



AGENDA

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING

MONDAY 13th APRIL 2026

10:00am

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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: 13th April 2026
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.

The meeting will be recorded for minuting purposes only.

A handwritten signature in blue ink, appearing to read 'Al Chapman', is positioned above the title 'Acting Chief Executive Officer'.

Acting Chief Executive Officer

AGENDA

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING
TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR
ON MONDAY 13TH APRIL 2026 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	Karl Hell
Deputy President	Chris Whatley
Councillor	Sharon Beswick

STAFF PRESENT

Acting Chief Executive Officer	Natasha Chapman
Acting Corporate Services Manager	Luke Ackland
Executive Services Coordinator	Terrill Forrest

4. APOLOGIES AND LEAVE OF ABSENCE.

Date: 13th April 2026
Author: Natasha Chapman, Acting 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 13th April 2026.

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 13th April 2026.

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: 13th April 2026
Author: Natasha Chapman, Acting 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 _____ attendance to the meeting of 13th April 2026 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: 13th April 2026
Author: Natasha Chapman, Acting 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 13th April 2026.

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: 13th April 2026
Author: Natasha Chapman, Acting Chief Executive Officer
Attachments: [Draft Public Minutes from 10th November 2025](#)

PURPOSE

Public Minutes from the meeting held on 10th November 2025 are to be confirmed as

RECOMMENDATION

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

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Nil.

COMMENT

Nil.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Section 101 *Local Government Act*.

FINANCIAL IMPLICATIONS

Nil.



MINUTES

**RISK MANAGEMENT AND AUDIT
COMMITTEE MEETING**

MONDAY 10th NOVEMBER 2025

10:00 AM

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1. NOTICE OF MEETING

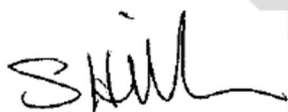
I hereby give notice that a Risk Management and Audit Committee Meeting was held on:

Date: 10th November 2025
Time: 10:09am
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.



Chief Executive Officer

AGENDA

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON MONDAY 10th NOVEMBER AT 10:09AM

The Chairperson, Mr Robert Annis-Brown, declared the meeting open at 10:09 am 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	Robert Annis-Brown – via electronic means
Independent Member	VACANT
Deputy President	Chris Whatley
Councillor	Sharon Beswick – via telecommunication

STAFF PRESENT

Chief Executive Officer	Sharon Hillen
Corporate Services Manager	Natasha Chapman – via electronic means
Executive Services Coordinator	Stacey Shooter

VISITOR

Nexia Edwards	Noel Clifford – via electronic means
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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.

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.

RESOLUTION RMAC2025/11/10/001

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

Moved: Deputy President Whatley

Seconded: Chair Annis-Brown

Carried

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.

Nil

7. CONFIRMATION OF MINUTES.

7.1 CONFIRMATION OF MINUTES.

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

PURPOSE

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

RESOLUTION RMAC2025/11/10/002

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: Deputy President Whatley

Seconded: Chair Annis-Brown

Carried

8. BUSINESS ARISING

8.1 BUSINESS FROM PREVIOUS MEETING

Date: 10th 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.

RESOLUTION RMAC2025/11/10/003

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

Moved: Deputy President Whatley

Seconded: Chair Annis-Brown

Carried

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.

RESOLUTION RMAC2025/11/10/004

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

Moved: Deputy President Whatley

Seconded: Chair Annis-Brown

Carried

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.

RESOLUTION RMAC2025/11/10/005

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: Deputy President Whatley

Seconded: Chair Annis-Brown

Carried

Procedural Note:

10:21 am communication line failed and lost connection with Clr. Beswick.

Procedural Note:

10:22 am communication line re-connected with Clr. Beswick.

Procedural Note:

10:32 am Clr. Beswick left the meeting due to communication failure.

9.3 COMMITTEE WORK SCHEDULE AND WORK PROGRAM UPDATE

Date: 10th 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.

RESOLUTION RMAC2025/11/10/006

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

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

Note: The work program was greatly reduced due to the establishment of the new Chair and Council Elected Members.

Moved: Deputy President Whatley
Seconded: Chair Annis-Brown

Carried

10. GENERAL BUSINESS

11. CONFIDENTIAL ITEMS

RESOLUTION CONFRMAC2025/11/10/007

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

Moved: Deputy President Whatley
Seconded: Chair Annis-Brown

Carried

Procedural Note:

The meeting was closed to the public at 10:37 am.

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

Nil

13. RE-OPENING OF THE MEETING

RESOLUTION CONFRMAC2025/11/10/010

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

Moved: Deputy President Whatley

Seconded: Chair Annis-Brown

Carried

Procedural Note:

The meeting was reopened to the public at 11:33 am.

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 11:35 am.

8. BUSINESS ARISING

8.1 BUSINESS FROM PREVIOUS MEETING

Date: 13th April 2026
Author: Natasha Chapman, Acting 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 10th November 2025.

Moved:

Seconded:

Action Requested	Officer Responsible	Progress
Seek expression of Interest for the Independent Member position.	ACEO/ACSM	Completed - New Member Karl Hell Appointed

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

CCGC Risk Management and Audit Committee Terms of Reference

FINANCIAL IMPLICATIONS

Nil

9. OFFICER REPORTS

9.1 INCIDENTS AND CLAIMS

Date: 13th April 2026
Author: Luke Auckland, Acting Corporate Services Manager
Attachments: Nil

PURPOSE

To provide the Risk Management and Audit Committee with updates on any incidents or claims in the period January 2026 to March 2026.

RECOMMENDATION

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

Moved:

Seconded:

COMMENT

In the period January 2026 to March 2026, the following has been reported:

Incidents

	Near miss	Reportable incident	First Aid administered	Medical attention	Property damage	Other	Total Incidents
Property Damage					1		1
Injury	1		1				2
Aggressive behaviour						1	1

The reported incidents relate to:

- Batchelor oval toilet vandalised with toilet tissue.
- Members of public slipped on footpath - First Aid administered.
- Circuit breaker exploded while contractor was completing works at Memorial Terrace.
- Verbal abuse by 1 public member at CPA.

4/4 incidents have been investigated and resolved.

Claims

	Low Risk	Medium Risk	High Risk	Total Claims	Actions Completed	Actions Outstanding
In Progress			1	1	Claim accepted by insurer	

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Work Health and Safety (National Uniform Legislation) Act 2011

CONSULTATION

JLT – Insurance Broker

GIO – Insurer

WALGA – Industrial Relations Advisor

Australia Post

NT Police – Batchelor Station

FINANCIAL IMPLICATIONS

Nil

9.2 FEBRUARY 2026 MONTHLY FINANCE REPORT

Date: 13th April 2026
Author: Luke Ackland, Acting Corporate Services Manager
Natasha Chapman, Acting Chief Executive Officer
Attachment: Nil

PURPOSE

To provide a summary of the financial position of Council for the period ending 28th February 2026 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 Acting 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 February 2026.

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 higher than YTD, resulting from:

- Movement of grant funds from capital to the operational budget after project nominations were confirmed.
- 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.
- Investment income recognised is higher than YTD budget as a result of significant deposit maturing in the first half of the financial year.

Operating expenditure is less than YTD with the main variances resulting from:

- Employee costs have been recognised 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. Additionally, several

positions within the organisation remain unfilled and therefore full salary budget is not being utilised currently.

- Elected Member Professional Development allowance has been recognised as payable from the beginning of the financial year, however not expended. Movements of budget figures have been aligned to declared amounts in the 2025-26 Shire Plan, no additional funds have been added, just moved to the 'allowances' line rather than the 'expenses' line in the budget tables.
- Depreciation expenses are lower than YTD budget, resulting from the changes in total assets held at the end of the last financial year.
- Other expenses, such as consultant fees for specific Council business, have not yet been completed and therefore remain lower than YTD estimates.

Assets

- The bulk hook bin tender was awarded in January 2026, with the successful tenderer engaged and the bins on order.
- The acquisition of a dual cab utility was awarded in January 2026 and is on order with estimated wait time of 4-6 months.

Capital Works

- Adelaide River Cemetery Precinct works –Car parking/road work tender awarded with work scheduled.

Investments

- At 28 February 2026, Council held \$3M in term deposits.
- At 28 February 2026, Council's cash at bank contained \$2.33 Million of tied funding.

Grants

Council received the following grant payments in February 2026:

- Financial Assistance Grants for Roads 2025-26 - \$365,500.00
- Financial Assistance Grants for Roads 2025-26 - \$90,956.00
- International Women's Day 2026 Grant - \$1,000.00

Rates

- 2025/26 Rates and Charges have been levied in August 2025. The third instalment for 2025/26 rates was due by 30th January 2026. Any ratepayer who has not met the first and/or second instalments is now considered in arrears in accordance with the *Local Government Act 2019*.
- At 28 February 2026, Council's overdue rates are worth \$516k. 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 28 February 2026, \$316k is arrears from previous financial years. \$200k is arrears from 2025-26 rates and charges where the first three instalments were not honoured.
- At 28 February 2026, there are 62 properties that have a rates credit due to direct debit or payment plans being in place. The total of these applied credits is \$43k.

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 February PAYG Withholdings will be submitted with the Business Activity Statement in March 2026.
- Business Activity Statements have been lodged by the due dates. The February BAS will be lodged by the due date of 21st March 2026.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

FINANCIAL IMPLICATIONS

Nil

Certification by the CEO to the Council

Council Name:	COOMALIE COMMUNITY GOVERNMENT COUNCIL
Reporting Period:	28-FEB-06

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.

A/CEO Signed



Date Signed

11/03/2026

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	510,770	513,817	(3,047)	513,817
Fees and Charges	23,146	95,337	(72,191)	156,796
Operating Grants and Subsidies	1,572,163	1,279,942	292,221	2,130,030
Interest / Investment Income	122,056	110,833	11,223	190,000
Commercial and Other Income	99,037	85,004	14,033	118,304
TOTAL OPERATING INCOME	3,565,140	3,333,134	232,006	4,357,148
OPERATING EXPENDITURE				
Employee Expenses	839,775	928,631	(88,856)	1,531,668
Materials and Contracts	1,557,252	1,728,910	(171,658)	2,744,876
Elected Member Allowances	51,941	98,697	(46,756)	147,772
Elected Member Expenses	372	3,600	(3,228)	3,600
Council Committee & LA Allowances	1,927	2,500	(573)	5,000
Council Committee & LA Expenses	0	0	0	0
Depreciation, Amortisation and Impairment	849,631	932,495	(82,864)	1,598,564
Interest Expenses	0	0	0	0
Other Expenses	19,230	31,400	(12,170)	67,400
TOTAL OPERATING EXPENDITURE	3,320,129	3,726,233	(406,104)	6,098,880
OPERATING SURPLUS / DEFICIT	245,011	(393,099)	638,110	(1,741,732)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	245,011	(393,099)	638,110	(1,741,732)
Remove NON-CASH ITEMS				
Less Non-Cash Income	0	0	0	0
Add Back Non-Cash Expenses	849,631	932,495	(82,864)	1,598,564
TOTAL NON-CASH ITEMS	849,631	932,495	(82,864)	1,598,564
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	715,164	393,380	321,784	1,566,672
Borrowing Repayments (Principal Only)	0	0	0	0
Transfer to Reserves	0	0	0	105,783
Other Outflows	0	0	0	0
TOTAL ADDITIONAL OUTFLOWS	(715,164)	(393,380)	(321,784)	(1,672,455)
Add ADDITIONAL INFLOWS				
Capital Grants Income	104,500	338,500	(234,000)	338,500
Prior Year Carry Forward Tied Funding	911,673	911,673	0	911,673
Other Inflow of Funds	0	0	0	0
Transfers from Reserves	0	0	0	565,450
TOTAL ADDITIONAL INFLOWS	1,016,173	1,250,173	(234,000)	1,815,623
NET BUDGETED OPERATING SURPLUS / DEFICIT	1,395,651	1,396,189	(538)	0

**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	388,419	0	388,419	203,380
Community Assets and Other Structures	197,751	90,000	107,751	191,145
Motor Vehicles	0	0	0	70,000
Plant and Equipment	0	0	0	249,500
Roads Infrastructure	128,994	50,000	78,994	852,647
TOTAL CAPITAL EXPENDITURE	715,164	140,000	575,164	1,566,672
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Capital Grants Income	104,500	0	104,500	338,500
Prior Year Carry Forward Tied Funding	864,173	864,173	0	864,173
Operating Income and Subsidies	459,120	248,999	210,121	248,999
Reserves	0	0	0	115,000
TOTAL CAPITAL EXPENDITURE FUNDING	1,427,793	1,113,172	314,621	1,566,672

Table 3. Monthly Balance Sheet Report

BALANCE SHEET AS AT 31 JANUARY 2026	YTD Actuals \$	Note Reference
ASSETS		
Cash at Bank		(1)
Tied Funds	1,888,084	
Untied Funds	2,264,686	
Accounts Receivable		
Trade Debtors	32,393	(2)
Rates & Charges Debtors	758,438	
Other Current Assets	22,345	
TOTAL CURRENT ASSETS	4,965,946	
Non-Current Financial Assets	0	
Property, Plant and Equipment	16,552,004	
TOTAL NON-CURRENT ASSETS	16,552,004	
TOTAL ASSETS	21,517,951	
LIABILITIES		
Accounts Payable	23,129	(3)
ATO & Payroll Liabilities	(4,966)	(4)
Current Provisions	136,642	
Accruals	0	
Other Current Liabilities	111,978	
TOTAL CURRENT LIABILITIES	266,783	(5)
Non-Current Provisions	0	
Other Non-Current Liabilities	0	
TOTAL NON-CURRENT LIABILITIES	0	
TOTAL LIABILITIES	266,783	
NET ASSETS	21,251,168	
EQUITY		
Asset Revaluation Reserve	15,424,509	
Reserves	391,500	(6)
Accumulated Surplus	5,435,159	
TOTAL EQUITY	21,251,168	

Note 1. Details of Cash and Investments Held

\$3,000,000 held in investments as at 31 January 2026 (details in table below).
Tied funds include grant/project obligations, current provisions and tied reserve accounts.

Investments Summary

As at 31 January 2026

Category	Balance	Rate	Interest Frequency	Maturity Date
Fixed Term Deposit	\$250,000	4.10%	At Maturity	10/03/2026
Fixed Term Deposit	\$300,000	4.02%	At Maturity	21/04/2026
Fixed Term Deposit	\$400,000	4.10%	At Maturity	30/04/2026
Fixed Term Deposit	\$400,000	4.20%	At Maturity	4/05/2026
Fixed Term Deposit	\$300,000	4.34%	At Maturity	15/06/2026
Fixed Term Deposit	\$400,000	4.20%	At Maturity	1/07/2026
Fixed Term Deposit	\$300,000	4.44%	At Maturity	14/09/2026
Fixed Term Deposit	\$300,000	4.50%	At Maturity	12/11/2026
Fixed Term Deposit	\$350,000	4.52%	At Maturity	17/12/2026
TOTAL	\$3,000,000			

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
Commercial Waste	260.20	-	-	3,432.00	22,829.40	26,521.60
Facility and Equipment Hire Fees	190.00	106.00	-	-	345.53	641.53
Regulatory Services	-	-	-	-	-	-
Road permits	-	-	-	-	814.00	814.00
Sundry Debtors	-	-	-	-	4,416.00	4,416.00
TOTAL	\$ 450.20	\$ 106.00	\$ -	\$ 3,432.00	\$28,404.93	\$ 32,393.13

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
<i>Arafura Sweeping</i>	660.00					660.00
<i>Area9 IT</i>	99.00					99.00
<i>Aqua Class</i>	400.00					400.00
<i>Earl James & Associates</i>		2,592.15				2,592.15
<i>Employment Law</i>	2,475.00					2,475.00
<i>Enagais</i>	214.67					214.67
<i>Jacana Energy</i>	1,013.71					1,013.71
<i>Mills Oakley</i>	3,691.60					3,691.60
<i>Nexia Edwards Marshall</i>		5,745.52				5,745.52
<i>PowerWater</i>	68.75					68.75
<i>Tesltra</i>	275.00					275.00
<i>VTG Waste</i>	5,893.93					5,893.93
Total Accounts Payable	\$ 14,791.66	\$ 8,337.67	\$ -	\$ -	\$ -	\$ 23,129.33

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 January 2025 PAYG Withholdings will be submitted with the Business Activity Statement prior to 21 February 2026.
- Business Activity Statements have been lodged by the due dates. The January 2025 BAS will be lodged prior to the due date of 21 February 2026.

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 January 2026 is 2.3.

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 (CEO) & N CHAPMAN (A/CEO)

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
5/01/2026	205.69	Microsoft	Monthly Software Subscription
5/01/2026	260.26	Microsoft	Monthly Software Subscription
5/01/2026	638.88	Microsoft	Monthly Software Subscription
12/01/2026	279.28	Microsoft	Monthly Software Subscription
16/01/2026	106.00	Repco	Jockey Wheel for Trailer
20/01/2026	222.00	Xero Australia	Monthly Software Subscription
23/01/2026	716.55	Woolworths	Groceries for Batchelor Australia Day ceremony
30/01/2026	39.78	Mailchimp	Monthly Newsletter Subscription
Total	\$ 2,468.44		

9.3 COMMITTEE WORK SCHEDULE AND WORK PROGRAM UPDATE

Date: 13th April 2026
Author: Natasha Chapman, Acting Chief Executive Officer
Attachments: Nil

To refresh the Committee members of the role of the Risk Management and Audit Committee and the 2026 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 RMAC2025/11/10/006

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

Meeting 1: 13th April 2026

Meeting 2: 1st June 2026

Meeting 3: 10th August 2026

Meeting 4: 5th October 2026

Note: *The work program was greatly reduced due to the establishment of the new Chair and Council Elected Members.*

Moved: *Deputy President Whatley*

Seconded: *Chair Annis-Brown*

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 2026	June 2026	August 2026	October 2026
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 ToR Review				
Proposed Meeting Dates and Report Schedule 2027				

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

CCGC Risk Management and Audit Committee Terms of Reference

FINANCIAL IMPLICATIONS

Nil

9.4 REVIEW OF COUNCIL POLICY 2.6 DELEGATIONS POLICY

Date: 21ST April 2026
Author: Luke Ackland, Acting Corporate Services Manager
Attachment: [Rescinded Procurement Policy 2023/06/20/12 Table Snippet](#)
Attachment: [2.6 Delegation Policy](#)

PURPOSE

To seek the Risk Management and Audit Committee's recommendation to Council to amend Council Policy 2.6 Delegations Policy.

RECOMMENDATION

That the Risk Management and Audit Committee;

- a) receives and notes the report entitled Review of Council Policy 2.6 Delegations Policy; and
- b) recommends to Council to amend Council Policy 2.6 Delegations Policy to include a CEO delegation to expend funds not within budget for emergency situations (eg natural disaster recovery), up to \$_____ (excluding GST).

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

RESOLUTION 2025/11/27/012

That Council;

a) adopt the reviewed 2.6 Delegations Policy as amended below:

- page 12 of the policy, row 3 & 4 to include the wording "within budget" at the end of the activity description.

Moved: *Clr. Morrison*

Seconded: *Clr. Beswick*

Carried 4/1 (Clr. Beswick)

COMMENT

The reviewed Council Policy 2.6 Delegations Policy does not currently contain any equivalent allowance for the CEO to access funds for emergency responses. The previous Procurement Policy 1.10 (attached table snippet) contained 'Expenditure limit in the case of a natural disaster or Genuine Emergency' with an expenditure threshold for the CEO.

It is requested that the Risk Management and Audit Committee make a recommendation to Council regarding an appropriate amendment to the Delegations Policy to include an explicit emergency expenditure delegation for the CEO of up to \$50,000 excluding GST, supported by a requirement for subsequent reporting to Council of any expenditure approved through this delegation.

CONSULTATION

Acting Chief Executive Officer

Council and Community Services Manager

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019 and Local Government (General) Regulations 2021

FINANCIAL IMPLICATIONS

Nil

9.4 ATTACHMENT: Rescinded Procurement Policy 2023/06/20/12 Table Snippet

3.6 Delegated Purchasing Limits

3.6.1 The staff listed in the below table will authorise all Purchase Orders up to the limits outlined:

Staff Member	Within adopted budget.	Not within Current Adopted Budget	
	Expenditure Limit Inc. GST	Expenditure Limit Inc. GST	Expenditure limit in the case of a natural disaster or Genuine emergency Inc. GST
Chief Executive Officer	\$50,000	\$2,000	\$50,000
Corporate Services Manager	\$10,000	\$2,000	\$10,000
Council and Community Services Manager	\$10,000	\$2,000	\$10,000
Executive Services Coordinator	\$3,000	NIL	\$10,000
Community Development Coordinator	\$2,000	NIL	NIL
Council Services Coordinator	\$2,000	NIL	\$10,000



2.6 Delegations Policy

Council Resolution:	2024/11/19/011
Date to take effect:	19/11/2024
Policy Custodian:	Chief Executive Officer
Review Date:	November 2027
Version (Revision Number)	1.2

Purpose

1. Council is committed to service delivery across the organisation within the parameters of a formal delegations framework. This policy is designed to provide clarity and ease of reference to understand the processes and accountability for administrative functions and levels of decision making across the organisation. This document operates as delegated authority from the Council to the Chief Executive Officer and all other employees.

Scope

2. This policy is applicable to all employees of the Coomalie Community Government Council.

Definitions and Acronyms

For the purposes of this policy the following acronyms and definitions apply:

Term	Definition
Council	Refers to Coomalie Community Government Council
CEO	Chief Executive Officer
CSM	Corporate Services Manager
CCSM	Council and Community Services Manager
ESC	Executive Services Coordinator
CSC	Community Services Coordinator
PCC	People and Culture Coordinator
RLMC	Ranger and Land Management Coordinator
Financial Delegations	All expenditure thresholds referred to are GST exclusive



1. Delegations

The *Local Government Act 2019* (the Act) allows Council to delegate certain powers and functions to the CEO. The CEO is able to delegate (or sub-delegate) to a person or a committee a power or function, including those delegated to the CEO by Council. These powers cannot, however, be further sub-delegated by that person or committee.

Delegations can be made to a person by reference to the office, position or designation held by a person. Where a delegation is made to an office or the person for the time being holding, acting in or performing the duties of that office, a person holding, acting in or performing those duties may exercise the powers delegated to that office or position.

Delegated Authority should not be exercised where a conflict of interest exists or where it may be perceived to exist. A delegation by either the Council or the CEO does not prevent the Council or the CEO (as the case may be) from either exercising the power or function or revoking or varying the delegation at any time.

Council must review any delegations of its functions and powers within six months after a general election.

Council can only delegate the powers and functions under the Act that are able to be delegated.

2. Purpose of delegating authority

Delegations are a key component to assist in the effective governance and administration of Council's affairs and provide formal authority to key officers and employees to perform their roles and functions.

The Council's delegations seek to ensure:

- (a) That Council's responsibilities are fulfilled in a timely, open, efficient, effective and accountable manner;
- (b) That Council's officers and employees are provided with the level of authority necessary to discharge their responsibilities;
- (c) That delegated authority is exercised by the most appropriate and best-informed individuals within the Council; and
- (d) That Council's internal controls are effective.

3. Exercise of Delegated Authority

Exercise of delegated authority is subject to compliance with:

- (a) Any relevant provisions of the Act and Regulations;
- (b) Any other legislative requirements;
- (c) Any applicable Council Policy; and
- (d) The relevant provisions of any Council By-Law.



It is the responsibility of the officer or employee exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with those restrictions. Delegation requires judgment. It may not be appropriate to exercise delegated authority in all circumstances and some decisions, which may be contentious or attract high public interest or where no clear policy guidelines exist should be referred to the CEO or Council as appropriate.

It is the expectation of the Council that the CEO and other employees will use the delegated authority conferred on them in a manner that aligns with Council's Code of Conduct for Staff and CEO, and they will demonstrate appropriate judgment and accountability in regard to the circumstances and extent of the use of that power.





4. Delegations by Activity and Authority Level

Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Complaints	Management	Authority to ensure appropriate & timely resolution of a complaint		✓	✓	✓				
Complaints	Mediation	Authority to purchase mediation advice and or expertise		✓						
Contracts	Leases	Approve the lease of new premises & sub-leases of existing premises over 3 years	✓							
Contracts	Leases	Approve the lease of new premises & sub-leases of existing premises up to 3 years		✓						
Contracts	Leases	Approve renewal of existing leases within budget		✓	✓					
Contracts	Leases	Cancel existing lease		✓						
Contracts	Professional Services	Authorise appointment of external professional advice &/or services within budget		✓	✓	✓				
Contracts	Insurance	Approve appointment of insurers, details of contract & payment of premiums		✓	✓					
Contracts	Commercial	Approve commercial agreements for the staff & services of Council within budget		✓	✓	✓				
Contracts	Suppliers	Approve contracts with suppliers of goods and services for area of responsibility and organisation (non-legal)		✓	✓	✓				

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Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Contracts	Tenders/ Quotations	Authority to invite tenders and quotations for the supply of goods or services for area of responsibility		✓						
Contracts	Tenders/ Quotations	Authority to approve formal tenders and quotations for supply of goods and services	✓	✓						
Contracts	Grants/ Tenders	Authority to approve grant funding or tender submissions		✓	✓					
Contracts	Grants	Authority to submit performance reports to grant funding departments/ organisations		✓	✓	✓				
Contracts	Agreements	Authority to negotiate agreements (other than suppliers) and contracts		✓	✓	✓				
Contracts	Agreements	Authority to sign agreements (other than suppliers within financial delegation), MOUs, contracts or tenders obtained		✓	✓	✓				
Contracts	Seal	Authority to use Common Seal	✓							
Contracts	Contract Management	Authority to make daily operational decisions for direct service delivery in line with relevant contracts		✓	✓	✓	✓	✓	✓	✓
Contracts	Contract Management	Authority to approve total variations to contracts during the progress of works to a limit of 5% of the total contract sum in aggregate		✓	✓	✓				

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Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Governance	Shire Plan	Authority to approve the organisational Shire Plan	✓							
Governance	Freedom of Information	Authority to sign Freedom of Information (FOI) Notice of Decision		✓	✓					
Governance	Records Disposal	Authority to approve the transfer of ownership of records including to NT Archives		✓						
Governance	Records Disposal	Authority to approve the destruction of records under the Local Government Sector Disposal Schedule		✓						
Governance	Legal	Authority to consult with Council's external legal advisors on legal matters		✓	✓					
Governance	Legal	Authority to purchase legal advice and/or expertise		✓	✓					
Governance	Legal	Authority to settle court, legal or any other formal proceedings and bind the council	✓	✓						
Governance	Policy	Authority to approve Council Policy for Council Governance	✓							
Governance	Policy	Authority to approve Council Policy for Organisation	✓							
Governance	Policy	Authority to approve Service Area Policy for area of responsibility, in consultation with CEO		✓	✓	✓				
Governance	Procedures	Authority to approve Council Procedures for organisation		✓	✓	✓				



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Budgets	Authority to approve Draft Budget to be forwarded to Council		✓						
Finance	Budgets	Authority to approve Budget	✓							
Finance	Budgets	Authority to approve unbudgeted expenditure and re-allocation	✓							
Finance	Budgets	Authorise variations to the annual operational and capital budgets	✓							
Finance	Budgets	Authority to override all non-Council delegations & make expenditure decisions to ensure approved budgets can be achieved		✓						
Finance	Budgets	Authority to recommend to Council unbudgeted expenditure		✓						
Finance	Operational Expenditure	Authority to approve operational expenditure for services under direct control, within approved service budget &/ or funding agreement & subject to any restrictions in this document	\$150k+	\$150k	\$10k	\$50k	\$3k	\$2k	\$2k	\$2k
Finance	Operational Expenditure	Authority to approve direct report staff or relevant team staff reimbursement of expenditure on behalf of Council	✓	✓	✓	✓				
Finance	Operational Expenditure	Authority to approve in-kind support for external organisations not already covered in Policy (this includes venue hire, vehicles and materials)	✓	✓						



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Capital Expenditure	Approval of progress payments where expenditure has already been authorised	\$250k+	\$250k	\$10k	\$10k	\$3k	\$2k	\$2k	\$2k
Finance	Capital Expenditure	Authorised to acquire or replace items of equipment not included in approved capital budget	✓							
Finance	Capital Expenditure	Approval of sale or purchase of land or buildings (pursuant to 182(1)(2) of the Local Government Act 2019)	✓							
Finance	Capital Expenditure	Authorised to sell, trade-in or dispose of assets on Financial Asset Register (all equipment over \$5,000 to be sold must be put to tender or auction unless sold as part of a trade-in)	✓	✓						
Finance	Capital Expenditure	Approval of development of new buildings	✓							
Finance	Borrowings	Approval to enter into loan agreements on behalf of the Council	✓							
Finance	Asset Management	Approve the transfer of any assets from Council	✓							
Finance	Salaries	Approval for payment of all payroll related transactions (for staff positions comprising salaries, PAYG tax, payroll tax, superannuation, employee payroll deductions and payment of GST and PAYG tax)		✓	✓		✓		✓	



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Invoicing	Authority to approve and finalise invoice for organisation		✓	✓		✓			
Finance	Journals	Authority to approve & post journals created		✓	✓					
Finance	Customers/Suppliers	Authority to approve addition, deletion or amend Customer or Supplier accounts		✓	✓					
Finance	Investment	Authority to approve investment of funds in term deposits	✓	✓						
Finance	Investment	Authority to approve investment of funds in other than term deposits	✓	✓						
Finance	Investment	Authority to approve draw down of investment funds for deposit into operational accounts		✓						
Finance	Petty Cash	Authority to set up & reimburse petty cash floats (limit up to \$500)		✓	✓					
Finance	Banking	Authority to alter, open or close bank accounts		✓	✓					
Finance	Banking	Authority to approve payments & sign cheques		✓	✓		✓			
Finance	Banking	Authority to approve to change or add cheque signatories		✓						
Finance	Credit Cards	Authority to approve the issuing & revocation of Credit Cards for the CEO	✓							



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Bad Debts	Authority to approve debt recovery payment terms & approve commencement of recovery action to collection agent		✓	✓					
Finance	Bad Debts	Authority to approve write-offs of bad debts	✓							
Finance	Other Losses	Authority to approve write-offs of cash losses, theft or shortages, furniture, plant & equipment, thefts or destruction	\$20k+	\$20k						
People and Culture	Staffing	Authority to approve Organisational Chart (CEO to notify the Council)		✓						
People and Culture	Recruitment	Authority to advertise & appoint staff		✓						
People and Culture	Recruitment	Authority to appoint temporary staff/ labour hire for positions not included in Organisational Chart		✓						
People and Culture	Recruitment	Authority to approve backfilling of leave and higher duties		✓						
People and Culture	Conditions of Employment	Authority to set and approve salary, package & contract for CEO	✓							
People and Culture	Conditions of Employment	Authority to set and approve salary & package for all staff within budget.		✓						
People and Culture	Conditions of Employment	Authority to set and approve salary increments & any higher duties payments for all staff within budget		✓						



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
People and Culture	Conditions of Employment	Authority to approve staff letters of offer & contracts		✓						
People and Culture	Conditions of Employment	Authority to approve a staff member accepting outside employment or consultancies, additional to & separate from their Council duties		✓						
People and Culture	Timesheets	Authority to approve staff time sheets for direct reports or area of responsibility		✓	✓	✓	✓	✓	✓	✓
People and Culture	Probation	Authority to confirm successful completion of new staff probationary periods	CEO	✓						
People and Culture	Position Descriptions	Authority to approve new or existing Position Descriptions and subsequent changes	CEO	✓						
People and Culture	Position Descriptions	Authority to approve changes to existing position titles		✓						
People and Culture	Redundancy	Authority to decide to make a staff position redundant & the offer & acceptance of a redundancy package		✓						
People and Culture	Redundancy	Authority to recommend a redundancy of position or dismissal of a staff member		✓	✓	✓			✓	
People and Culture	Dismissal	Authority to make a decision to dismiss a staff member		✓						



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
People and Culture	Overtime	Authority to approve staff Overtime within budget		✓	✓	✓	✓	✓	✓	✓
People and Culture	Leave	Authority to approve staff Annual, Personal/ Carers, Leave Without Pay, Compassionate, and Jury Service Leave (10 days or less) for direct reports or area of responsibility	CEO	✓	✓	✓	✓	✓	✓	✓
People and Culture	Leave	Authority to approve staff Annual Leave in advance or in excess of entitlements & cashing out leave	CEO	✓						
People and Culture	Leave	Authority to approve staff Long Service Leave	CEO	✓						
People and Culture	Leave	Authority to approve staff Leave Without Pay including for study purposes and unpaid Parental Leave in consultation with CEO	CEO	✓	✓	✓				
People and Culture	Leave	Authority to approve Discretionary Leave including Compassionate Leave	CEO	✓	✓	✓				
People and Culture	Leave	Authority to approve paid & unpaid Study agreement including leave and fee assistance	CEO	✓						
People and Culture	Training & Development	Authority to approve training & development plans for staff	CEO	✓	✓	✓	✓	✓	✓	✓

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Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
People and Culture	Travel	Authority to approve Interstate or International travel	CEO	✓						
People and Culture	Performance Management	Authority to approve performance reviews outcomes	CEO	✓						
People and Culture	Performance Management	Authority to manage unsatisfactory staff performance	CEO	✓	✓	✓	✓	✓	✓	✓
People and Culture	Performance Management	Authority to purchase & consult with external advisors on industrial matters		✓	✓	✓			✓	
Public Relations	Branding	Approve the use of Councils name or logo by external parties	✓	✓						
Public Relations	Media	Authorised to release written & verbal public or media statements	✓	✓						
Public Relations	Media	Approve response to contentious or negative media enquiries	✓	✓						
Public Relations	Media	Approve media activity	✓	✓						
Public Relations	Communications	Approve a communication strategy for a project		✓						
Public Relations	Communications	Approve public relations activities, signage & corporate style guide		✓						
Public Relations	Communications	Approve social media posts on official platforms		✓	✓	✓				
Public Relations	Communications	Approve changes to website		✓	✓	✓				

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Associated Documents

- 1.02 CEO Code of Conduct & Complaints
- 3.04 Employee Code of Conduct Policy
- 2.9 Procurement Policy
- 2.4 Coomalie Community Grants Policy

References and Related Legislation

- Local Government Act 2019*
- Local Government (General) Regulations 2021

DOCUMENT HISTORY 2.6 Delegations Policy	
Date Adopted:	19 th November 2024
Amended:	27 th November 2025 RESOLUTION 2025/11/27/012
Amended:	



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 SECOND BUDGET REVIEW 2025-26 AND LONG-TERM FINANCIAL PLAN 2025-29

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.

11.3 INSURANCE CLAIM PROGRESS REPORT

CONFIDENTIAL: Regulations 51

(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual; and
(d) information subject to an obligation of confidentiality at law, or in equity

12. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL

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 1st June 2026.

15. MEETING CLOSED

The meeting was closed at _____.