




MINISTER FOR INDIGENOUS AFFAIRS

Reference: B14/233

Mr Greg Roche
Executive Director
Office of Township Leasing
GPO Box 3671
DARWIN NT 0801


Dear Mr Roche

I am pleased to provide the attached Statement of Expectations regarding the role and responsibilities of Executive Director of Township Leasing.

Statements of Expectations are issued to portfolio bodies and statutory office holders taking into account statutory independence and relevant legislative frameworks. Portfolio bodies and statutory office holders are asked to provide a Statement of Intent in response. These documents contribute to clear relationships between the bodies and the responsible Minister.

The Australian Government's key priorities in Indigenous affairs are ensuring children go to school, adults are in work and people live in safe communities where the ordinary law of the land is observed. All agencies and organisations receiving Australian Government funding for Indigenous programmes and services are expected to actively contribute to achieving these and other Government outcomes more broadly including the Government's commitment to reducing unnecessary and burdensome red tape on individuals, businesses and community organisations.

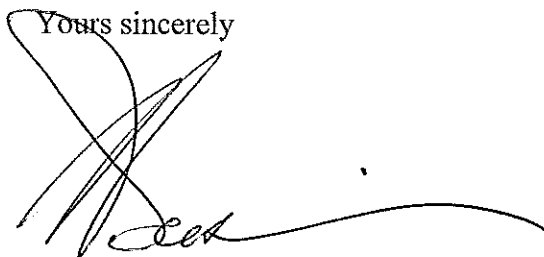
As the Minister for Indigenous Affairs I am looking to you as Executive Director of Township Leasing, to support entering into, and the administration of, township leases on mainland communities in the Northern Territory. The attached Statement of Expectations sets out my expectations in this regard. I am also looking for you to maintain an effective working relationship across the Department of the Prime Minister and Cabinet, as well as complying with all relevant legislation and Government policies and guidelines.

Please provide me with a Statement of Intent within two months that addresses how you will implement each of the points in my Statement of Expectations. As a recipient of Government funding your performance will be monitored against these two documents. The Indigenous Portfolio Bodies Branch in the Department of Prime Minister and Cabinet is available to work with you to develop appropriate performance measures and framework. I also ask for early notification of any event or issue that is likely to impact on your reputation or that of the Office of Township Leasing or the Australian Government.

Once finalised both Statements should be published on the Executive Director of Township Leasing website, to maintain transparency and accountability. The Statement of Expectations will continue to apply until replaced, however it will be reviewed in 12 months.

If you have any questions regarding this matter please contact Michelle Kinnane, Assistant Secretary, Indigenous Portfolio Bodies Branch, on (02) 6146 0094 or email Michelle.Kinnane@network.pmc.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nigel Scullion', with a long horizontal flourish extending to the right.

NIGEL SCULLION

ckj April 2014

Executive Director of Township Leasing

Statement of Expectations

The statutory office of Executive Director of Township Leasing (Executive Director) is funded by the Australian Government to deliver benefits to traditional owners and the community by entering into and administering leases in Aboriginal communities in the Northern Territory on behalf of the Government.

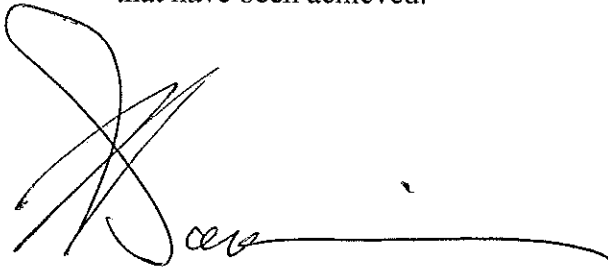
The Government expects the Executive Director to contribute to the Government's key priorities in Indigenous Affairs by regularising land-tenure arrangements in townships and facilitating economic development opportunities for Aboriginal traditional owners and all residents of those townships.

I expect the Executive Director to also administer any other leases held in the Northern Territory consistent with the terms of those leases. The Executive Director should act in a professional manner, have high standards of corporate governance and promote effective and efficient use of public monies.

In order to achieve these outcomes, as Minister for Indigenous Affairs, I expect that the Executive Director will:

- ensure the efficient management of township leases
- deliver home ownership and business development outcomes in communities under township leases, including by working with traditional owner entities established under these leases to support their economic development aspirations;
- use open, transparent and unbiased processes in order to arrive at fair, well-reasoned decisions and treat all stakeholders with respect;
- understand and implement an approach which respects and caters for the sensitivities of consulting with Aboriginal people, including traditional owners;
- manage Office of Township Leasing budgets in a fiscally responsible manner in the context of the legislative framework and the fiscal environment;
- ensure procedural documents and actions have a sound legislative base and are supported by business rules, corporate and work plans, risk management strategies, performance indicators and strategic directions;
- meet Australian Government and public accountability expectations including maintaining comprehensive quality assurance and reporting processes for the Office of Township Leasing;
- promote community awareness of township leasing, including by maintaining the Office of Township Leasing website;
- promote investment in township lease communities by engaging with communities, Land Councils, the Northern Territory Government and businesses to ensure they are aware of development opportunities under a township lease;
- encourage feedback as a method of improving service quality and provide all parties to a complaint with timely advice about your recommendations;
- manage the potential conflicts around your responsibilities as Executive Director in performing your functions and powers under the Act;

- provide me with accurate and timely information on significant and emerging risks and issues related to your role, including notifications in advance, as appropriate; and
- keep me regularly informed of operations and expenditure, including by providing quarterly reports on the Office of Township Leasing and the status of communities under a lease that you hold, with a particular emphasis on economic development outcomes that have been achieved.

A handwritten signature in black ink, appearing to read 'Nigel Scullion', with a long horizontal flourish extending to the right.

NIGEL SCULLION