

## FREEDOM VAN WHEELCHAIR ACCESS VEHICLE CONVERSIONS

Freedom Motors Australia Pty. Ltd. brings you the "FREEDOM VAN" This conversion is the ultimate in wheelchair accessibility today. Imagine a design so advanced, it makes total traveling freedom a reality. Our Family and passenger conversions do just that. It has the unique combination of being one of the lowest priced high quality and most accessible people movers in the market today. Designed with you in mind, the easy opening gently sloping ramp to the rear provides a straight path in and out, with no turning inside the vehicle. The rear entry design ensures you the greatest amount of seating options as well, so you can take the whole family along. Our design incorporates a complete flat lowered floor so you will be traveling in the most comfortable position enjoying a panoramic view out of the vehicle as other passengers. Easy access and comfort is our top priority, so we created accessibility for you and your family. All this within stylish, quality conversions of well-known branded vehicles.



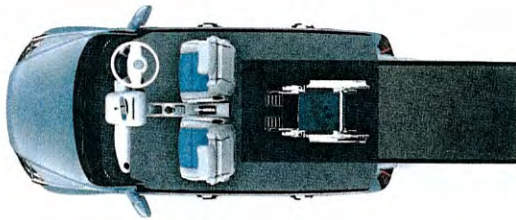
### KIA CARNIVAL FREEDOM VAN

A large size people mover at the reasonable price range. Available as a Family (600mm in-between seats), Passenger and Self-Drive (transfer) and 2 wheelchair configurations. This vehicle will suit anybody with a large family or if you need to transport extra equipment. This model comes standard with a 1400mm entry (1500mm Option) with a complete flat floor and many options available, this Freedom Van is our most popular vehicle to date.

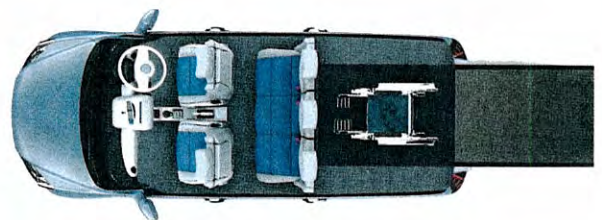




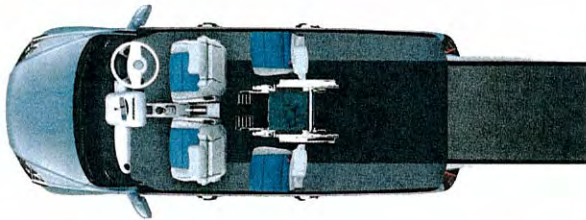
## REAR ENTRY DESIGNS AVAILABLE



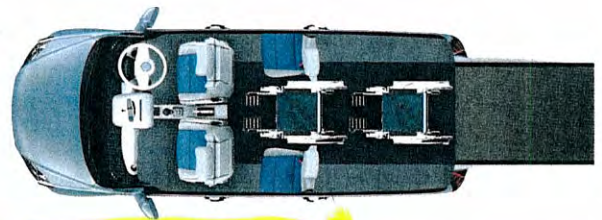
FAMILY MEMBER 2♿ + 1♿ or 4♿ option



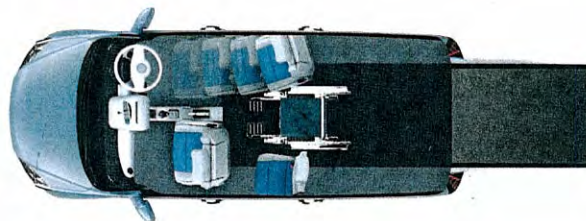
PASSENGER 5♿ + 1♿ or 7♿ option



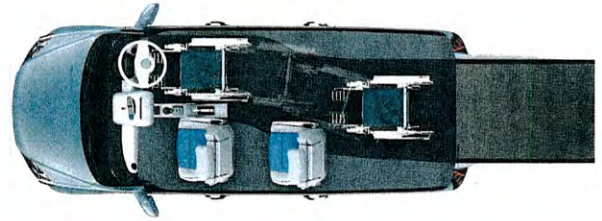
FAMILY 4♿ + 1♿ or 6♿ + 1♿ option



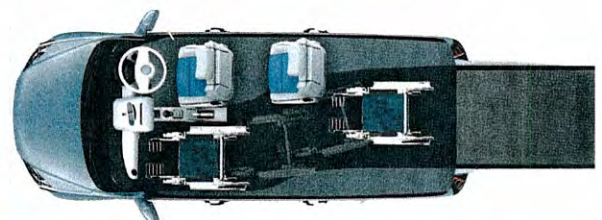
FAMILY PLUS 4♿ + 2♿ or 6♿ + 1♿ option



SELF DRIVE (Transfer) 2♿ + 1♿ or 4♿ + 1♿ option



SELF DRIVE (Wheelchair) 2♿ + 1♿ or 4♿ + 1♿ option



FRONT PASSENGER 2♿ + 1♿ or 4♿ + 1♿ option

**Cathy Winsley**

---

**From:** Kylee Neilson <[servicecedarwin@endfire.com.au](mailto:servicecedarwin@endfire.com.au)>  
**Sent:** Thursday, 17 September 2020 9:34 AM  
**To:** Cathy Winsley  
**Cc:** Paul Jensen  
**Subject:** Belyuen - 6M Testing - Oct 20

Morning Cathy,

This is just a note to let you know that during October we will be needing access to all areas as we need to carry out the 6M testing of all extinguishers, hose reels, etc.

This is being scheduled for the first Monday in Oct – 07.10.20... 😊

Please let me know if there are any issues with this date...

Kind Regards

**Kylee Neilson**

Administration/Service Coordinator



46 Winnellie Road, Winnellie NT 0820  
PO Box 4196, Kirwan Qld 4817  
Ph – 1800 ENDFIRE (1800 363 347)  
Darwin Direct – (08) 7922 7500  
Fax - (08) 7922 7599  
Email – [servicecedarwin@endfire.com.au](mailto:servicecedarwin@endfire.com.au)



Do you really need to print this email? Please consider the environment first.  
We all have a part in protecting it.



# **VET Visit**

## **Monday 28<sup>th</sup> September**

### **Dog and Cat owners please take note**

The Vet will be here to give worm and tick medicine to your pets.

Owners of puppies please let me know before the 28<sup>th</sup> how many you have so the Vet can bring out puppy needles for them all.

Dog & Cat owners wanting their animals desexed please let the Vet know on the day.



**Cathy Winsley**

**From:**  
**Sent:**  
**To:**  
**Subject:**

Joanna Feely <joanna.feely@cm.birdlife.org.au>  
Thursday, 6 August 2020 12:59 PM  
Cathy Winsley  
Cathy, can we count you in for the 2020 Aussie Backyard Bird Count?



Hello Cathy,

The Aussie Backyard Bird Count is back from October 19-25, and we would love to have Belyuen Community Government Council on board!

Now in its **7th year**, the Aussie Backyard Bird Count has proven **hugely popular** and is growing year on year. This **national event** runs each October, when everyone from **school children, senior citizens, families and community are invited to count how many birds they see within a 20-minute period** in their backyard, local park or any other outdoor area, and **record this data using the Aussie Backyard Bird Count app or website**. This provides a snapshot of Australian birds at the same time each year, which allows us to look at the trends in our bird communities over time. Participants report an improved sense of well-being and lowered stress levels.



Especially important in 2020, **the Bird Count is a fun, safe activity that can be enjoyed no matter the COVID-19 situation in your area.** All it takes is 20 minutes in your backyard, local park, or favourite outdoor space – anywhere you can count birds.

**The ABBBC Council Packages offer tailor-made results from the ABBBC for councils to use as they require.**

Data and results from the ABBBC for your LGA can be valuable in many ways, such as

- quantifying on-ground management
- analysing bird adaptation to local developments
- identifying good 'birding spots' for ecotourism
- encouraging local interest in conservation and revegetation efforts

**Councils can participate by promoting the event to their constituents.** This can be done by running local events, sharing the event on social media, putting posters in windows and libraries, getting local groups involved, or whatever else works for your particular LGA.

**We have three packages available at different levels of commitment, including a free basic package.** Depending on which package you choose you will receive some or all of the following:

- **free** promotional materials
- **free** initial findings from the ABBBC for your LGA, or the option for more detailed paid reports including raw data or even a full in-depth report
- listing of your council logo and ABBBC-related events on our website

To sign up, or for more information about our Council Packages, please visit <https://bit.ly/ABBBC-councils>

If you have any questions at all, please feel free to pop me an email or give me a call anytime, and I'll be more than happy to assist you with any enquiries.

Kind regards,

**Joanna Feely** | National Engagement Coordinator

**BirdLife Australia**

Suite 2-05, 60 Leicester Street, Carlton VIC 3053

T 03 9347 0757 | F 03 9347 9323

joanna.feely@birdlife.org.au | [birdlife.org.au](http://birdlife.org.au)

ABN 75 149 124 774



**birdlife**  
AUSTRALIA

birds are in our nature

Follow @BirdlifeOz

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BirdLife Australia acknowledges the Traditional Owners of the Country on which we live and work, and we pay our respects to their Elders past, present and emerging. We recognise and are grateful for the immense contribution of Indigenous people to the knowledge and conservation of Australia's birds.

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Subscribe to get 10% off\* your first order. [Click here!](#)



First name

Enter your email

Subscribe

# Brew 350ml Cup with Logo Print

All Products / Products / Drinkware / Reusable Cups  
/ Brew 350ml Cup with Logo Print >

Part Number:COF100

## Pricing Calculator

Quantity

25

Choose Your Cup Colour

White

Choose Your Lid/Band Colour

White

Choose Your Decoration Method

One Colour Logo Print - Included In Price

Add A Black Gift Box

No

Price ex GST

**AU\$273.25**

Each AU\$10.93

File Upload (optional)

Upload Your File Here

File upload input field with a **SELECT** button

## Additional Instructions



Subscribe to get 10% off\* your first order. [Click here!](#)



ADD TO CART

First name

Enter your email

Subscribe

### SPECIFICATIONS

### DESCRIPTION

- Brew 350ml Reusable Coffee Cup
- Secure screw on lid and heat resistant silicone band
- Made from polypropylene which is shatterproof, odour-resistant and BPA free
- **One colour logo print, artwork setup AND shipping is included in price - NO more to pay at checkout!**
- Choose from a variety of colours
- Minimum per order: 25
- Lead time: up to 15 working days
- This product is not dishwasher safe and hand-washing is recommended to keep your logo looking its best!

Buy 25 units for \$10.93 ea

Buy 50 units for \$8.63 ea

Buy 100 units for \$5.36 ea

Buy 250 units for \$4.85 ea

Buy 500 units for \$4.57 ea

Buy 1000 units for \$4.36 ea

Buy 2500 units for \$4.14 ea

### REQUEST A SAMPLE



**DEPARTMENT OF HEALTH REPORT**  
 Indigenous Employment Initiative (IEI)  
**Northern Territory Jobs Package (NTJJP)**

**SERVICE PROVIDER INFORMATION**  
*This section requests information about your organisation*

<b>Organisation Name</b>	Belyuen Community Government Council	<b>Location:</b>	<b>State: NT</b>
<b>Reporting period:</b>	January to June 2020		
<b>Contact name:</b>	Cathy Winsley	<b>Position:</b>	CEO
<b>Telephone:</b>	08 8978 5071		

**FUNDING INFORMATION**

*Funding is provided under the IEI (NTJJP) for the employment of Aboriginal and Torres Strait Islander staff in Aged Care Services. This funding is provided in 'salary units'. A salary unit represents funding for one permanent part-time position. Salary units can be combined or split to allow for flexibility in employment. For example, two salary units may be used to fund one full time position or several part time positions.*

**NOTE:** The total number of staff employed with this funding need not be the same as the total number of salary units funded.

<b>Number of salary units funded</b> <i>(The total number of salary units provided to your organisation under this Project per year – see funding agreement)</i>	<b>Number of salary units used</b> <i>(Please indicate the total number of salary units used in the reporting period.</i> <b>NOTE:</b> This is not necessarily the same as the number of people employed with this funding)	<b>Number staff employed with these salary units</b> <i>(Please indicate below the total number of staff employed with this funding in the reporting period</i> <b>NOTE:</b> Please include all full time, part time and casual staff)
part time	part time	3 part time & 3 casual

**EMPLOYEE RECRUITMENT AND RETENTION INFORMATION**

*(Please fill in a separate line for each person employed by your organisation using NTJP funding (including any that have left employment) during this reporting period only. Please fill out all the information for each employee included in the table.)*

**NOTE: The total number of people currently employed by your organisation under this Project should match the total number of staff indicated in the previous section)**

Community Name / Service <i>(where each worker is employed)</i>	Name/Position identifier <i>(of each individual employed with this funding)</i>	Position Description <i>(what role they have in the organisation, eg personal carer, driver)</i>	Employment Type <i>(full time, part time or on a casual basis)</i>			Main Duties	Average number of hours worked per week	Number of weeks worked in this reporting period	Start Date <i>(date they started work under this Project)</i>	Currently Employed <i>(Please indicate if they are currently working for your organisation)</i>		End Date <i>(if they no longer work for your organisation when did they leave)</i>
			Full time	Part time	Casual					Yes	No	
<i>Example: Name of Aged Care Service</i>	John Smith	Kitchen Hand		X		Prepare vegetables, wash dishes clean benches	20	18	1/7/2015	X		
Belyuen Imabulk	Rita Moreen	Aged Care Worker		X			11	14	14/01/2019		X	01/04/2020
Belyuen Imabulk	Linda Yarrowin	Aged Care Worker			X		9	8	04/06/2014	X		
Belyuen Imabulk	Melinda Seccin	Aged Care Worker			X		0	0	22/08/2018		X	21/11/2019
Belyuen Imabulk	Angelina Lewis	Aged Care Worker			X		10	12	02/10/2018	X		
Belyuen Imabulk	Brendan Bigfoot	Aged Care Worker		X			24	26	4/07/2019	X		
Belyuen Imabulk	Marcie Parry	Aged Care Worker			X		12	26	25/11/2019	X		
Belyuen Imabulk	Lenard Sing	Aged Care Worker			X		12	9	24/03/2020		X	25/05/2020



CLIENT SERVICE INFORMATION						
Total number of clients serviced by your IEI-funded staff?	Client Services Delivered <i>(please list each service on a separate line) eg. Meals</i>	Number of Clients Receiving each service <i>(please provide average number overall for this reporting period)</i>				
	Meals	13				
	Cleaning	9				
	Linen	9				
	Social Group	13				
	Transport	13				
<b>PROJECT REPORT</b>						
<b>1)</b> In this reporting period has the funding been used to employ only Aboriginal and/or Torres Strait Islander staff to provide aged care services?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>YES</td> <td></td> </tr> </table>		Yes	No	YES	
Yes	No					
YES						
<b>2)</b> How has this funding assisted your organisation?	The funding has allowed Council to employ community people to help look after the aged and frail in the community. The funding goes two ways – it enables old people to be looked after so they do not have to move from their community and go into Darwin and it gives local people employment and training in their own community.					
<b>3)</b> Has your organisation experienced any difficulties in undertaking this Project? <i>(If 'Yes' please answer questions 3a, 3b and 3c below)</i>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>		Yes	No		
Yes	No					
<b>3a)</b> What are the difficulties being experienced by your organisation in delivering the program?	Council does have difficulties at times with having community staff turning up to work regularly. In a small community like Belyuen when there is a death or a family conflicts then it effects everyone in the community. Following a death immediate family do not come to work for a few weeks, sometimes not until after the funeral which can be 6-8 weeks away. When there is family conflict people can not turn up for one day because they did not get any sleep or longer if fighting					
<b>3b)</b> What has your organisation done to address these difficulties?	Council has taken a number of different approaches to help with this. The main approach is by having staff employed on a casual basis and having a number of staff on the books. This approach has meant that a couple of community people will turn up to work. If more than needed turn up then it means that extra services can be provided which is always a good thing.					
<b>3c)</b> What would help your organisation to deal with these difficulties?	I feel that a lot of it is something that the community themselves need to do in the way of making changes to their lives and making better choices for some of them. Council could benefit by having more funding for wages as we are always conscious of the fact that we have a very tight budget to work in. Council always spends over the IEI grant when it comes to wages.					



<p><b>4)</b> What positive outcomes have been achieved by your organisation?</p>	<p>In making comments such as a), b), c) the programme has got a lot to be proud of. The clients are able to stay at home, they are well fed, they have their washing done and rooms cleaned, they have their medication supervised daily and they are taking on outings. It is often commented by other staff and health staff in the community that the clients look healthier than some of the younger people in the community.</p>					
<p><b>5)</b> In this reporting period, have your staff received any training? <i>(If 'No' please go to question 5a, if 'Yes' please provide details in 5b below)</i></p>	<p><b>Yes</b></p>					
<p><b>5a)</b> If no, why was no training conducted in this reporting period?</p>						
<p><b>5b) Employee Training Information</b> <i>(Please fill in a separate line for each person and each training course undertaken for this reporting period only)</i></p>						
<p><b>Community Name / Service</b> <i>(where each worker is employed)</i></p>	<p><b>Name/Position identifier</b> <i>(of each individual attending training)</i></p>	<p><b>Position description</b> <i>(please indicate what role they have in the organisation eg personal carer, driver)</i></p>	<p><b>Training Date</b></p>	<p><b>Training Course</b></p>	<p><b>Training Organisation</b></p>	<p><b>Training Hours</b> <i>(duration of the course)</i></p>
<p><i>Example: Name of Aged Care Service</i></p>	<p>John Smith</p>	<p>Kitchen Hand</p>	<p>4/9/15</p>	<p>Manual Handling</p>	<p>NQ TAFE</p>	<p>3</p>
<p>Belyuen</p>	<p>Marcie Parry</p>	<p>Care Worker</p>	<p>25&amp;26/02</p>	<p>CHCCOM005</p>	<p>H &amp; K Training</p>	<p>6</p>
<p>Belyuen</p>	<p>Brendan Bigfoot</p>	<p>Cook/Care Worker</p>	<p>25&amp;26/02</p>	<p>CHCCOM005</p>	<p>H &amp; K Training</p>	<p>6</p>
<p>Belyuen</p>	<p>Brendan Bigfoot</p>	<p>Cook/Care Worker</p>	<p>10&amp;11/03</p>	<p>CHCCMM005</p>	<p>H &amp; K Training</p>	<p>6</p>
<p>Belyuen</p>	<p>Rick Bianamu</p>	<p>Care Worker</p>	<p>25&amp;26/02</p>	<p>CHCCMM005</p>	<p>H &amp; K Training</p>	<p>6</p>
<p>Belyuen</p>	<p>Rick Bianamu</p>	<p>Care Worker</p>	<p>10&amp;11/20</p>	<p>CHCCOM005</p>	<p>H &amp; K Training</p>	<p>6</p>
<p>Belyuen</p>	<p>Rita Moreen</p>	<p>Care Worker</p>	<p>25&amp;26/02</p>	<p>CHCCOM005</p>	<p>H &amp; K Training</p>	<p>6</p>
<p>Belyuen</p>	<p>Rita Moreen</p>	<p>Care Worker</p>	<p>10&amp;11/03</p>	<p>CHCCOM005</p>	<p>H &amp; K Training</p>	<p>6</p>
<p><b>5c)</b> Does your organisation have any other training needs?</p>		<p>Belyuen Council is currently in discussions with CDU in regard to delivering training at Belyuen Aged Care. The Aged Care Director will discuss with the CDU Coordinator the best approach to take in regard to assessments as to where the staff are at and what would be the best Course and Certificate Level to start with. There are some new staff who need to do their first aid training.</p>				



**6)** Please provide any additional comments you may have about this Project (optional).

Attached is a further list of training that staff have undertaken. The Infection Control Training is all online through the Department of Health to address the COVID requirements. Aged Care under the NTJP are highlighted in yellow.

**STATEMENT OF INCOME AND EXPENDITURE**  
**Indigenous Employment Initiative (IEI) - National Jobs Creation Package (IIEI)**

**Notes:**

1. Statements of Income and Expenditure are required as part of each Performance Report for the program.
2. Due dates for these reports are specified in the Schedule of the Funding Agreement at Item E.
3. This Statement of Income and Expenditure **must only report against funding provided under the program, not whole salaries.**
4. All amounts provided in this table should be GST exclusive.
5. This Statement does not replace any audited financial statements required under the Funding Agreement.

**Instructions for use of this template:**

1. All amounts are to be reported excluding GST
2. At 'Reporting Period' please include the date of the current reporting period as specified in the Funding Agreement at Item F.
3. Under 'INCOME' please include all funding received by your organisation under the program up to the date of this report, excluding any GST.
4. Under 'EXPENDITURE' please indicate all funding used for the program to the date of this report, excluding any GST.  
Please indicate in the appropriate box how much funding (if any) was spent on each of the items listed. This should include the total amount of funding spent on salaries, superannuation, leave entitlements and any training or workforce supports that have been approved by the Department for staff employed under the program to the date of this report.
5. Please add the name of the financial accounting officer below and ensure that the declaration has been signed and dated appropriately.
6. The Department will contact your Organisation if it has any queries regarding the information provided in this Statement of Income and Expenditure.
7. Please include the name and telephone number for the appropriate contact person at the bottom of this Statement.



Service Provider	Reporting Period	2018-19		2019-2020		Cumulative	
		Jul-Dec 2018	Jan-Jun 2019	July-Dec 2019	Jan-Jun 2020		
<b>INCOME</b>		<i>*All figures are GST Exclusive</i>					
		<i>Belyuen Community Government Council</i>					
		<i>1 January 2020 to 30 June 2020</i>					
Department Payments		34,840.03	34,840.02	35,327.79	35,327.78		
Interest		0	0	0	0		
Approved Carry Forward		0	0	0	0		
<b>TOTAL INCOME</b>		34,840.03	34,840.02	35,327.79	35,327.79		
<b>EXPENDITURE</b>							
Salaries		29,617.36	30,417.52	39,138.24	38,855.62		
Superannuation		2,583.01	2,745.19	3,503.68	3,393.89		
Leave Entitlements		3,070.23	4,116.03	2,012.63	1,604.20		
<b>TOTAL EXPENDITURE</b>		35,270.60	37,278.74	44,654.55	43,853.71		
Surplus/(Deficit)		(430.57)	(2,438.72)	(9,326.76)	(8,525.92)		
If the program has a deficit please explain why		<i>Programme has a deficit because Council needs to employ staff longer hours than are funded for</i>					
If the program has a surplus please explain why							

**Declaration**

I certify that this program Statement of Income and Expenditure is an accurate representation of Project income and expenditure, and that the funds were expended for the purposes for which they were provided and in full accordance with the Funding Agreement.

*Cathy Winsley*  
Principal Accounting Officer

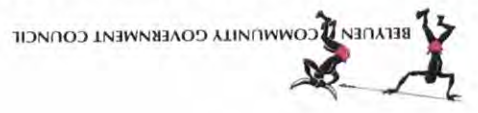
*[Signature]*  
Signature

*20/9/20*  
Date



Training Organisation	Course Code	Course Name	Training Date	Employee Attended
Department of Health	COVID - 19 Online training Module	Infection Control Training COVID - 19	16/03/2020 16/03/2020 17/03/2020	Kelly Murphy Robyn Presley Tamara Cummings Brendan Bigfoot Marcie Parry Angelina Lewis Noeleen Jenkins Kenita Nurse Linda Yarrowin Sharai Perejuan Hayley Vassallo
Department of Health	COVID - 19 Online training Module	Module One - Personal Safety	4/04/2020	Kelly Murphy
Department of Health	COVID - 19 Online training Module	Module Two - Families and visitors - Part 1 Residential Care	5/04/2020 7/04/2020 8/04/2020 9/04/2020 9/04/2020 9/04/2020 9/04/2020 9/04/2020 9/04/2020 9/04/2020 21/05/2020 30/03/2020	Kelly Murphy Robyn Presley Brendan Bigfoot Angelina Lewis Noeleen Jenkins Marcie Parry Tamara Cummings Linda Yarrowin Sharai Perejuan Kenita Nurse Hayley Vassallo
Department of Health	COVID - 19 Online training Module	Module Two - Families and visitors - Part 2 In-home care	4/04/2020	Kelly Murphy
Department of Health	COVID - 19 Online training Module	Module Three - COVID-19 and Aged Care	4/04/2020	Kelly Murphy
Department of Health	COVID - 19 Online training Module	Module Four - Outbreak Management Procedures	4/04/2020	Kelly Murphy Robyn Presley

**Infection and Control Training Register - Aged Care**



Date Printed: 14-September-2020

Training Record End Date: Monday, 14 September 2020  
 Training Record Date: Wednesday, 1 January 2020





Hayley Vassallo	18/08/2020			Hand Hygiene Australia - Australian Commission on Safety and Quality in Health Care
Kelly Murphy	23/07/2019	Hand Hygiene Non-Clinical Online Learning Module	Certificate of Achievement	
Robyn Presley	16/03/2020			
Tamara Cummings	17/03/2020			
Noeleen Jenkins	24/03/2020			





## **Notice Sale of Roof Rack**

Belyuen Council is selling a roof rack suitable for a troop carrier.

People interested in buying the roof rack can put in an offer to Council.

Offers to be done in writing and placed in an envelope with your name and contact details on the outside.

The person with the highest offer will be sold the roof rack.

Purchase needs to be in cash before taking the rack and a receipt will be given.

All transactions to be done through the Council CEO Cathy Winsley.

Offers to be handed in at the Council office by Tuesday 11<sup>th</sup> August.

If you would like to inspect the roof rack please go to the workshop.

Thanking you

Cathy Winsley

CEO

1<sup>st</sup> August 2020

offer of \$50  
for roof rack  
Rex Sing 17/8



Original

**RECEIPT**

51

DATE

19/8/20

RECEIVED FROM

Rex Sing

THE SUM OF

Fifty dollars

BEING FOR

Troop Carrier

Roof rack

CSB - Civil Works

\$50.00

SIGNATURE



offer of \$50  
for roof rack  
Rex Sing 17/8



## Cathy Winsley

---

**From:** Brenton <chiefpilot@territoryairservices.com.au>  
**Sent:** Thursday, 23 July 2020 12:15 PM  
**To:** Cathy Winsley  
**Subject:** Delissaville airport access

Hi Cathy,

Just enquiring if it is possible to gain access to the Delissaville airstrip, as it has a padlocked gate?  
I have flown into the airstrip many times. Used when inducting new pilots into the company.  
Also would it be possible to leave a light aircraft parked at the airstrip?  
I realise that it is not a security controlled airport and parking overnight would be at my own risk.  
We have just bought property at Wagait Beach and will be moving there next month.

In the long term I was wondering if it would be possible to build a hangar there or who I should approach to that end?

Kind regards

Brenton and Anne Hurt

Brenton Hurt  
Chief Pilot  
Territory Air Services  
0407603376





Chain-link fence on a sidewalk, Spain - stock photo

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## 8 OFFICER REPORTS

### 8.1 Policy Manual

<b>Report Number</b>	<b>8.4.9.20</b>
<b>Author</b>	<b>Cathy Winsley - CEO</b>
<b>Attachments</b>	<b>Various Policies see below</b>

#### Summary

The Council's policy framework is being reviewed as part of the consultancy project being undertaken by Cathryn Hutton. The Council is being presented with a range of policies for their consideration and approval.

#### Comment

The operations and governance of the Council are managed by a range of Policies and Procedures. The policies adopted by Council establish a set of rules by which the Council operates. Many of these policies are required by legislation.

The following policies have been drafted to meet the Council's legislative requirements – both is the current Local Government Act and in the new Act that will come into effect in 2021.

This is the first set of policies being presented to Council. Further policies will be presented from time to time to ensure the full suite of policies has been developed.

Ref	Name of Policy	Legislation reference (new Act unless specified)
<b>FIN04</b>	Disposal of Assets Rules relating to the sale or disposal of assets or materials owned by the Council.	Section 267(1)
<b>EM04</b>	Shared Services How the council will consider whether share arrangements the delivery of goods or services with another council.	Section 216
<b>GOV06</b>	Fraud and Corruption Protection Policy	

#### Statutory Environment

The policies have been prepared to comply with the *Local Government Act 2019*. In accordance with the Transitional Arrangements outlined in section 365, a policy adopted "before the commencement is taken to have adopted the policy under the section of the new Act specified if the policy has been adopted in accordance with the new Act."

Please see specific policies for legislative references.

#### Financial Implications

Not applicable.

## **Recommendation**

### ***That Council:***

- 1. Adopts the following policies as tabled:***
  - a. EM08: Shared Services***
  - b. FIN04: Disposal of Assets***
  - c. GOV06: Fraud and Corruption Protection***
- 2. Notes the CEO Plan GOV06.1: Fraud and Corruption Plan that provides the operational implementation of the Fraud Protection Policy.***

***Moved:***

***Seconded:***



# EM08: Shared Services

<b>Type</b>	Council Policy	<b>Version</b>	1
<b>Approval Date</b>		<b>Resolution</b>	
<b>Review Date</b>		<b>Doc ID</b>	

## Strategic Intent

- The Belyuen Community Government Council (the Council) is committed to amalgamation with Coomalie Community Government Council as the Council has identified significant social and economic benefits arising from this amalgamation, including:
  - Improved service delivery to the residents of the region
  - Reduced service delivery cost
  - Reduced risk
  - Improved long-term financial sustainability
- The Council recognizes that journey to amalgamation is long and ultimately requires approval from the Minister for Local Government.
- To support and strengthen the links between the Council and Coomalie Community Government Council, the Council will seek to enter into shared service arrangements with the Coomalie Community Government Council.
- The Council also recognises that, under certain circumstances, it may be practical to enter into a shared-services arrangement with one or more bodies for mutual benefit of improved service delivery and outcome, at a reduced overall risk and cost.

## Legislative References

- Section 216 of the *Local Government Act 2019*

## Policy

The Belyuen Community Government Council will consider whether or not a shared-services approach with other public or private bodies is desirable on a case by case basis. The Council will also consider requests and proposal for shared services from external stakeholders. The ultimate discretion of whether or not to enter into a shared services agreement lies with Council.

Proposals for shared services arrangements shall be assessed against various requirements and considerations including but not limited to:

- Applicable law;
- Current and potential contractual and agreement obligations;
- The public interest;
- Current and potential operational requirements;
- Risk;
- Safety;
- Cost analysis; and

- Current and potential capacity of all parties to deliver stated and desirable outcomes.

### Revision History

Policy Version	Approval Date	Resolution	Doc Ref



# FIN04 Disposal of Assets

<b>Type</b>	Council	<b>Version</b>	
<b>Approval Date</b>		<b>Resolution</b>	
<b>Review Date</b>		<b>Doc ID</b>	

## Background

The Belyuen Community Government Council will dispose of council assets. This Policy aims to ensure that the process for the sale and disposal of land and other assets is considered, fair and transparent to ensure Council obtains the best outcomes and price.

## Scope

This policy covers all assets owned by the Belyuen Community Government Council. It does not cover who is delegated to dispose of assets; this is covered in the delegations register.

## Legislative References

- Section 267(1) *Local government Act 2019 (Section 182(1) of the Local Government Act 2008)*
- Local Government Regulations
- Guideline 4

## Policy Objectives

To provide a framework consistent with legislative requirements that provides clear guidelines relating to the sale or disposal of assets or materials surplus to the operational needs of Belyuen Community Government Council.

## Definitions

An **Asset** is a resource controlled by council from which future economic benefits are expected to flow to the entity for more than 12 months. Assets include tangible items like property, plant and equipment and intangible assets like software.

A **Major Asset** is an asset with an asset value of \$10,000 or more excluding GST.

## Policy

This Policy aims to ensure that the process for the sale and disposal of Council assets is considered, fair and transparent to ensure Council obtains the best outcomes and price.

### Writing off Assets

An asset may be written off in the following circumstances:

- an asset is lost or unaccountable (for example arising from stock-take)

- theft of an asset
- the asset had become unserviceable
- the asset has become obsolete; or
- the asset has been condemned.

The CEO will report to the police any loss or damage caused by fraud, theft or misappropriation or criminal activity when the loss is:

- a loss of money that exceeds \$500
- loss or damage to an asset or assets that exceeds \$2,000.

Where an item is written off, the CEO will certify that all efforts have been made to locate or recover the item and/or appropriate investigation has been conducted to the viability of the asset. If the loss is the result of fraud, theft or misappropriation or criminal activity, the CEO will also provide the Council with information on improvements to the internal controls to avoid further losses.

### **Method of sale and disposal of assets**

Where a major asset is no longer required by the Council (surplus to operational requirements), the council will, in the first instance, attempt to dispose of the item through a public auction or tender.

Other assets that are surplus to operational requirements may be disposed of through:

- a) public auction
- b) direct sale by advertising the asset for sale through a public notice displayed prominently on community noticeboards and, subject to the economic value of the asset, in a local newspaper
- c) seeking quotations for the sale of the asset
- d) seeking tenders, whether open (to the public) or selected (to a group of persons, companies or organisations); or
- e) any other method deemed appropriate that confers a community benefit.

The following will be considered when selecting the method of disposal:

- Potential to obtain best price;
- Number of known potential purchasers;
- Current and possible preferred future use of the asset;
- Opportunity to promote local economic growth and development;
- Total estimated value of the sale;
- Delegation limits taking into consideration accountability, responsibility, operational efficiency and urgency of the sale;
- Compliance with statutory and other obligations.

### **Disposal to Employees and Councillors**

Goods will not be disposed to any employee, elected or appointed member of Council unless the disposal has been publicly advertised and, in the Council's opinion, the offer from the employee is the most advantageous to Council. All other guidelines for the disposal of goods are to be complied with.



## Proceeds from Sale of Assets

Proceeds from the sale of assets should be applied to a particular purpose:

- Reduction of any debt associated with the asset acquisition or upgrade since the original purchase or construction
- Offset of cost of replacement assets required for operations arising from the asset sale
- Specific Reserve Fund or asset replacement reserve
- Other specific purpose as determined by Council resolution.

## Register

All disposal or sale of Assets will be recorded in the council’s Asset Disposal Register (which forms part of the council’s Asset Register).

## Revision History

Policy Version	Approval Date	Resolution	Doc Ref

# GOV06: Fraud and Corruption Protection Policy

<b>Type</b>	Council Policy	<b>Version</b>	1
<b>Approval Date</b>		<b>Resolution</b>	
<b>Review Date</b>		<b>Doc ID</b>	

## Background

The Belyuen Community Government Council (the Council) recognises that it has a responsibility to develop, encourage and implement sound financial, legal and ethical decision-making and organisational practices.

Fraud and corruption has the potential to damage the reputation of the Council and have a detrimental effect on the resources available to promote the Council's objectives and accordingly, the Council has adopted a *zero tolerance* to fraud and corruption.

This Policy provides a highly visible, overarching framework that provides for the ongoing and effective management of fraud and corruption risks.

## Legislative References

- *Local Government Act 2019*
- Regulations
- *Independent Commissioner Against Corruption Act 2017 (NT)*
- Fraud and Corruption Protection Plan

## Policy Statement

The Council will promote and maintain a values-based organisational culture that has zero tolerance for any fraudulent or corrupt conduct, whether committed against the Council (from internal or external sources), or by or in the name of the Council.

Should fraudulent or corrupt conduct be suspected or detected, in accordance with the Council's obligations as a public body, all public officers will report reasonable suspicions of improper conduct under the mandatory reporting obligations to the Independent Commissioner Against Corruption. The

Council will vigorously investigate any suspected fraudulent or corrupt conduct in an efficient and timely manner, and seek to recover, on a cost/benefit basis, the losses incurred.

The Council will establish effective, risk-proportionate operational controls and processes for preventing, detecting and responding to fraudulent or corrupt conduct. The Council's expectations in relation to these controls and procedures will be communicated by way of the Fraud and Corruption Control Plan ("the Plan"), which will align principally with the Australian Standard Fraud and Corruption Control

(AS8001:2008), but will also consider other relevant external standards, best practice statements and the need to comply with local, national and international legislation and regulations.

The Council will uphold all laws relevant to countering bribery and corruption and supports mandatory reporting as established by the Independent Commissioner

## Responsibility for Implementation and Compliance Monitoring

### Council

The Council is accountable for overseeing and monitoring the assessment and management of fraud and corruption risk.

### Audit Committee

The Audit Committee provides an objective and robust view to the Council on the adequacy and effectiveness of the Plan in the management of fraud and corruption risk.

### CEO

The CEO will ensure the Plan sufficiently addresses all potential fraud and corruption risks and ensures that appropriate action is being taken to mitigate those risks.

## Scope

This policy applies to the Council members, staff, and all persons participating in Council business or activities, including whether as a visitor, volunteer, service provider or contractor.

## Definitions

For the purpose of this policy, the following key definitions are applied, and will be collectively referred to as fraud throughout the document:

**Improper conduct** is defined by Section 9 of the *Independent Commissioner Against Corruption Act 2017*. Improper conduct includes corrupt conduct, misconduct; unsatisfactory conduct; and anti-democratic conduct. It includes the performance of a dishonest (not impartial) act, breach of trust or misuse of information or material acquired.

**Corruption** may involve fraud, theft, misuse of position or authority or other acts that are unacceptable to an organisation and which may cause loss to the organisation, its clients or the general community. It may also include such elements as breaches of trust and confidentiality. The behaviour need not necessarily be criminal. The Australian Standard on Fraud and Corruption Control defines corruption as dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or entity.

**Fraud** is dishonestly obtaining benefit or causing a loss by deception or other means. It includes acts such as theft, making false statements or representations, evasion, manipulation of information, criminal deception and abuse of property or time. The Australian Standard on Fraud and Corruption Control defines fraud as dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and whether



or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, or destruction of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.

### Revision History

<b>Policy Version</b>	<b>Approval Date</b>	<b>Resolution</b>	<b>Doc Ref</b>
1	24/08/2020	8.2.8.20	NA

# GOV06.1: Fraud and Corruption Protection Plan

<b>Type</b>	CEO Plan	<b>Version</b>	1
<b>Approval Date</b>		<b>Signature</b>	
<b>Review Date</b>		<b>Doc ID</b>	NA

## Background

The Belyuen Community Government Council recognises that it has a responsibility to develop, encourage and implement sound financial, legal and ethical decision-making and organisational practices.

This Plan represents the Council's commitment to effective fraud risk management and prevention. The desired outcome of this commitment is to minimise the potential for fraud against the Council, whether by councillors, staff or persons external to the Council.

Fraud and corruption has the potential to damage the reputation of the Council and have a detrimental effect on the resources available to promote the Council's objectives and accordingly, the Council has adopted a *zero tolerance* to fraud and corruption.

## Legislative References and Supporting Documents

- Council's GOV06 Fraud Protection Policy
- *Local Government Act 2019*
- Regulations
- *Independent Commissioner Against Corruption Act 2017 (NT)*

## Application of Fraud and Corruption Control Plan

This Fraud and Corruption Control Plan represents the Council's commitment to the management and prevention of fraud. It aims to draw together its fraud prevention and detection initiatives into one document. It forms part of the Council's Risk Management Framework that has three major components:

- **Prevention** – initiatives to deter and minimise the opportunities for fraud or corruption;
- **Detection** – initiatives to detect fraud or corruption as soon as possible after it occurs; and
- **Response** – initiatives to deal with detected or suspected fraud or corruption, which are detailed in the Fraud and Corruption Control Policy procedures.

## Definition of Fraud

Fraud against the council is defined as:

*"Dishonestly obtaining a benefit, or causing a loss, by deception or other means"*

The Council recognizes a range of activities which fall broadly under the definition of fraud. Fraud can be committed by staff (internal fraud) or by persons external to the council (external fraud). It may also be committed jointly between an employee and outside party

Examples of the types of conduct that would fall within the department's definition of fraud include (but are not limited to):

- theft
- misuse of Council issued credit cards
- accounting fraud (false invoices, misappropriation etc.)
- unlawful use of, or obtaining property, equipment, material or services
- causing a loss, or avoiding and/or creating a liability
- providing false or misleading information to the Council
- misuse of Council assets, equipment or facilities
- making, or using false, forged or falsified documents, and
- wrongfully using Council information or intellectual property.

A benefit is not restricted to monetary or material benefits, and can be either tangible or intangible, including the unauthorised provision of access to, or disclosure of information. Fraud against the Council can take many forms and may target:

- revenue (e.g. income tax, GST fraud)
- property (e.g. cash, computers, other portable and attractive items, stationery)
- information and intelligence (e.g. personal information or classified material)
- programme funding and grants
- entitlements (e.g. expenses, leave travel, travel allowances, attendance records)
- facilities (e.g. unauthorised use of vehicles, information technology and telecommunication systems), and
- money or property held in trust or confiscated.

## Definition of Corruption

Corruption is generally defined as:

*“the abuse of entrusted power for private gain”*

The following list provides examples of types of behaviour that, if serious enough, may amount to corruption:

- bribery - obtaining, offering or soliciting secret commissions, kickbacks or gratuities
- fraud, forgery, embezzlement
- theft or misappropriation of council assets
- nepotism—preferential treatment of family members
- cronyism—preferential treatment of friends
- acting (or failing to act) in the presence of a conflict of interest
- unlawful disclosure of council information
- blackmail
- perverting the course of justice



- colluding, conspiring with, or harbouring criminals

It is noted that, under the *Independent Commissioner Against Corruption Act 2017*, includes improper conduct, unsatisfactory conduct and misconduct as offenses against the Act. To this end improper, unsatisfactory and misconduct are considered to be corrupt behaviours.

## Prevention

### Integrity framework

A fundamental strategy in controlling the risk of fraud and corruption is the development and maintenance of a sound ethical culture, underpinned by effective and continuous communication and example-setting by management.

The Council's attitude to ethical conduct is outlined in the Code of Conduct, which describes the value statement of *fairness, integrity and responsibility* as the obligation for staff to:

- Act honestly and with integrity in the performance of official duties at all times.
- Act with reasonable care and diligence in the performance of official duties.
- Discharge duties in a professional manner.
- Act in a way that generates community trust and confidence in the Council.
- Act in a reasonable, just, respectful and non-discriminatory way when dealing with all people.

### Fraud and corruption control planning

To maintain effective practice in its fraud risk management practices, the Council is committed to the following:

- **Communication of senior management's strong commitment** – to ensure there is regular communication to all staff promoting compliance with the Fraud and Corruption Control Plan and adherence to the Fraud and Corruption Control Policy;
- **Regular review of the Fraud and Corruption Control Plan** - the Council is committed to reviewing its Fraud and Corruption Control Plan every two years to ensure that it remains up-to-date and considers changes in the Council's operations and environment and significant risk areas.

### Staff induction training

All new staff appointed by the Council are required to complete online fraud and corruption training<sup>1</sup>.

### Fraud awareness training

Generally, a significant proportion of fraud or corruption goes undetected because of the inability to recognise the early warning signs of fraudulent activity or because staff are unsure how, when, or to whom they should report their suspicions. Fraud and corruption awareness training assists in raising the general level of awareness amongst staff.

An awareness of the risk of fraud and corruption will be fostered by:

<sup>1</sup>For example: <https://www.doingbusinesswithoutbribery.com/newzealand.html>

- ensuring attendees are aware of the Council's Fraud and Corruption Control Policy and Fraud and Corruption Control Plan;
- ensuring attendees understand what might constitute fraud or corruption;
- ensuring attendees are aware of the Council's zero tolerance attitude towards fraud and corruption;
- ensuring all staff that are considered to be in positions requiring training, attend fraud and corruption awareness training;
- ensuring attendees are aware of the ways in which they can report allegations or concerns regarding alleged fraud or corruption or alleged unethical conduct; and
- encouraging attendees to report any suspected incidents of fraud and corruption.

### **Fraud or corruption risk assessment**

Fraud and corruption risk assessments will be incorporated as part of the Council's risk management framework.

To maximise the effectiveness of the fraud or corruption risk assessment process, the assessment should:

- be completed by a prioritised sample of functional areas on a rotational basis;
- include assessment at local levels by agreed self assessment criteria;
- be relevant and comprehensive, covering as far as possible, all potential risks;
- comply with AS 8001:2008– Fraud and Corruption Prevention; and
- separately consider inherent risk and internal control risk.

### **Internal controls**

Internal controls are the first line of defence against fraud and corruption. The Council maintains a strong internal control system and promotes and monitors a robust internal control culture. The Council will continue to review internal controls and ensure all key internal controls are documented in a standardised policies and procedures.

### **Detection**

The Council recognises that, despite a comprehensive fraud and corruption control program, it is possible that fraud or corruption may occur. Accordingly the Council has adopted a program aimed at detecting fraud as soon as possible after it has occurred.

### **Management Accounting Reporting review**

The Council's management accounting reports will be reviewed on a regular basis to identify trends or activity which may be indicative of fraudulent conduct. Some examples of the types of management accounting reports that can be utilised on a compare and contrast basis are:

- financial reports comparing actual and budgeted results for each program;
- reports comparing expenditure against industry benchmarks; and
- reports highlighting unusual trends in bad or doubtful debts.

### **Internal control review**

As a part of continual business improvements, internal controls are continually reviewed and policies and procedures updated accordingly. The outputs of the fraud or corruption risk assessments may identify particular functions or activities that require review.

### **Whistleblower protection**

The Council strives to meet or exceed best practice standards on whistleblower protection (including the relevant Australian Standard) and will do the following:

- Require staff to act in good faith and reasonably in making reports under Whistleblower protection;
- Recognise and respect the confidentiality of the identity of a bona fide informant; and
- Ensure support and protection are provided to an informant against any form of recrimination or reprisal or any threat of detriment.

### **External audit**

The Council recognises that the external audit function has a role to play in the detection of fraud given the responsibilities of auditors under ASA240 'The Auditors' Responsibility to Consider Fraud in an Audit of a Financial Report'.

## **Response**

When fraud or corrupt action is identified or suspected, it is important to support responders with clear guidance on the initial and ongoing processes of responding to the incident.

Key to successful investigations systems are:

### **Mandatory reporting to Independent Commissioner Against Corruption**

In accordance with the *Independent Commission Against Corruption Act 2017*, the CEO has a duty to notify the ICAC of any reasonable suspicion of corrupt conduct. Reporting to the ICAC occurs prior to determining whether an offence has occurred.

### **Clearly documented investigation procedures**

Reports of fraud are investigated promptly and to the highest standards of quality, using appropriate data gathering techniques and analysis. Prosecutions and disciplinary actions should not fail because of poor collection of evidence or other failures in the investigative process. Investigations must be independent and must not be undertaken by personnel with a conflict of interest in the matter.

Sufficient resources, including budget, should be allocated. Investigations will be subject to procedural fairness and will be managed by the CEO or delegate. The results of material fraud investigations will be reported by the CEO to the President and the Chairperson of the Audit Committee.

### **Investigations conducted by qualified and experienced staff**

The CEO will oversee investigations and may delegate tasks to relevant senior officers to assist with or participate in a fraud investigation. Depending on the nature of the alleged fraud, it may be appropriate for the investigation to be conducted by an external party. Regardless of whether an investigation is



handled internally or externally, it needs to be conducted by personnel with appropriate qualifications and experience.

### **Decision making protocols**

The Council will follow a Fraud Investigation Procedure which documents the process for dealing with allegations of fraud, including assessment of allegations, establishment of investigations and options for resolving incidents. Procedures for decision making observe procedural fairness, privacy principles and public interest disclosure protections.

### **Disciplinary systems**

The Council will not tolerate any fraud and will properly respond to fraud and corruption. Fraud and corruption, when proven, is a breach of the Code of Conduct and may lead to performance management or disciplinary action. Such action could range from counselling to termination of employment and reporting to external authorities, as appropriate.

### **Insurance and Asset recovery**

The Council holds a fidelity guarantee insurance policy to protect against the financial consequences of fraud by an employee. Where fraud is instigated by an external party the Council will seek to recover assets or pursue civil or criminal action, where appropriate.

### **Learning**

The Council will ensure that learning occurs at the organisational level as part of the response to every incident suspected, attempted or actual. Systems to assess risks, to mitigate future occurrence, and improve capability will be reviewed and enhanced proactively during and following the investigation process.

## **Revision History**

<b>Policy Version</b>	<b>Approval Date</b>	<b>Resolution</b>	<b>Doc Ref</b>

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## 8.2 Establishment of Audit Committee

<b>Report Number</b>	<b>8.29.20</b>
<b>Author</b>	<b>Cathryn Hutton - Consultant</b>
<b>Attachments</b>	<b>Draft Audit Committee Terms of Reference</b>

### Summary

The Council is being asked to approve the establishment of an Audit Committee as required Part 5.2, and section 10(2) (b) of the *Local Government (Accounting) Regulations*.

### Comment

An Audit Committee provides an important role between a council and its management and between a council and its community.

One of the primary roles of these committees is to provide suggestions and recommendations to councils and/or management about actions to be taken to enhance financial governance, considered to be in the best interests of local communities.

An Audit Committee plays a crucial role in the financial reporting framework of a council, by overseeing and monitoring the participation of management and external auditors in the financial reporting process. An audit committee also addresses issues such as the approach being taken by councils and management to address business risk, corporate and financial governance responsibilities and legal compliance. Councils may also refer issues of a strategic nature to their audit committees.

A draft Audit Committee Terms of Reference have been drafted for the Council's consideration. Key issues in the TOR are:

- The committee comprises a **minimum** of 3 people.
- The members of an audit committee may consist of, or include, persons who are not members of the council. That is, the committee can be made up of independent members and council members or just independent members.
- The Chairperson **must** be an independent member.
- The committee meets at least twice a year.
- The main responsibilities of the committee are:
  - to monitor and review the integrity of the council's financial management;
  - to monitor and review internal controls;
  - to make recommendations to the council about any matters the committee considers require the council's consideration as a result of the committee's functions.

### Setting up the Committee

If the Council approves the establishment of an Audit Committee, the CEO will:

1. Seek suitable candidates for chairperson and independent member(s) of the committee
2. Present the suitable candidates to the Council at the November meeting of Council
3. Confirm appointment of Independent candidates
4. Seek nominations from Councillors for membership to the Audit Committee
5. Convene the first meeting of the Audit Committee in March 2021.

## Statutory Environment

The Council is required to have an Audit Committee as outlined in Section 10 (3) of the *Local Government (Accounting) Regulations 2008*.

- (3) Without limiting subregulation (1), the CEO must establish and maintain an audit committee:
- (a) to monitor:
    - (i) compliance by the council with proper standards of financial management; and
    - (ii) compliance by the council with these regulations and the Accounting Standards; and
  - (b) whose Chairperson must not be a member of council or a member of the council's staff.

The new *Local Government Act 2019* makes this requirement explicit, Section 86:

### 86 Audit committee

- (1) A council must, by resolution, establish and maintain an audit committee.
- (2) An audit committee consists of the persons appointed, by resolution, by the council to be members of the committee.
- (3) The members of an audit committee may consist of, or include, persons who are not members of the council.
- (4) However, the chairperson of an audit committee must not be a member of the council or a member of the council's staff.
- (5) The terms and conditions on which a person holds office as a member of an audit committee are to be as determined by the council.

## Financial Implications

In accordance with Council's *EM05 Members Benefits and Allowances v1* "External Committee members will be paid at the equivalent rate of Class A2: Level 2 statutory body as defined by the Classification Structure Determination as published by the Office of the Chief Minister."

This is currently set at \$405 daily rate for the chairperson and \$228 for normal external committee member. Based on two meetings a year, the budget for this committee is approximately \$1,500 per annum to be funded from Council's administration budget.

## Recommendation

### ***That Council:***

- 1. Approves the establishment of an Audit Committee with the Terms of Reference as tabled.***
- 2. Requests the CEO to seek suitable applicants for the independent members of the committee (including the chairman) and present the short list to the Council at its November 2020 meeting.***

***Moved:***

***Seconded:***



# Audit Committee

## Terms of Reference

<b>Type</b>		<b>Version</b>	
<b>Approval Date</b>		<b>Resolution</b>	
<b>Review Date</b>		<b>Doc ID</b>	

### Establishment

The Audit Committee (the Committee) is established as an advisory committee to the Council in accordance with the Section 86 of the *Local Government Act 2019*.

### Objective

The Committee is to provide independent assurance and assistance to the Belyuen Community Government Council (the Council) and the Chief Executive Officer (CEO) on:

- The Council's risk, control and compliance frameworks
- The Council's external accountability responsibilities as prescribed in the Local Government Act and Accounting Regulations

### Key Responsibilities

The audit committee has no authority to act independently of council. The audit committee is responsible for acting as an advisory body to council. It will:

- monitor the effectiveness of the audit function and the implementation of audit recommendations
- monitor the effectiveness of the risk management function
- provide an independent line of reporting by the auditor to council
- review compliance with legislative requirements, contracts, standards and best practice guidelines
- review and, if appropriate, recommending council approve the financial statements (in conjunction with the Auditor's report)
- monitor changes in accounting and reporting requirements, and
- review policies relating to conflicts of interest, misconduct and fraud.

### Membership

The audit committee will comprise of a minimum of three (3) members. The members of an audit committee may consist of, or include, persons who are not members of the council (independent members). The chairperson will be an independent member.

The members of the audit committee are appointed by the council.

Any independent member must not be a member of council or a member of the council's staff and will be appointed by the council.

### SELECTION PROCESS

In selecting independent members, Council shall give due consideration to:

- level of understanding of local government and the council's operations and the environment in which it operates
- level of knowledge and practical exposure on governance and financial management practices
- capacity to dedicate adequate time on the committee
- depth of knowledge of regulatory and legislative requirements,
- and . ability to maintain professional relationships particularly with council members, staff and other stakeholders.

Council may at its discretion ask potential persons to make a short presentation to Council as part of the selection process.

### OTHER ATTENDEES

Other persons may attend meetings of the Audit Committee, by invitation. Persons who may usually be invited are:

- Chief Executive Officer
- Financial Officer
- External financial service provider (if applicable)
- External audit provider.

These persons may take part in the business of and discussions at the meeting but have no voting rights.

### Term of Membership

All audit committee members are appointed for a three-year period. Audit committee members who are members of council cease being a member of the committee if they are no longer a councillor of the council.

Independent members (including the chairperson) can be terminated by the council subject to the appointment agreement.

### Reporting

The Committee will regularly report on its operation and activities, including:

- A summary of the key issues arising from each meeting of the committee.
- Annually, an overall assessment of the Council's risk, control and compliance framework, together with a summary of the work the committee performed in conducting its responsibilities during the preceding year.

The committee will make recommendations and report directly to Council.

## Meetings

The Committee will meet at least two times per year. Meetings of the Audit Committee will be held in private in accordance with Section 99 of the *Local Government Act 2019*.

A forward meeting plan, including meeting dates and agenda items, will be agreed to by the Committee each year to address all of the Committee's responsibilities as detailed.

On setting the audit committee meeting dates the committee must have regard to the date of council meetings to ensure the audit committee report, including draft unapproved minutes of the most recent prior meeting, is reported to council on a timely basis.

## Quorum

A quorum will consist of a majority of Committee Members and **must** include the Chair.

## Voting Right of Committee Members

All Audit Committee members have equal voting rights on the committee. Where a vote is taken and the result is undecided the chairperson has the casting vote.

## Secretariat

Secretariat support will be provided by the council administration.

### Responsibilities

The Secretariat will be responsible for ensuring that the agenda for each meeting and supporting documentation are circulated, after approval from the chair, at least one week prior to the meeting. The Secretariat will prepare and maintain the minutes ensuring they are signed by the chair and distributed to each member.

## Reporting

After meeting the audit committee will report to council at the next council meeting and include the committee draft unapproved minutes.

## Access to Information

The Council, via the Council's Chief Executive Officer, will provide the necessary council records and reports for the audit committee to undertake its role and responsibilities subject to any confidentiality provisions in the Local Government Act or other legislative provisions. The audit committee should approach the council requesting required resources being mindful of the finite nature of such resources. The audit committee has no authority to procure resources independently of council.



## Conflict of Interest

In accordance with the *Local Government Act 2019*, committee members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. All details of any conflict of interests are to be minuted.

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

## Confidential and Improper Use of Information

Committee Members will from time to time deal with confidential reports. Section 75 of the Local Government Act outlines the penalties applicable to people who disclose confidential information acquired as a member of a Council committee. Section 76 of the Local Government Act states that a person who makes improper use of information acquired as a member of a Council committee is guilty of an offence.

## Due Diligence and Induction

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

## Assessment of Committee

The chair of the committee and the CEO will initiate a review of the performance of the committee at least once every two years. The review will be on an internal assessment basis with appropriate input from the Council, CEO and senior managers, internal and external auditors, and any other relevant stakeholders.

## Review

These Terms of Reference will be reviewed on an annual basis by the Committee. Any substantive changes will be recommended by the Committee and formally approved by the Council.

## Revision History

Policy Version	Approval Date	Resolution	Doc Ref

## Audit Workplan

	May	November
<b>Financial Reporting</b>		
Review of financial reports	FOCUS	
Review of financial timetable/plan	FOCUS	
Review of significant accounting and reporting issues	FOCUS	
Update on significant issues relating to commitments and contingencies, unusual and/or material items and trends	FOCUS	
<b>External Audit</b>		
Chair and independent member meet with External Auditor	FOCUS	
Review External Auditor's "Client Service Plan" including audit timetable, staffing and approach	FOCUS	
Review Annual Report		FOCUS
Briefing from EA on review financial reports, audit findings and follow up with management		FOCUS
Assessment of effectiveness of external audit		FOCUS
<b>Internal Audit</b>		
Review internal audit schedule	FOCUS	
Review performance and resourcing of Internal Audit	FOCUS	
Review Internal Audit Plan	FOCUS	
<b>Risk Management</b>		
Report on significant risk		FOCUS
Presentation on risk framework and review of risk register		FOCUS
Monitor implementation of External Audit / Internal Audit recommendations		FOCUS
<b>Regulatory Compliance</b>		
Review reports on legal and regulatory matters	FOCUS	
Review Local Government Act and Regulations compliance	FOCUS	
<b>Internal Controls</b>		
Review financial policy manual and issues register	FOCUS	
Review Council wide policies	FOCUS	
Review Audit Committee		
Review committee and member performance		FOCUS
Review committee terms of reference		FOCUS

## 9 FINANCIAL REPORTS

### 9.1 Monthly Financial Report

<b>Report Number</b>	<b>9.1.9.20</b>
<b>Author</b>	<b>Cathy Winsley - CEO</b>
<b>Attachments</b>	<b>Financial report May 2020</b>

#### Summary

The Council is provided with a financial report at each meeting.

#### Background

Not applicable.

#### Comment

Please refer attached financial report.

#### Statutory Environment

Section 18 of the Local Government Accounting Regulations 2008 refers.

Financial reports to Council –

- 1) The CEO must, in each month, lay before a meeting of the Council a report, in a form approved by the Council, setting out:
  - a) the actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month; and
  - b) the forecast income and expenditure for the whole of the financial year.
- 2) The report must include:
  - a) details of all cash and investments held by the Council (including money held in trust); and
  - b) a statement on the debts owed to the Council including the aggregate amount owed under each category with a general indication of the age of the debts; and
  - c) other information required by the Council.

#### Policy Implications

Not applicable

#### Financial Implications

See the body of this report.

#### Recommendation

***That Council accept the financial reports for the period August 2020 as tabled in this report.***

**Moved:**

**Seconded:**

---

## 9.2 Financial Acquittals

<b>Report Number</b>	<b>9.2.9.20</b>
<b>Author</b>	<b>Cathy Winsley - CEO</b>
<b>Attachments</b>	<b>Councilwise Acquittal form Roads to Recovery</b>

### Summary

The Council is also being receive and note acquittal and other financial reports.

### Comment

#### Councilwise

On the 17<sup>th</sup> June 2020, the Council was granted money to implement the Councilwise product by the DLGHCD. The grant is subject to acquittal. The acquittal is being presented to the Council for their information.

The grant to implement the Councilwise product was \$61,046. This has been fully expended as per the attached grant acquittal.

#### Roads to Recovery Funding

The CEO has prepared a financial statement detailing expenditure against the Roads to Recovery funding.

### Statutory Environment

Not applicable.

### Financial Implications

The Council will absorb all costs for the implementation of Councilwise in excess of the grant amount.

### Recommendation

**The Council:**

- 1. Receives and notes the acquittal for the "Conversion to Councilwise Local Government Business Software (Ref: LGR2015/0033) as tabled.**
- 2. Receives and notes the Chief Executive Officer's Financial Statement and Auditors Report in respect of the Roads to Recovery grant as tabled.**

**Moved:**

**Seconded:**





Department of LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT

Belyuen Community Government Council

2020-21 ACQUITTAL OF ONE-OFF GRANT

Department of Local Government, Housing and Community Development

File number: LGR2015/00033

Purpose of Grant: To enable the conversion and setup to CouncilWise local government business software.

Purchases were in accordance with the Northern Territory Buy Local Plan: Yes/No (If no please provide an explanation with this acquittal)

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2021

One-Off Grant

Other income Council

Total income

\$61 046 argst
5810 argst
\$66856 argst

Expenditure (Specify accounts and attach copies of ledger entries)

An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure

Surplus/(Deficit)

66856 argst
66856 "
-

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Cathy Winstley

19/9/20

Laid before the Council at a meeting held on \_\_\_/\_\_\_/\_\_\_ Copy of minutes attached.

CEO or CFO: \_\_\_\_\_

DEPARTMENTAL USE ONLY

Grant amount correct: [ ] Yes [ ] No

Expenditure conforms to purpose: [ ] Yes [ ] No

Services/works - Bought from Territory Enterprise: [ ] Yes [ ] No (If no has an explanation been provided: [ ] Yes [ ] No)

Minutes checked: [ ] Yes [ ] No

Balance of funds to be acquitted: \$ \_\_\_\_\_

Date next acquittal due: \_\_\_/\_\_\_/\_\_\_

ACQUITTAL ACCEPTED: [ ] Yes [ ] No

Prepared by: \_\_\_\_\_

Comments: [ ]

Donna Hadfield, Manager Grants Program \_\_\_\_\_

**BELYUEN COMMUNITY GOVERNMENT COUNCIL  
 STATEMENT OF INCOME AND EXPENDITURE  
 COUNCILWISE (SOFTWARE) SYSTEM  
 JUNE 2020 TO AUGUST 2020**

	\$
<b>INCOME</b>	
Dept. of Housing and Community Development	61,046
	-----
	61,046
<b>EXPENDITURE</b>	
IT Expenses	61,046
	-----
	61,046
	-----
Net Surplus/(Deficit)	0
	=====

(The statement of income and expenditure has been prepared net of goods and services tax.)



1 Tivoli Road  
Old Beach TAS 7017  
03 6268 7033  
accounts@councilwise.com.au  
ABN: 60 088 041 365

## TAX INVOICE

Belyuen Community Government Council  
CMB 18  
DARWIN NT 0801  
AUSTRALIA  
ABN: 88194280330

**Invoice Number**  
INV-0116

**Invoice Date**  
28 Aug 2020

**Account Number**  
NT-BELY

**Reference**  
QU-0004

ENTERED

Description	Quantity	Unit Price	GST	Amount AUD
CouncilWise Property and Rating - annual licence	1.00	2,000.00	10%	2,000.00
CouncilWise Property and Rating - implementation fees	1.00	8,000.00	10%	8,000.00
CouncilWise Property and Rating - Xero Connector - annual licence	1.00	1,000.00	10%	1,000.00
CouncilWise Property and Rating - Xero Connector - implementation fees	1.00	2,000.00	10%	2,000.00
Vend Software - first 12 months licencing fees	1.00	2,496.00	10%	2,496.00
Please be aware - following the first 12 months, Vend licencing will be billed directly from the software vendor to the client.				
Vend Software - Implementation fees	1.00	10,000.00	10%	10,000.00
Vend - Hardware - POS registers x2: iPad and stand, bluetooth barcode scanner, thermal printer, cash drawer. Configuration and implementation included	2.00	3,325.00	10%	6,650.00
Records Management - Office 365 - annual licence	1.00	2,000.00	10%	2,000.00
Records Management - Office 365 - Implementation	1.00	3,560.00	10%	3,560.00
Workshop Management Software - first 12 months licencing	1.00	950.00	10%	950.00
Please be aware - following the first 12 months, workshop management software licencing will be billed directly from the software vendor to the client.				
Workshop management software - implementation	1.00	6,800.00	10%	6,800.00
Credit - for use in either hardware (PC) refresh, or as support	3.00	1,400.00	10%	4,200.00
Training and Support Package - 40 hours of training and support	40.00	200.00	10%	8,000.00
Xero Financials - Implementation	1.00	8,000.00	10%	8,000.00
Xero Financials - annual licence for first 12 months, including maximum 20 payroll staff	1.00	1,200.00	10%	1,200.00
Please be aware - following the first 12 months, Xero				

**Please Use Invoice Number as Reference. Payment Should Be Made to:**  
**Account:** MICROWISE AUSTRALIA PTY. LTD. TAS COUNCILWISE  
**BSB:** 067-101 **Account #:** 10794020 **Bank:** Commonwealth Bank



Description	Quantity	Unit Price	GST	Amount AUD
-------------	----------	------------	-----	------------

licencing will be billed directly from the software vendor to the client.

Subtotal				66,856.00
Total GST 10%				6,685.60
Invoice Total AUD				73,541.60
Total Net Payments AUD				0.00
<b>Amount Due AUD</b>				<b>73,541.60</b>

**Due Date: 14 Sep 2020**

*Handwritten signature*  
28/8/20

① = \$61,046 G26  
\$ 5810 G25

ENTERED

G26

~~\$61046.00~~ + 6104.60  
GST inc \$67151.60  
\$67150.60

difference from G25

~~\$12495.60~~  
\$6391.00



# Belyuen Community Government Council

CMB 18  
DARWIN  
NT 0801

Councilwise  
1 Tivoli road  
qld 7017

<b>REMITTANCE ADVICE</b>
<b>Date:</b> 11/09/2020

**Payment Number:**

**Payment Amount:**

Payment; Councilwise

**In Payment For:**

SUPPLIER INV.	PURCHASE NO.	INVOICE DATE	INVOICE AMOUNT	DISCOUNTS	PREVIOUS PAYMENTS	CURRENT PAYMENT
0116	CW - G26	28/08/2020	\$73,541.60	\$0.00	\$0.00	\$73,541.60



**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development and Communications**

## NATIONAL LAND TRANSPORT ACT 2014, PART 8

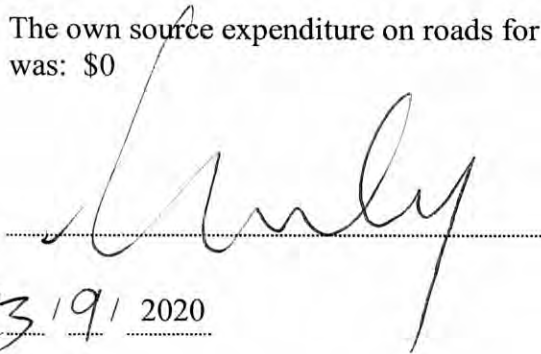
### PART 1 - CHIEF EXECUTIVE OFFICER'S FINANCIAL STATEMENT AND AUDITOR'S REPORT

Chief Executive Officer's financial statement  
(see subclause 6.2(a) of the funding conditions)

The following financial statement is a true statement of the receipts and expenditure of the Roads to Recovery payments received by Belyuen Community Government Council under Part 8 of the *National Land Transport ACT 2014* in the financial year 2019-20.

[1]	[2]	[3]	[4]	[5]
Amount brought forward from previous financial year \$	Amount received in report year \$	Total amount available for expenditure in report year \$	Amount expended in report year \$	Amount carried forward to next financial year \$
		[1]+[2]		[3]-[4]
0	31,581	31,581	15,904	15,677

The own source expenditure on roads for Belyuen Community Government Council in 2019-20 was: \$0



(signature of Chief Executive Officer/General Manager)

23/9/2020

Cathy Winsley

(name of Chief Executive Officer/General Manager)

Auditor's report

(Conditions cl.6.2(b))

In my opinion:

- (i) the financial statement above is based on proper accounts and records;  
and



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Regional Development and Communications**

- (ii) the financial statement above is in agreement with proper accounts and records; and
- (iii) the amount reported as expended during the year was used solely for expenditure on the maintenance and/or construction of roads; and
- (iv) the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement above as the funding recipient's own source expenditure on roads during the year is based on, and in agreement with proper accounts and records.

I am an "appropriate auditor" as defined in section 4 of the *National Land Transport ACT 2014*.

..... (signature of auditor)

..... / / 2020

..... (name of auditor)

..... (name of auditor's company)

Note: Under s.4 of the Act, "appropriate auditor" means:

- (a) in relation to a funding recipient whose accounts are required by law to be audited by the Auditor-General of a State — the Auditor-General of the State; or
- (b) in relation to a person or body whose accounts are required by law to be audited by the Auditor-General of the Commonwealth — the Auditor-General of the Commonwealth; or
- (c) in relation to any other funding recipient — a person (other than an officer or employee of the person or body) who is:
  - (i) registered as a company auditor or a public accountant under a law in force in a State; or
  - (ii) a member of the Institute of Chartered Accountants in Australia or of the Australian Society of Accountants.





**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development and Communications**

## PART 4

### STATEMENT OF EXPECTATIONS RELATING TO ROAD SAFETY

The following projects completed year ending 30 June 2020 have been formally evaluated as per the work schedule:

### STATEMENT OF OUTCOMES BY CHIEF EXECUTIVE OFFICER

(see subclause 6.3(e) of the funding conditions)

<p>Belyuen Community Government Council has achieved the following outcomes under the Roads to Recovery Program in 2019-20:</p> <p>Council has purchased the equipment needed for Project 1 Council has not completed the work due to staff shortages over the last few months due to COVID</p>
---

#### Key outcomes

Outcome	Estimated % of Roads to Recovery Expenditure (all projects)
1. Road Safety	0
2. Regional economic development	0
3. Achievement of asset maintenance strategy	0
4. Improved access for heavy vehicles	0
5. Promotion of tourism	0
6. Improvements of school bus routes	0
7. Access to remote communities	0
8. Access to intermodal facilities	0
9. Traffic management	0
10. Improved recreational opportunities	0
11. Amenity of nearby residents	0
12. Equity of access (remote areas)	0
13. Other	100
<b>TOTAL</b>	<b>100</b>

23/09/2020





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**PART 3 – STATEMENT ON EXPENDITURE MAINTENANCE BY CHIEF EXECUTIVE OFFICER**

(see subclause 6.3(b) of the funding conditions)

I, Cathy Winsley, Chief Executive Officer/General Manager, of Belyuen Community Government Council, state that, in accordance with the funding conditions determined under section 90 of the *National Land Transport ACT 2014* :

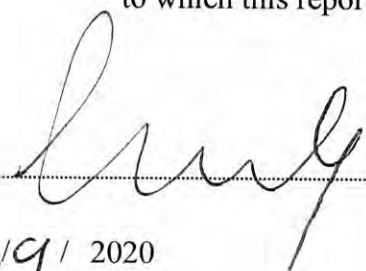
- 1(a) expenditure on the construction and/or maintenance of roads by Belyuen Community Government Council using its own sources funds in the year to which this report refers was \$0.
- 1(b) the reference amount for Belyuen Community Government Council is \$0.

The following information need only be provided if the expenditure shown in 1(a) is less than the reference amount as shown in 1(b) above:

- 2(a) expenditure on the construction and/or maintenance of roads by Belyuen Community Government Council using its own sources funds for the year prior to the year to which this report refers was \$0.
- 2(b) the average of expenditure on the construction and/or maintenance of roads by Belyuen Community Government Council using its own source funds for the year to which this report refers and the previous year was \$0.

The following information need only be provided if the expenditure shown in 1(a) is less than the reference amount as shown in 1(b) above:

- 3(a) expenditure on the construction and/or maintenance of roads by Belyuen Community Government Council using its own sources funds in the year two years before the year to which this report refers was \$0.
- 3(b) the average of expenditure on the construction and/or maintenance of roads by Belyuen Community Government Council using its own source funds for the year to which this report refers and the previous two years was \$0.

  
\_\_\_\_\_

(signature of Chief Executive Officer/General Manager)

23/9/2020



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Regional Development and Communications**

**PART 2 - STATEMENT OF ACCOUNTABILITY BY CHIEF EXECUTIVE OFFICER**

(see subclauses 6.3(a), (c) and (d) of the funding conditions)

I, Cathy Winsley, Chief Executive Officer or General Manager, of Belyuen Community Government Council, hereby certify, in accordance with the conditions determined under section 90 of the *National Land Transport ACT 2014* (the Funding Conditions), that:

- (a) Roads to Recovery funds received by Belyuen Community Government Council during the year 2019-20 which have been spent on the construction and/or maintenance of roads;
- (b) Belyuen Community Government Council has fulfilled the signage and other public information conditions in Part 3 of the Funding Conditions; and
- (c) during the financial year Belyuen Community Government Council has otherwise fulfilled all of the Funding Conditions.

(signature of Chief Executive Officer/General Manager)

23/09/2020



**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development and Communications**

A handwritten signature in black ink, appearing to be 'L. Kelly', written over a horizontal dotted line.

(signature of Chief Executive Officer/General Manager)

Created: 24/06/2020 5:46 PM

## Belyuen Community Government Council

**Job Profit & Loss Statement**

July 2019 To May 2020

CMB 18  
DARWIN  
NT 0801

ABN: 88 194 280 330

<b>Account Name</b>	<b>Selected Period Year To Date</b>	
<b>C59 Roads to Recovery</b>		
<b>Income</b>		
DITD&I G Aus -Roads to Recovery	\$31,581.00	\$31,581.00
<b>Total Income</b>	<b>\$31,581.00</b>	<b>\$31,581.00</b>
<b>Expense</b>		
Stores, materials, loose tools	\$15,904.79	\$15,904.79
<b>Total Expense</b>	<b>\$15,904.79</b>	<b>\$15,904.79</b>
<b>Net Profit/(Loss)</b>	<b>\$15,676.21</b>	<b>\$15,676.21</b>

This report includes Year-End Adjustments.



## 10 QUESTIONS BY MEMBERS

Members are invited to raise any questions.

## 11 GENERAL BUSINESS

Call for any other general business.

## 12 CONFIDENTIAL ITEMS

### Recommendation

*That pursuant to Section 65(2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations, the meeting be closed to the public to consider the Confidential item(s) of the Agenda.*

**Moved:**

**Seconded:**

The following reports will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

### 12.1 Financial and Accounting Services

## 13 NEXT COUNCIL MEETING

*The next Ordinary Meeting of Council be held on 26 October 2020 at the Belyuen Council Offices, Belyuen commencing at 5:00PM.*