



**WAGAIT SHIRE COUNCIL**

**AGENDA  
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS  
LOT 62, WAGAIT TOWER ROAD 9.00AM**

**Monday 16 February 2026**

I hereby give notice that a Wagait Shire Council Audit Committee Meeting will be held on:

Date: Monday 16 February 2026  
Time: 8:30am  
Location: Council Chambers  
142 Wagait Tower Road, Wagait Beach NT 0822  
and via video-conference as required

CEO  
Virginya Boon

## Contents

1.	PRESENT .....	3
2.	OPENING OF MEETING.....	3
2.1.	APOLOGIES .....	3
3.	ELECTRONIC MEETING ATTENDANCE .....	3
4.	CONFLICT OF INTEREST .....	4
5.	MOVEMENT OF CONFIDENTIAL ITEMS.....	4
6.	CONFIRMATION OF PREVIOUS MINUTES FOR THE AUDIT COMMITTEE .....	4
6.1	BUSINESS ARISING FROM PREVIOUS MINUTES.....	5
7.	FINANCE REPORTS.....	6
7.1.	FINANCE REPORT TO 31 JANUARY 2026.....	6
8.	GENERAL BUSINESS.....	8
8.1	DRAFT TERMS OF REFERENCE FOR FINANCE COMMITTEE .....	8
8.2	REVIEWED TERMS OF REFERENCE AND WORK PLAN FOR AUDIT COMMITTEE .....	9
9.	CLOSURE OF MEETING .....	12

## 1. PRESENT

### Committee members:

Committee Member (Chair)	Ian Swan
Committee Member	Alan Amezdroz
Council President	Neil White
Councillor	Sarah Smith

### Council staff:

Chief Executive Officer	Virginya Boon
Finance Officer	Matt Pettit

## 2. OPENING OF MEETING

The Chair Ian Swan declares the meeting open at ..... and welcomes all to the first meeting of the new term of council.

The Chair advises that the meeting will be audio taped for minute taking purposes as authorised by the Chief Executive Officer.

### 2.1. APOLOGIES

#### PURPOSE

This report is to table for Council's record any apologies received from Members of the Audit Committee for this meeting.

#### RECOMMENDATION

**That the Audit Committee receives and notes the apologies from**

**Moved:**

**Seconded:**

**Vote:**

## 3. ELECTRONIC MEETING ATTENDANCE

#### PURPOSE

This report is to table, for the Committee's record, any requests and permissions for Electronic Attendance.

**RECOMMENDATION**

**That the Audit Committee acknowledges and accepts ..... attendance to the meeting of 16 February 2026 via electronic means.**

**Moved:**

**Seconded:**

**Vote:**

**4. CONFLICT OF INTEREST**

**PURPOSE**

This report is to ask the Audit Committee members if they:

1. Have read the agenda papers; and
2. Wish to declare any conflicts of interest regarding any item in the agenda for this Audit Committee meeting.

**5. MOVEMENT OF CONFIDENTIAL ITEMS**

**PURPOSE**

This report is to ask the Audit Committee members if there are:

1. Items on the Agenda that they feel should be moved into Confidential Business; and
2. Items in Confidential Business that they feel should be moved to the general Agenda?

**6. CONFIRMATION OF PREVIOUS MINUTES FOR THE AUDIT COMMITTEE**

**PURPOSE**

The draft Minutes of the previous Audit Committee Meeting held Monday 11 February 2025 are submitted to the committee for confirmation to approve them as a true and accurate record of the meeting.

**RECOMMENDATION**

**That the Minutes of the Audit Committee Meeting held on Thursday 22 May 2025 are confirmed by Committee Members as a true and correct record.**

**Moved:**

**Seconded:**

**Vote:**

**Background**

As per section 101 of the *Local Government Act 2019* the CEO must ensure that proper minutes of meetings of an audit committee, a council , a council committee and a local authority are kept, tabled, and confirmed at the next meeting.

### **Comments / Recommendation**

Nil

### **Financial Implications**

There are no financial implications associated with the recommendation of this report.

### **Attachments**

A copy of the minutes is attached with this report.

## **6.1 BUSINESS ARISING FROM PREVIOUS MINUTES**

1.



**WAGAIT SHIRE COUNCIL**  
**MINUTES**  
**AUDIT COMMITTEE MEETING**  
**COUNCIL CHAMBERS**  
**LOT 62, WAGAIT TOWER ROAD 8:30AM**  
**Thursday 22 May 2025**

## Contents

<b>1.</b>	<b>PRESENT .....</b>	<b>3</b>
<b>2.</b>	<b>OPENING OF MEETING.....</b>	<b>3</b>
2.1.	APOLOGIES .....	3
<b>3.</b>	<b>ELECTRONIC MEETING ATTENDANCE .....</b>	<b>3</b>
<b>4.</b>	<b>CONFLICT OF INTEREST .....</b>	<b>4</b>
<b>5.</b>	<b>MOVEMENT OF CONFIDENTIAL ITEMS .....</b>	<b>4</b>
<b>6.</b>	<b>CONFIRMATION OF PREVIOUS MINUTES FOR THE AUDIT COMMITTEE .....</b>	<b>4</b>
6.1	BUSINESS ARISING FROM PREVIOUS MINUTES.....	4
<b>7.</b>	<b>FINANCE REPORTS .....</b>	<b>4</b>
7.1.	FINANCE REPORT TO 30 APRIL 2025.....	4
<b>8.</b>	<b>GENERAL BUSINESS .....</b>	<b>5</b>
8.1	DRAFT BUDGET FOR 2025-26.....	5
8.2.	DRAFT SHIRE PLAN 2025-26.....	5
8.3.	DRAFT FEES AND CHARGES 2025-26.....	5
8.4.	DRAFT DECLARATION OF RATES AND CHARGES FOR 2025-26.....	6
<b>9.</b>	<b>CLOSURE OF MEETING .....</b>	<b>6</b>

## 1. PRESENT

### Committee members:

Committee Member (Chair)	Ian Swan
Community Member	Maureen Newman
Council President	Neil White

### Council staff:

Chief Executive Officer	Virginya Boon
Finance Officer	Matt Pettit

## 2. OPENING OF MEETING

The Chair Ian Swan declares the meeting open at 8:59am and welcomes all to the meeting.

The Chair advises that the meeting will be audio taped for minute taking purposes as authorised by the Chief Executive Officer.

### 2.1. APOLOGIES

#### PURPOSE

This report is to table for Council's record any apologies received from Members of the Audit Committee for this meeting.

#### RESOLUTION No: 2025/

**That the Audit Committee receives and notes the apologies from Shelley Hewitt.**

**Moved: President N White**

**Seconded: M Newman**

**Vote: AIF**

## 3. ELECTRONIC MEETING ATTENDANCE

#### PURPOSE

This report is to table, for the Committee's record, any requests and permissions for Electronic Attendance.

#### RESOLUTION No: 2025/

**That the Audit Committee acknowledges and accepts Ian Swan's attendance to the meeting of 22 May 2025 via electronic means.**

**Moved: M Newman**

**Seconded: President N White**

**Vote: AIF**

## 4. CONFLICT OF INTEREST

### PURPOSE

This report is to ask the Audit Committee members if they:

1. Have read the agenda papers; and
2. Wish to declare any conflicts of interest regarding any item in the agenda for this Audit Committee meeting.

**NIL Conflicts declared.**

## 5. MOVEMENT OF CONFIDENTIAL ITEMS

### PURPOSE

This report is to ask the Audit Committee members if there are:

1. Items on the Agenda that they feel should be moved into Confidential Business; and
2. Items in Confidential Business that they feel should be moved to the general Agenda?

## 6. CONFIRMATION OF PREVIOUS MINUTES FOR THE AUDIT COMMITTEE

### PURPOSE

The draft Minutes of the previous Audit Committee Meeting held Monday 11 February 2025 are submitted to the committee for confirmation to approve them as a true and accurate record of the meeting.

#### **RESOLUTION No: 2025/**

**That the Minutes of the Audit Committee Meeting held on Tuesday 11 February 2025 are confirmed by Committee Members as a true and correct record.**

**Moved: M Newman**

**Seconded: President N White**

**Vote: AIF**

### 6.1 BUSINESS ARISING FROM PREVIOUS MINUTES

- 1.

## 7. FINANCE REPORTS

### 7.1. FINANCE REPORT TO 30 APRIL 2025

#### PURPOSE

To provide the Audit Committee with a review of Council's financial position to the 30 April 2025.

#### **RESOLUTION No: 2025/**

**That the Audit Committee receives and notes the Financial Reports provided to 30**

**April 2025**

**Moved: President N White**

**Seconded: M Newman**

**Vote: AIF**

## **8. GENERAL BUSINESS**

### **8.1 DRAFT BUDGET FOR 2025-26**

#### **PURPOSE**

This report has been prepared to seek the Audit Committee's recommendation of the draft budget for the 2025-26 financial year.

**RESOLUTION No: 2025/**

**That the Audit Committee:**

- a) receives and notes the report entitled Draft Budget for 2025-26:and**
- b) recommends the draft budget be included in the draft 2025-26 Shire Plan for public consultation, with a rates income of \$314,600 and a consultation paper on the proposed changes in rates be advertised with the draft budget.**

**Moved: President N White**

**Seconded: M Newman**

**Vote: AIF**

### **8.2. DRAFT SHIRE PLAN 2025-26**

#### **PURPOSE**

This report has been prepared to seek the Audit Committee's recommendation of the draft 2025-26 Shire Plan for public consultation.

**RESOLUTION No: 2025/**

**That the Audit Committee:**

- a) receives and notes the report entitled Draft Shire Pan 2025-26:and**
- b) does recommend the draft Shire Plan be put out for public consultation.**

**Moved: M Newman**

**Seconded: President N White**

**Vote: AIF**

### **8.3. DRAFT FEES AND CHARGES 2025-26**

#### **PURPOSE**

This report has been prepared to seek the Audit Committee's recommendation of the draft 2025-26 Fees and Charges for inclusion in the Shire Plan for public consultation.

**RESOLUTION No: 2025/**

**That the Audit Committee:**

- a) receives and notes the report entitled Draft Fees and Charges 2025-26:and
- b) does recommend the draft Fees and Charges be included in the Draft Shire Plan for public consultation.

**Moved: President N White**

**Seconded: M Newman**

**Vote: AIF**

#### **8.4. DRAFT DECLARATION OF RATES AND CHARGES FOR 2025-26**

##### **PURPOSE**

This report has been prepared to seek the Audit Committee's recommendation of the draft 2025-26 Declaration of Rates and Charges for inclusion in the Shire Plan for public consultation.

**RESOLUTION No: 2025/**

**That the Audit Committee:**

- a) receives and notes the report entitled Draft Declaration of Rates and Charges for 2025-26:and
- b) recommends the draft Declaration of Rates and Charges be included in the Draft Shire Plan for public consultation, with a rates income of \$314,600 and a consultation paper on the proposed changes in rates be advertised with the draft Rates Declaration.

**Moved: President N White**

**Seconded: M Newman**

**Vote: AIF**

#### **9. CLOSURE OF MEETING**

The next meeting of the Wagait Shire Council Audit Committee will be held in the Wagait Shire Council Chambers TBC.

The Chair declared the meeting closed at 9:55am.

## 7. FINANCE REPORTS

### 7.1. FINANCE REPORT TO 31 JANUARY 2026

#### PURPOSE

To provide the Audit Committee with a review of Council's financial position to the 31 January 2026.

#### RECOMMENDATION

**That the Audit Committee receives and notes the Financial Reports provided to 31 January 2026.**

**Moved:**

**Seconded:**

**Vote:**

#### Background

The Audit Committee is an advisory committee of Council established to provide independent oversight and advice on Council's financial management, governance, and internal control environment.

In accordance with the Audit Committee's Terms of Reference, the Committee has a responsibility to review Council's financial performance and reporting to assess the accuracy, completeness, and integrity of financial information, and to identify any emerging risks or issues requiring Council's attention.

The monthly financial reports to the end of January 2026 provide information on Council's year-to-date financial performance, budget position, and variances. Review of these reports by the Audit Committee supports effective financial oversight and assists Council in meeting its legislative and governance obligations.

Following its review, the Audit Committee will consider providing advice and any recommendations to Council for consideration.

#### Comments / Recommendation

##### Financial Report - Comments

##### Income:

- The Financial Assistance Grants (FAA) are lower than last year.
- The Sport & Recreation grant is higher than forecast as last year's underspend has been approved and rolled over.

##### Expenses:

- Audit costs are higher than budgeted
- YTD administration expenses are lower than forecast due to cost control focus
- Jetty Maintenance expenses are higher than forecast due to watering and cleaning the new marina area.
- Election expenses were lower than initially quoted by the NTEC
- Unexpected replacement of control circuit card for irrigation system at Cloppenburg Park, plus removal of trees hanging over the power lines at the park's entrance
- Plant and equipment registrations (12 months) not allocated as prepaid
- Hard Waste collection includes both additional openings due to cyclone Fina

**Balance Sheet:**

- Prepayments are higher than 30<sup>th</sup> June 2025 results due to prepayment of Insurance, Councilwise and LGANT amounts all paid in full until the end of 2025-26 financial year.
- Sundry Debtors figures include the accrual of grant income for both the FAA Grants and Operational Subsidy for the second half of the year that have not yet been received, along with the January MMF cleaning work which was not invoiced until February.

**Financial Implications**

There are no financial implications associated with the recommendation of this report.

**Attachments**

A copy of the Financial Reports is attached with the agenda.



## Certification by the CEO to the Council

<b>Council Name:</b>	WAGAIT SHIRE COUNCIL
<b>Reporting Period:</b>	1 January 2026 to 31 January 2026

That, to the best of the CEO's knowledge, information and belief:

- (1) The internal controls implemented by the council are appropriate; and
- (2) The council's financial report best reflects the financial affairs of the council.

**CEO Signed**

**Date Signed**

11/01/2026

**Note:** The monthly financial report to council must either be accompanied by a written certification by the CEO to the council, as set out above, or the CEO is to provide written reasons for not providing the certification. (Regulation 17(5) of the General Regulations)

## **Monthly Financial Reports**

- 1.1 Report of Income and Expenditure
- 1.2 Income and Expenditure (Detailed)
- 1.3 Capital Expenditure and Funding Report
- 1.4 Special Purpose Grants
- 1.5 Balance Sheet
- 1.6 Member and CEO Council Credit Card Transactions
- 1.7 Statement of Cash Flows
- 1.8 Notes on Cash, Debtors & Creditors

## 1.1 Summary Income and Expenditure Report

Period: Year to Date January 2026

For the 7 months ended 31 January 2026

Account	Jul 2025-Jan 2026	Jul 2025-Jan 2026 Overall Budget	Variance	Variance %	2026 Overall Budget
<b>Income</b>					
Total Contracts, Fees & Charges	159,270.63	174,971.00	(15,700.37)	-8.97%	295,668.00
Total Operating Grant Revenue	173,753.32	232,984.00	(59,230.68)	-25.42%	399,405.00
Total Other Income	1,363.16	1,400.00	(36.84)	-2.63%	2,400.00
Total Rates Income	292,040.61	288,447.00	3,593.61	1.25%	290,364.00
Total Rental Income	3,227.28	3,675.00	(447.72)	-12.18%	6,300.00
Total Waste Management Income	150,580.11	150,729.00	(148.89)	-0.10%	152,521.00
<b>Total Income</b>	<b>898,378.01</b>	<b>902,389.00</b>	<b>(4,010.99)</b>	<b>-0.44%</b>	<b>1,232,258.00</b>
<b>Gross Profit</b>	<b>898,378.01</b>	<b>902,389.00</b>	<b>(4,010.99)</b>	<b>-0.44%</b>	<b>1,232,258.00</b>
<b>Less Operating Expenses</b>					
Sundry & prior year adjustment	18,500.00	18,500.00	0.00	0.00%	18,500.00
Total Administration - Bank Charges	1,543.26	1,283.00	260.26	20.29%	2,200.00
Total Administration - Memberships & Subscript	1,746.47	2,742.00	(995.53)	-36.31%	4,700.00
Total Administration - Office Expenses	76,893.86	103,517.00	(26,623.14)	-25.72%	175,300.00
Total Administration - Telephones & Communic	3,170.50	3,460.00	(289.50)	-8.37%	5,900.00
Total Contracts & Material Expenses	27,755.99	2,918.00	24,837.99	851.20%	5,000.00
Total Depreciation Expense	221,399.63	231,000.00	(9,600.37)	-4.16%	396,000.00
Total Elected Member Allowances	22,185.32	35,181.00	(12,995.68)	-36.94%	60,310.00
Total Elected Member Expenses and Profession	2,166.86	16,333.00	(14,166.14)	-86.73%	28,000.00
Total Employment Expenses	331,481.77	390,563.00	(59,081.23)	-15.13%	676,701.00
Total Other Expenses - Election	12,920.49	20,000.00	(7,079.51)	-35.40%	20,000.00
Total Projects & Activities - WSC Contributions	1,430.73	8,292.00	(6,861.27)	-82.75%	14,500.00
Total Repairs & Maintenance	16,990.88	24,207.00	(7,216.12)	-29.81%	41,500.00
Total Services	10,319.26	9,326.00	993.26	10.65%	15,900.00
Total Vehicle & Plant Expenses	28,080.20	27,009.00	1,071.20	3.97%	46,304.00
Total Waste Management Expenses	99,289.02	97,209.00	2,080.02	2.14%	159,500.00
Councillor Extra Meeting or Activity	0.00	17,500.00	(17,500.00)	-100.00%	30,000.00
<b>Total Less Operating Expenses</b>	<b>881,945.96</b>	<b>1,018,040.00</b>	<b>(136,094.04)</b>	<b>-13.37%</b>	<b>1,711,315.00</b>
<b>Operating Profit</b>	<b>16,432.05</b>	<b>(115,651.00)</b>	<b>132,083.05</b>	<b>114.21%</b>	<b>(479,057.00)</b>
<b>Non-operating Expenses</b>					
<b>Special Purpose Grant Expenses</b>					
SP Catering	4,987.76	0.00	4,987.76	0.00%	0.00
SP Contractors	39,557.12	0.00	39,557.12	0.00%	0.00
SP Equipment	1,242.97	0.00	1,242.97	0.00%	0.00
SP Materials	1,368.40	0.00	1,368.40	0.00%	0.00
SP Prizes	1,040.66	0.00	1,040.66	0.00%	0.00
<b>Total Special Purpose Grant Expenses</b>	<b>48,196.91</b>	<b>0.00</b>	<b>48,196.91</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Non-operating Expenses</b>	<b>48,196.91</b>	<b>0.00</b>	<b>48,196.91</b>	<b>0.00%</b>	<b>0.00</b>
<b>Net Profit</b>	<b>(31,764.86)</b>	<b>(115,651.00)</b>	<b>83,886.14</b>	<b>72.53%</b>	<b>(479,057.00)</b>

**1.2 Detailed Income and Expenditure Report**

Period: Year to Date January 2026

For the 7 months ended 31 January 2026

Account	Jul 2025-Jan 2026	Jul 2025-Jan 2026 Overall Budget	Variance	Variance %	2026 Overall Budget
<b>Income</b>					
<b>Contracts, Fees &amp; Charges</b>					
Contracts - Jetty Management	118,478.95	115,500.00	2,978.95	2.58%	198,000.00
Contracts - Other (DIPL)	0.00	18,811.00	(18,811.00)	-100.00%	32,250.00
Contracts - Other (Power & Water)	800.00	583.00	217.00	37.22%	1,000.00
Contracts - Water Management	37,450.00	37,677.00	(227.00)	-0.60%	62,018.00
Dog Registrations	2,541.68	2,400.00	141.68	5.90%	2,400.00
<b>Total Contracts, Fees &amp; Charges</b>	<b>159,270.63</b>	<b>174,971.00</b>	<b>(15,700.37)</b>	<b>-8.97%</b>	<b>295,668.00</b>
<b>Interest/Investment Income</b>					
Bank Interest Income	51,054.31	49,583.00	1,471.31	2.97%	85,000.00
<b>Total Interest/Investment Income</b>	<b>51,054.31</b>	<b>49,583.00</b>	<b>1,471.31</b>	<b>2.97%</b>	<b>85,000.00</b>
<b>Operating Grant Revenue</b>					
Grants - FAA General Purpose	5,454.66	7,814.00	(2,359.34)	-30.19%	13,396.00
Grants - FAA Roads	31,882.66	43,293.00	(11,410.34)	-26.36%	74,218.00
Grants - NT Operational	136,416.00	135,916.00	500.00	0.37%	233,000.00
Grants - Sport & Rec Operational	0.00	45,961.00	(45,961.00)	-100.00%	78,791.00
<b>Total Operating Grant Revenue</b>	<b>173,753.32</b>	<b>232,984.00</b>	<b>(59,230.68)</b>	<b>-25.42%</b>	<b>399,405.00</b>
<b>Other Income</b>					
Misc income	1,363.16	1,400.00	(36.84)	-2.63%	2,400.00
<b>Total Other Income</b>	<b>1,363.16</b>	<b>1,400.00</b>	<b>(36.84)</b>	<b>-2.63%</b>	<b>2,400.00</b>
<b>Rates Income</b>					
Rates - Income	286,964.37	286,964.00	0.37	0.00%	286,964.00
Rates - Interest Income	3,367.24	900.00	2,467.24	274.14%	2,400.00
Rates - Less Pensioner Concession	(11,200.00)	0.00	(11,200.00)	0.00%	0.00
Rates - Pensioner Rebate	11,200.00	0.00	11,200.00	0.00%	0.00
Rates - Search income	1,709.00	583.00	1,126.00	193.14%	1,000.00
<b>Total Rates Income</b>	<b>292,040.61</b>	<b>288,447.00</b>	<b>3,593.61</b>	<b>1.25%</b>	<b>290,364.00</b>
<b>Rental Income</b>					
Rent - CEO House	2,909.10	2,800.00	109.10	3.90%	4,800.00
Rent - Community Centre Income	318.18	875.00	(556.82)	-63.64%	1,500.00
<b>Total Rental Income</b>	<b>3,227.28</b>	<b>3,675.00</b>	<b>(447.72)</b>	<b>-12.18%</b>	<b>6,300.00</b>
<b>Waste Management Income</b>					
Waste Management - Additional Bin	1,336.36	1,050.00	286.36	27.27%	1,800.00
Waste Management - Hard Waste	1,022.75	1,458.00	(435.25)	-29.85%	2,500.00
Waste Management - Less Pensioner Concession	(8,400.00)	0.00	(8,400.00)	0.00%	0.00
Waste Management Levy	148,221.00	148,221.00	0.00	0.00%	148,221.00
Waste Management Pensioner Rebate	8,400.00	0.00	8,400.00	0.00%	0.00
<b>Total Waste Management Income</b>	<b>150,580.11</b>	<b>150,729.00</b>	<b>(148.89)</b>	<b>-0.10%</b>	<b>152,521.00</b>
Dog impound Fees	507.27	600.00	(92.73)	-15.46%	600.00
Grants - Special Purpose	66,581.32	0.00	66,581.32	0.00%	0.00
<b>Total Income</b>	<b>898,378.01</b>	<b>902,389.00</b>	<b>(4,010.99)</b>	<b>-0.44%</b>	<b>1,232,258.00</b>
<b>Gross Profit</b>	<b>898,378.01</b>	<b>902,389.00</b>	<b>(4,010.99)</b>	<b>-0.44%</b>	<b>1,232,258.00</b>
<b>Less Operating Expenses</b>					
Sundry & prior year adjustment	18,500.00	18,500.00	0.00	0.00%	18,500.00
<b>Administration - Bank Charges</b>					
Bank Fees	488.21	583.00	(94.79)	-16.26%	1,000.00
Merchant Fees	1,055.05	700.00	355.05	50.72%	1,200.00
<b>Total Administration - Bank Charges</b>	<b>1,543.26</b>	<b>1,283.00</b>	<b>260.26</b>	<b>20.29%</b>	<b>2,200.00</b>
<b>Administration - Memberships &amp; Subscriptions</b>					
LGANT/Membership	1,230.45	1,167.00	63.45	5.44%	2,000.00
Subscriptions & Publications	516.02	1,575.00	(1,058.98)	-67.24%	2,700.00
<b>Total Administration - Memberships &amp; Subscriptions</b>	<b>1,746.47</b>	<b>2,742.00</b>	<b>(995.53)</b>	<b>-36.31%</b>	<b>4,700.00</b>
<b>Administration - Office Expenses</b>					
Advertising	1,930.58	2,450.00	(519.42)	-21.20%	4,200.00
Auditing	10,587.03	8,000.00	2,587.03	32.34%	10,000.00
Bad Debt expense	171.87	0.00	171.87	0.00%	0.00
Cleaning	438.63	1,167.00	(728.37)	-62.41%	2,000.00
Consultant fees	0.00	8,750.00	(8,750.00)	-100.00%	15,000.00
Donations [61110]	500.00	500.00	0.00	0.00%	500.00
Fees, Licences & Charges	693.70	875.00	(181.30)	-20.72%	1,500.00
Insurance	43,751.63	46,667.00	(2,915.37)	-6.25%	80,000.00
Interest Expense	2,289.29	2,917.00	(627.71)	-21.52%	5,000.00
IT Equipmt, Maint & Support	3,327.49	8,750.00	(5,422.51)	-61.97%	15,000.00
IT Subscriptions & Licenses	7,037.34	10,500.00	(3,462.66)	-32.98%	18,000.00
Meeting expenses	696.36	1,283.00	(586.64)	-45.72%	2,200.00
Miscellaneous Expenses	(81.82)	0.00	(81.82)	0.00%	0.00
Postage	752.87	1,000.00	(247.13)	-24.71%	1,000.00
Printing & Stationery	2,905.40	5,250.00	(2,344.60)	-44.66%	9,000.00
Safety Supplies & Equipment	263.41	1,983.00	(1,719.59)	-86.72%	3,400.00
Staff Amenities	964.22	875.00	89.22	10.20%	1,500.00
Travel & Accommodation	665.86	2,550.00	(1,884.14)	-73.89%	7,000.00
<b>Total Administration - Office Expenses</b>	<b>76,893.86</b>	<b>103,517.00</b>	<b>(26,623.14)</b>	<b>-25.72%</b>	<b>175,300.00</b>
<b>Administration - Telephones &amp; Communications</b>					
Mobiles	1,879.84	2,100.00	(220.16)	-10.48%	3,600.00
Office phone/fax/internet	722.34	700.00	22.34	3.19%	1,200.00
Satellite	568.32	660.00	(91.68)	-13.89%	1,100.00
<b>Total Administration - Telephones &amp; Communications</b>	<b>3,170.50</b>	<b>3,460.00</b>	<b>(289.50)</b>	<b>-8.37%</b>	<b>5,900.00</b>
<b>Contracts &amp; Material Expenses</b>					
Animal Management Charges [64600]	0.00	1,167.00	(1,167.00)	-100.00%	2,000.00
Contracts - Jetty Maintenance	27,379.64	1,167.00	26,212.64	2246.16%	2,000.00
Contracts - Water Management/Maintenance	0.00	292.00	(292.00)	-100.00%	500.00
Contracts - Weeds & Fire Management	376.35	292.00	84.35	28.89%	500.00
<b>Total Contracts &amp; Material Expenses</b>	<b>27,755.99</b>	<b>2,918.00</b>	<b>24,837.99</b>	<b>851.20%</b>	<b>5,000.00</b>
<b>Depreciation Expense</b>					
Depreciation expense	213,232.94	231,000.00	(17,767.06)	-7.69%	396,000.00
Depreciation expense - ROU	8,166.69	0.00	8,166.69	0.00%	0.00

<b>Total Depreciation Expense</b>	<b>221,399.63</b>	<b>231,000.00</b>	<b>(9,600.37)</b>	<b>-4.16%</b>	<b>396,000.00</b>
<b>Elected Member Allowances</b>					
Councillor Allowances	22,185.32	35,181.00	(12,995.68)	-36.94%	60,310.00
<b>Total Elected Member Allowances</b>	<b>22,185.32</b>	<b>35,181.00</b>	<b>(12,995.68)</b>	<b>-36.94%</b>	<b>60,310.00</b>
<b>Elected Member Expenses and Professional Development</b>					
Councillor Professional Development	1,913.63	14,583.00	(12,669.37)	-86.88%	25,000.00
Councillor Expenses	253.23	1,750.00	(1,496.77)	-85.53%	3,000.00
<b>Total Elected Member Expenses and Professional Development</b>	<b>2,166.86</b>	<b>16,333.00</b>	<b>(14,166.14)</b>	<b>-86.73%</b>	<b>28,000.00</b>
<b>Employment Expenses</b>					
Staff Recruitment Expenses	0.00	671.00	(671.00)	-100.00%	1,150.00
Staff Relocation	0.00	1,750.00	(1,750.00)	-100.00%	3,000.00
Staff Training	2,475.73	2,917.00	(441.27)	-15.13%	5,000.00
Staff Uniforms & Safety	757.23	1,167.00	(409.77)	-35.11%	2,000.00
Superannuation	35,233.77	35,914.00	(680.23)	-1.89%	62,251.00
Wages - Allowances - First aid	0.00	1,140.00	(1,140.00)	-100.00%	1,976.00
Wages - Allowances - Travel	703.15	1,167.00	(463.85)	-39.75%	2,000.00
Wages - Annual Leave expense	0.00	17,935.00	(17,935.00)	-100.00%	31,088.00
Wages - Long Service leave expense	0.00	6,888.00	(6,888.00)	-100.00%	11,809.00
Wages - Sports & Rec	6,017.83	28,847.00	(22,829.17)	-79.14%	50,000.00
Wages & Salaries	286,294.06	292,167.00	(5,872.94)	-2.01%	506,427.00
<b>Total Employment Expenses</b>	<b>331,481.77</b>	<b>390,563.00</b>	<b>(59,081.23)</b>	<b>-15.13%</b>	<b>676,701.00</b>
<b>Other Expenses - Election</b>					
Election Expenses	12,920.49	20,000.00	(7,079.51)	-35.40%	20,000.00
<b>Total Other Expenses - Election</b>	<b>12,920.49</b>	<b>20,000.00</b>	<b>(7,079.51)</b>	<b>-35.40%</b>	<b>20,000.00</b>
<b>Projects &amp; Activities - WSC Contributions</b>					
Activities - ANZAC Day WSC contribution	0.00	0.00	0.00	0.00%	1,000.00
Activities - Aust Day WSC contribution	0.00	1,000.00	(1,000.00)	-100.00%	1,000.00
Activities - Community	604.18	2,625.00	(2,020.82)	-76.98%	4,500.00
Activities - Community Fund	0.00	2,917.00	(2,917.00)	-100.00%	5,000.00
Activities - Seniors WSC contribution	804.73	1,167.00	(362.27)	-31.04%	2,000.00
Activities - Sport & Rec WSC Contribution	0.00	583.00	(583.00)	-100.00%	1,000.00
Sports & Rec Equipment [69201]	21.82	0.00	21.82	0.00%	0.00
<b>Total Projects &amp; Activities - WSC Contributions</b>	<b>1,430.73</b>	<b>8,292.00</b>	<b>(6,861.27)</b>	<b>-82.75%</b>	<b>14,500.00</b>
<b>Repairs &amp; Maintenance</b>					
R&M CEO House	1,088.18	1,458.00	(369.82)	-25.36%	2,500.00
R&M Community Centre	1,794.39	1,750.00	44.39	2.54%	3,000.00
R&M Garden & Ground	4,025.39	2,333.00	1,692.39	72.54%	4,000.00
R&M Office	658.06	1,750.00	(1,091.94)	-62.40%	3,000.00
R&M Office equipment	630.91	875.00	(244.09)	-27.90%	1,500.00
R&M Road Repair & Maintenance	593.00	7,000.00	(6,407.00)	-91.53%	12,000.00
R&M Sports Equipment	16.34	0.00	16.34	0.00%	0.00
R&M Sports Ground	5,702.27	1,167.00	4,535.27	388.63%	2,000.00
R&M Townsite	1,603.41	4,083.00	(2,479.59)	-60.73%	7,000.00
R&M Workshop	482.23	1,750.00	(1,267.77)	-72.44%	3,000.00
Road Signage	0.00	583.00	(583.00)	-100.00%	1,000.00
Stores Materials & Loose Tools	396.70	1,458.00	(1,061.30)	-72.79%	2,500.00
<b>Total Repairs &amp; Maintenance</b>	<b>16,990.88</b>	<b>24,207.00</b>	<b>(7,216.12)</b>	<b>-29.81%</b>	<b>41,500.00</b>
<b>Services</b>					
Services - Animal Management	0.00	292.00	(292.00)	-100.00%	500.00
Services - Electricity	4,751.23	3,842.00	909.23	23.67%	6,500.00
Services - Gas Supplies	0.00	292.00	(292.00)	-100.00%	500.00
Services - Pest Control	1,660.00	1,400.00	260.00	18.57%	2,400.00
Services - Water & Sewerage	3,908.03	3,500.00	408.03	11.66%	6,000.00
<b>Total Services</b>	<b>10,319.26</b>	<b>9,326.00</b>	<b>993.26</b>	<b>10.65%</b>	<b>15,900.00</b>
<b>Vehicle &amp; Plant Expenses</b>					
Fuel CEO	2,323.20	2,625.00	(301.80)	-11.50%	4,500.00
Fuel Plant and Machinery	2,967.75	2,625.00	342.75	13.06%	4,500.00
Fuel Works Truck	443.84	1,167.00	(723.16)	-61.97%	2,000.00
Fuel Works Ute	3,073.85	2,625.00	448.85	17.10%	4,500.00
Assets < \$5000 P&E F&F	2,477.13	0.00	2,477.13	0.00%	0.00
R&M Plant & Machinery	3,841.70	4,200.00	(358.30)	-8.53%	7,200.00
R&M Vehicles	885.45	2,916.00	(2,030.55)	-69.63%	5,000.00
Registrations - Plant & Machinery	2,333.82	1,283.00	1,050.82	81.90%	2,200.00
Registrations - Vehicles	951.82	787.00	164.82	20.94%	1,350.00
Vehicle Leasing Costs	8,781.64	8,781.00	0.64	0.01%	15,054.00
<b>Total Vehicle &amp; Plant Expenses</b>	<b>28,080.20</b>	<b>27,009.00</b>	<b>1,071.20</b>	<b>3.97%</b>	<b>46,304.00</b>
<b>Waste Management Expenses</b>					
Hard Waste Collection	29,743.21	25,667.00	4,076.21	15.88%	44,000.00
R&M Green Waste Compound	1,360.00	2,917.00	(1,557.00)	-53.38%	5,000.00
R&M Hard Waste Compound	21.60	292.00	(270.40)	-92.60%	500.00
Regular Bin Collection	68,164.21	68,333.00	(168.79)	-0.25%	110,000.00
<b>Total Waste Management Expenses</b>	<b>99,289.02</b>	<b>97,209.00</b>	<b>2,080.02</b>	<b>2.14%</b>	<b>159,500.00</b>
SP Travel Expenses	978.72	0.00	978.72	0.00%	0.00
Audit Committee Expenses	0.00	2,000.00	(2,000.00)	-100.00%	4,000.00
Wages - Rostered Day Office Expense	5,093.00	7,000.00	(1,907.00)	-27.24%	7,000.00
Councillor Extra Meeting or Activity	0.00	17,500.00	(17,500.00)	-100.00%	30,000.00
<b>Total Less Operating Expenses</b>	<b>881,945.96</b>	<b>1,018,040.00</b>	<b>(136,094.04)</b>	<b>-13.37%</b>	<b>1,711,315.00</b>
<b>Operating Profit</b>	<b>16,432.05</b>	<b>(115,651.00)</b>	<b>132,083.05</b>	<b>114.21%</b>	<b>(479,057.00)</b>
<b>Non-operating Expenses</b>					
<b>Special Purpose Grant Expenses</b>					
SP Catering	4,987.76	0.00	4,987.76	0.00%	0.00
SP Contractors	39,557.12	0.00	39,557.12	0.00%	0.00
SP Equipment	1,242.97	0.00	1,242.97	0.00%	0.00
SP Materials	1,368.40	0.00	1,368.40	0.00%	0.00
SP Prizes	1,040.66	0.00	1,040.66	0.00%	0.00
<b>Total Special Purpose Grant Expenses</b>	<b>48,196.91</b>	<b>0.00</b>	<b>48,196.91</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Non-operating Expenses</b>	<b>48,196.91</b>	<b>0.00</b>	<b>48,196.91</b>	<b>0.00%</b>	<b>0.00</b>
<b>Net Profit</b>	<b>(31,764.86)</b>	<b>(115,651.00)</b>	<b>83,886.14</b>	<b>72.53%</b>	<b>(479,057.00)</b>

### 1.3 Capital Expenditure and Funding Report to January 2026

CAPITAL EXPENDITURE		Actuals	
Class of Assets	Project Name / Description		WSC contribution
Buildings	Hard Waste Facility	30,603	
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>30,603</b>	<b>0</b>

Total capital expenditure funded by:		YTD Actuals	WSC contribution
Buildings	WRM #5 24-25	30,603	0
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>		<b>30,603</b>	<b>0</b>

## 1.4 Operational & Capital Grants Report to January 2026

### Capital Grants

Funding Body	Grant	Project Name	Due date	Previous Grant Funding \$	Amounts Spent Prior Years \$	Grants Brought forward from Prior Year \$	Grants received in FY26 \$	Total Grant Funding \$	Total Exp to Date \$	Balance Available	Further Funding Expected FY2026
<b>Capital Grants</b>											
DCMC - CPP	CPP 2023-24	Covered Sports Court	30/06/2025	415,000	273	415,000	0	415,000	273	414,727	0
Federal Gov	LRCI Phase 4	Repairs to sports fencing, drainage wks	30/06/2025	23,762	27,600	6,067	0	23,762	37,600	-13,838	15,841
DCMG-LG	WRM #3 22-23	ReDiscovery Centre	30/06/2025	75,000	0	75,000	0	75,000	48,736	26,264	0
DCMG-LG	WRM #4 23-24	ReDiscovery Centre	30/06/2025	75,000	69,167	75,000	0	75,000	69,167	5,833	0
DITT	Tourism Town Asset Program	Solar Light and other Upgrades to Public Spaces	30/06/2024			53,800	0	53,800	71,883	-18,083	0
DCMG-LG	WRM #5 24-25	Hard Waste Facility Upgrade	30/06/2026	75,000	22,950	52,050	0	75,000	53,553	21,447	0
DCMG-LG	WRM #6 25-26	To Be Determined	30/06/2027			0	75,000	75,000	0	75,000	0
		<b>Sub-total</b>		<b>588,762</b>	<b>119,990</b>	<b>519,017</b>	<b>0</b>	<b>588,762</b>	<b>160,593</b>	<b>428,169</b>	<b>15,841</b>
<b>Operational Grants</b>											
Funding Body	Operational Grants	Project Name	Due date	Total Grant Funding \$	Amounts Spent Prior Years \$	Grants Brought forward from Prior Year \$	Grants received in FY26 \$	Total Grant Funding \$	Total Exp to Date \$	Balance Available	Further Funding Expected FY2026
Core Lithium Ltd	Core Lithium	Equipment	30/06/2025	2,000	1,636	364	0	2,000	1,636	364	0
DTF	NT Men's Places Grants 2023-25	Wagait Men's Program	30/06/2025	8,115	2,595	5,520	0	8,115	2,595	5,520	0
DTF	Youth Vibe 2024-25	School holiday activities	31/07/2025	3,268	2,325	943	0	3,268	4,096	-828	0
DTF	Sports and Recreation Grant	Sports Activities Program	30/06/2025	55,000	31,208	23,792	0	55,000	55,000	-0	0
DTF	Seniors Grant 2025	Seniors Grant 2025	30/09/2025	2,200	0	0	2,200	2,200	2,223	-23	0
Australia Day	Australia Day	Australia Day 2026	31/03/2026	2,000	0	0	2,000	2,000	1,505	495	0
DTF	Sports and Recreation Grant	Sports Activities Program	30/06/2026	55,000	0	0	55,000	55,000	7,380	47,620	0
				<b>68,383</b>	<b>37,764</b>	<b>30,619</b>	<b>0</b>	<b>68,383</b>	<b>63,327</b>	<b>5,056</b>	<b>0</b>
		<b>TOTAL</b>		<b>657,145</b>	<b>157,754</b>	<b>549,636</b>	<b>0</b>	<b>657,145</b>	<b>223,920</b>	<b>433,225</b>	<b>15,841</b>

## 1.5 Balance Sheet as at 31st January 2026

Account	31-Jan-26	30 June 2025
<b>Assets</b>		
<b>Bank</b>		
Bendigo Investment Acc	500,000.00	500,000.00
CBA CC - Virginya Boon	0.00	421.51
CBA Cheque Account - Operational	223,338.31	14,811.36
CBA Cheque Account - SP Grants	464,630.02	528,921.81
CBA Fixed Term Deposits	1,000,000.00	1,000,000.00
CBA Transaction Account	15,013.27	160,023.45
<b>Total Bank</b>	<b>2,202,981.60</b>	<b>2,204,178.13</b>
<b>Current Assets</b>		
Accrued interest	23,361.92	21,029.18
Councillor Payment control account	0.00	(3,437.50)
Dog Resistrations Control Account	(1,467.90)	0.00
Less Prov'n for Doubtful Debts	(3,270.00)	(3,270.00)
Prepayments	53,206.49	9,278.70
Rates Debtors Account	96,330.95	16,266.56
Rates Payment Control Account	(4,576.27)	5,648.87
Sundry Debtors	25,944.37	0.00
Trade Debtors [11405]	75,604.44	25,438.89
<b>Total Current Assets</b>	<b>265,134.00</b>	<b>70,954.70</b>
<b>Fixed Assets</b>		
Buildings Accum Dep	(195,432.32)	(117,174.45)
Buildings at Cost	1,735,951.18	1,735,951.18
Motor Vehicles Accum Dep	(64,650.75)	(41,303.17)
Motor Vehicles at Cost	324,156.19	324,156.19
Office Equip & Furn at Cost	27,803.74	27,869.74
Office Equip Furn Accum Deprn.	(13,574.45)	(9,863.29)
Plant & Equipment at Cost	284,976.59	282,076.59
Plant & Equipment Accum Dep	(136,377.65)	(89,662.19)
Sports Ground Accum Dep	(89,220.42)	(54,302.24)
Sports Ground at Cost	364,631.77	364,631.77
<b>Total Fixed Assets</b>	<b>2,238,263.88</b>	<b>2,422,380.13</b>
<b>Non-current Assets</b>		
<b>Accrued interest</b>		
Asset Clearing Account	0	0
Expenses Recognised in Advance	7,182.39	9,471.63
Inf Roads & Paths at Cost	1,065,123.08	1,065,123.08
Infr Roads & Path Accum Deprn.	(651,387.68)	(625,720.99)
Land at Cost	745,000.00	745,000.00
Leased Vehicle Accum Depreciation	(77,655.78)	(69,489.09)
Right Use of Assets	115,303.00	115,303.00
Work in Progress	188,403.72	180,725.72
<b>Total Non-current Assets</b>	<b>1,391,968.73</b>	<b>1,420,413.35</b>
<b>Total Assets</b>	<b>6,098,348.21</b>	<b>6,117,926.31</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accrued Expenses	0.00	0.00
CBA CC- Rowan Roberts	2,728.01	0.00
CBA CC- Virginya Boon	1,831.11	0.00
CBA Credit Card Main	6.97	3,459.00
CBA Transaction Account	0.00	0.00
Creditors Retention Account	0.00	6,997.69
Current Lease Liabilities	15,742.00	15,742.00
Error Suspense - Pensioner Rebates	0.00	0.00
Grants in advance	444,902.68	459,854.00
GST	(40,179.99)	(38,445.50)
PAYG Withholding Payable	17,036.00	16,270.00
Provision for Annual Leave	76,804.25	91,804.25
Provision for Long Service Leave	36,729.73	36,729.73
Provision for Rostered Days Off	5,093.00	0.00
Rates in Advance	8,674.99	8,674.99
Rounding	(0.17)	0.01
Super Payable	2,697.30	14,799.10
Trade Creditors	38,345.69	24,360.82
Unexpended Grant Liability	138,896.62	93,994.49
Wages Payable - Payroll	5,349.30	1,687.49
<b>Total Current Liabilities</b>	<b>754,657.49</b>	<b>735,928.07</b>
<b>Non-current Liabilities</b>		
Bank Loans	56,441.25	65,221.00
Non-current Lease Liabilities	45,283.00	45,283.00
Rates/Waste Charges Received in Advance	2,100.00	0.00
<b>Total Non-current Liabilities</b>	<b>103,824.25</b>	<b>110,504.00</b>
<b>Total Liabilities</b>	<b>858,481.74</b>	<b>846,432.07</b>
<b>Net Assets</b>	<b>5,239,866.47</b>	<b>5,271,494.24</b>
<b>Equity</b>		
Asset Revaluation Reserve	2,508,769.27	2,508,769.27
Current Year Earnings	(31,627.77)	(179,994.94)
Other Asset Renewal Reserve	270,000.00	270,000.00
Prior Year's Surplus/Deficit	1,832,286.03	1,832,286.03
Retained Earnings	210,438.94	390,433.88
Roads Renewal Project Reserve	450,000.00	450,000.00
<b>Total Equity</b>	<b>5,239,866.47</b>	<b>5,271,494.24</b>

1.6 Member and CEO Council Credit Card Transactions

For the period 1 January 2026 to 31 January 2026

Date	Description	Debit	Credit	Running Balance	Supplier Location
<b>CBA CC - Rowan Roberts</b>					
07 Jan 2026	Payment: Motor Vehicle Registry	0.00	364.00	(364.00)	NT
08 Jan 2026	Payment: Bunnings	0.00	593.94	(957.94)	Interstate/Overseas
12 Jan 2026	BUNNINGS GROUP LTD HAWTHORN EAS	23.00	0.00	(934.94)	Interstate/Overseas
12 Jan 2026	BUNNINGS GROUP LTD HAWTHORN EAS	22.99	0.00	(911.95)	Interstate/Overseas
13 Jan 2026	Payment: Hosepower Pty Ltd	0.00	228.78	(1,140.73)	Multiple Categories
14 Jan 2026	Payment: Viva Water Pty Ltd	0.00	44.99	(1,185.72)	NT
14 Jan 2026	Payment: Bunnings	0.00	50.16	(1,235.88)	NT
14 Jan 2026	Payment: Totally Work Wear	0.00	55.00	(1,290.88)	NT
14 Jan 2026	Payment: Territory Tyres	0.00	65.00	(1,355.88)	NT
14 Jan 2026	Payment: EG Fuel Co	0.00	120.45	(1,476.33)	NT
14 Jan 2026	Payment: Mower World	0.00	188.27	(1,664.60)	NT
15 Jan 2026	Payment: Supercheap Auto	0.00	164.53	(1,829.13)	NT
20 Jan 2026	Payment: Outback Engraver	0.00	180.00	(2,009.13)	NT
27 Jan 2026	Payment: Woolworths	0.00	436.90	(2,446.03)	NT
28 Jan 2026	Payment: Outback Engraver	0.00	241.98	(2,688.01)	NT
29 Jan 2026	Payment: Telstra	0.00	40.00	(2,728.01)	NT
<b>Total CBA CC - Rowan Roberts</b>		<b>45.99</b>	<b>2,774.00</b>	<b>(2,728.01)</b>	
<b>CBA CC - Virginia Boon</b>					
02 Jan 2026	Payment: News PTY LTD	0.00	20.00	(20.00)	NT
05 Jan 2026	Payment: Pivotal	0.00	180.00	(200.00)	NT
07 Jan 2026	Payment: Microsoft	0.00	145.53	(345.53)	NT
07 Jan 2026	Payment: Sealink Ferries	0.00	118.17	(463.70)	NT
07 Jan 2026	Payment: Microsoft	0.00	151.23	(614.93)	Interstate/Overseas
13 Jan 2026	Payment: COSTWAY WHOLESALE PTY. LIMITED	0.00	233.70	(848.63)	NT
15 Jan 2026	Payment: Adobe Systems Incorporated	0.00	20.99	(869.62)	NT
19 Jan 2026	Payment: Officeworks	0.00	102.00	(971.62)	NT
19 Jan 2026	Payment: Dollars & Sense	0.00	47.34	(1,018.96)	NT
19 Jan 2026	Payment: Big W	0.00	95.80	(1,114.76)	NT
19 Jan 2026	Payment: Adobe Systems Incorporated	0.00	35.99	(1,150.75)	Interstate/Overseas
19 Jan 2026	Payment: Kmart	0.00	185.00	(1,335.75)	NT
20 Jan 2026	Payment: Bunnings	0.00	49.88	(1,385.63)	NT
22 Jan 2026	Payment: Coles	0.00	37.75	(1,423.38)	NT
27 Jan 2026	Payment: Mailchimp	0.00	19.12	(1,442.50)	NT
30 Jan 2026	Payment: Survey Monkey	0.00	349.09	(1,791.59)	Interstate/Overseas
30 Jan 2026	Payment: News PTY LTD	0.00	20.00	(1,811.59)	NT

## 1.7 Statement of Cash Flows

For the 7 months ended 31 January 2026

<b>Account</b>	<b>Jul 2025-Jan 2026</b>
<b>Operating Activities</b>	
Receipts from customers	862,544.14
Payments to suppliers and employees	(837,633.87)
Cash receipts from other operating activities	16,641.79
<b>Net Cash Flows from Operating Activities</b>	<b>41,552.06</b>
<b>Investing Activities</b>	
Proceeds from sale of property, plant and equipment	85,750.00
Payment for property, plant and equipment	(3,450.00)
Other cash items from investing activities	(124,847.88)
<b>Net Cash Flows from Investing Activities</b>	<b>(42,547.88)</b>
<b>Financing Activities</b>	
Other cash items from financing activities	(1,307.80)
<b>Net Cash Flows from Financing Activities</b>	<b>(1,307.80)</b>
<b>Net Cash Flows</b>	<b>(2,303.62)</b>
<b>Cash and Cash Equivalents</b>	
Cash and cash equivalents at beginning of period	2,200,719.13
Net change in cash for period	(2,303.62)
Cash and cash equivalents at end of period	2,198,415.51

**1.8 Notes on Cash, Debtors & Creditors as at 31st January 2026**

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

Financial Institution	Date Invested	Invested Amount \$	Interest Rate	Maturity Date
1 (a) Bendigo	11/09/2025	500,000	3.85%	11/09/2026
1 (b) CBA	8/09/2025	1,000,000	4.08%	9/03/2026
<b>Total Investments</b>		<b>1,500,000</b>		

**Note 2. Statement of Trade Debtors**

Contact	Current	1 Month	2 Months	3 Months	Older	Total
Belyuen Community Government Council	\$ -	\$ 856.50	\$ -	\$ 1,557.34	\$ -	\$ 2,413.84
Cox Country Club	\$ -	\$ -	\$ -	\$ -	\$ 1,080.00	\$ 1,080.00
Department of Logistics and Infrastructure	\$ 13,847.20	\$ 10,789.20	\$ 13,319.20	\$ -	\$ 15,268.00	\$ 53,223.60
Power Water	\$ 4,961.00	\$ 4,081.00	\$ -	\$ -	\$ 8,910.00	\$ 17,952.00
Territory Image	\$ -	\$ 95.00	\$ -	\$ -	\$ -	\$ 95.00
Wagait Beach Supermarket	\$ -	\$ 285.00	\$ -	\$ -	\$ 555.00	\$ 840.00
<b>Total</b>	<b>\$ 18,808.20</b>	<b>\$ 16,106.70</b>	<b>\$ 13,319.20</b>	<b>\$ 1,557.34</b>	<b>\$ 25,813.00</b>	<b>\$ 75,604.44</b>
<b>Percentage of total</b>	<b>24.88%</b>	<b>21.30%</b>	<b>17.62%</b>	<b>2.06%</b>	<b>34.14%</b>	<b>100.00%</b>
						75,604.44
						Check

**Note 3. Statement of Trade Creditors**

Contact	Current	1 Month	2 Months	3 Months	Older	Total
Alloy & Stainless Products	720.10	0.00	0.00	0.00	0.00	720.10
Central Business Equipment	550.70	0.00	0.00	0.00	0.00	550.70
Colleen Fergusonson	0.00	125.00	0.00	0.00	0.00	125.00
Dollars & Sense	0.00	48.47	0.00	0.00	0.00	48.47
Fleetcare	1,379.97	0.00	0.00	0.00	0.00	1,379.97
GROW Services	0.00	2,841.00	0.00	0.00	0.00	2,841.00
Harvey Distributors	0.00	339.35	0.00	0.00	0.00	339.35
Jacana Energy	0.00	14.62	85.42	0.00	0.00	100.04
MJ Electrical	0.00	190.00	0.00	0.00	0.00	190.00
NT Electoral Commission	0.00	14,212.54	0.00	0.00	0.00	14,212.54
Optus	390.70	373.70	0.00	0.00	0.00	764.40
Pivotel	180.00	0.00	0.00	0.00	0.00	180.00
Power Water	0.00	7.43	0.00	0.00	0.00	7.43
R&M Newman	0.00	220.00	0.00	0.00	0.00	220.00
RapidClean N.T	374.77	0.00	0.00	0.00	0.00	374.77
Thomas Harvey Landscaping	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Veolia Environmental Services	14,160.93	0.00	0.00	0.00	0.00	14,160.93
Wagait Beach Supermarket	1,130.99	0.00	0.00	0.00	0.00	1,130.99
<b>Total</b>	<b>19,888.16</b>	<b>18,372.11</b>	<b>85.42</b>	<b>0.00</b>	<b>0.00</b>	<b>38,345.69</b>
	<b>51.9%</b>	<b>47.9%</b>	<b>0.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>\$ 38,345.69</b>
						Check

**Operating Performance Ratios**

	Jan-26	Dec-25	Nov-25	Oct-25	Sep-25	Aug-25	Jul-25
Current Assets	\$ 2,468,116	\$ 2,510,619	\$ 2,555,546	\$ 2,545,641	\$ 2,528,423	\$ 2,616,543.30	\$ 2,260,777
Current Liabilities	\$ 754,657	\$ 763,251	\$ 734,441	\$ 685,359	\$ 703,492	\$ 766,425	\$ 735,083
Current Assets Ratio	\$ 3.27	\$ 3.29	\$ 3.48	\$ 3.71	\$ 3.59	\$ 3.41	\$ 3.08

	Jan-26	Dec-25	2024/25	2023/24	2022/23	2021/22
Operating Revenue	\$ 898,378	\$ 843,862	\$ 1,252,870	\$ 1,210,023	\$ 1,052,700	\$ 1,394,486
Operating Expenses	\$ 881,946	\$ 764,515	\$ 1,159,314	\$ 1,155,929	\$ 1,012,525	\$ 877,978
Operating Surplus Ratio	2%	9%	7%	4.47%	3.82%	37%

	Jan-26	Dec-25	2024/25	2023/24	2022/23	2021/22
Total Income	\$ 898,378	\$ 843,862	\$ 1,357,239	\$ 1,359,283	\$ 1,116,134	\$ 1,398,552
Total Expenses	\$ 930,143	\$ 810,225	\$ 1,434,007	\$ 1,270,186	\$ 1,012,525	\$ 1,047,337
Net Result Ratio	-3.4151%	4.1515%	-5.3534%	7.0145%	10.2327%	33.5341%

**Revenue Ratios**

	Jan-26	Dec-25	2024/25	2023/24	2022/23	2021/22
Rates + Fees + Charges	\$ 605,626	\$ 583,656	\$ 587,948	\$ 550,703	\$ 550,690	\$ 585,926
Total Operating Revenue	\$ 898,378	\$ 843,862	\$ 1,252,870	\$ 1,210,023	\$ 1,116,134	\$ 1,394,486
Own Source Revenue Ratio	67%	69%	47%	46%	49%	42%

	Jan-26	Dec-25	2024/25	2023/24	2022/23	2021/22
Rates Revenue	\$ 292,041	\$ 291,624	\$ 278,844	\$ 264,498	\$ 253,909	\$ 248,195
Operating Expenses	\$ 881,946	\$ 764,515	\$ 1,159,314	\$ 1,155,929	\$ 1,012,525	\$ 877,978
Rates Coverage Ratio	33%	38%	24%	23%	25%	28%

	Jan-26	Dec-25	2024/25	2023/24	2022/23	2021/22
Operating Grants	\$ 173,753	\$ 152,837	\$ 300,486	\$ 320,583	\$ 502,010	\$ 252,030
Total Operating Revenue	\$ 898,378	\$ 843,862	\$ 1,252,870	\$ 1,210,023	\$ 1,116,134	\$ 1,394,486
Grants Dependency Ratio	19.34%	18.11%	23.98%	26.49%	44.98%	18.07%

**Asset Management Ratios**

	Jan-26	Dec-25	2024/25	2023/24	2022/23	2021/22
Capital Expenditure	\$ 30,603	\$ 30,603	\$ 51,435	\$ 70,781	\$ 205,699	\$ -
Depreciation Expense	\$ 221,400	\$ 189,602	\$ 274,693	\$ 225,585	\$ 188,818	\$ 169,989
Capital Replacement Ratio	13.82%	16.14%	18.72%	31.38%	108.94%	0.00%

**Community & Service Delivery Ratios**

	Jan-26	Dec-25	2024/25	2023/24	2022/23	2021/22
Employee Costs	\$ 286,294	\$ 244,911	\$ 620,702	\$ 524,529	\$ 519,935	\$ 472,249
Total Operating Expenses	\$ 881,946	\$ 764,515	\$ 1,446,787	\$ 1,155,929	\$ 1,217,743	\$ 912,509
Employee Costs Ratio	32.46%	32.03%	42.90%	45.38%	42.70%	51.75%

## 8. GENERAL BUSINESS

### 8.1 DRAFT TERMS OF REFERENCE FOR FINANCE COMMITTEE

#### PURPOSE

This report has been prepared to seek the Audit Committee's recommendation to approve the draft Terms of Reference for the Finance Committee.

#### RECOMMENDATION

**That the Audit Committee:**

- a) receives and notes the report entitled Draft Terms of Reference for Finance Committee: and
- b) does / does not recommend the draft Terms of Reference be approved by Council.

**Moved:**

**Seconded:**

**Vote:**

#### Background

Following the election of the new Council in September 2025, Council resolved to establish a Finance Committee to meet on a bimonthly basis, with meetings scheduled between ordinary Council meetings, which would also occur bimonthly.

This arrangement was adopted as a trial, with the third Finance Committee meeting to be held in February 2026. A determination on whether the Finance Committee will continue is to be made at the Ordinary Council Meeting in March 2026.

It was also resolved at the September meeting that the following members would make up the Finance Committee:

- President Neil White
- Deputy President Sarah Manning
- Cr Tom Dyer
- Staff Council CEO
- Staff Finance Coordinator

#### Comments / Recommendation

At this stage, it is unclear whether the Finance Committee will continue. However, it is recommended that the Terms of Reference be approved so they are in place should Council resolve to continue the Committee, or alternatively, should Council decide to re-establish the Committee at a future time.

#### Financial Implications

There are no financial implications associated with the recommendation of this report.

#### Attachments

A copy of the Draft Terms of Reference is attached.

	<b>FINANCE COMMITTEE TERMS OF REFERENCE</b>	
	CATEGORY:	GOVERNANCE
	LG ACT 2019 REF:	Section 82 COUNCIL COMMITTEES
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

## 1. ESTABLISHMENT

The Advisory Finance Committee (the Committee) is established for a six (6) month trial to be reviewed in March 2026, to review Council's financial position in the months between ordinary council meetings and to provide strategic advice and recommendations to the full Council on financial matters, including budget planning, financial reporting, sustainability, and risk management. The Committee plays a key advisory role and is not a decision-making body.

## 2. SCOPE

The Committee's scope includes oversight, review, and advisory input on:

- Financial performance monitoring
- Annual budgeting and long-term financial planning
- Capital expenditure and major projects
- Financial reporting and statutory compliance
- External audit findings and recommendations

## 3. OBJECTIVES

The objectives of the Committee are to:

- Enhance transparency and accountability in financial decision-making
- Ensure prudent fiscal management aligned with strategic objectives
- Support the governing body in achieving long-term financial sustainability
- Reduce the burden of council resources

## 4. MEMBERSHIP AND VACANCIES

- The Committee will comprise the following members:
  - 3 Elected Representatives
  - Chief Executive Officer (non-voting)
  - Finance Coordinator (non-voting)
- Members will be appointed by resolution at a full council meeting, following an open and transparent process
- A Chair will be appointed from among the members
- In the event of a vacancy, a replacement will be appointed within 2 months

### **Desirable qualifications/skills may include:**

- Financial management/accounting
- Public sector finance

- Investment and risk management
- Strategic planning

The CEO and Finance Coordinator will attend meetings but will not be members of the Committee. Committee members cease being a member of the Committee if they are no longer an elected member of the Council.

## 5. QUORUM

A quorum will consist of a majority of members. No meeting may proceed without a quorum.

## 6. TERM

Members shall serve for the duration of the Local Government (LG) electoral term, unless:

- They resign
- Are removed by the appointing authority
- Cease to meet eligibility criteria

Membership may be renewed subject to review and reappointment processes.

## 7. AUTHORITY

The Committee is advisory only and does not have executive powers. It may:

- Request relevant financial and operational information
- Invite internal or external experts to provide information
- Make formal recommendations to the Council

## 8. RESPONSIBILITIES OF COMMITTEE MEMBERS

Members are expected to:

- Act in the best interests of the organisation and community
- Maintain confidentiality of all non-public information
- Disclose any conflicts of interest in accordance with relevant policies
- Prepare for and actively participate in meetings
- Adhere to ethical and professional standards

## 9. MEETINGS

- The Committee will meet **bi-monthly**
- Additional meetings may be convened by the Chair or at the request of the Council
- An annual meeting calendar will be established at the start of each calendar year
- Meetings are open to the public

## 10. REVIEW OF THE COMMITTEE

- The performance and relevance of the Committee will be reviewed in March 2026 and if Council resolve to continue on with the committee it will be reviewed annually
- The Terms of Reference will be reviewed at least bi-annually or as needed to ensure ongoing alignment with governance needs

**11. REPORTING AND COMMUNICATION**

- The Committee will report its recommendations and meeting outcomes to the Council at regular bi-monthly meetings of council
- A summary of key findings may be included in the organisation’s Annual Report or otherwise be made publicly available

**12. SECRETARIAT SUPPORT**

- Administrative and secretarial support will be provided by the CEO
- Meeting agendas and papers will be distributed at least 3 working days prior to each meeting

**13. DUE DILIGENCE AND INDUCTION**

All proposed and new members of the Committee will be entitled to receive relevant information and briefings prior to their appointment.

**14. CONFLICT OF INTEREST AND CODE OF CONDUCT**

- All members must comply with the organisation's Conflict of Interest Policy
- Members are required to sign and adhere to the Council’s Code of Conduct Policy upon appointment

**15. REVIEW**

These Terms of Reference will be reviewed in March 2026.  
The Committee will recommend any substantive changes to the Council for consideration.

<b>Date Approved:</b>	<b>Approved By:</b> <b>Moved:</b> <b>Seconded:</b> <b>Vote:</b>	<b>Resolution No:</b> <b>2025/</b>	<b>Date for review:</b> <b>Next Council Election</b>
<b>Date Approved:</b>	<b>Approved By:</b>		<b>Date for review:</b>

## 8.2 REVIEWED TERMS OF REFERENCE AND WORK PLAN FOR AUDIT COMMITTEE

### PURPOSE

This report has been prepared to seek the Audit Committee's recommendation for Council to approve the revised Audit Committee Terms of Reference and Work Plan to ensure compliance with the *Local Government Act 2019*, the *Local Government (General) Regulations 2021*, and contemporary governance and audit practice.

### RECOMMENDATION

**That the Audit Committee:**

- a) receives and notes the report entitled **Reviewed Terms of Reference and Work Plan for Audit Committee:**
- b) does / does not recommend the draft Terms of Reference and Work Plan be approved by Council; and
- c) recommends Council rescinds and previous Audit Committee Terms of Reference and Work Plans inconsistent with the adopted documents.

**Moved:**

**Seconded:**

**Vote:**

### Background

The Audit Committee is an advisory committee of Council established to provide independent assurance and advice on Council's financial management, governance, risk management, internal controls, and audit processes.

Council's existing Audit Committee Terms of Reference required review to ensure:

- alignment with current Northern Territory local government legislation;
- clarity of the Committee's advisory role and authority; and
- relevance to Council's current operational and governance environment.

A revised Terms of Reference and accompanying Work Plan have now been prepared to reflect these requirements.

### Comments / Recommendation

The revised Audit Committee Terms of Reference:

- align with the *Local Government Act 2019* and *Local Government (General) Regulations 2012*;
- defines the Committee's purpose, authority, membership, and reporting obligations;
- reinforces the Committee's independence and advisory role; and
- incorporates contemporary audit, risk, and governance oversight responsibilities.

The Audit Committee Work Plan:

- aligns with the revised Terms of Reference;
- establishes a structured program of short-term, medium-term, and long-term activities;

- supports effective oversight of financial reporting, audit outcomes, risk management, and governance; and
- provides flexibility to address emerging risks and legislative requirements.

Adoption of these documents will strengthen Council's governance framework and support effective financial and compliance oversight.

### **Financial Implications**

There are no direct financial implications associated with the recommendation of this report. Any external advice sought by the Audit Committee will be subject to the CEO approval and budget availability.

### **Attachments**

A copy of the Draft Terms of Reference is attached.

	POLICY NUMBER:	P29
	<b>AUDIT COMMITTEE TERMS OF REFERENCE</b>	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2020 REF:	
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

## 1. ESTABLISHMENT

~~This Policy sets out the~~ These Terms of Reference establish for the Audit Committee (the Committee). ~~The Committee is established as an advisory committee to the~~ of Wagait Shire Council (the Council).

The Committee is established in accordance with the ~~pursuant to Part 5.2 of the~~ Local Government Act 2009, 19 (NT), and Section 10 (3) of the ~~Local Government (Accounting General) Regulations 2021, and any other relevant subordinate legislation or applicable standards issued from time to time.~~

Formatted: Font: Italic

## 2. PURPOSE AND SCOPE

The purpose of the Audit Committee is to provide independent assurance and ~~advice and~~ assistance to the ~~Wagait Shire~~ Council ~~(the Council)~~ and the Chief Executive Officer (CEO) ~~on the~~ adequacy and effectiveness of Council's:

- financial management and reporting; ~~The internal control processes on the effectiveness of the financial and corporate governance practices.~~
- internal control environment;
- risk management and fraud control frameworks;
- ~~governance and~~ compliance systems; ~~with legislative and regulatory requirements and~~
- audit processes

Formatted: Font: (Default) Calibri

Formatted: List Paragraph

## 3. AUTHORITY

~~With consideration of legal and confidentiality implications the Committee is authorised, within the capacity of its role and responsibilities, to:~~ Subject to legislative requirements, confidentiality obligations and Council policies, the Committee is authorised to:

- access and information it requires from Council officers; ~~obtain any information it requires from any employee and/or external party;~~
- discuss relevant ~~any~~ matters with the external auditor, ~~or other external parties~~ and any internal audit provider;
- request, ~~through~~ via the ~~Chief Executive Officer~~ CEO, the attendance of Council officers ~~any employee~~ at Committee meetings; and
- seek independent ~~obtain~~ external ~~legal or other~~ professional advice (including legal, financial or audit advice) with the approval of the CEO and within approved budget allocations; ~~as considered necessary to meet its responsibilities.~~

#### 4. MEMBERSHIP AND TENURE

##### Composition

The Committee will comprise of five (5) members:

- ~~five (5) Members;~~
- an independent ~~the Chair of the Committee must be an independent member;~~
- two (2) independent ~~Community Members, who should have local government and/or accounting experience, or significant business experience in the field of risk management;~~ and
- two (2) elected ~~Councillors~~ members.

A majority of the Committee members, including the Chair, must be independent of Council management. ~~The CEO and Office Manager will attend meetings but will not be members of the Committee.~~

##### Appointment and Term

- Independent member(s) are appointed by Council for a term not exceeding the Council term, subject to satisfactory performance. ~~of the Committee shall be appointed for the term of Council.~~
- Council members are appointed annually or as otherwise determined by Council resolution.
- A member ceases to hold office if they resign, are removed by Council, or (in the case of Councillors) cease to be an elected member.

~~Members of the Committee are appointed by the Council. Appointment to the Committee from among the Council shall be for a period of one year. Committee members cease being a member of the Committee if they are no longer an elected member of the Council.~~

##### Selection Criteria (Independent Members)

~~The selection process for the~~ When appointing independent members (s) Council will ~~should consider the following factors when assessing the applicants:~~

- demonstrated knowledge of local government operations ~~level of understanding of local government and the environment in which they operate;~~
- experience in ~~level of knowledge and practical exposure on governance and~~ financial management, accounting, governance, audit or risk management ~~practices;~~
- capacity to exercise independent judgement; and ~~dedicate adequate time on the Committee;~~
- availability to meet Committee obligations. ~~depth of knowledge of regulatory and legislative requirements; and~~
- ability to maintain professional relationships with staff, council members and other stakeholders.

#### 5. VOTING AND DECISION-MAKING RIGHTS

Each Committee member has one vote. ~~will have an equal voting right.~~ In the event of a tied vote, the Chairperson has a casting ~~is entitled to a deciding~~ vote.

Formatted: Font: Bold

Formatted: Right: 0.05 cm, Space Before: 12 pt

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Font: Bold

Formatted: Font: Calibri

Formatted: List Paragraph, Indent: Left: 0.63 cm, Hanging: 0.37 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Font: Calibri

Observers and officers attending meetings do not have voting rights. The Chief Executive Officer and Office Manager will not be entitled to a vote.

## 6. **KEY ROLES AND RESPONSIBILITIES**

The Audit Committee's responsibilities include, but are not limited to: ~~is an Advisory Committee only. It has no power or authority to override, amend or contradict Council decisions and policies.~~

~~The Committee will undertake the following functions:~~

- reviewing the integrity and quality of Council's annual financial statements prior to Council adoption; ~~oversee the internal audit function, including development of audit programs with reference to the conduct of internal audits by appropriately qualified personnel, the monitoring of audit outcomes and the implementation of recommendations;~~
- overseeing the effectiveness of internal control systems; ~~review quality of annual financial statements and other public accountability documents prior to their adoption by Council;~~
- reviewing Council's risk management framework and the effectiveness of the Fraud Protection Control Plan; ~~established by the Chief Executive Officer pursuant to Section 10 (2) of the Local Government (Accounting) Regulations;~~
- monitoring management responses to external audit findings and recommendations; ~~review management's responses to external audit recommendations and monitor implementation of the agreed recommendations;~~
- assessing the adequacy of audit scope and coverage; ~~meet with the external and internal auditors at least once each year to receive direct feedback about any key compliance issues, and to provide feedback about the auditor's performance;~~
- meeting with external auditors at least once per year without management present; ~~review and provide advice on Council's finance, governance and employment policies;~~
- providing advice on the appointment, performance and independence of the external auditors; ~~and~~
- reviewing policies and practices relating to financial governance and accountability; and assess the adequacy of audit scope and coverage.
- advising Council on emerging financial, governance or compliance risks.

## 7. **REPORTING AND ACCOUNTABILITY**

The Committee will ~~regularly~~ report to Council through ~~on its operation and activities, including:~~

- minutes of Committee meetings;
- a summary report after ~~of the key issues arising from~~ each meeting outlining key issues and recommendations; and ~~of the Committee;~~
- an annual report assessing the adequacy of Council's governance, risk and control environment. ~~an overall annual assessment of the Council's control and compliance framework, together with a summary of the work the Committee performed in conducting its responsibilities during the preceding year; and~~
- Information about the Committee, including membership, Terms of Reference and meeting outcomes, will be made publicly available in accordance with legislative requirements.

Formatted: Indent: Hanging: 0.25 cm, No bullets or numbering

Formatted: Font: (Default) Calibri

- ~~information in the annual report regarding the activities of the Audit Committee. The information will include, number of meetings, Committee Membership, principal activities including reviews and audits.~~

~~Information will be provided on Council's website which includes Members, Terms of Reference, and Draft Minutes of meetings in accordance with Section 67(4) of the Local Government Act.~~

## 8. WORK PLAN

~~The A Work Plan for the Audit Committee will maintain an annual Work Plan aligned to Council's strategic, financial and risk priorities.~~

~~The Work Plan will be reviewed annually and updated as required. ~~be prepared which sets out work to be carried out by the Committee in the short, medium and long term. The Work Plan will be reviewed annually by the Committee as part of the review of the Terms of Reference.~~~~

## 9. MEETINGS

- ~~The Committee will meet at least four up to (4) times per year and a special meeting may be held to review the Council's Annual Report including financial statements.~~
- ~~Additional meetings may be convened as required, including for review of the Annual Report and financial statements.~~
- ~~A quorum is a majority of members.~~

~~A forward meeting plan, including meeting dates and agenda items, will be agreed to by the Committee each year and will address items listed in the Work Plan. Meeting procedures will be consistent with Council's meeting procedures and relevant legislation.~~

~~A quorum will consist of a majority (three) of Committee Members.~~

## 10. SECRETARIAT

~~The CEO Chief Executive Officer will ensure appropriate secretariat support is provided.~~

- ~~Agendas and papers will be distributed at least three (3) working days prior to meetings.~~
- ~~Draft minutes will be provided to members within a reasonable timeframe following each meeting that adequate secretarial support is provided to the Committee. The Secretariat will prepare and distribute an Agenda and supporting documentation for each meeting. These should be provided at least 3 working days prior to the meeting.~~

~~Minutes of the meetings will be taken and provided to the Committee members within 3 working days of the meeting.~~

## 11. CONFLICT OF INTEREST

~~Pursuant to Section 74(1) of the Local Government Act 2008, Committee members must declare any conflict of interest at the start of each meeting or before discussion of the relevant agenda item or topic. All details of any conflict of interest are to be minuted. Committee members must comply with conflict-of-interest provisions under the Local Government Act 2019.~~

Formatted: Font: (Default) Calibri

Formatted: Font: (Default) Calibri

Formatted: Font: (Default) Calibri

Formatted: Font: (Default) Calibri

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Font: Italic

All actual or perceived conflicts must be declared and recorded in the minutes. Members with a conflict must not participate in discussion or decisions-making on the relevant matter.

~~If members or observers at a Committee meeting are deemed to have a real or perceived conflict of interest, they are to be excused from Committee discussions on the issue where the conflict of interest exists.~~

## 12. ~~CONFIDENTIALITY~~ AND IMPROPER USE OF INFORMATION

~~Committee members will from time to time deal with confidential reports. Section 75 of the Local Government Act 2008 outlines the penalties applicable to individuals who disclose confidential information acquired as a member of a Council committee. Section 76 of the Local Government Act 2008 states that a person who makes improper use of information acquired as a member of a Council committee is guilty of an offence.~~ Members must comply with statutory obligations regarding confidentiality and the proper use of information obtained through their role on the Committee.

Unauthorised disclosure or improper use of information may constitute an offence under legislation.

## 13. DUE DILIGENCE AND INDUCTION

~~All proposed and new members of the Committee will be entitled to receive relevant information and briefings prior to their appointment.~~ New members will receive an induction covering:

- Council operations and governance framework;
- Relevant legislation and policies; and
- The Committee's role, responsibilities and Work Plan.

## 14. ~~ASSESSMENT OF COMMITTEE~~ PERFORMANCE REVIEW

~~The Chair of the Committee and the Chief Executive Officer will initiate a review of the performance of the Committee at least once every two years. The review will be on an internal assessment basis with appropriate input from the Council, Chief Executive Officer, internal and external auditors, and any other relevant stakeholders.~~ The Committee will undertake a self-assessment of its performance at least once every two years, with outcomes reported to Council.

## 15. REVIEW OF TERMS OF REFERENCE

These Terms of Reference will be reviewed every three (3) years, or earlier if required by legislative change or Council resolution. ~~and Work Plan will be reviewed every three years by the Committee. The Committee will recommend any substantive changes to the Council for consideration.~~

Date Approved: 19.5.2015	Approved By: Moved: Pres P Clew Seconded: Cr A Richmond Vote: AIF	Resolution No: 2015/185	Date for review: Next Council Election
Date Approved: 26.6.2018	Approved By: Moved: Cr S Gamble	Resolution No: 2018/198	Date for review: 26.6.2019

Formatted: Font: (Default) Calibri

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

	<b>Seconded: Vice President T McIntyre</b> <b>Vote: AIF</b>		
<b>Date Approved:</b> <b>15.10.2019</b>	<b>Approved By:</b> <b>Moved: Pres P Clee</b> <b>Seconded: Cr N White</b> <b>Vote: Carried</b>	<b>Resolution No.</b> <b>2019/503</b>	<b>Date for review:</b> <b>October 2022</b>
<b>Date Approved:</b>	<b>Approved By:</b>		<b>Date for review:</b>

# WORK PLAN WAGAIT SHIRE COUNCIL AUDIT COMMITTEE

## Timing of Meetings.

The Audit Committee ~~Members have agreed will~~ meetings will be held quarterly, in accordance with its Terms of Reference.

~~The date and timing of each meeting will be determined to suit the majority of the members.~~ Meeting dates and times will be determined to accommodate the availability of a majority of Committee members.

## Program of Work.

Short term (to be carried out annually):

- Review Council's Annual Financial Statements prior to adoption by Council; ~~of Strategic Plan and~~
- Review quarterly budget and financial performance reports; ~~Annual Plan Financial Statements;~~
- ~~Review of quarterly budget position;~~
- ~~Review the~~ draft Annual Report and provide advice to Council; ~~Financial Statements; and~~
- Meet with Council's external auditors to:
  - ~~and~~ review and assess the annual audit process and findings; and
  - consider the ~~and~~ auditor's opinion and any recommendations arising.

Medium Term (to be carried out during the term of the Council):

- Review and provide advice on Council's ~~financial~~e, governance and employment-related policies;
- Provide ~~R~~ recommendations to Council on new or amended policies within the Committee's remit;
- Review the Audit Committee's Terms of Reference and Work Plan and recommend any changes to Council.

Long Term (As Required)

Having regard to ~~To be raised and considered as required and taking into consideration~~ legislative requirements, emerging risks, critical incidents and matters referred by the ~~unacceptable risk as identified by the~~ Chief Executive Officer, the Committee may consider and provide advice on:

Formatted: Font: (Default) Calibri

Formatted: Bulleted + Level: 1 + Aligned at: 3.28 cm + Indent at: 3.92 cm

- [Council's Asset management Planning frameworks;](#)
- [Critical and emerging Risk Analysis, including the adequacy of risk mitigation strategies.](#)

[Final note](#)

- [With these](#)

**Formatted:** Font: (Default) Calibri

**Formatted:** Normal, No bullets or numbering, Tab stops:  
Not at: 1.43 cm + 2.06 cm

	POLICY NUMBER:	P29
	<b>AUDIT COMMITTEE TERMS OF REFERENCE</b>	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

## 1. ESTABLISHMENT

These Terms of Reference establish the Audit Committee (the Committee) as an advisory committee of Wagait Shire Council (the Council).

The Committee is established in accordance with the *Local Government Act 2019 (NT)*, and the *Local Government (General) Regulations 2021*, and any other relevant subordinate legislation or applicable standards issued from time to time.

## 2. PURPOSE AND SCOPE

The purpose of the Audit Committee is to provide independent assurance and advice Council and the Chief Executive Officer (CEO) on the adequacy and effectiveness of Council's:

- financial management and reporting;
- internal control environment;
- risk management and fraud control frameworks;
- governance and compliance systems; and audit processes

## 3. AUTHORITY

Subject to legislative requirements, confidentiality obligations and Council policies, the Committee is authorised to:

- access and information it requires from Council officers;
- discuss relevant matters with the external auditor and any internal audit provider;
- request, through the CEO, the attendance of Council officers at Committee meetings; and
- seek independent external professional advice (including legal, financial or audit advice) with the approval of the CEO and within approved budget allocations.

## 4. MEMBERSHIP AND TENURE

### Composition

The Committee will comprise of five (5) members:

- an independent Chair ;
- two (2) independent members and
- two (2) elected Council members.

A majority of the Committee members, including the Chair, must be independent of Council management.

## **Appointment and Term**

- Independent member(s) are appointed by Council for a term not exceeding the Council term, subject to satisfactory performance.
- Council members are appointed annually or as otherwise determined by Council resolution.
- A member ceases to hold office if they resign, are removed by Council, or (in the case of Concillors) cease to be an elected member.

### Selection Criteria (Independent Members)

When appointing independent members Council will consider:

- demonstrated knowledge of local government operations ;
- experience in financial management, accounting, governance, audit or risk management;
- capacity to exercise independent judgement; and
- availability to meet Committee obligations.

## **5. VOTING AND DECISION-MAKING**

Each Committee member has one vote. In the event of a tied vote, the Chairperson has a casting vote.

Observers and officers attending meetings do not have voting rights.

## **6. ROLES AND RESPONSIBILITIES**

The Audit Committee's responsibilities include, but are not limited to:

- reviewing the integrity and quality of Council's annual financial statements prior to Council adoption;
- overseeing the effectiveness of internal control systems;
- reviewing Council's risk management framework and the effectiveness of the Fraud Control Plan;
- monitoring management responses to external audit findings and recommendations;
- assessing the adequacy of audit scope and coverage;
- meeting with external auditors at least once per year without management present;
- providing advice on the appointment, performance and independence of the external auditor;
- reviewing policies and practices relating to financial governance and accountability; and
- advising Council on emerging financial, governance or compliance risks.

## **7. REPORTING AND ACCOUNTABILITY**

The Committee will report to Council through:

- minutes of Committee meetings;
- a summary report after each meeting outlining key issues and recommendations; and

- an annual report assessing the adequacy of Council's governance, risk and control environment.

Information about the Committee, including membership, Terms of Reference and meeting outcomes, will be made publicly available in accordance with legislative requirements.

## **8. WORK PLAN**

The Committee will maintain an annual Work Plan aligned to Council's strategic, financial and risk priorities.

The Work Plan will be reviewed annually and updated as required.

## **9. MEETINGS**

- The Committee will meet at least four (4) times per.
- Additional meetings may be convened as required, including for review of the Annual Report and financial statements.
- A quorum is a majority of members.

Meeting procedures will be consistent with Council's meeting procedures and relevant legislation.

## **10. SECRETARIAT**

The CEO will ensure appropriate secretariat support is provided.

- Agendas and papers will be distributed at least three (3) working days prior to meetings. Draft minutes will be provided to members within a reasonable timeframe following each meeting.

## **11. CONFLICT OF INTEREST**

Committee members must comply with conflict-of-interest provisions under the *Local Government Act 2019*.

All actual or perceived conflicts must be declared and recorded in the minutes. Members with a conflict must not participate in discussion or decisions-making on the relevant matter.

## **12. CONFIDENTIALITY AND PROPER USE OF INFORMATION**

Members must comply with statutory obligations regarding confidentiality and the proper use of information obtained through their role on the Committee.

Unauthorised disclosure or improper use of information may constitute an offence under legislation.

## **13. DUE DILIGENCE AND INDUCTION**

New members will receive an induction covering:

- Council operations and governance framework;
- Relevant legislation and policies; and

- The Committee's role, responsibilities and Work Plan.

#### **14. PERFORMANCE REVIEW**

The Committee will undertake a self-assessment of its performance at least once every two years, with outcomes reported to Council.

#### **15. REVIEW OF TERMS OF REFERENCE**

These Terms of Reference will be reviewed every three (3) years, or earlier if required by legislative change or Council resolution.

<b>Date Approved:</b> 19.5.2015	<b>Approved By:</b> Moved: Pres P Clee Seconded: Cr A Richmond Vote: AIF	<b>Resolution No:</b> 2015/185	<b>Date for review:</b> Next Council Election
<b>Date Approved:</b> 26.6.2018	<b>Approved By:</b> Moved: Cr S Gamble Seconded: Vice President T McIntyre Vote: AIF	<b>Resolution No:</b> 2018/198	<b>Date for review:</b> 26.6.2019
<b>Date Approved:</b> 15.10.2019	<b>Approved By:</b> Moved: Pres P Clee Seconded: Cr N White Vote: Carried	<b>Resolution No.</b> 2019/503	<b>Date for review:</b> October 2022
<b>Date Approved:</b>	<b>Approved By:</b>		<b>Date for review:</b>

# **WORK PLAN WAGAIT SHIRE COUNCIL AUDIT COMMITTEE**

## **Timing of Meetings.**

The Audit Committee will meet quarterly, in accordance with its Terms of Reference. Meeting dates and times will be determined to accommodate the availability of a majority of Committee members.

## **Program of Work.**

Short term (to be carried out annually):

- Review Council's Annual Financial Statements prior to adoption by Council;
- Review quarterly budget and financial performance reports;
- Review the draft Annual Report and provide advice to Council; Meet with Council's external auditor to:
  - review and assess the annual audit process and findings; and
  - consider the auditor's opinion and any recommendations arising.

Medium Term (to be carried out during the term of the Council):

- Review and provide advice on Council's financial, governance and employment-related policies;
- Provide recommendations to Council on new or amended policies within the Committee's remit;
- Review the Audit Committee's Terms of Reference and Work Plan and recommend any changes to Council.

Long Term (As Required)

Having regard to legislative requirements, emerging risks, critical incidents and matters referred by the Chief Executive Officer, the Committee may consider and provide advice on:.

- Council's asset management planning frameworks;
- Critical and emerging risk analysis, including the adequacy of risk mitigation strategies.

## 9. IN-CAMERA ITEMS

### RECOMMENDATION

**That the Audit Committee close the meeting to the general public in accordance with section 99(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (General) regulation Division 2;**

51 (1) (a) information about the employment of a particular individual as a member of staff or possible member of the staff of the Council that could, if publicly disclosed, cause prejudice to the individual;

51 (1) (b) information about the personal circumstances of a resident or ratepayer;

51 (1) (c) information that would, if publicly disclosed, be likely to:

(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or (ii) prejudice the maintenance or administration of the law; or

(iii) prejudice the security of the council, its members, or staff; or

(iv) subject to subregulation (3) – prejudice the interests of the council or some other person;

51 (1) (d) information subject to an obligation of confidentiality at law, or in equity;

51 (1) (e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest;

51 (1) (f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

**Moved:**

**Seconded:**

**Vote:**

At \_\_\_\_\_ pm Council closed the meeting to the general public.

### 9.1 CONFIDENTIAL ITEMS TO BE RAISED IN-CAMERA

9.1.1 Confirmation of Previous IN-CAMERA Minutes

9.1.2 Audit Completion Letter

Confidential: Regulation 51(1)(c)(iv) subject to subregulation (3) – prejudice the interests of the council or some other person.

9.1.3 Code of Complaint

Confidential: Regulation 51(1)(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

## **9. CLOSURE OF MEETING**

The next meeting of the Wagait Shire Council Audit Committee will be held in the Wagait Shire Council Chambers TBC.

The Chair declared the meeting closed at ..... am.