakburra		
	Local Authority Project Funding 2021-2022, Milyakburra	0	30,100
<b>Milyakburra Total</b>		<b>542</b>	<b>727,459</b>
<b>Nhulunbuy</b>	Local Authority Boards - Nhulunbuy	245	3,402
<b>Nhulunbuy Total</b>		<b>245</b>	<b>3,402</b>
<b>Ramingining</b>	LAPF 18/19 - Ramingining - Oval Infrastructure	0	132,902
	LAPF 19/20 - Ramingining Installation of Oval Lights	0	69,971
	LAPF 21/22 - Ramingining - Airport shelter upgrade	0	22,115
	LAPF 21/22 - Ramingining - Oval Lights	0	850,000
	Local Authority Boards - Ramingining	516	13,920
	Local Authority Project Funding 2021-2022, Ramingining	0	135,400
<b>Ramingining Total</b>		<b>516</b>	<b>1,224,309</b>
<b>Umbakumba</b>	LAPF 17/18 - Umbakumba Playground Installations	0	60,000
	LAPF 17/18 - Umbakumba Sporting Equipment	0	90,000
	LAPF 18/19 - Umbakumba Installation of Priority Footpaths	168	120,888
	LAPF 21/22 - Umbakumba - Equipment for hall	0	30,000
	LAPF 21/22 - Umbakumba - Floating pontoon/jetty	0	160,000
	LAPF 21/22 - Umbakumba - Footpaths PI	0	283,833
	LAPF 21/22 - Umbakumba - Oval Improvements	0	180,000
	LAPF 21/22 - Umbakumba - Solar lighting – Beach Front	0	90,000
	LAPF 21/22 - Umbakumba - Trailer for music equipment	35,842	75,000
	Local Authority Boards - Umbakumba	302	13,820
	Local Authority Project Funding 2021-2022, Umbakumba	0	110,500
<b>Umbakumba Total</b>		<b>36,311</b>	<b>1,214,041</b>
<b>Yirrkala</b>	LAPF 17/18 - Yirrkala Childrens Playground	0	60,000
	LAPF 18/19 - Yirrkala Installation of Grandstands at Oval	140,186	100,000
	LAPF 18/19 - Yirrkala Solar Lights at	0	878

<b>Location Description</b>	<b>Project/ Asset Type Description</b>	<b>Actual + Commitments</b>	<b>Annual Budget</b>
	Shady Beach		
	LAPF 19/20 - Yirrkala Oval Sign	0	5,333
	LAPF 21/22 - Yirrkala - Improved Oval Lighting	0	300,000
	LAPF 21/22 - Yirrkala - Improvements to Ceremony Areas	0	22,215
	LAPF 21/22 - Yirrkala - Public Toilets – Shady Beach	0	350,000
	LAPF 21/22 - Yirrkala - Sport and Recreation Hall	0	400,000
	Local Authority Boards - Yirrkala	781	13,920
	Local Authority Project Funding 2019-2020, Yirrkala	0	61,584
	Local Authority Project Funding 2021-2022, Yirrkala	0	113,300
	Miwatj Employment and Participation Funds, Yirrkala	0	30,784
<b>Yirrkala Total</b>		<b>140,967</b>	<b>1,458,014</b>
<b>Grand Total</b>		<b>451,891</b>	<b>10,943,767</b>

## Human Resources Section

Total employees: 284





<b>ATSI Employment Target</b>	<b>70%</b>
<b>Actual</b>	<b>57%</b>

<b>VACANCIES AS AT 31.08.2021</b>		
<b>Position</b>	<b>Level</b>	<b>Community</b>
Aged Care and Disability Services Officer	L3	Angurugu
Community Patrol Officer	L1	Angurugu
Family Skills Facilitator	L5	Angurugu
Municipal Services Officer	L1	Angurugu
Youth Sport and Recreation Coordinator	L4	Angurugu
Youth Sport and Recreation Worker	L1	Angurugu
Tenancy Manager	L6	Darwin
Aged Care & Disability Services Support Worker	L1	Galiwinku
Community Library Officer	L1	Galiwinku
Community Media Officer	L1	Galiwinku
Customer Services Officer	L1	Galiwinku
Municipal Services Officer	L1	Galiwinku
Senior Cleaner	L3	Galiwinku
Veterinarian & Animal Control Supervisor	L7	Galiwinku



<b>VACANCIES AS AT 31.08.2021</b>		
<b>Position</b>	<b>Level</b>	<b>Community</b>
Youth Sport and Recreation Worker	L1	Galiwinku
Child Care Worker	L1	Galiwinku
Aged Care and Disability Services Operations Coordinator	L4	Gapuwiyak
Community Media Officer	L1	Gapuwiyak
Trades Assistant	L1	Gapuwiyak
Community Patrol Officer	L2	Gunyangara
Community Patrol Officer	L2	Gunyangara
Community Liaison Officer	L1	Milingimbi
Environment and Recycling Officer	L1	Milingimbi
Nutrition Officer	L1	Milingimbi
Tradesperson Mechanic	L7	Milingimbi
Relief Community Development Coordinator	L8	Nhulunbuy
Engagement and Communications Coordinator	L6	Nhulunbuy
Executive Assistant to the CEO	L6	Nhulunbuy
Aged Care & Disability Services Support Worker	L1	Ramingining
Aged Care & Disability Services Care Coordinator	L5	Ramingining
Youth Sports & Recreation Worker	L1	Ramingining
Community Liaison Officer / Customer Service Officer	L1	Umbakumba
Children's Services Coordinator	L4	Umbakumba
Community Patrol Officer	L1	Umbakumba
Child Care Worker	L1	Yirrkala
Children's Services Coordinator	L4	Yirrkala
Customer Services Officer	L1	Yirrkala
Municipal Services Officer	L1	Yirrkala
Municipal Services Supervisor	L6	Yirrkala
Senior Administration Officer	L4	Yirrkala
Youth, Sport and Recreation Worker	L1	Yirrkala



The report author does not have a conflict of interest in this matter (Section 179 of the Act).

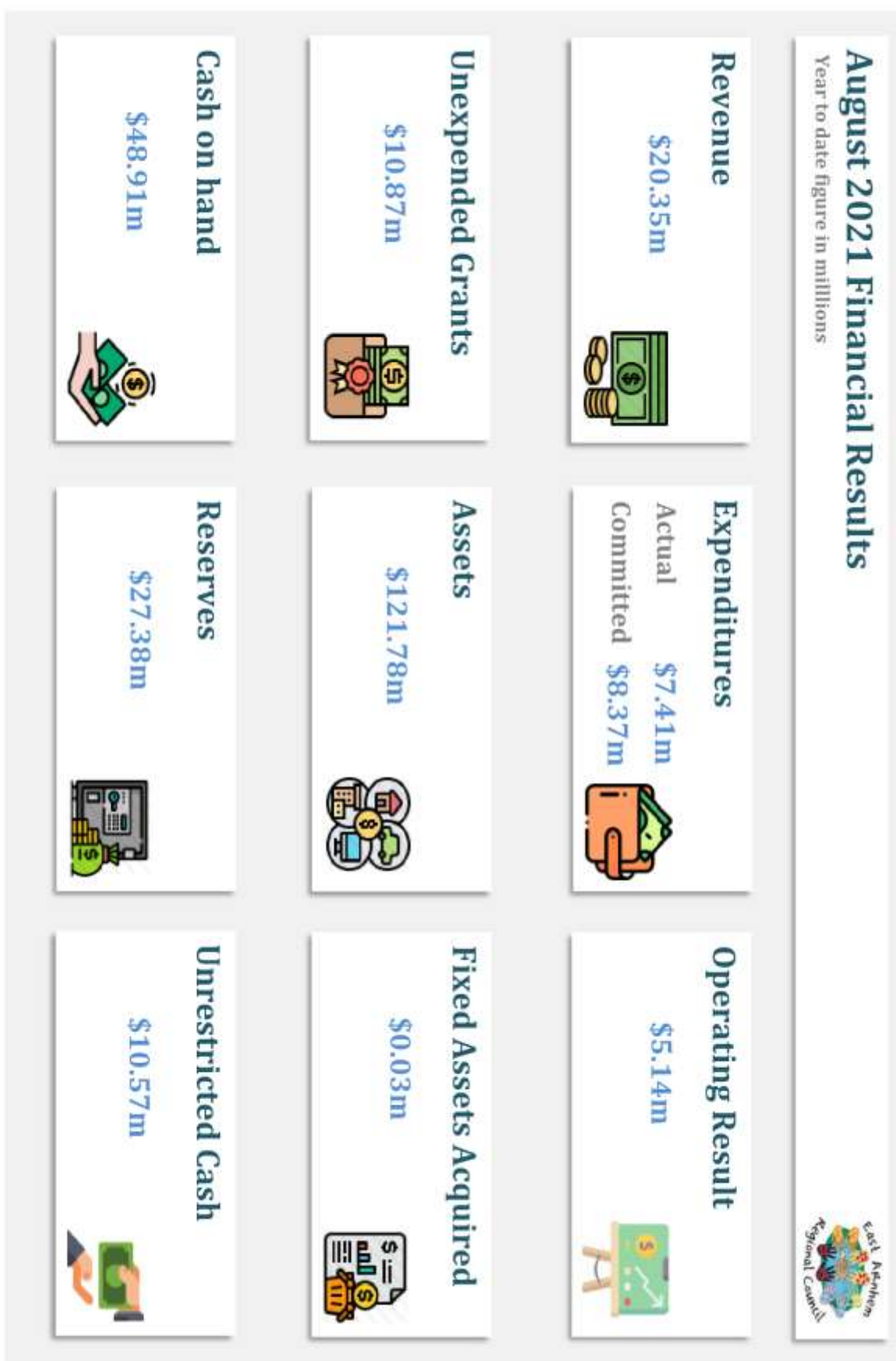
## RECOMMENDATION

**That Council approves the Finance Report with Human Resources information for the period ended the 31 August 2021.**

## ATTACHMENTS:

- 1 [One Page Financial Results.pdf](#)
- 2 [Income and Expense Statement – Actual vs Budget.pdf](#)
- 3 [Capital Expenditure – Actual vs Budget.pdf](#)
- 4 [Monthly Balance Sheet Report.pdf](#)

- [5](#)  Financial Report for Each Local Authority Area - Actuals vs Budget.pdf
- [6](#)  Cash and Equity Analysis.pdf
- [7](#)  Investment Report.pdf



**Income and Expense Statement – Actual vs Budget**  
Year to date 31st August 2021



	Note	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Variance %	Approved Annual Budget \$
<b>OPERATING REVENUE</b>						
Grants	A	11,061,252	9,817,229	1,244,023	13%	26,065,963
User Charges and Fees		1,153,556	1,315,691	(162,135)	(12%)	7,894,236
Rates and Annual Charges		2,272	-	2,272	100%	6,989,570
Interest Income		22,891	26,753	(3,862)	(14%)	157,500
Other Operating Revenues		339,006	301,116	37,890	13%	1,806,698
<b>TOTAL OPERATING REVENUES</b>		<b>12,578,977</b>	<b>11,460,789</b>	<b>1,118,188</b>	<b>10%</b>	<b>42,913,967</b>
<b>OPERATING EXPENSES</b>						
Employee Costs	B	2,511,094	3,394,606	(883,511)	(26%)	20,098,800
Materials and Contracts	C	1,840,255	3,550,468	(1,710,212)	(48%)	18,134,222
Elected Member Allowances		45,346	77,522	(32,176)	(42%)	465,132
Council Committee & LA Allowances		4,289	19,281	(14,992)	(78%)	115,688
Depreciation and Amortisation		659,053	596,693	62,360	10%	3,673,583
Interest Expense		487	4,550	(4,063)	(89%)	27,300
Other Operating Expenses		2,345,862	2,045,248	300,614	15%	12,419,185
<b>TOTAL OPERATING EXPENSES</b>		<b>7,406,387</b>	<b>9,688,368</b>	<b>(2,281,981)</b>	<b>(24%)</b>	<b>54,933,909</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>		<b>5,172,590</b>	<b>1,772,421</b>	<b>3,400,169</b>	<b>192%</b>	<b>(12,019,942)</b>
Capital Grants Income		-	107,906	(107,906)	(100%)	647,438
<b>SURPLUS/(DEFICIT)</b>		<b>5,172,590</b>	<b>1,880,328</b>	<b>3,292,262</b>	<b>175%</b>	<b>(11,372,503)</b>
Capital Expenditure	D	(29,229)	(1,946,479)	1,917,250	(98%)	(11,678,875)
Transfer to Reserves		(990)	(459,251)	458,260	(100%)	(2,755,505)
Add back Depreciation Expense		659,053	596,693	62,360	10%	3,673,583
<b>NET SURPLUS/(DEFICIT)</b>		<b>5,801,424</b>	<b>71,291</b>	<b>5,730,133</b>	<b>8038%</b>	<b>(22,133,300)</b>
Carried Forward Grants Revenue	E	7,798,408	5,101,422	2,696,986	53%	9,038,953
Transfer from Reserves		-	2,170,571	(2,170,571)	(100%)	13,223,426
<b>TOTAL ADDITIONAL INFLOWS</b>		<b>7,798,408</b>	<b>7,271,993</b>	<b>526,416</b>	<b>7%</b>	<b>22,262,379</b>
<b>NET OPERATING POSITION</b>		<b>13,599,832</b>	<b>7,343,283</b>	<b>6,256,548</b>	<b>85%</b>	<b>129,079</b>

## NOTES

A - Higher than budget YTD actual grants received in Aged Care and Youth, Sport and Recreation programs attributed to receipt of half year funding as of August 2021.

B - YTD employee costs lower than actual as the Enterprise Agreement has not been implemented yet.

Services	Actual YTD	Budget YTD	Variance
Aged Care and Disability Services	510,369	697,611	(187,242)
Youth, Sport and Recreation Services	171,893	312,530	(140,638)
Municipal Services	281,707	417,122	(135,416)
Community Development	309,543	416,157	(106,615)
Community Patrol and SUS Services	252,277	330,978	(78,701)
Building and Infrastructure Services	143,805	193,977	(50,172)
Library Services	65,284	101,311	(36,027)
Children and Family Services	155,634	188,753	(33,118)
Waste and Environmental Services	73,620	102,105	(28,485)
Veterinary and Animal Control Services	25,459	45,817	(20,359)
Fleet and Workshop Services	69,490	87,998	(18,507)
Corporate Services	303,958	321,884	(17,926)
Visitor Accommodation	12,191	25,169	(12,978)
Governance and CEO	81,063	93,577	(12,514)
Community Media	4,108	14,153	(10,045)
Other Services	50,693	45,462	5,231
<b>Total</b>	<b>2,511,094</b>	<b>3,394,606</b>	<b>(883,511)</b>

C - Works and new projects relating to road upgrades/construction, infrastructure and street lighting yet to commence.

D - Actual YTD capital expenditures relates to plant and equipment.

E - Budgeted carry forward revenues to be allocated all in July period during the first budget revision.



## Capital Expenditure – Actual vs Budget



CAPITAL EXPENDITURE FOR THE PERIOD XXXX 20XX	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Approved Annual Budget \$
Infrastructure	-	1,669,316	- 1,669,316	10,015,896
Motor Vehicles	-	97,500	- 97,500	585,000
Equipment	6,074	79,006	- 72,932	474,038
Plant	23,155	67,323	- 44,168	403,940
Intangibles	-	33,333	- 33,333	200,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>29,229</b>	<b>1,946,479</b>	<b>- 1,917,250</b>	<b>11,678,874</b>



# Monthly Balance Sheet Report

As at 31<sup>st</sup> August 2021



	YTD Actuals \$	Note Reference
<b>ASSETS</b>		
Cash		
Tied Funds	38,341,260	
Untied Funds/Unrestricted Cash*	10,570,499	
<b>Total Cash</b>	<b>48,911,759</b>	<b>(1)</b>
Accounts Receivables		
Trade Debtors	295,559	(2)
Grant Debtors	406,217	(2)
Rates & Charges	108,632	(2)
Less: Provision for Doubtful Debts	(116,804)	
<b>Total Accounts Receivables</b>	<b>693,603</b>	
Other Current Assets	700,674	
<b>TOTAL CURRENT ASSETS</b>	<b>50,306,036</b>	
Non-Current Assets		
Property, Plant and Equipment	59,655,380	
Right-of-Use Assets	11,632,065	
Work In Progress - Building	0	
Security Deposit	200,000	(1)
Other Non-Current Assets	13,733	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>71,501,178</b>	
<b>TOTAL ASSETS</b>	<b>121,807,214</b>	
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	29,717	(3)
ATO & Payroll Liabilities	355,958	(4)
Current Provisions	2,433,823	
Lease	1,122,239	
Other Current Liabilities	249,058	
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,190,795</b>	
Non-Current Liabilities		
Lease	10,891,501	
Provisions	180,116	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,071,617</b>	
<b>TOTAL LIABILITIES</b>	<b>15,262,412</b>	
<b>NET ASSETS</b>	<b>106,544,802</b>	
<b>EQUITY</b>		
Unexpended Grants Reserve	10,871,319	
Replacement and Contingency Reserve	27,382,602	
Asset Revaluation Reserve	39,150,727	
Accumulated Surplus	29,140,155	
<b>TOTAL EQUITY</b>	<b>106,544,803</b>	

\* Refer to Cash & Equity Analysis "Cash Available before Liabilities"

**Note 1. Details of Cash and Investments Held**

<b>Accounts</b>	<b>Amount</b>
Westpac Banking Corporation	15,309,320
Traditional Credit Union	1,256,078
Australia and New Zealand Bank	255,719
Members Equity Bank	11,007,447
People's Choice Credit Union	4,056,135
National Australia Bank	17,009,929
<b>Total Banks</b>	<b>48,894,627</b>
Petty Cash/Cash Float	17,131
<b>Total Cash</b>	<b>48,911,759</b>
<hr/>	
Total Banks	48,894,627
Security Deposit under non-current assets (Westpac)	200,000
<b>Total Investment Funds*</b>	<b>49,094,627</b>

\* Refer to Monthly Investment Report

## Note 2. Statement on Debts Owed to Council (Accounts Receivable)

**AGE ANALYSIS - TRADE DEBTORS****DEBTORS**

	<b>%</b>	<b>OUTSTANDING</b>	<b>CURRENT</b>	<b>&gt; 30 DAYS</b>	<b>&gt; 60 DAYS</b>	<b>&gt; 90 DAYS</b>
Arnhemland Progress Aboriginal Corporation	23%	69,163	69,163	-	-	-
WTD Construction Pty Ltd	19%	56,453	16,192	40,261	-	-
National Disability Insurance Scheme (NDIS)	11%	31,397	-	-	4,544	26,853
GEBIE Civil and Construction Pty Ltd	5%	14,250	14,250	-	-	-
Railku Lodge - Milingimbi	4%	12,984	12,984	-	-	-
<b>TOTAL TOP 5 DEBTORS</b>	<b>62%</b>	<b>184,247</b>	<b>112,589</b>	<b>40,261</b>	<b>4,544</b>	<b>26,853</b>
Other Debtors	38%	111,311	95,614	3,366	11,908	423
<b>TOTAL SUNDRY DEBTORS</b>	<b>100%</b>	<b>295,559</b>	<b>208,203</b>	<b>43,627</b>	<b>16,452</b>	<b>27,276</b>

Reminder letters/emails sent for all overdue accounts and NDIS balance is to be drilled down by EARC staff through NDIS portal.

**AGE ANALYSIS - GRANTS DEBTORS****DEBTORS**

	<b>%</b>	<b>OUTSTANDING</b>	<b>CURRENT</b>	<b>&gt; 30 DAYS</b>	<b>&gt; 60 DAYS</b>	<b>&gt; 90 DAYS</b>
Groote Eylandt Mining Company Proprietary Limited	74%	300,000				300,000
Anindilyakwa Land Council	23%	95,217	95,217			
Good Things Foundation Australia	3%	11,000				11,000
<b>TOTAL GRANTS DEBTORS</b>	<b>100%</b>	<b>406,217</b>	<b>95,217</b>	<b>-</b>	<b>-</b>	<b>311,000</b>

Follow-ups made to the above outstanding grants through coordination with EARC Responsible Officers.

**AGE ANALYSIS - RATES & CHARGES****RATE PAYERS**

	%	OUTSTANDING	CURRENT	> 30 DAYS	> 60 DAYS	> 90 DAYS
Mr Dhawartwari Marika	39%	42,440	393	393	381	41,272
Mr David Young	24%	25,710	275	275	266	24,894
Mr Roger Gellert	22%	23,655	253	253	245	22,904
Uniting Church Of Australia	5%	5,415	72	72	69	5,202
Gunnatj Association Incorporated Pty Ltd	1%	582			69	513
<b>TOTAL TOP 5 RATE PAYERS</b>	<b>90%</b>	<b>97,802</b>	<b>993</b>	<b>993</b>	<b>1,030</b>	<b>94,786</b>
Other Debtors	10%	10,830	143	143	139	10,405
<b>TOTAL RATES &amp; CHARGES</b>	<b>100%</b>	<b>108,632</b>	<b>1,136</b>	<b>1,136</b>	<b>1,169</b>	<b>105,191</b>

Following up with rate payers and some of the amounts to be included in next Council meeting for write off.

## Note 3. Statement on Debts Owed by Council (Accounts Payable)

**AGE ANALYSIS - TRADE CREDITORS**

<b>CREDITORS</b>		<b>%</b>	<b>OUTSTANDING</b>	<b>CURRENT</b>	<b>&gt; 30 DAYS</b>	<b>&gt; 60 DAYS</b>	<b>&gt; 90 DAYS</b>
STRATCO (NT) ADVISION OF STRATCO PTY LTD		17%	25,366	25,366	-	-	-
Territory Housing Rent		11%	16,317	16,317	-	-	-
CHEVRON AUSTRALIA DOWNSTREAM FUELS PTY LTD		8%	11,261	11,261	-	-	-
AIR ARNHEM PTY LTD AS TRUSTEE FOR MGE FAMILY TRUST		7%	10,470	10,470	-	-	-
NORTHERN IRRIGATION PTY LTD		6%	8,464	8,464	-	-	-
<b>TOTAL TOP 5 CREDITORS</b>		<b>49%</b>	<b>71,878</b>	<b>71,878</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other Creditors		51%	73,491	73,491	-	-	-
<b>TOTAL TRADE CREDITORS</b>		<b>100%</b>	<b>145,369</b>	<b>145,369</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Note 4. Statement on Australian Tax Office (ATO) and Payroll Obligations

AGE ANALYSIS					
CREDITORS					
	OUTSTANDING	CURRENT	> 30 DAYS	> 60 DAYS	> 90 DAYS
Australian Taxation Office (PAYG)	246,921	246,921	-	-	-
StatewideSuper-Trust The Local	109,037	109,037	-	-	-
<b>TOTAL</b>	<b>355,958</b>	<b>355,958</b>	<b>-</b>	<b>-</b>	<b>-</b>
Subsequently Paid on 02/09/2021					



## Financial Report for Each Local Authority Area - Actuals vs Budget

INCOME AND EXPENSE STATEMENT YEAR TO DATE 31st AUG 2021	Angurugu		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	393,414	711,173	(317,759)
User Charges and Fees	68,694	68,440	254
Rates and Annual Charges	-	-	-
Interest Income	-	-	-
Other Operating Revenues	2,730	733	1,997
Untied Revenue Allocation	154,997	154,997	-
<b>TOTAL OPERATING REVENUES</b>	<b>619,835</b>	<b>935,343</b>	<b>(315,509)</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	141,599	280,124	(138,525)
Materials and Contracts	533,392	1,240,161	(706,769)
Elected Member Allowances	-	-	-
Council Committee & LA Allowances	302	2,142	(1,840)
Depreciation and Amortisation	5,762	3,543	2,219
Interest Expenses	-	-	-
Other Operating Expenses	239,765	158,341	81,424
Council Internal Costs Allocations	84,210	146,038	(61,828)
<b>TOTAL OPERATING EXPENSES</b>	<b>1,005,030</b>	<b>1,830,349</b>	<b>(825,319)</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>(385,195)</b>	<b>(895,005)</b>	<b>509,810</b>
Capital Grants Income	-	24,444	(24,444)
<b>SURPLUS / (DEFICIT)</b>	<b>(385,195)</b>	<b>(870,561)</b>	<b>485,366</b>
Capital Expenses	-	(198,548)	198,548
Transfer to Reserves	-	(27,965)	27,965
Add Back Non-Cash Expenses	5,762	3,543	2,219
<b>NET SURPLUS / (DEFICIT)</b>	<b>(379,433)</b>	<b>(1,093,530)</b>	<b>714,097</b>
Carried Forward Grants Revenue	1,193,453	2,160,146	(966,693)
Transfers from Reserves	-	197,873	(197,873)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>1,193,453</b>	<b>2,358,018</b>	<b>(1,164,566)</b>
<b>NET OPERATING POSITION</b>	<b>814,019</b>	<b>1,264,488</b>	<b>(450,469)</b>
			-

## Financial Report for Each Local Authority Area - Actuals vs Budget

INCOME AND EXPENSE STATEMENT YEAR TO DATE 31st AUG 2021	Galiwinku		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	829,784	859,554	(29,770)
User Charges and Fees	231,332	312,323	(80,991)
Rates and Annual Charges	-	-	-
Interest Income	-	-	-
Other Operating Revenues	55,798	62,664	(6,866)
Untied Revenue Allocation	118,822	118,822	-
<b>TOTAL OPERATING REVENUES</b>	<b>1,235,736</b>	<b>1,353,363</b>	<b>(117,627)</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	306,639	513,997	(207,358)
Materials and Contracts	110,590	203,882	(93,292)
Elected Member Allowances	-	-	-
Council Committee & LA Allowances	689	2,142	(1,453)
Depreciation and Amortisation	15,284	14,856	428
Interest Expenses	-	-	-
Other Operating Expenses	425,402	207,377	218,025
Council Internal Costs Allocations	166,284	245,029	(78,745)
<b>TOTAL OPERATING EXPENSES</b>	<b>1,024,888</b>	<b>1,187,283</b>	<b>(162,395)</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>210,848</b>	<b>166,080</b>	<b>44,768</b>
Capital Grants Income	-	-	-
<b>SURPLUS / (DEFICIT)</b>	<b>210,848</b>	<b>166,080</b>	<b>44,768</b>
Capital Expenses	(6,074)	(303,235)	297,161
Transfer to Reserves	-	(143,936)	143,936
Add Back Non-Cash Expenses	15,284	14,856	428
<b>NET SURPLUS / (DEFICIT)</b>	<b>220,058</b>	<b>(266,235)</b>	<b>486,292</b>
Carried Forward Grants Revenue	1,727,987	414,482	1,313,504
Transfers from Reserves	-	239,204	(239,204)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>1,727,987</b>	<b>653,686</b>	<b>1,074,300</b>
<b>NET OPERATING POSITION</b>	<b>1,948,044</b>	<b>387,452</b>	<b>1,560,592</b>
			-

## Financial Report for Each Local Authority Area - Actuals vs Budget

INCOME AND EXPENSE STATEMENT YEAR TO DATE 31st AUG 2021	Gapuwiyak		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	625,377	485,214	140,163
User Charges and Fees	273,693	197,396	76,297
Rates and Annual Charges	-	-	-
Interest Income	-	-	-
Other Operating Revenues	182,348	126,563	55,785
Untied Revenue Allocation	203,309	203,309	-
<b>TOTAL OPERATING REVENUES</b>	<b>1,284,726</b>	<b>1,012,482</b>	<b>272,245</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	258,086	335,710	(77,624)
Materials and Contracts	659,701	568,811	90,890
Elected Member Allowances	-	-	-
Council Committee & LA Allowances	560	2,142	(1,582)
Depreciation and Amortisation	7,310	7,148	162
Interest Expenses	-	-	-
Other Operating Expenses	286,390	191,770	94,619
Council Internal Costs Allocations	124,570	186,708	(62,138)
<b>TOTAL OPERATING EXPENSES</b>	<b>1,336,616</b>	<b>1,292,289</b>	<b>44,327</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>(51,889)</b>	<b>(279,807)</b>	<b>227,918</b>
Capital Grants Income	-	-	-
<b>SURPLUS / (DEFICIT)</b>	<b>(51,889)</b>	<b>(279,807)</b>	<b>227,918</b>
Capital Expenses	-	(180,089)	180,089
Transfer to Reserves	-	(63,323)	63,323
Add Back Non-Cash Expenses	7,310	7,148	162
<b>NET SURPLUS / (DEFICIT)</b>	<b>(44,579)</b>	<b>(516,071)</b>	<b>471,492</b>
Carried Forward Grants Revenue	909,878	627,400	282,478
Transfers from Reserves	-	296,879	(296,879)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>909,878</b>	<b>924,279</b>	<b>(14,402)</b>
<b>NET OPERATING POSITION</b>	<b>865,298</b>	<b>408,208</b>	<b>457,090</b>
			-

## Financial Report for Each Local Authority Area - Actuals vs Budget

INCOME AND EXPENSE STATEMENT YEAR TO DATE 31st AUG 2021	Gunyangara		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	138,374	156,286	(17,913)
User Charges and Fees	301	273	28
Rates and Annual Charges	-	-	-
Interest Income	-	-	-
Other Operating Revenues	925	580	345
Untied Revenue Allocation	78,211	78,211	-
<b>TOTAL OPERATING REVENUES</b>	<b>217,811</b>	<b>235,351</b>	<b>(17,540)</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	49,880	60,422	(10,542)
Materials and Contracts	27,673	94,956	(67,283)
Elected Member Allowances	-	-	-
Council Committee & LA Allowances	431	2,142	(1,711)
Depreciation and Amortisation	170	167	3
Interest Expenses	-	-	-
Other Operating Expenses	28,355	87,458	(59,102)
Council Internal Costs Allocations	16,195	23,283	(7,088)
<b>TOTAL OPERATING EXPENSES</b>	<b>122,704</b>	<b>268,428</b>	<b>(145,724)</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>95,107</b>	<b>(33,077)</b>	<b>128,184</b>
Capital Grants Income	-	-	-
<b>SURPLUS / (DEFICIT)</b>	<b>95,107</b>	<b>(33,077)</b>	<b>128,184</b>
Capital Expenses	-	(43,129)	43,129
Transfer to Reserves	-	(5,732)	5,732
Add Back Non-Cash Expenses	170	167	3
<b>NET SURPLUS / (DEFICIT)</b>	<b>95,276</b>	<b>(81,772)</b>	<b>177,048</b>
Carried Forward Grants Revenue	204,820	34,138	170,681
Transfers from Reserves	-	114,419	(114,419)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>204,820</b>	<b>148,558</b>	<b>56,262</b>
<b>NET OPERATING POSITION</b>	<b>300,096</b>	<b>66,786</b>	<b>233,310</b>
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## Financial Report for Each Local Authority Area - Actuals vs Budget

INCOME AND EXPENSE STATEMENT YEAR TO DATE 31st AUG 2021	Milingimbi		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	551,620	361,584	190,036
User Charges and Fees	186,066	188,075	(2,009)
Rates and Annual Charges	-	-	-
Interest Income	-	-	-
Other Operating Revenues	17,726	12,875	4,850
Untied Revenue Allocation	140,819	140,819	-
<b>TOTAL OPERATING REVENUES</b>	<b>896,230</b>	<b>703,353</b>	<b>192,877</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	222,013	338,091	(116,078)
Materials and Contracts	30,425	146,585	(116,161)
Elected Member Allowances	-	-	-
Council Committee & LA Allowances	516	2,142	(1,626)
Depreciation and Amortisation	8,033	9,251	(1,218)
Interest Expenses	-	-	-
Other Operating Expenses	225,130	112,131	112,999
Council Internal Costs Allocations	71,632	130,946	(59,314)
<b>TOTAL OPERATING EXPENSES</b>	<b>557,749</b>	<b>739,147</b>	<b>(181,397)</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>338,481</b>	<b>(35,794)</b>	<b>374,274</b>
Capital Grants Income	-	-	-
<b>SURPLUS / (DEFICIT)</b>	<b>338,481</b>	<b>(35,794)</b>	<b>374,274</b>
Capital Expenses	-	(177,950)	177,950
Transfer to Reserves	-	(51,514)	51,514
Add Back Non-Cash Expenses	8,033	9,251	(1,218)
<b>NET SURPLUS / (DEFICIT)</b>	<b>346,514</b>	<b>(256,007)</b>	<b>602,521</b>
Carried Forward Grants Revenue	949,540	163,976	785,564
Transfers from Reserves	-	187,818	(187,818)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>949,540</b>	<b>351,794</b>	<b>597,746</b>
<b>NET OPERATING POSITION</b>	<b>1,296,053</b>	<b>95,787</b>	<b>1,200,267</b>
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## Financial Report for Each Local Authority Area - Actuals vs Budget

INCOME AND EXPENSE STATEMENT YEAR TO DATE 31st AUG 2021	Milyakburra		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	109,482	123,435	(13,953)
User Charges and Fees	11,373	5,699	5,675
Rates and Annual Charges	-	-	-
Interest Income	-	-	-
Other Operating Revenues	2,011	433	1,578
Untied Revenue Allocation	68,678	68,678	-
<b>TOTAL OPERATING REVENUES</b>	<b>191,544</b>	<b>198,244</b>	<b>(6,700)</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	52,386	66,290	(13,904)
Materials and Contracts	6,382	37,213	(30,831)
Elected Member Allowances	-	-	-
Council Committee & LA Allowances	542	2,142	(1,600)
Depreciation and Amortisation	2,958	2,902	56
Interest Expenses	-	-	-
Other Operating Expenses	56,976	42,158	14,818
Council Internal Costs Allocations	22,584	38,709	(16,125)
<b>TOTAL OPERATING EXPENSES</b>	<b>141,828</b>	<b>189,415</b>	<b>(47,587)</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>49,716</b>	<b>8,829</b>	<b>40,887</b>
Capital Grants Income	-	16,232	(16,232)
<b>SURPLUS / (DEFICIT)</b>	<b>49,716</b>	<b>25,060</b>	<b>24,656</b>
Capital Expenses	-	(97,107)	97,107
Transfer to Reserves	-	(4,757)	4,757
Add Back Non-Cash Expenses	2,958	2,902	56
<b>NET SURPLUS / (DEFICIT)</b>	<b>52,674</b>	<b>(73,901)</b>	<b>126,575</b>
Carried Forward Grants Revenue	145,443	16,081	129,362
Transfers from Reserves	-	106,925	(106,925)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>145,443</b>	<b>123,006</b>	<b>22,437</b>
<b>NET OPERATING POSITION</b>	<b>198,117</b>	<b>49,105</b>	<b>149,012</b>
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## Financial Report for Each Local Authority Area - Actuals vs Budget

INCOME AND EXPENSE STATEMENT YEAR TO DATE 31st AUG 2021	Ramington		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	435,173	338,328	96,845
User Charges and Fees	167,841	186,447	(18,606)
Rates and Annual Charges	-	-	-
Interest Income	-	-	-
Other Operating Revenues	21,014	6,612	14,402
Untied Revenue Allocation	133,730	133,730	-
<b>TOTAL OPERATING REVENUES</b>	<b>757,759</b>	<b>665,118</b>	<b>92,641</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	203,599	294,406	(90,807)
Materials and Contracts	42,249	201,266	(159,017)
Elected Member Allowances	-	-	-
Council Committee & LA Allowances	516	2,142	(1,626)
Depreciation and Amortisation	3,787	3,749	38
Interest Expenses	-	-	-
Other Operating Expenses	186,863	82,181	104,682
Council Internal Costs Allocations	118,423	189,114	(70,691)
<b>TOTAL OPERATING EXPENSES</b>	<b>555,438</b>	<b>772,858</b>	<b>(217,421)</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>202,321</b>	<b>(107,740)</b>	<b>310,061</b>
Capital Grants Income	-	67,230	(67,230)
<b>SURPLUS / (DEFICIT)</b>	<b>202,321</b>	<b>(40,510)</b>	<b>242,831</b>
Capital Expenses	-	(198,046)	198,046
Transfer to Reserves	-	(22,299)	22,299
Add Back Non-Cash Expenses	3,787	3,749	38
<b>NET SURPLUS / (DEFICIT)</b>	<b>206,108</b>	<b>(257,105)</b>	<b>463,213</b>
Carried Forward Grants Revenue	812,949	323,395	489,554
Transfers from Reserves	-	135,178	(135,178)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>812,949</b>	<b>458,572</b>	<b>354,377</b>
<b>NET OPERATING POSITION</b>	<b>1,019,057</b>	<b>201,467</b>	<b>817,590</b>
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## Financial Report for Each Local Authority Area - Actuals vs Budget

INCOME AND EXPENSE STATEMENT YEAR TO DATE 31st AUG 2021	Umbakumba		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	442,502	368,018	74,485
User Charges and Fees	29,780	45,446	(15,666)
Rates and Annual Charges	-	-	-
Interest Income	-	-	-
Other Operating Revenues	2,085	733	1,351
Untied Revenue Allocation	105,815	105,815	-
<b>TOTAL OPERATING REVENUES</b>	<b>580,181</b>	<b>520,011</b>	<b>60,170</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	150,404	201,969	(51,565)
Materials and Contracts	23,619	69,011	(45,393)
Elected Member Allowances	-	-	-
Council Committee & LA Allowances	302	2,142	(1,840)
Depreciation and Amortisation	4,021	2,955	1,067
Interest Expenses	-	-	-
Other Operating Expenses	136,997	94,519	42,478
Council Internal Costs Allocations	77,866	128,299	(50,433)
<b>TOTAL OPERATING EXPENSES</b>	<b>393,209</b>	<b>498,895</b>	<b>(105,686)</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>186,972</b>	<b>21,117</b>	<b>165,856</b>
Capital Grants Income	-	-	-
<b>SURPLUS / (DEFICIT)</b>	<b>186,972</b>	<b>21,117</b>	<b>165,856</b>
Capital Expenses	(23,155)	(170,037)	146,882
Transfer to Reserves	-	(21,132)	21,132
Add Back Non-Cash Expenses	4,021	2,955	1,067
<b>NET SURPLUS / (DEFICIT)</b>	<b>167,839</b>	<b>(167,097)</b>	<b>334,936</b>
Carried Forward Grants Revenue	702,066	367,019	335,047
Transfers from Reserves	-	152,099	(152,099)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>702,066</b>	<b>519,118</b>	<b>182,948</b>
<b>NET OPERATING POSITION</b>	<b>869,905</b>	<b>352,021</b>	<b>517,884</b>
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## Financial Report for Each Local Authority Area - Actuals vs Budget

INCOME AND EXPENSE STATEMENT YEAR TO DATE 31st AUG 2021	Yirrkala		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	652,758	486,773	165,985
User Charges and Fees	118,292	184,885	(66,593)
Rates and Annual Charges	-	-	-
Interest Income	-	-	-
Other Operating Revenues	27,111	53,585	(26,474)
Untied Revenue Allocation	118,681	118,681	-
<b>TOTAL OPERATING REVENUES</b>	<b>916,842</b>	<b>843,924</b>	<b>72,918</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	255,724	363,706	(107,983)
Materials and Contracts	77,680	339,209	(261,528)
Elected Member Allowances	-	-	-
Council Committee & LA Allowances	431	2,142	(1,711)
Depreciation and Amortisation	1,333	5,166	(3,833)
Interest Expenses	-	-	-
Other Operating Expenses	346,592	190,427	156,165
Council Internal Costs Allocations	96,765	145,622	(48,857)
<b>TOTAL OPERATING EXPENSES</b>	<b>778,525</b>	<b>1,046,273</b>	<b>(267,747)</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>138,317</b>	<b>(202,349)</b>	<b>340,666</b>
Capital Grants Income	-	-	-
<b>SURPLUS / (DEFICIT)</b>	<b>138,317</b>	<b>(202,349)</b>	<b>340,666</b>
Capital Expenses	-	(165,183)	165,183
Transfer to Reserves	-	(23,862)	23,862
Add Back Non-Cash Expenses	1,333	5,166	(3,833)
<b>NET SURPLUS / (DEFICIT)</b>	<b>139,650</b>	<b>(386,227)</b>	<b>525,877</b>
Carried Forward Grants Revenue	352,410	501,172	(148,762)
Transfers from Reserves	-	300,668	(300,668)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>352,410</b>	<b>801,840</b>	<b>(449,430)</b>
<b>NET OPERATING POSITION</b>	<b>492,060</b>	<b>415,613</b>	<b>76,447</b>
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## Financial Report for Each Local Authority Area - Actuals vs Budget

INCOME AND EXPENSE STATEMENT YEAR TO DATE 31st AUG 2021	Nhulunbuy & Darwin		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	4,515,680	5,926,864	(1,411,185)
User Charges and Fees	66,183	126,707	(60,524)
Rates and Annual Charges	2,272	-	2,272
Interest Income	22,891	26,753	(3,862)
Other Operating Revenues	27,259	36,337	(9,078)
Untied Revenue Allocation	(1,123,061)	(1,123,061)	(0)
<b>TOTAL OPERATING REVENUES</b>	<b>3,511,224</b>	<b>4,993,601</b>	<b>(1,482,377)</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	870,764	939,891	(69,127)
Materials and Contracts	328,545	649,374	(320,829)
Elected Member Allowances	45,346	77,522	(32,176)
Council Committee & LA Allowances	-	-	-
Depreciation and Amortisation	610,395	546,956	63,439
Interest Expenses	487	4,550	(4,063)
Other Operating Expenses	413,392	878,887	(465,495)
Council Internal Costs Allocations	(778,529)	(1,233,748)	455,219
<b>TOTAL OPERATING EXPENSES</b>	<b>1,490,400</b>	<b>1,863,431</b>	<b>(373,031)</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>2,020,823</b>	<b>3,130,169</b>	<b>(1,109,346)</b>
Capital Grants Income	-	-	-
<b>SURPLUS / (DEFICIT)</b>	<b>2,020,823</b>	<b>3,130,169</b>	<b>(1,109,346)</b>
Capital Expenses	-	(413,157)	413,157
Transfer to Reserves	(990)	(94,732)	93,742
Add Back Non-Cash Expenses	610,395	546,956	63,439
<b>NET SURPLUS / (DEFICIT)</b>	<b>2,630,228</b>	<b>3,169,236</b>	<b>(539,008)</b>
Carried Forward Grants Revenue	3,166,955	493,613	2,673,341
Transfers from Reserves	-	439,509	(439,509)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>3,166,955</b>	<b>933,122</b>	<b>2,233,832</b>
<b>NET OPERATING POSITION</b>	<b>5,797,182</b>	<b>4,102,358</b>	<b>1,694,824</b>
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## Financial Report for Each Local Authority Area - Actuals vs Budget

INCOME AND EXPENSE STATEMENT YEAR TO DATE 31st AUG 2021	EARC		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	8,694,162	9,817,229	(1,123,067)
User Charges and Fees	1,153,556	1,315,691	(162,135)
Rates and Annual Charges	2,272	-	2,272
Interest Income	22,891	26,753	(3,862)
Other Operating Revenues	339,006	301,116	37,890
Untied Revenue Allocation	-	0	(0)
<b>TOTAL OPERATING REVENUES</b>	<b>10,211,887</b>	<b>11,460,789</b>	<b>(1,248,902)</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	2,511,094	3,394,606	(883,511)
Materials and Contracts	1,840,255	3,550,468	(1,710,212)
Elected Member Allowances	45,346	77,522	(32,176)
Council Committee & LA Allowances	4,289	19,281	(14,992)
Depreciation and Amortisation	659,053	596,693	62,360
Interest Expenses	487	4,550	(4,063)
Other Operating Expenses	2,345,863	2,045,248	300,614
Council Internal Costs Allocations	(0)	0	(0)
<b>TOTAL OPERATING EXPENSES</b>	<b>7,406,387</b>	<b>9,688,368</b>	<b>(2,281,981)</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>2,805,500</b>	<b>1,772,421</b>	<b>1,033,078</b>
Capital Grants Income	-	107,906	(107,906)
<b>SURPLUS / (DEFICIT)</b>	<b>2,805,500</b>	<b>1,880,328</b>	<b>925,172</b>
Capital Expenses	(29,229)	(1,946,479)	1,917,250
Transfer to Reserves	(990)	(459,251)	458,260
Add Back Non-Cash Expenses	659,053	596,693	62,360
<b>NET SURPLUS / (DEFICIT)</b>	<b>3,434,334</b>	<b>71,291</b>	<b>3,363,043</b>
Carried Forward Grants Revenue	10,165,498	5,101,422	5,064,076
Transfers from Reserves	-	2,170,571	(2,170,571)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>10,165,498</b>	<b>7,271,993</b>	<b>2,893,506</b>
<b>NET OPERATING POSITION</b>	<b>13,599,832</b>	<b>7,343,283</b>	<b>6,256,548</b>
			-



## CASH & EQUITY ANALYSIS

	31 <sup>st</sup> Aug 2021	30 <sup>th</sup> Jun 2021
Cash	48,911,759	46,949,536
Less:		
Unexpended Grants Reserve	(10,871,319)	(7,694,360)
Specific Reserves	(27,382,602)	(23,794,462)
Income Received in Advance	0	(2,367,090)
Other carried forward revenue	(87,339)	(98,638)
<b>Cash Available before Liabilities</b>	<b>10,570,499</b>	<b>12,994,986</b>
<b>Other Current Assets &amp; Liabilities</b>		
Accounts Receivables & Other Current Assets	1,364,578	1,067,199
Less:		
Payables & other Liabilities	(634,733)	(1,908,659)
Bank Loan/Borrowing	0	(1,185,000)
Employee Provisions Current	(2,433,823)	(2,433,087)
Employee Provisions NonCurrent	(180,116)	(174,853)
<b>Net Other Current Assets &amp; Liabilities</b>	<b>(1,884,094)</b>	<b>(4,634,400)</b>
<b>Net Cash Available</b>	<b>8,686,405</b>	<b>8,360,585</b>
<b>Noncurrent Assets</b>		
Noncurrent Assets - excluding Right of Use Assets	59,869,113	60,593,783
Less Revaluation Reserves	(39,150,727)	(39,150,727)
<b>Noncurrent Assets Actual Carrying Value</b>	<b>20,718,386</b>	<b>21,443,056</b>
<b>Leases</b>		
Right of Use Assets	11,632,065	12,232,241
Less Lease Liability	(12,013,740)	(12,378,303)
<b>Net impact on Equity</b>	<b>(381,675)</b>	<b>(146,062)</b>
<b>Equity</b>		
Total Equity	106,515,103	102,762,857
Less:		
Revaluation Reserve	(39,150,727)	(39,150,727)
Unexpended Grants Reserve	(10,871,319)	(7,694,360)
Specific Reserves	(27,382,602)	(23,794,462)
Income Received in Advance	0	(2,367,090)
Other carried forward revenue	(87,339)	(98,638)
<b>Net Equity</b>	<b>29,023,116</b>	<b>29,657,579</b>
<b>Net Equity is made up of</b>		
Net Assets Carried	20,718,386	21,443,056
Net Impact of Leases	(381,675)	146,061.67
Net Cash Carried Forward	8,686,405	8,360,585
<b>Net Equity</b>	<b>29,023,116</b>	<b>29,657,579</b>





**East Arnhem Regional Council**  
Monthly Investment Report  
As at August 31, 2021

**Investment Portfolio**

	\$ Investment	% of Total Investment	Within Diversification Limits	Type	Amount	Rate	Term	Date Invested	Date to Mature
Westpac Banking Corporation	15,508,320	32%	✓	Operation fund Security TD (FC) Short Term TD	586,656 12,722,663 200,000	- 0.25% 0.85%	365 days 365 days 212 days	24/01/2021 8/01/2020 18/01/2021	24/01/2022 8/01/2021 18/09/2021
Australia and New Zealand Bank National Australia Bank	255,719 17,009,929	1% 36%	✓ ✓	Operation fund Short Term TD Short Term TD Short Term TD Short Term TD Short Term TD Short Term TD	255,719 2,000,000 2,000,000 2,003,989 2,003,967 2,001,973 2,000,000	- 0.30% 0.30% 0.27% 0.27% 0.31% 0.30%	180 days 270 days 90 days 90 days 181 days 181 days 211 days	15/05/2021 8/01/2021 19/01/2021 19/01/2021 23/03/2021 1/06/2021 1/06/2021	11/11/2021 4/04/2022 17/10/2021 20/09/2021 29/11/2021 29/12/2021 29/06/2022
<b>TOTAL - Major Banks</b>	<b>32,774,968</b>	<b>67%</b>	✓		<b>32,774,968</b>				
Members Equity Bank	11,007,447	22%	✓	Short Term TD Operation fund Short Term TD	3,000,000 4,007,447 4,000,000	0.45% - 0.50%	210 days 210 days 210 days	1/04/2021 23/06/2021	28/10/2021 19/01/2022
People's Choice Credit Union	4,056,135	8%	✓	Operation fund Short Term TD Short Term TD Short Term TD	42,109 1,014,027 3,000,000 256,078	0.30% 0.30% 0.30% 0.20%	212 days 212 days 181 days	20/04/2021 4/05/2021	20/11/2021 4/12/2021
Traditional Credit Union	1,519,659	3%	✓	Short Term TD	1,000,000	-	181 days	15/06/2021	13/12/2021
<b>TOTAL - Other banks &amp; ADI's</b>	<b>16,519,659</b>	<b>3%</b>	✓		<b>16,519,659</b>				
<b>TOTAL Investment Funds</b>	<b>49,094,627</b>	<b>100%</b>			<b>49,094,627</b>				

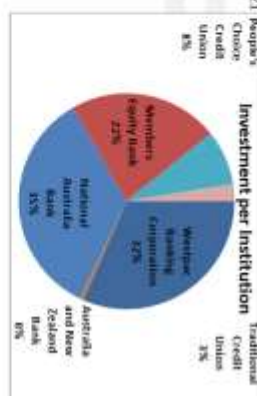
**\*Diversification Limits**

Category	Min	Max
Major Banks	12%	100%
Other banks & ADI's	0%	45%
Per Institution	0%	40%

**Investment per Category**



**Investment per Institution**





**East Arnhem Regional Council**  
Monthly Investment Report  
As at August 31, 2021

Investment Performance											
	July	August	September	October	November	December	January	February	March	April	May
<b>Actual Invested Funds</b>	<b>48,205,582</b>	<b>49,094,627</b>									
<b>Average</b>											<b>48,550,155</b>
Actual interest received	15,423	7,858									
Interest on Community Benefit Reserve	495	481									
Budget Interest	13,377	13,377									
Actual v Budget	2,046	5,909									

