



AGENDA

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING

MONDAY 10th NOVEMBER 2025

10:00 AM

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1. NOTICE OF MEETING

I hereby give notice that a Risk Management and Audit Committee Meeting will be held on:

Date: 10th November 2025
Time: 10:00am
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

Any member of the Committee who may have a conflict of interest, or perceived conflict of interest regarding any item of business to be discussed at a Risk Management and Audit Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the *Local Government Act 2019*.

The Risk Management and Audit Committee Meeting will be open to the public and will adhere to COVID Safety Plan requirements, including optional wearing of a mask, appropriate physical distancing, health and hygiene requirements.

The meeting will be recorded for minuting purposes only.

A handwritten signature in black ink, appearing to read 'SHILL', with a long horizontal stroke extending to the right.

Chief Executive Officer

AGENDA

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR ON MONDAY 10th NOVEMBER AT 10:00AM

The Chairperson, Mr Robert Annis-Brown, will declare the meeting open at 10:00am and welcome all in attendance.

2. ACKNOWLEDGEMENT OF COUNTRY

I acknowledge the Traditional Owners of the land commonly referred to as Coomalie. I pay my respects to their Elders, past, present and emerging.

3. PERSONS PRESENT

MEMBERS PRESENT

Chairperson	Robert Annis-Brown
Independent Member	VACANT
Deputy President	Chris Whatley
Councillor	Sharon Beswick

STAFF PRESENT

Chief Executive Officer	Sharon Hillen
Corporate Services Manager	Natasha Chapman
Executive Services Coordinator	Stacey Shooter

4. APOLOGIES AND LEAVE OF ABSENCE.

Date: 10th November 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

This report is to table for Committee's records, any apologies and requests for leave of absence received from Members of the Risk Management and Audit Committee for the meeting held 10th November 2025.

RECOMMENDATION

That the Risk Management and Audit Committee receive and notes the apologies of _____ absence for the Risk Management and Audit Committee Meeting held on the 10th November 2025.

Moved:

Seconded:

COMMENT

The committee can choose to accept the apologies or requests for leave of absence as presented or not accept them. Apologies or requests for leave of absence that are not accepted by the committee will be recorded as absence without notice.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS.

Section 98 *Local Government Act 2019*.

FINANCIAL IMPLICATIONS.

Nil.

5. ELECTRONIC MEETING ATTENDANCE.

Date: 10th November 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

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

RECOMMENDATION

That the Risk Management and Audit Committee acknowledge and accepts Chairperson Robert Annis-Brown's attendance to the meeting of 10th November 2025 via electronic means.

Moved:

Seconded:

COMMENT

The *Local Government Act 2019* provides for a member who is not physically present at a meeting is taken to be present at the meeting if:

- (a) the member's attendance at the meeting by means of an audio or audio-visual conferencing system is authorised in accordance with a council resolution establishing a policy for attendance in such a manner.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS.

Section 98 *Local Government Act 2019*.

FINANCIAL IMPLICATIONS.

Nil.

6. DECLARATION OF INTEREST OF MEMBERS OR STAFF.

Date: 10th November 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

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

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Committee by disclosure as soon as possible after the matter is raised. Under disclosure, the Member must abide by the decision of Committee on whether he/she shall remain in the meeting and/or take part in the vote on the issue. The committee may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/her to leave the Chambers.

RECOMMENDATION

That the Risk Management and Audit Committee receives the following declarations of interest as listed for the Risk Management and Audit Committee Meeting held 10th November 2025.

Moved:

Seconded:

COMMENT.

Not applicable.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS.

Conflict of Interest – Code of Conduct.

FINANCIAL IMPLICATIONS.

Not applicable.

7. CONFIRMATION OF MINUTES.

7.1 CONFIRMATION OF MINUTES.

Date:	10 th November 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Draft Public Minutes from 18 th August 2025

PURPOSE

Public Minutes from the meeting held on 18th August 2025 are to be noted.

RECOMMENDATION

That the Public Minutes of the Risk Management and Audit Committee held on 18th August 2025 be noted by the Risk Management and Audit Committee.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Nil.

COMMENT

Nil.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Section 101 *Local Government Act*.

FINANCIAL IMPLICATIONS

Nil.

7.1 ATTACHMENT: MINUTES FROM THE MEETING ON 18TH AUGUST 2025.



MINUTES

**RISK MANAGEMENT AND AUDIT
COMMITTEE MEETING**

MONDAY 18TH AUGUST 2025

10:00 AM

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1. NOTICE OF MEETING

I hereby give notice that a Risk Management and Audit Committee Meeting was held on:

Date: 18th August 2025
Time: 10:00am
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

Any member of the Committee who may have a conflict of interest, or perceived conflict of interest regarding any item of business to be discussed at a Risk Management and Audit Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the *Local Government Act 2019*.

The Risk Management and Audit Committee Meeting was open to the public and adhered to COVID Safety Plan requirements, including optional wearing of a mask, appropriate physical distancing, health and hygiene requirements.

The meeting was recorded for minuting purposes only.

A copy of the agenda can be found on Council's website, alternatively a copy can be obtained from the Council Office.



Chief Executive Officer

MINUTES

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON MONDAY 18TH AUGUST AT 10:00AM

The Chairperson, Mr Ian Swan, declared the meeting open at 10:00am and welcomed all in attendance.

2. ACKNOWLEDGEMENT OF COUNTRY

I acknowledge the Traditional Owners of the land commonly referred to as Coomalie. I pay my respects to their Elders, past, present and emerging.

3. PERSONS PRESENT

MEMBERS PRESENT

Chairperson	Ian Swan – Electronic means
Independent Member	Maxie Smith
Official Manager	Mark Blackburn

STAFF PRESENT

Chief Executive Officer	Sharon Hillen
Executive Services Coordinator	Stacey Shooter

VISITORS

Noel Clifford, NEXIA – Electronic means

4. APOLOGIES AND LEAVE OF ABSENCE.

Date: 18th August 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

This report is to table for Committee's records, any apologies and requests for leave of absence received from Members of the Risk Management and Audit Committee for the meeting held 18th August 2025.

Nil

5. ELECTRONIC MEETING ATTENDANCE.

Date: 18th August 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

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

RESOLUTION RMAC2025/08/18/001

That the Risk Management and Audit Committee acknowledges and accepts the Chair, Mr. Ian Swan's attendance to the meeting of 18th August 2025 via electronic means.

Moved: Member Smith
Seconded: Official Manager

Carried

6. DECLARATION OF INTEREST OF MEMBERS OR STAFF.

Date: 18th August 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

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

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Committee by disclosure as soon as possible after the matter is raised. Under disclosure, the Member must abide by the decision of Committee on whether he/she shall remain in the meeting and/or take part in the vote on the issue. The committee may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/her to leave the Chambers.

RESOLUTION RMAC2025/08/18/002

That the Risk Management and Audit Committee receives the following declarations of interest as listed for the Risk Management and Audit Committee Meeting held 18th August 2025.

8.1 – Business from Previous Meeting: The Chair, Ian Swan.

Moved: Official Manager

Seconded: Member Smith

Carried

7. CONFIRMATION OF MINUTES.

7.1 CONFIRMATION OF MINUTES.

Date: 18th August 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Draft Public Minutes of 10th June 2025

PURPOSE

Public Minutes from the meeting held on 10th June 2025 are to be confirmed.

RESOLUTION RMAC2025/08/18/003

That the Public Minutes of the Risk Management and Audit Committee meeting held on the 10th June 2025 be confirmed by the Risk Management and Audit Committee as a true and correct record of the meeting.

Moved: Official Manager

Seconded: Member Smith

Carried

Procedural Note:

The Chair, Ian Swan left the meeting room at 10:04am.

8. BUSINESS ARISING

8.1 BUSINESS FROM PREVIOUS MEETING

Date:	18 th August 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Nil

PURPOSE

To provide the Risk Management and Audit Committee with a summary of the business arising from the previous meeting and actions taken.

RESOLUTION RMAC2025/08/18/004	
That the Risk Management and Audit Committee confirm the business arising from the meeting held on 10 th June 2025.	
Moved:	Official Manager
Seconded:	Member Smith Carried

Procedural Note:

The Chair, Ian Swan returned to the meeting room at 10:05am.

9. OFFICER REPORTS

9.1 INCIDENTS AND CLAIMS

Date:	18 th August 2025
Author:	Luke Auckland, People and Culture Coordinator.
Attachments:	Nil

PURPOSE

To provide the Risk Management and Audit Committee with updates on any incidents or claims in the period May 2025 to July 2025.

RESOLUTION RMAC2025/08/18/05

That the Risk Management and Audit Committee receives and notes the report entitled Incidents and Claims.

Moved: Member Smith

Seconded: Official Manager

Carried

* **CEO to take on notice**, incident lifting bin is a new one or the same one as last meeting.

9.2 FINANCIAL REPORT 30 JUNE 2025.

Date:	18 th August 2025
Author:	Sharon Hillen, Chief Executive Officer. Shaun Hardy, Corporate Services Manager.
Attachment:	Nil

PURPOSE

To provide the Risk Management and Audit Committee with an update on the Council's financial position as of the 30th June 2025.

RESOLUTION RMAC2025/08/18/006

That the Risk Management and Audit Committee receives and notes the report entitled Financial Report 30 June 2025.

Moved: Official Manager

Seconded: Member Smith

Carried

9.3 DRAFT RISK REGISTER.

Date: 18th August 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: The Risk Register will be tabled at the meeting.

PURPOSE

To provide the Risk Management and Audit Committee with updates on the development of a Risk Register.

RESOLUTION RMAC2025/08/18/007

That the Risk Management and Audit Committee;

- a) receives and notes the report entitled Draft Risk Register; and
- b) request a progress report be presented to the October 2025 RMAC meeting; and
- c) request a draft report for formal consideration by the Committee at the April 2026 meeting.

Moved: Official Manager

Seconded: Member Smith

Carried

9.4 COMMITTEE WORK SCHEDULE AND WORK PROGRAM UPDATE

Date: 18th August 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Nil

To refresh the Committee members of the role of the Risk Management and Audit Committee and the 2025 Works Program and proposed meeting dates, as amended.

RESOLUTION RMAC2025/08/18/008

That the Risk Management and Audit Committee receives and notes the report entitled Committee Work Schedule and Work Program Update.

Moved: Member Smith

Seconded: Official Manager

Carried

10. GENERAL BUSINESS

Nil

11. CONFIDENTIAL ITEMS

RESOLUTION RMAC2025/08/18/009

That Council close the meeting to the general public in accordance with Regulation 51 of the *Local Government (General) Regulations 2021*;

Moved: Maxie Smith

Seconded: Official Manager

Carried

Procedural Note:

The meeting was closed to the public at 10:38am.

11.1 CONFIRMATION OF CONFIDENTIAL MINUTES

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

11.2 COMMITTEE PERFORMANCE AND TERMS OF REFERENCE REVIEW 2025

CONFIDENTIAL: Regulations 51(1)(c)(iii) prejudice the security of Council, its members or staff

11.3 INTERIM AUDIT REPORT 2024-2025

CONFIDENTIAL: Regulations 51(1)(c)(iii) prejudice the security of Council, its members or staff

12. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL

Nil

13. RE-OPENING OF THE MEETING

RESOLUTION CONFRMAC2025/08/18/013

That the Committee re-opens the meeting to the general public in accordance with Regulation 51 of *the Local Government (General) Regulations 2021*.

Moved: Official Manager

Seconded: Member Smith

Carried

Procedural Note:

The meeting was reopened to the public at 11:09am.

14. NEXT MEETING

The next Risk Management and Audit Committee meeting will be held at Batchelor on 13th October 2025.

15. MEETING CLOSED

The meeting was closed at 11:17am.

8. BUSINESS ARISING

8.1 BUSINESS FROM PREVIOUS MEETING

Date:	10 th November 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Nil

PURPOSE

To provide the Risk Management and Audit Committee with a summary of the business arising from the previous meeting and actions taken.

RECOMMENDATION

That the Risk Management and Audit Committee confirm the business arising from the meeting held on 18th August 2025.

Moved:

Seconded:

Action Requested	Officer Responsible	Progress
Seek expression of Interest for The Chairperson.	CEO/CSM	COMPLETED

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

CCGC Risk Management and Audit Committee Terms of Reference

FINANCIAL IMPLICATIONS

Nil

9. OFFICER REPORTS

9.1 INDEPENDENT MEMBER RESIGNED – EOI RELEASED

Date: 10th November 2025

Author: CEO, Sharon Hillen

Attachments: NIL

PURPOSE

To inform the Risk Management and Audit Committee that the Independent Member Maxie Smith has resigned from the Risk Management and Audit Committee, and that an EOI has been released.

RECOMMENDATION

That the Risk Management and Audit Committee receive and notes the report titled Independent Member Resigned – EOI Released.

Moved:

Seconded:

BACKGROUND

According to Councils Risk Management and Audit Committee Terms of Reference there will be an Independent Member appointed to the Committee. Maxie Smith was appointed to the RMAC on 19/12/2025 and attended all RMAC meeting since appointed.

On the 30th of October 2025 Ms Smith resigned due to increased work commitments.

COMMENT

The EOI Notice has been released on Councils Website and to Elected Members and the Independent Chair.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

- *Local Government Act 2019*
- *Risk Management and Audit Committee Terms of Reference*

CONSULTATION

- *President*
- *RMAC Chair*

FINANCIAL IMPLICATIONS

Nil

9.2 SEPTEMBER MONTHLY FINANCE REPORT

Date:	10 November 2025
Author:	Natasha Chapman, Corporate Services Manager
Attachment:	Nil

PURPOSE

To provide a summary of the financial position of Council for the period ending 30th September 2025. In accordance with the *Local Government (General) Regulations 2021 – Part 2 Division 7*, the preceding month's financial report must be presented to Council. Regulation 17(1) of the *Local Government (General) Regulations 2021* requires a monthly report from the Chief Executive Officer to provide council with the actual income and expenditure for the year to date; the most recently adopted annual budget; and details of any material variances between the most recent actuals and the most recently adopted annual budget.

RECOMMENDATION

That Council;

- a) notes the Chief Executive Officer (CEO) certifies to the best of her knowledge, information, and the belief that the internal controls implemented by Council are appropriate, and that Council's financial report best reflects the financial affairs of Council; and
- b) receives and notes the monthly financial report for September 2025.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

The monthly financial report Income and Expenditure Statement compares the actual income and expenditure to budget at two levels, firstly for the year to date (YTD), and secondly for the full year budget. Comparatives to full year are relevant if the income and expenditure is linear, otherwise the YTD budget comparison provides a clearer position. Ideally, the budget is accurately phased so that the amount allocated each month will match the pattern of income and expenditure.

COMMENT

Operating Income and Expenditure

- Council's operating income is lower than YTD, resulting from anticipated operational grant payments not yet received. Investment interest for July – September 2025 quarter was higher than projected.
- Fees and Charges are significantly higher than budgeted due to the change in recognition of waste collection fees, resulting in less charges on rates notices and more fee for service invoice provision.

- 2025/26 rates and charges have been levied, with the first instalment due on 26 September 2025.
- Operating expenditure is less than YTD with the main variances resulting from:
 - Employee costs have been as payable from the beginning of the financial year however not yet expended. For example, training and uniforms costs are recognised from the beginning of the year as an employee could access training from 1 July 2025, even if it isn't spent immediately.
 - Elected Member Professional Development allowance has been recognised as payable from the beginning of the financial year, however not expended.

Capital Works

- Myrtle Fawcett Park works completed in line with grant agreement and contract.
- Adelaide River Cemetery Precinct works – electrical works completed for all three cemeteries. Public quotation for concrete works is in progress. Car parking/road work tender to be released within the next month.
- Batchelor Waste Management Facility Weighbridge (WaRM Phase 4) – final scale and calibration work to be completed this month.
- Roads to Recovery – Haynes and Strickland Rd dust suppression project. Haynes Rd works are completed. Strickland Rd to be commenced following completion of Haynes Rd.

Investments

- At 30 September 2025, Council held \$2,979,412 in term deposits.
- At 30 September 2025, Council's cash at bank contained \$2.51 Million of tied funding.

Grants

Council received the following grant payments in September 2025:

- Financial Assistance Grant (General Purpose) Quarter 1 payment - \$4,978
- Financial Assistance Grant (Roads) Quarter 1 payment - \$85,978

Unexpended grants from the 2024-25 financial year are still being worked through with Council's auditors and have not been finalised or recognised in this report. Therefore, the Prior Year Carry Forward funds are reported as \$0 this month but will be corrected in the October financial report. There will be an amendment to the annual budget at the first budget review.

Reserves

Council introduced a Reserves Policy and outlined opening balances to be created from 1 July 2025 in the Shire Plan 2025/26. Equity reserve accounts have been created, with opening balances to be transferred from retained earnings equity as detailed in the tables below.

Rates

- 2025/26 Rates and Charges have been levied in August 2025. First instalment for 2025/26 rates was due by 26 September 2025. Any ratepayer who has not met the first instalment is now considered in arrears in accordance with the *Local Government Act 2019*.
- At 30 September 2025, Council's overdue rates are worth \$569k. The overdue rates balances relate to rates and charges from current and previous financial years and continue to accrue interest until payment is received.
- At 30 September 2025, there are 36 properties that have a rates credit due to direct debit or payment plans being in place. The total of these applied credits is \$23k.

Tax

Council is compliant with payment and reporting all tax liabilities as outlined below:

- Pay As You Go (PAYG Withholdings) have been lodged with the Business Activity Statements (BAS) each month. The September PAYG Withholdings will be submitted with the Business Activity Statement in October 2025.
- Business Activity Statements have been lodged by the due dates. The September BAS will be lodged by the due date of 21st October 2025.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Regulation 17 *Local Government (General) Regulation 2021*

FINANCIAL IMPLICATIONS

Nil

Certification by the CEO to the Council

Council Name:	COOMALIE COMMUNITY GOVERNMENT COUNCIL
Reporting Period:	30-Sep-25

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

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	1,237,968	1,248,201	(10,233)	1,248,201
Charges	405,366	513,817	(108,451)	513,817
Fees and Charges	119,613	39,679	79,934	145,536
Operating Grants and Subsidies	115,476	1,004,336	(888,860)	1,544,627
Interest / Investment Income	54,999	47,501	7,498	190,000
Commercial and Other Income	52,857	11,400	41,457	76,848
TOTAL OPERATING INCOME	1,986,279	2,864,934	(878,655)	3,719,029
OPERATING EXPENDITURE				
Employee Expenses	351,306	443,216	(91,910)	1,531,668
Materials and Contracts	779,773	796,469	(16,696)	2,002,807
Elected Member Allowances	23,483	59,440	(35,958)	117,772
Elected Member Expenses	0	3,600	(3,600)	33,600
Council Committee & LA Allowances	1,127	1,750	(623)	7,000
Council Committee & LA Expenses	0	0	0	0
Depreciation, Amortisation and Impairment	362,733	399,640	(36,907)	1,598,564
Interest Expenses	0	0	0	0
Other Expenses	5,650	10,000	(4,350)	25,400
TOTAL OPERATING EXPENDITURE	1,524,072	1,714,115	(190,043)	5,316,811
OPERATING SURPLUS / DEFICIT	462,208	1,150,819	(688,611)	(1,597,782)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	462,208	1,150,819	(688,611)	(1,597,782)
<i>Remove</i> NON-CASH ITEMS				
<i>Less</i> Non-Cash Income	0	0	0	0
<i>Add Back</i> Non-Cash Expenses	362,733	399,640	(36,907)	1,598,564
TOTAL NON-CASH ITEMS	362,733	399,640	(36,907)	1,598,564
<i>Less</i> ADDITIONAL OUTFLOWS				
Capital Expenditure	174,000	0	174,000	1,622,000
Borrowing Repayments (Principal Only)	0	0	0	0
Transfer to Reserves	0	0	0	162,500
Other Outflows	0	0	0	0
TOTAL ADDITIONAL OUTFLOWS	(174,000)	0	(174,000)	(1,784,500)
<i>Add</i> ADDITIONAL INFLOWS				
Capital Grants Income	459,120	0	459,120	532,000
Prior Year Carry Forward Tied Funding	0	595,000	(595,000)	595,000
Other Inflow of Funds	0	0	0	0
Transfers from Reserves	0	0	0	781,500
TOTAL ADDITIONAL INFLOWS	459,120	595,000	(135,880)	1,908,500
NET BUDGETED OPERATING SURPLUS / DEFICIT	1,110,060	2,145,459	(1,035,399)	124,782

Table 2.1 Capital Expenditure and Funding**By class of infrastructure, property, plant and equipment**

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Buildings	132,000	0	132,000	0
Community Assets and Other Structures	0	0	0	544,500
Motor Vehicles	0	0	0	70,000
Plant and Equipment	0	0	0	25,000
Roads Infrastructure	42,000	50,000	(8,000)	982,500
TOTAL CAPITAL EXPENDITURE	174,000	50,000	124,000	1,622,000
TOTAL CAPITAL EXPENDITURE FUNDED BY: **				
Capital Grants Income	459,120	0	459,120	532,000
Prior Year Carry Forward Tied Funding	0	595,000	(595,000)	595,000
Operating Income and Subsidies	0	0	0	400,000
Reserves	0	0	0	95,000
TOTAL CAPITAL EXPENDITURE FUNDING	459,120	595,000	(135,880)	1,622,000

Table 2.2. Quarterly Report on Planned Major Capital Works

Class of Assets	By Major Capital Project	Total Prior Year(s) Actuals \$	YTD Actuals \$	Total Actuals \$	Total Planned Budget \$	Total Yet to Spend \$	Expected Project Completion Date
Buildings	Nil	0	0	0	0	0	N/A
Community Assets	CPP 2022-23 - Myrtle Fawcett Park	219,620	151,414	371,034	423,000	51,966	30/09/2025
	WaRM 2023-24 - Batchelor Waste Facility Weighbridge	61,965	36,992	98,957	120,000	21,043	31/10/2025
	WaRM 2025-26 - Project not yet allocated	0	0	0	104,500	104,500	30/06/2026
	DVA - Adelaide River Cemetery Precinct Electrical upgrades	0	184,000	184,000	184,000	0	30/09/2025
	IPG 2023-24 - Footpaths, street and park lights, play equipment and helipad at Adelaide River	127,890	1,502	129,392	256,000	126,608	31/12/2025
Motor Vehicles	Replace 2x single cab utes with 1x twin cab 4x4 ute	0	0	0	70,000	70,000	31/12/2025
Plant and Equipment	1x heavy duty ride-on mower	0	0	0	25,000	25,000	31/12/2025
Roads	CPP 2023-24 Adelaide River Cemetery Precinct Road and parking upgrades	0	0	0	625,000	625,000	30/06/2026
	Roads to Recovery and Federal Assistance Grants projects	0	0	0	982,500	982,500	30/06/2026
TOTAL		409,475	373,908	783,383	2,790,000	2,006,617	

Table 3. Monthly Balance Sheet Report

BALANCE SHEET AS AT 30 SEPTEMBER 2025	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	2,219,257	
Untied Funds	1,948,967	
Accounts Receivable		
Trade Debtors	59,478	(2)
Rates & Charges Debtors	1,206,879	
Other Current Assets	48,209	
TOTAL CURRENT ASSETS	5,482,790	
Non-Current Financial Assets	0	
Property, Plant and Equipment	16,862,406	
TOTAL NON-CURRENT ASSETS	16,862,406	
TOTAL ASSETS	22,345,197	
LIABILITIES		
Accounts Payable	39,762	(3)
ATO & Payroll Liabilities	(19,585)	(4)
Current Provisions	96,985	
Accruals	(131)	
Other Current Liabilities	30,506	
TOTAL CURRENT LIABILITIES	147,537	(5)
Non-Current Provisions	1,841	
Other Non-Current Liabilities	0	
TOTAL NON-CURRENT LIABILITIES	1,841	
TOTAL LIABILITIES	149,378	
NET ASSETS	22,195,819	
EQUITY		
Asset Revaluation Reserve	15,424,509	
Reserves	391,500	(6)
Accumulated Surplus	6,379,810	
TOTAL EQUITY	22,195,819	

Note 1. Details of Cash and Investments Held

\$2,979,412 held in investments as at 30 September 2025 (details in table below).

Investments Summary

As at 30 September 2025

Category	Balance	Rate	Interest Frequency	Maturity Date
Fixed Term Deposit	\$400,000	4.09%	At Maturity	2/10/2025
Fixed Term Deposit	\$800,000	4.02%	At Maturity	30/10/2025
Fixed Term Deposit	\$1,229,412	4.08%	At Maturity	10/12/2025
Fixed Term Deposit	\$250,000	4.10%	At Maturity	10/03/2026
Fixed Term Deposit	\$300,000	4.02%	At Maturity	21/04/2026
TOTAL	\$2,979,412			

Note 2. Statement of Trade Debtors

	Current	Past Due –30 Days	Past Due 31–60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Commercial Waste	3,564.00	39,393.20	17.00	195.00	-	43,169.20
Facility and Equipment Hire Fees	-	465.00	-	-	265.53	730.53
Regulatory Services	-	-	-	-	50.00	50.00
Road permits	-	307.00	1,228.00	-	578.50	2,113.50
Sundry Debtors	-	-	-	-	13,415.00	13,415.00
TOTAL	\$ 3,564.00	\$ 40,165.20	\$ 1,245.00	\$ 195.00	\$ 14,309.03	\$ 59,478.23

Note 3. Statement on Trade Creditors

	Current	Past Due 1–30 Days	Past Due 31–60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
ADG Engineers (Aust) Pty Ltd	-	- 8,250.00	-	-	-	- 8,250.00
Area9 IT Solutions	445.50	-	-	-	-	445.50
Batchelor Institute	187.00	-	-	-	-	187.00
Bunnings Building Supplies P/L	398.28	-	-	-	-	398.28
Darwin Office Technology	1,818.23	-	-	-	-	1,818.23
Dirtz Auto Electrical and Airconditioning	-	578.40	-	-	-	578.40
First Class Communications	1,056.00	-	-	-	-	1,056.00
Fly Creek Tyres	545.00	-	-	-	-	545.00
Integrated Land Information System	138.00	-	-	-	-	138.00
Jacana Energy	2,302.25	-	-	-	-	2,302.25
MVR	841.25	-	-	-	-	841.25
Nexia Edwards Marshall NT	1,265.00	-	-	-	-	1,265.00
Northern Projects Pty Ltd	13,761.00	-	-	-	-	13,761.00
Officeworks Ltd	111.88	-	-	-	-	111.88
Outback Car Care	715.00	-	-	-	-	715.00
PowerWater - Bills	2,351.42	-	-	-	-	2,351.42
Practical Safety Australia Pty Ltd	57.85	-	-	-	-	57.85
Roadside Services & Solutions Pty Ltd	3,690.59	-	-	-	-	3,690.59
RS Gardening Care	3,689.61	-	-	-	-	3,689.61
The Big Mower	975.70	-	-	-	-	975.70
Think Water Virginia	2,040.50	-	-	-	-	2,040.50
Top End Grub	1,718.60	-	-	-	-	1,718.60
VTG Waste & Recycling P/L	5,893.93	-	-	-	-	5,893.93
WEX Australia Pty Ltd	3,431.19	-	-	-	-	3,431.19
Total Accounts Payable	\$47,433.78	-\$ 7,671.60	\$ -	\$ -	\$ -	\$ 39,762.18

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

Council is compliant with all payment, reporting and tax liabilities:

- PAYG Withholdings have been lodged by the due dates. The September 2025 PAYG Withholdings will be submitted with the Business Activity Statement prior to 21 October 2025.

- Business Activity Statements have been lodged by the due dates. The September 2025 BAS will be lodged prior to the due date of 21 October 2025.

Note 5. Current Ratio

The Current Ratio measures Council's ability to pay short-term obligations or those due within one year. A Current Ratio that is higher than 1.00 is considered acceptable in contemporary financial management terms. Council's Current Ratio as at 31 August 2025 is 1.37.

Note 6. Reserve Accounts

Internally Restricted	Total (\$)
Asset Renewal Reserve	200,000
Batchelor Playground Reserve	2,500
Disaster Recovery Reserve	25,000
Election Expenses Reserve	39,000
Waste Management Reserve	100,000
Externally Restricted	
Disaster Recovery Reserve	25,000
TOTAL RESERVES BALANCE	391,500

Table 4. Member and CEO Council Credit Card Transactions for the Month

Cardholder

Name: S HILLEN

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
1/09/2025	\$ 40.97	Mailchimp	Monthly Newsletter Subscription
4/09/2025	\$ 638.88	Microsoft	Monthly Software Subscription
5/09/2025	\$ 143.00	Microsoft	Monthly Software Subscription
5/09/2025	\$ 270.71	Microsoft Azure	Monthly Software Subscription
10/09/2025	\$ 116.02	Microsoft	Monthly Software Subscription
11/09/2025	\$ 7.00	NTG Building Files	Property Record Request
22/09/2025	\$ 222.00	Xero Australia	Monthly Software Subscription
29/09/2025	\$ 198.00	Camping World & Compleat Angler Darwin	Employee Retirement
30/09/2025	\$ 40.86	Mailchimp	Monthly Newsletter Subscription
Total	\$ 1,677.44		

Other Staff Credit Card Transactions

For the period 1 September 2025 to 30 September 2025

Date	Description	Credit (AUD)
08 Sep 2025	TopLock NT	127.05
08 Sep 2025	ONEMUSIC Australia	9.09
08 Sep 2025	PowerWater - Bills	29.32
10 Sep 2025	Camping World & Compleat Angler Darwin	45.00
12 Sep 2025	Australia Post	170.00
22 Sep 2025	Kmart	62.50
23 Sep 2025	Woolworths	114.85
26 Sep 2025	HappyTel Retail Group	84.95

CCGC CBA Cheque

For the period 1 September 2025 to 30 September 2025

Date	Description	Credit (AUD)
01 Sep 2025	Direct Deposit rates returned	100.00
01 Sep 2025	Commonwealth Bank of Australia	1.10
02 Sep 2025	Bank Transfer from CCGC CBA Cheque to CBA Credit Card	818.38
02 Sep 2025	Bank Transfer from CCGC CBA Cheque to CBA Credit Card	515.80
02 Sep 2025	Bank Transfer from CCGC CBA Cheque to CBA Credit Card	3,076.03
02 Sep 2025	Bank Transfer from CCGC CBA Cheque to CBA Credit Card	141.10
02 Sep 2025	Bank Transfer from CCGC CBA Cheque to CBA Credit Card	123.34
02 Sep 2025	Commonwealth Bank of Australia	39.69
02 Sep 2025	Commonwealth Bank of Australia	151.01
04 Sep 2025	SALARIES AND WAGES Coomalie Communi	36,316.19
05 Sep 2025	Payment: Ooloo Investments Pty Ltd	563.25
05 Sep 2025	Payment: Winc	744.52
05 Sep 2025	Payment: Ooloo Investments Pty Ltd	563.25
05 Sep 2025	Payment: TGS Diesel & Hydraulic Service & Repair	1,207.25
05 Sep 2025	Payment: Captovate	165.00
05 Sep 2025	Payment: Earl James & Associates	2,511.85
05 Sep 2025	Payment: Territory Tyres	5,632.00
05 Sep 2025	Payment: SD Electrical and Air-conditioning	9,988.00
05 Sep 2025	Payment: Top End Grub	1,057.60
05 Sep 2025	Payment: Air Liquide Australia Ltd	73.19
05 Sep 2025	Payment: Winc	30.24
05 Sep 2025	Payment: Winc	14.63
05 Sep 2025	Payment: WEX Australia Pty Ltd	1,139.03
05 Sep 2025	Payment: Mark Blackburn	10,438.34
05 Sep 2025	Payment: Territory Tyres	94.00
05 Sep 2025	Payment: Colemans Printing	593.45
05 Sep 2025	Payment: Top End Grub	1,057.60
05 Sep 2025	Payment: Darwin Office Technology	548.61
05 Sep 2025	Payment: Winc	200.41
05 Sep 2025	Payment: Winc	836.03
05 Sep 2025	Payment: Trakondy Asbestos and hazardous materials PTY LTD	3,260.40
05 Sep 2025	Payment: VTG Waste & Recycling P/L	5,893.93
05 Sep 2025	Payment: Netball NT	1,980.00
05 Sep 2025	Payment: PowerWater - Bills	108.60
05 Sep 2025	Payment: Jacana Energy	44.11
05 Sep 2025	Payment: Jacana Energy	151.95
05 Sep 2025	Payment: Jacana Energy	79.12
05 Sep 2025	Payment: Jacana Energy	47.93

05 Sep 2025	Payment: PowerWater - Bills	282.05
05 Sep 2025	Payment: PowerWater - Bills	1,554.78
05 Sep 2025	Payment: Jacana Energy	166.31
12 Sep 2025	Payment: Top End Grub	1,388.10
12 Sep 2025	Payment: Nexia Edwards Marshall NT	1,650.00
12 Sep 2025	Payment: Darwin Roller Door Services	4,110.00
12 Sep 2025	Payment: RS Gardening Care	3,815.24
12 Sep 2025	Payment: Bunnings Building Supplies P/L	866.06
12 Sep 2025	Payment: P&K Plumbing	595.50
12 Sep 2025	Payment: Ooloo Investments Pty Ltd	30,000.00
12 Sep 2025	Payment: VTG Waste & Recycling P/L	5,893.93
12 Sep 2025	Payment: Litchfield Outback Resort	196.00
12 Sep 2025	Payment: Gleeming Cleaning Services	3,955.00
12 Sep 2025	Payment: RS Gardening Care	5,818.79
12 Sep 2025	Payment: Tick of Approval Pty Ltd	275.00
12 Sep 2025	Payment: HWL Ebsworth Lawyers	972.40
12 Sep 2025	Payment: Telstra	37.73
12 Sep 2025	Payment: Jacana Energy	949.66
15 Sep 2025	Commonwealth Bank of Australia	1.10
15 Sep 2025	Commonwealth Bank of Australia	6.16
15 Sep 2025	Commonwealth Bank of Australia	63.80
15 Sep 2025	Commonwealth Bank of Australia	65.12
15 Sep 2025	NBN Biz	322.52
15 Sep 2025	Direct Deposit rates returned	100.00
17 Sep 2025	EQUIPMENT RENTS	227.00
18 Sep 2025	SALARIES AND WAGES Coomalie Communi	294.63
18 Sep 2025	PC180925-141448908 SuperChoice P-L	5,560.91
18 Sep 2025	PC180925-141449110 SuperChoice P-L	5,693.02
18 Sep 2025	SALARIES AND WAGES Coomalie Communi	35,110.03
19 Sep 2025	Payment: Batchelor Institute	297.00
19 Sep 2025	Payment: Alan Roe	950.31
19 Sep 2025	Payment: Batchelor Institute	77.00
19 Sep 2025	Payment: Cheryl Campbell	250.00
19 Sep 2025	Payment: Charlie Conterero	500.00
19 Sep 2025	Payment: Sue Mornane	500.00
19 Sep 2025	Payment: Batchelor Institute	110.00
19 Sep 2025	Payment: P&K Plumbing	2,626.96
19 Sep 2025	Payment: Batchelor Service Centre	1,839.74
19 Sep 2025	Payment: Litchfield Outback Resort	2,160.00
19 Sep 2025	Payment: Chris Whatley	621.83
19 Sep 2025	Payment: Greg Strettles	621.83
19 Sep 2025	Payment: Prue King	250.00
19 Sep 2025	Payment: Tracey Campbell	500.00
19 Sep 2025	Payment: Margaret Couper	250.00
19 Sep 2025	Payment: Sharon Beswick	621.83
19 Sep 2025	Payment: Top End Grub	1,520.30
19 Sep 2025	Payment: Valmae Morrison	621.83
19 Sep 2025	Payment: Ross McGorman	1,916.67
22 Sep 2025	Vocus	2,511.30
23 Sep 2025	Payment: Australian Taxation Office	14,593.00
26 Sep 2025	Payment: [REDACTED]	761.60
26 Sep 2025	Payment: Area9	566.83
26 Sep 2025	Payment: VTG Waste & Recycling P/L	5,893.93
26 Sep 2025	Payment: North Country Refrigeration & Airconditioning	3,055.25
26 Sep 2025	Payment: Top End Grub	1,586.40

26 Sep 2025	Payment: Officeworks Ltd	208.95
26 Sep 2025	Payment: Area9 IT Solutions	853.65
26 Sep 2025	Payment: VTG Waste & Recycling P/L	5,893.93
26 Sep 2025	Payment: The Trustee for Terrain Trust	3,520.00
26 Sep 2025	Payment: VTG Waste & Recycling P/L	5,893.93
26 Sep 2025	Payment: TGS Diesel & Hydraulic Service & Repair	950.03
26 Sep 2025	Payment: Centreline Traffic Pty Ltd	2,200.00
26 Sep 2025	Payment: Local Govt Assoc of NT	5,253.28
26 Sep 2025	Payment: ADG Engineers (Aust) Pty Ltd	8,250.00
26 Sep 2025	Payment: Officeworks Ltd	455.05
26 Sep 2025	Payment: Practical Safety Australia Pty Ltd	65.40
26 Sep 2025	Payment: VTG Waste & Recycling P/L	2,514.20
26 Sep 2025	Payment: VTG Waste & Recycling P/L	2,514.20
26 Sep 2025	Payment: VTG Waste & Recycling P/L	5,893.93
26 Sep 2025	Payment: VTG Waste & Recycling P/L	5,893.93
26 Sep 2025	Payment: P&K Plumbing	2,727.21
26 Sep 2025	Payment: Dirtz Auto Electrical and Airconditioning	998.40
26 Sep 2025	Payment: Telstra	1,301.59
26 Sep 2025	Payment: Jacana Energy	736.02
26 Sep 2025	Payment: PowerWater - Bills	1,566.86
26 Sep 2025	Payment: Telstra	275.00
26 Sep 2025	Payment: Jacana Energy	47.39
26 Sep 2025	Payment: Oolloo Investments Pty Ltd	40,000.00
Total CCGC CBA Cheque		343,494.33

9.3 COMMITTEE WORK SCHEDULE AND WORK PROGRAM UPDATE

Date:	10 th November 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Nil

To refresh the Committee members of the role of the Risk Management and Audit Committee and the 2025 Works Program and proposed meeting dates, as amended.

RECOMMENDATION
That the Risk Management and Audit Committee receives and notes the report entitled Committee Work Schedule and Work Program Update.
Moved:
Seconded:

PREVIOUS DECISIONS

RESOLUTION RMAC2025/04/07/003

That the Risk Management and Audit Committee;

a) receives and notes the report entitled Committee Work Schedule and Meeting Dates; and

b) approves the meeting schedule for 2025, as listed subject to confirmation of availability of members:

1. 7th April
2. 10th June
3. 11th August
4. 13th October

Moved: Official Manager
Seconded: Member Smith

Carried

COMMENT

The Risk Management and Audit Committee's Terms of Reference stipulates that the committee will meet four times per year. The committee has some flexibility in the timing of the four meetings.

The Work Schedule is provided below to provide clarification to members of the reports that will be included in each meeting, in addition to any other reports that may arise from time to time.

Item	April 2025	June 2025	August 2025	October 2025
Incidents and Claims Report				
Budget Reviews				
Review Draft Shire Plan 26-27				
Review Draft Budget 26-27				
Risk Management and Risk Register				
Review of Interim Audit Report				
Review of Draft Annual Report				
Review of Draft Annual Financial Statements				
Assessment of Committee Performance and Terms of Reference Review				
Proposed Meeting Dates and Report Schedule 2026				

The following schedule for the four Risk Management and Audit Committee meetings are proposed and align with deadlines of major documents to be tabled at the next Ordinary General Meeting of Council:

Meeting 1:	13 th April 2026
Meeting 2:	1 st June 2026
Meeting 3:	10 th August 2026
Meeting 4:	5 th October 2026

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

CCGC Risk Management and Audit Committee Terms of Reference

FINANCIAL IMPLICATIONS

Nil

10. GENERAL BUSINESS

11. CONFIDENTIAL ITEMS

RECOMMENDATION

That Council close the meeting to the general public in accordance with Regulation 51 of the *Local Government (General) Regulations 2021*;

Moved:

Seconded:

Procedural Note:

The meeting was closed to the public at

11.1 CONFIRMATION OF CONFIDENTIAL MINUTES

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

11.2 DRAFT ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS 2024-2025

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

12. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL

RECOMMENDATION

That Council move the following items into Open:

Moved:

Seconded:

13. RE-OPENING OF THE MEETING

RECOMMENDATION

That the Committee re-opens the meeting to the general public in accordance with Regulation 51 of *the Local Government (General) Regulations 2021*.

Moved:

Seconded:

Procedural Note:

The meeting was reopened to the public at

14. NEXT MEETING

The next Risk Management and Audit Committee meeting will be held at Batchelor on 13th April 2026

15. MEETING CLOSED

The meeting was closed at_____.