



**WAGAIT SHIRE COUNCIL**

**AGENDA  
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS  
LOT 62, WAGAIT TOWER ROAD 9.30AM**

**Wednesday 28 August 2024**

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

Date: Wednesday 28 August 2024

Time: 9.30am

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. CONFIDENTIAL ITEMS ..... 4**
- 7. CONFIRMATION OF PREVIOUS MINUTES FOR THE AUDIT COMMITTEE .. 4**
  - 7.1 BUSINESS ARISING FROM PREVIOUS MINUTES..... 5
- 8. ACTION SHEET ..... 5**
- 9. AGENDA ITEMS..... 17**
  - 9.1 INSURANCE ..... 17
  - 9.2 RISK MANAGEMENT ..... 18
- 10. FINANCIAL REPORTS ..... 20**
  - To provide the Audit Committee with a summary of the financial position of Council for the period ending 31 July 2024. .... 20
  - 10.1. JULY 2024 REPORTS ..... 20
  - 10.2 DRAFT 2023-24 AUDITED FINANCIAL STATEMENTS..... 22
- 11. GENERAL BUSINESS ..... 23**
  - 11.1 SCHEDULE OF FINANCIAL STATUTORY RESPONSIBILITIES..... 23
- 12. CLOSURE OF MEETING ..... 23**

## 1. PRESENT

### Committee members:

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

### Council staff:

Chief Executive Officer	Virginya Boon
Finance Officer	Dale Campbell (via teams meeting)

## 2. OPENING OF MEETING

The WSC President Neil White declares the meeting open at ..... and welcomes all to the meeting.

President Neil White introduces new Audit Committee Member and Independent Chair, Ian Swan and hands over to him to chair 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 the meeting held 28 August 2024.

#### RECOMMENDATION

**That the Audit Committee receives and notes the apologies from Cr Michael Vaughan for the Audit Committee Meeting of Wednesday 28 August 2024.**

**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 28 August 2024 via electronic means.**

**Moved:**

**Seconded:**

**Vote:**

#### **4. CONFLICT OF INTEREST**

The Chair asks if there are items on the Agenda that are a conflict of interest for members?

#### **5. MOVEMENT OF CONFIDENTIAL ITEMS**

The Chair asks if there are items on the Agenda to move into Confidential?

The Chair asks if there are Confidential items to move to the general Agenda?

#### **6. CONFIDENTIAL ITEMS**

#### **7. CONFIRMATION OF PREVIOUS MINUTES FOR THE AUDIT COMMITTEE**

The draft Minutes of the Audit Committee Meeting held Thursday 16 May are attached for review.

##### **RECOMMENDATION**

**That the Minutes of the Audit Committee Meeting of Thursday 16 May 2024 be confirmed by Committee Members as a true and correct record.**

**Moved:**

**Seconded:**

**Vote:**



**WAGAIT SHIRE COUNCIL**

**DRAFT MINUTES  
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS  
LOT 62, WAGAIT TOWER ROAD 9.30AM**

**Tuesday 14 May 2024**

## 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>
5.1	CONFIDENTIAL ITEMS .....	4
<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>ACTION SHEET .....</b>	<b>4</b>
<b>8.</b>	<b>AGENDA ITEMS.....</b>	<b>5</b>
8.1	AUDIT CHAIRPERSON .....	5
8.2	FINANCE COORDINATOR .....	5
<b>9.</b>	<b>FINANCIAL REPORTS .....</b>	<b>6</b>
<b>10.</b>	<b>GENERAL BUSINESS .....</b>	<b>6</b>
10.1	SCHEDULE OF FINANCIAL STATUTORY RESPONSIBILITIES.....	6
<b>11.</b>	<b>IN-CAMERA ITEMS.....</b>	<b>6</b>
11.1	CONFIDENTIAL ITEMS TO BE RAISED IN-CAMERA.....	7
<b>12.</b>	<b>CLOSURE OF MEETING .....</b>	<b>7</b>

## 1. PRESENT

### Committee members:

Committee Member	Shelley Hewitt (Chair)
Council President	Neil White
Councillor	Michael Vaughan

### Council staff:

Chief Executive Officer	Virginya Boon
Finance Officer	Hanna Park

## 2. OPENING OF MEETING

The Chair declares the meeting open at 9:37am 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 the meeting held 5 March 2024.

#### **RESOLUTION No. 2024/091**

**That the Audit Committee receives and notes the apologies from Maureen Newman for the Audit Committee Meeting of Tuesday 14 May 2024.**

**Moved: Cr M Vaughan**

**Seconded: President N White**

**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. 2024/092**

**That the Audit Committee acknowledges and accepts Shelley Hewitt's attendance to the meeting of 14 May 2024 via electronic means.**

**Moved: President N White**

**Seconded: Cr M Vaughan**

**Vote: AIF**

#### 4. CONFLICT OF INTEREST

The Chair asks if there are items on the Agenda that are a conflict of interest for members?

NIL

#### 5. MOVEMENT OF CONFIDENTIAL ITEMS

The Chair asks if there are items on the Agenda to move into Confidential?

The Chair asks if there are Confidential items to move to the general Agenda?

##### 5.1 CONFIDENTIAL ITEMS

- 5.1.1 DRAFT 2024-25 BUDGET
- 5.1.2 DRAFT 2024-25 RATES DECLARATION
- 5.1.3 DRAFT 2024-25 FEES AND CHARGES
- 5.1.4 DRAFT LONG-TERM FINANCIAL PLAN
- 5.1.5 DRAFT 2024-25 SHIRE PLAN

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

The draft Minutes of the Audit Committee Meeting held Tuesday 5 March 2024 are attached for review.

##### RESOLUTION No. 2024/093

**That the Minutes of the Audit Committee Meeting of Tuesday 5 March 2024 be confirmed by Committee Members as a true and correct record.**

**Moved: Cr M Vaughan**

**Seconded: President N White**

**Vote: AIF**

##### 6.1 BUSINESS ARISING FROM PREVIOUS MINUTES

- Recommendation to send the list of actions out to everyone whether they are completed or not – CEO to send this list out of session

#### 7. ACTION SHEET

##### PURPOSE

This report is to update the Audit Committee on the status of the Actions List.

##### RECOMMENDATION 2024/094

**That the Audit Committee accept the Action Sheet.**

**Moved:**

**Seconded:**

**Vote:**

**NO RESOLUTION**

## Background

The Audit Committee have developed a Work Plan as a guide for compliance and also for risk management. Actions will be developed from this workplan.

## Attachments

1. AC Workplan 2023 v2

## Comments

The CEO advised that the workplan has not been addressed since the previous CEO worked in it.

The Chairperson advised that:

- The workplan needs to be reviewed for each Audit Committee meeting and that it looks like this one hasn't been done since 2022
- Any new initiatives need to be added to the workplan
- Deadlines need to be worked to
- The agenda for the Audit Committee needs to be designed in line with the workplan

**ACTION:** CEO to review the workplan and send it to Audit Committee members out of session, to be reviewed before the next meeting

## 8. AGENDA ITEMS

### 8.1 AUDIT CHAIRPERSON

#### PURPOSE

To update the Audit Committee members on the replacement of a Chairperson.

#### RESOLUTION No. 2024/095

**That the Audit Committee receives and notes the report on the replacement of a Chairperson.**

**Moved: President N White**

**Seconded: Cr M Vaughan**

**Vote: AIF**

**ACTION:** Shelley Hewitt to ask around to see if there is any interest.

### 8.2 FINANCE COORDINATOR

#### PURPOSE

To update the Audit Committee members on the replacement of a Finance Officer.

#### 2024/096

#### RECOMMENDATION

**That the Audit Committee receives and notes the report on the replacement of a**

**Finance Officer.**

**Moved: President N White**

**Seconded: Cr M Vaughan**

**Vote: AIF**

**ACTION:** Shelley Hewitt to look into the grading of the Finance Coordinator position.

## 9. FINANCIAL REPORTS

### PURPOSE

To provide the Audit Committee with a summary of the financial position of Council for the period ending 31 March 2024.

### RESOLUTION No. 2024/097

**That the Audit Committee:**

- a) **Receives and notes the Financial Reports provided to 31 March 2024 noting to ignore dashboards in the papers; and**
- b) **accepts the Financial Reports for 31 March 2024**

**Moved: President N White**

**Seconded: Cr M Vaughan**

**Vote: AIF**

## 10. GENERAL BUSINESS

### 10.1 SCHEDULE OF FINANCIAL STATUTORY RESPONSIBILITIES

#### PURPOSE

To inform the Audit Committee of Council's schedule of Local Government compliance responsibilities for the 2024 calendar year and to seek the Audit Committee's approval for the meeting schedule for the 2024 calendar year.

The 2024 schedule of Local Government compliance responsibilities is provided below.

Item	Audit Committee Date	Council Date	NTG Due Date
2nd Financial Year Budget Review	-	April 2024	30 April 2024
2025 Shire Plan & Budget - Draft	May	April 2024	-
2025 Shire Plan & Budget - Final	May	May 2024	30 June 2024
2024 Financial Audit - Draft	August	September	-
2024 Annual Report - Draft	September	September	-
Adopt 2024 Financial Audit	October	October	15 November
Adopt 2024 Annual Report	October	October	15 November
Q1 Budget Review	-	October	31 December

## 11. IN-CAMERA ITEMS

### RESOLUTION No. 2024/098

**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;**

- a) information about the personal circumstances of a residence or rate payer;
- b) information that would, if publicly disclosed, be likely to: (iv) prejudice the interests of the council or some other person;
- c) information provided to the Council on condition it be kept confidential.

**Moved: Cr M Vaughan**

**Seconded: President N White**

**Vote: AIF**

### **11.1 CONFIDENTIAL ITEMS TO BE RAISED IN-CAMERA**

- DRAFT 2024-25 RATES DELCARATION
- DRAFT 2024-25 FEES AND CHARGES
- DRAFT 2024-25 SHIRE PLAN
- DRAFT LONG-TERM FINANCIAL PLAN
- SELECTION PANEL FOR AUDIT COMMITTEE CHAIRPERSON APPLICATIONS

**RESOLUTION No. 2024/099**

**That the Audit Committee re-open the meeting to the general public in accordance with section 99(1) of the Local Government Act.**

**Moved:**

**Seconded:**

**Vote:**

### **12. CLOSURE OF MEETING**

The next meeting of the Wagait Shire Council Audit Committee will be held in the Wagait Shire Council Chambers at 9.30am, 13 August 2024.

The Chair declared the meeting closed at 11:09 am.

## 7.1 BUSINESS ARISING FROM PREVIOUS MINUTES

### 8. ACTION SHEET

#### PURPOSE

This report is to update the Audit Committee on the status of the Actions List.

#### RECOMMENDATION

**That the Audit Committee accept the Action Sheet.**

**Moved:**

**Seconded:**

#### Background

The Audit Committee have developed a Work Plan as a guide for compliance and also for risk management. Actions will be developed from this workplan.

#### Attachments

1. AC Action Sheet - updated

WAGAIT SHIRE COUNCIL AUDIT COMMITTEE ACTION LIST			
Audit Committee Resolution No.	Resolution	Meeting Date	Status
2024/NR (no resolution)	Action: CEO to review the workplan and send it to Audit Committee members out of session, to be reviewed before the next meeting.	16/05/2024	22/8/2024 - Workplan attached with agenda for August meeting
2024/095	Action: ARC Member Shelley Hewitt to ask around to see if there is anyone interested in the WSC ARC Chairperson position.	16/05/2024	16/7/2024 - Council approved Ian Swan as the ARC Chairperson
2024/096	Action: ARC Member Shelley Hewitt to look into the grading of the Finance Coordinator position.	16/05/2024	12/6/2024 - CEO advised ARC members; Shelley Hewitt and President Neil White of the plan to engage Financial Consultant Dale Campbell and hold off on recruiting to the Finance Coordinator position until after the EOFY Audit process and first quarter budget review.

Audit Committee Resolution No.	Resolution	Meeting Date	Status
		22/01/2020	Action created.
	a) Future Operating Statement financial report be segregated into Operational and Grant funding streams to enable members to assess the real position of Council operations separate from tied the commitments relating to grants; and	8/09/2020	Refer Agenda Item 9. Quarterly Financial Report to be separated into into Operational and Grant funding streams. CEO and Chair to work together to refine the reporting and to bring back a more useful report to the next Committee Meeting.
		10/11/2020	Refer Agenda Item 9. Financial Reporting has been separated into Operational and Special Grants Inc/Exp as well as a separate report of Unexpended Special Grants.
		1/02/2021	Refer Agenda Item 8.4 a draft half yearly report has been prepared for consideration.
	b) A report on current grants and their status at its next meeting.	6/05/2021	Refer Agenda Item 8.4 Three-Qtr Financial report was prepared and tabled at the Community Meeting on 24 April and the Council Meeting on 27 April 2021.
		1/02/2022	A new Business Snapshot Report generated for quarterly and half-yearly financial tracking was tabled and discussed. An amended report with greater detail will be presented back to the committee at the next meeting.
		7/06/2022	The Business Snapshot has been updated within the capacity of the software program. Council may need to seek alternative app or design options. Chair suggested several add-on programs to Xero which would allow more flexibility in reporting. These include Calxa (highly recommended), Spotlight Reporting, Futrli, and Fathom.
		24/08/2022	Finance Officer is reviewing options suggested by the committee and will provide advice back to CEO.
		11/11/2022	Finance Officer, CEO, and Policy Officer met with Clare Milikins to explore Calxa as a reporting option for council.
		15/01/2023	Finance Officer & CEO agree Calxa is too complex and expensive for council requirements & prepare a mid-year report to present to council, which is accepted at the January meeting by resolution 2023/007.
		14/02/2023	AC resolved to close out this action item.
2023/	Audit committee work plan.	1/11/2022	Action created.
	The committee recommended a work plan be developed to align meetings with the Terms of Reference requirements/activities.	14/02/2023	Refer Agenda Item 8.2. Draft work plan presented to the audit committee.
		9/05/2023	The schedule is used to inform meeting agendas. Workplan is to be presented to council as a cover sheet with the Audit Committee minutes. Item completed on this action.
		12/09/2023	Verified Audit Committee minutes from the May meeting will be tabled at the September council meeting per note
2023/	Risk Register and Risk Management updates.	14/02/2023	Action created. Risk Management updates will be provided in Confidential items going forward.
		9/05/2023	Refer Agenda Item 5.1 Risk Management update.
		12/09/2023	Action completed and moved to Confidential Items as a standing agenda item for the May and November meetings.

## 2. AC Workplan 2023 v2

<b>Annual Audit Committee Meeting Schedule</b>
<b>February</b>
Second Budget Review (council to review by 30 April)
Evaluate and review management financial reports
Risk Management Report - review document actions
Audit Committee performance review and annual report
Evaluate the effectiveness of internal controls and consider/commission internal audit if required
<b>May</b>
Q3 Budget Review
Review Draft 2023/24 Shire Plan & Budget (Finance & Risk Management)
Evaluate and review management financial reports
Risk Management Report (2023 only, in future reports to be twice yearly in Feb and August)
Annual insurance review
<b>August</b>
Consider draft 2022/23 Financial Statements
Consider draft 2022/23 Annual Report (including Audit Committee activities review)
Evaluate and review management financial reports
Risk Management Report - review document actions
<b>October</b>
Adopt 2022/23 Financial Report
Adopt 2022/23 Annual Report
Q1 Budget Review
Evaluate and review management financial reports
Meet with external auditors, Consider external audit findings and
Review and evaluate audit management reports with comparison to the prior year
Review the effectiveness of the Fraud Protection Plan

<b>Audit and Risk Committee Work Plan 2024</b>				
<b>FINANCIAL MANAGEMENT</b>	<b>DELIVERABLE</b>	<b>PROCESS/SYSTEM USED</b>	<b>FREQUENCY</b>	<b>EVIDENCE OF ACHIEVEMENT</b>
Advise the council on financial management and reporting matters, including the application of accounting policies and the impact of any relevant recent professional and regulatory changes	Evaluate the integrity and transparency of accounting policy and regulatory changes as they apply to current and future business transactions.  Evaluate current and proposed business transactions and undertakings with respect to the impact they may have on covenants and/or solvency.	Evaluate and review management financial reports at each ARC meeting.  Monitor regulatory changes that may impact council, through professional networks and reporting by management.	At each ARC meeting	Critical Compliance Register is current with respect to the recording of critical compliance.  Clean external audit outcome is achieved.
Review the proposed annual budget, assessing alignment to strategic business plans and appropriateness of underlying assumptions before recommending it to the council.		Evaluate and review the annual budget and forecasts provided by management.	Budget in May Forecasts (generally 6 monthly or more frequently if business activity warrants reforecasting to occur)	Budgets and forecasts are aligned with strategy and business plans
Monitor the solvency of Wagait Shire Council and raise any concerns for the council's immediate attention		Evaluate and review management financial reports at each ARC meeting.  Evaluate new business development and viability.	At each ARC meeting  As business cases are presented	All matters relating to solvency are documented and provided to the council.

<b>RISK MANAGEMENT</b>	<b>DELIVERABLE</b>	<b>PROCESS/SYSTEM USED</b>	<b>FREQUENCY</b>	<b>EVIDENCE OF ACHIEVEMENT</b>
The committee will review and provide advice and/or recommendations to the council regarding:	Evaluate the effectiveness of controls to manage key risk areas, including financial risk.	Evaluate and review:		Minutes record the review of reports, outcome actions are monitored to completion, and recommendations are provided to the council.
		Strategic Risk Register Business Plan Risk Appetite	To coincide with strategic planning and risk reviews	
Wagait Shire Council's risk appetite	Set the level of risk appetite	Council members to set level	Review annually	Risk appetite used to gauge acceptable levels of risk
Identification, documentation and management of Wagait Shire Council's risks			Each meeting	Standard items to be included each agenda with a standard reporting format
Wagait Shire Council policies and frameworks for managing risk, including consistency with AUS/NZ ISO 31000:2018		Risk management framework	Tri-annually subject to indicators that show an earlier review is warranted	The risk framework and associated documents are up to date and relevant to the current business environment
The adequacy of Wagait Shire Council's systems and processes for managing risks		Reviews to be identified annually and scheduled	Annually	Outcome of evaluations are documented, and recommendations are provided to the council.
Regular management reports on risk management			Twice annually in February and August	
<b>Notes:</b>				
Risk management is a work in progress				

<b>INSURANCE</b>	<b>DELIVERABLE</b>	<b>PROCESS/SYSTEM USED</b>	<b>FREQUENCY</b>	<b>EVIDENCE OF ACHIEVEMENT</b>
The ARC will review and provide advice and/or recommend to council the placement of the annual insurance portfolio, having regard to Wagait Shire Council insurance risks, cover and cost	Evaluate insurance covers to ensure they are adequate to meet business requirements.	CEO to brief the ARC on the insurance proposal renewal.  CEO to arrange a presentation of the annual insurance proposal by insurance broker.	Annually in May. Consistent with budget and annual insurance renewal on 30 June	Adequate insurance cover is in place to meet the needs of council.

COMPLIANCE & INTERNAL CONTROL	DELIVERABLE	PROCESS/SYSTEM USED	FREQUENCY	EVIDENCE OF ACHIEVEMENT
<p>The ARC will review and provide advice and/or recommendations to council regarding:</p> <p>The adequacy of Wagait Shire Council's systems and processes for managing compliance with relevant legislative, legal, regulatory, and internal obligations.</p> <p>The adequacy of Wagait Shire Council's methods of internal control through engagement with the external auditor or an independent consultant.</p> <p>Any incident involving significant breakdown of Wagait Shire Council's internal controls.</p> <p>Determine an adequate internal audit budget.</p> <p>Review of all compliance audits.</p>	<p>Evaluate the effectiveness of systems for monitoring and reporting compliance with laws and regulations, code of conduct and whistleblowing.</p>	<p>Monitor non-compliance of relevant legislative, legal, regulatory and investigate breakdown of controls processes.</p> <p>Evaluate external audit findings and recommendations.</p> <p>Investigate reported breaches, or breakdown of internal controls.</p>	<p>Annual review against the Register of Compliance Requirements document.</p>	<p>Robust systems and processes exist to support business compliance.</p> <p>Evaluation and assessment of processes for managing areas of compliance that are high risk.</p> <p>That policies and delegation schedules are in place.</p> <p>Wagait Shire Council approval of internal audit plan and budget.</p>
<p><b>Notes:</b></p>				
<p>Discuss with LGANT possibility of funding an internal audit</p>				
<p>Focus on a particular area for internal audit each year, eg. HR, payroll, etc.</p>				

EXTERNAL AUDIT	DELIVERABLE	PROCESS/SYSTEM USED	FREQUENCY	EVIDENCE OF ACHIEVEMENT
<p>Review the audited annual financial statements before their presentation to council, to ensure they represent a true and fair view of Wagait Shire Council's financial position and performance and cash flow.</p> <p>Meet with the external auditors to review results and discuss the adequacy and effectiveness of accounting and financial controls and any issues the external auditors wish to raise.</p> <p>As required, facilitate communication between the CEO and the external auditors.</p> <p>Have at least one (1) meeting per year with the external auditor at which the CEO is not present.</p> <p>Monitor the independence of the external auditor.</p> <p>Periodically review the appointment, terms of engagement and remuneration of the external auditor, including whether value for money is being provided.</p> <p>Monitor actions taken by the CEO to resolve any issues raised by the audit.</p> <p>Make a recommendation to council regarding the appointment or dismissal of an auditor for the following year.</p>	<p>Provide oversight of the external audit function to ensure the adequacy and effectiveness of accounting and financial controls and to ensure the integrity of financial information published in the annual financial reports.</p>	<p>Evaluate the presentation of draft financial statements by CEO.</p> <p>CEO to arrange exit interview with the audit team.</p> <p>Conduct an in-camera discussion with audit team, without the CEO present.</p> <p>Review the terms of engagement for external audit.</p> <p>Review and evaluate audit management reports with comparison to the prior year.</p> <p>Review audit action register frequently until the auditor removes items from the list.</p>	<p>Annually in October</p> <p>May and August</p>	<p>Documented engagement with the auditor.</p> <p>Clean final audit outcome is achieved.</p> <p>Documented follow up with the CEO concerning items for action in the Audit Management Report.</p>

<b>INTERNAL AUDIT</b>	<b>DELIVERABLE</b>	<b>PROCESS/SYSTEM USED</b>	<b>FREQUENCY</b>	<b>EVIDENCE OF ACHIEVEMENT</b>
The committee will review and provide advice and/or recommendations to the Wagait Shire Council regarding:	Evaluate the effectiveness of internal controls.	Assess areas of high risk and evaluate the requirement for an internal audit.	Annually	The internal audit requirements of council are reviewed annually.
The internal audit requirements of council in the context of Wagait Shire Council's risk profile.				The committee achieves the objectives of the Terms of Reference.
The rationale for the scope of and costs associated with any recommended audits				
The committee will:				
Commission and oversight the delivery of any internal audits; and				
Monitor actions taken by management to resolve issues raised by internal audits and compliance reviews.				

<b>REPORTING</b>	<b>DELIVERABLE</b>	<b>PROCESS/SYSTEM USED</b>	<b>FREQUENCY</b>	<b>EVIDENCE OF ACHIEVEMENT</b>
The committee chair shall provide a written report to the Wagait Shire Council after each ARC meeting, including recommendations requiring Wagait Shire Council action and/or approval.	The provision of consistent and timely reporting to the Wagait Shire Council	Standard agenda item. CEO/council staff to prepare and distribute with the minutes.	Each ARC meeting	Report presented to council
The ARC will prepare an annual report that outlines how the committee has met its Terms of Reference during the year.		Chair to prepare and present at Wagait Shire Council meeting	Annually in February/March	Report presented to council
Ensure inclusion of 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.	Shire Annual Report (draft)	Chair/CEO to collate information and include in report	Annually in May	Inclusion in the annual report

<b>REVIEW</b>	<b>DELIVERABLE</b>	<b>PROCESS/SYSTEM USED</b>	<b>FREQUENCY</b>	<b>EVIDENCE OF ACHIEVEMENT</b>
<p>The Audit and Risk Committee will review its performance. 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. It will be coordinated by the committee chair. The committee chair will monitor training needs.</p>	<p>To ensure accountability against responsibilities set out in the Terms of Reference</p>	<p>Wagait Council CEO to provide support to the chair in coordinating a self-assessment and include an assessment of training requirements.</p>	<p>Performance Review - At least once every two years, consistent with the timing of Wagait Shire Council Reviews.</p>	<p>The committee documents and reports to the Wagait Shire Council on effectiveness.</p>
<p>The committee will review the Terms of Reference and its composition every three years with the objectives and responsibilities of Wagait Shire Council.</p>		<p>Schedule a review of the ARC Terms of Reference.</p>	<p>ToR Review - Every three years</p>	<p>The committee documents and reports to the Wagait Shire Council on the review of the Terms of Reference.</p>
<p>The committee will review the Work Plan.</p>		<p>Schedule a review of the Work Plan.</p>	<p>Work Plan review - annually</p>	<p>The committee documents the Work Plan review and updates the Plan accordingly.</p>

## 9. AGENDA ITEMS

### 9.1 INSURANCE

#### PURPOSE

To update the Audit Committee members on the increase to insurance costs for the 2024-25 financial year.

#### RECOMMENDATION

**That the Audit Committee receives and notes the report on the insurance costs for 2024-25.**

**Moved:**

**Seconded:**

**Vote:**

#### Background

At Council's Audit Committee meeting held on 16 May the insurance proposals were not complete and available for reporting on to the Audit Committee.

Council has renewed all insurances except one, Management Liability, which is due to expire at the end of August. Council also added a new cover for Cyber risk.

As you will see in the attached comparison from 2023-24 to 2024-25 there are slight increases to a most covers but there is a large increase to the worker's comp insurance and this is due to last year's estimate of annual salary costs submitted being quite underestimated. I am sure this also means that we can expect a substantial adjustment invoice to come.

#### Insurance Comparison

Insurance Invoices					
Description	2023-24	Comments	2024-25	Comments	Comparison
Workers Comp	\$ 22,239.36		\$ 37,704.59		-\$ 15,465.23
Brokers Fee	\$ 3,972.35		\$ 4,071.66		-\$ 99.31
Personal Accident - Renewal	\$ 407.93		\$ 448.72		-\$ 40.79
Management Liability - Endorsement	\$ 499.51	30/6/23 - 31/7/23			
Management Liability - Endorsement	\$ 501.81	31/7/23 - 31/8/23	\$ 1,420.57	30/6/24 - 31/8/24	
Management Liability - Renewal	\$ 5,835.69	31/8/23 - 30/6/24			
Discretionary Trust - Renewal - Liability	\$ 2,966.41		\$ 3,140.53		-\$ 174.12
Motor Vehicle - Renewal	\$ 5,103.48		\$ 5,211.45		-\$ 107.97
Discretionary Trust - Renewal - Property	\$ 24,929.52		\$ 25,443.60		-\$ 514.08
Workers Comp Adjustment	\$ 2,945.46	2022-23 Estimated Wages - \$388,000 vs \$479,474			
Cyber - Risk Standalone			\$ 4,224.94		-\$ 4,224.94
<b>Total</b>	<b>2023-24</b>		<b>2024-25</b>		
	\$ 69,401.52		\$ 81,666.06		-\$ 20,626.44
		-\$ 12,264.54	\$ 75,000.00	2023-24 Insurance Budget	
			-\$ 6,666.06	Difference	

#### Attachments

Insurance Renewal Report (attached)

## 9.2 RISK MANAGEMENT

### PURPOSE

To update the Audit Committee members on Risk Management within the parameters of the Risk Profile Reporting Tool.

### RECOMMENDATION

**That the Audit Committee receives and notes the report on risk management.**

**Moved:**

**Seconded:**

**Vote:**

### Background

In November 2022 JLT carried out a workshop with Wagait Shire Council to:

1. Get an overview of Council's Risk Management
2. Understand Council's Risk Appetite
3. Develop a Risk Register and provide an Information Workshop

A Risk Reporting Tool was created to work through and gauge where staff thought Council was at with their risk management within the various areas of the Council.

This reporting tool requires more in depth work to identify and draw out more information of what needs to be done to improve Council's risk management.

### Attachments

Risk Profile Reporting Tool

# Wagait Shire Council - Risk Dashboard Report - 22 AUGUST 2024

## Executive Summary

Being Wagait Shire Council's first risk review under the 2022 revised risk management approach, the initial focus is on developing appropriate and effective risk information followed by embedding and driving continual improvement. Future reports will continue to provide relevant insight and recommendations to assist governance and risk activities for Management, Audit and Risk Committee and Council. It is supported by the detailed documents sitting behind the dashboard report, that were produced through council staff workshops on the 8th November 2022 and ensuing discussions. In this process, Risk Information for the 12 Risk Profiles was identified, and Risk Management Policy and Procedures were updated.

### Embedding

The Risk Management Framework, Policy and Procedures were presented to council at their meeting in January 2023. It was agreed that the Risk Management Framework, Policy and Procedures would be reviewed every six months and presented to the Audit Committee and council, with the first review due in July 2023.

### Progress

Targeted action has been undertaken in identified areas of high and medium risk with the following outcomes:

**Council Services and Community Disruption** - formalising business continuity plans are in progress, with a strategy for ICT arrangements underway

**ICT Systems and Infrastructure Failure** - ICT Strategy and Implementation Plan in progress with proposal pending from consultants

**Records Management Processes** - Record keeping training for Office Manager and Policy Officer is completed & contributing to ICT Strategy

**Management of Public Assets** - Community Centre Operations Manual has been completed, and CCTV checked and confirmed adequate

**Safety & Security Practices** - Workplace inspections completed at the same time as annual asset review with maintenance workplans & schedules in progress

**HR Management Employment** - Employee manual, procedures and contracts are reviewed and up-to-date with all FWA, NES and LG Award directions

**Engagement Practices** - new action added to innovate communications strategies to increase reach to residents not on social media

## Recommendations

<b>Environmental Management</b>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop animal management by-laws in conjunction with TOPROC and NTG	Nov-24	CEO > Policy Officer	
Work with NTG for feral animal controls in adjacent Crown Land	Ongoing	CEO > Policy Officer	
Work with NTG for management of regulatory controls in coastal RUA	Ongoing	CEO > Policy Officer	

<b>Council Services and Business Disruption</b>		Risk	Control
		High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Formalise business continuity arrangements (staff, facilities, suppliers, systems)	Nov-24	CEO > Policy Officer	
Investigate ICT issues to determine adequacy of ICT arrangements - IN PROGRESS	Oct-24	CEO > Office Manager	
Ensure evacuation plans are finalised and in place	Nov-24	CEO > Office Manager	

<b>Fraud, Corruption, Theft and Misconduct</b>		Risk	Control
		Medium	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Asset Register updated annually - COMPLETED	Jun-23	CEO > Managers	

<b>ICT Systems and Infrastructure Failure</b>		Risk	Control
		High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Engage ICT Expertise to review adequacy of ICT arrangements - IN PROGRESS	Oct-24	CEO	
Develop ICT policy and procedures for ICT failure	Oct-24	CEO > Policy Officer	

# Wagait Shire Council - Risk Dashboard Report - 22 AUGUST 2024

<u>Statutory, Regulatory or Compliance Requirements</u>		Risk	Control
		Medium	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review auditor recommendations	Dec-24	CEO	

<u>Safety and Security Practices</u>		Risk	Control
		Medium	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Undertake annual workplace inspection program - IN PROGRESS	Oct-24	CEO > Managers	
Consider public hazard/complaint system (i.e website form)	Nov-24	CEO	
Finalise evacuation plans and procedures for each building	Nov-24	CEO > Managers	

<u>Records Management Processes</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Staff to undertake records management training - COMPLETED	Need to check	Policy Officer, Admin Manager	
Formalise Records Management Management Policy - IN PROGRESS	Nov-24	CEO > Policy Officer	

<u>Financial Management</u>		Risk	Control
		Medium	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Formalise Asset Management plans - IN PROGRESS	Nov-24	CEO > Admin Manager	
Engage consultant to undertake strategic planning with elected members for 2025-2035 - COMPLETED	Complete	CEO	
Develop Quarterly Snapshot reporting template - COMPLETED	Oct-24	CEO > Finance Officer	

<u>HR Management / Employment Practices</u>		Risk	Control
		Medium	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Employee Manual and update with new FW arrangements	Ongoing	CEO > Policy Officer	
Identify staff training and professional development needs	Ongoing	CEO > Policy Officer	
Develop a workforce and succession plan	Jun-25	CEO	

<u>Procurement / Supplier / Contract Management</u>		Risk	Control
		Medium	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Ongoing review of contracts	Ongoing	CEO > Policy Officer	
Build contractors and suppliers lists	Ongoing	CEO > Admin Manager	
Ongoing review of procurement delegations, policies	Ongoing	CEO > Finance Officer	

<u>Engagement Practices</u>		Risk	Control
		Medium	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Enhance proof reading and fact checking of public information in a timely manner	Ongoing	CEO > Policy Officer	
Events planning and communications 3-6 months ahead	Ongoing	CEO > Managers	
Innovate on communications strategies to reach residents not on social media	Ongoing	CEO > Managers	

<u>Management of Public Facilities / Venues / Events</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop operations manual for Community Centre - review	Dec-24	CEO > Office Manager	
Check adequacy of CCTV in place - review	Oct-24	CEO > Works Manager	
Consider online bookings for Community Centre and Cloppenburg Park	Dec-24	CEO	

# Council Services and Business Disruption

Aug-24

**This Risk Theme is defined as:**

Failure to adequately prepare and respond to events that cause disruption to normal Council services and the local community.

This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads etc

Note: This does not include IT and/or communications systems and infrastructure related failures - refer "Failure of IT and/or Communication Systems and Infrastructure".

**Potential causes include:**

Natural Disasters - Cyclone, Flooding, Fire, Earthquake, Storm Surge	Extended Power and Telecommunications Outage
Sabotage, Social, Cultural Events, Criminal Behaviour	Isolation and Accommodation Limitations
Epidemic / Pandemic	Loss of / Availability of Key Staff
Plant and Equipment failures	Water Security
Economic Factors	Acts of War

Key Controls	Type	Date	Rating
Informal Business Continuity Arrangements	Preventative	21/08/2024	Inadequate
Pandemic Response Arrangements	Preventative	21/08/2024	Excellent
Pre-cyclone Season Planning and Processes	Preventative	21/08/2024	Adequate
Power and Water Contractual Arrangement	Responsive	21/08/2024	Adequate
Vehicle and Plant Inspections	Detective	21/08/2024	Adequate
Building Inspections (annual)	Detective	21/08/2024	Inadequate
Emergency Management Committee (quarterly)	Preventative	21/08/2024	Inadequate
Emergency Management Arrangements	Responsive	21/08/2024	Adequate
Evacuation Plans/Procedures	Responsive	21/08/2024	Adequate
Audit and Risk Committee (quarterly)	Detective	21/08/2024	Adequate

<b>Overall Control Ratings:</b>	<b>Adequate</b>
---------------------------------	-----------------

<b>Risk Ratings:</b>	<b>Rating</b>
<b>Consequence:</b>	Catastrophic
<b>Likelihood:</b>	Possible
<b>Overall Risk Ratings:</b>	<b>High</b>

Key Indicators	Tolerance	Date	Overall Result
Vegetation slashing and mowing of road network before July fire bans	2 rounds	Aug-24	Achieved
Fire breaks and road reserve slashing of Council excised land	>75%	Aug-24	Achieved
Lost time due to plant and equipment breakdown	<20hrs	Aug-24	Achieved
Vehicle, plant & equipt maintained to safe operating standard	<3days	Aug-24	Achieved
ICT arrangements in place		Aug-24	In progress
Evacuation plans in place		Aug-24	In progress

**Comments**

As rated by CEO - 21/08/2024 - Inherent risk due to lack of staff, time constraints and response to attend meetings by EMC.

Current Issues / Actions / Treatments	Due Date	Responsibility
Investigate ICT issues to determine adequacy of ICT arrangements - IN PROGRESS	Oct-24	CEO > Office Manager
Formalise business continuity arrangements (staff, facilities, suppliers, systems)	Nov-24	CEO > Policy Officer
Ensure evacuation plans are finalised and in place	Nov-24	CEO > Office Manager

# ICT Systems and Infrastructure Failure

Aug-24

**This Risk Theme is defined as:**

Instability, degradation of performance, or other failure, including cyber security breaches, of ICT Systems and Infrastructure causing the inability to continue business activities and provide services to the community.

This does not include new system implementations - refer "Inadequate Project / Change Management".

**Potential causes include:**

- Weather Impacts
- Vendor Failures
- Outdated / Inefficient hardware
- Sabotage / Hacking
- Power Failure
- Infrastructure breakdown
- Lack of Training and Available Expertise
- Lack of Configuration Management

Key Controls	Type	Date	Rating
Cloud Based	Preventative	21/08/2024	Adequate
Anti-vVrus Software	Detective	21/08/2024	Adequate
Action Reports from ACSC	Detective	21/08/2024	Not Rated
UPS	Responsive	21/08/2024	Inadequate
ICT Automatic Software Updates	Preventative	21/08/2024	Adequate
Library Public Access Computer off Council Network	Preventative	21/08/2024	Adequate
Privacy Policy	Preventative	21/08/2024	Adequate
Employee Manual - Code of Conduct	Preventative	21/08/2024	Adequate
Software Training and Inductions	Preventative	21/08/2024	Inadequate
Vendor Support Agreements (Councilwise, Xero)	Responsive	21/08/2024	Adequate
Multi-Factor Authentication	Preventative	21/08/2024	Adequate
ICT Access Control and Approval Procedures	Preventative	21/08/2024	Adequate

<b>Overall Control Ratings:</b>	<b>Adequate</b>
---------------------------------	-----------------

<b>Risk Ratings:</b>	<b>Rating</b>
<b>Consequence:</b>	Major
<b>Likelihood:</b>	Possible

<b>Overall Risk Ratings:</b>	<b>High</b>
------------------------------	-------------

Key Indicators	Tolerance	Date	Overall Result
Acknowledgement of the lodgement of technology issue	<1day		No support team to lodge
Resolution of Category 1 Urgent technology issue	<2days		No support team to lodge with
Resolution of Category 2 Moderate technology issue	<5days		No support team to lodge with
Resolution of Category 3 Non-urgent technology issue	<15days		No support team to lodge with

**Comments**

As rated by CEO - 21/08/2024 - Major Financial, Compliance, Reputation. Moderate Service Interruption impacts

Current Issues / Actions / Treatments	Due Date	Responsibility
Engage ICT Expertise to review adequacy of ICT arrangements - IN PROGRESS	Oct-24	CEO
Develop ICT policy and procedures for ICT failure	Oct-24	CEO > Policy Officer

# Fraud, Corruption, Theft and Misconduct

Aug-24

**This Risk Theme is defined as:**

Loss of funds, assets, data or unauthorised access, (whether attempts or successful), through any means (including electronic), for the purposes of Fraud (obtaining benefit or gain by deceit), Malicious Damage (hacking, deleting, breaking or reducing the integrity or performance of systems), Theft (stealing of data, assets or information) and intentional activities in excess of authority granted to an employee or Councillor, which circumvent endorsed policies, procedures or delegated authority.

**Potential causes include:**

Inadequate Security of Equipment / Supplies / Cash Robbery	Lack of Supervision / Unauthorised Entry to Council Premises Disgruntled / Desperate Persons
Inadequate Delegated Authority Process Implementation	Poor Internal Checks (Purchase Orders and Delegated Authority)
Scam Invoices / Change Bank Details Scam	Lack of Policy Framework, Training and Awareness

Key Controls	Type	Date	Rating
Visitor Sign In	Preventative	21/08/2024	Adequate
CCTV and Controlled Access to Buildings	Detective	21/08/2024	Adequate
Vehicle Tracking Devices	Detective	21/08/2024	Adequate
Financial Procedures	Preventative	21/08/2024	Adequate
Cash Handling Instructions (in Financial Procedures)	Preventative	21/08/2024	Adequate
Staff and Elected Member Inductions - Code of Conduct	Preventative	21/08/2024	Adequate
Employee Manual	Preventative	21/08/2024	Adequate
Key Register	Preventative	21/08/2024	Inadequate
Works Vehicles Key Safe	Preventative	21/08/2024	Inadequate
Asset Register	Preventative	21/08/2024	Adequate
ICT Framework and Controls	Preventative	21/08/2024	Inadequate
New and Changed Vendor Procedures	Preventative	21/08/2024	Adequate
Access Control for Online Banking	Preventative	21/08/2024	Excellent
Delegation Manual	Preventative	21/08/2024	Adequate
Recruitment Processes	Preventative	21/08/2024	Adequate
Monthly Financial Reporting	Detective	21/08/2024	Adequate

<b>Overall Control Ratings:</b>	<b>Adequate</b>
---------------------------------	-----------------

<b>Risk Ratings:</b>	<b>Rating</b>
<b>Consequence:</b>	Moderate
<b>Likelihood:</b>	Unlikely
<b>Overall Risk Ratings:</b>	<b>Medium</b>

Key Indicators	Tolerance	Date	Overall Result
Number of actual / attempted theft and fraud incidents	0	Aug-24	Achieved
Asset registers updated annually	0	Aug-24	Achieved
CCTV adequate and operational	<1day	Aug-24	Achieved

**Comments**

As rated by CEO - 21/08/2024 - Moderate Compliance and Reputation impacts

Current Issues / Actions / Treatments	Due Date	Responsibility
Asset Register updated annually - COMPLETED - ongoing	Ongoing	CEO > Managers

--	--	--

# Safety and Security Practices

Aug-24

**This Risk Theme is defined as:**

Non-compliance with the Health and Safety Legislation, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors.

Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

**Potential causes include:**

Lack of Appropriate PPE / Equipment	Inadequate Signage, Barriers or other Exclusion Techniques
Inadequate First Aid Supplies or Trained Staff	Storage and Use of Dangerous Goods
High Risk Activities	Gaps in WHS Processes
Disgruntled / Aggressive persons	Resourcing Constraints
Inadequate Security Controls	

Key Controls	Type	Date	Rating
Workplace Inspections	Detective	21/08/2024	Inadequate
Working Alone Arrangements (when out of mobile range)	Preventative	21/08/2024	Adequate
WHS Policy	Preventative	21/08/2024	Adequate
Safety Management System/Framework (reviewing)	Preventative	21/08/2024	Inadequate
Contractor Management and Monitoring	Preventative	21/08/2024	Adequate
Toolbox Meetings	Preventative	21/08/2024	Adequate
Inventory Hazardous Goods and MSDS	Preventative	21/08/2024	Not Rated
PPE	Preventative	21/08/2024	Adequate
Staff Uniforms	Preventative	21/08/2024	Adequate
Training Register (HR File)	Detective	21/08/2024	Inadequate
Operator License Checks (Outdoor Workforce)	Detective	21/08/2024	Adequate
Driver License Checks	Detective	21/08/2024	Adequate
Fleet Vehicle Safety Requirements	Preventative	21/08/2024	Adequate
Conflict Resolution Policies and Training -	Preventative	21/08/2024	Adequate
Fire Safety Systems Check	Detective	21/08/2024	Inadequate
Electrical Tag and Test	Detective	21/08/2024	Adequate
Incident/Accident and Damage Reporting	Responsive	21/08/2024	Adequate
CCTV	Detective	21/08/2024	Adequate
Bullying / Harassment Policies	Preventative	21/08/2024	Adequate
EASA EAP Service	Responsive	21/08/2024	Adequate
Staff Inductions	Preventative	21/08/2024	Adequate

<b>Overall Control Ratings:</b>	<b>Adequate</b>
---------------------------------	-----------------

<b>Risk Ratings:</b>	<b>Rating</b>
<b>Consequence:</b>	Catastrophic
<b>Likelihood:</b>	Rare
<b>Overall Risk Ratings:</b>	<b>Medium</b>

Key Indicators	Tolerance	Date	Overall Result
Number of WorkSafe Notifiable Incidents	<1	Aug-24	Achieved
Lost Time Injuries	<3days	Aug-24	Achieved
Workplace inspections undertaken annually	0	Aug-24	Not achieved

**Comments**

As rated by CEO - 22/8/2024 - People impacts

Current Issues / Actions / Treatments	Due Date	Responsibility
Undertake annual workplace inspection program - IN PROGRESS	Oct-24	CEO > Managers
Consider public hazard/complaint system (i.e website form)	Nov-24	CEO
Finalise evacuation plans and procedures for each building	Nov-24	CEO > Managers

**This Risk Theme is defined as:**

Failure to ensure Council manages its finances in a responsible and sustainable manner.

**Potential causes include:**

Historical Legacy (eg Decisions, Conditional Rating)	Increasing Cost Pressures
Uncertainty of Grant Funding Sources	Investment Performance
Gaps in Procedures /Access to Procedures	Not Collecting Rates/debtors
Grant Management (multiple)	Catastrophic/Unforeseen/Uninsured Events
Key Staff Turnover	Council Decisions
Lack of Information (Assets, Debtors)	

Key Controls	Type	Date	Rating
Long Term Financial Plans within Shire Plan	Preventative	22/08/2024	Adequate
Finance Reports Monthly	Detective	22/08/2024	Adequate
Quarterly Budget Review Process	Detective	22/08/2024	Adequate
External Audit Program	Detective	22/08/2024	Adequate
Delegation Manual	Preventative	22/08/2024	Adequate
Chart of Accounts	Preventative	22/08/2024	Adequate
Finance Policies	Preventative	22/08/2024	Adequate
Segregation of Duties	Preventative	22/08/2024	Inadequate
Council Budgets	Preventative	22/08/2024	Adequate
Operational Budgets	Preventative	22/08/2024	Adequate
Special Purpose Grants Budgets	Preventative	22/08/2024	Adequate
Debt Recovery	Responsive	22/08/2024	Adequate
Audit and Risk Committee with Independent and Community Representation	Detective	22/08/2024	Adequate
Asset Management Plan	Preventative	22/08/2024	Inadequate
Rating Policy	Preventative	22/08/2024	Adequate
Grant Application Process and Dedicated Resources	Preventative	22/08/2024	Inadequate
Federal/NTG Government lobbying	Preventative	22/08/2024	Adequate
Community Meetings to Manage Expectations	Preventative	22/08/2024	Adequate
Regulatory Compliance	Preventative	22/08/2024	Adequate
Staff Professional Development	Preventative	22/08/2024	Adequate
Asset Valuations	Preventative	22/08/2024	Adequate

<b>Overall Control Ratings:</b>	<b>Adequate</b>
---------------------------------	-----------------

<b>Risk Ratings:</b>	<b>Rating</b>
<b>Consequence:</b>	Major
<b>Likelihood:</b>	Unlikely

<b>Overall Risk Ratings:</b>	<b>Medium</b>
------------------------------	---------------

Key Indicators	Tolerance	Date	Overall Result
Current Years Rates Outstanding	<15%	Feb-25	Review end of Sept
Liquidity Ratio	>1:1	Ongoing	Achieved
Asset Sustainability Ratio	90%	Sep-24	What is this?
Audited financial statements		Sep-24	Not yet due
Grants Acquitted Within Timeframes	100%	Ongoing	Not achieved
Financial reports presented at monthly meetings to council	100%	Ongoing	Achieved

**Comments**

Working through unspent grants and acquittals

Current Issues / Actions / Treatments	Due Date	Responsibility
Clean-up chart of accounts - COMPLETED	Ongoing	CEO > Finance Officer
Develop Quarterly Snapshot reporting template - COMPLETED	Oct-24	CEO > Finance Officer
Engage consultant to undertake strategic planning with elected members for 2025-2035 - COMPLETED	Complete	CEO
Formalise Asset Management plans - IN PROGRESS	Nov-24	CEO > Admin Manager

**This Risk Theme is defined as:**

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of records and documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts
- Forms, requests or other documents.

**Potential causes include:**

Information Corruption or Loss	Outdated Record Keeping Practices / Incompatible Systems
Historical Legacy	Lack of System/Application Knowledge
Access and/or Security Issues	High Workloads and Time Pressures
Lack of Training and Awareness	Incomplete Approvals/Authorisation Trails
Staff Turnover / Loss of Corporate Knowledge	

Key Controls	Type	Date	Rating
Record Management System (SharePoint)	Preventative	22/08/2024	Adequate
Records Access Controls	Preventative	22/08/2024	Adequate
Records Management Policy	Preventative	22/08/2024	Inadequate
Document / Correspondence Receipt / Action Process	Preventative	22/08/2024	Adequate
Cloud Storage	Preventative	22/08/2024	Adequate
On and Off Site Physical Records Storage	Preventative	22/08/2024	Adequate

<b>Overall Control Ratings:</b>		<b>Adequate</b>
<b>Risk Ratings:</b>		<b>Rating</b>
<b>Consequence:</b>		Moderate
<b>Likelihood:</b>		Rare
<b>Overall Risk Ratings:</b>		<b>Low</b>

Key Indicators	Tolerance	Date	Overall Result
Incoming documents entered into records management system	<1day	Aug-24	Achieved
Staff using records management system	>80%	Aug-24	Achieved

**Comments**

As rated by CEO - 22/8/2024 - Reputation and Service Interruption impacts

Current Issues / Actions / Treatments	Due Date	Responsibility
Staff to undertake records management training - COMPLETED	Need to check	Policy Officer, Admin Manager
Formalise Records Management Management Policy - IN PROGRESS	Nov-24	CEO > Policy Officer

# Procurement / Supplier / Contract Management

Aug-23

**This Risk Theme is defined as:**

Inadequate management of External Suppliers, Contractors, Vendors or Consultants engaged for core operations and the associated procurement. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.

**Potential causes include:**

Funding Constraints	Inadequate Contract Management Practices
Complexity and Quantity of Work	Ineffective Monitoring of Deliverables
Inadequate Procurement Process	Lack of Planning and Clarity of Requirements
Reliance on Other Parties, Federal and Territory Government	Non-Compliance with Legislative and Regulatory Requirements
Location and Isolation	

Key Controls	Type	Date	Rating
Contractors Register / Suppliers Lists	Preventative	22/08/2024	Adequate
Procurement Panel	Preventative	22/08/2024	Adequate
Access LocalBuy Portal	Preventative	22/08/2024	Adequate
Local Government Guidelines	Preventative	22/08/2024	Excellent
Procurement Policies and Procedures	Preventative	22/08/2024	Excellent
Assess Suppliers and Contractors Insurance and WHS Requirements	Preventative	22/08/2024	Adequate
Specific Project Management Plans	Preventative	22/08/2024	Inadequate
Grants, Contracts and Project Spreadsheet and Milestones Tracked	Detective	22/08/2024	Adequate
Delegations Register	Preventative	22/08/2024	Inadequate
Staff Training	Preventative	22/08/2024	Inadequate
Contract and procurement templates	Preventative	22/08/2024	Inadequate

<b>Overall Control Ratings:</b>	<b>Adequate</b>
---------------------------------	-----------------

<b>Risk Ratings:</b>	<b>Rating</b>
<b>Consequence:</b>	Major
<b>Likelihood:</b>	Unlikely
<b>Overall Risk Ratings:</b>	<b>Medium</b>

Key Indicators	Tolerance	Date	Overall Result
Number of contracts expired prior to renewal	<1 month	Aug-24	Achieved
Compliance with procurement procedures	0	Aug-24	Achieved

**Comments**

As rated by CEO - 22/08/2024 - Financial and Service Interruption impacts

Current Issues / Actions / Treatments	Due Date	Responsibility
Ongoing review of contracts	Ongoing	CEO > Policy Officer
Build contractors and suppliers lists	Ongoing	CEO > Admin Manager
Ongoing review of procurement delegations, policies and procedures	Ongoing	CEO > Finance Officer

# Statutory, Regulatory or Compliance Requirements

Aug-24

**This Risk Theme is defined as:**

Failure to correctly identify, interpret, assess, respond and communicate relevant laws, regulations or compliance obligations as a result of an inadequate statutory or compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies.

This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

It does include the Local Government Act and all other legislative based obligations for Local Government. This does not include Safety & Health Legislation (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective HR Management / Employment practices")

**Potential causes include:**

Lack of Training, Awareness and Knowledge	Lack of Legal Expertise
Staff Turnover	Councillor Turnover
Inadequate Record Keeping	Breakdowns in procurement process
Financial and Resource Constraints	Ineffective Monitoring or Response to Changes to Legislation
Ineffective Processes	Crisis / Emergency Situations

Key Controls	Type	Date	Rating
Compliance Checklists	Detective	22/08/2024	Adequate
Annual Compliance Calendar	Preventative	22/08/2024	Adequate
Departmental Review and Requirements	Detective	22/08/2024	Adequate
External Auditor Reviews (Financial Compliance)	Detective	22/08/2024	Adequate
ABS Report	Preventative	22/08/2024	Adequate
Council Endorsement Process	Preventative	22/08/2024	Adequate
CEO Endorsement Process	Preventative	22/08/2024	Adequate
Induction Process - Councillors / Staff	Preventative	22/08/2024	Adequate
Audit and Risk Committee	Detective	22/08/2024	Adequate
Grant Acquittal and Reporting	Detective	22/08/2024	Adequate
Regular Consultation with Department / LGANT / WALGA	Preventative	22/08/2024	Adequate
Scheduled Review of Council Policies and Delegations	Detective	22/08/2024	Adequate
Procurement Process	Preventative	22/08/2024	Adequate

<b>Overall Control Ratings:</b>	<b>Adequate</b>
---------------------------------	-----------------

<b>Risk Ratings:</b>	<b>Rating</b>
<b>Consequence:</b>	Moderate
<b>Likelihood:</b>	Unlikely

<b>Overall Risk Ratings:</b>	<b>Medium</b>
------------------------------	---------------

Key Indicators	Tolerance	Date	Overall Result
<i>Compliance with statutory and regulatory reporting</i>	<i>100%</i>	<i>Aug-24</i>	<i>Achieved</i>
<i>Audit Committee meetings</i>	<i>4 per year</i>	<i>Aug-24</i>	<i>Achieved</i>
<i>Risk Management &amp; Auditor recommendations reviewed</i>	<i>2 per year</i>	<i>Aug-24</i>	<i>Achieved</i>

**Comments**

As rated by CEO - 22/08/2024 - Compliance and reputation impacts

Current Issues / Actions / Treatments	Due Date	Responsibility
Review auditor recommendations	Dec-24	CEO

# Engagement Practices

Aug-24

**This Risk Theme is defined as:**

Failure to maintain effective working relationships with the Community Stakeholders, Key Private Sector Companies, Government Agencies, Other Local Governments, Media and/or Elected Members. This invariably includes activities where communication, feedback and/or consultation is required and where it is in the best interests to do so.

**Potential causes include:**

Budget / Funding Issues	Short Lead Times
Media Attention	Miscommunication / Poor Communication (Internal / External)
Resource Constraints	Stakeholder Buy In and Expectations
Competing agendas	Tarnished reputation
Inadequate Documentation or Procedures	Relationship Breakdowns

Key Controls	Type	Date	Rating
Council Reports	Preventative	22/08/2024	Adequate
Media Policy	Preventative	22/08/2024	Excellent
Strategic Plan	Preventative	22/08/2024	Adequate
Annual Shire Plan	Preventative	22/08/2024	Adequate
Annual Report	Preventative	22/08/2024	Adequate
Community Based Elected Members	Detective	22/08/2024	Excellent
Industry Conference Attendance (National and Territory)	Detective	22/08/2024	Adequate
Community Based Newsletters	Preventative	22/08/2024	Adequate
Community Meetings	Detective	22/08/2024	Adequate
Community Blackboard and Notice Boards	Preventative	22/08/2024	Adequate
Engage in Regional Committees (TOPROC / TERC)	Preventative	22/08/2024	Adequate
Social Media/Website Updates	Preventative	22/08/2024	Adequate

<b>Overall Control Ratings:</b>	<b>Adequate</b>
---------------------------------	-----------------

Risk Ratings:	Rating
Consequence:	Moderate
Likelihood:	Possible

<b>Overall Risk Ratings:</b>	<b>Medium</b>
------------------------------	---------------

Key Indicators	Tolerance	Date	Overall Result
Overall community satisfaction from annual community survey	>70%	Nov-24	Not yet undertaken
Media response timeframe	<24hrs	Aug-24	Achieved
Community consultation meetings	2 per year	Aug-24	Achieved
Newsletter with calendar of events published	monthly	Aug-24	Achieved

**Comments**

As rated by Workshop Attendees - 8/11/2022 - Reputation Impacts rated as reasonable worst case scenario but also Minor - Likely = Medium risk.

Current Issues / Actions / Treatments	Due Date	Responsibility
Enhance proof reading and fact checking of public information in a timely manner	Ongoing	CEO > Policy Officer
Events planning and communications 3-6 months ahead	Ongoing	CEO > Managers
Survey to record community satisfaction	November	CEO > Policy Officer
Innovate on communications strategies to reach residents not on social media	Ongoing	CEO > Managers

**This Risk Theme is defined as:**

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding WH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Poor employee wellbeing (causing stress).
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

**Potential causes include:**

Leadership Failures	Ineffective Performance Management Programs or Procedures.
Available Staff / Volunteers	Ineffective Professional Development, Training Programs or Procedures.
Single Person Dependencies	Limited Employment Market Availability
Lack of Access to External Support / Expertise	Non-Compliance with Employment Practices
Poor Internal Communications / Relationships	Inadequate Induction Practices.

Key Controls	Type	Date	Rating
HR Policy and Procedures	Preventative	22/08/2024	Adequate
Employee Manual	Preventative	22/08/2024	Adequate
Code of Conduct	Preventative	22/08/2024	Adequate
Performance Development Plans	Preventative	22/08/2024	Inadequate
Training Register	Preventative	22/08/2024	Inadequate
Workforce Plan	Preventative	22/08/2024	Inadequate
Staff Inductions	Preventative	22/08/2024	Adequate
Casual Rosters	Preventative	22/08/2024	Adequate
Recruitment Process	Preventative	22/08/2024	Adequate
Training Budget	Preventative	22/08/2024	Adequate
Engage HR Expertise - WALGA / EASA	Responsive	22/08/2024	Adequate
Regular Staff Meetings	Preventative	22/08/2024	Adequate

<b>Overall Control Ratings:</b>	<b>Adequate</b>
---------------------------------	-----------------

<b>Risk Ratings:</b>	<b>Rating</b>
<b>Consequence:</b>	Major
<b>Likelihood:</b>	Unlikely
<b>Overall Risk Ratings:</b>	<b>Medium</b>

Key Indicators	Tolerance	Date	Overall Result
Staff turnover rate	<20%	Aug-24	Not Achieved
Professional development training for each staff member	<1	Aug-24	Not Achieved
Employee manuals and contracts reviewed and current	0	Aug-24	Achieved
Recruitment policies & procedures followed	0	Aug-24	Achieved

**Comments**

As rated by CEO - 22/08/2024 - Service Interruption impacts due to small team

Current Issues / Actions / Treatments	Due Date	Responsibility
Review Employee Manual and update with new FW arrangements	Ongoing	CEO > Policy Officer
Identify staff training and professional development needs	Ongoing	CEO > Policy Officer
Develop a workforce and succession plan	Jun-25	CEO

# Management of Public Facilities / Venues / Events

Aug-24

**This Risk Theme is defined as;**

Failure to effectively manage the operations of Council facilities, venues and / or events.

**Potential causes include;**

Booking Issues / Double Bookings	Animal / Pest Contamination
Illegal Alcohol Consumption	Resource Constraints
Unauthorised Users	Access to Facilities / Venues
User Expectations	

Key Controls	Type	Date	Rating
Booking Process (Outlook Calendar)	Preventative	22/08/2024	Adequate
Maintenance Schedules	Preventative	22/08/2024	Inadequate
Event Planning / Risk Assessments / Emergency Procedures	Preventative	22/08/2024	Adequate
Caretaker at Cloppenburg Park	Preventative	22/08/2024	Inadequate
Operations Manuals	Preventative	22/08/2024	Inadequate
Hire Agreement / Conditions of Use to Public Facilities	Preventative	22/08/2024	Adequate
Weekly Staff Meetings / Toolbox Meetings	Detective	22/08/2024	Adequate
Public Building Compliance	Preventative	22/08/2024	Adequate
Alcohol Management	Preventative	22/08/2024	Adequate
Event Grants Application and Acquittal	Preventative	22/08/2024	Adequate
CCTV	Detective	22/08/2024	Adequate
Asset Management / Budget	Preventative	22/08/2024	Inadequate

<b>Overall Control Ratings:</b>	<b>Adequate</b>
---------------------------------	-----------------

<b>Risk Ratings:</b>	<b>Rating</b>
<b>Consequence:</b>	Major
<b>Likelihood:</b>	Rare
<b>Overall Risk Ratings:</b>	<b>Low</b>

Key Indicators	Tolerance	Date	Overall Result
Overall community satisfaction from annual community survey	>70%	Dec-24	Not yet undertaken
Operations manuals in place	0	Dec-24	Not yet undertaken
CCTV adequate and operational	<1day	Aug-24	Achieved
Critical maintenance undertaken	<1day	Aug-24	Achieved
Hire agreements in place for all assets and facilities	0	Aug-24	Achieved
Weekly Toolbox and WIP meetings	<50year	Aug-24	Achieved

**Comments**

As rated by CEO - 22/08/2024 - Major reputation impacts

Current Issues / Actions / Treatments	Due Date	Responsibility
Develop operations manual for Community Centre - review	Dec-24	CEO > Office Manager
Check adequacy of CCTV in place - review	Oct-24	CEO > Works Manager
Consider online bookings for Community Centre and Cloppenburg Park	Dec-24	CEO

# Environmental Management

Aug-24

**This Risk Theme is defined as:**

Inadequate prevention, identification, enforcement and management of natural, cultural and historical environmental issues. The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage water sources and/or contaminated sites (including water monitoring).
- Waste contracts and facilities (hard and green waste).
- Weed control.
- Illegal dumping.
- Illegal clearing / land use.
- Animal management (feral and domestic)
- Pest control and reporting

**Potential causes include:**

Inadequate Management of Waste  
Lack of Understanding / Knowledge  
Resource Constraints  
Inadequate By-laws

Inadequate Reporting / Oversight Frameworks  
Community Apathy  
Multiple Agency / Stakeholders

Key Controls	Type	Date	Rating
Waste Management Policies	Preventative	22/08/2024	Adequate
Waste Management Strategy	Preventative	22/08/2024	Adequate
Water Monitoring Contract	Detective	22/08/2024	Adequate
Jetty Maintenance Contract	Preventative	22/08/2024	Adequate
Weed Control Schedule	Preventative	22/08/2024	Adequate
Dog Management By-Laws	Preventative	22/08/2024	Adequate
Feral Animal Monitoring and Response	Detective	22/08/2024	Adequate
Coastal Land Management Stakeholder Engagement	Preventative	22/08/2024	Adequate
Public Awareness Campaigns	Preventative	22/08/2024	Adequate
Maintenance of Estate Drainage Network	Preventative	22/08/2024	Inadequate
Lobbying and Advocacy	Preventative	22/08/2024	Adequate

<b>Overall Control Ratings:</b>	<b>Adequate</b>
---------------------------------	-----------------

<b>Risk Ratings:</b>	<b>Rating</b>
<b>Consequence:</b>	Minor
<b>Likelihood:</b>	Unlikely

<b>Overall Risk Ratings:</b>	<b>Low</b>
------------------------------	------------

Key Indicators	Tolerance	Date	Overall Result
<i>Dog/animal incidents reported &amp; attended</i>	0	Aug-24	Achieved
<i>Feral animal incidents reported &amp; attended</i>	0	Aug-24	No reports received
<i>Weed outbreaks reported &amp; attended</i>	<3days	Aug-24	Achieved
<i>Road potholes reported &amp; attended</i>	<3days	Aug-24	Achieved
<i>Jetty maintenance undertaken per contract</i>	0	Aug-24	Achieved
<i>Waste management issues reported &amp; attended</i>	<1day	Aug-24	Achieved
<i>RUA compliance issues reported to Crown Land</i>	<2days	Aug-24	Not achieved

**Comments**

No reports received regarding feral animals.  
Negotiating maintenance contract for RUA.

Current Issues / Actions / Treatments	Due Date	Responsibility
Develop animal management by-laws in conjunction with TOPROC and NTG	Nov-24	CEO > Policy Officer
Work with NTG for feral animal controls in adjacent Crown Land	Ongoing	CEO > Policy Officer
Support development of a local coast-care group	Nov-24	CEO > Policy Officer
Work with NTG for management of regulatory controls in coastal RUA	Ongoing	CEO > Policy Officer

## 10. FINANCIAL REPORTS

### PURPOSE

To provide the Audit Committee with a summary of the financial position of Council for the period ending 31 July 2024.

### RECOMMENDATION

That the Audit Committee:

- a) receives and notes the Financial Reports provided to 31 July 2024; and
- b) receives and notes the Draft 2023-24 Audited Financial Statements.

Moved:

Seconded:

Vote:

### 10.1. JULY 2024 REPORTS

#### Comments

##### Income:

1. Jetty Contract – is down due to the increase after the end of September being spread out over the 12 months
2. Other (DIPL) Contract – is own due to the RUA and Easement contract which still hasn't been finalised
3. Bank Interest – will be down until the term deposit interest hits the bank account which won't be until next year
4. NT Operational Grant – no payment for this FY has been received yet
5. Special Purpose Grants – Council has not had any confirmation that the Sport & Rec funding has been approved following our application

##### Expenses:

1. LGANT Membership - is not spread over the 12 months and is a full payment annually
2. Audit Fees – is not spread over the 12 months
3. Consultant Fees – These are the Financial Services costs in lieu of not having someone employed in the position
4. Insurance – costs have increased due to the Cyber Security and some other increases
5. Wages Travel – overspend due to staff travelling to town for Traffic Management training , will need to adjust budget at first quarter amendment
6. Assets Vehicle & Plant – this is due to the Front End Loader, ordered in 2023-24 but never arrived until 2024-25. This will need to be included in the budget review as it wasn't spent in the 2023-24 FY.
7. All SP expenses are covered by special purpose grants

#### Attachments

*A copy of the Financial Reports is attached.*



## Certification by the CEO to the Council

<b>Council Name:</b>	WAGAIT SHIRE COUNCIL
<b>Reporting Period:</b>	1 July 2024 to 31 July 2024

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**

15/08/2024

**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 Summary Income & Expenditure Report
- 1.2 Profit and Loss (Detailed)
- 1.3 Operational and Capital Grants Report
- 1.4 Balance Sheet
- 1.5 Member and CEO Council Credit Card Transactions
- 1.6 Statement of Cash Flows
- 1.7 Notes on Cash, Debtors & Creditors

## 1.1 Summary Income and Expenditure Report

Period: July 2024

Account	Jul 2024	Jul 2024 Budget	Variance	Variance %	2025 Annual Budget
<b>Income</b>					
Total Contracts, Fees & Charges	11,166	17,292	-6,126	-35.42%	207,512
Total Interest/Investment Income	1,801	6,250	-4,449	-71.19%	75,000
Total Operating Grant Revenue	72,354	25,729	46,625	181.22%	308,736
Total Other Income	189	200	-11	-5.69%	2,400
Total Rates Income	10,945	216	10,729	4967.34%	275,899
Total Rental Income	536	558	-22	-3.88%	6,700
Total Waste Management Income	8,677	358	8,319	2323.82%	145,168
Grants - Special Purpose	0	4,500	-4,500	-100.00%	54,000
<b>Total Income</b>	<b>105,669</b>	<b>55,103</b>	<b>50,566</b>	<b>91.77%</b>	<b>1,075,415</b>
<b>Less Operating Expenses</b>					
Total Administration - Bank Charges	49	142	93	-65.34%	1,700
Total Administration - Memberships & Subscriptions	1,899	225	-1,674	744.00%	4,700
Total Administration - Office Expenses	33,309	11,541	-21,768	188.61%	147,000
Total Administration - Telephones & Communications	286	500	214	-42.88%	6,000
Total Contracts & Material Expenses	180	293	113	-38.46%	3,500
Total Depreciation Expense	17,083	17,083	-0	0.00%	205,000
Total Elected Member Allowances	1,333	3,802	2,469	-64.93%	45,625
Total Elected Member Expenses and Professional Dev	0	1,917	1,917	-100.00%	23,000
Total Employment Expenses	24,967	57,367	32,401	-56.48%	629,459
Total Projects & Activities - WSC Contributions	342	1,041	699	-67.16%	12,500
Total Repairs & Maintenance	1,077	3,457	2,380	-68.84%	41,500
Total Services	676	1,126	450	-40.00%	13,500
Total Vehicle & Plant Expenses	22,880	2,073	-20,807	1003.70%	24,879
Total Waste Management Expenses	10,048	11,342	1,294	-11.40%	136,100
Councillor Extra Meeting or Activity	0	3,333	3,333	-100.00%	40,000
<b>Total Less Operating Expenses</b>	<b>114,129</b>	<b>115,242</b>	<b>1,113</b>	<b>-0.97%</b>	<b>1,334,463</b>
<b>Non-operating Expenses</b>					
Total Special Purpose Grant Expenses	38,421	0	-38,421	0.00%	0
<b>Total Non-operating Expenses</b>	<b>38,421</b>	<b>0</b>	<b>38,421</b>	<b>0.00%</b>	<b>0</b>
<b>Total Expenses</b>	<b>152,550</b>	<b>115,242</b>	<b>39,534</b>	<b>0.00%</b>	<b>1,334,463</b>
<b>Net Surplus/Deficit</b>	<b>-46,882</b>	<b>-60,139</b>	<b>13,257</b>	<b>22.04%</b>	<b>-259,048</b>

## 1.1 Summary Income and Expenditure Report

Period: July 2024

1.1 Operating Position	YTD Actuals	YTD Budget	YTD Var	YTD Var	Annual Budget \$
	\$	\$	\$	%	
Operating Surplus/Deficit	-46,882	-60,139	13,257	-22.04%	-259,048
Remove Non-cash Items					
Less Non-cash Income	0	0	0	0.00%	0
Add Back non-cash Expenses	17,083	17,083	0	0.00%	205,000
<b>Total Non-cash Items</b>	<b>-29,798</b>	<b>-43,056</b>	<b>13,258</b>	<b>-30.79%</b>	<b>-54,048</b>
Less Additional Outflows					
Capital Expenditure	0	0	0		NA
Borrowing Repayments (Principal Only)					
Transfer to Reserves					
Other Outflows					
Total Additional Outflows	0	0	0		0
Add Additional Inflows					
Capital Grants Income	0	0	0	0.00%	NA
Prior Carry Forward Tiered Funding	950,065	NA	NA	NA	NA
Other Inflow of Funds					
Transfers from Reserves					
Total Additional Inflows	950,065	0	950,065		0
<b>Net Operating Position</b>	<b>920,267</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>

**1.2 Profit and Loss (Detailed)**  
For the month ended 31 July 2024

Account	Jul 2024	Jul 2024 Budget	Variance	Variance %	2025 Annual Budget
<b>Income</b>					
<b>Contracts, Fees &amp; Charges</b>					
Contracts - Jetty Management	6,786	9,795	-3,009	-30.72%	117,540
Contracts - Other (DIPL)	0	2,583	-2,583	-100.00%	31,000
Contracts - Other (Power & Water)	0	83	-83	-100.00%	1,000
Contracts - Water Management	4,380	4,681	-301	-6.43%	56,172
Dog Registrations	0	150	-150	-100.00%	1,800
<b>Total Contracts, Fees &amp; Charges</b>	<b>11,166</b>	<b>17,292</b>	<b>-6,126</b>	<b>-35.42%</b>	<b>207,512</b>
<b>Interest/Investment Income</b>					
Bank Interest Income	1,801	6,250	-4,449	-71.19%	75,000
<b>Total Interest/Investment Income</b>	<b>1,801</b>	<b>6,250</b>	<b>-4,449</b>	<b>-71.19%</b>	<b>75,000</b>
<b>Operating Grant Revenue</b>					
Grants - FAA General Purpose	60,213	1,406	58,807	4182.57%	16,866
Grants - FAA Roads	12,141	5,823	6,318	108.50%	69,870
Grants - NT Operational	0	18,500	-18,500	-100.00%	222,000
<b>Total Operating Grant Revenue</b>	<b>72,354</b>	<b>25,729</b>	<b>46,625</b>	<b>181.22%</b>	<b>308,736</b>
<b>Other Income</b>					
Misc income	189	200	-11	-5.69%	2,400
<b>Total Other Income</b>	<b>189</b>	<b>200</b>	<b>-11</b>	<b>-5.69%</b>	<b>2,400</b>
<b>Rates Income</b>					
Rates - Income	0	0	0	0.00%	273,299
Rates - Interest Income	0	133	-133	-100.00%	1,600
Rates - Pensioner Rebate	10,800	0	10,800	0.00%	0
Rates - Search income	145	83	62	75.25%	1,000
<b>Total Rates Income</b>	<b>10,945</b>	<b>216</b>	<b>10,729</b>	<b>4967.34%</b>	<b>275,899</b>
<b>Rental Income</b>					
Rent - CEO House	400	433	-33	-7.62%	5,200
Rent - Community Centre Income	136	125	11	9.09%	1,500
<b>Total Rental Income</b>	<b>536</b>	<b>558</b>	<b>-22</b>	<b>-3.88%</b>	<b>6,700</b>
<b>Waste Management Income</b>					
Waste Management - Additional Bin	482	150	332	221.21%	1,800
Waste Management - Hard Waste	95	208	-113	-54.11%	2,500
Waste Management Levy	0	0	0	0.00%	140,868
Waste Management Pensioner Rebate	8,100	0	8,100	0.00%	0
<b>Total Waste Management Income</b>	<b>8,677</b>	<b>358</b>	<b>8,319</b>	<b>2323.82%</b>	<b>145,168</b>
Grants - Special Purpose	0	4,500	-4,500	-100.00%	54,000
<b>Total Income</b>	<b>105,669</b>	<b>55,103</b>	<b>50,566</b>	<b>91.77%</b>	<b>1,075,415</b>
<b>Less Operating Expenses</b>					
<b>Administration - Bank Charges</b>					
Bank Fees	15	42	27	-64.26%	500
Merchant Fees	34	100	66	-65.79%	1,200
<b>Total Administration - Bank Charges</b>	<b>49</b>	<b>142</b>	<b>93</b>	<b>-65.34%</b>	<b>1,700</b>
<b>Administration - Memberships &amp; Subscriptions</b>					
LGANT/Membership	1,899	0	-1,899	0.00%	2,000
Subscriptions & Publications	0	225	225	-100.00%	2,700
<b>Total Administration - Memberships &amp; Subscri</b>	<b>1,899</b>	<b>225</b>	<b>-1,674</b>	<b>744.00%</b>	<b>4,700</b>
<b>Administration - Office Expenses</b>					
Advertising	0	350	350	-100.00%	4,200
Auditing	4,000	0	-4,000	0.00%	8,000
Cleaning	156	167	11	-6.59%	2,000
Consultant fees	13,218	417	-12,801	3069.74%	5,000
Donations [61110]	0	0	0	0.00%	500
Fees, Licences & Charges	428	125	-303	242.51%	1,500
Insurance	13,957	6,250	-7,707	123.31%	75,000
Interest Expense	0	208	208	-100.00%	2,500
IT Equipt, Maint & Support	0	650	650	-100.00%	7,800
IT Subscriptions & Licenses	414	1,500	1,086	-72.41%	18,000
Meeting expenses	132	183	51	-27.87%	2,200
Postage	682	83	-599	721.47%	1,000
Printing & Stationery	260	533	273	-51.14%	6,400
Safety Supplies & Equipment	0	283	283	-100.00%	3,400
Staff Amenities	51	125	74	-59.06%	1,500
Travel & Accommodation	11	417	406	-97.39%	5,000
Valuation Costs	0	250	250	-100.00%	3,000
<b>Total Administration - Office Expenses</b>	<b>33,309</b>	<b>11,541</b>	<b>-21,768</b>	<b>188.61%</b>	<b>147,000</b>
<b>Administration - Telephones &amp; Communications</b>					
Mobiles	221	300	79	-26.23%	3,600
Office phone/fax/internet	64	117	53	-45.07%	1,400
Satellite	0	83	83	-100.00%	1,000
<b>Total Administration - Telephones &amp; Commun</b>	<b>286</b>	<b>500</b>	<b>214</b>	<b>-42.88%</b>	<b>6,000</b>
<b>Contracts &amp; Material Expenses</b>					
Animal Management Charges [64600]	159	42	-117	277.38%	500
Contracts - Jetty Maintenance	0	167	167	-100.00%	2,000
Contracts - Water Management/Maintenance	22	42	20	-48.10%	500
Contracts - Weeds & Fire Management	0	42	42	-100.00%	500
<b>Total Contracts &amp; Material Expenses</b>	<b>180</b>	<b>293</b>	<b>113</b>	<b>-38.46%</b>	<b>3,500</b>
<b>Depreciation Expense</b>					
Depreciation expense	15,917	17,083	1,166	-6.83%	205,000
Depreciation expense - ROU	1,167	0	-1,167	0.00%	0
<b>Total Depreciation Expense</b>	<b>17,083</b>	<b>17,083</b>	<b>-0</b>	<b>0.00%</b>	<b>205,000</b>
<b>Elected Member Allowances</b>					
Councillor Allowances	1,333	3,802	2,469	-64.93%	45,625

## 1.2 Profit and Loss (Detailed)

For the month ended 31 July 2024

Account	Jul 2024	Jul 2024 Budget	Variance	Variance %	2025 Annual Budget
<b>Total Elected Member Allowances</b>	<b>1,333</b>	<b>3,802</b>	<b>2,469</b>	<b>-64.93%</b>	<b>45,625</b>
<b>Elected Member Expenses and Professional Development</b>					
Councillor Professional Development	0	1,667	1,667	-100.00%	20,000
Councillor Expenses - Travel	0	250	250	-100.00%	3,000
<b>Total Elected Member Expenses and Professi</b>	<b>0</b>	<b>1,917</b>	<b>1,917</b>	<b>-100.00%</b>	<b>23,000</b>
<b>Employment Expenses</b>					
Staff Recruitment Expenses	0	500	500	-100.00%	500
Staff Relocation	0	3,000	3,000	-100.00%	3,000
Staff Training	250	417	167	-40.05%	5,000
Staff Uniforms & Safety	0	0	0	0.00%	500
Superannuation	2,418	4,850	2,432	-50.15%	58,202
Wages - Allowances - First aid	73	1,976	1,903	-96.29%	1,976
Wages - Allowances - Travel	1,036	0	-1,036	0.00%	800
Wages - Annual Leave expense	0	3,029	3,029	-100.00%	36,348
Wages - Long Service leave expense	0	616	616	-100.00%	7,389
Wages & Salaries	21,190	42,979	21,789	-50.70%	515,744
<b>Total Employment Expenses</b>	<b>24,967</b>	<b>57,367</b>	<b>32,401</b>	<b>-56.48%</b>	<b>629,459</b>
<b>Projects &amp; Activities - WSC Contributions</b>					
Activities - ANZAC Day WSC contribution	0	83	83	-100.00%	1,000
Activities - Community	0	375	375	-100.00%	4,500
Activities - Community Fund	212	417	205	-49.18%	5,000
Activities - Seniors WSC contribution	130	83	-47	56.64%	1,000
Activities - Sport & Rec WSC Contribution	0	83	83	-100.00%	1,000
<b>Total Projects &amp; Activities - WSC Contribution</b>	<b>342</b>	<b>1,041</b>	<b>699</b>	<b>-67.16%</b>	<b>12,500</b>
<b>Repairs &amp; Maintenance</b>					
R&M CEO House	0	208	208	-100.00%	2,500
R&M Community Centre	0	250	250	-100.00%	3,000
R&M Garden & Ground	654	333	-321	96.47%	4,000
R&M Office	0	250	250	-100.00%	3,000
R&M Office equipment	0	125	125	-100.00%	1,500
R&M Road Repair & Maintenance	0	1,000	1,000	-100.00%	12,000
R&M Sports Ground	350	167	-183	109.58%	2,000
R&M Townsite	0	583	583	-100.00%	7,000
R&M Workshop	0	250	250	-100.00%	3,000
Road Signage	0	83	83	-100.00%	1,000
Stores Materials & Loose Tools	73	208	135	-64.91%	2,500
<b>Total Repairs &amp; Maintenance</b>	<b>1,077</b>	<b>3,457</b>	<b>2,380</b>	<b>-68.84%</b>	<b>41,500</b>
<b>Services</b>					
Services - Animal Management	0	42	42	-100.00%	500
Services - Electricity	0	542	542	-100.00%	6,500
Services - Gas Supplies	0	42	42	-100.00%	500
Services - Pest Control	0	167	167	-100.00%	2,000
Services - Water & Sewerage	676	333	-343	102.88%	4,000
<b>Total Services</b>	<b>676</b>	<b>1,126</b>	<b>450</b>	<b>-40.00%</b>	<b>13,500</b>
<b>Vehicle &amp; Plant Expenses</b>					
Fuel CEO	607	220	-387	175.92%	2,640
Fuel Plant and Machinery	81	350	269	-76.83%	4,200
Fuel Works Truck	123	150	27	-17.76%	1,800
Fuel Works Ute	79	150	71	-47.30%	1,800
Assets < \$5000 P&E F&F	18,667	0	-18,667	0.00%	0
R&M Plant & Machinery	0	600	600	-100.00%	7,200
R&M Vehicles	209	333	124	-37.21%	4,000
Registrations - Plant & Machinery	234	173	-61	35.26%	2,075
Registrations - Vehicles	552	97	-455	469.12%	1,164
Vehicle Leasing Costs	2,327	0	-2,327	0.00%	0
<b>Total Vehicle &amp; Plant Expenses</b>	<b>22,880</b>	<b>2,073</b>	<b>-20,807</b>	<b>1003.70%</b>	<b>24,879</b>
<b>Waste Management Expenses</b>					
Hard Waste Collection	2,362	3,300	938	-28.41%	39,600
R&M Green Waste Compound	0	417	417	-100.00%	5,000
R&M Hard Waste Compound	62	42	-20	47.21%	500
Regular Bin Collection	7,624	7,583	-41	0.54%	91,000
<b>Total Waste Management Expenses</b>	<b>10,048</b>	<b>11,342</b>	<b>1,294</b>	<b>-11.40%</b>	<b>136,100</b>
Councillor Extra Meeting or Activity	0	3,333	3,333	-100.00%	40,000
<b>Total Less Operating Expenses</b>	<b>114,129</b>	<b>115,242</b>	<b>1,113</b>	<b>-0.97%</b>	<b>1,334,463</b>
<b>Non-operating Expenses</b>					
<b>Special Purpose Grant Expenses</b>					
SP Catering	47	0	-47	0.00%	0
SP Contractors	37,705	0	-37,705	0.00%	0
SP Entertainment	358	0	-358	0.00%	0
SP Materials	312	0	-312	0.00%	0
<b>Total Special Purpose Grant Expenses</b>	<b>38,421</b>	<b>0</b>	<b>-38,421</b>	<b>0.00%</b>	<b>0</b>
<b>Total Non-operating Expenses</b>	<b>38,421</b>	<b>0</b>	<b>-38,421</b>	<b>0.00%</b>	<b>0</b>
<b>Total Expenses</b>	<b>152,550</b>	<b>115,242</b>	<b>-37,308</b>	<b>0.00%</b>	<b>1,334,463</b>
<b>Net Surplus/Deficit</b>	<b>-46,882</b>	<b>-60,139</b>	<b>13,257</b>	<b>22.04%</b>	<b>-259,048</b>

## 1.4 Operational & Capital Grants Report

### Capital Grants

Funding Body	Grant	Project Name	Due date	Grants Brought forward from	Grants received in FY25	Total Grant Funding	Total Exp to Date	Balance Available	Further Funding
DCMC	IPG-Sportsground	Outdoor Court & Fitness Equipment Upgrades	30/06/2025	142,640	0	142,640	140,377	2,263	0
DCMC	IPG Driveway/road drainage	Driveway and Road Drainage Remediation Work	30/06/2025	84,000	0	84,000	0	84,000	0
DCMC - CPP	CPP 2022-23	Wagait Beach Access Upgrades	30/06/2025	53,400	0	53,400	53,743	-343	0
DCMC - CPP	CPP 2023-24	Covered Sports Court	30/06/2025	415,000	0	415,000	0	415,000	0
Federal Gov	LRCI Phase 3	Skate Park/pump track upgrade	30/06/2025	37,664	0	37,664	39,142	-1,478	0
Federal Gov	LRCI Phase 4	Repairs to sports court fencing and drainage work	30/06/2025	23,762	0	23,762	27,600	-3,838	15,800
DCMG-LG	WRM #2 21-22	ReDiscovery Centre	30/06/2025	75,000	0	75,000	75,000	0	0
DCMG-LG	WRM #3 22-23	ReDiscovery Centre	30/06/2025	75,000	0	75,000	48,736	26,264	0
DCMG-LG	WRM #4 23-24	ReDiscovery Centre	30/06/2025	75,000	0	75,000	0	75,000	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
				<b>1,035,266</b>	<b>0</b>	<b>1,035,266</b>	<b>456,481</b>	<b>578,785</b>	<b>15,800</b>

### Operational Grants

Funding Body	Grant	Project Name	Due date	Grants Brought forward from Prior Year \$	Grants secured for FY25	Total Grant Funding \$	Total Exp to Date \$	Balance Available	Further Funding Expected FY2025
Core Lithium Ltd	Core Lithium	Equipment	30/06/2025	2,000		2,000	0	2,000	0
DoH	Healthy Lifestyle Grants 2024-2025	Wagait Healthy Lifestyle Program 2023	30/06/2025	0	0				0
DTF	International Women's Day	International Women's Day 2024 Wagait Beach	30/06/2025	0	0	0	0	0	0
DTF	NT Men's Places Grants 2023-25	Wagait Men's Program	30/06/2025	8,115	0	8,115	621	7,494	0
DoH	NT Suicide Prevention Grants 2024-25	Suicide Prevention Program 2023-24	30/06/2025	10,000	0	10,000	7,721	2,279	0
DTF	Youth Vibe Holiday Grant program	Youth Vibe School Holiday 2023-24	30/06/2025	0	0	0	0	0	0
DTF	Youth Week Music Video Festival 2025	Wagait Beach Youth Week Music Video Festival	30/06/2025	0	0	0	0	0	0
Australia Day	Australia Day	Australia Day	30/06/2025	0	0	0	0	0	0
Carers NT	Carers NT 2025	Carers NT	30/06/2025	0	0	0	0	0	0
DITT - CBF	Community Benefit Fund	Makers & Creators 2022	30/06/2025	0	0	0	0	0	0
DTF	Quick Response Grants	Quick Response Youth 2023	30/06/2025	0	0	0	0	0	0
DTF	Wagait Seniors excursion	Senior Grant Month 2024-25	30/06/2025	0	2,000	2,000	0	2,000	0
DoH - AOD	Alcohol and Other Drugs Youth Grants	Wagait Youth Program 2023	30/06/2025	0	0	0	0	0	0
DTF	Youth Vibe Holiday Grant program	Youth Vibe School Holiday 2022-23	30/06/2025	0	0	0	0	0	0
				<b>18,115</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0</b>

## 1.5 Balance Sheet as at 31 July 2024

Account	31 July 2024	30 June 2024
<b>Assets</b>		
<b>Bank</b>		
11101 - CBA Transaction Account	31,871	466,954
11102 - CBA Online Saver	0	0
11103 - Bendigo Investment Acc	500,000	500,000
11105 - CBA Fixed Term Deposits	1,000,000	1,000,000
11109 - CBA Online Saver - SP Grants	0	0
11116 - CBA Cheque Account - SP Grants	610,257	194,293
11117 - CBA Cheque Account - Operational	116,452	116,008
21130 - CBA Credit Card Main	19,063	9,813
<b>Total Bank</b>	<b>2,277,644</b>	<b>2,287,067</b>
<b>Current Assets</b>		
11405 - Trade Debtors [11405]	37,048	16,907
11410 - Less Prov'n for Doubtful Debts	-5,510	-5,510
131105 - Rates in Advance	-8,675	-8,675
190 - Rates Debtors Account	11,877	11,877
192 - Rates Payment Control Account	-8,467	-3,300
<b>Total Current Assets</b>	<b>26,272</b>	<b>11,299</b>
<b>Fixed Assets</b>		
13900 - Work in Progress	175,435	161,195
<b>Total Fixed Assets</b>	<b>175,435</b>	<b>161,195</b>
<b>Non-current Assets</b>		
11500 - Right Use of Assets	54,294	54,294
11501 - Leased Vehicle Accum Depreciation	-51,363	-50,196
13115 - Land at Cost	350,000	350,000
13118 - Buildings at Cost	989,220	989,220
13120 - Buildings Accum Dep	-156,468	-152,301
13150 - Sports Ground at Cost	525,760	525,760
13160 - Sports Ground Accum Dep	-104,310	-101,560
13210 - Motor Vehicles at Cost	165,230	165,230
13220 - Motor Vehicles Accum Dep	-84,679	-83,929
13310 - Plant & Equipment at Cost	717,448	717,448
13320 - Plant & Equipment Accum Dep	-553,312	-548,729
13410 - Office Equip & Furn at Cost	193,788	193,788
13420 - Office Equip Furn Accum Depn.	-177,733	-177,733
13510 - Inf Roads & Paths at Cost	921,675	921,675
13520 - Infr Roads & Path Accum Depn.	-584,088	-580,421
<b>Total Non-current Assets</b>	<b>2,205,463</b>	<b>2,222,546</b>
<b>Total Assets</b>	<b>4,684,813</b>	<b>4,682,107</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
21191 - CBA CC - Rowan Roberts	5,067	4,223
21193 - CBA CC - Virginya Boon	13,797	6,117
21200 - Trade Creditors	86,785	23,788
21200O - Trade Creditors Original	-11,781	-11,781
21250 - Creditors Retention Account	6,998	6,998
21310 - GST	-22,831	-14,150
21420 - PAYG Withholding Payable	6,518	6,304
21430 - Super Payable	4,795	4,268
21710 - Provision for Annual Leave	52,104	52,104
21720 - Provision for Long Service Leave	21,553	21,553
23060 - Unexpended Grant Liability	952,265	950,065
23400 - Accrued Expenses	0	16,195
28001 - Current Lease Liabilities	14,459	14,459
860 - Rounding	0	0
<b>Total Current Liabilities</b>	<b>1,129,729</b>	<b>1,080,142</b>
<b>Non-current Liabilities</b>		
21721 - Provision for Non Current Long Service Leave	4,037	4,037
28000 - Non-current Lease Liabilities	4,908	4,908
<b>Total Non-current Liabilities</b>	<b>8,945</b>	<b>8,945</b>
<b>Total Liabilities</b>	<b>1,138,674</b>	<b>1,089,087</b>
<b>Net Assets</b>	<b>3,546,139</b>	<b>3,593,021</b>
<b>Equity</b>		
31100 - Asset Revaluation Reserve	991,467	991,467
31200 - Roads Renewal Project Reserve	450,000	450,000
31401 - Other Asset Renewal Reserve	270,000	270,000
37000 - Prior Year's Surplus/Deficit	1,807,578	1,807,578
38000 - Retained Earnings	73,975	301,336
Current Year Earnings	-46,882	-227,361
<b>Total Equity</b>	<b>3,546,139</b>	<b>3,593,021</b>

## 1.5 Member and CEO Council Credit Card Transactions

Date	Description	Credit	NT	Inst/OS
<b>CBA CC - Rowan Roberts</b>				
<b>Opening Balance</b>		<b>4,223</b>		
15 Jul 2024	Payment: Adobe Systems Incorporated	19		Inst/OS
17 Jul 2024	Payment: Adobe Systems Incorporated	30	NT	
31 Jul 2024	Payment: Bunnings	52	NT	
31 Jul 2024	Payment: Camping World	24	NT	
29 Jul 2024	Payment: Mailchimp	20	NT	
08 Jul 2024	Payment: Microsoft	103		Inst/OS
08 Jul 2024	Payment: Microsoft	139		Inst/OS
15 Jul 2024	Payment: NT Police, Fire & Emergency Serv	84	NT	
10 Jul 2024	Payment: Territory Wildlife Park	374	NT	
<b>Total CBA CC - Rowan Roberts</b>		<b>844</b>		
<b>Closing Balance</b>		<b>5,067</b>		
<b>CBA CC - Virginia Boon</b>				
<b>Opening Balance</b>		<b>6,117</b>		
25 Jul 2024	Payment: Australia Post	750	NT	
01 Jul 2024	Payment: Berry Springs Hardware	1,057	NT	
18 Jul 2024	Payment: Bunnings	27	NT	
01 Jul 2024	Payment: Cabcharge	12	NT	
09 Jul 2024	Payment: Caltex Berry Springs #49793732	90	NT	
08 Jul 2024	Payment: Coles	51	NT	
24 Jul 2024	Payment: Coles	135	NT	
08 Jul 2024	Payment: EG Fuel	119	NT	
18 Jul 2024	Payment: EG Fuel	87	NT	
22 Jul 2024	Payment: EG Fuel	95	NT	
17 Jul 2024	Payment: Ezyquip Hire Pty	275	NT	
01 Jul 2024	Payment: NT News	2,175	NT	
18 Jul 2024	Payment: Total Tools	2,250	NT	
01 Jul 2024	Payment: Woolworths	25	NT	
01 Jul 2024	Payment: Woolworths	190	NT	
<b>Total CBA CC - Virginia Boon</b>		<b>7,681</b>		
<b>Closing Balance</b>		<b>13,797</b>		
<b>Total</b>		<b>8,525</b>		

## 1.7 Statement of Cash Flows for the month ended 31 July 2024

	<b>Jul 2024</b>
<b>Operating Activities</b>	
Receipts from customers	15,051
Payments to suppliers and employees	-99,481
Cash receipts from other operating activities	-630
<b>Net Cash Flows from Operating Activities</b>	<b>-85,059</b>
<b>Investing Activities</b>	
Payment for property, plant and equipment	-14,240
Other cash items from investing activities	22,251
<b>Net Cash Flows from Investing Activities</b>	<b>8,011</b>
<b>Financing Activities</b>	
Other cash items from financing activities	59,100
<b>Net Cash Flows from Financing Activities</b>	<b>59,100</b>
<b>Net Cash Flows</b>	<b>-17,948</b>
<b>Cash and Cash Equivalents</b>	
Cash and cash equivalents at beginning of period	2,276,728
Net change in cash for period	-17,948
Cash and cash equivalents at end of period	2,258,780

## 1.8 Notes on Cash, Debtors & Creditors as at 31 July 2024

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

Financial Institution	Date Invested	Invested Amount \$	Interest Rate	Maturity Date
1 (a) Bendigo	11/06/2023	500,000	5.01%	7/03/2025
1 (b) CBA	11/06/2023	1,000,000	4.89%	11/03/2025
<b>Total INVESTMENTS</b>		<b>1,500,000</b>		

### Note 2. Statement of Trade Debtors

	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due +90 Days	Total
Belyuen Community Government Council	2,490	0	0	0	0	2,490
C Brown	0	35	0	0	0	35
Department of Infrastructure, Planning & Logistics	7,465	0	0	0	0	7,465
NT Concession and Recognition Scheme	18,900	0	0	0	0	18,900
Phil Adams	0	70	0	0	0	70
Power Water	4,609	209	3,190	0	0	8,008
Roy & Leonie Gosper	0	0	80	0	0	80
ST Thibodeaux	0	0	0	0	0	0
<b>Total</b>	<b>33,464</b>	<b>314</b>	<b>3,270</b>	<b>0</b>	<b>0</b>	<b>37,048</b>

### Note 3. Statement of Trade Creditors

	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due +90 Days	Total
Dale Campbell	6,122	0	0	0	0	6,122
Jardine Lloyd Thompson (JLT) Pty Ltd	56,730	0	0	0	0	56,730
Marnie Jay	0	0	0	0	5,100	5,100
Motor Vehicle Registry	0	0	0	0	0	841
Nexia Edwards Marshall NT	4,400	0	0	0	0	4,400
Optus	314	0	0	0	0	314
St John	0	0	0	0	-190	-190
TR Telecom	0	0	201	0	0	201
Veolia Environmental Services	13,267	0	0	0	0	13,267
<b>Total</b>	<b>80,833</b>	<b>0</b>	<b>201</b>	<b>0</b>	<b>4,910</b>	<b>86,785</b>

## **10.2 DRAFT 2023-24 AUDITED FINANCIAL STATEMENTS**

### **Comments**

A copy of the Audit Completion Letter for the 2022-23 FY is attached.

## 11. GENERAL BUSINESS

### 11.1 SCHEDULE OF FINANCIAL STATUTORY RESPONSIBILITIES

#### PURPOSE

To keep the Audit Committee informed of Council's schedule of Local Government compliance responsibilities for the 2024 calendar year and to seek the Audit Committee's approval for the meeting schedule for the 2024 calendar year.

The 2024 schedule of Local Government compliance responsibilities is provided below.

Item	Audit Committee Date	Council Date	NTG Due Date
2nd Financial Year Budget Review	-	April 2024	30 April 2024
2025 Shire Plan & Budget - Draft	May	April 2024	-
2025 Shire Plan & Budget - Final	May	May 2024	30 June 2024
2024 Financial Audit - Draft	August	September	-
2024 Annual Report - Draft	September	September	-
Adopt 2024 Financial Audit	October	October	15 November
Adopt 2024 Annual Report	October	October	15 November
Q1 Budget Review	-	October	31 December

## 12. CLOSURE OF MEETING

The next meeting of the Wagait Shire Council Audit Committee will be held in the Wagait Shire Council Chambers at 9.30am, 8 October 2024.

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