

CORPORATE SERVICES REPORTS



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| ITEM NUMBER | 9.1 |
| TITLE | Policies |
| REFERENCE | 1627872 |
| AUTHOR | Michael Freeman, Corporate Services Manager |

SUMMARY:

This report presents reviewed policies for adoption.

GENERAL**Animal Management**

The Animal Management Policy has been reviewed to consider what services are provided and who is eligible.

Procurement

The Procurement Policy has been updated from the 2016 version to reflect the new requirements of the revised Local Government Act.

Records Management

The Records Policy has been updated from the 2020 version to reflect the new requirements of the revised Local Government Act.

Delegation Manual

The Delegation Manual was last reviewed by Council at its 22 September 2021 meeting. The manual has been revised to reflect minor changes in position roles within the financial delegation table at the end of the manual.

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

RECOMMENDATION

That Council adopt the following revised policies:

- (a) Animal Management**
- (b) Procurement**
- (c) Records Management**
- (d) Delegation Manual**

ATTACHMENTS:

- 1** [↓](#) Animal Management Policy
- 2** [↓](#) Procurement Policy
- 3** [↓](#) Records Management Policy
- 4** [↓](#) Delegation Manual 06-2022

Animal Management Policy



| | |
|--------------------------------------|--|
| Policy Number | OPS/004 |
| Policy Category | Operations |
| Responsibility | Director Technical and Infrastructure Services |
| Council decision (reference): | Council |
| Date to take effect: | 30/06 2022 |
| Legislative reference: | NT Animal Welfare Act Northern Territory Veterinary Act Northern Territory Veterinary Regulations Northern Territory Medicines, Poisons and Therapeutic Goods Act Northern Territory Medicines, Poisons and Therapeutic Goods Regulations. |
| Policy reference: | |
| Next Review date: | 30/06/2025 |

1. Purpose

The East Arnhem Regional Council (EARC) Animal Management program's purpose is to improve community animal health and wellbeing, with a focus on companion animals, leading to improvement in the health and wellbeing of whole communities. The animal management team works with communities in a culturally appropriate manner within a participatory framework incorporating animal, human and environmental health.

2. Principle

The animal management program is an integral part of the East Arnhem Regional Council service delivery. The program's purpose is to improve community animal health and wellbeing, with a focus on companion animals, leading to improvement in the health and wellbeing of whole communities. The animal management team works with communities in a culturally appropriate manner within a participatory framework incorporating animal, human and environmental health. There has been a growing need over the past two years for an updated EARC animal policy that accurately reflects the ongoing work and challenges faced by the animal management team.

3. Application of policy

3.1 Animal-related policy for the program

3.1.1 EARC Animal Management Plan

The EARC Animal Control Manager will develop an EARC Animal management plan document for distribution within EARC communities to inform all parties of the intentions of the animal management program.

3.1.2 Responsible Pet Ownership

EARC promotes responsible pet ownership by all East Arnhem Residents including indigenous and non-indigenous community members and strives to instil responsible pet ownership as an integral component of the region's culture.

EARC strongly encourages appropriate pet selection by owners through education programs via the school and during conversations with community members.

Inappropriate companion animals include:

- i. Large dog breeds that are known to have aggressive temperaments;

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- ii. Dogs bred for hunting or fighting.

Inappropriate large or non-domesticated animals such as pigs, horses, goats, buffalo, donkeys or native animals can pose a significant risk of danger to community members when kept as pets in Indigenous communities. Such animals are also often subject to specific by-laws or permit systems preventing their unauthorised keeping within the communities.

Native Australian wildlife is subject to specific legislation and its removal from the wild and subsequent possession is prohibited without permits issued by the NT Parks and Wildlife Commission.

Where inappropriate companion animals are detected in communities, the EARC animal management team strongly encourages de-sexing to prevent reproduction of inappropriate animals. Removal of inappropriate companion animals may be subject to council By-Laws.

3.1.3 Registration of Animals

All companion animals need to be registered with East Arnhem Regional Council as per the EARC By-Laws. The By-Laws require registered companion animals to be identified via a specific method of identification. All companion animals must be registered with EARC by 3 months of age.

3.1.4 Infringements in relation to companion animals

Under the EARC By-Laws, an owner may receive an infringement for the following:

- i. Dog or cat is unregistered and is older than three months of age;
- ii. More than two dogs and two cats kept at the property within the written consent of East Arnhem Regional Council;
- iii. Dog is at large;
- iv. Dog is a nuisance to the community.

3.1.5 Dangerous Dogs

EARC is committed to ensuring public safety in all EARC communities and takes a strong stance against dangerous dogs. EARC defines 'dangerous dogs' are those that have attacked a person (or persons), resulting in physical harm or significant emotional distress.

The animal management team will monitor the frequency and severity of dog bites in EARC communities and investigate individual cases of dog bites. EARC veterinarians will strongly encourage the desexing of dangerous breeds of dogs in community to ensure public safety. The animal management team will also provide ongoing education within the community to identify dog behaviour, dangerous situations and how to prevent dog attacks.

As a last resort, EARC veterinarians will recommend euthanasia of dangerous animals if they are a serious threat to public safety and cannot be sufficiently restrained from injuring other animals or people. These cases will require extensive community consultation and will be at the discretion of EARC veterinarians based on individual case circumstances.

3.1.6 Feral and Un-owned Companion Animal Control

Implementing un-owned and feral companion animal control programs is not within the normal scope of the EARC Animal Management Program.

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3.1.7 Animal Welfare

All animal welfare considerations within the EARC animal management program take into account the cultural values and social context unique to remote Indigenous communities. Under the NT Animal Welfare Act, the minimum level of care required for an animal is that the animal:

- i. Has appropriate and sufficient food and water;
- ii. Has appropriate accommodation and living conditions;
- iii. Is appropriately treated for disease, injury or suffering;
- iv. Is handled only in ways that are appropriate;
- v. Is confined or restrained only in ways that are appropriate;
- vi. Is not abandoned;
- vii. Is not used in an organised fight.

At all times, and in accordance with the NT Animal Welfare Act, EARC veterinarians are committed to improving the health and welfare of companion animals within the EARC communities and takes animal welfare cases seriously.

As general rule, EARC takes an education-based approach to animal welfare cases, promoting responsible pet ownership, rather than enforcement-based approaches. In cases of extreme animal welfare breaches, the EARC veterinarians will attempt to alleviate suffering of the animal through medical or surgical treatment if applicable to the situation and at the discretion of the practising veterinarian. Appropriate treatment would be provided with the animal's owners consent where available.

In cases of extreme animal suffering where veterinary treatment would not provide adequate relief from suffering, following consultation with nearby community members and considered risk assessment, EARC veterinarians may elect to exercise their legal power to alleviate suffering by humanely euthanizing the animal. This option requires extensive community consultation with the appropriate community leaders, as the option of euthanasia can be a very culturally sensitive issue and lead to distrust issues within community.

3.1.8 Complaints about companion animals

EARC community residents can make a formal complaint in regards to an animal in their community. All formal complaints are to be submitted to the EARC Veterinarian and Animal Control Manager and will be followed up in due course at the discretion of the veterinarian and based on individual circumstances.

The process of following up animal related complaints will involve extensive community consultation if required.

3.2 Veterinary related policy for program

3.2.1 Services Provided by the EARC Animal Management Program

Veterinary services provided to community members by the EARC Animal Management Program include:

- i. Regular veterinary service visits (Animal Health Programs) to each of the nine major communities of the East Arnhem region;
- ii. Companion animal population reproductive control;
- iii. Companion animal population parasite control;
- iv. Veterinary treatment of conditions that significantly affect animal welfare;
- v. Veterinary treatment of other minor medical and surgical conditions where appropriate and financially feasible;
- vi. If available, emergency phone consultations and advice to community members regarding the health and wellbeing of their pets.

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Education services relating to animal health, wellbeing and safety and the relationship between animal and human health include:

- i. Formal education programs in school and community;
- ii. Community education programs facilitated by indigenous animal workers and veterinarians;
- iii. On the ground informal community education during community visits;
- iv. Promotion of program information through partnerships and local media.

EARC Animal Management Program personnel liaise with community members to discuss ongoing animal related issues within their communities. The program employs and trains local Indigenous community members as Animal Management Workers when suitable applicants are available

3.2.2 Services NOT Provided by the EARC Animal Management Program

After-hours/emergency services are provided at the discretion of the EARC veterinarian.

As we are an outreach veterinary service as per the Services provided by the Animal Management Program above, the Program lacks the facilities, equipment and staff to provide a traditional veterinary clinic services including diagnostics, radiography, hospitalisation and ongoing medical advice for veterinary clients. All EARC community members are encouraged to contact traditional veterinary clinics in Gove, Katherine or Darwin for ongoing medical advice for their animals when the veterinary team is absent from their community.

3.2.3 Eligibility to services provided by the EARC Animal Management Program (see point 3.2.1)

The following basic veterinary services are subsidised for long term, disadvantaged, high occupancy Social Housing households in the nine major EARC communities:

- i. Surgical Sterilisation
- ii. Parasite Control
- iii. Amputation and emergency surgeries

All other veterinary services provided to all community members and residents and outside of the community boundaries will attract a fee for service (see EARC fees and charges)

3.2.4 Frequency of veterinary service visits

EARC veterinarians aim to schedule veterinary visits to each of EARC's nine major communities at a minimum frequency of every four months

This is subject to change based on various factors including:

- i. Changing community events
- ii. Weather
- iii. Staffing changes
- iv. Prioritizing communities based on current veterinary needs

Where possible EARC veterinarians schedule emergency veterinary visits to EARC communities where animal health and welfare or human safety demand a veterinarian's immediate assessment.

3.2.5 Companion Animal Population Control

The EARC Animal Management Program achieves effective companion animal population control through surgical and sometimes chemical sterilisation. The aims of the program as to maintain effective companion

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animal population control by ensuring that at least 70% of the dog and cat population in each community is permanently de-sexed.

In most instances, female animals are preferentially targeted for sterilisation, as the number of fertile females in a population determines the population's reproductive capacity. Surgical de-sexing is the preferential method as it achieves a permanent sterilisation status. Human Euthanasia of unwanted animals performed only with the informed consent of owners.

3.2.6 Companion Animal Population Parasite control

All anti-parasitic treatment prescription, supply and administration associated with the EARC Animal Management Program occur in accordance with the Northern Territory Veterinary Act and Northern Territory Veterinary Regulations, and the Northern Territory Medicines, Poisons and Therapeutic Goods Act and Northern Territory Medicines, Poisons and Therapeutic Goods Regulations.

EARC veterinarians select safe, efficacious and cost-effective treatments for community-wide companion animal parasite control programs. Parasite control is achieved by whole-population, anti-parasitic medication administration. Anti-parasitic treatments are only administered to animals with the consent of their owners. Anti-parasitic treatments are only administered to animals after careful consideration of the health status of the animal. This is at the discretion of the EARC veterinarians and team.

The EARC animal management team aims to actively educate the owners about companion animal parasites and any other steps they can take to reduce the spread/occurrence within the household.

3.2.7 Surgical Procedure

Informed consent: Appropriate procedures and protocols will be following by EARC veterinarians while managing informed consent of an animal's owner and may be up to the discretion of the veterinarian

EARC Veterinarians and animal management program personnel provide clients with sufficient information about veterinary intervention and associated risks, delivered in a simple, easy to understand language so that the owned can make informed decisions regarding the health and welfare of their animals.

EARC Animal Management Program personnel cover the following topics in communications with clients where possible:

- i. The animals condition
- ii. The prognosis
- iii. The proposed treatment plan and reasons for the plan
- iv. The likely outcomes from the proposed treatment plan
- v. A fees estimate
- vi. Potential post-procedure care requirements including follow-up care required.

Informed consent may be verbal or in writing for a veterinary procedure. For veterinary interventions associated with high levels of risk, EARC Veterinarians ensure that they gain informed consent with a witness and in writing. EARC veterinarians keep accurate records in regards to client consent (see Veterinary Record Policy).

Where a client refuses recommended veterinary intervention, EARC veterinarians recognise and respect the client's preference.

- i. EARC veterinarians fully explain to the client the consequences of taking no action and document this in the veterinary records

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- ii. In cases where refusal to treat is indicative of, or will result in animal abuse or neglect, EARC veterinarians discuss the case and its most appropriate course of action with the EARC Animal Management Program Manager.

Pre-sedation assessment: In order to make an assessment of an animal's suitability to undergo any procedure requiring sedation, a range of physical and physiological clinical parameters must be assessed by an EARC Veterinarian.

Sedation and General anaesthesia: All Anaesthetics are performed by trained and competent veterinarians who are confident and familiar with the use and effects of the specific anaesthetic protocol selected for use.

The anaesthetic protocols used by EARC veterinarians may be tailored to the particular situation and case, and are at the discretion of the registered veterinarian based on their knowledge and experience.

EARC veterinarians perform the safest possible anaesthetics that comply with veterinary accepted standards, based on the prevailing conditions in communities and the situations that arise.

Surgical Facility and Method Selection: EARC veterinarians use professional judgement to select surgical facilities and methods that best meet current veterinary-industry accepted standards and are most appropriate to the context of the EARC Animal Management Program.

In all but emergency circumstances, all surgeries are performed at designated EARC animal management based where power, potable water, adequate lighting and a flat, non-porous surgical bench or surface is available.

EARC veterinarians select a surgical approach (i.e. incision location) that is both appropriate to the surgical procedure, minimises the risks of post-surgical complication and in which they are most familiar with performing to minimise complications.

Surgical Asepsis and Sterility: All EARC animal management personnel are trained to understand the reasons for, and importance of achieving asepsis and maintaining sterility during surgical procedures. EARC personnel ensure all surgeries meet the veterinary-industry accepted minimum standards of asepsis and sterility.

Fluid therapy: All decisions regarding fluid therapy are up to the professional discretion of the EARC veterinarian in charge of the patient. In making decisions regarding the use of fluid therapy, EARC veterinarians maintain the health and safety of patients as the primary priority.

To ensure maximum anaesthetic and surgical safety, EARC veterinarians tailor fluid therapy protocols to the specific health needs to individual animals, taking into account the suitability of different routes of administration given the EARC Animal Management Program context.

Patient Discharge following procedure: EARC personnel ensure to the best of their ability using appropriate language and in a cross-cultural communication context, that the animal's owner/care-giver is fully informed of the potential risks and complications that may occur during the sedative or anaesthetic recovery period.

EARC veterinarians use professional judgement to determine when an animal has recovered sufficiently to be safely discharged to the care of the animal's owner/care-giver.

EARC personnel take appropriate action to ensure the safety of discharged animals recovering from anaesthesia.

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3.2.8 Analgesia

EARC veterinarians are committed to relieving animal suffering and with the owner's consent, administer and prescribe appropriate analgesic therapies to animals suffering acute pain.

If an EARC veterinarian has determined that an animal under their care is suffering pain, or is likely to suffer pain due to a planned procedure, they consult with the animal's owner, recommending appropriate methods of pain relief, including drugs, behavioural and physical therapy, to relieve pain in that animal.

In selecting appropriate methods of pain relief, EARC veterinarians use professional judgement to consider the likely duration and intensity of pain that an animal is currently, or will likely be experiencing after the procedure. Where a vet is not present in community, an AMW can administer treatment under the vet's direct supervision via teleconference means to ensure the animal has relief from suffering.

3.2.9 Critical Veterinary Incidents

A critical veterinary incident is defined as:

- i. The unexpected death of an animal undergoing veterinary treatment
- ii. The disability or unanticipated serious injury of an animal whilst undergoing veterinary treatment
- iii. The escape and subsequent loss of an animal whilst under veterinary care

EARC veterinarians ensure that in all circumstances, an animal's owner understands both the predictable and non-predictable risks inherent in veterinary interventions.

3.2.10 Euthanasia of companion animals

Euthanasia of companion animals is sensitive and emotional topic for the majority of pet owners. Cultural beliefs and the place companion animals have within family in Indigenous communities heavily influences the willingness of owners to consider euthanasia. Furthermore, historically non-consensual culling of companion animals in Indigenous communities has meant many people are still very wary of considering euthanasia.

Program policy

- i. EARC personnel seek the informed consent of an animal's owner prior to its' euthanasia. It is vital that correct language is used with appropriate terminology (e.g. finished, dead, etc) to ensure understanding by the owners. Where informed consent is not available, EARC personnel consider humane and appropriate treatment alternatives. In cases where an animal is in extreme pain or experiencing significant acute suffering and an owner cannot be contacted, euthanasia may be performed following consultation with the local community members or other relevant authorities (e.g. police).
- ii. Euthanasia is carried out as humanely as possible and is only performed by EARC veterinarians, or by trained and competent personnel under the direction of EARC veterinarians.
- iii. All conscious companion animals receive sedation prior to euthanasia.
- iv. EARC does not sanction non-consensual mass culling of companion animals as a population control measure.

3.2.11 Darting of animals

EARC veterinarians only use dart apparatus when licensed, trained and competent to do so, and only in communities where express permission has been granted from the Northern Land Council or Anindilyakwa Land Council and local authorised representatives.

To be granted a license, applicants must meet the qualifications specified by the NT police.

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All dart apparatus used by EARC veterinarians are stored in accordance with secure storage requirements specified by conditions of their possession and use licence.

Public and staff safety must remain the primary priority of veterinarians when considering the use of a blowpipe or dart gun. EARC veterinarians only use blowpipes or dart guns in situations where there is negligible risk of personnel or public injury, to facilitate safe and humane animal handling and capture.

In all uses, EARC veterinarians use professional judgement to consider all the relevant factors that may influence success, only proceeding where the use of a dart apparatus present minimum risk and strong likelihood of success.

3.2.12 After-hours/Emergency Advice

After-hours Policy:

- i. EARC veterinarians and animal management personnel are not permitted to attend after-hours emergencies within EARC communities due to our Work Place Health and Safety Policy.
- ii. All EARC community members are strongly advised to contact after-hours veterinary clinics in Gove, Katherine or Darwin for after-hours advice for their animals.
- iii. Specific after-hours policy to veterinary roles:
 - a) Veterinary Animal Control Manager (based in Nhulunbuy) - No after-hours veterinary service provided and all community members encouraged to phone an after-hours veterinary service in Gove, Katherine or Darwin.
 - b) Groote Eylandt Veterinary Supervisor (based in Alyangula) - No after-hours veterinary service is provided to community members and they are encouraged to phone the after-hours vet service in Katherine (Katherine Vet Care) who periodically services the island.
- iv. The attendance of after-hours emergencies is at the complete discretion of the EARC veterinarian.

Emergency Policy:

- i. If an animal emergency occurs during working hours while EARC Animal Management personnel are visiting a community for a veterinary visit then they will attend the animal as soon as possible.
- ii. If an animal emergency occurs during working hours while EARC Animal Management personnel are absent from that community, community members can phone EARC Animal Management personnel for further advice. However, due to the demand and busy schedule of the veterinary team, they will often be unavailable to speak with community members immediately and thus it is strongly recommended that they contact a veterinary clinic in Gove, Katherine or Darwin for further advice in an emergency.
- iii. The attendance of veterinary emergencies is completely at the discretion of the EARC veterinarian.

3.2.13 Veterinary Record keeping

EARC veterinarians keep detailed case notes and veterinary records in accordance with statutory and professional responsibilities.

Records for Schedule 8 controlled drugs - All records for Schedule 8 controlled drugs will be kept in accordance with the NT Medicines, Poisons and Therapeutic Goods Regulations, EARC veterinarians maintain a register for Schedule 8 controlled drugs.

3.2.14 Use of Veterinary Drugs

Dispensing Guidelines: EARC veterinarians use sound clinical judgement and current medical information to issue prescriptions for veterinary drugs in accordance with NT legislation and professional and ethical responsibilities.

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Storage: EARC recognises the potential dangers of inappropriately stored veterinary drugs and in accordance with relevant legislation and guidelines, acts to ensure that all drugs held in association with EARC Animal Management Program are stored in a manner that ensures their efficacy and safety, whilst protecting the public from inadvertent exposure or intentional misuse.

Safe handling: EARC is committed to the prevention of illness and injury by providing a safety and healthy working environment.

All EARC veterinarians have been properly trained in safe drug handling and are responsible for ensuring other animal management program personnel are properly trained to understand the risks associated with handling relevant veterinary drugs, and fully equipped to minimise the risk of injury associated with required veterinary drug handling.

Safe disposal: EARC personnel act to ensure that, where required, all drugs associated with the EARC Animal Management Program are safely disposed of, in a manner maximising public and environmental safety, and in accordance with relevant legislation and regulations.

3.2.15 Notifiable Animal Disease Reporting

EARC veterinarians comply with their legal and professional responsibilities in reporting notifiable animal diseases.

3.2.16 The Role of EARC Veterinarians in Emergency Responses

As EARC veterinarians have established relationships with clients, understanding of EARC community pet populations and expert knowledge of animal health and welfare, it is appropriate and necessary that they participate in EARC emergency response teams should the situation arise.

EARC veterinarians will liaise with Northern Territory Government emergency response teams to assess the state of affected animals, and provide emergency treatments or management where possible.

3.2.17 Veterinary Service Volunteers

Volunteers who are veterinarians, vet nurses or veterinary students can increase the capacity and hence outcomes of veterinary service delivery to EARC communities. Conversely, volunteers who are not experienced in delivering veterinary services to remote Indigenous communities may pose a risk to the reputation of the EARC Animal Management Program

All veterinary services volunteers must be known to EARC Animal Management staff and have undergone a comprehensive application and reference check.

Volunteers will receive a briefing from EARC Animal Management Personnel prior to attending an animal health program. This must include:

- i. EARC insurance policy guidelines
- ii. EARC's philosophies in regards to animal management in remote Indigenous communities
- iii. Veterinary expectations, protocols and procedures
- iv. Work, health and safety responsibilities
- v. Cross-cultural communications

All interstate volunteer veterinarians must be registered to practice as a veterinarian in the Northern Territory.

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Volunteers must be supervised by EARC veterinarians at all times during communication with community members. It is at the discretion of EARC veterinarians whether or not a volunteer can perform procedures involving risk e.g. Anaesthetics, surgeries.

3.2.18 Complaints against EARC Veterinarians

EARC takes any suggestion of veterinary misconduct seriously and is committed to dealing with client complaints against EARC veterinarians in a fair and transparent manner.

3.2.19 Collaborative Research

The EARC Animal Management Program only works with external research projects where ethical research design and implantation ensure that contemporary standards of animal welfare, cultural competency and community engagement are met.

3.2.20 Veterinary related Work Health and Safety

The EARC animal management program, in addition to normal work health and safety considerations involved in general EARC work related activities, has work health and safety considerations specific to its scope and context. The major hazards include:

- i. Animals
- ii. Hazardous substances
- iii. Drugs of addiction
- iv. Pentobarbitone
- v. Clinical waste
- vi. Zoonotic diseases
- vii. Mental health disease

EARC is committed to providing a safe and healthy working environment. This commitment extends to all activities associated with the EARC Animal Management Program which is led by EARC veterinarians.

4. Version

| Version | Decision Number | Adoption date | History |
|---------|-----------------|---------------|-----------------|
| 00 | | 21 April 2022 | Council Adopted |

Procurement policy

| | |
|---|---|
| Policy Number | |
| Policy Category | |
| Responsibility | Director of Technical and Infrastructure Services |
| Council decision (reference/date) or CEO Adoption: | |
| Date to take effect: | 1 July 2022 |
| Legislative reference: | Division 12 (Quotations and tenders for supplies) of the Local Government (General) Regulations 2021 (LGGR), General Instruction1: Procurement and the Procurement Entity Approval issued by the CEO of the Department of the Chief Minister and Cabinet. |
| Policy reference: | |
| Next Review date: | 30 June 2026 |

1. Purpose

In an effort to introduce sound governance, risk management and control practices in the management of the Council's activities in the areas of procurement and purchasing, the East Arnhem Regional Council (EARC) has adopted this procurement policy.

The Procurement policy has been developed by the EARC as a practical guide to procuring goods and services for Council. This policy applies to all activities relative to procurement of goods, services and materials for Council.

2. Policy Statement

All Council purchases and procurement activities will be carried out in compliance with regulatory requirements, particularly Division 12 (Quotations and tenders for supplies) of the Local Government (General) Regulations 2021 (LGGR), General Instruction1: Procurement and the Procurement Entity Approval issued by the CEO of the Department of the Chief Minister and Cabinet.

3. Procurement Lifecycle

To support Council's principles and achieve its objectives, it is important to understand the Procurement Cycle and the various stages entailed in making procurement decisions. In so doing Council can ensure that these decisions support clean, transparent and accountable procurement activities and meet our purchasing principles.



3.1 Procurement Planning

Step one is identifying what Council needs to whether there is a need to look externally to address it. An initial study or review may be conducted to ensure that the capability or item does not exist in house; if the gap is confirmed, there's a multitude of considerations that should be made before moving forward to the procurement phase.

3.2 Requirement Definition

The second step in the procurement lifecycle is Requirement Definition, when the respective Council staff come together to collaborate on a document that summarises exactly what is needed and why. The requirements definition phase is one of the most important steps of the procurement cycle. It is at this step that the procurement team determines what procurement process will be adopted, the approach to be taken and assemble any required documents – tenders if necessary – that include the terms, conditions, delivery schedules, etc, which are being proposed.

3.3 Tendering or Resourcing

It is during this stage when prospective contractors will review, analyse and respond to the Council tender with a quotation or proposal (depending on what is decided during the procurement planning process). Tendering requires the calibration of cost and time efficiency while also making sure the needs are met optimally and within the constraints of Council's internal policies and procedures.

3.4 Evaluation and Selection

If the decision has been taken to go to tender the tender document will contain all of the criteria that a prospective offeror must accommodate and honour in order to be considered for award. Typically, the tender document includes the evaluation method so that offerors understand what matters most to Council, along with instructions for how the offeror should structure their solution. This makes for an easy evaluation and selection phase.

3.5 Contract Award

The awarding of a contract occurs once Council has reviewed the offers received and made a decision on a contractor whose proposal best meets its requirements and selection criteria. This stage is the culmination of all the prior steps in the process, and the efficiency and effectiveness of this stage is also a direct result of the diligence with which the procurement staff have followed the best practices for the prior stages.

3.6 Contract Management

Responsible procurement will ensure there is a plan for managing the contract to ensure that deliverables are met, items delivered on time, and services rendered under budget. It is during this Contract Management stage that diligence in the pre-award activities pays dividends.

A well-written, thoughtful contract will address a majority of potential events that may occur during performance so that questions about performance or disputes about cost can be answered simply by referencing the contract. In instances where a special circumstance arises, the contract may need to be modified, which can be done unilaterally (at the total discretion of Council) or bilaterally (at the mutual agreement of Council and the contractor).

4. Definition

- **Procurement Officer** - A Council officer delegated with the responsibility to carry out procurement and monitor activities on behalf of Council.
- **Council** – Refers to the East Arnhem Regional Council
- **Responsible Officer** – Refers to the staff member holding the financial delegation for a proposed procurement
- **Approved Contractor database/ list** – a list or database of contractors who Council considers to be appropriately qualified to provide services
- **Local Supplier / Business** – is a supplier which is beneficially owned by persons who are residents or ratepayers in East Arnhem Regional Council area.
- **Procurement** – the purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, equipment and related services, construction contracts and service contracts to Council, Council employees and agents unless specifically exempted under the provisions of this policy.
- **Procurement Practices** – Purchasing processes should be cost effective for both public authorities and suppliers. A well-planned purchasing process will ensure that policies are followed, pitfalls are avoided and a successful outcome is achieved. It is important to be aware of responsibilities and to plan the entire purchase process before starting.

- **Contracting (procurement) Activities** – The activities for the making of a contract for the carrying out of work; or the supply of goods and services; or the disposal of non- current assets.

5. Principle

The aim of this policy is to establish a framework to ensure that Council achieves advantageous procurement outcomes by:

- Promoting value for money with probity and accountability
- Reducing the risk of fraud or error in procurement activities
- Advancing Council's economic, social and environmental policies
- Providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council
- Promoting compliance with relevant legislation
- Promoting awareness among the Council employees regarding their role, responsibility and authority.

6. Scope & Applicability

This policy applies to the procurement of all goods, assets, equipment and related services, consultancy services, construction contracts and service contracts (including maintenance). The policy represents all the procedures, practices, systems, documents and organisational structures implemented by Council to manage its procurement activities, improve efficiency and reduce risks in the procurement process.

It is applicable to all Councillors and Council employees engaged in purchasing and procurement or who have the responsibility for procurement decisions.

Breaches of this Policy are particularly relevant to Council's Fraud and Corruption Control Policy and Council's Conflict of Interest Policies. Breaches may be dealt with under the relevant Code of Conduct Policy.

7. Thresholds

| Estimated Cost of Total Expenditure | Procurement Process | Authority to Purchase |
|---|--------------------------------------|----------------------------|
| \$0 - \$1,000 GST inclusive | Obtain at least 1 Verbal Quotation | As per Delegated Authority |
| \$1,000 - \$5,000 GST inclusive | Obtain at least 1 Written Quotation | As per Delegated Authority |
| \$5,000 - \$10,000 GST inclusive | Obtain at least 2 Written Quotations | As per Delegated Authority |
| \$10,000 - \$100,000 GST inclusive | Obtain at least 3 Written Quotations | As per Delegated Authority |
| \$100,000 - \$150,000 GST inclusive | Public Quotation | As per Delegated Authority |
| Over \$150,000 GST inclusive | Public Tender | Council Resolution |

7.1 Purchases between \$0 - \$1000 – QUOTATIONS

Where financial transaction of goods or services is valued at \$0 - \$1000, the responsible officer is required to obtain at least one (1) verbal quotation, so that the Purchase Order raised is equal to the amount of whatever goods or services are being procured.

7.2 Purchases between \$1000 - \$5000 – QUOTATIONS

Where a financial transaction of goods or services is valued at greater than \$1000 and no more than \$5000, the responsible officer is required to obtain at least one (1) written quotation.

7.3 Purchases between \$5000 - \$10,000 – QUOTATIONS

Where a financial transaction of goods or services is valued at greater than \$5,000 and no more than \$10,000, the responsible officer is required to obtain at least two (2) written quotations.

7.4 Purchases between \$10,000 - \$100,000 – QUOTATIONS

If Council proposes to obtain supplies at a cost of more than \$10,000 but no more than \$100,000, the responsible officer must:-

- a) Complete a Procurement Plan (internal Council Document) for authorisation of purchase
- b) Quotations from at least 3 possible suppliers and the council may only accept a quotation for the provision of supplies from among those who submitted quotations; or
- c) Public quotations under regulation 35; or
- d) Obtain tenders under regulation 36.
- e) If it is not practicable to obtain a quotation from 3 possible suppliers, the Council must obtain as many as practicable possible and complete an "Exemption Form" to record its reasoning's for not obtaining 3 quotations.
- f) All Purchase Orders over \$5,000 will be reviewed via an audit report by the Procurement Officer.

7.5 Purchases between \$100,000 - \$150,000 – PUBLIC QUOTATION

If Council proposes to obtain supplies at a cost of more than \$100,000 but no more than \$150,000, the responsible officer must:-

- a) Complete a Procurement Plan (internal Council Document) for authorisation of purchase
- b) Make a public request for quotations from suppliers by notice of advert published in Local Newspaper and Council Website or
- c) Obtain tenders under regulation 36.
- d) Notice must contain a statement to the effect that notice of the successful quotation will be published on the Councils Website
- e) Public quotations must remain open for a minimum period of 3 (three) weeks
- f) May only accept a quotation from the provision of supplies from among those that submitted written quotations; and must record the reason of the acceptance of the quotation in writing
- g) Accept the quotation by written notice to the supplier who submitted the successful quotation; and
- h) Give notice in writing to each of the other suppliers who submitted a quotation, including the information of the successful supplier and awarded price
- i) All purchase orders over \$100,000 will be executed by the Procurement Officer

7.6 Purchases over \$150,000 – PUBLIC TENDER

Council cannot enter into a contract for the Provision of supplies to Council at a cost of more than \$150,000, unless it has first called for tenders for that contract by public notice. The responsible officer must:-

- a) Complete a Procurement Plan (internal Council Document) for authorisation of purchase
- b) Responsible officer is to prepare Tender Documents which should include:-
 - details of goods or services
 - details of the goods or services to be delivered under the contract;
 - undertakings, deeds, warranties, insurances, securities, etc., required to be lodged with the tender;
 - other particular requirements relating to performance of the works or services;
 - a statement that tenders are to clearly identify GST separately;
 - a statement that Council will not be bound to accept the lowest or any tender;

- notice that a successful tenderer's name, the tender price and details of goods or services supplied under contract will be published on Council's website; and
 - a form of tender and conditions of tendering.
- c) The Procurement Officer must call tenders by notice published in the Local Newspaper and Council Website
 - d) Tenders must remain open for a minimum period of 3 (three) weeks
 - e) Tenders received in response to the notice must be assessed by a tender panel convened by the CEO, who prepare a written report.
 - f) The tender panel must only consider tenders from those who submitted written tender replies.
 - g) The CEO must present the written report from the tender panel findings at a Council Meeting to obtain a decision.
 - h) Notice of the successful tender along with details of goods and services supplied and awarded price must be published on the Council Website
 - i) All purchase orders over \$100,000 will be executed by the Procurement Officer

8. Quotations and Tenders Not Required in Certain Circumstances

A quotation or tender is not required for the provision of a supply consisting of, or related to, any of the following:-

- a) The purchase of land, including the leasing or licensing of land;
- b) A contract for legal services;
- c) The acquisition of insurance entered into through a broker;
- d) The renewal of an existing licence;
- e) Education or training in relation to existing equipment, licences, qualifications or software from a supplier endorsed by the supplier of the equipment, licence, qualification or software;
- f) A telecommunications service if:
 - (i) the supply is ancillary to an existing telecommunications service; and
 - (ii) Council believes on reasonable grounds that it is necessary to obtain the supply from the supplier of the existing service;
- g) Recovery work during or immediately after a natural disaster and COUNCIL believes on reasonable grounds that it is necessary to obtain the supply from a particular supplier (examples include cyclones, floods and bushfires);
- h) The acquisition of a supply from a supplier if COUNCIL believes on reasonable grounds that it is unlikely that there is more than one supplier of the supply;
- i) The acquisition of a supply from a supplier if a Commonwealth or Territory funding agreement entered into by COUNCIL states that a particular supplier is to provide the supply;
- j) The acquisition of a supply from a particular supplier that is the only feasible option because of an event that caused major disruption to COUNCIL (an example would be where a public health emergency declared under the Public and Environmental Health Act 2011);
- k) The acquisition of a supply where:
 - (i) obtaining a quotation or tender for the supply would cause major operational inconvenience or have other serious consequences of a similar nature for COUNCIL; and
 - (ii) COUNCIL has not had prior opportunity to obtain a quotation or tender for the supply.

9. Quotations and Tenders Not Required in Relation to Particular Entities

A quotation or tender is not required if the supply is to be obtained:

- a) from the Territory, the Commonwealth, a State or another Territory; or
- b) under a contract to which the Territory, the Commonwealth, a State or another Territory is a party and Council is a beneficiary to the contract; or
- c) from another council; or
- d) from a local government subsidiary of which Council is a member or
- e) under a contract that is facilitated by a procurement entity

10. EXEMPTION FORMS and DOCUMENTATION

As per Regulation 34 (3) for supplies \$5000 - \$100,000 if it is not practicable to obtain quotations from 3 possible suppliers under sub-regulation 2 (a), Council must complete an exemption form (internal Council form) to record in writing its reasons for not obtaining the 3 quotations.

As per Regulation 38 (1) (2) and (3) – see paragraph 8 and paragraph 9, where a Tender or Quotation is not required, but supply is over \$5,000, Council must complete an exemption form (internal Council form) to record in writing its reasons for not obtaining the 3 quotations and/or the reason under paragraph 8 or 9.

All documents through the lifecycle of the procurement must be saved in the Council Document Management System as per the Records Management Policy.

11. PURCHASING PRINCIPLES

11.1 Value for Money

'Value for money' is the core principle that underpins the procurement process so as to ensure the best available procurement outcome is achieved. 'Value for money' involves comparing the benefits against the whole-of-life costs and includes evaluating both price and non-price factors.

Whole-of-life costing for goods is the total cost incurred in buying, owning, using, maintaining and disposing of them at the end of their usable life. Whole-of-life costs for services include the cost of the services, any continuing costs for the use of the services and any costs that may be incurred in discontinuing the services.

Council will utilise its purchasing power to achieve the best value for money. The concept of value is not restricted to price alone and may not necessarily favour the lowest price.

Seeking 'value for money' is about obtaining goods and services considering both price and non-price factors.

Council will achieve value for money by:

- Assessing qualitative factors such as past performance, capacity and capability, indigenous participation, demonstrated understanding, relevant experience, quality and environmental factors.
- Assessing the whole of life costs of the item purchased, including transaction costs associated with acquisition & use, maintenance costs over the life of the item, its administration costs and final disposal costs.

11.2 Open and Effective Competition

Procurement activities will be open and transparent, resulting in effective competition in the provision of goods and services. Council will give fair and equitable consideration to all suppliers.

Council will achieve open and effective competition by:

- Ensuring all procurement procedures and processes are transparent
- Delegation of the authority to procure to the Chief Executive Officer and other officers as the CEO may decide, while holding them accountable at the same time. This will include implementing and monitoring delegations, authorisations and associated thresholds appropriate for the level of judgement and competency expected of those officers.
- Allowing suppliers to have a actual opportunity to do business with Council
- Encouraging competition among suppliers by inviting suppliers to quote or tender in order to provide 'value for money' offerings
- Ensuring fair and equitable assessment of all tenders and quotations
- Exploring the market for potential suppliers without any bias or prejudice.

11.3 Employment of Aboriginal People

Procurement activities which increase and encourage Aboriginal employment, participation and capacity within the region and the Northern Territory generally, acknowledging the importance of diversity, representation and the improved social and economic outcomes that result from employment.

11.4 Conflict of Interest

A conflict of interest arises when a Council employee is in a position to be influenced or appear to be influenced by his or her private interests (financial, personal or business) when doing their job.

Conflicts of interest can be actual, perceived or potential. Failure to declare and/or effectively manage conflicts of interest can damage the integrity of the procurement process and erode public or market confidence.

Conflicts of interest can be financial or non-financial. A non-financial interest exists if an employee has a personal interest in aspects of the procurement process as a result of a relationship based on common interest such as sporting, social or cultural activities as well as family and other (e.g. friendships) relationships. For example, a non-

financial conflict of interest specific to procurement would be an employee who is involved in the procurement process having a friend or family member working for an organisation who could be a potential respondent to a tender or quotation request.

In relation to the above example, it is noted that this interest could become a financial conflict of interest in the following circumstances:

- If it was known that the relative or friend who worked on the proposal for the Supplier had a performance related bonus system in place with that Supplier
- If the relative or friend was a shareholder in the potential Supplier and there is the potential to benefit financially from decision-making associated with the procurement.

Any actual, potential or perceived conflict of interest shall be declared by personnel involved in procurement activities on the Conflict of Interest and Confidentiality form.

11.5 Probity and Ethical Behaviour

The principle of probity and ethical behaviour governs the conduct of all procurement activities. All Council employees who procure goods and services must comply with the standards of integrity, probity, professional conduct and ethical behaviour as stated below.

Responsible officers must:

- Deal fairly, impartially and consistently with all Suppliers
- Protect the confidentiality and privacy of personal and commercial information
- Declare any potential conflict of interest prior to the commencement of a procurement activity and abstain from any procurement activity where it has been deemed that a perceived or actual conflict of interest exists
- Not engage in misleading or deceptive conduct
- Not compromise the Council's standing or the integrity of its purchasing activities through acceptance of gifts or hospitality
- Be scrupulous and accountable in the use of Council property and Council money
- Ensure that the entire procurement is documented in such a way as to demonstrate that decisions were made in accordance with these procurement principles.

11.6 Environmental Protection

Council will endeavor to promote procurement practices that conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety.

In undertaking purchasing activities, Council will:

- Encourage the purchase of environmentally responsible goods where all other evaluation factors are considered
- Where appropriate, ensure that specifications require suppliers to conform to necessary standards, codes or legislation for the identification of hazardous materials, and that suppliers carry out proper certification and registration procedures, including ISO 14001, Environmental Management Systems certification
- Enforcing legislative compliance with and/or phase-out timetables on the use of products prohibited under Northern Territory and applicable Commonwealth laws; and avoiding, where possible, the purchase of known hazardous and environmentally damaging products, especially where alternatives are available within reasonable bounds of price, performance and suitability.

11.7 Accountability, Ethical Behaviour and Fair Dealing of the Council Staff

Council employees involved in purchasing will behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and representatives.

Council employees will be held accountable for all their actions with respect to the procurement.

Council employees will ensure that they do not participate in any action, which may be deemed to be:

- Canvassing by any party with a material interest in the procurement;
- Influence or inducement of parties involved in the procurement;
- Release of commercial or confidential information; or
- Collusion – i.e. collaboration between parties involved in the procurement process.

Council employees will ensure that they will not take any gifts or personal favours in the discharge of their functions in procurement.

Council employees will ensure that they will avoid conflict of interest situations and/or inform Council management should such situations arise before acting or taking decisions influenced by such a conflict of interest.

Council employees will ensure that the system, practices and procedures as laid down in the policy are followed.

11.8 Risk Management & Internal Control System

Council will build a Risk Management and internal control system framework to ensure that the objectives of the procurement policy are met as well as sound procurement principles followed.

Council will develop, document and maintain a framework for internal control including internal audits to ensure compliance with the policy.

11.9 Payment of Accounts

Accounts cannot be paid unless:

- They are claimed on a valid invoice/tax invoice as per the Australian Taxation Office (ATO) requirements
- Where applicable Council's official Purchase Order Number should appear on the invoice/tax invoice.
- Where suppliers require payment in advance, part-payment or a deposit prior to completion of the scope of work then approval must be provided by the CEO.

12. OTHER POLICIES AND COUNCIL REQUIREMENTS

12.1 Workplace Health & Safety

All Council employees, contractors and suppliers will adhere to the following key outcomes in relation to procurement activities:

- Establishing and maintaining a corporate system to ensure compliance of contractors and suppliers with workplace health and safety legislative requirements, Australian Standards and/or procedures
- Ensuring all contractors and/or suppliers provide documentary evidence that they or the product they supply complies with relevant legislation, Codes of Practice and/or Australian Standards
- Ensuring where purchases involve plant and equipment, the supplier must provide relevant information and a copy of the user/operator manual for each item supplied
- Ensuring that no hazardous chemical is purchased or used without first carrying out a risk assessment as per the responsibility of the Program Manager, Line Manager or Supervisor.

12.2 Gifts and Benefits

Employees involved in procurement actions are prohibited from accepting gifts or extensive hospitality or other benefits from current or prospective suppliers. Modest hospitality (e.g. in house lunch, coffee, tea) associated with meetings to discuss goods and/or services being acquired by the Council, is acceptable but restaurant lunches and dinners, the provision of alcohol, tickets to the theatre or sporting events and so on are not.

All other gifts and benefits are not acceptable, including token gifts of low value. Council employees involved in procurement activities must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the Council.

How are offers of gifts and benefits to be dealt with?

Where you receive a gift or benefit that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, Director or the CEO. The recipient, supervisor and Director must ensure that any gifts or benefits that are received are recorded in a Gifts Register.

The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical. The supplier shall be provided with a polite explanation as to why gifts are not acceptable and advised if they continue to make offers the Council may cease to undertake procurement activities with them.

12.3 Travel and Accommodation

All travel and accommodation by approved delegated authority should represent value for money and the provider shall be a panel preferred supplier where such a panel has been established.

12.4 Credit card Purchases

Goods and services may be purchased using a Council credit card and must be done so in line with the Council credit card delegated authority procurement thresholds outlined in Item 7 thresholds.

A credit card can be used for purchases up to the value of the card limit for one off purchases and online purchases or bookings (E.g.: Non-Standard Flights and Accommodation, Hire cars and fuel) that cannot be arranged by generation of a Purchase Order.

12.5 Motor Vehicle and Machinery Acquisition

This refers to the Fleet Asset Acquisition & Disposal Policy which covers the supply, maintenance and use of Council owned motor vehicles and machinery.

12.6 Petrol Cards

Fleet (where applicable) are assigned a fuel card specific to the vehicle or machinery. Any purchases made on the card are to only be for the vehicle the card issued is assigned. No other purchases are to be made against the card, nor should the card be used for fuel in any other vehicle or machinery.

12.7 Attractive and Portable Items and Major Assets

Any item above \$500 and below \$10,000 needs to be entered onto the Attractive and Portable Items Register if deemed to be such an item. Assets above \$10,000 must be entered onto the Major Assets Register. -Section 26 of the Local Government (General) Regulations.

13. COLLECTIVE PROCUREMENT

In addition to the above principles guiding the procurement activities, Council will consider the following provisions of 'Collective Procurement' as suggested in Regulation 45, 46 and 47. Collective Procurement will allow two or more entities to form a procurement group to collectively carry out procurement activities for common or similar requirements.

Collective Procurement opportunities will provide better outcomes, including:

- More competitive prices;
- Better levels of service;
- Better quality of goods & services; or
- Sustainability of supplies, bulk or quantity discounts.

The procurement process will comply with all the provisions of the thresholds in respect to quotations and tender requirements.

14. Procurement from Approved Suppliers

The council will develop and maintain an approved supplier list / database for the procurement of various materials or services. The council will determine the criteria for inclusion of any supplier in such a database.

15. Supply Agreements (Pre-approved Agreements)

Supply agreements refer to a contract for the purchase of goods, materials or services specified by a panel arrangement contract entered into by a council with a supplier.

Where available, purchase of goods and services by Council must use existing supply agreements.

Existing supply agreements include EARC Contracts, LGANT Contracts and Local Buy Australia. A list of commonly used agreements shall be maintained on the Councils records management system, and relevant employees advised of updates/changes as appropriate.

Procurement employees will assist with:

- Advice and information on current agreements and contracts
- Information on council usage and demand for goods and services
- Development of quotations, tenders and contracts.

Council may enter into supply agreements or contracts for goods or services, if there are proven benefits for the Council. This may be achieved by linking its purchasing activities across the Council or by implementing Collective Procurement with other councils or various communities for common or frequent purchases.

Council will develop and maintain a Panel Supplier Register for those suppliers competitively selected via either a quotation or tender process.

Council can form and manage contract or prequalified supplier "panels" as follows:

- To form a panel there must be a competitive Request for Quotation (RFQ) or Request for Tender (RFT) process with respondents meeting the evaluation criteria specified for the panel.
- Panels can either be "rates" or supplier:
 - Rates panels or contracts are where suppliers tender specific goods or services at specific rates (prices) e.g. box of 12 Medium Blue Pilot Pens BP- 145-M at \$5.00 each. Purchase decisions are made on best

value for money / lowest whole of life cost considerations. No further quotations are necessary.

- Prequalified supplier panels are formed where a tender process is undertaken to identify suppliers for a variety of ongoing work. Tenderers are evaluated on key non-price criteria such as experience, references, safety systems, employees and equipment. This obviates the need to verify this data each time they are engaged. These Procurement criteria must be followed for each procurement activity in terms of preparing a specification and obtaining pricing. Preferably all members of the panel will be requested to quote or tender on an equal basis. Supplier performance is monitored and poor performance may result in suppliers being removed from the panel.
- Contracts are for no more than three years and consideration should be given to include price escalation clauses such as increasing by a relevant CPI index.
- Once rates panels are established the opportunity for other suppliers to join the panel will be limited as the Request for Quotation (RFQ) or Request for Tender (RFT) process must be carried out.

16. Development of Competitive Local Business and Industry

Council encourages the development of competitive local businesses within the Region. Council will enhance the capabilities of local business and industries through the following:

- Council will make every attempt to utilise local suppliers and to ensure locally based businesses and industries are given opportunities to participate in quotation or tender processes with qualitative evaluation preferences given to such local suppliers who employ up to and above 30% local indigenous employees.
- The placement of orders to the local business where such business is competitive with regard to price, delivery & service requirements and meets the value for money requirement of the council.
- Actively seeking out potential local suppliers, train and educate local suppliers on government requirements and procurement.
- Encouraging prime contractors to give local suppliers every opportunity, as partners or subcontractors, to participate in major projects.
- Ensuring that the principles of open and effective competition are applied and equal treatment is given to local offers, when being compared with other offers, on the basis of fair and equitable behaviour.
- Giving preference to locally-sourced goods and services, where price, performance, quality, suitability, indigenous ownership and other evaluation criteria are comparable.

17. PROCUREMENT FUNCTION

17.1 Resourcing the Procurement Function

Council will ensure that adequate funding is made available to manage the procurement function

17.2 Procurement Procedures

Council will develop a detailed procurement procedure detailing the processes and documentation to be followed in accordance with this procurement policy. All the checklists, forms and detailed procedures mentioned in the procurement procedures will guide the Council employees in the discharge of their procurement duties.

17.3 Purchase Orders

In the absence of a formal contract, a Purchase Order is Council's official document used to purchase goods or services from an external supplier. A Purchase Order confirms the contractual relationship between Council and the supplier and must be issued before the procurement of the goods or services. Purchase Orders create a record of a commitment within the financial system.

Purchase orders are to be issued for all purchases where a formal contract does not exist or where a record of commitment is required (with exemptions relating to fuel, travel and accommodation processed via a Purchasing Card or Credit Card under delegated authority) through the financial system. Purchase orders will only be issued after the quotation or tender procedures have been completed and before supply commences.

NB– The limitations below refer to the total cost of purchase and not to individual line items.

17.4 Order Splitting

Purchasers must not split a single requirement into a number of requisitions for the purpose of:

- Avoiding Council policies or procedures
- Bringing each requisition or order below:
 - the threshold value at which tenders are required

- the threshold value at which competitive quotations are required
- delegation limits

NB – Multiple project code dissections to a single order or engagement value do not constitute order splitting provided the relevant procurement procedure relative to the Order total has been complied with.

17.5 Separation of Duties

The separation of duties is an essential element of a control system. Council will implement a best practice approach through the separation of duties related to the procurement process. An officer raising a purchase requisition is not permitted to approve that requisition, regardless of their financial delegation. The officer must refer the requisition to another officer who holds appropriate delegation.

17.6 Procurement Planning

The Council will ensure that the procurement activities are sufficiently planned in advance unless it is an emergency purchase.

The objectives of planning the procurement will be:

- To ensure that procurement is undertaken as per the needs of the Council
- To ensure that the procurement process follows the procurement policy and procedures and meets the Legal compliance requirements.

▪ Version

| Version | Decision Number | Adoption date | History |
|---------|-----------------|---------------|-----------------|
| 00 | 013 / 2016 | 28 Jan 2016 | Council Adopted |
| 01 | | 30 June 2022 | Council Adopted |



Records Management Policy

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|-------------------------------|--|
| Policy Number | |
| Policy Category | Human Resources |
| Responsibility | Corporate Services Manager |
| Council decision: | |
| Date to take effect: | 1 July 2022 |
| Legislative reference: | NT Local Government Act 2019 Part 9 NT Information Act 2002 Local Government (General) Regulations 2021 Part 3, Division 3 |
| Policy reference: | LGA Part 9, part 14.2 |
| Next Review date: | 1 July 2026 |

1. Purpose

To provide a framework for the creation and management of complete and accurate records of the business of East Arnhem Regional Council.

2. Definitions

2. Confidential information

Means information prescribed as confidential under Local Government (General) Regulation section 51.

2. Council's primary records

The primary records of the council are:

- (a) the agenda and minutes of meetings of the council, local authorities, audit committees and council committees; and
- (b) minutes of meetings of electors; and
- (c) the council's by-laws; and
- (d) the council's annual municipal, regional or shire plans (including the council's annual budgets, long-term financial plans and amendments to the council's annual budgets and long-term financial plans); and
- (e) the council's annual reports (including the council's annual financial statements); and
- (f) the register of annual returns of interests; and
- (g) the register of declared gifts and benefits; and
- (h) the register of declared conflicts; and
- (i) the registers referred to in regulation section 55; and
- (j) any other documents necessary for an understanding of the council's policies and operations.

2. Council's secondary records.

A council's secondary records consist of other documents generated or received in the course of the council's operations.

Note: unless specified otherwise, the term "records" in this policy refers to the combination of the council's primary and secondary records.

2. EDRMS

Electronic Document and Records Management System.

2. MagiQ Docs

The council's current EDRMS.

Records Management Policy

2. Records disposal authority

A records authority is a legal instrument that allows agencies to make decisions about keeping, destroying or transferring Australian Government records. Records authorities are used to determine how long to keep records and provide permission for the destruction of records once this time has passed.

The records disposal authority for the council is Records Disposal Schedule for Local Authorities in the Northern Territory.

2. Records management

Managing and storing information, data and records in the right place and the right way means they will be protected and easily found

3. Principle

- Ensure compliance with the relevant recordkeeping legislations and regulations
- To ensure the creation and maintenance of records with appropriate evidential characteristics within East Arnhem Regional Council (the Council) by establishing a framework and accountabilities for records management
- To ensure the Council's records management plan meets operational business needs, accountability requirements, fiscal and economic requirements and community expectations
- To ensure the preservation of the Council's corporate memory through appropriate recordkeeping practices
- Drive efficiencies through implementing best practices, including using electronic media, with a strategy aimed at promoting electronic recordkeeping
- To ensure recordkeeping practices support open and transparent government objectives for access to and release of information

4. Application of policy

This Policy applies to all EARC Staff including:

- Permanent and temporary fulltime, part-time and casual employees Trainees or graduates performing work for EARC Volunteers and work experience participants
- All elected members of the Council by virtue of Section 5 (1) (d) and Section 5 (1) (h) of the Information Act (NT)

5 Records management elements

5.1 Capture and Control of Records

All records created and received in the course of the Council's business are to be captured at the point of creation, regardless of the format, with required metadata, into the council's EDRMS – MagiQ Docs.

Both the digitised and paper record will be managed in accordance with sound recordkeeping principles and in accordance with the NT public sector organisations Records and Information Management Standards.

The paper records must be digitised following the digitising standards (see appendix) and will become the Council's original record. Records must be titled in a way that is easily retrievable and in line with the Council's document naming and titling convention.

5.2 Security and Protection of Records

All records, regardless of the format, are to be categorised as to their level of sensitivity and adequately secured and protected from unauthorised access or destruction and kept in accordance with the council's retrieval, preservation and storage requirements.

Records Management Policy

5.3 Access to Records

Access to the Council's records is in accordance with designated access and security classifications. The general public can access the Council's records under the Information Act (NT), the Council's policy and other relevant legislation on access to information.

5.4 Achieving Sentencing and Disposal of Records

The Council's records are classified using the Business Classification Scheme (BCS) and are linked to the requirements of the approved Records Disposal Schedule for Local Authorities (NT). The Records Disposal Authority determines the need for archiving, retention and disposal of all records.

Records that are no longer currently used, but because of their legal, evidential or informational value have been selected for permanent retention, are to be archived. From time to time certain records of temporary value will have a disposal freeze imposed. The Council will abide by all disposal freeze of records set by the NT Government or any court of law. If the council becomes aware of any legal action or Freedom of Information Application relating to certain types of records and these records are marked for destruction, the Council suspend destroying the records subject to any legal action or FOI application.

5.5 Mishandling Records

Under the NT Information Act and Local Government (General) Regulations, a person breaches this policy and commits an offence if:

- (a) A person intentionally engages in conduct; and
- (b) The conduct results in the destruction, damage or removal from the council's custody or the concealment of:
 - i. A primary record of the council; or
 - ii. A secondary records of the council that is required for the conduct of the affairs of the council or for audit purposes

6. Implementation and Delegation

6.1 Chief Executive Officer

- Under Section 131 (1) of the Information Act, the Chief Executive Officer of the Council has a duty of ensuring the organisation complies with the Act;
- Ensuring that this policy is communicated and implemented at all levels in the Council; and
- Ensuring recordkeeping policies, business rules and procedures are communicated and followed throughout the Council
- Ensure any internal or external audit recommendations are implemented

6.2 Directors

- Promote good records management practices within their directorates.

6.3 Managers, Coordinators and Team Leaders

- Ensure their employees receive training on records management and use of the Council's EDRMS, MagiQ Docs or any other approved document storage system and
- Ensure that no records are deleted, damaged or destroyed within their respective department.

6.4 All EARC Staff

- All employees must make and keep full and accurate records of all business transactions of the Council

Records Management Policy

- Any decisions made on behalf of the Council must be evidenced by full and accurate records
- Save all records into the Council's EDRMS - MagiQ Docs
- Must attend any training on records management and or systems
- Must not delete, destroy or damage any records of the Council
- Seek assistance if required from Records service on any records management issues and
- Must familiarise themselves with this Policy and Records Management Procedures

6.5 Records Resourcing

- The CEO will ensure resourcing to enable Council to meet its records management obligations.
- The resourcing will assist and support all Council employees in meeting their recordkeeping responsibilities and
- Conduct records management and MagiQ Docs training to all EARC staff.

7. Evaluation and Review

- The Council will carry out an internal audit of records management every four years
- Where practical recommendations coming out of the Audit will be implemented within a set timeframe
- Legislative changes to the Information Act and on the Records Disposal Schedule will be monitored and changes made and
- This Policy will be reviewed every four years by the Council unless legislative changes or the Council requires an earlier review.

8. Version

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|----------------|-----------------|---------------|-----------------|
| 55/00/2012 HR | Res 143/2012 | Sept 26, 2012 | Council Adopted |
| 55/01/ 2020 HR | Res 143/2020 | Feb 26, 2020 | Council Adopted |
| | | June 30, 2022 | Council Adopted |

Delegation Manual



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|-------------------------------|---|
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| 02 /01/ 2008/ CO | Report 9.2 - Minutes of Council meeting dated Sept. 10, 2008 | Sep 10, 2008 | Council Adopted |
| 02/ 02/ 2013 CO | Report 13.2 (Res 111 / 2013) - Minutes of Council meeting dated Sept. 25, 2013 | Sep 25, 2013 | Council Adopted |
| 02/ 03/ 2017 CO | Report 15.4 (Res 235 / 2017) - Minutes of Council meeting dated 22 Nov, 2017 | Nov 22, 2017 | Council Adopted |
| 02/04/2020 CO | Resolution 007/2020 – Minutes of Council Meeting dated Feb 26, 2020 | Feb 26, 2020 | Council Adopted |
| 02/05/2020 CO | Minutes of Council Meeting dated July 30, 2020 | Jul 30, 2020 | Council Adopted |
| 02/06/2020 CO | Minutes of Council Meeting dated August 26, 2020 | Aug 26, 2020 | Council Adopted |
| 22/09/2021 CO | Minutes of Council Meeting dated September 22, 2021, 050/2021 | Sep 22, 2021 | Council Adopted |
| 30/06/2022 | Minutes of Council Meeting dated June 30 2022 | Jun 30, 2022 | Council Adopted |

Delegation Manual

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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*

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- (c) a local authority; or
- (d) a local government subsidiary.

(3) *Despite subsection (1):*

- (a) the power to impose rates and charges cannot be delegated; and
- (b) if power to incur financial liabilities is delegated – the council must, by resolution, fix reasonable limits on the delegate's authority; and
- (c) a delegation cannot duplicate or derogate from the CEO's functions (including delegated functions); and
- (d) subject to subsections (4) and (5), power to enter into a transaction on conditions that are not arm's length conditions cannot be delegated; and
- (e) subject to subsections (4) and (5), power to make a decision that requires a council resolution cannot be delegated; and
- (f) if power to enter into a contract is delegated – the contract must be below the threshold value.

(4) *A council may delegate to the CEO the following:*

- (a) the power to enter into a transaction on conditions that are not arm's length conditions if the transaction will provide a community benefit;
- (b) the power to waive a fee for service (wholly or partly) under section 289(4) if the waiver will provide a community benefit.

Note for subsection (4)(b)

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

- (5) *A delegation under subsection (4) must be in accordance with the regulations and any guidelines that the Minister may make.*
- (6) *A council must, within the first 6 months of its term, determine, by resolution, the threshold value for a contract for subsection (3)(f).*
- (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.

*Delegation Manual***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.*
- (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

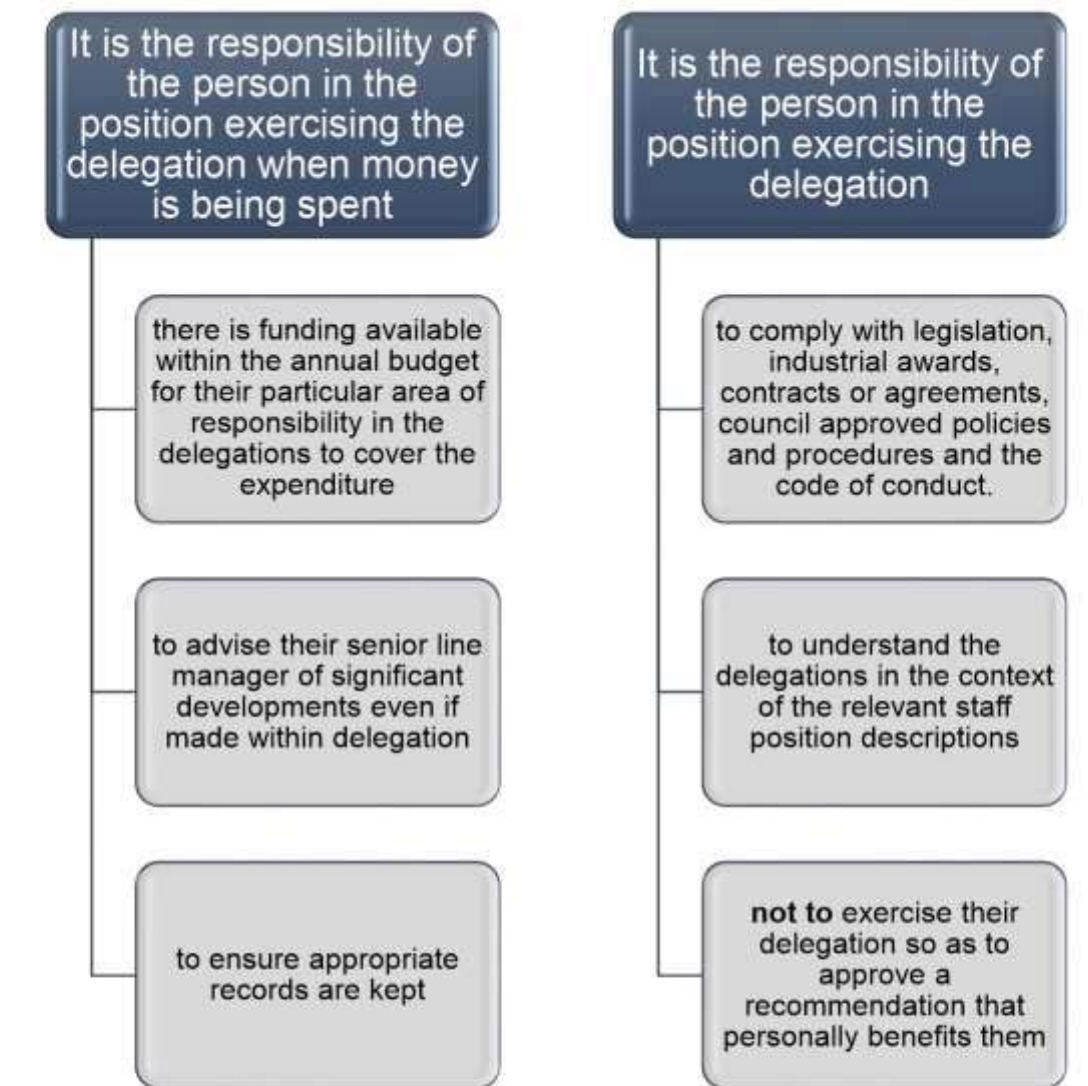
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DELEGATIONS

- are hierarchical
- 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.

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.

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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"> the annual budget enterprise agreement human resource management policies employment agreements |

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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.

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 Regional Manager 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.

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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.

Level 5: Supervisor: (referred to as 'Supervisor') One of roles with responsibility for timesheets and staff supervision in Aged Care, Youth Sports and Recreation, Community Night Patrol, 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.

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">• within the annual budget• set by enterprise agreement• influenced by employment contracts or policies recommended by CEO Direct Reports. |
| 1.2 | Set and approve annual salary increments | CEO | To CEO Direct Reports | Subject to salary increments being: <ul style="list-style-type: none">• within the annual budget• set by enterprise agreement• influenced by employment agreements or policies• for EBA Level 6 and below roles (i.e. EBA L7+ no delegation and CEO must approve) |

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| 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"> Subject to salary package being: <ul style="list-style-type: none"> within the annual budget set by enterprise agreement influenced by industry standard conditions of employment or policies. recommended by CEO Direct Reports. |
| 1.4 | Approve/sign employment agreements and Individual Flexibility Agreements | CEO | For All staff except CEO | <ul style="list-style-type: none"> Subject to staff contracts being: <ul style="list-style-type: none"> reviewed and recommended by council's industrial advisors/lawyers influenced by industry standard employment contracts or policies recommended by CEO Direct Reports. |
| 1.5 | Set and approve higher duties for staff. | CEO | For All staff except CEO | <ul style="list-style-type: none"> Subject to higher duties being: <ul style="list-style-type: none"> within the annual budget set by enterprise agreement influenced by employment agreements or policies recommended by CEO Direct Reports |

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| 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"> • within the annual budget • set by enterprise agreement • influenced by employment agreements or policies • recommended by CEO Direct Reports |
| 1.7 | Approve appointment of Acting Director | CEO | For Level 4 | Subject to <ul style="list-style-type: none"> • human resource management policies • If for a leave period, a recommendation from the Director |
| 1.8 | Appointment of Acting CEO when CEO on Leave | CEO | For CEO Direct Reports | <ul style="list-style-type: none"> • Subject to Section 165 of the Act • Subject to human resource management policies. |

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"> the submission of reports/forms from CEO Direct Reports to the CEO the prescribed forms being submitted to Corporate Services to action. |
| 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"> the submission of reports from CEO Direct Reports to the CEO the prescribed forms being submitted to Corporate Services to action. |

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| 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"> the submission of reports/forms from CEO Direct Reports to the CEO. prescribed forms being submitted to Corporate Services to action |
| 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"> the submission of reports/forms from CEO Direct Reports to the CEO The funding within the approved staffing budget – see Section 170 of the Act prescribed forms being submitted to Corporate Services to action |

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| 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"> the submission of reports from CEO Direct Reports Council's human resource management policies and Code of Conduct |

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"> • performance assessments • enterprise agreement • employment agreements • human resource management policies prescribed forms being submitted to Corporate Services to action. • for EBA Level 6 and below roles (i.e. L7+ no delegation and CEO must approve) |

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"> • enterprise agreement • employment agreements • human resource management policies • CEO Direct Reports recommending by signature |
| 4.2 | Authority to dismiss a staff member. | CEO | For All staff except CEO | Subject to: <ul style="list-style-type: none"> • enterprise agreement • employment agreements • human resource management policies • CEO Direct Reports and maybe Level 4 recommending by signature |

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"> the annual budget enterprise agreement human resource management policies. employment agreements |
| 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"> the annual budget enterprise agreement human resource management policies employment agreements completed leave form and supporting documents During Pandemic, possible additional approvals as per Leave Form if personal travel involved from community of work location. |

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| 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"> the annual budget enterprise agreement human resource management policies employment agreements completed leave form and supporting documents |
| 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"> the annual budget enterprise agreement human resource management policies employment agreements completed leave form and supporting documents |

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| 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"> the annual budget enterprise agreement – clause 29 human resource management policies employment agreements completed leave form and supporting documents |
| 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"> the annual budget enterprise agreement human resource management policies employment agreements completed leave form and supporting documents |

| 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"> the annual budget enterprise agreement human resource management policies employment agreements performance appraisals. |
| 5.8 | Approve business travel outside of Australia | Council | nil | Subject to the travel being supported by: <ul style="list-style-type: none"> the annual budget enterprise agreement human resource management policies employment agreements performance appraisals Council resolution |

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| 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"> • the annual budget • enterprise agreement • human resource management policies • employment agreements • completed training form and supporting documents • Approval of travel requirements as above |

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"> • enterprise agreement • human resource management policies • employment agreements • skills development plans |
| 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"> • enterprise agreement • human resource management policies • employment agreements • performance improvement plans • skills development plans |

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"> divisional annual budgets arrangements with Council's industrial advisors (including the Western Australian Local Government Association, WALGA) human resource management and payroll staff in the Corporate Services unit being able to consult on low level matters (not involving legal advice). |
| 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"> Privacy Act and Principles Preparation of Statement of Service by Corporate Services |

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| 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"> • Privacy Act and Principles • Level 4 needs pre-approval from CEO Direct Reports |

LAND, BUILDING AND ROADS DELEGATIONS

8. Land, Leases, Buildings and Roads

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

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| 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"> • Section 272 of the Act • Road under Council's care, control and management |

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"> • Council's annual regional plan • proposals from Level 4 to the CEO Direct Reports • funds within the annual budget • compliance with legislation and council policy |
| 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"> • Council's annual regional plan • Council policy • Councils' annual budget • Not requiring the Council Seal |

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| 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"> Community request for cultural reasons Closure forms Safety concerns |
| 9.4 | Christmas Closedown | Council | nil | Subject to: <ul style="list-style-type: none"> Enterprise agreement clause 59.5 Council resolution |

LEGAL PROCEEDINGS AND CONSULTANTS DELEGATIONS

10. Legal matters proceedings and services

| Code | Brief descriptions of Delegated Powers | Positions with Delegations | Positions that Delegations apply to | Constraints impacting on Delegations |
|------|--|----------------------------|-------------------------------------|---|
| 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"> • annual budget • proposals from CEO Direct Reports to the CEO • policy |
| 10.2 | Approve the engagement of lawyers. | CEO | To CEO Direct Reports | Subject to: <ul style="list-style-type: none"> • annual budget • proposals from CEO Direct Reports to the CEO • policy |
| 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"> • annual budget • proposals from CEO Direct Reports to the CEO • policy |

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">procedures relating to work processes and practices rather than policy or broad statements of intent. |

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

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">• Council policy• availability of delegates• research on strategic issues. |
| 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">• Council policy• annual budget. |

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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"> • Council policy • annual budget |
| 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"> • Council policy • annual budget • media releases being for 'good news' and include features and events. |
| 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"> • Council caretaker policy • annual budget |
| 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"> • Council policy • annual budget. |
| 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"> • Council policy • annual budget. |

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 |
|-------|---|---------------------------------------|-------------------------------------|---|
| 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"> • Council policy • annual budget • materials including items like letterheads, fax |
| 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"> • Council policy • annual budget. |
| 12.10 | Approve changes or amendments to the Council's Logo. | Council | nil | Subject to: <ul style="list-style-type: none"> • there is a council meeting resolution on the matter. |
| 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"> • Council policy • annual budget |
| 12.12 | Respond to ministerial correspondence | Council President Deputy President | To CEO To CEO | Subject to: <ul style="list-style-type: none"> • Council policy • responses to elected or appointed members on boards only in government or organisations. • 'Politicians write/respond to politicians'. |

East Arnhem Regional Council -Delegations Manual

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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"> • Council policy • responses to employees only in government or organisations. • Staff write/respond to staff |
| 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"> • Council policy • responses to employees only in government or organisations. • Staff write/respond to staff |
| 12.15 | Approve the final Council agenda for submission to Council | CEO | To CEO Direct Reports | Subject to: <ul style="list-style-type: none"> • Council policy • business papers being prepared in sufficient time for them to be read, considered and approved. |
| 12.16 | Approval of the circulation of draft Council minutes. | CEO | To CEO Direct Reports | Subject to: <ul style="list-style-type: none"> • Council policy • the draft minutes remaining as draft until confirmed at a Council meeting. |

Delegation Manual

| 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"> • Council policy • the draft minutes remaining as draft until confirmed at a Local Authority meeting. |

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"> Council policy systems that allow for the 'capture', management and reporting of issues, complaints and requests involvement of Council's external advisors where necessary Public Relations delegation constraints above in Section 12 |

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"> Council revenue policy and funding agreements CSM coordinating the formulation of draft budgets with CEO Direct Reports. |

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 | Subject to: <ul style="list-style-type: none"> • compliance with procurement provisions in legislation and council policy • expenditure is urgent has a limit of up to a cost of \$150,000 excluding GST per instance of expenditure • no allocation in the annual budget or having an allocation which will be exceeded • CEO Direct Reports confirms with the CEO that funds are available in the annual budget to cover the expenditure • Council later approves the budget variation by resolution at a meeting. |

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

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"> the Financial Delegation Table as delegated by the CEO under the <i>Local Government Act</i> the restrictions outlined in this manual expenditure relating to the division, service or program under the direct control of the persons delegated. |
| 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"> Section 38 of the General Regulations Council Procurement Policy |

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"> • policies under Section 6(e) and 6(f) of the General Regulations • Recommendation from CEO Direct Reports |
| 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"> • Council policy. |

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"> Council policy accounting regulations value of asset(s) has a limit of up to \$5,000 excluding GST per instance |
| 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"> plant, equipment and facilities for which the staff position is responsible hired under terms and conditions deemed appropriate in the circumstances with minimal risk to Council. |

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"> policy or procedure regarding the composition of the panel |
| 17.2 | Awarding Tenders | Council | To Finance Committee | Subject to: <ul style="list-style-type: none"> The tender cost being under \$500,000 excluding GST A Tender Evaluation Report presented by the CEO |

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"> Council policy or procedure. The limits in the Financial Delegation Table expenditure relating to the division, service or program under the direct control of the persons delegated. |
| 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"> Council policy or procedure Enterprise agreement |
| 18.3 | Approve fortnightly payroll for payment. | CEO | To CEO Direct Reports | Subject to <ul style="list-style-type: none"> Council policy or procedure Enterprise agreement |

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"> proposals from CEO Direct Reports to the CEO Council policy Council's annual budget Council approval by resolution Council obtaining Ministerial approval, subject to Section 197 of the Act |
| 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"> proposals from CEO Direct Reports to the CEO Council policy Council's approved annual budget Council approval by specific resolution unless in Annual Budget |

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"> • Council policy • compliance with Investment Guidelines • Financial Signatory requirements in this Manual |
| 20.2 | Approve draw down of investment funds for deposit into operational accounts. | Council | To CEO | Subject to: <ul style="list-style-type: none"> • proposals from CSM to the CEO. • Financial Signatory requirements in this Manual |
| 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"> • proposals from CSM to the CEO. • Financial Signatory requirements in this 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"> • Council procedure. • Fees and Charges • Schedule of rates |
| 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"> • Council procedure. • Fees and Charges • Schedule of rates |

22. Bad debts, rates penalties, and interest

| Code | Brief descriptions of Delegated Powers | Positions with Delegations | Positions that Delegations apply to | Constraints impacting on Delegations |
|------|---|----------------------------|-------------------------------------|---|
| 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"> • Section 28 of the General Regulations • Loss of Money less than \$200 • Loss of Asset less than \$2,000 |
| 22.3 | Approve debt recovery payment terms, including rates payment plans. | Council | To CEO | Subject to: <ul style="list-style-type: none"> • debts less than \$50,000 • proposals from CEO Direct Reports to the CEO • Council policy • Council's annual budget |

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"> • Section 232 and 233 of the Act • proposals from CEO Direct Reports to the CEO • Council's annual budget • Non controversial • Financial impact less than \$20,000 |

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) |

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; Tier Two: Finance Manager; Management Accountant | Subject to: <ul style="list-style-type: none"> Any two to authorise, which at least one from Tier One. |
| 24.2 | Authority to stop a cheque payment | Council | As per 24.1 | Subject to: <ul style="list-style-type: none"> Any two to authorise, which at least one from Tier One. There being errors with the cheque. |

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"> Two authorised signatures required |

RECORDS MANAGEMENT DELEGATIONS

25. Freedom of information requests and other records management procedures

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

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 Advisor | Manager L2 - \$20,000 delegation |
| Regional Manager Community Development | 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 | 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 | Manager L2 - \$20,000 delegation |
| Tenancy Manager | Manager L2 - \$20,000 delegation |
| Veterinarian & Animal Control Manager | Manager L2 - \$20,000 delegation |
| ICT Manager | Manager L2 - \$20,000 delegation |
| Transport & Infrastructure Manager | Manager L2 - \$20,000 delegation |
| Fleet & Workshops Manager | Manager L2 - \$20,000 delegation |

Delegation Manual

| Position | Level of Delegation |
|--|----------------------------------|
| Technical & Infrastructure Services –Strategic Project Coordinator | Manager L2 - \$20,000 delegation |
| Senior Projects Manager | Manager L2 - \$20,000 delegation |
| Finance Manager | Manager L2 - \$20,000 delegation |
| Administration Manager-Milingimbi | Admin L1 - \$5,000 delegation |
| Administration Support Officer – 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 |
| Sobering Up Shelter Coordinator | Admin L1 - \$5,000 delegation |
| Youth Diversion Case Manager | Admin L1 - \$5,000 delegation |
| Trauma Informed Care 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 | 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 | 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 |

Delegation Manual

| Position | Level of Delegation |
|---|-------------------------------|
| Human Resource Coordinator | Admin L1 - \$5,000 delegation |
| (Senior) Human Resources Officers | Admin L1 - \$5,000 delegation |
| Training Officer | Admin L1 - \$5,000 delegation |
| Records Coordinator | Admin L1 - \$5,000 delegation |
| Work Health & Safety Manager | Admin L1 - \$5,000 delegation |
| Environmental Projects and Communications Officer | Admin L2 - \$2,000 delegation |

CORPORATE SERVICES REPORTS



| | |
|--------------------|---|
| ITEM NUMBER | 9.2 |
| TITLE | End of Year Financial Matters |
| REFERENCE | 1629232 |
| AUTHOR | Michael Freeman, Corporate Services Manager |

SUMMARY:

This report addresses various financial matters required for end of year.

BACKGROUND**Asset Revaluations**

Accounting rules require that all assets are considered for revaluation on a regular basis.

“The fair value of fixed assets is determined every three years in accordance with the Council’s Accounting Policy and management assess for any fair value movements each year in between. At the end of this period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. Increases in the carrying amount arising on revaluation of assets are credited to a revaluation reserve in equity. Decreases in the carrying amount that offset previous increases of the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the Statement of Comprehensive Income.”

GENERAL

The major assets (buildings) were last valued in June 2019 by independent valuer Herron Todd White.

The valuer has been engaged to prepare a desktop valuation of the main Nhulunbuy office, which has undergone major renovation in recent times, and the four residential properties in Nhulunbuy owned by Council.

Remaining building assets in communities are not assets easily bought or sold, and are valued for insurance purposes.

If the suggestion of a division of Council, with the forming of a new Council covering Groote Eylandt, was to occur, then all assets will need to be revalued as part of that process.

Therefore, it is recommended that Council do not proceed with a full asset revaluation for the year ending 30 June 2022.

Carry Over Amounts

At the end of the year certain funds remain unspent for multiple reasons. These funds need allocation to different locations on the balance sheet.

Unspent tied grant funds need to be protected as per the grant funding agreements, and either spent in the next year or returned.

Unspent Local Authority Project Funding needs to be allocated to the appropriate Local Authority carryover.

Funds received in advance from the Territory Government for operational purposes in 2022/23 need transferring to 2022/23.

Unspent untied funds for particular projects needs to be allocated as carry forward funds to a particular project, rather than ending up in general surplus equity.

They are:

| | |
|---|----------------------|
| 202520 - Training | 200,000 |
| 304021 - New IT Systems Project | 140,000 |
| 203620 - Public Relations – Website and Strategy | 140,000 |
| Various – Staffing resources | 400,000 |
| Contingency for Projects to Public Infrastructure Reserve | 700,000 |
| Street Lighting to Roads Reserve | 200,000 |
| Cemetery improvements to Cemetery Reserve | 150,000 |
| Remaining untied funds to Roads Reserve | Yet to be determined |
| | |
| Community Events | |
| 201011 - Civic & Community Events - Angurugu | 12,723 |
| 201012 - Civic & Community Events - Umbakumba | 10,227 |
| 201013 - Civic & Community Events - Milyakburra | 4,120 |
| 201014 - Civic & Community Events - Ramingining | 3,883 |
| 201015 - Civic & Community Events - Milingimbi | 3,919 |
| 201016 - Civic & Community Events - Gapuwiyak | 1,630 |
| 201017 - Civic & Community Events - Galiwinku | 6,372 |
| 201018 - Civic & Community Events - Yirrkala | 2,089 |
| 201019 - Civic & Community Events - Gunyangara | 6,783 |
| 201020 - Civic & Community Events - Nhulunbuy | 6,499 |
| | 58,250 |

The balancing amount, which will not be known until the completion of the Annual financial Statements, is proposed to be allocated to the Roding Reserve for delivery of the roading work plan.

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

RECOMMENDATION

That Council:

(a) Consider that it is satisfied that asset values are fairly reflected and do not require a revaluation as at 30 June 2022.

(b) Approve the following carry-over of funds:

- a) Unspent tied grant funding be allocated to the Carry Over Tied Grants Reserve
- b) Unspent Local Authority Project Funding be allocated to the appropriate Local Authority Carry Over Reserve.
- c) Funds received in advance from the NTG and Grants Commission be allocated to the Carry Over Untied Grants Reserve.
- d) Unspent Waste Management funds from waste charges be allocated to the Waste Reserve.
- e) Unspent Roads funds be allocated to the Roads Reserve.
- f) Unspent Elections funds be allocated to the Elections Reserve.
- g) Unspent Age Care and Disability funds be allocated to the Aged Care Reserve.
- h) Unspent Untied funds allocated to Projects as Carry Over funds as scheduled in the table:

| | |
|--|-----------------------------|
| 202520 - Training | 200,000 |
| 304021 - New IT Systems Project | 140,000 |
| 203620 - Public Relations – Website and Strategy | 140,000 |
| Various – Staffing resources | 400,000 |
| Contingency Projects to Public Infrastructure Reserve | 700,000 |
| Street Lighting to Roads Reserve | 200,000 |
| Cemetery improvements to Cemetery Reserve | 150,000 |
| Remaining untied funds to Roads Reserve | Yet to be determined |
| Community Events | |
| 201011 - Civic & Community Events - Angurugu | 12,723 |
| 201012 - Civic & Community Events - Umbakumba | 10,227 |
| 201013 - Civic & Community Events - Milyakburra | 4,120 |
| 201014 - Civic & Community Events - Ramingining | 3,883 |
| 201015 - Civic & Community Events - Milingimbi | 3,919 |
| 201016 - Civic & Community Events - Gapuwiyak | 1,630 |
| 201017 - Civic & Community Events - Galiwinku | 6,372 |
| 201018 - Civic & Community Events - Yirrkala | 2,089 |
| 201019 - Civic & Community Events - Gunyangara | 6,783 |
| 201020 - Civic & Community Events - Nhulunbuy | 6,499 |
| | 58,250 |

ATTACHMENTS:

There are no attachments for this report.

CORPORATE SERVICES REPORTS

| | |
|-------------|---|
| ITEM NUMBER | 9.3 |
| TITLE | Adoption of Regional Plan |
| REFERENCE | 1632259 |
| AUTHOR | Michael Freeman, Corporate Services Manager |



SUMMARY:

This report is to adopt the 2022-23 Regional Plan.

BACKGROUND

Council is required by Part 3.3 of the Local Government Act 2019 to develop and adopt a Regional Plan for each coming financial year that prescribe its goals, Elected Member Allowances, declared rates, fees and charges, annual budget and financial plan.

The draft Regional Plan was compiled in accordance with applicable law and was put out to public consultation for a period of no less than three (3) weeks in accordance with s35 (3) of the Local Government Act 2019. This included advertising of the draft document and seeking feedback on Council's website, social media as well as an advertisement placed in the Northern Territory News public notices section. Each Local Authority was consulted during the plan development.



Minor edits have been carried out between the draft and proposed final version, along with updated financials to reflect the carryover of project funding from 2021/22 to 2022/23.

Feedback was received from the Department of Local Government on 22 June 2022 suggesting a couple of minor edits, which have been completed.

GENERAL

Council, if satisfied with the contents contained therein, is requested to formally adopt the Regional Plan 2022-23, with or without edits.

Council is required by law to adopt a Regional Plan before 30 June of every year.

The Regional Plan 2022-23 document shall be tabled separately due to formatting and size constraints.

Declaration of Rates and Charges 2022 -2023

Notice is hereby given that pursuant to section 237 of the Local Government Act 2019 ("**the Act**"), that the following rates and charges were declared by East Arnhem Regional Council ("**Council**") at the ordinary council meeting held on 30 June 2022 in respect of the financial year ending 30 June 2023.

For the purposes of this declaration:

| | |
|------------------------|--|
| "Residential purposes" | Means rateable land used or capable of being used for residential purposes. |
| "Commercial purposes" | Means rateable land used for commercial, industrial, community or other business purposes and irrespective of any intention to profit from such use. |

RATES

Council declared that in accordance with section 237 of the Act, it intends to raise for general purposes the amount of \$4,583,710.47 by way of rates.

The basis of determining the rates in accordance with section 226, are a combination of fixed charge (or fixed charges) and a valuation- based charge and noting that:

- i. differential valuation based charges with differential minimum charges may be fixed for allotments; and/or
- ii. differential fixed charge for each allotment.

Council has a rates concession policy, a copy of which can be found on the Council website.

1. MINING TENEMENTS

Pursuant to Section 227 of the Act Council adopted the Unimproved Capital Value (UCV) method as the basis for determining the assessed value of allotments within the Council area for mining tenements.

With respect to all mining tenements within the Council area pursuant to section 219 (2) of the Act and the Ministers notice published in the Gazette (No G18), a differential rate of \$0.004726 of the assessed value of all land occupied under a mining tenement but subject to a specified minimum rate of \$1211.71.

2. RESIDENTIAL

For each allotment within the Council area classified as residential in the Assessment Record, a fixed rate of \$2,977.80 per annum.

3. COMMERCIAL

For each allotment within the Council area classified as commercial in the Assessment Record, a fixed rate of \$3,526.40 per annum.

CHARGES

Pursuant to section 239 of the Act, Council declared a charge of \$1,901.08 per annum in respect of the garbage collection services it provides, or is willing and able to provide, to each allotment classified as residential or commercial in the Council's Assessment Record and for the purpose of assisting the Council to pay for such services which benefit the occupiers of such land.

Council intends to raise \$2,802,191.92 by the application of these service charges.

The garbage collection service comprises a twice weekly kerbside collection of the contents of a maximum of:

- i. two 240 litre mobile bins for each allotment classified as residential in the Council's assessment record.
- ii. one 240 litre mobile bin for each allotment classified as commercial in the Council's assessment record.

Garbage collection service charges are applicable regardless of whether the available service is utilised.

INTEREST RATE FOR LATE PAYMENT

The relevant interest rate for the late payment of rates and charges is fixed in accordance with Section 245 of the Act at the rate of 12% per annum and is to be calculated on a daily basis on the amount in default (exclusive of interest) from 28 days after the date of issue of rate notices until the date payment is made.

PAYMENT

The rates and charges under this declaration must be paid in full within 28 days of the issue of rates notice and the subsequent delivery of that notice in any manner provided for in section 242 of the Act.

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

A ratepayer who fails to pay rates and charges in accordance with this declaration may be sued for recovery of the principal amount of the rates and charges, late payment interest, and costs reasonably incurred by Council in recovering or attempting to recover the rates and charges.

Notes

A copy of the assessment record is available for inspection, free of charge, at any of the Council's public offices. A person may apply to the Council for the correction of an entry in the assessment record.

A person who either becomes or ceases to be the principal ratepayer for a particular allotment within the Council area must, within 28 days of doing so, give the CEO written notice of that fact. In the case of becoming the principal ratepayer, the person's postal address must also be included in the written notice.

If the principal ratepayers postal address changes, the principal ratepayer must, within 28 days of the change, give the CEO written notice of the new address.

Dale Keehne
Chief Executive Officer


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

RECOMMENDATION

That Council adopts the 2022-23 Regional Plan and all contents contained therein in accordance with Section 35 (1) of the Local Government Act 2019 (the Act) and its statutory instruments, including:

- a) Elected Member Allowances in accordance with Clause 7 of Ministerial Guideline 2A.**
- b) Declared Rates in accordance with Sections 237 and 238 of the Act, having been certified by the Chief Executive Officer in accordance with Regulation 29 of the Local Government (General) Regulations 2021.**
- c) Budget for Financial Year 2022-23 in accordance with Section 203 of the Act.**

ATTACHMENTS:

- 1  CEO Declaration and Assessment Record**

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T 08 8986 8986
F 08 8930 9124
E info@eastarnhem.nt.gov.au
P PO Box 1060, Nhulunbuy NT 0881
W www.eastarnhem.nt.gov.au
ARN 92 334 301 078

Certificate in Terms of Regulation 29(1) of the Local Government (General) Regulations

This is to certify that assessments contained in the attached spreadsheet declared pursuant to *Sections 237-239* of the Local Government Act 2019, are recorded in the assessment record and to the best of my knowledge, information and belief the assessment record is a comprehensive record of all rateable land within the East Arnhem Regional Council area.

Signed

Dale Keehne

Chief Executive Officer

20/6/2022

Dated at Nhulunbuy this day of 2022.

Regulation 29 of the Local Government (General) Regulations 2021 states, that the above certification must be made before a Council adopts its budget.

CORPORATE SERVICES REPORTS

| | |
|--------------------|---|
| ITEM NUMBER | 9.4 |
| TITLE | Finance and Human Resources Report |
| REFERENCE | 1630369 |
| AUTHOR | Michael Freeman, Corporate Services Manager |

**SUMMARY**

This report is tabled to the Finance Committee to provide the Finance Report for the period ended the 31 May 2022 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 Council has established a Finance Committee to consider this report in the months when Council does not meet.

The finance report for the period ended 31 May 2022 is attached to the report for consideration and the following points are highlighted in the report:

- Financial Results – May 2022
- Income and Expense Statement – Actual vs Budget
- Rates and Waste Charges Collection
- Actual Received vs Expected Funding
- Project Reporting
- Capital Expenditure – Actual vs Budget
- Monthly Balance Sheet Report
- CEO Council Credit Card Transactions
- Financial Results - Each Reporting Location
- Cash and Equity Analysis
- Elected Members Allowances Report
- Replacement and Contingency Reserves
- Investments

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

GENERAL**Finance Section**

Comparisons are to the second revised budget approved by the Council in April 2022.

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.

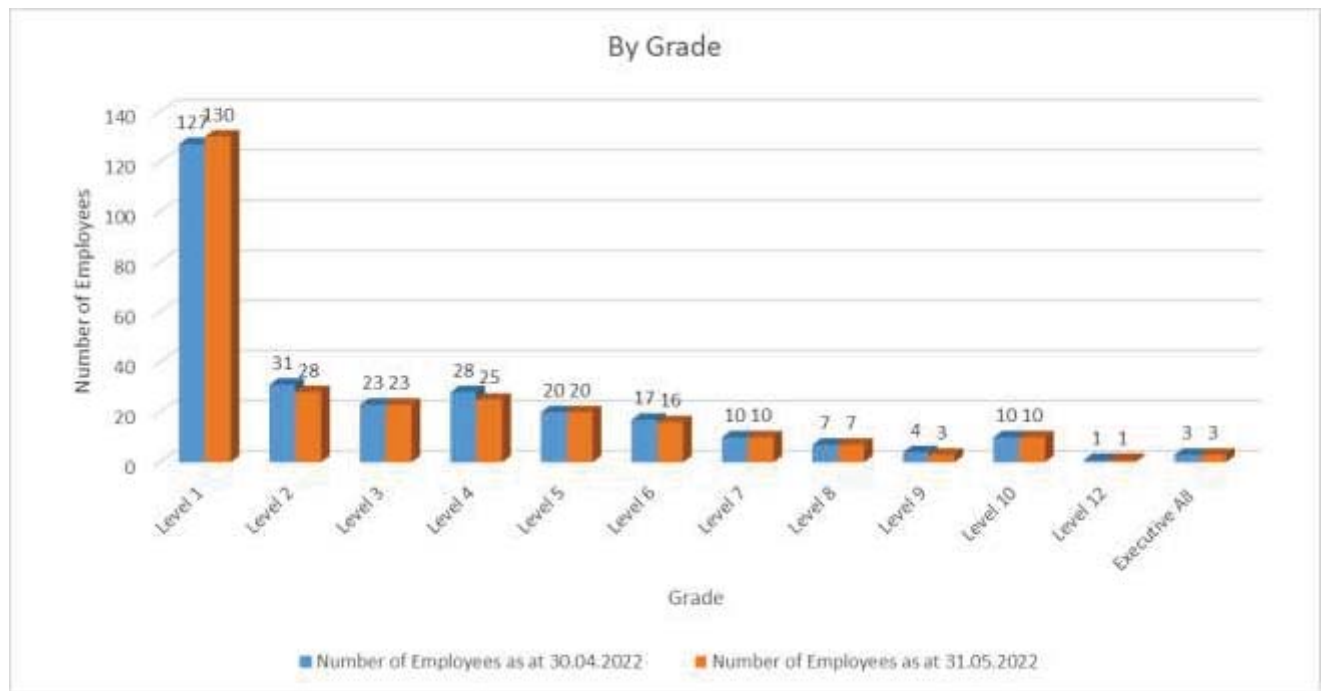
The attachments include a Project Reporting of financial costs for Local Authority Projects, and a schedule of Commitments. These are items that have contracted to be purchased but not yet delivered and completed, and therefore not yet paid for.

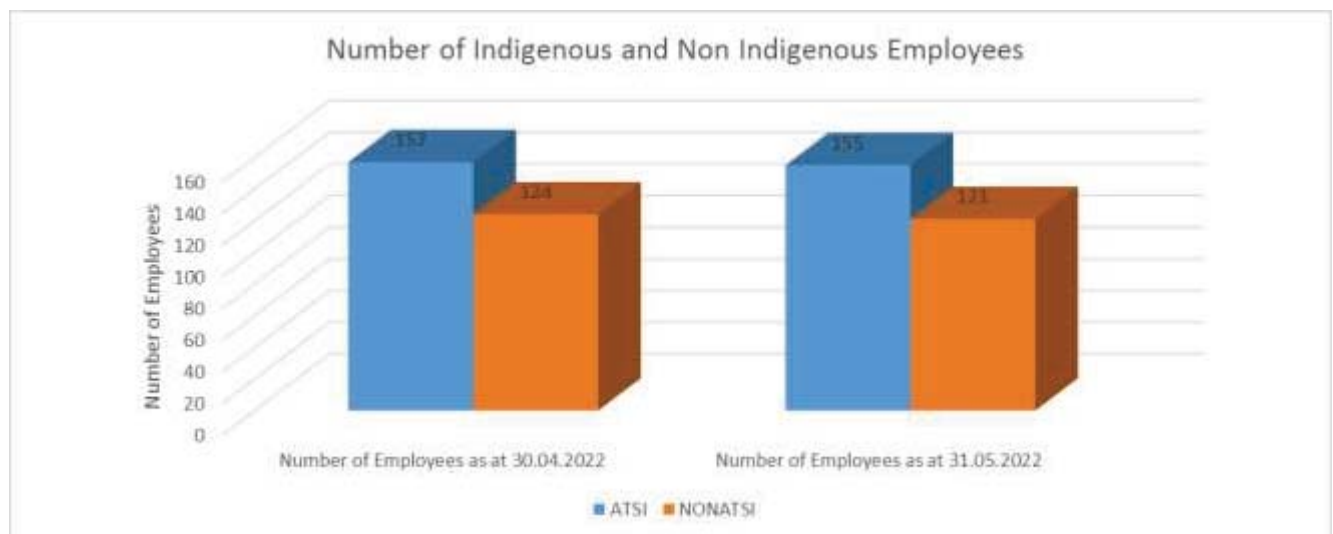
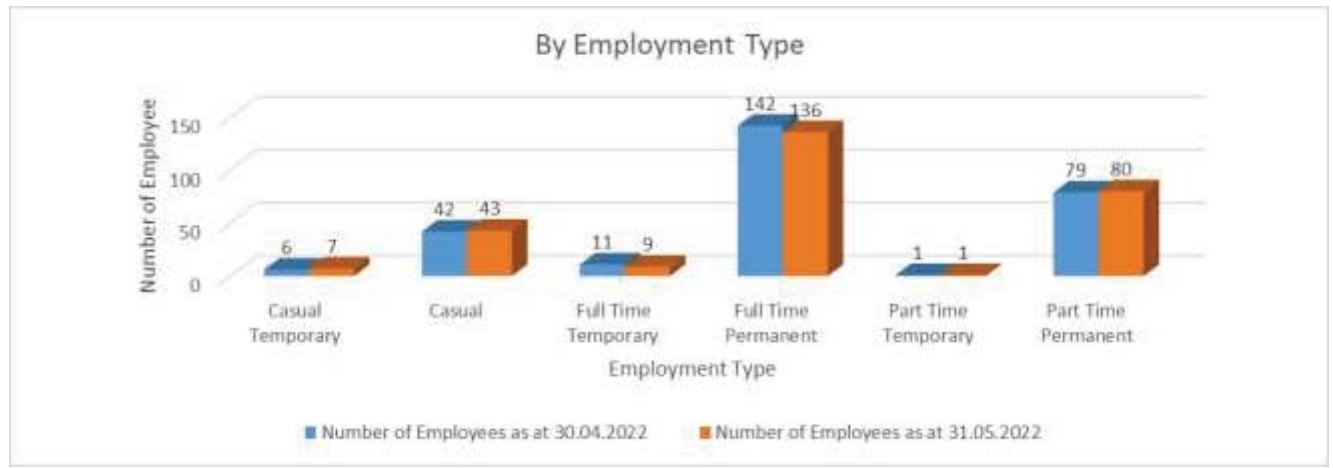
Other Matters

The financial year finishes on 30 June 2022.

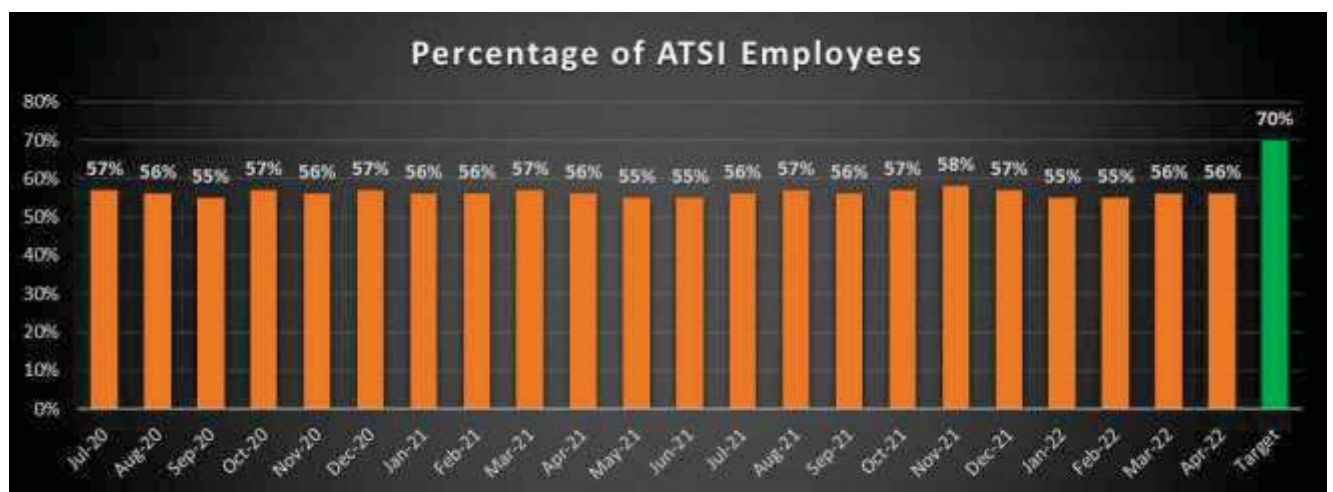
Employment Statistics

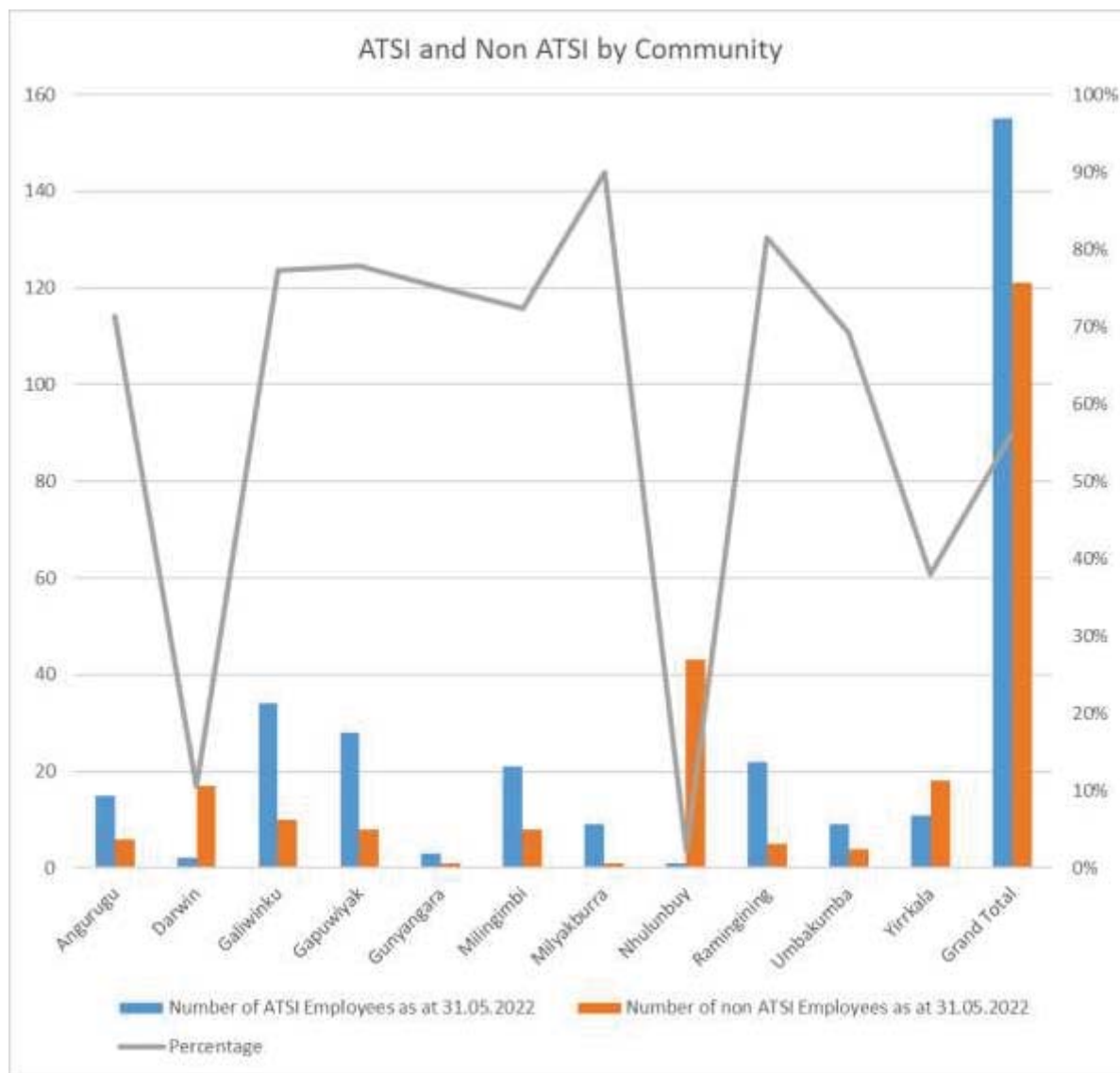
Council had 276 employees on 31 May 2022, down from 281 at 30 April 2022.





| | |
|-------------------------------|------------|
| ATSI Employment Target | 70% |
| Actual | 56% |





| <u>VACANCIES AS AT 31.05.2022</u> | - | - |
|---|--------------------------|---------------------|
| <u>Position</u> | <u>Community</u> | <u>Level</u> |
| <u>Relief Community Development Coordinator</u> | <u>All</u> | <u>Level 8</u> |
| - | - | - |
| <u>Youth Sports & Recreation Worker</u> | <u>Angurugu</u> | <u>Level 1</u> |
| <u>Aged Care & Disability Services Officer</u> | <u>Angurugu</u> | <u>Level 3</u> |
| <u>Community Development Coordinator</u> | <u>Angurugu</u> | <u>Level 8</u> |
| <u>Municipal Services Officer</u> | <u>Angurugu</u> | <u>Level 1</u> |
| - | - | - |
| <u>Senior Project Manager</u> | <u>Darwin/ Nhulunbuy</u> | <u>Level 8</u> |
| - | - | - |
| <u>Aged Care & Disability Services Support Worker</u> | <u>Galiwinku</u> | <u>Level 1</u> |
| <u>Child Care Worker</u> | <u>Galiwinku</u> | <u>Level 1</u> |
| <u>Community Media Officer</u> | <u>Galiwinku</u> | <u>Level 1</u> |
| <u>Municipal Services Team Leader</u> | <u>Galiwinku</u> | <u>Level 3</u> |
| <u>Senior Cleaner</u> | <u>Galiwinku</u> | <u>Level 3</u> |
| - | - | - |

| | | |
|---|--------------------|----------------|
| <u>Community Media Officer</u> | <u>Gapuwiyak</u> | <u>Level 1</u> |
| - | - | - |
| <u>Youth Sports & Recreation Worker</u> | <u>Gunyangara</u> | <u>Level 1</u> |
| <u>Community Night Patrol Officer</u> | <u>Gunyangara</u> | <u>Level 1</u> |
| <u>Community Night Patrol Officer - Gove peninsula</u> | <u>Gunyangara</u> | <u>Level 2</u> |
| - | - | - |
| <u>Aged Care & Disability Services Officer / Cook</u> | <u>Milingimbi</u> | <u>Level 3</u> |
| <u>Aged Care & Disability Services Support Worker</u> | <u>Milingimbi</u> | <u>Level 1</u> |
| <u>Community Liaison Officer</u> | <u>Milingimbi</u> | <u>Level 1</u> |
| <u>Tradesperson Mechanic</u> | <u>Milingimbi</u> | <u>Level 7</u> |
| <u>Youth Sports & Recreation Worker</u> | <u>Milingimbi</u> | <u>Level 1</u> |
| - | - | - |
| <u>Administration and Engagement Support Officer</u> | <u>Nhulunbuy</u> | <u>Level 4</u> |
| <u>Administration Support Officer - Repairs and Maintenance</u> | <u>Nhulunbuy</u> | <u>Level 4</u> |
| <u>Library Officer</u> | <u>Nhulunbuy</u> | <u>Level 2</u> |
| <u>Sobering Up Shelter Care Worker</u> | <u>Nhulunbuy</u> | <u>Level 2</u> |
| - | - | - |
| <u>Aged Care & Disability Services Officer / Cook</u> | <u>Ramingining</u> | <u>Level 3</u> |
| <u>Aged Care & Disability Services Officer / Cook</u> | <u>Ramingining</u> | <u>Level 3</u> |
| <u>Aged Care & Disability Support Worker</u> | <u>Ramingining</u> | <u>Level 1</u> |
| <u>Municipal Services Officer</u> | <u>Ramingining</u> | <u>Level 1</u> |
| <u>Senior Administration Officer/ Cleaner</u> | <u>Ramingining</u> | <u>Level 4</u> |
| <u>Youth, Sport and Recreation Coordinator</u> | <u>Ramingining</u> | <u>Level 4</u> |
| - | - | - |
| <u>Aged Care & Disability Services Officer</u> | <u>Umbakumba</u> | <u>Level 3</u> |
| <u>Community Development Coordinator</u> | <u>Umbakumba</u> | <u>Level 8</u> |
| <u>Community Liaison Officer / Customer Service Officer</u> | <u>Umbakumba</u> | <u>Level 1</u> |
| <u>Community Library Officer</u> | <u>Umbakumba</u> | <u>Level 1</u> |
| <u>Community Night Patrol Officer</u> | <u>Umbakumba</u> | <u>Level 1</u> |
| <u>Municipal Services Officer</u> | <u>Umbakumba</u> | <u>Level 1</u> |
| - | - | - |
| <u>Aged Care & Disability Services Officer / Cook</u> | <u>Yirrkala</u> | <u>Level 3</u> |
| <u>Aged Care & Disability Services Support Worker</u> | <u>Yirrkala</u> | <u>Level 1</u> |
| <u>Child Care Worker</u> | <u>Yirrkala</u> | <u>Level 1</u> |
| <u>Child Care Worker</u> | <u>Yirrkala</u> | <u>Level 1</u> |
| <u>Community Liaison Officer</u> | <u>Yirrkala</u> | <u>Level 1</u> |
| <u>Municipal Services Officer</u> | <u>Yirrkala</u> | <u>Level 1</u> |
| <u>Youth Sports & Recreation Worker</u> | <u>Yirrkala</u> | <u>Level 1</u> |
| <u>Youth Sports & Recreation Worker</u> | <u>Yirrkala</u> | <u>Level 1</u> |
| <u>Youth Sports & Recreation Worker</u> | <u>Yirrkala</u> | <u>Level 1</u> |

Training Overview – May 2022

The Certificate in Community Night Patrol got underway this month; with training sessions being held in six communities. Session two is scheduled for the first week of June.

16 of our Municipal Services employees travelled to Yirrkala to attend an induction session for their new Kubota Mowers. The Municipal Services team in Galiwinku attended a Road Marking training session; with similar training in Milngimbi and Ramingining to be completed next. Next month, 15 of our Municipal Services Officers will start working towards their Cert III in Civil Construction with CDU, including units on Traffic Management, WHS practices and machinery specific to their communities (i.e. Skid Steer, Backhoe and Front End Loaders).

One of our Animal Management workers in Angurugu has been enrolled in a Cert II in Animal Studies; which is the first step towards becoming a qualified Veterinarian Nurse.

Proposed training over the coming months includes an EARC-wide Fire Extinguisher and Awareness course. Options are also currently being explored for Weeds Identification and Management training to be conducted in Milngimbi, Galiwinku, Gunyangara, Ramingining and Yirrkala.

Our Gove Peninsula Community Night Patrol and Sobering up Shelter teams will attend a two-day course on Aboriginal Mental Health First Aid in June, with a view to potentially roll it out across other communities. Our YSR Coordinators will also be attending a two-day course on Youth Aboriginal Mental Health First Aid in June.









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

RECOMMENDATION

That the Finance Committee approves the Finance and Human Resources Report for the period ended on 31 May 2022.

ATTACHMENTS:

- 1** [↓](#) Financial Framework
- 2** [↓](#) Summary
- 3** [↓](#) Rates
- 4** [↓](#) Income and Expense
- 5** [↓](#) Funding
- 6** [↓](#) Commitments
- 7** [↓](#) LAPF
- 8** [↓](#) Capital
- 9** [↓](#) Balance Sheet
- 10** [↓](#) Cash Held
- 11** [↓](#) Debtors
- 12** [↓](#) Creditors
- 13** [↓](#) Reserves
- 14** [↓](#) Investment Report
- 15** [↓](#) Cash Equity
- 16** [↓](#) Elected Members
- 17** [↓](#) Credit Card
- 18** [↓](#) Location1
- 19** [↓](#) Location2
- 20** [↓](#) Location3
- 21** [↓](#) Location4

Financial Management Framework

The legislative framework is made up of an Act, Regulations, Guidelines, Instructions and Prescribed Forms, with input from Australian Accounting Standards

Local Government Act 2019

Chapter 10 – Financial Management

- 10.1 Receipt and Expenditure of Money
- 10.2 Investment
- 10.3 Borrowing
- 10.4 Long-term Financial Plan
- 10.5 Annual Budgets
- 10.6 Accounting Records
- 10.7 Annual Financial Statement
- 10.8 Audit
- 10.9 Rectification Orders
- 10.10 Shared Services

Australian Accounting Standards

Local Government (General) Regulations 2021

Part 2 – Accounting

1. General Instructions
2. Financial Administration
3. Accounting Records
4. Budget and Allocation of Money
5. Annual Reports
6. Annual Financial Statement
7. Financial Matters
8. Authorised Accounts and Expenditure
9. Assets
10. Rates
11. Debts
12. Quotations and Tenders for Supplies
13. Requests for Information
14. Information to be Publicly Available

Guidelines

- 2a. Member Allowances
- 3. Borrowing
- 4. Assets
- 5. Budgets

Instructions

- 1. Procurement

Forms

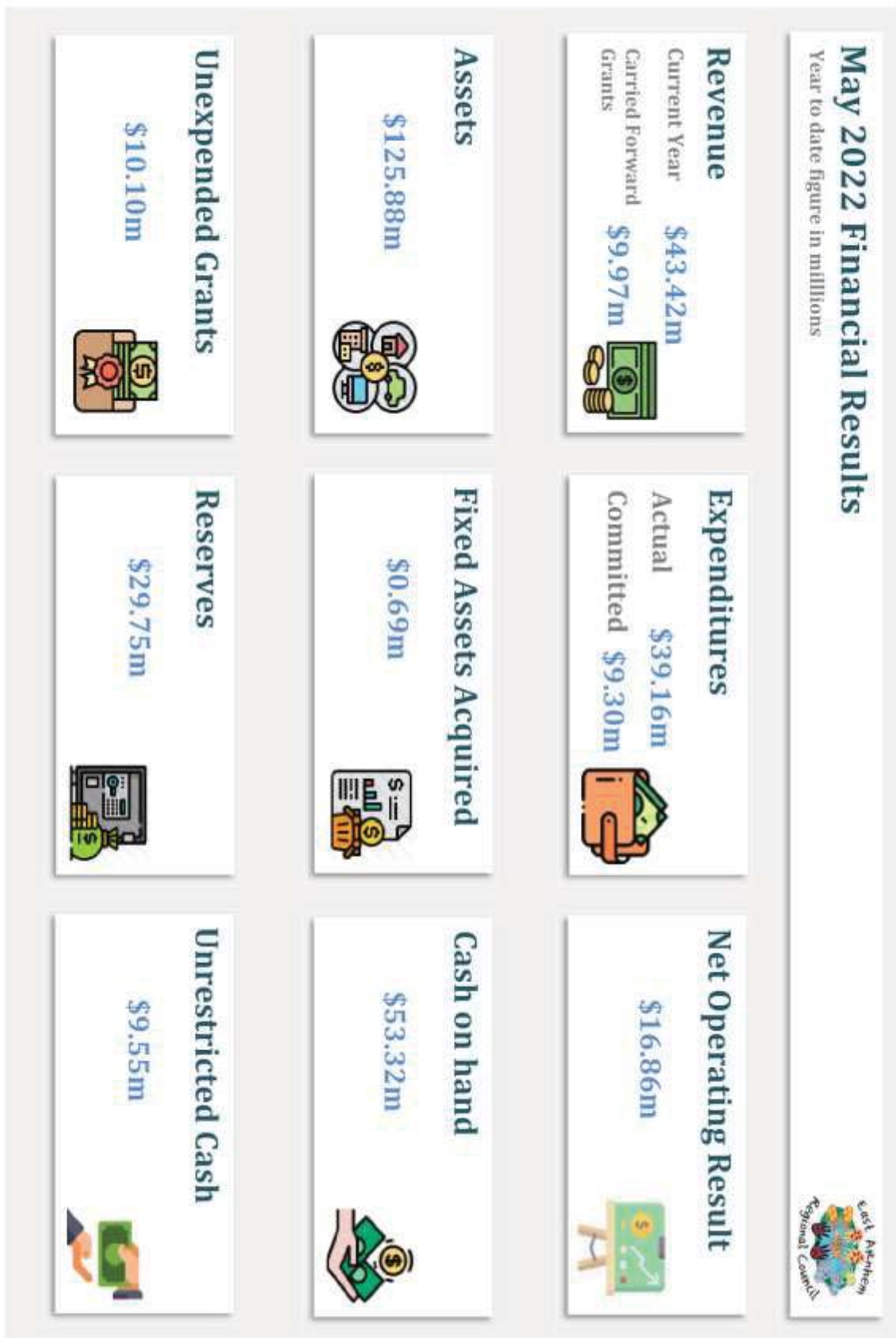
Monthly Financial Report

The HOW → Council enacts the requirements through an Annual Cycle supported by Policies and detailed processing procedures.

Annual Cycle of Planning, Delivery and Reporting: Council approve an Annual Plan and Long-Term Financial Plan by 30 June each year – and receive monthly reporting to monitor progress – and approve an Annual Report, containing audited financial statements, by 15 November each year detailing achievement.

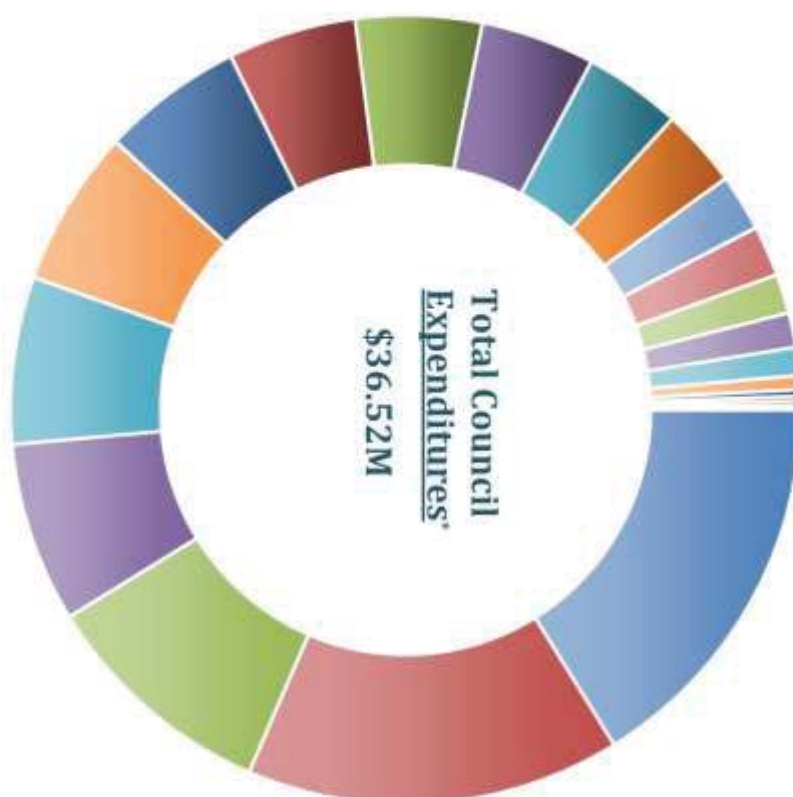
Policies for controls: Delegation Manual; Investment; Rates Concession; Asset Management; Procurement; Borrowing; Financial Reserves; Fraud; Shared Services

Accounting Manual and Processing procedures





Where the money was spent as of 31st May 2022



*Operating and capital expenditures excluding depreciation and internal allocations

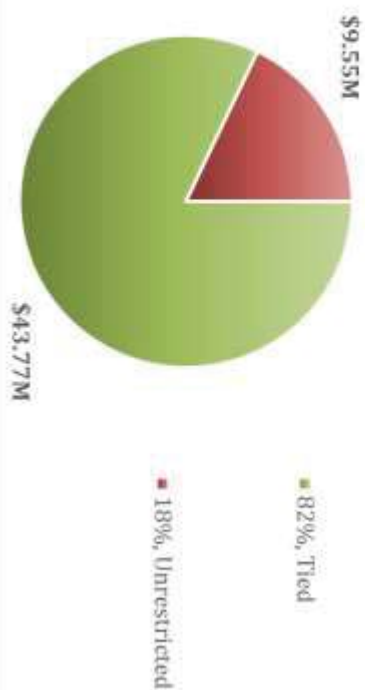
| |
|--|
| ■ 16.15%, Building and Infrastructure Services |
| ■ 15.34%, Aged Care and Disability Services |
| ■ 9.73%, Local Road Upgrade and Construction |
| ■ 7.38%, Municipal Services |
| ■ 6.86%, Community Development |
| ■ 6.44%, Fleet and Workshop Services |
| ■ 5.81%, Youth, Sport and Recreation Services |
| ■ 5.25%, Corporate Services |
| ■ 5.17%, Community Patrol and SUS Services |
| ■ 4.67%, Waste and Environmental Services |
| ■ 4.01%, Governance and CEO |
| ■ 3.23%, Children and Family Services |
| ■ 2.33%, Information Communication and Technology Services |
| ■ 2.08%, Local Road Maintenance & Traffic Management |
| ■ 1.61%, Veterinary and Animal Control Services |
| ■ 1.42%, Library Services |
| ■ 1.14%, Local Authorities |
| ■ 0.57%, Visitor Accommodation |
| ■ 0.27%, Lighting for Public Safety |
| ■ 0.20%, Council Housing/Tenancy Services |
| ■ 0.19%, Community Events |
| ■ 0.12%, Community Media |
| ■ 0.04%, Local Laws & Administration of Local Laws |
| ■ 0.00%, Local Commercial Opportunities |



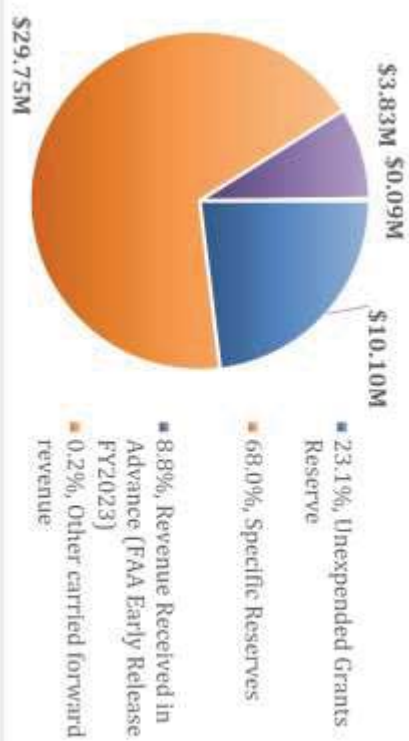
Cash as of 31st May 2022

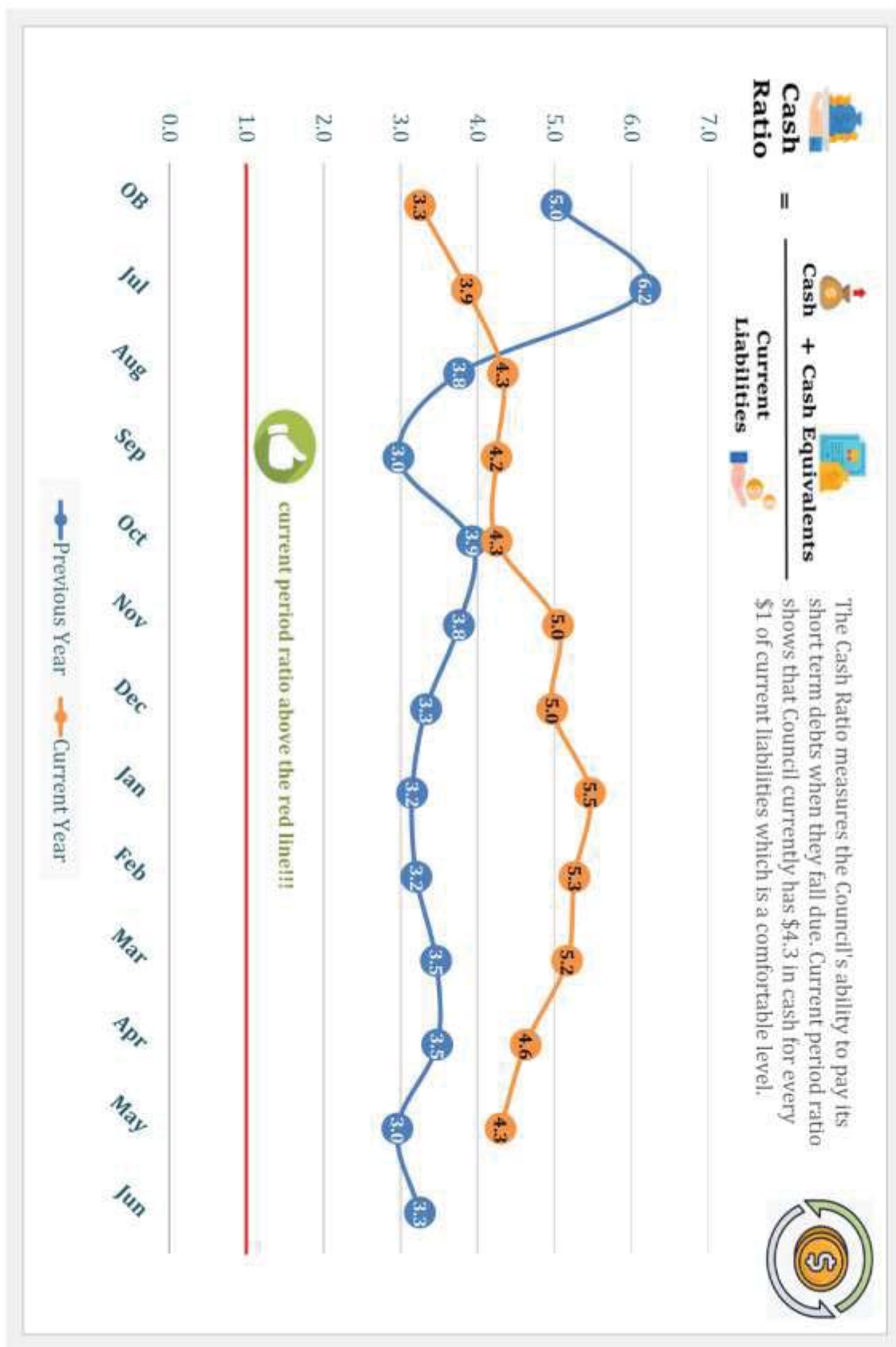


Tied and Unrestricted Cash



Tied Cash Breakdown

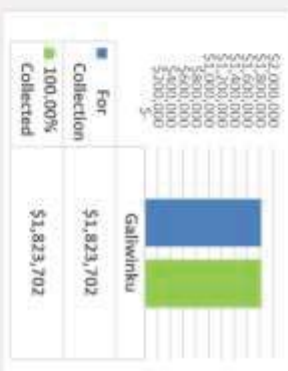
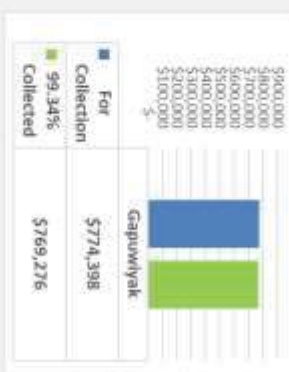
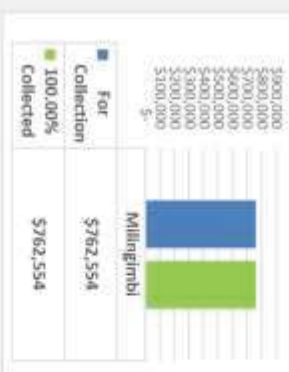
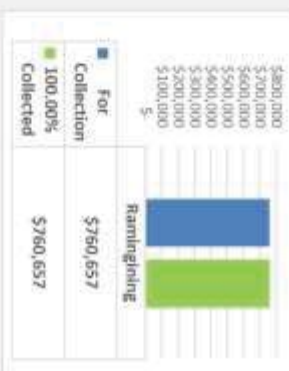
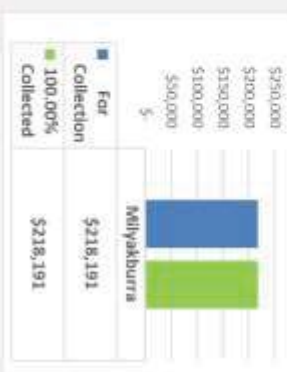
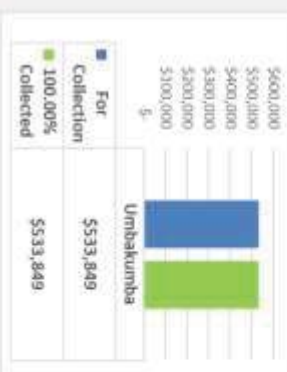








Rates and Waste Collection Charges as



*For Collection is rates outstanding from prior year plus billings during the current financial year 2022



Income and Expense Statement – Actual vs Budget

Year to date 31st May 2022

| | Note | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | YTD Variance % | Approved Annual Budget \$ |
|------------------------------------|------|-------------------|---------------------|---------------------|----------------------|---------------------------------|
| OPERATING REVENUE | | | | | | |
| Grants | A | 27,204,797 | 24,187,097 | 3,017,700 | 12% | 24,571,149 |
| User Charges and Fees | B | 6,368,043 | 7,511,765 | (1,143,722) | (15%) | 8,428,198 |
| Rates and Annual Charges | | 7,158,780 | 6,991,866 | 166,913 | 2% | 6,991,866 |
| Interest Income | | 96,635 | 137,671 | (41,037) | (30%) | 150,000 |
| Other Operating Revenues | | 2,123,056 | 2,000,770 | 122,286 | 6% | 2,173,650 |
| TOTAL OPERATING REVENUES | | 42,951,310 | 40,829,170 | 2,122,140 | 5% | 42,314,864 |
| OPERATING EXPENSES | | | | | | |
| Employee Costs | C | 15,796,556 | 17,731,029 | (1,934,473) | (11%) | 19,444,621 |
| Materials and Contracts | D | 9,495,100 | 17,962,670 | (8,467,569) | (47%) | 21,023,820 |
| Elected Member Allowances | | 370,108 | 426,371 | (56,263) | (13%) | 465,132 |
| Council Committee & LA Allowances | | 15,875 | 80,250 | (64,375) | (80%) | 81,000 |
| Depreciation and Amortisation | | 3,326,653 | 3,365,894 | (39,241) | (1%) | 3,673,583 |
| Interest Expense | | 487 | 487 | - | 0% | 487 |
| Other Operating Expenses | E | 10,151,531 | 12,664,848 | (2,513,316) | (20%) | 13,773,931 |
| TOTAL OPERATING EXPENSES | | 39,156,309 | 52,231,547 | (13,075,238) | (25%) | 58,462,575 |
| OPERATING SURPLUS/(DEFICIT) | | 3,795,001 | (11,402,378) | 15,197,378 | (133%) | (16,147,711) |
| Capital Grants Income | | 470,000 | 1,063,485 | (593,485) | (56%) | 1,117,437 |
| SURPLUS/(DEFICIT) | | 4,265,001 | (10,338,892) | 14,603,894 | (141%) | (15,030,273) |
| Capital Expenditure | F | (693,731) | (11,793,233) | 11,099,502 | (94%) | (12,852,136) |
| Transfer to Reserves | | (6,684) | (3,144,680) | 3,137,996 | (100%) | (3,430,560) |
| Add back Depreciation Expense | | 3,326,653 | 3,365,894 | (39,241) | (1%) | 3,673,583 |
| NET SURPLUS/(DEFICIT) | | 6,891,239 | (21,910,912) | 28,802,150 | (131%) | (27,639,386) |
| Carried Forward Grants Revenue | G | 9,966,869 | 7,714,795 | 2,252,074 | 29% | 7,738,397 |
| Transfer from General Equity | | - | 280,000 | (280,000) | (100%) | 280,000 |
| Transfer from Reserves | | - | 18,068,773 | (18,068,773) | (100%) | 19,697,753 |
| TOTAL ADDITIONAL INFLOWS | | 9,966,869 | 26,063,568 | (16,096,699) | (62%) | 27,716,150 |
| NET OPERATING POSITION | | 16,858,108 | 4,152,657 | 12,705,451 | 306% | 76,765 |

NOTES

- A** Grants YTD Actual higher than Budget
Includes early release of FAA General Purpose and Roads financial assistance in April 2022 pertaining to FY2023 funding of \$3.83M.
- B** User Charges and Fees YTD Actual lower than Budget
Mainly NDIS revenue as of May is lower than budget.
- C** Employee Costs YTD Actual lower than Budget

| Services | Actual YTD | Budget YTD | Variance |
|---|-------------------|-------------------|--------------------|
| Aged Care and Disability Services | 3,255,785 | 3,730,710 | (474,925) |
| Children and Family Services | 871,077 | 1,321,742 | (450,665) |
| Youth, Sport and Recreation Services | 1,238,710 | 1,544,691 | (305,981) |
| Community Development | 1,939,735 | 2,106,457 | (166,721) |
| Library Services | 409,954 | 572,445 | (162,491) |
| Community Patrol and SUS Services | 1,605,456 | 1,718,795 | (113,339) |
| Municipal Services | 1,929,588 | 2,021,810 | (92,223) |
| Corporate Services | 1,472,370 | 1,551,833 | (79,463) |
| Community Media | 19,953 | 77,843 | (57,890) |
| Waste and Environmental Services | 483,056 | 536,828 | (53,772) |
| Visitor Accommodation | 103,425 | 138,431 | (35,006) |
| Governance and CEO | 387,830 | 415,018 | (27,188) |
| Building and Infrastructure Services | 993,393 | 988,206 | 5,186 |
| Council Housing/Tenancy Services | 49,733 | 44,038 | 5,695 |
| Local Road Maintenance & Traffic Management | 135,459 | 129,357 | 6,101 |
| Information Communication and Technology Services | 116,141 | 98,742 | 17,398 |
| Veterinary and Animal Control Services | 291,025 | 268,244 | 22,781 |
| Fleet and Workshop Services | 493,868 | 465,839 | 28,029 |
| Total | 15,796,556 | 17,731,029 | (1,934,473) |

- D** Materials and Contracts YTD Actual lower than Budget
Some delays on works/projects relating to road upgrades and construction, buildings, municipal and waste services due to covid 19 restrictions causing supply chain and labour issues.
- E** Other Operating Expenses YTD Actual lower than Budget
Lower than budget spending on training, client related expense, accommodation and donation.
- F** Capital Expenditure YTD Actual lower than Budget
Actual YTD capital expenditures relate to motor vehicles, plant and equipment.
- G** Mainly relates to LAPF where \$2.23M of unspent funding was budgeted to be carried over to next financial year 2023. The assessment of all unspent grants to be carried over to next financial year will be done as part of the end of financial year process.



ACTUAL RECEIVED VS EXPECTED FUNDING
Year to date 31st May 2022

| Funding Source | Actual Received | Expected Funding | To be Received | Comments |
|---|-----------------|------------------|----------------|---|
| NT Operational Subsidy | 6,500,000 | 6,500,000 | - | Received in full |
| FAA General Purpose | 1,354,164 | 1,805,553 | 451,389 | Received in full |
| FAA Roads | 518,790 | 691,721 | 172,931 | Received in full |
| FAA General Purpose for FY2023 | 2,764,386 | - | - | FY2023 funding received in advance in April 2022 |
| FAA Roads for FY2023 | 1,067,030 | - | - | FY2023 funding received in advance in April 2022 |
| Safety and Wellbeing-Activity 4-BTXOTAS | 2,615,473 | 2,615,473 | - | Received in full |
| FY2022 Local Authority Project Funding | 405,127 | 1,242,200 | 837,073 | Unpaid LAPF on its way as per letter received from Minister for Local Government in May 2022. |



Commitments

\$ 9,296,775

| Services/Projects | Amount |
|--|------------------|
| 100 - Local Authorities | 1,779,148 |
| 251711 - Local Authority Boards - Angurugu | 1,219 |
| 251712 - Local Authority Boards - Umbakumba | 68 |
| 251714 - Local Authority Boards - Ramingining | 223 |
| 251716 - Local Authority Boards - Gapuwiya | 91 |
| 251719 - Local Authority Boards - Gunyangara | 206 |
| 277216 - Unallocated LAPF 2017-2018, Gapuwiya | 59,320 |
| 277218 - Unallocated LAPF 2017-2018, Yirrkala | 51,763 |
| 284017 - Unallocated LAPF 2018-2019, Galiwinku | 286,227 |
| 288111 - LAPF 17/18 - Angurugu - Footpath installation | 204,000 |
| 288314 - LAPF 18/19 - Ramingining - Oval Infrastructure | 110,743 |
| 288811 - Unallocated LAPF 2019-2020, Angurugu | 14,977 |
| 292416 - LAPF 19/20 - Gapuwiya PA Upgrade | 51,614 |
| 294012 - LAPF 18/19 - Umbakumba Installation of Priority Footpaths | 637,684 |
| 295319 - LAPF 19/20 - Gunyangara Bus Shelters | 26,840 |
| 299314 - LAPF 21/22 - Ramingining - Oval Lights | 156,968 |
| 301419 - LAPF 21/22 - Gunyangara - Footpaths (school to Gumatj Office) | 177,205 |
| 107 - Community Development | 83,026 |
| 204511 - Community Development Support - Angurugu | 11,494 |
| 204512 - Community Development Support- Umbakumba | 6,622 |
| 204513 - Community Development Support - Milyakburra | 4,997 |
| 204514 - Community Development Support - Ramingining | 5,461 |
| 204515 - Community Development Support- Milingimbi | 4,135 |
| 204516 - Community Development Support - Gapuwiya | 4,555 |
| 204517 - Community Development Support - Galiwinku | 8,883 |
| 204518 - Community Development Support - Yirrkala | 14,235 |
| 204519 - Community Development Support - Gunyangara | 2,819 |
| 243520 - Executive Leadership - Community Development | 19,826 |
| 108 - Veterinary and Animal Control Services | 33,704 |
| 201211 - Animal Control - Angurugu | 6,906 |
| 201212 - Animal Control - Umbakumba | 268 |
| 201213 - Animal Control - Milyakburra | 90 |
| 201214 - Animal Control - Ramingining | 2,110 |
| 201215 - Animal Control - Milingimbi | 356 |
| 201216 - Animal Control - Gapuwiya | 356 |
| 201217 - Animal Control - Galiwinku | 7,282 |
| 201218 - Animal Control - Yirrkala | 356 |
| 201219 - Animal Control - Gunyangara | 198 |
| 201220 - Animal Control - Nhulunbuy | 8,956 |
| 289811 - Companion Animal Tick and Parasite Program, Angurugu | 6,826 |
| 112 - Fleet and Workshop Services | 1,482,036 |
| 200415 - Mechanical Workshop Business - Milingimbi | 404 |
| 200416 - Mechanical Workshop Business - Gapuwiya | 21,619 |
| 200720 - Manage Plant & Vehicle Fleet - Nhulunbuy | 5,765 |



Commitments

\$ 9,296,775

| Services/Projects | Amount |
|---|------------------|
| 201820 - Vehic & Plant Purchases - Nhulunbuy | 1,404,110 |
| F - Fleet | 50,137 |
| 114 - Information Communication and Technology Services | 20,766 |
| 202821 - Information Technology - Darwin | 20,766 |
| 115 - Library Services | 6,169 |
| 210811 - Public Library Service, Angurugu | 82 |
| 210817 - Public Library Service, Galiwinku | 1,132 |
| 210820 - Public Library Service, Nhulunbuy | 4,955 |
| 116 - Lighting for Public Safety | 65,715 |
| 203111 - Street Lighting - Angurugu | 3,781 |
| 203112 - Street Lighting - Umbakumba | 3,781 |
| 203113 - Street Lighting - Milyakburra | 3,872 |
| 203114 - Street Lighting - Ramingining | 3,781 |
| 203115 - Street Lighting - Milingimbi | 3,781 |
| 203116 - Street Lighting - Gapuwiyak | 3,781 |
| 203117 - Street Lighting - Galiwinku | 32,263 |
| 203118 - Street Lighting - Yirrkala | 6,896 |
| 203119 - Street Lighting - Gunyangara | 3,781 |
| 118 - Local Road Maintenance & Traffic Management | 437,264 |
| 203311 - Maintain Local Roads - Angurugu | 42,604 |
| 203312 - Maintain Local Roads - Umbakumba | 55,435 |
| 203313 - Maintain Local Roads - Milyakburra | 1,350 |
| 203314 - Maintain Local Roads - Ramingining | 48,333 |
| 203315 - Maintain Local Roads - Milingimbi | 13,530 |
| 203316 - Maintain Local Roads - Gapuwiyak | 145,705 |
| 203317 - Maintain Local Roads - Galiwinku | 71,465 |
| 203318 - Maintain Local Roads - Yirrkala | 43,664 |
| 203319 - Maintain Local Roads - Gunyangara | 13,748 |
| 203320 - Maintain Local Roads - Nhulunbuy | 1,431 |
| 119 - Local Road Upgrade and Construction | 3,318,698 |
| 203411 - Construct & Upgrade Local Roads - Angurugu | 1,815,206 |
| 203416 - Construct & Upgrade Local Roads - Gapuwiyak | 796,988 |
| 203419 - Construct & Upgrade Local Roads - Gunyangara | 28,350 |
| 284911 - Yenbakwa Road Project, Angurugu | 208,155 |
| 303717 - Galiwinku Priority Link Footpath | 470,000 |
| 122 - Building and Infrastructure Services | 735,656 |
| 203020 - Executive Leadership Technical Services | 8,085 |
| 206220 - Staff Housing - Purchase Furniture -Nhulunbuy | 7,250 |
| 224111 - Council Controlled Buildings Capital Expenditure - Angurugu | 1,950 |
| 224112 - Council Controlled Buildings Capital Expenditure - Umbakumba | 41,121 |
| 224115 - Council Controlled Buildings Capital Expenditur - Milingimbi | 678 |



Commitments

\$ 9,296,775

| Services/Projects | Amount |
|---|----------------|
| 224116 - Council Controlled Buildings Capital Expenditure- Gapuwiyak | 14,446 |
| 224117 - Council Controlled Buildings Capital Expenditure - Galiwinku | 85,029 |
| 224118 - Council Controlled Buildings Capital Expenditure - Yirrkala | 59,625 |
| 224120 - Council Controlled Buildings Capital Expenditure - Nhulunbuy | 46,875 |
| 233920 - Manage Council Controlled Buildings and Facilities | 10,111 |
| 252620 - Shire Central Office - Nhulunbuy | 1,875 |
| 264320 - Procurement Management | 1,431 |
| 270711 - Public Area Asset and Infrastructure Management Angurugu | 45 |
| 270714 - Public Area Asset and Infrastructure Management Ramingining | 10,067 |
| 270715 - Public Area Asset and Infrastructure Management Milngimbi | 400 |
| 270717 - Public Area Asset and Infrastructure Management Galiwinku | 5,375 |
| 270718 - Public Area Asset and Infrastructure Management Yirrkala | 12,029 |
| 270719 - Public Area Asset and Infrastructure Management Gunyangara | 8,218 |
| 280517 - Remote Ovals Infrastructure Upgrades, Galiwinku | 10,024 |
| 283916 - Insurance Claim - Lot 128 Gapuwiyak | 6,545 |
| 288720 - Gapuwiyak Duplex Lot 120 | 9,164 |
| 302615 - 2021 Milngimbi MS Fire | 64,893 |
| B - Buildings | 330,421 |
| 129 - Waste and Environmental Services | 238,135 |
| 204911 - Waste Collection - Angurugu | 1,255 |
| 204912 - Waste Collection - Umbakumba | 1,255 |
| 204913 - Waste Collection - Milyakburra | 1,416 |
| 204914 - Waste Collection - Ramingining | 2,122 |
| 204915 - Waste Collection - Milngimbi | 6,292 |
| 204916 - Waste Collection - Gapuwiyak | 1,201 |
| 204917 - Waste Collection - Galiwinku | 7,197 |
| 204918 - Waste Collection - Yirrkala | 1,255 |
| 204919 - Waste Collection - Gunyangara | 1,806 |
| 204920 - Waste Management Policy and Planning - Nhulunbuy | 8,512 |
| 224411 - Landfill Facilities - Angurugu | 15,441 |
| 224412 - Landfill Facilities - Umbakumba | 5,395 |
| 224413 - Landfill Facilities - Milyakburra | 1,068 |
| 224414 - Landfill Facilities - Ramingining | 873 |
| 224415 - Landfill Facilities - Milngimbi | 469 |
| 224416 - Landfill Facilities - Gapuwiyak | 765 |
| 224417 - Landfill Facilities - Galiwinku | 767 |
| 224418 - Landfill Facilities - Yirrkala | 193 |
| 224419 - Landfill Facilities - Gunyangara | 34,070 |
| 295918 - Arnhem Coastal Protection, Marine Debris 2021 | 190 |
| 297017 - Galiwinku Asbestos Project | 11,738 |
| 302511 - Angurugu Waste Transfer Station | 134,853 |



Local Authority Project Funding

As at 31st May 2022

FUNDS LEFT BY YEAR RECEIVED

| | 11 - Aungmye | 12 - Ummahmura | 13 - Mityakshura | 14 - Ramingong | 15 - Mityingmhi | 16 - Gajunayak | 17 - Galwinhu | 18 - Yitkala | 19 - Gunyengma | TOTAL |
|--|--------------|----------------|------------------|----------------|-----------------|----------------|---------------|--------------|----------------|--------------|
| CARRIED FORWARD GRANTS REVENUE 01/07/2021 | | | | | | | | | | |
| 1548 - Local Authority Project Funding 2016-2017 | - | (14,017) | - | - | (285,842) | - | - | - | - | (279,859) |
| 1547 - Local Authority Project Funding 2017-2018 | (204,000) | (160,078) | - | - | - | (100,000) | - | (60,000) | - | (514,040) |
| 1521 - Local Authority Project Funding 2018-2019 | (12,520) | (181,882) | - | (199,300) | - | - | (28,772) | (154,390) | (5,497) | (581,220) |
| 1549 - Local Authority Project Funding 2019-2020 | (100,000) | - | (15,696) | (108,401) | (134,630) | (178,981) | (235,111) | (82,321) | (56,441) | (932,315) |
| 1552 - Local Authority Project Funding 2020-2021 | (150,000) | (110,500) | (30,100) | (138,400) | (187,700) | (140,300) | (341,100) | (113,300) | (13,600) | (1,242,200) |
| TOTAL CARRIED FORWARD GRANTS REVENUE 01/07/2021 | (467,224) | (465,927) | (45,796) | (448,199) | (608,172) | (412,281) | (624,984) | (410,151) | (69,482) | (3,554,146) |
| CURRENT YEAR REVENUE | | | | | | | | | | |
| 1658 - Local Authority Project Funding 2021-2022 - Received | - | - | (30,100) | - | - | (2,389) | (341,100) | - | (11,338) | (405,127) |
| Yet to be received LAPF FY2022 Funding | (150,000) | (110,500) | - | (138,400) | (187,700) | (137,911) | - | (113,300) | (2,062) | (837,073) |
| TOTAL CURRENT YEAR REVENUE | (150,000) | (110,500) | (30,100) | (138,400) | (187,700) | (140,300) | (341,100) | (113,300) | (13,600) | (1,242,200) |
| RESOURCES TRANSFERS | | | | | | | | | | |
| TOTAL RESOURCES TRANSFERS | - | - | - | - | - | - | - | - | - | - |
| TOTAL FUNDS AVAILABLE | (617,224) | (576,427) | (75,896) | (578,599) | (795,172) | (559,581) | (966,084) | (523,451) | (101,082) | (14,296,346) |
| 5556 - PROJECTS ALLOCATED (Actual As at 31/05/2022) | | | | | | | | | | |
| 284017 - Unallocated LAPF 2018-2019, Galwinhu | - | - | - | 15,508 | - | - | 2,533 | - | - | 2,533 |
| 284114 - LAPF 18/19 - Ramingong - Oval Infrastructure | - | - | - | - | 630 | - | - | - | - | 630 |
| 288815 - Unallocated LAPF 2019-2020, Mityingmhi | - | - | - | - | - | 11,999 | - | - | - | 11,999 |
| 290416 - LAPF 19/20 - Gajunayak FA Upgrade | - | - | - | - | - | - | 11,870 | - | - | 11,870 |
| 290817 - LAPF 19/20 - Galwinhu Sound Proofing of Meeting Room | - | 168 | - | - | - | - | - | - | - | 168 |
| 294012 - LAPF 18/19 - Ummahmura Installation of Priority Footpath | - | - | - | - | - | - | - | 345,566 | - | 345,566 |
| 294613 - LAPF 18/19 - Yitkala Installation of Grasslands at Oval | - | 26,495 | - | - | - | - | - | - | - | 26,495 |
| 298512 - LAPF 21/22 - Ummahmura - Equipment for hall | - | 35,543 | - | - | - | - | - | - | - | 35,543 |
| 298712 - LAPF 21/22 - Ummahmura - Trailer for music equipment | - | - | 26,615 | - | - | - | - | - | - | 26,615 |
| 299213 - LAPF 21/22 - Mityakshura - Shade structure (large funding) | - | - | - | 7,534 | - | - | - | - | - | 7,534 |
| 299314 - LAPF 21/22 - Ramingong - Oval Lights | - | - | - | 3,099 | - | - | - | - | - | 3,099 |
| 299414 - LAPF 21/22 - Ramingong - Airport shelter upgrade | - | - | - | - | 25,555 | - | - | - | - | 25,555 |
| 299815 - LAPF 21/22 - Mityingmhi - Double bin stands for each house | - | - | - | - | - | 61,700 | - | - | - | 61,700 |
| 300016 - LAPF 21/22 - Gajunayak - Double shelter at Wharf camp | - | - | - | - | - | - | 555 | - | - | 555 |
| 300517 - LAPF 21/22 - Galwinhu - Additional Footpath Stage 2 | - | - | - | - | - | - | - | - | 160 | 160 |
| 301219 - LAPF 21/22 - Gunyengma - Footpaths (pool to General Office) | - | - | - | - | - | - | - | - | - | 160 |
| TOTAL PROJECTS ALLOCATED | - | 62,205 | 26,615 | 26,141 | 26,176 | 73,099 | 14,908 | 149,566 | 160 | 379,927 |
| FUNDS LEFT* | (617,224) | (514,222) | (49,221) | (552,458) | (769,998) | (486,482) | (951,176) | (373,885) | (101,894) | (14,416,407) |
| FUNDS LEFT - BY YEAR RECEIVED | | | | | | | | | | |
| 1543 - Local Authority Project Funding 2016-2017 | - | (111,890) | - | - | (239,667) | (216,901) | - | - | - | (279,667) |
| 1547 - Local Authority Project Funding 2017-2018 | (204,000) | (181,332) | - | (73,167) | - | - | (13,814) | (86,764) | - | (342,791) |
| 1549 - Local Authority Project Funding 2019-2020 | (100,000) | - | (15,696) | (108,401) | (134,630) | (178,981) | (235,111) | (82,321) | (56,441) | (581,220) |
| 1567 - Local Authority Project Funding 2020-2021 | (150,000) | (110,500) | (30,100) | (138,400) | (187,700) | (140,300) | (341,100) | (113,300) | (13,600) | (1,242,200) |
| 1588 - Local Authority Project Funding 2021-2022 | (150,000) | (110,500) | (30,100) | (138,400) | (187,700) | (140,300) | (341,100) | (113,300) | (13,600) | (1,242,200) |
| TOTAL FUNDS LEFT | (617,224) | (514,222) | (49,221) | (552,458) | (769,998) | (486,482) | (951,176) | (373,885) | (101,894) | (14,416,407) |
| LESS: PROJECTS COMMITTED FUNDS | | | | | | | | | | |
| 277216 - Unallocated LAPF 2017-2018, Gajunayak | - | - | - | - | - | 59,320 | - | - | - | 59,320 |
| 277218 - Unallocated LAPF 2017-2018, Yitkala | - | - | - | - | - | - | - | 51,763 | - | 51,763 |

| UNCOMMITTED FUNDS LEFT* | (139,442) | (48,211) | (278,746) | (768,498) | (375,548) | (864,898) | (376,121) | (2,088,432) |
|---|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| 284017 - Undisclosed LAIF 2018-2019, Calaveras | - | - | - | - | - | - | - | 286,227 |
| 286111 - LAIF 17/18 - Arroyo - foodpath installation | 204,000 | - | - | - | - | - | - | 204,000 |
| 288314 - LAIF 18/19 - Remington - Owl Infrastructure | - | - | 110,743 | - | - | - | - | 110,743 |
| 288811 - Undisclosed LAIF 2019-2021, Arroyo | 14,977 | - | - | - | - | - | - | 14,977 |
| 292416 - LAIF 19/20 - Gapunyah PA Upgrade | - | - | - | - | 51,614 | - | - | 51,614 |
| 294012 - LAIF 18/19 - Umbakumba Installation of Firefly Footpaths | - | 637,654 | - | - | - | - | - | 637,654 |
| 295319 - LAIF 19/20 - Gapunyah Bus Shelters | - | - | - | - | - | - | - | 70,810 |
| 299314 - LAIF 21/22 - Remington - Owl Lights | - | - | 156,588 | - | - | - | - | 156,588 |
| 301413 - LAIF 21/22 - Gapunyah - Foodpath (bush to Curlew Office) | - | - | - | - | - | - | - | 177,205 |
| TOTAL PROJECTS (COMMITTED FUNDS) | 218,977 | 637,654 | 267,711 | - | 116,844 | 286,227 | 51,614 | 204,045 |
| UNCOMMITTED FUNDS LEFT* | (139,442) | (48,211) | (278,746) | (768,498) | (375,548) | (864,898) | (376,121) | (2,088,432) |
| UNCOMMITTED FUNDS LEFT - AY YEAH RECEIVED | | | | | | | | |
| 1543 - Local Authority Project Funding 2016-2017 | - | - | - | (739,667) | - | - | (17,001) | (739,667) |
| 1587 - Local Authority Project Funding 2017-2018 | - | - | - | - | - | - | - | - |
| 1621 - Local Authority Project Funding 2018-2019 | - | - | - | - | - | - | - | - |
| 1649 - Local Authority Project Funding 2019-2020 | (98,047) | - | (113,946) | (154,630) | (94,948) | - | (82,521) | (444,091) |
| 1662 - Local Authority Project Funding 2020-2021 | (152,306) | (19,121) | (135,402) | (187,706) | (140,300) | (323,798) | (113,300) | (1,269,819) |
| 1698 - Local Authority Project Funding 2021-2022 | (150,300) | (30,100) | (178,706) | (187,706) | (140,300) | (341,100) | (113,300) | (1,096,100) |
| TOTAL UNCOMMITTED FUNDS LEFT | (488,447) | (48,211) | (284,746) | (768,498) | (475,548) | (864,898) | (376,121) | (2,088,432) |



Capital Expenditure - Actual vs Budget

| CAPITAL EXPENDITURE As at 31st May 2022 | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Approved Annual Budget \$ |
|--|-------------------|-------------------|---------------------|---------------------------------|
| Infrastructure | - | 9,742,437 | - 9,742,437 | 10,628,113 |
| Motor Vehicles | 205,516 | 1,271,706 | - 1,066,190 | 1,379,667 |
| Equipment | 6,074 | 288,921 | - 282,847 | 315,186 |
| Plant | 482,141 | 490,170 | - 8,029 | 529,170 |
| TOTAL CAPITAL EXPENDITURE | 693,731 | 11,793,233 | - 11,099,502 | 12,852,136 |



Monthly Balance Sheet Report

As at 31st May 2022

| | YTD Actuals \$ | Note Reference |
|--------------------------------------|--------------------|-------------------|
| ASSETS | | |
| Cash | | |
| Tied Funds | 43,765,848 | |
| Untied Funds/Unrestricted Cash* | 9,550,206 | |
| Total Cash | 53,316,054 | (1) |
| Accounts Receivables | | |
| Trade Debtors | 155,555 | (2) |
| Grant Debtors | 7,500 | (2) |
| Rates & Charges | 134,354 | (2) |
| Less: Provision for Doubtful Debts | (95,717) | |
| Total Accounts Receivables | 201,692 | |
| Other Current Assets | 379,322 | |
| TOTAL CURRENT ASSETS | 53,897,068 | |
| Non-Current Assets | | |
| Property, Plant and Equipment | 57,524,581 | |
| Right-of-Use Assets | 11,632,065 | |
| Landfill Airspace | 2,611,877 | |
| Security Deposit | 200,000 | (1) |
| Other Non-Current Assets | 13,733 | |
| TOTAL NON-CURRENT ASSETS | 71,982,257 | |
| TOTAL ASSETS | 125,879,325 | |
| LIABILITIES | | |
| Current Liabilities | | |
| Accounts Payable | 217,834 | (3) |
| ATO & Payroll Liabilities | 307,539 | (4) |
| Current Provisions | 2,556,463 | |
| Lease Liabilities | 337,470 | |
| Other Current Liabilities | 13,805 | |
| TOTAL CURRENT LIABILITIES | 3,433,112 | |
| Non-Current Liabilities | | |
| Lease Liabilities | 11,623,351 | |
| Landfill Rehabilitation Provision | 2,611,877 | |
| Provisions for Employee Entitlements | 170,648 | |
| TOTAL NON-CURRENT LIABILITIES | 14,405,876 | |
| TOTAL LIABILITIES | 17,838,988 | |
| NET ASSETS | 108,040,337 | |
| EQUITY | | |
| Unexpended Grants Reserve | 10,100,198 | |
| Replacement and Contingency Reserve | 29,748,639 | |
| Asset Revaluation Reserve | 39,150,727 | |
| Accumulated Surplus | 29,040,774 | |
| TOTAL EQUITY | 108,040,337 | |

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

Note 1. Details of Cash and Investments Held

| Accounts | Amount |
|---|------------|
| Westpac Banking Corporation | 18,953,800 |
| Traditional Credit Union | 1,073,164 |
| Australia and New Zealand Bank | 212,582 |
| Members Equity Bank | 16,000,000 |
| People's Choice Credit Union | 1,069,149 |
| National Australia Bank | 16,005,050 |
| Total Banks | 53,313,746 |
| Petty Cash/Cash Float | 2,308 |
| Total Cash | 53,316,054 |
| | |
| Total Banks | 53,313,746 |
| Security Deposit under non-current assets (Westpac) | 200,000 |
| Total Investment Funds* | 53,513,746 |

* Refer to Monthly Investment Report

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

AGE ANALYSIS - TRADE DEBTORS**DEBTORS**

| | | | | | | | |
|--|-------------|----------------|----------------|--------------|--------------|--------------|--------------|
| NDIS | 28% | 44,000 | 44,000 | - | - | - | - |
| Arnhemland Progress Aboriginal Corporation | 19% | 29,751 | 29,751 | - | - | - | - |
| WTD Construction Pty Ltd | 10% | 15,536 | 15,536 | - | - | - | - |
| Telesra Corporation C/O Jones Lang LaSalle | 7% | 10,166 | 10,166 | - | - | - | - |
| Miwaij Health Aboriginal Corporation | 6% | 8,689 | 8,150 | 539 | - | - | - |
| TOTAL TOP 5 DEBTORS | 70% | 108,142 | 107,603 | 539 | - | - | - |
| Other Debtors | 30% | 47,413 | 43,382 | 1,054 | 1,672 | 1,305 | 1,305 |
| TOTAL SUNDRY DEBTORS | 100% | 155,555 | 150,985 | 1,593 | 1,672 | 1,305 | 1,305 |

Reminder letters/emails sent for all overdue accounts.

AGE ANALYSIS - GRANTS DEBTORS**DEBTORS**

| | | | | | | | |
|---|-------------|--------------|--------------|----------|----------|----------|----------|
| Groote Eylandt Mining Company Proprietary Limited | 100% | 7,500 | 7,500 | - | - | - | - |
| TOTAL GRANTS DEBTORS | 100% | 7,500 | 7,500 | - | - | - | - |

Follow-ups made to the above outstanding grant through coordination with EARC Responsible Officer.

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

| | | | | | | |
|----------------------------------|-------------|----------------|--------------|--------------|--------------|----------------|
| Rate payer 1 | 38% | 51,027 | 442 | 428 | 442 | 49,715 |
| Rate payer 2 | 25% | 33,250 | 323 | 313 | 323 | 32,291 |
| Rate payer 3 | 23% | 31,006 | 302 | 292 | 302 | 30,110 |
| Rate payer 4 | 4% | 5,123 | 49 | 47 | 49 | 4,978 |
| Rate payer 5 | 4% | 5,123 | 49 | 47 | 49 | 4,978 |
| TOTAL TOP 5 RATE PAYERS | 93% | 125,529 | 1,165 | 1,127 | 1,165 | 122,072 |
| Other Rate Payers | 7% | 8,825 | 84 | 81 | 84 | 8,576 |
| TOTAL RATES & CHARGES | 100% | 134,354 | 1,249 | 1,208 | 1,249 | 130,648 |

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

| AGE ANALYSIS - TRADE CREDITORS | | | | | | |
|----------------------------------|-------------|----------------|----------------|--------------|---------------|--------------|
| CREDITORS | | | | | | |
| Territory Housing Rent | 12% | 25,638 | 25,638 | - | - | - |
| SMARTSHEET INC | 11% | 24,926 | 24,926 | - | - | - |
| MARTHAKAL YOLNGU AIRLINE PTY LTD | 10% | 20,851 | - | - | 20,851 | - |
| CDM SMITH AUSTRALIA PTY LTD | 9% | 20,350 | 20,350 | - | - | - |
| ARBORWORK TREE SERVICES PTY LTD | 7% | 15,940 | 15,940 | - | - | - |
| TOTAL TOP 5 CREDITORS | 49% | 107,705 | 86,854 | - | 20,851 | - |
| Other Creditors | 51% | 110,129 | 103,749 | 2,270 | 2,885 | 1,225 |
| TOTAL TRADE CREDITORS | 100% | 217,834 | 190,603 | 2,270 | 23,736 | 1,225 |

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

| AGE ANALYSIS | | | | | | |
|-----------------------------------|--|----------------|----------------|---------------|----------|----------|
| CREDITORS | | | | | | |
| Australian Taxation Office (PAYG) | | 117,276 | 117,276 | - | - | - |
| StatewideSuper-Trust The Local | | 190,263 | 128,131 | 62,132 | - | - |
| TOTAL | | 307,539 | 245,407 | 62,132 | - | - |



Replacement and Contingency Reserves

As at 31st May 2022

| Reserves | 1 July 2021 Beginning Balance | Transfers | | 31 May 2022 Ending Balance |
|---|-------------------------------------|------------------|------------------|-------------------------------|
| | | From Reserves | To Reserves | |
| Fleet Replacement | 4,613,026 | - | - | 4,613,026 |
| Waste Management | 2,500,913 | - | - | 2,500,913 |
| Roads Replacement | 4,209,192 | - | 1,560,343 | 5,769,535 |
| Cemeteries Management | 532,556 | - | - | 532,556 |
| Buildings Replacement | 4,140,027 | - | 800,000 | 4,940,027 |
| Elections | 200,000 | - | - | 200,000 |
| Disaster Recovery | 500,000 | - | - | 500,000 |
| Public Infrastructure | 3,000,000 | - | - | 3,000,000 |
| Aged and Disability | 3,681,458 | - | - | 3,681,458 |
| Lot 128 Gapuwiyak Insurance | 944,550 | - | - | 944,550 |
| Community Benefit | 3,059,891 | - | 6,684 | 3,066,575 |
| Total Replacement and Contingency Reserves | 27,381,612 | - | 2,367,027 | 29,748,639 |



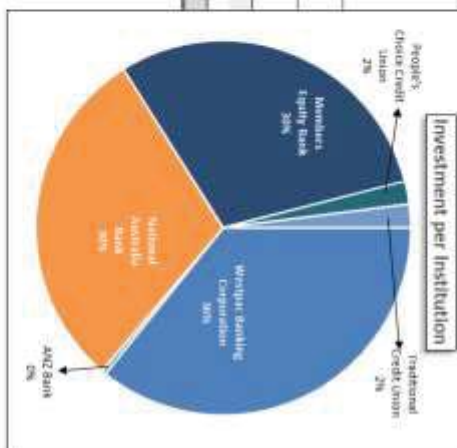
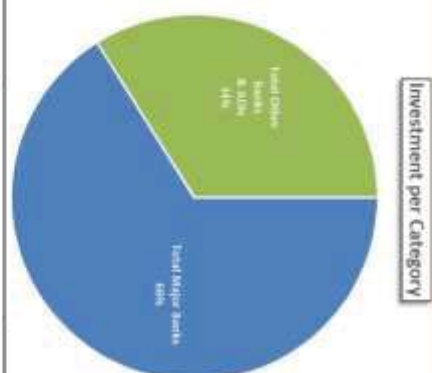
East Arnhem Regional Council Monthly Investment Report As at May 31, 2022

Investment Portfolio

| Authorised Deposit Taking Institutions | Investment - \$ | % of Total Investment | Within Diversification Limits | Type | Amount - \$ | Rate - % | Term - days | Investment Date | Maturity Date |
|--|----------------------|-----------------------|-------------------------------|-----------------|----------------------|----------|-------------|-----------------|---------------|
| Westpac Banking Corporation | \$ 19,153,800 | 36% | ✓ | Operation fund | \$ 204,591 | - | - | - | - |
| | | | | Operation fund | \$ 16,749,208 | 0.25% | 282 | 24/03/2022 | 31/12/2022 |
| | | | | Security TD (C) | \$ 200,000 | 0.23% | 273 | 18/09/2021 | 18/06/2022 |
| | | | | Short Term TD | \$ 2,000,000 | - | - | - | - |
| Australia and New Zealand Bank | \$ 212,582 | 0% | ✓ | Operation fund | \$ 212,582 | - | - | - | - |
| National Australia Bank | \$ 16,005,050 | 30% | ✓ | Short Term TD | \$ 1,000,000 | 0.37% | 365 | 29/06/2021 | 29/06/2022 |
| | | | | Short Term TD | \$ 2,000,000 | 0.30% | 139 | 11/02/2022 | 30/06/2022 |
| | | | | Short Term TD | \$ 4,000,000 | 0.45% | 91 | 29/04/2022 | 29/07/2022 |
| | | | | Short Term TD | \$ 2,000,000 | 1.10% | 365 | 4/04/2022 | 4/04/2023 |
| | | | | Short Term TD | \$ 2,000,000 | 1.10% | 365 | 29/03/2022 | 29/03/2023 |
| | | | | Short Term TD | \$ 2,005,050 | 0.30% | 273 | 20/09/2021 | 20/06/2022 |
| | | | | Short Term TD | \$ 3,000,000 | 0.30% | 127 | 23/02/2022 | 30/06/2022 |
| TOTAL - Major Banks | \$ 35,371,432 | 66% | ✓ | | \$ 35,371,432 | | | | |
| Members Equity Bank | \$ 16,000,000 | 30% | ✓ | Short Term TD | \$ 4,000,000 | 0.40% | 272 | 21/09/2021 | 20/06/2022 |
| | | | | Short Term TD | \$ 3,000,000 | 1.15% | 270 | 28/03/2022 | 23/12/2022 |
| | | | | Short Term TD | \$ 4,000,000 | 0.60% | 162 | 19/01/2022 | 30/06/2022 |
| | | | | Short Term TD | \$ 5,000,000 | 2.50% | 365 | 28/04/2022 | 28/04/2023 |
| People's Choice Credit Union | \$ 1,069,149 | 2% | ✓ | Operation fund | \$ 67,669 | - | - | - | - |
| | | | | Short Term TD | \$ 1,001,480 | 0.40% | 120 | 20/03/2022 | 20/09/2022 |
| Traditional Credit Union | \$ 1,073,164 | 2% | ✓ | Operation fund | \$ 73,164 | - | - | - | - |
| | | | | Short Term TD | \$ 1,000,000 | 0.20% | 365 | 13/12/2021 | 13/12/2022 |
| TOTAL - Other banks & ADI's | \$ 18,142,314 | 34% | ✓ | | \$ 18,142,314 | | | | |
| TOTAL Investment Funds | \$ 53,513,746 | 100% | | | \$ 53,513,746 | | | | |

| Category | Min | Max |
|---------------------|-----|------|
| Major Banks | 15% | 100% |
| Other banks & ADI's | 0% | 45% |
| Per institution | 0% | 40% |

*Diversification Limits





East Arnhem Regional Council
Monthly Investment Report
As at May 31, 2022





CASH & EQUITY ANALYSIS

| | 31-May-2022 | 30-Jun-2021 |
|---|--------------------|--------------------|
| Cash | 53,316,054 | 46,949,536 |
| Less: | | |
| Unexpended Grants Reserve | (10,100,198) | (7,526,605) |
| Specific Reserves | (29,748,639) | (27,381,613) |
| Income Received in Advance (FAA Early Release for FY2023) | (3,831,416) | (2,367,090) |
| Other carried forward revenue | (85,596) | (98,638) |
| Cash Available before Liabilities | 9,550,206 | 9,575,591 |
| Other Current Assets & Liabilities | | |
| Accounts Receivables & Other Current Assets | 581,014 | 1,695,380 |
| Less: | | |
| Payables & other Liabilities | (539,179) | (1,733,360) |
| Bank Loan/Borrowing | - | (1,185,000) |
| Employee Provisions Current | (2,556,463) | (2,483,399) |
| Employee Provisions NonCurrent | (170,648) | (228,868) |
| Net Other Current Liabilities | (2,685,275) | (3,935,247) |
| Net Cash Available | 6,864,931 | 5,640,343 |
| Noncurrent Assets | | |
| Noncurrent Assets - excluding Right of Use Assets and Landfill Airspace | 57,738,315 | 61,142,723 |
| Less Revaluation Reserves | (39,150,727) | (39,150,727) |
| Noncurrent Assets Actual Carrying Value | 18,587,588 | 21,991,997 |
| Leases | | |
| Right of Use Assets | 11,632,065 | 11,579,146 |
| Less Lease Liabilities | (11,960,821) | (11,960,821) |
| Net impact on Equity | (328,756) | (381,675) |
| Landfill Airspace | | |
| Landfill Airspace Asset | 2,611,877 | - |
| Provision for Landfill Rehabilitation | (2,611,877) | - |
| Net impact on Equity | - | - |
| Equity | | |
| Total Equity | 108,040,337 | 103,775,337 |
| Less: | | |
| Revaluation Reserve | (39,150,727) | (39,150,727) |
| Unexpended Grants Reserve | (10,100,198) | (7,526,605) |
| Specific Reserves | (29,748,639) | (27,381,613) |
| Income Received in Advance (FAA Early Release for FY2023) | (3,831,416) | (2,367,090) |
| Other carried forward revenue | (85,596) | (98,638) |
| Net Equity | 25,123,762 | 27,250,664 |
| Net Equity is made up of | | |
| Net Assets Carried | 18,587,588 | 21,991,997 |
| Net Impact of Leases | (328,756) | (381,675) |
| Net Cash Carried Forward | 6,864,931 | 5,640,343 |
| Net Equity | 25,123,762 | 27,250,664 |



Elected Members Allowances Report

14th September 2021 - 31st May 2022 (New Council)

| Family Name | Given Name | YTD Councillor Allowance | YTD Councillor Meeting |
|--------------|-------------|--------------------------|------------------------|
| Thurlow | Kaye | 15,249 | 7,927 |
| Marika | Djuwalpi | 8,137 | 2,880 |
| Bara | Elliot | 426 | - |
| Djalangi | David | 13,485 | 3,240 |
| Dhamarrandji | Evelyna | 13,485 | 1,440 |
| Djakala | Joe | 5,465 | 2,880 |
| Marika | Yirmal | 8,801 | 360 |
| Mirritjaawuy | Jason | 13,485 | 7,200 |
| Mununggurr | Yananymul | 426 | - |
| Walsh | Gordon | 23,362 | 720 |
| Wunungmurra | Bobby | 13,485 | 6,840 |
| Wunungmurra | Wesley | 5,465 | 2,880 |
| Dhamarrandji | Lapulung | 47,587 | 1,800 |
| Mamarika | Constantine | 13,131 | 5,040 |
| Alimankinni | Gilbert | 4,826 | 5,760 |
| Butjala | Jason | 4,826 | 4,320 |
| Yawarngu | Robert | 13,131 | 7,560 |
| Wunungmurra | Banambi | 31,945 | 2,520 |
| Total | | 236,719 | 63,367 |

**maximum extra meeting is \$9006.*



CEO Council Credit Card Transactions Recorded in the month of May 2022

Cardholder Name: Dale Keehne

| Transaction Date | Amount \$ | Supplier's Name | Reason for the Transaction |
|------------------|------------------|---------------------------------------|--|
| 7/04/2022 | \$25.00 | The Hotel Darwin Darwin AUS | Meals for President during LA meetings |
| 7/04/2022 | \$25.00 | THE CAVENAGH HOTEL DARWIN AUS | Meals for President during LA meetings |
| 8/04/2022 | \$20.90 | THE COFFEE CLUB MITOPS DARWIN AUS | Meals for President during LA meetings |
| 11/04/2022 | \$10.90 | MCDONALDS DARWIN CTL DARWIN AUS | Meals for President during LA meetings |
| 11/04/2022 | \$25.60 | HAPPY GARDENS CASUAQPS CASUARINA AUS | Meals for President during LA meetings |
| 27/04/2022 | \$50.00 | GULLIN GULLIN COMMUNITY KATHERINE AUS | Fuel for Vehicle |
| 28/04/2022 | \$194.59 | COLES EXPRESS 1904 KATHERINE AUS | Fuel for Vehicle |
| Total | \$ 351.99 | | |

Each Reporting Location

| INCOME AND EXPENSE STATEMENT YEAR TO DATE 31 MAY 2022 | Nhulunbuy & Darwin | | | Angurugu | | | Umbakumba | | |
|--|--------------------|--------------------|--------------------|------------------|--------------------|--------------------|------------------|--------------------|------------------|
| | ACTUALS YTD | BUDGET YTD | VARIANCE YTD | ACTUALS YTD | BUDGET YTD | VARIANCE YTD | ACTUALS YTD | BUDGET YTD | VARIANCE YTD |
| OPERATING REVENUE | | | | | | | | | |
| Grants | 15,613,811 | 11,297,070 | 4,316,740 | 1,979,980 | 2,642,495 | (662,515) | 1,050,787 | 1,162,514 | (111,728) |
| User Charges and Fees | 991,092 | 1,008,421 | (17,329) | 401,460 | 380,035 | 21,426 | 184,626 | 234,057 | (49,431) |
| Rates and Annual Charges | 69,316 | (5,083) | 74,399 | 1,072,592 | 1,059,031 | 13,562 | 533,128 | 532,590 | 538 |
| Interest Income | 96,635 | 137,671 | (41,037) | - | - | - | - | - | - |
| Other Operating Revenues | 233,467 | 265,003 | (31,536) | 35,607 | 4,033 | 31,573 | 7,053 | 4,654 | 2,399 |
| United Revenue Allocation | (6,963,635) | (6,980,679) | 17,045 | 953,892 | 953,892 | - | 624,947 | 624,947 | - |
| TOTAL OPERATING REVENUES | 10,040,685 | 5,722,404 | 4,318,282 | 4,443,531 | 5,039,486 | (595,955) | 2,400,540 | 2,558,762 | (158,222) |
| OPERATING EXPENSES | | | | | | | | | |
| Employee Expenses | 4,688,131 | 4,728,687 | (40,556) | 1,165,554 | 1,345,602 | (180,048) | 729,236 | 1,058,392 | (329,157) |
| Materials and Contracts | 1,297,688 | 3,948,605 | (2,650,917) | 2,134,047 | 4,685,406 | (2,551,359) | 221,818 | 642,044 | (420,226) |
| Elected Member Allowances | 369,869 | 426,371 | (56,502) | - | - | - | - | - | - |
| Council Committee & LA Allowances | - | - | - | 1,844 | 8,250 | (6,406) | 875 | 9,000 | (8,125) |
| Depreciation and Amortisation | 3,035,648 | 3,092,339 | (56,691) | 30,483 | 19,487 | 10,995 | 27,370 | 16,251 | 11,119 |
| Interest Expenses | 487 | 487 | - | - | - | - | - | - | - |
| Other Operating Expenses | 2,917,016 | 5,658,868 | (2,741,852) | 951,927 | 860,061 | 91,866 | 498,995 | 401,630 | 97,366 |
| Council Internal Costs Allocations | (4,463,838) | (6,962,609) | 2,498,770 | 477,150 | 811,456 | (334,306) | 423,909 | 701,214 | (277,305) |
| TOTAL OPERATING EXPENSES | 7,845,001 | 10,892,748 | (3,047,747) | 4,761,004 | 7,730,260 | (2,969,257) | 1,902,203 | 2,828,532 | (926,328) |
| OPERATING SURPLUS / (DEFICIT) | 2,195,684 | (5,170,344) | 7,366,028 | (317,472) | (2,690,775) | 2,373,302 | 498,337 | (269,770) | 768,106 |
| Capital Grants Income | - | - | - | 134,444 | (134,444) | - | - | - | - |
| SURPLUS / (DEFICIT) | 2,195,684 | (5,170,344) | 7,366,028 | (317,472) | (2,556,330) | 2,238,858 | 498,337 | (269,770) | 768,106 |
| Capital Expenses | (571,916) | (4,265,741) | 3,693,825 | - | (959,310) | 959,310 | (31,605) | (898,485) | 866,880 |
| Transfer to Reserves | (6,684) | (1,154,706) | 1,148,022 | - | (142,399) | 142,399 | - | (110,033) | 110,033 |
| Add Back Non-Cash Expenses | 3,035,648 | 3,092,339 | (56,691) | 30,483 | 19,487 | 10,995 | 27,370 | 16,251 | 11,119 |
| NET SURPLUS / (DEFICIT) | 4,652,732 | (7,498,451) | 12,151,184 | (286,990) | (3,638,552) | 3,351,562 | 494,102 | (1,262,037) | 1,756,138 |
| Carried Forward Grants Revenue | 3,224,139 | 3,792,500 | (568,361) | 803,848 | 1,051,896 | (248,047) | 545,475 | 527,124 | 18,351 |
| Transfer from General Equity | - | 200,000 | (200,000) | - | 80,000 | (80,000) | - | - | - |
| Transfer from Reserves | - | 4,434,831 | (4,434,831) | - | 2,646,212 | (2,646,212) | - | 906,794 | (906,794) |
| TOTAL ADDITIONAL INFLOWS | 3,224,139 | 8,447,331 | (5,203,192) | 803,848 | 3,778,108 | (2,974,259) | 545,475 | 1,433,918 | (888,443) |
| NET OPERATING POSITION | 7,876,872 | 928,880 | 6,947,992 | 516,858 | 139,555 | 377,303 | 1,039,577 | 171,881 | 867,696 |
| | | | - | | | 0 | | | - |

Each Reporting Location

| INCOME AND EXPENSE STATEMENT YEAR TO DATE 31 MAY 2022 | Miyakaburra | | | Ramblinging | | | Milingimbi | | |
|--|----------------|------------------|------------------|------------------|--------------------|--------------------|------------------|--------------------|------------------|
| | ACTUALS YTD | BUDGET YTD | VARIANCE YTD | ACTUALS YTD | BUDGET YTD | VARIANCE YTD | ACTUALS YTD | BUDGET YTD | VARIANCE YTD |
| OPERATING REVENUE | | | | | | | | | |
| Grants | 233,662 | 231,837 | 1,825 | 990,198 | 1,112,701 | (122,503) | 1,256,827 | 1,387,237 | (130,411) |
| User Charges and Fees | 63,881 | 41,231 | 22,650 | 727,576 | 973,603 | (246,027) | 969,254 | 1,070,251 | (100,997) |
| Rates and Annual Charges | 217,914 | 216,050 | 1,864 | 756,052 | 744,084 | 11,968 | 761,626 | 761,626 | - |
| Interest Income | - | - | - | - | - | - | - | - | - |
| Other Operating Revenues | 10,522 | 2,383 | 8,139 | 98,668 | 35,336 | 63,332 | 327,269 | 301,987 | 25,282 |
| United Revenue Allocation | 396,757 | 396,757 | - | 1,195,597 | 1,198,328 | (2,730) | 788,638 | 791,288 | (2,649) |
| TOTAL OPERATING REVENUES | 922,736 | 888,258 | 34,478 | 3,768,091 | 4,064,051 | (295,960) | 4,103,614 | 4,312,389 | (208,775) |
| OPERATING EXPENSES | | | | | | | | | |
| Employee Expenses | 292,974 | 337,950 | (44,976) | 1,366,297 | 1,593,827 | (227,531) | 1,566,759 | 1,761,407 | (194,648) |
| Materials and Contracts | 146,632 | 205,955 | (59,324) | 456,972 | 1,080,304 | (623,332) | 680,761 | 948,606 | (267,844) |
| Elected Member Allowances | - | - | - | - | - | - | - | - | - |
| Council Committee & LA Allowances | 1,688 | 9,000 | (7,312) | 1,836 | 9,000 | (7,164) | 1,968 | 9,000 | (7,032) |
| Depreciation and Amortisation | 15,983 | 15,963 | 20 | 23,645 | 20,620 | 3,025 | 51,266 | 50,880 | 386 |
| Interest Expenses | - | - | - | - | - | - | - | - | - |
| Other Operating Expenses | 216,897 | 239,804 | (22,907) | 689,484 | 720,328 | (30,844) | 873,485 | 850,515 | 22,970 |
| Council Internal Costs Allocations | 128,289 | 212,344 | (84,055) | 672,606 | 1,072,473 | (399,867) | 404,854 | 743,055 | (338,200) |
| TOTAL OPERATING EXPENSES | 802,463 | 1,021,017 | (218,554) | 3,210,839 | 4,496,552 | (1,285,713) | 3,579,093 | 4,363,462 | (784,368) |
| OPERATING SURPLUS / (DEFICIT) | 120,274 | (132,759) | 253,032 | 557,251 | (432,501) | 989,753 | 524,521 | (51,073) | 575,594 |
| Capital Grants Income | - | 89,274 | (89,274) | - | 369,767 | (369,767) | - | - | - |
| SURPLUS / (DEFICIT) | 120,274 | (43,485) | 163,759 | 557,251 | (62,735) | 619,986 | 524,521 | (51,073) | 575,594 |
| Capital Expenses | - | (496,939) | 496,939 | - | (1,058,076) | 1,058,076 | (84,135) | (1,085,055) | 1,000,919 |
| Transfer to Reserves | - | (32,038) | 32,038 | - | (113,253) | 113,253 | - | (283,834) | 283,834 |
| Add Back Non-Cash Expenses | 15,983 | 15,963 | 20 | 23,645 | 20,620 | 3,025 | 51,266 | 50,880 | 386 |
| NET SURPLUS / (DEFICIT) | 136,257 | (556,498) | 692,755 | 580,897 | (1,213,443) | 1,794,340 | 491,651 | (1,369,081) | 1,860,732 |
| Carried Forward Grants Revenue | 78,055 | 25,693 | 52,362 | 766,114 | 678,583 | 87,531 | 1,107,152 | 456,313 | 650,840 |
| Transfer from General Equity | - | - | - | - | - | - | - | - | - |
| Transfer from Reserves | - | 587,125 | (587,125) | - | 839,987 | (839,987) | - | 1,185,667 | (1,185,667) |
| TOTAL ADDITIONAL INFLOWS | 78,055 | 612,818 | (534,764) | 766,114 | 1,518,570 | (752,456) | 1,107,152 | 1,641,979 | (534,827) |
| NET OPERATING POSITION | 214,311 | 56,320 | 157,991 | 1,347,011 | 305,127 | 1,041,884 | 1,598,803 | 272,898 | 1,325,905 |

Each Reporting Location

| INCOME AND EXPENSE STATEMENT YEAR TO DATE 31 MAY 2022 | Gapuntyak | | | Galwinku | | | Yirrkala | | |
|--|--------------------|--------------------|--------------------|------------------|--------------------|--------------------|------------------|--------------------|--------------------|
| | ACTUALS YTD | BUDGET YTD | VARIANCE YTD | ACTUALS YTD | BUDGET YTD | VARIANCE YTD | ACTUALS YTD | BUDGET YTD | VARIANCE YTD |
| OPERATING REVENUE | | | | | | | | | |
| Grants | 1,800,589 | 1,995,551 | (194,962) | 2,390,747 | 2,485,689 | (94,942) | 1,607,142 | 1,550,864 | 56,279 |
| User Charges and Fees | 1,185,395 | 1,124,820 | 60,575 | 1,364,968 | 1,695,327 | (330,359) | 461,395 | 959,149 | (497,753) |
| Rates and Annual Charges | 767,735 | 767,735 | - | 1,816,032 | 1,790,252 | 25,780 | 823,664 | 818,343 | 5,321 |
| Interest Income | - | - | - | - | - | - | - | - | - |
| Other Operating Revenues | 897,877 | 708,757 | 189,121 | 361,806 | 411,027 | (49,220) | 146,286 | 266,674 | (120,388) |
| United Revenue Allocation | 1,344,516 | 1,350,891 | (6,375) | 464,455 | 467,971 | (3,517) | 744,073 | 745,847 | (1,774) |
| TOTAL OPERATING REVENUES | 5,996,113 | 5,947,754 | 48,359 | 6,398,008 | 6,850,266 | (452,258) | 3,782,560 | 4,340,876 | (558,316) |
| OPERATING EXPENSES | | | | | | | | | |
| Employee Expenses | 1,851,573 | 1,908,847 | (57,273) | 2,312,775 | 2,768,271 | (455,496) | 1,526,552 | 1,905,503 | (378,951) |
| Materials and Contracts | 2,968,884 | 3,451,517 | (482,633) | 684,528 | 1,492,209 | (807,680) | 792,843 | 869,005 | (76,162) |
| Electd Member Allowances | 120 | - | 120 | 119 | - | 119 | - | - | - |
| Council Committee & LA Allowances | 2,984 | 9,000 | (6,016) | 2,318 | 9,000 | (6,682) | 1,490 | 9,000 | (7,510) |
| Depreciation and Amortisation | 42,428 | 39,315 | 3,113 | 86,862 | 81,707 | 5,154 | 11,292 | 28,414 | (17,123) |
| Interest Expenses | - | - | - | - | - | - | - | - | - |
| Other Operating Expenses | 1,403,424 | 1,194,757 | 208,668 | 1,452,451 | 1,289,832 | 162,619 | 1,004,185 | 901,682 | 102,503 |
| Council Internal Costs Allocations | 767,974 | 1,115,900 | (347,926) | 938,793 | 1,377,516 | (438,723) | 553,748 | 799,997 | (246,249) |
| TOTAL OPERATING EXPENSES | 7,037,388 | 7,719,335 | (681,947) | 5,477,846 | 7,018,535 | (1,540,689) | 3,890,110 | 4,513,602 | (623,492) |
| OPERATING SURPLUS / (DEFICIT) | (1,041,275) | (1,771,581) | 730,306 | 920,162 | (168,269) | 1,088,431 | (107,550) | (172,726) | 65,176 |
| Capital Grants Income | - | - | - | 470,000 | 470,000 | - | - | - | - |
| SURPLUS / (DEFICIT) | (1,041,275) | (1,771,581) | 730,306 | 1,390,162 | 301,731 | 1,088,431 | (107,550) | (172,726) | 65,176 |
| Capital Expenses | - | (814,061) | 814,061 | (6,074) | (1,268,131) | 1,262,057 | - | (736,602) | 736,602 |
| Transfer to Reserves | - | (339,730) | 339,730 | - | (803,975) | 803,975 | - | (133,188) | 133,188 |
| Add Back Non-Cash Expenses | 42,428 | 39,315 | 3,113 | 86,862 | 81,707 | 5,154 | 11,292 | 28,414 | (17,123) |
| NET SURPLUS / (DEFICIT) | (998,847) | (2,086,057) | 1,087,210 | 1,470,950 | (1,688,668) | 3,159,617 | (96,258) | (1,014,102) | 917,844 |
| Carried Forward Grants Revenue | 892,457 | 223,249 | 669,208 | 1,828,176 | 739,845 | 1,088,331 | 622,821 | 112,909 | 509,912 |
| Transfer from General Equity | - | - | - | - | - | - | - | - | - |
| Transfer from Reserves | - | 3,311,084 | (3,311,084) | - | 1,396,714 | (1,396,714) | - | 1,992,536 | (1,992,536) |
| TOTAL ADDITIONAL INFLOWS | 892,457 | 3,534,333 | (2,641,876) | 1,828,176 | 2,136,559 | (308,383) | 622,821 | 2,105,445 | (1,482,624) |
| NET OPERATING POSITION | (106,390) | 648,276 | (754,666) | 3,299,126 | 447,892 | 2,851,234 | 526,563 | 1,091,343 | (564,780) |

Each Reporting Location

| INCOME AND EXPENSE STATEMENT YEAR TO DATE 31 MAY 2022 | Gungahara | | | EARC | | |
|--|------------------|------------------|------------------|-------------------|---------------------|---------------------|
| | ACTUALS YTD | BUDGET YTD | VARIANCE YTD | ACTUALS YTD | BUDGET YTD | VARIANCE YTD |
| OPERATING REVENUE | | | | | | |
| Grants | 281,055 | 321,139 | (40,083) | 27,204,797 | 24,187,097 | 3,017,700 |
| User Charges and Fees | 18,395 | 24,871 | (6,476) | 6,368,043 | 7,511,765 | (1,143,722) |
| Rates and Annual Charges | 340,721 | 307,238 | 33,482 | 7,158,780 | 6,991,866 | 166,913 |
| Interest Income | - | - | - | 96,635 | 137,671 | (41,037) |
| Other Operating Revenues | 4,501 | 917 | 3,584 | 2,123,056 | 2,000,770 | 122,286 |
| United Revenue Allocation | 450,759 | 450,759 | - | 0 | (0) | 0 |
| TOTAL OPERATING REVENUES | 1,095,432 | 1,104,924 | (9,492) | 42,951,310 | 40,829,170 | 2,122,141 |
| OPERATING EXPENSES | | | | | | |
| Employee Expenses | 296,705 | 322,543 | (25,838) | 15,796,556 | 17,731,029 | (1,934,473) |
| Materials and Contracts | 110,880 | 639,001 | (528,121) | 9,495,053 | 17,962,651 | (8,467,598) |
| Elected Member Allowances | - | - | - | 370,108 | 426,371 | (56,263) |
| Council Committee & LA Allowances | 872 | 9,000 | (8,128) | 15,875 | 80,250 | (64,375) |
| Depreciation and Amortisation | 1,677 | 917 | 760 | 3,326,653 | 3,365,894 | (39,241) |
| Interest Expenses | - | - | - | 487 | 487 | - |
| Other Operating Expenses | 143,713 | 547,389 | (403,676) | 10,151,578 | 12,664,865 | (2,513,287) |
| Council Internal Costs Allocations | 96,515 | 128,656 | (32,141) | (0) | 1 | (1) |
| TOTAL OPERATING EXPENSES | 650,362 | 1,647,506 | (997,144) | 39,156,309 | 52,231,548 | (13,075,239) |
| OPERATING SURPLUS / (DEFICIT) | 445,069 | (542,582) | 987,652 | 3,795,001 | (11,402,379) | 15,197,379 |
| Capital Grants Income | - | - | - | 470,000 | 1,063,485 | (593,485) |
| SURPLUS / (DEFICIT) | 445,069 | (542,582) | 987,652 | 4,265,001 | (10,338,894) | 14,603,895 |
| Capital Expenses | - | (210,833) | 210,833 | (693,731) | (11,793,233) | 11,099,502 |
| Transfer to Reserves | - | (31,523) | 31,523 | (6,684) | (3,144,680) | 3,137,996 |
| Add Back Non-Cash Expenses | 1,677 | 917 | 760 | 3,326,653 | 3,365,894 | (39,241) |
| NET SURPLUS / (DEFICIT) | 446,746 | (784,022) | 1,230,769 | 6,891,239 | (21,910,913) | 28,802,151 |
| Carried Forward Grants Revenue | 98,631 | 106,684 | (8,053) | 9,966,869 | 7,714,795 | 2,252,074 |
| Transfer from General Equity | - | - | - | - | 280,000 | (280,000) |
| Transfer from Reserves | - | 767,823 | (767,823) | - | 18,068,773 | (18,068,773) |

| | | | | | | |
|--------------------------|---------|---------|-----------|------------|------------|--------------|
| TOTAL ADDITIONAL INFLOWS | 98,631 | 874,507 | (775,876) | 9,966,869 | 26,063,568 | (16,096,699) |
| NET OPERATING POSITION | 545,377 | 90,484 | 454,893 | 16,858,108 | 4,152,655 | 12,705,452 |
| | - | | - | | | - |