



AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Date: 21st August 2023

Time: 1:30 pm (Darwin Time)

Notice of Meeting

To: Ian Swan (Independent Chairperson)

Natasha Chapman (Independent Member)

Rex Edmunds (Elected President)

Adherent to Section 97(3) of the Local Government Act 2019, you are invited to attend the Audit and Risk Management Committee Meeting to be held at Belyuen Council Office, Belyuen on 21st August 2023 commencing at 1:30pm (Darwin Time). Any member(s) who cannot be physically present, is (are) invited to join the meeting via Teams.

Please declare any conflict of interest(s) relating to the items of discussion of the Audit and Risk Management Committee meeting on 21st August 2023.

This meeting is open to public and will be recorded for minutes purposes only.

Dave Ferguson

Chief Executive Officer

Belyuen Community Government Council

Date: 18th August 2023

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1. Opening of Meeting

The meeting will be declared open at 1:30pm by Chairperson, Mr. Ian Swan

2. Attendees/People Present

Members:

IAN SWAN (Independent Chairperson)	Present Virtually via Teams
NATASHA CHAPMAN (Independent Member)	Present Virtually via Teams
REX EDMUNDS (Elected President)	

Staff:

DAVE FERGUSON (Chief Executive Officer)
JASMINE BRAR (Finance and Administration Manager)

3. Apologies and Leave of Absence

REPORT NUMBER	3.1.08.21
AUTHOR	JASMINE BRAR – FINANCE AND ADMINISTRATION MANAGER
ATTACHMENTS	NIL

Summary

This report is to table, for Council's record, any apologies and requests for leave of absence received from Members of the Audit and Risk Management Committee for meeting held on 21st August 2023.

Comment

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 Committee will be recorded as absence without notice.

The acceptance of members' apologies or the approval for a member to be absent from a meeting is a decision of the council. The decision must meet all the legislative requirements of any decision of committee, including the need for the decision to be clearly recorded in the public minutes of the committee meeting.

Statutory Environment

As per Section 98 of the Local Government Act 2019

Financial Implications

Not applicable.

Recommendation:

The Committee accepts the apology/leave without apology of _____ for Audit and Risk Management Committee Meeting of Belyuen Community Government Council held on 21st August 2023

Moved:

Seconded:

4. Declaration of Interests

REPORT NUMBER

4.1.08.21

AUTHOR

JASMINE BRAR – FINANCE AND ADMINISTRATION MANAGER

ATTACHMENTS

NIL

Summary

Members, staff and other attendees are required to declare any conflicts of interest arising from the matters contained in this agenda.

Background

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

- 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.
- In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised.

The Committee may elect to allow the Member to provide further and better particulars of the interest prior to requesting them to leave the Chambers.

Staff Members of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure the Staff Member is not to act or exercise his or her delegated authority unless the CEO or Acting CEO expressly directs him or her to do so.

Comment

NIL

Statutory Environment

NIL

Policy Implications

EM04 - Conflict of Interest – Code of Conduct

Financial Implications

Not applicable.

Recommendation:

The Committee receives and notes the Declaration of Interests for Audit and Risk Management Committee Meeting of Belyuen Community Government Council held on 21st August 2023

Moved:

Seconded:

5. Confirmation of Previous Minutes

REPORT NUMBER

5.1.08.21

AUTHOR

JASMINE BRAR – FINANCE AND ADMINISTRATION MANAGER

ATTACHMENTS

MINUTES OF MEETING – 6th June 2023

Summary

Minutes of Audit and Risk Management Committee Meeting held at Belyuen Council Office on 6th June 2023

Statutory Environment

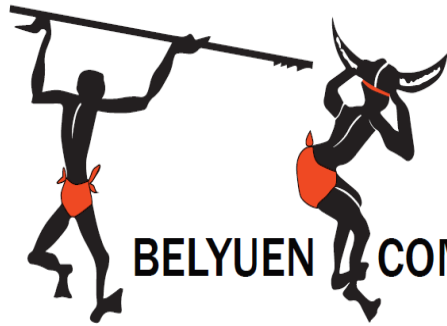
The Minutes as submitted must comply with Section 101(1) of the *Local Government Act 2019* and be confirmed at the Next Meeting as per Section 101(3) of the *Local Government Act 2019*

Policy Implications

Not applicable

Financial Implications

Not applicable



BELYUEN COMMUNITY GOVERNMENT COUNCIL

AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

MINUTES OF MEETING

Date: 6th June 2023

Time: 11:00 am (Darwin Time)

Notice of Meeting

I, hereby give notice that the Audit and Risk Management Committee Meeting will be held at Belyuen Council Training Room, Belyuen on:

Date: 6th June 2023

Time: 11:00am (Darwin Time).

Any member(s) who cannot be physically present will be joining the meeting via Teams.

Please declare any conflict of interest(s) relating to the items of discussion of the Audit and Risk Management Committee meeting on 6th June 2023.

This meeting is open to Public

Dave Ferguson

Chief Executive Officer

Belyuen Community Government Council

Date: 5th June 2023

MINUTES

1. Opening of Meeting

The Chairperson, Mr. Ian Swan declared the meeting open at 11:03am

2. Attendees/People Present

Members:

IAN SWAN (Independent Chairperson)

NATASHA CHAPMAN (Independent Member) Present Virtually via Teams

REX EDMUNDS (Elected President)

Staff:

DAVE FERGUSON (Chief Executive Officer)

JASMINE BRAR (Senior Finance/Administration Officer)

Other Attendees (Present Virtually via Teams):

Noel Clifford (Partner, Nexia Edwards Marshal NT)

Vikram Sandhu (Manager, Audit and Assurances, Nexia Edwards Marshal NT)

Claire Lwin (Auditor, Nexia Edwards Marshal NT)

3. Apologies and Leave of Absence

Recommendation:

The Committee accepts the apology of Claude Holtze for Audit and Risk Management Committee Meeting of Belyuen Community Government Council held on 6th June 2023

Moved: Cr. Edmunds

Seconded: N. Chapman

4. Declaration of Interests

Recommendation:

The Committee receives and notes the Declaration of Interests for Audit and Risk Management Committee Meeting of Belyuen Council held on 6th June 2023

Moved: N. Chapman

Seconded: Cr. Edmunds

5. Confirmation of Previous Minutes

Recommendation:

That the Minutes of the Audit and Risk Management Committee meeting held on 7th March 2023 be confirmed as true and correct record of the meeting, by the Audit and Risk Management Committee

Moved: N. Chapman

Seconded: Cr. Edmunds

6. Action Items from Previous Meeting

NIL

7. Financial reports

Note:

The finance report was paused at 11:18am and the Committee had a meeting with Nexia Edwards Marshal about Audit Plan for 2022-23. The Audit and Risk Management Committee meeting was reconvened at 12:05pm

Recommendation:

The Audit and Risk Management Committee receives and notes the Financial Report for Belyuen Council for the period ending 31st March 2023

Moved: N. Chapman
Seconded: Cr. Edmunds

8. Draft 2023-24 Budget and Shire Plan

Recommendation:

The Audit and Risk Management Committee:

- receives and notes the Draft 2023-24 Budget and Shire Plan
- recommends Belyuen Council to adopt the report titled 2023-24 Budget and Shire Plan

Moved: N. Chapman
Seconded: Cr. Edmunds

9. General Business

NIL

10. Next Meeting

The next Audit and Risk Management Committee meeting will be held in August 2023, date to be notified as soon as known

11. Meeting Closed

The meeting was closed at 1:34pm

Recommendation:

That the Minutes of the Audit and Risk Management Committee meeting held on 6th June 2023 be confirmed as true and correct record of the meeting, by the Audit and Risk Management Committee

Moved:

Seconded:

6. Action Items from Previous Meeting

NIL

7. Financial reports

REPORT NUMBER	7.1.08.21
AUTHOR	JASMINE BRAR – FINANCE AND ADMINISTRATION MANAGER
ATTACHMENTS	FINANCIAL REPORT (Jul 2022 - Jun 2023)

Summary

To provide the Audit and Risk Management Committee with the update on the financial position of the Council

Background

NIL

Operating Income and Expenditure

- Council's Operating Income is more than the Year-to-date budget, due to increase in income from Store and the Aged Care. Remaining payments for Belyuen Sports Carnival, Remote Airstrip Upgrade Round 8 and LRCIP Phase 3 are not yet due until the project meets its timelines.
- Operating expenditure is more than Year to Date budget, due to increase in cost of sales in store and increase in employee expenditure due to paying out employee entitlements. Council has done increased Repairs and Maintenance to vehicles (the Coaster Bus) for Barunga Festival.

Grants and Subsidies

- Council received \$55,000 in Local Government Infrastructure Priority Grant (Job Number: IPG 2022-23) and \$75,000 in Waste and Regional Management Round 3 (Job Number: G30) in June 2023
- Council received early payment for 2023-24 Financial Assistance Grants (Roads and General Purpose) worth \$40,520 and \$27,123 in June 2023
- Council also received 2022-23 IDJF Funding in June 2023 worth \$41,000
- Council received \$25,000 for Admin Manager Grant and \$10,000 for Legal cost from Dept of Local Government in June 2023

Interest/Investment Income

- Belyuen Council does not receive interest/investment income

Tax and Other Liabilities

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

- \$279,904 will be paid to the ATO for Pay as You Go (PAYG Withholdings) since 1 July to 30 June 2023. The June PAYG Withholdings will be submitted with the Business Activity Statement in August 2023.
- Business Activity Statements have been lodged by the due dates. The June BAS will be lodged by the due date of 25th August 2023

Table 1.1 Monthly Income and Expenditure Statement

Period		12		
	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	92,778	92,778	0	92,778
Charges	82,500	82,500	0	82,500
Fees and Charges	192,904	153,070	39,834	153,070
Operating Grants and Subsidies	2,383,041	1,383,135	999,906	1,383,135
Interest / Investment Income	-	-	0	-
Other Income	2,286,961	2,113,350	173,611	2,113,350
TOTAL OPERATING INCOME	5,038,184	3,824,833	1,213,351	3,824,833
OPERATING EXPENDITURE				
Employee Expenses	1,653,492	1,551,314	(102,178)	1,551,314
Materials and Contracts	1,075,153	1,069,592	(5,561)	1,069,592
Elected Member Allowances	61,610	60,991	(619)	60,991
Elected Member Expenses	1,740	5,500	3,760	5,500
Council Committee & LA Allowances	3,995	0	(3,995)	0
Council Committee & LA Expenses	0	0	0	0
Depreciation, Amortisation and Impairment	272,772	242,000	(30,772)	242,000
Interest Expenses	430	0	(430)	0
Other Expenses	1,313,141	987,030	(326,111)	987,030
TOTAL OPERATING EXPENDITURE	4,382,333	3,916,427	(465,906)	3,916,427
OPERATING SURPLUS / DEFICIT	655,850	(91,594)	747,445	(91,594)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	655,850	- 91,594.00	747,445	- 91,594.00
Remove NON-CASH ITEMS				
<i>Less</i> Non-Cash Income		0	0	
<i>Add Back</i> Non-Cash Expenses	272,772	242,000	(30,772)	242,000
TOTAL NON-CASH ITEMS	272,772	242,000	(30,772)	242,000
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	392,955	(260,000)	(652,956)	(260,000)
Borrowing Repayments (Principal Only)		0	0	
Transfer to Reserves		(150,406)	(150,406)	(150,406)
Other Outflows		0	0	
TOTAL ADDITIONAL OUTFLOWS	392,956.00	- 410,406.00	- 803,362.00	- 410,406.00
Add ADDITIONAL INFLOWS				
Capital Grants Income	172,491	0	(172,491)	
Prior Year Carry Forward Tied Funding		0	0	
Other Inflow of Funds		0	0	
Transfers from Reserves		260,000	260,000	260,000
TOTAL ADDITIONAL INFLOWS	172,491.00	260,000.00	87,509.00	260,000.00
NET OPERATING POSITION	1,494,070	-	1,494,070	-

Table 2.1 Capital Income and Expenditure

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	11,538	12,000	462	12,000
Infrastructure (including roads, footpaths, park furniture)	182,135	51,000	(131,135)	51,000
Plant and Machinery	199,282	197,000	(2,282)	197,000
Fleet		-	-	
Other Assets (including furniture and office equipment)		-	-	-
Leased Land and Buildings		-	-	-
Other Leased Assets		-	-	-
TOTAL CAPITAL EXPENDITURE	392,955.00	260,000	(132,955)	260,000
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	172,941	-	(172,941)	-
Transfers from Cash Reserves	-	260,000	260,000	260,000
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-		
TOTAL CAPITAL EXPENDITURE	172,941	260,000	87,059.00	260,000
FUNDING				

Balance Sheet

BELYUEN COMMUNITY GOVERNMENT COUNCIL

As at 30 June 2023

Account	30 Jun 2023
Assets	
Bank #	1,201,843.03
Accounts Receivables	132,123.70
Current Assets	157,845.17
Fixed Assets	1,460,422.35
Non-current Assets	35,772.33
Total Assets	2,988,006.58
Liabilities	
Accounts Payable	24,018.18
Current Liabilities	625,869.35
Non-current Liabilities	475,489.86
Total Liabilities	1,125,377.39
Net Assets	1,862,629.19
Equity	
Current Year Earnings	690,216.64
Reserves	66,904.00
Retained Earnings	1,105,508.55
Total Equity	1,862,629.19

Tied Funding: \$591,159

Untied Funding: \$610,684

Aged Payables Summary

BELYUEN COMMUNITY GOVERNMENT COUNCIL

As at 30 June 2023

Ageing by due date

Contact	Current	< 1 Month	1 Month	2 Months	Older	Total
Aged Payables						
Bega	2.38	0.00	0.00	0.00	0.00	2.38
Bridge Toyota	0.00	753.43	0.00	0.00	0.00	753.43
COLES	0.00	234.81	0.00	0.00	0.00	234.81
FVS Fire Pty Ltd	701.99	0.00	701.99	0.00	0.00	1,403.98
Helen Price	374.00	0.00	0.00	0.00	0.00	374.00
IGA - Independent Grocers 49178	523.42	0.00	0.00	0.00	0.00	523.42
Independence Australia	0.00	1,176.00	0.00	0.00	0.00	1,176.00
Ironbark Aboriginal Corporation	0.00	12.50	508.75	0.00	0.00	521.25
Keep Moving Pty Ltd	320.50	0.00	0.00	0.00	0.00	320.50
KMART AUSTRALIA	0.00	802.00	0.00	0.00	0.00	802.00
Matthew Dunbar	300.00	0.00	0.00	0.00	0.00	300.00
Medimart	0.00	109.80	0.00	0.00	0.00	109.80
Nexia Edwards Marshall NT	4,400.00	0.00	0.00	0.00	0.00	4,400.00
Pest Off	722.50	297.50	0.00	0.00	0.00	1,020.00
Power & Water Corporation	0.00	6,841.14	0.00	0.00	0.00	6,841.14
Repco	352.00	0.00	0.00	0.00	0.00	352.00
Swan Business Advisory	2,141.04	0.00	0.00	0.00	0.00	2,141.04
Telstra Corporation Ltd	0.00	460.41	0.00	0.00	0.00	460.41
Territory Surgical Supplies	144.93	0.00	0.00	0.00	0.00	144.93
Tyre Traders NT	804.05	1,049.04	0.00	0.00	0.00	1,853.09
WOOLWORTHS	0.00	284.00	0.00	0.00	0.00	284.00
Total Aged Payables	10,786.81	12,020.63	1,210.74	0.00	0.00	24,018.18
Total	10,786.81	12,020.63	1,210.74	0.00	0.00	24,018.18
Percentage of total	44.91%	50.05%	5.04%	0.00%	0.00%	100.00%

Aged Receivables Summary

BELYUEN COMMUNITY GOVERNMENT COUNCIL

As at 30 June 2023

Ageing by due date

Council Functions	Contact	Current	< 1 Month	1 Month	2 Months	Older	Total
		11,068.69	(4,691.58)	(2,256.09)	(1,762.36)	(2,229.94)	128.72
C56 Civil Community Services		58.30	1,474.00	0.00	0.00	7,782.83	9,315.13
C56 Civil Community Services, E10 Belyuen Store		292.60	0.00	39.00	0.00	930.60	1,262.20
E10 Belyuen Store		220.00	0.00	250.00	0.00	12,125.75	12,595.75
G10 Council Admin		2,750.00	0.00	3,080.00	0.00	517.68	6,347.68
G10 Council Admin, E10 Belyuen Store		14,498.10	668.93	100.00	0.00	3,765.20	19,032.23
S11 Aged Care		(31.29)	(921.92)	0.00	0.00	264.00	(689.21)
S11 Aged Care, S12 Home Care Package		0.00	43.56	145.20	177.08	0.00	365.84
S11B - Residential Income - Aged Care, S11 Aged Care		1,266.50	1,402.50	247.80	785.90	166.00	3,868.70
S12 Home Care Package		67,937.98	440.20	56.06	(76.04)	1,173.69	69,531.89
Total		98,060.88	(1,584.31)	1,661.97	(875.42)	24,495.81	121,758.93
Percentage of total		80.54%	-1.30%	1.36%	-0.72%	20.12%	100.00%

Depreciation Schedule

BELYUEN COMMUNITY GOVERNMENT COUNCIL

For the year ended 30 June 2023

Cost Account	Cost	Opening Value	Purchases	Disposals	Depreciation	Closing Value
Fixed Asset - Buildings at Valuation	835,456.00	711,801.18	11,538.00	0.00	58,090.41	665,248.77
Fixed Asset - Infrastructure at valuation	533,234.00	289,624.40	182,136.00	0.00	37,043.91	434,716.49
Fixed Asset - Plant & Equipment -Costed as Plant	549,812.93	200,657.29	199,283.82	0.00	108,016.32	291,924.79
Fixed Assets - Store Furniture and Fittings at Cost	243,326.00	108,889.39	0.00	0.00	68,030.08	40,859.31
Fixed Assets - Store Improvements at Cost	32,070.92	29,227.58	0.00	0.00	1,590.35	27,637.23
Total	2,193,899.85	1,340,199.84	392,957.82	0.00	272,771.07	1,460,386.59

Statement of Cash Flows

BELYUEN COMMUNITY GOVERNMENT COUNCIL

For the year ended 30 June 2023

Account	2023
Operating Activities	
Receipts from customers	5,169,264.87
Payments to suppliers and employees	(4,170,550.63)
Cash receipts from other operating activities	(38,118.89)
Net Cash Flows from Operating Activities	960,595.35
Investing Activities	
Payment for property, plant and equipment	(428,856.18)
Other cash items from investing activities	16,075.33
Net Cash Flows from Investing Activities	(412,780.85)
Financing Activities	
Other cash items from financing activities	(356,545.31)
Net Cash Flows from Financing Activities	(356,545.31)
Net Cash Flows	191,269.19
Cash and Cash Equivalents	
Cash and cash equivalents at beginning of period	1,010,573.84
Net change in cash for period	191,269.19
Cash and cash equivalents at end of period	1,201,843.03

Recommendation:

The Audit and Risk Management Committee receives and notes the Unaudited Financial Report for July 2022 – June 2023 for Belyuen Council

Moved:

Seconded:

8. General Business

NIL

9. Confidential Items

NIL

10. Next Meeting

The next Audit and Risk Management Committee meeting will be held in October 2023, date to be advised

11. Meeting Closed

The meeting was closed at